

Region XIII Superintendents Planning Calendar

August

- Publish 'Notice of Public Meeting to Discuss Budget and Proposed Tax Rate' (Publish at least 10 days before meeting)
- Post 72-hour notice of meeting to discuss budget and proposed tax rate
- Hold meeting to discuss budget and proposed tax rate
- Post 72-hour notice of meeting to adopt budget and tax rate
- Hold meeting to adopt budget and proposed tax rate on or before August 31*
- Implement district/campus improvement plans
- Review procedures for dismissal of school due to weather conditions
- Hold District & Campus SBDM Committee Elections (TEC 11.252-3)
- Distribute/publish notification of parents' rights (TEC 26.0)
- Distribute copies of TEC Chapter 37 and local discipline policies to professional staff (TEC 37.018)
- Review/amend Student Code of Conduct*
- Establish at least one Parent-Teacher Organization at each school (TEC 26.001e)
- Evaluate district's decision-making and planning policies every two years (TEC 11.252)
- MOU with juvenile board for districts in counties over 125,000 by September 1
- Prepare final budget amendments for prior year*
- Distribute Migrant Survey
- AEIS to districts

September

Hispanic Heritage Month

- Review student attendance figures as compared to prior year and budget projections
- Review pledged securities
- Prepare for annual financial audit
- Publish Annual Public Notification of Nondiscrimination in Career and Technology Education Programs
- Publish name, address, phone number of Title IX Coordinator and complaint procedures
- Post public information
- Review 504 procedures

LISD School Board Calendar

August

Reports/Information Items

- Annual Performance Report from TEA (AEIS)
- Beginning of School Enrollment Report, PK-12
- Fund Balances

Action Items

- Hearing on proposed Budget & Tax Rate for next year
- Adopt Budget for next school year
- Adopt Tax Rate for next school year
- Adopt District Policy Service Updates
- Final Amendments to current year Budget
- Superintendent's Annual Evaluation & Contract Status
- Hire Salaried Personnel

September

Reports/Information Items

- Class Size Enrollment Survey
- Review Instructional Programs/Course Offerings
- Title IV Safe & Drug Free School Funds
- School Health Advisory Council
- Fund Balances

Action Items

- Appoint Appraisers, Appraisal Periods & Procedures for Tenured Teachers
- Approve District/Campus Improvement Committee Plan Changes
- Hire Salaried Personnel
- Hire Substitutes

Public Hearing

Academic Excellence Indicator System AEIS

Region XIII Superintendents Planning Calendar

September-continued

- Identify date for renewal of teacher contracts
- Review and set credit by examination dates
- Review Investment Policies
- Establish Local Health Education Advisory Council (TEC 28.004)
- Prepare Board Training calendar*
- Extended year PEIMS submission due to ESC XIII on September 8
- Extended year PEIMS submission due to TEA on September 15

October

- Distribute Tax Statements
- PEIMS 'as of' date October 28, 2005 (budget, staff, enrollment, graduation/dropout, and programmatic information)
- Extended year PEIMS resubmission due to TEA on October 20, 2005
- Approve Textbook Committees*
- Review sexual harassment procedures
- Annual Report-Plan for public discussion, dissemination (must include AEIS information)
- Calculate State Aid using end-of-first-six weeks student data
- Superintendent's formative evaluation
- Administrator's formative evaluation
- Hold public hearing on AEIS report (TEC 39.053(b)0 (as soon as possible)

November

- Transportation Operations Report due December 2005
- File Audit Report with TEA (150 days from end of budget year) June 30, 2005-August 31, 2005

December

- Superintendent's summative evaluation
- Approve independent audit report*
- Publish Schedule A-2 from independent audit in local newspaper
- Submit audit report electronically and paper copy to TEA* (District FY ending June 30)

LISD School Board Calendar

October

Reports/Information Items

- Special Education Cooperative Report
- SAT, ACT Scores
- Dismissal Procedures for Bad Weather
- Fund Balances

Action Items

- Adopt District Policy Service Updates
- Annual Sale of Obsolete Fixed Assets Inventory-every two years

November

Reports/Information Items

- Bilingual Program Report
- Fund Balances

Action Items

- Appoint Textbook Selection Committee
- Property Casualty Insurance Renewal
- Cast Votes for Appraisal District Board Candidates

December

Reports/Information Items

- Fall TAKS Exit Level Results
- Fund Balances

Action Items

- Review & Evaluate/Update Strategic Plan
- Board Self-Evaluation
- Hire Salaried Personnel

Region XIII Superintendents Planning Calendar

January

School Board Recognition Month

- Superintendent's Contract*
- Administrative evaluations
- Review implementation of district/campus improvement plans
- Notification to parents of eligibility Public Education Grants by Feb 1
- Fall PEIMS resubmission due to TEA January 19, 2006
- Mid-Year PEIMS due to ESC XIII January 26, 2006
- Publish Schedule A-2 from independent audit in local newspaper
- Select Auditor for 2006-2007*
- Recognize Board members for service (School Board Month)
- Consider (first day of school waiver)*
- Submit electronically and paper copy of Annual Financial Auditor's Report due 150 days from end of 2004-05 school year
- Prepare for desk audits for Dropout and Compensatory Education
- Approval of Annual Audit*

February

Black History Month

- Begin budget calendar and budget process
- Bid for depository contract (odd years)
- Develop district goals
- Develop school calendar*
- Call Trustee Election*
- Year of eligibility for Commendation of Board/Superintendent team begins and ends with call for elections
- Begin budget process: campus level
- Administrator contracts*
- Calculate State Aid using end of fourth six weeks student data
- Mid-Year PEIMS due to TEA February 2, 2006
- Mid-Year PEIMS resubmission due to TEA February 23, 2006
- Report Trustee Training Hours

* ***Requires Board approval***

LISD School Board Calendar

January

Recognition

- School Board Month

Reports/Information Items

- UIL Reclassification/Realignment-even years
- Fund Balances

Action Items

- Announce into Minutes the Trustees Board Training Hours
- Call School Trustee Election for May-every two years of three year cycle
- Set Time & Date for Ballot Position Drawing
- Approve District's Annual Audit
- Consent Agenda
- Superintendent's Semi Annual Evaluation
- Hire Salaried Personnel
- Hire Substitutes

February

Reports/Information Items

- Report on District Site Based Decision Making Committee's Recommendations
- Fund Balances

Action Items

- Approve School Calendar for next year
- Consider Employment of Architect & Bond Consultant Firms
- Adopt Resolution Recognizing Public School Week-in March
- Adopt District Policy Service Updates
- Administrator Contracts
- Hire Salaried Personnel

Region XIII Superintendents Planning Calendar

March

Youth Art Month

Music in Our Schools Month

- Adopt district goals*
- Develop district plan
- SBDM Committees develop campus performance objectives*
- SBDM Committees develop campus improvement plan
- Order of trustee election and notice of election*
- Report on board training
- Ratify Textbook Committee recommendations*
- Continue budget process: campus level
- Develop recommendations for teacher contracts
- RPTe, LEP students Field Tests & ELA Proficiency Observation Protocols, March 13-April 7

April

Mathematics Education Month

- Notice of non-renewal (45 days prior to last day of instruction)
- Begin hiring using campus input*
- Continue budget process: campus level
- SBDM committees continue to develop campus improvement plan
- Train election judges/clerks
- Approve out-of-district student transfer requests for 2006-07
- Develop and recommend summer school plans*
- Develop and recommend school calendar 2006-07
- 2006 Accountability Manual published

May

Teacher Appreciation Week (1st week)

- Canvass trustee election results*
- Reorganize Board of Trustees*
- Local orientation for new board members
- Establish Summer Central Office hours
- Complete Federal Programs evaluations
- Continue hiring using campus input*
- Continue budget process: campus level
- Continue developing campus improvement plans
- Review and identify areas for board training

LISD School Board Calendar

March

Recognitions

- Band/Choir 1st Divisions
- DECA State Qualifiers

Reports/Information Items

- Fund Balances

Action Items

- Approve Textbook Committee Report
- Approve Bank Depository Contract- every two years
- Approve Revisions to District & Campus Improvement Plans
- Project Graduation
- Out-of-State Trip Student/Staff Approvals
- Appoint Election Officials & Early Voting Ballot Board
- Approve Professional Personnel Contracts
- Hire Salaried Personnel

April

Reports/Information Items

- TAKS Scores Reviewed
- Graduation Plan Preview
- Fund Balances

Action Items

- Cancel Trustee Election if Candidates unopposed
- Appoint School Board Election Judges and Alternate Judges
- Set Board Meeting to Canvass Election Returns
- Approve Accepting Out-of-District Student Transfers for Next School Year
- Extend Annual ARAMARK Contract

Board Budget Workshop

May

Recognitions

- Duke Talent Search, UIL Academic 1st Places, State Track Qualifiers

Action Items

- Canvass Ballots of May Election Returns- *Special Meeting*
- Present Plaque to outgoing Trustees
- Administer Oath of Office
- Reorganize the Board Offices
- Update Student Handbooks

Region XIII Superintendents Planning Calendar

May-continued

- Solicit input from district/campus committees regarding number and length of written reports required (TEC 11.164)

June

- Federal Programs applications
- Review and develop salary schedules*
- Hire staff using campus input*
- Schedule budget workshops
- Calculate State Aid earned using end-of-year student data
- Annual report to Commissioner on expulsions and AEP placements (TEC 37.020)
- Summer PEIMS due to ESC XIII June 15, 2006
- Summer PEIMS due to TEA June 22, 2006
- Federal Programs evaluation report due to TEA end of month
- Federal Programs new year application due to TEA end of month
- Child Nutrition Program Application Agreement Renewal due July 1, 2006
- Route Service Report due July 1, 2006
- Plan for TASA/TASB Convention Registration

July

- Depository contract due to TEA*
- Run district estimate of state aid for next school year with certified tax roll figures
- Pressure test natural gas piping (every 2 years) (HB 1611)
- Board budget meeting(s)
- Hire staff using campus input*
- Review TAAS Accountability Data Tables for district status and campus ratings
- Develop calendar for teacher appraisal and designate second appraiser(s)*
- Review administrator appraisal calendar
- Summer PEIMS resubmission due to TEA July 20, 2006
- Conduct annual goal setting

LISD School Board Calendar

May-continued

Action Items

- Update Student Code of Conduct
- Delete Obsolete Library Books from Fixed Assets Inventory
- Set Date for Board's Annual Retreat
- Budget Amendments
- Approve Professional Term & Probation Contracts
- Hire Salaried Personnel

Reports/Information Items

- Fund Balances

June

Reports/Information Items

- TAKS Testing Results
- TASA/TASB Convention Registration
- Fund Balances

Action Items

- Establish Annual Goals
- Approve New Positions
- Set Employee Salaries for next School Year
- Appoint Delegate and Alternate to TASB's Delegate Assembly
- Approve Student Accident Insurance
- Update Student Handbooks
- Update Student Code of Conduct
- Hire Salaried Personnel

Board Budget Workshop

July

Reports/Information Items

- Review Administrative Manuals for Cheerleaders, Athletics, etc.
- Summer School
- Proposed Annual Appraisal District Budget
- Fund Balances

Action Items

- Set Date for Budget Hearing & Set Proposed Tax Rate
- Bids on School Vehicles
- Endorse TASB Board of Directors Candidate
- Hire Salaried Personnel