



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bylaws and agreements previously adopted, revised, reviewed or modified by the Board be adopted for 2018 until rescinded or amended.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

- September: Gann Limit
Resolution – Sufficiency or Insufficiency of Instructional Materials
Superintendent’s Evaluation
Unaudited Actuals
- December: Annual Organization
Certification of Election Results (if needed)
1st Interim Financial Report
- January: Audited Financial Report
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