

**Morgan Hill Unified School District  
Governance Calendar  
2023-24**

| Job Area | July 2023 | August 2023 | September 2023 | October 2023 | November 2023 | December 2023 | January 2024 | February 2024 | March 2024 | April 2024 | May 2024 | June 2024 |
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**FIRST MEETING OF THE MONTH**

|   |  |   |  |  |  |   |  |  |   |   |   |   |
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| <b>Effective Governance</b>             |  | Board Self-evaluation (special meeting) | Biennial Review BB 9270 Conflict of Interest (2020,2022, etc.) |  | Call for nominations for CSBA Delegate Assembly (will come by email) | Board Organization:<br><ul style="list-style-type: none"> <li>• Officers</li> <li>• Assign Liaison Positions</li> </ul><br>Nominate candidate for Delegate Assembly (if applicable)<br><br>Recognize outgoing Board President |  |  | Cast vote for CSBA Delegate Assembly  |   | Approve Board meeting Schedule                                | Approve contracts for Asst Supts pending negotiations<br><br>Review Governance Calendar for next year<br><br>Recognize outgoing student board Member(s) |
| <b>Setting Direction</b>                |  |   |  |  |  |   |  | Work on LCAP draft Supplemental to the Annual Update<br><br>Report on progress to advisory groups and seek input for proposed revisions. | Work on LCAP draft in preparation for budgeting and adoption in May-June Annual report to the Board | Work on LCAP draft in preparation for budgeting and adoption in May-June Annual report to the Board | Review proposed LCAP revisions with Educational Partners      | Hold Public Hearing on LCAP (1st mtg)<br><br>Adopt LCAP (2nd mtg)<br><br>June retreat   |
| <b>Supt Evaluation (closed session)</b> |  |   | By 2nd meeting in Sept – Board and Supt develop annual goals   |  | Nov 14 Quarterly review Retreat (closed session)                     | Supt provides Board with written notice of evaluation requirement, timelines,   |  |  | March 22 Quarterly review   |   | Annual Evaluation Board begins discussion and eval. of Supt’s | Annual Evaluation due by June 30 Supt Contract  |

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|                              |           |             | and objectives for next school year                    |   |               | salary adjustment / contract extension    |   |  |   |  | performance as it relates to LCAP and agreed upon goals | (pending negotiations)<br><br>Approve contract   |
| <b>Human Resources</b>       |           |             | Adopt resolution to observe Lincoln's Birthday holiday | GASB-45 /75 Bi-annual actuarial study<br><br>Week of the School Administrator Recognition |               | Accept Personnel Commission Annual Report | Approve Certificated Seniority List<br><br>Classified reduction in force (RIF) procedures and timeline (Info)<br><br>Certificated PKS (Particular Kinds of Services) layoff procedures & timeline (Info)<br><br>Certificated administrator reassignment procedures & timeline (Info)<br><br>Holiday observances | Determine order of certificated Seniority<br><br>Certificated Non-reelects<br><br>Reduction of PKS (Particular Kinds of Services)<br><br>Every several years review hiring & eval policies | Lay-off notices (classified and certificated) (by March 15)<br><br>Recognize:<br><br>Admin. Professional's Day<br><br>School Bus Driver's Day | Recognize:<br><br>Day of the Teacher<br><br>Day of the School Nurse<br><br>Week of the Classified Employee<br><br>Administrative Professionals Day<br><br>Temporary Certificated Release | MHUSD Teacher of the Year                               | Approve Declaration of Need for fully qualified educators (MUST BE APPROVED JUNE)<br><br>Certificated Admin. one-year contract Renewals<br><br>Approve Government Accounting Standards Board Bulletin 45 (GASB-45) Bi-Annual Actuarial Study to Account for post Retirement Benefits (every 2 years, North Bay Pensions) |
| <b>Collective Bargaining</b> |           |             |  |   |               |   |   | MHCEA Contract Sunshine (Public Hearing)   | District Presents Openers to MHFT & MHCEA   |  |   | Ratify tentative agreements MHFT & MHCEA   |

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|                                       |  |   |   |   |  |   |  | MHFT<br>Contract<br>Sunshine<br>(Public<br>Hearing)   | (Public<br>Hearings)   |   |  |   |
| <b>Student Learning / Achievement</b> |  | School Presentation<br><br>FYI: Fall Back to School Nights / Spring Open Houses (info)<br><br>2nd Qtrly Report – Williams Uniform Complaints (no Bd meeting in July)<br><br>CDC agreement for State Preschool Program | Martin Murphy School Presentation<br><br>Approval of ASES Contracts with YMCA (After School Programs) | Central School Presentation<br><br>3rd Qtrly Report – Williams Uniform Complaints<br><br>Public Hearing / Action Declare sufficiency of textbooks for current school year (must be done w/in 2 months of 1st day of school) | Nordstrom School Presentation<br><br>Student achievement update (as available) | JAMM School Presentation<br><br>SPSA Allocation Adjustments<br><br>School Safety Plans (copies not necessary) | PV School Presentation<br><br>4th Qtrly Report Williams Uniform Complaints<br><br>(2015) Annual review BP 6145 – Extra-Co- curricular activities (EC 35160.5)<br><br>Approve publication of SARCs<br><br>By Feb 1 Publish SARCs on website | El Toro School Presentation<br><br>Annual review BP/AR 1312.3 Uniform Complaint Procedure<br><br>Spring Open House Schedule (as an events update) | Walsh School Presentation<br><br>Themed Study Session topic: Special Education | Live Oak School Presentation<br><br>Themed Study Session topic: MTSS: Math/Reading<br><br>1st Qtrly Report --Williams Uniform Complaints<br><br><i>Special Education update</i> | Britton School Presentation<br><br>Themed Study Session topic: CTE/Dual Enrollment<br><br>FYI: Approve Carl Perkins Career & Technical Education Grant Application<br><br>Annual Self-Evaluation of CA State Preschool Program<br><br>Approve new textbook Adoption<br><br>Approve renewal of CalSOAP Membership | School Presentation<br><br>SPSAs presented for following year w/projected Allocation<br><br>Charter School of MH Annual performance report with staff review<br><br>Approve LEA Plan addendum for next year<br><br>Approve Part I CARS for Categorical Funding<br><br>Designate district representative to CIF (prepared by Supt) Community Adult School Report |

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|                |           |   |  |                                     |               |  |   |  |  |            | Creating and Supporting Positive School Culture and Climate Presentation  |   |
|                |           |   |  |                                     |               |  |   |  |  |            | School Resource Officer contract  |   |
| <b>Finance</b> |           | Award bids for Food Services<br><br>45 Day Revise | Adopt budget development Calendar<br><br>Approve Gann Appropriation Limit<br><br>Approve unaudited actual for all Funds<br><br>Signature authority in absence of Supt. | Themed Study Session topic: Budgets |               | Approve 1st Interim Budget<br><br>Approve previous year financial audit report | SB 1029 Bond Reporting due to CA Debt and Investment Advisory | Discuss budget reductions for next year (if necessary) | 2nd Interim Budget<br><br>Approve TRANs participation for next year (if necessary)<br><br>Audit contract for Annual Financial Audit (Every 3 years - Next Jan. 2024) |            | Gov's May Revise<br><br>Resolution authorizing signing authority for the District Committed Fund Balance per GASB 54 for Adult Education and Deferred Maintenance | Hold public hearing / adopt budget for next year<br><br>Hold public hearing - Reserves<br><br>Committed Fund Balance per GASB 54 for General Fund<br><br>Adopt resolution to avoid delays in payment of liabilities (every 3 years - next June 2024)<br><br>Proposed Adopted budget<br><br>Legal firm Contracts |

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| <b>Operations</b>                         |           |                              |                              |   | Measure G projects | Capital Facilities (Developer Fees) annual report | Jan or Feb Citizens' Oversight Committee (COC) Annual Update<br><br>Approve COC Member Terms | Measure G Projects<br><br>Approve Residential and Commercial/Industrial Dev. Fee Justification Study (Every 2 yrs – 2024)<br><br>Public Hearing / Action: Update Level I Dev. Fees for Residential & Commercial/Industrial Construction (Every 2 yrs - 2024) | Transportation Plan<br><br>Measure G Projects |                                    |   |  |
| <b>Community Relations</b>                |           |                              |                              | Call for candidates SCC Committee on School District Organization |                    |   |  |  |   |                                    |   |  |
| <b>Advocacy</b>                           |           |                              |                              |   |                    | Call for nominations CSBA Delegate Assembly       |  |  |   | CSBA Legislative Action Conference |   |  |
| <b>Other Activities for Board Members</b> |           | Attend Back to School Nights | Attend Back to School Nights |   |                    |   |  |  |   | Attend Spring Open Houses          | Attend Spring Open Houses<br><br>Retirement | Attend promotion and graduation ceremonies |

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|  |  |  |  |  |  |  |  |  |  |  | Celebration |  |
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**SECOND MEETING OF THE MONTH**

| Job Area                       | July 2023 | August 2023       | September 2023 | October 2023 | November 2023 | December 2023 | January 2024 | February 2024 | March 2024 | April 2024            | May 2024            | June 2024 |
|--------------------------------|-----------|-------------------|----------------|--------------|---------------|---------------|--------------|---------------|------------|-----------------------|---------------------|-----------|
| <b>Thematic Study Sessions</b> |           | Community Schools | Facilities     | Budget       |               |               |              |               | Special Ed | MTSS:<br>Math/Reading | CTE/Dual Enrollment |           |