

El Paso Independent School District
Minutes of Board Policy Committee Meeting
March 30, 2004
5:30 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 President¹
Dr. Lorraine O'Donnell, Board Vice President
- Administration: Mr. Charles Tafoya, Superintendent
Dr. Linda Holman, Associate Superintendent, Elementary/Middle Schools Division II
Mr. Hector Martinez, Associate Superintendent, Operations
Mr. Robert Ortega, Associate Superintendent, High Schools Division
Mr. Juan Sandoval, Executive Director, Auxiliary Services
Mr. Luis Villalobos, Executive Director, Communications and Business Partnerships
Ms. Nancy Nordell, Director, Food Services
Mr. James Damm, EPISD Consultant for Finance
- Guests: Ms. Lisa Colquitt-Muñoz, Board Member²
Ms. Frances Wever, El Paso Federation of Teachers and Support Personnel

The meeting was called to order at 5:45 p.m. by Dr. Roark.

The topics discussed were as follows:

1A. Revision to COC (Local), Food Services Management: Vending Machines

- a. Dr. O'Donnell referenced subheading Vending Machine Contracts and recommended that vending machines be approved at the District level only and not by individual principals. Mr. Tafoya advised that contracts are to be centralized with the principals deciding on the vendor.

It was the consensus of the Committee to delete "except as approved by the superintendent or authorized designee."

- b. Ms. Nancy Nordell, Director, Food Services, referenced subheading Student Areas and recommended language be added to the first paragraphs of Elementary and Middle Schools on page 2 and High Schools on page 3 that "competitive foods" as well as foods of minimal nutritional value (FMNV) may not be served or accessed by students. It was recommended that a definition of competitive foods be included.

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

¹ Mr. Mena departed the meeting at 7:30 p.m.

² Ms. Colquitt-Muñoz departed the meeting at 7:30 p.m.

1B. Review of CPAC (Regulation), Office Communications: Telephone

- a. Dr. Roark commented about there being technology that exists beyond cellular phone/paging services and recommended changing the terminology to mobile communication devices. The Committee concurred with the recommendation. The administration will survey other school districts for information on possible language.
- b. Dr. Roark referenced subheading Authorized Use and the language "they are available for personal use." He recommended that language be added which reflects the current practice of the District providing stipends for cellular phones and the employees purchasing their own phone and plan. The Committee concurred with the recommendation.
- c. Dr. Roark referenced subheading Monitoring Reports and inquired about periodic reports being provided on a monthly basis. It was the consensus of the Committee to delete all language for this subheading.
- d. Dr. Roark referenced subheading Privately Owned Devices and inquired about employees not being allowed to use cellular phones during work hours. It was the consensus of the Committee that the administration modify this language.

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

1C. Revision to CRD (Local), Insurance and Annuities Management: Health and Life Insurance

There was discussion on subheading Eligibility and language being added on the distinction of employees and the contribution levels (language included in Health Plan).

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

1D. Revision to CV (Local), Facilities Construction

Dr. Roark referenced subheading Construction Contracts and recommended that the authorization of contracts \$5,000.00 or less be retained at the department level and that the Superintendent review and approve contracts from \$5,001.00 to \$24,999.00. The Committee concurred with the recommendation.

Dr. O'Donnell recommended additional language be added to address the issue of subcontractors performing all the work on a construction project and not being bondable. The Committee concurred with the recommendation.

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

1E. Review of DBF (Local), Employment Requirements and Restrictions: Nonschool Employment

There was discussion on subheading Nondistrict Employment regarding employees holding public office. Dr. Roark expressed concerns about requiring a full leave of absence for minimal time spent in public office and recommended language be added to allow the Superintendent to make the determination and to have the decision appealable to the Board of Trustees.

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

1F. Revisions to DC (Local), Employment Practices and DK (Local), Assignment and Schedules

a. DC (Local)

- (1) Dr. Roark referenced subheading Applications and recommended the deletion of the language “as soon as possible thereafter.” The Committee concurred with the recommendation.
- (2) Dr. Roark referenced subheading Exercise of Authority and recommended language be added that such delegation shall be in writing. The Committee concurred with the recommendation.
- (3) Dr. Roark referenced subheading Criminal History Record and recommended that prior to offering a position, the District must receive a clean criminal history report on the applicant. Mr. Safi suggested language be added that criminal history record information be obtained “either prior to the offer of employment or as a condition to employment.” There was discussion on extending the perimeter of the search and the length of time required to obtain a nationwide criminal history report.
- (4) Dr. Roark referenced subheading Exit Interviews and Termination Reports and recommended that exit interviews be required for all employees and that “if possible” be deleted. There was discussion on providing the exiting employees with an anonymous survey. There was no consensus by the Committee.
- (5) The Committee also discussed adding a subheading and text dealing with Employment of Retirees.

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

b. DK (Local)

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

1G. Possible Revision to DH (Local), Employee Standards of Conduct

- a. Dr. Roark referenced subheading Exception and expressed concerns with possible abuse of prescribed medications by employees and the broad exception provided to the violation of this policy. Mr. Safi suggested language be added that an employee’s use of a prescribed medication be “in the manner as directed by the physician.”
- b. There was a review of drafts of proposed language related to subheading Dress and Grooming. Dr. O'Donnell will redraft the language, and Mr. Safi will examine the applicable law.

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

1H. New Policy DLB (Local), Work Load: Required Plans and Reports

Speaker to this item:

1. Ms. Frances Wever reviewed the El Paso Consultation Association’s (EPCA’s) proposed language for this local policy and discussed requiring a student portfolio.

Dr. Roark recommended that the reduction in paperwork be tied in with assessment. Dr. O'Donnell recommended including objectives with the tie-in and creating an emergency file to be available in the campus main office for substitutes. Dr. Roark recommended language be added related to special education teachers and other special education employees.

It was the consensus of the Committee that the administration, legal counsel, and EPCA collaborate on the development of policy language and that the policy be brought back to the Board Policy Committee.

1I. New Policy FNCE (Local), Student Conduct: Telecommunications Devices

Dr. Roark commented about technology that exists beyond cellular phone/paging services and recommended changing the terminology to mobile communication devices.

Dr. Roark referenced the policy's first paragraph related to students being allowed to carry cellular phones/paging devices if they are concealed and recommended the deletion of "unless the device is concealed or inoperable." There was discussion on concerns about cell phones/pagers ringing during instruction and about safety; that is, cell phones triggering an explosive device.

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

1J. Review of Proposed Administrative Bulletin No. 5, Product Review Procedure

Dr. Roark referenced the Product Review Form and recommended the addition of a section regarding the evaluation and testing of a product that is to be submitted for approval by the Board of Trustees as well as an area to indicate that the Curriculum Council had reviewed the product.

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

1K. TASB Policy Manual Update 72

There was discussion on the need for local policies to be updated to reflect legal requirements. The administration will flag critical updates.

Meeting Adjourned

The meeting was adjourned 8:15 p.m.

Date Approved: April 13, 2004