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Job Area	Regular Items	July	August	September	October	November	December	January	Feburary	March	April	May	June
Effective Governance	Board Acknowledgements Approval of Prior Meeting Minutes	Conduct board self-evaluation and develop action plan for improvement	Board retreat; board calendar approval	Attend CSBA trainings: Masters in Governance, Brown Act, Board Presidents Workshop, etc.			Annual organizational meeting Sign the Certificate of Election	Annual board study session to review governance handbook and board planning calendar				Specifications of Election as needed	
						Disseminate information for organizational Meeting		Registry of Public Agency		Deadline to sign Form 700's			
Setting Direction for the District			Communicate mission/vision/objectives								Approve Annual District Calendar		
Student Learning and Achievement		**Deadline for adoption of budget and LCAP (July 1)**		Resolution re: Sufficiency Textbook Sufficiency; Insufficiency Consolidated Application Report Submission				Report on District of Choice Applications School Accountability Report Card				Approve master plan for English Learners Approve the Graduating Class	
Finance	Administrative Reports Bills and Warrants Budget Transfers		Budget updates Education Protection Account Program by Resource Report	**Approve unaudited actuals;** staff closes books, defines actuals, determines ending balance Gann Limit Resolution	Budget updates; presentation of budget guidelines, Local Control Funding Formula (LCFF)	Adoption of budget guidelines	**Receive audit, approve and certify 1st interim report** Resolution No. 288 Regarding Accounting of Development Fees Audit Report			**Approve and certify 2nd interim report;** governer's proposed budget	**Select independent auditor, as required**		LCAP update/approval, **Adopt Budget**
Facilities	Administrative Reports	Be familiar and current with the districts facilities plan; approve actions as necessary; monitor, review and revise facilities plan as necessary											
Policy			Board policy updates Biennually review: Conflict of Interest Code for September Approval	CSBA Policy Update Biennually approve reviewed Conflict of Interest Code		Resolution re: Classroom Capacity		CSBA Policy Update	Comprehensive Safety Plan Approval		CSBA Policy Update		CSBA Policy Update posted late June
Judicial Review	Maintain confidentiality on issues that may come before the board, hold hearing and decide appeals to the board as necessary												
Human Resources	Administrative Reports Personnel Action Report		Welcome staff back to school; **Summer layoff deadline August 15;** contract ratification/salary schedule approval as needed	Resolution to Confirm Local Assignment Options for Faculty Resolution re: Designated Positions for the Representative and Alternate to the SBTSSD Joint Powers Board			Adoption of certificated/classified seniority lists	Superintendent's midyear progress report on goals Approve Seniority Lists	Discussion of Reductions in Force	**Layoff notification to staff by March 15**		**Final layoff deadline May 15** Declaration of Need Approval & Filing	Evaluate superintendent, approve superintendent's contract
	Provide ongoing climate of support and recognition for superintendent and staff, maintaining confidentiality regarding personnel matters												
Collective Bargaining									Staff Contracts, sunshine contract proposals				
	Be familiar with the district's bargaining process as defined in board policy; maintain confidntiality; establish parameters for negotiations; receive reports on negotiations; approve negotiated contracts												
	Determine implications of LCFF, class size reduction, and the collective bargaining agreement on the district's ability to meet student learning and achievement goals												
Community Relations	Community Involvement and Donations Student, School & Auxiliary Group Reports		Attend back-to-school nights, solicit input from parents, students, and community Williams Settlement Report for April 1 - June 30		Williams Settlement Quarterly Report for July 1 - Sept 30			Williams Settlement Quarterly Report for Oct 1 - Dec 30.				Attend open house and Exhibit/Town Hall nights, Ensure that there is a plan in place for communicating with and engaging the community, especially around LCAP	
	Involvement and/or attendance at school and community events												
Advocacy	Public Comment Student, School & Auxiliary Group Reports	Advocate for each and every student year round, work with CSBA Public Affairs and Community Engagement Representative (PACER) and your local elected officials, follow bill development in legislature, develop advocacy plan								CSBA State Legislative Action	CSBA Federal Legislative Action		

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