This regulation describes guidelines for agenda items presented at Board of Education business meetings.

**Board Agenda**

The Superintendent will prepare for the District’s Board of Education and for public posting, in accordance with state law, a Board agenda prior to each Board meeting. [See References (a) and (c)]

**Contracts and Agreements**

Agenda items requiring approval of contracts or agreements have specific procedures and requirements.

**Templates**

Templates contain basic format instructions and guidelines and should be used to prepare all agenda items. [See Exhibits (2) and (3)]

**Fillers**

Fillers may be used as placeholders in the preliminary agenda; however, fillers will not be published in the final agenda that is presented to the Board. [See Reference (d) and Exhibit (3)]

**Agenda Item Format and Style**

Format and style requirements for agenda items are as follows:

**Font and Justification**

Use 12-point Arial or 12-point Helvetica (Macintosh). Fully justify all text. Avoid boldface except for the subject.

**Pagination**

Do not paginate one-page agenda items. Agenda items that have two pages or more are center paginated in the footer (e.g., Page 1 of 3).

**Voice**

Avoid passive voice.

**Person**

Use only third-person singular and plural.

**Acronyms**

Always define acronyms before using them. For example, do not use TEA in a document unless the acronym has been defined in its first usage, i.e., “... Texas Education Agency (TEA).” Do not set up an acronym if it is not used again in the body of the agenda item, unless it is an acronym that is more widely used and recognized than the words it represents (e.g., SAP and ASPIRE).

**Paragraphs**

Full block-style paragraphs (as used in this regulation) are the Houston Independent School District (HISD) standard.

**Bullets**

Bullets are frequently used to present lists or make a complicated passage easier to read. Rules governing bullet use include:

- **Alignment**
  - Align the bullet with the preceding non-bulleted paragraph. Indent text 3/8 inch from the bullet.

- **Spacing**
  - Do not use spaces between bulleted items.

- **Serial Comma**
  - If a series of more than two items occurs in a sentence, use a comma before the conjunction preceding the last item (e.g., one, two, and three).
## QUOTATION MARKS
Use quotation marks for direct quotations only. Do not use quotation marks to enclose program names, course titles, and the like.

## IITALICS
Italicize titles of published works (including HISD publications).

## ATTACHMENTS
Cite or identify attachments in the body. This citation or reference is usually in the last paragraph before COST/FUNDING SOURCE(S). Do not paginate one-page attachments. Paginate attachments that have two pages or more in the center of the footer (e.g., Page 1 of 3) in 10-point Arial or Helvetica (Macintosh).

## ON-FILE DOCUMENTS
For an on-file document, include a statement in the body of the agenda item that the document is on file in Board Services or another department as appropriate. This citation or reference is usually in the last paragraph before COST/FUNDING SOURCE(S).

## AGENDA ITEM CONTENT
Use plain, simple language when writing the items. Each agenda item must conform to the following content requirements: [See Exhibit (2)]

## SUBJECT
The subject of the agenda item provides a brief summary of the content and, consequently, the action requested of the Board. The subject should be brief, contain no parenthetical statements, and be consistent with the recommendation. [See RECOMMENDATION, below]

## AGENDA TEXT
A complete agenda item answers each of these six interrogatives: who, what, when, where, why, and how.

## FIRST PARAGRAPH
The first paragraph of text must describe the purpose of the agenda item and state the reason for the action requested of the Board.

## ADDITIONAL PARAGRAPHS
Additional paragraphs should be as concise as possible, provide any history or background necessary, and describe the components of any program or activity.

## EVALUATION
Agenda items that implement or continue programs must fully describe the evaluation technique(s), process(es), and responsibility.

## COST / FUNDING SOURCE(S)
The cost and funding sources are as follows.

## COST
The COST must show total dollars being spent regardless of funding source, even if some of those funds are received from an external agency or company for a specific program (i.e., grants, state funds, Title I funds, and the like). In-kind services should not be included in the total dollars being spent, since these funds are not deposited into HISD accounts or paid by the District. [See Exhibit (1) for cost/funding source(s) sample entries]
The FUNDING SOURCE(S) should identify all sources, including in-kind contributions. The exact dollar amount and budget strings must be shown within parentheses following the statement of total cost. In some cases, multiple budget lines will be needed, and each one should show the amount of funding and its source. [See Exhibit (1) for cost/funding source sample entries]

“None” should be indicated unless the agenda item results in adding or eliminating positions; if so, list the position title(s) and the number of personnel affected.

The first sentence must state, “This agenda item supports HISD Goal X (state the goal number and text) and is aligned to Core Initiative X (state the core initiative number and text)” or “This item is not aligned to a core initiative but is ministerial for compliance purposes only.” If more specificity is desired or warranted, an additional short sentence may be included.

A statement should indicate whether or not the agenda item establishes, modifies, or deletes Board policy.

A statement of whether or not the item requires consultation as authorized in Board policy. The consultation process will be utilized to address all items relating to employee wages, hours, and conditions of employment. [See Reference (b)]

The recommendation is the official action of the Board. It closely mirrors the subject and is followed by an effective date, which is the day following the Board meeting unless otherwise required by contract or other legal constraints. In the case of Board policy updates, the revised Board policy is typically effective after the second reading unless there is an emergency waiver of BF(LOCAL). In the latter case, the policy changes are effective after the first reading.

The principal references for style are Strunk and White’s *Elements of Style* and the *HISD Style Guide* available on the Communications and Publications department website. [See References (e) and (f)]

This regulation does not require consultation.

The chief business and community relations officer is responsible for maintenance of this regulation.

REFERENCES:

(a) Board Policy BE(LOCAL)

(b) Board Policy DGB(LOCAL)
(c) BE1(REGULATION)
(d) BE2(REGULATION)
(e) *The Elements of Style, Third Edition*, by Strunk and White
(f) The HISD Style Guide

EXHIBITS:
(1) BE(EXHIBIT)-B
(2) BE(EXHIBIT)-C
(3) BE(EXHIBIT)-D