

# 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	July	August	September	October	November	December	January	February	March	April	May	June
<b>Effective Governance</b>	Approve board governance calendar	Orientation for board candidates	CSBA events: • Masters in Governance • Back to School	→		CSBA events: • Annual Education Conference • Orientation for New Board Members	Annual study session to: • Review governance team norms & protocols • Update governance handbook/calendar	Attend CSBA events: • The Brown Act • Board Presidents Workshop • Institute for New and First-term Board Members • Masters in Governance	Conduct board self-evaluation and develop action plan			
<b>Setting Direction for the District</b>	LCAP to COE	Communicate mission/vision/objectives		Discuss priorities and preliminary goals for following year		Report progress on goals to the community	Supt.'s mid-year progress report on goals to the board	Report progress on goals to the community	Every 2-3 years review district vision/mission using an inclusive process Review LCAP	Draft LCAP	Approve LCAP Finalize goals and success indicators for coming year	
<b>Student Learning &amp; Achievement</b>	<b>Deadline for adoption of budget and LCAP (July 1)</b>		LCAP Goal setting Identify desired outcomes for students: LI/EI/FC	Program Planning Study Session • Based on goals, identify needs • Approve coordinated program budgets • Engage stakeholders • Revise/draft LCAP		LCAP Public Budget Forum	LCAP report to board		LCAP report to board	LCAP board study session/public input	LCAP final draft LCAP presented to board	Approve LCAP
		Accountability reports – SMART Balanced (CAASPP), AYP, API, local multiple measures		API report Report on district allocations for State and Federal funds			Educational services update  Instructional materials adoption cycle/process		Summer school plan Review CalPads enrollment data		Instructional materials adoption recommendations	Approve consolidated application and local education agency plan
	Align district mission/vision and student learning and achievement goals		Opening of school report CAASPP results Public hearing resolution/adoption of sufficient instructional materials					Schedule study sessions on topics related to student learning and achievement so board members are current on this topic		Site plans for student achievement review		
			Schedule study sessions to review recommendations from the Supt. regarding district response to test results				California English Language Development Test (CELDT) results					
			← Schedule presentations and progress reports on curriculum implementation →									
			← Schedule progress reports about professional development implementation →									

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<b>Finance</b>	LCAP and district budget to COE	Letter from COE (re: budget and LCAP)	CSBA Back to School Webcast	LCAP – COE to SPI	Estimate funding	LCAP revisions <b>Receive Audit</b> <b>1<sup>st</sup> Interim Report</b>	Governor proposes state budget CSBA Forecast webcast Staff projects next year's revenues/expenses that align with LCAP goals Board sets budget priorities Report P-1 ADA		<b>2<sup>nd</sup> Interim Report</b>	Schedule budget study sessions as necessary	Draft/Revise LCAP Governor's May budget revise Report to the board	LCAP update /approval <b>Adopt the budget</b> Legislative budget adoption deadline 6/15	
		Staff closes books; defines actuals; determines ending balance Report to the board (LCFF funding estimate) COE approves/disapproves school district budget Report on class-size reduction (K-3; active enrollment count)					Staff projects next year's revenue/expenses	Staff concludes staffing level study					
		Schedule budget study sessions as necessary											
<b>Facilities</b>	←————— Be familiar and current with the district's facilities plan – approve actions as necessary – monitor, review and revise facilities plan as necessary —————→												
<b>Policy</b>	←————— Develop and adopt new policies as necessary or required – review policies on a regular basis and revise as necessary —————→												
	CSBA Policy Update		Review/Update LCFF policies		CSBA Policy Update		CSBA Policies in Review		CSBA Policy Update	Approve CSBA Policy services			
<b>Judicial Review</b>	←————— Maintain confidentiality on issues that may come before the board – hold hearing and decide appeals to the board as necessary —————→												
<b>Human Resources</b>	Finalize Supt. goals and success indicators		Provide ongoing climate of support for staff				Superintendent's mid-year progress report on goals	Every several years review hiring/evaluation polices	<b>Lay-off notification to staff by March 15</b>	Evaluate the superintendent			
		<b>Summer layoff deadline August 15</b>					<b>Final layoff deadline May 15</b>						
<b>Collective Bargaining</b>	←————— Determine 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 policy – establish parameters for negotiations – receive reports on negotiations – approve negotiated contracts —————→												
<b>Community Relations</b>	LCAP on website	Develop key messages on LCAP		Attend Back to School Nights at schools Plan to solicit input on LCAP		Report/Action to form parent advisory groups	Develop and disseminate key messages about important district topics & issues including progress on LCAP Notice for public input on LCAP (May/June)	Attend Open House Nights at schools	Supt. meets with parent advisory groups Ensure there is a plan in place for communicating with and engaging the community (internal and external) in schools (e.g., LCAP public hearings) Involvement and/or attendance at school and community events (i.e., graduation ceremonies) Develop and disseminate key messages about important district topics & issues including progress on LCAP and the budget				
	←————— Involvement and/or attendance at school and community events. —————→												
<b>Advocacy</b>	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			Follow bill development in legislature Implement advocacy plan			
			CSBA Federal Legislative Action	Advocate for all students year round.			NSBA Federal Relations Network				CSBA State Legislative Action		