

El Paso Independent School District
Minutes of Board Policy Committee Meeting
April 20, 2004
6:00 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
Dr. Lorraine O'Donnell, Board Vice President
Mr. Anthony Safi, School District Attorney
- Administration: Mr. Charles Tafoya, Superintendent
Mr. Tomás Gabaldón, Associate Superintendent, Special Populations, State and Federally Funded Programs
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. Robert Ortega, Associate Superintendent, High Schools Division
Mr. Louis Mona, Interim Executive Director, Technology and Information Systems
Mr. Juan Sandoval, Executive Director, Auxiliary Services
Mr. Luis Villalobos, Executive Director, Accountability and Administrative Relations
Ms. Margaret Gallardo, Director, Communications
Mr. James Damm, EPISD Consultant for Finance
- Guests: Mr. David Dodge, Board Member¹
Ms. Lisa Colquitt-Muñoz, Board Member

The meeting was called to order at 6:04 p.m. by Dr. Roark.

The topics discussed were as follows:

- 1A. Revision to DH (Local), Employee Standards of Conduct
- a. Mr. Safi referenced subheading Dress and Grooming and suggested language be added to Item #2 that shorts should not be worn in the building by physical education teachers or coaches outside of "physical education or major sports" class time.
 - b. The El Paso Consultation Association (EPCA) will address the dress code for employees at their meeting on April 22, 2004.
 - c. There was discussion on whether the dress code should be in local policy or administrative regulation.
 - d. Dr. O'Donnell referenced subheading Respectful Treatment and recommended the deletion of language "or the general public" at the end of the first sentence.

¹ Mr. Dodge departed the meeting at 6:28 p.m.

- e. Miss Garcia referenced subheading Dressing and Grooming and recommended the deletion of the second and third sentences in the first paragraph. She referenced Item #4 and recommended the deletion of “as designated by the immediate supervisor,” “are allowed on these special occasions, they,” and “They must be,” and language be added that “The” jeans must be clean and to combine the last two sentences with “and.” Miss Garcia referenced Item #9 and recommended the deletion of “as representatives of the District” at the end of the first sentence and the last sentence in total.

It was the consensus of the Committee that the policy be reviewed by the administration and the EPCA, that the administration incorporate the language pertaining to dress and grooming into the administrative regulation, and that the revised policy and the revised regulation be brought back to the Board Policy Committee.

1B. Revision to DNA (Local), Performance appraisal: Evaluation of Teachers

- a. Reference was made to subheading Less-Than-Annual Evaluations, and the administration and the EPCA recommended that there should be a walkthrough by principals and only the formal observation take place less than annually.

There was a suggestion for peer evaluations when teachers are not receiving a formal evaluation.

- b. Mr. Safi referenced subheading Alternative Annual Review Process and stated that, legally, collaboration related to teacher evaluations should be with DEIC. He suggested separate language be added that “The El Paso Consultation Association will be provided the opportunity to provide input to the administration and the District Educational Improvement Council (DEIC) regarding the guidelines.”
- c. Mr. Safi suggested the combination of language from subheadings Less-Than-Annual Evaluations and Appraisal Waiver with the addition of the phrase “are employed on continuing contracts and” immediately after the word “who” in subheading Less-Than-Annual Evaluations and the elimination of subheading Appraisal Waiver and the accompanying text.
- e. Dr. Roark suggested language be added to address evaluations of teachers with behavior problems or to reference another policy (DH [Local]).
- f. Mr. Safi referenced subheading Length of Waivers and indicated that the waiver period should be two years instead of three years.

Miss Garcia referenced the first paragraph and recommended the deletion of “Teachers approved for a three-year appraisal waiver shall” from the beginning of the second sentence and language be added to combine both sentences with “and.”

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

1C. Revision to FEB (Local), Attendance: Attendance Accounting

Mr. Louis Mona, Interim Executive Director, Technology and Information Systems, addressed the Committee regarding attendance and problems that will be created if “presents” are recorded instead of “absences.” Mr. Safi referenced subheading Official Attendance Time and suggested that the problem could be resolved with the deletion of “determined by the number of students present” in the first and second sentences. The Committee concurred with the recommendation.

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

1D. Revision to and Recoding of FDD (Local), Admissions and Attendance: Absences and Excuses to FEC (Local), Attendance: Attendance for Credit

- a. Dr. Roark referenced subheading Guidelines on Extenuating Circumstances–Days of Attendance and requested clarification. Mr. Safi suggested the deletion of “days of attendance for this purpose” in the second sentence and language be added that these absences be considered “extenuating circumstances.”
- b. Mr. Villalobos advised that TASB suggested deleting the language regarding extenuating circumstances at Items #5 through #9 on page 3. TASB is to be contacted regarding their suggestion and language to be recommended by Mr. Safi.
- c. Dr. Roark referenced Item #4 on page 3 and recommended that the Superintendent develop the administrative regulations addressing the attendance committee’s documentation of absence decisions and that quarterly reports on attendance be provided to the Board.
- d. Dr. Roark referenced Items #3 and #4 on page 3 and commented on the lack of margin notes.
- e. Mr. Safi referenced Item #6–Consideration of Control and recommended language be modified to replace “or” with “and.”
- f. There was discussion and a consensus of the Committee on the recommendation to reinstate Item #10 on page 3.

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

1E. Review of Current Local Policies, Sections A and B

Dr. Roark inquired whether the Committee wanted to review all the policies in order to become familiar with them, identify any problems, and provide updates.

Trustees provided comments on A and B policies, and administration will follow up on proposed recommendations. It was the consensus of the Committee not to review all local policies in the Policy Manual.

4. BBD (Local), Board Members: Training and Orientation

Dr. O'Donnell recommended the deletion of the last sentence. The Committee concurred with the recommendation.

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

7. BBFA (Local), Board Members: Conflict of Interest

- (a) Dr. O'Donnell referenced the first paragraph, expressed concern with the language regarding Board members meeting with vendors, and inquired whether there should be any meetings between vendors and Trustees.
- (b) TASB recommended the deletion of “purchases, or adoptions” at the end of the first sentence of the second paragraph, and it will be implemented as a non-substantive editorial revision.

11. BE (Local), Board Meetings

Mr. Safi referenced subheading Invocation and recommended language be modified in the first sentence of the second paragraph to replace “shall” with “may.”

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

14. BF (Local), Board Policies

- (a) Dr. O'Donnell and Dr. Roark referenced subheading Policy Development and recommended that TASB be contacted regarding “but shall be recommended for the Board’s consideration by the Superintendent.”
- (b) Mr. Safi will draft language regarding violation of a policy not giving rise to a legal claim against the Board or District.

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

15. BJA (Local), Superintendent: Qualifications and Duties

Mr. Safi commented that a policy update was needed in order to comply with legal requirements. The administration will obtain updated, suggested language from TASB.

21. BQB (Local), Planning and Decision-Making Process: Campus-Level

- (a) Discussion on Campus Improvement Team (CIT) process and principals providing details on the steps followed at the campuses to obtain CIT input into issues related to each particular school.
- (b) Discussion on the administration needing a process that is consistent from school to school on CIT involvement in school decision-making process.

It was the consensus of the Committee that the Superintendent develop an administrative regulation to address the issue of CIT involvement in campus budgeting.

Meeting Adjourned

The meeting was adjourned 8:35 p.m.

Date Approved: May 11, 2004