

Burton School District Governance Calendar

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
Effective Governance	Board Retreat Masters in governance			Attend CLBA		Attend CSBA Board Reorganization Approve Board Calendar	Annual study session to: review governance team norms & protocols			Board/Superintendent Evaluation Conduct board self evaluation and develop action plan		Meet with Individual Board Members
Setting Direction for the District	LCAP to TCOE	Communicate Mission, Vision, Objectives, Goals with District Staff	Discuss priorities and preliminary goals for the following year	Review LCAP	Report progress on goals to the community		Study Session - Vision/Strategic Plan - Supt mid-year progress report	Report progress on goals to the community	Review LCAP		Draft LCAP	Approve LCAP. Finalize goals and success indicators for coming year
Student Learning & Achievement	LCAP to TCOE		LCAP approved by TCOE	Program planning study session based on goals, identify needs approve coordinated program budgets revise/draft LCAP			LCAP report to board		LCAP report to board		Draft LCAP presented to board	Deadline for adoption of budget and LCAP Approve LCAP
		Assessment & Accountability Reports (CAASPP and ELPAC)			Local benchmark reports	Report on district allocations for state and federal funds	Education services progress monitoring update instructional materials adoption cycle/process		Summer school plan Local benchmark reports	Instructional materials adoption recommendations		
	Align district mission/vision and student learning and achievement goals		Public hearing and resolution of sufficient instructional materials		Site plans for student achievement	Study sessions on topics related to student learning and achievement						
	Schedule presentation and progress reports on curriculum and professional development implementation											
Finance	LCAP and district budget to TCOE	Staff closes books, defines actuals, determines ending balance Unaudited Actuals report to the board 9/15 COE approves or disapproves school district budget				LCAP revisions receive audit 1st interim report 12/15	Governor proposes state budget for next year board sets budget priorities		2nd interim report 3/15		Draft LCAP Governor's May budget	LCAP & Budget Public Hearings update & approval Adopt the budget
Facilities	Be familiar and current with the district's facilities plan - approve actions as necessary - monitor, review and revise facilities plan as necessary											

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Policy	CSBA Policy Update			CSBA Policy Update		CSBA Policy Update			CSBA Policy Update	Approve CSBA policy services	CSBA Policy Update	
Judicial Review	Maintain confidentiality on issues that may come before the board - hold hearing and decide appeals to the board as necessary											
Human Resources	Approval of emergency permits	Welcome staff back to school Approval of emergency permits					Supt mid-year progress report on goals		Layoff Notification to Staff by Mar 15		Final Layoff deadline May 15 Supt evaluation Declaration of Need	
	Provide ongoing climate of support and recognition for superintendent and staff											
Collective Bargaining	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	Supt. meets with parent advisory groups and plan in place to engage with community		Attend Student/Staff Recognition			Supt. meets with parent advisory groups and plan in place to engage with community	Attend open house nights Attend Student/Staff Recognition		
Safety		Review and approve safety plans and goals for follow-up throughout the year				Safety plan mid-year review - reports from school sites		Safety plans adopted for following year			Year-end safety report with site implementation data	