

TCA Board Strategic Calendar
Incorporating Strategic Plan
Attachment 1 (April 8, 2024)

Month	Policy Review	Items	Point of Contact	Action	Bylaws/Policies/ Strategic Plan
August:	(E) *Board Meetings	Annual Meeting (Seat New Board Members, Board Officer Elections, Board Picture)	Board Chair	Vote	Bylaws Sec 3.3, 4.14, 4.15 Pol. BB-TCA
	(O) *Budget Projections	Hail and Farewell to Board Members	Board Chair	Information	
	(E) *Grant of Authority	Charter Review (Signed Copy for Records)	DO	Information/Consent	Charter Review (SP A 6-1-1)
		Board Agreement Signing/Conflict of Interest	Board Chair	Vote	Bylaws Sec 4.16, 6.3 Pol. BC-TCA
		Disclosure/Executive Session Confidentiality Statement/Oath of Office For Newly Elected or Appointed Directors	Board Chair	Sign	
		Board/President Goals Determined	Board Chair/President	Vote	Pol. CBB-TCA
	President Designates 2 Cabinet Members as Emergency Replacements	President	Information	Pol. CBC-TCA	
	Board Committee Chair Assignment	Board Chair	Information	(SP A 6-3-1) Pol. BDE-TCA	
September:	(E) *Board Eval.	Annual HR Report/Comparable Salaries/Retention	HR Director	Information	(SP A 2-1-1) (SP A 2-2-1)
		Quarterly FAC Report	FAC	Information	(SP A 4-2-1)
	(O) *Site Based Management	Recruit New Board Members	Training Committee	Information	(SP A 6-3-1)
		Working Session Topics	Board Chair	Discussion	
		Annual Advancement and Stewardship Report Methods Used to Tell Our Story	Advancement	Information	(SP A 4-1-1) (SP A 5-2-1)
October:	(E) *Election	(E) Election Policy Review	Governance Committee	Vote	Bylaws 4.14 (b)
	(O) *Conflict of Interest	Annual Operations Report; Safety and Security Program Assessment	DO	Information	(SP A 3-1-1)
November:		Quarterly Financial Summary	CFO	Information	(SP A 4-2-1)
		Internal Financial Control Report	CFO	Information	(SP A 4-2-1)
	(E) *Internal Financial Controls	Quarterly FAC Report/Audit Review	FAC	Information	(SP A 4-2-1)
		Annual Accreditation, Assessment, and Achievement Report	DAS	Information	(SP A 1-2-1)
	(O) Emergency/Crisis Response	Annual Accreditation Status	DAS	Information	(SP A 1-2-2)
		Annual Year Financial Review (Previous FY)	CFO	Information	(SP A 4-2-1)
	President Bi-Annual Board Feedback	Board Chair	Executive Session		
	ASD20 Monitoring Report Summary	President	Information	ASD 20 Annual Requirement	
December:	(O) *Chief Executive Officer/ *Succession Plan	Adopt a School Report	Board Members	Information	Board Eval. Result
		Parent Survey Plan (School Qs Con; Common Qs Rev)	DAS	Discussion	(SP A 1-1-1)
		New Course Approvals	DAS	1 st Read	
		Annual Registrar Report	Registrar	Information	(SP A 1-4-1)
January:	(E) *Recruitment, Appt., Eval. TCA President	School Calendar Review/Approval	DAS	Vote	
		TCA Building Corp—Appoint Directors	Board Chair	Vote	
		Mid-year Budget Modification	CFO	Vote	(SP A 4-2-1)
	(O) *Conflict Resolution	New Course Approvals	DAS	Vote	
		Announce Board of Director Vacancies	Board Chair	Information	Pol. BBB-TCA
	(E) Bylaw Update/Review	Governance Committee	1 st Read		
February:	(E) *Relations with District Charter Schools	BMAC makes recommendation to Board	Board Chair	Vote	Pol. BBB-TCA
		Quarterly Financial Report	CFO	Information	(SP A 4-2-1)
		Announce Board of Director Candidates	Board Chair	Vote (To Conduct Election)	Pol. BBB-TCA
		Curriculum Review/Text Review (Elementary)	DAS	1 st Read	
	(O) *Core Values	Board Budget	Board Treasurer	1 st Read	Bylaws Sec 4.14 (d)
		Annual Facility Master Plan Report (Maintenance, Improvements, Future Capital Projects)	DO	Information	(SP A 3-3-1) (SP A 4-3-1)
		Board Candidate Video Presentations	Board Chair	Video	Pol. BBB-TCA
	(E) Bylaw Update/Review	Governance Committee	Vote		
	March Working Session Topics	Board Chair	Discussion		
March:	(E) *Communicate with Board	Quarterly FAC Report	FAC	Information	(SP A 4-2-1)
		Board Budget	Board Treasurer	Vote	Pol. BBA-TCA (Sec 1.2)
	(O) *Board Agreement	Interview Candidates for Board Appointment	Board	Vote	
		Revenue Projection/Student Count Estimate next FY	CFO	Information	(SP A 4-2-1)
		Internal Financial Control Report	CFO	Information	(SP A 4-2-1)
		Curriculum Review/Text Review (Elementary)	DAS	Vote	
		Curriculum Review/Text Review (Secondary)	DAS	1 st Read	

	Board Candidates Meet the Board and Community	Board Chair	Discussion	Pol. BBB-TCA
	President Bi-Annual Board Feedback	Board Chair	Executive Session	
	Approve Next Year's Board Meeting Schedule	Board Chair	1 st Read	(SP A 6-1-2)
	Review Board Evaluation Questions	Board Chair	Discussion	Pol. BC-TCA
	April Working Session Topics	Board Chair	Discussion	

April:	(E) *Naming	Announce Board of Director Election Results	Board Chair	Information	Pol. BBB-TCA
	Buildings	5 Year Plan Budget Projection	CFO	Information	(SP A 4-2-1)
	(O) *Advancement	Approve Next Year's Board Meeting Schedule	Board Chair	Vote	(SP A 6-1-2)
	Philosophy	Approve Board Strategic Calendar	Board Chair	Vote	(SP A 6-1-1)
		Student Fee Schedule	DAS	1 st Read	
		Annual Staff Climate Survey	HR	Information	(SP A 1-1-1) (SP A 2-2-1)
		Curriculum Review/Text Review (Secondary)	DAS	Vote	
		Initiate Board Annual Evaluation Process	Board Chair	Information	Pol. BC-TCA
		July Board Working Session Topic Discussion	Board Chair	Discussion	

May:		Student Fee Schedule	DAS	Vote	
	(E) *Student	Auditor Engagement	CFO	Information	(SP A 4-2-1)
	Uniform/	Quarterly Financial Summary	CFO	Information	(SP A 4-2-1)
	Dress Code	Current Year Budget Revision	CFO	1 st Read	(SP A 4-2-1)
	(O) *Board	Annual Charter Contract Review	DO	1 st Read	Charter Review
	Committees	Annual Parent Survey Analysis	DAS	Information	(SP A 1-1-1)
		Adopt a School Report	Board Members	Information	Board Eval. Result
		Review Form 990	CFO	Information	(SP A 4-2-1)
		Preliminary Budget Review for next FY	CFO	1 st Read	(SP A 2-1-1) (SP A 4-2-1)
		Annual Board Evaluation/Results of Annual Eval.	Board Chair/Board Clerk	Discussion/Info.	Pol. BC-TCA

June:	(E) *Administrative	Annual Charter Contract review	DO	Vote	Charter Review
	Organization	Quarterly FAC Report	FAC	Information	(SP A 4-2-1)
		Current Year Budget Revision	CFO	Vote	(SP A 4-2-1)
	(O) *Board Job	President Annual Evaluation and Compensation	Chair	Vote	Pol. CBB-TCA
	Description	Determination			
		Adopt a School; Board Assignments	Board Chair	Vote	Board Eval. Result
		Budget Approval for Next FY Budget Summary	CFO	Vote	(SP A 2-1-1) (SP A 4-2-1)
		Comparison/Benchmark Data			
		Annual Character Report (Data Supported Measures)	Academic Services	Information	(SP A 1-1-1)
		Appreciation Committee Annual Report	Appreciation Committee	Information	
		Training Committee Annual Report	Training Committee	Information	
		Board Evaluation Action Items Presented	Board Chair	Discussion	Pol. BC-TCA
		Confirm July Working Session Agenda	Board Chair	Discussion	

July:		Strategic Planning Retreat	Board Chair	Discussion	
		Board/President Goals Determined	Board Chair/President	1 st Read	Pol. CBB-TCA

Note: **The following recurring items will be included in each month's agenda:**

- 1) Comments from the audience (5 minutes maximum for each audience member; can be reduced)
- 2) Board Opening Comments (5 minutes maximum for all Board)
- 3) Celebrate TCA
- 4) President's Report (Operations Report, Academic Services Report, Human Resources Report, Advancement Report) (SP A 1-1-1) (SP A 1-3-1) (SP A 2-3-1) (SP A 4-1-1) (SP A 5-1-1) (SP A 5-1-2) (SP A 5-2-1) (SP A 5-3-1)
- 5) Consent Items (Finance-Monthly Financial Report, SAC Minutes; when available, etc.) (SP A 4-2-1)
- 6) Monthly Board Policies for Review and Approval (E) Even Number Year 2022-2023; (O) Odd Number Year 2023-2024 (SP A 6-1-1)
- 7) Board Development (Key/relevant issues surrounding TCA's Core Values, Character Initiatives, Classical Education, etc.) (SP A 6-2-1)
- 8) Capital Construction Report on Active Projects (DO), Monthly, Information (SP A 3-2-1)
- 9) Board Closing Remarks

The following items are reported on an as needed or periodic basis:

- 10) External Review (Academic Services) Every 3 Years, Information (2021, 2024, 2027, 2030, etc.) (SP A 1-2-2)
- 11) President's Report, Meetings with Other Educational Leaders, (as needed) (SP A 5-3-1)
- 12) Colorado Charter School Salary Comparison Report form CDE (HR), Every 3 Years, Information, September (2021, 2024) (SP A 2-1-1)
- 13) TCA Class Size Review (Academic Services), Periodically; Class size vs caps reported in August in DAS report included (SP A 1-3-1)
In President's Report
- 14) Board will provide feedback to the TCA President in Nov and Mar to determine effectiveness of monthly meetings (SP A 6-1-2)
- 15) Board will provide written synopsis of professional development, as required (SP A 6-2-1)
- 16) The Board Governance Committee meets as required to recommend changes to TCA Policies (SP A 6-1-1)
- 17) The Board Training Committee meets as required to develop plans to recruit train new Board members (SP A 6-3-1)
and determine Board development topics

Legend:

Green-Policies to be reviewed at that Board meeting (Policies with (E) by their name will be reviewed in the school year starting with an even number; 2018-2019, Policies with (O) by their names will be reviewed in the school year starting with an odd number; 2019-2020)

Orange-Votes to occur at that Board meeting

Light Blue-1st Reads

Dark Blue-Strategic Plan Assessment Reference

Purple-Policy Reference