

CSBA Sample School District Governance Calendar

Updated August 2024

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).

JOB AREA	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Effective Governance	Approve Board Planning Calendar for upcoming school year.	Offer Orientation to community members interested in filing for the Board openings.	CSBA trainings •Masters in Governance •Ethics •Equity •Brown Act	Offer Orientation for board candidates	District Orientation for newly elected trustees	CSBA trainings: •Annual Education Conference •Orientation for New Board Members •Board Presidents Workshop	•Review governance team principles, norms and protocols •Update and approve Governance Handbook	Annual Board study session to: Update and approve Governance Handbook Attend CSBA Trainings: •The Brown Act •Board Presidents Workshop •Ethics •Masters in Governance				Conduct Board Self-Evaluation and develop action plan for Board improvement.
Setting Direction for the District	Communicate mission/ vision/ objectives to staff and community throughout the year. Report progress on goals to the community. Every 2-3 years review district vision/mission using an inclusive process.											
Student Learning & Achievement	Districts submits adopted Budget & LCAP to COE.		Public hearing for resolution/ adoption of sufficient instructional materials.		Report: CA State Dashboard Results		Mid year LCAP and Budget Overview		LCAP board study session.			Report: Local Indicators Public Hearing: LCAP Approve LCAP and Budget
		Letter from COE (re: budget and LCAP) Staff closes books; defines actuals; determines ending balance.	Approve Unaudited Actuals	LCAP – COE to SPI	Estimate funding and review budget priorities for next year.	Receive audit. Approve and certify 1st interim report. Staff projects next year's revenue/ expenses.	CSBA Forecast webcast Staff projects next year's revenues/ expenses that align with LCAP goals Report P-1 ADA	Board sets budget year priorities Staff concludes staffing level study.	Approve and certify 2nd interim report	Select independent auditor, as required	Governor's May budget revise Report to the board Report: MPP	LCAP update /approval Adopt the budget State budget adoption deadline 6/15
Finance	LCAP and district budget to COE COE approves/ disapproves school district budget											
Facilities												
Policy			CSBA Policy Update			CSBA Policy Update	CSBA Policies in Review	CSBA Policy Update	Approve CSBA Policy services			CSBA Policy Update
Judicial Review	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 Maintain confidentiality on issues that may come before the board – hold hearing and decide appeals to the board as necessary											

JOB AREA	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Human Resources	Finalize superintendent goals and success indicators.	Summer layoff deadline August 15					Superintendent's mid-year progress report on goals.	Every several years review hiring/evaluation policies for all employees.	Lay-off notification to staff by March 15 Non election notices/ tenure.		Evaluate the superintendent.	
											Final layoff deadline May 15	
Collective Bargaining	Provide ongoing climate of support and recognition for superintendent and staff, maintaining confidentiality regarding personnel matters.											
	Report: Implications of LCFF, class size reduction, and the collective bargaining agreement on the district's ability to meet student learning and achievement goals.											
Community Relations	Be familiar with the district's bargaining process as defined in board policies. Maintain confidentiality, establish parameters for negotiations, receive reports on negotiations, and approve negotiated contracts.											
	Develop and disseminate key messages about important district topics and issues.											
	Involvement and/or attendance at school and community events, include Back to School and Open House, graduations and award ceremonies.											
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.	
							NSBA Federal Relations Network		CSBA State Legislative Action			
	Advocate for each and every student year-round.											
	Work with your CSBA Public Affairs and Community Engagement Representative (PACER) and your local elected officials.											