



# st.croixprep

**ANNUAL BOARD CALENDAR  
2025-2026**

<b>July</b>	<b>Responsible</b>	<b>Notes/Status</b>
Public Hearing on Student Fees	Bus Office/Finance	
Family Handbook Approval	J. Fuchs	
Seat New Board Members	Board Chair	
Foundation Update	M. Davis	
Conflict of Interest Form Disclosure	Bus Office/Finance	
Annual Finance Designations for Next Year <ul style="list-style-type: none"> <li>● Identified Official with Authority</li> <li>● Official Newspaper</li> <li>● Designation of Depository</li> <li>● Account Signatories</li> <li>● Collateralize Funds in Excess of FDIC Insurance</li> <li>● Delegation of Authority to Make Electronic Funds Transfers</li> </ul>	Board Chair	

<b>August</b>	<b>Responsible</b>	<b>Notes/Status</b>
Forward Together Retreat (08/07 and 08/08)	Succession Committee	
ByLaws Training	Governance	

<b>September</b>	<b>Responsible</b>	<b>Notes/Status</b>
Status of School Opening/Quarterly Report	Lower School Middle School Upper School Student Services	
Review of MCA Test Scores	J. Fuchs	
MN State Statute Training	Governance	
Emergency Operations Plan Approval	Crisis Team	Moving to October due to policy updates needed and work on a crisis plan.
MDE Assurance of Compliance	J. Fuchs	
Q-Comp Goals	AC/Q-Comp Leaders	
Unaudited Financials FY 25 - Review	EDoF	

<b>October</b>	<b>Responsible</b>	<b>Notes/Status</b>
Financial Statement Review	Bus Office/Finance	
Foundation Update	M. Davis	
Quarterly Report	Activities Department	
Bi-Annual Report	Human Resources	
Bi-Annual Report	Academic Coordinators	
Annual Report Approval (if ready)	J. Fuchs	
World's Best Workforce Approval (if ready)	J. Fuchs	

<b>November</b>	<b>Responsible</b>	<b>Notes/Status</b>
Snow Removal (Facilities) - approval for contract.	Bill Blotske	
Bi-Annual Report	Communications and Events Coordinator	

Policy Approval (Consent Agenda and 1st and 2nd read approval)	Chair	Investment Policy, done.
Policy 1st Read (Governance)	Governance Committee	
Governance Notes	Governance Committee	
Strategic Planning Notes	T. Gulbrasnen	
Finance Committee Notes	D. Smith	
Quarterly Financial Report	Bus Office/Finance	
MN State Statute Training (124E)	T. Gulbransen	

<b>December</b>	<b>Responsible</b>	<b>Notes/Status</b>
Affiliated Building Company Training	Bus Office/Finance	
Audit Acceptance	Bus Office/Finance	
FSCPA and Building Overview	B. Blotske	
Quarterly Report	Lower School Middle School Upper School Student Services	

<b>January</b>	<b>Responsible</b>	<b>Notes/Status</b>
Strategic Plan Discussion	Strategic Planning Team	
Board Election Timeframe Discussion	Governance	
Food Services Report	M. Thole	
Technology Report	C. Olson	
Quarterly Report	Activities Department	

<b>February</b>	<b>Responsible</b>	<b>Notes/Status</b>
Financial Statement Review	Bus Office/Finance	

Board Election Timeframe Discussion	Governance	
Approve School Calendar	J. Fuchs	
AIPAC concurrence/noncurrence	D. Thompson	

<b>March</b>	<b>Responsible</b>	<b>Notes/Status</b>
Approve Open Enrollment Period for Next Year	J. Fuchs	
Approve Board Calendar for Next Year <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Election</li> <li>• Retreat</li> </ul>	Board	
Board Election Status & Time Frame	Governance	
Quarterly Check-In	Lower School Middle School Upper School Student Services	
Compensation Plan Introduction	T. Smith	
Benefits Package Introduction	T. Smith	

<b>April</b>	<b>Responsible</b>	<b>Notes/Status</b>
Annual Budget Introduction	Bus Office/Finance	
Compensation Plan Approval	T. Smith	
Benefits Plan Approval	T. Smith	
Bi-Annual Report	Human Resources	
Quarterly Report	Activities Department	
Board Election Status & Time Frame	Governance	

<b>May</b>	<b>Responsible</b>	<b>Notes/Status</b>
Q Comp Report Presentation/Approval Bi-Annual Report	Academic Coordinators	
Financial Statement Review	Bus Office/Finance	

Board Election Update	Governance	
Approve Annual Budget	Bus Office/Finance	
Curriculum Advisory Update (No approval)	J. Fuchs	
Literacy Plan	D. Thompson	
Bi-Annual Report	Communications and Events Coordinator	

<b>June</b>	<b>Responsible</b>	<b>Notes/Status</b>
Public Hearing on Fees – 2026	Bus Office/Finance	
End of the Year Wrap Up Report	Lower School Middle School Upper School Student Services Activities Department	
New Board Member Training	Governance	
Introduction of Family Handbook	J. Fuchs	
Introduction of Employee Handbook	T. Smith	
Annual Finance Designations for Next Year <ul style="list-style-type: none"> <li>● Identified Official with Authority</li> <li>● Official Newspaper</li> <li>● Designation of Depository</li> <li>● Account Signatories</li> <li>● Collateralize Funds in Excess of FDIC Insurance</li> <li>● Delegation of Authority to Make Electronic Funds Transfers</li> </ul>	Board Chair	