

**BOARD LEGAL STATUS
POWERS AND DUTIES**

**BAA1
(REGULATION)**

BOARD CALENDAR	The Houston Independent School District (HISD) Board of Education calendar is a vital instrument containing pertinent information relevant to HISD Board activity for a 12-month period. The calendar is generated by the Board Services supervisor in January of each year, and covers a wide range of activities from action items, events, reports, and legislative issues to concerns regarding Board members and their constituents.
RESPONSIBILITIES	The Board calendar was created to improve efficiency, streamline services, and assist Board members with meeting deadlines. Board Services responsibilities regarding the calendar are as follows:
Record Activities	Board Services is the first contact for employees, constituents, organizations, and businesses desiring to meet with the Board. Events, dates, and locations are recorded on the calendar by the Board Services secretary along with standard yearly activities, reports, and legislative sessions.
Notify Board Members	The Board Services supervisor or a designee monitors the calendar, and sends reminder notices to Board members of events, conferences, orientations, elections, training, workshops, or action items, and notices of reports due. The supervisor or designee also reserves conference rooms, arranges Board retreats, and schedules meetings and luncheons.
Collect Information	The Board President collects pertinent information necessary for the creation of a draft Board calendar. Board Services compiles the information and the draft is submitted to the Board President for review.
Distribute Calendar	Copies of and revisions to the calendar are provided to each Board member and to the public upon request.
Consultation	This regulation does not require consultation.
Maintenance Responsibility	The chief of staff is responsible for the maintenance of this regulation.