

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-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 Lunar New Year (1/29/25-2/16/26)-SS 	<ul style="list-style-type: none"> Lunar New Year (1/29/25-2/16/26)-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 Arab American Heritage Month-SS 	<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		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		<ul style="list-style-type: none"> Review governance team norms & protocols Review/Update Governance Handbook 	First Tuesday in November is Election Tuesday	CSBA events: 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 discuss: <ul style="list-style-type: none"> District and Board Goals (Jan-Mar) Review governance team norms & protocols (Jan-Mar) <ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> Board/Supt. Evaluation 	<ul style="list-style-type: none"> Conduct board self-evaluation and develop action plan Executive Assistants: Tools You Can Use 	Bd Summative Eval - Tool Discussion	
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 		

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Instructional Services	<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 Report to Board – Student Discipline 		<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 style="color: red;">← 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 style="color: red;">← Be familiar and current with district’s facilities plan - approve actions as necessary - monitor, review and revise facilities plan as necessary →</p>													
Policy	<p style="color: red;">← 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 			

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Judicial Review	Maintain confidentiality on issues that may come before the board – hold hearing and decide appeals to the board as necessary											
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 policies 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 Declaration of Need CTC Waiver 	
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	<ul style="list-style-type: none"> LCAP on website 	<ul style="list-style-type: none"> Develop key messages on LCAP Report/Action to form parent advisory groups 	<ul style="list-style-type: none"> Report/Action to form parent advisory groups 	<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"> 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 			
	Involvement and/or attendance at school and community events											
Advocacy	<ul style="list-style-type: none"> Follow bill development in legislature Implement advocacy plan District of Choice School Advocacy (July, Aug, Sept) 		<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 				
Advocate for all students year round												
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	Student Reps Presentations at Board Meetings											

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Parent Organizations	← Parent Organizations and CSF Presentations at Board Meetings →											
Student Club Presentations	← Updates to the Board from various student groups TBD monthly →											
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 • Attendance Awareness Month • Commitment to Racial Equity-SS 	<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 • National Bullying Prevention Month 	<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 • Lunar New Year (1/29/25-2/16/26) 	<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 (1/29/25-2/16/26) 	<ul style="list-style-type: none"> • Teacher of the Month • Disability History Month • National Women's History Month • Read Across America Day/Week 	<ul style="list-style-type: none"> • Teacher of the Month • Spring Break Message • Public School Volunteer Week-HR • Arab American Heritage Month-SS 	<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 5/23/24

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