

El Paso Independent School District
Minutes of Board Policy Committee Meeting
February 17, 2004
5:00 p.m.
Education Center-Boeing

- Present: Dr. Charles Roark, Board Member, Board Policy Committee Chairperson
Mr. Carlos Cordova, Board Secretary
Dr. Lorraine O'Donnell, Board Vice President
Mr. Anthony Safi, School District Attorney
- Absent: Miss Leonor Garcia, Board Member
Mr. Sal Mena, Jr., Board President
- Administration: Mr. Charles Tafoya, Superintendent
Miss Carolyn Grantham, Associate Superintendent, Human Resources
Dr. Linda Holman, Associate Superintendent, Elementary/Middle Schools Division II
Mr. Robert Ortega, Associate Superintendent, High Schools Division
Ms. Elizabeth Montes, Executive Director, K-12 Instruction
Mr. Arthur Peralta, Director, Pupil Services
Mr. Juan Sandoval, Executive Director, Auxiliary Services
Mr. Terry Freiburg, Director, Purchasing
Dr. Robert Hemphill, Staff Development and Instructional Support Specialist
Mr. James Damm, EPISD Consultant for Finance
- Guests: Ms. Lisa Colquitt-Muñoz, Board Member
Ms. Frances Wever, El Paso Federation of Teachers and Support Personnel

The meeting was called to order at 5:07 p.m. by Dr. Roark, The Pledge of Allegiance was led by Mr. James Damm.

The topics discussed were as follows:

1A. Revisions to BBF (Local), Board Members: Ethics and DHC (Local), Sexual Harassment/Sexual Abuse

Dr. Roark referenced subheading Complaints in BBF (Local) and recommended that language be added that the Superintendent and Board President set up a committee comprised of a representative from education, a representative with Board experience, and a representative from the general business community, with the committee to work with the Board's attorney as necessary.

It was the consensus of the Committee that the revised BBF (Local), as modified, and DHC (Local) be brought back to the Board Policy Committee.

1B. New Policy CH (Local), Purchasing and Acquisition

- a. In subheading Purchasing Authority, it was recommended to change the threshold to \$25,000.00 for any single purchase requiring Board approval.

- b. Dr. Roark referenced subheading Sole Source and recommended an evaluation process to identify materials that are similar or have the same purpose or function. He suggested the development of a vendors list; appointment of a products evaluation team; selection of three or four viable vendors; review of literature, to include an evaluation by Research, Evaluation, Planning and Accountability; issuance of an RFP (request for proposals) and presentation of the product to the Selection Committee; selection of the product that best meets the needs of EPISD students; presentation to the Board of Trustees; and initiation of a pilot program followed by the Districtwide adoption for all schools, which would allow students continuity if they were to move to another EPISD school.

It was suggested that these procedures be include in an administrative regulation and not Board policy.

Dr. O'Donnell commented on the need for a campus buy-in of products, that programs not be dictated, and that a school be allowed to purchase programs for its students, with an oversight process in place. Mr. Cordova indicated agreement with the committee process but expressed concern about possible delays. Dr. Roark suggested that an outline of procedures be developed by the administration.

Ms. Colquitt-Muñoz expressed concerns about maintaining consistency Districtwide; evaluating the effectiveness of programs, software, and materials; and making a decision on purchases in advance. Mr. Tafoya commented on a Cabinet subcommittee that is to develop recommendations on the purchase of materials, software, etc.

- c. Dr. Roark referenced subheading Responsibility for Debts and recommended language be added that the Board would be “acting as a body corporate” in assuming the responsibility for debts. Mr. Safi suggested that the reference to the Board be deleted and that language be added that the “District shall be responsible” for debts incurred.
- d. Mr. Safi referenced subheading Delegation and suggested language be added that the Board “may” delegate to the superintendent or other staff.
- e. Mr. Safi referenced CH (Local) from the San Antonio ISD, subheadings Agents for School District and Indemnification – Contracts/Professional Services, and suggested that this language be incorporated into EPISD’s CH (Local) immediately following subheading Responsibility for Debts.

It was the consensus of the Committee that the new policy, as modified, be brought back to the Board Policy Committee, with a suggested regulation regarding sole source.

1C. New Policy CPAB (Local), Office Communications: Mail and Delivery

Speaker to this item:

- 1. Ms. Frances Wever expressed concerns with the Regulation regarding only two publications being allowed per month in members’ mailboxes and requested once a week as the limit (for the administration to revise, not the Board of Trustees).

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

1D. New Policy CRB (Local), Insurance and Annuities Management: Liability Insurance

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

1E. New Policy DHB (Local), Employee Standards of Conduct: Harassment

Dr. Roark referenced subheading Investigations and recommended language be added that findings are to be sent to the complainant within seven “calendar” days.

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

1F. Revision to DI (Local), Employee Welfare

Dr. Roark referenced subheading Drug-Free Workplace and recommended language be added that would identify the benefits that are covered by the District’s employee health plan and/or employee assistance program.

It was the consensus of the Committee that the revised policy, as modified and/or with additional information, be brought back to the Board Policy Committee.

1G. Revision to DP (Local), Personnel Positions

Speaker to this item:

1. Ms. Wever spoke about the policy having been taken to the EPCA (El Paso Consultation Association) and the belief that EPCA would be allowed to review the policy before it went to the Board of Trustees. She stated that EPCA did not recommend two years experience as a classroom teacher to qualify for principal position and suggested leaving at three years.
- a. Mr. Tafoya and Mr. Safi referenced subheading Elementary Principal-Qualifications and recommended that deleted Item #(2) remain in place and that experience as a classroom teacher in Item #8(10) remain at three years.
- b. Dr. Roark referenced subheading Elementary Principal-Duties: Instructional Management and recommended that language be added to Item #4 to replace “desired” with “appropriate to meet identified needs.” Mr. Tafoya recommended that “schools” be included with “by parents, teachers, and students.”

Dr. Roark referenced Item #5 and recommended language be added that the person designated by the principal to be the chairperson of the ARD committee be one “who is professionally qualified to facilitate the committee work.” Mr. Tafoya recommended that language be added to designate “an administratively qualified representative who is professionally qualified to facilitate the committee work.”

Dr. Roark recommended that the language added to Items #4 and #5 also be included in the qualifications and duties for Middle School Principals and High School Principals, in order to be consistent.

- d. Dr. O'Donnell referenced Item #1(3) in subheading Qualifications for all principal levels and commented on the need for two years of assistant principal experience. Mr. Safi suggested that language be added “to include at least one year assistant principal experience” (for a person who has not previously served as a principal). The Committee concurred with the recommendation.

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

1H. Revision to and Recoding of EEJD (Local), Individualized Learning: Advanced Placement Examinations to EEJB (Local), Credit by Examination Without Prior Instruction

Dr. Roark referenced subheading Testing–Grades 9-12 and expressed a concern about there being different people in the position of Executive Director for K-12 Instruction who would develop the requirements for students wishing to accelerate in courses for which no exam is available (provided in Student Handbook). It was recommended that language be added that the requirements are to be “established by the District administration and approved by the Board of Trustees.”

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

1I. New Policy EHBC (Local), Special Programs: Compensatory/Accelerated Services

In the first sentence of subheading Accelerated/Compensatory Services, delete language “based on needs assessment.”

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

1J. Revision to EJ (Local), Academic Guidance Program

Dr. Roark referenced subheading Areas of Student Need, Item #3, and recommended language to be added for “promoting a desire” to achieve.

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

1K. Revision to FD (Local), Admissions and Attendance

Dr. Roark recommended that the administration develop an administrative regulation to be used for guidance purposes to establish residency.

It was the consensus of the Committee that the policy and regulation be brought back to the Board Policy Committee.

1L. New Policy FEB (Local), Attendance: Attendance Accounting

Dr. Roark referenced subheading Official Attendance Time and recommended language be added that attendance shall be determined by who is present.

It was the consensus of the Committee that the new policy, as modified, be brought back to the Board Policy Committee.

1M. Revision to FL (Local), Student Records

- a. Dr. Roark referenced subheading Types and Locations of Records, Item #5 on page 3, and commented on the need to correct the designations of the subdivisions.

- b. Mr. Safi referenced subheading Directory Information and advised that federal law allows student e-mail addresses as public information unless the parents reject that option. He stated that the Board has indicated its preference to not release student e-mail addresses and that current Board policy supports that prohibition. Mr. Safi advised that although TASB is concerned about not listing student e-mail addresses as directory information based on a Texas Attorney General's opinion, it is within the Board's discretion not to list it under federal law. It was the consensus of the Committee to not have student e-mail addresses as part of directory information.

Mr. Safi referenced the first paragraph and recommended the deletion of "previous."

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

1N. New Policy FNCL (Local), Student Conduct: Harassment

Dr. Roark referenced subheading Investigations and recommended language be added that findings are to be sent to the complainant within seven "calendar" days.

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

1O. Review of Other Policies and Potential Policy Issues

- 1. DFBA (Local) and (Regulation), Term Contracts: Suspension/Termination During Contract
 - a. Dr. Roark referenced subheading Investigation in the regulation and expressed concern about what information or documentation the District would require (level of investigation determined by complaint received).
 - b. Dr. O'Donnell referenced the policy and recommended the deletion of "such" from the second line of the second paragraph.

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

2. DH (Local), Employee Standards of Conduct

Dr. Roark referenced subheading Political Activity and expressed concern about an employee being elected to public office and the time that employee may devote to political office during work time. He inquired about the need for a policy or regulation to address this issue. Mr. Safi advised that DBF (Local) addresses this issue and that political office cannot interfere with work-time duties.

It was the consensus of the Committee that the DBF (Local) be brought back to the next Board Policy Committee meeting.

3. Evaluation of Outcomes

Dr. Roark requested that the administration and legal counsel develop a policy related to curriculum software, etc., to include initial acquisition; outcomes prior to re-purchase; data collection, analysis, and assessment with expected and realized outcomes; and information to be brought to the Board of Trustees prior to reauthorization of any future purchases.

It was the consensus of the Committee that the administration will bring a proposed policy to the Board Policy Committee.

4. Executive Summary for Board Agenda Items

Dr. Roark reviewed guidelines that administrative staff needs to follow in preparing an agenda item, specifically District goal, goal of project, evaluation process, report on evaluation, on calendar to get report, and expected outcomes.

Dr. O'Donnell requested that Board packets be provided a week in advance of the Board meetings.

5. Board Operating Procedures

Dr. Roark suggested contacting TASB regarding large school districts that have operating procedures that EPISD can review.

6. Legal Policies Included in TASB Policy Manual Update 69 (July 2003) and Update 70 (August 2003)

1. Protocol for EPISD
 - a. legal policies become policy after 30-day review of policies, which are distributed to Board of Trustees and legal counsel
 - b. waiting period of 30 days
2. Dr. Roark expressed concern about not having time to review legal policies and suggested that the Board Policy Committee review the legal policies in order to discuss changes prior to the policies going into the Policy Manual.

1P. Discussion of Other Policy-Related Issues

Bring to next Board Policy Committee meeting

- a. Policy and regulation related to employee dress code
- b. Policy on cell phone use by teachers

Meeting Adjourned

The meeting was adjourned 7:51 p.m.

Date Approved: March 9, 2004