

**Saugus Union School District  
Governance Calendar 2023 – 2024**

Topic/Area	Quarter 1: Review at December Meeting			Quarter 2: Review at March Meeting			Quarter 3: Review at June Meeting			Quarter 4: Review at September Meeting		
	December	January	February	March	April	May	June	July	August	September	October	November
<b>Effective Governance</b>	Approve Board Meeting Dates & Governance Calendar; Organizational Meeting	New Board Member Orientation Meetings with Cabinet & Schools				Board Completes Superintendent Evaluation	Review/Revise Board Superintendent Goals Aligned to LCAP					Mid-year Superintendent Evaluation
	CSBA Annual Conference & Board Training Sessions	Study Session: Review Board Norms & Protocols		Study Session: Teambuilding & LCAP Goals Discussion			Conduct Board Self-evaluation					
		Update Board Governance Handbook										
<b>Setting District Direction</b>	Update Board & Community on Progress Towards Current Goals & LCAP	Study Session: Review District Mission, Vision, Goals (includes LCAP)			LCAP Committee Revision/ Update Report		Public Hearing for LCAP & Budget	Report on Board Superintendent Goals to Community	Annual Welcome Back Event with Leadership & Staff			
			Winter ConApp Data Submission				Approve LCAP & Budget; Submit to County Office for Review	Approval ConApp Request for Funds				
<b>Facilities</b>		Student Housing Update for Next School Year	COC Meeting for Measure EE	COC Measure EE Audit Approval		COC Meeting for Measure EE				COC Meeting for Measure EE		COC Meeting for Measure EE
<b>Policy</b>	Develop, Revise & Adopt Policies as Necessary											
	CSBA Policy Updates Released	Staff Prepares & Presents Policies for Revision, Review & Adoption		CSBA Policy Updates Released	Staff Prepares & Presents Policies for Revision, Review & Adoption	CSBA Policy Updates Released	Staff Prepares & Presents Policies for Revision, Review & Adoption	CSBA Policy Updates Released	Staff Prepares & Presents Policies for Revision, Review & Adoption		CSBA Policy Updates Released	Staff Prepares & Presents Policies for Revision, Review & Adoption
<b>Student Learning &amp; Progress</b>	Review Current LCAP	Discuss Future LCAP Learning				Annual CAASPP Testing Window Opens	Review Site SPSA Plans for Approval	District CAASPP Data & CA	Annual Welcome	Study Session: Annual Site Review of	State CAASPP Data & CA	

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	Progress with PAC & DELAC	Goals & Metrics						Dashboard Data from Previous Year (Embargo)	Back Event and PD	School Site Data	Dashboard Data released from Prior Year	
		Administer IReady Diagnostic 2	ELPAC Test Opens; Administer IAB Assessment Round 2 & BPST	Summer School Program Approval		Administer IReady Diagnostic 3 & BPST		Saturday School Program Approval	Administer IReady Diagnostic 1 & BPST	Annual Textbook Resources Certification (8 <sup>th</sup> week of school)	Administer IAB Assessment Round 1	“Company” Picnic & PD Day
			Report on IReady Diagnostic 2 & BPST	Report on IAB Round 2 Data			Report on IReady Diagnostic 3 & BPST		Report on Summer School	Report on IReady Diagnostic 1 & BPST		Report on IAB Round 1 Data
Monthly Student Achievement Awards during Board Meetings												
<b>Finance</b>	1 <sup>st</sup> Interim Budget Report	Governor Releases State Budget Forecast		2 <sup>nd</sup> Interim Budget Report	P2 Data Submitted	Governor Releases May Revise for State Budget	Public Hearing for LCAP & Budget		Receive County Letter - Status of Budget & LCAP	Report on Unaudited Actuals for Previous Year	Capture Initial Enrollment & UDP Data (CBEDS)	
	Submit CBEDS Count to State	Approve Past FY Audit  P1 Data Submitted				Finalize LCAP Budget & General Budget Allocations	Approve LCAP & Budget; Submit to County Office for Review	Adjust special taxes – Approval of current FY budget & levy / collection of special taxes for CFDs	45-Day Budget Update Completed			
	Approve the Annual & Five Year Reportable Fee Report	Review of Enrollment Projections for Next School Year										
<b>Judicial Review</b>	Hold Hearings and Decide Appeals as Necessary (Confidential)											
<b>Collective Bargaining</b>	Instruction & Work Calendar for Next School Year	Sunshine Proposals	Negotiations Begins & Continues Until Final Settlement									
Labor Management Initiative (LMI) Activities throughout School Year at District/Site Level <b>AND</b> Regular Meet & Confer Meetings with Labor Partner Teams to Discuss Concerns/Needs/Issues												

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<b>Advocacy</b>	Attend Annual CSBA Conference	Discuss & Review advocacy items		CSBA State Legislative Action Day	Discuss & Review advocacy items		Discuss & Review advocacy items			Discuss & Review advocacy items		
				KHTS State Legislative Action Event	National Advocacy Event for SPED					CSBA Federal Legislative Action Day		
<b>Human Resources</b>	Collect Intent to Return Info		Complete Certificated & Classified Layoff, Reduction of Hours, & Non-re-elect Process & Notices (March 15)		Recognize SCVEF Teacher Tribute Honorees	Finalize Layoffs by May 15	New Hire Activities	New Hire Activities	New Hire Activities	Recognize County Teacher of the Year		"Company" Picnic & PD Day
	Certify Staff Seniority Data		Quarterly William's Report		Complete Resolutions for Certificated & Classified Appreciation	Quarterly William's Report	End-of-year Staff Event & Retirement Celebrations	Quarterly William's Report		Week of School Administrator Recognition	Quarterly William's Report	
			Approve School Safety Plans		Finalize Shared Teaching Contracts	Recognize District CSEA Members of the Year; Week of School Classified Employees; Week of the Teacher	Declaration of Need (Temporary; Interns; Waivers)					
			Review of Staffing Allocations for Next School Year		Approve Indefinite Salary Resolution ("Me too")							
<b>Community Relations</b>	Review LCAP Progress with PAC & DELAC			Administer District Annual Connectedness Survey	SCVEF Teacher Tribute Event	Site Open House Events Parent Leadership Event	LCAP Posted for Public Hearing & Comment	Report on Board Superintendent Goals to Community	Site Back-to-School Events	Study Session: Annual Site Review of School Site Data	SCVEF Principal for a Day Event	SCVEF Touch A Truck Event

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				LCAP Revision & Development Process with PAC & DELAC; Site SSC & ELAC; Site Staff; Public Meeting								
	Monthly Site Level Meetings: School Site Council (SSC); English Learner Advisory Council (ELAC); Parent Leader Organization (PTA/PTO, etc.); Coffee with the Principal Monthly District Level Meetings: Parent Advisory Council (PAC); District English Learner Advisory Council (DELAC); Parent Leader Organization Presidents & Superintendent (PTA/PTO, etc.)											
<b>District Celebration &amp; School-wide Events</b>	Bill of Rights Day; Winter Holidays	MLK Day; International Holocaust Remembrance Day	Presidents Day(s); Susan B. Anthony Day; National Black History Month;	National Women's History Month; Conservation, Bird & Arbor Day;	Delores Huerta Day	Memorial Day; Peace Officers Memorial Day; National Asian Pacific Islander Heritage Month	Juneteenth	Independence Day		Labor Day; Patriot Day; National Hispanic Heritage Month (9/15-10/15); US Constitution Day	Bullying & Learning Disabilities Awareness Month; Red Ribbon Week; First Responders Day	Veteran's Day; Thanksgiving; National Native American Heritage Month

**Legend:**

  Board Reports

  Legislative Advocacy Discussions

  Recognitions for Students & Staff

  Evaluation Activities