

AESD GOVERNANCE CALENDAR – 2nd DRAFT with edits from Workshop

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
Effective Governance	Approve Board Governance Calendar	Board retreat w/Trustees and Extended Cabinet starting in August 2020	CUBE conference	CABSE conference		CSBA events: *Annual Education Conference	Review/Update Governance Handbook	CSBA events: *Brown Act *Institute for New & First-term Board members	CAASA conference NSBA annual conference	Conduct Board self-evaluation		
		Leadership Charge w/all management	CSBA events: *Masters in Governance classes				Orientation for New Board Members	Annual Reorganization Meeting				
Setting Direction	Superintendent goals for the following year	Communicate mission/vision/ Objectives			Report progress on goals to the community (website & peachjar)		Superintendent Mid-year evaluation	Report progress on goals to the community (website & peachjar)	Every 2 years review district vision/mission using an inclusive process starting in 2020		Superintendent final evaluation	
		Set vision, goals, mission – start with Think Tank	LCAP Engagement Migs – End with Think Tank prior to Hearing for LCAP *Based on goals, identify needs *Engage stakeholders *Revise/draft LCAP									
Student Learning & Achievement	4 th Quarterly Williams Report		Report CAASPP results			Report Dashboard Indicators	2 nd Quarterly Williams Report		3 rd Quarterly Williams Report	Annual Special Education program report and presentation	Approve Consolidated Application	
			Annual Sufficient Instructional Materials Hearing resolution/adoption by 30 days after the start of the school year	School Site SPSA/CAASPP results presentations					Plan Summer School, based on funding	CAASPP Testing Grades 3-8		
		1 st Quarterly Williams Report	Study Session for Academics if needed/requested			Instructional Materials Adoption Recommendation if needed						

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Finance			Adoption of Unaudited Actuals			Adopt 1st Interim Budget Report	Receive Audit Report from outside auditor Governor's Budget Workshop	Budget Workshop	Adopt 2nd Interim Budget Report	Schedule budget study sessions as needed	Governor's May Revise Workshop If needed, adopt 3 rd Interim Budget Report	Hearing and Adoption of next fiscal year Budget by 6/30 during two separate Board meetings
Facilities & Transportation	Facility walkthroughs Inspect and Report on Buses		Be familiar and current with the district's facilities/transportation – approve actions as necessary – monitor, review, and revise plans as necessary									Facilities walkthroughs
Policy	Ongoing - Develop and adopt new policies as necessary or required – review policies on a regular basis and stay updated with CSBA updated policies											
Judicial Review	Ongoing - Maintain confidentiality on issues that may come before the board – hold hearings and decide appeals to the board as necessary											
Collective Bargaining	Be familiar with the district's bargaining process as defined in board policy – establish parameters for negotiations – receive reports on negotiations – approve tentative agreements related to the contracts Sunshine proposal Hearings by April 15 Advance Negotiations Conference – Pismo Beach											
Human Resource		Summer layoff if necessary deadline August 15		Update on CBEDS student enrollment & staffing update				Certificated Non-reelect/Lay-off notifications to staff and adopted by March 15		Update on P-2 student enrollment and staffing update	Final layoff deadline May 15	
		Recognize years of service – 10, 15, 20, 25, 30, 35			Recognize Classified and Certificated Employees of the Month during the 2 nd meeting of each month					Recognize retirements		
		Provide ongoing climate of support for staff										
Community Relations	Adopted LCAP posted on website	Attend Back to School Nights at schools			Attend Patriotic/ Multi-cultural presentations at schools	Attend Holiday presentations at schools Attend AESD Holiday Gathering		Attend Black History presentation at schools			Attend Asian American/Pacific Islander History presentations at schools	Attend Promotion ceremonies at schools
			Attend Hispanic Heritage presentations at schools									
Advocacy	Ongoing - Follow bill development in legislature – read CSBA legislature updates quarterly – implement advocacy plan as needed											
							NSBA Advocacy Institute in Washington DC	CSBA Legislative Action Day – in March, April, or May depending on the year				