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)