

CTSDNJ School District Governance Calendar
Timing of tasks and scheduling of special events may occur and depends on the priorities or the district. The calendar is designed to allow for execution of governance activities in a logical sequence (e.g. setting annual goals before setting budget priorities). The Board may revise the calendar based on changing priorities to ensure the district is functioning optimally.

Job area	January	February	March	April	May	June	July	August	September	October	November	December
Creating a Governance Team	Establish Committee	Plan timeline for committee work	Schedule first ad hoc meeting				Have the trifold and calendar review completed by the board retreat.					
Effective Governance	Annual Board study session to: -Establish Governance Plan -Establish Governance Handbook/Board Planning Calendar -Identify committee structure and chairs, identify need for ad hoc committees. Board members review the roles and responsibilities of committee membership and leadership - Attend events: New Board members meet with Governance Chair and Superintendent Board Ethics Training (NJSBA) Attend Board Mandated trainings		Board Goals check in and refined if necessary Report out in respective committees			Board discusses with the Superintendent strategic plans	Review the board self-evaluation tool 2nd Board Goals check in and refinement if necessary. Report out in respective committees		Board members attend NJSBA annual conference. Board, self evaluation. Board gets HIB training from administration		3rd Board Goals check in and refinement if necessary Report out in respective committees	Board reassessment and Identification of committee structure and chairs, identify need for ad hoc committees
Super Evaluations			Schedule first ad hoc meeting		Complete Superintendent evaluations	Review Evaluation with Superintendent						
Setting Direction for the district	Superintendent's mid-year progress report on district goals to the board (committee session)	State of the District update from Superintendent, to the public at a board meeting		Superintendent plans retreat dates and overall purpose for board members and administration	Superintendent 2nd goal achievement sharing for the public		The administrative team sets goals for district at their retreat. The BOE finalizes their goals at the BOE retreat and analyzes district goals.	Superintendent recommends goals for board approval. The board approves board goals			Superintendent shares school year goals, checkpoints with the full BOE at a public meeting and shares an initial update. This update is delivered either through the report or with a presentation	
Student Learning & Achievement	Superintendent shares benchmarking discussion. Superintendent shares a tentative plan for benchmarking for the subsequent school year.	Superintendent shares possible summer school plan with the curriculum committee. Board reviews	Superintendent shares educational services progress monitoring update	Superintendent shares instructional materials adoption recommendations (NEW Programs)	Budget. Superintendent reports on district allocations for State and Federal funds in the Fall Budget		Administrative team aligns district mission/vision and student learning and achievement goals		Share Spring Testing Results publicly based on the state releasing the results in the summer. Curriculum department at Superintendent direction schedules study sessions outside of the Curriculum Committee			
					Curriculum writers get board approval			Director of curriculum shares Instructional materials re/adoption recommendations		All new curriculum is board approved		
	Schedule presentations and progress reports regarding student results on local assessment measures, curriculum implementation, and professional development											
Finance	Budget process begins for the district BA to share with Finance and Facilities Review/Reflect RFP Process and current/future proposals		Preliminary budget update to Finance and Facility Committee and submit BOE approval of the budget submission to the NJDOE		Present finalized budget to the Board and public	BA and Superintendent share summer and large facility projects	Review Rates and Providers for Independent Educational Evaluations	Review/Reflect RFP process and current/future proposals	BA gives update to finance committee on summer project progress	BA Provide update to Finance committee on Financial Audit timeline		
Facilities	BA works with board members to become familiar and current with the district's facilities plan – finance and facilities committee approve actions as necessary – monitor, review and revise facilities plan as necessary Minimally 5 year facility plan review											

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Policy	Board members reflect on our policy review and awareness process with Superintendent	Policy committee develops and adopt new policies as necessary or required and shared by the Superintendent – board policy committee reviews newly adopted policies with the Superintendent to determine if having the intended results – Policy committee review all policies on a regular basis and revises as necessary. Regulations are shared but do not require BOE approval										
Judicial Review	Superintendent and BA bringing new board members up to date on legal issues in a new board member meeting. If there are more than four new board members multiple meetings may be held	Maintain confidentiality on issues that may come before the Board – hold hearing and decide appeals to the Board as necessary										
Human Resources	Superintendent updates Personnel Committee on concerns for renewal			Lay-off notification to staff delivered by principals before April Break and Final layoff deadline May 15	Superintendent shares new hires for Board approval			The administrative team runs NTO - New Teacher Orientation. Welcome back staff. Board members welcome back staff the first day back under Superintendent direction				Superintendent shares plans for staffing with Personnel Committee in conjunction with the Budget process
Collective bargaining	Be familiar with the district's bargaining process as defined in board policy – - maintain confidentiality - establish parameters for negotiations – receive reports on negotiations – approve negotiated contracts											
	Meet with Attorney and conduct negotiation meetings, as necessary				Contracts expire		Meet with Attorney prior to contact expiration Reach out to respective Union			Meetings as necessary		
	Determine implications of NJSFF, class size reduction, and the collective bargaining agreement on the district's ability to meet student learning and achievement goals											
Community Relations			Superintendent develops and disseminates key messages about important district topics and issues including progress on Strategic Plan, parent groups, etc. through BOE presentation (see above) regular meetings, regular communications) Notice for public input on Strategic Plan (TBD)		Superintendent develops and disseminates key messages about important district topics and issues including progress on Strategic Plan, parent groups, etc. through BOE presentation (see above) regular meetings, regular communications) Notice for public input on Strategic Plan (TBD)				Board and Superintendent Attend Back to School Nights. Superintendent plans to solicit input from parents, students, and community throughout the school year.	# 1 Develop and disseminate key messages about important district topics and issues including progress on Strategic Plan, parent groups, etc. Notice for public input on Strategic Plan (TBD)		
	Regular Community Engagement											
Advocacy	Superintendent follow bill development in legislature and shares with the board ideas to implement advocacy plan		NJASA/Garden State Coalition of Schools Update			Superintendent attends NJASA/Garden State Coalition of Schools, updates BOE through the regular communication			Superintendent attends NJASA/Garden State Coalition of Schools, updates BOE through the regular communication			NJASA/Garden State Coalition of Schools Update