



BOARD OF SCHOOL TRUSTEES  
KELLER INDEPENDENT SCHOOL DISTRICT

**12A. Report**

**Date: August 26, 2010**

**SUBJECT: YEARLY BOARD AGENDA CALENDAR**

**FUNCTION: Governance**

**DISTRICT KEY STRATEGIC PRIORITY:**

- Educational Excellence
- Excellence in Student, Parent, and Community Relations
- Excellence in Operational Processes and Systems
- Employee Excellence and Organizational Improvement
- Excellence in Financial Stewardship

**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:**

- 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 2010-2011

AUGUST  
(Thursdays, August 12 and 26)

## EXECUTIVE SESSION

Employment Recommendations

## HEARINGS

Proposed Budget and Tax Rate

## PREVIEW/ACTION ITEMS

Minutes  
Employment Recommendations  
Employee Benefits  
Acute Shortage Area Designations  
Student Code of Conduct  
District Performance Objectives  
Memorandum of Understanding with JJAEP  
Shared Services Agreement – Regional Day School Program for Deaf  
School Security Initiative – Police Department Contracts  
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  
Michelle Whiteley  
Penny Benz  
Mark Smith  
Karin Holacka  
Mark Smith  
Heather Hughes  
Jeff Baker  
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  
Investments Summary  
Monthly Financial Summary  
Collection of Ad Valorem Taxes  
Check Register

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

## FRIDAY UPDATES

District Student and Parent Handbooks  
Adequate Yearly Progress

Mark Smith  
Deana Lopez

## BOARD NOTES

Budget Workshop

**SEPTEMBER**  
**(Thursday, September 9)**

**EXECUTIVE SESSION**

Employment Recommendations

**HEARINGS**

Schools First

Mark Youngs

**PREVIEW/ACTION ITEMS**

Minutes

Employment Recommendations

District Performance Objectives

Class Size Waiver

School Health Advisory Council

Resolution and Agreement Regarding Extracurricular Status

Of 4-H Organization

Budget Amendments

Bids/Bid Renewals

Purchases Exceeding \$25,000

James Veitenheimer

Penny Benz

Karin Holacka

Mark Smith

Mark Smith/Cindy Harton

Amanda Bigbee

Kent Morrison

Mark Youngs

Mark Youngs

**REPORTS**

Outstanding Achievements of Students & Educators

K-2 Reading Assessment

Adequate Yearly Progress

Annual Administrative Regulations Update

Summer Construction Update

Community Storehouse

Delinquent Tax Collections

Shellie Johnson

Deana Lopez

Deana Lopez

Mark Smith

Hudson Huff

Scott Kessel

Kent Morrison

**WEB POSTINGS**

Outstanding Achievements of Students & Educators

K-2 Reading Assessment

Adequate Yearly Progress

Summer Construction Update

Investments Summary

Collection of Ad Valorem Taxes

Monthly Financial Summary

Check Register

Shellie Johnson

Deana Lopez

Deana Lopez

Hudson Huff

Kent Morrison

Kent Morrison

Kent Morrison

Kent Morrison

**FRIDAY UPDATE**

Special Education Extended School Year Program

TAC/DEIC/Diversity/Non-Exempt Advisory Committees Update

Heather Hughes

Karin Holacka

Charles Carroll

Mark Smith

Vicki Burris

**BOARD NOTES**

Review effectiveness of teambuilding.

Review Board goals and update on progress.

**OCTOBER**  
**(Thursday, October 14)**

**EXECUTIVE SESSION**

Employment Recommendations  
Teacher Turnover

Penny Benz

**PREVIEW/ACTION ITEMS**

Minutes  
Employment Recommendations  
Calendar for Adopting Textbooks/Textbook Committee  
Budget Amendments  
Bids/Bid Renewals  
Purchases Exceeding \$25,000

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

**REPORTS**

Outstanding Achievements of Students & Educators  
District Improvement Plan  
Student Assessment (ACT, SAT, AP)  
Student Assessment (Texas English Language Proficiency Assessment System - TELPAS, LEP/Language Data)  
Campus Improvement Planning Carousel  
10 Year Business Plan

Shellie Johnson  
Karin Holacka  
Deana Lopez  
Deana Lopez  
  
Karin Holacka  
Vicki Burris

**WEB POSTINGS**

Outstanding Achievements of Students & Educators  
District Improvement Plan  
Student Assessment (ACT, SAT, AP)  
Student Assessment (Texas English Language Proficiency Assessment System - TELPAS, LEP/Language Data)  
Campus Improvement Plans (on campus websites)  
  
10 Year Business Plan  
Investments Summary  
Collection of Ad Valorem Taxes  
Monthly Financial Summary  
Check Register

Shellie Johnson  
Karin Holacka  
Deana Lopez  
Deana Lopez  
  
Karin Holacka  
Charles Carroll  
Vicki Burris  
Kent Morrison  
Kent Morrison  
Kent Morrison  
Kent Morrison

**FRIDAY UPDATES**

First Six Weeks Attendance

Mark Smith

**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 18)**

**EXECUTIVE SESSION**

Employment Recommendations

**PREVIEW/ACTION ITEMS**

Minutes

Employment Recommendations

Renewal Agreement for the After-School

Program Between Keller ISD and the City of Fort Worth

Candidate for Election to the Board of the Tarrant Appraisal District

Budget Amendments

Bids/Bid Renewals

Purchases Exceeding \$25,000

James Veitenheimer

Penny Benz

Mark Youngs

Mark Youngs

Kent Morrison

Mark Youngs

Mark Youngs

**REPORTS**

Outstanding Achievements of Students & Educators

NCLB Highly Qualified Teachers

Core Functions Carousel

Shellie Johnson

Johjania Najera

Karin Holacka

**WEB POSTINGS**

Outstanding Achievements of Students & Educators

NCLB Highly Qualified Teachers

Investments Summary

Monthly Financial Summary

Collection of Ad Valorem Taxes

Check Register

Shellie Johnson

Johjania Najera

Kent Morrison

Kent Morrison

Kent Morrison

Kent Morrison

**FRIDAY UPDATES**

Second Six Weeks Attendance

Performance-Based Monitoring System (PBMS)

Mark Smith

Deana Lopez

**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 9)**

**EXECUTIVE SESSION**

Employment Recommendations

**PREVIEW/ACTION ITEMS**

Minutes  
Employment Recommendations  
High School Allotment Performance Objectives  
TASB Participation Renewal  
Budget Amendments  
Bids/Bid Renewals  
Purchases Exceeding \$25,000

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

**REPORTS**

Outstanding Achievements of Students & Educators  
Announcement of Board Training Hours

Shellie Johnson  
James Veitenheimer

**WEB POSTINGS**

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

Shellie Johnson  
James Veitenheimer  
Kent Morrison  
Kent Morrison  
Kent Morrison  
Kent Morrison

**FRIDAY UPDATES**

Release of AEIS Report

Amanda Barrios

**BOARD NOTES**

Prepare for Superintendent summative in January.  
Board self-evaluation.

**JANUARY**  
**(Thursdays, January 13 and 27)**

**EXECUTIVE SESSION**

Employment Recommendations

**HEARINGS**

AEIS

Amanda Barrios

**PREVIEW/ACTION ITEMS**

Minutes

James Veitenheimer

Employment Recommendations

Penny Benz

Class Size Waivers

Mark Smith

2009-10 Comprehensive Annual Financial Report (CAFR)

Kent Morrison

Budget Amendments

Kent Morrison

Investment Policy [CDA (Legal) & CDA (Local)]

Kent Morrison

Participation in TEXPOOL, Logic, and Texstar Investment Groups

Kent Morrison

Bids/Bid Renewals

Mark Youngs

Purchases Exceeding \$25,000

Mark Youngs

Superintendent Contract

James Veitenheimer

**REPORTS**

Outstanding Achievements of Students & Educators

Shellie Johnson

Update on Demographics and Enrollment Projections -

Hudson Huff

Third Quarter Demographics

Preliminary Budget Assumptions and Anticipated Expenditures

Kent Morrison

10 Year Business Plan

Vicki Burris

Community Storehouse

Scott Kessel

**WEB POSTINGS**

Outstanding Achievements of Students & Educators

Shellie Johnson

Update on Demographics and Enrollment Projections

Hudson Huff

Third Quarter Demographics

Encumbrance Accounting and State School Funding

Mark Youngs

10 Year Business Plan

Vicki Burris

Superintendent's Contract

James Veitenheimer

Investments Summary

Kent Morrison

Collection of Ad Valorem Taxes

Kent Morrison

Monthly Financial Summary

Kent Morrison

Check Register

Kent Morrison

**FRIDAY UPDATES**

PSAT Preliminary Results

Amanda Barrios

Third Six Weeks Attendance

Mark Smith

**BOARD NOTES**

Develop Board performance goals

James Veitenheimer

Superintendent Summative Evaluation

James Veitenheimer

Review/Reaffirm/Adopt District Vision Statement

James Veitenheimer

Review Effectiveness of Board Team Building

Board Appreciation Month

**FEBRUARY**  
**(Thursdays, February 10 and 24)**

**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  
Textbook Adoption  
District Staffing Plan  
Budget Amendments  
Bids/Bid Renewals  
Purchases Exceeding \$25,000

James Veitenheimer  
Penny Benz  
Penny Benz  
James Veitenheimer  
Hudson Huff  
Deana Lopez  
Penny Benz  
Kent Morrison  
Mark Youngs  
Mark Youngs

**REPORTS**

Outstanding Achievements of Students & Educators  
District Strategic Improvement Plan (Second Quarterly)  
District Technology Plan  
Compliance of Board of School Trustees Training Hours  
Preliminary Budget Assumptions and Anticipated Expenditures

Shellie Johnson  
Karin Holacka  
Joe Griffin  
James Veitenheimer  
Kent Morrison

**WEB POSTINGS**

Outstanding Achievements of Students & Educators  
District Strategic Improvement Plan (Second Quarterly)  
District Technology Plan  
Compliance of Board of School Trustees Training Hours  
Investments Summary  
Monthly Financial Summary  
Collection of Ad Valorem Taxes  
Check Register

Shellie Johnson  
Karin Holacka  
Joe Griffin  
James Veitenheimer  
Kent Morrison  
Kent Morrison  
Kent Morrison  
Kent Morrison

**FRIDAY UPDATES**

Fourth Six Weeks Attendance

Mark Smith

**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 10)**

**EXECUTIVE SESSION**

Employment Recommendations  
Professional Instructional Staff Contracts

Penny Benz

**PREVIEW/ACTION ITEMS**

Minutes  
Employment Recommendations  
Textbook Adoption  
2012-2013 School Calendar/Calendar Waivers  
Budget Amendments  
Bids/Bid Renewals  
Purchases Exceeding \$25,000  
School Calendar  
Calendar Waivers

James Veitenheimer  
Penny Benz  
Deana Lopez  
Karin Holacka  
Kent Morrison  
Mark Youngs  
Mark Youngs  
Kevin Hood  
Kevin Hood

**REPORTS**

Outstanding Achievements of Students & Educators  
Preliminary Budget Assumptions and Anticipated Expenditures

Shellie Johnson  
Kent Morrison

**WEB POSTINGS**

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

Shellie Johnson  
Kent Morrison  
Kent Morrison  
Kent Morrison  
Kent Morrison

**FRIDAY UPDATES**

Student Transfer Process

Mark Smith

**BOARD NOTES**

**APRIL**  
**(Thursdays, April 14 – FRHS and April 28 - KHS)**

**EXECUTIVE SESSION**

Employment Recommendations  
Professional Instructional Staff Contracts

Penny Benz

**PREVIEW/ACTION ITEMS**

Minutes  
Employment Recommendations  
Employment Contracts for Professional Instructional Staff  
Budget Amendments  
2012-2013 School Calendar/Calendar Waivers  
Employment of District Auditors  
Bids/Bid Renewals  
Purchases Exceeding \$25,000  
Food Service Management Contract Renewal

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

**REPORTS**

Outstanding Achievements of Students & Educators  
Academic Excellence Awards Presentation – FRHS and CHS 4/14  
Academic Excellence Awards Presentation – KHS and TCHS 4/28  
District Strategic Improvement Plan (Third Quarterly)  
10 Year Business Plan  
Preliminary Budget Assumptions and Anticipated Expenditures

Shellie Johnson  
Deana Lopez  
Deana Lopez  
Karin Holacka  
Vicki Burris  
Kent Morrison

**WEB POSTINGS**

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

Shellie Johnson  
Karin Holacka  
Kent Morrison  
Kent Morrison  
Kent Morrison  
Kent Morrison  
Vicki Burris

**FRIDAY UPDATES**

Fifth Six Weeks Attendance

Mark Smith

**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 12 and 26)**

**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

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

**REPORTS**

Outstanding Achievements of Students & Educators  
Preliminary TAKS Results  
Student and Workforce Engagement  
Summer Construction/Renovation  
Budget Assumptions and Anticipated Expenditures

Shellie Johnson  
James Veitenheimer  
James Veitenheimer  
Hudson Huff  
Kent Morrison

**WEB POSTINGS**

Outstanding Achievements of Students & Educators  
Preliminary TAKS Results  
Summer Construction/Renovation  
Natatorium  
Investments Summary  
Monthly Financial Summary  
Collection of Ad Valorem Taxes  
Check Register

Shellie Johnson  
James Veitenheimer  
Hudson Huff  
Bob DeJonge  
Kent Morrison  
Kent Morrison  
Kent Morrison  
Kent Morrison

**FRIDAY UPDATES**

Summer School Program

Charles Carroll

TAC/DEIC/Diversity/Non-Exempt Advisory Committees Update

Karin Holacka  
Charles Carroll  
Mark Smith  
Vicki Burris

**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 9)**

**EXECUTIVE SESSION**

Employment Recommendations

**PREVIEW/ACTION ITEMS**

Minutes  
Employment Recommendations  
Education Service Center Contracts  
Title I, Part C, Carl D. Perkins Formula Grant  
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  
Sheila Grubbs  
Heather Hughes  
Deana Lopez  
Kent Morrison  
Kent Morrison  
Kent Morrison  
Mark Youngs  
Mark Youngs

**REPORTS**

Outstanding Achievements of Students & Educators  
Fine Arts/Athletics Report

Shellie Johnson  
David Stevens  
Bob DeJonge  
Karin Holacka  
Kent Morrison

Campus Planning Celebration Carousel  
Budget Assumptions and Anticipated Expenditures/Compensation Report

**WEB POSTINGS**

Outstanding Achievements of Students & Educators  
Fine Arts/Athletics Report

Shellie Johnson  
David Stevens  
Bob DeJonge  
Cindy Harton  
Kent Morrison  
Kent Morrison  
Kent Morrison  
Kent Morrison

**Health Services**

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

**FRIDAY UPDATES**

Sixth Six Weeks Attendance  
Board Member Conflict of Interest

Mark Smith  
Amanda Bigbee

**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**  
**(Thursday, July 21)**

**EXECUTIVE SESSION**

Employment Recommendations

**PREVIEW/ACTION ITEMS**

Minutes  
Employment Recommendations  
Benefits – Third Party Administrator (TPA)  
Budget Amendments  
Collection of Ad Valorem Taxes Contract  
Bids/Bid Renewals  
Purchases Exceeding \$25,000

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

**REPORTS**

Outstanding Achievements of Students & Educators  
Preliminary TAKS Accountability Rating  
Budget Assumptions and Anticipated Expenditures  
10 Year Business Plan

Shellie Johnson  
Deana Lopez  
Kent Morrison  
Vicki Burris

**WEB POSTINGS**

Outstanding Achievements of Students & Educators  
Preliminary TAKS Accountability Rating  
Investments Summary  
Collection of Ad Valorem Taxes  
Monthly Financial Summary  
Check Register  
10 Year Business Plan

Shellie Johnson  
Deana Lopez  
Kent Morrison  
Kent Morrison  
Kent Morrison  
Kent Morrison  
Vicki Burris

**FRIDAY UPDATES**

Summer School  
Truancy Report

Charles Carroll  
Mark Smith

**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