

Office of the Superintendent  
Board Services

OPEN/CLOSED AGENDA PREPARATION SCHEDULE

**Tuesday, January 14, 2020 Board Meeting**

Due dates to provide Completed Contract Intake Forms can be found at the following link:

<https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process>

*Friday, December 13	Agenda items must be <b>completely routed and approved</b> in BoardDocs by 12:00 p.m.
*Wednesday, December 18	Consent Agenda Review 11:00 a.m. Prep for Staff Agenda Planning 1:00 p.m. Staff Agenda Planning 4:00 p.m.
*Thursday, December 19	Board Officers Meeting 8:00 a.m.
*Friday, December 20	Distribute Draft agenda to Board Members
Wednesday, January 8	Closed Session Items due via email by noon to Board Services
Thursday, January 9	Closed Session Planning 2:00 p.m.
Friday, January 10	Closed Session agenda Reports Due by noon Publish/Distribute Final agenda 5:00 p.m. Distribute Closed Session agenda 5:00 p.m. Hard copy contracts to Board Services 5:00 p.m.
Tuesday, January 14	BOARD MEETING 3:30/5:00 p.m.

Board members receive draft agenda with exhibits on Friday following Staff Agenda Planning and Board Officers Meetings.

\*Earlier dates due to Winter Break (12/23/19-1/3/20).

011420 prep schedule

Office of the Superintendent  
Board Services

OPEN/CLOSED AGENDA PREPARATION SCHEDULE

**Tuesday, January 28, 2020 Board Meeting and February 4, 2020 Charter Meeting**

Due dates to provide Completed Contract Intake Forms can be found at the following link:

<https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process>

Friday, January 10	BoardDocs submission deadline by noon
Wednesday, January 15	Prep for Charter Review 10:00 a.m. Consent Agenda Review 11:00 a.m. Prep for Staff Agenda Planning 3:00 p.m. Staff Agenda Planning 4:00 p.m.
Thursday, January 16	Board Officers Meeting 8:00 a.m.
Friday, January 17	Distribute Draft agenda to Board Members
Wednesday, January 22	Closed Session Items due via email by noon to Board Services
Thursday, January 23	Closed Session Planning 2:00 p.m.
Friday, January 24	All BoardDocs Items must be completely approved by noon Closed Session Agenda Reports due by noon Publish/Distribute final agenda 5:00 p.m. Distribute Closed Session agenda 5:00 p.m. Hard copy contracts to Board Services 5:00 p.m.
Tuesday, January 28	BOARD MEETING 3:30/5:00 p.m.

Board members receive draft agenda with exhibits on Friday following Staff Agenda Planning and Board Officers Meetings.

012820 prep schedule

Office of the Superintendent  
Board Services

OPEN/CLOSED AGENDA PREPARATION SCHEDULE

**Tuesday, February 11, 2020 Board Meeting**

Due dates to provide Completed Contract Intake Forms can be found at the following link: <a href="https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process">https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process</a>	
Friday, January 24	BoardDocs submission deadline by noon
Wednesday, January 29	Consent Agenda Review 11:00 a.m. Prep for Staff Agenda Planning 1:00 p.m. Staff Agenda Planning 4:00 p.m.
Thursday, January 30	Board Officers Meeting 8:00 a.m.
Friday, January 31	Distribute Draft agenda to Board Members
Wednesday, February 5	Closed Session Items due via email by noon to Board Services
Thursday, February 6	Closed Session Planning 2:00 p.m.
Friday, February 7	All BoardDocs Items must be completely approved by noon Closed Session Agenda Reports due by noon Publish/Distribute final agenda 5:00 p.m. Distribute Closed Session agenda 5:00 p.m. Hard copy contracts to Board Services 5:00 p.m.
Tuesday, February 11	BOARD MEETING 3:30/5:00 p.m.

Board members receive draft agenda with exhibits on Friday following Staff Agenda Planning and Board Officers Meetings.  
021120 prep schedule

Board of Education  
Board Services Office

OPEN/CLOSED AGENDA PREPARATION SCHEDULE

**Tuesday, February 25, 2020 Board Meeting and March 3, 2020 Charter Meeting**

Due dates to provide Completed Contract Intake Forms can be found at the following link:

<https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process>

Friday, February 7	BoardDocs submission deadline by noon
Wednesday, February 12	Prep for Charter Review 10:00 a.m. Consent Agenda Review 11:00 a.m. Prep for Staff Agenda Planning 1:00 p.m. Staff Agenda Planning 4:00 p.m.
Thursday, February 13	Board Officers Meeting 8:00 a.m. *Distribute Draft agenda to Board Members
Wednesday, February 19	Closed Session Items due via email by noon to Board Services
Thursday, February 20	Closed Session Planning 2:00 p.m.
Friday, February 21	All BoardDocs Items must be completely approved by noon Closed Session Agenda Reports due by noon Publish/Distribute final agenda 5:00 p.m. Distribute Closed Session agenda 5:00 p.m. Hard copy contracts to Board Services 5:00 p.m.
Tuesday, February 25	BOARD MEETING 3:30/5:00 p.m.

Board members receive draft agenda with exhibits on Friday following Staff Agenda Planning and Board Officers Meetings.

\*Earlier date due to Presidents Day Holiday (2/14-2/17/20)

022520 prep schedule

Board of Education  
Board Services Office

OPEN/CLOSED AGENDA PREPARATION SCHEDULE

**Tuesday, March 10, 2020 Board Meeting**

Due dates to provide Completed Contract Intake Forms can be found at the following link: <a href="https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process">https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process</a>	
Friday, February 21	BoardDocs submission deadline by noon
Wednesday, February 26	Consent Agenda Review 11:00 a.m. Prep for Staff Agenda Planning 1:00 p.m. Staff Agenda Planning 4:00 p.m.
Thursday, February 27	Board Officers Meeting 8:00 a.m.
Friday, February 28	Distribute Draft agenda to Board Members
Wednesday, March 4	Closed Session Items due via email by noon to Board Services
Thursday, March 5	Closed Session Planning 2:00 p.m.
Friday, March 6	All BoardDocs Items must be completely approved by noon Closed Session Agenda Reports due by noon Publish/Distribute final agenda 5:00 p.m. Distribute Closed Session agenda 5:00 p.m. Hard copy contracts to Board Services 5:00 p.m.
Tuesday, March 10	BOARD MEETING 3:30/5:00 p.m.

Board members receive draft agenda with exhibits on Friday following Staff Agenda Planning and Board Officers Meetings.

031020 prep schedule

Board of Education  
Board Services Office

OPEN/CLOSED AGENDA PREPARATION SCHEDULE

**Tuesday, March 24, 2020 Board Meeting and April 7, 2020 Charter Meeting**

Due dates to provide Completed Contract Intake Forms can be found at the following link:

<https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process>

Friday, March 6	BoardDocs submission deadline by noon
Wednesday, March 11	Prep for Charter Review 10:00 a.m. Consent Agenda Review 11:00 a.m. Prep for Staff Agenda Planning 1:00 p.m. Staff Agenda Planning 4:00 p.m.
Thursday, March 12	Board Officers Meeting 8:00 a.m.
Friday, March 13	Distribute Draft agenda to Board Members
Wednesday, March 18	Closed Session Items due via email by noon to Board Services
Thursday, March 19	Closed Session Planning 2:00 p.m.
Friday, March 20	All BoardDocs Items must be completely approved by noon Closed Session Agenda Reports due by noon Publish/Distribute final agenda 5:00 p.m. Distribute Closed Session agenda 5:00 p.m. Hard copy contracts to Board Services 5:00 p.m.
Tuesday, March 24	BOARD MEETING 3:30/5:00 p.m.

Board members receive draft agenda with exhibits on Friday following Staff Agenda Planning and Board Officers Meetings.

032420 prep schedule

Board of Education  
Board Services Office

OPEN/CLOSED AGENDA PREPARATION SCHEDULE

**Tuesday, April 14, 2020 Board Meeting**

Due dates to provide Completed Contract Intake Forms can be found at the following link:

<https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process>

*Friday, March 20	BoardDocs submission deadline by noon
*Wednesday, March 25	Consent Agenda Review 11:00 a.m. Prep for Staff Agenda Planning 1:00 p.m. Staff Agenda Planning 4:00 p.m.
*Thursday, March 26	Board Officers Meeting 8:00 a.m.
*Friday, March 27	Distribute Draft agenda to Board Members
**Tuesday, April 7	Closed Session Items due via email by noon to Board Services
**Wednesday, April 8	Closed Session Planning 4:00 p.m.
Friday, April 10	All BoardDocs Items must be completely approved by noon Closed Session Agenda Reports due by noon Publish/Distribute final agenda 5:00 p.m. Distribute Closed Session agenda 5:00 p.m. Hard copy contracts to Board Services 5:00 p.m.
Tuesday, April 14	BOARD MEETING 3:30/5:00 p.m.

Board members receive draft agenda with exhibits on Friday following Staff Agenda Planning and Board Officers Meetings.

\*Earlier dates due to Spring Break (3/30-4/3/20).

\*\*Earlier dates due to Passover (4/8/20 @ sundown).

041420 prep schedule

Board of Education  
Board Services Office

OPEN/CLOSED AGENDA PREPARATION SCHEDULE

**Tuesday, April 28, 2020 Board Meeting**

Due dates to provide Completed Contract Intake Forms can be found at the following link: <a href="https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process">https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process</a>	
Friday, April 10	BoardDocs submission deadline by noon
Wednesday, April 15	Consent Agenda Review 11:00 a.m. Prep for Staff Agenda Planning 1:00 p.m. Staff Agenda Planning 4:00 p.m.
Thursday, April 16	Board Officers Meeting 8:00 a.m.
Friday, April 17	Distribute Draft agenda to Board Members
Wednesday, April 22	Closed Session Items due via email by noon to Board Services
Thursday, April 23	Closed Session Planning 2:00 p.m.
Friday, April 24	All BoardDocs Items must be completely approved by noon Closed Session Agenda Reports due by noon Publish/Distribute final agenda 5:00 p.m. Distribute Closed Session agenda 5:00 p.m. Hard copy contracts to Board Services 5:00 p.m.
Tuesday, April 28	BOARD MEETING 3:30/5:00 p.m.

Board members receive draft agenda with exhibits on Friday following Staff Agenda Planning and Board Officers Meetings.

\*Earlier dates than usual.

042820 prep schedule



Board of Education  
Board Services Office

OPEN/CLOSED AGENDA PREPARATION SCHEDULE

**Tuesday, May 12, 2020 Board Meeting**

Due dates to provide Completed Contract Intake Forms can be found at the following link:

<https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process>

Friday, April 24	BoardDocs submission deadline by noon
Wednesday, April 29	Consent Agenda Review 11:00 a.m. Prep for Staff Agenda Planning 1:00 p.m. Staff Agenda Planning 4:00 p.m.
Thursday, April 30	Board Officers Meeting 8:00 a.m.
Friday, May 1	Distribute Draft agenda to Board Members
Wednesday, May 6	Closed Session Items due via email by noon to Board Services
Thursday, May 7	Closed Session Planning 2:00 p.m.
Friday, May 8	All BoardDocs Items must be completely approved by noon Closed Session Agenda Reports due by noon Publish/Distribute final agenda 5:00 p.m. Distribute Closed Session agenda 5:00 p.m. Hard copy contracts to Board Services 5:00 p.m.
Tuesday, May 12	BOARD MEETING 3:30/5:00 p.m.

Board members receive draft agenda with exhibits on Friday following Staff Agenda Planning and Board Officers Meetings.

051220 prep schedule

Board of Education  
Board Services Office

OPEN/CLOSED AGENDA PREPARATION SCHEDULE

**Tuesday, May 26, 2020 Board Meeting, June 2, 2020 Charter Meeting, & June 11, 2020 LCAP Workshop**

Due dates to provide Completed Contract Intake Forms can be found at the following link:

<https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process>

Friday, May 8	BoardDocs submission deadline by noon
Wednesday, May 13	Prep for Charter Review 10:00 a.m. Consent Agenda Review 11:00 a.m. Prep for Staff Agenda Planning 1:00 p.m. Staff Agenda Planning 4:00 p.m.
Thursday, May 14	Board Officers Meeting 8:00 a.m.
Friday, May 15	Distribute Draft agenda to Board Members
Wednesday, May 20	Closed Session Items due via email by noon to Board Services
Thursday, May 21	Closed Session Planning 2:00 p.m.
Friday, May 22	All BoardDocs Items must be completely approved by noon Closed Session Agenda Reports due by noon Publish/Distribute final agenda 5:00 p.m. Distribute Closed Session agenda 5:00 p.m. Hard copy contracts to Board Services 5:00 p.m.
Tuesday, May 26	BOARD MEETING 3:30/5:00 p.m.

Board members receive draft agenda with exhibits on Friday following Staff Agenda Planning and Board Officers Meetings.

052620 prep schedule

Board of Education  
Board Services Office

OPEN/CLOSED AGENDA PREPARATION SCHEDULE

**Tuesday, June 16, 2020 Board Meeting**

Due dates to provide Completed Contract Intake Forms can be found at the following link:

<https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process>

Friday, May 29	BoardDocs submission deadline by noon
Wednesday, June 3	Consent Agenda Review 11:00 a.m. Prep for Staff Agenda Planning 1:00 p.m. Staff Agenda Planning 4:00 p.m.
Thursday, June 4	Board Officers Meeting 8:00 a.m.
Friday, June 5	Distribute Draft agenda to Board Members
*Tuesday, June 9	Closed Session Items due via email by noon to Board Services
*Wednesday, June 10	Closed Session Planning 12:00 p.m.
Friday, June 12	All BoardDocs Items must be completely approved by noon Closed Session Agenda Reports due by noon Publish/Distribute final agenda 5:00 p.m. Distribute Closed Session agenda 5:00 p.m. Hard copy contracts to Board Services 5:00 p.m.
Tuesday, June 16	BOARD MEETING 3:30/5:00 p.m.

Board members receive draft agenda with exhibits on Friday following Staff Agenda Planning and Board Officers Meetings.

\*Earlier dates due to LCAP Workshop on June 11.

061620 prep schedule

Board of Education  
Board Services Office

OPEN/CLOSED AGENDA PREPARATION SCHEDULE

**Tuesday, June 23, 2020 Board Meeting**

Due dates to provide Completed Contract Intake Forms can be found at the following link: <a href="https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process">https://www.sandi.net/staff/strategic-sourcing-and-contracts/contract-agreement-and-amendment-process</a>	
Friday, June 5	BoardDocs submission deadline by noon
Wednesday, June 10	Consent Agenda Review 2:00 p.m. Prep for Staff Agenda Planning 3:00 p.m. Staff Agenda Planning 4:00 p.m. Board Officers Meeting 7:00 p.m.
Friday, June 12	Distribute Draft agenda to Board Members
Wednesday, June 17	Closed Session Items due via email by noon to Board Services
Thursday, June 18	Closed Session Planning 2:00 p.m.
Friday, June 19	All BoardDocs Items must be completely approved by noon Closed Session Agenda Reports due by noon Publish/Distribute final agenda 5:00 p.m. Distribute Closed Session agenda 5:00 p.m. Hard copy contracts to Board Services 5:00 p.m.
Tuesday, June 23	BOARD MEETING 3:30/5:00 p.m.

Board members receive draft agenda with exhibits on Friday following Staff Agenda Planning and Board Officers Meetings.

062320 prep schedule