

JOB AREA	January 14	28	February 11* (+CVPAA)	25	March 11	25	April 15	29	May 13* (+CVPAA)	27	June 17	24
Finance	Public hearing for Audit report; Audit report approval		Budget update report		2nd Interim Report		Budget update report			Present Governor's May budget revise to the board	LCAP update /approval Adopt the budget	
			Schedule budget study sessions as necessary									
Facilities										Present summer maintenance plan		
Policy					CSBA Policy Update				CSBA Policy Update			
Human Resources	Supt's mid-year progress report on goals				Lay-off notification to staff by March 15		Superintendent Evaluation		Final layoff deadline May 15	Approval: PLC Leads, Directors, Advisors, AP teachers	Approval: Categorical, Prob & Temp staff	
								Management contracts	Approval: Summer Recovery teacher			
							Staff Recognition					
Community Relations	Develop and disseminate key messages about important district topics & issues including progress on LCAP; Notice for public input on LCAP						Supt meets with parent advisory groups. Communicate with and engage the community (internal and external) in schools; involvement and/or attendance at school and community events.				LCAP on website	
	----- Involvement and/or attendance at school and community events -----											
Effective Governance							Conduct board self evaluation and develop action plan				Register for CSBA AEC Conference	
Student Learning & Achievement		Adopt SARCS (School Accountability Report Cards)	Approve Annual Safety Plan	Adopt school calendar	Review CalPads enrollment data	Every Student Succeeds Recognition	Employees Who Make A Difference recognition	Teacher of the Year recognition	LCAP final draft presented to board		LCAP Public Hearing	Adoption of budget & LCAP
	LCAP report to board				LCAP report to board		Instructional materials adoption recommendations			Approve consolidated application & local education agency plan		
							LCAP board study session/public input			Readmission hearing		
	----- Schedule presentations and progress reports on curriculum implementation -----											
----- Schedule progress reports about professional development implementation -----												
Resolutions / Required reports	Williams Quarterly Report				Res. Board's Authorization of the Issuance of Preliminary Layoffs		Williams Quarterly Report	Res. Day of the Teacher				Res. EPA
	Res. School Board Recognition Month				Res. Elimination of Categorical Assignments			Res. Classified Employees Week				
					Res. Release of Prof Experts							
					Res. Release of Temp Cert Employees							
Athletics			Approve Spring Coaches									Approve Fall coaches
Program Spotlight		Science	Sp. Ed Perf. Arts	Soc. Sci.		Tech	Acadec Mock Trial	ASB		Math Dept.		

JOB AREA	July NO MEETING	August 12	26	September 9	23	October 14	28	November 18* (+CVPAA)	December 9
Finance		Approval: Consolidated Application		Unaudited Actuals Report					1st Interim Report
		Approval: 45- day budget revision							
		CBO closes books; defines actuals; determines ending balance							LCAP revisions
Facilities					Review Facilities Inspection Tool (FIT)		Review 5- year maintenance plan		
Policy	CSBA Policy Update					CSBA Policy Update			
Human Resources		Approval: Home & Hospital; Essay Readers							
		Approval: CVPAA Prof Experts							
		Approval: Event Supervision	Induction contracts / MOUs						
Community Relations			Attend Back to School night; Solicit input from parents, students and community on LCAP					Attend theater, art and music events; solicit input from parents on CVPAA programs	
		----- Involvement and/or attendance at school and community events -----							
Effective Governance		Orientation for board candidates						Adopt reorg meeting date	Approve
								First reading Governance Handbook & Board Goals	governance handbook and board governance calendar
Student Learning & Achievement		Review master schedule	Opening of school report	LCAP Goal setting; identify desired outcomes for students		Program Planning Study Session: identify needs; approved program budgets; engage community; revise LCAP			New course proposals
			CAASPP results				Healthy Kids Survey Report	Single plan for student achievement	Readmission hearing
		----- Schedule presentations and progress reports on curriculum implementation -----							
		----- Schedule progress reports about professional development implementation -----							
Resolutions / Required reports		Williams Quarterly Report		Res. GANN Limit Calculation	Res. Week of the School Administrator	Williams Quarterly Report			
		Declaration of Need for Fully Qualified Educators	Res. Authorizing Temp. Transfer of funds	Public hearing resolution/ adoption of sufficient instructional materials	Res. Establish Committed Fund Balances GASB 54				
		Res. Local Authorization							
Athletics							Approve Winter coaches	Post season report	
Program Spotlight		TBD	TBD		TBD	New Staff & Class Intros			