

El Paso Independent School District  
Minutes of Board Policy Committee Meeting  
September 30, 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, District Attorney

Administration: Mr. David Dodge, Board Member  
Mr. Charles Tafoya, Superintendent  
Mr. Luis Villalobos, Executive Director, Communications and Business Partnerships

The meeting was called to order at 5:41 p.m. by Dr. Roark.

The topics discussed were as follows:

1A. New Policy BBFA (Local), Ethics: Conflict of Interest

Dr. Roark recommended including a more specific ethics statement and delaying adding language regarding financial statement disclosures until the State Legislature makes a determination regarding the personal financial statement requirement.

It was the consensus of the Committee to remove the disclosure filing requirements, reinstate the second and third paragraphs regarding vendor contact, and recommend approval of the revised policy to the Board of Trustees.

1B. Deletion of BDAF (Local), Board Meetings

Dr. Roark recommended keeping the local policy with a reference to the legal policy.

It was the consensus of the Committee to recommend the deletion of the local policy to the Board of Trustees.

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

- a. Dr. Roark recommended adding to subheading Meeting Time that Trustees will require written notice at least 72 hours prior to meeting (addressed in subheading Notice to Members).
- b. Dr. Roark referenced subheading Special or Emergency Meetings and inquired about Trustees being notified of meetings in an emergency and recommended addressing a process in an Administrative Regulation.
- c. Dr. Roark referenced subheading Agenda Deadline and recommended changing the deadline for submission of agenda items for regular meetings from the ninth day back to the sixth day prior to the meeting date.

- d. Dr. Roark referenced subheading Agenda Preparation and recommended that a Board member requesting to place an item on an agenda go through the Board President or the Assistant Secretary to the Board of Trustees (Superintendent).
- e. Mr. Safi referenced subheading Order of Business on page 2 and suggested delegating authority to the Board President.

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

1D. Revisions to BQA (Local), Planning and Decision-Making Process: District Level; DGB (Local), Employee Rights and Privileges: Personnel-Management Relations; and EB (Local), School Year

a. BQA (Local)

Mr. Safi suggested restoring a portion of the language in subheading Composition. The Committee concurred with the recommendation. It was the consensus of the Committee to recommend approval of the revised policy to the Board of Trustees.

b. DGB (Local)

- (1) Dr. Roark referenced subheading Election Committee and requested that "fairly represent" be defined.
- (2) Mr. Tafoya referenced subheading Elections and recommended that El Paso Consultation Association elections be held only when the majority of the representing organization requests (petitions) an election. Mr. Safi suggested that if the change is implemented that it be with less than a majority of members. Mr. Tafoya suggested extending the time between elections to once every four years or changing to a different format of representation.

It was the consensus of the Committee that a survey of employees be conducted and that the policy be brought back to the Board Policy Committee.

c. EB (Local)

Mr. Safi suggested restoring a portion of the language in subheading Composition. The Committee concurred with the recommendation. It was the consensus of the Committee to recommend approval of the revised policy to the Board of Trustees.

1E. Revision to CMD (Local), Equipment and Supplies Management: Instructional Materials Care and Accounting

- a. Correction of typographical error in subheading Regular Education.
- b. Miss Garcia expressed a concern that teachers are allowed to highlight textbooks and advised that guidance to teachers regarding highlighting should be addressed in an Administrative Regulation.

The Committee concurred with the recommendations. It was the consensus of the Committee that the policy be brought back to the Board Policy Committee with a proposed regulation.

1F. Revision to CO (Local), Food Services Management

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

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

- a. In subheading Elementary and Middle Schools, language to be added that vending machines shall not to be available to students except “before or” after school hours.
- b. In subheading High Schools, language to be added that vending machines shall not be located in high school cafeterias (addressed in first paragraph of policy).

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

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

a. CPAB (Local)

The Committee concurred with the revised local policy, as written.

b. CPAB (Regulation)

The administration to consider changing the number of times mail from an employee labor organization can be placed in members' mailboxes.

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

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

Punctuation to be corrected in first paragraph of subheading Unpaid Leave of Absence.

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

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

- a. Dr. Roark referenced subheading Bulletin Board and suggested expanding the restriction on “personal attack” to include the District, state, or government.
- b. Mr. Safi referenced subheading Bulletin Board and suggested the addition of “employee” to “Each organization” at the beginning of the paragraph.

The Committee concurred with the recommendations. It was the consensus of the Committee that the policy be brought back to the Board Policy Committee.

1K. Revision to DHC (Local), Employee Standards of Conduct: Sexual Harassment/Sexual Abuse

- a. Dr. Roark referenced subheading Level One and inquired about the principal or supervisor having seven days following the conference with the employee within which to investigate or respond to the employee's complaint (addressed in subheading Complaint Procedure).

- b. Dr. Roark suggested adding language to address the issue of complaints against Board members, which should to be included in the “B” policy series with a reference to DHC (Local) for the investigation process.

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

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

Dr. Roark referenced EEJB (Legal), subheading Annual Administration, and inquired about providing other option to allow students to demonstrate academic achievement. The administration stated that the current practice permits a cost-free option but that according to the legal policy, this cost-free option requires Board approval.

It was the consensus of the Committee that appropriate language be added to the local policy and that approval of the revised policy be recommended to the Board of Trustees.

1M. Revision to EFA (Local), Instructional Resources: Instructional Materials Selection and Adoption

- a. Dr. Roark referenced subheading Criteria and suggested additional language to Item #4.
- b. Dr. Roark referenced page 5, the last paragraph of subheading Guiding Principles, and suggested limiting the availability of materials that advocate the overthrow of the government. Mr. Safi indicated that unless the materials advocate something beyond the expression of ideas, the language, as written, would be adequate.
- c. Miss Garcia referenced subheading Objectives and recommended moving the first sentence in the first paragraph to the beginning of the policy.

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

1N. Revision to EHBB (Local), Special Programs: Gifted and Talented Students

- a. Dr. Roark referenced page 3, the last sentence of subheading Notification, and recommended written permission of the parent(s) with the signature of the student.
- b. Dr. Roark referenced subheading Transfer Students, inquired about the use of “satisfy” in the second paragraph, and requested clarification as defined in the Gifted and Talented Handbook.
- c. Dr. Roark referenced subheading Furlough and requested a definition of “furlough.” The administration advised that a definition would be provided in an Administrative Regulation.
- d. Dr. Roark referenced subheading Appeals and recommended additional language addressing the appeal process for a furlough.

The Committee concurred with the recommendations. It was the consensus of the Committee to recommend approval of the revised policy to the Board of Trustees and that a proposed regulation be drafted.

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

Miss Garcia suggested adding language focusing on reading and basics.

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

1P. Revision to EI (Local), Academic Achievement

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

1Q. Revision to EIF (Local), Academic Achievement: Graduation

Dr. Roark referenced subheading Regular Program and inquired about the District's requirement of 1 local unit for a total of 22 credit units for graduation in the regular graduation program. The administration advised that the local policy states that the Texas Education Agency (TEA) requires 21 units but that 22 credit units are actually required. It was recommended that the local policy be modified per the legal policy.

The administration will review the requirement of 1 extra credit unit above the state requirement to 23 units.

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

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

- a. Dr. Roark referenced subheading Areas of Student Need and requested an explanation of Items #3 and #6.
- b. Dr. Roark referenced page 2, the last paragraph of subheading Areas of Student Need, and suggested changing "supervise" to "assist."

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

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

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

1T. Recoding of FDE (Local), Admissions and Attendance: Attendance Enforcement to FED (Local)

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

1U. Revision to and Recoding of FDG (Local), Admissions and Attendance: Released Time to FEF (Local), Attendance: Released Time

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

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

- a. Dr. Roark referenced the second paragraph in subheading Official Attendance Time and recommended that quarterly reports be provided to the Board on attendance at the schools.
- b. Miss Garcia referenced subheading To Leave Campus and recommended that a student sign out and receive a pass in order to leave campus during any part of the school day.

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

1W. Revisions to FJ (Local), Gifts and Solicitations and CFD (Local), Accounting: Activity Funds Management

The Committee recommended implementing the policy for one year as a pilot with a report to be brought to the Board of Trustees.

- a. Mr. Tafoya advised that the Administrative Regulation states that the funds are to go back to Super SAC (Superintendent Student Advisory Council) and discussed, with appropriate recommendations to be brought back to the Superintendent.
- b. Dr. Roark stated that fundraising is to be done under the requirements of 501(3)(c). He recommended that fundraising be conducted in a different manner than addressed and recommended.

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

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

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

1Y. through 1II.

Postponed to a future meeting of the Board Policy Committee.

Meeting Adjourned

The meeting was adjourned at 8:30 p.m.

Date Approved: October 28, 2003