

Eureka Union School District Governance Calendar
Approved June 24, 2014 – Amended April 14, 2015

Job Area	January	February	March	April	May	June	July	August	September	October	November	December
Effective Governance	1. Review of Governance Team norms & protocols 2. Update Board bylaws as appropriate 3. Ethics training (AB 1234) every two years/within year of election	1. Review/update Board EUSD Governance Calendar and Board Governance Handbook				1. Adoption/review/revision of EUSD Governance Calendar (3 year document) 2. Discussion of CSBA Annual Education Conference attendance by EUSD Board members/ Admin Team 3. Evaluation of legal service agreements/consider renewal of agreements (BB 9124)						1. CSBA Annual Education Conference 2. New Board members sworn in 3. Annual organization meeting Election of Officers 4. Appoint sub-committee - EUSD Governance Calendar
Setting Direction for the District	1. Supt's mid-year progress report on progress toward supt. goals	1. Report progress on goals to the community/LCAP	1. LCAP – annual revision/update		1. Approve revised/updated LCAP					1. Discuss priorities and preliminary goals for following year 2. Report progress on goals to the community		
		Continued solicitation of stakeholder input for LCAP/District programs										
Student Learning & Achievement	1. CELDT results/EL student info reported to Board 2. Consolidated application 3.SARC updates 4. Instructional materials adoption cycle/process			1. Superintendent evaluation	1. Summer school planning 2. Summer Professional Dev. Plans	1. GATE Program Update/Report on GATE Plan/Guide for Parents and Staff	1. Single Plan for Student Achievement-review each site 2. Program update: GATE, Spec. Ed., EL, etc. 3. Instructional materials adoption process & recommendation 4. Consolidated Application	1. Accountability reports, local multiple measures report via LCAP 2. Opening of school report 3. Assessment results reviewed 4. Public hearing: adoption of Resolution declaring sufficient K-8 textbooks and instructional materials			CAASPP (Statewide Assessment) (2015 ->) District allocations for State and Federal funds Disaggregated student group data (special education, EL, GATE, low SES, foster)	
	School Presentations at Monthly Board Meetings		Curriculum implementation →			Professional development implementation →			Curriculum implementation →		Professional development implementation →	
						5.LCAP Approval 6. Attend graduations 7. Summer Institute in progress: report to Board 8. Summer School, EL, ESY, STAR, Spanish, etc. report 9. Adopt/review 3 year technology plan						

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Finance	1. Budget Sub-Committee meets with district staff to review updated budget information	1. Update on Governor’s proposed State budget 2. 2 nd Interim Report presented 3. Staff projects next year’s revenue and expenses, enrollment forecast 4. Staffing needs projected		1. Budget Sub-Committee Members work with district staff to develop budget priorities	1. Report on and discussion of Governor’s May revision of the budget and ongoing discussions regarding priorities	1. Adopt the budget/ LCAP		1. LCAP approval report from PCOE	1. Present Unaudited Actuals report for approval			1. Accept and approve audit report 2. 1 st Interim report presented	
Facilities/ Safety/ Security	1. Facilities Sub-Committee meets to review needs/establish priorities- including summer projects			1. Deferred maintenance update for inclusion in budget development	1. Budget Workshop including Facilities and Maintenance Plans								
				1. Summer projects report on deferred maintenance/ current issues						1. Report on current issues including list of projects requiring completion	1. Report by School Resource Officer		1. Schedule study session: Facilities Master Plan
		Continued focus on security/safety issues district-wide (per DPREP reports) →											
Policy	Board bylaws, policies and administrative regulations ongoing, as needed →												
Judicial Review	Maintain confidentiality on issues that may come before the Board – hold hearings and decide appeals to the Board as necessary →												
Human Resources	1. Supt’s mid-year progress report on goals presented to the Board	1. Every several years review hiring & evaluation policies	1. Lay-off notification to certificated staff by March 15 th	1. Lay-off notification to classified staff by April 29 th	1. Final lay-off deadline May 15 th for certificated staff	1. Finalize goals and success indicators for coming year/LCAP	1. Resolution declaring administrator salaries indefinite	1. Summer certificated layoff deadline August 15 th	Provide on-going climate of support for 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 agreements →												

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Community Relations	1. Involvement and/or attendance at school and community events 2. Development and dissemination of key meetings about important district topics and issues, including progress on LCAP				1. Attend Open House nights 2. Involvement and/or attendance at school and community events 3. Development and dissemination of key messages about important district topics and issues, including the district budget			1. Attend Back to School Nights and beginning of year site activities 2. Supt report/Board review re: communication plan			1. Involvement and/or attendance at school and community events 2. Development and dissemination of key messages about important district topics and issues, including student assessment results		
Advocacy	Monitor/Advocate for legislative action, as needed →												
Student Wellness/ Nutrition Services				1. Review/set marketing communication plan in line with Student Wellness Plan	Report on Nutrition/Wellness Program							1. Report by school nurses re: student wellness	
	Assessment of Nutrition Services/Student Wellness – update, as needed →												