

Jefferson Union High School District Governance Calendar

Other than legally required dates, each governance team should develop its own calendar. Timing of tasks and scheduling of special events depends on the culture and priorities of each district. What is important is that governance team members ensure they are fulfilling their governance responsibilities in a logical sequence (e.g. setting annual goals before setting budget priorities).

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
Effective Governance	Approve Governance Calendar	Orientation for Board Candidates			SMCSBA Orientation for New Board Members	CSBA Conference & Orientation for New Board Members	Schedule Study Session – Board Mid Year Review / CSBA Conf Report	Attend CSBA Events if Applicable			Conduct Board self-evaluation and develop action plan	
Setting Direction for the District	LCAP to COE	Communicate Vision/Mission/Objectives			Report Progress on Goals to Community	Discuss Priorities & Preliminary Goals for Next Year	Supt Mid-Year Progress Report on Goals to the Board	Report Progress on Goals to Community				
Student Learning & Achievement	Oceana High School Annual Report Align District Mission/Vision and LCAP Goals	Pupil Textbook & Instructional Materials Resolution Incentive Act Annual Textbook Adoption	Declaration of Obsolete Instructional Materials	TBD SPSA Reports AYP & Smarter Balance Assessments Report (Schedule Study Session to Discuss)	TBD SPSA Reports SES Report Student of the Month - Jefferson	TBD SPSA Reports 1 st Wed in Dec. LCAP Board Study Session #1	Technology Update Title III Accountability Report PFT Results Student of the Month - Westmoor	SES Report Student of the Month – Terra Nova Study Session on Student Learning and Achievement so Board is Current on Topic	SARCs for all JUHSD Schools Student of the Month – Oceana Summer School Plan Review CalPads Enrollment Data	AP/SAT Report	LCAP Board Study Session #2 Student of the Month - Thornton	LCAP Public Hearing LCAP Approval Budget Approval Title III Plan Approval
Finance	LCAP to COE	4 th Quarter Interest Report Letter from COE re: Budget & LCAP	Unaudited Actuals w/ Gann Limit	MOU Agreements (San Mateo County & JUHSD) Enrollment Report end of 1 st Month of School	Report of Developer Fees 1 st Quarter Interest Report	Financial Audit First Interim Report Bond Oversight Cmte Report Parcel Tax Cmte Report		2 nd Quarter Interest Report Trans (Ann)	Second Interim Report MAD #1	Surplus Property Program (2015, 2018, 2021) Budget Study Session w/ Board	Budget Study Session w/ Board Temp Interfund Transfer Resolution 3 rd Qtr Interest Report MAD #2	Budget Adoption (2 Public Hearings) Budgetary Increases and Transfers at Year End - Resolution

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Human Resources	Finalize Supt Goals & Success indicators	Support ongoing climate of support for teachers and staff					Supt Mid-Year Progress Report on Goals to the Board	Every several years review District hiring/evaluation process	Layoff Notifications to Staff by March 15		Final Layoff Deadline May 15	Evaluate the Superintendent
Community Relations	LCAP on Website			DAC Meeting 10/28/15	Report Progress on Goals to Community			Report Progress on Goals to Community DAC Meeting 2/3/2016 LCAP Public Budget Forum/Town Hall	DAC Meeting 3/2/2016	LCAP Community Meeting 4/13/2016	DAC Meeting 5/11/2016	DAC Meeting 6/8/2016