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.

BE(LOCAL): BOARD MEETINGS

BED(LOCAL): BOARD MEETINGS - PUBLIC PARTICIPATION

CJ(LOCAL): CONTRACTED SERVICES

CJA(LOCAL): CONTRACTED SERVICES - BACKGROUND CHECKS AND REQUIRED REPORTING

CLE(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT - REQUIRED DISPLAYS

CQB(LOCAL): TECHNOLOGY RESOURCES - CYBERSECURITY

CQD(LOCAL): TECHNOLOGY RESOURCES - ARTIFICIAL INTELLIGENCE

CSA(LOCAL): FACILITY STANDARDS - SAFETY AND SECURITY

CV(LOCAL): FACILITIES CONSTRUCTION

DBD(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CONFLICT OF INTEREST

DEC(LOCAL): COMPENSATION AND BENEFITS - LEAVES AND ABSENCES

DFBB(LOCAL): TERM CONTRACTS - NONRENEWAL

DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE COMPLAINTS/GRIEVANCES

DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT

EEP(LOCAL): INSTRUCTIONAL ARRANGEMENTS - LESSON PLANS

EFA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS

EHBAF(LOCAL): SPECIAL EDUCATION - VIDEO/AUDIO MONITORING

EIA(LOCAL): ACADEMIC ACHIEVEMENT - GRADING/PROGRESS REPORTS TO PARENTS

FA(LOCAL): PARENT RIGHTS AND RESPONSIBILITIES

FEF(LOCAL): ATTENDANCE - RELEASED TIME

FFAC(LOCAL): WELLNESS AND HEALTH SERVICES - MEDICAL TREATMENT

FFB(LOCAL): STUDENT WELFARE - CRISIS INTERVENTION

FFF(LOCAL): STUDENT WELFARE - STUDENT SAFETY

FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT

FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FO(LOCAL): STUDENT DISCIPLINE

GF(LOCAL): PUBLIC COMPLAINTS

GKA(LOCAL): COMMUNITY RELATIONS - CONDUCT ON SCHOOL PREMISES