

BOARD OF DIRECTORS ANNUAL CALENDAR

Meeting	Agenda/Action Items
July: Board Vacation	Board email to BFA Community regarding state of the school
August:	Classes Commence
Regular Meeting	4th Quarter Financials Due
	Board Contact Information, Terms and Conflict Forms Due to District
	Insurance Information/Certificate Due to DCSD
	Present Principal Evaluation Standards
	Committee Reports
	Principal's Report: TCAP Data Review
	Treasurer's Report: Review of 4th Quarter Financials; Prior Year Budget Review
	Legislative Update
	Board Training: Curriculum; Update Board Binders (committees, Board Roster, etc.)
	Policy Review: Conflict Resolution Policy; Credit Card Processing Policy; Facility Use Policy;
	Grading Policy; Homework Policy; Meta Policy; Traffic and Parking Management
	Policy
September:	Draft Audit - including the management discussion analysis letter
Regular Meeting	Intent to Renew - if in the last year of current contract
	Strategic Plan Quarterly Review
	Committee Reports
	Principal's Report: Treasurer's Report: Review Draft Audit
0.41	Legislative Update
	Board Training: Understanding and Analyzing Assessment Data
	Policy Review: Board of Directors Conflict of Interest Policy; Student Attendance Policy
October:	Final Audit Report Due to DCSD
Regular Meeting	Waitlist Soft Scrub
	Committee Reports
	Principal's Report: Review and Approve Current Year Budget
	Treasurer's Report: Review/Accept Recommendations of Auditor
	Legislative Update
	Board Training
	Policy Review: Document Retention Policy; Enrollment Policy; Environmental Education
	Policy
November:	Parents Notified of Open Enrollment Window (11/1-1/5)
Regular Meeting	Charter Renewal Documents Due to DCSD - if in the last year of current contract
	Current Year Budget due to DCSD
	1st Quarter Financials Due to DCSD
	Committee Reports
	Principal's Report: Approve Half-Day Kindergarten Tuition
	Treasurer's Report: Review of 1st Quarter Financials
	Legislative Update
	Board Training
	Policy Review: Building Key, Key Fobs and Access Card Policy; Continuing Disclosure Policy
	and Procedures; Financial Accounting and Reporting Policies and Procedures;
	Parent Communication Policy; Scheduling Policy

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December:	Lottery Held
Regular Meeting	Revised Current Year Budget Due to DCSD
	Projected Enrollment for Next Year Due to DCSD Streets are Plan Quarterly Paying
	Strategic Plan Quarterly Review
	Committee Reports
	Principal's Report: Review Projected Enrollment for Next Year; Approve SPED Tier Option;
	Review Unified Improvement Plan; Approve Academic Calendar
	Treasurer's Report
	Legislative Update
	Board Training
*	Policy Review: Mobile Electronic Devise Usage (f/k/a Laptop and Tablet Usage) Policy
January:	Unified Improvement Plan Due
Regular Meeting	SPED Tier Option Due to District
	Schedule Board of Director's Meetings
	Vote on posting location for Board Meeting Agendas and Schedule
	Review SAC Parent Satisfaction Survey Questions
	Committee Reports
	Principal's Report: Review Purchased Services Contract with DCSD
	Treasurer's Report
	Legislative Update
	Board Training
	Policy Review: Asset Management Policy; Assistance for Qualified Free and Reduced Lunch
	Recipients; Board of Directors Election Policy; Teacher Compensation Policy;
	Uniform Policy
February:	2nd Quarter Financials Due to DCSD
Regular Meeting	Draft Purchased Services Contract Due to District
	Charter School Conference
	Waitlist Hard Scrub
	Approve Auditor
	Announce Board of Directors Elections Nominations due before March Meeting (Director
	Election Policy F)
	Committee Reports
	Principal's Report
	Treasurer's Report: Review 2nd Quarter Financials
	Legislative Update
	Board Training
	Policy Review: Inventory Management Policy
March:	School Calendar Due to DCSD
Regular Meeting	Final Purchased Services Contract Due to District
	Discussion regarding class size
	Approve amount to be allocated to teacher raises and teacher evaluation procedure
	Distribute Principal Evaluation to Board Members
	Board candidate information distributed (Director Election Policy F)
	Schedule Meet the Board Candidates
	Review SAC Parent Satisfaction Survey Results
	Strategic Plan Quarterly Review
	Committee Reports
	Principal's Report: Review First Draft of Next Year's Budget; Update re Teacher/Staff
	Reviews
	Treasurer's Report
	Legislative Update
	Board Training
April:	First Draft of Next Year's Budget Due to DCSD
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Regular Meeting	1 10 Diections



	Approve Attorney
	Principal Evaluation
	Board Director Appointed/Announce Board election results (Director Election Policy H)
	Schedule Strategic Planning Session (Administrators, 2 Directors, Others)
	Review SAC Student Survey Questions
	Distribute Principal Evaluation Forms
	Committee Reports
	Principal's Report: Adopt Final Next Year's Budget; Update re Teacher/Staff Reviews; Update
	re Teacher/Staff Offers; Approve Proposed School/Student Fees
	Treasurer's Report: Renewal of D&O and other insurance
	Legislative Update
	Board Training: Conflict Resolution Policy
	Policy Review: Volunteer and Visitor Policy
May:	SAC Elections
Regular Meeting	STEM Committee Appointments
	Annual Board Approved Budget due to DCSD
	Notify DCSD of Identity of Auditor
	Schedule of Proposed School/Student Fees Due to DCSD
	Submit explanation of any major changes (curriculum, facility upgrades, grades served) to
	DCSD
	3rd Quarter Financials Due to DCSD
	Strategic Planning Session (Administrators, 2 Directors, Others)
	Board term begins/ends
	New Board Member Orientation/Mentor Assigned
	Schedule Board Retreat
	Distribute Board Self Evaluation
	Approve Finance Committee Chair
	Approve Independent Attorney of Record
	Review Results of SAC Student Survey
	Committee Reports
	Principal's Report: Update re Teacher/Staff Offers
	Treasurer's Report: Review of 3rd Quarter Financials
	Legislative Update
	Board Training: Open Meetings, Sunshine Law and Executive Sessions
	Policy Review: Book Donation Policy; Board Director Agreement; Board Conflict Form
June:	Principal email to BFA Community regarding year in review
Board Retreat	School Safety Plan Due to District
Zoura nonout	Approve Principal goals for the school year
	Board Self Evaluation/Goal Setting
	Select Board Officers
	Approve STEM Committee Chair
	Approve/Finalize Strategic Plan
	Committee Year-End Reports
	Principal's Report
	Treasurer's Report
	Legislative Update
	Board Training: Finances (sign Board Director Agreements/Conflict of Interest Forms)
	Policy Review: Employee Dress Policy; Field Trip Policy; Non-Discrimination Policy; Student
	Discipline Policy
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Other:

Quarterly Financials due to DCSD within 45 days of close of quarter (4th Q is due with Audit)

As needed: New Board Member information and changes to Bylaws or Articles of Incorporation to DCSD within 10 days 60 days after receipt of BFA's annual report DCSD shall provide information re status in relation to goals, objectives and accreditation requirements

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C.R.S Reference

Matters specific in the Open Meetings Law that may be discussed in executive session are as follows:

- C.R.S. § 24-6-402(4)(a): The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; except that no executive session shall be held for the purpose of concealing the fact that a member of the board has a personal interest in such purchase, acquisition, lease, transfer, or sale.
- C.R.S.§ 24-6-402(4)(b): Conferences with the board's attorney for the purposes of receiving legal advice on specific legal questions. Mere presence or participation of an attorney at an executive session of the board is not sufficient to satisfy this requirement.
- C.R.S. §24-6-402(4)(c): Matters required to be kept confidential be federal or state law or rules and regulations. The board shall announce the specific citation of the statutes or rules that are the basis for such confidentiality before holding the executive session.
- C.R.S.§ 24-6-402(4)(d): Specialized details of security arrangements or investigations.
- C.R.S. §24-6-402(4)(e): Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiations.
- C.R.S. §24-6-402(4)(f)(I): Personnel matters, except if the employee who is the subject of the session has requested an open meeting.
- C.R.S. §24-6-402(4)(f)(II): (1) "Personnel matters" do not include discussions concerning any member of the board, any elected official, or the appointment of a person to fill the office of a board member or an elected official, or to discussion of matters personal to particular employees.

Approved by Board: 10/8/2013

Revision 1: Approved by Board: 1/13/2015 Revision 2: Approved by the Board