

# Agenda of Special Meeting

## The Board of Trustees Canutillo ISD

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A Special meeting of the Board of Trustees of Canutillo ISD will be held September 30, 2008, 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. Other Reports
    1. A public hearing will be conducted on the 2006~2007 Financial Integrity Rating System of Texas (FIRST) rating for the district. The public is encouraged to attend and participate. (No formal action is required.) 3
    2. Solicit Public Comments Regarding the Rating Report
2. Instruction and Student Affairs
  - A. NONE
3. Personnel
  - A. Request for Level III Grievance by Lilia (Teddy) Martinez
  - B. Request for Level III Grievance by Lisa M. Sotelo
4. Business and Finance
  - A. Approval of Budget Amendments 26
  - B. Purchase Cabling Equipment for Northwest Early College High School 33
  - C. Approval of award of RFP# 08-23 for Part-Time Physical Therapy Services 34
  - D. Purchase Copy Paper 35
  - E. Award of RFP #07-26 Records Management System 36
  - F. Approval to renew participation in the Region 19 ESC Cooperative Purchasing Program 37
  - G. Food Service Child Nutrition Cooperative Purchasing Contracts for 2008~09 School Year 38
  - H. Rescind Board's previous action on September 9, 2008 for approval of purchase of doors, hardware, toilet partitions, & restroom accessories for ADA compliance from previous vendor and approve the purchase of doors, hardware, toilet partitions, & restroom accessories for ADA compliance from another vendor
5. Administration
  - A. NONE
6. Adjournment

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

**Canutillo Independent School District**

**2008**

**Financial Integrity Rating System of Texas  
(FIRST)**

Presented by  
Tony Reza  
Executive Director for  
Business Services  
September 30, 2008



# Purpose

- **FIRST was developed by TEA as a response to Senate Bill 875 of the 76<sup>th</sup> Texas Legislature in 1999 to achieve quality performance in the management of school districts' financial resources**
- **The ratings are issued in 2008 covering the 2006 – 2007 fiscal year**



# Changes to FIRST for FY2007

- The number of indicators increased from 21 to 24
- FIRST divided into several areas:
  - Indicators #1 to #6 = Critical Indicators
  - Indicators #7 to #12 = Fiscal Responsibilities and Academic Performance
  - Indicators #13 thru #17 = Budgeting
  - Indicators #18 thru #20 = Personnel
  - Indicators #21 thru #24 = Cash Management

Points assigned to indicators #7 through #24



# Critical Indicators

- First six indicators are considered “Critical”
- Did the District answer “No” to any of the first four indicators, then the district automatically receives a “Substandard Achievement” rating
- Did the District answer “No” to *both* the fifth and six indicators, then the district receives a “Substandard Achievement” rating



# Possible Ratings

<u>Rating</u>	<u>Points Awarded</u>
• Superior Achievement	75-85 and Yes to Indicator 7
• Above Standard Achievement	65-74 or $\geq$ and No to Indicator 7
• Standard Achievement	55-64 points
• Substandard Achievement	<55 or No to one default Indicator



# 24 Indicators

- 1) The total General Fund Fund Balance less Reserves was greater than zero.

***Canutillo ISD Fund Balance = \$4,567,712***

- 2) The total Unrestricted Net Asset Balance in the Statement of Net Assets greater than zero.

***Canutillo ISD Net Assets = \$8,662,316***



# 24 Indicators

- 3) There were No Disclosures in the Annual Report concerning default on bonded indebtedness obligations.

***Canutillo ISD = Passed***

**A B C**

# 24 Indicators

- 4) The Annual Financial Report was filed within 30 days of the January 28, 2008, deadline.

*Date Received by TEA = January 25, 2008*

- 4) The external auditors issued an Unqualified Opinion in the Annual Financial Report.

**A** **B** **C**

*Yes*

# 24 Indicators

- 6) The Annual Financial Report did not disclose any instance of material weakness in internal controls.

***None found***

- 7) Did the District's Academic Rating Exceed Academically Unacceptable?

***CISD = Academically Acceptable***      ***5 points***



# 24 Indicators

- 8) Was the three-year average percent of total tax collections (including delinquent) greater than 98%?

***CISD = 99.73%***

***5 points***

- 9) The PEIMS data was accurately reflected (aggregate variance less than 3 percent) in the Annual Financial Report .

***CISD variance = 0%***

***5 points***



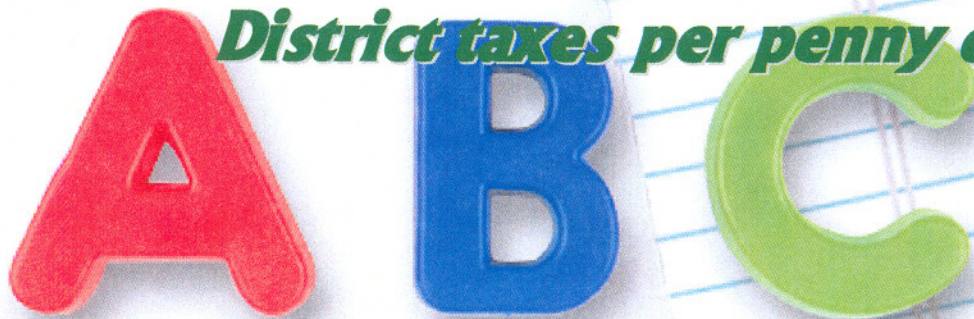
# 24 Indicators

10) Debt-Related Expenditures (net of State aid allotment) were less than \$250 per student (If the District five-year percent change in students = or > 7%, of if property taxes collected per penny of tax effort > \$200,000 per student).

***Debt-related expenditures per student = \$550.514***

***District 5 year percent change = 17.18%***

***District taxes per penny of tax effort = \$89,551***



***5 points***

# 24 Indicators

11) There was no disclosure in the Annual Audit Report of material noncompliance.

*None found*

*5 points*

12) The district had full accreditation status in relation to financial management practices (e.g. no master or monitor assigned).

*Yes*

*5 points*



# 24 Indicators

13) Was the percent of Operating Expenditures expended for Instruction more than 65%? (Functions 11, 36, 93, 95) (Phased in over three years, 55% for 2006-2007, 60% for 2007-2008; and 65% for 2008-2009)

***Operating expenditures for Instruction =  
56.32%***

***3 points***



# 24 Indicators

14) Was the percent of Operating Expenditures expended for Instruction more than or equal to 65%? (Functions 11, 12, 31, 33, 36, 93, 95)

*Operating expenditures for Instruction = 61.32%*

*1 point*



# 24 Indicators

15) Was the aggregate of Budgeted Expenditures and Other Uses less than the aggregate of Total Revenues, Other Resources and Fund Balance in the General Fund?

*Budget Expenditure and Other Uses = Less by  
\$6,715, 426 5 points*



# 24 Indicators

16) If the District's aggregate Fund Balance in the General Fund and Capital Projects Fund was less than zero, were construction projects adequately financed? (To avoid creating or adding to the Fund Balance deficit situation)

***General Fund FB and Capital Projects FB = Less by \$30,411,185*** ***5 points***



# 24 Indicators

17) The ratio of Cash and Investments to Deferred Revenues in the General Fund greater than or equal to 1:1?

*Ratio of cash & invest to deferred revenues =  
1.21:1* *5 points*

A B C

# 24 Indicators

18) The Administrative Cost Ratio was less than the 12.50% standard in State Law.

***CISD Administrative Cost Ratio = 12.91% 0 points***

19) The Ratio of Students to Teachers was within the range according to district size.

District Size

5,000-9,999 students

Low

13

High

22

**A**

**B**

**C**

***CISD Ratio = 13.72***

***Student Enrollment = 5,483***

***5 points***

# 24 Indicators

20) The Ratio of Students to Total Staff was within the ranges according to district size.

District Size	<u>Low</u>	<u>High</u>
5000-9,999 students	6.8	14

**A**

**B**

**C**

***CISD Ratio = 6.78%***  
***Student Enrollment = 5,483***  
***4 points***

# 24 Indicators

21) The Total Fund Balance in the General Fund was more than 50 percent and less than 150 percent of optimum according to the Fund Balance and Cash Flow Calculation Worksheet in the Annual Financial Report.

***CISD Total Fund Balance = \$5,544,408***

***CISD Optimum Fund Balance = \$9,452,932***

***Min = \$4.7 million Max = \$14.1 million***

***5 points***



# 24 Indicators

22) The decrease in Undesignated Unreserved Fund Balance was less than 20 percent over two Fiscal Years.

**FY05 Balance = \$5,321,079 million**

**FY06 Balance = \$4,631,358 million**

**FY07 Balance = \$4,488,712 million**

***CISD decrease = 15.64% over two years***



***5 points***

# 24 Indicators

23) The Aggregate Total of Cash and Investments in the General Fund was more than \$0.

***Total Cash and Investments = \$1,632,040***

***5 Points***

24) The Investment Earnings in all funds was more than \$20 per student.

***Investment Earnings per student = \$53.50***

***4 Points***



# Canutilo ISD Rating

77 Points and YES to Indicator 7

=

Superior

Achievement

A

B

C

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

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

Date: September 30, 2008

Subject: Budget Amendments

Presented By: Tony Reza

Consent Agenda X

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ACTION

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1. BACKGROUND INFORMATION:

The enclosed budget amendments are to record the following:

- a) Set up the Health Care program by establishing the revenues and expenditure budget line items.
- b) Set up the Workers' Compensation program by establishing the revenues and expenditure budget line items.
- b) Rollover the expenditure budget balance from the prior year for the TEAMS software.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the requested budget amendments.

3. ACTION REQUESTED:

The Board of Trustees approves the requested budget amendments.

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

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



**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
BOARD AMENDMENT EXECUTIVE SUMMARY SHEET**

FUNDING SOURCE:

The Health Care Fund.

IF GRANT, PLEASE PROVIDE THE FOLLOWING: N/A

-GRANT AWARD:

-GRANT PERIOD:

-GRANT OBJECTIVES:

-GRANTING AGENCY:

PURPOSE OF THE AMENDMENT:

This amendment will set up the budgets for the Health Care Fund.

HOW WILL THIS IMPACT EDUCATION:

This item will provide health care benefits for the employees of the district.

WHAT DISTRICT OR CAMPUS GOALS WILL BE MET WITH THIS AMENDMENT:

CISD District Planning Goal #4-All students will be educated in learning environments that are appropriate, safe, drug and violence-free, and conducive to learning.

TO: Dr. Pam Padilla

THROUGH: Tony Reza, Executive Director Business Services

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Health Care Budget

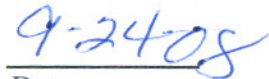
DATE: September 23, 2008

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
753.00.5754.00.951.9.00 Premiums - CISD Health	-	(3,772,000)	(3,772,000)
753.00.7955.00.951.9.00 Earnings from Investments	-	(85,000)	(85,000)
753.41.6299.00.951.9.00 Misc. Contracted Services	-	41,000	41,000
753.41.6498.00.951.9.00 Claims Paid - CISD Health	-	3,200,000	3,200,000
753.41.6498.01.951.9.00 Stop Loss Coverage - CISD	-	250,000	250,000
753.41.6499.00.951.9.00 Misc. Expense - CISD Health	-	366,000	366,000

REASON FOR BUDGET AMENDMENT REQUEST: This agenda will set up the budget for the district's Health Care program.



Superintendent



Date



Executive Director Business Services



Date



**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
BOARD AMENDMENT EXECUTIVE SUMMARY SHEET**

**FUNDING SOURCE:**

The Workers' Compensation Fund.

**IF GRANT, PLEASE PROVIDE THE FOLLOWING: N/A**

-GRANT AWARD:

-GRANT PERIOD:

-GRANT OBJECTIVES:

-GRANTING AGENCY:

**PURPOSE OF THE AMENDMENT:**

This amendment will set up the budgets for the Workers' Compensation Fund.

**HOW WILL THIS IMPACT EDUCATION:**

This item will provide workers' compensation fund benefits for the employees of the district.

**WHAT DISTRICT OR CAMPUS GOALS WILL BE MET WITH THIS AMENDMENT:**

CISD District Planning Goal #4-All students will be educated in learning environments that are appropriate, safe, drug and violence-free, and conducive to learning.

TO: Dr. Pam Padilla

THROUGH: Tony Reza, Executive Director Business Services

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Workers' Compensation Budget

DATE: September 23, 2008

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
770.00.5754.00.950.9.00 Premiums - Workers Comp	-	(230,000)	(230,000)
770.00.7955.00.950.9.00 Earnings from Investments	-	(20,000)	(20,000)
770.41.6498.00.950.9.00 Claims Paid - Workers Comp	-	235,000	235,000
770.41.6499.00.950.9.00 Misc. Expense - Workers Comp	-	115,000	115,000
770.00.8911.00.000.9.00 Other Uses and Sources	-	(100,000)	(100,000)

REASON FOR BUDGET AMENDMENT REQUEST: This agenda will set up the budget for the district's Workers' Compensation program.



Superintendent



Date



Executive Director Business Services



Date



**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
BOARD AMENDMENT EXECUTIVE SUMMARY SHEET**

**FUNDING SOURCE:**

The remaining funds from the prior year for the TEAMS software will be rolled over to this fiscal year.

**IF GRANT, PLEASE PROVIDE THE FOLLOWING: N/A**

-GRANT AWARD:

-GRANT PERIOD:

-GRANT OBJECTIVES:

-GRANTING AGENCY:

**PURPOSE OF THE AMENDMENT:**

This amendment will establish the budget for the remaining funds of the TEAMS software. The district originally allocated \$435,000 in the prior year for this software conversion. There is \$131,369 remaining that is being rolled over into this year's budget.

**HOW WILL THIS IMPACT EDUCATION:**

This item will provide software services for student data information, PEIMS information, personnel, purchasing, budgeting, payroll and general ledger accounting for the district.

**WHAT DISTRICT OR CAMPUS GOALS WILL BE MET WITH THIS AMENDMENT:**

CISD District Planning Goal #4-All students will be educated in learning environments that are appropriate, safe, drug and violence-free, and conducive to learning.

TO: Dr. Pam Padilla

THROUGH: Tony Reza, Executive Director Business Services

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: TEAMS Rollover Budget

DATE: September 23, 2008

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.53.6639.01.728.9.99 Capital Outlay-TEAMS	-	131,369	131,369
199.00.8911.00.000.9.00 Other Uses and Sources	-	(131,369)	(131,369)

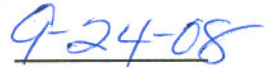
REASON FOR BUDGET AMENDMENT REQUEST: This agenda will increase the budget for the TEAMS software.



Superintendent



Executive Director Business Services



Date



Date

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

Agenda Item:

Date:

Subject: Approval of Purchase of Cabling Equipment for NECHS

Presented By: Martha Veale/Chris Avila

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

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ACTION

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1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any single budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. This request is to approve the purchase of cabling equipment for the North West Early College High School from the Desert Communications Company. The purchase will be made through the Region 19 buying contract #08-6138 in the total amount of \$50,901.00.

All pertinent information will be included in the Friday Packets.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends the purchase of cabling equipment for the North West Early College High School from the Desert Communications Company.

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:

Subject: Approval of RFP 08-23 Part-Time Physical Therapist Services

Presented By: Janine Hammock

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

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ACTION

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1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any single budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. This request is to approve RFP 08-23 Part-Time Physical Therapist Services and award to Paula Callender, PT. All pertinent information will be included in the Friday Packets.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of RFP 08-23 Part-Time Physical Therapist Services and award to Paula Callender, PT.

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 30, 2008

Subject: Purchase of Copy Paper

Presented By: Tony Reza

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

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ACTION

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1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any purchase that costs or aggregates to a cost of \$25,000 or more shall require Board approval before a transaction may take place. This request is to purchase 840 cases of copy paper for the Canutillo Independent School District. The paper is stored at the warehouse for distribution to campuses and departments upon request. The purchase will be made from the Richo Americas Corporation in the amount of \$22,906.80 utilizing the Texas Buyboard contract #299-08 .

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval to purchase 840 cases of copy paper for the Canutillo Independent School District.

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:

Subject: Renewal of Records Management Services with International Business Archives

Presented By: Tony Reza

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

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ACTION

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1. BACKGROUND INFORMATION:

The Business Service Division wishes to exercise the option to renew the Records Management Services RFP 07-26 contract for one additional year. The renewal will be year two (2) of a three-year agreement with International Business Archives. The contract provides for document destruction and off-site storage of the district's computer back-up systems.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends the renewal of the Records Management Services contract RFP 07-26

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation to renew the Records Management Services contract RFP 07-26.

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

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

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

Agenda Item:

Date:

Subject: Approval to Renew Participation in the Region 19 ESC  
Cooperative Purchasing Program

Presented By: Tony Reza

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

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ACTION

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1. BACKGROUND INFORMATION:

Renewal participation in the Region 19 ESC Cooperative Purchasing Program will allow the School District to use contracts for commonly purchased items and take advantage of competitive contracts citywide. The interlocal agreement will be an additional method to provide competitive prices in acquiring goods and services for our District. The interlocal agreement will be effective September 2008 until August 2009. The annual membership fee is \$500.00.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval to renew participation in the Region 19 ESC Cooperative Purchasing Program.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves to renew participation in the Region 19 ESC Cooperative Purchasing Program as recommended by the Superintendent.

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

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

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

Agenda Item:

Date:

Subject: Food Service Child Nutrition Cooperative Purchasing Contracts for the 08-09 School Year

Presented By: Tony Reza/Adele Balesh

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

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ACTION

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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 –Ecolab

Paper and Chemical – Laundry Supply, Springtime, Spectrum Paper, , SW Mills, Prime and Zanio

The Cooperative Purchasing Network

Supplies and Equipment- Natinal Restaurant, and Pasco Brokerage

The Texas Buyboard Purchasing Program

Supplies and Equipment- Pasco Brokerage, National Restaurant, Indeco Sales

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent approves the purchase of 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 participation in the Region 19 ESC Cooperative Purchasing Program as recommended by the Superintendent.

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

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