

Agenda of Special Meeting

The Board of Trustees Canutillo ISD

A Special meeting of the Board of Trustees of Canutillo ISD will be held February 28, 2006, beginning at 6:15 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
 1. Special Board Personnel Committee Members: Margarito (Mago) Arellano, Chairperson - Carl Fietze and Armando Rodriguez
 2. Instruction and Student Affairs
 - A. NONE
 3. Personnel 2
 - A. Creation of Technology Pay Scale
 - B. Reclassification of Positions - Canutillo High School
 - C. Report from Dr. Padilla on status of reorganization to include a report on the auxiliary staff
 - D. Comments/Input from Community Members on items discussed by Personnel Committee
 4. Business and Finance
 - A. NONE
 5. Administration
 - A. NONE
 6. Adjournment
-

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.

Personnel Committee – February 28, 2006

3. A Creation of Technology Pay Scale Information Technology Department

3. B Reclassification of Positions Canutillo High School

Background Information and Rationale for Creation of Technology Pay Scale, 3.A:

Information Technology Department: •The District has not been able to fill several vacancies in the Information Technology Department due to the incompatibility of the CISD technology pay scales with established technology pay scales in Region XIX for similar job types. This incompatibility is due in part to the fact that technology pay scales are embedded in our Clerical/Paraprofessional pay table. The District has asked our consultants, Texas Association for School Boards (TASB), to review the information technology job market and recommend a separate pay scale that would allow the District to set pay that is within the pay range of this job market. Mr. Charlie Nitschmann of TASB will present his findings and a proposed new information technology pay scale. If adopted, pay adjustments would be made to existing employees effective when approved.

Background Information on Reclassification of Positions, 3.B:

Canutillo High School: •Administration would like to reclassify a vacant campus clerk position from a pay grade 3 to pay grade 6. The new reclassified position would serve as a High School Business Agent. Presently, the secretary to the High School principal acts as secretary and business manager. The increased duties of business agent do not allow the secretary to fully function as the principal's secretary. Administration is recommending that we split the job so we would now have a secretary dedicated to the principal's office needs to include overseeing the office. The Business Agent position would be solely in charge of business affairs at the high school. This position would work a 226 calendar and would be paid out of local funds. Job descriptions are attached for your review.

SUPERINTENDENT RECOMMENDATION

Approve recommended items to the Board of Trustees.

PERSONNEL COMMITTEE ACTION REQUESTED

Move to recommend approval of agenda items to the Board of Trustees.