

Pasadena Unified School District  
Board Governance Calendar  
2019-2020

Job Area	July	August	September	October	November	December	January	February	March	April	May	June
Effective Governance	<ul style="list-style-type: none"> <li>Approve board goals</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent/District Focus Areas</li> <li>Governance Calendar</li> </ul>	<ul style="list-style-type: none"> <li>New Student Board Members</li> </ul>	<ul style="list-style-type: none"> <li>Board retreat (Tiered Autonomy Update)</li> </ul>		<ul style="list-style-type: none"> <li>CSBA Conference</li> <li>Superintendent Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>Board Retreat</li> </ul>	<ul style="list-style-type: none"> <li>Board Election – Districts 1, 3, 5, 7</li> </ul>	<ul style="list-style-type: none"> <li>New Member Orientation</li> </ul>	<ul style="list-style-type: none"> <li>Organizational Meeting – swearing in of members</li> </ul>	<ul style="list-style-type: none"> <li>Board Retreat – Board Evaluation/ Review Protocols</li> </ul>
Setting Direction for the District			<ul style="list-style-type: none"> <li>LCAP Annual Update Presentation</li> </ul>		<ul style="list-style-type: none"> <li>Review/revise LCAP goals, metrics and targets</li> </ul>		<ul style="list-style-type: none"> <li>Mid-year LCAP Monitoring Report</li> </ul>		<ul style="list-style-type: none"> <li>Tiered Autonomy Update</li> </ul>	<ul style="list-style-type: none"> <li>LCAP 1<sup>st</sup> Draft</li> </ul>		<ul style="list-style-type: none"> <li>Public Hearing/ Approval of LCAP</li> </ul>
Student Learning and Achievement	<ul style="list-style-type: none"> <li>DLIP Update</li> <li>English Learner Update</li> </ul>	<ul style="list-style-type: none"> <li>Opening of Schools – Enrollment, Staffing</li> </ul>	<ul style="list-style-type: none"> <li>Sufficiency of Materials</li> <li>State Test Results – District, School, Grade Level</li> </ul>	<ul style="list-style-type: none"> <li>Graduation, Dropout and Post Secondary Results</li> </ul>	<ul style="list-style-type: none"> <li>English Learner Program Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Topic TBD</li> <li>Topic TBD</li> <li>Topic TBD</li> </ul>	<ul style="list-style-type: none"> <li>DLIP Recommendations</li> <li>Topic TBD</li> <li>Topic TBD</li> </ul>	<ul style="list-style-type: none"> <li>Topic TBD</li> <li>Topic TBD</li> <li>Topic TBD</li> </ul>	<ul style="list-style-type: none"> <li>Topic TBD</li> <li>Topic TBD</li> <li>Topic TBD</li> </ul>	<ul style="list-style-type: none"> <li>Topic TBD</li> <li>Topic TBD</li> <li>Topic TBD</li> </ul>	<ul style="list-style-type: none"> <li>School Plans presented for approval</li> <li>Topic TBD</li> <li>Topic TBD</li> </ul>	<ul style="list-style-type: none"> <li>Hearing/ Approval for SELPA Service / Budget Plan</li> <li>Topic TBD</li> <li>Topic TBD</li> </ul>
Community Relations			<ul style="list-style-type: none"> <li>State of the Schools</li> </ul>	<ul style="list-style-type: none"> <li>Parent Group Reports – PTA, CAC, AAPC</li> </ul>	<ul style="list-style-type: none"> <li>Parent Group Reports – DAC, DELAC, FYAC</li> </ul>	<ul style="list-style-type: none"> <li>COC Report</li> </ul>		<ul style="list-style-type: none"> <li>Joint Meeting – City of Pasadena</li> </ul>		<ul style="list-style-type: none"> <li>Joint Meeting – Pasadena City College</li> </ul>		
Finance		<ul style="list-style-type: none"> <li>Update on Year-End closing</li> <li>Approval of LCAP and Budget calendar</li> </ul>	<ul style="list-style-type: none"> <li>Unaudited Actuals (due 9/15)</li> <li>Enrollment Report</li> <li>Fiscal Stabilization Plan Options</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Stabilization Plan Options</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Stabilization Plan Finalized</li> <li>1<sup>st</sup> Interim Assumptions</li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> Interim (due 12/15)</li> </ul>	<ul style="list-style-type: none"> <li>Report on Financial Audit</li> </ul>	<ul style="list-style-type: none"> <li>Update on Governor’s Proposed Budget</li> <li>Approve Measure J Priorities for the coming Year</li> <li>2<sup>nd</sup> Interim Assumptions</li> </ul>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Interim (due 3/15)</li> </ul>	<ul style="list-style-type: none"> <li>Joint meeting City of Pasadena and District regarding Measure J Expenditures and upcoming year Priorities</li> </ul>	<ul style="list-style-type: none"> <li>Update-May Revise 2020-21 Budget Assumptions</li> </ul>	<ul style="list-style-type: none"> <li>Public Hearing/Adoption of Budget (due by 7/1)</li> <li>EPA Resolutions</li> </ul>
Facilities		<ul style="list-style-type: none"> <li>Report of Summer M&amp;O Work</li> <li>ADA Update</li> <li>MTT Update</li> <li>Bond Planning</li> <li>Capacity of Sites</li> <li>Property Swap (CBO)</li> </ul>	<ul style="list-style-type: none"> <li>Master Plan Status Report for the next bond</li> <li>Update on COC Membership</li> </ul>	<ul style="list-style-type: none"> <li>M&amp;O Status Report of Projects</li> <li>Construction Project Update (MTT)</li> </ul>	<ul style="list-style-type: none"> <li>Annual Bond Status Report</li> <li>Update on Deferred and/ or RRM</li> </ul>	<ul style="list-style-type: none"> <li>Bond Audit Presentation</li> <li>MTT Remaining Projects Update</li> </ul>	<ul style="list-style-type: none"> <li>Preliminary Charter Prop 39 approvals (Instruction Director)</li> <li>M&amp;O Status Report of Projects</li> </ul>	<ul style="list-style-type: none"> <li>Status of Master Planning for New Bond</li> <li>New Bond Process for November</li> </ul>	<ul style="list-style-type: none"> <li>Final Charter Prop 39 approvals</li> <li>Update on the District-</li> </ul>	<ul style="list-style-type: none"> <li>M&amp;O Status Report of Projects</li> <li>Construction Project Update (MTT)</li> </ul>	<ul style="list-style-type: none"> <li>Status of Master Planning for New Bond</li> <li>Marketing Plan for the New Bond –</li> </ul>	<ul style="list-style-type: none"> <li>Bond Status Update</li> <li>Update on the District-wide Solar Project Status</li> </ul>

Revised: 1/27/2020

Regular Meeting    Study Session/Special Meeting/Other

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		<ul style="list-style-type: none"> <li>List of Phase 2 MTT Projects Discussion</li> <li>COC and MTT Audit for FY 18-19.</li> </ul>	<ul style="list-style-type: none"> <li>Update on the District-wide Solar Project Status</li> <li>Transportation Report</li> </ul>	<ul style="list-style-type: none"> <li>Bond Planning</li> <li>Conduct COC Audit</li> <li>Capacity of Sites Update</li> <li>Update on Property Swap (CBO)</li> </ul>	<ul style="list-style-type: none"> <li>projects and funding.</li> <li>Status of Master Planning for New Bond</li> </ul>	<ul style="list-style-type: none"> <li>Discuss Timeline for New Bond Marketing Plan (start in Jan 2020)</li> <li>Update on the District-wide Solar Project Status</li> <li>Status of Prop 51 Projects</li> </ul>	<ul style="list-style-type: none"> <li>Completed (KPI Results)</li> <li>Update MTT Construction Projects</li> <li>Start Marketing Plan for the New Bond – Community Talks</li> </ul>	<ul style="list-style-type: none"> <li>2020 Election Briefing.</li> </ul>	<ul style="list-style-type: none"> <li>wide Solar Project Status</li> <li>Marketing Plan for the New Bond – Community Talks</li> </ul>	<ul style="list-style-type: none"> <li>Bond Planning</li> <li>Brief on Projects Remaining for the New Bond.</li> </ul>	<ul style="list-style-type: none"> <li>Community Talks</li> </ul>	<ul style="list-style-type: none"> <li>Finalize Facilities Master Plan for the New Bond in November 2020</li> <li>Update Property Sway (CBO)</li> <li>M&amp;O Completed Projects and RRM Report Out.</li> </ul>
Policy and Judicial Review	<ul style="list-style-type: none"> <li>Approve updated policies</li> </ul>		<ul style="list-style-type: none"> <li>Approve updated policies</li> </ul>	<ul style="list-style-type: none"> <li>Williams Report</li> </ul>	<ul style="list-style-type: none"> <li>Approve updated policies</li> </ul>	<ul style="list-style-type: none"> <li>Williams Report</li> </ul>	<ul style="list-style-type: none"> <li>Approve updated policies</li> </ul>		<ul style="list-style-type: none"> <li>Williams Report</li> <li>Approve updated policies</li> </ul>		<ul style="list-style-type: none"> <li>Approve updated policies</li> </ul>	<ul style="list-style-type: none"> <li>Williams Report</li> </ul>
Safety and School Climate				<ul style="list-style-type: none"> <li>Great California Shakeout</li> </ul>								
Human Resources	<ul style="list-style-type: none"> <li>Need for Fully Qualified Declaration</li> </ul>		<ul style="list-style-type: none"> <li>Review 4<sup>th</sup> week enrollment and staffing adjustments</li> </ul>		<ul style="list-style-type: none"> <li>Review/revise base staffing model</li> </ul>	<ul style="list-style-type: none"> <li>Staffing projections</li> </ul>		<ul style="list-style-type: none"> <li>Reassignment of Administrators</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of Preliminary Reduction Notices</li> </ul>	<ul style="list-style-type: none"> <li>Classified Reductions</li> </ul>	<ul style="list-style-type: none"> <li>Certificated Final Reductions</li> </ul>	
Collective Bargaining	<ul style="list-style-type: none"> <li>Set bargaining schedule</li> </ul>	<ul style="list-style-type: none"> <li>Sunshine District Proposals</li> </ul>				<ul style="list-style-type: none"> <li>Approve tentative agreements</li> </ul>	<ul style="list-style-type: none"> <li>Approve 3<sup>rd</sup> year out calendar</li> </ul>					
Recognitions			<ul style="list-style-type: none"> <li>Hispanic Heritage</li> <li>Walk to School</li> <li>Red Ribbon Week</li> <li>Lights on After School</li> </ul>		<ul style="list-style-type: none"> <li>Veteran's Day</li> </ul>		<ul style="list-style-type: none"> <li>African American History</li> <li>Fred Korematsu Day</li> </ul>	<ul style="list-style-type: none"> <li>National Nutrition Week</li> <li>Arts Education Month</li> <li>Women's History Month</li> </ul>	<ul style="list-style-type: none"> <li>Cesar Chavez</li> <li>Armenian Genocide</li> </ul>	<ul style="list-style-type: none"> <li>National Foster Day Care</li> <li>Day of the Teacher</li> <li>Classified Employees Week</li> </ul>		

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			<ul style="list-style-type: none"> <li>• Anti- Bullying Month</li> <li>• National Inclusion Week</li> <li>• Week of the Administrator</li> </ul>									