

## How to Place Policy Changes on the Agenda for Board Action

TASB recommends that the district address this update on the agenda as follows:

*"Policy Update \_\_\_\_\_:*

- *(LEGAL) policies*
- *(LOCAL) policies (see attached list of codes)"*

**(LEGAL) policies:** Although (LEGAL) policies are not adopted by the board, TASB recommends that the board review them. Since review of the (LEGAL) policies may result in discussion, the agenda should, at a minimum, reference "(LEGAL) policies." If board members plan on discussing specific (LEGAL) policy changes, the relevant policy codes, titles, and subtitles should be listed on the agenda.

**(LOCAL) policies:** Board action on the (LOCAL) policies included in the update must occur within a properly posted, open meeting of the board.

The (LOCAL) policy changes — each addition, deletion, or replacement — should be listed in alphabetical order by policy code, title, and subtitle. The list on the following page is our compilation of that information, which may be copied and pasted into your meeting notice, staff communications of board action, and board meeting minutes.

A suggested motion for board action on the (LOCAL) policies included in the update:

*"I move that the board add, revise, or delete (LOCAL) policies as offered by TASB Policy Service for consideration and according to the Instruction Sheet for TASB Localized Policy Manual Update \_\_\_\_\_ [with the following changes:]"*

## How to Keep Minutes

The board's action on this Localized Update must be reflected in board minutes. Your minutes should include the following:

- The list of local policy actions, such as the Instruction Sheet — annotated to reflect any changes made by the board.
- The Explanatory Notes for the update (filed as an attachment to the minutes).
- Copies of newly adopted or deleted (LOCAL) policies.

(LOCAL) Policy Action List

WESTHOFF ISD (062905) - Update 125

BDAA(LOCAL): OFFICERS AND OFFICIALS - DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDB(LOCAL): BOARD INTERNAL ORGANIZATION - BOARD COMMITTEES

BDF(LOCAL): BOARD INTERNAL ORGANIZATION - ADVISORY COMMITTEES

EI(LOCAL): ACADEMIC ACHIEVEMENT

FDE(LOCAL): ADMISSIONS - SCHOOL SAFETY TRANSFERS

FEC(LOCAL): ATTENDANCE - ATTENDANCE FOR CREDIT