

# Agenda of Regular Meeting

## The Board of Trustees Canutillo ISD

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A Regular meeting of the Board of Trustees of Canutillo ISD will be held December 13, 2005, beginning at 6:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

1. General Functions
  - A. Call to Order
  - B. Roll Call
  - C. "Pledge of Allegiance to the United States Flag" 3
  - D. "Texas Pledge of Allegiance" 4
  - E. "CISD Mission Statement" 5
  - F. Approval of Minutes
    1. Regular Board Meeting 11/08/05 6
    2. Special Board Meeting 11/16/05 21
    3. Special Board Meeting 11/28/05 24
    4. Special Board Meeting 12/6/05 28
  - G. Communications (Thirty Minute Open Forum)
    1. General Comments Portion
    2. Complaints Portion
  - H. Board of Trustee Business
    1. Review of events for the month of December 31
    2. District recognition of Reading for All/Lectura Para Todos Program 32  
at Bill Childress Elementary School
  - I. Committee Reports
    1. Facilities/Finance Committee - Mr. Rodriguez, Chairperson (November 19 & December 7)
  - J. Consent Agenda
    1. Request for Leave of Absence for Temporary Disability 33
    2. Consider resolution to increase attorney fees for the collection of delinquent taxes 34
    3. Purchase Reading Program - ARI Extended Day Program 39
    4. Approval to purchase services from Igniting Your World, Inc. 43
    5. Interlocal Agreement and Addendum between the County of El Paso and Canutillo ISD 48
    6. Adoption of changes to DC (Local) as recommended by Policy Committee (second reading) 54
    7. Adoption of TASB Localized Update 76 (second reading) 57

- K. Reports
  - 1. Superintendent's Report
    - a. Report from Dr. Pam Padilla, Interim Superintendent
  - 2. Attendance, Financial and Warrant List for November 1-30, 2005 in the amount \$1,392,013.66 78
  - 3. Other Reports
    - a. Progress Report on Construction of New High School - Dimensions Architects International & Banes General Contractor
    - b. District Advisory Council (DAC) Formative Report - Antonio Del Campo
    - c. Report from Facilities Naming Committee - Joe Villarreal, Chairperson
- 2. Instruction and Student Affairs
  - A. Staff Development Waivers
- 3. Personnel
  - A. Consider work schedules for Support Staff during the holidays
  - B. Administrative Personnel Actions (no Board action required - information item only) 81
    - 1. Superintendent approved employment of personnel (no Board action required)
    - 2. Superintendent approved position changes for personnel (no Board action required)
    - 3. Superintendent acceptance of resignations from personnel (no Board action required)
- 4. Business and Finance
  - A. Acceptance of donations to Canutillo ISD 83
  - B. Confirm that middle school building will continue to be named Jose J. Alderete, Sr.
- 5. Administration
  - A. NONE
- 6. Adjournment

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If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.



### ***Pledge of Allegiance to the United States Flag***

***I pledge allegiance to the flag of the United States of America  
and to the republic for which it stands:  
one nation under God, indivisible,  
with liberty and justice for all.***

When reciting the pledge of allegiance, civilians should stand at attention or with the right hand over the heart. Men should remove their hats. Armed services personnel in uniform face the flag and give the military salute.



***Texas Pledge of Allegiance  
Honor the Texas Flag; I pledge allegiance to thee, Texas, one and indivisible.***

The pledge of allegiance to the state flag should be rendered by all present except those in uniform by standing at attention facing the flag with the right hand over the heart. Individuals who are not in uniform and who are wearing a headdress that is easily removable should remove their headdress with their right hand and hold it at the left shoulder, with the hand over the heart. Individuals in uniform should remain silent, face the flag, and render the military salute.

The pledge of allegiance to the state flag may be recited at all public and private meetings at which the pledge of allegiance to the United States flag is recited and at state historical events and celebrations.

The pledge of allegiance to the state flag should be recited after the pledge of allegiance to the United States flag if both are recited.



# **MISSION STATEMENT**

**Canutillo I.S.D. will be a model of quality education to assure all students graduate on time and are prepared for higher education to become productive and responsible citizens.**

**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Regular Meeting Board of Trustees	
								Tuesday, November 8, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
Present	X	X	X	X	X	X	X	<p>1. General Functions</p> <p style="padding-left: 20px;">A. Call to Order at 6:15 p.m.</p> <p style="padding-left: 20px;">B. Roll Call (Mr. Lerma arrived at 6:20 p.m.)</p> <p>Mr. Coronado wanted the record to reflect that Mr. Lerma would be a little late to the meeting.</p> <p style="padding-left: 40px;">C. "Pledge of Allegiance to the United States Flag"</p> <p>Mr. Arellano, School Board Vice-President led the group in reciting the Pledge of Allegiance to the United States Flag.</p> <p style="padding-left: 40px;">D. "Texas Pledge of Allegiance"</p> <p>Mr. Arellano also led the group in reciting the Texas Pledge of Allegiance.</p> <p style="padding-left: 40px;">E. "CISD Mission Statement"</p> <p>Mrs. Sanchez, Board Secretary read the following into the record:</p> <p><i>Canutillo I.S.D. will be a model of quality education to assure all students graduate on time and are prepared for higher education to become productive and responsible citizens.</i></p>	<p>5</p> <p>6</p> <p>7</p>

**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Regular Meeting Board of Trustees	
								Tuesday, November 8, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ	MRS. SANCHEZ		
Motion	X							F. Approval of Minutes	
Second								Minutes for the meetings of:	
Ayes	X	X	X		X	X	X	1. Regular Board Meeting 10/11/05	8
Nays								Motion to approve the minutes (with reading waived), passed.	
Abstain									
								G. Communications (Thirty Minute Open Forum)	
								1. General Comments Portion	
								Mr. Max Padilla, CHS Principal, thanked School Board members and the Canutillo Community for their support of the CHS Varsity Football Team. He invited everyone to show their support once again as the Eagles go into Bi-District Playoffs against Riverside High School. The game is on Friday, November 11 at 7:00 p.m. at Riverside High School.	
								Mr. Charley Hecker, Community Resident, asked Board members for their support of his candidacy to serve on the El Paso Central Appraisal District's Board of Directors.	
								Mrs. Lilia P. Maldonado, CES Teacher/Community Resident, praised Charles Hart for his leadership as Superintendent of Canutillo ISD and thanked him for his service to the community and school district.	
								2. Complaints Portion	
								No audience member addressed the Board during this portion of the meeting.	Reg. Board Mtg. Minutes Page 2

**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

Regular Meeting Board of Trustees									
Tuesday, November 8, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas									
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ	MRS. SANCHEZ	<b>Item:</b>	<b>Reference:</b>
								<p><i>With the consent of the Board, agenda items H3, 3a &amp; 3b were taken out of order and deliberated following the “Thirty Minute Open Forum.”</i></p> <p style="text-align: center;"><b>H. Board of Trustee Business</b></p> <p style="text-align: center;">1. Review of events for the month of November</p> <p>The Board reviewed the calendar of events for the month of November. Mr. Reyes suggested that Veteran’s Day should be considered a school holiday, since Veteran’s Day is observed as a federal holiday. It was suggested that the item pertaining to investments and appointment of investment officers that the word “<i>optional</i>” be included.</p> <p style="text-align: center;">2. Selection of Representative from Canutillo ISD to Serve on the El Paso Central Appraisal Board of Directors</p> <p>X Motion to select Charley Hecker to represent Canutillo ISD, pending approval from Anthony ISD and the Town of Anthony to serve on the El Paso Central Appraisal Board of Directors, passed.</p> <p>Mr. Frietze suggested that Mr. Hecker provide a report to the Board periodically.</p> <p style="text-align: center;">3. District recognition of Transportation Department Personnel</p> <p>The Board recognized the Transportation Services Personnel including bus drivers, monitors and mechanics. Ernie Ontiveros, Transportation Services Supervisor, was commended for his work in improving the department.</p>	<p>21</p> <p>22</p> <p>Reg. Board Mtg. Minutes Page 3</p>
Motion									
Second	X								
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									

**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Regular Meeting Board of Trustees	
								Tuesday, November 8, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion					X			4. Request approval to move Regular Board Meeting dates in January, March & April	26
Second						X		Motion to move the regular board meeting dates to January 18, 2006 (Wednesday), March 7, 2006 (Tuesday) and April 19, 2006 (Wednesday), passed.	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
Motion					X			5. Change School Board Elections from May Uniform Election Date to November Uniform Election Date Commencing with Election Held in 2006	
Second						X		Motion to change the school board elections from May Uniform Election Date to November Uniform Election Date commencing with election held in 2006, passed.	
Ayes	X				X	X	X		
Nays		X							
Abstain									
								6. Reports from Board Members on the Sessions Attended at TASA/TASB Convention	
								Board members, who attended the recent Texas Association of School Boards (TASB) conference, presented information they gathered during the various workshops and seminars in which they participated.	Reg. Board Mtg. Minutes Page 4





**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Regular Meeting Board of Trustees	
								Tuesday, November 8, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ	MRS. SANCHEZ	2. Attendance, Financial and Warrant List for September 29-October 31, 2005 in the amount \$2,438,177.30	95
Motion								X Motion to approve the Attendance, Financial and Warrant List for September 29-October 31, 2005 in the amount \$2,438,177.30, passed.*  *The following Board Members abstained from approval of the warrant list, specifically as follows:  Margarito Arellano                      Pages 3, 4, 7-8 Sergio Coronado                          Pages 4, 27 Carl Frieze                                  Pages 3, 4, 72 Armando Rodriguez                      Pages 3, 4, 136-137 Yvonne Sanchez                          Pages 3, 4, 145	
Second	X								
Ayes	X	X	X	X	X	X			
Nays									
Abstain									
								3. Other Reports	
								a. Presentation by CHS Leadership Class (Mr. De Leon, Teacher)	98
								Mr. Gary De Leon, CHS Leadership Class Teacher, and Crystal Acosta, CHS Junior, presented information on the project that CHS students, teachers, and parents participated in with EPCC and UTEP faculty to explore roles that students can utilize to help improve their schools.	Reg. Board Mtg. Minutes Page 7

**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Regular Meeting Board of Trustees	
								Tuesday, November 8, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ	MRS. SANCHEZ		
								b. Healthy Children, Healthy Schools - Adele Balesh/Paul Bellegarde	99
								Adele Balesh, CISD Food Services Director, and Paul Bellegarde, Food Services Trainer/Chef, presented the Healthy Children, Healthy School program as mandated by Texas Education Agency (TEA).	
								c. Year End Investment Report 2005 (to include last quarter) - Tony Reza	101
								Mr. Reza presented the year-end investment report for fiscal year 2004~05. He said that CISD's total accrued interest for this period is \$449,531.59.	
Motion					X			Motion to approve, passed.	
Second					X				
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
								d. Progress Report on Construction of New High School - Dimensions Architects International & Banes General Contractor	
								Mr. Fred Siebert, Banes General Contractors Project Manager, and Yusuf Farran, CISD Construction Administrator, Sergio Martinez, Architect, presented progress reports on the construction of the new high school. Mr. Siebert said that the construction is on schedule and the high school is 96% complete.	Reg. Board Mtg. Minutes Page 8
								2. Instruction and Student Affairs	
								A. NONE	









**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Regular Meeting Board of Trustees	
								Tuesday, November 8, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ		
								4. Business and Finance	
								A. Acceptance of donations to Canutillo ISD	123
Motion					X			Motion to accept the donations from Bobo’s Fun Center, Adventure	
Second						X		Zone and Wal-Mart, passed	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
								B. Consider alternatives, placement, design of base, installation and related issues of the eagle statue for the new high school	
Motion					X			Motion to go with the Martinez/Banes design and get on with it ( <i>base cost \$19,100.00 plus a design fee of \$5,350.00 for a total cost of \$24,450.00</i> ), passed.	
Second				X					
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain							X		
								Mr. Fietze wanted the record to reflect that he disagreed with the amount submitted for the design fee.	
									Reg. Board Mtg. Minutes Page 13

**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

Regular Meeting Board of Trustees								
Tuesday, November 8, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas								
							<b>Item:</b>	<b>Reference:</b>
Motion							C. Consider formation of committee to assist with the bond issue and appointment of committee members	127
Second						X	Mr. Coronado stated that he would like to request that administration and board members submit names of individuals to serve on this committee. Several names were suggested by the Board Members.	
Ayes	X	X	X	X	X	X	Motion to postpone this item until the next scheduled board meeting, passed.	
Nays								
Abstain								
							5. Administration A. Review of Policy DEA (Local)	
							There was a great deal of deliberation on this item. During the deliberation a motion was made and seconded. Mr. Reyes moved for a “ <i>call for the question</i> ” which would end the deliberation. The <i>call for the question</i> was seconded by Mr. Lerma.	
							Voting <b>for</b> the <i>call for the question</i> : Mr. Arellano, Mr. Fietze, Mr. Lerma, Mr. Reyes and Mrs. Sanchez	
							Voting <b>against</b> the <i>call for the question</i> : Mr. Coronado and Mr. Rodriquez	

**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Regular Meeting Board of Trustees	
								Tuesday, November 8, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion			X					<p>Motion to remove from DEA (Local) the last sentence, <i>“No employee with less than a satisfactory performance evaluation will receive a pay increase”</i>, failed.</p> <p>6. Adjournment</p> <p>The public meeting was adjourned at 9:50 p.m. by unanimous consent.</p>	<p>Reg. Board Mtg. Minutes Page 15</p>
Second					X				
Ayes			X		X				
Nays	X	X		X	X	X			
Abstain									

**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Special Meeting Board of Trustees	
								Wednesday, November 16, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ	MRS. SANCHEZ		
Present	X	X	X	X	X	X	X	1. General Functions A. Call to Order at 6:25 p.m.  B. Roll Call  2. Instruction and Student Affairs A. NONE  3. Personnel  The Board of Trustees adjourned into closed session from 6:28 p.m. through 8:42 p.m. on agenda 3A, 3B and 3C under the authority of Texas Open Meetings Act, Texas Government Code Sections 551.071 and 551-074.  A. Accept retirement of Superintendent effective December 31, 2005  Motion to accept the retirement of Superintendent Charles Hart effective December 31, 2005, passed.   B. Consultation with attorney regarding legal matters related to retirement of Superintendent  Mr. Coronado announced that the Board of Trustees would not take any formal action on this item.	
Motion					X				
Second				X					
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									

**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Special Meeting Board of Trustees	
								Wednesday, November 16, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ	MRS. SANCHEZ		
Motion					X			C. Appointment of Interim Superintendent	
Second				X				Motion to appoint Dr. Pam Padilla as Interim Superintendent, passed.	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
Motion					X			4. Business and Finance	
Second				X				A. Consider Educational Specifications for future elementary campuses	
Ayes	X	X	X	X	X		X	Motion to table this item and postpone for a future meeting, passed.	
Nays						X			
Abstain									
Motion					X			B. Discuss Master Plan for Building Facilities	
Second				X				Motion to postpone this item, passed.	
Ayes	X	X	X	X	X		X		
Nays						X			
Abstain									Special Board Mtg. Minutes Page 2

**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Special Meeting Board of Trustees	
								Wednesday, November 16, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ	MRS. SANCHEZ		
Motion								C. Report on landscaping issues at new high school and approval of recommendation	
Second								Mr. Farran made a presentation. After a considerable amount of deliberation, Mr. Reyes <i>called for the question</i> . The <i>call for the question</i> was seconded by Mr. Lerma.	
Ayes	X	X		X	X			<u>Voting for calling for the question:</u> Mr. Arellano, Mr. Coronado, Mr. Frietze, Mr. Lerma, Mr. Reyes & Mrs. Sanchez	
Nays			X					<u>Voting against calling for the question:</u> Mr. Rodriguez	
Abstain						X	X	Motion to allow Dr. Padilla and Mr. Farran to resolve the issues of landscaping at the new high school, passed.	
								5. Administration	
								A. NONE	
								6. Adjournment	
								The public meeting was adjourned at 9:10 p.m. by unanimous consent.	
									Special Board Mtg. Minutes Page 3

**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Special Meeting Board of Trustees	
								Monday, November 28, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
		MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ		
							MRS. SANCHEZ		
Present	X	X		X		X	X	<p>1. General Functions</p> <p>A. Call to Order at 6:15 p.m.</p> <p>B. Roll Call (Mr. Fietze arrived at 6:19 p.m. and Mr. Reyes arrived at 6:33 p.m.)</p> <p>C. Board of Trustee Business</p> <p>1. Report from Region 19 Educational Service Center on procedures for Superintendent Search</p> <p>The Board of Trustees adjourned into closed session from 7:31 p.m. through 8:50 p.m. under the authority of Texas Open Meetings Act, Texas Government Code Section 551.071. Agenda items C1, 4C and 4F were taken out of order and deliberated following item 4B.</p> <p>Mr. Coronado announced that the Board would not take any formal action on this item it was merely a report to the Board.</p> <p>2. Instruction and Student Affairs</p> <p>A. NONE</p> <p>3. Personnel</p> <p>A. NONE</p> <p>4. Business and Finance</p> <p>A. Work Session with First Southwest Company on Bond Issue</p> <p>With the consent of the Board, this item was taken out of order and deliberated following roll call.</p>	

**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Special Meeting Board of Trustees	
								Monday, November 28, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
		MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ		
							MRS. SANCHEZ		
Motion						X		Mr. Roberts and Mr. Zavaleta presented scenarios on the tax rate impact on homeowners for the upcoming \$39 million bond election. They also presented the tax rate impact with or without IFA (Instructional Facilities Allotment) funding.	
Second	X							Mr. Reza made a short presentation pertaining to the information which is being prepared by administration in order to inform the community regarding the upcoming bond issue.	
Ayes	X	X	X	X	X	X	X	B. Appointment of community members to Bond Committee	
Nays								Motion to approve the list of community members which was submitted to the Board in the Friday packet, also to include the additional individuals recommended, passed.	
Abstain								C. Report from Attorney regarding status of Enlink claim for change order	
								The Board of Trustees adjourned into closed session from 7:31 p.m. through 8:50 p.m. under the authority of Texas Open Meetings Act, Texas Government Code Section 551.071. Agenda items C1, 4C and 4F were taken out of order and deliberated following item 4B.	
								Mr. Coronado announced that the Board would not take any formal action on this item it was merely a report to the Board.	Special Board Mtg. Minutes Page 2
								<i>Mr. Rodriguez departed the public meeting at 8:00 p.m. while the Board was in executive session.</i>	





**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Special Meeting Board of Trustees	
								Tuesday, December 6, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ	MRS. SANCHEZ		
Present	X	X	X	X	X	X	X	1. General Functions A. Call to Order at 6:22 p.m.  B. Roll Call (Mrs. Sanchez arrived at 6:26 p.m.)  2. Instruction and Student Affairs A. Consider re-aligning of campuses by aligning Alderete School as a middle school rather than a 5th-6th grade school  Dr. Padilla presented rationale for the realignment of Alderete School as a 6-7-8 grade campus. Several alternatives were presented as viable options for Alderete School to relieve the overcrowding at the elementary campuses. Dr. Padilla recommended that Alderete School become the district’s second middle school with grades 6-7-8. Mr. Farran presented cost figures for the renovation of the existing middle school and high school. There was a great deal of deliberation on the need to make both facilities (existing middle school and high school) comparable since they would be middle schools.	
Motion					X			Motion to designate Alderete School as 6-7-8 grade campus and the current high school would be Canutillo Middle School (6-7-8 grades),	
Second	X							passed.	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									

**MINUTES**  
**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**

**MEMBERS**

								Special Meeting Board of Trustees	
								Tuesday, December 6, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion						X		3. Personnel	
Second	X							A. Conduct interview with Superintendent candidate	
Ayes	X	X	X	X	X	X	X	The Board of Trustees adjourned into closed session from 7:50 p.m. through 9:19 p.m. under the authority of Texas Open Meetings Act, Texas Government Code Section 551-074 on agenda items 3A and 3B.	
Nays								Mr. Coronado announced that the interview had been conducted and the Board would not take any formal action on this item.	
Abstain								B. Naming of finalist(s) for Superintendent position	
								Motion that Pam Padilla be named finalist for the superintendent position, passed.	
								4. Business and Finance	
								A. NONE	
								5. Administration	
								A. NONE	Special Board Mtg. Minutes Page 2



## **DECEMBER**

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### Action Items

Review and Approval of Financial Audit  
Budget for Board Goals & Priorities for Coming School Year

### Other Items

"Pre-evaluation" of Superintendent (Report on District Status)  
Board Self-assessment  
DAC Report (formative)  
Review of Campus Report Cards

### Important Dates

Pearl Harbor Day (Dec. 7)  
Human Rights Day (Dec. 10)  
Bill of Rights Day (Dec. 15)  
Christmas (Dec. 25)

### Events

Board Christmas Dinner

# Memo

**To:** Dr. Pam Padilla  
**From:** Annette R. Bingham *ARB*  
**CC:** Ms. Patricia Mendoza  
**Date:** November 29, 2005  
**Re:** Board Agenda Item

---

I would like to request a board item to honor the efforts of my parents, teachers and students in the Sun Bowl Parade and for our Reading for All / Lectura Para Todos day. Reading for All / Lectura Para Todos was a program which every room adopted a book. Students were allowed to dress up in their favorite book character. Readers from the community, parents, administrators, sheriff deputies, fire fighters came and read to our students.

The El Paso Times carried a story of this project and Bill Childress was then contacted by the Sun Bowl Parade chairmen to participate in the parade. Parents, teachers and volunteers created larger than life books for the parade. I would like to acknowledge the efforts of our teachers, paraprofessionals, custodians, parents, and students for all their help in both projects.

I would like to present at the next board meeting on December 13. If you have any questions regarding this request, do not hesitate to contact me.

**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
POST OFFICE BOX 100  
CANUTILLO, TEXAS**

Subject: Request for Leave of Absence for  
Temporary Disability

Date: December 13, 2005

Presented by: Renée O'Donnell

Consent Agenda

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**ACTION**

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1. **BACKGROUND INFORMATION**

Angela Estes has been on family medical leave since August, 2005. She is requesting to be granted a leave of absence for the remainder of the 2005-2006 school year due to temporary disability.

2. **SUPERINTENDENT RECOMMENDATION**

It is recommended that the Board approve this request.

3. **BOARD ACTION REQUESTED**

Motion to approve leave for Angela Estes as recommended by the Interim Superintendent.

**MOTION** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**FOR** \_\_\_\_\_ **AGAINST** \_\_\_\_\_

**BOARD PRESIDENT:** This Board will adjourn into closed session pursuant to the following section of the Texas Open Meetings Act, Texas Government Code Section 551.074 and 551.082, for evaluation and employment of a public officer or employee.

**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
POST OFFICE BOX 100  
CANUTILLO, TEXAS**

Agenda Item: \_\_\_\_\_ Date: December 13, 2005

Subject: Consider resolution to increase attorney fees for the collection of delinquent taxes

Presented By: Pam Padilla Consent Agenda:

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**ACTION**  
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1. BACKGROUND INFORMATION:

Mr. Juan Sandoval, Tax Assessor-Collector has prepared a resolution regarding an increase of attorney fees for the collection of delinquent taxes. It is recommended that that collection penalty be increased from fifteen percent (15%) to twenty percent (20%). The penalty will be borne by the delinquent taxpayer, not the school district and will be remitted to the delinquent tax law firm as the attorney fee to defray the cost of collections.

2. SUPERINTENDENT RECOMMENDATION:

The Interim Superintendent recommends adoption of the resolution.

3. BOARD ACTION REQUESTED:

Motion to approve the resolution to increase attorney fees for the collection of delinquent taxes as recommended by Interim Superintendent.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

JOHN F. COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

JUAN F. SANDOVAL  
TAX ASSESSOR COLLECTOR



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
J. ALEXANDRO LOZANO, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
PRESI ORTEGA, JR., DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

## TAX DEPARTMENT

November 29, 2005

Charles Hart, Superintendent  
Canutillo Independent School District  
7962 Arcraft Road  
El Paso, Texas 79932

Dear Mr. Hart:

I am pleased to inform you that the City of El Paso ("the City") renewed the delinquent tax collection contract with Delgado Acosta Spencer Linebarger & Perez, LLP ("the Firm"). The City followed the recommendations of the Tax Advisory Committee ("the Committee") which reviewed the results of an extensive audit conducted by the City of El Paso that evaluated the Firm's performance under the previous contract.

The City also passed a resolution that approved the following: 1) the increase of the additional penalty for the collection of delinquent taxes as allowed by state law from 15% to 20%, and 2) in the case of delinquent-personal property taxes, to allow for the penalty to be imposed as early as 60 days after the delinquency date if the personal property taxes are turned over to the Firm for collection earlier than July 1. Below is a brief explanation of two items the resolution covers that I hope your governing body will consider and pass at its next meeting on **December 13, 2005.**

### Increase of Collection Penalty to 20%

As you know, **this penalty is borne by the delinquent taxpayer, not your jurisdiction, and is remitted to the delinquent tax law firm as the "attorney fee,"** to defray the cost of collections, **if, and only if,** the delinquent taxes are collected. **This fee increase has no financial impact on taxing jurisdictions, and would be effective for the 2005 tax year and subsequent years.**

The additional collection penalty which has been in effect statewide for over 25 years, was 15% prior to 2001. In 2001, the legislature authorized the increase of the collection penalty up to 20%. This increase operates as a "cost of living" adjustment to reflect the enormous increase in costs that law firms expend in order to maintain high performance. During the past twenty years, costs of personnel, rent, postage, and computer support have certainly increased.

In addition, the increase in the collection penalty will also enhance the collection program with additional staff, and I feel the increase is justified and well deserved.

**I hope that your government will also consider the same rate change.** From a customer service standpoint, we believe it will be less confusing if all consolidated jurisdictions adopt the same delinquency rate. It will be less confusing for taxpayers and tax office personnel if we remain consistent in our approach to delinquent taxes.

#### Early Turnover of Personal Property

Taxes not paid by February 1 are delinquent. If taxes remain delinquent through July 1, the collection penalty is added and the delinquent taxes are turned over to our attorneys for collections. By July 1, however, many businesses whose personal property taxes remain unpaid have either closed their business, removed, or sold the inventory, furniture or equipment that could have been seized for payment of taxes. This makes the collection of delinquent-personal property taxes extremely difficult and unsuccessful. The legislature has addressed this problem by allowing personal property taxes to incur a collection penalty on the February 1 delinquency date if the taxing jurisdiction that collects taxes has contracted with an attorney to collect these taxes prior to the July 1 date. Our delinquent-tax contract provides that delinquent-personal property taxes will be turned over to the Firm on the 60<sup>th</sup> day after February 1. In other words, our attorneys will be able to enforce collection of delinquent-personal property taxes sixty (60) days after the February 1 delinquency date instead of waiting until the regular July 1 turnover date. I believe that enforcing the collection of these taxes at an earlier date will have a positive and significant impact for your taxing jurisdiction.

I have attached a copy of the Resolution the City passed for your use. I will be happy to answer any questions you may have or meet with you, or your governing board, if you should desire. Representatives at Delgado Acosta will be contacting your office to discuss these changes and answer any questions as well. I would appreciate your keeping me informed of your intentions so that I can plan accordingly.

The City of El Paso is pleased to provide collection services to your taxing jurisdiction. We are proud of our Tax Office and other customer-service enhancements that we feel will further improve our overall collection process.

Sincerely



Juan Sandoval  
Tax Assessor-Collector

Enclosure

## **RESOLUTION**

### **RECITALS:**

**WHEREAS**, Canutillo Independent School District, through an Interlocal agreement, has its taxes collected by the City of El Paso; and

**WHEREAS**, the City of El Paso has contracted with private legal counsel to enforce collection of delinquent property taxes pursuant to TEX. TAX CODE § 6.30;

**WHEREAS**, such private legal counsel is entitled to 20% of the delinquent taxes, penalty and interest which are collection subject to the contract; and

**WHEREAS**, Canutillo Independent School District wishes to defray its costs of collection of delinquent taxes, as authorized by TEX. TAX CODE § 33.07, §33.08 and §33.11;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF  
THE CANUTILLO INDEPENDENT SCHOOL DISTRICT:**

1. That the Recitals set forth hereinabove are correct.
2. That pursuant to Section 33.07 of the Code, an additional penalty on delinquent taxes for tax years 2005 and subsequent years therefore is hereby approved and imposed in the amount of twenty percent (20%) of the delinquent tax, penalty and interest if that tax becomes delinquent on or after February 1 of a year but not later than May 1 of that year and that remains delinquent on July 1 of the year in which that tax becomes delinquent.
3. That pursuant to Section 33.08 of the Code, an additional penalty on delinquent taxes for tax years 2005 and subsequent years thereafter is hereby approved and imposed in the amount of twenty percent (20%) of the delinquent tax, penalty and interest if that tax becomes delinquent on or after June 1 under Section 26.07(f), 26.15(e), 31.03, 31.031, 31.032, or 31.04 of the Code.
4. That pursuant to Section 33.11 of the Code, an additional penalty on delinquent taxes imposed on tangible personal property for tax years 2005 and subsequent years thereafter is hereby approved and imposed in the amount of twenty percent (20%) of the delinquent tax, penalty, and interest, if that tax becomes delinquent on or after February 1 of a year, the tax remains delinquent on or after the 60<sup>th</sup> day after the tax becomes delinquent, and the additional penalty is incurred before July 1 of the year in which said taxes become delinquent.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2005.

CANUTILLO INDEPENDENT SCHOOL  
DISTRICT

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Sergio Coronado  
Board President

ATTEST:

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Yvonne Sapien Sanchez  
Board Secretary

CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
POST OFFICE BOX 100  
CANUTILLO, TEXAS

Agenda Item:

Date: December 13, 2005

Subject: Reading Program – ARI Extended Day Program

Presented By: Tony Reza and Priscilla Caballero

Consent Agenda: X

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ACTION

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1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any purchase that costs or aggregates to a cost of \$25,000 or more shall require Board approval before a transaction may take place. This request is to purchase an ARI Reading Program for students to gain vocabulary and comprehension skills. The *AMP Reading System* is a complete scientifically research-based reading system for identified ARI sixth grade students who are reading at the third to fifth grade level. *Openers Spanish* equips our identified ARI Students with the skills and strategies they need to access and comprehend non-fiction and further complete our ARI Extended Day Program. These program will be purchased through *Pearson Education* in the amount of no more than \$50,000.00 for the 05-06 school year.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval to purchase the ARI Reading Programs for the 05-06 School Year.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Vendor: 8461  
REQ #: 15043

PEARSON EDUCATION  
PO BOX 2500  
LEBANON, IN 46052-3009

CANUTILLO ISD WAREHOUSE  
7965 ARTCRAFT RD.  
EL PASO, TX 79932  
(915) 877-7745

ATTN: PRISCILLA CABALLERO/KAREN JUDD

918  
11/07/05

FOB DESTINATION

4	EA		1,499.9500	5,999.80
		404.11.6399.15.999.6.99		
		ITEM 0-13-024849-5 CLASSROOM SYSTEM		
1	EA			
		404.11.6399.15.999.6.99		
		KIT 1		
4	EA		1,499.9500	5,999.80
		404.11.6399.15.999.6.99		
		ITEM 0-13-024840-1 CLASSROOM SYSTEM		
1	EA			
		404.11.6399.15.999.6.99		
		KIT 2		
4	EA		56.5000	226.00
		404.11.6399.15.999.6.99		
		ITEM 0-13-024726-X LEVEL 1, VOLUME 1		
4	EA		56.5000	226.00
		404.11.6399.15.999.6.99		
		ITEM 0-13-024875-4 LEVEL 1, VOLUME 2		
4	EA		56.5000	226.00
		404.11.6399.15.999.6.99		
		ITEM 0-13-024775-8 LEVEL 2, VOLUME 1		
4	EA		56.5000	226.00
		404.11.6399.15.999.6.99		
		ITEM 0-13-024876-2 LEVEL 2, VOLUME 2		
4	EA		49.9500	199.80
		404.11.6399.15.999.6.99		
		ITEM 0-13-24912-2 LEVEL 1, VOLUME 1		
4	EA		56.9500	227.80
		404.11.6399.15.999.6.99		
		ITEM 0-13-24913-0 LEVEL 1, VOLUME 2		

(Continued)

PEARSON EDUCATION

CANUTILLO ISD WAREHOUSE

(Continued)

4	EA	404.11.6399.15.999.6.99	49.9500	199.80
		ITEM 0-13-24914-9 LEVEL 2, VOLUME 1		
4	EA	404.11.6399.15.999.6.99	56.9500	227.80
		ITEM 0-13-24915-7 LEVEL 2, VOLUME 2		
1	EA	404.11.6399.15.999.6.99	825.5300	825.53
		SHIPPING AND HANDLING CHARGES 6%		
1	EA	404.11.6399.15.999.6.99		
		PROMO CODE S181A		
1	EA	404.11.6399.15.999.6.99		
		READING MATERIALS NEEDED FOR KAREN J.		
1	EA	404.11.6399.15.999.6.99		
		SECTION 504		

TOTAL

-----  
14,584.33  
\*\*\*\*\*

\*\* DRAFT COPY \*\*

Vendor: 8461  
REQ #: 15172

PEARSON EDUCATION  
PO BOX 2500  
LEBANON, IN 46052-3009

CANUTILLO ISD WAREHOUSE  
7965 ARTCRAFT RD.  
EL PASO, TX 79932  
(915) 877-7745

ATTN: PRISCILLA CABALLERO/KAREN JUDD

918  
11/11/05

FOB DESTINATION

8	EA		703.5000	5,628.00
		404.11.6399.15.999.6.99		
		ITEM 0-7652-7930-4 GRADE 3		
8	EA		703.5000	5,628.00
		404.11.6399.15.999.6.99		
		ITEM 0-7652-7933-4 GRADE 4		
1	EA			
		404.11.6399.15.999.6.99		
		OPENERS SPANISH FOR ARI EXTENDED DAY		
1	EA			
		404.11.6399.15.999.6.99		
		PROGRAM		
1	EA		675.3600	675.36
		404.11.6399.15.999.6.99		
		S & H CHARGES 6% PROMO CODE S181A		

TOTAL

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11,931.36  
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\*\* DRAFT COPY \*\*

CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
POST OFFICE BOX 100  
CANUTILLO, TEXAS

Agenda Item:

Date: December 13, 2005

Subject: Approve Services - Igniting Your World, Inc.

Presented By: Tony Reza & Dr. Pam Padilla

Consent Agenda:  X

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1. BACKGROUND INFORMATION:

As stated in the Education Code Section 44.031, Item J, a school district may purchase an item that is available from only one source. In addition, as stated in Board Policy CH(Local), any purchase that costs or aggregates to a cost of \$25,000 or more shall require board approval before a transaction may take place. This request is to approve the services from Lisa V. Hardcastle /DBA Igniting your World, Inc. for seven presentation at each of the campus to include Character Counts for the Counseling program, Life Skills Program, and 7 Treasures of the Heart program for an annual contract not to exceed the sum of \$30,000.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval for the services of Character Counts, Life Skills and 7 Treasures of the Heart programs.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the services as recommended by the Superintendent.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Sole Source Letter

October 16, 2005

Igniting Your World, Incorporated is the publisher, holder of all copyright, and holder of sole source in the United States for the motivational programs that we offer as listed below. Furthermore, Igniting Your World, Incorporated is the exclusive provider of these motivational programs within the United States. Our products are developed in-house and are unique in the market. These program titles may only be experienced when given a specially trained Igniting Your World, Incorporated speaker. The program scripts may not be purchased.

If you desire additional information, don't hesitate to contact me at 972-310-9594 at any time or visit our Web site at [www.IgnitingYourWorld.org](http://www.IgnitingYourWorld.org). Thank you for your interest in our products.

**Program Titles**

**Breaking Free**

Breaking Free Overview – one hour single series program

Breaking Free Seven-Part Series

- Self-Esteem
- Healthy Relationships
- Freedom
- Women-in-Training
- Love
- Priorities
- Hope

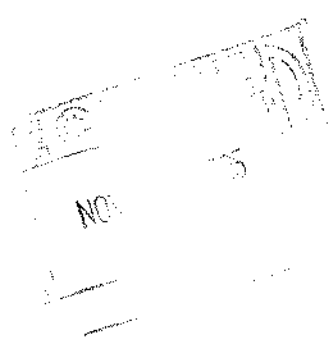
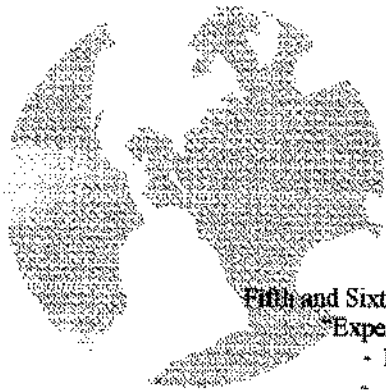
**Seven Treasures of the Heart**

Fifth and Sixth Grade Seven-Part Series  
"Experiencing Choices"

- Honesty
- Kindness
- Respect
- Hope
- Support
- Success
- Relationships

Seventh and Eighth Grade Seven-Part Series  
"Choose Your Future"

- Honesty
- Kindness
- Respect
- Hope
- Support
- Success
- Relationships



*Lisa Valdez Hardcastle*

Lisa Valdez Hardcastle, President  
Igniting Your World, Inc.

# Ignite Your World

This program is designed to be fun and informative. It is not intended to be a miracle drug or a quick fix. It should be a time for the young women to relax and learn skills to help them through today and inspire them to succeed in the future. We desire to remove guilt and shame and show these young women how special they are. We will share with them that they have not made a mistake, but rather a choice that will require responsibility and hard work. We want to teach these young women how to leave a legacy that their children will be proud of. Our goal is to ignite these young women into believing in themselves as Mothers:

- M** - Motivated to succeed
- O** - Obligated to my child
- T** - Teenager as well as a mother
- H** - Healthy Relationships are important
- E** - Embrace my role in society
- R** - Respect, I will earn it and give it.

I will work hard to make my parents proud to call me their daughter.

## Goals:

- To make them feel special, encouraged, and supported
- To bring them together to build their self-esteem and develop goals for the future
- To renew their child-like joy while still teaching them skills to get through the day and remain responsible for their children in the future
- To reduce isolation, guilt and shame by teaching them how to be a part of society
- To inspire them to make better choices in the future

## Requirements:

The girls will meet with an Ignite Your World leader seven times throughout the school year for a one hour session. Ignite Your World will need a point of contact in each school district where the girls can go and get connected for upcoming events.

## **Session Overview:**

### ***Session topic***

The leader will present the topic and then ask a series of focused questions and scenarios to guide the girls into further understanding the topic of the month. Each session will end with a period of topic-related practical skills that they can use with their children in order to care for them both emotionally and physically. These topics are intended to guide these young women to develop their own character and their children's and teach them skills to find success in the future. There will be a question box and a pile of index cards available so that if the young ladies have further questions, they can place them in the box at the end of the session.

### **The topics are:**

**Self-esteem** – The young women will learn to believe in themselves and how special they are, and that they truly do have a chance at a successful future. Childcare skills example – verbalizing how special and talented their children are.

**Healthy Relationships** – The young women will learn about boundaries and what is required to maintain healthy relationships with those around them. Childcare skills example – keeping a watch over their child's friends and teaching their children how to share.

**Freedom** – The young women will be encouraged break free of negativity and depression and how to refocus their attention on positive thinking. Childcare skills example – Training their children to be positive and encouraging to others.

**Women-in-Training** – The young women will work through the challenge of combining their responsibilities as a mother with the need to enjoy their time as a teenager. We want them to develop in a healthy but reasonable pattern and not end up regretting all that they missed. Childcare skills example- Stress the importance of playing with your child and encouraging them to exercise and have fun.

**Love-** The young women will learn to recognize and embrace the love offered to them by their families and other relationships. They will learn how to truly bond with their children and develop standards for healthy love attachments to boyfriends in order to not further their challenges. Childcare skills example – Teaching their children about strangers, emphasizing the importance of cuddling time with their children.

**Priorities** – The young women will be introduced to the idea of prioritizing their goals, how to get through the day or how to attain their future desires. They will be encouraged to view themselves as a part of society throughout the lesson. Childcare skills examples – To develop firm discipline strategies and to teach their children to clean up their toys.

**Hope** – The sessions will end with a time of dreaming about their futures. They will be encouraged to use all that they have learned throughout the year to look positively toward their futures and develop a plan to attain their goals. Childcare skills examples – To play imagination games with their children, play dress-up, or to look at the clouds and imagine what they could be.

### ***Question time***

The leader will answer a few of the questions written down by the girls at the end of the previous month. The first month this time will be spent explaining the question box process to the young women.

**Process :** The young women can take an index card as they leave (or arrive, in future sessions) to write a question down, and place in the box by a certain determined hour of the day. The leader will look through these questions and pick a few to answer at the end of the next session. The questions are anonymous and no personal meetings will be held. They will also be encouraged to only write down serious questions and not silly comments or pictures.

### ***Sanity Savers***

The leader will finish the session by giving the young women ideas of activities to do to relax and develop their interests and goals.

material or subject can only be altered or changed by Ignite Your World Inc.

**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
POST OFFICE BOX 100  
CANUTILLO, TEXAS**

Agenda Item: \_\_\_\_\_ Date: December 13, 2005

Subject: Interlocal Agreement and Addendum Between County of El Paso and  
Canutillo ISD

Presented By: Pam Padilla Consent Agenda: ✓

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**ACTION**  
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1. BACKGROUND INFORMATION:

Canutillo ISD is to provide space at Canutillo Elementary's Lone Star Building for the Sheriff's Department Substation. Sheriff's office personnel shall have access to the provided space twenty-four hours per day seven days per week. This arrangement is a win-win situation for all parties involved especially the community.

2. SUPERINTENDENT RECOMMENDATION:

The Interim Superintendent recommends approval of the interlocal agreement.

3. BOARD ACTION REQUESTED:

Motion to approve the the interlocal agreement and addendum with the County of El Paso as recommended by Interim Superintendent.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

**BASKIND & HOSFORD, P.C.**

**ATTORNEYS AT LAW  
300 E. MAIN, SUITE 908  
EL PASO, TEXAS 79901-1379**

**LARRY A. BASKIND  
HENRY C. HOSFORD, JR.  
MARK SALLOUN**

**TELEPHONE: (915) 544-0737  
FAX: (915) 533-5021**

*\* ALSO ADMITTED IN NEW MEXICO*

December 7, 2005

VIA FAX 915-877-7470

Mr. Jose Lopez  
Canutillo ISD  
P.O. Box 100  
Canutillo, TX 79835

RE: Interlocal Agreement and Addendum Between the County of El Paso  
and Canutillo ISD

Dear Jose:

I reviewed the Interlocal Agreement and Addendum. The form of the Interlocal Agreement and Addendum is acceptable.

Very truly yours,



LARRY A. BASKIND

LAB:ogt

P/LBAS/2005CISD/CRRSP/LOPEZ.1

STATE OF TEXAS )  
 )  
COUNTY OF EL PASO )

**ADDENDUM TO INTERLOCAL AGREEMENT**

This is an Addendum to Interlocal Agreement by and between THE COUNTY OF EL PASO, TEXAS, a political subdivision of the State of Texas (the "County") and the CANUTILLO INDEPENDENT SCHOOL DISTRICT, El Paso County, Texas (the "School District"). The following provisions are added by agreement of the parties. To the extent that any provisions in the main body of the agreement conflict with the provisions of this addendum, this addendum shall control.

**1. Section 4, Term,** is revised to read as follows:

"The term of this Agreement shall commence on January 1, 2006 and end on December 31, 2009."

**2. Section 5, Termination,** is revised to read as follows:

"Either the School District or the County may terminate this Agreement with or without cause upon 90 days written notice to the other party. The parties understand and acknowledge that the funding for the Community Resource Officer program is provided through a grant to the County (Sheriff's Office) and the program is dependent on continued grant funding. The parties further acknowledge that the County of El Paso is a political subdivision of the State of Texas, and as such adopts its budget according to the laws of the State of Texas for a period of one year beginning on October 1st and terminating on September 30th of each year. In the event that the County does not receive grant funds or does not intend to include sufficient funds in its next annual budget, in any fiscal year during the term of this Agreement, for the payment of its obligations hereunder, the County may terminate this Agreement without penalty or further payment, upon 30 days written notice to the School District, to be effective on September 30th of the then current fiscal year."

**EXECUTED ON** the day and year first written above.

**COUNTY OF EL PASO, TEXAS**


**CANUTILLO INDEPENDENT  
SCHOOL DISTRICT**

By:   
Dolores Briones, County Judge

By: \_\_\_\_\_  
President, Board of Trustees

**ATTEST:**  
  
County Clerk

**ATTEST:**  
\_\_\_\_\_  
Secretary

**APPROVED AS TO FORM:**  
  
Assistant County Attorney

**APPROVED AS TO FORM:**  
\_\_\_\_\_  
Attorney for Canutillo ISD

## INTERLOCAL AGREEMENT

This Interlocal Agreement entered into this 1<sup>st</sup> day of January, 2006 by and between THE COUNTY OF EL PASO, TEXAS, a political subdivision of the State of Texas (the "County") and the CANUTILLO INDEPENDENT SCHOOL DISTRICT, El Paso County, Texas (the "School District").

### 1. Recitals.

Whereas, the Sheriff's Office ("Sheriff's Office") of the County needs a substation area in the Town of Canutillo to facilitate a Community Resource Officer (C.R.O.) Program which will allow the Sheriff's Office to better serve the citizens of Canutillo and of the Upper Valley; and

Whereas, the School District has space available in the Lone Star Building of the Canutillo Elementary School which can be used as a substation; and

Whereas, the presence of the Sheriff's Office substation will enhance the security of the campus, provide a space for offices for the DARE officers; and

Whereas, the presence of the Sheriff's Office Substation will be of benefit to the School District and the community served by the School District; and

Whereas, the County and the School District are authorized to enter into this Agreement by Section 791.011, Texas Government Code;

**NOW, THEREFORE**, be it known that the County and the School District enter into this Interlocal Agreement under the following terms and conditions:

### 2. School District Duties and Obligations.

- A. **Space for Substation.** The School District will provide space at the Lone Star Building at the Canutillo Elementary School within the town of Canutillo to serve as a substation for the Sheriff's Office. Sheriff's Office personnel shall have access to the provided space twenty-four hours per day seven days per week. The School District will provide utilities to the substation without charge to the Sheriff's Office.
- B. **Utilities.** The School District will provide utilities to the substation without charge to the Sheriff's Office.
- C. **Telephone and Internet Services.** The School District shall assure that telephone and internet services are available to the Sheriff's Office Substation. The Sheriff's Office or the County shall be responsible for the payment of any charges or expenses incurred for the use of telephone service or internet services.
- D. **Maintenance and Custodial Services.** The School District shall provide maintenance and custodial services to the Sheriff's Office Substation in accordance with its normal schedules for maintaining the building in which the Substation is located.

3. **Sheriff's Obligations and Duties.**
  - A. **Maintain Substation.** The Sheriff's Office shall maintain a Substation at the office provided by the School District.
  - B. **Office Space for DARE Officers.** The Sheriff's Office shall provide office space within the Substation for the DARE Officers assigned to provide the DARE program to the School District.
  - C. **Telephone and Internet Services.** The Sheriff's Office shall pay all fees and charges related to the installation of data lines for connection to the El Paso County IntraNet.
4. **Term.** This Agreement shall commence on the 1<sup>st</sup> day of January, 2006 and extend for a one year term until the 31<sup>st</sup> day of December, 2006, provided however, this Agreement shall continue to be renewed thereafter for successive one year terms until terminated.
5. **Termination.** Either the School District or the County may terminate this agreement with or without cause upon 90 days written notice to the other party.
6. **Liability.** This agreement is not intended to alter or re-allocate any liability of the parties for their actions or the actions of their staff, or to alter or re-allocate any defense or immunity presently authorized by law. The County and the School District will each bear any liability or risk of loss from claims arising from their respective use of the school building in which the substation is located and for the acts of their respective officers, agents or employees.
7. **Miscellaneous.**
  - A. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties and supersedes all prior agreements and understandings as to this tract of land and may be amended or supplemented only by an instrument in writing and signed by the parties.
  - B. **Due Authorization.** The County Commissioner's Court and the Board of Trustees of the School District have duly authorized the execution of this Agreement and the performance of the obligations hereunder.
  - C. **Notices.** Any notice authorized or required to be given under this Agreement shall be delivered or sent to the following addresses:
    - County: County of El Paso  
Attn: County Judge  
*500 E. San Antonio, Rm. 301*  
El Paso, Texas 79901
    - School District: Canutillo Independent School District  
Attn: Superintendent  
P. O. Box 100  
Canutillo, Texas 79835
  - D. **Compliance with Law.** The parties agree to comply with all local, state and federal laws, ordinances, regulations and orders.

- E. Governing Law.** This agreement shall be governed in all respects, including effect, validity, and interpretation and shall be enforceable in accordance with the laws of the State of Texas. Venue shall be in El Paso County, Texas for any issue.
- F. Time of the Essence.** The parties agree that time is of the essence to this Agreement and each and every provision hereof.
- G. Severability.** If any provision of this Agreement shall be held to be invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality or enforceability of the remaining provisions shall not in any way be affected or impaired.
- H. Assignment Prohibited.** This Agreement, its rights, duties and responsibilities may not be assigned without the prior written agreement of the parties.
- I. Counterparts.** This agreement is being executed in multiple counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

EXECUTED on the day and year first written above.

COUNTY OF EL PASO

CANUTILLO INDEPENDENT SCHOOL DISTRICT

By:   
County Judge

By: \_\_\_\_\_  
President, Board of Trustees

ATTEST:

ATTEST:

  
County Clerk

\_\_\_\_\_  
Secretary

APPROVED AS TO FORM:

APPROVED AS TO FORM:

  
Assistant County Attorney

\_\_\_\_\_  
Attorney for Canutillo ISD

**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
POST OFFICE BOX 100  
CANUTILLO, TEXAS**

Agenda Item: \_\_\_\_\_ Date: December 13, 2005

Subject: Adoption of changes to DC (Local) as recommended by Policy Committee  
(second reading)

Presented By: Renee O'Donnell Consent Agenda:

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**ACTION**  
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1. BACKGROUND INFORMATION:

The Board Policy Committee met in October to discuss and review legal and local policies in Update 76 from TASB. The changes to DC (Local), as outlined in starting points, are recommended by the Policy Committee. See policy enclosed. DC (Local) was presented to the Board for first reading on November 8, 2005.

2. SUPERINTENDENT RECOMMENDATION:

The Interim Superintendent recommends adoption of changes to DC (Local).

3. BOARD ACTION REQUESTED:

Motion to adopt the changes to DC (Local) as recommended by Interim Superintendent and Policy Committee.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

EMPLOYMENT PRACTICES

DC  
(LOCAL)

PERSONNEL DUTIES	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
FILLING VACANCIES	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well qualified candidates.
RECRUITMENT	<p>All vacancy notices shall be posted in a place readily accessible to the general public in each educational facility, including the central office of the District to ensure that present employees have an opportunity to apply and be considered for positions that become available. However, recruitment shall also be directed outside the District as required by Board policy, or if necessary and appropriate.</p> <p>All potential applicants for positions with the District shall be informed that the Superintendent has authority to hire certified contractual employees for positions that are not administrative and that the Board retains authority to hire all administrators from the level of assistant principal on up. Current District employees may apply for any vacancy for which they have appropriate qualifications.</p>
ADMINISTRATIVE POSITIONS	<p>All administrative positions shall be advertised within the District by posting notice of vacancies at all campuses and the central office, and outside the District in appropriate publications and at other public educational institutions, as needed. The Superintendent shall recommend candidates for assistant superintendent, executive director, director, principal, and assistant principal to the Board for employment.</p> <p>The Superintendent may request that the Board waive any requirements of the job description.</p>
APPLICATIONS	All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.
SELECTION AND EMPLOYMENT	The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.
CONTRACTUAL	<p>The Board delegates to the Superintendent sole authority to employ teachers, librarians, nurses, counselors, and other certified staff who are not administrators.</p> <p>Final authority for selection and employment of assistant superintendents, executive directors, directors, principals, and assistant</p>

EMPLOYMENT PRACTICES

DC  
(LOCAL)

with any other districts participating in the regional consortium. In the event the applicant or employee claims an error has been made in the record, there will be no charge for a recheck of the record, if made within one year, to ensure that the error was corrected.

Employment of applicants remains a matter of discretion with the District.

EXIT INTERVIEWS  
AND EXIT REPORTS

An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.

**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
POST OFFICE BOX 100  
CANUTILLO, TEXAS**

Agenda Item: \_\_\_\_\_ Date: December 13, 2005

Subject: Adoption of TASB Localized Policy Manual Update 76 (second reading)

Presented By: Renee O'Donnell \_\_\_\_\_ Consent Agenda:

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**ACTION**  
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1. BACKGROUND INFORMATION:

TASB Localized Policy Manual Update 76 was presented to the Policy Committee on October 18, 2005. In addition, "Starting Points" for Update 76 were also reviewed by the committee. The committee recommended that TASB Update 76 be presented to the Board for first reading at the meeting on November 8, 2005.

2. SUPERINTENDENT RECOMMENDATION:

The Interim Superintendent recommends adoption of TASB Localized Update 76.

3. BOARD ACTION REQUESTED:

Motion to adopt TASB Localized Policy Manual Update 76 as recommended by Interim Superintendent and Policy Committee.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

# Instruction Sheet

## TASB Localized Policy Manual Update 76

District            Canutillo ISD

Code	Action To Be Taken	Note
AC            (LEGAL)	Replace policy	Revised policy
BBB          (LEGAL)	Replace policy	Revised policy
BBBA        (LEGAL)	Replace policy	Revised policy
BE            (LEGAL)	Replace policy	Revised policy
BQ            (LEGAL)	Replace policy	Revised policy
BR            (LEGAL)	Replace policy	Revised policy
✓ CAA        (LOCAL)	Replace policy	Revised policy
CCA          (LEGAL)	Replace policy	Revised policy
CCG          (LEGAL)	Replace policy	Revised policy
CDA          (LEGAL)	Replace policy	Revised policy
CE            (LEGAL)	Replace policy	Revised policy
CH            (LEGAL)	Replace policy	Revised policy
CKC          (LEGAL)	ADD policy	See explanatory note
CRD          (LEGAL)	Replace policy	Revised policy
CRE          (LEGAL)	Replace policy	Revised policy
CS            (LEGAL)	Replace policy	Revised policy
DC            (LEGAL)	Replace policy	Revised policy
✓ DC          (LOCAL)	No policy enclosed	See explanatory note
DEA          (LEGAL)	Replace policy	Revised policy
DHE          (LEGAL)	Replace policy	Revised policy
DK            (LEGAL)	Replace policy	Revised policy
DLB          (LEGAL)	Replace policy	Revised policy
E              (LEGAL)	Replace table of contents	Revised table of contents
EHAC        (LEGAL)	Replace policy	Revised policy
EHBG        (LEGAL)	ADD policy	See explanatory note
EHBK        (LEGAL)	Replace policy	Revised policy
EIA          (LEGAL)	Replace policy	Revised policy
F              (LEGAL)	Replace table of contents	Revised table of contents
FD            (LEGAL)	Replace policy	Revised policy
✓ FD          (LOCAL)	Replace policy	Revised policy
FDB          (LEGAL)	Replace policy	Revised policy

# Instruction Sheet

## TASB Localized Policy Manual Update 76

	Code	Action To Be Taken	Note
✓	FDB (LOCAL)	Replace policy	Revised policy
	FDD (LEGAL)	Replace policy	Revised policy
✓	FDD (LOCAL)	Replace policy	Revised policy
	FEA (LEGAL)	Replace policy	Revised policy
	FFAC (LEGAL)	Replace policy	Revised policy
	FFAF (LEGAL)	ADD policy	See explanatory note
	FFG (LEGAL)	Replace policy	Revised policy
	FFG (EXHIBIT)	Replace exhibit	Revised exhibit
	FL (LEGAL)	Replace policy	Revised policy
✓	FL (LOCAL)	Replace policy	Revised policy
	FL (EXHIBIT)	DELETE exhibit	See explanatory note
	FMF (EXHIBIT)	DELETE exhibit	See explanatory note
	FNA (LOCAL)	No policy enclosed	See explanatory note
	FNC (LEGAL)	Replace policy	Revised policy
	FNCF (EXHIBIT)	ADD exhibit	See explanatory note
	FO (LEGAL)	Replace policy	Revised policy
	FOA (LEGAL)	Replace policy	Revised policy
	FOC (LEGAL)	Replace policy	Revised policy
	FOC (EXHIBIT)	Replace exhibit	Revised exhibit
	FOD (LEGAL)	Replace policy	Revised policy
	GBA (LEGAL)	Replace policy	Revised policy
	GBAA (LEGAL)	Replace policy	Revised policy
	GND (LEGAL)	Replace policy	Revised policy

*File this*

# Explanatory Notes

## TASB Localized Policy Manual Update 76

District: Canutillo ISD

AC (LEGAL) GEOGRAPHIC BOUNDARIES

SB 427, enacted during the 79th regular session, requires districts that alter their boundaries—or the boundaries of single-member districts—to promptly notify the county voter registrar of the change. Notification must occur within 30 days of the board's action and must be accompanied by a map (in a format compatible with that used by the registrar's office) marking the change. This requirement becomes effective for elections ordered after September 1, 2005.

BBB (LEGAL) BOARD MEMBERS  
ELECTIONS

While the November uniform election date remains unchanged, the May uniform election date—long pegged to the first Saturday in May and moved last year to the third Saturday to accommodate redistricting time lines—has moved again, to the second Saturday in May, as a result of HB 2339 from the 79th regular session.

Other legislative changes affecting this policy are as follows:

- SB 427 requires that changes in district boundaries—and single-member district boundaries—be promptly communicated to the county voter registrar. (See NOTICE TO VOTER REGISTRAR on page 1.)
- HB 2339 adjusts the filing and write-in deadlines for elections held on the general election day (November of even years). Filing for a place on the ballot must occur no later than the 70th day prior to election day and declaration of a write-in candidacy must occur no later than the 67th day prior to election day. For other elections, the usual time lines—62nd day and 57th day, respectively—apply. (See FILING INFORMATION on page 1.)
- HB 2339 also adjusts the deadline for ordering an election on the general election day: the call must occur no later than the 70th day beforehand. For other elections, the usual deadline—the 62nd day—remains. (See NOTICE on page 2.)

In this same section appears the HB 1580 requirement that the district retain—for at least 22 months—a copy of the newspaper notice of the election. Previously state law required that the copy be retained for 60 days.

Also added is the HB 2309 requirement that the board deliver—no later than the 60th day preceding the election—notice of the election to the county clerk of each county in which the district is located.

- HB 1209 requires districts holding elections on the November uniform election date of any year to use regular county polling places. Excluded from this requirement are Harris County and the seven contiguous counties: Galveston, Chambers, Liberty, Montgomery, Waller, Fort Bend, and Brazoria. (See BALLOT, ELECTION OFFICIALS, AND POLLING PLACES on page 3.)
- HB 719 provides the Texas secretary of state more detailed direction regarding his authority to promulgate rules pertaining to form and posting of the long-required NOTICE OF VOTING RIGHTS HOTLINE.
- HB 57 (effective for elections ordered after October 1, 2005) clarifies the timeframe for canvassing May election returns. While November-electing districts still must canvass returns between the 8th day and 11th day after elections, May-electing districts may start canvassing sooner. May-electing districts may begin on whichever of the following dates is latest:
  - the third day after election day,

## Explanatory Notes

### TASB Localized Policy Manual Update 76

- the date on which all early voting ballots and provisional ballots have been counted, or
- the date when all timely received ballots cast outside the country have been counted.

(See CANVASS RETURNS on page 5.)

- HB 2309 requires—for all elections called after January 1, 2006—the person presiding over the canvassing to prepare a report of the precinct results and to deliver that report to the secretary of state—in an electronic form to be specified by the secretary. (See CERTIFICATE OF ELECTION on page 6.)

Unless otherwise indicated above, these provisions apply to elections ordered after September 1, 2005.

**Please note:** This (LEGAL) version is for districts whose boards are composed of seven trustees, elected at-large. If there has been a change in your district's method of election and this description no longer reflects your practice, please contact your Policy Consultant/Analyst so we can update our files and issue the correct (LEGAL) version for your manual.

#### BBBA (LEGAL) BOARD MEMBERS REPORTING CAMPAIGN FUNDS

TERMINATION OF CAMPAIGN TREASURER APPOINTMENT is new material drawn from HB 1863 and effective June 17, 2005. The legislation empowers a board to adopt a process by which its secretary may terminate the appointment of a campaign treasurer for an inactive candidate or political committee.

#### BE (LEGAL) BOARD MEETINGS

Legislation resulting from the 79th regular session affects board meeting notices as follows:

- At CONTINUED MEETING, on page 2, is new text—from SB 690, effective June 17, 2005—allowing the board to recess a meeting and resume the meeting the following business day without posting further notice. The board cannot continue that meeting, however, to yet another day without the required notice. The legislation effectively embraces as law a 1998 attorney general's opinion (DM-482) to that effect and specifies that any such continuation must be in good faith and not for the purpose of circumventing the notice requirements of the Texas Open Meetings Act.
- HB 2381 requires a district to post meeting notices on its Internet Web site, if the district maintains a Web site. Previously districts have posted a hard copy of the meeting notice in a continuously accessible place at the central administration office or another continuously accessible location. After September 1, 2005, districts may satisfy the posting requirement by (1) making "a good-faith attempt to continuously post the notice on the Internet" during the 72 hours preceding a meeting AND (2) posting a hard copy notice in the central administration office, where it must be readily accessible to the public during normal business hours. (See TIME OF NOTICE AND ACCESSIBILITY on page 3.) Posting on the Internet, though, is no longer discretionary for a district that maintains an Internet Web site: provisions of SB 1133, reflected at INTERNET POSTING on page 3, require such districts to post meeting notices on the site and—for districts containing a municipality with a population of 48,000 or more—to post also the meeting agenda, if it differs from the posted notice. HB 2381 is effective September 1, 2005; SB 1133, on January 1, 2006.
- At CATASTROPHE, on page 4, is reflected—also from SB 690—language that allows a board prevented by a catastrophe from convening a properly posted meeting to convene the meeting at a convenient location within 72 hours. Whether further notice is needed within the 72-hour period is not clearly stated. TASB attorneys note that the embedded cross-reference to Government Code Section 551.045 (the section providing for emergency meetings or emergency-driven additions to the agenda) might suggest that the district would still be bound to provide a two-hour notice but that the catastrophic delay might in itself constitute a "reasonably unforeseen situation" creating an "urgent public necessity." Because of this

## Explanatory Notes

### TASB Localized Policy Manual Update 76

ambiguity, districts are urged to confer with local counsel should a catastrophe prevent the board from meeting as initially scheduled.

#### BQ (LEGAL) PLANNING AND DECISION-MAKING PROCESS

HB 283 (from the 79th regular session and effective June 18, 2005) requires that—within the framework of the District Improvement Plan—each district implement a discipline management program that provides “for the prevention of and education concerning unwanted physical or verbal aggression, sexual harassment, and other forms of bullying in schools, on school grounds, and in school vehicles.” The new requirement may be found at item 9 on page 2.

#### BR (LEGAL) REPORTS

Beginning this fall and **within the first ten days of classes**, districts with Internet Web sites must publish on the Web their most recently received AEIS report and School Report Cards (SRCs). Such publication is mandated by HB 3297, from the 79th regular session and effective June 18, 2005, and does not affect existing publishing requirements, keyed to TEA’s release of the reports:

- The AEIS report still must also be published **within two weeks** after the local hearing (convened **within 90 days** after receipt from TEA) and posted in various public places (e.g., school offices, local businesses, and public libraries). (See page 2 for requirements regarding AEIS INTERNET DISSEMINATION.)
- SRCs still must also be distributed to parents **within six weeks** after receipt from TEA, by mail, parent/teacher conferences, or other means identified by the campus. (See page 3 for requirements regarding SRC INTERNET DISSEMINATION.)

#### CAA (LOCAL) FISCAL MANAGEMENT GOALS AND OBJECTIVES FINANCIAL ETHICS

Three items within the definition of FRAUD AND FINANCIAL IMPROPRIETY have been refined for clarity:

- At item 8—a reference to policy DBD has been added. A reference to “law or District policy” has also been added to clarify when items of material value may be accepted.
- At item 9—“inappropriately” has been moved to the beginning of the phrase so that it modifies all actions described.
- At item 11—“law or District policy” has been added to embrace both legally defined conflicts of interest as well as those established by policy, such as at DBD(LOCAL).

#### CCA (LEGAL) LOCAL REVENUE SOURCES BOND ISSUES

Various bills from the 79th regular session affect this policy:

- At EXISTING DEBT ALLOTMENT (page 1): SB 1863, effective July 1, 2005, updated the year-eligibility for state funding for servicing of existing bonded indebtedness.
- At ELECTIONEERING (page 1): HB 2339, effective September 1, 2005, clarifies that the board cannot use “state or local funds or other resources of the district to electioneer for or against any candidate, measure, or political party.”

## Explanatory Notes

### TASB Localized Policy Manual Update 76

- At ELECTIONS (page 1): HB 57, effective for elections called after October 1, 2005, now prohibits school districts from holding bond elections (or any other election, for that matter) other than on the May or November general election dates.
- At CALL FOR ELECTION (page 2): HB 2339 also adjusts the deadline for ordering a bond election on the general election day: the call must occur no later than the 70th day beforehand. For other elections, the usual 62-day requirement remains in place.
- At NOTICE OF ELECTION (page 2): a HB 2309 provision requires that the board deliver—no later than the 60th day preceding the election—notice of the election to the county clerk of each county in which the district is located.

#### CCG (LEGAL) LOCAL REVENUE SOURCES AD VALOREM TAXES

Changes arising from the 79th regular session are as follows:

- TAX RATE (page 2) reflects both SB 1652, effective September 1, 2005, and SB 18, effective June 18, 2005. The former clarifies that the tax rate has separate maintenance/operations and debt service components and requires the actual debt service rate to match the rate posted under Education Code 44.004(c)(2)(A)(ii)(b).

The latter legislation represents a substantial addition to the requirements for adopting a tax rate. Beginning with the current tax rate adoption, the motion to adopt a tax rate that exceeds the effective tax rate must be phrased as an increase in property taxes. Furthermore, the ordinance setting a tax rate that will cause maintenance and operations taxes overall to exceed those levied the previous year must include, in type larger than in any other portion of the document, tax increase language and the amount of the tax increase for a home valued at \$100,000. The legislation also provides specific language that the district must post on its Internet Web site to announce the increase.

- As found at REINVESTMENT ZONES/TAX INCREMENT FINANCING (page 8), counties have been newly authorized by HB 2120 to form reinvestment zones, after September 1, 2005.
- In addition and as with trustee elections at BBB(LEGAL) and bond elections at CCA(LEGAL):
  - At CALL FOR ELECTION (page 3), HB 2339 also adjusts the deadline for ordering an election to ratify school taxes on the general election day: the call must occur no later than the 70th day beforehand. For other elections, the usual 62-day requirement remains in place. (Effective September 1, 2005.)
  - At NOTICE TO COUNTY CLERK (page 4): a HB 2309 provision requires that the board deliver—no later than the 60th day preceding the election—notice of the election to the county clerk of each county in which the district is located. (Effective June 18, 2005.)

#### CDA (LEGAL) OTHER REVENUES INVESTMENTS

SB 256—from the 79th regular session and effective September 1, 2005—amends the Public Funds Investment Act to clearly allow local governments to invest in certificates of deposit or share certificates issued by a depository institution's branch office. Previously such investments could occur only with a state or national bank, savings bank, or state or federal credit union domiciled in Texas.

The new language may be found in the first paragraph at item 2 on page 6. A new second paragraph under that item lists five additional circumstances allowing investment in certificates of deposit.

#### CE (LEGAL) ANNUAL OPERATING BUDGET

A new section titled USE OF DISTRICT RESOURCES has been added (on page 1) to reflect the HB 1826 prohibition against the use of district employees, property, or resources in the design, construction, or renova-

## Explanatory Notes

### TASB Localized Policy Manual Update 76

tion of improvements to real property that is not owned or leased by the district. This legislation, from the 79th regular session, was effective June 18, 2005.

Also added within this section is the HB 2339 ban on using state or local funds or other resources for electioneering of any sort. [See also CCA(LEGAL).]

#### CH (LEGAL) PURCHASING AND ACQUISITION

HB 664 from the 79th regular session allows many districts to favor local bidders in awarding purchasing contracts. The legislation, effective September 1 and reflected under FACTORS on page 2 and LOCATION OF BIDDER on page 3, allows the district to award the purchase contract to a local bidder if that bid is within five percent of the lowest bid and under the following conditions:

- The district's administrative office is located in a municipality with a population under 250,000,
- The bidder's principal place of business is within the district, and
- The purchase is not for telecommunications or information services.

#### CKC (LEGAL) SAFETY PROGRAM/RISK MANAGEMENT EMERGENCY PLANS

SB 11 from the 79th regular session newly requires districts to put in place "a multihazard emergency operations plan" no later than March 1, 2006, and to conduct a security audit of district facilities at least once every three years.

The plan requirement is specific to security and must address:

- employee emergency response training,
- student and staff emergency drills, and
- coordination with local emergency management agencies, law enforcement, and fire departments.

The Texas School Safety Center, created in 2001 by the Legislature, is charged with the responsibility of providing districts a safety training program that now includes assistance in developing a multihazard emergency operations plan. The center is currently creating a model plan that will form the basis for this training; the training will be delivered through education service centers. Additionally, districts may request on-site technical assistance on school safety issues.

Further information as it becomes available will be posted on the Safety Center Web site at <http://www.txssc.txstate.edu/txssc.htm>.

#### CRD (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT HEALTH AND LIFE INSURANCE

Legislation from the 79th regular session prompts the following additions:

- At PLAN DISCLOSURE STATEMENT on page 1 is a HB 765 requirement that districts not participating in TRS Active Care provide both employees and prospective employees a copy of any plan disclosure statement prepared by the provider. The district must also retain a copy of the notice that has been signed by the recipient. This requirement applies to all policies issued or renewed after January 1, 2006.
- At COMPENSATION SUPPLEMENT on page 3 is found the SB 1691 "clean-up" of the supplemental compensation—Healthcare Reimbursement Account tangle that arose from actions of the 78th Legislature (2003). The amount of the supplement is now clearly pegged to an amount specified in the General

## Explanatory Notes

### TASB Localized Policy Manual Update 76

Appropriations Act. The legislation does not extend the supplement to retirees eligible for TRS Care (or other coverage through the state, the University of Texas, or Texas A&M University). The supplement will be distributed monthly, rather than annually as before, and administration of the fund transfers will now be handled by TEA rather than TRS.

SB 1691 also includes a provision that effectively eliminates the 90-day waiting period, imposed during the 78th regular session, for new employees to become TRS members. Because this provision is not effective until September 1, 2005, the old law will apply for those who have not completed the 90-day waiting period by that date. As a consequence—and only until September—those employees are not eligible for TRS and must be covered by whatever stop-gap measure the district has in place. As of September 1, coverage by TRS begins, but the district must pay the state's share for the remainder of the employee's 90-day period. (See TRS CONTRIBUTIONS FOR NEW HIRES on page 4.)

SB 1691's scope also includes a requirement that—beginning September 1, 2005—a district that hires a retiree must fund:

- both the state's and employee's shares (currently 12.4 percent of the employee's salary) that would be payable if the employee were not a retiree; and
- the state contribution rate for the retiree's health insurance coverage, if the retiree is enrolled in TRS Care. The district does not have to make the TRS Care contribution, however, if the retiree is enrolled in TRS Active Care or if the retiree was reported to TRS by a school district as a retiree in January 2005. (See TRS CONTRIBUTIONS FOR REHIRED RETIREES on page 5.)
- At TERMINATION OF COVERAGE, on page 8, is reflected a SB 1448 provision that makes any district that does not participate in TRS Care subject to the limits on exclusions for preexisting conditions found in the Insurance Code. This requirement becomes effective with the 2005–06 school year.
- At EMPLOYEE ELECTION on page 11 appears HB 407 language that allows an employee married to another employee to declare himself or herself as dependent so that both are covered by the same policy, conceivably at a lower combined premium rate. This provision is effective with the start of the 2005–06 school year and applies to coverage provided under either a large or small employer health benefit plan.

#### CRE (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT WORKERS' COMPENSATION

As a result of HB 7 from the 79th regular session, the Texas Workers' Compensation Commission has been merged into the Texas Department of Insurance. The many references to "TWCC" in this policy have been replaced by "TDI" and citations have been updated.

#### CS (LEGAL) FACILITY STANDARDS

At SECURITY CRITERIA, on page 3, a provision of SB 11 from the 79th regular session has been added and is effective with the development of Texas School Safety Center criteria this fall: a district using Instructional Facilities Allotment funds must consider in the design of the facility TSSC security criteria.

#### DC (LEGAL) EMPLOYMENT PRACTICES

This policy has been redeveloped to present topics and subtopics in a more logical manner and to more closely track statutory language. Substantive changes attributable to the 79th regular session are as follows:

- Under EMPLOYMENT POLICIES on page 1, SB 387 newly defines posting of vacancies as an "employment policy" essential. Further requirements in this regard are found at POSTING OF VACANCIES.

## Explanatory Notes

### TASB Localized Policy Manual Update 76

These provisions become effective with the 2005–06 school year and require the district to post vacancies for positions requiring certification or licenses in specified locations for at least ten school days and to allow current employees “a reasonable opportunity” to apply. The notice requirement is waived for filling vacancies in positions affecting “the safety and security of students as determined by the board.” The ten-day requirement, waived for filling a vacancy that occurs during the school year, embraces the broad definition of “teacher” found at Education Code 21.201 that includes such positions as classroom teachers, counselors, and administrative personnel required to have SBEC certification.

- At EMPLOYMENT OF RETIREES on page 2, SB 1691 provisions, effective September 1, 2005, have been added. These reporting requirements replace previous TRS rules regarding the monthly reporting statement.

#### DC (LOCAL) EMPLOYMENT PRACTICES

Policy Service records indicate that your district has not yet completed and returned the worksheet found in the **Contractual/Noncontractual Employment Starting Points** policy development tool kit. As a consequence your current policies may not adequately reflect district practice in light of changes in law and in the certification structure enacted by the State Board for Educator Certification.

For further information, refer to this **Starting Points**, found at <http://www.tasb.org/services/policy/starting/contract.aspx>, or contact your district’s Policy Consultant/Analyst.

#### DEA (LEGAL) COMPENSATION AND BENEFITS SALARIES, WAGES, AND STIPENDS

In addition to being reorganized for clarity and to more closely track statutory language, the policy has been revised to include SB 1691 provisions pertaining to COMPENSATION SUPPLEMENT (on page 2), TRS CONTRIBUTIONS FOR NEW HIRES (on page 3), and TRS CONTRIBUTIONS FOR REQUIRED RETIREES. Further information on each of these additions may be found in the explanatory note at CRD(LEGAL) in this update packet.

At RETIREMENT INCENTIVES, found on page 4, is an additional SB 1691 provision that prohibits districts from offering incentives for employees to retire from TRS.

#### DHE (LEGAL) EMPLOYEE STANDARDS OF CONDUCT SEARCHES AND ALCOHOL/DRUG TESTING

Beginning September 1, 2005, districts will be required to report to the Department of Public Safety anomalous results of driver drug tests required by the U.S. Department of Transportation. The provisions of SB 217 from the 79th regular session require these reports when:

- a test indicates an alcohol concentration of 0.04 or greater or a result above the level set by DOT regulations for drug concentration;
- the employee refuses to provide a specimen for testing; or
- the specimen is found to be adulterated, diluted, or switched.

In addition to these revisions, found at REPORTS on pages 2 and 3, the policy has been reorganized and lightly edited to more closely track statutory language. A lengthy listing, drawn from DOT regulations, of materials that must be made available to those subject to DOT-required testing has been deleted as excessively detailed for policy.

#### DK (LEGAL) ASSIGNMENT AND SCHEDULES

While the addition to the policy—the TRANSFERS provision on page 2—is modest, the policy itself has been refined to more closely track the language of statute. The new TRANSFERS provision is language drawn

## Explanatory Notes

### TASB Localized Policy Manual Update 76

from SB 387—effective with the 2005–06 school year—that permits a district to include in its employment policies provisions for employee transfers within the district.

#### DLB (LEGAL) WORK LOAD REQUIRED PLANS AND REPORTS

SB 493 from the 79th regular session permits the commissioner of education to authorize an accreditation investigation of a district in response to “repeated complaints of excessive paperwork requirements on classroom teachers.” This provision becomes effective with the 2005–06 school year.

While not added to this policy, the legislation also requires the commissioner to limit written reports and other paperwork TEA requires of principals or classroom teachers and, at least once every even-numbered year, to review and reduce paperwork requirements imposed by TEA on districts.

#### E (LEGAL) INSTRUCTION

We have revised the E–Section Table of Contents to accommodate policy EHBG: Prekindergarten.

#### EHAC (LEGAL) BASIC INSTRUCTIONAL PROGRAM REQUIRED INSTRUCTION (SECONDARY)

At COORDINATED HEALTH PROGRAM on page 1 has been added new law extending to middle and junior high students a health initiative that has previously been focused only on elementary students. From the program mandate in the 77th regular session, amended during the 78th regular session, to SB 42 in the 79th regular session, differing effective dates emerge: districts must receive training in the implementation of the elementary program by September 1, 2007, while training for the middle and junior high program must begin in the 2006–07 school year.

At item 5, on page 2, of the list of required course offerings in grades 9–12, language from HB 492 from the 79th regular session has been added. Beginning with the 2006–07 school year, districts must include instruction in personal financial literacy in any course meeting the economics course credit requirement. The State Board of Education must adopt—by March 1, 2006—rules that include a transition period for 2006–07 juniors and seniors and must adopt TEKS on personal financial literacy by the 2008–2009 school year.

#### EHBG (LEGAL) SPECIAL PROGRAMS PREKINDERGARTEN

We have created this new code to specifically focus on prekindergarten programs and moved provisions, previously found at FD(LEGAL) and elsewhere, to this new policy. This material has been supplemented with Education Code provisions on grants, specifically the PREKINDERGARTEN EXPANSION GRANT and the READY TO READ GRANT, found on page 2.

Also new is a requirement—from HB 2048 from the 79th regular session and effective June 18, 2005—that the district participate in the Texas Information and Referral Network (TIRN), an initiative of the Health and Human Services Commission. Participation will take two forms:

- Information collection: Each district, each local workforce development board, and the Texas Head Start State Collaboration Office will provide TIRN information regarding available child-care and education services and eligibility information. This information will be published on the Internet (in a manner prescribed by the legislation) and will provide—in the language of the bill—“a point of access through which a person may be directed on how or where to apply for all child-care and education services available in the person’s community.”

## Explanatory Notes

### TASB Localized Policy Manual Update 76

- Contact management: TIRN staff will provide the person's contact information to the local Head Start or Early Head Start center, local workforce development center, and school district. Each entity is then required to contact the person regarding eligibility and to match the person's need with child-care and education services it provides or that are available through other providers in the community.

EHBK (LEGAL) SPECIAL PROGRAMS  
OTHER INSTRUCTIONAL INITIATIVES

Revisions are as follows:

- At CONSTITUTION DAY, on page 1, a requirement embedded in the Federal Appropriations Act of 2004 has been added: districts that receive federal funds from any source must observe U.S. Constitution Day each September 17. That observance marks the date in 1787 that delegates to the Constitutional Convention convened to sign the document. [Further information is available on the National Archives Web site at <http://www.archives.gov/education/lessons/constitution-day/>.]
- At WOMEN'S INDEPENDENCE DAY, on page 3, provisions of HB 67 from the 79th regular session and effective May 9, 2005, have been added. The day commemorates the ratification of the 19th Amendment (women's suffrage) of the U.S. Constitution on August 26, 1920.

EIA (LEGAL) ACADEMIC ACHIEVEMENT  
GRADING/PROGRESS REPORTS TO PARENTS

NOTICE OF PERFORMANCE RATINGS has been added to reflect HB 3297 from the 79th regular session and effective June 18, 2005: districts are now required to provide campus rating information with the first report card of the year.

F (LEGAL) STUDENTS

To better accommodate increasingly detailed law and regulations pertaining to chronic health conditions, we have created—at FFAF—a new code for INDIVIDUALIZED HEALTH PLANS.

FD (LEGAL) ADMISSIONS

Legislation from the 79th regular session is incorporated as follows:

- At RESIDENT GRANDPARENT, on page 3, appears the HB 25 language (effective May 27, 2005, and replicated in HB 283 with a June 18, 2005, effective date) that requires a district to admit any nonresident student for whom a grandparent, residing in the district, provides a "substantial amount of after-school care." The determination of what constitutes a "substantial amount" is left to the board.
- AT REQUIRED DOCUMENTATION, on page 5, is found language, also from HB 25, that significantly shortens the time lines within which records of transfers must occur. Previously law required the sending district to provide records to the receiving district within 30 days of the request; new law requires that this occur within ten working days of the request. Moreover, the law now requires the sending district to notify the parent that he or she may request an unofficial copy to take to the new district.

Please note also that the prekindergarten provisions previously in this policy have been moved to EHBG(LEGAL) and provisions regarding the U.S. Immigration's Student and Exchange Visitor Information System (SEVIS) have been deleted since they do not apply to public school districts in Texas.

FD (LOCAL) ADMISSIONS

Revisions to this local policy are as follows:

## Explanatory Notes

### TASB Localized Policy Manual Update 76

- At RESIDENCY REVIEW, we have deleted a statement specifically addressing the appeal of a superintendent's decision. Since all decisions may be appealed under the appropriate complaint policy, the statement was unnecessary and potentially confusing.
- At NONRESIDENT STUDENT IN GRANDPARENT'S AFTER-SCHOOL CARE, there is new language resulting from HB 25 on admission of nonresident students for whom grandparents, residing in the district, provide a "substantial amount of after-school care." The local policy text:
  - obligates the parent and grandparent to provide residency information and to **complete a form** to document the extent of after-school care provided, and
  - delegates to the superintendent authority to approve these admission requests.

Admission of the student is based on whether the care provided by the grandparent is determined by the board to be "substantial." Because of differing needs and circumstances of children at different ages and stages of development, formulating objective criteria to be used to measure "substantial amount" will likely yield a range of decisions governed by exception rather than rule. We suggest that the superintendent propose administrative regulations setting forth guidelines. Such guidelines might establish a threshold for approval—e.g., a minimum number of hours per day, of days per school week, of months per school year—and provide for consideration of age and special needs or circumstances.

To assist districts in making this determination, Policy Service has prepared a "boilerplate" administrative procedure and a sample form that the parent and grandparent would be required to complete. These documents may be found at FD(REGULATION) and FD(EXHIBIT), respectively, in the *TASB Regulations Resource Manual*, available via MyTASB to policy administrators.

#### FDB (LEGAL) ADMISSIONS INTRADISTRICT TRANSFERS

This policy has been revised to more closely track statutory language and reorganized for clarity. In addition, HB 283 provisions relating to transfers prompted by bullying are reflected on page 2. That legislation from the 79th regular session and effective June 18, 2005, defines bullying and allows victims of bullying to be assigned to another classroom or transferred to another campus. The transfer is not automatic—the board or its designee must determine that the bullying occurred—nor is the district required to provide transportation to another campus.

#### FDB (LOCAL) ADMISSIONS INTRADISTRICT TRANSFERS

New text at CLASS CHANGES and TRANSFERS BETWEEN SCHOOLS addresses the need for the board to formally delegate authority to investigate and approve requests for class changes or transfers pursuant to an allegation of bullying. [See FDB(LEGAL)] The language of delegation is generalized to all intradistrict transfers whether from classroom to classroom or campus to campus. If this language is not consistent with district practice, please contact your Policy Consultant/Analyst for appropriate text.

#### FDD (LEGAL) ADMISSIONS SCHOOL SAFETY TRANSFERS

A new section titled SEXUAL ASSAULT TRANSFER reflects HB 308 from the 79th regular session. Effective June 18, 2005, the new law requires a district to permit a student who is the victim of a sexual assault by another student to transfer to another campus in the district. If no other campus exists, the victim's parent may request a transfer to another district. If, however, the victim does not want a transfer, the district must transfer the assailant to another campus or—if only a single campus exists at that grade level—to the district's

# Explanatory Notes

## TASB Localized Policy Manual Update 76

alternative education program or juvenile justice alternative education program. The law requires the district to notify, to the extent permitted by federal privacy laws, the victim's parent of where the assailant has been transferred or placed. The district is not required to provide transportation to either student.

This new law echoes to some extent the No Child Left Behind Act's Unsafe School Choice Option (renamed School Safety Choice Option in Texas), found on page 1 of this policy. This NCLBA transfer provision is triggered when the sexual assault occurred on the grounds of the school the victim attends; the HB 308 transfer provision applies regardless of where the sexual assault occurred but only if both students were attending the same school at the time of the assault.

In addition to the significant change described above, the policy has been revised throughout to more closely track statutory language.

### FDD (LOCAL) ADMISSIONS SCHOOL SAFETY TRANSFERS

The No Child Left Behind Act requires districts receiving ESEA funds to notify students of their right to transfer within the district from a school identified as "persistently dangerous" or when the student becomes a victim of violent crime at school. Recent guidance from TEA strongly encourages districts in which an intradistrict transfer is not possible to work with another district to arrange an interdistrict transfer. In this light, we have reorganized your current (LOCAL) policy to avoid redundancy and have added a provision that the district "explore transfer options with another school district." With the generalization of the transfer statement, we have deleted a provision—not required by law or TEA guidance—that the district would transport these students to their new school. New to the policy is language:

- delegating to the superintendent (or the superintendent's designee) authority to receive and expedite school safety transfer requests.
- establishing time lines—as specified by TEA—for notification of transfer rights and for approval of transfer requests.
- requiring retention of relevant records for five years, as specified by TEA.

ADDITIONAL TRANSFER OPTIONS, on page 2, has been added to acknowledge the right of a parent whose student has been the victim of a sexual assault—within circumstances added to the Education Code by HB 308—to transfer to another classroom or school OR to request that the assailant, if on the same campus as the student, be transferred to another school. [See FDD(LLEGAL) explanatory note and text for additional information.]

TEA's July 22, 2005, "To the Administrator Addressed" communique on NCLBA transfer requirements may be found at <http://www.tea.state.tx.us/nclb/PDF/SSCONotice0705.pdf>.

### FEA (LEGAL) ATTENDANCE COMPULSORY ATTENDANCE

HB 1575 from the 79th regular session prompts two changes to this policy. Both changes became effective on June 18, 2005:

- At AFFIRMATIVE DEFENSE—STUDENT, on page 5: the affirmative defense to prosecution of a student for nonattendance may now be used only if—after deducting involuntary absences and excused absences—the number of remaining unexcused or voluntary absences is insufficient to constitute an offense.
- At DISTRICT COMPLAINT OR REFERRAL, the district now has only seven school days—from the student's last absence—to file a complaint for nonattendance or refer the student to a juvenile court for conduct indicating a need for supervision.

## Explanatory Notes

### TASB Localized Policy Manual Update 76

In addition to these changes, the policy has been refined throughout to more closely track statutory language and, with new margin notes, to improve the mapping of the material.

For more information, see TEA's August 2, 2005, "To the Administrator Addressed" correspondence regarding attendance, admission, enrollment records, and tuition at <http://www.tea.state.tx.us/taa/legal080205.html>.

#### FFAC (LEGAL) HEALTH REQUIREMENTS AND SERVICES MEDICAL TREATMENT

At PRESCRIPTION MEDICATION AND SPECIAL EDUCATION STUDENTS, on page 4, appears a new section drawn from the December 2004 reauthorization of the Individuals with Disabilities Education Act. The Act now prohibits an employee of the district from requiring a student to obtain—as a condition of attending school or being evaluated for or receiving special education services—a prescription for a controlled substance.

#### FFAF (LEGAL) HEALTH REQUIREMENTS AND SERVICES INDIVIDUALIZED HEALTH PLAN

FFAF is a new policy code established to house provisions applicable to INDIVIDUALIZED HEALTH PLANS, such as those called for by HB 984 (from the 79th regular session) for students with diabetes.

The legislation, effective June 18, 2005, requires a three-pronged approach by parents and schools:

- Development of a diabetes management and treatment plan (DMTP) by the parent and the physician responsible for treating the student's diabetes.

This plan, signed by the parent and physician, must identify the health-care services the student may receive at school and assess the student's ability to manage his or her diabetes. The plan must be submitted to the school by the beginning of the school year or upon the later enrollment of the student, or as soon as practicable after diagnosis.

- Development of an individualized health plan (IHP) for the student by the principal or designee and the school nurse (if one is assigned to the school).

This plan must be developed in collaboration with the parent, the physician (to the extent practicable) and at least one of the student's teachers.

- Development of campus procedures and resources to provide the required care to diabetic students.

The campus will attempt to ensure the availability of a school nurse or unlicensed diabetes care assistant (UDCA), under the supervision of the principal. A UDCA may be a school employee who volunteers to perform this duty or an employee of the local health department or other entity with which the district has contracted for this service. Each UDCA must be appropriately trained by the school nurse or a health-care professional having expertise in the care of diabetics. Training must be in accordance with guidelines promulgated by the Texas Diabetes Council of the Texas Department of State Health Services.

Additionally, the principal must make efforts to have at least one UDCA if a school nurse is assigned full-time to the campus and at least three UDCA's if there is no full-time nurse. School employees who transport or supervise students during off-campus activities must be given specific information regarding diabetic students in their charge: the identification of the diabetic student, potential emergencies and appropriate responses to emergencies that may arise as a consequence of the diabetes, and an emergency contact number.

The law provides UDCA's liability protection under the general immunity applicable to school district professional employees. They are also sheltered from claims regarding unlicensed practice of medicine, while school nurses are held harmless for the actions of a UDCA.

# Explanatory Notes

## TASB Localized Policy Manual Update 76

The Texas Diabetes Council released its "Guidelines for Training Unlicensed Diabetes Care Assistants" in July. This and many other resources relating to diabetes in a school setting may be found at <http://www.tdh.state.tx.us/diabetes/default.htm>.

FFG (LEGAL) STUDENT WELFARE  
CHILD ABUSE AND NEGLECT

HB 1970, from the 79th regular session and effective September 1, 2005, prompts the following changes:

- At TO WHOM REPORTED on page 2: new language in the introductory paragraph clarifies that a report of alleged or suspected abuse or neglect must always be made to the Texas Department of Family and Protective Services:
  - if the abuse or neglect involves a person who is responsible for the care, custody, or welfare of the child, and
  - **unless** the report is made to the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred OR the report involves a juvenile justice program or facilities (e.g., a juvenile justice alternative education program).

Otherwise the report should be made to any of the four agencies that continue to be specified by law.

- At REPORTS TO DISTRICT on page 3: DFPS is newly required to provide the superintendent a written report if its investigation of abuse or neglect involves a student and a district employee. Previously DFPS was obligated only to orally notify the superintendent that an investigation had been initiated.

FFG (EXHIBIT) STUDENT WELFARE  
CHILD ABUSE AND NEGLECT

This exhibit has been revised to reflect HB 1970 changes described at FFG(LEGAL): reports of alleged or suspected abuse or neglect must always be made to the Texas Department of Family and Protective Services (Child Protective Services) in the circumstances described in the explanatory note at FFG(LEGAL).

FL (LEGAL) STUDENT RECORDS

At DESIGNATION OF DIRECTORY INFORMATION, beginning on page 7, are key provisions of SB 256 from the 79th regular session that became effective on June 17, 2005. The text attempts to reconcile "public information" under the Texas Public Information Act with "directory information" under the federal Family Educational Rights and Privacy Act (FERPA). In short, FERPA now controls what is subject to public disclosure for purposes of student records.

The legislation also addresses the content and form of the ANNUAL NOTICE that FERPA requires to be given to parents regarding their right to withhold some or all directory information on their children:

- specific language that the district must use to fulfil the FERPA requirement;
- a requirement that this language appear in 14 point (or larger) boldface type; and
- the inclusion of a form—on that page or the next—that allows the parent to check off or list directory information he or she does not wish disclosed, to object to the required release of directory information to a military recruiter or institution of higher education, and to consent to release certain directory information for limited school-sponsored purposes.

On page 4, a federal provision regarding release of visa information—previously found in FD(LEGAL)—has been moved to this policy. That provision, from the Enhanced Border Security and Visa Entry Reform Act

## Explanatory Notes

### TASB Localized Policy Manual Update 76

of 2002, requires the release—to any of the federal and state agencies listed at item 3 on page 3—of personally identifiable information otherwise protected from disclosure when the student is holding an F, J, or M visa.

#### FL (LOCAL) STUDENT RECORDS

DIRECTORY INFORMATION, on page 4, includes the full list of categories so defined by the Family Educational Rights and Privacy Act (FERPA). To fulfill SB 256 requirements, each district must designate, in policy, the categories of information it will treat as “directory information” and make accessible to third parties without parental consent. FERPA also requires districts to allow parents to object to the release of one or more categories of this information.

If you wish to delete any of the items listed as directory information on page 4, please contact your Policy Consultant/Analyst.

**Please note:** This (LOCAL) policy version is for districts in which the principal is custodian of all records for currently enrolled students at the assigned school and for students who have withdrawn or graduated. If this information does not reflect your current practice, please contact your Policy Consultant/Analyst so we can update our records and issue you the correct policy text.

#### FL (EXHIBIT) STUDENT RECORDS

The information contained in this exhibit—addressing the confidentiality of personally identifiable information for students, the limitations on directory information, and the rights of parents under the Family Educational Rights and Privacy Act—is more appropriately published in student handbooks or, if the district prefers, distributed separately at the beginning of each year or when a student later enrolls. In that light and because of the specific requirements of SB 256 governing the directory information notice and parental consent form, we recommend deletion of this exhibit from the district’s policy manual.

This exhibit has long been incorporated in the TASB Model Student Handbook issued each spring. The 2005–06 version was rereleased on July 7 to address SB 256 requirements—as well as other legislative changes—and to provide districts with a directory information consent form compatible with SB 256.

Both this exhibit and the new parental consent form may also be found in the FL(EXHIBIT) in the *TASB Regulations Resource Manual*, available via MyTASB to policy administrators.

#### FMF (EXHIBIT) STUDENT ACTIVITIES CONTESTS AND COMPETITION

This notice regarding anabolic steroids has been more appropriately moved to FNCF (Student Conduct: Alcohol and Drug Use). Please delete FMF(EXHIBIT) in favor of FNCF(EXHIBIT), included in this update packet.

#### FNAF (LOCAL) STUDENT EXPRESSION DISTRIBUTION OF NONSCHOOL LITERATURE

In June 2005, Policy Service issued the second of a two-part response to two issues—distribution of non-school literature on school premises and use of district facilities for nonschool purposes—that have given rise to First Amendment challenges against district policies and practices in Texas and around the nation. Four policy codes are implicated:

- regarding students: FNAF and FNAB.

# Explanatory Notes

## TASB Localized Policy Manual Update 76

- regarding the community: GKD and GKDA

The **Starting Points** policy development tool kits on these issues guide the district in reviewing and refining these policies in light of these challenges and to ensure that local policy provisions for these four policies are coordinated. The tool kits are available to policy administrators via MyTASB at [https://www.tasb.org/docs-mytasb/gov\\_svcs/policy\\_svc/amendment\\_sp/index.shtml.cfm](https://www.tasb.org/docs-mytasb/gov_svcs/policy_svc/amendment_sp/index.shtml.cfm).

FNC (LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

HB 283 from the 79th regular session further specified the scope of each district's discipline management program. The legislation, effective June 18, 2005, requires the program to address education regarding and prevention of unwanted physical or verbal aggression, sexual harassment, and other forms of bullying on school grounds and in school vehicles.

FNCF (EXHIBIT) STUDENT CONDUCT  
ALCOHOL AND DRUG USE

This exhibit, recoded from FMF, addresses the long-standing requirement that districts post cautionary notices regarding use of anabolic steroids in school gyms and other places where physical education classes are conducted.

**Please note:** The 79th Legislature—in the form of HB 3563—ordered the University Interscholastic League to adopt rules prohibiting a student from participating in an athletic competition sponsored or sanctioned by the League unless the student agrees not to use steroids and the parent acknowledges in writing the statements that are found in this exhibit.

UIL is also required to:

- develop an education program—before September 1, 2005—for students participating in UIL athletic activities and for their parents and coaches regarding the health effects of steroid use.
- make the program available to districts.
- work with public or private entities to study the effectiveness of the program.

During the 2005–06 school year, UIL must measure the extent of illegal steroid use by high school students and the number of districts that test high school students for illegal steroids. UIL is further charged with the responsibility of developing a plan for testing students engaged in UIL athletic activities for illegal steroids.

Finally, UIL must file a written report with the Legislature—not later than December 1, 2006—regarding the use survey, the effectiveness study of educational programs, and the testing plan. The bill directly states that, if the Legislature is not satisfied that the educational program has significantly reduced student use of illegal steroids, it may require UIL to implement the testing plan (and authorizes UIL to raise membership fees to pay for the testing).

Concurrently, TEA, working with the Department of State Health Services, must develop information about the use of anabolic steroids and associated health risks and distribute the information to school districts. (This was apparently accomplished more than a month before passage of the legislation by a joint communication from the commissioner of education and the commissioner of health: <http://www.tea.state.tx.us/taa/comm042605.pdf>.) The State Board of Education has not yet determined at which grade levels this information is to be distributed.

FO (LEGAL) STUDENT DISCIPLINE

Legislation enacted in the 2003 regular session required a district to specify in its student code of conduct whether self-defense might be considered a mitigating factor for offenses that would ordinarily prompt sus-

## Explanatory Notes

### TASB Localized Policy Manual Update 76

pension, placement in a disciplinary alternative education program, or expulsion. In the 2005 regular session, by means of HB 603 (effective June 17, 2005), the Legislature added three further considerations:

- Intent or lack of intent at the time the student engaged in the conduct,
- A student's disciplinary history, or
- A disability that "substantially impairs the student's capacity to appreciate the wrongfulness of [his or her] conduct."

A district is not required to take these factors into consideration but, if it does, the decision to do so must be expressed in the student code of conduct. (See **STUDENT CODE OF CONDUCT**, item 4, on page 1)

At item 5, on page 1, text—also from HB 603—has been added to clarify that districts are not required to specify minimum terms of DAEP placement or expulsion (except as otherwise provided by statute).

HB 283, also from the 79th regular session, expands the scope of the student code of conduct to include two new items:

- A prohibition of bullying, harassment, and making hit lists and ensuring that district employees enforce these prohibitions. (See item 7 on pages 1 and 2 for the specific language and the definitions of "bullying," "harassment," and "hit list.")
- Providing grade level—appropriate methods for managing and disciplining students and preventing and intervening in student discipline problems, including bullying, harassment, and making hit lists. (See item 8 on page 2 for the specific language.)

These new student code of conduct requirements are addressed in the **TASB Model Student Code of Conduct**, released on June 21, 2005.

**Please note:** This (LEGAL) policy is for districts that have prohibited the use of corporal punishment for students. If your district **has not** made such a decision and corporal punishment is used in the district as a discipline management technique, please contact your Policy Consultant/Analyst so we can update our files and issue the correct (LEGAL) version for your manual.

#### FOA (LEGAL) STUDENT DISCIPLINE REMOVAL BY TEACHER

HB 603 from the 79th regular session newly requires that a student removed from class by a teacher for assault or sexual assault on the teacher or attempted murder against the teacher cannot be returned to the class without the teacher's consent. Effective on June 17, 2005, this addition to Chapter 37 prevents a placement review committee from returning the student to the teacher's class—over the teacher's objection—as it might for other removals by the teacher and further provides that consent cannot be coerced. (See **RETURN TO CLASS** on page 1.)

#### FOC (LEGAL) STUDENT DISCIPLINE PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

Changes from the 79th regular session are as follows:

- At **SEXUAL ASSAULT OF ANOTHER STUDENT**, on page 2, are provisions of HB 308 that provide for the transfer of a student convicted or otherwise adjudicated for sexually assaulting another student assigned to the campus. If the district does not have another campus serving the grade level of the assailant and upon request of the parent of the victim, the assailant must be placed in a disciplinary alternative education program or a juvenile justice alternative education program. Time limits ordinarily associated with DAEP or JJAEP placements do not apply. This provision is reflected in the **TASB Model Student Code of Conduct** released June 21, 2005.

## Explanatory Notes

### TASB Localized Policy Manual Update 76

- At **ACTIVITIES**, on pages 5 and 6, is new language from HB 603 from the 79th regular session that adds to the tangle of notification requirements. Previously, the superintendent was required to notify all instructional and support personnel:

- responsible for supervising a student arrested or taken into custody by a law enforcement agent, or
- who have regular contact with a student convicted (or otherwise adjudicated) of a reportable offense.

The law in the first circumstance above includes a specific confidentiality requirement; in the second circumstance, it does not.

Effective June 17, 2005, the law also now requires:

- the principal or designee to notify "each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of [the] student."
  - notification for ANY offense for which the student must or may be placed in a DAEP or expelled— independent of any action taken by the criminal justice system. [FOC(LLEGAL) addresses the DAEP component of this requirement; FOD(LLEGAL), the expulsion component.]
  - the information be kept confidential from any person not entitled to the information. Intentional failure to keep the information confidential may prompt suspension or revocation of an educator's certificate.
- At **ENROLLMENT IN ANOTHER DISTRICT**, on page 6 and also from SB 603, is new language requiring notification of staff when a student in a DAEP in one district attempts to enroll in another district before the expiration of the term of placement. The provision mirrors that at **ACTIVITIES** regarding who must be notified and confidentiality.

**ADDITIONAL PROCEEDINGS**, on page 9, has been added to reflect legislation enacted in the 78th regular session: a student in a DAEP who engages in further misconduct (for which DAEP placement is appropriate) may be assessed an additional term of placement.

#### FOC (EXHIBIT) STUDENT DISCIPLINE PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

HB 1095 from the 79th regular session expands Section 22.11, found on page 2, to include intentional harassment of a public servant (a term encompassing district employees). The language expands the existing bodily fluids statute to protect any public servant performing an official duty. The effective date of this language is September 1, 2005.

#### FOD (LEGAL) STUDENT DISCIPLINE EXPULSION

The SB 603 notice requirement added to FOC(LLEGAL) applies to expulsions as well. This revised requirement appears at **NOTICE OF EXPULSION ORDER: TO STAFF**, on page 6. [See the explanatory note at FOC(LLEGAL) for further information.]

#### GBA (LEGAL) PUBLIC INFORMATION PROGRAM ACCESS TO PUBLIC INFORMATION

Changes arising from the 79th regular session are as follows:

- A new **INVESTMENT INFORMATION** section has been added to page 2 to reflect SB 121 (effective immediately). This section is essentially a highly summarized reference pointing to a lengthy list of disclosable information that will soon be codified in Government Code 552.0225. In the interim, this information is accessible at the Texas Legislature Online: <sup>6</sup><http://www.capitol.state.tx.us>. [79th regular session, SB 121 text, enrolled version]

## Explanatory Notes

### TASB Localized Policy Manual Update 76

- A companion piece—regarding investment information that is not disclosable—is found at item 28, on page 8.
- At item 27 appears a new SOCIAL SECURITY NUMBERS section. In accordance with SB 1485, effective immediately, districts are now authorized to withhold Social Security numbers of living persons.

#### GBAA (LEGAL) INFORMATION ACCESS REQUESTS FOR INFORMATION

Changes arising from the 79th regular session and effective September 1, 2005, are as follows:

- SB 727 transfers the Texas Building and Procurement Division's responsibility regarding public records to the attorney general's office. This shift is reflected at SIGN, on page 1, and throughout this policy. In addition:
  - The law newly considers as withdrawn any public information request for which the requestor does not complete examination of the records within ten business days after the records are made available, if a request for additional time is not filed. (See EXAMINATION, on page 2).
  - Previous law specified that, for requests that require programming or manipulation of data, the officer for public information has 20 days (plus an additional ten if an extension is needed) in which to provide the requestor a statement of estimated cost and time required to fulfill the request. The legislation newly requires that the requestor has 30 days to respond after this information is received. If the requestor does not respond within this time frame, the request is to be considered withdrawn. (See FURTHER ACTION on page 4).
  - Finally, the legislation requires that when a district sends to the attorney general written comments stating why an exception to the Opens Records Law applies the district also send a copy to the person who requested the information. The district must redact from the copy any comments disclosing the substance of the information in question. (See ADDITIONAL INFORMATION, on pages 6 and 7.)
- SB 623 specifies that the district has ten days—from the day that the requestor pays the deposit or posts bond for payment of the anticipated cost of preparing a copy of public information—to provide the information or request an attorney general's opinion. Also, if the requestor fails to make the deposit or post bond in a timely manner, the request must be considered withdrawn. (See DEPOSIT OR BOND, on page 10.)

#### GND (LEGAL) RELATIONS WITH EDUCATIONAL ENTITIES STATE EDUCATION AGENCY

Changes arising from the 79th regular session are as follows:

- At INTERNET DISSEMINATION, on page 4, is added the SB 3297 requirement—also found at BR (LEGAL) in this update—regarding Internet posting of the most recent performance ratings of the district.
- At PAPERWORK REQUIREMENTS, on page 5, is found the SB 493 provision—also appearing at DLB(LEGAL) in this update—authorizing the commissioner to undertake a special accreditation investigation of a district for repeated complaints regarding excessive paperwork imposed on teachers.

See the explanatory notes for these referenced codes for further information.



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, TX 79932


Mailing Address: P.O. Box 100  
Canutillo, Texas 79835

**Tony Reza**  
Comptroller

(915) 877-7430  
FAX (915) 877-7877  
treza@canutillo-isd.org

December 2, 2005

TO: Board of Trustees

THROUGH: Tony Reza   
Comptroller

FROM: Kathy Ellis

SUBJECT: Approval of Warrant List for November 1-30, 2005

Enclosed in your packet is the warrant list for November 1-30, 2005. I recommend its approval in the amount of: \$ 1,392,013.66.

# CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA and Last Day Enrollment  
As of November 30, 2005

<u>Campus</u>	<u>November ADA</u>	<u>Enrollment 11/30/05</u>
Canutillo Elementary School	718.080	762
Deanna Davenport Elementary School	585.369	628
Jose H. Damian Elementary School	749.737	802
Bill Childress Elementary School	703.895	721
Canutillo Middle School	788.948	818
Canutillo High School	1246.026	1325
<hr/>		<hr/>
DISTRICT TOTALS	4792.055	5056
Ineligible students (Children of employees-out of state and ineligible PK students-not LEP or economically disadvantaged. Tuition is not collected.)		111
		<hr/>
GRAND TOTAL ENROLLMENT		5167

# CANUTILLO INDEPENDENT SCHOOL DISTRICT

Year-to-Date Average Daily Membership and ADA  
 August 11, 2005 through November 30, 2005

<u>Campus</u>	<u>ADM</u>	<u>ADA</u>	<u>ATT %</u>
Canutillo Elementary School	730.513	710.173	97.2%
Deanna Davenport Elementary School	607.060	592.214	97.6%
Jose H. Damian Elementary School	771.847	750.153	97.2%
Bill Childress Elementary School	722.421	706.433	97.8%
Canutillo Middle School	817.080	790.667	96.8%
Canutillo High School	1321.420	1255.467	95.0%
	_____	_____	
*DISTRICT TOTALS	4970.341	4805.107	96.7%

\*Does not include ineligible students

**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
POST OFFICE BOX 100  
CANUTILLO, TEXAS**

Subject: Administrative Personnel Actions for  
Board of Trustee Information Only

Date: December 13, 2005

Presented by: Renée O'Donnell

Consent Agenda: \_\_\_\_\_

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**ACTION**

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**1. BACKGROUND INFORMATION**

Interim Superintendent approved employment of personnel:

<b>Loretta Berumen</b>	<b>Nurse, CHS, Effective 11/10/05</b>
<b>María Cardenas</b>	<b>FS Substitute, Effective 11/15/05</b>
<b>Roberto Chavez</b>	<b>FS Substitute, Effective 11/14/05</b>
<b>Linda Facio</b>	<b>Transportation Clerk, Effective 10/31/05</b>
<b>Wendy Gaglione</b>	<b>Library Assistant, CMS, Effective 11/14/05</b>
<b>Elisa Gonzalez</b>	<b>Early Childcare Provider, Effective 11/4/05</b>
<b>Guadalupe Gonzalez</b>	<b>Textbook Testing Clerk, Effective 11/15/05</b>
<b>Manuel Ramirez</b>	<b>Custodian, CHS, Effective 11/21/05</b>
<b>María Sosa</b>	<b>FS Cook, CHS, Effective 11/14/05</b>

Interim Superintendent approved position changes for personnel:

<b>Joe Gomez</b>	<b>Interim HVAC to HVAC Specialist Effective 11/7/05</b>
<b>Amanda Scofield</b>	<b>Substitute Teacher to 4<sup>th</sup> Grade Teacher, DDE, Effective 11/9/05</b>

Interim Superintendent approved resignations:

<b>Alex Corona</b>	<b>Theatre Arts Teacher, CMS, Effective 11/22/05</b>
<b>Sam Gonzalez</b>	<b>Maintenance Worker, Effective 11/11/05</b>
<b>Susan Haddad</b>	<b>Speech Language Pathologist, Effective 11/4/05</b>
<b>Adriana Rios</b>	<b>Food Service Baker, DDE, Effective 11/17/05</b>
<b>Victor Tavarez</b>	<b>Temporary Driver, Effective 11/2/05</b>
<b>Norma Villalva</b>	<b>CEI Lab Assistant, CES, Effective 11/15/05</b>
<b>Mary Westbrook</b>	<b>Special Ed. Assistant, CHS, Effective 11/11/05</b>

2. **BOARD ACTION REQUESTED**

No action required.

CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
POST OFFICE BOX 100  
CANUTILLO, TEXAS

Agenda Item: \_\_\_\_\_

Date: Decemer 13, 2005

Subject: Acceptance of Donations to Canutillo ISD

Presented By: Tony Reza

Consent Agenda: \_\_\_\_\_

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ACTION

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1. BACKGROUND INFORMATION:

The following businesses/individuals have made donations to Project Harmony at Canutillo Elementary.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends acceptance of the donations made to Canutillo ISD.

3. ACTION REQUESTED:

The Board of Trustees accepts the donations made to Canutillo ISD.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

AYES \_\_\_\_\_ NAYS \_\_\_\_\_



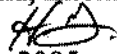
# Canutillo Elementary School

P.O. Box 100, 651 Canutillo Avenue  
Canutillo, Texas 79835

(915) 877-7600 • FAX (915) 877-7607

**HECTOR GIRÓN**  
*Principal*

**MAGGIE PORRAS-GRANT**  
*Assistant Principal*

To: Dr. Pam Padilla, Interim Superintendent  
From: Hector Giron   
Date: November 30, 2005  
Re: Donations to CES for Project Harmony

The purpose of this memo is to inform you that Canutillo Elementary School has received donations from a large number of people, each donation is for money. They are all being received for the purpose of supporting Project Harmony which will provide food baskets to needy families throughout the district for Thanksgiving and Christmas and for Christmas gifts for children in the CES attendance zone. Accompanying this memo you will find a spreadsheet detailing all of the donors and their donations.

<b>DONOR</b>	<b>ADDRESS</b>	<b>CHECK #</b>	<b>AMOUNT</b>
Carolyn Wood	P.O. Box 1117 Canutillo, Tx. 79835	968	20.00
Wal-Mart Foundation	702 S. W. 8 <sup>th</sup> Street Bentonville, Arkansas 72716	1189659	500.00
Hoy Fox	11165 Gateway West, El Paso, Tx 79935	039830	250.00
Teachers Federal Credit Union	12020 Rojas Dr. El Paso, Tx. 79936	707577	150.00
Edwin and Jamie Coats	225 Three Rivers Dr. El Paso, Tx. 79912	3552	300.00
Sandra and Richard Sapien	178 Cherry Hill Lane Santa Teresa, NM. 88008	962	20.00
Wal-Mart Foundation	702 S. W. 8 <sup>th</sup> Street Bentonville, Arkansas 72716	1023048	500.00
Laura and Mark Holt	713 Cheltenham El Paso, Tx. 79912	2907	60.00
Leonor and Raul Gonzalez	3424 Rutherglen St. El Paso, Tx. 79925	2752	10.00
Michael and Bobbie Sherman	4100 La Adelita El Paso, Tx. 79922	5606	15.00
Jerry and Leila Gale	7138 Statesburg P.O. Box 749 Canutillo, Tx 79835	7320	10.00
The Foret Companies	118 N. Piedras St. El Paso, Tx 79906	039853	100.00

Bertha Vargas	151 N. Cotton El Paso, Tx 79901	1877	10.00
Irene Alderette	7549 Medano El Paso, Tx 79912	2315	10.00
Salvador Rosales	470 Rachel Dr. El Paso, Tx 79927-3851	635	20.00
Jesús and Dense Renteria	616 Woodcrest Ln. El Paso, Tx. 79912	4163	10.00
Forentina Cordero	4617 Maureen Cir.El Paso, Tx. 79924-6931	1185	10.00
Lilia Betancourt	210 W. Red Rd. Apt 310 El Paso, Tx. 79932	1401	11.00
Ivonne Jiménez	7641 Franklin Dr. El Paso, Tx. 79915	1980	20.00
Vilma Hernandez	2830 Harrison Ave. No. 18 El Paso, Tx. 79930	1343	15.00
Ricardo and Camila Pena	P.O. Pox 1727 Canutillo, Tx. 79835	244	50.00
Hector Giron	P.O. Box 2039 Anthony, N. Mex. 88021	3231	50.00
		Total	2, 141.00