

CVUSD Board Governance Calendar

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
Annual Resolutions (Board/Dept)		<ul style="list-style-type: none">High School Voter Registration Week (in Sept)-IS	<ul style="list-style-type: none">National Hispanic Heritage Month (Mid-Sept-Mid Oct)-SSNational Bullying Prevention Month (in Oct)-SSGann Appropriations Limit-BSRed Ribbon Week (in Oct)-ISPublic Textbook & Instructional Materials-ISCommitment to Racial Equity in CVUSD-SSHigh School Voter Registration WeekDisability History and Awareness Month (In Oct.)	<ul style="list-style-type: none">Ordering a Gov. Board Member Election (2022) -SuptUnity Day (late Oct)-SSNational School Psychology Week (in Nov)-HRWeek of the School Administrator (in Oct)-HRLGBTQ+ History Month-SS (in Oct.)	<ul style="list-style-type: none">Inclusive Schools Week (in Dec)-SSNative American History Month-SS (in Nov.)		<ul style="list-style-type: none">National School Counseling Week (in Feb)-HRNational Black History Month (Feb-Mar)-SSResolution-Skipping and Bumping Criteria-HRResolution-Tie Breaking Criteria-HRResolution-Int'l Holocaust Remembrance Day-SS	<ul style="list-style-type: none">Read Across America Day-ISNational Women's History Month (in March)-SSLunar New Year (1st Feb. mtg) - SS	<ul style="list-style-type: none">Ordering of Seniority of Certificated Employees-HRReduce or Discontinue Particular Kinds of Services-HR	<ul style="list-style-type: none">National Teacher Appreciation Week (in May)-HRReduction of Certificated Employees-HRNational School Nurses Day (in May)-HRMental Health Awareness Month (in May)-SSAsian/Pacific American Heritage Month (in May)-SSJewish American Heritage Month (in May)-SSBorrowing Funds & Issuance of TRANS-BS	<ul style="list-style-type: none">Graduating Class of 2021-ISAdditional Summer Credits-ISClassified School Employees Week (3rd wk in May)-HRResolution to recognize Juneteenth (June 19)Resolution to recognize the 1921 Tulsa Race Massacre (May 31-June 1)Resolution to recognize Pride Month (June 1-30)	<ul style="list-style-type: none">EPA Spending Plan-BSExpense Transfers-BSInterfund Transfers-BSAppropriation Transfers-BSYear-End Budget Transfers-BSRetroactive Compensation Schedule Authorization-BSTemporary Loans Between District Funds-BS
Effective Governance & Ad Hoc Committee Updates	<ul style="list-style-type: none">Review /Update Governance Handbook for Board Review in Sept.	<ul style="list-style-type: none">Add a July Board Meeting or wait until Sept. to discuss Board Governance CalendarSDAC Board Member is Welcomed and Introduced at a Board Meeting	CSBA events: <ul style="list-style-type: none">Masters in GovernanceBack to SchoolReview/Update Governance Handbook		<ul style="list-style-type: none">First Tuesday in November is Election Tuesday	CSBA events: <ul style="list-style-type: none">Annual Education ConferenceOrientation for New Board MembersBoard President’s WorkshopApproval of the Board Meeting CalendarOath of Office - when neededBoard Reorganizational Meeting (annual)	Annual study session to: <ul style="list-style-type: none">District and Board Goals for District and SuperintendentReview governance team norms & protocolsUpdate Board Meeting CalendarReport on CSBA Conference (Jan Study Session)CSBA Forecast WebinarAttend CSBA events:<ul style="list-style-type: none">The Brown ActBoard Presidents WorkshopInstitute for New and First-term Board MembersMasters in GovernanceSub-committee assignments			CSBA events: <ul style="list-style-type: none">Executive Assistants: Tools You Can UseBoard/Superintendent Evaluation <hr/> <ul style="list-style-type: none">Conduct board self-evaluation and develop action plan		<ul style="list-style-type: none">Bd Summative Eval - Tool Discussion
		Board/Superintendent Evaluation										
Setting Direction for the District	<ul style="list-style-type: none">LCAP to COE	<ul style="list-style-type: none">Communicate mission/vision/ objectives			<ul style="list-style-type: none">Report progress on goals to the community		<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/mission using an inclusive processReview LCAP		<ul style="list-style-type: none">Draft LCAP	<ul style="list-style-type: none">Approve LCAPFinalize goals and success indicators for coming year
Instructional Services	<ul style="list-style-type: none">Deadline for adoption of budget and LCAP (July 1)	<ul style="list-style-type: none">Review Board Policy & Administrative Regulation 6145 - Extra-Curricular and Co-Curricular Activities for amendments	<ul style="list-style-type: none">LCAP Goal setting Identify desired outcomes for students: LI/EI/FCPre-authorization of Overnight Trips-FallReport to Board-Summer SchoolReport to Board-College & Career Ready Report	<ul style="list-style-type: none">Report to Board-Student DisciplineReport to Board-School Choice Board PolicyReport to Board-Residency AuditCTE Advisory Committee Approval		<ul style="list-style-type: none">LCAP Public Budget ForumReport to Board-Enrollment StudyParent Support/Booster Orgnization Authorizations	<ul style="list-style-type: none">LCAP report to BoardSchool Plans for Student AchievementEducational services progress monitoring updateInstructional materials adoption cycle/processReport to Board-District of Choice	<ul style="list-style-type: none">Report to Board-Enrollment StudyParent Involvement-Title I	<ul style="list-style-type: none">Report to Board-Summer School OfferingsReview CalPads enrollment data	<ul style="list-style-type: none">LCAP board study session/public inputInstructional materials adoption recommendationsPermanent Status for Pilot CoursesBanking Time or Time Schedule pilots (School site	<ul style="list-style-type: none">LCAP final draft presented to BoardPilot CoursesPerkins Grant Approval	<ul style="list-style-type: none">Approve LCAP and Adopt BudgetApprove consolidated application and local education agency planReport to Board-Gold Merit SealsReport to Board-Enrichment ProgramsReport to Board-CA Healthy Kids Survey (every other year)

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	<ul style="list-style-type: none"> Align district mission/vision and student learning and achievement goals 		<ul style="list-style-type: none"> Opening of school report CAASPP results Public hearing resolution/adoption of sufficient instructional materials 		<ul style="list-style-type: none"> Report on district allocations for State and Federal funds 			<ul style="list-style-type: none"> Schedule study sessions on topics related to student learning and achievement so Board members are current on this topic 		schedules) <ul style="list-style-type: none"> Report to Board - Verify Staffing 				
		<ul style="list-style-type: none"> Assessment and accountability reports – SMART Balanced (California Assessment of Student Performance and Progress [CAASPP]), local multiple measures 												
				<ul style="list-style-type: none"> Schedule study sessions to review recommendations from the Supt. regarding district response to test results 				<ul style="list-style-type: none"> California English Language Development Test (CELDT) results 						
				<ul style="list-style-type: none"> LCAP Study Session (if needed) 	<ul style="list-style-type: none"> Program Planning Study Session Based on goals, identify needs Approve coordinated program budgets Engage stakeholders Revise/draft LCAP Oct-Nov 									
	<div> <div></div> <div>Schedule presentations and progress reports on curriculum implementation</div> <div></div> </div>													
Business Services	<ul style="list-style-type: none"> LCAP and district budget to COE 	<ul style="list-style-type: none"> Letter from COE (re: budget and LCAP) 	<ul style="list-style-type: none"> CSBA Back to School Webcast Unaudited Actual Financial Report for Prior Year 	<ul style="list-style-type: none"> LCAP – COE to SPI TOPASS Agreement Annual Report for Prior FY 	<ul style="list-style-type: none"> Estimate funding Measure I Update 	<ul style="list-style-type: none"> LCAP revisions Receive Audit 1st Interim Financial Report for Current Year 	<ul style="list-style-type: none"> Governor proposes state budget CSBA Forecast webcast Audit Report of District Financial Statements & GASB for Prior FY Audit Report of Measure I for Prior FY Report P-1 ADA 	<ul style="list-style-type: none"> Board sets budget priorities 	<ul style="list-style-type: none"> 2nd Interim Financial Statement Report to Board- Approval of Site Safety Plans GASB Actuarial Valuation-Retiree Health Ins (next 2022) Approve Transportation Plan (by April 1st) 	<ul style="list-style-type: none"> Civic Center Fee Schedule for Next FY Parent-Pay Transportation Current FY and Next FY Lunch Fee Schedule for Next FY 	<ul style="list-style-type: none"> Draft/Revise LCAP Governor’s May budget revise Report to the Board Measure I Annual Report 	<ul style="list-style-type: none"> LCAP update/approval Adopted budget (public hearing/info mtg) Legislative budget adoption deadline 6/15 Report to Board-Child Nutrition 		
		<ul style="list-style-type: none"> Staff closes books; defines actuals; determines ending balance Report to the board (LCFF funding estimate) COE approves/disapproves school district budget Report on class-size reduction (K-3; active enrollment count) 						<ul style="list-style-type: none"> Staff concludes staffing level study 						
												<ul style="list-style-type: none"> Staff projects next year’s revenues/ expenses that align with LCAP goals 		
		<ul style="list-style-type: none"> Schedule budget study sessions as necessary 												
Facilities	<div> <div></div> <div>Be familiar and current with district's facilities plan - approve actions as necessary - monitor, review and revise facilities plan as necessary</div> <div></div> </div>													
Policy	<div> <div></div> <div>Develop and adopt new policies as necessary or required - review policies on a regular basis and review as necessary</div> <div></div> </div>													
	<ul style="list-style-type: none"> CSBA Policy Update 			<ul style="list-style-type: none"> CSBA Policy Update 		<ul style="list-style-type: none"> CSBA Policy Update 	<ul style="list-style-type: none"> CSBA Policies in Review 		<ul style="list-style-type: none"> CSBA Policy Update 	<ul style="list-style-type: none"> Approve CSBA Policy services 	<ul style="list-style-type: none"> CSBA Policy Update 			
Judicial Review	<div> <div></div> <div>Maintain confidentiality on issues that may come before the board – hold hearing and decide appeals to the board as necessary</div> <div></div> </div>													

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Human Resources	• Finalize Supt. goals and success indicators		• Welcome staff back to school		• Classified Seniority List • Certificated Seniority List		• Superintendent's mid-year progress report on goals	• Every several years review hiring/evaluation policies • Notice of Lay-offs-if needed	• Lay-off notification to staff by March 15 • Post final certificated seniority list	• Staff recognition (service awards/retirement) • Evaluate the superintendent		
		• Summer layoff deadline August 15	• Declaration of Need				• Final layoff deadline May 15					
			• Declaration of Need • CTC Waiver									
Collective Bargaining	<div> <div></div> Determine implications of LCFF, class size reduction, and the collective bargaining agreement on the district's ability to meet student learning and achievement goals <div></div> </div>											
	<div> <div></div> Be familiar with the district's bargaining process as defined in board policy - establish parameters for negotiations - receive reports on negotiations - approve negotiated contracts <div></div> </div>											
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 & 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 & issues including progress on LCAP and the budget		
	<div> <div></div> Involvement and/or attendance at school and community events <div></div> </div>											
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			• Follow bill development in legislature • Implement advocacy plan		
			• CSBA Federal Legislative Action				• NSBA Federal Relations Network	• CSBA State Legislative Action				
		<div> <div></div> Advocate for all students year round <div></div> </div>										
Student Services	• SELPA Local Plan	• Approval of Master Plan for EL Services • MOU with CLU for Interns • Contract with VCOE Hearing Conservation & Audiology Services	• Approval of VCOE Special Education Local Plan • MOU - Assistance League Vision for the Future	• Report to Board-ELL Master Plan		• Report to Board-Student Services	• Approval of ESY/Summer School Dates					• Report to Board-Bilingual/Biliterate Education • Report to Board-Reclassification Criteria • Contracts for Software Licenses for following year
Student Reps	<div> <div></div> Student Reps Presentations at Board Meetings <div></div> </div>											
Parent Organizations	<div> <div></div> Parent Organizations and CSF Presentations at Board Meetings <div></div> </div>											
Student Club Presentations	<div> <div></div> Updates to the Board from various student groups TBD monthly <div></div> </div>											

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Awards & Recognitions	<div>← Student Recognitions for Academic, Sports, Visual/Performing Arts, and other accomplishments →</div>											
Communication Plan (Committee)	<ul style="list-style-type: none">• Free or Reduced Meal Application	<ul style="list-style-type: none">• Welcome to the New School Year Message• Annual Updates for All CVUSD Students• Invitation to Preview New Core Literature Titles	<ul style="list-style-type: none">• Online Tutoring Program• Social-emotional support resources• CVUSD College & Career Information Night• National Hispanic Heritage Month• Teacher of the Month<ul style="list-style-type: none">• High School Voter Registration Week• Commitment to Racial Equity in CVUSD• Disability History and Awareness Month (In Oct.)	<ul style="list-style-type: none">• School Choice Application / Interdistrict Transfer Forms• Enrollment Advertisement to Community• Teacher of the Month• Red Ribbon Week• Week of the School Administrator	<ul style="list-style-type: none">• Teacher of the Month• Promotion of Monthly Parent/Guardian Workshop (BreakThrough Program/CSF)• National School Psychology Week• Fall Break	<ul style="list-style-type: none">• Teacher of the Month• School Choice Application Deadline Reminder• Nomination of CVUSD Inclusion Heroes• Inclusive Schools Week• School Information Events	<ul style="list-style-type: none">• Teacher of the Month• Enrollment Advertisement to Community• LCFF Budget Overview• Neighborhood School Enrollment for New Families• BreakThrough Program workshop• School Choice Application Priority Deadline Reminder• Promotion of Monthly Parent/Guardian Workshop (BreakThrough Program/CSF)• International Holocaust Remembrance Day	<ul style="list-style-type: none">• Teacher of the Month• National Black History Month• National School Counseling Week• Lunar New Year• Promotion of Monthly Parent/Guardian Workshop (BreakThrough Program/CSF)• Promotion of Child Care Program•National Women's History Month (in March)-SS• Lunar New Year (1st Feb. mtg) - SS	<ul style="list-style-type: none">• Teacher of the Month• Spring Break Message• Classified School Employees Week	<ul style="list-style-type: none">• National Teacher Appreciation Week• Mental Health Awareness Month• Asian/Pacific American Heritage Month• Jewish American Heritage Month (in May)-SS• Free or Reduced Meal Information• Resolution to recognize Juneteenth (June 19)• Resolution to recognize the 1921 Tulsa Race Massacre (May 31-June 1)• Resolution to recognize Pride Month (June 1-30)	<ul style="list-style-type: none">• End of Year Message to Community• Teacher of the Year Announcement	

Black - CVUSD Items

Red - CSBA Recommended Items

Blue - Items added since 2/25/21 Special Board Meeting

Revised 5/16/2023