



Board Meeting Date	Agenda Items & attachments DUE to Supervisor	All Agenda items due to Finance Office to verify funds	All items due to the Superintendent's office	Boardbook Presented to Board of Managers
September 20, 2016	August 19 th 2016	August 21 st 2016	August 26, 2016	September 11 th 2016
October 18, 2016	September 26 th 2016	September 29 th 2016	October 3 rd 2016	October 11 th 2016
November 15, 2016	October 24 th 2016	October 26 th 2016	October 31 st 2016	November 8 th 2016

All departments and campuses must adhere to follow the procedures listed below to expedite the implementation of the action items onto the BoardBook agenda. Failure to comply with these procedures will result in board agenda items not considered for approval.

All board agenda items must be submitted to the Superintendent's office on the scheduled due date for approval. Approval sheet with attachments must be completed. Incomplete items will not be submitted for approval.

- Board Agenda Approval Sheet formatted using a 12 Arial Font.
- The Finance Office will review action items that contain budgetary information to ensure that this item is within your budget allocation. Email all correspondence directly to both the Executive Business Officer and the Executive Business Secretary.
- All items must be **SUBMITTED ELECTRONICALLY** to the Superintendents on the due date noted above in a word document and the attachments in PDF.
- Form 1295 (Certificate of Interested Parties) must include with every board agenda item requiring board approval.