



BOARD OF SCHOOL TRUSTEES
KELLER INDEPENDENT SCHOOL DISTRICT

11C. Report

Date: August 13, 2009

SUBJECT: YEARLY MEETING AND BOARD AGENDA CALENDARS

BOARD GOALS:

- All students will achieve educational excellence.
- All systems in the Keller Independent School District will be effective, efficient, and accountable in support of the district’s mission.
- The Keller Independent School District will recruit, develop, and retain a diverse highly qualified staff.
- The Keller Independent School District will develop and promote positive community relations through effective communication, the involvement of stakeholders, and the establishment of business and community partnerships.
- Keller Independent School District facilities and services will be operated in a safe manner so that all students and employees may thrive in a secure and nurturing environment.

FISCAL NOTE: None

Background Information:

- Routine Board agenda items remain from previous years with priority Board items included on a yearly basis.
- Items are noted on the yearly Board meeting agenda calendar as preview/action, reports, web postings, and Friday Updates, etc.

Administrative Considerations:

- A working board agenda calendar for 2009-2010 will be provided.
- Revisions will be made and reported to you throughout the year as needed.

Communication Deployment:

- Board Meeting Minutes

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Respectfully submitted,

James R. Veitenheimer
Superintendent

BOARD MEETING AGENDA CALENDAR 2009-2010

AUGUST
(Thursdays, August 13 and 27)

EXECUTIVE SESSION

Employment Recommendations

PREVIEW/ACTION ITEMS

Minutes
Employment Recommendations
Employee Benefits (as appropriate)
Stipend List
Acute Shortage Area Designations
Budget Amendments
Budget Hearing/Approval of Next Year/Final Amendment Current Year
Tax Rate Adoption
Bids/Bid Renewals
Purchases Exceeding \$25,000

James Veitenheimer
Penny Benz
Gina McKenzie
Penny Benz
Penny Benz
Kent Morrison
Kent Morrison
Kent Morrison
Mark Youngs
Mark Youngs

REPORTS

Outstanding Achievements of Students & Educators
District Improvement Plan (Fourth Quarterly)
Yearly Board Agenda Calendar
Budget Review

Shellie Johnson
Karin Holacka
James Veitenheimer
Kent Morrison

WEB POSTINGS

Outstanding Achievements of Students & Educators
District Improvement Plan (Fourth Quarterly)
Yearly Board Agenda Calendar
Budget Review
Credit by Exam Summary
Investments Summary
Monthly Financial Summary
Collection of Ad Valorem Taxes
Check Register

Shellie Johnson
Karin Holacka
James Veitenheimer
Kent Morrison
Amanda Barrios
Kent Morrison
Kent Morrison
Kent Morrison
Kent Morrison

FRIDAY UPDATES

Legal Update
District Student and Parent Handbooks

Business Operations

Amanda Bigbee
Karin Holacka
Charles Carroll
Mark Smith
Mark Youngs

BOARD NOTES

Budget Workshop

SEPTEMBER
(Thursday, September 24)

EXECUTIVE SESSION

Employment Recommendations

HEARINGS

Schools First

Kent Morrison

PREVIEW/ACTION ITEMS

Minutes

Employment Recommendations

District Performance Objectives

James Veitenheimer

Penny Benz

Karin Holacka

Charles Carroll

Mark Smith

Mark Smith

Karin Holacka

Deana Lopez

Kent Morrison

Mark Youngs

Mark Youngs

High School Allotment Performance Objectives

Class Size Waiver

School Health Advisory Council

Budget Amendments

Bids/Bid Renewals

Purchases Exceeding \$25,000

REPORTS

Outstanding Achievements of Students & Educators

Curriculum and Instruction Program

Texas Primary Reading Inventory (TPRI) and Tejas Lee

Library Media Services

Annual Administrative Regulations Update

Administrative Services

Demographics/Housing Update

Security Update

Financial Disclosures

Shellie Johnson

Deana Lopez

Laura Lockhart/Mary Martin

Susan Stitt

Karin Holacka

Karin Holacka/Charles Carroll/Mark Smith

Jeff Baker

Jeff Baker

Kent Morrison

WEB POSTINGS

Outstanding Achievements of Students & Educators

Curriculum and Instruction Program

Library Media Services

Texas Primary Reading Inventory (TPRI) and Tejas Lee

Administrative Services

Shellie Johnson

Deana Lopez

Susan Stitt

Laura Lockhart

Mary Martin

Karin Holacka

Charles Carroll

Mark Smith

Kent Morrison

Jeff Baker

Kent Morrison

Kent Morrison

Kent Morrison

Kent Morrison

Financial Disclosures

Demographics/Housing Update

Investments Summary

Collection of Ad Valorem Taxes

Monthly Financial Summary

Check Register

FRIDAY UPDATE

Special Education Extended School Year Program

Business Operations

Child Nutrition Services

Transportation

Heather Hughes

Mark Youngs

Vicki Burris

Vicki Burris

BOARD NOTES

Review effectiveness of teambuilding.

Review Board goals and update on progress.

OCTOBER
(Thursdays, October 8 and 22)

EXECUTIVE SESSION

Employment Recommendations
Teacher Turnover

Penny Benz

PREVIEW/ACTION ITEMS

Minutes
Employment Recommendations
Calendar for Adopting Textbooks/Textbook Committee
New Course Offerings

James Veitenheimer
Penny Benz
Laura Lockhart
Deana Lopez
Mark Smith
Kent Morrison
Mark Youngs
Mark Youngs

Budget Amendments
Bids/Bid Renewals
Purchases Exceeding \$25,000

REPORTS

Outstanding Achievements of Students & Educators
District Improvement Plan Summary
Student Assessment (ACT, SAT, AP)
Student Assessment (Texas English Language Proficiency Assessment System (TELPAS)
English as a Second Language (ESL)/Bilingual Programs
Differentiated Staffing Summary
Campus Improvement Planning Carousel
Operations Division Annual Update
10 Year Business Strategic Plan

Shellie Johnson
Karin Holacka
Deana Lopez
Mary Martin

Mary Martin
Penny Benz
Karin Holacka
Vicki Burris
Mark Youngs

WEB POSTINGS

Outstanding Achievements of Students & Educators
District Improvement Plan Summary
Student Assessment (ACT, SAT, AP)
Student Assessment (Texas English Language Proficiency Assessment System (TELPAS)
English as a Second Language (ESL)/Bilingual Programs
Campus Improvement Plans (on campus websites)

Shellie Johnson
Karin Holacka
Deana Lopez
Mary Martin

Operations Division Annual Update
10 Year Business Strategic Plan
Investments Summary
Collection of Ad Valorem Taxes
Monthly Financial Summary
Check Register

Mary Martin
Karin Holacka
Charles Carroll
Mark Smith
Vicki Burris
Mark Youngs
Kent Morrison
Kent Morrison
Kent Morrison

FRIDAY UPDATES

Teacher Professional Development
Business Operations

Kevin Hood
Mark Youngs

BOARD NOTES

Board reviews Superintendent evaluation policy and confirms dates and process for January Supt. summative evaluation
Superintendent Formative Evaluation

James Veitenheimer

NOVEMBER
(Thursday, November 19))

EXECUTIVE SESSION

Employment Recommendations

PREVIEW/ACTION ITEMS

Minutes
Employment Recommendations
Candidate for Election to the Board of the Tarrant Appraisal District
Budget Amendments
Bids/Bid Renewals
Purchases Exceeding \$25,000

James Veitenheimer
Penny Benz
James Veitenheimer
Kent Morrison
Mark Youngs
Mark Youngs

REPORTS

Outstanding Achievements of Students & Educators
Communications Plan
Performance-Based Monitoring System (PBMS)
Organizational Improvement
Technology/Instructional Technology

Shellie Johnson
Shellie Johnson
Deana Lopez
Kevin Hood
Joe Griffin
Lisa Ham
Karin Holacka
Amanda Barrios
Van Hogle

District Improvement Plan (First Quarterly)
Adequate Yearly Progress
NCLB Highly Qualified Teachers

WEB POSTINGS

Outstanding Achievements of Students & Educators
Communications Plan
Performance-Based Monitoring System (PBMS)
Organizational Improvement
Technology/Instructional Technology

Shellie Johnson
Shellie Johnson
Deana Lopez
Kevin Hood
Joe Griffin
Lisa Ham
Karin Holacka
Amanda Barrios
Van Hogle
Kent Morrison
Kent Morrison
Kent Morrison

District Improvement Plan (First Quarterly)
Adequate Yearly Progress
NCLB Highly Qualified Teachers
Investments Summary
Monthly Financial Summary
Collection of Ad Valorem Taxes
Check Register

FRIDAY UPDATES

First Nine Weeks Attendance

Karin Holacka
Charles Carroll
Mark Smith
Amanda Bigbee
Mark Youngs

Legal Update
Business Operations

BOARD NOTES

Board workshop to review and update district goals using data
from most recent AEIS report.
Board of Trustees Self Evaluation

DECEMBER
(Thursday, December 10)

EXECUTIVE SESSION

Employment Recommendations

PREVIEW/ACTION ITEMS

Minutes

Employment Recommendations

TASB Participation Renewal

Budget Amendments

Bids/Bid Renewals

Purchases Exceeding \$25,000

James Veitenheimer

Penny Benz

James Veitenheimer

Kent Morrison

Mark Youngs

Mark Youngs

REPORTS

Outstanding Achievements of Students & Educators

Intervention Programs

Counseling Program

Announcement of Board Training Hours

Shellie Johnson

Deana Lopez

Scott Kessel

James Veitenheimer

WEB POSTINGS

Outstanding Achievements of Students & Educators

Intervention Programs

Counseling Program

Announcement of Board Training Hours

Investments Summary

Collection of Ad Valorem Taxes

Monthly Financial Summary

Check Register

Shellie Johnson

Deana Lopez

Scott Kessel

James Veitenheimer

Kent Morrison

Kent Morrison

Kent Morrison

Kent Morrison

FRIDAY UPDATES

Release of AEIS Report

Business Operations

Amanda Barrios

Mark Youngs

BOARD NOTES

Prepare for Superintendent summative in January.

Board self-evaluation.

JANUARY
(Thursdays, January 14 and 28)

EXECUTIVE SESSION

Employment Recommendations

HEARINGS

AEIS

Amanda Barrios

PREVIEW/ACTION ITEMS

Minutes
Employment Recommendations
Class Size Waivers
Audit Report
Budget Amendments
Investment Policy [CDA (Legal) & CDA (Local)]
Participation in TEXPOOL, Logic, and Texstar Investment Groups
Bids/Bid Renewals
Purchases Exceeding \$25,000
Superintendent Contract

James Veitenheimer
Penny Benz
Karin Holacka
Kent Morrison
Kent Morrison
Kent Morrison
Kent Morrison
Mark Youngs
Mark Youngs
James Veitenheimer

REPORTS

Outstanding Achievements of Students & Educators
Career/Technology Education Program (CTE)
District Improvement Plan (Second Quarterly)
Annual Report on Policy Implementation and Effectiveness
Human Resources
Update on Demographics and Enrollment Projections
Preliminary Budget Assumptions and Anticipated Expenditures
10 Year Business Strategic Plan

Shellie Johnson
Sheila Grubbs
Karin Holacka
Karin Holacka
Penny Benz
Jeff Baker
Kent Morrison
Mark Youngs

WEB POSTINGS

Outstanding Achievements of Students & Educators
District Improvement Plan (Second Quarterly)
Update on Demographics and Enrollment Projections
Encumbrance Accounting and State School Funding
10 Year Business Strategic Plan
Superintendent's Contract
Career/Technology Education Program (CTE)
Human Resources
Investments Summary
Collection of Ad Valorem Taxes
Monthly Financial Summary
Check Register

Shellie Johnson
Karin Holacka
Jeff Baker
Mark Youngs
Mark Youngs
James Veitenheimer
Sheila Grubbs
Penny Benz
Kent Morrison
Kent Morrison
Kent Morrison
Kent Morrison

FRIDAY UPDATES

PSAT Preliminary Results
Business Operations

Amanda Barrios
Mark Youngs

BOARD NOTES

Develop Board performance goals
Superintendent Summative Evaluation
Review/Reaffirm/Adopt District Vision Statement
Review Effectiveness of Board Team Building

James Veitenheimer
James Veitenheimer
James Veitenheimer

FEBRUARY
(Thursdays, February 11 and 25)

EXECUTIVE SESSION

Employment Recommendations
Administrative Contracts

Penny Benz

PREVIEW/ACTION ITEMS

Minutes
Employment Recommendations
Employment Contracts for Administrators
Order for Board of School Trustee Election
Recommendations for Closed Campuses
District Staffing Plan
Budget Amendments
Bids/Bid Renewals
Purchases Exceeding \$25,000

James Veitenheimer
Penny Benz
Penny Benz
James Veitenheimer
Jeff Baker
Penny Benz
Kent Morrison
Mark Youngs
Mark Youngs

REPORTS

Outstanding Achievements of Students & Educators
Compliance of Board of School Trustees Training Hours
Budget Assumptions

Shellie Johnson
James Veitenheimer
Kent Morrison

WEB POSTINGS

Outstanding Achievements of Students & Educators
Investments Summary
Monthly Financial Summary
Collection of Ad Valorem Taxes
Check Register

Shellie Johnson
Kent Morrison
Kent Morrison
Kent Morrison
Kent Morrison

FRIDAY UPDATES

Second Nine Weeks Attendance

Legal Update
Business Operations

Karin Holacka
Charles Carroll
Mark Smith
Amanda Bigbee
Mark Youngs

BOARD NOTES

Develop Supt. performance goals.
Review Supt. instrument and process.
Adopt new/make changes as necessary.
Review Board evaluation instrument and process

MARCH
(Thursday, March 11)

EXECUTIVE SESSION

Employment Recommendations
Professional Instructional Staff Contracts

Penny Benz

PREVIEW/ACTION ITEMS

Minutes
Employment Recommendations
Textbook Adoption
Budget Amendments
Bids/Bid Renewals
Purchases Exceeding \$25,000
School Calendar
Calendar Waivers

James Veitenheimer
Penny Benz
Laura Lockhart
Kent Morrison
Mark Youngs
Mark Youngs
Kevin Hood
Kevin Hood

REPORTS

Outstanding Achievements of Students & Educators
District Improvement Plan (Third Quarterly)
Student Transfer Process

Shellie Johnson
Karin Holacka
Karin Holacka
Charles Carroll
Mark Smith
Kent Morrison

Budget Assumptions

WEB POSTINGS

Outstanding Achievements of Students & Educators
District Improvement Plan (Third Quarterly)
Investments Summary
Collection of Ad Valorem Taxes
Monthly Financial Summary
Check Register

Shellie Johnson
Karin Holacka
Kent Morrison
Kent Morrison
Kent Morrison
Kent Morrison

FRIDAY UPDATES

Business Operations

Mark Youngs

BOARD NOTES

APRIL
(Thursdays, April 8 and 22)

EXECUTIVE SESSION

Employment Recommendations
Professional Instructional Staff Contracts

Penny Benz

PREVIEW/ACTION ITEMS

Minutes
Employment Recommendations
Employment Contracts for Professional Instructional Staff
Budget Amendments
Employment of District Auditors
Bids/Bid Renewals
Purchases Exceeding \$25,000
Food Service Management Contract Renewal/Meal Price Review

James Veitenheimer
Penny Benz
Penny Benz
Kent Morrison
Kent Morrison
Mark Youngs
Mark Youngs
Mark Youngs

REPORTS

Outstanding Achievements of Students & Educators
Athletics and Fine Arts

Shellie Johnson
Bob DeJonge
David Stevens
Heather Hughes
Kent Morrison
Mark Youngs

Special Education Program
Budget Assumptions
10 Year Business Strategic Plan

WEB POSTINGS

Outstanding Achievements of Students & Educators
Athletics and Fine Arts

Shellie Johnson
Bob DeJonge
David Stevens
Heather Hughes
Kent Morrison
Kent Morrison
Kent Morrison
Kent Morrison
Mark Youngs

Special Education Program
Investments Summary
Collection of Ad Valorem Taxes
Monthly Financial Summary
Check Register
10 Year Business Strategic Plan

FRIDAY UPDATES

Third Nine Weeks Attendance

Karin Holacka
Charles Carroll
Mark Smith
Mark Youngs

Business Operations

BOARD NOTES

Superintendent incorporates priorities from district goals and
Superintendent performance goals into DIP and budget for next year.
Review Board goals and update on progress.
Superintendent Formative Evaluation

James Veitenheimer

MAY
(Thursdays, May 13 and 27)

EXECUTIVE SESSION

Employment Recommendations

PREVIEW/ACTION ITEMS

Minutes
Employment Recommendations
Election Canvass/Seat Board/Administer Oath of Office
Reorganization of the Board of School Trustees
Delegate for Assembly (and Alternate)
Budget Amendments
Ad Valorem Tax Collections Contract
Bids/Bid Renewals
Purchases Exceeding \$25,000
Transportation Contract Renewal

James Veitenheimer
Penny Benz
James Veitenheimer
James Veitenheimer
James Veitenheimer
Kent Morrison
Kent Morrison
Mark Youngs
Mark Youngs
Mark Youngs

REPORTS

Outstanding Achievements of Students & Educators
Academic Excellence Awards Presentation
Preliminary TAKS Results
Summer Construction/Renovation/Maintenance

Shellie Johnson
Mark Smith
James Veitenheimer
John Gann
Hudson Huff
Kent Morrison

Budget Assumptions

WEB POSTINGS

Outstanding Achievements of Students & Educators
Academic Excellence Awards Presentation
Preliminary TAKS Results
Summer Construction/Renovation/Maintenance

Shellie Johnson
Mark Smith
James Veitenheimer
John Gann
Hudson Huff
Bob DeJonge
Kent Morrison
Kent Morrison
Kent Morrison
Kent Morrison

Natatorium
Investments Summary
Monthly Financial Summary
Collection of Ad Valorem Taxes
Check Register

FRIDAY UPDATES

Summer School Program

Karin Holacka
Charles Carroll
Mark Smith
Amanda Bigbee
Mark Youngs

Legal Update
Business Operations

BOARD NOTES

Superintendent and Board clarify vision and mission and update
Long range plans for the district.
Board of Trustees Election
Reorganization of the Board of Trustees
New Member Orientation

JUNE
(Thursday, June 17)

EXECUTIVE SESSION

Employment Recommendations

PREVIEW/ACTION ITEMS

Minutes
Employment Recommendations
Education Service Center Contracts
Federal Funding for Special Education
Federal Program Applications
Depository Bid Contract (odd years only)
Delinquent Tax Collection Contract
Budget Amendments
Bids/Bid Renewals
Purchases Exceeding \$25,000

James Veitenheimer
Penny Benz
Deana Lopez
Heather Hughes
Deana Lopez
Kent Morrison
Kent Morrison
Kent Morrison
Mark Youngs
Mark Youngs

REPORTS

Outstanding Achievements of Students & Educators
Budget Review/Compensation Report

Shellie Johnson
Kent Morrison
Penny Benz
Karin Holacka

District Improvement Plan (Fourth Quarterly)

Health Services
Campus Plan Celebration Carousel
Budget Assumptions and Anticipated Expenditures

Cindy Harton
Karin Holacka
Kent Morrison

WEB POSTINGS

Outstanding Achievements of Students & Educators
Budget Review/Compensation Report

Shellie Johnson
Kent Morrison
Penny Benz
Karin Holacka
Cindy Harton
Kent Morrison
Kent Morrison
Kent Morrison
Kent Morrison

District Improvement Plan (Fourth Quarterly)
Health Services
Investments Summary
Collection of Ad Valorem Taxes
Monthly Financial Summary
Check Register

FRIDAY UPDATES

Fourth Nine Weeks & Year End Attendance

Karin Holacka
Charles Carroll
Mark Smith
Amanda Bigbee
Mark Youngs

Board Member Conflict of Interest
Business Operations

BOARD NOTES

Review Supt. evaluation process and Supt. goals with new Board members.
Board teambuilding
Review/revise Board Standard Operating Procedures.
Review Board goals with new members.
Budget Workshop

JULY
(TBD)

EXECUTIVE SESSION

Employment Recommendations

PREVIEW/ACTION ITEMS

Minutes

Employment Recommendations

Student Code of Conduct

Memorandum of Understanding with JJAEP

Shared Services Agreement – Regional Day School Program for Deaf

Benefits – Third Party Administrator (TPA)

Budget Amendments

Collection of Ad Valorem Taxes Contract

Bids/Bid Renewals

Purchases Exceeding \$25,000

School Security Initiative – Police Department Contracts

James Veitenheimer

Penny Benz

Karin Holacka

Charles Carroll

Mark Smith

Mark Smith

Heather Hughes

Gina McKenzie

Kent Morrison

Kent Morrison

Mark Youngs

Mark Youngs

Jeff Baker

REPORTS

Outstanding Achievements of Students & Educators

TAKS – Student Performance Data Review

Keller Learning Center

Construction/Facilities Update

Child Nutrition Services

Transportation

Budget Assumptions and Anticipated Expenditures

10 Year Business Strategic Plan

Shellie Johnson

James Veitenheimer

Mark Smith

Vicki Burris

Vicki Burris

Kent Morrison

Mark Youngs

WEB POSTINGS

Outstanding Achievements of Students & Educators

TAKS – Student Performance Data Review

Construction/Facilities Update

Keller Learning Center

Investments Summary

Collection of Ad Valorem Taxes

Monthly Financial Summary

Check Register

10 Year Business Strategic Plan

Shellie Johnson

James Veitenheimer

Mark Smith

Kent Morrison

Kent Morrison

Kent Morrison

Kent Morrison

Mark Youngs

FRIDAY UPDATES

Summer School

Truancy Report

Business Operations

Karin Holacka

Charles Carroll

Mark Smith

Karin Holacka

Charles Carroll

Mark Smith

Mark Youngs

BOARD NOTES

Superintendent's State of the District report to Board

Superintendent Formative Evaluation/Goal Setting

Review/Revise District Goals

Review/Revise Board Standard Operating Procedures

Board Team Building

Budget Workshop

James Veitenheimer

James Veitenheimer

James Veitenheimer

James Veitenheimer