



st.croixprep

ANNUAL BOARD CALENDAR 2026-2027

July	Responsible	Notes/Status
Public Hearing on Student Fees	Bus Office/Finance	
Family Handbook Approval	Executive Director	
Employee Handbook Approval	HR Director	
Foundation Update	Managing Director	
Q-Comp Program Update	Q-Comp Coordinator	

August	Responsible	Notes/Status
Bylaws Training	Governance Committee	

September	Responsible	Notes/Status
Status of School Opening/Quarterly Report	LS Principal MS Principal US Principal Student Serv. Director	
Review of MCA Test Scores	T&L Director	
MN State Statute Training	Governance Committee	
Emergency Operations Plan Approval	Crisis Team	
MDE Assurance of Compliance	Executive Director	
Q-Comp Goals	Q-Comp Coordinator	
Unaudited Financials FY 26 - Review	Bus Office/Finance	

October	Responsible	Notes/Status
Financial Statement Review	Bus Office/Finance	
Foundation Update	Managing Director	
Quarterly Report	Activities Director	
Bi-Annual Report	HR Director	
Bi-Annual Report	Q-Comp Coordinator	
Annual Report Approval (if ready)	Executive Director	
Comprehensive Achievement and Civic Readiness (CACR)-Includes Staff Development	T&L Director	

November	Responsible	Notes/Status
Snow Removal (Facilities) - approval for contract.	Facilities Director	
Bi-Annual Report	Communications & Events Manager	
Policy Approval (Consent Agenda and 1st and 2nd read approval)	Board Chair	
Policy 1st Read (Governance)	Governance Committee	
Governance Notes	Governance Committee	
Strategic Planning Notes	Board Chair	
Finance Committee Notes	Finance Committee	
Quarterly Financial Report	Bus Office/Finance	
MN State Statute Training (124E)	Board Chair	

December	Responsible	Notes/Status
Affiliated Building Company Training	Bus Office/Finance	
Audit Acceptance	Bus Office/Finance	
FSCPA and Building Overview	Facilities Director	
Quarterly Report	LS Principal MS Principal US Principal Student Serv. Director	

January	Responsible	Notes/Status
Board Election Timeframe Discussion	Governance Committee	
Food Services Report	Food Services Director	
Technology Report	Technology Director	
Quarterly Report	Activities Director	

February	Responsible	Notes/Status
Financial Statement Review	Bus Office/Finance	
Board Election Timeframe Discussion	Governance Committee	
Approve School Calendar	Executive Director	
AIPAC concurrence/noncurrence	T&L Director	

March	Responsible	Notes/Status
Approve Open Enrollment Period for Next Year	Executive Director	
Approve Board Calendar for Next Year • Meetings • Election • Retreat	Board	
Board Election Status & Timeframe	Governance Committee	
Quarterly Check-In	LS Principal MS Principal US Principal Student Serv. Director	
Compensation Plan Introduction	HR Director	
Benefits Package Introduction	HR Director	

April	Responsible	Notes/Status
Annual Budget Introduction	Bus Office/Finance	
Compensation Plan Approval	HR Director	

Benefits Plan Approval	HR Director	
Bi-Annual Report	HR Director	
Quarterly Report	Activities Director	
Board Election Status & Time Frame	Governance Committee	

May	Responsible	Notes/Status
Q-Comp Report Presentation/Approval Bi-Annual Report	Q-Comp Coordinator	
Financial Statement Review	Bus Office/Finance	
Board Election Update	Governance Committee	
Approve Annual Budget	Bus Office/Finance	
Curriculum Advisory Update	T&L Director	
Literacy Plan	T&L Director	
Bi-Annual Report	Communications and Events Manager	

June	Responsible	Notes/Status
Public Hearing on Fees – 2026	Bus Office/Finance	
End of the Year Wrap Up Report	LS Principal MS Principal US Principal Student Serv. Director Athletic/Act. Director	
Seat New Board Members	Board Chair	
New Board Member Training	Governance Committee	
Conflict of Interest Form Disclosure	Bus Office/Finance	
Introduction of Family Handbook	Executive Director	
Introduction of Employee Handbook	HR Director	

Annual Finance Designations for Next Year • Identified Official with Authority • Official Newspaper • Designation of Depository • Account Signatories • Collateralize Funds in Excess of FDIC Insurance • Delegation of Authority to Make Electronic Funds Transfers	Board Chair	
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