

CYPRESS SCHOOL DISTRICT GOVERNANCE CALENDAR - 2019

JOB AREA	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
EFFECTIVE GOVERNANCE						RENEW CSBA & OCSBA MEMBERSHIPS				DISCUSS BOARD OFFICER ELECTIONS	ESTABLISH ANNUAL ORGANIZATIONAL MEETING	HOLD ANNUAL ORGANIZATIONAL MEETING
			ATTEND BOARD GOVERNANCE WORKSHOP <i>(FOLLOWING ELECTION)</i>		CONDUCT BOARD SELF EVALUATION & REVIEW RESULTS				ATTEND BOARD CANDIDATE FORUM <i>(PRIOR TO ELECTION)</i>			ATTEND CSBA ANNUAL EDUCATION CONFERENCE
SETTING DIRECTION FOR THE DISTRICT						HOLD PUBLIC HEARING & ADOPT LCAP		REVIEW DISTRICT MISSION, VISION, CORE VALUES				
						APPROVE LEAP & SPSA		REVIEW/APPROVE DISTRICT GOALS & STRATEGIES				
STUDENT LEARNING AND ACHIEVEMENT		RECEIVE PROGRESS REPORT ON DISTRICT GOALS & STRATEGIES, LCAP, STUDENT ACHIEVEMENT	ADOPT INSTRUCTIONAL MATERIALS <i>(IF APPLICABLE)</i>						ADOPT RESOLUTION: TEXTBOOK SUFFICIENCY	RECEIVE REPORT ON STATE ASSESSMENT RESULTS & STUDENT ACHIEVEMENT		
	APPROVE SARCS	APPROVE BOARD BOOK DONATION				APPROVE CONAPP			ADOPT RESOLUTION: RED RIBBON WEEK			
	HEAR CONFIDENTIAL STUDENT MATTERS <i>(AS NECESSARY)</i>											
FINANCE	RECEIVE AUDIT REPORT	ESTABLISH BUDGET GUIDELINES, ASSUMPTIONS, & CALENDAR	CERTIFY 2 ND INTERIM REPORT			HOLD PUBLIC HEARING & ADOPT BUDGET			APPROVE UNAUDITED ACTUALS			CERTIFY 1 ST INTERIM REPORT
	CONDUCT PUBLIC FINANCING CORPORATION ANNUAL MEETING					APPROVE WORKERS' COMP / PROPERTY & LIABILITY INSURANCE RATES			ADOPT RESOLUTION: GANN LIMIT			APPOINT CYPRESS EDUCATION FOUNDATION BOARD MEMBERS
	APPROVE PURCHASE ORDERS & CHECKS											
	APPROVE CONTRACTS/AGREEMENTS											
FACILITIES	RECEIVE QUARTERLY WILLIAMS REPORT	APPROVE COMPREHENSIVE SCHOOL SAFETY PLANS		RECEIVE QUARTERLY WILLIAMS REPORT	APPROVE LICENSE TO USE AGREEMENTS/LEASE RENEWALS		RECEIVE QUARTERLY WILLIAMS REPORT			RECEIVE QUARTERLY WILLIAMS REPORT		CONDUCT ANNUAL STUDY SESSION ON FACILITIES MASTER PLAN
POLICY	ADOPT UPDATED BOARD POLICIES/ADMINISTRATIVE REGULATIONS/BOARD BYLAWS											
JUDICIAL REVIEW	HOLD HEARINGS REGARDING RETENTION, INTER/INTRADISTRICT TRANSFERS, PERSONNEL ISSUES <i>(AS NECESSARY)</i>											
HUMAN RESOURCES			APPROVE CERTIFICATED LAYOFF NOTICES BY MARCH 15 <i>(AS NECESSARY)</i>	RECOGNIZE CERTIFICATED & CLASSIFIED EMPLOYEES OF THE YEAR	RECOGNIZE RETIREES	APPROVE SUPERINTENDENT & ASST SUPERINTENDENT CONTRACTS			ADOPT RESOLUTION: WEEK OF SCHOOL ADMINISTRATOR			
	APPROVE SCHOOL CALENDARS <i>(EVEN YEARS)</i>			ADOPT RESOLUTIONS: CE/CL EMPLOYEE RECOGNITION		APPROVE DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS		PRESENT EMPLOYEE LONGEVITY AWARDS				
		CONDUCT SUPERINTENDENT MID-YEAR REVIEW		COMPLETE SUPERINTENDENT FINAL EVALUATION						INITIATE SUPERINTENDENT EVALUATION PROCESS & IDENTIFY GOALS/OBJECTIVES		
	CSEA RECLASSIFICATIONS/JOB DESCRIPTION UPDATES											
	APPROVE CERTIFICATED & CLASSIFIED HR REPORTS											
COLLECTIVE BARG	ESTABLISH PARAMETERS FOR NEGOTIATIONS WITH EMPLOYEE GROUPS											
	APPROVE CHANGES TO CERTIFICATED AND CLASSIFIED BARGAINING AGREEMENTS											
COMMUNITY RELATIONS	ATTEND STATE-OF-THE-CITY LUNCHEON	ATTEND EVERY STUDENT SUCCEEDING BREAKFAST		ATTEND OPEN HOUSES			ATTEND COMMUNITY FESTIVAL	ATTEND BACK-TO-SCHOOL NIGHTS				
			ATTEND PTA ADMINISTRATORS DINNER		ATTEND SELPA CAC AWARDS						ATTEND PTA REFLECTIONS AWARDS	
					ATTEND COUNCIL PTA HSA AWARDS							
					ATTEND POLICE APPRECIATION LUNCHEON							
	ATTEND SCHOOL SITE VISITS								ATTEND SCHOOL SITE VISITS			
	ATTEND SCHOOL ACTIVITIES & PERFORMANCES							ATTEND SCHOOL ACTIVITIES & PERFORMANCES				
ADVOCACY			ATTEND CSBA LEGISLATIVE ACTION DAY <i>(IF APPLICABLE)</i>		ATTEND CSBA DELEGATE ASSEMBLY MEETING <i>(IF APPLICABLE)</i>							ATTEND CSBA DELEGATE ASSEMBLY MEETING <i>(IF APPLICABLE)</i>
			VOTE FOR CSBA DELEGATE ASSEMBLY MEMBERS									NOMINATE CSBA DELEGATE ASSEMBLY MEMBERS <i>(IF APPLICABLE)</i>