

## ANNUAL BOARD BUSINESS CALENDAR

### - LIST OF ROUTINE AGENDA ITEMS THAT ANNUALLY COME BEFORE THE BOARD OF EDUCATION -

Please note: due to circumstances beyond the Board's or staff's control, such as additional research or information that may need to be obtained on an issue; an already lengthy agenda; or some other unforeseen situation, items may be moved to a future agenda.

MONTH	AGENDA ITEM	PREPARATION RESPONSIBILITY
<b>July</b>	Reorganization of Board	Supt's Office
	Declaration of Need	Supt's Office (Personnel)
	Budget Update	Asst. Supt., Bus. Svcs.
	Board Committee Assignments	Supt's Office (Board)
	Approve Continuous Agreement with NBS for Admin. of Parcel Taxes (CC)	Supt's Office
	Approve Quarterly Report of Complaints received under Williams Settlement Agreement (every 1 <sup>st</sup> mtg in Jan-April-July-Oct)	Asst. Supt., Bus. Svcs.

MONTH	AGENDA ITEM	PREPARATION RESPONSIBILITY
<b>August</b>	CSBA Nominations for Directors-at-Large	Supt's Office
	State Budget Update	Asst. Supt., Bus. Svcs.
	Adopt Board Committee Assignments (1 <sup>st</sup> review in July)	Supt's Office (Board)
	STAR Test Results	Asst. Supt., Educ. Svcs.
	Review of Revised District Budget/State Budget Update	Asst. Supt., Bus. Svcs.
	Information Item: Annual Board Business Calendar	Supt's Office

MONTH	AGENDA ITEM	PREPARATION RESPONSIBILITY
<b>Sept</b>	Action on Class Size Reduction Program (K-3) (1 <sup>st</sup> mtg)	Asst. Supt., Bus. Svcs.
	Action on Morgan Hart (9 <sup>th</sup> grade) Class Size Reduction Program (1 <sup>st</sup> mtg)	Asst. Supt., Bus. Svcs.
	Conduct Public Hearing on Unaudited Actuals Financial Report and Revised District Budget (2 <sup>nd</sup> mtg)	Asst. Supt., Bus. Svcs.
	Biennial Review of Board Bylaw and Exhibit 9270, Conflict of Interest ( <i>done in 06-07 – next time will be 09-10</i> )	Supt's Office
	Annual Review of Specific Board Policies (1 <sup>st</sup> mtg)	Supt's Office
	Conduct Public Hearing and Adopt Resolution on Sufficiency of Textbooks and Instructional Materials (2 <sup>nd</sup> mtg)	Supt's Office
	Adopt Gann Limit Resolution (2 <sup>nd</sup> mtg)	Asst. Supt., Bus. Svcs.
	Adopt Resolution re: Authorization for Assignment Out of Credentialed Area (if necessary)	Supt's Office (Personnel)
	Approval of Assignment Under Ed Code 44258.3 and 44258.7(c) & (d) (if necessary)	Supt's Office (Personnel)
	Certify Competence of Administrators in the Assessment of Certificated Employees (1 <sup>st</sup> mtg)	Supt's Office (Personnel)
	Announce Fall PEF Grant Applications (2 <sup>nd</sup> mtg)	Supt's Office
	API Report (1 <sup>st</sup> mtg)	Asst. Supt., Ed. Svcs.
	Quarterly Report on Measure E Bond Expenditures	Asst. Supt., Bus Svcs.

<b>MONTH</b>	<b>AGENDA ITEM</b>	<b>PREPARATION RESPONSIBILITY</b>
<b>Oct</b>	Approve Quarterly Report of Complaints received under Williams Settlement Agreement (every 1 <sup>st</sup> mtg in Jan-April-July-Oct)	Asst. Supt., Bus. Svcs.
	Report on Professional Development Activities (2 <sup>nd</sup> mtg)	Asst. Supt., Educ. Svcs.
	Enrollment Figures for Beginning of School Year (1 <sup>st</sup> mtg)	Asst. Supt., Bus. Svcs.
	Comprehensive School Safety Plan (1 <sup>st</sup> mtg)	Supt's Office
	Adopt Resolution Re Adult Education Program Plan	Supt's Office (Adult Ed)

<b>MONTH</b>	<b>AGENDA ITEM</b>	<b>PREPARATION RESPONSIBILITY</b>
<b>Nov</b>	Review/Adopt Instructional School Year Calendar	Supt's Office
	Authorization for Assignment Out of Credential Area (if needed)	Supt's Office (Personnel)
	Approve Teaching Assignments Under Ed Code 44258.3 and 44258.7 (if needed)	Supt's Office (Personnel)

<b>MONTH</b>	<b>PREPARATION AGENDA ITEM</b>	<b>RESPONSIBILITY</b>
<b>Dec</b>	Review First Interim Financial Report and Approve a Positive Certification of the District's Ability to Meet Financial Obligations for Current and Subsequent Two Fiscal Years; Authorize Appropriate Budget Transfers	Asst. Supt., Bus. Svcs.
	Nominate Candidates for CSBA Delegate Assembly	Supt's Office
	Appoint Parent Rep to SELPA Community Advisory Comm	Supt's Office
	Adopt Resolution re: GO Bonds (see November for explanation) AND approve agreement between District and attorneys for Bond Counsel (not every year)	Supt's Office
	Election Resolution	Supt's office
	Approve School Improvement Plans (Single Plan for Student Achievement and Comprehensive Safety Plan, All Sites)	Supt's office (administrators)
	Performance Evaluation of Superintendent – <i>CLOSED SESSION</i>	Board
	Quarterly Report on Measure E Bond Expenditures	Asst. Supt., Bus Svcs.

<b>MONTH</b>	<b>AGENDA ITEM</b>	<b>PREPARATION RESPONSIBILITY</b>
<b>January</b>	Approve Consolidated Application, Part II	Asst. Supt., Bus. Svcs.
	Review and Adopt Yearly Budget Development Calendar	Asst. Supt., Bus. Svcs.
	Presentation & Acceptance of Annual Financial Report (Audit Report)	Asst. Supt., Bus. Svcs.
	State Budget Update	Asst. Supt., Bus. Svcs.
	Adopt resolution re: Black History Month – February	Asst. Supt., Educ. Svcs.
	Application Opening of Arthur Hecht Volunteer of the Year Award	Supt's Office
	Approve Quarterly Report of Complaints received under Williams Settlement Agreement (every 1 <sup>st</sup> mtg in Jan-April-July-Oct)	Asst. Supt., Bus. Svcs.
	Mid-year assessment on goals and objectives	Supt's Office

<b>MONTH</b>	<b>AGENDA ITEM</b>	<b>PREPARATION RESPONSIBILITY</b>
<b>February</b>	Vote for CSBA Delegate Assembly	Supt's Office
	Adopt resolution Arts Education Month – March	Asst. Supt., Educ. Svcs.
	Announcement of PEF Fall Grant Awards	Supt's Office
	Approved Certificated Assignments by Waiver (if any)	Supt's Office (Personnel)
	Mid-year assessment on goals and objectives	Supt's Office

<b>MONTH</b>	<b>AGENDA ITEM</b>	<b>PREPARATION RESPONSIBILITY</b>
<b>March</b>	Approve Updated Facilities Use Fee Schedule	Asst. Supt., Bus. Svcs.
	Approve Comprehensive Safety Plan updates ( <i>Single Plan for Student Achievement</i> )	Asst. Supt., Bus. Svcs.
	<ul style="list-style-type: none"> <li>• Appoint Board of Education Members (during election year). Then in July, reorganize again.</li> <li>• Adopt Resolution Regarding Designated Signatures</li> </ul>	Supt's Office
	Certification of Athletic Coaches	Supt's Office
	Announcement of Lois Blair Rawlings Award Presentation Process	Supt's Office
	PEF Announcement of Contribution of Funds to the District	Supt's office
	Review Second Interim Financial Report; Accept Positive Certification of the District's Ability to Meet Financial Obligations for Current and Subsequent Two Fiscal Years; Authorize Appropriate Budget Transfers	Asst. Supt., Bus. Svcs.
	Approve CIF Application for Multi-School Team Status	Supt's Office
	Contract Reopeners, APT/CSEA	Supt's Office (Personnel)
	Noda Grant Application Opening	Supt's Office
	Calendar for the Levy of the Parcel Tax	Supt's Office
	Approve APT contract reopeners	Supt's Office
	Approve CSEA contract reopeners	Supt's Office
	Report on Visual and Performing Arts (Model Arts) Five-Year Grant	Supt's Office
	Announce recipient of Arthur Hecht Award	Supt's Office
	Approve Quarterly Report of Complaints received under Williams Settlement Agreement (every 1 <sup>st</sup> mtg in Jan-April-July-Oct)	Supt's Office
	Begin Discussion of District Goals	Supt's Office
	Quarterly Report on Measure E Bond Expenditures	Asst. Supt., Bus Svcs.

<b>MONTH</b>	<b>AGENDA ITEM</b>	<b>PREPARATION RESPONSIBILITY</b>
<b>April</b>	SARCS (Student Accountability Report Cards)	Asst. Supt., Educ. Svcs.
	Announcement of PEF Spring Grants Awarded	Supt's Office
	Adopt Resolution re: Day of the Teacher – May	Supt's Office
	Adopt Resolution re Classified Employees Week,	Supt's Office
	Announcement of PEF Grant Awards, Spring	Supt's Office
	First Reading, Proposed Textbook Adoptions <i>(if needed)</i>	Asst. Supt., Educ. Svcs. / Director of Curriculum
	Notification of Noda Grant Applications	Supt's Office
	Approve Quarterly Report of Complaints received under Williams Settlement Agreement (every 1 <sup>st</sup> mtg in Jan-April-July-Oct)	Asst. Supt., Bus. Svcs.
	Approve "Single Plan for Student Achievement" – all sites, and Block Site Spending Plan for Adult Education (for following school year)	Asst. Supt., Educ.. Svcs.
Announcement of District Goals survey	Supt's Office	

<b>MONTH</b>	<b>AGENDA ITEM</b>	<b>PREPARATION RESPONSIBILITY</b>
<b>May</b>	Recognition of Arthur Hecht Volunteer (1 <sup>st</sup> mtg)	Supt's Office
	Adopt Resolution authorizing issuance of TRAN	Supt's Office
	Adopt Resolutions re: Measures B & C Levy Rates	Supt's Office
	Approve Award of Noda Grants (2 <sup>nd</sup> mtg)	Supt's Office
	Tentative Schedule for Next Year's Board Meetings (1 <sup>st</sup> mtg)	Supt's Office
	Adopt Schedule of Next Year's Board Meetings (2 <sup>nd</sup> mtg)	Supt's Office
	Approve ratification of participation in Title II funding consortium for LEP (Limited English Proficiency)	Asst. Supt., Bus. Svcs.
	Approve ratification of participation in Title III funding consortium for Immigrant Education Program	Asst. Supt., Bus. Svcs.
	Designate League Rep. to CA Interscholastic Federation	Supt's Office
	Governor's May Revise Update (2 <sup>nd</sup> May mtg)	Asst. Supt., Bus. Svcs.
	Approve Intent to Participate in GATE Program	Asst. Supt., Bus. Svcs.
	Healthy Kids Annual Survey (every other year – last done in 06-07)	Asst. Supt., Educ. Svcs.
	Approve Deferred Maintenance Five-Year Plan	Asst. Supt., Bus. Svcs.
	English Language Acquisition Program Application for Funding (CC)	Asst. Supt., Educ. Svcs. / Support Svcs. (KG)
	Approve CBET Program Application Form	Asst. Supt., Educ. Svcs. / Support Svcs. (KG)
	Approve Certification of Unused Sites	Asst. Supt., Bus. Svcs.
	Staff Development Plans for next school year	Asst. Supt., Educ. Svcs.

MONTH	AGENDA ITEM	PREPARATION RESPONSIBILITY
June	Approve Memorandum of Understanding between District and APSA	Supt's Office
	Approve contract re: services for mandated cost program (ends 2007)	Asst. Supt., Bus. Svcs.
	Approve Extension & Amendment to Superintendent's Contract	Supt's Office
	Recognition of Retirees	Supt's Office
	Recognition of Student Rep to the Board	Supt's Office
	Public Hearing and Approve Revisions to Budget and Authorize Transfer of Funds	Asst. Supt., Bus. Svcs.
	Declaration of Need for Fully Qualified Educators	Supt's Office (Personnel)
	Agreement for Prof. Services with Miller Brown & Dannis (CC)	Supt's office
	Agreement for Prof. Services with Fagen Fulfroost & Friedman (CC)	Supt's Office
	Agreement for Prof. Services with Lozano Smith Law Firm (CC)	Supt's office
	Approve Consolidated Appl., Part I (due June 30) (cc)	Asst. Supt., Bus. Svcs.
	Approve Notice of Intent to Participate in School Services of California Consortium under Ala. County (CC)	Asst. Supt., Bus. Svcs.
	Renew Contract for Landscaping and Maintenance of Witter Field	Asst. Supt., Bus. Svcs.
	Preliminary Next Year's Budget & Assumptions (1 <sup>st</sup> June mtg)	Asst. Supt., Bus. Svcs.
	Adopt Proposed District Budget (2 <sup>nd</sup> June mtg)	Asst. Supt., Bus. Svcs.
	BTSA Induction Program Contract ( <i>May or June</i> )	Supt's Office
	Consider Hourly Rate Increase for Adult Ed Instructors	Supt's Office (Adult Ed Director)
	Approve Annual Fee for ACSIG Property/Liability Coverage	Asst. Supt., Bus. Svcs.
	Approve Annual Fee for ACSIG Workers' Comp. Coverage	Asst. Supt., Bus. Svcs.
	Adopt District Goals (1 <sup>st</sup> mtg)	Supt's Office
	Approve <i>Intent to Participate</i> for the District to be included in the Alameda County School Services of California, Inc. Consortium	Asst. Supt., Bus. Svcs.
	Quarterly Report on Measure E Bond Expenditures	Asst. Supt., Bus Svcs.