

Agenda of Special Meeting

The Board of Trustees Canutillo ISD

A Special meeting of the Board of Trustees of Canutillo ISD will be held June 22, 2009, 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. Reports
 1. Budget Update 3
Presenter: Mr. Tony Reza
 2. Business and Finance
 - A. Consider purchase of science furniture and equipment for Northwest Early College High School 11
Presenter: Mr. Gatlin
 - B. Consider purchase of two school (2) busses 13
Presenter: Mr. Gatlin
 3. Personnel
 - A. Consider creation of position for Northwest Early College High School (NECHS)
Presenter: Ms. Peggy Gustafson
 1. Dean of Students (221 day work calendar) 15
 - B. Consider creation of position for Canutillo High School
Presenter: Mr. Jim Fry
 1. Intervention Specialist (187 day work calendar) 19
 - C. Consider acceptance of Loss Prevention Grant Award from TASB 22
Presenter: Mrs. Renee O'Donnell
 - D. Consider options regarding District's health plan
Presenter: Mrs. Shonda Jordan
 - E. Consultation with attorney regarding Administrative Services Agreement with Blue Cross Blue Shield and legal matters relating to school district's health plan (EXECUTIVE SESSION)
Presenter: Mr. Larry Baskind
 4. Adjournment
-

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



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, Texas 79932

Mailing Address: PO Box 100
Canutillo, Texas 79835

Mr. Roger Parks
Interim Superintendent

(915) 877-7444
FAX (915) 877-7414
rparks@canutillo-isd.org

MEMORANDUM

TO: Members of the Board of Trustees

FROM: Roger Parks, Interim Superintendent

DATE: June 17, 2009

SUBJECT: Budget Update

Mr. Reza will provide you with a budget update. His presentation is enclosed for your review.

Canutillo Independent School District

FY2009-2010 Budget Update



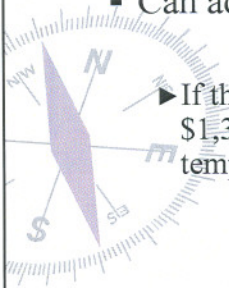
Presented by
Tony Reza, Executive Director for
Financial Services
Monday, June 22, 2009

Local Revenues

- ▶ $\$ \$$ - Tax Rate X Assessed Property Values (Certified) X Collection Rate
 - Preliminary Assessments (June 9)
 - Certified Assessment (July 25th)
- ▶ Valuations conducted by the Central Appraisal District (CAD)
 - Appraisals for the "Current Year"
- ▶ Tax Rate – \$1.00 per \$100 of assessed property valuation
Plus \$.04 additional without voter approval
- ▶ Collection Rate – 98 Percent

Local Revenues

- ▶ Tax Rate for 2009-2010
 - Tax compression rate of 66.67 percent (2005 tax rate *0.6667)
 - = \$1.00 per \$100 of assessed valuations
 - Can add \$.04 without voter approval

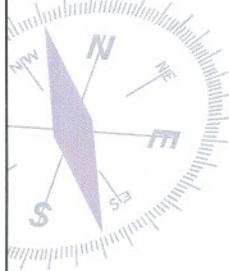


- ▶ If the District decides to **NOT** do this, it will lose \$1,316,169 in state funding under the state funding template.

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State Revenues

- ▶ Average Daily Attendance (ADA)
- ▶ Assessed Property Valuations conducted by the Comptrollers' Property Tax Division (CPTD)
- ▶ Total Tax Collections



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Preliminary Taxable Assessed Valuations for Canutillo ISD (CAD)

	<u>Preliminary Assessed Valuation</u>	<u>Increase (Decrease)</u>	<u>% Change</u>
1997	\$ 356,798,882	---	---
1998	\$ 383,547,482	\$ 26,748,600	7.49%
1999	\$ 422,200,721	\$ 38,653,239	10.08%
2000	\$ 449,560,579	\$ 27,359,858	6.48%
2001	\$ 538,908,035	\$ 89,347,456	19.87%
2002	\$ 543,724,586	\$ 4,816,551	0.89%
2003	\$ 588,028,075	\$ 44,303,489	8.14%
2004	\$ 662,970,636	\$ 74,942,561	12.74%
2005	\$ 741,755,884	\$ 78,785,248	11.88%
2006	\$ 938,833,028	\$ 197,077,144	26.56%
2007	\$1,067,721,555	\$ 128,888,527	13.72%
2008	\$1,283,665,616	\$ 215,944,061	20.22%
2009	\$1,342,053,099	\$ 58,387,483	4.54%

Source: Central Appraisal District

Certified Taxable Assessed Valuations for Canutillo ISD (CAD)

	<u>Certified Assessed Valuation</u>	<u>Increase (Decrease)</u>	<u>% Change</u>
1997	\$351,955,503	---	---
1998	\$354,287,450	\$ 2,331,947	0.62%
1999	\$406,811,221	\$52,523,771	14.82%
2000	\$432,194,921	\$25,383,700	6.23%
2001	\$509,766,120	\$77,571,199	17.94%
2002	\$535,088,168	\$25,322,048	4.97%
2003	\$563,476,905	\$28,388,737	5.30%
2004	\$632,293,034	\$68,816,129	12.21%
2005	\$711,079,609	\$78,786,575	12.46%
2006	\$868,547,482	\$157,467,873	22.15%
2007	\$982,452,845	\$124,433,564	14.32%
2008	\$1,212,961,838	\$230,508,993	23.46%
2009	\$1,274,950,445 (Estimated)	\$ 61,988,607	5.11%

Source: Central Appraisal District

Taxable Assessed Valuations for Canutillo ISD (CTPD)

	<u>Assessed Valuation</u>	<u>Increase (Decrease)</u>	<u>% Change</u>
2002	\$526,461,754	\$ 80,467,127	19.63%
2003	\$553,366,896	\$ 26,905,142	5.11%
2004	\$580,786,527	\$ 27,419,631	4.95%
2005	\$654,963,932	\$ 74,177,405	12.77%
2006	\$730,181,491	\$ 75,217,559	11.48%
2007	\$896,015,146	\$165,833,655	22.71%
2008	\$1,028,898,152	\$132,883,006	14.83%
2009	\$1,241,241,438	\$212,343,286	20.63%

Source: Comptrollers' Property Tax Division (CPTD)

Revenue Estimate Variables (8.5% increase in CAD) in March 2009

FY 2009 CAD Values	1,212,961,938
FY 2010 Projected CAD Values	<u>1,316,063,702</u>
Difference	103,101,764
Increase	8.50%

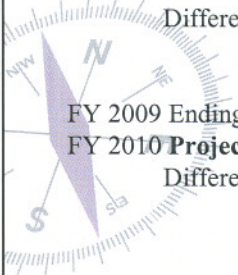
Tax Collected per penny of taxation \$137,671

FY 2009 CPTD Values	1,028,898,152
FY 2010 Projected CPTD Values	<u>1,270,689,217</u>
Difference	241,791,065
Increase	23.50%

FY 2009 Current ADA	5,366.000
FY 2010 Projected ADA	<u>5,526.980</u>
Difference	160.980
Increase	3.00%

Revenue Estimate Variables in June

FY 2009 CAD Values	1,212,961,938
FY 2010 Projected CAD Values	<u>1,274,950,445</u>
Difference	61,988,507
Increase	5.11%
Tax Collected per penny of taxation	\$127,495
FY 2008 CPTD Values	1,028,898,152
FY 2009 CPTD Values	<u>1,241,241,438</u>
Difference	212,343,286
Increase	20.63%
FY 2009 Ending ADA	5,273.334
FY 2010 Projected ADA	<u>5,431.534</u>
Difference	158.200
Increase	3.00%

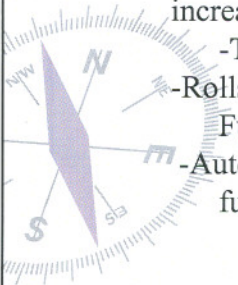


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Legislation

House Bill 3646

- Guaranteed minimum increase of \$120 per WADA over 2009 revenue per WADA in 2010
- Salary increase for teachers of \$80 per month or maximum amount equal to \$60 per WADA of 2010 increase
- This is contingent upon federal approval**
- Rolls the High School Allotment into the General Fund
- Automatically rolls forward EDA program for future years



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Current Revenue Estimates for the General Fund

	<u>2009 (Adopted)</u>	<u>2010 (Estimated)</u>	<u>Difference</u>
Local Sources	\$13,934,883	14,543,294*	\$ 608,411
State Sources	26,866,049***	27,327,121**	461,072
Federal Sources	<u>3,623,853</u>	<u>4,085,199</u>	<u>461,346</u>
Total Revenues	<u>\$44,424,785</u>	<u>\$45,955,614</u>	<u>\$ 1,530,829</u>

*Based on PROJECTED CAD assessed property values of **\$1,274,950,445**
 at a maintenance and operations tax rate of **\$1.04** per \$100 of valuation
 Based on CPTD assessed property values of **\$1,241,241,438 and ADA of 5,431
 ***Based on CPTD assessed property values of **\$1,028,898,152**
 Prior Year Certified CAD assessed property values of **\$1,212,961,938**

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CURRENT Estimated Revenues Less Current Expenditures

Current Estimated Revenues	\$45,955,614
(Based on <u>projected</u> property values of 1,274,950,445 @ \$1.040000)	
Current Preliminary Budget	<u>47,219,855</u>
Revenues less Expenditures	(\$1,264,241)

THESE AMOUNTS ARE A WORK IN PROCESS AND WILL CHANGE

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Upcoming Activities

- ▶ Provide detail budget by campus and department to the Board of Trustees (July)
- ▶ Present stipend list to the Personnel Committee for review and approval (July)
- ▶ Receive “certified values” from the Central Appraisal District (July)
- ▶ Conduct budget workshop with Board (July)



CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT

Date: June 17, 2009

Subject: Purchase of Science Furniture and Equipment for NECHS

Presenter: Ron Gatlin

ACTION

1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the purchase of furniture and equipment for the Northwest Early College High School Science Lab II. The purchase will be from INDECO Sales in the amount of \$71,825.00 utilizing the Buyboard purchasing cooperative.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends the approval to purchase furniture and equipment for the Northwest Early College High School Science Lab II. The purchase will be from INDECO Sales in the amount of \$71,825.00 utilizing the Buyboard purchasing cooperative.

3. BOARD ACTION REQUESTED:

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

MOTION _____ SECOND _____

AYES _____ NAYS _____



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, TX 79932

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

Ron Gatlin
Purchasing Agent

Voice (915) 877-7426
Fax (915) 877-7415

Date: June 16, 2009

To: Canutillo ISD Board of Trustees

From: Ron Gatlin, Purchasing Agent

Subject: Purchase of Lab Casework and Equipment for the NECHS Science Lab II

Description/justification: Purchase of Casework and equipment to include, furnishings ADA fume hood, water saver lab faucets, barrier-free eyewash/shower, instructor's demonstration table, student peninsulas, fire blanket and cabinet, goggle case with gobbles, chemical storage cabinets and microscope case.

Vendor name: Indeco Sales, Inc.

Purchasing Method: Buyboard Purchasing Cooperative

Category: Written Proposal Dated June 3, 2009

Funding Source: 199.81.6639.00.003.9.99

Cost: \$ 71,825.00

Participating Schools: Northwest Early College High School

Signature: Ron Gatlin, Purchasing Agent

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT

Date: June 17, 2009

Subject: Purchase of 2 School Busses

Presenter: Tony Reza/Ron Gatlin

ACTION

1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the purchase of 2 each LPG powered, 71 passenger school busses utilizing the Buyboard purchasing cooperative from Blue Star Bus Sales, Ltd. in the total amount of \$194,762. \$164,000 will be reimbursed within 30 days of the purchase by the Texas Department of Transportation Metropolitan Planning Organization to promote ultra-low emission and energy efficient vehicles. Net cost to the District will be \$32,248.00 for both busses which includes the \$800 Buyboard fee per bus.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends the approval to purchase 2 each LPG powered, 71 passenger school busses utilizing the Buyboard purchasing cooperative from Blue Star Bus Sales, Ltd. in the total amount of \$194,762.

3. BOARD ACTION REQUESTED:

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

MOTION _____ SECOND _____

AYES _____ NAYS _____



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El Paso, TX 79932

Mailing Address P.O. Box 100
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Ron Gatlin
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Voice (915) 877-7426
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Date: June 16, 2009

To: Canutillo ISD Board of Trustees

From: Ron Gatlin, Purchasing Agent

Subject: Purchase of 2 each, 71 passenger school busses

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Vendor name: Blue Star Bus Sales, Ltd.

Purchasing Method: Buyboard Purchasing Cooperative

Category: Congestion Mitigation and Air Quality (CMAQ) funds

Funding Source: 6637 Vehicles over \$5000

Cost: \$30,648.00

Participating Schools: District-Wide Transportation of students

Signature: Ron Gatlin, Purchasing Agent

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT

Date: June 17, 2009

Subject: Creation of Position for NECHS

Presenter: Renée O'Donnell/Peggy Gustafson

ACTION

1. BACKGROUND INFORMATION:

A Dean of Students is needed at NECHS now that the school enrollment is 200 students. The job description and back-up information is attached. This would be an AP 4 with a minimum of \$244.90 and a midpoint of \$306.13 funded through the Texas Greater Foundation Grant or local funds.

2. SUPERINTENDENT RECOMMENDATION:

The superintendent recommends approval of a Dean of Students for NECHS.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the recommendation of the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

CANUTILLO INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Dean Of Students NECHS

Wage/Hour Status: Exempt

Reports to: Principal

Pay Grade: Administrative/Professional Grade 4

Dept. /School: Northwest Early College High School **Date Revised:** June 16, 2009

Primary Purpose:

Assist the campus principal in overall administration of instructional program and campus level operations. Coordinate assigned student activities and services. Provide academic support for implementing instructional technology, coordinate all campus testing, conduct focused data analysis, provide technology support, and provide intervention and enrichment planning for students. Mentor students in preparation of graduation planning.

Qualifications:

Education/Certification:

- Teacher Certification
- Master's Degree from accredited institution
- Texas assistant principal or other appropriate Texas certificate
- Counseling Certification Preferred

Special Knowledge/Skills:

- Strong organizational, communication, and interpersonal skills
- Ability to train staff members in the use of instructional applications of classroom technologies
- Ability to coordinate state assessments and other mandated assessments
- Ability to use computer applications for focused data analysis
- Ability to design and implement intervention strategies and programs
- Knowledge of computer-based assessments: Accuplacer, TELPAS,
- Knowledge of Microsoft Office Suite including Publisher and Excel
- Knowledge of Texas graduation requirements
- Ability to advise students and provide graduation planning
- Ability to assist students with transition to four year college or university
- Ability to provide and design staff development
- Knowledge of college readiness skills and development

Experience:

- Three years teaching experience
- Experience in coordinating staff training
- Experience in high school graduation planning, preferred
- Experience in implementing high school programs

Canutillo Independent School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its employment practices or in providing education services, activities, and programs, including vocational programs. For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact: Renee O'Donnell, (915) 877-7423, 7965 Artcraft Road, El Paso, Texas 79932.

Job Description
Dean of Students, NECHS

MAJOR DUTIES AND RESPONSIBILITIES:

Instructional Management

1. Participate in development and evaluation of educational programs.
2. Encourage and support development of innovative instructional programs helping teachers pilot such efforts when appropriate.
3. Promote the use of technology in teaching/learning process.

School/Organizational Climate

4. Promote a positive, caring climate for learning.
5. Deal sensitively and fairly with persons from diverse cultural backgrounds.
6. Communicate effectively with students and staff.
7. Promote a college-going culture.

School/Organizational Improvement

8. Participate in development of campus improvement plans with staff, parents, and community members.
9. Help principal develop, maintain, and use information systems to track progress on campus performance objectives and academic excellence indicators.
10. Assist principal in conducting staff development to apply effective school correlates in promoting school improvement.

Personnel Management

11. Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser for designated teacher appraisal system.
12. Assist principal in interviewing, selecting, and orienting new staff.

Administration and Fiscal/Facilities Management

13. Supervise operations in principal's absence.
14. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
15. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
16. Work with department heads and faculty to compile annual budget requests based on documented program needs.
17. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
18. Assist with safety inspections and safety-drill practice activities.
19. Coordinate transportation, custodial, cafeteria, and other support services.
20. Comply with federal and state laws, State Board of Education rule, and board policy.

Student Management

21. Ensure that students are adequately supervised during non-instructional periods.
22. Help to develop a student discipline management system that results in positive student behavior.
23. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.

Job Description
Dean of Students, NECHS

Student Management...(continued)

- 24. Conduct conferences on student and school issues with parents, students, and teachers.
- 25. Implement and oversee the Positive Behavior Support Initiative on the campus.

Professional Growth and Development

- 26. Participate in professional development to improve skills related to job assignment.

School/Community Relations

- 27. Articulate the school's mission to community and solicit its support in realizing mission.
- 28. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
- 29. Use appropriate and effective techniques to encourage community and parent involvement.
- 30. Perform other duties as assigned.

Supervisory Responsibilities

- 31. Share supervisory responsibility for professional staff with school principal. Supervise teachers, custodians, paraprofessionals, clerical personnel and others as assigned.

Working Conditions:

Mental Demands Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional district-wide travel; occasional prolonged and irregular hours.

Terms of Employment:

Twelve (12) months, 221 days performing duties beginning July 1 – June 30

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy. The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. ***I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.***

_____	_____
Employee Signature	Date
Reviewed by <i>[Signature]</i>	Date <i>6/12/09</i>
Reviewed by <i>[Signature]</i>	Date <i>6/17/09</i>
Approved by <i>[Signature]</i>	Date <i>6-17-09</i>

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT

Date: June 17, 2009

Subject: Creation of Position for CHS

Presenter: Renée O'Donnell/Jim Fry

ACTION

1. BACKGROUND INFORMATION:

An Intervention Specialist is needed at CHS to identify those students in need of timely academic intervention. This would be a teacher pay working a 187 calendar and funded out of Title I funds.

2. SUPERINTENDENT RECOMMENDATION:

The superintendent recommends approval of an Intervention Specialist for CHS.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the recommendation of the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title:	Intervention Specialist	Wage/Hour Status:	Exempt
Reports to:	Campus Administrator	Pay Grade:	Teacher Pay Scale
Dept. /School:	Assigned Campus	Date Revised:	June 17, 2009

Primary Purpose:

Coordinate the district program for students in at-risk situations. Collaborate with district staff and outside personnel to provide educational and career opportunities for students in at-risk situations.

Qualifications:

Education/Certification:

- Bachelor's degree

Special Knowledge/Skills:

- Ability to organize and coordinate districtwide program
- Ability to interpret data
- Knowledge of curriculum and instruction
- Strong organizational, communication, and interpersonal skills
- Familiarity with the juvenile judicial system

Experience:

- Three years experience as a classroom teacher

Major Responsibilities and Duties:

Program Management

1. Implement procedures to identify and monitor at-risk students at all grade levels districtwide, including review of student data.
2. Provide students in at-risk situations with alternative course work through curriculum modification and acceleration.
3. Coordinate education and community services for pregnant students.
4. Participate in the alternative education placement process.
5. Assist in the coordination and compliance with the Drug-Free Schools and Community Act.
6. Develop and coordinate a continuing evaluation of the at-risk program and implement changes based on the findings.

Consultation

7. Provide resources and materials to aid staff in accomplishing program goals.
8. Provide career counseling to individuals and small groups.
9. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding students in at-risk situations.

Canutillo Independent School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its employment practices or in providing education services, activities, and programs, including vocational programs. For additional information regarding

*Canutillo Independent School District's policy of nondiscrimination contact:
Renee O'Donnell, (915) 877-7423, 7965 Artercraft Road, El Paso, Texas 79932.*

Budget and Inventory

- 10. Solicit federal funds and participate in grant-writing activities to obtain funding for programs and services for at-risk students.
- 11. Ensure that programs are cost-effective and that at-risk funds are managed wisely.
- 12. Compile budget and cost estimates based on documented program needs.

Policy, Reports, and Law

- 13. Work with data processing staff to assure accurate PEIMS reporting for dropouts and to assure an adequate tracking of at-risk students.
- 14. Assist with the collection, processing, and distribution of at-risk data and interpret this information for guidance, administrative, and instructional purposes.
- 15. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- 16. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent districtwide travel.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature _____
Date

Reviewed by Lenie O'Donnell Date 6/17/09

Approved by Roger Parks Date 6-17-09



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, Texas 79932

Mailing Address: PO Box 100
Canutillo, Texas 79835

Mr. Roger Parks
Interim Superintendent

(915) 877-7444
FAX (915) 877-7414
rparks@canutillo-isd.org

MEMORANDUM

TO: Members of the Board of Trustees

FROM: Roger Parks, Interim Superintendent

DATE: June 17, 2009

SUBJECT: Loss Prevention Grant Award

Canutillo ISD has been awarded a 2009 Loss Prevention Grant in the amount of \$3,000 from the TASB Risk Management Fund. Please find attached detailed information from TASB regarding the grant.



May 8, 2009

Dr. Pam Padilla
Canutillo ISD
P.O. Box 100
Canutillo, TX 79835-0100

Dear Dr. Padilla:

Congratulations on being awarded a 2009 Loss Prevention Grant from the TASB Risk Management Fund. I commend your efforts toward saving valuable resources through a dedicated loss prevention process.

Mr. Dell Harrington, senior loss prevention consultant, is available to advise you on purchasing the equipment and/or training indicated in the attached Grant Criteria Agreement. Your consultant can assist you in tailoring your loss prevention initiative to enhance the benefits of the selected equipment and/or training. If you would like to increase the purchasing power of your grant award, please visit the TASB BuyBoard at www.buyboard.com.

We are extremely proud of your loss prevention efforts and look forward to working together to reduce potential losses. If you have any questions regarding the expenditure of allocated funds, please contact Edwin Thompson, director of Loss Prevention Services, at 800.482.7276, extension 6227, or Dell Harrington at extension 6628.

Sincerely,

Dubravka Romano
Associate Executive Director
Risk Management Services
Texas Association of School Boards, Inc.

Enclosures:

cc: Sandra Hinojos

**TASB Risk Management Fund
2009-2010 Loss Prevention Grant
Criteria Agreement**

Member: Canutillo ISD

Amount Awarded: \$3000

Program Area Funded: P/C

Equipment and/or Training Funded:

Property Protection - Security Cameras, Re-Key Door Locks, and Signage

Grant Eligibility Criteria:

1. Must be a current pool member of the TASB Risk Management Fund in Property Casualty or Workers' Compensation program(s).
2. Must intend to remain a current member of the TASB Risk Management Fund in the line of coverage related to the grant award for all of FY 2009/10 (**September 1, 2009 through August 31, 2010**). If we fail to do so, we understand that we must reimburse the TASB Fund grant monies provided.
3. If applicable, agree to provide a comprehensive training program on the equipment funded
4. If applicable, agree to develop a tailored accident prevention program to support the equipment, contract training, and/or services purchased.
5. We agree to purchase equipment, contract training, and/or services as funded by **September 1, 2009**.
6. We agree to complete equipment training, contract training, and/or services by **December 14, 2009**.
7. We agree to provide proof of equipment purchase, contract training, and/or services to Risk Management Member Services by **December 12, 2009**.
8. Please mail or fax proofs of purchase to;
Edwin Thompson, Director of Loss Prevention Services
P.O. Box 301
Austin, TX 78767-0301
512-467-3623