

Morgan Hill Unified School District
Governance Calendar
2024-25

Job Area	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025
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FIRST MEETING OF THE MONTH

Effective Governance		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: <ul style="list-style-type: none">• Officers• Assign Liaison Positions Nominate candidate for Delegate Assembly (if applicable) Recognize outgoing Board President			Cast vote for CSBA Delegate Assembly			Approve contracts for Asst Supts pending negotiations Review Governance Calendar for next year Recognize outgoing student board Member(s) Approve Board meeting Schedule
Setting Direction												Hold Public Hearing on LCAP (1st mtg) Adopt LCAP (2nd mtg) June retreat
Supt Evaluation (closed session)			By 2nd meeting in Sept – Board and Supt develop annual goals and objectives for next school year		Nov 14 Quarterly review Retreat (closed session)	Supt provides Board with written notice of evaluation requirement, timelines, salary adjustment / contract extension			March 22 Quarterly review		Annual Evaluation Board begins discussion and eval. of Supt’s performance as it relates to	Annual Evaluation due by June 30 Supt Contract (pending negotiations)

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											LCAP and agreed-upon goals	Approve contract
Human Resources			Adopt resolution to observe Lincoln's Birthday holiday	GASB-45 /75 Bi-annual actuarial study Week of the School Administrator Recognition		Accept Personnel Commission Annual Report Summer School Administrator Hiring Approval	Approve Certificated Seniority List Classified reduction in force (RIF) procedures and timeline (Info) Certificated PKS (Particular Kinds of Services) layoff procedures & timeline (Info) Certificated administrator reassignment procedures & timeline (Info) Holiday observances	Determine order of certificated Seniority Certificated Non-reelects Reduction of PKS (Particular Kinds of Services) Every several years review hiring & eval policies Summer School Staff Hiring Approval	Lay-off notices (classified and certificated) (by March 15) Recognize: Admin. Professional's Day School Bus Driver's Day	Recognize: Day of the Teacher Day of the School Nurse Week of the Classified Employee Administrative Professionals Day Temporary Certificated Release	MHUSD Teacher of the Year	Approve Declaration of Need for fully qualified educators (MUST BE APPROVED JUNE) Certificated Admin. one-year contract Renewals 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)
Collective Bargaining								MHCEA Contract Sunshine (Public Hearing) MHFT	District Presents Openers to MHFT & MHCEA (Public Hearings)			Ratify tentative agreements MHFT & MHCEA

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								Contract Sunshine (Public Hearing)				
Student Learning / Achievement		School Presentation FYI: Fall Back to School Nights / Spring Open Houses (info) 2nd Qtrly Report – Williams Uniform Complaints (no Bd meeting in July) CDC agreement for State Preschool Program	Britton Presentation Approval of ASES Contracts with YMCA (After School Programs) Themed Study Session: Climate and Culture	El Toro Presentation 3rd Qtrly Report – Williams Uniform Complaints Public Hearing / Action Declare sufficiency of textbooks for current school year (must be done w/in 2 months of 1 st day of school) Themed Study Session: Student Achievement CSPP Continued Funding Application	Barrett School Presentation Student achievement update (as available) CDE CSPP Pass-through grant funding form CSPP Self-reflection to Board	JAMM School Presentation SPSA Allocation Adjustments Student achievement update (as available) Approval of New Courses Approval of Plan for English Learner Success Human Growth & Development Recommendation	Nordstrom School Presentation 4th Qtrly Report Williams Uniform Complaints (2015) Annual review BP 6145 – Extra-Co- curricular activities (EC 35160.5) Approve publication of SARCs By Feb 1 Publish SARCs on website Human Growth & Development Adoption	San Martin/Gwinn School Presentation Annual review BP/AR 1312.3 Uniform Complaint Procedure Spring Open House Schedule (as an events update) School Safety Plans (copies not necessary) Mid-Year LCAP Report	Sobrato HS School Presentation	Los Paseos School Presentation 1st Qtrly Report --Williams Uniform Complaints	PVEA School Presentation Approve new textbook Adoption Approve renewal of CalSOAP Membership School Resource Officer contract DELAC Presentation	Live Oak HS School Presentation SPSAs presented for following year w/projected Allocation Charter School of MH Annual performance report with staff review Approve LEA Plan addendum for next year Approve Part I CARS for Categorical Funding Designate district representative to CIF (prepared by Supt) Community Adult School Report

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												FYI: Approve Carl Perkins Career & Technical Education Grant Application Annual Self-Evaluation of CA State Preschool Program Reading Difficulties Screener Adoption
Finance		Award bids for Food Services 45 Day Revise	Adopt budget development Calendar Approve Gann Appropriation Limit Approve unaudited actual for all Funds Signature authority in absence of Supt.	Themed Study Session topic: Budgets		Approve 1st Interim Budget 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 Approve TRANS participation for next year (if necessary) Audit contract for Annual Financial Audit (Every 3 years - Next Jan. 2024)		Gov's May Revise	Hold public hearing / adopt budget for next year Hold public hearing - Reserves Committed Fund Balance per GASB 54 for General Fund Adopt resolution to avoid delays in payment of liabilities (every 3 years

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												- next June 2024) Proposed Adopted budget Legal firm Contracts Resolution authorizing signing authority for the District Committed Fund Balance per GASB 54 for Adult Education and Deferred Maintenance
Operations					Measure G projects	Capital Facilities (Developer Fees) annual report	Jan or Feb Citizens' Oversight Committee (COC) Annual Update Approve COC Member Terms	Measure G Projects Approve Residential and Commercial/ Industrial Dev. Fee Justification Study (Every 2 yrs – 2024) Public Hearing / Action: Update Level I Dev. Fees for Residential &	Transportation Plan Measure G Projects			

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								Commercial/ Industrial Construction (Every 2 yrs - 2024)				
Community Relations				Call for candidates SCC Committee on School District Organization							DELAC Presentation	
Advocacy						Call for nominations CSBA Delegate Assembly				CSBA Legislative Action Conference		
Other Activities for Board Members		Attend Back to School Nights	Attend Back to School Nights							Attend Spring Open Houses	Attend Spring Open Houses Retirement Celebration: May 29	Attend promotion and graduation ceremonies

THEMED STUDY SESSION MEETINGS OF THE MONTH

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Thematic Study Sessions			Climate and Culture	Student Achievement					Facilities/ Boundaries		Inclusion and Special Education	

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School Site Presentations			Britton	El Toro	Barrett	JAMM	Nordstrom	SMG	Sobrato	Los Paseos	PVEA	Live Oak