<table>
<thead>
<tr>
<th><strong>SUBMITTING / PUBLISHING AGENDA</strong></th>
<th>This regulation outlines the process for creating, modifying, and communicating the business agenda.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEFINITIONS</strong></td>
<td>For the purpose of this regulation, the following definitions apply.</td>
</tr>
<tr>
<td><strong>AGENDA PREPARATION CALENDAR</strong></td>
<td>The agenda preparation calendar is a calendar containing due dates for submission of agenda items and backup material. A link to the calendar is on the District website at <a href="http://www.houstonisd.org/Page/38478">http://www.houstonisd.org/Page/38478</a>.</td>
</tr>
<tr>
<td><strong>PRELIMINARY AGENDA</strong></td>
<td>The preliminary agenda is composed of documents received from Board of Education members, departments, school offices, and schools that are published for initial review by the Superintendent and the direct reports to the Superintendent.</td>
</tr>
<tr>
<td><strong>FILLER ITEM</strong></td>
<td>A filler item is an agenda item submitted as a placeholder. It must be marked with the word FILLER in the upper-right corner of the page. A filler item must also contain the upper-left boilerplate language regarding the meeting date and the division and chief submitting the item. It must also contain the subject, a statement in the body that the item is in progress, and the RECOMMENDED section that concludes agenda items.</td>
</tr>
<tr>
<td><strong>APD GROUP</strong></td>
<td>Agenda prep deadline (APD) is the date that the agenda for the coming month is considered complete internally, and final verification processes begin, such as budget string and funding validations. Agenda items submitted by the administration after this date require Superintendent or designee approval.</td>
</tr>
<tr>
<td><strong>FINAL AGENDA</strong></td>
<td>The final agenda consists of agenda items that have been reviewed and approved by the Superintendent and/or chief for submission to the Houston Independent School District (HISD) Board for approval at its regular monthly meeting.</td>
</tr>
<tr>
<td><strong>AGENDA REVIEW</strong></td>
<td>An agenda review is a meeting of Board members, the Superintendent, and direct reports to the Superintendent to review the final agenda prior to the regular monthly Board meeting.</td>
</tr>
<tr>
<td><strong>BOARD OF EDUCATION BUSINESS MEETING</strong></td>
<td>Generally referred to as the monthly Board meeting, this official meeting is when the Board takes action on items submitted in the form of an agenda. Typically the Board convenes the second Thursday of each month. [See BE3(REGULATION)]</td>
</tr>
<tr>
<td><strong>DOCUMENTS</strong></td>
<td>Documents consist of agenda items and attachments.</td>
</tr>
<tr>
<td><strong>EXECUTIVE LEADERSHIP</strong></td>
<td>Executive leadership is composed of the Superintendent, chief academic officer, chief business and community relations officer, chief business operations officer, chief communications officer, chief financial officer, chief human resources officer, chief major projects</td>
</tr>
</tbody>
</table>
and school support officer, chief student support officer and general counsel.

EXECUTIVE LEADERSHIP

Executive leadership is composed of the Superintendent, chief academic officer, chief business and community relations officer, chief business operations officer, chief communications officer, chief financial officer, chief human resources officer, chief major projects and school support officer, chief student support officer, and general counsel.

PROFESSIONAL SERVICES

Professional services are services rendered by individuals, partnerships, or corporations whose licensing, education, and training are required for their jobs and are recognized industry-wide. Professional service providers include accountants, auditors, and attorneys.

CONTRACT / CONSULTANT SERVICES

Contract or consultant services are specific tasks performed for the District by individuals, partnerships, or corporations. Services may include but are not limited to keypunching, typing, translating, contract printing, and contract maintenance services.

CONSULTING SERVICES

Consulting services help districts improve performance through analysis of existing problems and development of future plans. Consulting may involve the identification and cross-fertilization of best practices, analytical techniques, change in management and coaching skills, technology implementations, strategy development, or operational improvement. Consultants often rely on their outsider perspective to provide unbiased recommendations. They generally bring formal frameworks of methodologies to identify problems or suggest more effective or efficient ways of performing tasks.

GENERAL INFORMATION

Each month, Board Services coordinates the preparation of the Board’s business meeting agenda. The agenda is composed of action items, general information, Board monitoring system reports, and discussion items submitted from various administrative areas of the District. [See BE(EXHIBIT)-A] The official agenda is published and posted in accordance with state law, and distributed in both electronic and hard copy. [See References (b), (r), (s), and (u)]

POLICY REQUIREMENT

Board policies and other governance documents dictate the need for Board approval prior to certain actions by the administration as described below.

CONTRACTS, PROFESSIONAL SERVICES, AND AWARDS

Pursuant to References (h), (i), (k), (q), and (t), an agenda item is required when seeking Board approval of the actions listed below:
Authority to negotiate, execute, and approve consultant contracts and professional services over $50,000, or over $100,000 in the aggregate for the fiscal year;

Authority to negotiate, execute, and approve service contracts (e.g., contract services other than professional services) over $50,000;

Approval of vendor awards for purchases over $100,000;

Ratification of vendor awards for purchases under $100,000;

Acceptance of any state or federal funds;

Recommendations regarding E-Rate bid proposals and projects by evaluation committees; and

Approval of charter school contracts.

According to References (a), (c), (d), (e), (f), (g), (h), (j), (k), (l), (m), (n), (o), and (p), an agenda item is also required when seeking Board approval for the following:

- Annual operating budget;
- Acceptance of local funds and/or in-kind donations over $5,000 in the aggregate from a single source;
- New program development or expansion;
- District curriculum;
- Examinations and procedures to accelerate students;
- Recommendation of new, revised, or waiver of Board policy;
- A written plan, for inclusion in an application for a waiver, that states the achievement objectives of the campus or District and the inhibition imposed on those objectives by an education code or rule of the State Board of Education or Commissioner of Education; [See BF(LEGAL)]
- Approval of a change order allowance or modification of change order allowance;
- Transmittals to the Texas Education Agency (TEA) as deemed appropriate by the Superintendent;
- New employee position titles;
- Settlement agreements;
- Authority to initiate litigation.
- Employment areas affected by a reduction in force;
- Nonrenewal or termination of employment contracts;
- Naming and renaming of District facilities;
- Sale or purchase of real estate;
- Any change in the boundaries of the District if approval is required under Education Code 13; and
- Other approvals as determined by the Board President or Superintendent.

Each agenda item will comply with the format and style requirements outlined in Reference (m) and described in the HISD Style Guide. The purpose of the agenda item should be stated in the first paragraph. Agenda writers should use plain, simple language when developing agenda items. Each agenda item must conform to content requirements. Ideally, an agenda item is no longer than one page.

The appropriate Superintendent’s direct report or a designee will prepare and submit agenda items and attachments by uploading the necessary documents to the Web-based Board Agenda Builder (BAB) application. Filler items may be submitted for the preliminary agenda. Designees must have an active BAB user account in order to submit agenda items. BAB accounts are administered by Board Services. The process for creating, uploading, and revising agenda items is detailed in the BAB User Guide. [See Reference (v)]

After agenda items are uploaded to BAB, they are electronically edited by Board Services.

If rejected by Board Services for suggested changes, the agenda item is returned to the submitter for review. Once the suggested changes are accepted or rejected by the submitter, the submitter uploads the final version of the agenda item or attachment to BAB for inclusion in the agenda.

The preliminary agenda is distributed via e-mail, usually one week after the last Board meeting. Board Services makes the preliminary agenda accessible, electronically, to the Board President, Superintendent, direct reports to the Superintendent, senior staff members, and other District employees who have been placed on the Agenda Distribution List. At noon on the day the preliminary agenda is published, the agenda is taken offline in BAB. Items submitted after the deadline are not included in the published preliminary agenda.
During the preliminary phase, items are considered drafts and may be discussed by executive leadership. Executive leadership may accept agenda items as written, recommend changes to an existing item, suggest a new item, or recommend withdrawal of an item. A direct report to the Superintendent, or designee, may revise his or her agenda item before final print. Any filler items submitted for the preliminary agenda should be completed before final print.

If no revisions are required or received, the agenda item is considered complete and is approved within BAB by Board Services for inclusion in the final agenda.

While processes exist to add an item after APD, the administration strongly encourages staff members to consider presenting the item at the next Board of Education meeting. Per Board policy and administrative regulation, Board Services will not add the item to the agenda without written approval from the Superintendent or designee. If a new agenda item is recommended after APD, the appropriate direct report to the Superintendent must submit the item to executive leadership for discussion and consideration. If the item is approved by executive leadership, the appropriate direct report will provide to Board Services (either electronically or by hand-delivery) signed approval by the Superintendent of the item before the item is submitted via BAB.

If an agenda item is recommended for withdrawal from the agenda before final print, it will be deleted via BAB and will not appear in the final agenda.

Completed agenda items and backup materials, including documents held on file in Board Services, are due to Board Services as noted below.

An agenda item is considered complete if all attached and on-file documentation is received by Board Services no later than noon the Friday preceding Agenda Review.

If an agenda item is not complete by the time the official agenda and meeting notice are publicly posted (72 hours before each Board meeting), it may be recommended for withdrawal by order of the Superintendent. Notification of withdrawal will be sent to the appropriate direct report. An item withdrawn after final print will be marked “WITHDRAWN” on the meeting notices, on the agenda table of contents, and on the item itself.

The final agenda is printed nine days before the next Board meeting. Hard copies of the agenda are provided to the Superintendent and to Board members. An electronic copy is posted online at http://www.houstonisd.org/domain/7947, and a link to the electronic
copy is e-mailed to Board members, the Superintendent, direct reports to the Superintendent, senior staff members, and other District employees who have been placed on the Agenda Distribution List. Filler items are not permitted on the final agenda.

**REVISIONS TO AGENDA ITEMS IN FINAL AGENDA**

If revisions are necessary after the final agenda has been published, all:

- Revisions are shaded 25 percent gray;
- Information being added is underlined; and
- Information being deleted is indicated by strikethrough.

If the track changes feature in Microsoft Word is used, the document must be converted to a Portable Document Format (PDF) file prior to uploading it to BAB. The track changes display options (found under Review—Track Changes—Change Tracking Options in Word 2007) must be set as follows in order to conform to formatting requirements:

- Insertions must be underlined in black;
- Deletions must be struck through in black;
- Balloons must be turned off; and
- Changed lines must not show mark-up.

The highlight tool should be used to shade insertions and deletions 25 percent gray.

If manual formatting options are used to create shading, underlining, and strikethroughs, conversion to PDF is not necessary.

After the document is properly revised and formatted, it is uploaded by the submitter via BAB for review, approval, and publication.

**CHANGE TO SUBJECT**

The subject of the agenda item, which provides a brief summary of the action requested of the Board, is used for the official meeting notice. Any change to the subject of an agenda item after the official posting requires signature approval of the District general counsel or designee. The signed document must be delivered to Board Services. Following signature receipt, the submitter must upload the revised document via BAB and follow the revision process described at REVISIONS TO AGENDA ITEMS IN FINAL AGENDA, above.

**WITHDRAWAL OF AGENDA ITEM FROM FINAL AGENDA**

Approval by the Superintendent, as evidenced by signature, is necessary to withdraw an item after final print. To withdraw an agenda item, the user must log into BAB and select the “Withdraw” option. Withdrawal requests will be approved by Board Services.
upon receipt of proper electronic approval or a signed hard copy of the agenda item with the desired action so noted. An agenda item may also be withdrawn as described at INCOMPLETE AGENDA ITEM, above. An item withdrawn after final print will be marked “WITHDRAWN” on the meeting notices, on the agenda table of contents, and on the item itself.

NEW AGENDA ITEM IN FINAL AGENDA

New agenda items submitted by the administration after final print require approval by both the chief business and community relations officer and the Superintendent. The designated direct report to the Superintendent or a designee will upload and submit the new item via BAB. Upon receipt of the signed hard copy or electronic approval, Board Services will approve and publish the new item.

PUBLIC POSTING

Seventy-two hours prior to the next scheduled monthly Board meeting, Board Services will visibly post the official agenda and meeting notice in three places:

1. Two copies at the main entrance to the Hattie Mae White Educational Support Center (HMWESC) on the public notice board;

2. One copy on the public notice board near the sidewalk adjacent to the 610 feeder at the HMWESC northeast delivery entrance number 8; and

3. On the District’s website at http://www.houstonisd.org/domain/7947. [See References (b) and (r)]

Coinciding with the posting of the official agenda and meeting notice, members of the public may also obtain the final agenda at http://www.houstonisd.org/domain/7947 or request a hard copy from the HISD Information Center. A limited number of hard copies are available to the public at the Board meeting.

CONSULTATION

This regulation does not require consultation.

MAINTENANCE RESPONSIBILITY

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

REFERENCES:

(a) Board Policy AC(LEGAL)

(b) Board Policy BE(LOCAL)

(c) Board Policy BF(LEGAL)

(d) Board Policy BF(LOCAL)
(e) Board Policy CDC(LOCAL)
(f) Board Policy CE(LOCAL)
(g) Board Policy CFC(LOCAL)
(h) Board Policy CH(LEGAL)
(i) Board Policy CH(LOCAL)
(j) Board Policy CRD(LOCAL)
(k) Board Policy CV(LOCAL)
(l) Board Policy CW(LOCAL)
(m) Board Policy DFFB(LOCAL)
(n) Board Policy EA(LOCAL)
(o) Board Policy EGA(LOCAL)
(p) Board Policy EHDC(LOCAL)
(q) Board Policy EL(LOCAL)
(r) BE1(REGULATION)
(s) BE3(REGULATION)
(t) CAA2(REGULATION)
(u) Agenda Preparation Calendar
(v) Board Agenda Builder User Guide

EXHIBIT:
(1) BE(EXHIBIT)-A