

**Morgan Hill Unified School District
Governance Calendar
2021-22**

Job Area	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022

Effective Governance	Review Governance Calendar (Updates done in January)	General Information to board candidates (election years)	Biennial Review BB 9270 Conflict of Interest (2020,2022, etc.) Board Self-evaluation (special meeting)		1st meeting thank 1st trimester student board member and welcome 2nd trimester student board Member (1st mtg) Establish Board organizational meeting (and send date to County Supt) Exception to election years: Annual Organizational Meeting Call for nominations for CSBA Delegate Assembly (will come by email)	Board Organization: ● Officers ● Assign Liaison Positions Nominate candidate for Delegate Assembly (if applicable) Recognize outgoing Board President			Thank 2nd trimester student board member and welcome 3rd trimester student board Member Cast vote for CSBA Delegate Assembly		Approve Board meeting Schedule Recognize all 3 outgoing student board Member (last mtg of month)	Approve contract extensions for Asst Supts Review Governance Calendar for 2021-2022
Setting Direction		By August 1, 2020: CDE will adopt a template for the Learning Continuity and Attendance Plan	By September 30, 2020: LEAs will adopt a Learning Continuity and Attendance Plan and submit it to the COE or Charter Authorizer	By October 30, 2020: The COE may submit written recommendations for amendments		By December 15, 2020: LEAs will adopt a Budget Overview for Parents at the meeting with the first interim report	Review Vision Mission Values (adopted 2013) Election Year ONLY Report on progress to advisory groups and	Report on progress to advisory groups and seek input for proposed revisions.	Draft updated LCAP plan in preparation for budgeting and adoption in May-June Annual report to Board	Draft updated LCAP plan in preparation for budgeting and adoption in May-June	Review proposed revisions with Stakeholder groups including parents, Employee organizations and advisory	Hold Public Hearing on LCAP (1st mtg) Adopt LCAP (2nd mtg)

Morgan Hill Unified School District
Governance Calendar
2021-22

Job Area	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022
			(Hearing and Adoption)				seek input for proposed revisions				groups	
Supt Evaluation			By 2nd meeting in Sept – Board and Supt develop annual goals and objectives for next school year			Supt provides Board with written notice of evaluation requirement, timelines, salary adjustment / contract extension	Mid-Yr Progress Report – Board Discussion Closed Session – job performance				Annual Evaluation Board begins discussion and eval. of Supt’s performance as it relates to LCAP goals	Annual Evaluation due by June 30 Supt Contract extension
Human Resources		Adopt resolution to observe Lincoln’s Birthday holiday		GASB-45 /75 Bi-annual actuarial study (every 2 years – next 2021) Week of the School Administrator Recognition		Accept Personnel Commission Annual Report	Approve Certificated Seniority List (if layoffs) 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	Determine order of certificated Seniority Certificated Non-reelects Reduction of PKS (Particular Kinds of Services) Every several years review hiring & eval policies	Certificated lay-off notices (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	MHUSD Teacher of the Year	Approve Declaration of Need for fully qualified educators (MU ST 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

Morgan Hill Unified School District
Governance Calendar
2021-22

Job Area	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022
							observances					years, North Bay Pensions)
Collective Bargaining								MHCEA Contract Sunshine (Public Hearing) MHFT Contract Sunshine (Public Hearing)	District Presents Openers to MHFT & MHCEA (Public Hearings)			Ratify tentative agreements MHFT & MHCEA
Student Learning / Achievement	2nd Qtrly Report – Williams Uniform Complaints Approve renewal of CalSOAP Membership CDC agreement for State Preschool Program Graduation Rate Report (suggested to replace CAHSEE Report as it is discontinued)	Fall Back to School Nights / Spring Open Houses (info) CAASPP Results (as available) Suspension and Expulsion Year End Report (or Sept)	Summer School Report Approve appts to Community Advisory Committee (CAC) to the Spec Ed Local Planning Area Charter School of MH Annual performance report with staff review Approval of ASES Contracts with YMCA (After School Programs)	3rd Qtrly Report – Williams Uniform Complaints Student achievement update (as available) Public Hearing / Action Declare sufficiency of textbooks for current school year (must be done w/in 2 months of 1 st day of school)		SPSA Allocation Adjustments	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	Annual review BP/AR 1312.3 Uniform Complaint Procedure Spring Open House Schedule (as an events update)	School Safety Plans (copies not necessary)	1st Qtrly Report --Williams Uniform Complaints Special Education update	Approve Carl Perkins Career & Technical Education Grant Application Summer School Plan Report Annual Self-Evaluation of CA State Preschool Program	SPSAs presented for following year w/projected Allocation Approve LEA Plan addendum for next year Approve new textbook Adoption Approve Part I CARS for Categorical Funding Designate district representative to CIF (prepared by Supt) Community Adult School

Morgan Hill Unified School District
Governance Calendar
2021-22

Job Area	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022
Finance	Signature authority in absence of Supt.	Award bids for Food Services (2021)	Adopt budget development Calendar		Approve 1st Interim Budget non-general funds	Approve 1st Interim Budget general fund	Gov proposes state budget -- Gov's Budget Workshop	2nd Interim Budget (non-general funds)	2nd Interim Budget (general fund)		Gov's May Revise	Hold public hearing / adopt budget for next year
	School Resource Officer contract	45 Day Revise	Approve Gann Appropriation Limit Approve unaudited actual for all Funds SB 1029 Bond Reporting due to CA Debt and Investment Advisory				Approve previous year financial audit report Schedule budget Advisory Committee		Budget Advisory Committee Meets Discuss budget reductions for next year Approve TRANS participation for next year (if necessary) Audit contract for Annual Financial Audit (Every 3 years - Next Jan. 2021)		Present proposed Budget Resolution authorizing signing authority for the District Committed Fund Balance per GASB 54 for Adult Education and Deferred Maintenance Resolution to avoid delays in payment of liabilities of the District for a three year period	Adopt resolution to avoid delays in payment of liabilities (every 3 years - next June 2021) Proposed Adopted budget for Unrestricted and Restricted General Funds Legal firm Contracts
Facilities		Quarterly update Measure G projects	Capital Facilities (Developer Fees) receipts /expenditures		Quarterly update Measure G projects		Jan or Feb Citizens' Oversight Committee (COC) Annual Update Approve COC Member Terms	Quarterly update Measure G Projects Approve Residential and Commercial/ Industrial Dev. Fee Justification Study (Every 2		Present Safety Plans	Quarterly update Measure G projects Summer work projects presentation	

Morgan Hill Unified School District
Governance Calendar
2021-22

Job Area	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022
								yrs – 2020) Public Hearing / Action: Update Level I Dev. Fees for Residential & Commercial/ Industrial Construction (Every 2 yrs - 2020)				
Community Relations				Call for candidates SCC Committee on School District Organization								
Advocacy						Call for nominations CSBA Delegate Assembly				CSBA Legislative Action Conference		
Policy (ongoing as needed)												
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	Attend promotion and graduation ceremonies