

Updated August 2024

Other than legally required dates, each governance team should develop its own calendar. Timing of tasks and scheduling of special events depends on the culture and priorities of each district. What is important is that governance team members ensure they are fulfilling their governance responsibilities in a logical sequence (e.g. setting annual goals before setting budget priorities).

JOB AREA	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Effective Governance	Approve Board Planning Calendar for upcoming school year.	Offer Orientation to community members interested in filing for the Board openings.	CSBA trainings •Masters in Governance •Ethics •Equity •Brown Act	Offer Orientation for board candidates	District Orientation for newly elected trustees	CSBA trainings: •Annual Education Conference •Orientation for New Board Members •Board Presidents Workshop	Annual Board study session to: •Review governance team principles, norms and protocols •Update and approve Governance Handbook Attend CSBA Trainings: •The Brown Act •Board Presidents Workshop •Ethics •Masters in Governance					Conduct Board Self-Evaluation and develop action plan for Board improvement.
Setting Direction for the District	Communicate mission/ vision/ objectives to staff and community throughout the year. Report progress on goals to the community. Every 2-3 years review district vision/mission using an inclusive process.										Finalize and approve district goals and success indicators for the coming year.	
Student Learning & Achievement	Districts submits adopted Budget & LCAP to COE.		Public hearing for resolution/ adoption of sufficient instructional materials.		Report: CA State Dashboard Results		Mid year LCAP and Budget Overview		LCAP board study session.		Report: Local Indicators Public Hearing: LCAP Approve LCAP and Budget	
		Report: California Assessment of Student Performance and Progress (CAASPP) and local multiple measures				Summer school planning and hiring process		Action: School Site Plans for Student Achievement for next year.				
	Report: Instructional materials adoption and ordering for next year.											
	Superintendent consults with and solicits input from community groups (e.g., DELAC, PAC, bargaining units, etc.) and solicits input, and responds to questions about LCAP.											
	Schedule presentations and Study Sessions on progress regarding student results on local assessment measures, curriculum implementation, and professional development											
Finance	LCAP and district budget to COE COE approves/ disapproves school district budget	Letter from COE (re: budget and LCAP)	Approve Unaudited Actuals	LCAP – COE to SPI	Estimate funding and review budget priorities for next year.	LCAP revisions	Governor proposes state budget	Board sets budget year priorities	Approve and certify 2nd interim report	Select independent auditor, as required	Governor’s May budget revise	LCAP update /approval Adopt the budget State budget adoption deadline 6/15
		Receive audit.				CSBA Forecast webcast		Report to the board				
		Staff closes books; defines actuals; determines ending balance.				Approve and certify 1st interim report.	Staff projects next year’s revenues/ expenses that align with LCAP goals	Staff concludes staffing level study.			Report MPP	
		Schedule budget study sessions as necessary										
Facilities	Be familiar and current with the district’s facilities plan. Approve actions as necessary, monitor, review, and revise facilities plan as necessary.											
Policy			CSBA Policy Update			CSBA Policy Update	CSBA Policies in Review		CSBA Policy Update	Approve CSBA Policy services		CSBA Policy Update
	Develop and adopt new policies as necessary or required – review newly adopted policies to determine if having the intended results – review all policies on a regular basis and revise as necessary											
Judicial Review	Maintain confidentiality on issues that may come before the board – hold hearing and decide appeals to the board as necessary											

JOB AREA	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Human Resources	Finalize superintendent goals and success indicators .						Superintendent’s mid-year progress report on goals.	Every several years review hiring/evaluation policies for all employees.	Lay-off notification to staff by March 15 Non election notices/ tenure.	Evaluate the superintendent.		
		Summer layoff deadline August 15								Final layoff deadline May 15		
	Provide ongoing climate of support and recognition for superintendent and staff, maintaining confidentiality regarding personnel matters.											
Collective Bargaining	Report: Implications of LCFF, class size reduction, and the collective bargaining agreement on the district’s ability to meet student learning and achievement goals.											
	Be familiar with the district’s bargaining process as defined in board policies. Maintain confidentiality, establish parameters for negotiations, receive reports on negotiations, and approve negotiated contracts.											
Community Relations	Develop and disseminate key messages about important district topics and issues.											
	Involvement and/or attendance at school and community events, include Back to School and Open House, graduations and award ceremonies.											
Advocacy	Follow bill development in legislature Implement advocacy plan.		Study session to begin development of advocacy plan for the coming year. Develop advocacy plan for the following year. Finalize advocacy plan by the end of the year.				Follow bill development in legislature Implement advocacy plan.		CSBA Federal Legislative Action	Follow bill development in legislature. Implement advocacy plan.		
							NSBA Federal Relations Network					
	Advocate for each and every student year-round.											
	Work with your CSBA Public Affairs and Community Engagement Representative (PACER) and your local elected officials.											