

El Paso Independent School District
Minutes of Board Policy Committee Meeting
May 14, 2002
4:00 p.m.
Education Center-Boeing

Present: Mr. Dan Wever, Board President, Board Policy Committee Chairperson
Miss Leonor Garcia, Board Secretary
Mr. Sal Mena, Jr., Board Member
Mr. Joe Rosales, Board Member¹
Mr. Anthony Safi, School District Attorney

Absent: Dr. Charles Roark, Board Member

Administration: Dr. Gilberto Anzaldúa, Superintendent
Mr. William Goodman, Associate Superintendent, Finance
Dr. Linda Holman, Associate Superintendent, Curriculum and Instruction
Mr. Hector Martinez, Associate Superintendent, Operations
Ms. Marsha Lawler, Executive Director, External Funding
Mr. Luis Villalobos, Executive Director, Community and Business Partnerships
Mr. Fred Herrera, Director, Auditing
Ms. Elsie Partridge, Director, Athletics
Mr. Richard Romero, Director, Budget
Ms. Judith Hunter, Assistant Director, Health Services
Ms. Martha Piekarski, Internal Auditor, Auditing
Ms. Lily Ortiz, Travel Services

Guests: Mr. Richard Telles, Board Member²
Ms. Frances Wever, El Paso Federation of Teachers and Support Personnel

The meeting was called to order at 4:05 p.m. by Mr. Wever.

The topics discussed were as follows:

1. Discuss Possible Revisions to EPISD Employee Travel Guidelines Including Board Policies and Related Administrative Bulletins (Item #1, A.)
 - a. DEE (Local), Compensation and Benefits: Expense Reimbursement (Item #1, A., 1.)
 - b. DEE (Regulation), Compensation and Benefits: Expense Reimbursement (Item #1, A., 2.)
 - (1) District paying for meals for employees not staying overnight and including cost as income to employee for IRS (Internal Revenue Service) purposes.

¹ Mr. Rosales arrived at 4:12 p.m.

² Mr. Telles arrived at 4:47 p.m.

- (2) Determining frequency of one-day trips.
 - (3) Whether costs should be deductible for employees.
 - (4) Contacting other school districts on how they handle issue (Austin ISD, Dallas ISD, etc.)
 - (5) Revise any policies, if necessary, to allow for payment of meals for one-day trips (by August 1, 2002).
- c. Finance Bulletin No. 23, Employee Travel Procedures and Guidelines Using Local, Federal or State Funds (Item #1, A., 3.)
- Revise to allow for payment of meals for one-day trips.
2. New Policy CI (Local), School Properties Disposal (Item #1, B.)
- a. Reasons for new policy.
 - b. Evaluating surplus and having professionals determine cost and what is disposable.
 - c. Competitive bidding of items and consignment process.
 - d. Reporting back to the Board on surplus sales.
 - e. Providing list of surplus items and cost to Board for approval.
 - f. Report on previous surplus sales: items, cost determined, cost obtained.
 - g. Making an inventory of items at all campuses.
3. Revision to FDD (Local), Admissions and Attendance: Absences and Excuses (Item #1, C.)
- a. Reviewed proposed revisions.
 - b. Extenuating circumstances for absences – adding language to allow flexibility for allowing absences in other circumstances.
 - c. Additional language regarding making up school work.
4. Revision to FFAC (Local), Health Requirements and Services: Medical Treatment (Item #1, D.)
- a. Requiring doctor's written request for nonprescription medicine.
 - b. Ms. Judith Hunter, Assistant Director, Health Services, recommended leaving language (requiring doctor's request).

Meeting Adjourned

The meeting was adjourned at 5:07 p.m.

Date Approved: August 27, 2002