

**Nuvien Union School District  
Governance Calendar**

| Job Area                                  | January  | February   | March  | April   | May   | June  | July               | August   | September   | October   | November   | December   |  |
|---|--|--|--|---|---|---|--------------------|--|---|---|--|--|--|
| <b>Effective Governance</b>               | Annual Study Session to:<br>1. Review Governance Team Norms & Protocols<br>2. Develop Governance Handbook/Calendar   | <ul style="list-style-type: none"> <li>CSBA The Brown Act</li> <li>CSBA The Board President's Workshop</li> <li>CSBA Institute for New and First-Term Board Members</li> </ul> |  | Conduct Board Self-Evaluation and Develop Action Plan |   |   |                    | Orientation for Board Candidates   | CSBA Masters in Governance  |   | Orientation for New Board Members at CSBA Annual Education Conference  | <ul style="list-style-type: none"> <li>CSBA Annual Education Conference</li> <li>New Board Members Sworn In</li> </ul> |  |
| <b>Setting Direction for the District</b> | Superintendent's Mid-Year Progress Report on Goals to the Board  | Report Progress on Goals to the Community  | Every 2-3 Years Review District Vision Using an Inclusive Process (LCAP) |   |   | Finalize Goals and Success Indicators for the Coming Year   |                    |  |   | Discuss Priorities and Preliminary Goals for the Following Year |  |  |  |
| <b>Student Learning and Achievement</b>   | CELDT Results  |  |  | Superintendent Evaluation                             |   |   |                    | Accountability Reports: AYP, STAR, API, Local Multiple Measures Report   |   |   | Report Progress on Goals to the Community  |  |  |
|   | Consolidated Application   |  |  | Site Plans for Student Achievement Review             |   | Consolidated Application Review   |                    |  | <ul style="list-style-type: none"> <li>Opening of School Report</li> <li>STAR Results</li> </ul>                      |   | <ul style="list-style-type: none"> <li>API Report</li> <li>District Allocations for State and Federal Funds</li> <li>Approve Coordinated Program Budgets</li> </ul>  |  |  |
|   |  |  |  |   | Local Education Agency Plan (LCAP)  |   |                    |  |   |   |  |  |  |
|   |  | Schedule Study Sessions on Topics Related to Student Learning and Achievement so Board Members are current on this Important Topic   |  |   |   | Attend Graduations and/or Promotions  |                    |  | Schedule Study Sessions to Review Recommendations from the Superintendent Regarding District Response to Test Results |   |  |  |  |
|   |  | Curriculum Implementation  |  |   |   |   |                    |  | Curriculum Implementation   |   |  |  |  |
|   | Professional Development Implementation  |  |  |   |   |   |                    | Professional Development Implementation  |   |   |  |  |  |
| <b>Finance</b>                            | <ul style="list-style-type: none"> <li>Governor Proposes State Budget</li> <li>CSBA Forecast Webcast</li> <li>Staff Projects Next Year's Revenue and Expenses</li> <li>Board Sets Budget Priorities</li> </ul>   |  | Second Interim Report  | Schedule Budget Study Sessions as Necessary           | <ul style="list-style-type: none"> <li>Governor's May Revise of the Budget</li> <li>Report to the Board</li> <li>Schedule Budget Study Sessions as Necessary</li> </ul>   | <ul style="list-style-type: none"> <li>Schedule Budget Study Sessions as Necessary</li> <li>Adopt the Budget</li> <li>Legislative Budget Adoption Deadline June 15</li> </ul> |                    | <ul style="list-style-type: none"> <li>Staff Closes Book; Defines Actuals: Determine Ending Balance</li> <li>Report to the Board</li> <li>County Office of Education Approve/Disapprove School District Budgets</li> </ul> |   |   | <ul style="list-style-type: none"> <li>Receive Audit</li> <li>First Interim Report</li> <li>Staff Projects Next Year's Revenue and Expenses</li> </ul>   |  |  |
|   |  | Staff Concludes Staffing Level Study   |  |   |   |   |                    | CSBA Back to School Webcast  |   |   |  |  |  |
| <b>Facilities</b>                         | Be Familiar and Current with the District's Facilities Plan - Approve Actions as Necessary - Monitor, Review and Revise Facilities Plan as Necessary   |  |  |   |   |   |                    |  |   |   |  |  |  |
| <b>Policy</b>                             | Develop and Adopt New Policies as Necessary or Required - Review Policies on a Regular Basis and Revise as Necessary   |  |  |   |   |   |                    |  |   |   |  |  |  |
|   | CSBA Policies in Review  |  | CSBA Policy Update   |   |   |   | CSBA Policy Update |  |   | CSBA Policy Update  |  |  |  |
| <b>Judicial Review</b>                    | Maintain confidentiality on issues that may come before the board - Hold hearings and decide appeals to the Board as necessary   |  |  |   |   |   |                    |  |   |   |  |  |  |
| <b>Human Resources</b>                    | Superintendent's Mid-Year Progress Report on Goals to the Board  |  | Layoff Notification to Staff by March 15                                 | Evaluate the Superintendent                           | Final Layoff Deadline May 15  | Finalize Goals and Success Indicators for the Coming Year   |                    | Summer Layoff Deadline August 15   | Provide Ongoing Climate of Support for Staff  |   |  |  |  |
| <b>Collective Bargaining</b>              | Be familiar with the District's bargaining process as defined in Board Policy - Establish parameters for negotiations - Receive reports on negotiations - Approve negotiated contracts   |  |  |   |   |   |                    |  |   |   |  |  |  |
| <b>Community Relations</b>                | <ul style="list-style-type: none"> <li>Involvement and/or attendance at school and community events</li> <li>Development and dissemination of key messages about important district topics &amp; issues, including progress on District goals</li> </ul> |  |  | Attend Open House Nights at Schools                   | <ul style="list-style-type: none"> <li>Ensure there is a plan in place for communication with and engaging the community (internal and external) in the schools</li> <li>Involvement and/or attendance at school and community events</li> <li>Development and dissemination of key messages about important District topics &amp; issues, including the District budget</li> </ul> |   |                    |  |   | Attend Back to School Nights at Schools                         | <ul style="list-style-type: none"> <li>Involvement and/or attendance at school and community events</li> <li>Development and dissemination of key messages about important district topics &amp; issues, including test results</li> </ul> |  |  |
| <b>Advocacy</b>                           | NSBA Federal Relations Network   |  |  |   | CSBA State Legislative Action   |   |                    |  | CSBA Federal Legislative Action   |   |  |  |  |