1. 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)]

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

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

4. Fillers may be used as placeholders in the preliminary agenda, which is reviewed during Agenda Preparation Group (APG) meetings. [See Exhibit (3)] Completed agenda items that replace fillers may be displayed electronically (i.e., via Board Agenda Builder) during the APG meeting. Fillers will not be published in the final agenda that is presented to the Board.

5. Each agenda item will comply with the following format and style requirements:

   a. 12-point Arial or 12-point Helvetica must be used (Macintosh). All text should be fully justified. Avoid boldface usage except for the subject.

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

   c. Passive voice should be avoided.

   d. Only third-person singular and plural will be used.

   e. Acronyms must always be defined before they can be used. 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, with the exception of acronyms that are more widely used and recognized than the words they represent (e.g., SAP and ASPIRE).

   f. Full block-style paragraphs (as used in this regulation) are the HISD standard.

   g. Bullets are frequently used to highlight a list of no ordinal short elements. Rules governing bullet use include:
ALIGNMENT

(1) The bullet character is aligned with the preceding non-b bulleted paragraph. The text is indented 3/8 inch from the bullet.

GRAMMAR

(2) Bullets present lists of items in sentence form. The sentence should read well from its beginning as a stem in the non-b bulleted paragraph preceding the list to the last bulleted item.

SPACING

(3) There are no spaces between bulleted items.

SERIAL COMMA

h. If a series of more than two items occur in a sentence, use a comma before the conjunction preceding the last item (e.g., one, two, and three).

QUOTATION MARKS

i. Quotation marks are used for direct quotations only. Do not use quotation marks to enclose program names and course titles.

ITALICS

j. Titles of published works (including HISD publications) should be italicized.

ATTACHMENTS

k. Attachments must be cited or identified in the body. This citation or reference is usually the last paragraph before COST/FUNDING SOURCE(S). One-page attachments are not paginated. Attachments that have two pages or more are center pagination in the footer (e.g., Page 1 of 3) and must be 10-point Arial or 10-point Helvetica (Macintosh).

ON-F ILE DOCUMENTS

l. The body must include a statement that the document is on file in Board Services or other department as appropriate. This citation or reference is usually the last paragraph before COST/FUNDING SOURCE(S).

AGENDA ITEM CONTENT

6. Agenda writers should use plain, simple language when developing the items. Each agenda item must conform to the following content requirements: [See Exhibit (2)]

SUBJECT

a. The subject of the agenda item provides a brief summary of the agenda item 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

b. A complete agenda item answers each of the six interrogative pronouns (who, what, when, where, why, and how).
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 should be as concise as possible, provide any history or background information necessary for understanding, and describe the components of the program or activity.

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

The cost and funding sources are as follows:

1. 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]

2. 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 additional personnel; if so, list the new position(s) titles.

The first sentence must state “This agenda item supports District’s Goal X (state the goal number, state the District’s goal) and is aligned to Core Initiative X (state the core initiative number, state the core initiative) or 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 follow the required District’s goals statement and core initiative.

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

g. A statement of whether or not the item requires consultation as authorized in Board policy. [See Reference (b)]

RECOMMENDATION

h. The recommendation is the official action taken by the Board. In most cases, it closely mirrors the subject and is followed by an effective date, which is usually 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.

OTHER RESOURCES AND TOOLS

7. The principal references for style are Strunk and White’s *The Elements of Style* and the HISD Style Guide available on the District’s Web site (HISDConnect, Communication Services, Writing and Editing). [See References (d) and (e)]

CONSULTATION

8. This regulation does not require consultation.

MAINTENANCE RESPONSIBILITY

9. The director, Policy Administration, is responsible for maintenance of this regulation.

REFERENCES:

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

EXHIBITS:

(1) BE(EXHIBIT), Exhibit B
(2) BE(EXHIBIT), Exhibit C
(3) BE(EXHIBIT), Exhibit D