

Plumas Lake Elementary School District Governance Calendar

(Draft 05/17/09 ml)

*Job Area	Effective Governance	Setting Direction	Student Learning & Achievement	Finance	Facilities	Policy	Human Resources	Collective Bargaining	Community Relations
TBD ???			1.) Yearly Achievement Report to Community 2.)Charter School Review/Development 3.) Adoption cycle for instructional material begins			1.) Using Gamut adopt monthly 3-4 policies at each reg sched & Discuss in July w/ Governance Handbook		PR: Define Purpose, Goals, Target audience, Content/Consistency, Spokesperson (media contact)	1.) Review/Develop Communications Plan 2.) Set "Key Messages" 3.) Newsletters/ Website Development 4.) Achievement Report etc.
January	1.) Set Board Education/Training Schedule	1.) Superintendent Mid year progress report (w community report)	1.) CELDT results/Ed Services Update 2.)Consolidated App State Budget	1.) Budget program alignment 2.) Budget workshop 3.)Set Budget Priorities 4.) Gov proposal				➔	1.) Community Report on Jan items
February	1.) Board Pres/New Board Member Training	1.) Review/Update District Vision/Core Beliefs (include stake holder/community input, ongoing process)		1.) Budget Committee Oversight Report			1.) Staffing level study/report		1.) Community Report on Feb items
March	1.) Superintendent Evaluation 2.)Masters in Governance (MIG) training		1.) 2nd Interim	1.) Master Facilities Plan Review/Update		1.) Layoff notices due		1.) Community Report on Mar items	
April						1.) Policy Adoption Review			1.) Community Report on Apr items
May	1.) Board Self-Evaluation		1.)Adopt Site Plans for Student Achievement 2.)Set Curriculum Framework		1.) Evaluate/review School Safety Plans		1.) Set HR Framework 2.) Review hiring/evalauation process	1.) Sunshine District Proposal	1.) Community Report on May items
June		1.) Finalize Superintendent Goals & Success Indicators for upcoming year	1.) Review consolidated application 2.) Local Education Agency plan	1.) Budget Adoption					1.) Community Report on Jun items
July	1.) Develop Governance Handbook/Board Protocol					1.) Policy Adoption Review		1.) Review/set parameters for Collective Bargaining Agreement (or when State budget is	1.) Community Report on Jul items
August			1.) Accountability Reports (STAR, API, AYP) 2.) Set Expectations for student learning Both of these will occur over the next several months)	1.) Evaluate Financial Advisory/ Development Team					1.) Community Report on Aug items
September	1.) MIG training		1.) School opening reports 2.) Resolution decl. sufficient k-8 textbooks	1.) Begin Budget Oversight Committee Process			1.) Review/Confirm Seniority Lists 2.) Salary Schedules		1.) Community Report on Sep items
October		1.) Begin District Goal Setting and Priorities for following year (w/community input)		1.) Unaudited Actuals					1.) Community Report on Oct items
November	1.) New Board Member Orientation			1.) 1st Interim		1.) Policy Adoption Review			1.) Community Report on Nov items
December	1.) Review Governance Team Norms/Protocol/Goals 2.)Review Governance Calendar 3.) CSBA Conference 4.) Review Board Mtg Agenda		1.) Receive Audit 2.) Allocations for State & Fed Funds 3.) Approve coordinated program budgets						1.) Community Report on Dec items

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*Other Categories may include Judicial Review/Advocacy