



## Annual Board/Committee Calendar

### July

- Performance Contract Due (MO Charter Public School Commission)
- Board Training Document Due (MO Charter Public School Commission)
- Annual Board Roster Due (MO Charter Public School Commission)
- Annual Board and Staff Demographics Due (MO Charter Public School Commission)
- Annual School Discipline Data Due (MO Charter Public School Commission)
- Annual Immunizations Information Due (MO Charter Public School Commission)
- Finance Committee Meeting (Third Tuesday)
- CWCS Board of Directors' Meeting (Third Thursday)

### August

- Annual Staff Handbook Due (MO Charter Public School Commission)
- Annual Student/Parent Handbook Due (MO Charter Public School Commission)
- Annual Board Member EpiCenter Information Update (MO Charter Public School Commission)
- Annual Insurance Coverage Due (MO Charter Public School Commission)
- Annual Management Organization Contacts Update (MO Charter Public School Commission)
- Annual School Contacts Update (MO Charter Public School Commission)
- Annual Background Checks for Service Contractors Due (MO Charter Public School Commission)
- Annual Background Checks for Board Members Due (MO Charter Public School Commission)
- Annual Legal Custodian of Record Update Due (MO Charter Public School Commission)
- Annual Pledge of Allegiance Certification Due (MO Charter Public School Commission)
- Annual Signatures on Bank Accounts Update Due (MO Charter Public School Commission)
- Annual PreK Certification Due (MO Charter Public School Commission)
- Annual ASBR Certification Due to DESE
- Annual Selection of Auditor (MO Charter Public School Commission)
- Posting of Child Abuse Hotline Due (MO Charter Public School Commission)

- Annual Contact Information in MOSIS Due (MO Charter Public School Commission)
- Annual Floor Plans Submitted to Police Department (MO Charter Public School Commission)
- School Year Begins
- Annual Audit On-Site Work Completed (August and September)
- Finance Committee Meeting (Third Tuesday)
- CWCS Board of Directors' Meeting (Third Thursday)

### September

- Assessment Calendar Due (MO Charter Public School Commission)
- School Specific Contract Measures Due (MO Charter Public School Commission)
- MO Course Access and Virtual School and Virtual School Program Compliance Due (MO Charter Public School Commission)
- Annual Board Member Conflict of Interest Forms Due (MO Charter Public School Commission)
- Current Enrollment Number Due (MO Charter Public School Commission)
- Student Residency Data Due (MO Charter Public School Commission)
- Annual Volunteer Background Checks Completed (MO Charter Public School Commission)
- Annual Staff Background Checks Completed (MO Charter Public School Commission)
- Finance Committee Meeting (Third Tuesday)
- CWCS Board of Directors' Meeting (Third Thursday)

### October

- MO MAP Data Provided by DESE
- Student Roster Due (MO Charter Public School Commission)
- MOSIS Student Core Due (MO Charter Public School Commission)
- Student Application Forms Updated (MO Charter Public School Commission)
- Annual Food Service License Due (MO Charter Public School Commission)
- Annual Health Inspection (MO Charter Public School Commission)
- Finance Committee Meeting (Third Tuesday)
- CWCS Board of Directors' Meeting (Third Thursday)

### November

- Recruitment Plans to Board of Directors by Staff
- Annual Fire/Safety Inspection Student Roster Due (MO Charter Public School Commission)
- MOSIS Student Core Due (MO Charter Public School Commission)
- Student Application Forms Updated (MO Charter Public School Commission)
- Annual Food Service License Due (MO Charter Public School Commission)
- Annual Health Inspection (MO Charter Public School Commission)
- Special Education Compliance Plan Due to DESE
- Fall Break
- Finance Committee Meeting (Third Tuesday)

- CWCS Board of Directors' Meeting (Third Thursday)

## December

- Draft Annual Audit Received and Reviewed by Finance Committee
- Annual Audit Approved by Board of Directors
- Annual Audit Submitted to DESE and MO Charter Public School Commission
- Finance Committee Meeting (Third Tuesday)
- CWCS Board of Directors' Meeting (Third Thursday)
- Winter Break

## January

- Missouri Legislative Session Begins
- CWCS Provides NWEA Data
- Board Acknowledgement of Closure Assurance (MO Charter Public School Commission)
- Perpetual Digital Record Storage (MO Charter Public School Commission)
- Current Enrollment Number Due (MO Charter Public School Commission)
- Notice of Annual Student Enrollment Lottery (MO Charter Public School Commission)
- Annual Inventory Certification (MO Charter Public School Commission)
- Annual 80/20 Rule Compliance Certification (MO Charter Public School Commission)
- Finance Committee Meeting (Third Tuesday)
- CWCS Board of Directors' Meeting (Third Thursday)

## February

- Deposits Fully Secured Certification (MO Charter Public School Commission)
- Building and Grade Level Expansion Plans Due to DESE
- Finance Committee Meeting (Third Tuesday)
- CWCS Board of Directors' Meeting (Third Thursday)

## March

- Annual Audit Publication
- CWCKC Finance Team Begins Preparing Next Fiscal Year's Annual Budget
- Spring Break
- Finance Committee Meeting (Third Tuesday)
- CWCS Board of Directors' Meeting (Third Thursday)

## April

- Notification of Enrolled Students for Next Fall (MO Charter Public School Commission)
- MOSIS Student Core (MO Charter Public School Commission)
- CWCKC Finance Team Presents Next Fiscal Year's Annual Budget to Finance Committee
- Finance Committee Meeting (Third Tuesday)
- CWCS Board of Directors' Meeting (Third Thursday)

## May

- Missouri Legislative Session Concludes

- School Year Ends
- CWCKC Board of Directors Approves Next Fiscal Year's Budget
- Form 990 Signed and Reviewed by Finance Committee
- Finance Committee Meeting (Third Tuesday)
- CWCS Board of Directors' Meeting (Third Thursday)

## June

- CWCS Provides NWEA Data
- Annual American History and MO Constitution Compliance Due (MO Charter Public School Commission)
- Annual Dyslexia Screening (MO Charter Public School Commission)
- MOSIS Student Core (MO Charter Public School Commission)
- Federal Plan Submission
- Annual Form 990 Due to IRS
- Staff Dyslexia Training (MO Charter Public School Commission)
- Staff Professional Development Hours Compliance (MO Charter Public School Commission)
- Annual Emergency Drill and Training Compliance (MO Charter Public School Commission)
- Finance Committee Meeting (Third Tuesday)
- CWCS Board of Directors' Meeting (Third Thursday)