

Sample School District Governance Calendar

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.)

Bold items are legal timelines.

Job Area	January	February	March	April	May	June	July	August	September	October	November	December
Effective Governance	Annual study session to: 1. review governance team norms & protocols 2. develop governance handbook / calendar	<ul style="list-style-type: none"> CSBA The Brown Act CSBA Board President's Workshop CSBA Institute for New and First-Term Board Members 	<ul style="list-style-type: none"> Conduct board self-evaluation and develop action plan 					<ul style="list-style-type: none"> Orientation for board candidates 	<ul style="list-style-type: none"> CSBA Masters in Governance 		<ul style="list-style-type: none"> Orientation for new board members at CSBA Annual Education Conference 	<ul style="list-style-type: none"> CSBA Annual Education Conference New board members sworn in
Setting Direction for the District	<ul style="list-style-type: none"> Supt's mid-year progress report on goals to the board 	<ul style="list-style-type: none"> Report progress on goals to the community 	<ul style="list-style-type: none"> Every 2-3 years review district vision using an inclusive process 			<ul style="list-style-type: none"> Finalize goals and success indicators for coming year 				<ul style="list-style-type: none"> Discuss priorities and preliminary goals for following year Report progress on goals to the community 		
Student Learning and Achievement	<ul style="list-style-type: none"> CELDT results 		<ul style="list-style-type: none"> Summer school plan 	<ul style="list-style-type: none"> Superintendent evaluation 				<ul style="list-style-type: none"> Accountability reports-AYP, STAR, API, local multiple measures report 		<ul style="list-style-type: none"> API report District allocations for State and Federal funds Approve coordinated program budgets 		
	<ul style="list-style-type: none"> Consolidated application Educational services update 	<ul style="list-style-type: none"> Instructional materials adoption cycle/process 		<ul style="list-style-type: none"> Site plans for student achievement review 	<ul style="list-style-type: none"> Consolidated application review Local education agency plan 			<ul style="list-style-type: none"> Opening of school report STAR results Public hearing adoption of Resolution 04-01 declaring sufficient K-8 textbooks and instructional materials 				
	<ul style="list-style-type: none"> Application for CA Public School Library Act 	<ul style="list-style-type: none"> Schedule study sessions on topics related to student learning and achievement so board members are current on this important topic 			<ul style="list-style-type: none"> Instructional materials adoption process and recommendations 	<ul style="list-style-type: none"> Attend graduations/promotions 		<ul style="list-style-type: none"> Schedule study sessions to review recommendations from the superintendent regarding district response to test results 				
	<ul style="list-style-type: none"> Curriculum implementation <i>(continued)</i> 							<ul style="list-style-type: none"> Curriculum implementation → 				
<ul style="list-style-type: none"> Professional development implementation <i>(continued)</i> 							<ul style="list-style-type: none"> Professional development implementation → 					

Sample School District Governance Calendar

Job Area	January	February	March	April	May	June	July	August	September	October	November	December	
Finance	<ul style="list-style-type: none"> Governor proposes state budget CSBA Forecast webcast Staff projects next year's revenues and expenses Board sets budget priorities 	<ul style="list-style-type: none"> 2nd Interim Report Staff concludes staffing level study Schedule budget study sessions as necessary 		<ul style="list-style-type: none"> Schedule budget study sessions as necessary 	<ul style="list-style-type: none"> Governor's May revise of the budget Report to the board Schedule budget study sessions as necessary 	<ul style="list-style-type: none"> Schedule budget study sessions as necessary Adopt the budget Legislative budget adoption deadline June 15 		<ul style="list-style-type: none"> Staff closes books; defines actuals; determines ending balance Report to the Board County Offices of Education approve/disapprove school district budgets 	<ul style="list-style-type: none"> CSBA Back to School webcast 			<ul style="list-style-type: none"> Receive Audit 1st Interim Report Staff projects next year's revenue and expenses 	
Facilities	Be familiar and current with the district's facilities plan – Approve actions as necessary – Monitor, review and revise facilities plan as necessary												
Policy	Develop and adopt new policies as necessary or required - Review policies on a regular basis and revise as necessary												
	CSBA Policies in Review		CSBA Policy Update				CSBA Policy Update				CSBA Policy Update		
Judicial Review	Maintain confidentiality on issues that may come before the board - Hold hearings and decide appeals to the board as necessary												
Human Resources	<ul style="list-style-type: none"> Supt's mid-year progress report on goals to the board 	<ul style="list-style-type: none"> Every several years review hiring & evaluation policies 	<ul style="list-style-type: none"> Lay-off notification to staff by March 15 	<ul style="list-style-type: none"> Evaluate the superintendent Final layoff deadline May 15 	<ul style="list-style-type: none"> Finalize goals and success indicators for coming year 			<ul style="list-style-type: none"> Summer layoff deadline August 15 	<ul style="list-style-type: none"> Provide ongoing climate of support for staff 				
Collective Bargaining	Be familiar with the district's bargaining process as defined in board policy - Establish parameters for negotiations - Receive reports on negotiations - Approve negotiated contracts												
Community Relations	<ul style="list-style-type: none"> Involvement and/or attendance at school and community events. Development and dissemination of key messages about important district topics & issues, including progress on district goals 			<ul style="list-style-type: none"> Attend Open House Nights at schools 	<ul style="list-style-type: none"> Ensure there is a plan in place for communicating with and engaging the community (internal and external) in the schools Involvement and/or attendance at school and community events Development and dissemination of key messages about important district topics & issues, including the district budget 				<ul style="list-style-type: none"> Attend Back to School Nights at schools 	<ul style="list-style-type: none"> Involvement and/or attendance at school and community events Development and dissemination of key messages about important district topics & issues, including test results 			
Advocacy	<ul style="list-style-type: none"> Follow bill development in legislature Implement advocacy plan 					<ul style="list-style-type: none"> Follow bill development in the legislature Implement advocacy plan 				<ul style="list-style-type: none"> Study session to begin development of advocacy plan for the coming year Develop advocacy plan for following year Finalize advocacy plan by the end of the year 			
	NSBA Federal Relations Network				CSBA State Legislative Action				CSBA Federal Legislative Action				