

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
Governance Team Effectiveness	<ul style="list-style-type: none"> Annual study session to: <ol style="list-style-type: none"> review governance team norms & protocols develop governance calendar 	<ul style="list-style-type: none"> CSBA The Brown Act CSBA Board President's Workshop CSBA New Board Member Institute 		<ul style="list-style-type: none"> Board self-evaluation 				<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 	<ul style="list-style-type: none"> CSBA Annual 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"> 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"> Attend Graduations & Promotions 	<ul style="list-style-type: none"> CSBA Curriculum Institute 		<ul style="list-style-type: none"> Receive and review state test results Study session to review recommendations from the superintendent regarding district response to test results 			
Finance	<ul style="list-style-type: none"> Governor proposes state budget CSBA Forecast Conference Staff projects next year's revenues and expenses Board sets budget priorities 	<ul style="list-style-type: none"> Staff concludes staffing level study Schedule budget study sessions as necessary 	<ul style="list-style-type: none"> 2nd Interim Report 	<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 		<ul style="list-style-type: none"> Staff closes books; defines actuals; determines ending balance Report to the Board 			<ul style="list-style-type: none"> Receive Audit 1st Interim Report Staff projects next year's revenue and expenses 	

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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												
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 notifications to staff by March 15 	<ul style="list-style-type: none"> Evaluate the superintendent 	<ul style="list-style-type: none"> Finalize goals and success indicators for coming year 					<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"> Finalize advocacy plan for the year 	<ul style="list-style-type: none"> Follow bill development in legislature Implement advocacy plan 		<ul style="list-style-type: none"> CSBA Legislative Action Conference 	<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 				