| **Job Area** | **July** | **August** | **September** | | **October** | **November** | **December** | | | **January** | | **February** | **March** | **April** | **May** | **June** |
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| **Effective Governance** | Conduct board self-evaluation and develop action plan for improvement. | Orientation for board candidates  Conduct 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 |
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| **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 process  Review Local Control Accountability Plan **(LCAP)** | | Draft LCAP | Approve LCAP  Finalize 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 setting  Identify 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 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 | | | 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 | | | | | | | | | | | | | | |  |
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| **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 budget  CSBA Forecast webcast  Staff projects next year’s revenues/ expenses that align with LCAP goals  Report P-1 ADA | | Board sets budget year priorities | **Approve and certify 2nd interim report** | **Select independent auditor, as required** | Draft/Revise LCAP  Governor’s May budget revise  Report to the board | LCAP update /approval  **Adopt the budget**  Legislative budget adoption deadline 6/15 |
| Staff closes books; defines actuals; determines ending balance  Report to the board (Local Control Funding Formula [LCFF] funding estimate)  COE approves/disapproves school district budget  Report 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 recognition  Evaluate 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 Nights  Plan 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 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 and issues including progress on LCAP and the budget | | |
| Involvement and/or attendance at school and community events. | | | | | | | | | | | | | | | |
| **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 | |
|  | | 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 | | | | | | | | | | | | | | | |