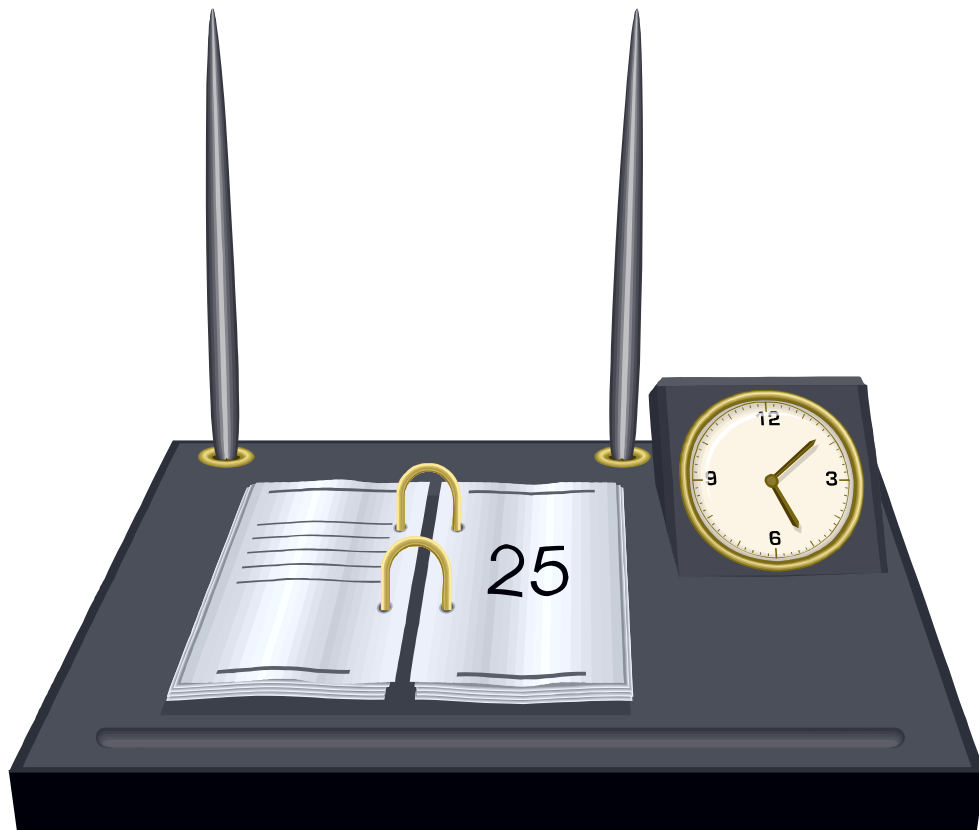


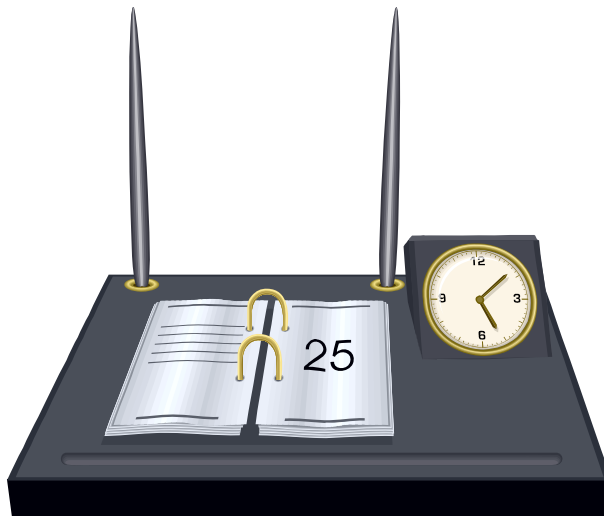
# ADMINISTRATORS' MONTHLY PLANNING GUIDE



2007-2008  
Education Service Center, Region VI  
Huntsville, Texas

# ADMINISTRATORS' MONTHLY PLANNING GUIDE

Suggestions for Agendas  
Meeting Dates  
and  
Monthly Reminders for Administrators



# AUGUST 2007

**CONSENT**

- Approval of minutes
- Approval of monthly financial report
- Approve PDAS Appraisal calendar and appraisers

**OTHER ACTION ITEMS**

- Approval of next school year's budget
- Adopt Tax Rate (Aug or Sept) for:
  - a) Maintenance and Operations
  - b) Debt Service
- Certify tax roll
- Designation of fund balance
- Approval of personnel-related items
- Approve insurance proposal
- Approval of budget amendment
- Approval of Board Policy Updates
- Approval of bid acceptance
- Approve contracts

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**INFORMATION**

- Beginning of school student enrollment report
- Report on test results
- Exit Level
  - a) Spring End of Course Results
  - b) Texas Reading Proficiency Test in English
  - c) State Developed Alternative Assessment
- Convocation
- Quarterly Investment Report (Q3)

**SPECIAL REPORTS AND PRESENTATIONS**

- Public Hearing - Budget
- Public Hearing - Tax Rate (Aug or Sept)

**MEETINGS**

**MONTHLY REMINDER**

- UIL Activity schedules
- Post current accountability ratings, current AEIS Report and current School Report Card on district website by 10<sup>th</sup> day of school year. (TEC§39.25)
- Review procedures for dismissal of school due to weather conditions
- Hold District & Campus SBDM Committee Elections (TEC§11.252-3)
- Evaluate district's decision-making & planning policies every two years (TEC§11.252(d))

# SEPTEMBER 2007

**CONSENT**

- Approval of minutes
- Approval of monthly financial report

**OTHER ACTION ITEMS**

- Approval of Tax Rate (Aug. or Sept.) for:
  - a) Maintenance & Operations
  - b) Debt Service
- Approval of Campus and District Performance Objective for year
- Approval of Board Policy Updates
- Approval of personnel-related items
- Approval of bids
- Approval of contracts

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**INFORMATION**

- Student enrollment Data
- Inclement Weather Plan
- Gifts and Donations
- Board Members' Continuing Education Hours
- TASA/TASB Conference

**SPECIAL REPORTS AND PRESENTATIONS**

- Tax Rate Hearing (Aug. or Sept.)
- Student Bus Transportation Services
- Campus and District Performance Objectives
- FIRST

**MEETINGS**

September 12, 2007      ESC VI Superintendents' Meeting - Huntsville  
 September 28-30, 2007      TASA/TASB Convention, Dallas

**MONTHLY REMINDER**

- Establish Local Health Education Advisory Council (TEC§28.004 (e))
- Prepare Board Training calendar\*

\*Requires Board approval

# OCTOBER 2007

**CONSENT**

- Approval of minutes
- Approval of monthly financial report

**OTHER ACTION ITEMS**

- Approval of District Textbook committee
- Approval of budget amendment
- Approval of Board Policy Updates
- Approval of class size waiver (if needed)
- Approval of personnel-related items
- Approval of bids
- Approval of contracts

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**INFORMATION**

- Gifts and Donations
- Quarterly Investment Report (Q4)
- Annual Review of Board Operating Procedures

**MEETINGS**

October 30, 2007                      ESC VI Fall Conference – Huntsville

### MONTHLY REMINDER

- Fall PEIMS Submission
- PEIMS "as of" or snap shot day last Friday in October (budget, staff, enrollment, graduation/dropout, and programmatic information)
- Six Week Attendance Report
- Ensure School Report Card is included with first six week grade report (TEC§39.251)

# NOVEMBER 2007

**CONSENT**

- Approval of minutes
- Approval of monthly financial report

**OTHER ACTION ITEMS**

- Approval of goals and objectives for Campus Improvement Plans
- Approval of budget amendment
- Approval of Board Policy Updates
- Approval of bids
- Approval of personnel-related items
- Approval of contracts

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**INFORMATION**

- Proposed (next year) Budget Calendar
- Exit Level TAKS Results
- Gifts and Donations
- Review Superintendent Appraisal Instrument

**SPECIAL REPORTS AND PRESENTATIONS**

- Recognize students/personnel

**MEETINGS**

**MONTHLY REMINDER**

# DECEMBER 2007

**CONSENT**

- Approval of minutes
- Approval of monthly financial report
- Approval of AEIS

**OTHER ACTION ITEMS**

- Approval of Program of Studies - 1<sup>st</sup> Reading
- Approval of District Financial Audit
- Approval of membership for TASB
- Approval of budget amendment
- Approval of Board Policy Updates
- Approval of personnel-related items
- Approval of bids
- Approval of contracts

**INFORMATION**

- Set date for appraisal of Superintendent
- Gifts and Donations

**SPECIAL REPORTS AND PRESENTATIONS**

- AEIS Public Hearing (Dec or Jan)

**MEETINGS**

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## MONTHLY REMINDER

- Six Week Attendance Report
- Submit audit report electronically and paper copy to TEA\* (District FY ending June 30)

\*Requires Board approval

# JANUARY 2008

**CONSENT**

- Approval of minutes
- Approval of monthly financial report
- Approval of school trustee election

**PERSONNEL**

- Evaluation of Superintendent & contract review

**OTHER ACTION ITEMS**

- Approval of Program of Studies - Final Reading
- Class size waiver for spring
- Approval of budget amendment
- Approval of Board Policy Updates
- Approval of bids
- Approval of contracts
- Approval of personnel-related items

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**INFORMATION**

- Fall Exit Level TAKS Results
- Gifts and Donations
- Bank Depository bid information
- Quarterly Investment Report (Q1)
- Board Members' Continuing Education Hours (or February)

**SPECIAL REPORTS AND PRESENTATIONS**

- School Board Recognition
- AEIS Report and Hearing (Dec or Jan)

**MEETINGS**

January 28-30, 2008      TASA Mid-Winter Conference - Austin  
 January 29, 2008      ESC VI Mid-Winter Breakfast - Radisson Hotel - Austin

**MONTHLY REMINDER**

- First Semester Attendance Report
- Recognize Board members for service (School Board Month)

# FEBRUARY 2008

**CONSENT**

- Approval of minutes
- Approval of monthly financial report

**PERSONNEL**

- Approval of Administrators appraisal/contracts

**OTHER ACTION ITEMS**

- Approval of polling places, precinct election judges and alternative judges for Trustee election
- Adopt resolution for Texas Public Schools Week
- Approval of 1<sup>st</sup> Reading School Calendar
- Approval of Board Policy Updates
- Approval of bids
- Approval of personnel-related items
- Approval of budget amendment
- Approval of contracts

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**INFORMATION**

- Take Our Daughter and Son To Work Day (regional date is usually last Thursday of window)
- Report fall End of Course results
- Gifts and Donations
- Board Members' Continuing Education Hours (or January)
- Enrollment projections for NEXT school year
- Proposed staffing plan
- TASB Legislative Grassroots

**SPECIAL REPORTS AND PRESENTATIONS**

**MEETINGS**

February 26, 2008      ESC VI Superintendents' Meeting - Bryan ISD Board Room - Bryan

**MONTHLY REMINDER**

- Check Preliminary Values
- Begin Budget Process
- Debt Payment Due
- Six Week Attendance Report
- Bid for depository contract (odd years)

# MARCH 2008

## CONSENT

- Approval of minutes
- Approval of monthly financial report

## PERSONNEL

- Approval of Teacher /Coaches Contracts

## OTHER ACTION ITEMS

- Approval of School Calendar for next year
- Casting of votes in Region VI Board of Directors' election
- Approval of District Textbook Committee Report
- Approval of Independent Financial Auditor
- Approval of Summer Work Schedule
- Approve staffing plan for NEXT school year
- Approval of Summer School Plans
- Proposed terminations (seek attorney's advice and wording)
- Approval of District Technology Plan
- Approval of Board Policy Updates
- Approval of personnel-related items
- Approval of budget amendment

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## INFORMATION

- Discussion of Compensation Plan
- TAKS results report
- Gifts and Donations

## SPECIAL REPORTS AND PRESENTATIONS

## MEETINGS

## MONTHLY REMINDER

# APRIL 2008

**CONSENT**

- Approval of minutes
- Approval of financial report

**OTHER ACTION ITEMS**

- Adopt resolution recognizing Teacher/Appreciation Week
- Review/Renew Contracted Services for Food Service, Maintenance, Custodial, and Transportation
- Set date to canvass election results, install members and elect officers
- Approval of budget amendment
- Approval of Board Policy Updates
- Approval of Child Summer Nutrition Program
- Approval of partnership in Region VI/Purchasing Cooperative
- Approval of personnel-related items
- Approval of contracts
- Approval of bids

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**INFORMATION**

- Team-Building Activities
- Designate Board Delegate and Alternate to TASB Delegate Assembly
- Quarterly Investment Report (Q2)

**SPECIAL REPORTS AND PRESENTATIONS**

- TAAS Exit Results

**MEETINGS**

**MONTHLY REMINDER**

<ul style="list-style-type: none"> <li>• Six Week Attendance Report</li> <li>• Notice of non-renewal (45 days prior to last day of instruction)(TEC§21.206; 21.103 (a))</li> </ul>
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# MAY 2008

**CONSENT**

- Approval of minutes
- Approval of monthly financial report
- Approval of Extended Service Year (EYS) Program

**OTHER ACTION ITEMS**

- Approval of Spring TAKS results
- Approval of Student Code of Conduct and Dress Code for NEXT year
- Approval of NEXT year Compensation Plan
- Canvass Election
- Reorganize Board
- New Board Member Orientation
- Approval of budget amendment
- Approval of Investment Policy
- Approval of bids
- Approval of personnel-related items
- Approval of contracts

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**INFORMATION**

- Review and approve Investment Policy
- Gifts and Donations
- Budget/Compensation Workshop
- Preliminary FIRST Rating Information
- Baccalaureate and Commencement Exercises

**CALLED MEETING:** special called meeting to canvass election results

**MEETINGS**

May 7, 2008      ESC VI Joint Meeting: Superintendents and Business Managers - Huntsville

**MONTHLY REMINDER**

- Local orientation for new Board members

# JUNE 2008

**CONSENT**

- Approval of minutes
- Approval of monthly financial report
- Approval of NEXT Tuition Rate for Transfer Students

**PERSONNEL**

- Superintendent Mid-year formative evaluation

**OTHER ACTION ITEMS**

- Approval of School Bus Purchase bid
- Approval of Spring TAAS Results
- Approval of Bank Depository (every two years)
- Approval of Tax Collection Contract
- Approval of budget amendment
- Approval of Board Policy Updates
- Approval of personnel-related items
- Approval of bids
- Approval of contracts

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**INFORMATION**

- Report on Texas Reading Proficiency Test in English
- Gifts and Donations
- TASB Summer Leadership Conference
- Review District insurance program
  - Employee Health Insurance
  - Liability
  - Property

**SPECIAL REPORTS AND PRESENTATIONS**

- 1<sup>st</sup> Draft - Budget Compensation Workshop

**MEETINGS**

June 14-16, 2007                      TASB Summer Leadership Conference, San Antonio

**MONTHLY REMINDER**

- Second Semester Attendance Report
- Annual report to Commissioner on expulsions and AEP placements (TEC§37.020)
- Child Nutrition Program Application Agreement Renewal due by July 1
- Plan for TASA/TASB Convention Registration

# JULY 2008

**CONSENT**

- Approval of minutes
- Approval of monthly financial report

**OTHER ACTION ITEMS**

- Approval of Fleet Insurance
- Student Code of Conduct
- Adopt Ordinance setting Tax Rate for Notice
- Review District insurance program
  - Employee Health Insurance
  - Liability
  - Property
- Approval of bids
- Approval of personnel-related items
- Approval of budget amendment
- Approval of Board Policy Updates
- Approval of contracts

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**INFORMATION**

- TAKS Results
- Certified Values due July 25
- Review Policy and Operating Procedures
- Highly Qualified Report (Preliminary)

**SPECIAL REPORTS AND PRESENTATIONS**

- 2<sup>nd</sup> Draft Budget Compensation Workshop

**MEETINGS**

**MONTHLY REMINDER**

- Depository contract due to TEA\*
- Pressure test natural gas piping (every 2 years) (HB 1611)
- Conduct annual goal setting

\*Requires Board approval

# MONTHLY ITEMS AS NEEDED

## ACTION AND INFORMATION

Board Training  
Awards and Recognitions  
Campus Reports  
Superintendent Reports  
Donations  
Personnel Recommendations  
Appraisal Calendar  
Budget Amendments  
Goals and Vision Statements  
Vision Statement (at least every 5 years)  
Policy Updates and Revisions  
Certification of Appreciation  
Review of Board Operating Procedures

### **Consent Agenda**

Many boards use a consent agenda for action on routine items that do not require board discussion. A consent agenda can streamline meetings by combining action on standard items into one motion. Appropriate items, in addition to minutes and financial report, can be added to the consent agenda.

### **Note:**

**The attached sample calendar provides agenda items, dates, and notes to consider when preparing school board agendas. Contact your attorney for legal advice concerning agenda preparation and protocol.**