

# Reef-Sunset Unified School District Governance Calendar

**Bold items are legal timelines.**

Job Area	January	February	March	April	May	June	July	August	September	October	November	December
<b>Governance Team Effectiveness</b>	<ul style="list-style-type: none"> <li>Annual study session to: 1. review governance team norms &amp; protocols 2. develop governance calendar</li> </ul>	<ul style="list-style-type: none"> <li>CSBA The Brown Act</li> <li>CSBA Board President's Workshop</li> <li>CSBA New Board Member Institute</li> <li><i>Criteria for Student Board Member</i></li> </ul>		<ul style="list-style-type: none"> <li>Board self-evaluation</li> <li><i>Election of Student Board Member</i></li> </ul>				<ul style="list-style-type: none"> <li>Orientation for board candidates</li> <li><i>Orientation Student Board Member</i></li> <li><i>Student Board Member seated</i></li> </ul>	<ul style="list-style-type: none"> <li>CSBA Masters in Governance</li> </ul>		<ul style="list-style-type: none"> <li>Orientation for new board members</li> </ul>	<ul style="list-style-type: none"> <li>CSBA Annual Conference</li> <li>New board members sworn in</li> <li><i>Adopt Governance Calendar</i></li> </ul>
<b>Setting Direction for the District</b>	<ul style="list-style-type: none"> <li>Supt's mid-year progress report on goals to the board</li> <li><i>Mission, vision posted</i></li> </ul>	<ul style="list-style-type: none"> <li>Report progress on goals to the community</li> </ul>	<ul style="list-style-type: none"> <li>Every 2-3 years review district vision using an inclusive process</li> </ul>			<ul style="list-style-type: none"> <li>Finalize goals and success indicators for coming year</li> </ul>				<ul style="list-style-type: none"> <li>Discuss priorities and preliminary goals for following year</li> <li>Report progress on goals to the community</li> </ul>		
<b>Student Learning and Achievement</b>		<ul style="list-style-type: none"> <li>Schedule study sessions on topics related to student learning and achievement so board members are current on this important topic</li> </ul>				<ul style="list-style-type: none"> <li>Attend Graduations &amp; Promotions</li> </ul>	<ul style="list-style-type: none"> <li>CSBA Curriculum Institute</li> </ul>		<ul style="list-style-type: none"> <li>Receive and review state test results</li> <li>Study session to review recommendations from the superintendent regarding district response to test results</li> </ul>			
<b>Finance</b>	<ul style="list-style-type: none"> <li>Governor proposes state budget</li> <li>CSBA Forecast Conference</li> <li>Staff projects next year's revenues and expenses</li> <li>Board sets budget priorities</li> </ul>	<ul style="list-style-type: none"> <li>Staff concludes staffing level study</li> <li>Schedule budget study sessions as necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>2<sup>nd</sup> Interim Report</b></li> </ul>	<ul style="list-style-type: none"> <li>Schedule budget study sessions as necessary</li> </ul>	<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 sessions as necessary</li> <li><b>Adopt the budget</b></li> </ul>		<ul style="list-style-type: none"> <li>Staff closes books; defines actuals; determines ending balance</li> <li>Report to the Board</li> </ul>			<ul style="list-style-type: none"> <li><b>Receive Audit</b></li> <li><b>1<sup>st</sup> Interim Report</b></li> <li>Staff projects next year's revenue and expenses</li> </ul>	

\*Please Note: *Italicized* wording are additions made by the board.

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<b>Facilities</b>	<ul style="list-style-type: none"> <li>Be familiar and current with the district's facilities plan – Approve actions as necessary – Monitor, review and revise facilities plan as necessary</li> </ul>										<ul style="list-style-type: none"> <li>Board develop plan for priorities</li> </ul>	
<b>Policy</b>	<ul style="list-style-type: none"> <li>Develop and adopt new policies as necessary or required – Review policies on a regular basis and revise as necessary</li> </ul>										<ul style="list-style-type: none"> <li>Adopt new board policies</li> </ul>	
<b>Judicial Review</b>	<ul style="list-style-type: none"> <li>Maintain confidentiality on issues that may come before the board – Hold hearings and decide appeals to the board as necessary</li> </ul>											
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>Supt's mid-year progress report on goals to the board</li> <li>Staff survey</li> </ul>	<ul style="list-style-type: none"> <li>Every several years review hiring &amp; evaluation policies</li> </ul>	<ul style="list-style-type: none"> <li>Lay-off notifications to staff by March 15</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate the superintendent</li> </ul>	<ul style="list-style-type: none"> <li>Finalize goals and success indicators for coming year</li> </ul>						<ul style="list-style-type: none"> <li>Provide ongoing climate of support for staff</li> </ul>	
	<i>Superintendent Search</i>											
<b>Collective Bargaining</b>	<ul style="list-style-type: none"> <li>Be familiar with the district's bargaining process as defined in board policy – Establish parameters for negotiations – Receive reports on negotiations – Approve negotiated contracts</li> </ul>											
<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> <li>Parent &amp; student survey</li> </ul>			<ul style="list-style-type: none"> <li>Attend Open House Nights at schools</li> </ul>	<ul style="list-style-type: none"> <li>Ensure there is a plan in place for communicating 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>					<ul style="list-style-type: none"> <li>Attend Back to School Nights at schools</li> </ul>	<ul style="list-style-type: none"> <li>Involvement and/or attendance at school and community events</li> <li>Development and dissemination of key message about important district topics &amp; issues, including test results</li> </ul>	