

Agenda of Special Meeting

The Board of Trustees Canutillo ISD

A Special meeting of the Board of Trustees of Canutillo ISD will be held May 14, 2024, beginning at 5:30 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-OTHER**

- A. Call to Order
- B. Roll Call

2. **OPEN FORUM-OTHER**

Any person wishing to address the Board during the period reserved for public comment at a Board meeting must sign up to be heard, in accordance with District policy BED(LOCAL):

Each participant will be limited to **THREE MINUTES** to make comments to the Board. The Board is **NOT** permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.

For further information on those policies, contact the Superintendent's Administrative Assistant.

3. **BOARD OF TRUSTEE BUSINESS**

- A. Consideration and Appropriate Action on a Resolution Canvassing the Returns and Declaring the Results of a Bond Election; and Other Matters in Connection Therewith.

- B. Discussion and Formulation of Recommendations to the Board of Trustees Regarding Canutillo Bond Accountability Committee (CBAC) in Accordance with Regulation CV. 3

Presenter: G. Reveles

- C. Discussion and Possible Action Regarding the Request for Qualification (RFQ) 2024-03 Issued for Bond Management Services

Presenter: Dr. Oscar Rico

- D. Discussion and Possible Action Regarding the Request for Qualification (RFQ) 2024-04 , Real Estate Broker Services to CBRE, Inc.

Presenter: Dr. Oscar Rico

4. **CONSENT AGENDA-VOTING**

- A. Approval of Contracts for Administrators and Other Certified/Non-Certified Administrators and Professionals for the 2024-2025 School Year

Presenter: M Carrasco

- B. Approval of Teacher Contracts for the 2024-2025 School Year

Presenter: M Carrasco

5. **EXECUTIVE SESSION**

To Consult with Attorney Under Sections 551.071, and 551.074 of the Texas Government Code:

- A. Discussion and Recommendation of Administration to Non-renew the Non-certified-Teacher Contract of Naval Science Instructor, D. Maldonado from CHS Under Policy DFFB in Accordance with the Board approved Program Change
Presenter: M Carrasco
- B. Discussion and Recommendation of Administration to Terminate the Probationary Contract of Teacher J. Campo from CHS at the end of the Contract Term Under Policy DFAB and in the Best Interests of the District due to the Board Approved Program Change
Presenter: M Carrasco
- C. Discussion and Recommendation of Administration to Terminate Non-Certified-Administrator Contracts and Close Position(s) for the 2024-2025 School Year for:
*M. Piekarski, Chief Business Officer
*Executive Director of Facilities and Transportation
Presenter: M Carrasco

6. **NEW BUSINESS (continued); OTHER**

- A. Discussion and Possible Action Regarding the Recommendation of Administration to non-renew the Non-certified-Teacher Contract of Naval Science Instructor, D. Maldonado from CHS under Policy DFFB in Accordance with the Board Approved Program Change
Presenter: M Carrasco
- B. Discussion and Possible Action Regarding the Recommendation of Administration to Terminate the Probationary Contract of Teacher J. Campo from CHS at the end of the Contract Term Under Policy DFAB, in the Best Interests of the District, and Due to the Board approved Program Change
Presenter: M Carrasco
- C. Discussion and Possible Action of Administration to Terminate Non-Certified-Administrator Contracts and Close Position(s) for the 2024-2025 School Year for:
*M. Piekarski, Chief Business Officer
*Executive Director of Facilities and Transportation
Presenter: M Carrasco

7. **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.

CONSTRUCTION PROCESS: COMMUNITY BOND
ACCOUNTABILITY COMMITTEE (CBAC)

CV
(REGULATION)

COMMUNITY BOND
ACCOUNTABILITY
COMMITTEE (CBAC)

After each bond election is approved by the voters, the district Board of Trustees may create a Canutillo Bond Accountability Committee (CBAC) for the bond program. The committee will be chaired by a community member. CBAC meetings will be open to the public and held outside of the seven hour regular school day for students.

The Superintendent or designee shall be the Board's representative and an *ex officio member* of the CBAC. Members of the CBAC, under the direction of the Superintendent or designee, shall elect a chairperson and a secretary as well as alternates for each.

CBAC members will advise the Board of Trustees regarding the implementation of the projects funded by a bond issue. The CBAC will assist the Executive Director of Facilities & Transportation and Superintendent in formative and summative evaluation of the bond program.

The CBAC meetings will be formally documented with meeting minutes, using the district meeting format and including a record of attendance. The minutes will be provided to the Board of Trustees. Agendas of CBAC meetings will also be provided to the Board of Trustees for informational purposes.

Additional CBAC responsibilities are described below.

SELECTION OF CBAC
MEMBERS

The following procedures for the selection of CBAC members are to be followed:

1. The Public Information Officer (PIO) will inform all stakeholders of the CBAC duties and the opportunity to serve in the committee.
2. The Public Information Officer shall publicize the opportunity for parents and community members to serve on the CBAC. The PIO will serve as the primary clearinghouse to provide information to community members interested in serving.
3. Interested parents and community members will be required to complete a membership application form approved by the Board of Trustees. A "Community Bond Accountability Committee Membership Application" Form (EXHIBIT A) must be submitted to the PIO office for consideration in the selection of the CBAC. The guidelines and timeline requirement for the submission of the CBAC Membership Application Form will be provided by the PIO and posted on the District website.
4. The PIO will provide a list of interested parents and community members to the Superintendent. The Board of Trustees or designee shall select parents and

community members to serve on the CBAC. The Superintendent may request that representatives of other groups, such as students, be selected for membership in the CBAC. The Superintendent will specify the process to be used for their selection and the Board of Trustees shall approve them.

5. Selected committee members must reside or have an established business within the Canutillo ISD boundaries.
6. All persons selected will attend an orientation and may excuse themselves from service after the orientation.
7. In the event that a parent, community, or other member cannot attend a meeting, he/she will inform the chairperson.
8. The membership of the committee shall not exceed 14 members.

VACANCY

In the event that a parent, community, or other member cannot continue to be a member, he/she must inform the chairperson. Because full participation and representation is vital for the committee's work to proceed, the chairperson may recommend to the Superintendent that a member who has been absent from three or more meetings (cumulative), be replaced. If the member was selected by a trustee, the Superintendent will consult with the trustee before taking action. The chairperson will provide each new member with an orientation.

RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent is responsible for assuring that this regulation is followed. The Superintendent also is responsible for assuring that the CBAC meets quarterly and reports to the Board of Trustees at least twice each year. The Superintendent or designee shall assist the committee chair by securing information, providing resources and communication avenues to inform the public about the committee's work, inviting guests, etc.

RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR OF FACILITIES & TRANSPORTATION

The Executive Director of Facilities & Transportation will report quarterly to the CBAC on the progress of bond funded projects, provide information, and consult as requested.

CONSTRUCTION PROCESS: COMMUNITY BOND
ACCOUNTABILITY COMMITTEE (CBAC)

CV
(REGULATION)

RESPONSIBILITIES OF THE
PUBLIC INFORMATION
OFFICER

The Public Information Officer (PIO) will assist the Superintendent in developing and implementing systematic communication measures to obtain input from and provide information to the public regarding the CBAC. At a minimum:

- All meeting agendas and minutes, including attendance records, will be available to staff members via the district website.
- Printed copies of all meeting agendas and minutes, including attendance records, will be available from the Public Information Office.

RESPONSIBILITIES OF THE
CBAC AS A WHOLE

The purpose of the CBAC is to ensure that the intended implementation of the construction projects financed by an individual bond election is completed. The committee reports at least twice a year to the Board of Trustees.

Committee responsibilities include review and discussion of the bond program to help ensure that:

- The bond program is implemented as per the respective timelines and costs of each project,
- Changes to the bond program are validated by information analysis and recommended to the Board of Trustees, as appropriate,
- Through various media resources, stakeholders will receive periodic updates regarding the status and progress of each project, including changes approved by the Board of Trustees,
- Learn to prepare proposal documentation for future bond proposals that are supported by information analysis, and recommended to the Board of Trustees, as appropriate.

RESPONSIBILITIES OF
INDIVIDUAL CBAC MEMBERS

The responsibilities of individual members include the following:

- Attend an orientation with the committee chairperson and district staff to understand the bond program projects and committee roles, responsibilities, and procedures.
- Attend and actively participate in regularly scheduled quarterly meetings and other special meetings that may be needed in order to guarantee that a quorum of

members develop recommendations.

- Contact the CBAC chairperson if there are items needed to be placed on the agenda.
- Read the minutes of the previous meeting and, if any changes appear to be needed, communicate them to the CBAC chairperson before or at the next meeting.
- Follow the agenda and meeting procedures so that proper discussion and action are accomplished.
- Request information from district employees through the committee chairperson.
- Participate in activities that promote public awareness of the bond program.

TERMS

CBAC members will serve for the duration of the bond program.

**RESPONSIBILITIES OF THE
CBAC CHAIRPERSON**

The responsibilities of CBAC chairperson include the following:

- Call and set the agenda for each CBAC meeting using the district meeting format.
- Report to the district Board of Trustees at least twice a year or as often as needed.
- Communicate with district staff, as needed to gather information or to provide information.
- Communicate administrative procedures to individuals who wish to propose changes or otherwise participate in the process.
- Act as a spokesperson for the committee and represent its views and decisions when official comments are requested.

**RESPONSIBILITIES OF THE
CBAC SECRETARY**

The CBAC secretary will:

- Record Decisions/Action Items and Next Steps as each meeting progresses.
- Will ask for approval of the items listed above at the end of each meeting.
- Will prepare formal minutes, using the district meeting format and including a record of attendance.
- Distribute the minutes to committee members with the agenda for the next meeting.
- Will keep an archive file of all agendas, minutes, handouts, and other materials used or referred to in

the meetings.

RECOMMENDATIONS FOR
CHANGES IN A BOND
PROGRAM

The trust between the Canutillo Independent School District and the community is of utmost importance. This trust must be safeguarded while district staff and the CBAC work with the Board of Trustees to provide first-rate facilities for teachers to teach, students to learn, and district staff to support the educational program.

The District Public Information Officer (PIO) will ensure that projects that comprise each proposed bond program are described to voters and other stakeholders before a bond election is held.

After a bond program is approved by the voters, all projects in the program must be completed. The CBAC is essential in this process. First and foremost, the CBAC is to assure that the projects move forward as described and planned. However, unforeseen factors such as changes to the educational program, grant funded activities, and significant increases in construction costs may necessitate changes in construction projects.

Changes must be based on what is best for students, staff, and community. The CBAC will consider proposals for changes and may recommend changes to the Board of Trustees based on the information provided by Administration.

The PIO, the Executive Director for Facilities & Transportation, and campus principal or other executive director, as appropriate, are jointly responsible for ensuring that staff and community members are aware of the plans for each proposed project.

For campus based projects, at a minimum, one Campus Improvement Committee (CIC) and Parent Advisory Council (PAC) meeting will inform the staff and community, respectively, of the proposed project, timelines, etc.

The Executive Director for Facilities & Transportation, project architect, or construction manager may propose changes to a project, in particular, to keep it within the budget. The Executive Director for Facilities & Transportation will meet with the appropriate principal and/or other executive director to explain the proposed change. The

principal or executive director or designee will meet with or otherwise inform appropriate staff who will be affected by the change.

Principals, executive directors, other program managers, and community members may also propose changes on behalf of the campus and programs.

The CBAC chairperson will refer community and district staff members who would like to propose changes to the appropriate staff member. Community and district staff members who wish to propose changes in school projects will meet with the appropriate school principal. Community and district staff members who wish to propose changes in other projects (not school-based) will meet with the appropriate executive director. If the program has an advisory committee, that committee may review the proposed changes.

If through the review process, the principal or executive director wishes to recommend a change, he or she will work with the Executive Director of Facilities & Transportation to prepare an information packet which explains the rationale, feasibility and cost of the change. The Superintendent's Cabinet will review and comment on the packet before it is submitted to the CBAC chairperson. The CBAC will recommend the change to the Board of Trustees, as appropriate.