

**TIMELINE
SUBMISSION OF BOARD ITEMS
JULY 2021 – JUNE 2022**

Board Meeting Date	Board Items Due to Executive Secretary in Business and Support Services	Board Items Due to Admin. Assistant Board Operations and Manager II, Supt. Office 12:00 p.m. Blue Sheet (Word)	Exhibits Due to Admin. Assistant Board Operations	Supt. and Pres. Review Executive Secretary Review (Same Day or Friday Before)	Agenda to Print 9:00 a.m. Delivery to Trustees AND Web Posting 3:00 p.m.	Public Hearing Notice Due 10:00 a.m.
		1. Executive Secretaries submit all blue sheets 2. Board Assistant builds agenda		1. Supt. and Board Pres. review agenda 2. Exec. Secretaries review agenda 3. Board Assistant edits agenda	1. Final review with Supt. Office 2. Board Assistant sends electronic file to Print Shop 3. Delivery to Trustees 4. Board Assistant posts on website 1 week before mtg. date, emails out to all employees and sites for posting	1. Public Hearing Notices due to Board Assistant 2. Board Assistant publishes in newspaper 10 days before meeting date 3. Board Assistant posts to website, 10 days before meeting date
Wed. 07/21/21	*Fri. 06/25/21	*Fri. 07/02/21	8th	Mon 07/12/21	Wed. 07/14/21	Thurs. 07/08/21
Wed. 08/18/21	Mon. 07/26/21	Mon. 08/02/21	4th	Mon. 08/09/21	Wed. 08/11/21	Thurs. 08/05/21
Wed. 09/15/21	Mon. 08/23/21	Mon. 08/30/21	1st	*Tues. 09/07/21	Wed. 09/08/21	Thurs. 09/02/21
Wed. 10/06/21 (Workshop-If needed)	Thurs. 9/16/21	Mon. 9/20/21	22nd	Mon. 09/27/21	Wed. 09/29/21	Thurs. 09/23/21
Wed. 10/20/21	Mon. 9/27/21	Mon. 10/04/21	6th	Mon. 10/11/21	Wed. 10/13/21	Thurs. 10/07/21
Wed. 11/03/21	Mon. 10/11/21	Mon. 10/18/21	20th	Mon. 10/25/21	Wed. 10/27/21	Thurs. 10/21/21
Wed. 12/15/21	*Mon. 11/15/21	Mon. 11/29/21	1st	Mon. 12/06/21	Wed. 12/08/21	Thurs. 12/02/21
Wed. 01/19/22	*Mon. 12/20/21	Mon. 01/03/22	5th	Mon. 01/10/22	Wed. 01/12/22	Thurs. 01/06/22
Wed. 02/16/22	Mon. 01/24/22	Mon. 01/31/22	2nd	Mon. 02/07/22	Wed. 02/09/22	Thurs. 02/03/22
Wed. 03/02/22 (Workshop-If needed)	*Wed. 02/09/22	*Tues. 02/15/22	16 th	Mon. 02/21/22	Wed. 02/23/22	Thurs. 02/17/22
Wed. 03/16/22	Mon. 02/21/22	Mon. 02/28/22	2nd	Mon. 03/07/22	Wed. 03/09/22	Thurs. 03/03/22
Wed. 04/20/22	*Mon. 03/21/22	*Mon. 03/28/22	29th	Mon. 04/11/22	Wed. 04/13/22	*Thurs. 03/31/22
Wed. 05/04/22 (Workshop-If needed)	Thurs. 04/14/22	Mon. 04/18/22	20th	Mon. 04/25/22	Wed. 04/27/22	Thurs. 04/21/22
Wed. 05/18/22	Mon. 04/25/22	Mon. 05/02/22	4th	Mon. 05/09/22	Wed. 05/11/22	Thurs. 05/05/22
Wed. 06/15/22	*Fri. 05/20/22	*Fri. 05/27/22	1st	Mon. 06/06/22	Wed. 06/08/22	Thurs. 06/02/22

*Denotes different submission date due to holiday.

Independence Day July 5, 2021
 Labor Day Sept 6, 2021
 Veterans Day Nov 11, 2021
 Thanksgiving Recess Nov 22 – 26, 2021
 Winter Recess Dec 20 – Jan 2, 2022

Dr. M. Luther King Day Jan 17, 2022
 Presidents Weekend Feb 11 – 14, 2022
 Spring Recess April 4 – 8, 2022
 Memorial Day May 30, 2022