

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"> National Hispanic Heritage Month (Mid-Sept-Mid Oct)-SS Gann Appropriations Limit-BS Public Textbook & Instructional Materials-IS Commitment to Racial Equity in CVUSD (ongoing)-SS High School Voter Registration Week-IS Attendance Awareness Month-SS 	<ul style="list-style-type: none"> Ordering a Gov. Board Member Election (2024) -Supt National Bullying Prevention Month-SS Unity Day (late Oct)-SS Week of the School Administrator-HR LGBTQ+ History Month-SS Red Ribbon Week-IS 	<ul style="list-style-type: none"> National School Psychology Week-HR Native American History Month-SS 	<ul style="list-style-type: none"> Inclusive Schools Week-SS 	<ul style="list-style-type: none"> Int'l Holocaust Remembrance Day -SS 	<ul style="list-style-type: none"> Lunar New Year -SS National School Counseling Week (in Feb.)-HR National Black History Month (Feb-Mar)-SS Resolution-Skipping and Bumping Criteria-HR Resolution-Tie Breaking Criteria-HR 	<ul style="list-style-type: none"> Ordering of Seniority of Certificated Employees-HR Reduce or Discontinue Particular Kinds of Services-HR National Women's History Month-SS Read Across America Day/Week (Mar. 2-6)-IS Disability History Month-SS 	<ul style="list-style-type: none"> Reduction of Certificated Employees-HR Borrowing Funds & Issuance of TRANS-BS Public School Volunteer Week-HR 	<ul style="list-style-type: none"> Additional Summer Credits-IS Mental Health Awareness Month-SS National Teacher Appreciation Week-HR National School Nurses Day-HR Classified School Employees Week (3rd wk in May)-HR Asian/Pacific American Heritage Month-SS Jewish American Heritage Month-SS National Speech-Language-Hearing Month-SS 1921 Tulsa Race Massacre (May 31-June 1) 	<ul style="list-style-type: none"> EPA Spending Plan-BS Expense Transfers-BS Interfund Transfers-BS Appropriation Transfers-BS Year-End Budget Transfers-BS Retroactive Compensation Schedule Authorization-BS Temporary Loans Between District Funds-BS Juneteenth (June 19)-SS Pride Month (June 1-30)-SS
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 Calendar SDAC Board Member is Welcomed and Introduced at a Board Meeting 	CSBA events: <ul style="list-style-type: none"> Masters in Governance Back to School Review/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 Conference Orientation for New Board Members Board President's Workshop Approval of the Board Meeting Calendar Oath of Office - when needed Board Reorganizational Meeting (annual) 	Annual study session to: <ul style="list-style-type: none"> District and Board Goals for District and Superintendent Review governance team norms & protocols Update Board Meeting Calendar Report on CSBA Conference (Jan Study Session) CSBA Forecast Webinar Attend CSBA events: <ul style="list-style-type: none"> The Brown Act Board Presidents Workshop Institute for New and First-term Board Members Masters in Governance Sub-committee assignments 	CSBA events: <ul style="list-style-type: none"> Executive Assistants: Tools You Can Use Board/Superintendent Evaluation 	<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 			
		<ul style="list-style-type: none"> 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 process Review LCAP 	<ul style="list-style-type: none"> Draft LCAP 	<ul style="list-style-type: none"> Approve LCAP Finalize 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/FC Pre-authorization of Overnight Trips-Fall Report to Board-Summer School Report to Board-College & Career Ready Report 	<ul style="list-style-type: none"> Report to Board-Student Discipline Report to Board-School Choice Board Policy Report to Board-Residency Audit CTE Advisory Committee Approval 		<ul style="list-style-type: none"> LCAP Public Budget Forum Report to Board-Enrollment Study Parent Support/Booster Organization Authorizations 	<ul style="list-style-type: none"> LCAP report to Board School Plans for Student Achievement Educational services progress monitoring update Instructional materials adoption cycle/process Report to Board-District of Choice 	<ul style="list-style-type: none"> Report to Board-Enrollment Study Parent Involvement-Title I 	<ul style="list-style-type: none"> Report to Board-Summer School Offerings Review CalPads enrollment data 	<ul style="list-style-type: none"> LCAP board study session/public input Instructional materials adoption recommendations Permanent Status for Pilot Courses 	<ul style="list-style-type: none"> LCAP final draft presented to Board Pilot Courses Perkins Grant Approval 	<ul style="list-style-type: none"> Approve LCAP and Adopt Budget Approve consolidated application and local education agency plan Report to Board-Gold Merit Seals Report to Board-Enrichment Programs

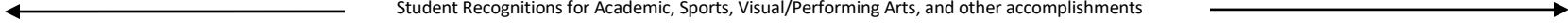
CVUSD Board Governance Calendar

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
	<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 		<ul style="list-style-type: none"> Report to Board - Verify Staffing Banking Time or Time Schedule Pilots (school site schedules) 		<ul style="list-style-type: none"> Report to Board-CA Healthy Kids Survey (every other year)
		<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 							
<p>← Schedule presentations and progress reports on curriculum implementation →</p>												
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	<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"> 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	<p>← Maintain confidentiality on issues that may come before the board – hold hearing and decide appeals to the board as necessary →</p>											

CVUSD Board Governance Calendar

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
Human Resources	<ul style="list-style-type: none"> Finalize Supt. goals and success indicators 		<ul style="list-style-type: none"> Welcome staff back to school 		<ul style="list-style-type: none"> Classified Seniority List Certificated Seniority List 		<ul style="list-style-type: none"> Superintendent's mid-year progress report on goals Approval of Future School Year Calendars 	<ul style="list-style-type: none"> Every several years review hiring/evaluation polices Notice of Lay-offs-if needed 	<ul style="list-style-type: none"> Lay-off notification to staff by March 15 Post final certificated seniority list 	<ul style="list-style-type: none"> Staff recognition (service awards/retirement) Evaluate the superintendent 		
		<ul style="list-style-type: none"> Summer layoff deadline August 15 	<ul style="list-style-type: none"> Declaration of Need 							<ul style="list-style-type: none"> Final layoff deadline May 15 	<ul style="list-style-type: none"> Declaration of Need CTC Waiver 	
Collective Bargaining	<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>											
Community Relations	<ul style="list-style-type: none"> LCAP on website 	<ul style="list-style-type: none"> Develop key messages on LCAP 		<ul style="list-style-type: none"> Attend Back to School Nights Plan to solicit input from parents, students and community on LCAP 		<ul style="list-style-type: none"> Report/Action to form parent advisory groups 	<ul style="list-style-type: none"> Develop and disseminate key messages about important district topics & issues including progress on LCAP Notice for public input on LCAP (May/June) 		<ul style="list-style-type: none"> Attend Open House Nights at schools 	<ul style="list-style-type: none"> 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 		
	<p style="text-align: center;">← Involvement and/or attendance at school and community events →</p>											
Advocacy	<ul style="list-style-type: none"> Follow bill development in legislature Implement advocacy plan 		<ul style="list-style-type: none"> 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 			<ul style="list-style-type: none"> Follow bill development in legislature Implement advocacy plan 				<ul style="list-style-type: none"> Follow bill development in legislature Implement advocacy plan 		
			<ul style="list-style-type: none"> CSBA Federal Legislative Action 				<ul style="list-style-type: none"> NSBA Federal Relations Network 	<ul style="list-style-type: none"> CSBA State Legislative Action 				
<p style="text-align: center;">← Advocate for all students year round →</p>												
Student Services	<ul style="list-style-type: none"> SELPA Local Plan 	<ul style="list-style-type: none"> Approval of Master Plan for EL Services MOU with CLU for Interns Contract with VCOE Hearing Conservation & Audiology Services 	<ul style="list-style-type: none"> Approval of VCOE Special Education Local Plan MOU - Assistance League Vision for the Future 	<ul style="list-style-type: none"> Report to Board-ELL Master Plan 		<ul style="list-style-type: none"> Report to Board-Student Services 	<ul style="list-style-type: none"> Approval of ESY/Summer School Dates 				<ul style="list-style-type: none"> Report to Board-Bilingual/Biliterate Education Report to Board-Reclassification Criteria Contracts for Software Licenses for following year 	
Student Reps	<p style="text-align: center;">← Student Reps Presentations at Board Meetings →</p>											
Parent Organizations	<p style="text-align: center;">← Parent Organizations and CSF Presentations at Board Meetings →</p>											
Student Club Presentations	<p style="text-align: center;">← Updates to the Board from various student groups TBD monthly →</p>											

CVUSD Board Governance Calendar

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
Awards & Recognitions	 Student Recognitions for Academic, Sports, Visual/Performing Arts, and other accomplishments											
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"> • Teacher of the Month • Online Tutoring Program • Social-emotional support resources • CVUSD College & Career Information Night • National Hispanic Heritage Month • High School Voter Registration Week • Commitment to Racial Equity in CVUSD (ongoing) • Attendance Awareness Month 	<ul style="list-style-type: none"> • Teacher of the Month • School Choice Application / Interdistrict Transfer Forms • Enrollment Advertisement to Community • Red Ribbon Week • Week of the School Administrator • LGBTQ+ History Month • Unity Day 	<ul style="list-style-type: none"> • Teacher of the Month • Promotion of Monthly Parent/Guardian Workshop (BreakThrough Program/CSF) • Fall Break • National School Psychology Week • Native American History Month 	<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 • Promotion of Monthly Parent/Guardian Workshop (BreakThrough Program/CSF) • Promotion of Child Care Program • National School Counseling Week • National Black History Month • Lunar New Year 	<ul style="list-style-type: none"> • Teacher of the Month • Disability History and Awareness Month • National Women's History Month • Read Across America Day/Week 	<ul style="list-style-type: none"> • Teacher of the Month • Spring Break Message 	<ul style="list-style-type: none"> • Free or Reduced Meal Information • National Teacher Appreciation Week • National School Nurses Day • National Speech-Language-Hearing Month • Classified School Employees Week • Mental Health Awareness Month • Asian/Pacific American Heritage Month • Jewish American Heritage Month (in May)-SS • 1921 Tulsa Race Massacre (May 31- June 1) 	<ul style="list-style-type: none"> • End of Year Message to Community • Teacher of the Year Announcement • Juneteenth (June 19) • Pride Month (June 1-30)

Black - CVUSD Items

Red - CSBA Recommended Items

Blue - Items added since 5/5/23 Special Board Meeting

Revised 8/11/2023