

# Agenda of Regular Meeting

## The Board of Trustees Canutillo ISD

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A Regular meeting of the Board of Trustees of Canutillo ISD will be held December 11, 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
    1. Special Board Personnel/Policy Committee Members: Leticia E. Gonzalez - Chairperson; Monica Cazares and Sergio Coronado
2. Instruction and Student Affairs
  - A. NONE
3. Personnel
  - A. Consideration of stipend for music coordination 3
4. Business and Finance
  - A. NONE
5. Administration
  - A. Review and possible revision to the following local policies:
    1. BBG (Local) - Board Members Compensation and Expenses 13
    2. BDAA (Local) - Officers and Officials - Duties & Requirements of Board Officers 15
    3. BDB (Local) - Board Internal Organization - Internal Committees 17
    4. CH (Local) - Purchasing & Acquisition 19
    5. CW (Local) - New Facilities 21
    6. FMH (Local) - Student Activities - Commencement 23
  - B. Consider developing Board Policy in conformance with DHA (Regulation) - Employee Standards of Conduct - School District Elections 30
  - C. Consider developing/adopting Board Policy CRE (Local) - Insurance and Annuities Management Workers Compensation 41
  - D. Consider developing administrative regulation regarding use of district vehicles by employees 42
  - E. Comments/Input from community members on items discussed by Personnel/Policy Committee
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**

**2008-09 Substitute and Temporary Rates**

Approved By BOD – 7.29.08

<b>Teacher/Librarian</b>	<b>Hourly Rate</b>	<b>Daily Rate</b>
<b>Non-degreed</b>		
Diploma/GED*		53.00
1-45 College Hours*		58.00
46-59 College Hours*		60.00
60+ College Hours*		63.00
Student Interns*		65.00
Food Service Substitute		7.25 per hour
<i>According to FLSA guidelines, substitutes may not work more than an 8 hour day. Prior authorization from Human Resources is needed if substitutes are required to work more than an 8 hour day.</i>		
*Extra \$10 per day after the tenth consecutive day in a continuous assignment		
<b>Degreed</b>		
Non-Certified		65.00
TX Certified for absent teacher		70.00*
TX Certified for vacant positions		15.00 per hour**
*Extra \$10 per day after the tenth consecutive day in a continuous assignment		
**Must be certified in the specific content area of vacancy		
Substitute Nurse		140.00
Substitute Summer School Nurse		177.00*
*Amount includes travel		
Certified Counselor		180.00
TX Certified Principal Sub		225.00
<b>Summer School Employment for TEKS-Based Instruction – Certified Teachers</b>		
K-8 TEKS-Based Instruction		25.00 per hour
9-12 TEKS-Based Instruction		35.00 per hour
Other Summer School Work		23.50 per hour***
***Summer School Work/Preparation Day		
Extra duty assignments		23.50 per hour
<b>Temporary Part-time Personnel (Less than 19 hours per week)</b>		<b>Hourly Rate</b>
Paraprofessional/Clerical		8.60
Day Care Workers for vacant positions		8.60
Custodial/Maintenance		8.12

\*Extra \$.50 per day after the tenth consecutive day in a continuous assignment

<b>Part-time Academic Tutor</b>	<b>Hourly Rate</b>
1-45 College Hours	7.25
46-59 College Hours	8.57
60-89 College Hours	12.00
90+ College Hours	20.00
Bachelor's Degree	22.00
Master's Degree	23.50
Certified Teacher	25.00

**Extra Duty Pay**

	<b><u>Hourly Rate</u></b>	<b>Daily Rate</b>
Professional	\$23.50	
Paraprofessional	8.50	
Inservice full day		\$80.00 minimum (or as per grant/contract)
Inservice half day		40.00 minimum (or as per grant/contract)

Neither past nor future compensation can be calculated or predicted from this pay schedule

**2008-09 EXTRA DUTY STIPEND/SUPPLEMENTAL PAY AMOUNTS (proposed)  
MOTHER DAUGHTER/FATHER SON PROGRAM**

*(STATE COMP FUNDS or Title III Funds, as applicable)*

<u>CAMPUS</u>		<u>AMOUNT</u>	<u>NAME</u>
*Canutillo Elementary	M/D (1)	1,000.00 each	_____
	F/S (1)	1,000.00 each	_____
*Davenport Elementary	M/D (1)	1,000.00 each	_____
	F/S (1)	1,000.00 each	_____
*Damian Elementary	M/D (1)	1,000.00 each	_____
	F/S (1)	1,000.00 each	_____
*Childress Elementary	M/D (1)	1,000.00 each	_____
	F/S (1)	1,000.00 each	_____
Garcia Elementary	M/D (1)	1,000.00 each	_____
	F/S (1)	1,000.00 each	_____
*Canutillo Middle School	F/S (1)	1,000.00 each	_____
*Alderete Middle School	F/S (1)	1,000.00 each	_____
*CMS Alum Program	M/D (2)	1,000.00 each	_____
*AMS Alum Program	M/D (2)	1,000.00 each	_____
*CHS Alum Program	M/D (2)	1,000.00 each	_____

\*For 08-09, Student Support Division will assign hourly employees to perform these duties as extra compensation up to the listed amount.

**SPECIAL PROGRAM STIPENDS**

*\*Under DEA Local, only exempt (contractual) employees are authorized non-contractual, extra-duty assignments. In those assignments annotated with an asterisk (\*), non-exempt employees may be eligible to receive the \$8.50 flat hourly rate (in lieu of the stipend), but not to exceed the entire stipend amount. However, the extra-duties for these programs must fall outside their regular employment duties, and be occasional and sporadic in nature.*

*Wellness Coordinator	(2 per campus, 1@ Central Office	\$ 500.00 each	_____
ATOD	(1 per campus) total of 8	1,000.00 each	_____
(Alcohol Tobacco and Other Drugs)			
Violence Free Program	(1 per campus)	1,000.00 each	_____
Service Learning Facilitator (From Grant) (1 position)		1,000.00	_____

**ELEMENTARY EXTRA-CURRICULAR ACTIVITIES**

<u>CATEGORY/SPONSORSHIP</u>	<u>AMOUNT</u>	<u>NAME</u>
U.I.L. Coordinator (Each Campus) (Total Elem. Coordinators=4)	\$ 900.00	_____
U.I.L. Coaches (per event) (Total Coaches per campus=25)	250.00	_____
Spelling Bee Coach (2 per campus English/Spanish)	175.00	_____

Yearbook Sponsor (1 per campus)		300.00	_____
Campus Science Fair Coordinator (1 per campus)	\$	175.00	_____
Elementary Science Fair Coordinator		350.00	_____

**MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES**

<b><u>CATEGORY/SPONSORSHIP</u></b>	<b><u>AMOUNT</u></b>	<b><u>NAME</u></b>
<b><u>All UIL stipends will be paid after spring competition.</u></b>		
U.I.L. Coordinator	\$ 900.00	_____
U.I.L. Coach (per event)	300.00	_____
Campus Science Fair Coordinator	300.00 each	_____
Student Council	700.00	_____
Honor Society	700.00	_____
Cheerleader Sponsor	1,000.00	_____
Yearbook Sponsor*	1,000.00	_____
Department Heads (8)	600.00	_____
(Math, Science, English, Social Studies, ESOL, Special Ed, 6 <sup>th</sup> grade, and Fine Arts		
Middle School Science Fair Coordinator	350.00	_____
_____		
Student Wellness Club (paid out of grant)	200.00	_____
7 School-Based Clubs at each middle school	200.00 each	_____

\* If produced outside of the classroom

**CANUTILLO HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES**

<b><u>U.I.L. CATEGORY</u></b>	<b><u>AMOUNT</u></b>	<b><u>NAME</u></b>
<b><u>All UIL stipends will be paid after spring competition.</u></b>		
U.I.L. Coordinator	900.00	_____
Informative Speaking	450.00	_____
Persuasive Speaking	450.00	_____
Prose Interpretation	450.00	_____
Poetry Interpretation	450.00	_____
Speech Debate Advisor	1,000.00	_____

<b><u>U.I.L. CATEGORY</u></b>	<b><u>AMOUNT</u></b>	<b><u>NAME</u></b>
Current Events	450.00	_____
Drama Advisor	2,000.00	_____
Ready Writing	450.00	_____
Spelling & Plain Writing	450.00	_____
_____		
Journalism-News Story	450.00	_____
_____		
Headline Writing	450.00	_____
Editorial Writing	450.00	_____

Calculator Applications	450.00	_____
Literary Criticism	450.00	_____
Number Sense	450.00	_____
Computer Application	450.00	_____
Computer Science	450.00	_____
Feature Writing	450.00	_____
Social Studies	450.00	_____
Accounting	450.00	_____
Science	450.00	_____
Mathematics	450.00	_____
High-Q	450.00	_____
Academic Decathlon	1,000.00	_____

**High School Sponsorships/Student Organizations**

Department Heads (8) (No prep period)	1,000.00	_____
(Math, Science, English, Social Studies, Sp.Ed., Fine Arts, ESOL, and Foreign Languages)		
Dance Sponsor	1,500.00	_____
Varsity Cheerleader Sponsor	3,000.00	_____
Assistant Varsity Cheerleader Sponsor	1,500.00	_____
Newspaper Sponsor*	1,000.00	_____
Yearbook Sponsor	2,000.00	_____
Freshman Class Sponsor	200.00	_____
Sophomore Class Sponsor	200.00	_____
Junior Class Sponsor	1,000.00	_____
Senior Class Sponsor	500.00	_____
Student Council Sponsor	1,000.00	_____
_____		
Spanish Club	200.00	_____
French Club	200.00	_____
Art Club	200.00	_____
International Friendship Club	200.00	_____
Mock Trial	300.00	_____
National Honor Society	1,000.00	_____

\*If produced outside the classroom

**STUDENT ORGAN./SPONSORSHIP                      AMOUNT                      NAME**

**CAREER AND TECHNOLOGY EDUCATION STUDENT ORGANIZATION**

**Stipends to Be Paid at End of the Year.**

FFA (Ag. Science)	1,250.00	_____
FFA     "	1,250.00	_____
FFA     "	1,250.00	_____
HOSA (Health Occupations Students of America)	1,250.00	_____
_____		
HOSA (Health Occupations Students of America)	1,250.00	_____

FCCLA (Family, Career and Community Leaders)	750.00	_____
BPA (Business Professionals of America)	750.00	_____
BPA (Business Professionals of America)	750.00	_____
FBLA (Future Business Leaders of America)	750.00	_____
FBLA (Future Business Leaders of America)	750.00	_____
Texas Skills USA-VICA (Trades & Industry Ed.)	750.00	_____
TSA (Technology Students of America)	750.00	_____

**C.I.S.D. COACHING AMOUNTS**

<b><u>ASSIGNMENT</u></b>	<b><u>AMOUNT</u></b>	<b><u>NAME</u></b>
Mid. School Athletic Coordinator	3,000.00	_____
Mid. School Certified Athletic Trainer (Supporting two (2) middle school campuses)	3,400.00	_____
High School Certified Athletic Trainer	13,500.00	_____

**FOOTBALL**

Head Varsity Football Coach	15,000	_____
Asst.V. Football Coordinator (offense)	9,750	_____
Asst.V. Football Coordinator (defense)	9,750	_____
Asst. Varsity Coach	8,000	_____
Asst. Varsity Coach	8,000	_____
Head JV Football	8,000	_____
Asst. JV Football	8,000	_____
*Head 9 <sup>TH</sup> Football	7,000	_____
*Asst. 9 <sup>TH</sup> Football	7,000	_____
2nd Asst. 9 <sup>th</sup> Football	3,000	_____

\*If these positions are not filled, remaining coaches will share the \$11,400 stipends equally.

Head 8 <sup>TH</sup> Football	3,000.00	_____
Asst. 8 <sup>TH</sup> Football	2,250.00	_____
Head 7 <sup>TH</sup> Football	2,250.00	_____
Asst. 7 <sup>TH</sup> Football	2,000.00	_____
Assistant Football	2,000.00	_____

<b><u>VOLLEYBALL</u></b>	<b><u>AMOUNT</u></b>	<b><u>NAME</u></b>
Head Varsity Volleyball	5,500.00	_____
JV Volleyball	3,500.00	_____
9 <sup>TH</sup> Volleyball	3,000.00	_____

8 <sup>TH</sup> Volleyball	2,200.00	_____
7 <sup>TH</sup> Volleyball	2,000.00	_____

**BASKETBALL**

Head Boys Varsity	6,500.00	_____
Head Girls Varsity	6,500.00	_____
Head Boys JV	3,500.00	_____
Head Girls JV	3,500.00	_____
Boys 9 <sup>TH</sup>	3,200.00	_____
Girls 9 <sup>TH</sup>	3,200.00	_____
Boys 8 <sup>TH</sup>	2,000.00	_____
Girls 8 <sup>TH</sup>	2,000.00	_____
Boys 7 <sup>TH</sup>	1,600.00	_____
Girls 7 <sup>TH</sup>	1,600.00	_____

**SOCCER**

Boys Varsity	5,000.00	_____
Girls Varsity	5,000.00	_____
Boys JV	3,000.00	_____
Girls JV	3,000.00	_____
Boys 8 <sup>th</sup>	750.00	_____
Girls 8 <sup>th</sup>	750.00	_____
Boys 7 <sup>th</sup>	650.00	_____
Girls 7 <sup>th</sup>	650.00	_____

**TENNIS**

Head Boys Tennis Coach	6,000.00	_____
JV Tennis Coach*	3,700.00	_____

\* To be added in 08-09

**TRACK**

Head Boys Varsity	5,000.00	_____
Head Girls Varsity	5,000.00	_____
Varsity Ass't. (3)	3,000.00 each	_____
Boys 8 <sup>TH</sup>	1,500.00	_____
Girls 8 <sup>TH</sup>	1,500.00	_____

Boys 7 <sup>TH</sup>	1,250.00	_____
Girls 7 <sup>TH</sup>	1,250.00	_____

<u>CROSS-COUNTRY</u>	<u>AMOUNT</u>	<u>NAME</u>
Varsity Coach	5,000.00	_____
Boys 7 <sup>th</sup> and 8 <sup>th</sup>	1,500.00	_____
Girls 7 <sup>th</sup> and 8 <sup>th</sup>	1,500.00	_____

**BASEBALL**

Boys Varsity Baseball	5,000.00	_____
Girls Varsity Softball	5,000.00	_____
Boys JV Baseball	3,000.00	_____
Girls JV Softball	3,000.00	_____
Baseball Developmental Team Coach	2,500.00	_____
Softball Developmental Team Coach	2,500.00	_____

**GOLF**

Boys/Girls Varsity	4,500.00	_____
Assistant Varsity	1,800.00	_____

**WRESTLING**

Head Boys Wrestling Coach	4,000.00	_____
Head Girls Wrestling Coach	4,000.00	_____
Assistant	2,500.00	_____

**BAND/CHORAL MUSIC**

*High School Band	10,000.00	_____
*Middle School Band	3,000.00	_____
Flags Sponsor (contracted services)	800.00	_____
District Music Coordinator	1,500.00	_____
*High School Choir (full-time only)	3,000.00	_____
*Middle School Choir (full-time only)	2,000.00	_____

\* Stipend paid for competing in UIL and other meets and competitions

**MISCELLANEOUS STIPENDS AND EXTRA DUTY AMOUNTS**

<u>ASSIGNMENT</u>	<u>AMOUNT</u>
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Athletic Events Workers/Ticket Sellers (per event)	
7.50/hr	
Umpires (per game)	24.00
Track Sports event for Professional Staff (approximately 40) per day	50.00
Summer Athletic Program (1 Coordinator)	1,500.00
Summer Kiddie Camp at CHS (2)	320.00 each
Summer Open Gym (1)	1,200.00
Summer Strengthening Program (2)	1,200.00 each

### SUPPLEMENTARY PAY AMOUNTS

• **Sign-on bonus \***

Fully content certified ESOL secondary teachers	2,500.00
Fully certified secondary math teacher	2,000.00
Fully certified science composite secondary teacher	2,000.00
Fully certified librarian	1,500.00
Licensed registered nurse	1,500.00

\*To receive sign up bonus, you must be assigned to the position or specific class; bonus is prorated over 187 days

Mentor Teachers (approximately 40)	600.00 each
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### **BILINGUAL EDUCATION STIPENDS**

Bilingual Teachers (fully certified serving EL students)	1,500.00 each
ESL Teachers (fully certified bilingual teachers assigned to bilingual classes only) (Maximum of \$1,500.00)	350.00/class

### **SUPPLEMENTARY PAY AMOUNTS**

Secondary Advanced Academics Teacher/Convener (3, 1 at each school)	500.00 each
Lead Educational Diagnostician	3,000.00
Supervising Occupational Therapist (State Special Ed. Funds)	3,000.00
Behavior Specialist Interventionist	2,500.00
District Autism Specialist	3000.00
District Elementary and Secondary Teacher of the Year	500.00
CISD Region XIX Elementary or Secondary Teacher of the Year	500.00
Special Olympics Coordinator	500.00

### **\*INFORMATION TECHNOLOGY DEPT. SPECIFIC CERTIFICATION STIPENDS**

Cisco Certified Network Associate	Cost of exam
Microsoft Certified System Administrator	Cost of exam

Cisco Certified Network Professional	Cost of exam
Microsoft Certified System Engineer Network+	Cost of exam
Server +	Cost of exam
Microsoft Certified Professional exam	Cost of

**\*CHILD NUTRITION PROGRAM ALLOWANCES**

Accident Free Work Year Award	150.00 each
Uniform Allowance yearly	200.00
Child Nutrition Certifications	
Level 1	50.00 Convert to hourly rate
Level 2	100.00 Convert to hourly rate
Level 3	150.00 Convert to hourly rate
Level 4	200.00 Convert to hourly rate
Level 5	250.00 Convert to hourly rate

\*These stipends/allowances are awarded as the employee completes the certifications and are paid at the end of the fiscal year. Employee must submit to the Human Resources Department the original certificate with a written request to be paid the stipend.

**MAINTENANCE, FACILITIES, AND CONSTRUCTION SERVICES STIPENDS –  
 Absorb \$1500 into salary in compliance with FLSA (\$.72 per hour for team leader assignment)**

**BIG BROTHER/BIG SISTER STIPENDS**

\*One professional per campus (see job description) (Grant funded) 4,500.00 each  
 (\*Pending Grant Renewal)

**OTHER STIPENDS**

Bilingual Speech Language Pathologist/Diagnostician/Occupational Therapist (Must pass the L.A.S. test through Bilingual Dept.)	1,500.00 each
Fully certified Special Education Teachers assigned to special education classes each	1,000.00
National Board Certified Teacher	1,000.00
In addition, District will pay test fee for first time teacher challenges certifying exam provided the teacher has successfully passed the preparation course offered at UTEP.	
Masters Degree in teaching field or area of responsibility	1,500.00
Doctorate in the teaching field or area of responsibility	2,400.00

The Doctorate stipend for employees on the AP scale will have stipend absorbed into salary effective 9/1/07. Effective 2008-09 this stipend will be eliminated.

BOARD MEMBERS  
COMPENSATION AND EXPENSES

BBG  
(LOCAL)

EXPENSE REIMBURSEMENT	<p>It is the responsibility of the district to manage travel expenses in a manner that provides the lowest cost and best value to the district.</p> <p>An amount for Board member travel expenses shall be approved in the budget each year.</p> <p>A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.</p> <p>Board members are expected to keep the costs of travel to a minimum. Registrations and reservations shall be made as early as possible in order to arrange for travel at the lowest possible cost. Ground transportation will be provided in the most economical manner possible.</p>
TRAVEL EXPENSES	<p>Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:</p> <ol style="list-style-type: none"><li>1. Reimbursement, not to exceed the allowable rates, for air and ground transportation, parking fees, lodging, meals, and other allowable incidental expenses.</li><li>2. Advancement of a set amount for air and ground transportation, parking fees, lodging, meals, and other allowable incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.</li></ol> <p>Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.</p>
DOCUMENTATION REQUIRED	<p>For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.</p>
AUTHORIZED MEETINGS	<p>Board members shall be authorized by the Board to attend annual TASB and NASB conferences and the TASB Summer Leadership Institute. Board members granted authorization, by the Board, to travel to other conferences that have a direct relationship or impact upon the operation of the District shall provide, upon their return, a report to the whole Board on the meeting/conference attended.</p>
AIR TRAVEL	<p>Air travel shall be at coach rates or the lowest rate available by the most direct route, whenever possible. When air fare to a destina-</p>

BOARD MEMBERS  
COMPENSATION AND EXPENSES

BBG  
(LOCAL)

tion is lower than the per mileage rate, the maximum reimbursement shall be the lowest air fare available.

NONMEMBER'S  
EXPENSES

A member who is accompanied by his or her spouse or other person shall be responsible for paying for travel of the spouse and shall reimburse the District for any difference in the room rates and other related travel expenses incurred due to the attendance of the additional person. As a courtesy, the district may make travel arrangements for spouse or other person traveling with a board member, using the board member's credit card. No arrangements will be made using district resources.

FAILUE TU ATTEND

Except in cases of documented emergencies, a board member who fails to travel to and attend a conference or other event for which travel arrangements have been made will reimburse the district for all nonrefundable expenses incurred by the district.

RECOGNITION

In recognition of the service of Board members in the District, a plaque shall be presented to each elected Board member at the end of their term or at the time of their retirement from the Board. In addition, an appropriate resolution expressing sincere appreciation to the Board member at the time of their retirement, shall be placed in Board minutes.

All retiring or retired Board members shall be given lifetime passes for free admittance to school-sponsored events and shall receive complimentary copies of District publications and promotional items such as pens or hats.

OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

BOARD OFFICERS	The Board shall elect a President, a Vice-President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
VACANCY	A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
TERM AND DUTIES	Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
PRESIDENT	<p>In addition to the duties required by law, the President of the Board shall:</p> <ol style="list-style-type: none"><li>1. Preside at all Board meetings unless unable to attend.</li><li>2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.</li><li>3. Send, or cause to be sent, notices of Board meetings.</li><li>4. Call special meetings of the Board. [See BE]</li><li>5. Sign all legal documents, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board policy.</li><li>6. Decide all questions of order in accordance with <i>Robert's Rules of Order, Newly Revised</i>, as modified by Board policy.</li><li>7. Serve as the Board's spokesperson.</li></ol>
VICE-PRESIDENT	<p>The Vice-President of the Board shall:</p> <ol style="list-style-type: none"><li>1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.</li><li>2. Serve as the Board's spokesperson.</li><li>3. Automatically become President of the Board if a vacancy in that office occurs.</li></ol>
SECRETARY	<p>The Secretary of the Board shall:</p> <ol style="list-style-type: none"><li>1. Ensure that an accurate record is kept of the proceedings of each Board meeting.</li><li>2. Ensure that notices of Board meetings are posted and sent as required by law.</li></ol>

OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

3. In the absence of the President and Vice-President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

BOARD INTERNAL ORGANIZATION  
INTERNAL COMMITTEES

BDB  
(LOCAL)

COMMITTEE OF THE  
WHOLE

The Board shall perform its work, in so far as is practicable, as a Committee of the Whole in deliberation of matters pending before the Board. However, standing committees and/or special committees shall be authorized, as follows, to serve only in an advisory capacity to the Committee of the Whole.

Board committees shall be fact-finding, deliberative, and advisory, but not administrative. Special and standing committees shall report their findings to the Board for appropriate action.

Standing committees of the Board shall be dissolved and reappointments made immediately after the annual election of officers of the Board.

To facilitate communication, cooperation, and understanding between the Board and the administration, the following standing committees shall be created to study and review issues and recommendations related to policy and/or planning:

FINANCE, AUDIT,  
FACILITIES, AND  
PLANNING

1. At a time of increased growth and in an effort to meet the established goals and objectives of the District, the committee on finance, audit, facilities, and planning shall consult with the administration in the formulation of recommendations related to financial needs, management of resources, facility needs, and planning for growth, ensuring that appropriate policy and regulation are developed and implemented.

PERSONNEL AND  
POLICY

2. In order for the District to attain its goals and to increase the efficiency and productivity of operations, the committee on personnel and policy shall consult with the administration in the formulation of recommendations related to personnel policy and procedures. The personnel and policy committee shall also review the District philosophy, goals, and objectives in light of the instructional program and policies of the District and shall make reports and recommendations to the Board regarding changes, additions, or deletions to policy, as necessary.

INSTRUCTION AND  
STUDENT  
SERVICES

3. In an effort to enhance and support the teaching/learning process and to enable the District to attain established goals, the committee on instruction and student services shall consult with the administration in the formulation of recommendations for policies and regulation in the area of instruction and student services.

SPECIAL  
COMMITTEES

The President of the Board may appoint members to special committees created by the Board, as required to address specific issues outside the purview of the standing committees. The nature and membership of these committees shall be stated in a regular

BOARD INTERNAL ORGANIZATION  
INTERNAL COMMITTEES

BDB  
(LOCAL)

or special meeting of the Board, and the charge to the committee shall be delivered in writing and made a part of the public record. Such committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or by action of the Board at a subsequent regular or special meeting following appointment.

COMMITTEE  
COMPOSITION AND  
AUTHORITY

The composition of the standing committees and special committees of the Board shall be as follows:

MEMBERSHIP

Each standing committee and special committee shall be composed of a chairperson and at least two other members to be named by the President of the Board. At least one administrator designated by the Superintendent shall be assigned to each committee; the Superintendent or committee chair may call on other persons to participate when additional input is needed.

AUTHORITY

The role of the standing committees and special committees shall be limited to the finding of fact and the formulation of recommendations for action by the Board. In this capacity, the committees shall have authority, under the conditions described in BBE(LOCAL), to request and receive any records, reports, or other documentation deemed necessary by the committee in fulfillment of its charge.

MEETINGS

Meetings of the standing committees and special committees to formulate recommendations for the disposition of matters pending before the Board shall comply with the notice and meeting requirements of the Open Meetings Act; committee meetings shall be posted as work sessions. Location of committee meetings shall not in any way preclude the participation of the public or employees.

Meetings of the standing committees and special committees shall be held only when a quorum, consisting of two of the committee members are present. The Board President, as an ex officio member, may be counted toward establishing a quorum if there are not two committee members present.

Committee members shall not vote on issues before them; recommendations shall be made based on a consensus of the members.

MINUTES

Minutes shall be kept and distributed to all Board members and administrators within one month following the meeting or at the next regularly scheduled Board meeting, whichever is later.

PURCHASING AND ACQUISITION

CH  
(LOCAL)

PURCHASING AUTHORITY	The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$10,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.
PURCHASING METHOD	The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH (LEGAL).
COMPETITIVE BIDDING	<p>If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.</p> <p>The District may reject any and all bids.</p>
COMPETITIVE SEALED PROPOSALS	<p>If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.</p> <p>The District may reject any and all proposals.</p>
RESPONSIBILITY FOR DEBTS	The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.
PURCHASE COMMITMENTS	All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.
PERSONAL PURCHASES	District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

PURCHASING AND ACQUISITION

CH  
(LOCAL)

OTHER CONTRACTED  
SERVICES

The District shall contract with firms that have sufficient resources and capabilities to provide services to the District.

Proposals for services shall be solicited as deemed appropriate. However, a mandatory review of all firms that have served the District for five consecutive years shall be required at the end of a five-year period. At that time, the Board may direct the Superintendent to prepare and issue a request for qualifications or proposals, as appropriate for the services.

NEW FACILITIES

CW  
(LOCAL)

NAMING FACILITIES

The Board may name or rename a District facility, or portion of a building, such as the library or auditorium:

1. To reflect the name of the residential community or communities that the facility serves,
2. After a local geographic area or feature or after local municipalities, or

When the Board awards a contract for the design of a school, other facility, or function area that requires naming, the Board will conduct a public hearing within 30 calendar days after the approval of the contract to collect naming recommendations from the community.

Within 60 calendar days from the date of awarding the contract, the Board shall announce the name of the facility.

Geographical, historical, and traditional names shall be considered. Names directly related to the District shall receive first consideration.

The Board is not obligated to accept any recommendation from the community. A simple majority vote of the Board shall be required to approve a name.

Once a school is named and a principal assigned, the principal shall establish a committee to recommend a school mascot and colors. This committee shall submit its recommendation to the Superintendent for final approval.

NAMES ON BUILDING  
PLAQUES

Dedication plaques shall include the following information:

1. The name of the school or building.
2. The year completed.
3. Those individuals on the Board, with titles of officers, and the Superintendent on the date when the architectural design was approved by the Board.
4. Those individuals on the Board, with titles of officers and years of service for the members who subsequently retire, and the Superintendent on the date when the project is completed.
5. The name of the architectural firm, which may include the city and state in which the firm is located.
6. The name of the contractor, which may include the city and state where the contractor's business is located.

NEW FACILITIES

CW  
(LOCAL)

Any information other than the above shall have approval of the Board to be included on a dedication plaque.

RENAMING

The renaming of any school or educational facility may occur only if its educational function or support activity is changed and/or redirected, or if the community served by the facility demonstrates a major consensus for a name change. A unanimous vote of the Board shall be required to approve any action to rename a school. Regardless of physical location, the names of Canutillo Elementary School, Canutillo Middle School, and Canutillo High School shall not be changed.

STUDENT ACTIVITIES  
COMMENCEMENT

FMH  
(LOCAL)

COMMENCEMENT  
EXERCISES

Students shall meet all state and local graduation requirements, including all applicable exit-level testing, to be eligible to participate in commencement activities and ceremonies. [See EI, EIF]

TRANSFER STUDENTS

Students who have transferred from an out of state school with at least 12 credits earned toward graduation and who have earned all credits needed to graduate but have not met all of the state exit-level testing requirements will be eligible to participate in commencement activities and ceremonies.

San Elizario ISD  
071904

STUDENT ACTIVITIES  
COMMENCEMENT

FMH  
(LOCAL)

COMMENCEMENT  
EXERCISES

Students shall meet all state and local graduation requirements, including all applicable exit-level testing, to be eligible to participate in commencement activities and ceremonies. [See EI, EIF]

STUDENT ACTIVITIES  
COMMENCEMENT

FMH  
(LOCAL)

COMMENCEMENT  
EXERCISES

Students shall meet all state and local graduation requirements, including all applicable exit-level testing, to be eligible to participate in commencement activities and ceremonies. [See EI, EIF]

Students who have completed all required coursework for graduation without mastering all portions of the exit-level state-mandated assessment may be allowed to participate in the District summer commencement. The students will receive a certificate of coursework completion. [See EI]

Ysleta ISD  
071905

STUDENT ACTIVITIES  
COMMENCEMENT

FMH  
(LOCAL)

COMMENCEMENT  
EXERCISES

Students shall meet all state and local graduation requirements, including all applicable exit-level testing, to be eligible to participate in commencement activities and ceremonies. [See EI, EIF]

STUDENT ACTIVITIES  
COMMENCEMENT

FMH  
(LOCAL)

PARTICIPATION IN  
GRADUATION  
EXERCISES

A student who fulfills all of TEA's and the District's academic requirements, including passing all sections of the exit-level tests (TAAS/TAKS) may participate in graduation ceremonies and receive a diploma.

A student who receives special education services under Subchapter A, Chapter 29 of the Education Code, and who has completed four years of high school, but has not completed the student's Individualized Education Program (IEP), may participate in graduation ceremonies with students receiving high school diplomas, and shall receive a certificate of attendance. Such a student may participate in only one graduation ceremony, and may receive a diploma after meeting applicable requirements.

A student who has satisfied all graduation requirements, except for required exit-level examinations, and who signs a summer performance contract prepared by the administration may participate in graduation ceremonies with students receiving high school diplomas, but shall not receive a diploma until meeting applicable requirements. Such a student will receive a certificate of attendance. Such a student may participate in only one graduation ceremony, and may receive a diploma after meeting applicable requirements.

Foreign exchange students who have been classified as members of the senior class but are not receiving a diploma shall be recognized at graduation ceremonies in a manner that distinguishes them from graduating seniors who are receiving diplomas, but still allows them to walk across the stage.

A senior eligible to participate in the graduation ceremony and in Project Graduation may not be excluded unless he or she has committed an offense that violates the Student Code of Conduct.

Any disciplinary action not addressed in the Student Code of Conduct which, when imposed on a senior student, might prevent the student's participation in the graduation ceremony, may be appealed immediately to the Superintendent or designee. [See FNG (LOCAL)]

BACCALAUREATE  
SERVICE

Formal religious services will not be sponsored by the District either on or off the school properties. It remains within the province of individual churches and synagogues or groups of churches and synagogues to conduct such services at their own discretion within their own houses of worship or other places. Upon the occasion of the baccalaureate service, all of the religious denominations will be encouraged to arrange such formal religious services as they shall determine to commemorate the importance of high school graduation to their members and friends. High school seniors will be furnished with their caps and gowns sufficiently in advance of the date

STUDENT ACTIVITIES  
COMMENCEMENT

FMH  
(LOCAL)

of commencement so that they might be worn at the students' discretion for such functions as are appropriate for the graduation season.

STUDENT SPEAKERS  
AT GRADUATION  
CEREMONIES

[See FNA(LOCAL)]

Clint ISD  
071901

STUDENT ACTIVITIES  
COMMENCEMENT

FMH  
(LOCAL)

COMMENCEMENT  
EXERCISES

Students shall meet all state and local graduation requirements, including all applicable exit-level testing, to be eligible to participate in commencement activities and ceremonies. [See EI, EIF]

SCHOOL DISTRICT ELECTIONS

BBB  
(LOCAL)

GENERAL  
INFORMATION

School Board Trustees and district employees do not shed their constitutional rights to freedom of speech or expression at the schoolyard gate. However, no trustee, employee, or other person has an absolute constitutional right to use all parts of a school building or its immediate environs for unlimited expressive purposes. When an officer or employee makes statements pursuant to his or her official duties, the official is not speaking as a citizen for First Amendment purposes, and the Constitution.

In order to maintain the integrity of the educational process, and to limit interruptions to student instruction, the district has established procedures pertaining to school district elections.

EMPLOYEE  
STANDARDS OF  
CONDUCT

The Superintendent shall establish regulations regarding appropriate and inappropriate activity regarding school district elections for district employees.

POLITICAL  
ADVERTISING

No officer or employee of a District shall expend or authorize the expenditure of District funds for the purpose of political advertising. Funds may be expended, however, for advertising that describes the factual reason for a measure and does not advocate the passage or defeat of such measure. *Election Code 255.003*

INAPPROPRIATE  
ACTIVITIES DURING A  
SCHOOL DISTRICT  
ELECTION

Display or use of campaign buttons, hats, shirts, or other clothing items related to a campaign on school property.

Display or distribution of campaign materials on school property, with the exception of stickers affixed to a Trustee's or employee's personal vehicle.

BOARD MEMBERS  
ELECTIONS

BBB  
(LEGAL)

NUMBER AND TERM      The Board consists of seven Trustees serving terms of four years, with elections held biennially. The terms of one-half of the Trustees, or as near to one-half as possible, expire every other year .  
*Education Code 11.051(b), 11.059*

Board policy shall state the schedule on which specific terms expire. *Education Code 11.059* [See BBB(LOCAL)]

METHOD OF ELECTION      Election of Trustees is at large in accordance with Texas law. *Education Code 11.057(b)*

AT LARGE

CHANGING  
METHOD OF  
ELECTION

In accordance with Education Code 11.052, the Board may decide, on the Board's motion or by voter petition, to change its method of election.

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**Note:**      *For additional information regarding the legal requirements of changing the method of election, see this policy code in the **TASB Policy Reference Manual**.*

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NOTICE TO VOTER REGISTRAR      A district that changes its boundaries or the boundaries of districts used to elect members to the board shall not later than the 30th day after the date the change is adopted:

1.      Notify the voter registrar of the county in which the area subject to the boundary change is located of the adopted boundary change; and
2.      Provide the voter registrar with a map of an adopted boundary change in a format that is compatible with the mapping format used by the registrar's office.

*Election Code 42.0615*

FILING INFORMATION      A declaration of write-in candidacy must be filed no later than 5:00 p.m. of the fifth day after the date an application for a place on the ballot is required to be filed, except for an election to be held on the general election date for state and county officers, when the day of the filing deadline is the 67th day before election day. An application of a candidate for a place on the ballot must be filed not later than 5:00 p.m. of the 62nd day before the day of the election, except for an election to be held on the general election date for state and county officers, when the day of the filing deadline is the 70th day before election day. An application may not be filed earlier than the 30th day before the date of the filing deadline. The application shall include all statutorily required information, including a statement that the candidate is aware of the nepotism law. *Education Code 11.055(a), (c), 11.056(b), (e); Election Code 31.0021, 141.031, 144.005*

BOARD MEMBERS  
ELECTIONS

BBB  
(LEGAL)

LOYALTY OATH

Before a candidate can have his or her name placed on the ballot, the candidate must execute and have notarized the loyalty oath. *Election Code 141.031; The Socialist Workers Party v. Martin, 345 F.Supp. 1132 (S.D. Tex. 1972), aff'd 483 F.2d 554 (5th Cir. 1973)*

NEPOTISM

A candidate shall not take affirmative action to influence a District employee or current Trustee regarding the appointment, reappointment, employment, confirmation, reemployment, change in status, compensation, or dismissal of a person related to the candidate within a prohibited degree of relationship under the nepotism law. [See DBE(EXHIBIT)] However, this prohibition does not apply to a candidate's actions taken with respect to a bona fide class or category of employees or prospective employees. *Gov't Code 573.042*

GENERAL ELECTION  
DATE

Election of Trustees of the District shall be on the November uniform election date. *Election Code 41.001*

JOINT ELECTIONS  
REQUIRED

A District Trustee election shall be held on the same date as:

1. The election for the members of the governing body of a municipality located in the District; or
2. The general election for state and county officers.

Elections held on the same date as the election for the members of the governing body of a municipality located in the District or the same date as the general election for state and county officers shall be held as a joint election under Election Code Chapter 271.

The voters of a joint election under this section shall be served by common polling places consistent with Election Code 271.003(b).

The Board shall adjust the terms of office of its members to conform to the new election date if the election date is changed to comply with Education Code 11.0581.

*Education Code 11.0581*

JOINT ELECTIONS  
ADMINISTRATOR

The District may seek to create the position of joint elections administrator under Election Code Chapter 31, Subchapter F. *Election Code 31.152*

ELECTION ORDER

A call for an election shall be made not later than the 62nd day before election day, except that for an election to be held on the date of the general election for state and county officers, the election shall be called not later than the 70th day before the election day. *Election Code 3.005*

Each election order must state the date of the election, the offices or measures to be voted on, the location of the main early voting

polling place, the dates and hours for early voting, the dates and hours of any Saturday and Sunday early voting, and the early voting clerk's official mailing address. The Board shall retain the election order for at least 22 months after election day. *Election Code 3.006, 3.008, 66.058(a), 83.010, 85.004, 85.007*

Failure to order a general election does not affect the validity of the election. *Election Code 3.007*

ELECTION NOTICE

Notice of the election shall be published at least once, not earlier than the 30th day or later than the tenth day before election day, in a newspaper published within a district's boundaries or in a newspaper of general circulation in a district if none is published within the district's boundaries. *Election Code 4.003(a)(1)*

The notice shall state the nature and date of the election, the location of each polling place, the hours the polls will be open, the location of the main early voting polling place, the dates and hours for early voting, the dates and hours of any Saturday and Sunday early voting, and the early voting clerk's official mailing address. The Board shall retain a copy of the published notice that contains the name of the newspaper and the date of publication and shall preserve that copy for at least 22 months after election day. *Election Code 4.004, 4.005, 66.058(a), 83.010, 85.004, 85.007*

The Board shall also deliver notice of the election to the county clerk of each county in which a district is located not later than the 60th day before election day. *Election Code 4.008*

Failure to give notice of a general election does not affect the validity of the election. *Election Code 4.006*

POSTING

In addition to the notice described above, the District shall, not later than the 21st day before election day, post a copy of the notice on the bulletin board used for posting notices of the meetings of the Board. The notice must include the location of each polling place. The person posting the notice shall make a record at the time of posting stating the date and place of posting. The person shall sign the record and deliver it to the Board after the last posting is made. *Election Code 4.003(b), 4.005*

POLITICAL  
ADVERTISING

No officer or employee of the District shall expend or authorize the expenditure of District funds for the purpose of political advertising. Funds may be expended, however, for advertising that describes the factual reasons for a measure and does not advocate the passage or defeat of such measure. *Election Code 255.003*

ELECTIONEERING

The Board may not use state or local funds or other resources of the District to electioneer for or against any candidate, measure, or political party. *Education Code 11.169*

BOARD MEMBERS  
ELECTIONS

BBB  
(LEGAL)

BALLOT, ELECTION  
OFFICIALS, AND  
POLLING PLACES

The ballot shall be printed in the form required by law. The Board shall appoint election judges, set the maximum number of election clerks, and designate polling places. Each polling place shall be accessible to and usable by the elderly and physically handi-capped. *Election Code 32.005(a), 32.033(a), 43.004, 43.034, 52.061-.064, 52.069, 52.093-.094; Education Code 11.058(g)*

If a district holds an election on the November uniform election date, the district shall follow procedures from the secretary of state and designate as the polling places for the election the regular county polling places in the county election precincts that contain territory from the district. *Election Code 42.002(a)(5), 42.0621, 43.004(b)*

POSTING SIGNS AT  
POLLING PLACES  
PROHIBITED

A person other than an election officer commits an offense if the person posts a sign, card, poster, or similar material at a polling place, including the area within 100 feet of an outside door through which a voter may enter the building in which the polling place is located. *Election Code 62.013(b)*

USE OF CERTAIN  
DEVICES AT POLLING  
PLACES PROHIBITED

A person may not use a wireless communication device or any mechanical or electronic means of recording images or sound within 100 feet of a voting station.

EXCEPTION

The prohibition does not apply to:

1. An election officer in conducting the officer's official duties; or
2. The use of election equipment necessary for the conduct of the election.

*Election Code 61.013*

NOTICE OF VOTING  
RIGHTS HOTLINE

A notice of voter's rights, in the form prescribed by the secretary of state and including information required by the secretary of state, shall be publicized as provided by the secretary of state. The notice shall, in part, inform voters of the telephone number and purpose of the secretary of state's toll-free hotline for reporting existing or potential abuse of voting rights. *Election Code 31.0055, 62.0115*

BILINGUAL  
MATERIALS

The District shall provide bilingual election materials, as specified by law, when the director of the federal census determines that:

1. More than five percent of the citizens of voting age of the District are members of a single language minority and are limited-English proficient, or more than 10,000 of the citizens of voting age of the District are members of a single-language minority and are limited-English proficient; and

2. The illiteracy rate of the citizens in the language minority as a group is higher than the national illiteracy rate, illiteracy defined as the failure to complete the fifth primary grade.

The term "limited-English proficient" means unable to speak or understand English adequately enough to participate in the electoral process.

The term "language minorities" or "language minority group" means people who are American Indian, Asian American, Alaskan natives, or of Spanish heritage.

*42 U.S.C. 1973aa-1a*

Except as provided by Election Code 272.003, bilingual election materials shall be used in each election precinct situated wholly or partly in a county in which five percent or more of the inhabitants are persons of Spanish origin or descent according to the most recent federal decennial census that may be officially recognized or acted upon by the state or political subdivisions.

An election precinct may be exempt from the bilingual requirement if official census information or other information indicates that persons of Spanish origin or descent comprise less than five percent of the precinct's inhabitants.

*Election Code 272.002, 272.003*

VOTING MACHINES  
AND PUNCH-CARD  
BALLOTS

Effective January 1, 2006, a voting system may not be used in an election if the system uses mechanical voting machines or a punch-card ballot or similar form of tabulating card. *Election Code 122.001(d)*

VOTERS WITH  
DISABILITIES

Each polling place in an election of the District must provide at least one voting station that complies with Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Section 794) and its subsequent amendments, Title II of the federal Americans with Disabilities Act (42 U.S.C. Section 12131 et seq.) and its subsequent amendments, and the requirements for accessibility under 42 U.S.C. Section 15481(a)(3) and its subsequent amendments, and that provides a practical and effective means for voters with physical disabilities to cast a secret ballot. *Election Code 61.012(a)*

Upon providing the notice detailed in Election Code 61.013(d), the District is not required to meet the requirements for accessibility under 42 U.S.C. Section 15481(a)(3) and its subsequent amendments if the District's election is not held jointly with another election in which a federal office appears on the ballot and if the District is located in a county:

1. With a population of less than 2,000;
2. With a population of 2,000 or more but less than 5,000, and the district provides at least one voting station that meets the requirements for accessibility under 42 U.S.C. Section 15481(a)(3) on election day;
3. With a population of 5,000 or more but less than 10,000, and the District provides at least one voting station that meets the requirements for accessibility under 42 U.S.C. Section 15481(a)(3) on election day and during the period for early voting by personal appearance;
4. With a population of 10,000 or more but less than 20,000, and the District:
  - a. Makes a showing in the manner provided by Election Code 61.103(c) that compliance with Section 61.012(a)(1)(C) constitutes an undue burden on the county;
  - b. Provides at least one voting station that meets the requirements for accessibility under 42 U.S.C. Section 15481(a)(3) on election day and during the period for early voting by personal appearance; and
  - c. Provides a mobile voting station that meets the requirements for accessibility under 42 U.S.C. Section 15481(a)(3) that during the period for early voting by personal appearance is deployed at least once at each polling place used for early voting by personal appearance.

For purposes of the above requirement, a district located in more than one county may choose:

- a. To be considered located in the county that contains the greatest number of registered voters of the District; or
- b. For each portion of the District located in a different county, to be considered a separate political subdivision.

*Election Code 61.013*

The District may use more than one type of voting system in a single polling place in order to provide a person with physical disabilities with a method of casting a secret ballot. *1 TAC 81.55* [See GA]

WRITE-IN VOTING

A write-in vote may not be counted for a person who has not filed a declaration of write-in candidacy with the Secretary of the Board in

the manner provided for write-in candidates in a general election for state and county officers. To the extent practicable and in accordance with rules adopted by the secretary of state, Election Code Chapter 146, Subchapter B, shall govern write-in voting in Trustee elections. *Education Code 11.056*

ELECTION OF  
UNOPPOSED  
CANDIDATE

The Board may declare each unopposed candidate elected to the office if:

1. Each candidate for an office that is to appear on the ballot is unopposed, and
2. No proposition is to appear on the ballot.

*Election Code 2.051*

The Board may declare each unopposed candidate elected to the office upon receipt of certification from the authority responsible for having the official ballot prepared. The certification must state that if the election were held, only the votes cast for that candidate in the election for that office may be counted. If the Board makes such a declaration, the election is not held. A copy of the order or ordinance must be posted on election day at each polling place that would have been used in the election. *Election Code 2.052, 2.053(a), (b)*

EARLY VOTING

The Board shall provide for early voting in Board elections by personal appearance at an early voting polling place and by mail in accordance with Election Code Title 7. *Election Code 81.001*

CANVASS RETURNS

Except as provided below, the Board shall canvass the returns at the time set by the presiding officer not earlier than the eighth day or later than the 11th day after election day.

For an election held on the uniform election date in May, the local canvass must occur not later than the 11th day after election day and not earlier than the later of:

1. The third day after election day;
2. The date on which the early voting ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast in the election; or
3. The date on which all timely received ballots cast from addresses outside of the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States.

Two members of the Board constitute a quorum for purposes of canvassing an election.

*Election Code 67.003, 67.004*

BOARD MEMBERS  
ELECTIONS

BBB  
(LEGAL)

CERTIFICATE OF  
ELECTION

After the completion of a canvass, the presiding officer shall prepare a certificate of election for each candidate who is elected to an office for which the official result is determined by that authority's canvass. A certificate of election must contain:

1. The candidate's name;
2. The office to which the candidate is elected;
3. A statement of election to an unexpired term, if applicable;
4. The date of the election;
5. The signature of the officer preparing the certificate; and
6. Any seal used by the officer preparing the certificate to authenticate documents that the officer executes or certifies.

The authority preparing a certificate of election shall promptly deliver it to the person for whom it is prepared, subject to the submission of a recount petition.

A recount petition shall delay the issuance of a certificate of election and qualification for the office involved in the recount pending completion of the recount. A candidate may not qualify for an office involved in a recount before completion of the recount. A candidate who has received a certificate of election and qualified for an office before the submission of a recount petition shall not be affected by the recount petition.

A certificate of election may not be issued to a person who has been declared ineligible to be elected to the office.

The presiding officer of the canvass shall also prepare a report of the precinct results as contained in the election register and shall deliver the report to the secretary of state as required by law.

*Election Code 67.016, 67.017, 212.0331*

CERTIFICATE OF  
ELECTION FOR  
UNOPPOSED  
CANDIDATE

A certificate of election shall be issued to each unopposed candidate in the same manner and at the same time as provided for a candidate elected at the election. The candidate must qualify for the office in the same manner as provided for a candidate elected at the election. *Election Code 2.053(c)*

PLURALITY

To be elected to a public office, a candidate must receive a plurality of votes, more votes than any other candidate, except as otherwise provided by law. *Election Code 2.001*

DETERMINATION OF  
RESULTS

The candidates receiving the highest number of votes shall fill the positions the terms of which are normally expiring. *Education Code 11.057*

BOARD MEMBERS  
ELECTIONS

BBB  
(LEGAL)

TIE VOTES SECOND ELECTION	If two or more candidates for the same office tie for the number of votes required to be elected, a second election to fill the office shall be held, unless the candidates agree to cast lots, one candidate withdraws, or an automatic recount resolves the tie. Not later than the fifth day after the automatic recount is completed or the final canvass following the automatic recount is completed, if applicable, the Board shall order the second election. This election shall be held not less than 20 nor more than 30 days after the automatic recount is completed or the final canvass following the automatic recount is completed, if applicable. Notice of the second election shall be given in the same manner as for the first election. Only the names of the tying candidates shall be printed on the ballot; write-in votes shall not be permitted. <i>Election Code 2.002(a)–(e)</i>
CASTING LOTS	The tying candidates may agree to cast lots to resolve the tie. The agreement shall be filed with the Board, and the Board President shall supervise the casting of lots. <i>Election Code 2.002(f)</i>
WITHDRAWAL OF CANDIDATE	A tying candidate may resolve the tie by filing with the Board a written statement of withdrawal signed and acknowledged by the candidate. On receipt of the statement of withdrawal, the remaining candidate is the winner, and a second election or casting of lots is not held. <i>Election Code 2.002(g)</i>
RECOUNT	If a tie vote is not resolved by casting lots or by a candidate withdrawing, an automatic recount shall be conducted in accordance with Election Code Chapter 216. <i>Election Code 2.002(i)</i>  The cost of the recount shall be paid by the District. <i>Election Code 216.005(b)</i>
VOTING SYSTEM MALFUNCTION	If no private vendor supports the District's voting system, the District must give notice to the Secretary of State within 24 hours of a malfunction of the District's voting system software or equipment in an election. The notice may be verbal or in writing. <i>1 TAC 81.64</i>
OFFICER'S STATEMENT	Newly elected and appointed Trustees, before taking the oath or affirmation of office and entering upon the duties of office, shall sign the required officer's statement. The statement shall be retained with the official records of the office. <i>Tex. Const. Art. XVI, Sec. 1(b)</i> [See BBB(EXHIBIT)]
OATH OF OFFICE	After the officer's statement has been signed and certificates of election have been issued, but before entering upon the duties of the office, the Trustee shall take the oath or affirmation of office and shall file it with the President of the Board. <i>Tex. Const. Art. XVI, Sec. 1(a); Education Code 11.061</i> [See BBB(EXHIBIT)]  The oath may be administered and a certificate of the fact given by:

BOARD MEMBERS  
ELECTIONS

BBB  
(LEGAL)

1. A judge, retired judge, or clerk of a municipal court.
2. A judge, retired judge, senior judge, clerk, or commissioner of a court of record.
3. A notary public.
4. A justice of the peace or clerk of a justice court.
5. The Texas secretary of state.
6. The speaker of the house of representatives.
7. The lieutenant governor of Texas.
8. The governor of Texas.
9. A legislator or retired legislator.
10. The attorney general.

*Gov't Code 602.002, 602.006*

VOTING RIGHTS ACT

The Board, being subject to the Voting Rights Act of 1965, shall submit any changes that affect elections to the U.S. Justice Department for preclearance and shall implement such changes unless the justice department interposes an objection within 60 days after the date of submission. *42 U.S.C. 1973c; 28 CFR 51.6; Garza v. Gates, 482 F.Supp. 1211 (D.C. Tex. 1980)*

INSURANCE AND ANNUITIES MANAGEMENT  
WORKERS' COMPENSATION

CRE  
(LOCAL)

RELATION TO PAID  
LEAVE

The Board has adopted the offset option provided by law [see CRE (LEGAL)] whereby an employee absent because of a job-related illness or injury may choose to:

1. Receive workers' compensation wage benefits only; or
2. Use available paid leave in proportional amounts to supplement workers' compensation wage benefits, up to the regular preinjury weekly wage.

The employee shall indicate if he or she chooses to use available paid leave in this circumstance and, if so, may choose to discontinue use at any time.

An employee absent because of a job-related illness or injury shall be placed on Family and Medical Leave, if applicable. [See DEC (LOCAL)]

COMPENSATIONS AND BENEFITS  
EXPENSE REINBURSEMENT

DEE  
(REGULATION)

TRAVEL EXPENSE

Employees shall be reimbursed for reasonable travel expenses according to the current schedule adopted by the Board. The Board will not reimburse an officer or employee of the district for expenditures for travel services in excess of the applicable amount determined using the state, federal and local guidelines. Funds must be budgeted prior to the encumbering of travel purchase orders. If funds are to be provided by an external source, written documentation must be submitted to the Business Services Department.

It is the responsibility of each supervisor to manage travel expenses in a manner that provides the lowest cost and best value to the district.

REIMBURSEMENT  
RATE-MEALS

For properly authorized travel, District employees are allotted a per diem allowance of \$30 per person exclusive of lodging and transportation. No receipts shall be submitted for the per diem. The per diem will be provided to the employee before they travel. The per diem for the first and last day of travel will be prorated based on the time the trip begins and ends.

This same district reimbursement rate applies to all District-sponsored student travel.

REIMBURSEMENT RATE  
LODGING STATE FUNDS

For properly authorized travel, District employees using state funds are allotted an in state lodging rate of \$85 per person exclusive of city and local taxes. All receipts (other than meals) must be submitted upon completion of the trip and attached to the Travel Expense Report. For out of state lodging rates, the state comptroller's out of state lodging rates will be used. You can find these rates at [www.window.state.tx.us/fm/travel/](http://www.window.state.tx.us/fm/travel/). Amounts in excess of the state rate will be charge to local funds.

FEDERAL FUNDS

For properly authorized travel, District employees using federal funds are allotted a lodging rate based on federal travel guide lines listed on IRS Publication 1542-Per Diem Rates, exclusive of city and local taxes. All receipts (other than meals) must be submitted upon completion of the trip with the submission of the trip expense report. If the federal per diem rate for meals is higher than the \$30 allowed by the District, the difference will be added to the lodging rate listed. These per diem rates will be found at [www.irs.gov/publications/p1542/ar02.html](http://www.irs.gov/publications/p1542/ar02.html).

LOCAL FUNDS

For properly authorized travel, District employees using local funds are allotted a lodging rate commensurate with the market rate of the destination, exclusive of city and local taxes. Receipts must be submitted upon completion of the trip with the submission of the trip expense report.

The district will strive to find lodging that provides the most economical benefit for the district while assuring that equity and impartially is provided to all department and campuses.

This same district reimbursement rate applies to all District-sponsored student travel.

#### TRAVEL PROCEDURES

If funds have been properly budgeted and approved by the Board, employees of the district shall be reimbursed for travel expenses incurred while performing duties related to their jobs, when such travel is at the request of the employees' immediate supervisor and has been properly approved.

All travelers must ensure that all travel is approved and submitted far enough in advance to take advantage of "early bird" registration and other travel discounts. In all cases, travel must be submitted to the Business Services Department at least two work weeks prior to the registration deadline. This will allow the travel participants to book the conference hotel and get travel discounts. **Exceptions must be approved by the Superintendent.**

Travel for Board and Superintendent's Cabinet will continue to be arranged through the Superintendent's Office or the Executive Director's respective secretaries.

Each campus/department will be responsible for submitting all completed paperwork through their immediate supervisor to the Business Services Department for payment or processing:

1. The employee must submit a trip request (Exhibit A) to his/her immediate supervisor for approval and then routed to the Business Services Department. Approval authority for travel requests will be as follows:
  - Associate Superintendent/Executive Director/Principal travel approved by Superintendent
  - Curriculum-based Director's travel approved by supervising Executive Director for School Improvement
  - Department staff travel approved by supervising Director, Executive Director
  - All campus travel including student travel is approved by Campus Principal.
2. Once approved, the request will be routed to the Executive

COMPENSATIONS AND BENEFITS  
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Director for Business Services for verification of funds and travel arrangements. The Business Services office staff will then make the necessary travel arrangements and prepare travel packets. The Business Services Department will track all travel arrangements made for district personnel.

3. Trip requests will be initiated in the order received by the Travel Clerk upon receipt of the trip information, but must be initiated at least two work weeks prior to the trip. Reimbursement will not be paid without prior approval. Exceptions must be approved by the Superintendent.
4. The traveler must file his/her travel expense form (Exhibit B) in accordance with the provisions stated in this regulation. The travel expense form must be completed in its entirety and submitted to the Business Services Department within thirty (30) working days of completion of the trip. Purchase orders will be closed in 60 days, and will not be paid after this timeline.
  - a. Reimbursement for travel will be on the basis of the lowest air fare available. Receipts must be submitted. Where airline service is not used, the employee will be reimbursed at the mileage rate set by the district for private automobile provided the mileage reimbursement is equal to or less than the lowest airfare available.
  - b. Taxi and shuttle fare will be allowed when appropriate; however fares must be verified by a receipt. If available, employees should use hotel shuttle service to and from the airport. Reasonable auto rental expenses are reimbursable provided they have been pre-approved on the travel request.
  - c. Any miscellaneous expense incidental to and necessary as part of the trip shall be submitted with an explanation and receipt.
  - d. Lodging bills for room accommodations will be reimbursed at the actual documented expenditure. Note that the district does not pay any state sales tax portion of hotel occupancy tax, but it does pay the city tax. A state sales tax exemption form is provided to each traveler to be turned in to the hotel upon check-in. **Employees that inadvertently pay the state sales tax will not be reimbursed.**
  - e. All unused travel advances must be reimbursed to the district along with the expenditure report.

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- f. To receive reimbursement for transportation, lodging, registration, car rental, and other authorized travel expenses, an employee shall present receipts for the actual amounts spent.
  - g. Employees of the district will bear the cost of their own individual dues for membership in organizations.
5. The Superintendent may allow a school employee to be absent from duty without loss of pay for a professional trip which the district will not reimburse.
  6. Most travel expenses will be paid in advance directly to the vendors.
  7. IRS regulations state that trip reimbursement for meal expense (even when documented) when overnight lodging is not required is considered **taxable income and must be included as additional income on Form W-2**. In order to comply with this regulation, reimbursements of this type will be processed through the payroll system and will appear on the employee's paycheck.
  8. **Outstanding travel expense reports for trips that are funded out of state or local funds must be submitted no later than one month after the end of the fiscal year in which the trip was taken. Expense reports submitted after this date will not be reimbursed.**
  9. **Outstanding travel expense reports for trips that are funded out of federal funds must be submitted no later than one month after the end of the federal program year in which the trip was taken. Expense reports submitted after this date will not be reimbursed.**

Rates for our district are established as follows:

Mileage	State rate
Airfare	May not exceed the average coach fare
Meals	In state-\$30 per day (Breakfast -\$7.00, Lunch \$10.00, Dinner \$13.00) Out of state-\$30 per day (Breakfast -\$7.00, Lunch \$10.00, Dinner \$13.00)
Lodging	<i>State funds</i> In state\$85 a night per person for state funds

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Out of state-see state comptroller's out of state lodging rates ([www.state.tx.us/fm/travel/](http://www.state.tx.us/fm/travel/))

*Federal funds*

In state-see federal guidelines

Out of state-see federal guidelines

([www.irs.gov/publications/p1542/ar02.html](http://www.irs.gov/publications/p1542/ar02.html))

*Local funds*

In state-market rates

Out of state-market rates

All regulations related to travel apply to all employees of the district to ensure compliance with IRS and State and Federal requirements.

TRIP REPORTS AND  
TRAVEL EXPENSE  
FORMS

A trip report is required from any employee attending a convention or meeting at school expense. Reports are due within thirty (30) working days after the completion of the trip and must be attached to the Travel Expense Form. The Trip Reports must follow the report template (Exhibit C) that is illustrated on the back of the Travel Expense Form. Trip Reports will be circulated for information or action purposes. Trip reports should be comprehensive and shared with staff in order to disseminate the information earned at the conference. Trip Reports with more than three egregious errors will be returned to the sender for corrections. Board Members and Superintendent will receive copies of the trip reports. **Failure to turn in completed trip reports will result in non-approval of future trip requests and/or non-reimbursement of incidental expenditures.**

The Travel Expense Forms must be signed by the traveler and have all receipts (meal receipts notwithstanding) attached. In addition, Travel Expense Form must have the travelers' immediate supervisor signature, and if the trip is funded by a special program, that program's supervising administrator's signature as well. If these signatures are not present, the form will be sent back for completion. This may delay any reimbursements to the employee.

STUDENT TRAVEL

All student travel must be estimated and budgeted for the current budget year. Non-UIL district-sponsored student travel will be budgeted and funded by student activity accounts, which must have sufficient balances to finance entire trip.

Sponsors are required to ensure that there is a local qualifying competition in order to ensure adequate funds in the student activity accounts. These accounts must have sufficient balances to finance trips for local, area, and regional competitions, conferences, and

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other related trips.

**Exception:** Program Managers and Campus Principals should budget for non-UIL district-sponsored student travel for competitive events that would advance them to state and national levels.

STUDENT ATTENDANCE

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed ten extracurricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition.

Students must follow the procedure outlined in board policy FM (local) at [www.tasb.org/policy/private](http://www.tasb.org/policy/private) 071907.

FAIR LABOR  
STANDARDS ACT

Ordinarily, non-exempt employees are not allowed to travel out of town on overnight trips due to the complications pertaining to the tracking of the hours worked. Therefore, all out of town travel by non-exempt employees will require additional scrutiny by the Executive Director for Business Services and be processed in compliance with the Fair Labor Standards Act (FLSA).

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is considered work time if it encompasses the hours of the work day. The time is not only hours worked on regular working days during the normal working hours, but also during the corresponding hours on non-working days. For example, if an employee regularly works from 8 am to 4 pm from Monday through Friday, the travel time during these hours is considered work time. This is also true if this travel time occurs on a Saturday or Sunday. However, work time does not include time spent in travel away from home outside their regular working hours as a passenger on an airplane, train, boat, bus or automobile. Finally, any work which an employee is required to perform while traveling must be counted as hours worked.

**Consequently, any non-exempt employee that is allowed to travel must submit a “Request for Approval of Overtime” form along with the travel request form. The form must be approved by their immediate supervisor and include an account number to charge, if and or when the overtime is earned.**

**Unallowable Travel Expenses**

First class airfare  
Tips of any kind

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- Alcoholic beverages
- Entertainment/recreation (Except for activity funds)
- Any expense for other persons
- Mileage, parking and toll road expenses for purposes other than for official business
- Personal Accident Insurance or Personal Effects coverage for rental cars
- Rental car for personal use or for purposes not associated with the performance of duties
- Sheltered airport parking (will reimbursed the net difference from long term parking amount of \$14.50 daily rate or \$22.50 weekly rate)
- Valet Parking (exceptions approved only by the Superintendent)
- Taxi fares or mileage incurred to and from the airport on the day of travel
- Parking tickets or speeding violations of any kind

All travel forms are available on the District’s website in the Business Services Department. If you have any questions, contact the Business Services Department (915) 877-7430.

IN-CITY MILEAGE IN  
GENERAL

The following information are guidelines to be followed in accounting for and reimbursing employees for driving their personal vehicles on required District business in the city

ACCOUNTING FOR  
MILEAGE

The Superintendent, Associate Superintendent, Executive Directors, Directors or Principals who plan to reimburse employees for mileage must ensure that they have budgeted for this activity. The Canutillo Independent School District (CISD) is committed to tracking expenditures and as such all mileage reimbursements will be coded to class object 6411, sub-object 89. Please check your budget to ensure that you have funds available for mileage reimbursement prior to making a commitment to reimbursement.

MILEAGE  
REIMBURSEMENT  
CRITERIA

The main criteria for determining eligibility rest with whether the travel is “required” in order for the employee to perform his or her duties.

The following guidelines are effective on January 1, 2009 and supersede any other guidelines that may have been in place prior to that date:

1. To the extent that funds are available in the mileage reimbursement account, employees who are instructed to attend a training seminar may be eligible for mileage reimbursement.

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2. To the extent that funds are available in the mileage reimbursement account, employees who are asked to use their personal vehicle, during the normal working day, for district business may be eligible to claim mileage reimbursement. In these cases, the Principal, Director or Executive Director must approve, in writing, the mileage reimbursement prior to the actual activity. Please note that the employee is not obligated to use his/her personal vehicle for district business.
3. To the extent that funds are available in the mileage reimbursement account, exempt (professional) employees who are instructed to work on weekends or holidays may be eligible for mileage reimbursement. In these cases, the Executive Director, Director, Principal, must approve in writing prior to the actual activity.
4. To the extent that funds are available in the mileage reimbursement account, reimbursement will be paid from travel from work site to work site, during normal work hours, but not to or from home. Travel to a required meeting or function from the normal work site would be considered reimbursable.
5. To the extent that funds are available in the mileage reimbursement account, reimbursement for parking fees may be submitted for reimbursement purposes. Receipts are required.
6. According to IRS guidelines, travel from home to work and work to home is not compensable and therefore, mileage expenses for the same are not reimbursable. However, the district has elected to reimburse mileage expenses to and from home and a site, if the expenses are incurred outside of the work schedule and are due to an emergency or job requirement. This does not include travel to the airport or to a training event held outside of the district.
7. The District will not reimburse an employee for fines, driving or parking tickets. These types of expenditures are personal in nature and are the responsibility of the employee.
8. Mileage reimbursement from the prior fiscal year will not be reimbursed unless the mileage was incurred in the last month of the fiscal year (see item #6 under In-City Mileage Reimbursement Form). Mileage reimbursement from federal funds will not be reimbursed in incurred in the prior fiscal year, unless incurred in the last month of the program year (see item #6 under In-City Mileage Reimbursement Form).

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9. Employees who use their personal vehicle to transport other employees and or students assume all liability in case of accident. **The District prohibits the transporting of students in personal vehicle, unless written approval is given by the principal of that student, moreover the liability is borne by the individual.**

MILEAGE  
REIMBURSEMENT  
PROCESSING

1. All in-city mileage reimbursements will be processed via the Business Services Division.
2. District employees are prohibited from reimbursing in-city mileage through campus activity funds.
3. Employees assigned to federal, state or other grant programs that require local travel to meet the objectives of the program are reimbursed in accordance with Federal/State policies in place at the time, provided that funds are available in the grant and correct account.

IN-CITY MILEAGE  
REPORT

Please refer to the Canutillo ISD Mileage Reimbursement Form

1. Employees eligible for in-city mileage reimbursement must complete the Canutillo ISD Mileage Reimbursement Form (Exhibit D available on-line). The form must be completed in its entirety. The Date column, Destination From Address column, Destination To Address column, and Nature of Business column must be filled out. If the trip will be within the district, then the employee will fill in Total Miles column using the Canutillo ISD Mileage Chart.

If the business meeting is outside the district, then the individual may use *Map Quest* or *Goggle Search*, or some other mileage guide to determine the miles used. Please print out the page used so that it can support the miles claimed. If the mileage guide that you are using does not list the street address, then the beginning odometer and ending odometer reading can be used but they must be filled out in the Nature of Business column.

Each workshop or meeting needs to be documented individually and contain specific data. **Ditto marks, etc. are not acceptable.**

2. Mileage for workshops purposes requires that the employee submit a completion certificate for reimbursement purposes.
3. The campus or department's mileage reimbursement account

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must be recorded at the bottom of the form.

4. The employee requesting the reimbursement attests that the data provided on the form is accurate and that the miles claimed are actual miles traveled on official District business by signing the mileage report.
5. The principal or administrator approving the reimbursement attests that the employee was on job "required" travel and eligible for reimbursement by signing the mileage form. Furthermore, the administrator signing the mileage report attests that the employee had their permission to travel on the District's behalf and that the miles claimed are reasonable and the account charged is correct. The said administrator should review the mileage claimed by employees in his or her campus or division/department and all large or unusual claims resolved prior to submitting the form for reimbursement.
6. **Canutillo ISD Mileage Reimbursement Forms must be filed monthly except in situations where the report does not total at least \$5. In this case, combine and submit the mileage with the following month's report.**
7. Mileage reimbursements are submitted to the Business Services Division at the end of the month. They must be received by the Business Services Division by the 15<sup>th</sup> of the following month for payment at month end.

MILEAGE CHART

To determine the mileage between campuses and or central office, all employees will use the Canutillo ISD Mileage Chart (Exhibit E) available on-line in the Finance Department (under department services-Accounts Payable). This chart will supersede any mileage reported between campuses and departments that are reported by employees.

REIMBURSEMENT RATE

The mileage reimbursement rate for local in-city travel is equal to the State rate this is determined by the State Comptroller.

