

CVUSD Board Governance Calendar

| Job Area   | July   | August   | September  | October  | November   | December   | January   | February   | March   | April  | May   | June  |
|--|--|--|--|--|--|--|---|--|---|--|---|---|
| <b>Annual Resolutions (Board/Dept)</b>                     |  | <ul style="list-style-type: none"> <li>High School Voter Registration Week (in Sept)-IS</li> </ul>   | <ul style="list-style-type: none"> <li>National Hispanic Heritage Month (Mid-Sept-Mid Oct)-SS</li> <li>National Bullying Prevention Month (in Oct)-SS</li> <li>Gann Appropriations Limit-BS</li> <li>Red Ribbon Week (in Oct)-IS</li> <li>Public Textbook &amp; Instructional Materials-IS</li> <li>Commitment to Racial Equity in CVUSD-SS</li> </ul> | <ul style="list-style-type: none"> <li>National Hispanic Heritage Month (Mid-Sept-Mid Oct)-SS</li> <li>National Bullying Prevention Month (in Oct)-SS</li> <li>Gann Appropriations Limit-BS</li> <li>Red Ribbon Week (in Oct)-IS</li> <li>Public Textbook &amp; Instructional Materials-IS</li> <li>Commitment to Racial Equity in CVUSD-SS</li> </ul> | <ul style="list-style-type: none"> <li>Ordering a Gov. Board Member Election (2022) -Supt</li> <li>Unity Day (late Oct)-SS</li> <li>National School Psychology Week (in Nov)-HR</li> <li>Week of the School Administrator (in Oct)-HR</li> </ul> | <ul style="list-style-type: none"> <li>Inclusive Schools Week (in Dec)-SS</li> </ul>   | <ul style="list-style-type: none"> <li>National School Counseling Week (in Feb)-HR</li> <li>National Black History Month (Feb-Mar)-SS</li> <li>Resolution - Enrollment Caps-IS</li> <li>Resolution-Skipping and Bumping Criteria-HR</li> <li>Resolution-Tie Breaking Criteria-HR</li> <li>Resolution-Int'l Holocaust Remembrance Day-SS</li> </ul>  | <ul style="list-style-type: none"> <li>Read Across America Day-IS</li> <li>National Women's History Month (in March)-SS</li> <li>Lunar New Year (1st Feb. mtg) - SS</li> </ul> | <ul style="list-style-type: none"> <li>Ordering of Seniority of Certificated Employees-HR</li> <li>Reduce or Discontinue Particular Kinds of Services-HR</li> </ul>   | <ul style="list-style-type: none"> <li>National Teacher Appreciation Week (in May)-HR</li> <li>Reduction of Certificated Employees-HR</li> <li>National School Nurses Day (in May)-HR</li> <li>Mental Health Awareness Month (in May)-SS</li> <li>Asian/Pacific American Heritage Month (in May)-SS</li> <li>Borrowing Funds &amp; Issuance of TRANS-BS</li> </ul> | <ul style="list-style-type: none"> <li>Graduating Class of 2021-IS</li> <li>Additional Summer Credits-IS</li> <li>Classified School Employees Week (3rd wk in May)-HR</li> <li>Safe/Secure Firearm Storage-Supt</li> <li>Resolution to recognize Juneteenth (June 19)</li> <li>Resolution to recognize the 1921 Tulsa Race Massacre (May 31- June 1)</li> </ul> | <ul style="list-style-type: none"> <li>EPA Spending Plan-BS</li> <li>Expense Transfers-BS</li> <li>Interfund Transfers-BS</li> <li>Appropriation Transfers-BS</li> <li>Year-End Budget Transfers-BS</li> <li>Retroactive Compensation Schedule Authorization-BS</li> <li>Temporary Loans Between District Funds-BS</li> </ul> |
| <b>Effective Governance &amp; Ad Hoc Committee Updates</b> | <ul style="list-style-type: none"> <li>Review /Update Governance Handbook for Board Review in Sept.</li> </ul>             | <ul style="list-style-type: none"> <li>Add a July Board Meeting or wait until Sept. to discuss Board Governance Calendar</li> <li>SDAC Board Member is Welcomed and Introduced at a Board Meeting</li> </ul> | CSBA events: <ul style="list-style-type: none"> <li>Masters in Governance</li> <li>Back to School</li> <li>Review/Update Governance Handbook</li> </ul>  |  | <ul style="list-style-type: none"> <li>First Tuesday in November is Election Tuesday</li> </ul>  | CSBA events: <ul style="list-style-type: none"> <li>Annual Education Conference</li> <li>Orientation for New Board Members</li> <li>Board President's Workshop</li> <li>Approval of the Board Meeting Calendar</li> <li>Oath of Office - when needed</li> <li>Board Reorganizational Meeting (annual)</li> </ul> | Annual study session to: <ul style="list-style-type: none"> <li>District and Board Goals for District and Superintendent</li> <li>Review governance team norms &amp; protocols</li> <li>Update Board Meeting Calendar</li> <li>Report on CSBA Conference (Jan Study Session)</li> <li>CSBA Forecast Webinar</li> <li>Attend CSBA events:               <ul style="list-style-type: none"> <li>The Brown Act</li> <li>Board Presidents Workshop</li> <li>Institute for New and First-term Board Members</li> <li>Masters in Governance</li> </ul> </li> <li>Sub-committee assignments</li> </ul> |  | CSBA events: <ul style="list-style-type: none"> <li>Executive Assistants: Tools You Can Use</li> <li>Board/Superintendent Evaluation</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Conduct board self-evaluation and develop action plan</li> </ul> | <ul style="list-style-type: none"> <li>Bd Summative Eval - Tool Discussion</li> </ul>  |   |   |
| <b>Setting Direction for the District</b>                  | <ul style="list-style-type: none"> <li>LCAP to COE</li> </ul>  | <ul style="list-style-type: none"> <li>Communicate mission/vision/objectives</li> </ul>  |  |  | <ul style="list-style-type: none"> <li>Report progress on goals to the community</li> </ul>  |  | <ul style="list-style-type: none"> <li>Supt.'s mid-year progress report on goals to the board</li> </ul>  | <ul style="list-style-type: none"> <li>Report progress on goals to the community</li> </ul>  | <ul style="list-style-type: none"> <li>Every 2-3 years review district vision/mission using an inclusive process</li> <li>Review LCAP</li> </ul>  | <ul style="list-style-type: none"> <li>Draft LCAP</li> </ul>   | <ul style="list-style-type: none"> <li>Approve LCAP</li> <li>Finalize goals and success indicators for coming year</li> </ul>   |   |
| <b>Instructional Services</b>                              | <ul style="list-style-type: none"> <li>Deadline for adoption of budget and LCAP (July 1)</li> </ul>                        |  | <ul style="list-style-type: none"> <li>LCAP Goal setting Identify desired outcomes for students: LI/EI/FC</li> <li>Pre-authorization of Overnight Trips-Fall</li> <li>Report to Board-Summer School</li> <li>Report to Board-College &amp; Career Ready Report</li> </ul>  | <ul style="list-style-type: none"> <li>Report to Board-Student Discipline</li> <li>Report to Board-School Choice Board Policy</li> <li>Report to Board-Residency Audit</li> <li>CTE Advisory Committee Approval</li> </ul>   |  | <ul style="list-style-type: none"> <li>LCAP Public Budget Forum</li> <li>Report to Board-Enrollment Study</li> <li>Parent Support/Booster Organization Authorizations</li> </ul>   | <ul style="list-style-type: none"> <li>LCAP report to Board</li> <li>School Plans for Student Achievement</li> <li>Educational services progress monitoring update</li> <li>Instructional materials adoption cycle/process</li> <li>Report to Board-District of Choice</li> </ul>   | <ul style="list-style-type: none"> <li>Report to Board-Enrollment Study</li> <li>Parent Involvement-Title I</li> </ul>   | <ul style="list-style-type: none"> <li>Report to Board-Summer School Offerings</li> <li>Review CalPads enrollment data</li> </ul>   | <ul style="list-style-type: none"> <li>LCAP board study session/public input</li> <li>Instructional materials adoption recommendations</li> <li>Permanent Status for Pilot Courses</li> <li>Banking Time or Time Schedule Pilots (School site schedules)</li> <li>Report to Board - Verify Staffing</li> </ul>   | <ul style="list-style-type: none"> <li>LCAP final draft presented to Board</li> <li>Pilot Courses</li> <li>Perkins Grant Approval</li> </ul>  | <ul style="list-style-type: none"> <li>Approve LCAP and Adopt Budget</li> <li>Approve consolidated application and local education agency plan</li> <li>Report to Board-Gold Merit Seals</li> <li>Report to Board-Enrichment Programs</li> <li>Report to Board-CA Healthy Kids Survey (every other year)</li> </ul>           |
|  | <ul style="list-style-type: none"> <li>Align district mission/vision and student learning and achievement goals</li> </ul> |  | <ul style="list-style-type: none"> <li>Opening of school report</li> <li>CAASPP results</li> <li>Public hearing resolution/adoption of sufficient instructional materials</li> </ul>   |  | <ul style="list-style-type: none"> <li>Report on district allocations for State and Federal funds</li> </ul>   |  |   | <ul style="list-style-type: none"> <li>Schedule study sessions on topics related to student learning and achievement so Board members are current on this topic</li> </ul>     |   |  |   |   |

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|                   |   | <ul style="list-style-type: none"> <li>Assessment and accountability reports – SMART Balanced (California Assessment of Student Performance and Progress [CAASPP]), local multiple measures</li> </ul> |   |   |   |  |  |  |   |   |   |   |   |  |
|                   |   | <ul style="list-style-type: none"> <li>Schedule study sessions to review recommendations from the Supt. regarding district response to test results</li> </ul>   |   | <ul style="list-style-type: none"> <li>LCAP Study Session (if needed)</li> <li>Program Planning Study Session                             <ul style="list-style-type: none"> <li>Based on goals, identify needs</li> <li>Approve coordinated program budgets</li> <li>Engage stakeholders</li> <li>Revise/draft LCAP Oct-Nov</li> </ul> </li> </ul> |   |  | <ul style="list-style-type: none"> <li>California English Language Development Test (CELDT) results</li> </ul>   |  |   |   |   |   |   |  |
|                   | <p>← Schedule presentations and progress reports on curriculum implementation →</p>   |  |   |   |   |  |  |  |   |   |   |   |   |  |
| Business Services | <ul style="list-style-type: none"> <li>LCAP and district budget to COE</li> </ul>   | <ul style="list-style-type: none"> <li>Letter from COE (re: budget and LCAP)</li> </ul>  | <ul style="list-style-type: none"> <li>CSBA Back to School Webcast</li> <li>Unaudited Actual Financial Report for Prior Year</li> </ul>   | <ul style="list-style-type: none"> <li>LCAP – COE to SPI</li> <li>TOPASS Agreement</li> <li>Annual Report for Prior FY</li> </ul>   | <ul style="list-style-type: none"> <li>Estimate funding</li> <li>Measure I Update</li> </ul>      | <ul style="list-style-type: none"> <li>LCAP revisions</li> <li><b>Receive Audit</b></li> <li><b>1st Interim Financial Report for Current Year</b></li> </ul> | <ul style="list-style-type: none"> <li>Governor proposes state budget</li> <li>CSBA Forecast webcast</li> <li>Audit Report of District Financial Statements &amp; GASB for Prior FY</li> <li>Audit Report of Measure I for Prior FY</li> <li>Report P-1 ADA</li> </ul> | <ul style="list-style-type: none"> <li>Board sets budget priorities</li> </ul>                 | <ul style="list-style-type: none"> <li><b>2nd Interim Financial Statement</b></li> <li>Report to Board- Approval of Site Safety Plans</li> <li>GASB Actuarial Valuation-Retiree Health Ins (next 2022)</li> </ul> | <ul style="list-style-type: none"> <li>Civic Center Fee Schedule for Next FY</li> <li>Parent-Pay Transportation Current FY and Next FY</li> <li>Lunch Fee Schedule for Next FY</li> </ul> | <ul style="list-style-type: none"> <li>Draft/Revise LCAP</li> <li>Governor's May budget revise</li> <li>Report to the Board</li> <li>Measure I Annual Report</li> </ul> | <ul style="list-style-type: none"> <li>LCAP update/approval</li> <li><b>Adopted budget (public hearing/info mtg)</b></li> <li>Legislative budget adoption deadline 6/15</li> <li>Report to Board-Child Nutrition</li> </ul> |   |  |
|                   |   |  | <ul style="list-style-type: none"> <li>Staff closes books; defines actuals; determines ending balance</li> <li>Report to the board (LCFF funding estimate)</li> <li>COE approves/disapproves school district budget</li> <li>Report on class-size reduction (K-3; active enrollment count)</li> </ul> |   |   |  |  |  | <ul style="list-style-type: none"> <li>Staff concludes staffing level study</li> </ul>  |   |   |   | <ul style="list-style-type: none"> <li>Staff projects next year's revenues/expenses that align with LCAP goals</li> </ul> |  |
|                   | <ul style="list-style-type: none"> <li>Schedule budget study sessions as necessary</li> </ul>   |  |   |   |   |  |  |  |   |   |   |   |   |  |
|                   |   |  |   |   |   |  |  |  |   |   |   |   |   |  |
| Facilities        | <p>← Be familiar and current with district's facilities plan - approve actions as necessary - monitor, review and revise facilities plan as necessary →</p> |  |   |   |   |  |  |  |   |   |   |   |   |  |
| Policy            | <p>← Develop and adopt new policies as necessary or required - review policies on a regular basis and review as necessary →</p>                             |  |   |   |   |  |  |  |   |   |   |   |   |  |
|                   | <ul style="list-style-type: none"> <li>CSBA Policy Update</li> </ul>  |  |   | <ul style="list-style-type: none"> <li>CSBA Policy Update</li> </ul>  |   | <ul style="list-style-type: none"> <li>CSBA Policy Update</li> </ul>   | <ul style="list-style-type: none"> <li>CSBA Policies in Review</li> </ul>  |  | <ul style="list-style-type: none"> <li>CSBA Policy Update</li> </ul>  | <ul style="list-style-type: none"> <li>Approve CSBA Policy services</li> </ul>  | <ul style="list-style-type: none"> <li>CSBA Policy Update</li> </ul>  |   |   |  |
| Judicial Review   | <p>← Maintain confidentiality on issues that may come before the board – hold hearing and decide appeals to the board as necessary →</p>                    |  |   |   |   |  |  |  |   |   |   |   |   |  |
|                   | <ul style="list-style-type: none"> <li>Finalize Supt. goals and success indicators</li> </ul>   | <ul style="list-style-type: none"> <li>Welcome staff back to school</li> </ul>   |   |   | <ul style="list-style-type: none"> <li>Classified Seniority List</li> <li>Certificated</li> </ul> |  | <ul style="list-style-type: none"> <li>Superintendent's mid-year progress report on goals</li> </ul>   | <ul style="list-style-type: none"> <li>Every several years review hiring/evaluation</li> </ul> | <ul style="list-style-type: none"> <li><b>Lay-off notification to staff by March 15</b></li> </ul>  | <ul style="list-style-type: none"> <li>Staff recognition (service awards/retirement)</li> <li>Evaluate the superintendent</li> </ul>  |   |   |   |  |

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| <b>Human Resources</b>            |   | <ul style="list-style-type: none"> <li>• Summer layoff deadline August 15</li> </ul>  | <ul style="list-style-type: none"> <li>• Declaration of Need</li> </ul>  |  | <ul style="list-style-type: none"> <li>• Seniority List</li> </ul> |  | <ul style="list-style-type: none"> <li>• Approval of Future School Year Calendars</li> </ul>   | <ul style="list-style-type: none"> <li>• Notice of Lay-offs-if needed</li> </ul> | <ul style="list-style-type: none"> <li>• Post final certificated seniority list</li> </ul> | <ul style="list-style-type: none"> <li>• Final layoff deadline May 15</li> </ul>  | <ul style="list-style-type: none"> <li>• Declaration of Need</li> <li>• CTC Waiver</li> </ul>                                 |   |
| <b>Collective Bargaining</b>      | <p style="text-align: center;">← Determine implications of LCFF, class size reduction, and the collective bargaining agreement on the district's ability to meet student learning and achievement goals →</p> <p style="text-align: center;">← Be familiar with the district's bargaining process as defined in board policy - establish parameters for negotiations - receive reports on negotiations - approve negotiated contracts →</p> |   |  |  |  |  |  |  |  |   |   |   |
| <b>Community Relations</b>        | <ul style="list-style-type: none"> <li>• LCAP on website</li> </ul>   | <ul style="list-style-type: none"> <li>• Develop key messages on LCAP</li> </ul>  |  | <ul style="list-style-type: none"> <li>• Attend Back to School Nights</li> <li>• Plan to solicit input from parents, students and community on LCAP</li> </ul> |  | <ul style="list-style-type: none"> <li>• Report/Action to form parent advisory groups</li> </ul> | <ul style="list-style-type: none"> <li>• Develop and disseminate key messages about important district topics &amp; issues including progress on LCAP</li> <li>• Notice for public input on LCAP (May/June)</li> </ul> |  | <ul style="list-style-type: none"> <li>• Attend Open House Nights at schools</li> </ul>    | <ul style="list-style-type: none"> <li>• Supt. meets with parent advisory groups</li> <li>• Ensure there is a plan in place for communicating with and engaging the community (internal and external) in schools (e.g., LCAP public hearings)</li> <li>• Involvement and/or attendance at school and community events (i.e., graduation ceremonies)</li> <li>• Develop and disseminate key messages about important district topics &amp; issues including progress on LCAP and the budget</li> </ul> |   |   |
|                                   | ← Involvement and/or attendance at school and community events →  |   |  |  |  |  |  |  |  |   |   |   |
| <b>Advocacy</b>                   | <ul style="list-style-type: none"> <li>• Follow bill development in legislature</li> <li>• Implement advocacy plan</li> </ul>   |   | <ul style="list-style-type: none"> <li>• Study session to begin development of advocacy plan for the coming year</li> <li>• Develop advocacy plan for the following year</li> <li>• Finalize advocacy plan by the end of the year</li> </ul> |  |  |  | <ul style="list-style-type: none"> <li>• Follow bill development in legislature</li> <li>• Implement advocacy plan</li> </ul>  |  |  |   | <ul style="list-style-type: none"> <li>• Follow bill development in legislature</li> <li>• Implement advocacy plan</li> </ul> |   |
|                                   |   |   | <ul style="list-style-type: none"> <li>• CSBA Federal Legislative Action</li> </ul>  |  |  |  | <ul style="list-style-type: none"> <li>• NSBA Federal Relations Network</li> </ul>   |  | <ul style="list-style-type: none"> <li>• CSBA State Legislative Action</li> </ul>          |   |   |   |
|                                   | ← Advocate for all students year round →  |   |  |  |  |  |  |  |  |   |   |   |
| <b>Student Services</b>           | <ul style="list-style-type: none"> <li>• SELPA Local Plan</li> </ul>  | <ul style="list-style-type: none"> <li>• Approval of Master Plan for EL Services</li> <li>• MOU with CLU for Interns</li> <li>• Contract with VCOE Hearing Conservation &amp; Audiology Services</li> </ul> | <ul style="list-style-type: none"> <li>• Approval of VCOE Special Education Local Plan</li> <li>• MOU - Assistance League Vision for the Future</li> </ul>   | <ul style="list-style-type: none"> <li>• Report to Board-ELL Master Plan</li> </ul>  |  | <ul style="list-style-type: none"> <li>• Report to Board-Student Services</li> </ul>             | <ul style="list-style-type: none"> <li>• Approval of ESY/Summer School Dates</li> </ul>  |  |  |   |   | <ul style="list-style-type: none"> <li>• Report to Board-Bilingual/Biliterate Education</li> <li>• Report to Board-Reclassification Criteria</li> <li>• Contracts for Software Licenses for following year</li> </ul> |
| <b>Student Reps</b>               | ← Student Reps Presentations at Board Meetings →  |   |  |  |  |  |  |  |  |   |   |   |
| <b>Parent Organizations</b>       | ← Parent Organizations and CSF Presentations at Board Meetings →  |   |  |  |  |  |  |  |  |   |   |   |
| <b>Student Club Presentations</b> | ← Updates to the Board from various student groups TBD monthly →  |   |  |  |  |  |  |  |  |   |   |   |

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| <b>Awards &amp; Recognitions</b>      |  |   |  |  |   | <ul style="list-style-type: none"> <li>• Recognize Marmonte League/CIF Fall Champions</li> <li>• Recognition of Inclusion Heroes</li> <li>• General Activities</li> </ul>  |  |  |  | <ul style="list-style-type: none"> <li>• Recognition of Marmonte League Champions (Winter sports)</li> </ul>   | <ul style="list-style-type: none"> <li>• Recognition of Classified Employees of the Year</li> <li>• Recognition of Chamber Teacher of the Year</li> <li>• Recognition of Valedictorians</li> <li>• General Activities</li> </ul> | <ul style="list-style-type: none"> <li>• Recognize Outgoing DAC or PTA Chair/Pres</li> <li>• Recognize Outgoing Student Board Reps.</li> <li>• Recognition of Marmonte League Champions (Spring sports)</li> </ul> |
| <b>Communication Plan (Committee)</b> | <ul style="list-style-type: none"> <li>• Free or Reduced Meal Application</li> </ul> | <ul style="list-style-type: none"> <li>• Welcome to the New School Year Message</li> <li>• Annual Updates for All CVUSD Students</li> <li>• Invitation to Preview New Core Literature Titles</li> </ul> | <ul style="list-style-type: none"> <li>• Online Tutoring Program</li> <li>• Social-emotional support resources</li> <li>• CVUSD College &amp; Career Information Night</li> <li>• National Hispanic Heritage Month</li> <li>• Teacher of the Month</li> <li>• High School Voter Registration Week</li> <li>• Commitment to Racial Equity in CVUSD</li> </ul> | <ul style="list-style-type: none"> <li>• School Choice Application / Interdistrict Transfer Forms</li> <li>• Enrollment Advertisement to Community</li> <li>• Teacher of the Month</li> <li>• Red Ribbon Week</li> <li>• Week of the School Administrator</li> </ul> | <ul style="list-style-type: none"> <li>• Teacher of the Month</li> <li>• Promotion of Monthly Parent/Guardian Workshop (BreakThrough Program/CSF)</li> <li>• National School Psychology Week</li> <li>• Fall Break</li> </ul> | <ul style="list-style-type: none"> <li>• Teacher of the Month</li> <li>• School Choice Application Deadline Reminder</li> <li>• Nomination of CVUSD Inclusion Heroes</li> <li>• Inclusive Schools Week</li> <li>• School Information Events</li> </ul> | <ul style="list-style-type: none"> <li>• Teacher of the Month</li> <li>• Enrollment Advertisement to Community</li> <li>• LCFF Budget Overview</li> <li>• Neighborhood School Enrollment for New Families</li> <li>• BreakThrough Program workshop</li> <li>• School Choice Application Priority Deadline Reminder</li> <li>• Promotion of Monthly Parent/Guardian Workshop (BreakThrough Program/CSF)</li> <li>• International Holocaust Remembrance Day</li> </ul> | <ul style="list-style-type: none"> <li>• Teacher of the Month</li> <li>• National Black History Month</li> <li>• National School Counseling Week</li> <li>• Lunar New Year</li> <li>• Promotion of Monthly Parent/Guardian Workshop (BreakThrough Program/CSF)</li> <li>• Promotion of Child Care Program</li> </ul> | <ul style="list-style-type: none"> <li>• Teacher of the Month</li> <li>• National Women's History Month</li> </ul> | <ul style="list-style-type: none"> <li>• Teacher of the Month</li> <li>• Spring Break Message</li> <li>• Classified School Employees Week</li> </ul> | <ul style="list-style-type: none"> <li>• National Teacher Appreciation Week</li> <li>• Mental Health Awareness Month</li> <li>• Asian/Pacific American Heritage Month</li> <li>• Free or Reduced Meal Information</li> </ul>     | <ul style="list-style-type: none"> <li>• End of Year Message to Community</li> <li>• Teacher of the Year Announcement</li> </ul>   |

Black - CVUSD Items

Red - CSBA Recommended Items