

Soledad Unified School District Governance Calendar

It 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	July	August	September	October	November	December	January	February	March	April	May	June
EFFECTIVE GOVERNANCE	Approve board governance calendar		CSBA events: <input type="checkbox"/> Masters in Governance <input type="checkbox"/> Back to School	Orientation for board candidates		CSBA events: <input type="checkbox"/> Annual Education Conference <input type="checkbox"/> Orientation for New Board Members	Annual study session to: <input type="checkbox"/> Review governance team norms & protocols <input type="checkbox"/> Update governance handbook/calendar	Attend CSBA events: <input type="checkbox"/> The Brown Act <input type="checkbox"/> Board Presidents Workshop <input type="checkbox"/> Institute for New and First-term Board Members <input type="checkbox"/> Masters in Governance		Conduct board self-evaluation and develop action plan		
SETTING DIRECTION FOR THE DISTRICT	LCAP to COE	Communicate mission/vision/objectives		Discuss priorities and preliminary goals for following year	Report progress on goals to the community		Supt.'s mid-year progress report on goals to the board	Report progress on goals to the community	Every 2-3 years review district vision/mission using an inclusive process Review LCAP	Draft LCAP	Approve LCAP Finalize goals and success indicators for coming year	
STUDENT LEARNING & ACHIEVEMENT	Deadline for adoption of budget and LCAP (July 1)		LCAP Goal setting Identify desired outcomes for students: LI/EI/FC	Program Planning Study Session <input type="checkbox"/> Based on goals, identify needs <input type="checkbox"/> Approve coordinated program budgets <input type="checkbox"/> Engage stakeholders <input type="checkbox"/> Revise/draft LCAP		LCAP Public Budget Forum	LCAP report to board		LCAP report to board	LCAP board study session/public input	LCAP final draft LCAP presented to board	
			Schedule study sessions to review recommendations from the Superintendent regarding district response to test results.				Educational services update		Summer school plan Review CalPads enrollment data		Instructional materials adoption recommendations	Approve consolidated application and local education agency plan
			Public Hearing Resoltuion/adoption of sufficiency of instructional materials		Local Assessment Results Cycle I	Local Indicators/Dashboard Report	Instructional materials adoption cycle/process	Schedule study sessions on topics related to student learning and achievement so board members are current on this topic	Local Assessment Results Cycle 2	Site plans for student achievement review	California English Language Developmet Test (ELCAP) results	
		Schedule progress reports about professiona development										
PROFESSIONAL DEVELOPMENT			August PD report		October PD report			January PD report				
SCHOOL SITE REPORT			San Vicente	PHS/CEC	Jack Franscioni	Main Street		Gabilan	Jack Franscioni	Rose Ferrero	Soledad High	

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FINANCE	LCAP and district budget to COE	Letter from COE (re: budget and LCAP)	CSBA Back to School Webcast	LCAP – COE to SPI	Estimate funding	LCAP revisions Receive Audit 1st Interim Report Staff projects next year's revenue/expenses	Governor proposes state budget CSBA Forecast webcast Staff projects next year's revenues/expenses that align with LCAP goals Board sets budget priorities Report P-1 ADA		2nd Interim Report	Schedule budget study sessions as necessary	Draft/Revise LCAP Governor's May budget revise Report to the board	LCAP update /approval Adopt the budget Legislative budget adoption deadline 6/15
		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)							Staff concludes staffing level study			
		Schedule budget study sessions as necessary										
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											
	CSBA Policy Update		Review/Update LCFF policies		CSBA Policy Update		CSBA Policies in Review		CSBA Policy Update	Approve CSBA Policy services		
		Summer layoff deadline August 15	Start of Year Report	Provide ongoing climate of support for staff			Advice Board of possible certified non-reelects	Review hiring/evaluation polices	Lay-off notification to staff by March 15	Final layoff deadline May 15 (for Temporary Employees)		
COLLECTIVE BARGAINING	Determine implications of LCFF, class size reduction, and the collective bargaining agreement on the district's ability to meet student learning and achievement goals 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	LCAP on website	Develop key messages on LCAP		Attend Back to School Nights at schools		Report/Action to form parent advisory groups	Plan to Solicit input on LCAP		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		
							Develop and disseminate key messages about important district topics & issues including progress on LCAP Notice for public input on LCAP (May/June)	Public Input on LCAP Stakeholder Engagement Meetings				
	Involvement and/or attendance at school and community events.											
ADVOCACY	Follow bill development in legislature Implement advocacy plan		Study session to begin development of CSBA 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				NSBA Conference	Follow bill development in legislature Implement advocacy plan
			CSBA Federal Legislative Action	Advocate for all students year round.			NSBA Federal Relations Network			CSBA State Legislative Action		
						CSBA Conference						
LCAP	LCAP to MCOE			LCAP Quarterly Report			LCAP Quarterly Report	LCAP Stakeholder Engagement Meeting		LCAP Quaterly Report and Annual Update	LCAP Draft Plan	#1 LCAP Public Hearing #2 LCAP Approval
SUPERINTENDENT	Superintendent's Goals & Success Indicators			Superintendent's Goals & Indicators			Superintendent's Goals & Indicators Mid-Year Progress Report			Superintendent's Evaluation		