



## COMFORT INDEPENDENT SCHOOL DISTRICT

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### COMFORT ISD BOARD OF TRUSTEES ACTION/TRAINING CALENDAR

The following calendar serves as a guide for the development of monthly board agendas.  
Revised 9.30.2015 L. Vann

#### September

- *Team of Eight Training*
- Consider/Approve a Resolution for Parenting Classes
- Review of Instructional Program Organization and Course Offerings
- Bilingual/ESL Annual Program Report (non-action)
- Consider/Approve Investment Policy CDA(Local)

#### October

- Approve Textbook Committee
- SHAC Committee Report
- Tax Levy Report
- Nominate Kerr & Kendall Appraisal District Board of Director (Every Odd Numbered Year)
- Textbook Committee
- *TASA/TASB Convention*
- *Legislative Update*

#### November

- Highly Qualified Report
- Appoint Audit Committee
- FIRST Hearing
- Facilities Plan Review
- Issue Certificates of Election (Every Even Numbered Year)
- Administer Oath of Office (Every Even Numbered Year)
- Reorganization of Board/Election of Officers (Every Even Numbered Year)
- Resolution for Signature Cards (new board members)
- Consider/Approve the Technology Plan (Every Even Numbered Year)
- Cast Votes for Kerr & Kendall Appraisal District Board Candidates
- Board/Administration Thanksgiving Dinner

#### December

- Audit Report
- Review Board Continuing Education Hours
- *Review Board Goals-Receive Progress Report*

- Conduct Board Evaluation
- Preliminary Staff Review

### **January**

- TAPR Report – Hearing
- Audit Report
- Approve Contract Forms
- Review Budget Calendar
- Board Recognition Month
- Staffing Report/Recommendation
- Goal Setting Workshop (Review/Revise)

### **February**

- TAPR Report - Hearing
- Receive Employment Information on Prospective Non Renewal/Terminations
- Administrative Contracts / Mid-management / Salaries
- Approve School Calendar
- Consider/Approve Bank Depository RFQ – (Every two years)
- Discuss Facilities Plan Development
- Discuss Summer Projects

### **March**

- Consider/approve District Goals
- Approve Textbook Adoptions
- Approval of Application and Agreement for Commodities
- Discuss TASA/TASB Convention Housing

### **April**

- Teacher Contracts
- Review Compensation Plans
- Facility Review
- Grant Superintendent Authority to Hire (May – August)
- Approve Food Service Agreement
- Budget Development
- Policy Review/Update

### **May**

- Superintendent Formative Evaluation
- Budget Workshop (First Draft)
- Review Preliminary Property Values
- Approve Bank Depository (Odd Years)
- Approve Compensation Plan for Employees
- Student State Recognition
- Special Education Coop Report

## **June**

- Superintendent Summative Evaluation
- Budget Workshop (Second Draft)
- Establish Date for Budget and Tax Hearing
- Approve Student Accident Insurance
- Approve TEA Waivers
- Approve Meal Pricing
- Summative Performance Appraisal and Contract Extension
- TASA/TASB Convention Report (non-Action)
- In-Service Schedule for the Next School Year (non-action)
- Stipends of Co-Curricular Activities
- Approve Salaries – Contract Employees
- Approve Salaries – Auxiliary Employees
- Board-Administrative Retreat

## **July**

- Propose Tax Rate
- Review Student Handbook
- Review Employee Handbook
- Approve District Improvement Plan
- Approve Legal Service Retainer Agreement
- Budget Workshop (Third Draft)
- Call for Board Election – November
- Approve Fuel Bid
- Approve Student Code of Conduct
- SHAC Health Service Annual Report (non-action)
- Establish Lunch Room Prices
- Preliminary STARR Results (non-action)

## **August**

- Budget and Tax Rate Hearing
- Approve Tax Rate
- Approve Budget
- Update Conflict of Interest forms for Board Members
- Annual Bilingual ESL Report
- Annual Food Service Report
- Approve District Improvement Plan
- Approve Teacher Evaluation Calendar
- Approve Vendor List
- Chapter 41 Agreement
- Approve Adjunct Staff Members (CEA)
- Approve Student Transfer List
- Consider/Approve Contract with Kendall County Elections Administrator for the November Board Of Trustee Elections (Even Numbered Years)
- Consider/Approve TASB Delegate/Representative from the CISD Board of Trustees

- Approve Election Calendar (Even Numbered Years)
- Approve Election Officials (Even Numbered Years)
- Call Trustee Election for November (Even Numbered Years)

Month	Event	Source Document
<b>Board Presentations:</b>		
August	ELL Annual Report	STAAR, TELPAS, Campus data
September	Accountability	Accountability Report
November	NCLB - Highly Qualified	Campus Reports
February	Texas Academic Performance Report	TAPR Report
March - ( <i>on hold since 2013</i> )	Annual Yearly Progress	Federal Report (AYP)
<b>OTHER:</b>		
October	July STAAR EOC and TAKS Data	Pearson Reports
January	October TAKS and December EOC Data	Pearson Reports
June	GT Annual Evaluation	Teacher and Parent Surveys
<b>POSTINGS:</b>		
July	HB 5	Campus and District Evaluations
December	School Report Cards	SCR from TEA
February	NCLB - Report Cards	RC from TEA