

Board Meeting Matrix 2018-2019

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To Be Scheduled		Quarterly/Annual Items	
August	September	October	November
December	January	February	March
April	May	June	Spotlights

TO BE SCHEDULED			
ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	Proposed DATE
✓ Report	Summer School, 2018	Roberta Zarea - Educational Services	August 23
✓ Proposals for action/consent	Facilities Work Proposals RMS: track & field Foothill pathway project All-sites Pest Control Services	Akur -Business Services	Sept. 6
✓ Report	Asset Inventory List	Business Office/Tech	Sept. 27
✓ Report	Professional Development Schedule	Roberta Zarea	Sept. 27
✓ Report	Block Schedule Pilot for RMS	Ed Services and RMS Principal	Sept. 27
✓ Report	CSE Pilot & Curriculum Recommendation	Educational Services	October 11
✓ Report	CAASPP	Educational Services	October 11
✓ Action	CSE Curriculum Recommendation	Educational Services	October 11
✓ Proposal	Developer Fee Study	Business	November 15
✓ Action	Parcel Tax Renewal	Board	December
✓ Proposal	RFP - Food Services	Business	By January meeting
Report	TOSA	Roberta Zarea - Educational Services	April 4
Report	English Language Development	Roberta Zarea - Educational Services	April 4
Report	EdTech Update: EdTech Plan update	Blanca Herrera-Tech Department	May 9
Report	Reading Intervention Report	Roberta Zarea - Educational Services	June 13

Report	EdTech Update: Brightbytes Survey Results	Blanca Herrera-Tech Department	June 27
Report	Kindergarten Extended Day Program	Roberta Zarea - Educational Services	June 13
Report	Benchmark Data	Roberta Zarea - Educational Services	June 13

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QUARTERLY/ANNUAL ITEMS			
ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	DATE
ACTION	Public Employee Performance Evaluation – Superintendent - Annually	Board	Summer
ACTION	Amendment to Employment Agreement for Services as Superintendent - Annually	Board	Fall
ACTION	Conflict of Interest Code – Even-numbered years	Superintendent's Office	Fall
PUBLIC HEARING	Sufficiency of Pupil Textbooks & Instructional Materials - Annually	Educational Services & Superintendent's Office	Fall
ACTION	Election of Board Officers - Annually	Board	December
ACTION	First Interim - Annually	Business Services	Winter
ACTION	Saratoga Education Foundation presentation of major grant check - Annually	Saratoga Education Foundation	Winter
REPORT	Nutrition Services Report - Annually	Child Nutrition Services/CBO	Spring
ACTION	Saratoga Education Foundation presentation of major grant - Annually	Saratoga Education Foundation	Spring
ACTION	Second Interim - Annually	Business Services	Spring
ACTION	Local Control Accountability Plan (LCAP) - Annually	Educational Services	Spring
ACTION	Adoption of Preliminary Budget - Annually	Business Services	Spring
ACTION	LCAP Federal Addendum - Annually	Educational Services	Spring
ACTION	Williams Quarterly – Quarterly	Superintendent's Office	
ACTION	Board Policy Updates – Quarterly	Superintendent's Office	Sept/Oct Oct/Nov Jan/Feb May/June
CONSENT	Disposal of Obsolete Equipment - Ongoing	All	

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SPOTLIGHTS	
Date	SCHOOL
9/6/18	NONE
9/27/18	Argonaut
10/11/18	Newly Tenured Teachers
10/25/18	Redwood
11/15/18	Redwood
12/13/18	NONE
1/24/28	Saratoga
2/7/18	Argonaut
3/7/18	Foothill
3/21/18	Redwood
4/4/18	Student-2-Student (Ed Services)
5/9/18	EdTech
5/23/18	Saratoga
6/13/18	NONE
6/27/18	NONE

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May (5/9 & 5/23) - Both Meetings at RMS			
ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	DATE
INFORMATION	SUSD Classified & Certificated Employees of the Year	Human Resources	5.9
REPORT	Communication Survey Results	Consultant/Information Coordinator	5.9
REPORT	Board Policy First Reading	ALL	5.9
REPORT	LCAP - Annual update	Educational Services	5.9
REPORT	Instructional Technology: EdTech Plan Update	Instructional Technology	5.9
RESOLUTION	Education Protection Act 18-19	Business Services	5.9
REPORT	SPSA	Educational Services	5.23
REPORT	Health & Welfare Committee Update	Human Resources	5.23

INFORMATION	SUSD Volunteers of the Year	Human Resources	5.23
REPORT	Preliminary Budget	Business Services	5.23
ACTION	Board Policy Second Reading/Adoption	All	5.23

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June (6/13 & 6/27)			
ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	DATE
REPORT	CASSY & SEL	Educational Services	
REPORT	Child Nutrition	Business Services	
RESOLUTION	Declaration of Need	Human Resources	
ACTION/Consent	SPSAs	Educational Services	6.13
PUBLIC HEARING	LCAP	Educational Services	6.13
PUBLIC HEARING	Preliminary Budget	Business Office	6.13
RESOLUTION	Education Protection Act 19-20	Business Services	6.13
ACTION	LCAP	Educational Services	6.27
REPORT	Attendance & SARB Review	Educational Services	6.27
ACTION	Consolidated Application	Educational Services	6.27
REPORT	Instructional Technology: BrightBytes Survey	Instructional Technology	6.27

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September 6 ARCHIVE

SEPTEMBER (Meeting dates 9/6 & 9/27)

ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	DATE
ACTION	Unaudited Actual Budget	Business Services	9.6.18
ACTION	Ratify Tentative Agreements with STA	Superintendent/Human Resources	9.6.18
OPEN PUBLIC HEARING	Sufficiency of Pupil Textbooks & Instructional Materials	Educational Services & Superintendent's Office	9.6.18
OPEN PUBLIC HEARING	Conflict of Interest Code	Superintendent's Office	9.6.18
RESOLUTION	Resolution 462.9-18 Teaching Assignments	Human Resources	9.6.18
RESOLUTION	Resolution 463.9-18 - Establishing GANN Limit	Business Services	9.6.18
REPORT	Interdistrict Transfers	Superintendent's Office	9.6.18

ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	DATE
REPORT	Professional Development Schedule	Educational Services	9.27.18
REPORT	RMS Block Schedule Pilot	Educational Services	9.27.18
REPORT	Parcel Tax Oversight Committee Member Search	Superintendent's Office	9.27.18
REPORT	Board Policy First Readings	Superintendent's Office	9.27.18
INFORMATION	Sunshine Tentative Agreements with SCA	Human Resources	9.27.18
REPORT/ACTION	Asset Inventory Reports	Technology	9.27.18
ACTION	Amendment to Employment Agreement for Services as Superintendent	Superintendent's Office	9.27.18
CLOSE PUBLIC HEARING	Sufficiency of Pupil Textbooks & Instructional Materials	Educational Services & Superintendent's Office	9.27.18
CLOSE PUBLIC HEARING	Conflict of Interest Code	Superintendent's Office	9.27.18
RESOLUTION	Resolution 464.9-18 - Instructional Materials	Educational Services & Superintendent's Office	9.27.18
RESOLUTION	Resolution 465.9-18 - Conflict of Interest Code	Superintendent's Office	9.27.18

OCTOBER (10/11 & 10/25)			
ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	DATE
ACTION	Williams Quarterly	Superintendent's Office	10.11.18
ACTION	Board Policy Second Reading/Adoption	Superintendent's Office	10.11.18
ACTION	Ratify Tentative Agreements with SCA	Human Resources	10.11.18
REPORT	CSE Pilot Report & Curriculum Recommendation	Educational Services	10.11.18
REPORT	CAASPP, Final Results	Educational Services	10.11.18
REPORT	CA Dashboard Local Indicators	Educational Services	10.25.18
REPORT	Facilities Projects	Maintenance & Operations	10.25.18
ACTION	Parcel Tax Oversight Committee Applicant Selection	Superintendent's Office	10.25.18
REPORT	Board Policy First Readings	All	10.25.18
REPORT	Placement in Math Courses Updated	Educational Services	10.25.18
ACTION	CSE Curriculum Adoption	Educational Services	10.25.18

ACTION	Parcel Tax Renewal	Board	10.25.18
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NOVEMBER (11/15)			
ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	DATE
ACTION	Board Policy Second Reading/Adoption	All	11/15
RESOLUTION	Annual Accounting of Developer Fees	Business Services	11/15
REPORT	Developer Fee Study	Business Office	11/15
DISCUSSION	Process of Election of Officers	Board	11/15
DISCUSSION	2019-2020 & 2020-2021 School Year Calendars	Superintendent's Office	11/15

DECEMBER (12/13)			
ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	DATE
ACTION	Election of Board Officers	Board	12/13
ACTION	First Interim Budget Report	Business Services	12/13
REPORT	Parcel Tax Renewal Survey Results Presentation	Business Services	12/13
REPORT	SARCs	Educational Services	12/13
ACTION	Selection of Trustee to Vote to Fill Vacancies for the County Committee on School District Organization	Board	12/13
ACTION	2019-2020 & 2020-2021 School Year Calendars	Superintendent's Office	12/13
ACTION & RESOLUTION	PUBLIC HEARING ON THE CHANGE IN STATUTORY SCHOOL FEES (LEVEL 1) AND ADOPTION OF RESOLUTION NO. 467.12-18 APPROVING A CHANGE IN STATUTORY SCHOOL FEES IMPOSED ON NEW RESIDENTIAL AND COMMERCIAL/INDUSTRIAL CONSTRUCTION PURSUANT TO EDUCATION CODE 17620 AND GOVERNMENT CODE 65995	Business Services	12/13
ACTION	Parcel Tax Oversight Committee Applicant Selection	Superintendent's Office	12/13

JANUARY (1/17) - BOARD WORKSHOP

ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	DATE
REPORT	Parcel Tax Renewal Survey Results Presentation	Business Services	1/17
ACTION	Board Calendar & Committee Assignments	Board	1/17

JANUARY (1/24)			
ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	DATE
ACTION	Academic Summer School Proposal for Summer 2019	Educational Services	1/24
Report	CAST (Science Test) Report	Educational Services	1/24
ACTION	Audit Report	Business Services	1/24
ACTION	Williams Quarterly	Superintendent's Office	1/24
REPORT	CSSP Presentation	Educational Services	1/24
ACTION	SARCs	Educational Services	1/24
ACTION	Parcel Tax Renewal Resolution to Call for an Election (Tentative)	Board	1/24
ACTION	Food Service RFP	Business Services	1/24
ACTION	Mitigation in lieu of statutory fee payment	Business Services	1/24

FEBRUARY (2/7)			
ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	DATE
REPORT	Recommendation for Permanent Status	Human Resources	
ACTION	Presentation of SEF Major Grant Check	SEF	
REPORT	Board Policy First Reading	ALL	
REPORT	Instructional Technology	Instructional Technology	
REPORT	Board Meeting Calendar for 2019-2020	Superintendent's Office	

March (3/7 & 3/21) - Meeting at RMS			
ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	DATE
ACTION	Recommendation for Permanent Status (Closed)	Human Resources	3.7
ACTION	Public Employee Discipline/Dismissal/Release (Government Code 54957) Release of Temporary Certificated Non-Management Employees (Closed)	Human Resources	3.7
ACTION	Board Meeting Calendar for 2019-2020	Superintendent's Office	3.7
ACTION	Board Policy Second Reading/Adoption	Superintendent's Office	3.7
ACTION	CSBA Delegate Assembly Election Ballot	Superintendent's Office	3.7
ACTION	Second Interim Budget Report	Business Services	3.7
REPORT	Building Use Fee Schedule	Business Office	3.7
ACTION	Measure B Parcel Tax Oversight Committee Report	Board	3.21
ACTION	Building Use Fee Schedule	Business Office	3.21
ACTION	Board Policy Second Reading - BP 4040	Technology	3.21
REPORT	LCAP	Educational Services	3.21
REPORT	RMS Block Schedule Pilot Outcomes	Educational Services	3.21

April (4/4)			
ITEM TYPE	DESCRIPTION	PERSON/DEPT RESPONSIBLE:	DATE
ACTION	Williams Quarterly	Superintendent's Office	4.4
REPORT	Math Placement Update	Educational Services	4.4
REPORT	LCAP - Survey Data	Educational Services	4.4
REPORT	TOSA	Educational Services	4.4
REPORT	ELD	Educational Services	4.4