

## 2018 Board Procedures

### Secretary to the Board of Trustees

It is recommended the Board designate the Superintendent to serve as Secretary to the Board of Trustees.

### Authorized Signatures

It is recommended the Superintendent, Jeffrey Baier, be directed to sign all applications, reports and documents (County, State, Federal and other) pertaining to the operation of the Los Altos School District not requiring Board action.

It is recommended Assistant Superintendents Mrs. Sandra McGonagle and Mr. Randall A. Kenyon are authorized to sign reports and documents as directed by the Superintendent and that Mr. Kenyon is appointed bookkeeper to the Board.

### Board Policies and Bylaws

It is recommended all policies, bylaws and agreements previously adopted, revised, reviewed or modified by the Board be adopted for 2018 until rescinded or amended.

### Meetings: Time, Place and Schedule

It is recommended the Board designate the District Office Board Room, Los Altos School District Administrative Offices, 201 Covington Road, Los Altos, as the regular meeting place; establish the time for public meetings at 7:00 p.m. and reaffirm the list of meetings for the 2017-18 school year. (Attached)

### Board Calendar

It is recommended the Board use the following calendar for annual required action items and committee reports.

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|------------|--|
| September: | Gann Limit<br>Resolution – Sufficiency or Insufficiency of Instructional Materials<br>Superintendent’s Evaluation<br>Unaudited Actuals |
| December:  | Annual Organization<br>Certification of Election Results (if needed)<br>1st Interim Financial Report                                   |
| January:   | Audited Financial Report<br>District Calendar (assuming the MVLA Calendar has been adopted)  |

February: Board Calendar (assuming the District Calendar has been adopted)  
Certificated Staff Seniority List  
Resolution – Reducing Certificated Staff Tie Breaking Criteria (if needed)

March: 2nd Interim Financial Report  
CSBA Delegate Assembly Election  
Resolution – Reducing Certificated Personnel (if needed)  
Resolution – Reducing Classified Personnel (if needed)

May: Citizens Advisory Committee for Finance Annual Report  
Resolution – Authorizing the Issuance of Tax and Revenue Anticipation Notes (TRAN)

June: Budget Review Committee Annual Report  
Consolidated Application  
Curriculum Council Annual Report  
District Budget – Public Hearing and Approval  
Local Control Accountability Plan (LCAP) – Public Hearing and Approval  
Measure N Citizens Oversight Committee Annual Report  
Resolution – Board Election (if needed)  
Resolution – Declaration of Need for Fully Qualified Educators

## 2017-18 Board Meeting Calendar

### **JULY**

No Meetings

### **JANUARY**

Monday, January 8, 2018  
Monday, January 22, 2018

### **AUGUST**

Monday, August 14, 2017  
Monday, August 28, 2017

### **FEBRUARY**

Monday, February 12, 2018

### **SEPTEMBER**

Monday, September 11, 2017  
Monday, September 25, 2017

### **MARCH**

Monday, March 12, 2018  
Monday, March 26, 2018

### **OCTOBER**

Monday, October 9, 2017  
Monday, October 23, 2017

### **APRIL**

Monday, April 23, 2018

### **NOVEMBER**

Monday, November 13, 2017

### **MAY**

Monday, May 14, 2018  
Tuesday, May 29, 2018

### **DECEMBER**

Monday, December 11, 2017

### **JUNE**

Monday, June 11, 2018  
Monday, June 18, 2018

Board Meetings are held at 7:00 p.m. at the District Office, 201 Covington Road, Los Altos