

El Paso Independent School District
Minutes of Board Policy Committee Meeting
July 20, 2004
5:00 P.M.
Education Center-Boeing

- Present: Dr. Charles Roark, Board Member, Board Policy Committee Chairperson
Mr. Carlos Cordova, Board Secretary
Miss Leonor Garcia, Board Member
Mr. Sal Mena, Jr., Board President
Mr. Anthony Safi, School District attorney
- Absent: Dr. Lorraine O'Donnell, Board Vice President
- Administration: Mr. Charles Tafoya, Superintendent
Miss Carolyn Grantham, Associate Superintendent, Human Resources
Ms. Elfida Gutierrez, Associate Superintendent, Elementary Schools
Supervision and Instruction
Dr. Linda Holman, Associate Superintendent, Middle Schools Supervision
and Instruction
Mr. Hector Martinez, Associate Superintendent, Operations
Ms. Elizabeth Montes, Executive Director, K-12 Curriculum
Mr. Juan Sandoval, Executive Director, Auxiliary Services
Mr. Luis Villalobos, Executive Director, Accountability and Administrative
Relations
Mr. Arthur Peralta, Director, Pupil Services
- Guests: Mr. Gerald Cheek, District 19 President for Texas PTA

The meeting was called to order at 5:04 p.m. by Mr. Mena.

The topics discussed were as follows:

1A. Revision to BQ (Local), Planning and Decision-Making Process

- a. Dr. Roark referenced subheading Parental Involvement Plan and recommended language be modified at the beginning of the first sentence that the "superintendent" shall ensure elements of the District and Campus Improvement Plans. He also recommended that the following language be added, "The superintendent shall at least annually submit the District and Campus Improvement Plans to the Board. The recommendation shall include a certification that all requirements in federal and state law and regulation have been met. Such recommendation shall contain support documentation that list all federal and state requirements and a statement of how each is met."
- b. Dr. Roark referenced subheading Evaluation and recommended a sentence be added that "a report including data summaries shall be submitted to the Board of Trustees in connection with each evaluation."

The Committee concurred with the recommendations. It was the consensus of the Committee to recommend approval of the policy, as modified, to the Board of Trustees.

1B. Revision to CVA (Local), Facilities Construction: Competitive Bidding

It was the consensus of the Committee to recommend approval of the revised policy, as written, to the Board of Trustees.

1C. New Policy CVB (Local), Facilities Construction: Competitive Sealed Proposals

Dr. Roark referenced Item #9 of subheading Selection Criteria and recommended that it read “Any other relevant factor specifically listed in the request for proposals.”

The Committee concurred with the recommendation. It was the consensus of the Committee to recommend approval of the new policy, as modified, to the Board of Trustees.

1D. Revision to DC (Local), Employment Practices

- a. Dr. Roark referenced subheading Exercise of Authority and discussed limiting the number of times the superintendent can change the designation in Human Resources. It was the consensus of the Committee to retain the language as written.
- b. Dr. Roark referenced subheading Transfer or Reassignment, and there was discussion on requiring the superintendent to provide “at least seven days” notice to the Board prior to a reassignment.

It was the consensus of the Committee that the phrase “at least seven days” be deleted and that references to “the Board” be restored to “the Trustees.” The policy is to be brought back to the Board Policy Committee.

1E. Revision to DK (Local), Assignment and Schedules

It was the consensus of the Committee that the subheading Lateral Transfer or Reassignment reflect the same revisions as DC (Local) and that the policy be brought back to the Board Policy Committee.

1F. Revision to and Renaming of EEJA (Local) to Individualized Learning: Credit by Examination with Prior Instruction

Dr. Roark referenced subheading Procedures and recommended language be added that the tests are to be administered “through the District’s testing center and shall be uniform for all District courses and schools” according to approved procedures.

Dr. Roark referenced subheading Fees and recommended a sentence be added that “the fee shall be uniform for all students tested during the school year.”

It was the consensus of the Committee to recommend approval of the revised and renamed policy, as modified, to the Board of Trustees.

1G. Revision to and Renaming of EIA (Local) to Academic Achievement: Grading/Permanent Record

- a. Dr. Roark referenced subheading Relation to Texas Essential Knowledge and Skills and recommended language be added to the first sentence that objectives that relate to “and are congruent with” TEKS. The Committee concurred with the recommendation.

- b. Dr. Roark referenced subheading Guidelines for Grading and inquired about the reference to “average” grade assigned. It was the consensus of the Committee to delete the word “average.”
- c. Dr. Roark referenced subheading Progress Reporting and inquired about the term “parent.” He recommended that the policy read parent “or legal guardian” and that this new language be used throughout the policy where appropriate. The Committee concurred with the recommendation.

Dr. Roark also suggested that report cards/progress reports be mailed to the students’ homes. There was no consensus by the Committee on this issue.

- d. Dr. Roark referenced subheading Six-Weeks Examinations and recommended that the language “if given” be added at the beginning of the sentence. The Committee concurred with the recommendation.
- e. Dr. Roark referenced subheading Recording Failing Grades and recommended that grade recording for report cards be included. The Committee concurred with the recommendation.

It was the consensus of the Committee to recommend approval of the revised and renamed policy, as modified, to the Board of Trustees.

1H. Revision to and Renaming of EIAB (Local) to Progress Reports to Parents: Make-Up Work

- a. Dr. Roark referenced subheading Late Projects and recommended that reference be made to “projects(s)/assignment(s)” in the margin note and the policy text.
- b. Dr. Roark referenced subheading Tests and inquired about allowing students to take tests missed because of an “absence.” It was determined that the language should be “excused absence.”
- c. Dr. Roark referenced subheading Suspension and questioned the language in the policy text. Following discussion, it was determined that the sentence read “A grade penalty shall not be imposed for make-up work”

The Committee concurred with the recommended modifications. It was the consensus of the Committee to recommend approval of the revised and renamed policy, as modified, to the Board of Trustees.

1I. Revision to and Recoding and Renaming of FDC (Local) to FEA (Local), Attendance: Compulsory Attendance

- a. Dr. Roark referenced subheading Attendance Officer and questioned the use of the word “may.” It was recommended that language be modified to read that an officer “shall” institute court action as “required” by law. The Committee concurred with the recommendation.
- b. Dr. Roark referenced subheading Withdrawal for Nonattendance and inquired about students 18 or older being dropped. Following discussion, it was the consensus of the Committee to retain the language as written.

It was the consensus of the Committee to recommend approval of the revised, recoded, and renamed policy, as modified, to the Board of Trustees.

1J. New Policy FDC (Local), Admissions: Homeless Students

Dr. Roark referenced subheading Continuation of Transportation and the required insertion of a period following “as provided by law.”

Dr. Roark expressed concern about continuing transportation after the student is no longer considered homeless and recommended an evaluation be conducted on an individual basis.

The Committee concurred with the recommendations. It was the consensus of the committee to recommend approval of the new policy, as amended, to the Board of Trustees.

IK. Revision to and Recoding and Renaming of FDD (Local) to FEC (Local), Attendance, Attendance for Credit

- a. Dr. Roark referenced subheading Parental Notice of Excessive Absences and inquired about the difference between the notification timelines for grades 1-8 and grades 9-12.
- b. Dr. Roark referenced subheading Guidelines on Extenuating Circumstances-Days of Attendance and inquired about how Medicaid-eligible students meet requirements for extenuating circumstances. Mr. Safi suggested that language regarding services provided to Medicaid-eligible students that was deleted from subheading Guidelines on Extenuating Circumstances-Transfers/Migrant Students be added as an explanation describing a Medicaid-eligible student.
- c. Dr. Roark referenced subheading Guidelines on Extenuating Circumstances-Transfers/Migrant Students and expressed concern about migrant students possibly abusing the limit of absences by going from school district to school district. Mr. Safi recommended that this issue be posed to TASB and Region 19 Education Service Center.
- d. Dr. Roark referenced page 3 and requested a reconsideration of the sequencing of Items #4 and #5.
- e. Dr. Roark referenced Guidelines on Extenuating Circumstances-Administrative Regulations and recommended language be modified that the administrative regulations developed by the superintendent or designee address the committee's documentation of the "reasons for the absence and the decision pursuant to consideration of the support documentation."
- f. Dr. Roark referenced FEC (Regulation) and recommended language be modified in the first sentence of subheading Regaining Lost Credit so that "in writing" immediately follows "or the adult student."

Dr. Roark recommended adding language to the regulation that "a parent or student may appeal the decision of the attendance committee in accordance with FNG (Local) beginning at Level Three."

It was the consensus of the Committee that the revised, recoded and renamed policy, as modified, be brought back to the Board Policy Committee.

1L. New Policy FDD (Local), Admissions: School Safety Transfers

Dr. Roark referenced the initial Item #2 and the subheading Transfer Requests and recommended language be added to both Items #2 to address when a student becomes a victim of a violent criminal offense at school "or at a school-sponsored or school-related activity, on or off school property." Mr. Tafoya commented that the policy currently addresses only the student's school and suggested broader language to cover victimization Districtwide by students attending the same school. It was requested that Mr. Safi develop new language.

The Committee concurred with the recommendations. It was the consensus of the Committee that the new policy, as modified, be recommended for approval to the Board of Trustees.

1M. Revision to FFAA (Local), Health Requirements and Services: Physical Examinations

It was the consensus of the Committee to recommend approval of the revised policy, as written, to the Board of Trustees.

1N. Revision to FMG (Local), Student Activities: Travel

- a. Dr. Roark commented on the need for clarification on which student trips require Board approval.
- b. Dr. Roark referenced subheading Withdrawal of Permission and requested that the reference to no liability be clarified. It was suggested that language be added to include trip cancellation insurance (not paid by District) and the addition of a trip cancellation clause to the trip request form for parents stipulating that the District is not liable for costs on cancellations.

The Committee concurred with developing additional language to address these issues. It was the consensus of the Committee that the revised policy, as modified, be brought back to the Board Policy Committee.

1O. Discussion of Other Policy-Related Issues

There was discussion on Board Policy BBF (Local), Board Members: Ethics, subheading Complaints. It was recommended that language be added that the proceedings before the Board will be held in Closed Session unless there is a request by the Trustee complained against that it be heard in Open Session. The Committee concurred with the recommendation.

It was the consensus of the Committee that the revised policy, as modified, be recommended for approval to the Board of Trustees.

Meeting Adjourned

The meeting was adjourned 6:38 p.m.

Date Approved: July 27, 2004