

El Paso Independent School District
Minutes of Board Policy Committee Meeting
November 4, 2003
5:00 p.m.
Education Center-Boeing

Present: Dr. Charles Roark, Board Member, Board Policy Committee Chairperson
Mr. Sal Mena, Jr., Board President
Dr. Lorraine O'Donnell, Board Vice President
Mr. Carlos Cordova, Board Secretary
Miss Leonor Garcia, Board Member
Mr. Anthony Safi, School District Attorney

Administration: Mr. Charles Tafoya, Superintendent
Ms. Linda Corral, Associate Superintendent, High Schools Division
Miss Carolyn Grantham, Associate Superintendent, Human Resources
Ms. Elfida Gutierrez, Associate Superintendent, Elementary/Middle Schools
Division I
Dr. Linda Holman, Associate Superintendent, Elementary/Middle Schools
Division II
Mr. Hector Martinez, Associate Superintendent, Operations
Ms. Elizabeth Montes, Executive Director, K-12 Instruction
Mr. Juan Sandoval, Executive Director, Auxiliary Services
Mr. Luis Villalobos, Executive Director, Communications and Business
Partnerships
Mr. Terry Freiburg, Director, Purchasing
Mr. Richard Romero, Director, Budget
Mr. James Damm, EPISD Consultant for Finance

Guests: Mr. Gerald Cheek, El Paso Council of PTAs

The meeting was called to order at 5:10 p.m. by Dr. Roark.

The topics discussed were as follows:

- 1A. Revision to and Recoding of FMC (Local), Student Activities: Organizations and Clubs
 - a. Recode to FNCC (Local) with revisions
 - b. Dr. Roark referenced the first paragraph in subheading Prohibited Activities and recommended language be added that the Board prohibits "gang-related clothing" and that a gang is defined to include a group whose purposes include "and/or disruptive" acts.
 - c. Dr. Roark referenced the third paragraph in subheading Prohibited Activities and recommended language be added that the Student Handbook shall "serve to" include notice to parents and students in this regard. There was no consensus by the Committee.
 - d. Dr. Roark referenced subheading Initiation Rites and suggested that no initiation rites be allowed. It was the consensus of the Committee to retain the language as written.

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

1B. Revision to FMF (Local), Student Activities: Contests and Competition

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

1C. Revision to FNC (Local), Student Rights and Responsibilities: Student Code of Conduct

- a. Dr. Roark referenced subheading Student Handbook/Student Code of Conduct, inquired about how students are to be taught respect, and recommended language be added to “encourage students to show” respect towards others. The Committee concurred with the recommendation.
- b. Dr. Roark referenced subheading Parents Defined and inquired about the rationale for its deletion. It was the consensus of the Committee to retain the definition as written.

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

1D. New Policy FNCE (Local), Student Conduct: Telecommunication Devices

Dr. O'Donnell referenced the first paragraph, requested additional information related to the disposal of cell phones, and suggested that cell phones be allowed but that they be kept in student lockers or not turned on during school hours. Dr. Roark recommended that exceptions to the rules be included.

It was the consensus of the Committee that the policy, with the proposed exceptions, be presented to the secondary principals and brought back to the Board Policy Committee.

1E. New Policies FNCL (Local), Student Conduct, Harassment and DHB (Local), Employee Standards of Conduct: Harassment

- a. FNCL (Local)
 - (1) Dr. Roark referenced subheading Definitions and recommended language be added that harassment includes “any” unwelcome and offensive slurs, etc. and “or school setting” at the end of the paragraph. A cross reference was suggested to other sexual harassment Board policies. The Committee concurred with the recommendations.
 - (2) Dr. Roark referenced subheading Reporting, inquired about the process to be followed by the student to contact the Superintendent, and suggested that the information be summarized in the Student Handbook. It was recommended that language be added that the student shall report the complaint directly to the Superintendent or the “Superintendent’s designee.”
 - (3) Dr. Roark referenced subheading Investigations and recommended language be added that “All” allegations of harassment of students shall be investigated and addressed “with a written report to the student and parent within five days of filing of the complaint.” It was suggested that the timelines from Board Policy FNCJ (Local) be used.
 - (4) Dr. Roark referenced subheading Complaint Process, requested clarification on who would be allowed to appeal, and recommended language be added that a parent or student “filing complaint” may appeal the decision.

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

- b. DHB (Local)

Dr. Roark inquired about timelines and reporting and recommended that the timelines from Board Policy DHC (Local) be used and that the reporting process to the Superintendent or the Superintendent's designee be defined.

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

1F. Revision to FNF (Local), Student Rights and Responsibilities: Interrogations and Searches

- a. Dr. Roark referenced subheading Use of Trained Dogs and recommended an alternative term be used for "sniff out" and language be added to alert official to the "possible" presence of concealed prohibited items.
- b. Dr. Roark referenced subheading Lockers and Vehicles and recommended language be added to address protocol if the parents "cannot be reached or" also refuse to permit a search of the vehicle.

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

1G. Revision to FNG (Local), Student Rights and Responsibilities: Student Complaints

- a. Dr. Roark referenced subheading General Provisions, page 3, and recommended language be added that the announcement of a decision in the student's or parent's presence shall "be communicated in writing to parent."
- b. Dr. Roark referenced subheadings Level One and Level Two and inquired about responses being in writing.
- c. Dr. Roark referenced subheading Level Three and inquired about the Board's decision being provided orally or in writing.

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

1H. Revision to FOAB (Local), Placement in Alternative Educational Setting: Alternative Education Programs

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

1I. Revision to GF (Local), Public Complaints

Dr. Roark referenced subheading General Provisions and recommended language be added that "written notice" of a decision shall constitute communication of the decision.

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

1J. Revision to GKB (Local), Community Relations: Advertising and Fund Raising in the Schools

- a. Dr. Roark referenced subheading Advertising and recommended language be added that advertising shall be "permitted."

- b. Dr. Roark referenced subheading Promotional Activities and recommended that the Board be included in the approval of non-school-related advertisements and that a cross reference to CNB (Local) be added and that this policy not authorize advertising on school buses.

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

1K. Revision to BE (Local), Board Meetings

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

1L. Revision to CPC (Local), Office Management: Records Management Program

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

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

Dr. Roark inquired about requiring a bond and recommended the addition of a cross reference to CV (Legal).

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

1N. Revision to DGA (Local), Employee Rights and Privileges: Association and Participation

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

1O. Possible Revision to CE (Local), Annual Operating Budget Regarding Procedures for Board Budget Transfers and Budget Amendments that Utilize Fund Balance

It was moved by Mr. Cordova, seconded by Mr. Cordova, and carried unanimously that this policy be postponed to the next Board Policy Committee meeting.

1P. Review of Other Local/Legal Policies and Potential Policy Issues

1. BBB (Local), Board Members: Elections

It was moved by Mr. Mena, seconded by Mr. Cordova, and carried unanimously that the Committee recommend that a plurality of votes be received in order to be elected to the Board of Trustees.

Dr. O'Donnell suggested changing the Board terms to three years. It was the consensus of the Committee that the terms remain at four years. It was the consensus of the Committee to recommend approval of the revised policy, as written, to the Board of Trustees.

2. DC (Local), Employment Practices and DK (Local), Assignment and Schedules

Dr. Roark referenced subheadings Exercise of Authority and recommended changing Superintendent's designee to "Associate Superintendent and/or designated Director of Human Resources."

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

3. DEA (Legal), Compensation and Benefits: Salaries, Wages, and Stipends

This policy will be changed at TASB Update 71.

4. DEC (Legal), Compensation and Benefits: Leaves and Absences

- a. Dr. Roark referenced subheading Methods for Determining Entitlement Period and requested information on the District's method.
- b. Dr. Roark referenced subheading Family and Medical Leave in DEC (Local), suggested that more specific information be provided on the Family and Medical Leave Act, and requested that DEC (Local) be brought back to the Board Policy Committee.

It was moved by Miss Garcia, seconded by Mr. Cordova, and carried unanimously that this policy be postponed to the next Board Policy Committee meeting.

5. EEB (Legal), Instructional Arrangements: Class Size

There was discussion on student/teacher ratios.

6. EF (Legal), Instructional Resources

Dr. Roark discussed textbooks not being available and students not having the opportunity to take books home. He commented on parental notification and the process of the Student Handbook being the method of notification.

7. EHAB (Legal), Basic Instructional Program: Required Instruction (Elementary)

Dr. Roark inquired about there being no local policy and commented on coordinated health program training being required by September 1, 2007.

8. EHBA (Legal), Special Programs: Special Education Students

Dr. Roark commented on the need for training on least restrictive environment (LRE).

9. EHBAB (Legal), Special Education Students: Individualized Education Program (IEP) and ARDs

- a. Dr. Roark referenced subheading Report and commented on the report requirement related to ARDs (admission, review, and dismissal) and suggested it be discussed at the LRE training session. He discussed the provision of training for employees.
- b. Dr. O'Donnell referenced subheading Membership and suggested a local policy to provide specific requirements for ARD committees (information included in Administrative Regulation).

10. EHBAD (Legal), Special Education Students: Procedural Requirements

Dr. Roark referenced subheading Adult Students and inquired about the notification procedure; subheading Prior Written Notice and requested that it be verified whether the five-days written notice is being provided; and Item 9 of subheading Complaint Procedures, and commented on whether there was compliance and the need for a report. Dr. Roark suggested including these issues in the LRE training.

11. EIE (Legal), Academic Achievement: Retention and Promotion

- a. Dr. Roark referenced subheading Promotion and requested clarification on the last paragraph (local policy includes local requirements for promotion and retention).
- b. Dr. Roark inquired about testing requirements and accelerated instruction and requested a report on student testing requirement notifications to parents.

12. through 15.

No discussion

16. CNA (Local), Transportation Management: Student Transportation/DEE (Local), Compensation and Benefits: Expense Reimbursement

Dr. Roark suggested language be added to CNA (Local) for disruptive students. Mr. Tafoya suggested language that transportation is not a right but a privilege (except in special education cases).

17. DBD (Local), Employment Requirements and Restrictions: Conflict of Interest

There was discussion on requirements of filing disclosure statements and exceptions.

18. DGBA (Local), Personnel-Management Relations: Employee Complaints/Grievances

The Committee concurred with the revision as presented, with other revisions to the policy to be brought back to the Board Policy Committee at a future meeting.

1Q. Discussion of Other Policy-Related Issues

There was a presentation by Ms. Joanne Bogart, UTEP Collaborative, on Texas Scholars Program.

Meeting Adjourned

The meeting was adjourned 8:05 p.m.

Date Approved: February 3, 2004