

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held September 11, 2007, 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" 4
 - D. "Texas Pledge of Allegiance" 5
 - E. "CISD Mission Statement" 6
 - F. Approval of Minutes
 1. Special Board Meeting 8/09/07 (Public Hearing) 7
 2. Regular Board Meeting 8/14/07 9
 3. Special Board Meeting 8/16/07 29
 4. Special Board Meeting 08/23/07 31
 5. Special Board Meeting 08/27/07 35
 6. Special Board Meeting 08/29/07 42
 - G. Communications (Thirty Minute Open Forum)
 1. General Comments Portion
 2. Complaints Portion
 - H. Board of Trustee Business
 1. Review of September Calendar of Events 44
 - I. Committee Reports
 1. Finance/Audit Committee - Mr. Lerma, Chairperson (September 5)
 2. Facilities/Planning Committee - Mr. Rodriguez, Chairperson (September 5)
 3. Instruction/Student Services Committee - Mrs. Jordan, Chairperson 45
(August 22)
 - J. Consent Agenda
 1. Adoption of TASB Policy Update 80, affecting local policies 54
(second reading):
 - a. BBFA (Local): Ethics - Conflict of Interest Disclosures
 - b. CPC (Local): Office Management - Records Management
 - c. DBA (Local): Employment Requirements and Restrictions - Credentials and Records
 - d. DBD (Local): Employment Requirements and Restrictions - Conflict of Interest

e.	DC (Local): Employment Practices	
f.	DCD (Local): Employment Practices - At-Will Employment	
g.	DCE (Local): Employment Practices - Other Types of Contracts	
h.	DEAA (Local): Compensation and Benefits - Incentives and Stipends	
i.	DFBB (Local): Term Contracts - Nonrenewal	
j.	DH (Local): Employee Standards of Conduct	
k.	DN (Local): Performance Appraisal	
l.	EEJB (Local): Individualized Learning - Credit by Examination Without Prior Instruction	
m.	EIF (Local): Academic Achievement - Graduation	
n.	FNCA (Local): Student Conduct - Dress Code	
2.	Adoption of revision to Board Policy EIF (Local): Academic Achievement - Graduation (second reading)	67
3.	Adoption of revision to Board Policy GKG (Local): Community Relations - School Volunteer Program (second reading)	70
4.	Adoption of revision to Board Policy DC (Local): Employment Practices (second reading)	72
5.	Adoption of revision to Board Policy DEA (Local): Compensation and Benefits - Salaries, Wages & Stipends (second reading)	76
6.	Adoption of revision to Board Policy FL (Local): Student Records (second reading)	81
7.	Adoption of revision to Board Policy DEC (Local) Compensation & Benefits; Leaves & Absences (second reading)	86
8.	Renew Solid Waste Disposal Contract RFP #07-01	93
9.	Approval of Food Service Child Nutrition Cooperative Purchasing Contract for the 07~08 School Year	95
K.	Reports	
1.	Superintendent's Report	
a.	Public Engagements for Fall Semester	
2.	Attendance, Financial and Warrant List for July 26-August 22, 2007 in the amount \$1,196,470.66	96
3.	Other Reports	
a.	Presentation on Texas Educator Excellence Grant Teacher Incentive Plans for Canutillo Elementary, Davenport Elementary and Childress Elementary - Jose Lopez	100
2.	Instruction and Student Affairs	
A.	NONE	
3.	Personnel	
A.	Administrative Personnel Actions (no Board action required - information item only)	109
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.	Superintendent acceptance of requests for retirement	

- 5. Employment Termination of Personnel (no Board action required)
 - a. NONE
 - 4. Business and Finance
 - A. Approval of Speech Language Pathologist Services RFQ #08-01 114
 - B. Approval of CSP #07-36, Playground Shades & Services 115
 - C. Approval of revised GMP (Guaranteed Maximum Price) for CHS Field House
 - D. Approval of construction of marquee at Canutillo High School
 - 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.



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

								Special Meeting (Public Hearing) Board of Trustees	
								Thursday, August 9, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
Present	X	X	X	X	X	X	X	<p>1. General Functions</p> <p style="padding-left: 20px;">A. Call to Order at 6:01 p.m.</p> <p style="padding-left: 20px;">B. Roll Call (Mr. Fietze and Mrs. Sanchez were absent. Mr. Lerma arrived at 6:03 p.m.)</p> <p>Mr. Coronado requested that the record reflect that Mr. Fietze and Mrs. Sanchez called to notify the Superintendent’s office that they would be late to the meeting.</p> <p style="padding-left: 20px;">C. Board of Trustee Business</p> <p style="padding-left: 40px;">1. Public Hearing to receive comment on changes mandated by revisions to election laws:</p> <p style="padding-left: 80px;">a. Dates for election for Board of Trustees</p> <p style="padding-left: 120px;">1. May Uniform Election Date every year (conducted jointly with the Town of Vinton)</p> <p style="padding-left: 120px;">2. May Uniform Election Date in odd numbered years commencing 2009 (conducted jointly with City of El Paso)</p> <p style="padding-left: 120px;">3. November Uniform Election Date in even numbered years commencing 2008 (conducted on the same date as the general election for state and county offices)</p> <p style="padding-left: 80px;">b. Terms of office for Board Members</p> <p style="padding-left: 120px;">1. Three year terms</p> <p style="padding-left: 120px;">2. Four year terms</p>	

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

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, August 14, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion	X								
Second				X					
Ayes	X	X	X	X	X	X			
Nays									
Abstain									
								<p>Motion to approve the minutes as presented (with reading waived), passed.</p> <p>Mr. Fietze stated that on the minutes of July 24, 2007, page 30 pertaining to the establishment of the GMP for the field house. Mr. Fietze wanted the record to reflect that he still felt that the explanation provided was not sufficient and he still had a concern the motion and action taken was not proper nor was it legal.</p> <p style="padding-left: 40px;">G. Communications (Thirty Minute Open Forum)</p> <p style="padding-left: 80px;">1. General Comments Portion</p> <p style="padding-left: 80px;">2. Complaints Portion</p> <p>No member of the audience requested to address the Board during this portion of the meeting.</p> <p style="padding-left: 40px;">H. Board of Trustee Business</p> <p style="padding-left: 80px;">1. Consider changing election dates for Board of Trustees and changing terms of office for Board Members to comply with changes in election laws</p>	
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MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, August 14, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion			X					Motion to conduct elections in May in conjunction with the Village of Vinton (elections held in the May uniform election date), keep the three year terms for Board Members and cancel the election for November, 2007, failed.	
Second				X					
Ayes			X	X					
Nays	X	X				X	X		
Abstain									
								<i>(Mrs. Sanchez arrived at the public meeting at 6:26 p.m. during the deliberation of the second motion.)</i>	
Motion						X		Motion to conduct elections starting November, 2008 (with general election for the state and county elections – held the first Tuesday after the first Monday of November of even numbered years), change the terms of board member terms to four (4) years, approve the adjustment to the present terms of the Board as read by Mr. Baskind and to cancel the election for November, 2007, passed.	
Second	X								
Ayes	X	X		X	X	X	X		
Nays			X						
Abstain									
								Mr. Baskind stated for the record that the Board Members terms would be adjusted and expire as follows:	
								Mr. Frietze November 2008	
								Mr. Lerma November 2008	
								Mr. Arellano November 2008	
								Mr. Rodriguez November 2008	
								Mr. Coronado November 2010	
								Mrs. Jordan November 2010	
								Mrs. Sanchez November 2010	
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MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, August 14, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	15. Approval of Bid #07-35 for the Sale of Excess Land	111
								16. Approval of District Insurance Packet Interlocal Renewal	113
Motion	X							Motion to approve consent agenda items 1-16 with the exception of agenda item J. 3. passed.	
Second						X			
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
								Mrs. Sanchez stated that she was unhappy that agenda item J. 3. was placed on the consent agenda. She felt that contracts of this type needed to be placed on the regular agenda. Mrs. Sanchez noted that she felt uncomfortable when students are videotaped and questioned what would be done if parents did not agree to the videotaping of their child/children.	
Motion					X			Motion to approve the broadcast rights agreement between Canutillo ISD and HS Sports TV, Inc, passed.	
Second						X			
Ayes	X		X		X	X			
Nays		X		X					
Abstain							X		
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MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, August 14, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion	X							D. Consider proposal by First Savings Bank for scholarship fund	
Second								Pauline Dow, Associate Superintendent requested that this item be postponed until another meeting.	
Ayes	X	X	X	X	X	X	X	E. Review and possible approval of fee schedule for facilities use	149
Nays								Motion to approve the fee schedule for facilities use, passed.	
Abstain									
Motion					X			F. Resolution to approve Texas Term as an Investment Option	153
Second				X				Motion to adopt the resolution to approve Texas Term as an Investment Option, passed.	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
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MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Special Meeting Board of Trustees	
								Thursday, August 16, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Present	X	X	X	X		X		<ol style="list-style-type: none"> 1. General Functions <ol style="list-style-type: none"> A. Call to Order at 6:03 p.m. B. Roll Call (Mr. Lerma was absent and Mrs. Sanchez arrived at 6:04 p.m.) 2. Instruction and Student Affairs <ol style="list-style-type: none"> A. NONE 3. Personnel <ol style="list-style-type: none"> A. NONE 4. Business and Finance <ol style="list-style-type: none"> A. Review and approval of compensation proposal for 2007~08 School Year <p>Renee O'Donnell made a short presentation of the TASB salary compensation proposal. Mrs. O'Donnell stated that the recommendation for starting salary teachers for the 2007~08 is \$40,750.00. A three percent increase at mid-point is recommended for all pay ranges. Mrs. O'Donnell stated that this new salary proposal would make Canutillo ISD competitive with the other area school districts. The cost for the implementation of the compensation proposal is \$1,439,769.00.</p>	

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

MEMBERS

								Special Meeting Board of Trustees	
								Thursday, August 16, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
Motion							X	Motion to approve the compensation proposals as recommended by administration, passed.	
Second	X								
Ayes	X	X				X	X		
Nays			X	X					
Abstain									
								5. Administration A. NONE	
								6. Adjournment Adjournment of the public meeting at 7:21 p.m. was done by unanimous consent.	
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MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

							Special Meeting Board of Trustees	
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	Thursday, August 23, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
							Item:	Reference:
Present	X	X	X	X		X	<p>1. General Functions</p> <p>A. Call to Order at 6:10 p.m.</p> <p>B. Roll Call (Mr. Lerma was absent and Mrs. Sanchez arrived at 6:22 p.m.)</p> <p>C. Board of Trustee Business</p> <p>1. District recognition of Canutillo ISD Teachers of the Year - Nora Aguilar, CES Teacher and Hermes Forbes, AMS Teacher</p> <p>The Board of Trustees recognized Nora Aguilar and Hermes Forbes. These teachers will represent Canutillo ISD in the Region 19 Teacher of the Year awards program. Ms. Aguilar began her teaching career at CISD 7 years ago and she currently teaches life skills in a self-contained classroom for student with special needs. Mr. Forbes has taught for 8 years and has been with CISD for 4 years. He is currently teaching sixth grade in the bilingual education program. Ms. Aguilar and Mr. Forbes will compete with teachers from surrounding school districts for regional honors as part of the Texas Teacher of the Year Program.</p> <p>D. Reports</p> <p>1. Work Session on Preliminary Budget for 2007~08</p> <p>Mr. Reza conducted a work session on the preliminary budget for 2007~08. No formal action was taken.</p>	4

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

MEMBERS

								Special Meeting Board of Trustees	
								Thursday, August 23, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
		MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ		
							MRS. SANCHEZ		
Motion								2. Instruction and Student Affairs	
Second	X							A. NONE	
Ayes	X	X	X	X				3. Personnel	
Nays								A. Review and approval of Stipends for 2007~2008 School Year	
Abstain								<i>This item was taken out of order with the consent of the Board and deliberated prior to adjournment of the public meeting.</i>	
						X		Motion to approve the implementation of the TASB recommendations including adjustments made by Administration concerning middle school changes and tabling special education, math and science market stipends, passed.	
							X		
							X	4. Business and Finance	
							X	A. Discussion on building specifications for construction of Canutillo High School Marquee	6
							X	<i>This item was taken out of order with the consent of the agenda and deliberated following agenda item 1.C.1. Recognition of Teacher of the Year.</i>	
							X	<i>Mrs. Sanchez arrived at 6:22 p.m. during the deliberation of this item.</i>	
							X		Special Board Mtg. Minutes Page 2

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

MEMBERS

								Special Meeting Board of Trustees	
								Thursday, August 23, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion	X								
Second						X	X		
Ayes	X	X	X	X		X	X		
Nays									
Abstain									
								<p>The Board was provided with a handout which contained several options/scenarios by the architect. There was a considerable amount of discussion on this item. Mrs. Sanchez recommended that the marquee be placed on two columns.</p> <p>The Board directed Administration to get proposals and scenarios on the two different signs presented by the Architect. Administration would then bring the proposals back to the Board with respect to cost.</p> <p style="padding-left: 40px;">B. Annual approval of Interlocal Agreement for JJAEP (Juvenile Justice Alternative Education Program) for 2007~2008</p> <p>Motion to approve the Interlocal Agreement for JJAEP for 2007~2008, passed.</p> <p style="padding-left: 40px;">C. Discussion on Media Retrieval System for AMS Addition and GES</p> <p><i>This item was added as an Addendum to the Agenda on August 21, 2007.</i></p>	14
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MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	<p>Special Meeting Board of Trustees</p> <p>Thursday, August 23, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas</p>	
								Item:	Reference:
								<p>Mr. Reza presented an RFP for the Media Distribution System. Mr. Reza stated that the cost would be included in the operating budget for 2007~08. Cost for Phase I District & Jose J. Alderete Middle School – Phase I: System, Installation, Training & Support \$363,936. Cost for Phase 2: New Elementary # 105 (Arellano Elementary School) – Phase 2 System, Installation, Training and Support \$210,895.</p> <p>Mr. Reza explained that the district had applied for E-Rate funding for this project but had not yet received any notice.</p> <p>No formal action was taken on this item.</p> <p>5. Administration A. NONE</p> <p>6. Adjournment</p> <p>Adjournment of the public meeting at 7:58 p.m. was done by unanimous consent.</p>	<p>Special Board Mtg. Minutes Page 4</p>

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

MEMBERS

							Special Meeting Board of Trustees	
							Monday, August 27, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
							Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ		
Present	X	X	X	X			1. General Functions A. Call to Order at 6:08 p.m. B. Roll Call (Mr. Lerma arrived at 6:22 p.m. Mr. Rodriguez was absent. Mrs. Sanchez arrived at 6:18 p.m.) C. Consent Agenda 1. Review of revisions to Board Policy DEC (Local) Compensation & Benefits; Leaves & Absences (first reading) 2. Budget Amendments	4 12
Motion	X						Motion to approve the revisions to Board Policy DEC (Local) (first reading), passed.	
Second					X			
Ayes	X	X	X	X				
Nays								
Abstain								
							Mr. Frieze pointed out a typographical error at the bottom of page 13. Mr. Reza announced the corrected figure should read \$204,093, pertaining to budget code 199.31. 6199.00.001.7.99. Mr. Frieze also had a question pertaining the amount of funding for legal services.	

MINUTES
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MEMBERS

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								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion			X						
Second	X								
Ayes	X	X	X	X					
Nays									
Abstain									
								<p>2. Instruction and Student Affairs A. NONE</p> <p>3. Personnel A. NONE</p> <p>4. Business and Finance A. The Board of Trustees will conduct a public hearing on the 2007~2008 Proposed Budget and Proposed Tax Rate. The public is encouraged to attend and participate. (No formal action will be taken.)</p> <p><i>Mrs. Sanchez arrived at 6:18 p.m. during the deliberation of this agenda item.</i></p> <p>Prior to opening the floor for public input, Mr. Reza made a presentation on the 2007~2008 proposed budget and proposed tax rate. Following Mr. Reza’s presentation, Mr. Coronado invited audience members to address the Board on questions, comments or concerns.</p>	<p>Special Board Mtg. Minutes Page 2</p>

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CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

Special Meeting Board of Trustees																																																																					
Monday, August 27, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas																																																																					
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ																																																														
								Item:	Reference:																																																												
								<p>Mrs. Laure Searls, Community Member had several questions pertaining to the budget and tax rate. Mr. Reza answered her questions.</p> <p>No other audience member requested to address the Board.</p> <p style="text-align: center;">B. Adoption of 2007~2008 Budget</p> <p><i>Mr. Frank Lerma arrived at 6:56 p.m. during the deliberation of this item.</i></p> <p>Motion to approve the 2007~2008 budget by fund and function (page 25), passed.</p>																																																													
Motion	X																																																																				
Second						X																																																															
Ayes	X	X	X	X	X	X																																																															
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MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Special Meeting Board of Trustees	
								Monday, August 27, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion								C. Approval of certified values by Central Appraisal District	
Second						X		Motion to approve the certified values by Central Appraisal District at \$982,452,845, passed.	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
								D. Adoption of Ordinance Approving Maintenance & Operations Property Tax Rate for Fiscal Year 2007~2008	
								Mr. Coronado read the following for the record:	
								<i>CANUTILLO INDEPENDENT SCHOOL DISTRICT ORDINANCE FOR ADOPTING TAX RATES FOR 2007~2008</i>	
								1. <i>Recitals.</i>	
								<i>The Board of Trustees published Notice of the proposed budget and the proposed tax rate as required by Section 44.004, Texas Education Code.</i>	
								<i>The Board of Trustees has conducted a public hearing on the proposed budget and proposed tax rate on August 27, 2007.</i>	
								<i>The Board of Trustees has previously adopted a budget for the 2007~2008 school year in accordance with the provisions of Section 44.004(g), Texas Education Code.</i>	Special Board Mtg. Minutes Page 4

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

MEMBERS

								Special Meeting Board of Trustees	
								Monday, August 27, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion	X							E. Adoption of Ordinance Approving Interest & Sinking Property Tax Rate for Fiscal Year 2007~2008	
Second					X			Motion for adoption of Ordinance Approving Interest & Sinking Property Tax Rate for Fiscal Year 2007~2008 as follows passed:	
Ayes	X	X	X	X	X	X	X	1. Recitals.	
Nays								The Board of Trustees published Notice of the proposed budget and the proposed tax rate as required by Section 44.004, Texas Education Code.	
Abstain								The Board of Trustees has conducted a public hearing on the proposed budget and proposed tax rate on August 27, 2007.	
								The Board of Trustees has previously adopted a budget for the 2007~2008 school year in accordance with the provisions of Section 44.004(g), Texas Education Code.	
								NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Canutillo Independent School District as follows	
								3. The Interest and Sinking Tax Rate per \$100.00 of valuation of property in the School District for the school year 2007~2008 shall be <u>\$0.294946</u> .	
								F. Adoption of An Order By The Board Of Trustees Of Canutillo Independent School District Calling A Rollback Election To Be Held Within Said District; Providing For The Conduct And The Giving Of Notice Of Said Election; And Containing Provisions Necessary And Incidental To The Purposes Hereof	16
								A typographical error was noted on Exhibit A – Page 1 of 4, the address to Canutillo Middle School was incorrect.	Special Board Mtg. Minutes Page 6

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

MEMBERS

								Special Meeting Board of Trustees	
								Monday, August 27, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion							X	Motion to Adopt An Order By The Board Of Trustees Of Canutillo Independent School District Calling A Rollback Election To Be Held Within Said District; Providing For The Conduct And The Giving Of Notice Of Said Election; And Containing Provisions Necessary And Incidental To The Purposes Hereof, passed.	
Second	X								
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
								G. Approval of contract with El Paso County Elections Department to provide election services for tax rollback election	20
Motion	X							Motion to adopt the contract with El Paso County Elections Department to provide election services for tax rollback election,	
Second							X	passed.	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
								5. Administration A. NONE	
								6. Adjournment	
								Adjournment of the public meeting at 7:25 p.m. was done by unanimous consent.	
									Special Board Mtg. Minutes Page 7

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

MEMBERS

							Special Meeting Board of Trustees	
							Wednesday, August 29, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
							Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ		
						MRS. SANCHEZ		
Present	X		X	X		X	<p>1. General Functions</p> <p>A. Call to Order at 6:05 p.m.</p> <p>B. Roll Call (Mr. Coronado and Mr. Lerma were absent. Mrs. Sanchez arrived at 6:10 p.m.)</p> <p>Mr. Arellano, Vice-President of the Board presided over the meeting. Mr. Arellano wanted the record to reflect that Mr. Coronado and Mr. Lerma had called to let him know that he would not be attending.</p>	
Motion				X			2. Instruction and Student Affairs	
Second						X	A. Approval of request for student tuition waivers for 2007~2008 school year	
Ayes	X		X	X		X	Motion to approve the request for student tuition waivers for 2007~2008, passed.	
Nays								
Abstain								
							3. Personnel	
							A. NONE	

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

MEMBERS

								Special Meeting Board of Trustees	
								Wednesday, August 29, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion				X				4. Business and Finance	
Second						X		A. Approval to purchase school vehicles CSP #07-33	4
Ayes	X		X	X		X	X	Motion to approve the purchase of school vehicles CSP #07-33,	
Nays								passed.	
Abstain									
Motion								5. Administration	
Second								A. NONE	
Ayes								6. Adjournment	
Nays								Adjournment of the public meeting at 6:20 p.m. passed by unanimous	
Abstain								consent.	
									Special Board Mtg. Minutes Page 2

CANUTILLO ISD
BOARD OF TRUSTEES
ANTICIPATED AGENDA ITEMS
2007-2008

STANDARD AGENDA ITEMS-----

Minutes	Financial Statements
District Recognition/ Appreciation	School Enrollment/Attendance Report
Budget Amendments	Board Committee Reports
Thirty Minute Open Forum	Closed Session
Superintendent's Report	

SEPTEMBER-----

Action Items

Approval of Textbook Committee Membership

Other Items

Presentation of and required Public Hearing – District's rating on FIRST
(Financial Integrity Rating System of Texas)

Important Dates

Labor Day (Sept. 3)
International Literacy Day (Sept. 8)
Grandparents' Day (Sept. 9)
Patriot Day (Sept. 11)
Hispanic Heritage Month (Sept. 15-Oct. 15)
Mexican Independence Day (Sept. 15-16)
Citizenship Day (Sept. 17)
International Day of Peace (Sept. 18)

Events

TASB Convention
District Recognition of Custodial/Maintenance Staff

case a unit goes down so the information is available at central office. Mrs. Veale informed the committee and the superintendent that staff who attended the training have been the assigned the task and there are backups for the system.

Mrs. Jordan brought back some information that she had previously received and noticed that the only campus that is using the system is the high school and JDE. According to Mrs. Jordan, plans for this coming year, to use Phone Master do not include Alderete M.S. She then asked how long the district has had the Phone Master. Mrs. Veale answered since 2001 and has been upgraded each year. Mrs. Jordan also asked how much the licenses were since they have been renewed each year. Mrs. Veale did not have that information available but will be providing information via the Friday packet. Mrs. Jordan also asked if the district was using this system for the Emergency Operations Plan. Dr. Padilla informed Mrs. Jordan that at the convocation held on Monday with the teachers she informed the teachers that she would be asking them for their personal cell phone numbers and she explained why. We will be doing the same things for students who carry a cell phone. A condition of having their cell phone numbers is that we can make the assurance that we are not going to use it for any other purpose other than emergencies. Mrs. Jordan's concern which she had already addressed before is the attendance issue and if the system is at least being used at every campus to notify parents their child was absent. She is sure that in elementary parents do know that their child is absent. Dr. Padilla said that beginning in elementary it is good for parents to know that we have the capability of notifying them because later on if there is a problem as their kids enter middle school they know the system and it is really not time consuming. Martha Veale informed the committee that the IT department does the pre-loading of all the names and if student enroll late they have the option to add them manually. One of the recommendations was to update those files on a monthly basis for the campuses. Dr. Padilla also stated that most of the support staff that attended the training were attendance clerks. Dr. Padilla had spoken to Ms. O'Donnell before the district had them sign-off on their job descriptions which included the primary responsibility of keeping up the Phone Master file.

Mrs. Jordan also asked how long it takes and why it can't be done at Alderete Middle School. Dr. Padilla replied that it doesn't take that long because at the high school there were 1400 students and one attendance clerk she was able to handle it. Mrs. Jordan stated then that there is no excuse why it couldn't be done. She further stated that regarding licenses that if the district is not using the equipment then we are wasting money. The messages left on the answering machines can last as little as 10 seconds and as long as 2 minutes and will vary depending on the answering machine. Mrs. Jordan also asked if there was any way of checking if the system was being used. Martha Veale will be updating their campus files on a monthly basis and will be able to look at files and report system usage back to the board.

Mrs. Veale informed the committee that the system is to inform parents of other events happening in schools or throughout the district and not just for attendance. Mrs. Sanchez asked if each campus has their own unit and specific phone line and can record their own messages independent of each other. This system is to send out messages only. The system has a ledger that basically says that a phone number is not a working number or has been disconnected. The system also registers the successful calls. Mrs. Veale will follow up on the system documentation when an attempt was made and no one answered the phone.

Mrs. Jordan asked how many attempts are made if no one answers and Mrs. Veale will respond via Friday packet with details. Mrs. Jordan thanked Mrs. Veale for all the information provided.

REVIEW OF STATE ACCOUNTABILITY RATINGS **REVIEW OF AYP (ADEQUATE YEARLY PROGRESS)**

Dr. Steinhauer will present these two items together since they both have to do with Accountability. Right now he is aware that information is still coming out from the state on how they are working with the state accountability and the federal accountability for next year especially with special education students.

2007 Key AYP Dates

The guide was released in June 2007 because the state and feds do not agree on special education students. Dr. Steinhauer agrees with the feds in that the state accountability system if you classify a student as special education and you decide you are going to test off grade level, the state really has no way to check to see if that grade level is correct or not. If we have a 7th grade student and the ARD committee decides that 5th grade is where the student should be tested then the state pretty much says those are the professionals and they know what they are doing. The federal accountability system says that we have a certain number of kids we know should be tested off grade level and we shouldn't be testing a whole lot off grade level. If we have 30 students tested off grade level at one campus and all of those students meet the criteria then the federal government says maybe the bar was set too low, maybe the students weren't challenged, and maybe these students weren't getting the curriculum the way the other students are and that is really where the feds are coming from. The state accountability is a little bit different and they are saying and we are going to go ahead and have the ARD Committee make the decisions and trust the results. This is where we have the 3% cap and the disagreement. If you put everything into a bell curve then the federal government would say you have maybe 3% of the students that have a learning disability but that has gone from 1% to 5% to 3%. That is pretty much the core of the argument.

Preliminary 2007 AYP Results

On August 8, 2007, preliminary data was released and appeals begin. We will look at our data. We don't have a whole lot to show to the committee at the moment but will be presenting everything available because more things happen later on.

September 7 is the appeal deadline. We didn't meet AYP in 3 areas. The first area is for the district. We had too many students tested off grade level. Even though those students tested off grade level and met the standard, the federal government said maybe you put the bar too low and if you had given them the correct test with the correct curriculum they would have performed better. We went over the 3% cap by 34 students in math and 32 students in reading even though those students passed. The other area we didn't meet AYP is the high school on the number of LEP students participating in the tests. We will appeal that because we know that those students were there and we have the data file and know exactly what answers those students chose on the test. More than likely this is a coding error but we have to look and make sure. We made it in math and we are off for one year at least. We have 54 students that are LEP. 52 students tested in math so we made that in math all right. We had those same 54 that were tested in ELA and our data showed only 40 showed up to take the test but we really had 52 there also and we will also appeal that. The last place that we didn't make AYP is at Canutillo Middle School and that was also special education. They had too many students that did not meet the standard and even if they were at the 3% cap they wouldn't have made it for performance because too many of the special education students failed. Over 71 special education students tested there and they needed 36 to pass and only 27 passed.

The district will be putting in some appeals and will know the status in late November or early December 2007 and that is when they will put the final results. That is about the same time when the district will get the AEIS report. In December, AEIS and AYP appeals results will be reviewed.

AYP Performance Standards

Dr. Steinhauser explained that for 2006-2007 school year, 60% of the students needed to pass the Reading and 50% mathematics and that will be same for this testing year. That will then go up to 67% and 58% in 2008-2009 and then from then on it goes up every single year. By the time we get to 2013-2014, 100% of the students are passing.

AYP Requirements in NCLB

All schools, all students, standards, performance and participation. Student groups typically are ethnic groups and economically disadvantaged along with students that are coded LEP and students that are coded special education and you have to make it in every single group otherwise you miss it.

Reading and Math Proficiency Levels

Dr. Steinhauser presented a chart detailing number of instructional years below grade level and only special education students were included. Going across, CHS, 9 students were tested at grade level; the 0 is at grade level still coded special education in reading. This is the number that made it, 2 tested at grade level made it in math. That 1 means (these are only 10th grade) 3 students in reading tested at the 9th grade level passed and you will see that 1 student in math tested 2 years below grade level passed.

In CMS, 27 students made it for reading tested on grade level coded special education. Then you go one grade level below so if it's an 8th grader they were tested at 7th grade or if it's a 6th grader they were tested at 5th grade. One student made it in math and when you look at 2 grade levels below, 12 and 11. At 3 grade levels below, 12 and 8. This is what they are talking about. You will notice then that we have a lot of students that are tested at grade level just because we know about the 3% cap. You will have many of these students that are 1 grade level below and those were artificial failures. It seems like what the state does is they take those students that are over the 3% cap and they just chose the students that have exceeded the cap. It seems like they chose the students who are typically 1 grade level below and if you go over the cap that is the one they go take first. The district totals are all the way at the bottom.

Reading and Math Non-Proficiency Levels

In this chart, for example, for Canutillo High School, one student tested at grade level in reading didn't make it, 2 students in reading tested 3 grades below, tested 4 grades below, we have 1 student in reading and 2 in math. That is the data of the students that didn't make it.

For Bill Childress, if you look at the math, we had 1 student that did not make it but every other student made it. Davenport, every student made it and nobody meet the expectation of the ARD.

That's what really the state is talking about. When you look at the district, the number of students that did not meet the expectation at the bottom, the highest we have is 2 grade levels below at 10 and 17 and pretty much they are saying is the bar set too low and do we have too many students that perhaps they can do a little bit more. If they are 4 grade levels below, could they make it at 3 grade levels below and could we challenge them a little bit more. That is why

we have the 3% cap and they really don't know any other way to check it unless they actually go and do ARD's to see what is happening.

Reading Comparison between Proficient and Non-Proficient Levels

When you look at CHS, the students that were tested on grade level, the 0, in reading 3 students passed, 1 student did not and grade level below we have a 2/0 and we go 2 grade levels below, 1 student passed, 2 did not. We can see from the data that maybe those ARD committees are really thinking about where we should place the students, can we challenge them a little bit more or something like that. For example, CMS, 1 grade below, 10 students passed, 1 did not. 2 grades below, 13 passed, 4 did not and that is pretty close to the same percentage that we see with the students taking the regular TAKS. Those ARD's may be working pretty well with the 13/4 ratio. The district, 83% passed tested on grade level, 91% with 1 grade level below then you go all the way down until you get down to about 5 grade levels below where we have 100% passing so maybe more challenge can happen there and move up one more grade level.

Math Comparison between Proficient and Non-Proficient Levels

We look at 1 level below where 1 student passed 8 did not and it would be really interesting to look at the achievement levels to see where they put them at because there are 3 achievement levels in there within each grade. But still when you go 3, 4, and 5, we are in the 70's below the grade and that is about the 10-15 points higher than the students doing the regular TAKS in certain grade levels. But we want to look at the achievement levels to get more data on that. The thing that Dr. Steinhauser got more interested in and the question that he had is, do the ARD committees go in knowing that the reading test is an easy test to pass? Typically ARD committees get a little bit squeamish with math and tend to go another grade level below. He was looking at that data between the two to see if there was a difference. For example, there was one special education student at the high school who was tested at the 9th grade level who is an artificial failure. One of the things that Dr. Steinhauser would like to see is that he was a student that did well on the test, he is a sophomore, and he took the 9th grade test and scored within the 83rd percentile of all the 9th graders. In objective 4, which is more like the Algebra II he got all 4 questions right and missed very few questions on the test. He would have passed the 10th grade test easily because the 9th and 10th grade math test are very similar. He may have passed the exit level even though he is still a year away. The state decided that he is the student that they were going to make the artificial failure because they were 1 student over the 3% cap. Dr. Steinhauser was glad they chose him because he was the one student that was economically advantaged and that is really where we needed the help. If they had chosen a student that was economically disadvantaged and put him as the artificial failure, we may not have made it in math because it was really close. Dr. Steinhauser thinks that what the state is doing is looking at your subcategories and figuring out if the federal government is going to make the state have artificial failures, and then the state gets to choose the ones they are going to take that don't have other subgroups and they will hopefully try to help the campuses.

Graphical Representation of Reading and Math Proficiency Levels

SDAA II Reading & Math Proficiency

Tested on grade level, 83% of the students made it in reading, 87% made it in math. Then we go 1 grade level below, with 10 students, and it is hard to say what went on. We can see with the regular education looks almost like regular TAKS data where reading is higher except where in the regular TAKS data the red lines are a lot smaller compared to the blue lines. Dr. Steinhauser suspects the ARD committee is a little bit nervous when it comes to the math test and they maybe giving that student a little bit more of a cushion. He would still rather see them

challenged a little bit more and see a few more failures so he knows that we are looking at students when we know the bar is not set too low.

SDAA II is gone but the 3% cap stays as far as we know but now everything is going to be TAKS. We will have the regular TAKS test, TAKS (Accommodated) which is the same as the regular TAKS test with fewer problems on the page and they won't have as many problems because they have usually 8 field test items that don't count and want to collect data on those items and they won't put those in. The TAKS-M is another alternate state assessment for those students. That is really part of the 3%. We can modify the curriculum and test on those modifications but it is a modification. So what we have to understand is we want to keep them on grade level but we are going to modify that curriculum. Now that is a serious thing when the state and federal people start talking about it because they say when you modify the curriculum then they are not getting the same curriculum as the other group. So when you modify the curriculum make sure you know what you are doing.

Mrs. Sanchez asked how the state or federal would place a measurement on that modification. Dr. Steinhauser replied that there is a lot of training is going on from the state with special education teachers and that is one of the things we don't completely understand is how they are doing that.

Janine Hammock explained that basically with the TAKS-M all children must be instructed at grade level so essentially it is a grade level test but they have simplified the vocabulary, simplified sentences, there are fewer steps, larger font size, more white space and this test is only for the severely academically impaired. Mrs. Hammock informed committee that ARD committees will have a checklist to determine which students will take the TAKS-M. Some information is available although it is limited and the one difficulty that she foresees is that ARD committees will need additional training because she doesn't want teachers or administrators to think that SDAA II equals TAKS-M because according to TEA about 8-10% of the students across the state were tested with the SDAA and only 2% can be tested using the TAKS-M. It will be a challenge and the directive is to teach all children using grade level curriculum and modify accordingly and hopefully students with dyslexia will be able to do well on the TAKS Accommodated.

Dr. Padilla asked if both the TAKS-M and TAKS-Alt going to be available in Spanish. Mrs. Hammock stated that is going to be another problem because she doesn't believe the TAKS-M is available in Spanish. Dr. Padilla further commented that is why it puts the district in a double difficulty because if the TAKS-M, which is modified content for students with more serious disabilities but not the most serious, if that is not available in Spanish. Mrs. Hammock added that Cary Reelan from TEA recognized that it was going to be an issue and it says again that TAKS-M is available in all grades and subjects where TAKS is administered except Spanish and that is certainly a problem where SDAA or any other alternative assessment. An accommodations book that talks about all the tests will also be released by T.E.A.

Dr. Steinhauser said that really what we see is a system that is being in place and they are sort of making up the rules as they go along and the districts have to fit in with that and that is probably the reason why we ended up missing the 3% cap because as these rules come down we start looking at the rules and we have already done ARD's for these students and this is what we are going to do with them then we look at the data after the fact. Perhaps, we could have made better decisions but at that time we made the decisions based on the information that we had.

Dr. Padilla stated that on the original version of the No Child Left Behind Act, that 3% was 1%. She remembers the first year going out to the campuses helping them understand and teachers were just in total disbelief and at that point teachers were reminded that is true that most students in special education are of average intelligence or above and that it is true that for most students in special education there is going to be no special education in real life. She wanted to get the teachers' understanding that as a system not just in Texas but across the country we had let our expectations slip. At that point, teachers would ask and they have asked every year since that if they are in an ARD committee and they have to decide either on grade level or off grade level and they are unsure as to what their decision should be. Dr. Padilla's response was to do what is right for the student. That is the only answer that we can live with knowing that the ARD committee needs to start ratcheting it up. We have some time to ratchet it up but obviously it wasn't quite enough but she never answered that question any other way than you are going to do what is right for the student. Dr. Padilla's thinks Dr. Steinhauser's point about the high pass rate of the students who were tested off grade level is a good one because we can use that as feedback to do exactly what you said. To help the committees understand that we can go a little higher and we were ready to go a little higher and we were just too timid. The hardest difficulty for Dr. Padilla is that lack of Spanish tests because the LPAC committees and the ARD committees have to work very closely and we know that we are going to have some LEP students who will qualify for special education. When the SDAA first came out, we were told there isn't a Spanish version and there never will be and it is too expensive. That is what the challenge is for this coming year.

Dr. Padilla and Dr. Steinhauser agreed that this is a very good ground for appeal. Dr. Padilla mentioned previous appeals that she has done for the state accountability system and this is why the district will submit an appeal for the miscoding of 12 students in reading participation in LEP. The reason why they tend to accept these appeals is that they never knowingly want to misinform a community. Once we prove that the students did take the test they are not going to feel comfortable knowing that the high school did have adequate participation.

Mrs. Sanchez asked that what if students are chosen to test at a lower grade level because they assume they are not going to do well and asked if that was done so that our scores don't look so bad and asked if that is what it is. Dr. Padilla replied that what the ARD committee has to match the instruction the student has been and is receiving with the level of the test. They have to match the same way that LPAC discusses in the fall about the amount of instruction the student is receiving in English and in Spanish. The ARD committees have to do a similar thing but with them it's the level of instruction. If they look at that individual education plan and they look at what the goals are in that plan and they compare that to grade level goals that are why they don't feel comfortable if there is a big mismatch. Then not only will the student not be successful but we won't get any good information from that. Mrs. Sanchez also asked if the large majority of those students are long term CISD students or are they students who come from other students in the last 2 or 3 years. Dr. Padilla said that the district has not had a chance to look at that data. Mrs. Sanchez has a problem with students who are not being taught at grade level and who don't understand and there are probably disabilities involved and, they have a language problem, or they come from another district that wasn't up to par.

Dr. Steinhauser told Mrs. Sanchez that she had a point. When you look at these students and you know what they can do and typically when in the past students were not educated in the regular classroom, it might be the student can't go into a regular classroom and learn as fast as the other students so it's best that they just stay here and learn this other stuff that may be a 2nd or 3rd grade level when they are in 5th or 6th grade. Then they would notice that these students are

coming out of schools graduating and going into menial job and they are not getting the same curriculum or education the other students are getting. One thing AYP does is look at special education again and sees if we are really doing what is right for the student. There are 6,000 schools in the state of Texas and 6,000 principals all want Recognized Schools. If their special education students are the only group keeping them from being recognized, and they have 50 special education students in their campus and they need 35 to pass to be recognized, the temptation is maybe we ought to test 1 or 2 off grade level because the state doesn't care. Mrs. Sanchez wanted to know how the district accommodates special need students. These students might have a reading disability, be dyslexic, or have test anxiety. She wants to know if they are tested the same way the regular population is or they tested differently or pulled out and given more time. Dr. Steinhauser stated that we see more specific accommodations for the LEP students because actually in the test booklet there are six different accommodations you can have such as an English/Spanish side by side, using an English/Spanish dictionary, etc. and we have to bubble into the answer document how the student is tested. With the LEP group it is very specific on the accommodations. With the special education students, we can take small groups, and put them in a room together, instead of having them in a big auditorium and we can provide some other accommodations.

Mrs. Hammock believes that for the reading, they are going to simplify the reading passages and there will be formula boxes for math. For the reading passages, it's just one passage with the questions immediately following. She believes they are making efforts to accommodate severely learning disabled students. Also, small group administration allows some portions of the test to be read aloud, there was also the dyslexia bundling. For accommodations used on state testing, they must be used routinely on instruction and documented in the IEP. There may be visual cues as well There will be field testing in the fall and actual administration in the spring and then the standards will be after the test.

The whole idea for being eligible for special education is two prongs: (1) you have to have a disability; (2) you have to demonstrate an educational need. Historically, special education students were taken into special education classrooms and the belief was that if you taught them at their instructional level and worked on their weaknesses then could be brought up to their grade level. What Congress has found based on many years of research is that special education does not work. We really have to shift the way we do business and we have to expose these students to grade level TEKS at whatever readability and math level that we can. Mrs. Hammock spoke to an attorney the other day and he recommended that we use the TEKS to write goals for all students and then just limit the number of objectives they are responsible for.

Tables of results by campus for state and federal accountability

STATE ACCOUNTABILITY RATINGS

Canutillo Elementary was overall rated as Acceptable – Reading Exemplary, Writing Exemplary, Social Studies there is not a test, Mathematics Recognized at 80%, Science Acceptable at 53%, and SDAA II at Recognized. The only Acceptable is Science and everything else is Recognized or Exemplary yet they get the Acceptable Rating so that is consistent with the lowest rating. If we have one subgroup that is not doing well than let's call it what is. If we have an SDAA group below 50% then the campus is academically unacceptable even though everything else may be exemplary because one population of students is not being served very well by the campus and they need to correct that.

FEDERAL ACCOUNTABILITY RATINGS

This is the preliminary stuff and the district still has to do the appeal especially for the high school and either you meet it or you don't. There is no Exemplary or Recognized.

Mrs. Jordan asked Dr. Steinhauser what we are doing for these students so that they can have success. Dr. Steinhauser is still doing alignment and still building the science curriculum. He didn't have a lot of help this summer but he thinks for elementary science, he has 3 brand new elementary principals and that is a big deal. The math has just been adopted for middle and high school and he is still working on those alignment pieces with the teachers and hopefully will see some good results this year. As far as the elementary math, we saw that most everybody was recognized but we are going through an adoption this year and once these teachers have it down where they are getting their kids to pass, they do not like to adopt new material. The last piece they are looking at is the intervention and Karen Judd has done some beautiful work this year with it and we are asking the teachers to document student progress or lack of progress. If a student is failing your class, you need to document why they are failing and what interventions you have tried to help them succeed because right now if you don't have 100% of your faculty that are going to work with those students and encouraging those students to get out of school and go on to college, then you need to put some things in place for those teachers to say this is my documentation of what I tried to do. Paperwork is submitted to the instructional specialist that was just hired at each campus and hopefully we are going to catch some more of those kids that were falling through the cracks.

For those students that are right there in the bubble that either passed by a question or failed by a question or two, we need to look at those students even though they are right there to see how we can move them up. There is a color coding system in place at the campus already that shows if we have some students that are really low and we know they are going to need some help maybe they are not going to pass next year maybe we need to move them up and get more questions right. Then there is a group that is sort of in the yellow and we can start moving that student up to be close to passing and really that is what you want to do. That is called the added value piece. Each 8th grader has a file on all the tests and their scores are monitored closely.

Mrs. Jordan said she liked focusing on students that fall through the cracks. Dr. Steinhauser replied that when you look at the system of TAKS, every year is a benchmark except that last year which is the one that really counts. Dr. Steinhauser is against benchmark testing each six weeks because they are just practicing TAKS. The district recently contacted the College Board High School person and they need to incorporate into the curriculum the SAT. Those students that do well on the SAT, pass TAKS easily. Dr. Steinhauser is sort of build in everything as we go along which is the SAT and Dual Credit.

COMMENTS/INPUT FROM COMMUNITY MEMBERS ON ITEMS DISCUSSED BY INSTRUCTION/STUDENT SERVICES COMMITTEE

No comments.

Adjournment

The meeting was adjourned at 7:35 p.m.

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS 79835**

Agenda Item: _____ Date: September 11, 2007

Subject: Adoption of TASB Localized Update 80 (second reading)

Presented By: Pauline Dow, Associate Superintendent Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION

TASB Localized Update 80 was presented to the Policy Committee on July 31, 2007. The Policy Committee recommended that TASB Localized Update 80 be presented to the Board for first reading.

2. SUPERINTENDENT RECOMMENDATION

Recommend adoption of TASB Localized Update 80 for second reading.

3. BOARD ACTION REQUESTED:

Motion to adopt TASB Localized Update 80 on second reading as recommended by the Policy Committee and Superintendent.

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

(LOCAL) Policy Action List
CANUTILLO ISD(071907) - Update / LDU 80

TASB attorneys recommend that posting board action on policies be specific enough to advise staff and members of the public of the changes. For that purpose, TASB recommends the following wording for meeting notices:

- for TASB-initiated localized updates:
"Policy Update ____, affecting local policies (see attached list)"
- for district-initiated Local District Updates:
"Local District Update ____, affecting local policies (see attached list)"

In both cases, TASB Policy and Legal Services recommend that the policy changes—each addition, deletion, or replacement—be listed in alphabetical order by policy code, title and subtitle. The following document is our compilation of that list, which may be copied and pasted into your meeting notice as well as into staff communications of board action and board meeting minutes.

(LOCAL) Policy Action List
CANUTILLO ISD(071907) - Update / LDU 80

BBFA(LOCAL): ETHICS - CONFLICT OF INTEREST DISCLOSURES

CPC(LOCAL): OFFICE MANAGEMENT - RECORDS MANAGEMENT

DBA(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CREDENTIALS AND RECORDS

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

DC(LOCAL): EMPLOYMENT PRACTICES

DCD(LOCAL): EMPLOYMENT PRACTICES - AT-WILL EMPLOYMENT

DCE(LOCAL): EMPLOYMENT PRACTICES - OTHER TYPES OF CONTRACTS

DEAA(LOCAL): COMPENSATION AND BENEFITS - INCENTIVES AND STIPENDS

DFBB(LOCAL): TERM CONTRACTS - NONRENEWAL

DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT

DN(LOCAL): PERFORMANCE APPRAISAL

EEJB(LOCAL): INDIVIDUALIZED LEARNING - CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

EIF(LOCAL): ACADEMIC ACHIEVEMENT - GRADUATION

FNCA(LOCAL): STUDENT CONDUCT - DRESS CODE



Localized Policy Manual

Update 80

Canutillo ISD

Localized Update 80 addresses changes in the legal context that have arisen since the conclusion of the third called session of the 79th Legislature. For further information regarding the scope of Update 80, please refer to the *Vantage Points* (described below) and the code-by-code Explanatory Notes found in this packet.

Please bear in mind that the (LEGAL) policies reflect the ever-changing legal context for governance and management of the district. They should NOT be adopted but, rather, should inform local decision making. The (LOCAL) policy recommendations in this update will need close attention by both the administration and the board to ensure that they reflect the practices of the district and the intentions of the board. Board action is needed to adopt, revise, or repeal (LOCAL) policy.

To better focus board attention and expedite its review, your Localized Update 80 packet contains:

- ***Vantage Points—A Board Member's Guide to Update 80***, copies of which may be found in the separately wrapped package accompanying this packet. *Vantage Points* offers a highly summarized overview of the update and is intended to provide local officials a first glance at the scope of the update—as a prelude to studying the detailed Explanatory Notes and policy text within the packet. **Please distribute *Vantage Points* to your board members** at the earliest possible opportunity, preferably with their review copies of this update.

- Your Localized Update, which includes:

INSTRUCTIONS . . . providing specific, policy-by-policy directions on how this update, if accepted as prepared, should be incorporated into your Localized Policy Manual.

EXPLANATORY NOTES . . . summarizing changes to the policies in each code and how those changes affect your policy manual. Please note that, where appropriate, the Explanatory Notes ask you to **verify that a particular policy continues to reflect your current practice and to advise us of changes needed** so that our records and your manual accurately track the district's actual practice.

Update 80 policies are so identified in the lower left-hand corner of each policy page. If you have any questions concerning this Update, please call your Policy Consultant/Analyst, Linda Preble, at 800-580-7529 or 512-467-0222.

Regarding board action on Update 80 . . .

- Board action on Localized Update 80 must occur within a properly posted, open meeting of the board and may be addressed on the agenda posting as “Policy Update 80, affecting (LOCAL) policies (see attached list).” Using the Instruction Sheet as a guide, create and attach to the posting a list of the (LOCAL) policy codes added, revised, or deleted **and the titles/subtitles of those policies**. BoardBook compilers should use “Policy Update 80, affecting (LOCAL) policies” as the agenda item and, as agenda sub-items, the code and name of each of the (LOCAL) policies affected by the update.
- An appropriate motion for board action on Localized Update 80 is as follows:
“I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 80 [with the following changes:]”
- The board’s action on Localized Update 80 must be reflected in board minutes. The Instruction Sheet—annotated to reflect any changes made by the board—and the Explanatory Notes for the update should be filed with the minutes where they make up the authoritative record of your board’s actions. Include a copy of new, replaced, or rescinded (LOCAL) policies.
- In constructing the separate historical record of the manual, the emphasis is on tracking the history of individual policies. For guidance on maintaining this record, please refer to the **Policy Administrator’s Guide** at https://www.tasb.org/docs-mytab/gov_svcs/policy_svc/adminguide/policy_admin_guide.pdf.cfm.

Regarding manual maintenance and administrative regulations . . .

- **Notify your Policy Consultant/Analyst of any changes made by the board so that Policy Service records—forming the basis for these and subsequent updating recommendations—exactly mirror your manual.**
- The update should be incorporated into each of the district’s Localized Policy Manuals as soon as practicable. If the district uses *Policy On Line*, you will need to notify us of the board’s action on Update 80 so that your district’s Localized Policy Manual as it appears on TASB’s Web server can be updated. *Policy On Line* staff may be reached by phone (800-580-7529 or 512-467-0222), fax (512-467-3618, using the tan form enclosed), e-mail (pol-support@tasb.org), or Internet feedback form (<http://www.tasb.org/policy/pol/private/polfdbk.html>).
- Administrative procedures and documents—including formal REGULATIONS, handbooks, and guides—that may be affected by Update 80 policy changes should be inspected and revised as needed. If the district routinely submits REGULATIONS to Policy Service for processing or desires that the updated REGULATION be included in the district’s *Policy On Line* manual, please submit these changes to your Policy Consultant/Analyst at your earliest convenience.

PLEASE NOTE: This Localized Update packet and the Update 80 *Vantage Points* may not be considered as legal advice and are not intended as a substitute for the advice of the board’s own legal counsel.

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Instruction Sheet
TASB Localized Policy Manual Update 80

District Canutillo ISD

Code		Action To Be Taken	Note
A25	(INDEX)	Replace cross-index	Revised cross-index
BA	(LEGAL)	Replace policy	Revised policy
BBFA	(LEGAL)	Replace policy	Revised policy
BBFA	(LOCAL)	Replace policy	Revised policy
BBFB	(LEGAL)	Replace policy	Revised policy
BQA	(LEGAL)	Replace policy	Revised policy
BQB	(LEGAL)	Replace policy	Revised policy
CMD	(LEGAL)	Replace policy	Revised policy
CPC	(LEGAL)	Replace policy	Revised policy
CPC	(LOCAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy
D	(LEGAL)	Replace table of contents	Revised table of contents
DBA	(LEGAL)	Replace policy	Revised policy
DBA	(LOCAL)	Replace policy	Revised policy
DBD	(LEGAL)	Replace policy	Revised policy
DBD	(LOCAL)	Replace policy	Revised policy
DBE	(LEGAL)	Replace policy	Revised policy
DC	(LOCAL)	Replace policy	Revised policy
DC	(EXHIBIT)	Review exhibit	Revise as necessary
DCB	(LOCAL)	No policy enclosed	See explanatory note
DCD	(LOCAL)	Replace policy	Revised policy
DCE	(LOCAL)	Replace policy	Revised policy
DEA	(LEGAL)	Replace policy	Revised policy
DEAA	(LEGAL)	ADD policy	See explanatory note
DEAA	(LOCAL)	ADD policy	See explanatory note
DFBB	(LOCAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
DMA	(LEGAL)	Replace policy	Revised policy
DN	(LOCAL)	Replace policy	Revised policy
E	(LEGAL)	Replace table of contents	Revised table of contents
EC	(LEGAL)	Replace policy	Revised policy
EEJB	(LOCAL)	Replace policy	Revised policy

Instruction Sheet
TASB Localized Policy Manual Update 80

EF	(LEGAL)	Replace policy	Revised policy
EGA	(LEGAL)	Replace policy	Revised policy
EHAC	(LEGAL)	Replace policy	Revised policy
EHB	(LEGAL)	DELETE policy	See explanatory note
EHDD	(LEGAL)	Replace policy	Revised policy
EIF	(LEGAL)	Replace policy	Revised policy
EIF	(LOCAL)	Replace policy	Revised policy
F	(LEGAL)	Replace table of contents	Revised table of contents
FL	(LEGAL)	Replace policy	Revised policy
FNCA	(LOCAL)	Replace policy	Revised policy
GA	(LEGAL)	Replace policy	Revised policy

Explanatory Sheet

TASB Localized Policy Manual Update 80

District: Canutillo ISD
A25 (INDEX) CROSS-INDEX

The cross-index shared by the *TASB Policy Reference Manual*, the *TASB Regulations Resource Manual*, and all Localized Policy Manuals in districts throughout Texas has been updated to reflect new terminology and topic relationships established by changes in law or regulation that have arisen since this document was last updated in 2004.

Please bear in mind that the cross-index is "generic" and presents a structure that serves all these manuals; your policy manual may not address some of the topics shown and may not include some of the policies indicated. This cross-index is also a key element of *Policy On Line* wherein topics or policy codes in a local district's manual are highlighted.

BA (LEGAL) BOARD LEGAL STATUS

This language, establishing the basic statutory authority of the board, has been revised to more closely track the Education Code sections cited.

BBFA (LEGAL) ETHICS
CONFLICT OF INTEREST DISCLOSURES

On page 4 appears a new section, ANNUAL FINANCIAL MANAGEMENT REPORT, briefly presenting reporting requirements appropriate to this policy but addressed in greater detail in BR(LEGAL), revised at Update 79.

In accordance with updated Commissioner's rules, effective August 13, 2006, the district must report:

- Categorized reimbursements to board members (and the superintendent) including transactions resulting from the use of the district's credit card.
- Itemized compensation and/or fees received by the superintendent for professional consulting and other personal services.
- Certain gifts—having a value of \$250 or more in the aggregate over the fiscal year—from district vendors to board members and the superintendent, or to their immediate families.
- Business transactions between the district and board members.

BBFA (LOCAL) ETHICS
CONFLICT OF INTEREST DISCLOSURES

Recently amended Commissioner's rules now require the Annual Financial Management Report to include "summary schedules" of:

- Total reimbursements received by the superintendent and each board member for the fiscal year.
- Compensation and fees received by the superintendent for consulting or personal services to another district or any other entity for the fiscal year.
- Gifts to a district's "executive officers" and board members that have an aggregate value of \$250 or more in the fiscal year IF the gifts—to the individual or his or her immediate family—were from an outside entity that received payments from the district in the prior fiscal year or from a competing vendor that was not awarded contracts in the prior fiscal year.

Explanatory Sheet

TASB Localized Policy Manual Update 80

(This requirement does not apply to travel-related expense reimbursements by an outside entity when the travel is directly related to official duties or continuing education.)

- Business transactions between the district and board members.

The new first paragraph of the enclosed (LOCAL) policy affirms the obligation of board members to provide this information on a timely basis to the district.

Please note: *Financial Accountability for School Officials*, published by TASB Legal Services to provide guidance on financial reporting requirements, is available from the TASB Store online at www.tasb.org/store.

We have retained, unaltered the district's locally developed text at VENDOR CONTACT WITH BOARD MEMBERS.

BBFB (LEGAL) ETHICS
PROHIBITED PRACTICES

For a more complete presentation of Penal Code provisions regarding ILLEGAL GIFTS to public servants, the seven EXCEPTIONS—found on page 2—have been added. They range from campaign contributions to gifts given independent of the recipient's status as a public servant.

Please note: While this policy focuses on legal restrictions on a public servant, Chapter 36 of the Penal Code also identifies offenses committed by anyone who attempts to coerce a public servant, tamper with a witness in an official proceeding, or obstruct or retaliate against a public servant.

BQA (LEGAL) PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

New Commissioner's rules implementing a CAMPUS INCENTIVE PLAN—as directed by HB 1 from the third called session of the 79th Legislature—prompt the addition of that section on page 3. This new section provides an overview to address the necessary involvement of the district-level planning and decision-making committee in the application process. The rules are recited in full at BQB(LEGAL), in this update, and provide that:

- The plan should be designed to reward teachers who have a positive impact on improving student achievement, should meet all requirements of the Commissioner's rules, and should describe how grant funds will be distributed.
- The campus-level body developing the plan should reflect a "diverse and broad mix of teachers, including representation from different grade levels and subject areas."
- The district may provide guidance to the campus planning initiative.
- A campus implementing an approved plan may opt to renew its plan, contingent on available funding, for up to three additional years.
- In the absence of local policy delegating grant application responsibilities to the superintendent, the local board may either vote to submit a grant application or designate the superintendent to submit the application to TEA on its behalf, and the local board's decision may not be appealed to the Commissioner. [See policy DEAA(LEGAL)]

These rules became effective on January 9, 2007.

Explanatory Sheet

TASB Localized Policy Manual Update 80

BQB (LEGAL) PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

As explained at BQA (LEGAL), above, new Commissioner's rules regarding CAMPUS INCENTIVE PLANS have been added on pages 3 and 4.

CMD (LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT
INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

Provisions regarding TEXTBOOKS, on page 1, have been refined to more closely track statute. Those changes include:

- The legal requirement that textbooks be furnished without cost to students.
- The addition of nonadopted materials to the requirement in the second paragraph at REQUISITION, USE, AND DISTRIBUTION.
- Added provisions regarding the disposition of SURPLUS instructional materials, on pages 2–3.

Please note: These provisions are drawn from new State Board of Education rules, effective October 12, 2006, implementing the Educational Materials and Textbooks (EMAT) inventory system and specifically requiring districts to report surplus materials to TEA by October 1 of each year.

CPC (LEGAL) OFFICE MANAGEMENT
RECORDS MANAGEMENT

Provisions addressing the destruction and preservation of records, as well as exceptions to the destruction of records for purposes of litigation and Public Information Act requests, have been added to pages 3 and 4 of this code from GBAA(LEGAL). These provisions pertain to the records management program and anchor text added to CPC(LOCAL) at this update.

CPC (LOCAL) OFFICE MANAGEMENT
RECORDS MANAGEMENT

Provisions on the destruction and preservation of documents and the maintenance of Web site postings have been added to this policy.

The rapidly growing number of electronic records—from e-mail to documents on an electronic desktop—present an extraordinarily difficult task for the district's records management officer and technology coordinator from two perspectives:

- Addressing within the district's records management plan, just as with hardcopy records, which electronic records should be retained for a specific period of time, which are archival in nature, and which should be deleted when.
- Devising as efficient a method as possible for combing through these records to retrieve all documents whose content is related to a topic.

Recent amendments to the Federal Rules of Civil Procedure underscore the need to have such systems in place, specifically to respond to the discovery phase of litigation.

Explanatory Sheet

TASB Localized Policy Manual Update 80

As with paper documents, it is particularly important that in advance of pending or contemplated litigation the district establish procedures to preserve all documents—electronic or hardcopy alike—that may be the subject of discovery. A model administrative procedure is available in the **TASB Regulations Resource Manual**, available through myTASB, pointing to the need for coordination with the state library when developing records retention schedules for the district.

CS (LEGAL) FACILITY STANDARDS

With Commissioner's rules governing pre-2004 construction increasingly less relevant, the focus of this policy has shifted somewhat to emphasize current standards. Recitation of provisions regarding the pre-2004 facilities standards has been scaled back to a single paragraph on page 3; recitation of provisions regarding post-2004 standards have been augmented to include the definitions, on pages 1 and 2, of "educational program," "educational specifications," and "major space renovation."

A significant difference between the old and new rules is certification requirement for architects, engineers, contractors, and the district itself. The full text of the post-2004 rules may be found at <http://www.tea.state.tx.us/rules/tac/chapter061/ch61cc.html>.

D (LEGAL) PERSONNEL

Policy code DEA has been retitled "Salaries and Wages," while DEAA—a new subordinate code created at this update—has been added to address "Incentives and Stipends."

DBA (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CREDENTIALS AND RECORDS

This policy has been revised throughout for clarity and to more closely track statutory language. Key changes are as follows:

- Provisions applicable to Master Teacher Grants, previously at this code, have been moved to DEAA, a new policy code, also found in this update.
- Commissioner's rules regarding professional EMPLOYEE RECORDS have been added on page 7.
- ACCESS TO EMPLOYEE RECORDS, beginning on page 7, now includes the general privacy rule drawn from the Government Code.

DBA (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CREDENTIALS AND RECORDS

Provisions regarding master teacher stipends have been moved to the new DEAA(LOCAL) in this update. The remainder of the policy is unchanged.

DBD (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CONFLICT OF INTEREST

As with BBFB(LEGAL), included in this update, Penal Code provisions regarding ILLEGAL GIFTS to public servants have been supplemented with the seven EXCEPTIONS found on page 2.

These provisions focus on legal restrictions on a public servant. Chapter 36 of the Penal Code also identifies offenses committed by anyone who attempts to coerce a public servant, tamper with a witness in an official proceeding, or obstruct or retaliate against a public servant.

Explanatory Sheet TASB Localized Policy Manual Update 80

DBD (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
 CONFLICT OF INTEREST

At ANNUAL FINANCIAL MANAGEMENT REPORT, we have added a new section requiring the superintendent, as the district's executive officer, to provide information necessary for the annual report in accordance with law.

Please note: *Financial Accountability for School Officials*, published by TASB Legal Services to provide guidance on financial reporting requirements, is available from the TASB Store online at www.tasb.org/store.

DBE (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
 NEPOTISM

Pages 1 and 2 of this policy have been revised for clarity and to more closely track statute where appropriate. Substantively, however, the policy is unchanged.

DC (LOCAL) EMPLOYMENT PRACTICES

DC is the umbrella code under which the district's employment policies are found. At this update, we have adjusted—at EMPLOYMENT OF CONTRACTUAL PERSONNEL—the phrasing regarding the superintendent's authority to more closely echo that of Education Code 11.163, found in your DC(LEGAL) policy. At EMPLOYMENT OF NONCONTRACTUAL PERSONNEL, we have clarified that the authority delegated to the superintendent includes employment and dismissal of at-will employees.

Please note: At CRIMINAL HISTORY RECORD, your current policy provides that the district obtain criminal history record (CHR) information on job applicants. If it is the district's practice to also obtain CHR information subsequent to employment, TASB attorneys recommend that such practice be supported by policy. Please contact your policy consultant/analyst for appropriate language.

We have retained, with only minor nonsubstantive editing, the remainder of this primarily locally developed policy.

DC (EXHIBIT) EMPLOYMENT PRACTICES

Our records indicate that you have an exhibit at this code that you may need to review and revise in light of the changes in this update. Please advise us:

- If this exhibit is obsolete and should be deleted from Policy Service's records of your Localized Policy Manual; or
- If you have revisions that you wish to submit to Policy Service for editorial and legal review and incorporation into Policy Service records.

DCB (LOCAL) EMPLOYMENT PRACTICES
 EDUCATOR TERM CONTRACTS

A review of your files in preparation for this update revealed outdated material at DCB(LOCAL) regarding educator term contracts. Since we are unable to update those provisions without information on your current practices, we ask that you contact your policy consultant/analyst, at your convenience, so that DCB(LOCAL) may be revised and reissued as a Local District Update.

Explanatory Sheet

TASB Localized Policy Manual Update 80

DCD (LOCAL) EMPLOYMENT PRACTICES
AT-WILL EMPLOYMENT

The board's decision whether to delegate the authority to employ and dismiss at-will employees is reflected at DC(LOCAL), also issued in this update. To avoid redundancy and ensure consistency between these two codes, we have streamlined the lead-in to the list of at-will positions.

At REASONABLE ASSURANCE OF EMPLOYMENT, we have revised the language to clarify that all **at-will** employees who are expected to return to work at the beginning of the next school year are to receive such notification.

DCE (LOCAL) EMPLOYMENT PRACTICES
OTHER TYPES OF CONTRACTS

The list of specific positions that the board employs by written contracts not governed by the provisions of Chapter 21 of the Education Code was provided by your district. If this list no longer reflects current practice, please let us know so that we may adjust the text.

Please note: Since non-Chapter 21 contracts should contain no right of employment beyond the term of the contract, employees on such contracts should be given REASONABLE ASSURANCE OF EMPLOYMENT under the circumstances noted.

DEA (LEGAL) COMPENSATION AND BENEFITS
SALARIES AND WAGES

With the refocusing of DEA (Salaries and Wages) and the creation of DEAA (Incentives and Stipends), two provisions previously on the final pages of this policy—RETIREMENT INCENTIVES and ATTENDANCE SUPPLEMENT—are now more appropriately found at DEAA(LEGAL), included in this update.

DEAA (LEGAL) COMPENSATION AND BENEFITS
INCENTIVES AND STIPENDS

This new policy was developed to gather together in a single code text regarding incentives and stipends and to encompass provisions for various incentive programs, as follows:

- TEXAS EDUCATOR EXCELLENCE GRANT on page 1. Established by HB 1 from the third called session of the 79th Legislature, the program provides an annual grant to a campus that has submitted an approved campus incentive plan for an incentive pay program to foster improved student achievement. Included are key provisions drawn from Commissioner's rules that became effective on January 9, 2007. Of particular note are provisions concerning:
 - local policy implications regarding application submission;
 - possible limitation to full-time teachers on a campus as of the program start date;
 - the size of the award (\$3,000 to \$10,000 per teacher, to the extent practicable);
 - the finality of the local board's determination regarding awards; and
 - the inclusion of appropriate language in teacher contracts with the caveat that the award is for performance and not a salary entitlement. (The TASB Model Contracts, available through myTASB under HR Services' Member Library, contain sample language in this regard.)

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

Agenda Item: Second Reading: Revision to EIF(LOCAL) Academic Achievement.
Graduation

Date: September 11, 2007

Subject: Recommended Program

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

ACTION

1. BACKGROUND INFORMATION:

Proposed revisions to EIF(Local) are being presented as they apply to the Recommended Program section of the policy.

2. SUPERINTENDENT RECOMMENDATION:

The recommendation is to amend the section that reads: "RECOMMENDED PROGRAM: The District requires no additional credits for graduation under the Recommended Program beyond those mandated by the State."

The abovementioned paragraph will be replaced with the following:

"RECOMMENDED PROGRAM. The Board has declared that the Recommended Program shall be the minimum requirement for graduation from the District. The District requires no additional credits for graduation under the Recommended Program beyond those mandated by the state. The District publishes a District Graduation Guide that lists specific courses that must be completed. Transfer students who have earned 12 or more credits toward graduation and have followed a graduation plan that is less than the Recommended Program shall be permitted to graduate under the Minimum Program."

3. BOARD ACTION REQUESTED:

Motion to recommend adoption of second reading: **EIF(LOCAL) Academic Achievement. Graduation** as recommended by the Superintendent

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

ACADEMIC ACHIEVEMENT
GRADUATION

EIF
(LOCAL)

2004-05 SCHOOL
YEAR AND
THEREAFTER

The following graduation requirements apply to students who entered grade 9 in the 2004-05 school year and thereafter.

MINIMUM
PROGRAM

The District requires no additional credits for graduation under the Minimum Program beyond those mandated by the state.

RECOMMENDED
PROGRAM

[The Board has declared that the Recommended Program shall be the minimum requirement for graduation from the District.](#) The District requires no additional credits for graduation under the Recommended Program beyond those mandated by the state. [The District publishes a District Graduation Guide that lists specific courses that must be completed. Transfer students who have earned 12 or more credits toward graduation and have followed a graduation plan that is less than the Recommended Program shall be permitted to graduate under the Minimum Program.](#)

ADVANCED /
DISTINGUISHED
ACHIEVEMENT
PROGRAM

The District requires no additional credits for graduation under the Advanced/Distinguished Achievement Program beyond those mandated by the state.

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PHYSICAL
EDUCATION
SUBSTITUTIONS

The District shall allow students to substitute certain physical activities for the 1.5 required credits of physical education. Such substitutions shall be based on the physical activity involved in:

1. Drill team, marching band, and cheerleading during the fall semester.
2. Junior Reserve Officer Training Corps (JROTC).
3. Athletics.
4. Dance I-IV.
5. Two-or three-credit career and technology work-based training courses.

OTHER PHYSICAL
ACTIVITY PROGRAMS

The district shall award state graduation credit for physical education for appropriate private or commercially sponsored physical activity programs conducted either on or off campus, upon approval by the Commissioner of Education. [See also EHAC]

READING CREDITS

The District shall offer up to 3 credits of reading for state graduation credit. The Superintendent or designee shall be responsible for establishing procedures to assess individual student needs and evaluate student progress and shall monitor instructional activities to ensure that student needs are met. Students shall be identified as eligible to earn reading credit based on:

DATE ISSUED: 6/8/2007
UPDATE 80
EIF(LOCAL)-X

ADOPTED:

1 OF 2

1. Recommendation by a teacher or counselor.
2. Scores on assessment instruments and/or achievement tests.

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UPDATE 80
EIF(LOCAL)-X

ADOPTED:

2 OF 2

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

Agenda Item: Second Reading: Revision to GKG(LOCAL) Community Relations School Volunteer Program

Date: September 11, 2007

Subject: TB Testing Requirements

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

ACTION

1. BACKGROUND INFORMATION:

Proposed revisions to GKG(Local) are being presented as they apply to the TB Testing Requirements section of the policy.

2. SUPERINTENDENT RECOMMENDATION:

The recommendation is to amend the section that reads: "TB TESTING REQUIREMENTS: Volunteers new to the District shall provide evidence of a tuberculosis test administered within 12 months of the beginning of their service to the District. A positive test shall require a physician's release."

The abovementioned paragraph will be replaced with the following text: "TB TESTING REQUIREMENTS. The District shall comply with screening recommendations made by local health authorities (See FFAA Exhibit: Targeted Tuberculin Testing)."

3. BOARD ACTION REQUESTED:

Motion to recommend adoption of second reading: **GKG(LOCAL) Community Relations School Volunteer Program** as recommended by the Superintendent

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

COMMUNITY RELATIONS SCHOOL VOLUNTEER PROGRAM

GKG (LOCAL)

PURPOSE Volunteers may be used in the schools to relieve teachers of routine and clerical matters so they may increase their effectiveness in instruction. In some cases the volunteers will supplement the teacher's work through the volunteer's special resources.

QUALIFICATIONS Since volunteers' qualifications vary with the needs of individual schools, the Superintendent shall establish guidelines to ensure they are placed in areas they can serve best.

AUTHORITY Volunteers in the school shall work directly under the supervision of the principal in whose building they are assigned, in accordance with approved procedures.

CRIMINAL HISTORY RECORD CHECK The District shall require a criminal history record check in accordance with administrative regulations. Unless required by law, the evidence of an applicant's record showing a criminal history will not necessarily preclude the individual from serving as a volunteer. Any misrepresentation as to the existence, status, or extent of the applicant's criminal history may serve as the basis to deny the individual volunteer status in the District. The District shall inform volunteers when their services are to begin.

TB TESTING REQUIREMENTS

[The District shall comply with screening recommendations made by local health authorities \(See FFAA Exhibit: Targeted Tuberculin Testing\).](#)

Deleted: Volunteers new to the District shall provide evidence of a tuberculosis test administered within 12 months of the beginning of their service to the District. A positive test shall require a physician's release.

DATE ISSUED: [Revised 6.29.07](#) ADOPTED: _____ 1 OF 1
LDU-16-00
GKG(LOCAL)-X

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

Agenda Item: Second Reading: Revision to DC(LOCAL) Employment Practices

Date: September 11, 2007

Subject: Revision to different sections of this policy

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

ACTION

1. BACKGROUND INFORMATION:

Proposed revisions to DC(Local) are being presented as they apply to the different sections of this policy as shown on the attached document.

2. SUPERINTENDENT RECOMMENDATION:

The recommendation is to revise this policy as indicated on the attached document.

3. BOARD ACTION REQUESTED:

Motion to recommend adoption of second reading: **DC(LOCAL) Employment Practices** as recommended by the Superintendent

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

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.	Formatted Table
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, and on the District's website 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 employ certified contractual employees for positions that are not administrative and that the Board retains authority to employ 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>	<p>Deleted: policy,</p> <p>Deleted: ate.</p> <p>Deleted: hire</p> <p>Deleted: hire</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 associate and assistant superintendent, executive director, director, principal, and assistant principal to the Board for employment.</p>	Deleted: assistant
APPLICATIONS	<p>The Superintendent may request that the Board waive any requirements of the job description.</p> <p>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.</p>	
SELECTION AND EMPLOYMENT CONTRACTUAL	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <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 the selection and employment of associate and assistant superintendents, executive directors, directors, principals, and assistant principals shall be retained by the Board. [See (LEGAL) policies at DCA, DCB, and DCC, as appropriate].</p>	<p>Deleted: Final authority for selection and employment of assistant superintendents, executive directors, directors, principals, and assistant principals shall be retained by the Board. [See (LEGAL) policies at DCA, DCB, and DCC, as appropriate] ¶</p> <p>Deleted: 10/17/2005</p> <p>Deleted: ;LDU-42-05</p>
DATE ISSUED: 6/8/2007 , UPDATE 80 , DC(LOCAL)-X	PAGE 1 OF 3	

Final authority for the selection and employment of noncertified administrators, other noncertified professionals who are administrators and whose contracts are not governed by provisions of Education Code Chapter 21 shall be retained by the Board. [See DCE].

RECOMMENDATION TO THE BOARD

In order to allow the Board to make an informed decision on the Superintendent's recommendation, each recommendation submitted by the Superintendent to the Board for employment of a person to the position of associate and assistant superintendent, executive director, director, or principal shall include a copy of the person's resume, application, recommendations from previous employers, college transcript, and work history. The Superintendent shall also provide the names and similar information for all finalists for any of these positions.

Deleted: assistant

NON CONTRACTUAL

The Superintendent shall have final authority to employ and dismiss all other noncontractual personnel on an at-will basis. [See DCD]

Deleted: hire

TEMPORARY EMPLOYEES

The Board delegates to the Superintendent authority to employ on a temporary basis principals, assistant principals, and other certified contractual personnel, when the person is being recommended to the Board for permanent employment and there is a current vacancy. The term of the temporary employment shall not exceed the lesser of 45 days or until the next regular Board meeting. The salary of the temporary employee during the period of temporary employment shall be an amount equal to the salary the temporary employee would have received had the person been a permanent employee. The temporary employee shall be advised that such temporary employment is no guarantee of permanent employment.

DRUG / ALCOHOL SCREENING

Any offer of employment for administrative and or positions that require the operation of a District vehicle or safety sensitive equipment shall be conditioned on the applicant passing the District's alcohol and controlled substances test described in DHE(LEGAL) and (LOCAL).

CRIMINAL HISTORY RECORD

The District shall ensure that criminal history record information on a person the District intends to employ is obtained. [See DC (LEGAL)] Each applicant for a paid employee position, either contractual or noncontractual (at-will), shall be subject to a criminal history records check, including fingerprinting. Unless required by law, the evidence of an applicant's record showing a criminal history will not necessarily preclude employment. [See also GKG(LOCAL)]

Any misrepresentations as to the existence of, status, or extent of the applicant's criminal history may serve as the basis to deny or terminate employment.

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PAGE 2 OF 3

The criminal records check paid for by the applicant for employment in the District shall be valid for one year with the District or 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. [These interviews shall be conducted in accordance with administrative procedures.](#)

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

Agenda Item: Second Reading: Revision to DEA(LOCAL) Compensation and Benefits,
Salaries, Wages and Stipends

Date: September 11, 2007

Subject: Revision to Compensatory Time section of policy

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

ACTION

1. BACKGROUND INFORMATION:

Proposed revisions to DEA(Local) are being presented as they apply to compensation for overtime hours.

2. SUPERINTENDENT RECOMMENDATION:

The recommendation is to revise this policy regarding compensatory time to read as follows:
“...Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of **60** hours. If an employee has a balance of more than **60** hours of overtime, the employee will be required to take compensatory time or, at the District’s option, will receive overtime pay.”

3. BOARD ACTION REQUESTED:

Motion to recommend adoption of second reading: **DEA(LOCAL) Compensation and Benefits. Salaries, Wages and Stipends** as recommended by the Superintendent.

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

COMPENSATION AND BENEFITS
SALARIES, WAGES, AND STIPENDS

DEA
(LOCAL)

	<p>The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.</p> <p>Compensation plans shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve District goals.</p>
PAY SYSTEMS DESCRIPTION	<p>The Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the positions.</p> <p>All employees shall be paid within the assigned pay ranges unless exceptions are granted by the Board.</p> <p>The system shall be designed and administered to accomplish the following:</p> <ol style="list-style-type: none">1. Stay competitive with appropriate labor markets for the various categories of personnel.2. Recognize the levels of skill, effort, and responsibility required of different jobs.3. Be fiscally controlled and cost effective. <p>A copy of the District's pay system shall be available in the administrative offices.</p>
PAY RANGES	<p>Pay ranges for each pay grade shall establish minimum and maximum rates of pay within the range. All pay ranges shall be established by monthly, daily, or hourly base rates to promote consistent treatment of employees who have different work periods. Employees shall be paid within the range of rates established for the position assigned.</p> <p>The Superintendent shall review pay ranges on an annual basis and recommend adjustments consistent with economic and job market indicators.</p>
PAY ADVANCEMENT	<p>Pay ranges shall be structured to allow the opportunity to increase employee pay within the range for continued service to the District. The Superintendent shall make recommendations regarding employee increases on an annual basis. Recommendations shall be based on consideration of such factors as cost of living indexes, wage increases within competitive job markets, and budget resources. No employee with less than a satisfactory performance evaluation will receive a pay increase.</p>
PAY BUDGET INCREASE	<p>The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. Pay in-</p>

DATE ISSUED: 6/7/2006
UPDATE 78
DEA(LOCAL)-X

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COMPENSATION AND BENEFITS
SALARIES, WAGES, AND STIPENDS

DEA
(LOCAL)

	<p>creases 1 beyond the budgeted amount for individuals or positions shall be subject to Board approval.</p>
PAY ADMINISTRATION	<p>Employee pay adjustments shall be administered by the Superintendent or designee in accordance with written procedures to promote impartial and consistent treatment of all employees. Administrative procedures shall include hiring guidelines, promotion guidelines, updating pay ranges, method for calculating and applying a general pay increase, and a process for job classification review.</p>
CLASSIFICATION OF POSITIONS	<p>Each job in the District shall be assigned to a pay grade based on the level of skill, effort, and responsibility required for the job assignment. The Superintendent shall classify new positions or reclassify existing positions as necessary based on job requirements and comparability to other positions in the District.</p> <p>The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act.</p>
EXEMPT	<p>The District shall pay employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act (FLSA) on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.</p> <p>An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy [see DGBA]. If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.</p>
NONEXEMPT	<p>Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.</p> <p>A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline, up to and including termination, but shall be compensated in accordance with the Fair Labor Standards Act.</p>

COMPENSATION AND BENEFITS
SALARIES, WAGES, AND STIPENDS

DEA
(LOCAL)

COMPENSATORY TIME	<p>Compensation for overtime hours shall be awarded at one and a half times the employee's regular rate of pay or by time and a half earned in compensatory time. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee will be required to take compensatory time or, at the District's option, will receive overtime pay.</p> <p>Unless the District receives prior written notification, all absences shall be charged against compensatory time before being charged against sick leave or personal leave.</p> <p>Compensatory time shall be used by December of the duty year (July-June) in which it is earned. In January of the duty year, the District shall pay an employee overtime for all unused compensatory time remaining at the end of December of the previous duty year. Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's schedules and activities.</p>
WORKWEEK DEFINED	<p>For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Wednesday until 11:59 p.m. Tuesday.</p>
SUPPLEMENTAL DUTIES	<p>The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act, as needed. The employee shall be compensated for these assignments according to the supplemental duty pay schedule established by the Board. These assignments may be discontinued at any time for any reason or no reason, by either party. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty.</p> <p>Under the Fair Labor Standards Act (FLSA), extra duty pay assignments for noncontractual (nonexempt) employees may be assigned if the duties are occasional and sporadic and are not related to the employee's regular duties. Nonexempt employees performing extra-duty assignments are eligible for paid overtime or compensatory time at a rate of time and a half for all work over 40 hours in a workweek. Therefore, the District shall assign a nonexempt employee as a sponsor for a nonacademic/UII activity only if an exempt employee is unavailable for the assignment. The Extra Duty Stipend/Supplemental Pay Increment Schedule published by the District contains additional information.</p>
ADVANCED DEGREE	<p>When a professional employee completes a master's or doctorate degree in his or her teaching field or area of work responsibility prior to September 1, a pay increase based on the degree shall</p>

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COMPENSATION AND BENEFITS
SALARIES, WAGES, AND STIPENDS

DEA
(LOCAL)

begin at that time; for degrees completed in December, a prorated pay increase for the employee shall begin in January.

CREDITABLE SERVICE Employees who are receiving workers' compensation wage benefits and who have no available paid leave shall not earn creditable years of service while absent from duty.

In order to accrue a creditable year of service, an employee must be employed for at least 90 full-time days or the equivalent.

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DEA(LOCAL)-X

ADOPTED:

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

Agenda Item: Second Reading: Revision to FL(LOCAL) Student Records

Date: September 11, 2007

Subject: Addition of School-Sponsored Purposes section

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

ACTION

1. BACKGROUND INFORMATION:

Proposed revisions to FL(Local) are being presented as they apply to directory information contained in the student handbook pertaining to school-sponsored purposes.

2. SUPERINTENDENT RECOMMENDATION:

The recommendation is to revise this policy by adding the following section: “ SCHOOL-SPONSORED PURPOSES. The District often needs to use student information for the following school-sponsored purposes: officially recognized activities, sports, honors and awards.”

3. BOARD ACTION REQUESTED:

Motion to recommend adoption of second reading: **FL(LOCAL) Student Records** as recommended by the Superintendent.

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

STUDENT RECORDS

FL
(LOCAL)

COMPREHENSIVE
SYSTEM

The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school personnel.

CUMULATIVE RECORD

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See GBA]

CUSTODIAN OF
RECORDS

The principal is custodian of all records for currently enrolled students at the assigned school and for students who have withdrawn or graduated. The student handbook distributed annually to all students and parents shall contain a listing of the addresses of District schools.

TYPES AND
LOCATIONS OF
EDUCATION
RECORDS

Each record custodian, at the location listed in the student handbook, shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.
 - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
 - c. Immunization records. [See FFAB]
6. Attendance records.

STUDENT RECORDS

FL
(LOCAL)

7. Student questionnaires.
8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Other records that may contribute to an understanding of the student.

REQUEST
PROCEDURES

The cumulative record shall be made available to the parent. Records may be reviewed during regular school hours upon written request to the record custodian. The record custodian or designee shall be present to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the record custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

STUDENT RIGHTS

Whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.

ACCESS BY SCHOOL
OFFICIALS

For the purposes of this policy, "school officials" shall mean any employees, trustees, or agents of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities. The term also includes attorneys, consultants, and independent contractors who are retained by the District, by cooperatives of which the District is a member, or by facilities with which the District contracts for placement of students with disabilities.

School officials have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions, the student's case, or an individu-

STUDENT RECORDS

FL
(LOCAL)

alized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs.

ACCESS BY PARENTS Parents may be denied copies of records after the student reaches age 18 and is no longer a dependent for tax purposes, when the student is attending an institution of postsecondary education, or if they fail to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record shall be provided at no charge.

FEES FOR COPIES Copies of records are available at a per copy cost, payable in advance, as specified in the annual notice to parents of their privacy rights.

TRANSCRIPTS AND TRANSFERS OF RECORDS The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

The District shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll.

RECORDS RESPONSIBILITY FOR STUDENTS IN SPECIAL EDUCATION The official responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education shall be the director of special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the special education office.

PROCEDURE TO AMEND RECORDS Within 15 school days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence, and at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to

deny the request, the parents shall be informed that they have 30 school days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

SCHOOL-SPONSORED
PURPOSES

The District often needs to use student information for the following school-sponsored purposes: officially recognized activities, sports, honors and awards.

DIRECTORY
INFORMATION

The District has designated the following categories of information as directory information: student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

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

Agenda Item: _____ Date: 8/27/07 _____

Subject: Adoption of revisions to Board Policy DEC (Local) Compensation & Benefits; Leaves & Absences (second reading)

Presented By: Pauline Dow Consent Agenda X

ACTION

1. BACKGROUND INFORMATION:

The recommended revisions were reviewed by the Policy Committee on 7/31/07. The purpose of this revision was to designate local leave be used before state leave. Administration is recommending changing the *USE AND RECORDING* section. The recommended revisions have been included in the Board Policy DEC (Local).

2. SUPERINTENDENT RECOMMENDATION:

Recommend that the Board approve the revision to Board Policy DEC (Local).

3. BOARD ACTION REQUESTED:

Motion to adopt the revisions to DEC (Local) Compensation & Benefits; Leaves & Absences as recommend for first reading by the Policy Committee.

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

DEFINITIONS FAMILY	<p>The term "immediate family" shall include:</p> <ol style="list-style-type: none">1. Spouse.2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands <i>in loco parentis</i>.3. Parent, stepparent, parent-in-law, or other individual who stands <i>in loco parentis</i> to the employee.4. Sibling, stepsibling, sibling-in-law.5. Grandparent and grandchild.6. Any person who may be residing in the employee's household at the time of illness or death. <p>For purposes of the Family and Medical Leave Act, the definition of "family" includes only spouse, parent, and child.</p>
FAMILY EMERGENCY	<p>The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.</p>
WORKDAY	<p>A "workday" for purposes of accumulation, use, or recording shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.</p>
STATE PERSONAL LEAVE — RATE OF ACCRUAL	<p>Each employee shall earn state personal leave at the rate of one-half a workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually.</p>
TYPES OF STATE PERSONAL LEAVE	<p>The Board requires employees to differentiate between uses of personal leave:</p>
DISCRETIONARY	<ol style="list-style-type: none">1. To be taken at the individual employee's discretion, subject to limitations set out below.
NON- DISCRETIONARY	<ol style="list-style-type: none">2. To be used for the same reasons and in the same manner as state sick leave accumulated prior to May 30, 1995. [See DEC(LEGAL)]
USE OF DISCRETIONARY LEAVE REQUEST FOR LEAVE	<p>A written request for use of discretionary personal leave shall be submitted to the immediate supervisor or designee in advance in accordance with administrative regulations. The reasons for which personal leave may be used shall not be limited by the District. In deciding to approve personal leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes. [See DEC(LEGAL)]</p>

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

DURATION OF LEAVE	Discretionary personal leave may not be taken for more than three consecutive days.
SCHEDULE LIMITATIONS	Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated assessments, or professional or staff development days.
LOCAL LEAVE	<p>All employees, other than those hired as substitute or temporary employees, shall earn additional workdays of local personal leave per school year, concurrently with state leave, according to the following:</p> <p>Employees in positions normally requiring ten months of service (183–197 days) shall earn five equivalent workdays.</p> <p>Employees in positions normally requiring 11 months of service (198–215 days) shall earn six equivalent workdays.</p> <p>Employees in positions normally requiring 12 months of service (216 or more days) shall earn seven equivalent workdays.</p> <p>Local personal leave shall accumulate without limit and shall be taken with no loss of pay. Local personal leave shall be used under the same restrictions as state personal leave.</p> <p>Local personal leave, if any, when used for reasons of personal or family illness, shall be used after state sick leave accumulated prior to the 1995–96 school year and under the terms and conditions applicable to such state sick leave, except as otherwise provided by this policy.</p>
PROFESSIONAL DEVELOPMENT LEAVE	<p>Professional development leave is defined as leave granted to an employee to attend workshops, seminars, clinics, and the like, that are directly related to the employee’s teaching area(s) or job-related activities.</p> <p>Professional development leave may be requested on an individual basis, not to exceed five days per contract year. Such leave must be approved by the employee’s immediate supervisor and forwarded to the Superintendent for final approval. Approval depends upon the dates requested for the absence and campus or department responsibilities.</p> <p>Approved professional development leave shall be taken without loss of pay and days used shall not be deducted from accumulated leave.</p>

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

ABSENCE FOR
RELIGIOUS
PURPOSES

An employee may request to use state personal or local leave for religious purposes. Employees lacking leave may be allowed to make up the time during the pay period in which the leave occurs. For a noncontract employee, the makeup day shall be during the seven-day period in which the leave occurs. In all cases, the makeup day shall be approved by the employee's immediate supervisor.

USE AND
RECORDING

Effective August 15, 2007, local leave, if any, shall be used before state sick leave accumulated prior to the 1995-96 school year and under the terms and conditions applicable to such state sick leave, except as otherwise provided by this policy. State personal leave, either discretionary or nondiscretionary, shall be used after local sick or personal leave.

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Local personal leave may also be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.

Employees shall be charged leave as used even if a substitute is not employed.

Leave shall be recorded in increments of whole workdays or half workdays.

AVAILABILITY

Paid leave for the current year shall be available at the beginning of the school year. Paid leave shall not be approved for more workdays than have been accumulated in prior years plus those to be earned during the current year.

When an employee who has used more leave than he or she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

MEDICAL
CERTIFICATION

An employee absent more than three consecutive workdays because of personal illness or illness in the immediate family shall submit medical certification of the illness.

HEALTH CARE
PROVIDER

Medical certification shall be made by a health care provider as defined by the Family and Medical Leave Act. [See DEC(LEGAL)]

TEMPORARY
DISABILITY

Any full-time professional employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days.

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COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

OTHER ABSENCES	<p>Any other leaves granted or days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided. [See DMD(LOCAL)]</p> <p>An employee who requests a leave of absence for reasons other than as stated in policy shall be required to resign the position in order to take the leave. The employee may subsequently reapply for any position for which he or she is qualified.</p>
BEREAVEMENT (FUNERAL) LEAVE	<p>Use of state leave and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.</p>
FAMILY AND MEDICAL LEAVE	<p>The 12-month period within which employees shall be eligible for 12 weeks of family and medical leave shall be measured forward from the day an individual employee's first family and medical leave begins.</p>
CONCURRENT USE OF LEAVE	<p>The District shall require employees to use family and medical leave concurrently with paid leave and with temporary disability leave if applicable.</p>
COMBINED LEAVE FOR SPOUSES	<p>If both spouses are employed by the District, family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the District.</p>
INTERMITTENT LEAVE	<p>Intermittent leave shall be permitted for the birth of the employee's child or the adoption or placement of a child with the employee.</p>
CERTIFICATION OF ILLNESS	<p>Upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, and at 30-day intervals thereafter, the employee shall provide medical certification of the illness or disability.</p>
MEDICAL RELEASE	<p>The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.</p>
TEACHER REINSTATEMENT	<p>A teacher desiring to return to work at or near the conclusion of a semester shall be reinstated in accordance with the END-OF-TERM LEAVE section in DEC(LEGAL).</p>
FAILURE TO RETURN	<p>If, at the expiration of the family and medical leave, the employee is able to return to work but chooses not to do so, the District shall require reimbursement of the employee benefits contribution made by the District during the period in which such leave was taken as unpaid leave.</p>
COURT APPEARANCES	<p>Absences for court appearances related to an employee's personal business shall be deducted from the employee's leave or at the</p>

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COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

	<p>option of the employee, shall be taken by the employee as leave without pay.</p>
WORKERS' COMPENSATION	<p>An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.</p> <p>An employee eligible for workers' compensation wage benefits, and not on assault leave, shall indicate whether he or she chooses to:</p> <ol style="list-style-type: none">1. Receive workers' compensation wage benefits; or2. Use available paid leave. Workers' compensation wage benefits shall begin when:<ol style="list-style-type: none">a. Paid leave is exhausted;b. The employee elects to discontinue use of paid leave; orc. Leave payments are less than the employee's pre-injury average weekly wage.
REIMBURSEMENT AT RETIREMENT	<p>Upon retirement from the District, all employees shall be paid for the number of unused days of local sick or personal leave at a rate equal to one-half of their daily salary rate at the time of retirement up to a 30-day maximum.</p>
ANNUAL INCENTIVE STIPEND	<p>Effective August, 2000, classroom teachers and food service employees shall be compensated for unused state personal leave days at the rate of \$60 per day not to exceed \$300. Absence due to family and medical leave, death in the family, duty-related absences, or jury duty shall not disqualify a teacher or food service employee from this incentive stipend.</p> <p>Leave shall continue to accumulate according to existing policy. The stipend will in no way affect the accumulation of available days.</p>
SICK LEAVE POOL ESTABLISHMENT	<p>A sick leave pool may be established from voluntary donations by eligible District staff who wish to assist a fellow employee suffering from personal illness or disability.</p> <p>A request for the establishment of a sick leave pool for a specific individual shall be made in writing to the Superintendent or designee. The Superintendent or designee shall then initiate the sick leave pool for the employee and notify District staff.</p> <p>To be eligible to participate in a sick leave pool, an employee must have exhausted all of his or her state and local sick leave, personal leave, and vacation days, if applicable. The maximum number of days that may be contributed by District staff to a sick leave pool shall be 60. The maximum number of days an individual employee may use from the sick leave pool during a school year is 90 days;</p>

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

	<p>use of days from the sick leave pool shall cease when the employee meets the requirements for personal disability insurance payments.</p>
ELIGIBILITY	<p>An employee wishing to contribute may donate up to a maximum of three days of local leave per school year.</p>
CONTRIBUTIONS	<p>All employees who normally are scheduled to work 20 hours or more per week shall be eligible to participate in the sick leave pool.</p> <p>A sick leave pool may be used only for the employee's own catastrophic, life-threatening illness, or major medical condition or disability. Conditions such as routine pregnancy, elective surgery, or family illness, shall not qualify. Employees suffering complications arising from pregnancy shall be eligible.</p>
CESSATION OF THE SICK LEAVE POOL	<p>The sick leave pool shall cease to exist when it has been depleted, when the employee's personal disability insurance becomes available, or when the employee for whom the pool was established returns to work. Unused sick leave pool days shall revert to the donors in half-day increments divided proportionately according to the amount contributed by each individual. No general pool shall remain in existence.</p>

DATE ISSUED: 9/11/2006
LDU-37-06
DEC(LOCAL)-X

ADOPTED:

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

Agenda Item:

Date: September 11, 2007

Subject: Renew Solid Waste Disposal Contract RFP # 07 - 01

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The Business Services Division has exercised Section 7 item (h) of the Request for Proposal # 07-01, option to renew the contract for one more year. The renewal will be for year two (2) of a three-year agreement with *El Paso Disposal* from November 1, 2007 through October 31, 2008.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to renew the Solid Waste Disposal Services proposal as recommended by the Business Services Division.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____



August 2, 2007

Mr. Sam Garcia
Purchasing Agent
Canutillo Independent School District
7965 Artcraft Road
El Paso, Texas 79932

Mr. Garcia,

Thank you for the opportunity to continue the partnership we have established with you and the Canutillo ISD schools. We are proud of the service we have been able to provide your district and look forward to another year.

Please accept this letter as indication of our desire to continue to service the Canutillo Independent School District under the option to extend the current contract for one (1) additional year. Although the current prices are expected to remain in effect for the term of the extension, they may need to be adjusted, pursuant to the terms of the contract, in order to accommodate a change in landfill rates if the landfill increases its price during the term of this contract.

Again, thank you for the opportunity to serve Canutillo ISD. We will provide you with the finest quality of service available in the El Paso area, just as we have in the past.

Appreciatively,

A handwritten signature in cursive script that reads "Lorena Quezada".

Lorena Quezada
Area Manager

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

Agenda Item:

Date: September 11, 2007

Subject: Food Service Child Nutrition Cooperative Purchasing
Contracts for the 07-08 School Year

Presented By: Tony Reza and Adele Balesh

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:
The Food Service Department participates in several cooperative purchasing programs which will aggregate to over \$25,000. Listed are the cooperative programs, products and awarded companies:

Commodity Storage
 Professional Food Systems
Defense Logistics Agency
 Products – Segovia's
West Texas Cooperative
 Food and Meat – LaBatt, Quinteros, Tyson, Advance, Michael, Schwan's and Land O'Lakes
Region XIX Educational Service Center
 Bakery – Flowers Baking Co.
 Mexican Food – Mexi-Snax
 Dairy – Prices Dairies
 Equipment and Utensils – National Restaurant
 Linen – Unifirst
 Machine supplies and Extermination – ECO Lab
 Paper and Chemical – Laundry Supply, Springtime, Spectrum Paper, Sun Set, SW Mills, Prime and Zanio
The Cooperative Purchasing Network
 Supplies and Equipment – National Restaurant, and Pasco Brokeage
Buy Board Purchasing Program
 Supplies and Equipment – Pasco Brokeage, National Restaurant and Indeco
2. SUPERINTENDENT RECOMMENDATION:
The Superintendent approves to purchase items, materials and supplies for the Food Service Child Nutrition Program from the listed cooperative purchasing contracts.
3. BOARD ACTION REQUESTED:
The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____



Canutillo Independent School District

7965 Arcraft Rd.
El Paso, TX 79932

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

BUSINESS SERVICES

(915) 877-7425

Fax (915) 877-7415

TO: Board of Trustees

August 27, 2007

THROUGH: Tony Reza
Executive Director

FROM: Kathy Ellis *K. Ellis*

SUBJECT: Approval of Warrant List for July 26, 2007 through August 22, 2007

Enclosed in your packet is the warrant list for July 26, 2007 through August 22, 2007. I recommend its approval in the amount of: **\$ 1,196,470.66.**

The following Board members abstain from voting on individual payments as follows:

Mago Arellano	Am. Exp./lodging-SLI	\$	549.81	Page 7
Sergio Coronado	Am. Exp./lodging-SLI	\$	655.65	Page 7
Carl Frieze	Am. Exp./lodging-SLI	\$	564.81	Page 7
	Reimburse parking-SLI	\$	29.07	Page 50
Shonda Jordan	Am. Exp./lodging-SLI	\$	564.81	Page 7
Armando Rodriguez	Am. Exp./lodging-SLI	\$	610.11	Page 7
Yvonne Sanchez	Am. Exp./lodging-SLI	\$	564.81	Page 7

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Year-to-Date Average Daily Membership and ADA
 August 27, 2007 through August 31, 2007

<u>Campus</u>	<u>ADM</u>	<u>ADA</u>	<u>ATT %</u>
Canutillo Elementary School	650.000	642.900	98.9%
Deanna Davenport Elementary School	488.700	486.200	99.5%
Jose H. Damian Elementary School	444.300	430.600	96.9%
Bill Childress Elementary School	510.800	507.400	99.3%
Gonzalo and Sofia Garcia Elementary School	502.000	498.100	99.2%
Canutillo Middle School	665.200	659.600	99.2%
Jose J. Alderete Middle School	583.200	577.800	99.1%
Canutillo High School	1671.800	1627.200	97.3%
<hr/>			
DISTRICT TOTALS	5516.000	5429.800	98.4%

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA and Last Day Enrollment
As of August 31, 2007

<u>Campus</u>	<u>August ADA</u>	<u>Enrollment 8/31/07</u>
Canutillo Elementary School	642.900	687
Deanna Davenport Elementary School	486.200	516
Jose H. Damian Elementary School	430.600	467
Bill Childress Elementary School	507.400	532
Gonzalo and Sofia Garcia Elementary School	498.100	525
Canutillo Middle School	659.600	667
Jose J. Alderete Middle School	577.800	588
Canutillo High School	1627.200	1683
	<hr/>	<hr/>
DISTRICT TOTALS	5429.800	5665

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA Comparison August 2007

<u>Campus</u>	Previous month May 2007 <u>ADA</u>	Current month August 2007 <u>ADA</u>	Previous year August 2006 <u>ADA</u>
Canutillo Elementary School	637.211	642.900	625.968
Deanna Davenport Elementary School	481.711	486.200	494.750
Jose H. Damian Elementary School	743.658	430.600	729.313
Bill Childress Elementary School	629.474	507.400	620.031
Gonzalo and Sofia Garcia Elementary School		498.100	
Canutillo Middle School	620.579	659.600	625.429
Jose J. Alderete Middle School	603.106	577.800	604.571
Canutillo High School	1308.842	1627.200	1416.571
DISTRICT TOTALS	5024.581	5429.800	5116.633

Canutillo Elementary School

Proposed Teacher Incentive Plan

Criterion 1: Teacher has a record of improving student performance using objective, quantifiable measures. **(Required)**

Teacher Type	Data Sources and Measures	Performance Levels	Incentive Amount
Pre-Kinder	Local Benchmark Assessment	Level 1: 75% achieving mastery Level 2: 80% achieving mastery Level 3: 85% achieving mastery	Level 1: \$1,500 Level 2: \$500 Level 3: \$500
Kinder – 2nd Grade	TPRI/Tejas Lee	Level 1: 75% achieving mastery Level 2: 80% achieving mastery Level 3: 85% achieving mastery	Level 1: \$1,500 Level 2: \$500 Level 3: \$500
- 3rd -5th Grade - Special Education (3rd -5th)	TAKS	Level 1: 75% students met standard in Reading/Math Level 2: 80% students met standard in Reading/Math Level 3: 85% students met standard in Reading/Math	Level 1: \$1,500 Level 2: \$500 Level 3: \$500
Physical Education	Fitness Test Results	Level 1: 75%-85% students pass fitness test Level 2: 85%-95% students pass fitness test Level 3: 100% students pass fitness test	Level 1: \$1,500 Level 2: \$500 Level 3: \$500
Special Education (PreK-2nd grade)	Student Portfolios	Mastery of Individualized Education Plan (IEP) Goals	Level 1: \$1,500 Level 2: \$500 Level 3: \$500

Criterion 2: Teacher has a record of collaboration with faculty and staff that contributes to improving overall campus student achievement. **(Required)**

Teacher Type	Data Sources and Measures	Performance Levels	Incentive Amount
<ul style="list-style-type: none"> -Pre-Kinder-5th Grade -Special Education (all grades) -Physical Education 	Sign-in Sheets/ Minutes	Professional development sessions, curriculum development and instructional strategy meetings, team teaching activities, teacher mentoring, induction or coaching, and/or evidence of sharing lesson plans and student data with other faculty and staff across subject and grade levels to improve overall student performance.	\$500

Part II Additional Incentives to Campus Faculty and Staff

Number of Positions	Actual Staff Positions (do not include the names of individuals, refer to potential position types above)	Performance Levels	Maximum Incentive Amount
55	Classroom Teachers not included in Part I, Clerical Staff, Counselors, Principals, Assistant Principals, Speech Therapists, Teacher Aides, Nurses, Librarians, Custodial Staff, Cafeteria Workers, Occupational Therapist, and Diagnostician	<p>Level 1: A satisfactory evaluation will be utilized to determine whether or not an employee has contributed to increased student performance. The evaluation includes the following items that are rated on a scale: Routinely applies him/herself to projects, strives for quality through accuracy, thorough and effective in carrying out daily responsibilities, well organized, neat work habits, on time, pleasant and easy to work with, works well independently, works well under pressure, open to new ideas and methods, practices legal and ethical behavior, seeks openness for personal learning, is a cooperative team player, communicates effectively with fellow employees and supervisors, uses skills to resolve conflicts, and contributes own ideas when it will benefit the district. Additional evaluation criteria include: analysis of AYP and Accountability Ratings, instructional management, school organizational management, school morale, personnel management, management of administrative, fiscal and facilities functions, student management, school and community relations, and professional growth and development. The evaluations are completed by campus/district supervisors at all levels.</p> <p>If the Performance Level 1 is achieved by teachers, and the evaluations from each of the other personnel are satisfactory then these employees will receive a \$526.32 award.</p>	\$545.45

Deanna Davenport Elementary School

Proposed Teacher Incentive Plan

Criterion 1: Teacher has a record of improving student performance using objective, quantifiable measures. **(Required)**

Teacher Type	Data Sources and Measures	Performance Levels	Incentive Amount
Pre-Kinder	Local Benchmark Assessment	Level 1: 75% achieving mastery Level 2: 80% achieving mastery Level 3: 85% achieving mastery	Level 1: \$1,500 Level 2: \$500 Level 3: \$500
Kinder – 2nd Grade	TPRI/Tejas Lee	Level 1: 75% achieving mastery Level 2: 80% achieving mastery Level 3: 85% achieving mastery	Level 1: \$1,500 Level 2: \$500 Level 3: \$500
- 3rd -5th Grade - Special Education (3rd -5th)	TAKS	Level 1: 75% students met standard in Reading/Math Level 2: 80% students met standard in Reading/Math Level 3: 85% students met standard in Reading/Math	Level 1: \$1,500 Level 2: \$500 Level 3: \$500
Physical Education	Fitness Test Results	Level 1: 75%-85% students pass fitness test Level 2: 85%-95% students pass fitness test Level 3: 100% students pass fitness test	Level 1: \$1,500 Level 2: \$500 Level 3: \$500
Special Education (PreK-2nd grade)	Student Portfolios	Mastery of Individualized Education Plan (IEP) Goals	Level 1: \$1,500 Level 2: \$500 Level 3: \$500

Criterion 2: Teacher has a record of collaboration with faculty and staff that contributes to improving overall campus student achievement. **(Required)**

Teacher Type	Data Sources and Measures	Performance Levels	Incentive Amount
<ul style="list-style-type: none"> -Pre-Kinder-5th Grade -Special Education (all grades) -Physical Education 	Sign-in Sheets/ Minutes	Professional development sessions, curriculum development and instructional strategy meetings, team teaching activities, teacher mentoring, induction or coaching, and/or evidence of sharing lesson plans and student data with other faculty and staff across subject and grade levels to improve overall student performance.	\$500

Part II Additional Incentives to Campus Faculty and Staff

Number of Positions	Actual Staff Positions (do not include the names of individuals, refer to potential position types above)	Performance Levels	Maximum Incentive Amount
43	Classroom Teachers not included in Part I, Clerical Staff, Counselors, Principals, Assistant Principals, Speech Therapists, Teacher Aides, Nurses, Librarians, Custodial Staff, Cafeteria Workers, Occupational Therapist, and Diagnostician	<p>Level 1: A satisfactory evaluation will be utilized to determine whether or not an employee has contributed to increased student performance. The evaluation includes the following items that are rated on a scale: Routinely applies him/herself to projects, strives for quality through accuracy, thorough and effective in carrying out daily responsibilities, well organized, neat work habits, on time, pleasant and easy to work with, works well independently, works well under pressure, open to new ideas and methods, practices legal and ethical behavior, seeks openness for personal learning, is a cooperative team player, communicates effectively with fellow employees and supervisors, uses skills to resolve conflicts, and contributes own ideas when it will benefit the district. Additional evaluation criteria include: analysis of AYP and Accountability Ratings, instructional management, school organizational management, school morale, personnel management, management of administrative, fiscal and facilities functions, student management, school and community relations, and professional growth and development. The evaluations are completed by campus/district supervisors at all levels.</p> <p>If the Performance Level 1 is achieved by teachers, and the evaluations from each of the other personnel are satisfactory then these employees will receive a \$504.42 award.</p>	\$504.42

Bill Childress Elementary School

Proposed Teacher Incentive Plan

Criterion 1: Teacher has a record of improving student performance using objective, quantifiable measures. **(Required)**

Teacher Type	Data Sources and Measures	Performance Levels	Incentive Amount
Pre-Kinder	Local Benchmark Assessment	Level 1: 75% achieving mastery Level 2: 80% achieving mastery Level 3: 85% achieving mastery	Level 1: \$1,500 Level 2: \$500 Level 3: \$500
Kinder – 2nd Grade	TPRI/Tejas Lee	Level 1: 75% achieving mastery Level 2: 80% achieving mastery Level 3: 85% achieving mastery	Level 1: \$1,500 Level 2: \$500 Level 3: \$500
- 3rd -5th Grade - Special Education (3rd -5th)	TAKS	Level 1: 75% students met standard in Reading/Math Level 2: 80% students met standard in Reading/Math Level 3: 85% students met standard in Reading/Math	Level 1: \$1,500 Level 2: \$500 Level 3: \$500
Physical Education	Fitness Test Results	Level 1: 75%-85% students pass fitness test Level 2: 85%-95% students pass fitness test Level 3: 100% students pass fitness test	Level 1: \$1,500 Level 2: \$500 Level 3: \$500
Special Education (PreK-2nd grade)	Student Portfolios	Mastery of Individualized Education Plan (IEP) Goals	Level 1: \$1,500 Level 2: \$500 Level 3: \$500

Criterion 2: Teacher has a record of collaboration with faculty and staff that contributes to improving overall campus student achievement. **(Required)**

Teacher Type	Data Sources and Measures	Performance Levels	Incentive Amount
<ul style="list-style-type: none"> -Pre-Kinder-5th Grade -Special Education (all grades) -Physical Education 	<p>Sign-in Sheets/ Minutes</p>	<p>Professional development sessions, curriculum development and instructional strategy meetings, team teaching activities, teacher mentoring, induction or coaching, and/or evidence of sharing lesson plans and student data with other faculty and staff across subject and grade levels to improve overall student performance.</p>	<p>\$500</p>

Part II Additional Incentives to Campus Faculty and Staff

Number of Positions	Actual Staff Positions (do not include the names of individuals, refer to potential position types above)	Performance Levels	Maximum Incentive Amount
55	Classroom Teachers not included in Part I, Clerical Staff, Counselors, Principals, Assistant Principals, Speech Therapists, Teacher Aides, Nurses, Librarians, Custodial Staff, Cafeteria Workers, Occupational Therapist, and Diagnostician	<p>Level 1: A satisfactory evaluation will be utilized to determine whether or not an employee has contributed to increased student performance. The evaluation includes the following items that are rated on a scale: Routinely applies him/herself to projects, strives for quality through accuracy, thorough and effective in carrying out daily responsibilities, well organized, neat work habits, on time, pleasant and easy to work with, works well independently, works well under pressure, open to new ideas and methods, practices legal and ethical behavior, seeks openness for personal learning, is a cooperative team player, communicates effectively with fellow employees and supervisors, uses skills to resolve conflicts, and contributes own ideas when it will benefit the district. Additional evaluation criteria include: analysis of AYP and Accountability Ratings, instructional management, school organizational management, school morale, personnel management, management of administrative, fiscal and facilities functions, student management, school and community relations, and professional growth and development. The evaluations are completed by campus/district supervisors at all levels.</p> <p>If the Performance Level 1 is achieved by teachers, and the evaluations from each of the other personnel are satisfactory then these employees will receive a \$526.32 award.</p>	\$545.45

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

Subject: Administrative Personnel Actions for Date: September 11, 2007
Board of Trustee Information Only

Presented by: Renée O'Donnell Consent Agenda: _____

ACTION

1. **BACKGROUND INFORMATION**

Superintendent approved employment of personnel:

Priscilla Aguilar	Nurse, BCE, Effective 8/20/07
Darren Athens	English Teacher, CMS, Effective 8/20/07
Filiberto Bonilla	Transportation Supervisor, Effective 8/21/07
Gabriela Carmona	PK Teacher, GES, Effective 8/20/07
Enrique Castaños	PE Teacher, CES, Effective 8/20/07
Arturo Del Valle	Math Teacher, CHS, Effective 8/20/07
Christopher Elton	Counselor, CHS, Effective 8/15/07
James Ennis	Science Teacher, CMS, Effective 8/20/07
Antonio Falu	Spanish Teacher, CHS, Effective 8/20/07
Christine Gomez	Special Education Asst., CMS, Effective 8/22/07
Christina Guerra	FS Substitute, Effective 8/22/07
Carmen Gutierrez	Campus Office Business Manager, JDE, Effective 9/7/07
Martha Hernandez	Custodian, JDE, Effective 8/6/07
Sergio Holguin	Special Ed. Assistant, CHS, Effective 9/4/07

Superintendent approved employment of personnel (cont.):

Veronica Levario	Bilingual Teacher, CMS, Effective 8/20/07
Veronica Martinez	Special Education Ass't., DDE, Effective 8/22/07
Joe Messinger	Athletic Trainer, CHS, Effective 8/13/07
Mary Moffett	Social Studies Teacher, CHS, Effective 8/20/07
Angelica Nuñez	Custodian, CMS, Effective 8/23/07
Megan Parshall	Social Studies Teacher, AMS, Effective 8/27/07
Jessyka Rivas	FS Substitute, Effective 8/22/07
Brenda Rocha	FS Substitute, Effective 8/22/07
Carlos Saucedo	Physics Teacher, CHS, Effective 8/20/07
Brenda Smith	Theatre Arts, CMS, Effective 8/20/07
Rosa Maria Solorzano	Counselor, CHS, Effective 8/15/07
Heraclio Ugues	Counselor, CHS, Effective 8/22/07
Margarita Villalobos	Campus Receptionist, DDE, Effective 8/6/07

Superintendent approved position changes for personnel:

Oralia Acosta	PT Library Assistant, CHS, to FT Library Assistant, CHS, Effective 8/22/07
Mary Ann Babenco	Biology Teacher, CHS, to EL Facilitator, CHS, Effective 8/15/07
Linda Bañuelos	Sub Coordinator/Receptionist to Risk Management Specialist, Effective 8/13/07
Betzabe Britton	Nurse, CES, to Lead Nurse, Effective 8/13/07
María Estorga	PT FS Helper to FS Baker, CES, Effective 8/22/07
Brenda Fuentes	Teacher, JDE, to Teacher, CES, Effective 8/20/07

Superintendent approved position changes for personnel (cont.):

Brenda Fuentes	Teacher, CES, to Teacher, JDE, Effective 8/21/07
Lourdes Garcia	Campus Receptionist, CHS, to Campus Receptionist, JDE, Effective 8/27/07
Deborah Gonzalez	1st (B) Teacher, CES, to 504 Reading Teacher, CES, Effective 8/20/07
Francisco Gonzalez	1 (M) Teacher, JDE, to 1 (B) Teacher, CES, Effective 8/21/07
Christina Guerra	FS Sub to Part-Time Helper, CHS, Effective 8/22/07
Martha Gutierrez	Special Ed. Assistant, DDE, to Parent Liaison, DDE, Effective 8/22/07
Guadalupe Perez	Teacher, BCE, to 4 Dual Mono Teacher, CES, Effective 8/20/07
Jessyka Rivas	FS Sub to Part-Time Helper, CHS, Effective 8/22/07
Rose Rocha	Campus Office Business Manager, JDE to School Resources Clerk, Effective 7/23/07
Alicia Rodriguez	Data Entry Clerk, CHS, to Attendance Clerk, CHS, Effective 8/3/07
Celia Rodriguez	FS Helper, AMS, TO FS Helper, GES, Effective 1/7/08
Simon Sapien	FS Sub to PT FS Warehouse Worker, Effective 8/22/07
Rachel Sosa	Receptionist, JDE, to Attendance Clerk, JDE, Effective 8/15/07
Emma Spalding	Librarian, GES, to Librarian, CHS, Effective 8/13/07
Carlos Ulloa	Bilingual Teacher, DDE, to Special Ed. Assistant, DDE, Effective 8/22/07

Superintendent approved position changes for personnel (cont.):

Belinda Vasquez	Teacher Substitute to Special Ed. Assistant, CMS, Effective 8/22/07
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Superintendent approved resignations:

Emilio Arce	Bus Driver, Effective 8/6/07
Rafael Batrez	Bus Driver, Effective 8/23/07
Gloria Carrillo	Counselor, CHS, Effective 8/10/07
Camilo Coronel	Bus Driver, Effective 8/17/07
Myla Dayrit	4 (M) Teacher, CES, Effective 5/29/07
Angela De Moss	FS Helper, Effective 8/21/07
Lou Ann Estrada	Risk Management Specialist, HR, Effective 8/6/07
Elizabeth Garcia	Parent/Adult Educator, Effective 6/22/07
Connie Gonzalez	504 Assistant, BCE, Effective 5/25/07
Michael Jurca	Math Teacher, CHS, Effective 8/20/07
Diana Kadlec	Nurse, BCE, Effective 8/20/07
Ana Magallanes	PE Teacher, CES, Effective 5/29/07
Filomena Rigales	Teacher, GES, Effective 5/29/07
Jessyka Rivas	PT Helper, Effective 8/27/07
Liz Robinson	ISS Instructional Assistant, CMS, Effective 7/31/07
Anita Sergio	2 (M) Teacher, BCE, Effective 5/29/07
Shannon Watson	Special Ed. Assistant, CHS, Effective 8/7/07

Superintendent approved retirements:

Pablo Moreno

Susan Smith

**Custodian, CHS,
Effective 8/31/07**

**Teacher, CMS,
Effective 5/29/07**

2. **BOARD ACTION REQUESTED**

No action required.

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

Agenda Item:

Date: September 11, 2007

Subject: RFQ # 08-01, Speech Language Pathologist Services

Presented By: Tony Reza and Janine Hammock

Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION:

The Special Education Department will reviewing and evaluating qualifications for Speech Language Pathologist Services. A recommendation will be included in the Friday packet on September 7, 2007.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to award the Speech Language Pathologist Services as recommended by Administration.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

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

Agenda Item:

Date: September 11, 2007

Subject: CSP # 07-36, Playground shades and services

Presented By: Tony Reza and Yusuf Farran

Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION:

The Facilities and Business Services Divisions are reviewing and evaluating the proposals for playground shades and services district wide. A recommendation will be included in the Friday packet on September 7, 2007.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to award the playground shades and services as recommended by Administration.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____