1. For the purpose of this regulation, the following definitions will apply:

**AGENDA PREPARATION CALENDAR**

a. A calendar containing due dates for submission of agenda items and backup material that is accessible on the Policy Administration Web page (*HISDConnect*, Policy Administration, *HISDConnect Login*, and Board Agendas).

**PRELIMINARY AGENDA**

b. Documents received from Board members, departments, school offices, and schools that are published for initial review by the Superintendent and the direct reports to the Superintendent.

**AGENDA PREPARATION GROUP (APG)**

c. A group composed of the Superintendent, direct reports to the Superintendent, and senior staff members that meets to discuss the preliminary agenda.

**AGENDA REVIEW**

d. A meeting of members of the Houston Independent School District (HISD) Board of Education, Superintendent, and direct reports to the Superintendent to review the final agenda prior to the regular monthly Board meeting.

**FINAL AGENDA**

e. The final agenda consists of agenda items that have been reviewed and approved by the Superintendent for submission to the HISD Board for approval at its regular monthly meeting.

**DOCUMENTS**

f. Documents consist of agenda items and attachments.

**SUPERINTENDENT’S CABINET**

g. The Superintendent’s cabinet is composed of the Superintendent, deputy chief academic officer, chief business operations officer, chief communications officer, chief financial officer, chief human resources officer, chief major projects officer, chief of staff, general counsel, chief elementary schools officer, chief middle schools officer, and chief secondary schools officer.

2. Each month, Policy Administration coordinates the preparation of the Board meeting agenda. The agenda is composed of action, 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 (a), (l), (m), and (o)]
# Board Policy and Other Governance Documents

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

### a. Pursuant to References (f), (g), (h), (k), and (n), an agenda item is required when seeking Board approval of the actions listed below:

- Authority to negotiate and execute consultant contracts and professional services over $25,000 or over $100,000 in the aggregate for the fiscal year;
- Approval of consultant contracts and professional services over $25,000 or over $100,000 in the aggregate for the fiscal year;
- Authority to negotiate and execute service contracts over $10,000;
- Approval of service contracts (contract services other than professional services) over $10,000;
- 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.

## OTHER BOARD APPROVALS

### b. According to References (b), (c), (d), (e), (i), and (j), 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;
- Recommendation of new, revised, or waiver of Board policy;
- Approval of change order 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;
• Nonrenewal or termination of employment contracts;
• Naming and renaming of District facilities;
• Sale or purchase of real estate; and
• Other approvals as determined by the Board President or Superintendent.

4. Each agenda item will comply with the format and style requirements as outlined in Reference (m) and as 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.

5. 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 (http://prodnet.houstonisd.org/boardagenda). Designees must have an active BAB user account in order to submit agenda items. BAB accounts are administered by Policy Administration. The process for creating, uploading, and revising agenda items is detailed in the BAB User Guide. [See Reference (p)]

a. After agenda items are uploaded to BAB, they are electronically edited by the agenda coordinator, a technical writer, and the senior manager, Strategic Planning and Policy Administration.

b. Upon approval by Policy Administration, the agenda item is returned to the submitter for review. Once the suggested changes are accepted or rejected by the submitter, the final version of the agenda document is uploaded to the BAB application for inclusion in the preliminary agenda.

6. The preliminary agenda is distributed via e-mail, usually one week after the last Board meeting. Policy Administration
makes the preliminary agenda accessible, electronically, to the President of the Board, Superintendent, direct reports to the Superintendent, and senior staff members. At noon on the day the preliminary agenda is published, the agenda is taken offline in the BAB. Items submitted after the deadline are not included in the published preliminary agenda; however, late documents will still be considered by the APG if the items are uploaded to the BAB prior to the meeting. Hard copies will no longer be distributed at APG meetings.

The preliminary agenda is reviewed by the APG. The APG meeting usually takes place on the Monday one week after preliminary agenda items are due. The APG may accept agenda items as written, recommend changes to an existing item, suggest a new item, or recommend withdrawal of an item as outlined below:

- **REVISIONS**
  a. After APG, documents requiring revisions are “rejected” within BAB by Policy Administration. A rejection notification e-mail will be sent to the submitter. The document must be revised by the submitter as requested by the APG and re-submitted for approval via the BAB application.

- **NO REVISION**
  b. If no revisions are required and the agenda item is complete, it is approved within BAB for inclusion in the final agenda by Policy Administration.

- **NEW AGENDA ITEM**
  c. If a new agenda item is recommended during APG, the designated direct report to the Superintendent or a designee will create and submit the document for approval via the BAB application.

- **WITHDRAW AGENDA ITEM**
  d. If an agenda item is recommended for withdrawal from the agenda during APG, it will be deleted via BAB and will not appear in the final agenda.

7. After APG, any item added to the agenda must be submitted by the appropriate direct report to the cabinet for review. The cabinet will review signature requests for any new agenda items only on the following dates:

- The Monday immediately following APG (this usually coincides with the day prior to printing the final agenda);
- Preceding the posting of agenda review.

Direct reports will submit any new agenda item(s) directly to the cabinet for consideration, and, if approved, will provide
8. Final agenda items and backup materials, including documents held on-file in Board Services, are due to Policy Administration the Thursday following the APG meeting.

   a. An agenda item is considered complete if all attached and on-file documentation is received by Policy Administration no later than noon on the Friday preceding Agenda Review, which is typically the Monday preceding each Board meeting.

   b. 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.

9. The final agenda is printed nine days prior to the next Board meeting. Hard copies of the agenda are sent by courier to Board members; electronic copies are made available to Board members and staff members by e-mail.

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 to track changes, the document must be converted to a .pdf file prior to uploading it to the BAB application. Track changes display options (found under the “tools” menu, click “options” then select the “track changes” tab) 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 then be used to gray shade insertions and/or deletions.
If revisions are made and manual formatting options are used to indicate shading, underline, and strikethrough, .pdf conversion is not necessary.

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

Revisions made to the subject of an agenda item after the meeting notice has been posted [see PUBLIC POSTING, below] require approval by general counsel, as indicated by signature on a hard copy of the agenda item under revision.

Once obtained, the signed document must be delivered to the agenda coordinator in Policy Administration. Following signature receipt, the submitter must upload the revised document via the BAB and follow the revision process as outlined at REVISIONS TO AGENDA ITEMS IN FINAL AGENDA, above.

a. Prior to publication, agenda items may be withdrawn without consequence at the discretion of the Superintendent or the appropriate direct report. Approval by the Superintendent, as evidenced by signature, is necessary to withdraw an item from the final agenda after the official agenda and meeting notice are publicly posted. To withdraw an agenda item, the user must log into the BAB and select the “Withdraw” option. Withdrawal requests will be approved by Policy Administration upon receipt of 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.

b. The Superintendent’s signature or that of a designee is required on any new item added to the agenda after the Agenda Preparation Group meeting if the item is neither submitted nor discussed at the APG meeting. 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, Policy Administration will approve and publish the new item.

PUBLIC POSTING 10. Seventy-two hours prior to the next scheduled monthly Board meeting, the official agenda and meeting notice are visibly posted in three places: (1) the main entrance to the Hattie Mae White Educational Support Center (HMWESC) on the public notice board; (2) near the sidewalk adjacent to the 610 feeder at the northeast delivery entrance number 8; and (3) on the District’s Web Portal at www.houstonisd.org (Policy Administration, Board Agendas and Meetings). [See References (a) and (l)]
Coinciding with the posting of the official agenda and meeting notice, members of the public may obtain electronic copies of the final agenda from the District's Web Portal, or a hard copy from the HISD Information Center. A limited number of hard copies are available to the public at the Board meeting.

11. This regulation does not require consultation.

12. The senior manager, Strategic Planning and Policy Administration, is responsible for the maintenance of this regulation.

REFERENCES:

(a) Board Policy BE(LOCAL)
(b) Board Policy BF(LEGAL)
(c) Board Policy BF(LOCAL)
(d) Board Policy CDC(LOCAL)
(e) Board Policy CE(LOCAL)
(f) Board Policy CH(LEGAL)
(g) Board Policy CH(LOCAL)
(h) Board Policy CV(LOCAL)
(i) Board Policy CW(LOCAL)
(j) Board Policy EA(LOCAL)
(k) Board Policy EL(LOCAL)
(l) BE1(REGULATION)
(m) BE3(REGULATION)
(n) CAA2(REGULATION)
(o) Agenda Preparation Calendar
(p) Manual Board Agenda Builder User Guide

EXHIBIT:

(1) BE(EXHIBIT)-A