| **Job Area** | **July** | **August** | **September** | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **May** | **June** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Effective Governance** | Conduct board self-evaluation and develop action plan for improvement. | Orientation for board candidatesConduct board self-evaluation and develop action plan for improvement. | CSBA events:* Masters in Governance
* Orientation for board candidates
 | Orientation for board candidates |  | CSBA events:* Annual Education Conference
* Orientation for New Board Members
* Board Presidents Workshop
 | Annual Board study session to: * Review governance team principles, norms and protocols
* Update Governance Handbook/Board Planning 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 for improvement |
| Conduct board self-evaluation and develop action plan for improvement |
| **Setting Direction for the District** |  | Communicate mission/vision/objectives |  | Discuss priorities and preliminary goals for following year |  | 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 processReview Local Control Accountability Plan **(LCAP)** | Draft LCAP | Approve LCAPFinalize goals and success indicators for coming year and submit to COE by June 30 |
|  | Report progress on goals to the community |
| **Student Learning & Achievement** | **Deadline for adoption of budget and LCAP (July 1)** |  | LCAP Goal settingIdentify desired outcomes for students: all student groups | 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 |
|  | Assessment and accountability reports – SMART Balanced (California Assessment of Student Performance and Progress [CAASPP]), local multiple measures | Report on district allocations for State and Federal funds | Educational services progress monitoring updateInstructional materials adoption cycle/process |  | Summer school planReview 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 reportCAASPP resultsPublic hearing resolution/adoption of sufficient instructional materials | Site plans for student achievement |  |  | Schedule study sessions on topics related to student learning and achievement  |  |  |
| Schedule study sessions to review recommendations from the Supt. regarding district response to test results |  | English Language Proficiency Test Results (ELPAC) |  |
| Schedule presentations and progress reports regarding student results on local assessment measures, curriculum implementation, and professional development |  |
|
| **Finance** | LCAP and district budget to COE | Letter from COE (re: budget and LCAP) | **Approve Unaudited Actuals** | LCAP – COE to SPI | Estimate funding | LCAP revisions**Receive audit****Approve and certify 1st interim report**Staff projects next year’s revenue/ expenses | Governor proposes state budgetCSBA Forecast webcastStaff projects next year’s revenues/ expenses that align with LCAP goalsReport P-1 ADA | Board sets budget year priorities | **Approve and certify 2nd interim report** | **Select independent auditor, as required** | Draft/Revise LCAPGovernor’s May budget reviseReport to the board | LCAP update /approval**Adopt the budget**Legislative budget adoption deadline 6/15 |
| Staff closes books; defines actuals; determines ending balanceReport to the board (Local Control Funding Formula [LCFF]funding estimate)COE approves/disapproves school district budgetReport on class-size reduction (K-3; active enrollment count) | Staff concludes staffing level study |
| 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** | 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 |
|  |  | CSBA Policy Update |  |  | CSBA Policy Update | CSBA Policies in Review |  | CSBA Policy Update | Approve CSBA Policy services |  | CSBA Policy Update |
| **Judicial Review** | Maintain confidentiality on issues that may come before the board – hold hearing and decide appeals to the board as necessary |
| **Human Resources** | Finalize superintendent goals and success indicators | Welcome staff back to school |  |  |  | Superintendent’s mid-year progress report on goals | Every several years review hiring/evaluation polices | **Lay-off notification to staff by March 15** | Staff recognitionEvaluate the superintendent |
|  | **Summer layoff deadline August 15** | **Final layoff deadline May 15** | Approve superintendents’ contract |
| Provide ongoing climate of support and recognition for superintendent and staff, maintaining confidentiality regarding personnel matters |
| **Collective Bargaining** | 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 – - maintain confidentiality - establish parameters for negotiations – receive reports on negotiations – approve negotiated contracts |
| **Community Relations** | LCAP on website | Develop key messages on LCAP | Attend Back to School NightsPlan to solicit input from parents, students, and community on LCAP |  | Report/Action to form parent advisory groups | Develop and disseminate key messages about important district topics and issues including progress on LCAPNotice for public input on LCAP (May/June) | Attend Open House Nights at schools | Supt. meets with parent advisory groupsEnsure 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 and issues including progress on LCAP and the budget |
| Involvement and/or attendance at school and community events. |
| **Advocacy** | Follow bill development in legislatureImplement advocacy plan | Study session to begin development of advocacy plan for the coming yearDevelop advocacy plan for the following yearFinalize advocacy plan by the end of the year | Follow bill development in legislatureImplement advocacy plan | CSBA Federal Legislative Action | Follow bill development in legislatureImplement advocacy plan |
|  | Advocate for each and every student year-round. | NSBA Federal Relations Network | CSBA State Legislative Action |
| Work with your CSBA Public Affairs and Community Engagement Representative (PACER) and your local elected officials |