

**Saugus Union School District
Governance Calendar 2025 – 2026**

	Quarter 1: Review at December Meeting			Quarter 2: Review at March Meeting			Quarter 3: Review at June Meeting			Quarter 4: Review at September Meeting		
Topic/Area	December	January	February	March	April	May	June	July	August	September	October	November
Effective Governance	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										
Setting District Direction	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				
Facilities		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
Policy	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
Student Learning & Progress	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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Advocacy	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		
Human Resources	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 Resolution s for Certificate d & Classified Appreciati on	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")							
Community Relations	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.)											
District Celebration & School-wide Events	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:

Green – Board Reports

Blue – Legislative Advocacy Discussions

Yellow - Recognitions for Students & Staff

Orange – Evaluation Activities