



OFFICE OF THE SUPERINTENDENT OF SCHOOLS
KELLER INDEPENDENT SCHOOL DISTRICT

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Dear Keller ISD Patrons and Staff,

The following is an explanation of the process used to develop the school calendar in the Keller ISD for the last several years.

Each year information is provided to each school, each person who has called in requesting information, each person who has spoken at a calendar hearing and each person on the campus and district educational improvement committees (CEIC, DEIC) requesting input on the calendar for the next calendar cycle Information is also posted on the District web site and in other district publications.

- The information provided includes a blank calendar, a list of state and local requirements, a current calendar and a letter explaining the process.
- After the proposals are collected, they are reviewed to assure that only those calendars that meet all of the requirements are distributed for a vote.
- Once this is done, a ballot is created and is sent to each DEIC and CEIC member. These committees are composed of parents, community members, business people, teachers and administrators. Parent, business and community membership is always greater than 50% of the total.
- The ballots are collected and tabulated. If no calendar get 51% or more of the vote, a runoff occurs.
- If there is a runoff, the two calendars in the runoff are the one with the most votes and the calendar with the next highest number of votes that is significantly different.

After the voting is complete, the winning calendar is presented to the Board of Trustees for their initial approval. If the calendar has a start of school date earlier than the week in which August 21 falls, there must be a public hearing to allow the public to comment on the calendar. If the calendar receives significant support at the hearing, a waiver request is filed with the Texas Education Agency. If all of the documentation regarding the process and the results of the hearing are in order, the waiver will be approved. If the early start calendar does not receive significant support at the hearing the District would consider whether to proceed with a waiver request based on other information or restart the process without early start as an option.

The school administration does not make decisions regarding start date or ending date. This comes from those individuals who submit a calendar proposal. This has been a very successful process for several years. As an administration, we do not have a position on the calendar. As long as legal requirements are met, we feel the community and their representatives should make the decisions.

If you would like to be placed on our mailing list for calendar materials and/or hearing notification, please let me know.

Sincerely,

James R. Veitenheimer Ph. D
Superintendent