

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held June 25, 2024, 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-OTHER**
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Texas Pledge of Allegiance
 - D. Roll Call
 - E. CISD Vision and Mission Statements 4
2. **BOARD HONORS**
 - A. Recognition of CISD Employees Michael Cangas, Mariana Casana and Albert Enriquez for their Outstanding On-the-job Safety Practices, Which Have Helped the District Meet Its Risk-Management Goals.
Presenter: G. Reveles
3. **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.
4. **PUBLIC HEARING**
 - A. Public Hearing Regarding the Proposed 2024-25 Annual Budget. The Public is Invited to Attend and Provide Public Comment. 5
Presenter: C. Pulley
5. **BOARD OF TRUSTEE BUSINESS**
 - A. Discuss and Take Possible Action Regarding the Approval of the 2024-25 Annual Budget
Presenter: C. Pulley
 - B. Consideration Of The Creation Of The Canutillo ISD Public Facility Corporation Under Chapter 303 Of The Texas Local Government Code To Act On Behalf Of The Canutillo Independent School District. 30
Presenter: Adam Harden

C.	Update from Procedeo on Bond 2024	
	Presenter: Ernesto Martinez	
D.	Discussion and Possible Action Regarding Montessori Program Teacher/Instructors	39
	Presenter: Martha Carrasco	
6.	CONSENT AGENDA-VOTING	
A.	<i>BUSINESS SERVICES</i>	
1.	Approval of the Monthly Donations	
	Presenter: C. Pulley	
a.	Board Acceptance of the May 2024 Donations Report.	41
	Presenter: Cristina Pulley	
2.	Approval of the Meeting Minutes	
a.	Approval of the May 28th 2024 Minutes	43
3.	Approval of the Budget Amendments	
	Presenter: C. Pulley	
a.	Budget Amendments - May 2024	50
	Presenter: C Pulley	
4.	Recommendation to approve Memorandum of Understanding between Canutillo ISD and Education Service Center Region 19 for Migrant Education Program Shared Services Arrangement for the 2024-2024 School year	58
	Presenter: Dr. Jesica Arellano	
5.	Approval of Memorandum of Understanding Between Canutillo ISD and the Council on Regional Economic Expansion and Educational Development (“CREEED”)	68
	Presenter: Dr. Jesica Arellano	
6.	Annual Report of District Membership With Various Cooperative and Inter-local Programs That Support the Districts' Day to Day Purchasing Operations	76
	Presenter: Elizabeth Sida	
7.	Recommendation to Approve Interlocal Agreement Between Canutillo ISD and Carrizo Springs ISD	78
	Presenter: Martha Carrasco	
8.	Recommendation to Approve Letter of Agreement between Canutillo ISD and Walden University, Richard W. Riley College of Education Human Science's Licensure Program	81
	Presenter: Dr. Jesica Arellano	
9.	Approval of the Quarterly Investment Report for the Quarter Ended March 31, 2024	93
	Presenter: C Pulley	
10.	Approval of the Investment Resolution - Officer Designation, Training Sources, and Investment Sources and Review and Approval of the Investment Policy	103
	Presenter: C Pulley	
B.	<i>HUMAN RESOURCES</i>	

- | | | |
|----|---|-----|
| 1. | Discussion and Recommendation to Approve TASB Localized Policy Update 123
Presenter: Martha Carrasco | 131 |
| 2. | Discussion and Possible Action Regarding Revision to 2023-2024 Canutillo ISD Temporary Employment, Non-Contractual Stipend and Supplemental Pay Schedule
Presenter: Martha Carrasco | 189 |
| 7. | EXECUTIVE SESSION
To Consult with Attorney Under Sections 551.071, 551.072 and 551.074 of the Texas Government Code: | |
| | A. Discussion Regarding Potential Sale of District Owned Real Property
Presenter: P. Galaviz | |
| 8. | NEW BUSINESS (continued); OTHER | |
| | A. Discussion and Possible Action Regarding Potential Sale of District Owned Real Property
Presenter: P. Galaviz | |
| 9. | 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

Mission

We provide Equitable Opportunities to ensure our future-ready students are empowered to Explore, Learn, Grow and Excel.

Vision

LEAD today. IMPACT tomorrow.

#VivaCanutillo



Budget Adoption Fiscal Year 2025

June 25, 2024

Fiscal Year 2025 Unknowns

- Tax Collections
- Tax Values
- Tax Compression Rate
- State Funding Formula
- Enrollment
- Attendance Rates
- Healthcare Funding

Fiscal Year 2025 “Knowns”

- Recurring Expenditures – Salaries
- FIRST Rating - Accreditation
- Enrollment Decline
- Deferred Maintenance needs
- Cost Increases/Inflation
- Possible Cash Flow Shortage
- Bond Proposition A and B - *Approved*

FY25 Cabinet Budget Priorities

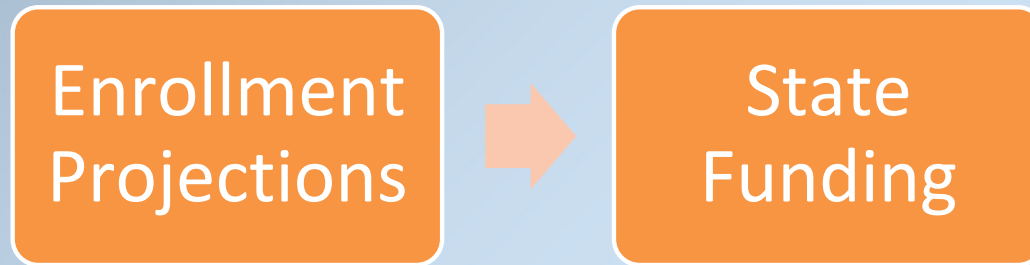
- Maintenance Tax Notes Payoff \$8.2M (\$1.2M Annual Payment)- Will be moved I&S Fund
- No Compensation Package
- Apple Refresh \$750,000 (8-Year Plan)
- Balanced Budget: Revenues = Expenditures
- Healthcare Fund Reserve - \$1M?
- Facilities Maintenance Requests - \$6M (Roofing/HVAC)- Bond Funding
- Transportation Bus replacement \$125,000 (Annual replacement schedule) – Postponed 1 Year
- Minimize Unintended Consequences (Increase Athletics, School of Music)

**Note: Land sales are not considered
Central Office move not budgeted**

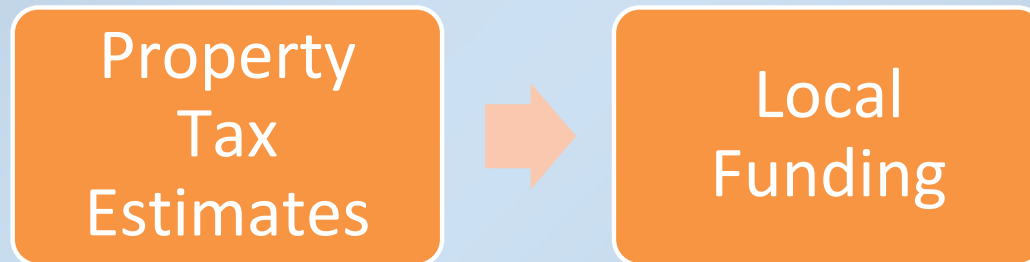
Planning For Funding Shortage FY 2025

- No additional raises for this biennium
- Possible programming cuts
- Additional Reduction in Force (RIF)

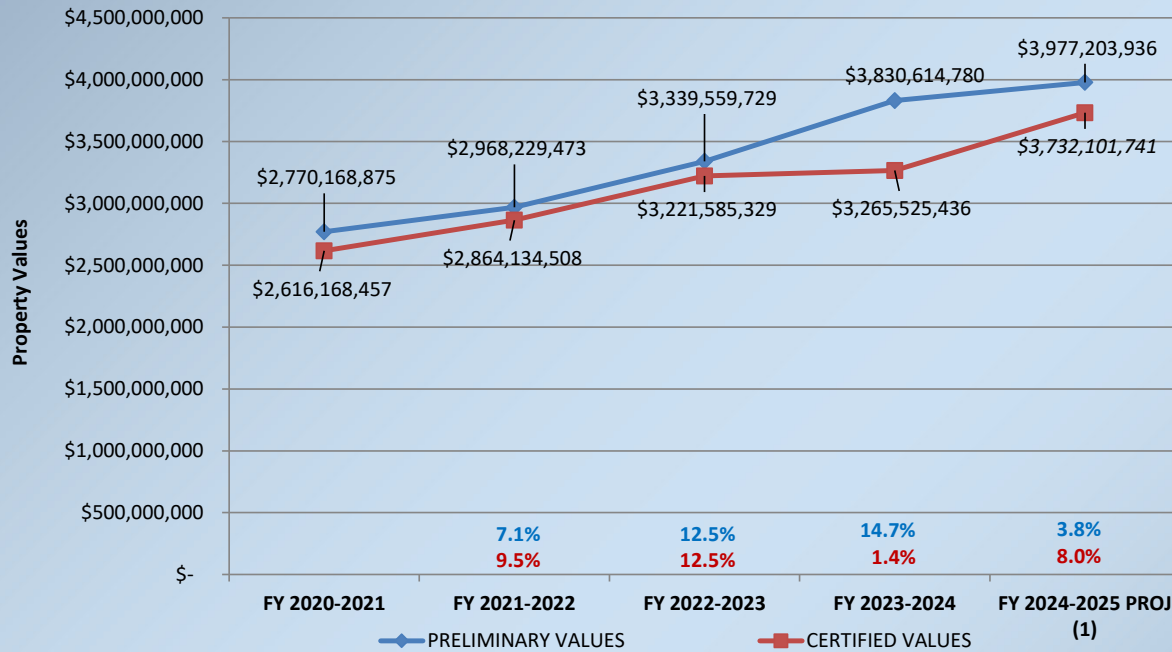
Estimating Revenues



As property tax revenue grows, state funding decreases and the opposite effect applies as well.



Property Tax Value Trends



(1) Projected values calculated at an estimated 4% decrease from the 2024 preliminary values as of April 27, 2024

Fiscal Year 2025 Estimated M&O Tax Rate

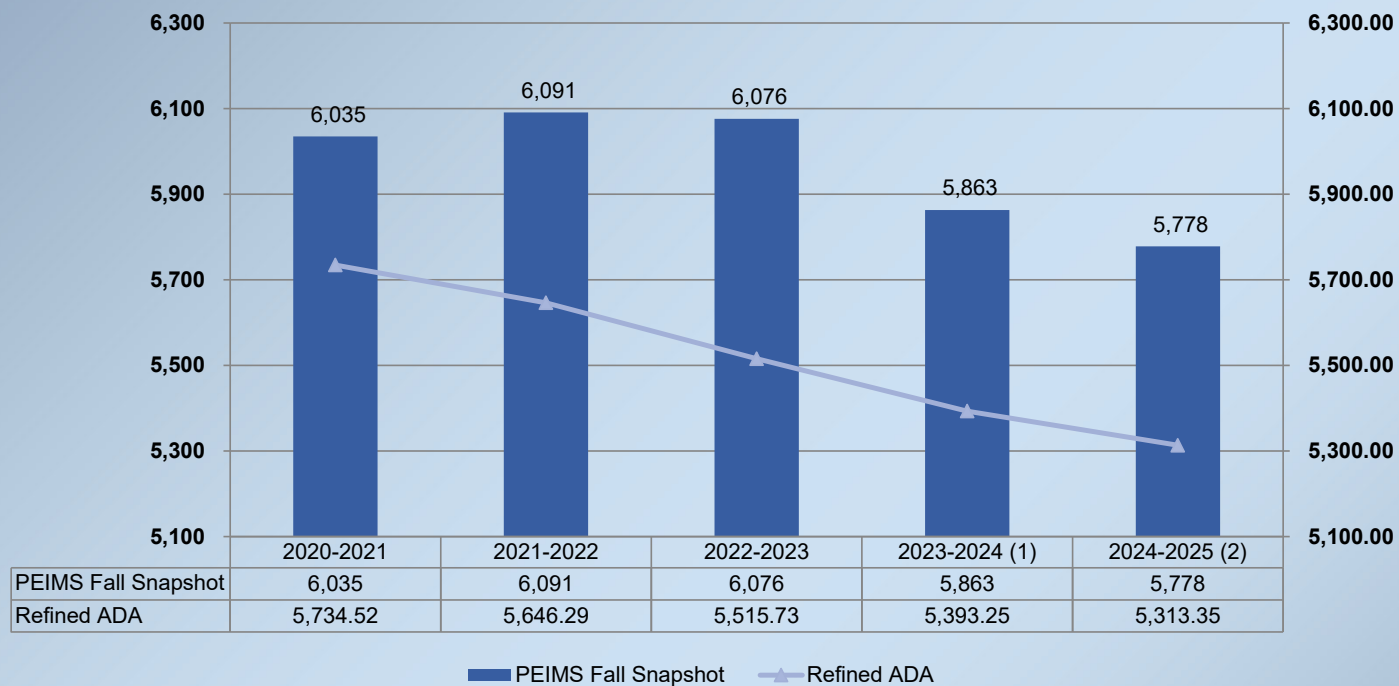
	2023 Tax Year FY2024 Revenue	2024 Tax Year FY2025 Revenue
Tier 1	\$0.6222	\$0.6169*
Tier 2 (Golden Pennies)	\$0.0800	\$0.0800
Tier 3 (Copper Pennies)	\$0.0583	\$0.0583
Tax Rate	\$0.7605	\$0.7552

*Estimated - TEA will calculate and certify a Tier 1 tax rate by August 5th for adoption in September

Projected Property Tax Revenues Fiscal Year 2025

	FY24	FY25
PROPERTY TAX RATES:		
MAINTENANCE & OPERATIONS (M&O)	\$0.7605	\$0.7552
INTEREST & SINKING (I&S)	\$0.4000	\$0.4000
TOTAL TAX RATE	\$1.1605	\$1.1552
FY25 PROJECTED PROPERTY VALUES, AT A 4% DECREASE OF THE 2024 PRELIMINARY TAX LEVY VALUE OF \$3,865,162,085 AS OF APRIL 27, 2024	\$3,256,314,836	\$ 3,710,555,602
FY 25 PROJECTED M&O REVENUE = PAV/\$100 x \$0.7552 x 98.5% COLLECTION RATE	\$24,392,810	\$ 27,601,784
FY25 PROJECTED I & S REVENUE = PAV/\$100 X \$0.40 X 98.5% COLLECTION RATE	\$12,829,880	\$ 14,619,589
ESTIMATED TOTAL TAX COLLECTIONS	\$37,222,690	\$ 42,221,373

Historical Enrollment/ADA



- (1) ADA is projected at 94% of enrollment and using the October 2023 snapshot
- (2) 2025 enrollment is based on the 2024 rollover for grades K-12 and prior years enrollment for grades EE-PK and 94% attendance rate

Preliminary 2025 Enrollment Projections

CAMPUS	2024 ENROLLMENT AT SNAPSHOT	2025 PRELIMINARY ENROLLMENT	CHANGE
CANUTILLO HIGH SCHOOL	1,520	1,499	(21)
NORTHWEST EARLY COLLEGE HIGH SCHOOL	371	395	24
CANUTILLO MIDDLE SCHOOL	718	705	(13)
ALDERETE MIDDLE SCHOOL	561	622	61
CANUTILLO ELEMENTARY	491	459	(32)
DAVENPORT ELEMENTARY	311	284	(27)
DAMIAN ELEMENTARY	481	478	(3)
CHILDRESS ELEMENTARY	377	380	3
GARCIA ELEMENTARY	455	414	(41)
REYES ELEMENTARY	578	542	(36)
TOTAL	5,863	5,778	(85)

Enrollment projections for 2025 are based on the rollup by grade level from the 2024 snapshot, enrollment grades EE – K remained constant

Updated

FY25 Revenue Projections

(Opportunity for Revenue Increase)

Attendance Rate	Projection 94%	Proposed Projection 95%
State Revenue	\$31,552,368	\$31,916,619
Variance		\$364,251

*FY 23-24 Average = 95.14%

Updated

FY 2025 Proposed Budget Allocation by Campus (deficit budget)

Organization Name	Organization	2023 - 2024 Adopted Personnel	2023 -2024 Adopted Operation	2023-2024 Adopted Budget	2024 - 2025 Proposed Personnel	2024 -2025 Proposed Operation	2024-2025 Proposed Budget	Increase (Decrease)
Canutillo High School	001	10,847,643	509,447	11,357,090	9,788,435	659,466	10,447,901	(909,189)
Northwest Early College H.S	003	2,573,297	328,303	2,901,600	2,580,819	351,604	2,932,423	30,823
Canutillo Middle School	041	4,951,895	190,208	5,142,103	4,796,666	129,217	4,925,883	(216,220)
Alderete Middle School	042	4,664,647	130,210	4,794,857	4,398,128	196,044	4,594,172	(200,685)
Canutillo Elementary	101	3,878,873	76,448	3,955,321	3,700,933	92,191	3,793,124	(162,197)
Davenport Elementary	102	2,672,784	58,165	2,730,949	2,602,497	53,739	2,656,237	(74,712)
Damian Elementary	103	3,851,706	78,444	3,930,150	3,651,539	90,952	3,742,491	(187,659)
Childress Elementary	104	3,310,744	52,809	3,363,553	3,331,200	122,017	3,453,216	89,663
Garcia Elementary	105	3,496,017	77,952	3,573,969	3,359,101	78,936	3,438,036	(135,933)
Reyes Elementary	106	3,802,638	128,664	3,931,302	3,686,481	145,624	3,832,105	(99,197)
Summer School/Additional Enrollment	699	-	-	-	-	59,515	59,515	59,515
Total Campuses		\$ 44,050,244	\$ 1,630,650	\$ 45,680,894	\$ 41,895,799	\$ 1,979,305	\$ 43,875,104	\$ (1,805,790)
		96%	4%		95%	5%	Net Average:	-3.95%

Updated

Administrative Cost Ratio

- Formula PRE-FY25

Function 21 Instructional Leadership + Function 41 General Administration

Function 11 Instruction + Function 12 Instructional Resources + Function 13 Curriculum & Staff Development + Function 31 Guidance & Counseling

- New Formula FY25

Function 21 Instructional Leadership + Function 41 General Administration

All Expenditures

Updated


Administrative Cost Ratio

New thresholds for the proposed calculation

Points	10	8	6	4	2	0
ADA 10,000 and Above	≤0.0450	>0.0450 ≤0.0575	>0.0575 ≤0.0700	>0.0700 ≤0.0825	>0.0825 ≤0.0950	>0.0950
ADA 5,000-9,999	≤0.0550	>0.0550 ≤0.0675	>0.0675 ≤0.0800	>0.0800 ≤0.0925	>0.0925 ≤0.1050	>0.1050
ADA 1,000-4,999	≤0.0585	>0.0585 ≤0.0710	>0.0710 ≤0.0835	>0.0835 ≤0.0960	>0.0960 ≤0.1085	>0.1085
ADA 500-999	≤0.0625	>0.0625 ≤0.0750	>0.0750 ≤0.0875	>0.0875 ≤0.1000	>0.1000 ≤0.1125	>0.1125
ADA Less than 500	≤0.0850	>0.0850 ≤0.0975	>0.0975 ≤0.1100	>0.1100 ≤0.1225	>0.1225 ≤0.1350	>0.1350
Sparse	≤0.1125	>0.1125 ≤0.1250	>0.1250 ≤0.1375	>0.1375 ≤0.1500	>0.1500 ≤0.1625	>0.1625

FY25 Estimated Administrative Cost Ratio = 6.85%
Maximum FIRST Rating Points = 6

Fund Balance Categories

Fund Balance Category	Description
Non-spendable Fund Balance	Represents amounts that are not in a spendable form or are legally or contractually required to be maintained intact, such as inventories
Restricted Fund Balance	Represents amounts that are restricted to specific purposes , with constraints placed on the use of resources by (a) external creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or (c) enabling legislation, such as the Child Nutrition Fund
Committed Fund Balance	Represents amounts that are constrained for purposes which the Board of Trustees , the District's highest level of decision-making authority, has designated their use. These amounts are committed through a formal resolution, requiring funds to be used only for specific purposes. These amounts can only be re-allocated by the same formal action that was taken to originally commit those amounts. The Board of Trustees shall take action to commit funds for a specific purpose prior to the end of the fiscal year.
Assigned Fund Balance	Represents amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted or committed. The governing body has delegated authority to the Superintendent or designated managers . Should the Board opt not to commit any fund balances, it will implicitly defer to the designees to make appropriate assignments
 Unassigned Fund Balance	Represents amounts that are available for any purpose and have not been restricted, committed, or assigned for specific purposes. Positive amounts are reported only in the general fund

Updated

PROJECTED REVENUES LESS EXPENDITURES - GENERAL FUND (EXCLUDING CHILD NUTRITION)

	Estimated FY24	Estimated FY25
Revenues		
Local	\$ 24,986,707	\$ 28,591,784
State	36,049,864	35,886,619
Federal	729,620	720,000
Other Sources (Land Sale)*	8,348,385	0
Total Revenues and Other Sources	70,114,576	65,198,403
Expenditures & Other Uses	(69,579,416)	(67,948,403)
Revenues Over Expenditures (Deficit)	535,160	(2,750,000)
Fund Balance		
Beginning Total Fund Balance	16,947,660	17,482,820
Ending Total Fund Balance	17,482,820	14,732,820
Administration Assigned FB - Health Care Infusion	(1,000,000)	(1,000,000)
Administration Assigned FB - Technology Refresh	(1,390,000)	(2,140,000)
Administration Assigned FB - CO Demolition	(1,300,000)	(1,300,000)
Ending Unassigned Fund Balance	\$ 13,792,820	\$ 10,292,820
1 Day of Operations	\$ 195,670	\$ 186,160
Optimum Unassigned Fund Balance (90 Days)	\$ 17,610,267	\$ 16,754,401
Days of Fund Balance	70	55

*FY24 Revenue estimate includes proceeds from TxDot Central Office acquisition

Updated

PROPOSED OPTIONS TO BE CONSIDERED

Option A	Total Projected FY25 Deficit (as of 6.12.2024)	\$ (2,750,000)
The following discretionary items were to requested to be considered:		
Option B	TASB student trip	100,000
Option C	Marketing Budget	250,000
	Total possible discretionary costs savings	350,000
	Total Projected FY25 Adjusted Deficit	\$ <u>(2,400,000)</u>

Update

2024-25 CISD Marketing Budget

- The Department of Communications will issue a Request for Proposals (RFP) to seek a firm that will help the District successfully implement the marketing plan for the 2024-25 school year.
 - The RFP will ask for pricing and plans that will address the following deliverables:
 - Printed Materials (welcome guides, brochures, flyers)
 - Programmatic Audio (geofenced ads on Pandora, Spotify, and other digital audio platforms)
 - Audience Targeted TV (commercials on family-oriented television channels)
 - Social Media Branding (banner ads and sponsored posts on Facebook, YouTube and Instagram)
 - Search Engine Marketing (top placement on Google searches)
 - Billboarding (spectaculars and smaller banners)
 - Marketing Services (Director)
- Total proposed budget: \$250,000

Updated

Projected Revenue Less Expenditures for 2024-2025 Child Nutrition Fund Only

	FY24 Projected Actual	FY25 Proposed Budget
Local Revenues	\$ 172,366	\$ 170,000
State Revenues	21,046	25,000
Federal Revenues	<u>4,724,602</u>	<u>5,675,000</u>
Total Estimated Revenues	4,918,014	5,870,000
Preliminary Expenditures	<u>(6,196,471)</u>	<u>(5,870,000)</u>
Estimated Revenues Over (Under) Expenditures	\$ <u>(1,278,457)</u>	\$ <u>-0-</u>

Note: The Food Service Fund is self-sustaining and has a spending plan to adjust Fund Balance below the maximum

Maximum Fund Balance for FY25 = \$1,447,397 (90 Days)
FY25 Projected Ending Fund Balance (Excluding Inventory) = \$1,476,053 (92 Days)

Updated

Projected Revenue Less Expenditures for 2024-2025 Debt Service Fund Only

	FY24 Projected Actual	FY25 Proposed Budget
Local Revenues	\$ 13,180,059	\$ 15,299,589
State Revenues	1,386,416	-0-
Other Sources (Refunding)	<u>-0-</u>	<u>-0-</u>
Total Estimated Revenues & Other Sources	<u>14,566,475</u>	<u>15,299,589</u>
Preliminary Expenditures	(6,180,929)	(15,299,589)
Other Uses (Defeasance)	<u>(6,914,083)</u>	<u>-0-</u>
Total Estimated Expenditures and Other Uses	<u>(13,095,012)</u>	<u>(15,299,589)</u>
Estimated Revenues Over (Under) Expenditures	<u>\$ (1,471,463)</u>	<u>\$ -0-</u>
Note: The Debt Service Fund is self-sustaining		

Maximum Fund Balance for FY25 = \$7,351,479 (Current Year's Debt Service P&I and Fees)
FY25 Projected Ending Fund Balance = \$14,581,887

Updated

Budget Allocation by Function

FUNCTION	DESCRIPTION OF FUNCTION	2023-2024 ADOPTED BUDGET	2024-2025 PROPOSED BUDGET	INCREASE (DECREASE)	PER STUDENT AT PROJECTED ENROLLMENT OF 5,778
11	Instruction	37,858,789	38,343,135	484,346	6,636
12	Instructional Resources & Media Svcs	811,695	828,435	16,740	143
13	Curriculum & Staff Development	998,017	776,851	(221,166)	134
21	Instructional Leadership	1,177,915	1,190,498	12,583	206
23	School Leadership	4,094,011	4,135,158	41,147	716
31	Guidance, Counseling, & Evaluation Sv	2,569,057	2,559,745	(9,312)	443
32	Social Work Services	272,329	149,828	(122,501)	26
33	Health Services	1,065,024	1,039,882	(25,142)	180
34	Student Transportation	1,888,560	2,154,176	265,616	373
36	Extracurricular Activities	1,684,176	1,862,554	178,378	322
41	General Administration	3,389,437	3,457,431	67,994	598
51	Facilities Maintenance and Operations	7,002,390	7,004,799	2,409	1,212
52	Security and Monitoring Services	1,259,813	1,400,964	141,151	242
53	Data Processing Services	2,200,621	1,937,456	(263,165)	335
61	Community Services	17,333	20,901	3,568	4
71	Debt Service	428,534	457,096	28,562	79
81	Facilities Acquisition and Construction	0	45,300	45,300	8
99	Other Intergovernmental Charges	486,196	584,196	98,000	101
M&O BUDGET TOTALS		\$67,203,897	\$67,948,405	\$744,508	\$11,758
35	Child Nutrition	4,881,349	5,355,545	474,196	927
51	Facilities Maintenance and Operations	466,608	514,455	47,847	89
CHILD NUTRITION BUDGET TOTALS		\$5,347,957	\$5,870,000	\$522,043	\$1,016
71	Debt Service	13,379,016	15,299,589	1,920,573	2,648
I&S BUDGET TOTALS		\$13,379,016	\$15,299,589	\$1,920,573	\$2,648

Canutillo Independent School District 2024-2025 Budget Calendar

Activity Description	Month	Owner
Notice to discuss and adopt the budget and the proposed tax rate	June	FS
Fund balance/GASB 54 resolution	June	FS
Publish Notice of Public Meeting to Discuss Budget and Proposed Tax Rate in newspaper	June	FS
Board Meeting Approval of District Budget	June	BOT
Board Meeting Approval of the District's Tax Rate - Based upon certified property values provided by the Central Appraisal District	September	BOT

Questions

Public Comment

MOTION: TO APPROVE THE 2024-25 PROPOSED BUDGET

FUNCTION	DESCRIPTION OF FUNCTION	2024-2025 GENERAL FUND	2024-2025 FOOD SERVICE FUND	2024-2025 DEBT SERVICE FUND	2024-2025 TOTAL
11	INSTRUCTION	38,343,135			38,343,135
12	INSTRUCTIONAL RESOURCES & MEDIA	828,435			828,435
13	STAFF/CURRICULUM DEVELOPMENT	776,851			776,851
21	INSTRUCTIONAL ADMINISTRATION	1,190,498			1,190,498
23	SCHOOL LEADERSHIP	4,135,158			4,135,158
31	GUIDANCE & COUNSELING SERVICES	2,559,745			2,559,745
32	SOCIAL WORK SERVICES	149,828			149,828
33	HEALTH SERVICES	1,039,882			1,039,882
34	STUDENT TRANSPORTATION	2,154,176			2,154,176
35	FOOD SERVICE		5,355,545		5,355,545
36	COCURRICULAR ACTIVITIES	1,862,554			1,862,554
41	GENERAL ADMINISTRATION	3,457,431			3,457,431
51	PLANT MAINTENANCE & OPERATIONS	7,004,799	514,455		7,519,254
52	SECURITY & MONITORING SERVICES	1,400,964			1,400,964
53	DATA PROCESSING SERVICES	1,937,456			1,937,456
61	COMMUNITY SERVICES	20,901			20,901
71	DEBT SERVICE	457,096		15,299,589	15,756,685
81	FACILITIES ACQUISITION/CONSTRUCTION	45,300			45,300
99	OTHER INTER-GOVERNMENTAL CHARGES	584,196			584,196
BUDGET TOTALS		\$67,948,405	\$5,870,000	\$15,299,589	\$89,117,994

Introduction to Public Facility Corporations

Presented to Canutillo Independent School District

Adam Harden | Arnold Cantu III

aharden@chmlp.com

acantu@chmlp.com

M: 469-688-4336

M: 956-460-1734

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Canutillo ISD PFC

What is a Public Facility Corporation:

A PFC is a nonprofit corporation created by a sponsoring governmental entity — a city, county, school district, hospital district, housing authority, or special district

PFC Powers:

PFCs have broad powers over public facilities, including financing, acquisition, construction, rehabilitation, renovation and repair. A PFC, once created, has the authority to issue bonds on behalf of its sponsoring public entity, and, once the bonds are funded, the money must be used in accordance with IRS rules and regulations, as well as those imposed by the Texas Attorney General

Canutillo ISD PFC

PFC's Purpose:

- Expands the District's ability to provide additional incentives for public/private partnership to facilitate and finance workforce housing by providing 100% ad valorem tax exemption – including both property and sales tax
- Will own workforce housing projects
 - Can be general partner or special limited partner brought into public/private partnerships
 - Can be outright owner of projects without post-closing developer involvement

Canutillo ISD PFC

PFC's Perspective:

- PFC's participation allows for an ad valorem tax exemption
- Creates more mixed income and workforce housing
- Can be used to generate revenue for the PFC
- Depending on the structure, private partner may assume all risk
- Depending on the structure, no monetary investment

Developer's Perspective:

- Property receives an ad valorem tax exemption that it otherwise would not have received, which increases cash flow and/or increases the amount of debt that can be placed on property or decreases the Developer's equity requirement
- Developer gives up ownership and potentially significant revenues due to rent restrictions on at least 50% of the units

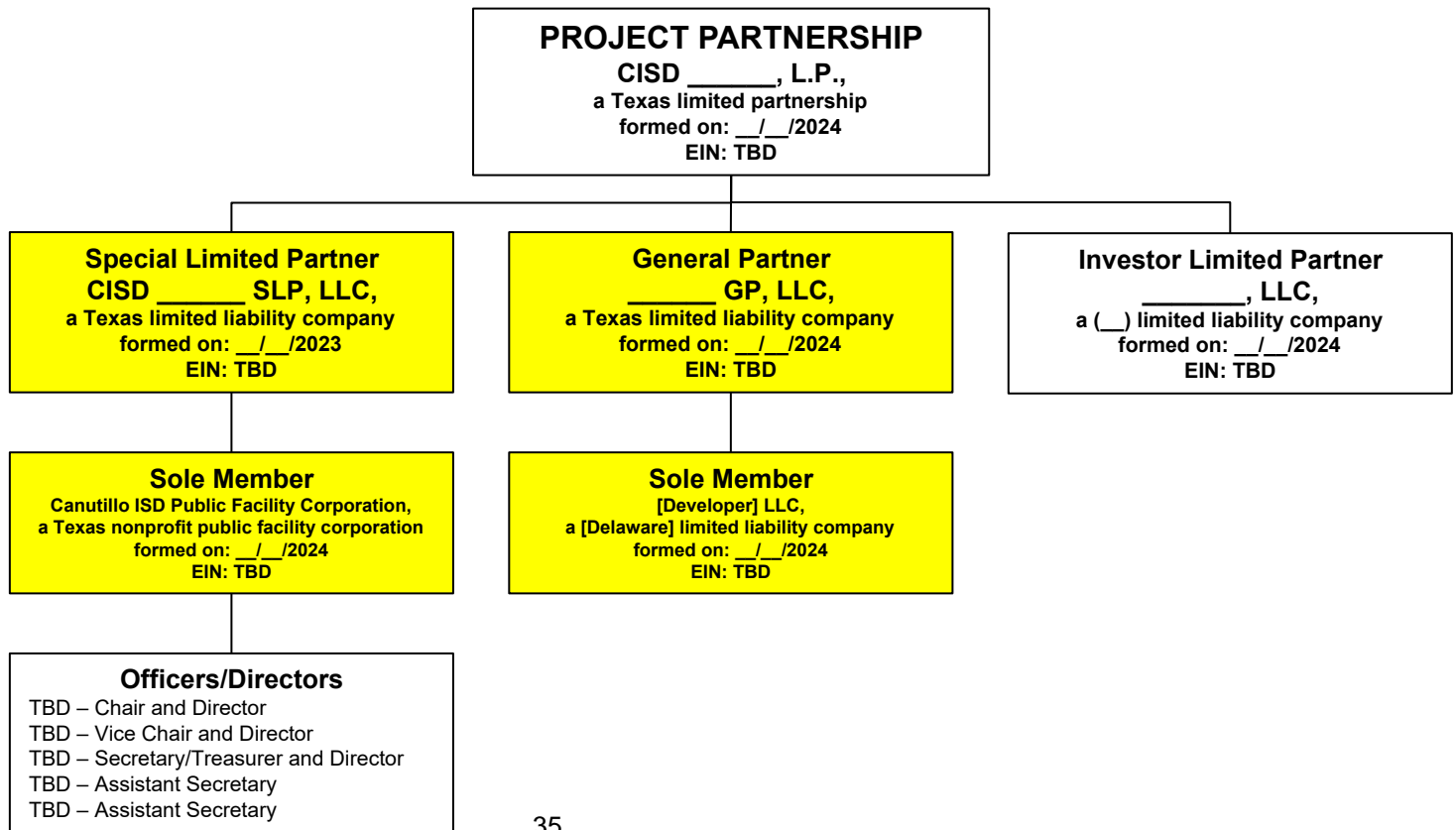
Canutillo ISD PFC

Risk Shifting Structure:

- 1) PFC should not assume the risk of construction, operations or debt.
- 2) PFC will enter into a partnership agreement, development agreement, and lease of the project with development entity.
- 3) Development entity must raise equity, obtain debt, and assume all risk.
- 4) Development Agreement will require development entity to construct project on leased land.

Canutillo ISD PFC

Sample Organizational Structure:



Entities/Individuals in yellow have the ability to exercise control

Canutillo ISD PFC

PFC Abilities and Requirements:

- PFC will create a single member limited liability company to serve as the general partner (GP) or special limited partner (SLP) of the partnership
 - Limited liability company has no assets except for partnership interest
 - PFC Risk of liability in LLC, but it is a separate legal entity with no assets
- PFC will own the land and lease it to the partnership generally for 60 years
- PFC will enter into a joint venture with the construction company to bring about a sales tax exemption for the purchase of materials
- PFC could also issue tax-exempt bonds to help finance the project
 - PFC Bond proceeds loaned to project and used to pay for construction
 - PFC Bonds would be 100%+ financed to include reserve funds and reduce risk of default
 - Could mature upon completion of construction (3 years or less)

Canutillo ISD PFC

Public Facility Corporation Potential Parameter Fees:

- For a Joint Venture new construction project –
 - \$300,000 Developer Fee paid upfront
 - 15% of property tax savings paid on an annual basis
 - 25% of sales tax savings
 - \$100/unit annual Compliance and Management Fee
 - 15% participation in capital event (subject to certain IRR)

Canutillo ISD PFC

Worst Case Scenarios:

- Might not make projected profits, but PFC will have no investment in the project
- Should a project fail, the equity provider or lender could take over the project and the PFC could lose control; however, in doing so, the equity provider or lender could jeopardize their tax-exempt status, so this is unlikely
- PFC may not be able to withdraw from the partnership once it is formed
- Because PFC is a political body, meetings are open to the public

Administrative Professional Classifications & Pay Ranges 2024-2025

Pay Grade	Position Name		Minimum Daily Rate	Midpoint Daily Rate	Maximum Daily Rate
1	At Risk Case Manager Certification Specialist - Elementary College Readiness Coordinator	Montessori Teacher Fellow 21 st Century Program Specialist 21 st Century Site Coordinator Child Nutrition Supervisor	\$244.44	\$291.00	\$337.56
2	Accountant Communications Specialist – PIO Coordinated School Health Facilitator Family Literacy Coord.	Prevention Specialist/Facilitator Social Worker Speech Language Pathologist Assistant Secondary Certification Specialist	\$266.44	\$317.19	\$367.94
3	Athletic Trainer Counselor - DAEP Counselor - Elementary Counselor – Middle	Counselor - NWECHS Senior Certification Specialist Payroll Supervisor Police Chief PEIMS Coordinator	\$312.75	\$367.94	\$423.13
4	At Risk Counselor Band Director Benefits Manager CTE Coord. Counselor - High School (CHS) Diagnostician Elementary Assistant Principal Facility Manager Purchasing Agent Transportation Supervisor Lead Diagnostician	Coordinators: DAEP Coord. Early Childhood & New Teacher Coord. ELA/R Instructional Intervention Coord. Elementary Curriculum Coord. Mathematics Curriculum Coord. Nurse Coord. Science Curriculum Coord. SS / Advanced Acad. Curriculum Coord.	\$331.52	\$390.02	\$448.52
5	Assistant Director of Human Resources Assistant Director of Technology Assistant Director of Finance Data Management Fellow (ESSER) Dean of Students District Testing/Research/Accountability Administrator High School Assistant Principal	Licensed Specialist in School Psych Middle School Assistant Principal Occupational Therapist Physical Therapist Speech Language Pathologist Lead SLP	\$353.06	\$415.37	\$477.68
6	CTE Director Child Nutrition Director Director of Student Support/Community Services	Elementary School Principal Program Compliance Director 21 st Project Director	\$384.86	\$442.37	\$499.88
7	Communications Director District Athletic Director High School Principal - NWECHS	Middle School Principal Special Education Director	\$425.21	\$477.76	\$530.31
8	Curriculum and Instruction Executive Director Financial Services Executive Director High School Principal - CHS Student and Community Services Executive Director Technology Executive Director		\$464.38	\$515.98	\$567.58
9	Associate Superintendent Chief Human Resources Officer		\$554.94	\$616.60	\$678.26

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Board Acceptance of the May 2024 Donations Report

Justification Statement: Presentation for your review and acceptance of the May 2024 Donations Report.

Purpose of Agenda Item: Information Discussion Action
 Item Type: Curriculum & Instruction Human Resources Business Services

Staff Responsible: Cristina Pulley *Cristin Pulley* 06/06/2024
Signature of Requester(s)
Cristina Pulley *Cristin Pulley* 06/06/2024
Signature of Presenter(s)
Elizabeth B. Sida *Elizabeth Sida* 06/05/2024
Business Services Approval (Initials) *Date*

Agenda Summary:

The Financial Services Department presents the following donations reported to Finance in May 2024.

RECOMMENDATION: Administration recommends that the Board accept the May 2024 Donations Report as presented.

PRIOR BOARD ACTION: Yes AWARDED: N/A AWARDED AMOUNT: N/A

AMOUNT(S): \$11,340.51

ACCOUNT NO(S): N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
N/A

REQUESTING DEPARTMENT: N/A

CONSEQUENCES OF NON-APPROVAL: N/A

IMPLEMENTATION TIMELINE: N/A

ATTACHMENT(S): May 2024 Donations Report



1. **GENERAL FUNCTIONS-OTHER**

1.A. Call to Order

Meeting was called to order at:6:00 Pm

1.B. Pledge of Allegiance

Was lead by Paris Gastellum

1.C. Texas Pledge of Allegiance

Was lead by Gustavo Ayala

1.D. Roll Call

Present:Barnes, Borrengo, Mendoza, Rodriguez, Simental, Trout, Zuniga

Mrs. Borrego arrived at 6:05 PM

1.E.CISD Vision and Mission Statements

Vision was read by Trustee Zuniga; Mission was read by Trustee Mendoza

2. **BOARD HONORS**

2.A. Recognition of the Valedictorian and Salutatorian for the Class of 2024 at Canutillo High School and Northwest Early College High School.

2.B. Recognition of 2024 Canutillo Alumni Foundation for Education (CAFE) Scholarship winners from Canutillo High School and Northwest Elementary School.

2.C. Recognition of CISD Teachers who earned National Board Certification from the National Board for Professional Teaching Standards.

2.D. Recognition of Paris Gastelum and Gustavo Anaya for completing Their Terms as the Canutillo ISD Board of Trustees Student Advisors for the 2023-24 School Year.

3. **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.

Sergio Martinez – Regarding Bond Manager

Mr. Martinez mentioned that the community is unpleasant about the appointment of Bond Manager. Mr. Martinez, mentioned that from experience, someone with bond experience and who lives in the area should be selected.

Sarah Spencer - Regarding Teacher of the year.

She wants to thank board of trustees for the awards and gift for being selected teacher of the year and the Districts support. Mrs. Spencer mentioned that she will be appointed to another school this year and wants the board to keep supporting the special education department.

Sonia Fraire – SHAC Agenda

Ms. Fraire mentioned that she has been serving the SHAC committee and she is here representing other parents. Mrs. Fraire mentioned that she has observed lack of transparency and fraudulent agenda. She mentioned that voting members were not taken into consideration. Mrs. Fraire mentioned that Mrs. Torres attend regional meetings without being invited/considered. Mrs. Fraire mentioned that Mrs. Torres has ran SHAC without staff member support prior.

Dr. Monica Reyes – SHAC

Dr. Reyes mentioned that she is excited to mention that SHAC will be focusing on Mental health and bullying as well as health education and wellness. Dr. Reyes mentioned that she will include parents input regarding priorities. Dr. Reyes, mentioned that all members of SHAC are non-compensated.

4. **SPECIAL PRESENTATION-OTHER**

4.A. Budget Update

Mrs. C. Pulley presented and answered questions from the board of trustees. Mrs. Pulley requested direction for FY24-25 Budget(slide17) on TASB Trip, Athletics / School Of Music Restoration, C&I software and Marketing budgets.

Board requested a Marketing plan for Marketing Budget from the PIO Team, Teacher Residency Program and 3-5 Year projections for the budget.

4.B. Unlimited Tax School Building Bonds, Series 2024A; Unlimited Tax Refunding Bonds, Series 2024B. Plan of Finance

Mr. Mejia presented the bond series A and B to the school board and addressed questions from the board members.

5. **BOARD OF TRUSTEE BUSINESS**

5.A. Consideration and appropriate action on an order authorizing the issuance of “Canutillo Independent School District Unlimited Tax School Building Bonds,

Series 2024A”; levying a direct annual ad valorem tax for the payment of the Bonds; delegating the authority to certain members of the Board of Trustees and District staff to execute certain documents relating to the sale of the Bonds; and resolving other matters incident and related to the issuance, sale, and delivery of the Bonds.

Motion to Approve By Trustee Borrego, Second By Trustee Simental.
Mrs. Barnes-Yes, Mrs. Borrego-Yes, Mrs. Mendoza-Yes, Mr. Rodriguez-Yes, Mr. Simental-Yes, Mrs. Trout-Abstained, Mrs. Zuniga-Yes.
Motion Passes

- 5.B. Consideration and appropriate action on an order authorizing the issuance of “Canutillo Independent School District Unlimited Tax Refunding Bonds, Series 2024B”; levying a direct annual ad valorem tax for the payment of the Bonds; delegating the authority to certain members of the Board of Trustees and District staff to execute certain documents relating to the sale of the Bonds; and resolving other matters incident and related to the issuance, sale, and delivery of the Bonds.

Motion To Approve by Mrs. Borrego, Second By Mrs. Zuniga
Mrs. Barnes-Yes, Mrs. Borrego-Yes, Mrs. Mendoza-Yes, Mr. Rodriguez-Yes, Mr. Simental-Yes, Mrs. Trout-Abstained, Mrs. Zuniga-Yes.
Motion Passes

- 5.C. Consideration and appropriate action on a resolution establishing the intention of the Canutillo Independent School District to reimburse itself for the prior lawful expenditures of funds relating to acquiring, constructing and equipping various District improvements from the proceeds of one or more series of tax-exempt obligations to be issued by the District for authorized purposes, and authorizing other matters incident and related thereto.

Motion to approve by Mr Simental, Second By Mrs. Mendoza
Mrs. Barnes-Yes, Mrs. Borrego-Yes, Mrs. Mendoza-Yes, Mr. Rodriguez-Yes, Mr. Simental-Yes, Mrs. Trout-Yes, Mrs. Zuniga-Yes.
Motion Passes

6. **CONSENT AGENDA-VOTING**

6.A. *BUSINESS SERVICES*

6.A.1. Approval of the Monthly Donations

6.A.1.a. Board Acceptance of the April 2024 Donations Report

6.A.2. Approval of the Budget Amendments

- 6.A.2.a. Budget Amendments April 2024
- 6.A.3. Approval of the sponsorship agreement between Superior HealthPlan and Canutillo ISD
- 6.A.4. Proclamation 2024 Adoption of Instructional Materials Approval of Texas Essential Knowledge and Skills for K-12 Science, Social Studies, and Technology.
- 6.A.5. Recommendation to Approve the Award of RFQ 2024-03 Bond Management Services to PROCEDEO, LLC
- 6.A.6. Recommendation to Approve the Award of RFQ 2024-04 Real Estate Broker Services to CBRE Inc.
- 6.B. *CURRICULUM AND INSTRUCTION*
 - 6.B.1. Executive Summary: Approval of the Optional Flexible School Day Program for The Opportunity Academy
- 6.C. *HUMAN RESOURCES*
 - 6.C.1. TASB Localized Policy Update 122
 - 6.C.2. TASB Manual Policy Updates

Motion to Approve consent agenda with items 6.A.4, 6.A.5, 6.A.6, 6.B.1, 6.C.1, 6.C.2 being pulled for discussion.

Motion to approve by Mrs. Trout, Second By Mrs. Barnes.

Mrs. Barnes-Yes, Mrs. Borrego-Yes, Mrs. Mendoza-Yes, Mr. Rodriguez-Yes, Mr. Simental-Yes, Mrs. Trout-Yes, Mrs. Zuniga-Yes.

Motion Passes

6.A.4

Motioned to approve after board discussion by Mrs. Barnes, Second By Mrs. Borrego

Mrs. Barnes-Yes, Mrs. Borrego-Yes, Mrs. Mendoza-Yes, Mr. Rodriguez-Yes, Mr. Simental-Yes, Mrs. Trout-Yes, Mrs. Zuniga-Yes.

Motion Passes

6.A.5

Mrs. Borrego requested information via Thursday packet to know who was on Bond Management Committee.

Motioned to approve after board discussion by Mrs. Barnes, Second By Mrs. Borrego

Mrs. Barnes-Yes, Mrs. Borrego-Yes, Mrs. Mendoza-Yes, Mr. Rodriguez-Yes, Mr. Simental-Yes, Mrs. Trout-No, Mrs. Zuniga-Yes.

Motion Passes

6.A.6

Motioned to approve after board discussion by Mrs. Trout, Second By Mrs. Mendoza

Mrs. Barnes-Yes, Mrs. Borrego-Yes, Mrs. Mendoza-Yes, Mr. Rodriguez-Yes, Mr. Simental-Yes, Mrs. Trout-Yes, Mrs. Zuniga-Yes.

Motion Passes

6.B.1

Motioned to approve after board discussion by Mrs. Trout, Second By Mrs. Barnes

Mrs. Barnes-Yes, Mrs. Borrego-Yes, Mrs. Mendoza-Yes, Mr. Rodriguez-Yes, Mr. Simental-Yes, Mrs. Trout-Yes, Mrs. Zuniga-Yes.

Motion Passes

6.C1 and 6.C.2

Motioned to approve after board discussion by Mrs. Trout, Second By Mrs. Mendoza

Mrs. Barnes-Yes, Mrs. Borrego-Yes, Mrs. Mendoza-Yes, Mr. Rodriguez-Yes, Mr. Simental-Yes, Mrs. Trout-Yes, Mrs. Zuniga-Yes.

Motion Passes

7. **EXECUTIVE SESSION - Closed at 9:22 PM**

To Consult with Attorney Under Sections 551.071, 551.072 and 551.074 of the Texas Government Code:

7.A. Discussion and recommendation of administration to approve one time stipend payment to C. Barraza and C. Delgado to account for omission from prior payment and approval list for Teacher Incentive Allotment.

7.B. Discussion With Legal Counsel Regarding Status and Possible Resolution/Settlement in the Matter of E. Alcantar v. Canutillo ISD; Cause No. 2023DCV1828, Pending Before the 120th Judicial District Court of El Paso County, Texas

7.C. Discussion Regarding Potential Sale of District Owned Real Property Located at 7965 Arcraft Road, El Paso, Texas to Texas Department of Transportation Including Options to Retain a Portion of the Property.

7.D. Discussion Regarding the Potential Acquisition of Real Property for District Facilities and or School Sites.

8. **NEW BUSINESS (continued); OTHER Meeting resumed at 10:33 PM**

8.A. Discussion and possible action regarding the recommendation of administration to approve one time stipend payment to C. Barraza and C. Delgado to account

for omission from prior payment and approval list for Teacher Incentive Allotment.

Motion to approve administration recommendation by Mrs. Mendoza, Second by Mrs. Trout
Mrs. Barnes-Yes, Mrs. Borrego-Yes, Mrs. Mendoza-Yes, Mr. Rodriguez-Yes, Mr. Simental-Yes, Mrs. Trout-Yes, Mrs. Zuniga-Yes.
Motion Passes

- 8.B. Discussion and Possible Action Regarding Possible Resolution/Settlement in the Matter of E. Alcantar v. Canutillo ISD; Cause No. 2023DCV1828, Pending Before the 120th Judicial District Court of El Paso County, Texas

Motion to approve administration recommendation by Mrs. Trout, Second by Mrs. Mendoza
Mrs. Barnes-Yes, Mrs. Borrego-Yes, Mrs. Mendoza-Yes, Mr. Rodriguez-Yes, Mr. Simental-Yes, Mrs. Trout-Yes, Mrs. Zuniga-Yes.
Motion Passes

- 8.C. Discussion and Possible Action Regarding Potential Sale of District Owned Real Property Located at 7965 Artcraft Road, El Paso, Texas to Texas Department of Transportation and to Approve Other Matters Incident and Related Thereto.

Motion to approve administration recommendation by Mrs. Trout, Second by Mrs. Zuniga
Mrs. Barnes-Yes, Mrs. Borrego-Yes, Mrs. Mendoza-Yes, Mr. Rodriguez-Yes, Mr. Simental-Yes, Mrs. Trout-Yes, Mrs. Zuniga-Yes.
Motion Passes

- 8.D. Discussion and Possible Action Regarding the Potential Acquisition of Real Property for District Facilities and or School Sites.

No Action Taken

9. **ADJOURNMENT**

The meeting was adjourned at **10:37PM** under unanimous consent.

Meeting Minutes
Regular Board Meeting
Tuesday, May 28, 2024 6:00 PM

Canutillo ISD Administration Office
7965 Arcraft
El Paso, TX 79932

Presented to the Board of Trustees for approval on **06-25-2024**. The minutes reflect all agenda items in the order as originally posted and do not necessarily reflect the order in which they were discussed.

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Signature of Requester(s)

Signature of Presenter(s)

C Pulley
Business Services Approval (Initials)

Date

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):





FINANCIAL SERVICES
CANUTILLO A Premier District

TO: Board of Trustees
 Dr. Pedro Galaviz, Superintendent

FROM: Cristina Pulley, Executive Director for Financial Services

DATE: June 12, 2024

SUBJECT: Budget Amendments for May/June 2024

Budget Amendments submitted are summarized below for your review and consideration.

Administrative Cost Ratio Formula:

$$\frac{21 \text{ Instructional Leadership} + 41 \text{ General Administration}}{11 \text{ Instruction} + 12 \text{ Instructional Resources/Media Services} + 13 \text{ Curriculum/Staff Development} + 31 \text{ Guidance/Counseling Services}}$$

BC #345745 - This budget amendment will allocate funds from unused training budget to cover additional costs for academic tutors. This budget amendment will not impact the administration cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
185.13.6411.00.003.30	Employee Travel, Training, and Subsistence	\$ 2,500	\$ (1,769)	\$ 731
185.11.6126.03.003.30	Part Time/Temp Pay - Academic Tutor	\$ 24,352	\$ 1,548	\$ 25,900
185.11.6141.03.003.30	Medicare	\$ 235	\$ 160	\$ 395
185.11.6143.03.003.30	Workers Compensation	\$ 76	\$ 50	\$ 126
185.11.6145.03.003.30	Unemployment Compensation	\$ 15	\$ 11	\$ 26

BC #345919 - This budget amendment will allocate funding provided by the Teacher Incentive Allotment (TIA) to pay teacher designation stipends. This budget amendment will have a positive impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.00.5812.00.000.00	Foundation Entitlements Revenue	\$ (29,093,123)	\$ (841,382)	\$ (29,934,505)
199.11.61**.71.**.	TIA - Stipends	\$ -	\$ 799,317	\$ 799,317
199.13.6499.71.999.99	TIA - Misc. Operating Costs	\$ -	\$ 42,065	\$ 42,065

Street Address:
 7965 Artcraft Rd.
 El Paso, TX 79932

Mailing Address:
 P.O. Box 100
 Canutillo, TX 79835

P: (915) 877-7516
 F: (915) 877-7524
 canutillo-isd.org

BC #345920 - This budget amendment will allocate proceeds from Texas Department of Transportation Central Office Building acquisition for related professional fees and relocation expenses with the remaining to be allocated back to Fund Balance to be assigned in the future to cover related renovation/relocation costs. This budget amendment will have a negative impact on the administrative cost ratio by increasing costs in Function 41 - General Administration.

Budget Account Number		Current Budget	Change	Amended Budget
199.00.7912.00.000.00	Sale of Real and Personal Property	\$ (50,000)	\$ (6,856,502)	\$ (6,906,502)
199.41.6491.73.734.99	CO Relocation - Statutorily Required Public Notices	\$ -	\$ 669	\$ 669
199.51.6219.73.999.99	CO Relocation - Professional Services	\$ -	\$ 130,400	\$ 130,400
199.51.6299.73.999.99	CO Relocation - Misc. Contracted Services	\$ -	\$ 5,066	\$ 5,066
199.51.6399.73.999.99	CO Relocation - General Supplies	\$ -	\$ 5,000	\$ 5,000
199.00.3600.00.000.00	Fund Balance	\$ -	\$ 6,715,367	\$ 6,715,367

BC #345921 - This budget amendment will allocate funds from land sale (Cap Carter Subdivision, Lots 2, 4, & 8) for development costs, appraisal fees, related closing costs and bond related expenses, with the remaining to be allocated back to Fund Balance. This budget amendment will have a negative impact on the administrative cost ratio by increasing costs in Function 41 - General Administration.

Budget Account Number		Current Budget	Change	Amended Budget
199.00.7912.00.000.00	Sale of Real and Personal Property	\$ (50,000)	\$ (2,909,863)	\$ (2,959,863)
199.81.6619.00.999.99	Land Purchase/Improvement (Development Costs)	\$ -	\$ 1,322,795	\$ 1,322,795
199.41.6499.99.734.99	Misc. Operating Costs	\$ 2,500	\$ 146,028	\$ 148,528
199.41.6219.00.734.99	Professional Services	\$ -	\$ 7,500	\$ 7,500
199.99.6213.00.703.99	Tax Collection/Appraisal	\$ 486,196	\$ 16,000	\$ 502,196
199.11.6494.93.999.99	Bond - Transportation Charges	\$ -	\$ 300	\$ 300
199.41.6297.93.730.99	Bond - Printing	\$ -	\$ 41,482	\$ 41,482
199.41.6299.93.730.99	Bond - Misc Contracted Services	\$ -	\$ 77,489	\$ 77,489
199.41.6491.93.730.99	Bond - Statutorily Required Public Notices	\$ -	\$ 4,699	\$ 4,699
199.41.6499.93.730.99	Bond - Misc. Operating Costs	\$ -	\$ 5,511	\$ 5,511
199.51.6219.93.999.99	Bond - Professional Services	\$ -	\$ 37,000	\$ 37,000
199.41.6439.93.730.99	Bond - Election Costs	\$ -	\$ 90,000	\$ 90,000
199.00.3600.00.000.00	Fund Balance	\$ -	\$ 1,161,901	\$ -

BC #345922 - This budget amendment will re-allocate budget for capital lease expenditures to principal and interest and capital outlay as required under GASB 87. This budget amendment will have a negative impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.11.6269.**.**.**	Copy Machine Rental/Lease	\$ -	\$ (94,278)	\$ -
199.13.6269.**.**.**	Copy Machine Rental/Lease	\$ -	\$ (471)	\$ -
199.21.6269.**.**.**	Copy Machine Rental/Lease	\$ -	\$ (8,471)	\$ -
199.23.6269.**.**.**	Copy Machine Rental/Lease	\$ -	\$ (36,373)	\$ -
199.31.6269.**.**.**	Copy Machine Rental/Lease	\$ -	\$ (10,586)	\$ -
199.41.6269.**.**.**	Copy Machine Rental/Lease	\$ -	\$ (13,020)	\$ -
199.51.6269.**.**.**	Copy Machine Rental/Lease	\$ -	\$ (11,035)	\$ -
199.52.6269.**.**.**	Copy Machine Rental/Lease	\$ -	\$ (3,050)	\$ -
199.53.6269.**.**.**	Copy Machine Rental/Lease	\$ -	\$ (1,836)	\$ -
199.71.6512.00.999.99	Principal on Lease Payments	\$ -	\$ 179,120	\$ 179,120
199.00.7913.00.000.00	Other Financing Resources - Lease Proceeds		\$ (41,000)	\$ (41,000)
199.51.6639.00.999.99	Capital Outlay - Equipment		\$ 41,000	\$ -

BC #345923 - This budget amendment will allocate budget for the recording of capital assets and related financing resources and re-allocate subscription expenditures to principal and interest in compliance of GASB 96 Subscription Based Information Technology Arrangements (SBITA). This budget amendment will have a positive impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.11.6658.00.999.99	SBITA Asset	\$ -	\$ 1,588,485	\$ 1,588,485
199.21.6658.00.999.99	SBITA Asset	\$ -	\$ 74,537	\$ 74,537
199.31.6658.00.999.99	SBITA Asset	\$ -	\$ 100,273	\$ 100,273
199.34.6658.00.999.99	SBITA Asset		\$ 161,663	
199.36.6658.00.999.99	SBITA Asset	\$ -	\$ 25,292	\$ 25,292
199.41.6658.00.999.99	SBITA Asset	\$ -	\$ 189,989	\$ 189,989
199.53.6658.00.999.99	SBITA Asset	\$ -	\$ 1,269,136	\$ 1,269,136
199.00.7913.00.999.99	Other Financing Resources	\$ -	\$ (3,409,375)	\$ (3,409,375)
199.71.6512.00.999.99	Principal on Lease Payments		\$ 781,600	\$ 781,600
199.00.7913.00.999.99	Other Financing Resources	\$ -	\$ (781,600)	\$ (781,600)

BC #345924 - This budget amendment is to re-allocate to various functions as the result of estimated 2023-2024 TRS-On Behalf expenditures. The related expenditures are offset by corresponding revenue matched by the State. This budget amendment will have a no impact on administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.11.6144.00.999.99	TRS On-Behalf	\$ 2,077,235	\$ 391,000	\$ 2,468,235
199.12.6144.00.999.99	TRS On-Behalf	\$ 47,917	\$ 8,000	\$ 55,917
199.13.6144.00.999.99	TRS On-Behalf	\$ 37,286	\$ 14,000	\$ 51,286
199.21.6144.00.999.99	TRS On-Behalf	\$ 32,206	\$ 40,000	\$ 72,206
199.23.6144.00.999.99	TRS On-Behalf	\$ 266,201	\$ (4,000)	\$ 262,201
199.31.6144.00.999.99	TRS On-Behalf	\$ 135,667	\$ 47,000	\$ 182,667
199.33.6144.00.999.99	TRS On-Behalf	\$ 60,780	\$ 13,000	\$ 73,780
199.34.6144.00.999.99	TRS On-Behalf	\$ 86,643	\$ 36,000	\$ 122,643
199.36.6144.00.999.99	TRS On-Behalf	\$ 53,774	\$ 24,000	\$ 77,774
199.41.6144.00.999.99	TRS On-Behalf	\$ 170,537	\$ 25,000	\$ 195,537
199.51.6144.00.999.99	TRS On-Behalf	\$ 133,754	\$ 85,000	\$ 218,754
199.52.6144.00.999.99	TRS On-Behalf	\$ 64,846	\$ 11,000	\$ 75,846
199.53.6144.00.999.99	TRS On-Behalf	\$ 82,455	\$ 12,000	\$ 94,455
199.61.6144.00.999.99	TRS On-Behalf	\$ 699	\$ 1,000	\$ 1,699
199.00.5831.00.000.00	TRS On-Behalf Payments	\$ (3,250,000)	\$ (703,000)	\$ (3,953,000)

BC #345925 - This budget amendment will allocate proceeds from obsolete computer buyback program to replace districtwide server. This budget amendment will have no impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.00.5749.00.000.00	Miscellaneous Revenue	\$ (50,000)	\$ (126,261)	\$ (176,261)
199.53.6636.00.728.99	Equipment/Software>\$5,000	\$ -	\$ 126,261	\$ 126,261

BC #345926 - This budget amendment will re-allocate identified budget savings to ensure spending compliance within budgeted functions. This budget amendment will have a positive impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.11.6119.01.999.99	Salaries	\$ -	\$ 700,000	\$ -
199.13.6119.01.999.99	Salaries	\$ -	\$ (100,000)	\$ -
199.31.6119.01.999.99	Salaries	\$ -	\$ 45,000	\$ -
199.32.6119.01.999.99	Salaries	\$ -	\$ (40,605)	\$ -
199.34.6119.01.999.99	Salaries	\$ -	\$ 350,000	\$ -
199.36.6119.01.999.99	Salaries	\$ -	\$ (75,000)	\$ -
199.41.6119.01.999.99	Salaries	\$ -	\$ (100,000)	\$ -
199.51.6119.01.999.99	Salaries	\$ -	\$ (800,000)	\$ -
199.61.6119.01.999.99	Salaries	\$ -	\$ 2,000	\$ -
199.71.6519.00.999.99	Debt Principal	\$ -	\$ 18,605	\$ -

BC #345927 - This amendment will transfer and finalize the closing out of de minimis balances remaining in construction funds to the general fund. This budget amendment will have no impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.00.7915.00.000.00	Operating Transfer In	\$ -	\$ 10,081.15	\$ -
692.00.8911.00.000.00	Operating Transfer Out	\$ -	\$ (1,693.35)	\$ -
693.00.8911.00.000.00	Opearting Transfer Out	\$ -	\$ (8,387.80)	\$ -

Board of Trustees

Meeting Date: 6/25/2024

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Signature of Requester(s)

Signature of Presenter(s)

Business Services Approval (Initials)

Date

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION: NO AWARDED: AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):





CURRICULUM & INSTRUCTION

CANUTILLO A Premier District

TO: CISD Board of Trustees and Superintendent Galaviz
FROM: Jessica Arellano, Executive Director of Curriculum & Instruction
DATE: June 25, 2024
RE: **Memorandum of Understanding (MOU) and Shared Service Agreement (SSA) Between Canutillo ISD and ESC 19 for the 2024-2025 School Year**

Attached, please find the SSA and MOU. These agreements have been reviewed and edited by our legal counsel.

In previous school years, Canutillo ISD (CISD) was partially responsible for conducting a portion of the Migrant Program. With this new agreement, ESC 19 will take over the full conduct of the Migrant Program financials and other items, while CISD will serve in an advisory capacity. Our role will involve assisting in the planning of the Education Service Center Region 19 Migrant Education Program as listed in the agreement.

By strengthening our collaboration with ESC 19, we aim to improve the quality of services provided to Migrant students.

Street Address:

7965 Artcraft Rd.
El Paso, TX 79932

Mailing Address:

P.O. Box 100
Canutillo, TX 79835

P: (915) 877-7440
F: (915) 877-7527
canutillo-isd.org

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7423 | 7965 Artcraft Dr. | El Paso TX 79932.

MEMORANDUM

Action Required: _____

To: Dr. Pedro Galaviz, Superintendent
Canutillo ISD
From: Barbara O. Amaya, Director
District Leadership/Accountability Support and Educator Certification
ESC 19 Migrant Education Program
Date: May 22, 2024
Subject: Assignment of Designees

In order to improve communication and coordination please complete this form by designating a specific person(s) for listed assignments. Please return to 6611 Boeing Dr., El Paso, Texas 79925.

ASSIGNMENT	NAME OF PERSON ASSIGNED
Superintendent Designee	_____
	Name Title

Role/Function: Superintendent Designee will serve in an advisory capacity to assist in planning the Education Service Center Region 19 Migrant Education Program regional events. This representative is invited to attend the monthly Migrant Advisory Council (MAC) meetings held at the education Service Center Region 19.

Migrant Advisory Council Representative (MAC)	<u>Laura Zuniga, Migrant Specialist</u>
	Name Title

Role/Function: The Migrant Services Coordination Leader/Eligibility Reviewer will review and sign the Migrant Certificate of Eligibility (COE) to verify that the information is complete and correct. The COE is an auditable record and has a five-day turnaround timeline. The Eligibility Reviewer must receive mandatory training on completing COEs provided by the Texas Education Agency.

Migrant Parent Advisory Council Representative	_____
	Name of Migrant Parent Address Phone Number

Role/Function: The Migrant parent representing the Education Service Center Region 19 Shared Services Arrangement will be involved in the planning implementation and evaluation of the Co-op. Shared Service Arrangement Members is required to have a representative. This representative will meet on monthly basis at the Education Service Center Region19 to serve as a member of the MEP focus group.

By strengthening our collaboration, we will improve the quality of services for the Migrant students. Thank you for collaborating with us as we strive towards the achievement of excellence and equity for all students. Should you have any questions please contact me (915) 780-5311.

EDUCATION SERVICE CENTER REGION 19
MIGRANT EDUCATION PROGRAM
SHARED SERVICES ARRANGEMENT

Superintendent Designee Authorization

As a member of the Education Service Center Region 19 Shared Service Arrangement, I authorize Barbara Amaya, Director for the Migrant Education Program at the Education Service Center Region 19, to sign as Superintendent Designee for the District Performance Report.

Mrs. Barbara Amaya will respond to any questions regarding the Performance Report.

Dr. Pedro Galaviz, Superintendent

Date

COUNTY DISTRICT NO. 071-907

AGREEMENT NUMBER: _____

AGREEMENT

BETWEEN THE EDUCATION SERVICE CENTER - R19

AND

CANUTILLO INDEPENDENT SCHOOL DISTRICT

THIS AGREEMENT WILL BE IN EFFECT FOR THE PERIOD

September 1, 2024, through September 30, 2025

**NAME OF PROGRAM: MIGRANT EDUCATION PROGRAM
SHARED SERVICES ARRANGEMENT**

**THE AUTHORIZED SIGNATURES BELOW INDICATE ACCEPTANCE OF ALL THE
TERMS OF THIS AGREEMENT.**

Dr. Armando Aguirre
Executive Director
Education Service Center – R19

Dr. Pedro Galaviz
Superintendent
Canutillo Independent School District

AGREEMENT

TO: CANUTILLO INDEPENDENT SCHOOL DISTRICT
FROM: EDUCATION SERVICE CENTER – REGION 19
SUBJECT: FISCAL AGENT SERVICES FOR THE MIGRANT SHARED SERVICES ARRANGEMENT 2024 - 2025

When duly completed and signed by appropriate authority this agreement between the CANUTILLO Independent School District and the Education Service Center – Region 19 becomes effective September 1, 2024, through September 30, 2025.

Education Service Center – Region 19 will provide Migrant Education fiscal agent services to CANUTILLO Independent School district to include the following:

- Annual audit of Shared Services Arrangement (SSA) funds
- Quarterly accounting of expenditures, reports, to include compliance report be submitted to TEA.
- Application preparation
- Preparation of amendments/revisions to SSA budget/program
- Accountability for The New Generation System (NGS) student record database
- Payroll of Migrant Personnel
- Coordination of Migrant Program

Education Service Center-Region 19 will be compensated for its services rendered hereunder only if, as, and to the extent, Title I Migrant Education Funds are received; the Canutillo ISD has no obligation to make payment from any other source to ESC-Region 19. This Agreement is made subject to the receipt of said Title I Migrant Education Funds and may be curtailed or terminated to the extent such funds are not received.

This AGREEMENT is for the dates specified above and will be renewed only upon mutual consent and agreement. Any digressions from the services to be provided will be only upon mutual consent and agreement.

Dr. Armando Aguirre
Executive Director
Education Service Center – R19

Date

Dr. Pedro Galaviz
Superintendent
Canutillo Independent School District

Agreement for Participation in the ESSA, Title 1 Migrant

EDUCATION SERVICE CENTER – R19 MIGRANT EDUCATION
SHARED SERVICES ARRANGEMENT

2024 - 2025

In cooperation with the Education Service Center – Region 19, the Canutillo Independent School District agrees to:

1. Provide supporting documentation to the fiscal agent on the preparation of the application as requested.
2. Assign appropriate personnel to assist the Education Service Center.
3. Provide office space, meeting rooms, equipment and utilities as needed for the Summer Program and Migrant Parent Advisory Council Meetings.
4. Provide release time for district personnel working with the migrant students to attend in-service training on a need basis.
5. Request expenditures for migrant purposes only.
6. Appoint Canutillo Independent School District Migrant Education Program Designee and provide the leadership necessary.
7. Designate an administrative contact for the coordination of services for all migrant students.
8. Upon the end of this agreement, materials and equipment located at Canutillo ISD will remain the responsibility of the district to use and dispose. Carry-over amounts will remain with the ESC Migrant Education Program.

In cooperation with school districts in the Education Service Center – Region 19 Migrant Education Shared Services Agreement, the Education Service Center agrees to:

1. Serve as fiscal agent and coordinate services for migrant students.
2. Prepare and submit applications, budgets, amendments, and compliance report to the Texas Education Agency, and keep files on supporting documents provided by participants.
3. Coordinate all project activities with the Division of Migrant Education, Texas Education Agency.
4. Employ and compensate qualified migrant personnel as defined by the guidelines of the Texas Migrant Program and approved in the SAS 478.
5. Maintain applicable records and data for personnel employed by the Shared Services Arrangement as described in TEA's Financial Accounting and Reporting System.
6. Maintain payroll records of employees to support data.
7. Establish salaries of migrant personnel in accordance with the ESC-Region 19 salary schedule and maintain this information as the fiscal agent.
8. Prorate salaries of any personnel hired after the initiation of the project according to the number of days remaining in the school year.
9. Maintain records for student eligibility on the New Generation System student record database.
10. Generate an ESC-Region 19 purchase order for P.O. requisitions with shipment and billing to ESC. Maintain an audit trail of all purchases and deliver material to appropriate personnel.
11. Organize and coordinate in-service training for personnel working with migrant students.
12. Provide migrant consultant service, to the SSA school district in the form of:
 - a. Inservice training for administrators, teachers, aides, recruiters, counselors, and nurses.
 - b. Professional and technical assistance in project planning, evaluation, and design
 - c. Assistance in reviewing student eligibility forms and records transfer system forms.
 - d. Professional and technical assistance in the selection of instructional materials and supplies.
 - e. Orientation and explanation of the Texas Migrant program to community groups.
 - f. Assistance in the identification and recruitment of migrant students, including an annual verification of certificates of eligibility for a sample of eligible students.

13. Coordinate the establishment of the Shared Service Arrangement Parent Advisory Council. Maintain files of supporting documents of training provided for participants.
14. Provide clerical support services to meet the needs of the Canutillo ISD Migrant Parent Advisory Council.
15. Coordinate with the Canutillo ISD a need-based migrant parent and staff development program to meet the needs of migrant students ages 3 through Pre-K on an as needed basis.
16. Purchase, use and dispose of all equipment and materials for the program as required by TEA's Financial Accounting and Reporting System. Upon the end of this agreement, equipment and materials located at the ESC will remain the responsibility of the fiscal agent. Equipment and materials purchased for use at Canutillo ISD will remain the responsibility of the district, balances of unspent funds remain with the ESC Region 19.
17. In the event this arrangement is terminated by either party, all unspent funds remain with ESC Region 19. When a new district enters the SSA and comes with roll forward monies, those funds will be flowed back to the district for use in the current year.
18. Provide pre and post test data for all migrant children identified age 3 through grades 12 as needed for the migrant application.
19. Use Title I Migrant funds to supplement, not supplant, local and state funds.

SCHOOL DISTRICT

Canutillo Independent School District

Superintendent Signature
Dr. Pedro Galaviz

Date

EDUCATION SERVICE CENTER – REGION 19

Executive Director Signature
Dr. Armando Aguirre

Date

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of Memorandum of Understanding between Canutillo ISD and the Council on Regional Economic Expansion and Educational Development (“CREEED”)

Justification Statement: Without board approval, financial assistance cannot be provided to cover tuition and expenses designed to accelerate the number of dual credit certified teachers in the district in order to expand the number of dual credit classrooms.

Purpose of Agenda Item: Information Discussion Action
Item Type: Curriculum & Instruction HumanResources Business Services

Staff Responsible: Dr. Jessica Arellano Richard Moore
Signature of Requester(s)
Dr. Jessica Arellano Richard Moore
Signature of Presenter(s)

Elizabeth B. Sida Elizabeth Sida 6/11/20024
Business Services Approval (Initials) *Date*

Agenda Summary:

Administration recommends that the Board approve Memorandum of Understanding between Canutillo ISD and the Council on Regional Economic Expansion and Educational Development (“CREEED”) as presented

RECOMMENDATION:

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S): \$8,000 Scholarship funds from CREEED

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
Memorandum of Understanding

REQUESTING DEPARTMENT: Curriculum & Instruction

CONSEQUENCES OF NON-APPROVAL:
May make it more difficult to find qualified Dual Credit instructors.

IMPLEMENTATION TIMELINE:
Upon approval and execution of agreement by all necessary parties. MOU is for 3 years with options for renewal

ATTACHMENT(S): CREEED MOU





CURRICULUM & INSTRUCTION

CANUTILLO A Premier District

TO: CISD Board of Trustees and Superintendent Galaviz
FROM: Jessica Arellano, Executive Director of Curriculum & Instruction
DATE: June 10, 2024
RE: CREEED Updated MOU

Attached, please find the CREEED MOU. This agreement has been reviewed by our legal counsel and approved as written.

The Council on Regional Economic Expansion and Educational Development (“CREEED”), a Texas Non-Profit Corporation, duly formed and organized under the Texas Business Organization Code and a tax-exempt organization under the provisions of 501 (c) (6) of the Federal Income Tax Code in the form of a scholarship fund specifically directed at providing financial assistance to cover the cost of tuition and expenses, as determined by the Board of Directors of CREEED upon the award for qualified teachers with the independent school districts in Region XIX-Texas, designed to accelerate the number of dual credit certified teachers in a district in order to expand the number of dual credit classrooms.

The CREEED Scholarship MOU is for three years and currently has four teachers participating. Three from CHS and one from NWECHS.

Street Address:

7965 Artcraft Rd.
El Paso, TX 79932

Mailing Address:

P.O. Box 100
Canutillo, TX 79835

P: (915) 877-7440

F: (915) 877-7527

canutillo-isd.org

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7423 | 7965 Artcraft Dr. | El Paso TX 79932.

MEMORANDUM OF UNDERSTANDING
CREEED Accelerated Certification for Teachers (ACT) SCHOLARSHIP AWARD
("MOU")

Council on Regional Economic Expansion and Educational Development
4110 Rio Bravo St., Suite 103
El Paso, TX. 79902

To

Canutillo Independent School District ("CISD")
7965 Artcraft Road
El Paso, Texas 79932

Primary Contact: **Dr. Pedro Galaviz**, Superintendent
pgalaviz@canutillo-isd.org

Secondary Contact: **Rich Moore, Advanced Academics Coordinator, 915-877-7502**
rmoore@canutillo-isd.org

The Scholarship Period is for a period of 3 years subject to further renewals

For the benefit of

Qualified teachers with the independent school districts in Region XIX -Texas

In consideration of the commitment and support pledged by the Council on Regional Economic Expansion and Educational Development ("CREEED"), a Texas Non-Profit Corporation, duly formed and organized under the Texas Business Organization Code and a tax exempt organization under the provisions of 501 (c) (6) of the Federal Income Tax Code in the form of a scholarship fund specifically directed at providing financial assistance to cover the cost of tuition and expenses, as determined by the Board of Directors of CREEED upon the award for qualified teachers with the independent school districts in Region XIX-Texas, designed to accelerate the number of dual credit certified teachers in a district in order to expand the number of dual credit classrooms, and other good and valuable consideration, as forwarded or recommended to CREEED by the Superintendent of CISD and CREEED hereby agree to the following terms and conditions pertaining to the Scholarship Fund.

The objective of the Scholarship program is to attract, entice, and accelerate the rate of advanced degree/certification completion necessary for teaching dual credit courses, Early

College High School (“ECHS”) and Pathways in Technology Early College High School (“P-TECH”) curricula/programs for college preparatory purposes within the public education system.

Such an acceleration will pave the way for creating the method and means to assure that a high percentage of students in the public schools can receive the benefit of these courses and position such students for post-secondary education at a higher level of preparation and capability to assure a higher percentage of postsecondary degree awards.

To be eligible for the Scholarship Program, the teacher/candidate must fulfill the following prerequisites:

1. Enroll in the graduate degree/certification program and commit to complete the degree program within 3 years of enrollment.
2. Maintain eligibility for the Scholarship Award by earning an average 3.0 GPA in the required coursework for the graduate degree.

CISD commits to:

Facilitating the completion of the Graduate Degree for the teacher/candidate by:

1. Permitting reasonable accommodation to the teaching schedule and responsibilities of the teacher/candidate in connection to the degree. plan study and work, including on-line access, if available, for coursework.
2. Utilizing existing resources from within CISD, such as similar scholarship assistance, if available and properly funded, for advanced degree course work to complement the CREEED program scholarship and further leverage financial support to the teacher/candidates and to further accelerate the completion and the number of teacher/candidates eligible for the CREEED Accelerator Graduate Degree Scholarship.
3. In exchange for such accommodations, including the Scholarship award, upon completion of the Graduate Degree or courses necessary to obtain dual credit certification, CISD agrees to assign the teacher/candidate to a school or program where the credential awarded under the Scholarship can be utilized immediately in connection with the objectives and operations of the dual credit process, ECHS and P-TECH curricula/programs to facilitate the goals of the Scholarship program. Assignment and employment of any teacher under this program shall remain subject to CISD’s policies and procedures applicable to teachers. Employment of any teacher by CISD shall remain within the sole and exclusive discretion of CISD.
4. In exchange for such accommodations, particularly the Scholarship Award, and for the teacher/candidate to avoid repayment of the Scholarship/award (as set forth below), the teacher/candidate agrees s/he must complete a minimum of 3 years of employment (consisting of both Fall and Spring Semesters of the School Year) at CISD immediately following the completion of the Graduate Degree or courses necessary to obtain dual

credit accreditation. This three-year period is the expected and anticipated period during which CISD students will benefit from the advanced credential earned and accessed by the teacher/candidate through the financial support derived through the CREEED Scholarship Award. In the event the teacher fails to complete this three-year commitment, the teacher will be required to reimburse CREEED the costs of the Scholarship award on a pro-rata basis. Circumstances for failing to complete the three-year commitment will be reviewed case-by-case. Nothing in this section or this MOU shall obligate CISD to employ any teacher for any period, or contract for employment beyond that provided by CISD directly to the teacher, shall be created or implied by this MOU. In addition, this MOU creates no financial commitment on the part of CISD to CREEED for any reason. Furthermore, this MOU creates no financial commitment by CISD to the teacher, except for the assignment and employment of the teacher subject to CISD's policies and procedures.

CISD will submit the names of the teachers approved to receive a Scholarship to CREEED. CREEED will issue a single payment to CISD for its allocation among the teacher Scholarship recipients. CREEED will provide Scholarships as requested under the governing guidelines and will reimburse CISD in a lump sum payment for the Scholarships granted no later than 30 days after CISD gives notice to CREEED of the Scholarship recipients. CISD agrees the Scholarships should be awarded and paid upfront to the recipients to pay for tuition and learning resources (books, e-readers, and such), out-of-pocket expenses associated with the master's degree, including food, childcare, and travel expenses. CREEED will assume all risks that a Scholarship recipient may not complete the course of study to accelerate the numbers of qualified teachers pursuing their master's degree to meet the certification requirements for teaching dual credit type courses and to incentivize completion by reducing the financial obstacles.

CISD further agrees to track the enrollment and completion rate of the students benefited from the expansion of dual credit courses, ECHS and P-TECH curricula/programs as part of the assessment necessary to determine the impact of the CREEED Scholarship Award program and the improvements or enhancements that may be required to fulfill the objectives of college attainment better. It is the intention of the parties to this MOU that certain measures referred to as "key performance indicators" (KPI) be adopted to formally track the progress of the students in CISD who are enrolled in dual credit courses and early college high school. Such KPIs should be the work product of a collaborative process between CISD and CREEED to establish an agreement as to the outputs to be assessed and measured.

Among the data that will be tracked will be the following:

1. Whether the numbers of students eligible and involved in the referenced college preparatory programs are expanding and the percentage rate of the expansion.
2. Whether the students are enrolling in post-secondary education at an increasing rate.
3. Whether the students who graduated from these accelerated programs completing post-secondary education within 6 years from initial enrollment.

4. Whether the students graduated from these accelerated programs require any re-training in the subject matter for which college credit was earned and the nature of the rehabilitation that may be required.

CISD, along with Region XIX and the Regional Universities, as well as any other credentialed and qualified institution of higher education, in partnership with CREEED, will work to ensure that degree requirements, required classes, access to required classes, and tuition rates are set to maximize the benefits of the Scholarship fund and expand its access to other teacher/candidates to rapidly expand the number of Graduate Degree recipients returning to teach within the applicable school and programs within the CISD.

CREEED strongly encourages that the candidates selected for the Scholarship Fund described in this document be directed towards dual credit core and STEM (Science, Technology, Engineering, and Mathematics) related disciplines, which are the areas of educational preparation presently and projected to be 'in demand' from a workforce and general economy need for the foreseeable future.

Miscellaneous.

- Without the prior written consent of the other party, no party shall have the right or power to assign this MOU in whole or in part. THIS MOU SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS AND IS PERFORMABLE IN EL PASO COUNTY, TEXAS.
- This MOU, and its provisions, shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns.
- Wherever the context shall require, the singular shall include the plural, and the male gender shall include the female gender and the neuter, and vice versa.
- In the event that either party brings an action to enforce or interpret any provision of this MOU, the prevailing party will be entitled to recover its costs and expenses, including, without limitation, reasonable attorney's fees, costs, and necessary disbursements, in addition to any other relief to which it shall be entitled to receive.
- No consent or waiver, express or implied, by a party to or for any breach of any provision of this MOU by the other party shall be deemed a consent or waiver to or for any other breach of the same provision of any other provision of this MOU.
- All funds paid under the terms of this MOU shall be used exclusively for charitable or educational purposes.
- All funds paid under this MOU shall be used exclusively to carry out the purpose described in this MOU.
- Any provision, or part thereof, of this MOU held by a court of competent jurisdiction to be invalid or unenforceable shall not impair or invalidate the remainder of this MOU and the effect thereof shall be confined to the provision, or part thereof, so held to be invalid or unenforceable.
- This MOU does not constitute a joint venture or partnership of any kind between the parties hereto. CISD reserves, and does not waive, its rights of sovereign immunity and

similar rights, immunities and rights of its officials and employees, and its employees/officials' rights under the Texas Tort Claims Act.

- **THIS MOU IS THE FINAL, COMPLETE, AND ENTIRE AGREEMENT BETWEEN THE PARTIES WITH RESPECT TO THE SUBJECT MATTER AND SUPERSEDES ALL PRIOR COMMUNICATIONS, ORAL OR WRITTEN, BETWEEN THE PARTIES. Changes to this MOU may only be made by mutual written agreement of the parties, which must contain the authorized signature of CISD's Superintendent or the President of CISD's Board of Trustees.** Changes to this MOU may only be made by mutual written agreement of the parties, which must contain the authorized signature of CISD's Superintendent or the President of CISD's Board of Trustees.
- This MOU may be executed in multiple counterparts (including by means of facsimile or electronic signature pages), any one of which need not contain the signatures of more than one Party, but all such counterparts taken together shall constitute one and the same instrument.
- The MOU to the extent signed and delivered by means of facsimile or email with scan or facsimile attachment, shall be treated in all manner and respects as an original agreement or instrument and shall be considered to have the same binding legal effect as if it were the original signed version of the MOU delivered in person. At the request of any Party, each other Party shall re-execute original forms of the MOU and deliver them to all other Parties. No Party shall raise the use of a facsimile machine or email to deliver a signature or the fact that a signature was transmitted or communicated through the use of a facsimile machine or email as a defense to the formation or enforceability of the MOU, and each Party forever waives any such defense.

Prohibited Uses

- No Scholarship funds may be used for any of the following purposes:
 - To carry on propaganda, or otherwise attempt to influence legislation with the meaning of Code Section 4945 (d);
 - To influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive within the meaning of Code Section 4945 (d) (2);
 - To test for public safety; and
 - To undertake any activity for any purpose other than religious, charitable, scientific, literary, or educational purposes.

If CISD expends any of the Scholarship funds for prohibited use, CISD shall notify CREEED immediately of such expenditures and CISD shall refund to CREEED those funds and CREEED may terminate this MOU without any further obligation to CISD. Any forbearance by CREEED in exercising any right or remedy under this MOU, or otherwise afforded by applicable law, shall not be a waiver of or preclude the exercise of any right or remedy.

Amendment. Any Amendment to this MOU must be in writing and signed by all the Parties to be effective.

In Witness Whereof, the Parties have executed and entered into this MOU on the _____ day of _____ 202__.

Canutillo Independent School District
Dr. Pedro Galaviz
7965 Artcraft Road
El Paso, TX. 79932

Superintendent

Council on Regional Economic Expansion and Educational Development
4110 Rio Bravo, Suite 103
El Paso, Tx. 79902

Chairman of the Board

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Signature of Requester(s)

Signature of Presenter(s)

Business Services Approval (Initials)

Date

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):



**CANUTILLO INDEPENDENT SCHOOL DISTRICT
LIST OF INTERLOCAL AND COOPERATIVES**

Interlocal Agreement	Established	Membership Fee
El Paso ISD Interlocal Agreement	2/21/2017	None
Socorro ISD Interlocal Agreement	2/21/2017	None
Ysleta ISD Interlocal Agreement	4/21/2010	None

Cooperative Contracts	Established	Membership Fee
1GPA - 1Government Procurement Alliance	1/25/2019	None
Allied States Cooperative, Region 19	12/13/2001	None
Central Texas Purchasing Alliance (Round Rock)	9/17/2018	\$150.00 annually
E&I Cooperative Services	9/4/2012	None
Equalis Group	6/28/2022	None
Fort Worth Independent School District Procurement Card Svcs)	2/12/2019	
Harris County Department of Education - Choice Partners	1/29/2001	None
Houston Galveston Area Council of Governments (H-GAC)	2/5/2001	None
National Coopeartive Purchasing Alliance	3/22/2022	None
OMNIA Partners	8/25/2020	None
Purchasing Cooperative of America	8/26/2021	None
Region 2 - GoodBuy	3/22/22	None
Region 6 - EPIC 6		None
Region 8 -Texas Interlocal Purchasing Systems (TIPS USA)	5/6/2008	None
Region 12 E cudcation Service Center - State of Texas Co-op *	Unknown	None
Region 14 - National Cooperative Purchasing Alliance	4/7/2022	None
Region 16 - TexBuy	11/9/2016	None
Region 17 - West Texas Food Service Cooperative	1/27/2022	Annual Renewal None
Region 18 Education Service Center *	Unknown	None
Region 20 - 2013 Purchasing Cooperative	8/25/2020	None
Region 20 - PACE	8/25/2020	None
Sourcewell (formerly National Joint Powers Alliance)	8/25/2020	None
Southeast Texas Purchasing Cooperative	3/22/2022	None
Texas Comptroller of Public Accounts - TxSmartBuy	11/9/2016	None
Texas Comptroller of Public Accounts - Texas Multiple Award Schedule (TXMAS)	11/9/2016	None
Texas Association School Business - BuyBoard	2/13/2007	None
Tarrant County Cooperative Purchasing, Fort Worth	5/24/2022	None
* Texas Department of Information Resources (DIR)	8/22/2023	None
* Juvenile Justice Alternative Education Program (JJAEP) Interlocal	8/22/2023	Annual Renewal None
* TASB Benefits Cooperative - Interlocal	1/23/2024	None

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: [Recommendation to approve Interlocal Agreement Between Canutillo ISD and Carrizo Springs ISD](#)

Justification Statement: [Present Interlocal Agreement with Carrizo Springs to continue to utilize the services of our current Third Party Administrator. There is no cost for the Inerlocal Agreement and zero cost to utilizing our current THird Party Administrator, TEB Benefits, Inc.](#)

Purpose of Agenda Item: Information Discussion Action
Item Type: Curriculum & Instruction HumanResources Business Services

Staff Responsible: [Martha Carrasco, Chief Human Resources Officer](#)
Signature of Requester(s)
[Martha Carrasco, Chief Human Resources Officer](#)
Signature of Presenter(s)
[Elizabeth B. Sida](#) [June 2023](#)
Business Services Approval (Initials) *Date*

Agenda Summary: [Request approval of Interlocal Agreement with Carrizo Springs to continue to utilize the services of our current Third Party Administrator. There is no cost for the Interlocal Agreement and zero cost to utilizing our current Third Party Administrator, TEB Benefits, Inc.](#)

RECOMMENDATION: [Accept the Interlocal Agreement with Carrizo Springs ISD to continue utilizing our current TPA-TEB Benefits Inc.](#)

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
[Interlocal Agreement](#)

REQUESTING DEPARTMENT: [Human Resources](#)

CONSEQUENCES OF NON-APPROVAL: [Current Contract with TEB Benefits Inc. ends in December 2024. District has agreed to continue with TEB. NO concerns or service issues with TEB's performance.](#)

IMPLEMENTATION TIMELINE: [Immediately](#)

ATTACHMENT(S): [Interlocal Agreement, Employee Benefits/Amendment 1](#)



**INTERLOCAL AGREEMENT
Employee Benefits**

AMENDMENT 1

THIS AMENDMENT AGREEMENT dated the 21st day of May 2024, by and between the Canutillo Independent School District (CISD) and the Carrizo Springs Consolidated Independent School District (CSCISD). This Amendment shall remain in effect for a period of twenty four (24) months from the date executed .

WITNESSETH:

WHEREAS CISD and CSCISD entered into an Interlocal Agreement dated the 12th of July 2023 and

WHEREAS said Agreement has been in full force and effect since that time and,

WHEREAS CISD and CSCISD hereby agree to amend such Agreement,

NOW THEREFORE, in consideration of these present and the agreement of each other, CISD and CSCISD agree that said Agreement shall be amended as follows:

1. Whereas CSCISD has entered into a contract with TEB Benefits Group Inc, a Texas Corporation, to provide Third party administrative (TPA) services for CSCISD's ancillary benefits programs and,
2. CISD pursuant to the Interlocal Cooperation Act, Chapter 791 of the Government Code wishes to obtain services from TEB Benefits Group Inc to provide TPA Services for Ancillary Benefits and other TPA Services.

All other terms and conditions of the INTERLOCAL AGREEMENT (Employee Benefits) remain the same.

IN WITNESS WHEREOF, CISD and CSCISD have executed this instrument by proper persons thereunto duly authorized so to do on the day and year first herein above written.

By: _____ Canutillo Independent School District
(Signature)

(Printed name and title)

Date: _____

By: Rose S. Pearson Carrizo Consolidated Independent School District
(Signature)

Rose S. Pearson - Superintendent of Schools
(Printed name and title)

Date: May 21, 2024

Board of Trustees

Meeting Date: 6/25/2024

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Recommendation to approve Letter of Agreement between Canutillo ISD and Walden University, LLC for the Richard W. Riley College of Education Human Science's Licensure Programs

Justification Statement: Review and approval of Letter of Agreement between Canutillo ISD and Walden University, LLC for the Richard W. Riley College of Education Human Science's Licensure Programs

Purpose of Agenda Item: Information Discussion Action
Item Type: Curriculum & Instruction Human Resources Business Services

Staff Responsible: Jesica Arellano - Executive Director of Curriculum & Instruction

Signature of Requester(s)

Jesica Arellano



Signature of Presenter(s)

Elizabeth B. Sida

Business Services Approval (Initials)

Date

Agenda Summary:

The purpose of this agreement is to guide and direct a working relationship between Walden University and Canutillo ISD in providing clinical practice experiences ("field experience") as required by the Minnesota Professional Educator Licensing and Standards Board, Minnesota Board of School Administrators, or the Ohio Department of Higher Education and Ohio State Board of Education, and in accordance with Walden University's state approved licensure program.

RECOMMENDATION: We submit this Letter of Agreement for the Board of Trustees to review and approve. This agreement has been vetted through our district attorney.

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT: N/A

AMOUNT(S): N/A

ACCOUNT NO(S): N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
Letter of Agreement

REQUESTING DEPARTMENT:
Curriculum and Instruction

CONSEQUENCES OF NON-APPROVAL:
The effects of non-approval would be a detriment to our continued support of educator preparation programs.

IMPLEMENTATION TIMELINE:
Upon approval for the 2024-2025 School Year

ATTACHMENT(S): Letter of Agreement, Contract Routing and Approval Form





**Richard W. Riley College of Education and Human Sciences
Letter of Agreement for Licensure Programs**

Directions: Complete this letter agreement electronically, using the Tab key to move to the next field. Email the form with your fields completed to educationfield@mail.waldenu.edu.

This agreement is entered into for the Richard W. Riley College of Education and Human Science’s Licensure Programs at Walden University, LLC hereinafter referred to as the “UNIVERSITY” and Canutillo Independent School District, hereinafter referred to as the “SCHOOL.”

The purpose of this agreement is to guide and direct a working relationship between the UNIVERSITY and the SCHOOL in providing clinical practice experiences (“field experience”) as required by the Minnesota Professional Educator Licensing and Standards Board, Minnesota Board of School Administrators, or the Ohio Department of Higher Education and Ohio State Board of Education, and in accordance with UNIVERSITY’s state-approved licensure programs.

As outlined in each program handbook, the UNIVERSITY requires students enrolled in a licensure-leading program, hereinafter referred to as “Candidates” to complete student teaching or field experiences. These experiences are described in each program handbook and are bound by the terms of this letter of agreement.

ACTIVITIES AND SERVICES

The UNIVERSITY requests qualified mentors to provide activities and services for the Candidates, to act as “Cooperating Teachers” or “Host Teachers” for Candidates in the Teacher Preparation and Endorsement programs, or “Principal Mentors” for Candidates in the Educational Leadership and Administration programs. The qualifications for “Cooperating Teachers” are listed in APPENDIX A, the qualifications for “host teachers” are listed in APPENDIX B, and the qualifications for “principal mentors” are listed in APPENDIX C.

ROLES AND RESPONSIBILITIES

The Candidate shall be responsible for the following:

1. Honoring the time schedule established between the SCHOOL, UNIVERSITY, and Candidate.
2. Following the existing SCHOOL curriculum and policies, and all SCHOOL and classroom rules and procedures, including FERPA guidelines for confidentiality of student information.
3. Fulfilling the expectations and policy of both the SCHOOL personnel and the UNIVERSITY, as described in each program handbook (including completing a Teacher Performance Assessment for Teacher Preparation program candidates).
4. Conducting themselves in a professional manner.
5. Accepting constructive feedback and engaging in regular self-appraisal.
6. Adhering to the Code of Ethics for Minnesota Teachers (rule 8710.2100, subpart 2), for candidates in the Teacher Preparation and Endorsement programs. The Code of Ethics for Minnesota Teachers is listed in APPENDIX D.

7. Adhering to the Minnesota Code of Ethics for School Administrators (rule 3512.5200, subpart 2), for candidates in the Minnesota-approved Educational Leadership and Administration programs. The Minnesota Code of Ethics for School Administrators is listed in APPENDIX E.
8. Adhering to the Licensure Code of Professional Conduct for Ohio Educators, for candidates in the Ohio-approved Educational Leadership and Administration programs. The Licensure Code of Professional Conduct for Ohio Educators is listed in APPENDIX F.
9. Providing all required documentation to SCHOOL including criminal background checks, drug testing clearances, immunization reports or other health information, if applicable.

SCHOOL personnel shall be responsible for the following:

1. Reading the appropriate program handbook.
2. Identifying and selecting qualified clinical educators (Cooperating Teachers, Host Teachers, or Principal Mentors) who model effective instruction, including the use of state academic standards, or if available, national discipline-specific standards, and who model culturally responsive teaching. Selected clinical educators must demonstrate a positive impact on candidates' development and P-12 student learning and development, and be mutually agreeable to the UNIVERSITY. SCHOOL reserves the right to make any and all employment decisions with respect to its staff and placement or assignment of staff.
3. Providing opportunities for the Candidate to complete experiences with students with a range of exceptionalities, including students on an individualized education plan.
4. Participating in four (4) observations of the Candidate during demonstration teaching in the Teacher Preparation programs, and providing actionable feedback to the Candidate during triad meetings with the UNIVERSITY supervisor.
5. Allowing Teacher Preparation program candidates to complete the Teacher Performance Assessment (edTPA) during Demonstration Teaching, including videotaping the candidate's instruction.
6. Completing and submitting a survey to verify; 1) the number of hours or weeks the Candidate spent in the field, and 2) the diversity of the classroom and school.
7. Completing and submitting an evaluation on the Candidate's performance and dispositions, pertaining to the Candidate(s) assigned to them.
7. Allowing the UNIVERSITY supervisor into the classroom for a minimum of four (4) observations of a Candidate during demonstration teaching in the Teacher Preparation programs.
8. Conferring with the UNIVERSITY supervisor regularly throughout the Candidate's field experience and communicating any concerns regarding the Candidate to the UNIVERSITY.
9. Requesting that all required documentation be provided to SCHOOL, including criminal background checks, drug testing clearances, immunization reports or other health information from candidate, if applicable.
10. Sharing responsibility for continuous improvement of Candidate preparation and share accountability for Candidate outcomes with UNIVERSITY.
11. Immediately notifying the UNIVERSITY if the SCHOOL wishes to remove, reassign, or discontinue a placement for a candidate dispositional concern, or if it is determined the field experience is jeopardizing the educational advancement of the class.

Commented [SB1]: Can this be done?

Commented [JP2R1]: Not sure if this is an internal question. Information I can provide if it helps:

The candidate will need to videotape themselves for the edTPA.

The video and the students' work will be:

- Kept confidential (all names will be removed from the students' work)
- Used to assess the candidate's performance as a teacher, not the performance of the children
- Viewed in order to provide feedback to the candidate to improve their teaching
- Submitted to be scored by Pearson Education and its trained scorers through a password protected website

Commented [SB3]: Same issue: how will this be done?

Commented [JP4R3]: The 4 observations will be conducted virtually. The candidate, cooperating teacher, and university supervisor will decide if the lessons the candidate will teach will be recorded for the supervisor to view at a later time, or if they will be livestreamed for the supervisor to view in real time.

UNIVERSITY personnel shall be responsible for the following:

1. Providing oversight and direction to the field experience.
2. Confirming the Candidate's placement with the SCHOOL two (2) weeks before the placement begins.

3. Orienting SCHOOL personnel and Candidate to expectations and responsibilities according to University policy.
4. Ensuring the field experience is conducted in such a manner as to enhance the education of the students in the SCHOOL.
5. Partnering with SCHOOL to co-select, prepare, evaluate, support, and retain high-quality educators who demonstrate a positive impact on Candidate and P-12 student development.
6. If the UNIVERSITY or SCHOOL decides to remove, reassign or discontinue a placement for a candidate dispositional concern, or if it is determined the field experience is jeopardizing the educational advancement of the class, the UNIVERSITY is responsible for informing the Candidate.
7. Where required by and acceptable to SCHOOL, completion of a criminal background check and a drug screen as to each placed student and each UNIVERSITY supervisor observing a Candidate prior to participation in the practical learning and clinical educational experience.

MUTUAL AGREEMENT

The following is understood and agreed:

1. The terms of this agreement shall be in force until either party terminates this agreement upon thirty (30) days' prior written notice to the other.
2. This agreement may be modified by mutual consent, provided any and all modifications will be in writing and signed by an official of the UNIVERSITY and of the SCHOOL.
3. The parties shall maintain liability insurance with limits sufficient to cover the activities contemplated in this agreement. Such insurance limits shall not be less than \$1million per occurrence and \$3 million aggregate. The parties shall provide evidence of coverage upon request.
4. The parties agree to indemnify and hold harmless the other from all loss or liability resulting from the negligent acts or omissions of the respective party and/or its employees or agents arising out of the performance or the terms and conditions of this Agreement.
5. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the parties acknowledge and agree that the SCHOOL is an educational institution with a legitimate educational interest in the educational records of the Candidate participating in the field experience program and to the extent that access to Candidate's records are required by the SCHOOL in order to carry out the field experience program.
6. The parties agree that Candidate will have equal access to their respective programs and facilities without regard for race, color, sex, age, religion or creed, marital status, disability, national or ethnic origin, socioeconomic status, sexual orientation or other legally protected status. The SCHOOL shall comply with the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 ("ADA"), which became effective as of January 1, 2009, Section 504 of the Rehabilitation Act of 1973 ("Section 504"), and Title IX, including the Department of Education's Final Rule and/or guidance, and shall cooperate to ensure that applicable Student(s) receive reasonable accommodations.
7. SCHOOL represents that it has policies in place that are consistent with applicable laws to prevent and report instances of sexual harassment, sexual discrimination, and sexual misconduct and it will comply with these policies during its participation in the field experience program.
8. Nothing in this Agreement, express or implied, is intended to confer any rights, remedies, claims, or interests upon a person not a party to this Agreement.
9. No compensation or payment of any kind is due to any Candidate by SCHOOL. SCHOOL is not responsible for wages, social security taxes, hospitalization insurance, or workers' compensation insurance for UNIVERSITY Candidates and or Supervisors, unless otherwise agreed upon in writing.
10. Governing Law; Venue. This agreement and any claim or controversy hereunder shall be governed by and construed and enforced in accordance with the laws of the State of Texas, without regard to the conflict of

laws provisions thereof. All actions and proceedings arising out of or related to this agreement shall be brought in a court located in El Paso County, Texas.

SIGNATURES

Please print this agreement, provide a wet signature, scan the document, and email it back to educationfield@mail.waldenu.edu. The fully executed agreement will be emailed back to you.

SCHOOL:

Signature: _____

Name (please print): _____

Title: _____

Date: _____

UNIVERSITY:

Signature: 

Name (please print): Kelley Costner

Title: Vice Provost

Date:

APPENDIX A

The Cooperating Teacher (Teacher Preparation Programs)

The Cooperating Teacher serves as a mentor teacher during demonstration teaching in the Teacher Preparation programs. The Cooperating Teacher collaborates with the university supervisor to establish mutually agreeable expectations for candidate preparation and exit, and shares responsibility with the university for the continuous improvement of the candidate. In addition, the Cooperating Teacher evaluates, supports, and demonstrates a positive impact on candidate development and P-12 student learning and development.

Cooperating Teacher qualifications:

- A valid TX teaching license, or the equivalent, in the field of specialization
- At least three (3) years of teaching experience in the field of specialization
- At least one (1) year of teaching experience at the current grade/age level
- At least one (1) year of teaching experience in the school or center
- Models effective instruction, including the use of state academic standards, or if available, national discipline-specific standards
- Models culturally responsive teaching
- Recommendation by the site principal or director

School and University will co-select qualified clinical educators.

APPENDIX B

The Host Teacher (Early Field Experiences and Endorsement Programs)

The host teacher is a licensed teacher who is responsible for supervising the Candidate during clinical experiences. The host teacher provides opportunities for the candidate to observe his/her classroom and fulfill the clinical experience course assignments, and also provides on the job development that is essential in maintaining coherence across the clinical and academic components of preparation.

Host Teacher qualifications:

- A valid TX teaching license, or the equivalent
- At least two years of teaching experience
- Models effective instruction, including the use of state academic standards, or if available, national discipline-specific standards
- Models culturally responsive teaching
- Recommendation by the site principal or director

School and University will co-select qualified clinical educators.

APPENDIX C

The Principal Mentor (Educational Leadership and Administration Principal Preparation Programs)

The principal mentor is a licensed principal-practitioner who serves as a role model, counselor, and teacher, providing guidance and opportunities for professional development, growth, and support. In collaboration with the university supervisor, the principal mentor establishes mutually agreeable expectations for candidate performance, and ensures theory and practice are linked. The relationship between the principal mentor and the candidate is key to the candidate's successful development as an effective leader. Candidates will have three principal mentors—one in each field experience setting.

Principal Mentor qualifications:

- A master's degree is required, advanced degree in educational administration is preferred.
- Licensure or eligibility for licensure as a school administrator.
- At least three (3) years of principal experience, of which at least one year is at the age/grade level of the assignment.
- Recommendation of the school system.

School and University will co-select qualified clinical educators.

APPENDIX D

Code of Ethics for Minnesota Teachers

All Walden University Candidates are expected to abide by the following Code of Ethics for Minnesota Teachers ([8710.2100, subpart 2](#)) while at their placement sites. The standards of professional conduct include the following:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

APPENDIX E

Minnesota Code of Ethics for School Administrators

All Walden University Principal Candidates enrolled in the Minnesota-approved principal preparation program are expected to abide by the following Minnesota Code of Ethics for School Administrators ([rule 3512.5200, subpart 2](#)) while at their placement sites. The standards of professional conduct include the following:

- A. A school administrator must provide professional educational services in a nondiscriminatory manner.
- B. A school administrator must take reasonable action to protect students and staff from conditions harmful to health and safety.
- C. A school administrator must take reasonable action to provide an atmosphere conducive to learning.
- D. A school administrator must not use professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- E. A school administrator must disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws, and school district policies.
- F. A school administrator must not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications, or to the qualifications of other staff or personnel.
- G. A school administrator must not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- H. A school administrator must not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
- I. A school administrator must only accept a contract for a position when licensed for the position or when a school district is issued a variance by the board.
- J. A school administrator, in filling positions requiring licensure, must employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been issued a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
- K. A school administrator must not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

APPENDIX F

Licensure Code of Professional Conduct for Ohio Educators

All Walden University Principal Candidates enrolled in the Ohio-approved principal preparation programs are expected to abide by the following [Licensure Code of Professional Conduct for Ohio Educators](#) while at their placement sites. The principles of professional conduct include the following:

1. Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.
2. Educators maintain a professional relationship with all students at all times, both in and outside the classroom.
3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.
4. Educators adhere to federal, state, and local laws and statutes regarding criminal activity.
5. Educators comply with state and federal laws related to maintaining confidential information.
6. Educators serve as positive role models and do not use, possess, or unlawfully distribute illegal or unauthorized drugs.
7. Educators ensure school property, public funds, or fees paid by students or the community are used in the best interest of students and not for personal gain.
8. Educators fulfill all the terms and obligations in their employment contracts.
9. Educators use technology in a responsible manner and safeguard the electronic devices and data entrusted to them.

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: _____

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Signature of Requester(s)

Signature of Presenter(s)

CPulley

Business Services Approval (Initials)

Date

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):



CANUTILLO A Premier District

To: Board of Trustees
Dr. Pedro Galaviz, Superintendent

Through: Martha E. Piekarski, Chief Business Officer

From: Cristina Pulley, Executive Director of Financial Services

Date: May 30, 2024

Subject: Quarterly Investment Report for March 31, 2024

This investment report for the Canutillo Independent School District, for the quarter ending March 31, 2024, is in full compliance with the Investment Policy and strategy as established for the District per the Public Funds Investment Act (Chapter 2256). The Public Funds Investment Act requires quarterly reporting of investment activity, balances (both book and market values) and presentation to the Board of Trustees.

The investment objectives of safety, liquidity, and maturity levels that are sufficient to meet anticipated cash requirements is what drives the investment activity. For fiscal year 2023-2024, the District will maintain its investments in governmental investment pools and fixed term maturities with Logic, Lone Star, Texas Class, TexPool, and TexSTAR. The portfolio within these investment pools includes Money Markets, Commercial Paper, U.S. Treasury Securities, Government Obligations, and Repurchase Agreements.

During the third quarter, the District's total investment of \$26,418,060 was invested at an average interest yield of 5.46% which resulted in interest income of \$441,211. Operating Fund investments of \$10.886 million generated interest revenue of \$212,284. Of the total investments, 41.20% were held in the Operating Fund due to the daily withdrawals needed to cover cash disbursements. The Health Insurance Fund increased by fifty dollars due to accrued interest. Lastly, the Debt Service Fund totaled 49.63% of the investments with a decrease from \$16.954 million to \$13.113 million due to the February debt payment.

At the end of the quarter, the investment rates in the equity markets and the investment ratings for all five investment pools were rated "AAA." As the district's investment officers, we will continue to seek investment opportunities after investment safety, liquidity, and maturity are considered. The investment portfolio meets both the Public Funds Investment Act and the Board's investment policy requirements.

M E Piekarski

Martha E. Piekarski, Chief Business Officer

Cristina Pulley

Cristina Pulley, Executive Director of Financial Services

Leticia Ekery

Leticia Ekery, Accountant

Elvira Monzon-Uscanga

Elvira Monzon-Uscanga, Accountant

7965 Artcraft | El Paso, TX 79932
915.877.7400 | www.canutillo-isd.org

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**Canutillo Independent School District
Quarterly Summary of Investments
March 31, 2024**

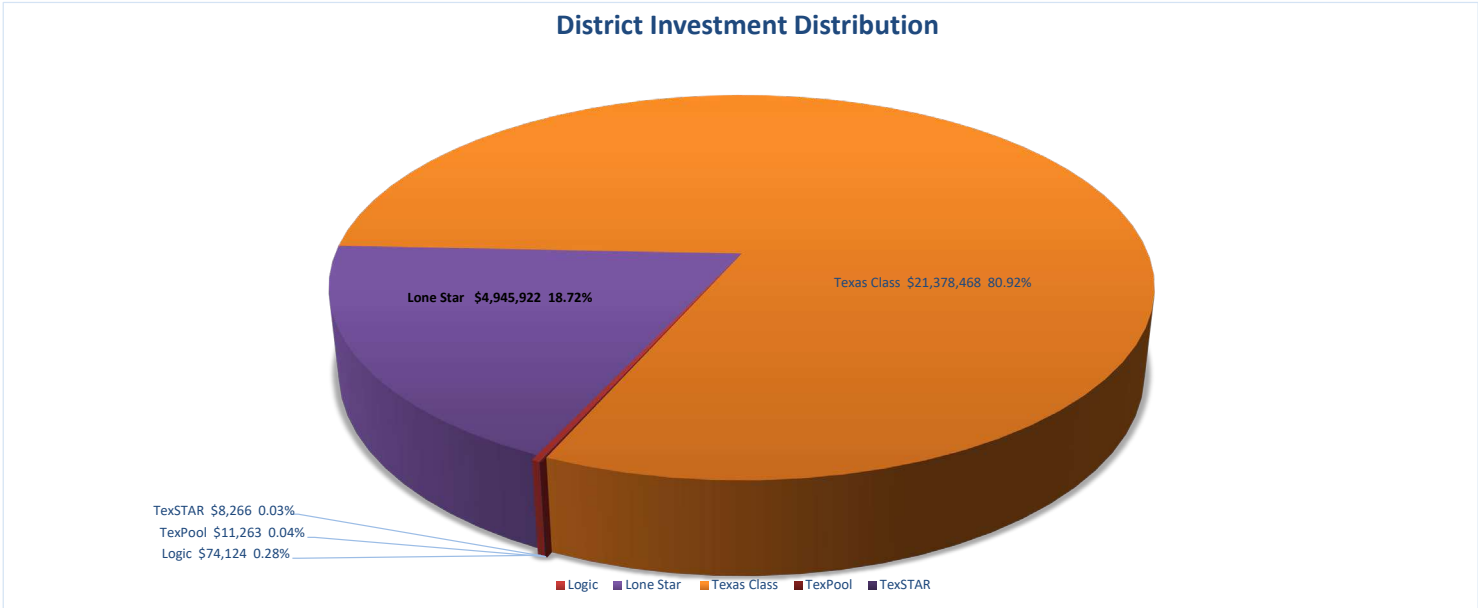
Description	Maturity Date	Current Month Interest Rate	03/31/2024 Book Value	3/31/2024 Market Value	12/31/2023 Book Value	12/31/2023 Market Value	Quarterly Accrued Interest	Book Value Increase/Decrease
Operating Fund								
Logic	On Demand	5.4733%	\$ 74,124	\$ 74,142	\$ 73,119	\$ 73,137	\$ 1,005	\$ 1,005
Lone Star Corporate	On Demand	5.4900%	1,081,631	1,081,631	1,348,223	1,348,223	20,563	(266,592)
Texas Class	On Demand	5.4652%	9,710,950	9,710,950	10,971,940	10,971,940	190,461	(1,260,990)
TexPool	On Demand	5.3161%	11,263	11,263	11,115	11,115	148	148
TexSTAR	On Demand	5.2986%	8,086	8,084	7,980	7,978	106	106
Subtotal		5.4086%	\$ 10,886,053	\$ 10,886,071	\$ 12,412,376	\$ 12,412,393	\$ 212,284	\$ (1,526,322)
Debt Service Fund								
Lone Star Corporate	On Demand	5.4900%	\$ 1,445,369	\$ 1,445,369	\$ 1,425,650	\$ 1,425,650	\$ 19,718	\$ 19,719
Texas Class	On Demand	5.4652%	11,667,518	11,667,518	15,528,228	15,528,228	176,205	(3,860,709)
TexSTAR	On Demand	5.2986%	180	180	178	178	3	3
Subtotal		5.4179%	\$ 13,113,068	\$ 13,113,068	\$ 16,954,056	\$ 16,954,055	\$ 195,926	\$ (3,840,988)
Food Service Fund								
Lone Star Corporate	On Demand	5.4900%	\$ 2,396,674	\$ 2,396,674	\$ 2,363,976	\$ 2,363,976	\$ 32,697	\$ 32,697
Health Insurance Fund								
Lone Star Corporate	On Demand	5.4900%	\$ 3,689	\$ 3,689	\$ 3,639	\$ 3,639	\$ 50	\$ 50.32
Construction Fund								
Lone Star 2011	On Demand	5.4900%	4,322	4,322	4,263	4,263	59	59
Lonestar 2013	On Demand	5.4900%	14,236	14,236	14,042	14,042	194	194
Subtotal		5.4900%	\$ 18,558	\$ 18,558	\$ 18,305	\$ 18,305	\$ 253	\$ 253
Total Investments		5.4593%	\$ 26,418,042	\$ 26,418,060	\$ 31,752,352	\$ 31,752,369	\$ 441,211	\$ (5,334,309)

Portfolio Weighted Average Maturity						S&P Credit Ratings as of:
Asset	Book Value	Days to Maturity	Weighted Average Maturity (WAM)	Maturity Date of Each Asset		3/31/2024
Logic	74,124	1	0.003	4/1/2024	Liquid pool, due on demand	AAAm
Lone Star	4,945,922	1	0.187	4/1/2024	Liquid pool, due on demand	AAA/S1+
Texas Class	21,378,468	1	0.809	4/1/2024	Liquid pool, due on demand	AAAm
TexPool	11,263	1	0.000	4/1/2024	Liquid pool, due on demand	AAAm
TexSTAR	8,266	1	0.000	4/1/2024	Liquid pool, due on demand	AAAm
\$	26,418,042		1.000			

**Canutillo Independent School District
Quarterly Summary of Investments
March 31, 2024**

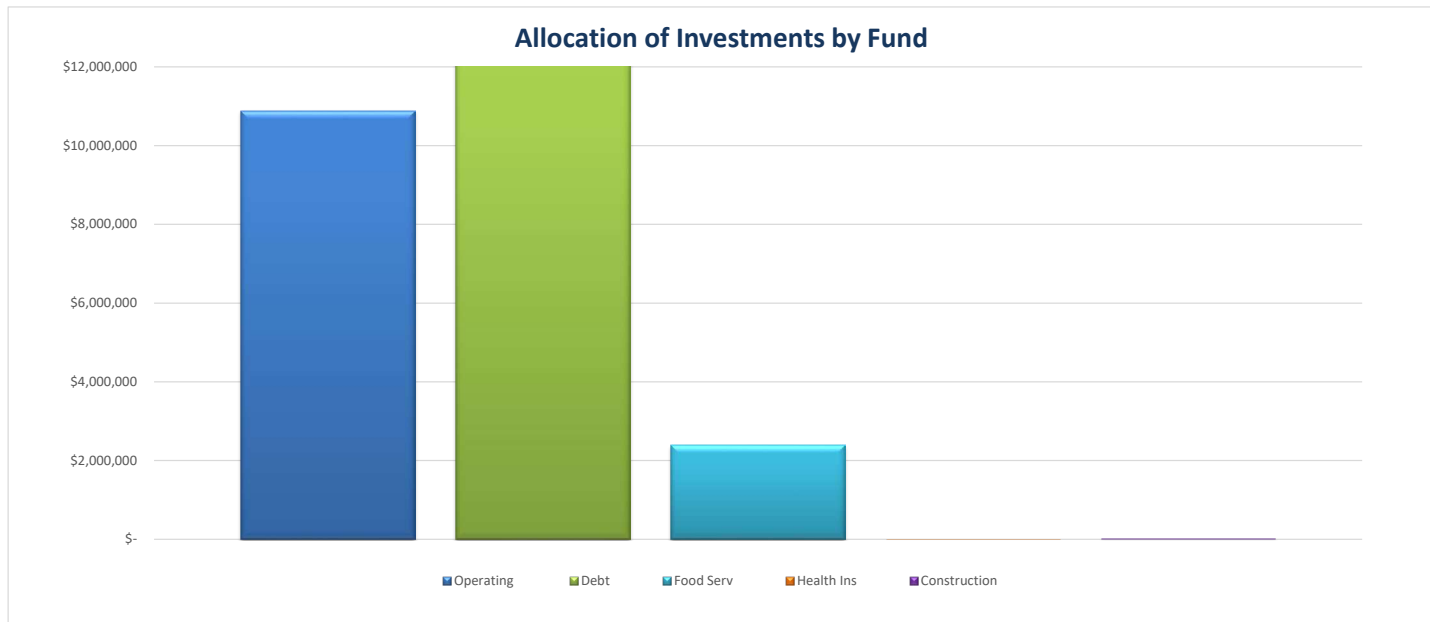
AAA is the highest Issuer Credit Rating assigned by Standar & Poor's
(m is for Money Market, f is for Fund, and S1+designates low volatility)

Investment	Amount	Percentage
Logic	\$ 74,124	0.28%
Lone Star	\$ 4,945,922	18.72%
Texas Class	\$ 21,378,468	80.92%
TexPool	\$ 11,263	0.04%
TexSTAR	\$ 8,266	0.03%
Total	\$ 26,418,042	100.00%



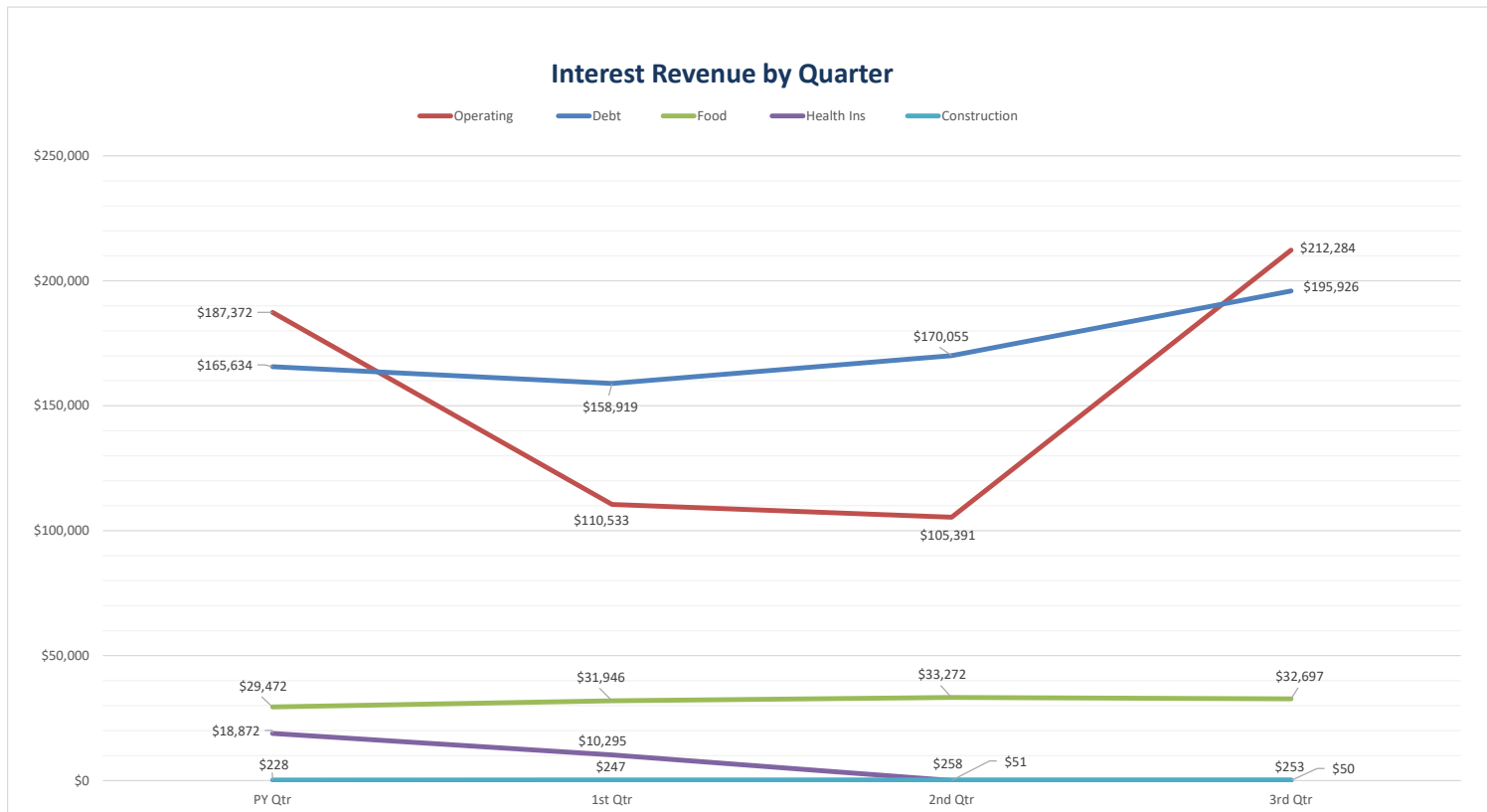
**Canutillo Independent School District
Quarterly Summary of Investments
March 31, 2024**

Fund	Amount	Percentage
Operating	\$ 10,886,053	41.21%
Debt	\$ 13,113,068	49.64%
Food Serv	\$ 2,396,674	9.07%
Health Ins	\$ 3,689	0.01%
Construction	\$ 18,558	0.07%
Total	\$ 26,418,042	100.00%



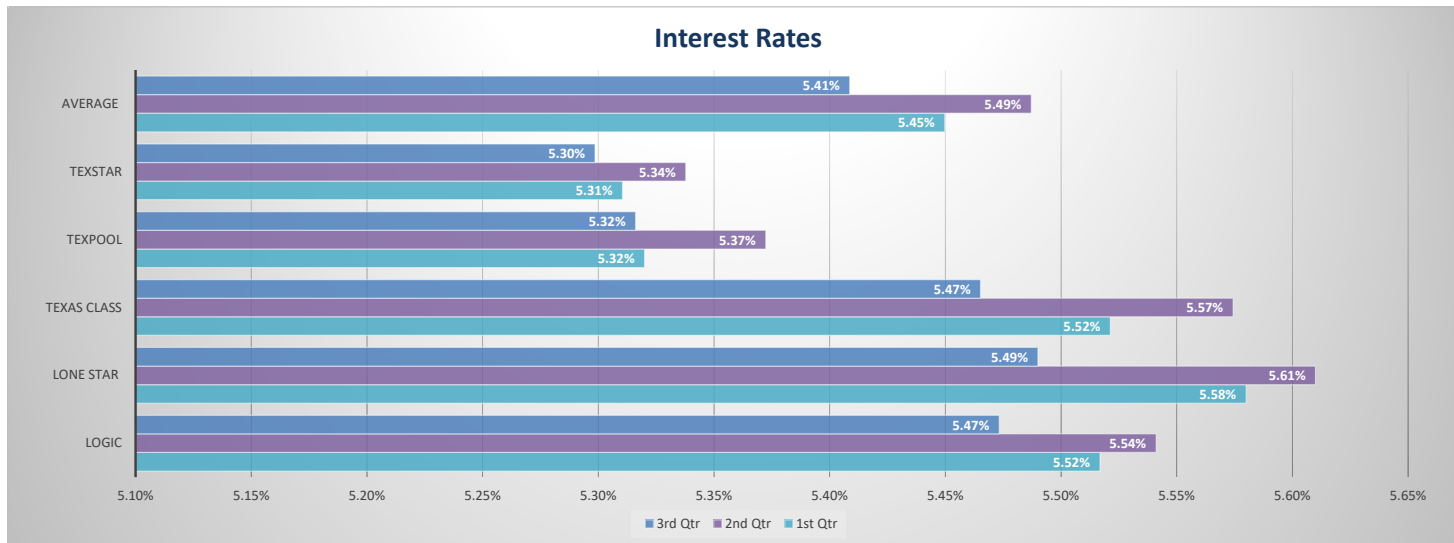
**Canutillo Independent School District
Quarterly Summary of Investments
March 31, 2024**

Interest	PY Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Operating	\$ 187,372	\$ 110,533	\$ 105,391	\$ 212,284	\$ -
Debt	\$ 165,634	\$ 158,919	\$ 170,055	\$ 195,926	\$ -
Food	\$ 29,472	\$ 31,946	\$ 33,272	\$ 32,697	\$ -
Health Ins	\$ 18,872	\$ 10,295	\$ 51	\$ 50	\$ -
Construction	\$ 228	\$ 247	\$ 258	\$ 253	\$ -
Total	\$ 401,578	\$ 311,941	\$ 309,027	\$ 441,210	\$ -



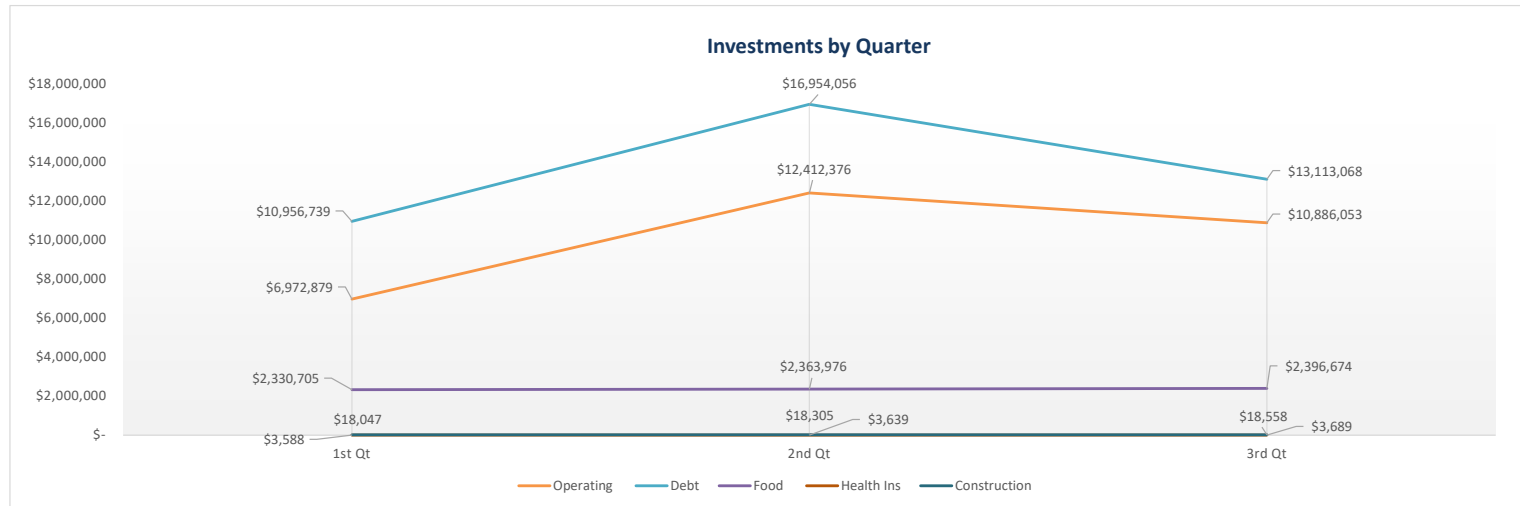
**Canutillo Independent School District
Quarterly Summary of Investments
March 31, 2024**

Investment	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Logic	5.52%	5.54%	5.47%	5.49%
Lone Star	5.58%	5.61%	5.49%	5.49%
Texas Class	5.52%	5.57%	5.47%	5.47%
TexPool	5.32%	5.37%	5.32%	5.32%
TexSTAR	5.31%	5.34%	5.30%	5.30%
Average	5.45%	5.49%	5.41%	5.41%



**Canutillo Independent School District
Quarterly Summary of Investments
March 31, 2024**

Fund	1st Qt	2nd Qt	3rd Qt	4th Qt
Operating	\$ 6,972,879	\$ 12,412,376	\$ 10,886,053	\$ -
Debt	\$ 10,956,739	\$ 16,954,056	\$ 13,113,068	\$ -
Food	\$ 2,330,705	\$ 2,363,976	\$ 2,396,674	\$ -
Health Ins	\$ 3,588	\$ 3,639	\$ 3,689	\$ -
Construction	\$ 18,047	\$ 18,305	\$ 18,558	\$ -
Total	\$ 20,281,958	\$ 31,752,352	\$ 26,418,042	\$ -



SIGNATURE CERTIFICATE



REFERENCE NUMBER

A7B82D92-53AC-4B36-B726-D9AC9AF0FDF8

TRANSACTION DETAILS

Reference Number

A7B82D92-53AC-4B36-B726-D9AC9AF0FDF8

Transaction Type

Signature Request

Sent At

06/06/2024 10:55 EDT

Executed At

06/06/2024 12:13 EDT

Identity Method

email

Distribution Method

email

Signed Checksum

14aae57266df93009560e9ad19f20426771c64451261119bece1f747ef961232

Signer Sequencing

Disabled

Document Passcode

Disabled

DOCUMENT DETAILS

Document Name

3rd Qtr Investment Rpt Ltr 3 31 2024

Filename

3rd_Qtr_Investment_Rpt_Ltr_3_31_2024.pdf

Pages

7 pages

Content Type

application/pdf

File Size



506 KB

Original Checksum

6d426e92a75541045371462199f7bf7b20701cdd233c97f9b557806821ec0643

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Martha Piekarski</p> <p>Email mpiekarski@canutillo-isd.org</p> <p>Components 1</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum a529ae946f2af63d45fbbc3cf756d66883b44f3577ab2b3d20459cfa3e2db9f3</p> <p>IP Address 212.102.40.87</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID 8A0AF3B2</p>	<p>Viewed At 06/06/2024 12:13 EDT</p> <p>Identity Authenticated At 06/06/2024 12:13 EDT</p> <p>Signed At 06/06/2024 12:13 EDT</p>
<p>Name Cristina Pulley</p> <p>Email cpulley@canutillo-isd.org</p> <p>Components 1</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum f9899a0759c39c23cca602aabe53472e84b47cc01bab3dc695d4fd59214ce7ab</p> <p>IP Address 70.125.228.98</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID 1DF4A28C</p>	<p>Viewed At 06/06/2024 11:21 EDT</p> <p>Identity Authenticated At 06/06/2024 11:22 EDT</p> <p>Signed At 06/06/2024 11:22 EDT</p>

SIGNER	E-SIGNATURE	EVENTS
Name Elvira Monzon-Uscanga Email emonzonuscanga@canutillo-isd.org Components 1	Status signed Multi-factor Digital Fingerprint Checksum 12d4c488098640b2fe9967e0e7f2ef4c08d8145e8378c163b0a8ec4a8b245c20 IP Address 70.125.228.98 Device Chrome via Windows Typed Signature  Signature Reference ID 3F1A080B	Viewed At 06/06/2024 10:57 EDT Identity Authenticated At 06/06/2024 10:58 EDT Signed At 06/06/2024 10:58 EDT
Name Leticia Ekery Email lekery@canutillo-isd.org Components 1	Status signed Multi-factor Digital Fingerprint Checksum a31723c73260d21d725b2cf6b92cfd6142cba26252ef21fc1cc6907ce46f1ecd IP Address 70.125.228.98 Device Chrome via Windows Typed Signature  Signature Reference ID 60C083CA	Viewed At 06/06/2024 10:56 EDT Identity Authenticated At 06/06/2024 10:56 EDT Signed At 06/06/2024 10:56 EDT

AUDITS

TIMESTAMP	AUDIT
06/06/2024 10:55 EDT	CISD Finance Department (finance@canutillo-isd.org) created document '3rd_Qtr_Investment_Rpt_Ltr_3_31_2024.pdf' on Chrome via Windows from 70.125.228.98.
06/06/2024 10:55 EDT	Cristina Pulley (cpulley@canutillo-isd.org) was emailed a link to sign.
06/06/2024 10:55 EDT	Elvira Monzon-Uscanga (emonzonuscanga@canutillo-isd.org) was emailed a link to sign.
06/06/2024 10:55 EDT	Martha Piekarski (mpiekarski@canutillo-isd.org) was emailed a link to sign.
06/06/2024 10:55 EDT	Leticia Ekery (lekery@canutillo-isd.org) was emailed a link to sign.
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06/06/2024 12:13 EDT	Martha Piekarski (mpiekarski@canutillo-isd.org) authenticated via email on Chrome via Windows from 212.102.40.87.
06/06/2024 12:13 EDT	Martha Piekarski (mpiekarski@canutillo-isd.org) signed the document on Chrome via Windows from 212.102.40.87.

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Signature of Requester(s)

Signature of Presenter(s)

CPulley
Business Services Approval (Initials)

Date

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):





FINANCIAL SERVICES

CANUTILLO A Premier District

To: Board of Trustees
From: Cristina Pulley, Executive Director of Financial Services
Date: June 12, 2024
Subject: Approval of Investment Resolution and Investment Policy

The Board of Trustees is required to review and approve the resolution related to District investments annually:

Resolution Approving Independent Sources for Investment Training and Designation of Investment Officers

Texas Government Code 2256.008(a), as amended, requires the investment officer of the District to attend an investment training session not less than once in a two-year period and receive no less than eight hours of instruction relating from an independent source approved by the Board of Trustees. District Policy CDA (LOCAL) also requires the Superintendent or other person(s) designated by Board Resolution to serve as the investment officer of the District.

The resolution names the Executive Director of Financial Services, and Accountant(s) as the District's Investment Officers. The resolution also includes approval of the following independent sources for investment officer training.

- Texas Association of School Boards
- Texas Association of School Business Officials
- Texas Association of School Administrators
- Texas Municipal League
- Texas Class
- Center for Public Management

In addition, the governing body of the entity shall, at least annually, review, revise and adopt a list of investment sources or qualified brokers that are authorized to engage in investment transactions with the district. All investment sources are licensed to sell in Texas and meet all legal requirements and policies to sell to the district. The listed investment sources below are recommended.

- LOGIC
- First Public – Lonestar
- Texas CLASS-MBIA
- Texpool
- TexSTAR
- Texas Term & Daily
- BBVA Compass Bank
- Wells Fargo Security

Street Address:
7965 Artcraft Rd.
El Paso, TX 79932

Mailing Address:
P.O. Box 100
Canutillo, TX 79835

P: (915) 877-7516
F: (915) 877-7524
canutillo-isd.org

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

Lastly, the Board of Trustees is required to review and approve the CISD Investment Policy CDA annually. Attached you will find a copy of CDA Policy-Investments (Local & Legal) and the resolution listed above.

If you have any additional questions or concerns, feel free to contact me at your discretion, at 877-7425 or at cpulley@canutillo-isd.org.

Attachments

**RESOLUTION APPROVING INDEPENDENT SOURCES FOR INVESTMENT TRAINING AND DESIGNATION OF
INVESTMENT OFFICERS
FOR THE CANUTILLO INDEPENDENT SCHOOL DISTRICT**

WHEREAS, Canutillo Independent School District (“District”) has been legally created and operates pursuant to the general laws of the State of Texas applicable to independent school districts; and

WHEREAS, the Investment Policy CDA (LOCAL) states the superintendent or other person as designated by Board resolution shall serve as the investment officer of the District; and

WHEREAS, the Texas Association of School Boards (“TASB”), the Texas Association of School Administrators (“TASA”), and the Texas Association of School Business Officials (“TASBO”), Texas Class, Texas Municipal League (TML), and Center for Public Management are independent sources that provide investment training sessions relating to investment responsibilities; and

WHEREAS, the Board of Trustees of the Canutillo Independent School District wishes to approve these independent sources of instruction to provide investment training sessions required by Texas Government Code Section 2256.008(a):

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CANUTILLO INDEPENDENT SCHOOL DISTRICT:

That the Texas Association of School Boards, the Texas Association of School Business Officials, and Texas Association of School Administrators, Texas Class, Texas Municipal League, and Center for Public Management are hereby approved as independent sources of instruction relating to investment responsibilities for the investment officers of this District, as required by Section 2256.008(a), Texas Government Code, as amended.

And that the Executive Director of Finance, and Accountant(s) shall serve as the District’s Investment Officers.

Passed and approved this 25th day of June, 2024.

CANUTILLO INDEPENDENT SCHOOL DISTRICT

By _____
Armando Rodriguez, Board President

Attest:

Cindy Zuniga, Board Secretary

RESOLUTION OF THE BOARD REGARDING REVIEW OF THE INVESTMENT PROGRAM

WHEREAS, Section 2256.005(e) of the Public Funds Investment Act (Texas Government Code Chapter 2256) (the “Act”) requires the Board of Trustees of Canutillo Independent School District (District) to (a) review the District’s investment policy and investment strategies set forth in CDA(LOCAL) not less than annually and (b) adopt this resolution reflecting the Board’s review and recording any changes made to the investment policy or strategies;

WHEREAS, the District’s investment policy for fiscal year 2024-2025 has been presented to the Board for its consideration and approval, as required by the Act; and

WHEREAS, the District’s investment policy for fiscal year 2024-2025 includes no changes from the District’s investment policy for fiscal year 2023-2024.

WHEREAS Government Code 2256.025 requires the Board or a designated investment committee to, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the District.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Canutillo Independent School District has reviewed the District’s investment policy, and hereby adopts the policy for fiscal year 2024-2025 in compliance with the Act.

BE IT FURTHER RESOLVED that, after review of the District’s qualified brokers, the Board of Trustees of Canutillo Independent School District adopts the following list of qualified brokers for fiscal year 2024-2025:

- LOGIC
- First Public – Lonestar
- Texas CLASS-MBIA
- Texpool
- TexSTAR
- Texas Term & Daily
- BBVA Compass Bank
- Wells Fargo Security

Adopted this 25th day of June, 2024 by the Board of Trustees.

CANUTILLO INDEPENDENT SCHOOL DISTRICT

By _____
Armando Rodriguez, Board President

Attest:

Cindy Zuniga, Board Secretary

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All investments made by a district shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all federal, state, and local statutes, rules, or regulations. *Gov't Code 2256.026*

Definitions

Bond Proceeds	"Bond proceeds" means the proceeds from the sale of bonds, notes, and other obligations issued by a district, and reserves and funds maintained by a district for debt service purposes.
Investment Pool	"Investment pool" means an entity created under the Texas Government Code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield.
Pooled Fund Group	"Pooled fund group" means an internally created fund of a district in which one or more institutional accounts of a district are invested.
Separately Invested Asset	"Separately invested asset" means an account or fund of a district that is not invested in a pooled fund group. <i>Gov't Code 2256.002(1), (6), (9), (12)</i>
Pledged Revenue	"Pledged revenue" means money pledged to the payment of or as security for: <ol style="list-style-type: none">1. Bonds or other indebtedness issued by a district;2. Obligations under a lease, installment sale, or other agreement of a district; or3. Certificates of participation in a debt or obligation described by item 1 or 2. <i>Gov't Code 2256.0208(a)</i>
Repurchase Agreement	"Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations, described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds), at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement. <i>Gov't Code 2256.011(b)</i>
Hedging	"Hedging" means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering

into an offsetting position or using a financial agreement or producer price agreement in a correlated security, index, or other commodity.

Eligible Entity

“Eligible entity” means a political subdivision that has:

1. A principal amount of at least \$250 million in outstanding long-term indebtedness, long-term indebtedness proposed to be issued, or a combination of outstanding long-term indebtedness and long-term indebtedness proposed to be issued; and
2. Outstanding long-term indebtedness that is rated in one of the four highest rating categories for long-term debt instruments by a nationally recognized rating agency for municipal securities, without regard to the effect of any credit agreement or other form of credit enhancement entered into in connection with the obligation.

Eligible Project

“Eligible project” has the meaning assigned by Government Code 1371.001 (issuance of obligations for certain public improvements).

Gov’t Code 2256.0207(a)

Corporate Bond

“Corporate bond” means a senior secured debt obligation issued by a domestic business entity and rated not lower than “AA-” or the equivalent by a nationally recognized investment rating firm. The term does not include a debt obligation that, on conversion, would result in the holder becoming a stockholder or shareholder in the entity, or any affiliate or subsidiary of the entity, that issued the debt obligation, or is an unsecured debt obligation. *Gov’t Code 2256.0204(a)*

Written Policies

The board shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

1. A list of the types of authorized investments in which the district’s funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the district;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;

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4. Methods to monitor the market price of investments acquired with public funds;
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
6. Procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Government Code 2256.021 [see Loss of Required Rating, below].

Gov't Code 2256.005(a), (b)

Annual Review The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. *Gov't Code 2256.005(e)*

Annual Audit A district shall perform a compliance audit of management controls on investments and adherence to the district's established investment policies. The compliance audit shall be performed in conjunction with the annual financial audit. *Gov't Code 2256.005(m)*

Investment Strategies As an integral part of the investment policy, the board shall adopt a separate written investment strategy for each of the funds or group of funds under the board's control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the district;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the need arises to liquidate the investment before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

Gov't Code 2256.005(d)

Investment Officer A district shall designate by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees as investment officer(s) to be responsible for the investment of its funds consistent

with the investment policy adopted by the board. If the board has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the contracting board's district. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the board retains the ultimate responsibility as fiduciaries of the assets of the district. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the district. Authority granted to a person to invest the district's funds is effective until rescinded by the district or until termination of the person's employment by a district, or for an investment management firm, until the expiration of the contract with the district. *Gov't Code 2256.005(f)*

A district or investment officer may use the district's employees or the services of a contractor of the district to aid the investment officer in the execution of the officer's duties under Government Code, Chapter 2256. *Gov't Code 2256.003(c)*

Investment Training Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act. *Gov't Code 2256.008(c)*

Initial Within 12 months after taking office or assuming duties, the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend at least one training session from an independent source approved by the board or a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008(a)*

Ongoing The treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend an investment training session not less than once in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by a designated investment committee advising the investment officer. *Gov't Code 2256.008(a-1)*

Exception The ongoing training requirement does not apply to the treasurer, chief financial officer, or investment officer of a district if:

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1. The district does not invest district funds or only deposits those funds in interest-bearing deposit accounts or certificates of deposit as authorized by Government Code 2256.010; and
2. The treasurer, chief financial officer, or investment officer annually submits to the agency a sworn affidavit identifying the applicable criteria under item 1 that apply to the district.

Gov't Code 2256.008(g)

Standard of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

1. The investment of all funds, or funds under the district's control, over which the officer had responsibility rather than the prudence of a single investment; and
2. Whether the investment decision was consistent with the district's written investment policy.

Gov't Code 2256.006

Personal Interest

A district investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the district shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573 (nepotism prohibition), to an individual seeking to sell an investment to the investment officer's district shall file a statement disclosing that relationship. A required statement must be filed with the board and with the Texas Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

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1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

Gov't Code 2256.005(i)

Quarterly Reports

Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented not less than quarterly to the board and the superintendent within a reasonable time after the end of the period. The report must:

1. Describe in detail the investment position of the district on the date of the report;
2. Be prepared jointly and signed by all district investment officers;
3. Contain a summary statement of each pooled fund group that states the:
 - a. Beginning market value for the reporting period;
 - b. Ending market value for the period; and
 - c. Fully accrued interest for the reporting period;
4. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
5. State the maturity date of each separately invested asset that has a maturity date;
6. State the account or fund or pooled group fund in the district for which each individual investment was acquired; and
7. State the compliance of the investment portfolio of the district as it relates to the investment strategy expressed in the district's investment policy and relevant provisions of the Public Funds Investment Act.

If a district invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the board by that auditor.

Gov't Code 2256.023

Selection of Broker

The board or the designated investment committee shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with a district.

Gov't Code 2256.025

Bond Proceeds

The investment officer of a district may invest bond proceeds or pledged revenue only to the extent permitted by the Public Funds Investment Act, in accordance with:

1. Statutory provisions governing the debt issuance or the agreement, as applicable; and
2. The district's investment policy regarding the debt issuance or the agreement, as applicable.

Gov't Code 2256.0208(b)

Authorized Investments

A board may purchase, sell, and invest its funds and funds under its control in investments described below, in compliance with its adopted investment policies and according to the standard of care set out in this policy. *Gov't Code 2256.003(a)*

In the exercise of these powers, the board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under this authority may not be for a term longer than two years. A renewal or extension of the contract must be made by the board by order, ordinance, or resolution. *Gov't Code 2256.003(b)*

The board may specify in its investment policy that any authorized investment is not suitable. *Gov't Code 2256.005(j)*

Obligations of
Governmental
Entities

The following are authorized investments:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;

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(LEGAL)

2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the state of Israel;
7. Interest-bearing banking deposits that are guaranteed or insured by the FDIC or its successor, or the National Credit Union Share Insurance Fund or its successor; and
8. Interest-bearing banking deposits other than those described at item 7 above if:
 - a. The funds are invested through a broker with a main office or a branch office in this state that the district selects from a list the board or designated investment committee of the district adopts as required at Selection of Broker above or a depository institution with a main office or a branch office in this state and that the district selects;
 - b. The broker or depository institution selected as described above arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the district's account;
 - c. The full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
 - d. The district appoints as the district's custodian of the banking deposits issued for the district's account the de-

pository institution selected as described above, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating under Rule 15c3-3 (17 C.F.R. Section 240.15c3-3).

Gov't Code 2256.009(a)

*Unauthorized
Obligations*

The following investments are not authorized:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Gov't Code 2256.009(b)

*Certificates of
Deposit and Share
Certificates*

A certificate of deposit or share certificate is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in Texas and is:

1. Guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor;
2. Secured by obligations described at Obligations of Governmental Entities, above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities described at Unauthorized Obligations, above; or
3. Secured in accordance with Government Code Chapter 2257 (Public Funds Collateral Act) or in any other manner and amount provided by law for the deposits of the district.

Gov't Code 2256.010(a)

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment:

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1. The funds are invested by the district through a broker that has its main office or a branch office in this state and is selected from a list adopted by the district as required at Selection of Broker, above or a depository institution that has its main office or a branch office in this state and that is selected by the district;
2. The broker or depository institution selected by the district arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the district;
3. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
4. The district appoints the depository institution selected by the district, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the district with respect to the certificates of deposit issued for the account of the district.

Gov't Code 2256.010(b)

The district's investment policies may provide that bids for certificates of deposit be solicited orally, in writing, electronically, or in any combination of those methods. *Gov't Code 2256.005(c)*

Repurchase
Agreements

A fully collateralized repurchase agreement is an authorized investment if it:

1. Has a defined termination date;
2. Is secured by a combination of cash and obligations described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds);
3. Requires the securities being purchased by the district or cash held by the district to be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or a third party selected and approved by the district; and
4. Is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in Texas.

The term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by a district under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a repurchase agreement by a district.

Gov't Code 2256.011

Securities Lending
Program

A securities lending program is an authorized investment if:

1. The value of securities loaned is not less than 100 percent collateralized, including accrued income;
2. A loan allows for termination at any time;
3. A loan is secured by:
 - a. Pledged securities described at Obligations of Governmental Entities, above;
 - b. Pledged irrevocable letters of credit issued by a bank that is organized and existing under the laws of the United States or any other state, and continuously rated by at least one nationally recognized investment rating firm at not less than A or its equivalent; or
 - c. Cash invested in accordance with Government Code 2256.009 (obligations of governmental entities), 2256.013 (commercial paper), 2256.014 (mutual funds), or 2256.016 (investment pools);
4. The terms of a loan require that the securities being held as collateral be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or with a third party selected by or approved by the district; and
5. A loan is placed through a primary government securities dealer, as defined by 5 C.F.R. Section 6801.102(f), as that regulation existed on September 1, 2003, or a financial institution doing business in this state.

An agreement to lend securities under a securities lending program must have a term of one year or less.

Gov't Code 2256.0115

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Banker's
Acceptances

A banker's acceptance is an authorized investment if it:

1. Has a stated maturity of 270 days or fewer from the date of issuance;
2. Will be, in accordance with its terms, liquidated in full at maturity;
3. Is eligible for collateral for borrowing from a Federal Reserve Bank; and
4. Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least on nationally recognized credit rating agency.

Gov't Code 2256.012

Commercial Paper

Commercial paper is an authorized investment if it has a stated maturity of 365 days or fewer from the date of issuance; and is rated not less than A-1 or P-1 or an equivalent rating by at least:

1. Two nationally recognized credit rating agencies; or
2. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States law or any state.

Gov't Code 2256.013

Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

1. Is registered with and regulated by the Securities and Exchange Commission;
2. Provides the district with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. 80a-1 et seq.); and
3. Complies with federal Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.).

Gov't Code 2256.014(a)

In addition to the no-load money market mutual fund authorized above, a no-load mutual fund is an authorized investment if it:

1. Is registered with the Securities and Exchange Commission;
2. Has an average weighted maturity of less than two years; and
3. Either has a duration of:
 - a. One year or more and is invested exclusively in obligations approved by the Public Funds Investment Act, or
 - b. Less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

Gov't Code 2256.014(b)

Limitations

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Government Code 2256.014(b);
2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Government Code 2256.014(b); or
3. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Government Code 2256.014(a) or (b) in an amount that exceeds ten percent of the total assets of the mutual fund.

Gov't Code 2256.014(c)

Guaranteed
Investment
Contracts

A guaranteed investment contract is an authorized investment for bond proceeds if the guaranteed investment contract:

1. Has a defined termination date;
2. Is secured by obligations described at Obligations of Governmental Entities, above, excluding those obligations described at Unauthorized Obligations, in an amount at least equal to the amount of bond proceeds invested under the contract; and
3. Is pledged to the district and deposited with the district or with a third party selected and approved by the district.

Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested in a guaranteed investment contract with a term longer than five years from the date of issuance of the bonds.

To be eligible as an authorized investment:

1. The board must specifically authorize guaranteed investment contracts as eligible investments in the order, ordinance, or resolution authorizing the issuance of bonds;
2. The district must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;
3. The district must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;
4. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
5. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a guaranteed investment contract by a district.

Gov't Code 2256.015

Investment Pools

A district may invest its funds or funds under its control through an eligible investment pool if the board by rule, order, ordinance, or resolution, as appropriate, authorizes the investment in the particular pool. *Gov't Code 2256.016, .019*

To be eligible to receive funds from and invest funds on behalf of a district, an investment pool must furnish to the investment officer or other authorized representative of the district an offering circular or other similar disclosure instrument that contains the information specified in Government Code 2256.016(b). To maintain eligibility, an investment pool must furnish to the investment officer or other authorized representative investment transaction confirmations and a monthly report that contains the information specified in Government Code 2256.016(c). A district by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds. *Gov't Code 2256.016(b)-(d)*

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Corporate Bonds

A district that qualifies as an issuer as defined by Government Code 1371.001 [see CCF], may purchase, sell, and invest its funds and funds under its control in corporate bonds (as defined above) that, at the time of purchase, are rated by a nationally recognized investment rating firm "AA-" or the equivalent and have a stated final maturity that is not later than the third anniversary of the date the corporate bonds were purchased.

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for the payment of debt service, in corporate bonds; or
2. Invest more than 25 percent of the funds invested in corporate bonds in any one domestic business entity, including subsidiaries and affiliates of the entity.

A district subject to these provisions may purchase, sell, and invest its funds and funds under its control in corporate bonds if the board:

1. Amends its investment policy to authorize corporate bonds as an eligible investment;
2. Adopts procedures to provide for monitoring rating changes in corporate bonds acquired with public funds and liquidating the investment in corporate bonds; and
3. Identifies the funds eligible to be invested in corporate bonds.

The district investment officer, acting on behalf of the district, shall sell corporate bonds in which the district has invested its funds not later than the seventh day after the date a nationally recognized investment rating firm:

1. Issues a release that places the corporate bonds or the domestic business entity that issued the corporate bonds on negative credit watch or the equivalent, if the corporate bonds are rated "AA-" or the equivalent at the time the release is issued; or
2. Changes the rating on the corporate bonds to a rating lower than "AA-" or the equivalent.

Gov't Code 2256.0204

Hedging
Transactions

The board of an eligible entity (as defined above) shall establish the entity's policy regarding hedging transactions. An eligible entity may enter into hedging transactions, including hedging contracts,

and related security, credit, and insurance agreements in connection with commodities used by an eligible entity in the entity's general operations, with the acquisition or construction of a capital project, or with an eligible project. A hedging transaction must comply with the regulations of the federal Commodity Futures Trading Commission and the federal Securities and Exchange Commission.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution by an eligible entity of a hedging contract and any related security, credit, or insurance agreement.

An eligible entity may:

1. Pledge as security for and to the payment of a hedging contract or a security, credit, or insurance agreement any general or special revenues or funds the entity is authorized by law to pledge to the payment of any other obligation.
2. Credit any amount the entity receives under a hedging contract against expenses associated with a commodity purchase.

An eligible entity's cost of or payment under a hedging contract or agreement may be considered an operation and maintenance expense, an acquisition expense, or construction expense of the eligible entity; or a project cost of an eligible project.

Gov't Code 2256.0206

Prohibited
Investments

Except as provided by Government Code 2270 (prohibited investments), a district is not required to liquidate investments that were authorized investments at the time of purchase. *Gov't Code 2256.017*

Note: As an "investing entity" under Government Code 2270.0001(7)(A), a district must comply with Chapter 2270, including reporting requirements, regarding prohibited investments in scrutinized companies listed by the comptroller in accordance with Government Code 2270.0201.

Loss of Required
Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. A district shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating. *Gov't Code 2256.021*

**Sellers of
Investments**

A written copy of the investment policy shall be presented to any business organization (as defined below) offering to engage in an investment transaction with a district. The qualified representative of the business organization offering to engage in an investment transaction with a district shall execute a written instrument in a form acceptable to the district and the business organization substantially to the effect that the business organization has:

1. Received and reviewed the district investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the district and the organization that are not authorized by the district's investment policy, except to the extent that this authorization:
 - a. Is dependent on an analysis of the makeup of the district's entire portfolio;
 - b. Requires an interpretation of subjective investment standards; or
 - c. Relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of a district may not acquire or otherwise obtain any authorized investment described in the district's investment policy from a business organization that has not delivered to the district the instrument required above.

Gov't Code 2256.005(k)-(l)

Nothing in this section relieves the district of the responsibility for monitoring investments made by the district to determine that they are in compliance with the investment policy.

Business
Organization

For purposes of the provisions at Sellers of Investments above, "business organization" means an investment pool or investment management firm under contract with a district to invest or manage the district's investment portfolio that has accepted authority granted by the district under the contract to exercise investment discretion in regard to the district's funds.

Gov't Code 2256.005(k)

Donations

A gift, devise, or bequest made to a district to provide college scholarships for district graduates may be invested by the board as provided in Property Code 117.004 (Uniform Prudent Investor Act),

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unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

Investments donated to a district for a particular purpose or under terms of use specified by the donor are not subject to the requirements of the Public Funds Investment Act. *Gov't Code 2256.004(b)*

**Electronic Funds
Transfer**

A district may use electronic means to transfer or invest all funds collected or controlled by the district. *Gov't Code 2256.051*

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. The investment officer shall be bonded or shall be covered under a fidelity insurance policy. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved
Investment
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month

period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market
Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Funds/Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

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Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Safekeeping and Custody	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
Sellers of Investments	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
Soliciting Bids for CDs	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
Interest Rate Risk	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
Internal Controls	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

Agenda Posting

CANUTILLO ISD (071907) - Update 123

BBD(LOCAL): BOARD MEMBERS - TRAINING AND ORIENTATION

BBFA(LOCAL): ETHICS - CONFLICT OF INTEREST DISCLOSURES

CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS

CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - SECURITY PERSONNEL

CKEA(LOCAL): SECURITY PERSONNEL - COMMISSIONED PEACE OFFICERS

CQC(LOCAL): TECHNOLOGY RESOURCES - EQUIPMENT

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

DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE
COMPLAINTS/GRIEVANCES

EEH(LOCAL): INSTRUCTIONAL ARRANGEMENTS - HOMEBOUND INSTRUCTION

EF(LOCAL): INSTRUCTIONAL RESOURCES

EFA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS

EFB(LOCAL): INSTRUCTIONAL RESOURCES - LIBRARY MATERIALS

FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT
COMPLAINTS/GRIEVANCES

GF(LOCAL): PUBLIC COMPLAINTS

Instruction Sheet
TASB Localized Policy Manual Update 123

Canutillo ISD

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
BBD	(LOCAL)	Replace policy	Revised policy
BBFA	(LOCAL)	Replace policy	Revised policy
CKC	(LOCAL)	Replace policy	Revised policy
CKE	(LOCAL)	ADD policy	See explanatory note
CKEA	(LOCAL)	DELETE policy	See explanatory note
CQC	(LOCAL)	ADD policy	See explanatory note
DCE	(LOCAL)	Replace policy	Revised policy
DGBA	(LOCAL)	Replace policy	Revised policy
EEH	(LOCAL)	Replace policy	Revised policy
EF	(LOCAL)	DELETE policy	See explanatory note
EFA	(LOCAL)	ADD policy	See explanatory note
EFB	(LOCAL)	ADD policy	See explanatory note
FNG	(LOCAL)	Replace policy	Revised policy
GF	(LOCAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 123

Canutillo ISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 88th Legislature, regular and special sessions. All referenced bills have already gone into effect unless otherwise noted.

The Local Policy Overview for Update 123, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online® (TASB login required), provides a general, high-level overview of the changes to the local policies included in the update. **Legal policies provide the legal framework for key areas of district operations and are not adopted by the board.**

BBD(LOCAL)

BOARD MEMBERS: TRAINING AND ORIENTATION

HB 3033 authorizes the attorney general to require trustees to complete training on the Public Information Act if the attorney general finds that there has been a violation of the Act. Language is recommended to make clear that this training after a violation cannot be delegated to the district's Public Information Act coordinator.

BBFA(LOCAL)

ETHICS: CONFLICT OF INTEREST DISCLOSURES

Language is recommended to clarify that a trustee's ethical duty to disclose a financial or other personal interest in board transactions goes beyond the statutory conflicts of interest set out in state and federal law. The added language serves to demonstrate a commitment to avoid undue influence, increase transparency, and avoid the appearance of impropriety in public dealings.

Additional minor policy style revisions are the result of recommendations discussed during the district's policy review in September 2023.

CKC(LOCAL)

SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

A section on Notice Regarding Violent Activity is recommended to comply with legal requirements. Administrative procedures must be created to align with TEA's model standards.

CKE(LOCAL)

SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL

To address in one policy all security arrangements a district may have implemented, we have added CKE(LOCAL) and moved the relevant provisions from CKEA(LOCAL) to this code. Based on the district's security survey responses, we have added provisions to address noncommissioned security officers who are hired to provide security services.

Significant revisions are recommended regarding the provisions addressing district police officers. As Education Code 37.081 covers both police authority and duties, the margin note has been edited to clarify the scope of the policy language. The section on temporary assignments has been incorporated into Limitations on Nonschool Employment to account for possible off-duty officer use by both the district and other agencies. A section on Interlocal Agreement has been added to note that district police officers will function within the scope of the agreement. We have also removed provisions regarding vehicles and canine officers. This information is more appropriately addressed in department regulations. Please review this new policy, and contact your policy consultant if additional information is necessary.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

Explanatory Notes

TASB Localized Policy Manual Update 123

Canutillo ISD

CKEA(LOCAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

To address in one policy all security arrangements the district has implemented, we have deleted this policy and moved the provisions to CKE(LOCAL).

CQC(LOCAL) TECHNOLOGY RESOURCES: EQUIPMENT

This new local policy is recommended to meet the legal requirement for the board to adopt a policy for the effective integration of digital devices in the district. The policy language adopts the model health and safety guidelines developed by TEA and the Health and Human Services Commission and clarifies that the superintendent must develop regulations for implementation.

DCE(LOCAL) EMPLOYMENT PRACTICES: OTHER TYPES OF CONTRACTS

Based on discussions during the September 2023 policy review, the list of positions receiving non-Chapter 21 contracts has been updated.

Revisions at Termination During Contract Term are recommended to specify that an employee may request a hearing before the board to appeal discharge during the contract period and to differentiate between terminations during and at the end of the contract term.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

DGBA(LOCAL) PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy DIA, we have revised the references to that code in this policy to reflect the DIA series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

EEH(LOCAL) INSTRUCTIONAL ARRANGEMENTS: HOMEBOUND INSTRUCTION

TEA's revisions to the *Student Attendance Accounting Handbook (SAAH)* prompted recommended updates to this policy. Students may now receive homebound services for psychological, as well as medical, conditions. The *SAAH* also indicates that the weeks of confinement due to a medical or psychological condition do not need to be consecutive to qualify. The policy language has been updated to reflect this change.

EF(LOCAL) INSTRUCTIONAL RESOURCES

As explained at EF(LEGAL), above, this local policy addressing instructional resources is being deleted. New local policies to address instructional materials and library materials separately are included at EFA and EFB.

EFA(LOCAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

The enclosed policy regarding instructional materials is recommended to coordinate with the policy addressing library materials at EFB(LOCAL). The provisions previously housed at EF(LOCAL) have been moved to this code with the following revisions:

Explanatory Notes

TASB Localized Policy Manual Update 123

Canutillo ISD

- At Selection, a clarification has been made to reflect that instructional materials must be chosen in accordance with stated objectives and administrative regulations and may include items from the State Board of Education list.
- At Reconsideration of Instructional Materials, the list of individuals who can submit a request for reconsideration has been revised. This change is recommended to align with the list provided in the new EFB(LOCAL), which permits an employee or parent or guardian to submit these requests. If the district would like to expand this list, please contact your policy consultant.

Please review the information at Formal Reconsideration, which specifies who will receive forms requesting the reconsideration of instructional material and who will appoint a reconsideration committee. If the policy needs to identify a different position for these responsibilities, please contact your policy consultant for assistance with revisions.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

EFB(LOCAL)

INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

This recommended policy aligns with changes to the Administrative Code and the new collection development standards for school libraries as a result of HB 900. Please review the following information in your policy:

- The location of the form for formal reconsideration;
- The position title for the person responsible for appointing the reconsideration committee; and
- The number of days allocated for appointing the committee, providing the material for review to the committee, and completing the committee's final report.

If any information needs to be updated or if further revisions to the policy are needed, please contact your policy consultant for assistance.

FNG(LOCAL)

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy FFH, we have revised the references to that code in this policy to reflect the FFH series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

GF(LOCAL)

PUBLIC COMPLAINTS

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.



(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529	800.580.1488

**Public Information
Coordinator**

After Election or
Appointment

The Superintendent shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [See GBAA]

After a Violation

A Board member who receives written notice from the attorney general that the member must complete Public Information Act (PIA) training described by GBAA(LEGAL) following the District's failure to comply with a PIA requirement shall complete the training within the timelines described in law. The completion of the training in response to such a notice cannot be delegated.

**Reporting
Continuing
Education Credit**

The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

~~Each~~In addition to disclosures required by law, a Board member shall ~~provide in a timely manner~~ disclose to the Board any personal financial interest, business interest, or obligation or relationship that in any way creates a potential conflict of interest with a vote on a pending matter.

A Board member shall not use coercive means or promise special treatment in order to influence Board or District ~~information necessary for~~ decisions, nor use the ~~District's annual financial management report~~.member's position to seek personal advantage. [See ~~CFA~~also BBF(LOCAL)]

Vendor Contact with Board Members

~~Persons~~Any person conducting business with the District shall refrain from contacting individual Board members ~~of the Board~~ regarding any aspect of the business. Communication with the Board regarding any aspect of the business shall be in writing and addressed to all Board members.

~~Individual~~An individual Board ~~members~~member who ~~are~~is contacted by a person regarding commercial business matters with the District shall refer ~~such person~~the individual to the Superintendent's office ~~of the Superintendent~~.

Annual Financial Management Report

Each Board member shall provide to the District in a timely manner information necessary for ~~an administrative response~~.the District's annual financial management report. [See CFA]

**Emergency
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

**Notice Regarding
Violent Activity**

~~4.~~ The Superintendent shall develop procedures to notify parents regarding violent activity that has occurred or is being investigated at a campus or other District facility or at a District-sponsored activity.

District Police Department	To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a District police department and shall employ and commission police officers.
Supervisory Authority	The chief of police shall be accountable to and shall report to the Superintendent. In accordance with law, the Superintendent shall not delegate this supervisory responsibility.
Jurisdiction	The jurisdiction of District police officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.
Police Authority and Duties	<p>Each District police officer shall have all the powers, privileges, and immunities of police officers on or off duty within the jurisdiction of the District. Subject to limitations in law, each District police officer shall:</p> <ol style="list-style-type: none">1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, District police officers may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.7. Carry weapons as directed by the chief of police and approved by the Superintendent.8. Carry out all other duties as directed by the chief of police or Superintendent.

	<p>A District police officer shall not be assigned routine classroom discipline or administrative tasks.</p>
<p>Limitations on Nonschool Employment</p>	<p>No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Superintendent. Each District police officer shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while working off-duty or temporarily assigned to another agency.</p>
<p>Relationship with Outside Agencies</p>	<p>The District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into memoranda of understanding and other appropriate interlocal agreements that outline reasonable communication and coordination efforts among the department and the agencies. The chief of police and the Superintendent shall review the memoranda of understanding and other agreements at least once every year. All such agreements shall be approved by the Board.</p>
<p><i>Interlocal Agreement for Mutual Aid</i></p>	<p>While operating pursuant to an interlocal agreement for mutual aid or other support for another law enforcement agency, each District police officer shall perform the duties and have the authorities set out in the agreement, including enforcing all laws within the other agency's jurisdiction.</p>
<p>Video Monitoring</p>	<p>If available, video equipment shall be used on a District police car for safety purposes whenever the flashing lights on the car are in use.</p>
<p><i>Access to Recordings</i></p>	<p>Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law. A parent or student who wishes to view a video recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]</p>
<p>Body-Worn Cameras</p>	<p>A District police officer shall use a body-worn camera only when performing official law enforcement duties for the District and in accordance with the provisions of the District police department's body-worn camera program. Each District police officer shall receive training on the program, including proper use and operation of cameras. Any District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.</p>
<p>Training</p>	<p>Each District police officer shall receive at least the minimum amount of education and training required by law.</p>

SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL

CKE
(LOCAL)

Department Regulations Manual	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual annually and make any appropriate revisions.
<i>Racial Profiling</i>	The chief of police shall develop and implement regulations to ensure compliance with laws regarding racial profiling. A District police officer shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.
<i>Use of Force</i>	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
<i>High-Speed Pursuit</i>	A District police officer shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.
Complaints	<p>Complaints against a District police officer shall be in writing on a form provided by the District and shall be signed by the person making the complaint. In accordance with law, the District shall provide to the police officer a copy of the complaint.</p> <p>Appeals regarding this complaint process shall be filed in accordance with DGBA, FNG, or GF, as appropriate.</p> <p>[See CKE(LEGAL) and CKEA(LEGAL)]</p>
Noncommissioned Security Officers	To assist with implementing the District's comprehensive safety programs, the District shall employ noncommissioned security officers who have completed the Department of Public Safety (DPS) Level II training course. Security officers shall be accountable to and shall report to the Superintendent.
Jurisdiction	The jurisdiction of security officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.
Duties	<p>A security officer shall not perform routine law enforcement duties.</p> <p>In addition to complying with relevant DPS regulations, a security officer shall:</p> <ol style="list-style-type: none">1. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District;

SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL

CKE
(LOCAL)

2. Maintain school security by patrolling campus hallways, completing door checks, and monitoring the perimeter of the campus throughout the day;
3. Routinely check exterior doors and interior classroom doors to ensure they are locked;
4. Complete weekly exterior door audits;
5. Inform campus administrators of malfunctioning cameras, doors, locks, gates, windows, etc., that require the submission of a work order for repair;
6. Assist with campus safety drills (i.e., fire, hold, secure, lock-down, evacuate, shelter);
7. Assist and coordinate with District security personnel and law enforcement personnel as needed;
8. Notify the police, fire department, emergency responders, or other appropriate authority of any situation requiring immediate attention; and
9. Perform other tasks and carry out all other lawful duties as directed by the Superintendent.

Training

In addition to the training required by applicable DPS rules, each District security officer assigned to a campus shall receive training in the following:

1. Student mental health, including suicide awareness;
2. Trauma-informed care;
3. Age-appropriate responses;
4. Child abuse identification and reporting;
5. Bullying, cyberbullying, harassment, and dating violence;
6. Special accommodations for students with disabilities (including behavior de-escalation techniques);
7. Confidentiality; and
8. Board policies and District regulations.

SECURITY PERSONNEL
COMMISSIONED PEACE OFFICERS

CKEA
(LOCAL)

District Safety and Security Department

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a District police department and shall employ and commission police officers.

Supervisory Authority

The chief of police shall be accountable to and shall report to the Superintendent. In accordance with law, the Superintendent shall not delegate this supervisory responsibility.

Jurisdiction

The jurisdiction of a police officer, a school resource officer, or security personnel shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Police Officer

Police officers employed by the District shall have all the powers, privileges, and immunities of police officers on or off duty within the jurisdiction of the District. Subject to limitations in law, District police officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, District police officers may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.
6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the Superintendent.
8. Carry out all other duties as directed by the chief of police or Superintendent.

SECURITY PERSONNEL
COMMISSIONED PEACE OFFICERS

CKEA
(LOCAL)

Temporary Assignment	District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.
Security Officer	For purposes of Education Code 37.081(d), the following law enforcement or security duties are assigned to security officers acting within their District assigned jurisdiction: 1. All duties included in a written job description, provided, however, that the Superintendent or designee shall ensure that such duties are related to monitoring and ensuring the safety and security of persons and the protection of District property and assisting administration in investigating disciplinary matters that may constitute a crime and are not routine student behavioral or administrative duties better addressed by the campus behavior coordinator or other District employees; 2. Refusing entry to District property or ejecting persons from District property as authorized in accordance with Education Code 37.105 [see GKA]; and 3. Protecting District property and the safety and welfare of any person consistent with the District's Multi-hazard Emergency Operations Plan and related training other than active shooter response training for peace officers approved by TCOLE.
Canine Officer	Any canine officer is District property and may be deployed to assist with investigations and searches in accordance with FNF(LEGAL), FNF(LOCAL) DHE(LEGAL), DHE(LOCAL). The chief of police and or trained designee will comply with all laws and regulations to maintain current and appropriate training relevant to the canine and handler function at the District. Canine officer standard operating procedures shall be in place as a regulation to this local policy as CKE(REGULATION). CKE(REGULATION) shall be reviewed and approved annually every July by the Superintendent; immediate revisions must be reviewed and approved by the Superintendent accordingly. CKE(REGULATION) shall address the following: purpose, policy, authority and responsibility, law enforcement canine deployment, narcotics, dog bite procedures, training and unit reports, canine handler requirements and yearly assignment, general operational procedures, canine handling procedures, uniform and equipment, certifications, trainings, minimum canine specifications, and veterinary.

Vehicles	All vehicles remain District property and shall be used to fulfill the best interest of the District. As a tool of work, vehicles may be assigned to District employees under the police department and shall be picked up and returned on a daily basis at the beginning or end of the respective assignment. The officer handling the canine officer may retain the vehicle overnight to transport the canine officer [See CNB(LEGAL), CNB(LOCAL), CI(LEGAL), CI(LOCAL)]. The Superintendent may authorize peace officers to take vehicles to their homes to facilitate emergency response of essential tasks outside regular hours. Operation of vehicles shall be restricted to District personnel who are insured to operate them and possess a valid driver license. Driver and all occupants are required to wear safety belts when the vehicle is in operation. Department vehicles will be used solely for District business purposes. Employees are prohibited from using or allowing others to use any District vehicle for personal purposes, except for necessary personal use (e.g., lunch). All operators must exhibit, enforce, and abide by all legal requirements of operating a vehicle.
Limitations on Non-school Employment	No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Superintendent. The written approval must be submitted to human resources and retained in the employee's personnel file.
Relationship with Outside Agencies	The District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the Superintendent shall review the memorandum of understanding at least once every year.
Video Monitoring	If available, video equipment shall be used on a District police car for safety purposes whenever the flashing lights on the car are in use.
Access to Recordings	Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law. A parent or student who wishes to view a video recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]
Body Worn Cameras	District officers shall use body worn cameras only when performing official duties and in accordance with the provisions of the District

	police department's body worn camera program. Officers shall receive training on the program, including proper use and operation of cameras. Any District employee who has access to data from body worn cameras shall receive training on storage, retention, and release of recordings.
Training	All District officers shall receive at least the minimum amount of education and training required by law.
Department Regulations Manual	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual annually and make any appropriate revisions.
<i>Racial Profiling</i>	The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Police officers employed by the District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.
<i>Use of Force</i>	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
<i>High-Speed Pursuit</i>	Officers shall not engage in high speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high speed pursuits shall be addressed in the department regulations manual.
Complaints	Complaints against a District officer are subject to policy DGBA or FNG(LOCAL) processes, and in addition: 1. Must be submitted to the human resources office signed by the person making the complaint. 2. The human resources office will provide a copy of complaint and all documentation submitted to the chief of police, Superintendent, and the alleged officer(s). The human resources office will ensure deadlines of hearing, investigation, and response are compliant and timely. 3. The chief of police will serve as the initial hearing officer. If the allegation involves the chief of police, the hearing officer shall be the Superintendent or Superintendent's designee. 4. Findings: A copy of all findings will be provided to the person that made the complaint, chief of police, Superintendent, and the alleged officer(s).

With this policy, the Board adopts the model health and safety guidelines for the effective integration of digital devices in schools that have been developed by the Texas Education Agency and the Health and Human Services Commission.

The Superintendent shall develop regulations that implement these guidelines.

**Non-Chapter 21
Contracts**

The Board shall employ on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code, the following positions: ~~the internal auditor, the executive director of~~ chief human resources, ~~the chief financial~~ officer, ~~chief business officer,~~ executive director of finance, and ~~the executive director of facilities and transportation~~ operations.

**Appeal of
Employment Actions**

In accordance with DCE(LEGAL), an employee may request a hearing before the Board to appeal discharge during the contract period ~~in accordance with DCE(LEGAL)~~.

**An Termination
During Contract
Term**

An employee whose contract is not reissued at the end of the contract period may appeal in accordance with DGBA(LOCAL).

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with [the DIA series](#).
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with [the DIA series](#).
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with [the DIA series](#).
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with [the CKE series](#).
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

Notice to Employees

The District shall inform employees of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

Direct Communication with Board Members	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
Formal Process	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
Whistleblower Complaints	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.</p> <p>[See DG]</p>
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

Response	<p>At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee’s email address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
Representative	<p>“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>

Complaint and
Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three

presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

General Education

Consistent with ~~TEA's~~the Texas Education Agency (TEA) *Student Attendance Accounting Handbook (SAAH)*, a student may be eligible for general education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. The weeks of confinement need not be consecutive. The parent's request for services shall be submitted to the principal in accordance with TEA's *SAAH* and administrative procedures.

The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing general education homebound instruction to the student. If the committee determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

Special Education

Consistent with state rule and the *SAAH*, a student receiving special education services may be eligible for special education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. ~~If a student is chronically ill, the student's admission, review, and dismissal (ARD) committee shall determine whether the~~The weeks of confinement need ~~to not~~ be consecutive.

~~If the ARD~~If a student's admission, review, and dismissal committee determines that homebound instruction is appropriate, the committee shall determine the type and amount of instruction to be provided in accordance with law, and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

Documentation of Services

The District shall maintain full documentation about students receiving homebound services, in accordance with administrative procedures, the *SAAH*, and a student's individualized education program ~~(IEP)~~, as applicable.

Note: — For information related to the selection process and accounting of instructional materials, as this term is defined by state law and rule, see CMD and EFA.

~~The District shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Although professional staff members may select instructional resources for their use in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.~~

Objectives

~~In this policy, “instructional resources” may include textbooks, library acquisitions, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional resources are to implement, enrich, and support the District’s educational program.~~

~~The Board shall rely on District professional staff to select and acquire instructional resources that:~~

- ~~1. — Enrich and support the curriculum, taking into consideration students’ varied interests, abilities, learning styles, and maturity levels.~~
- ~~2. — Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.~~
- ~~3. — Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.~~
- ~~4. — Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.~~
- ~~5. — Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.~~

Selection Criteria

~~In the selection of instructional resources, professional staff shall ensure that the resources:~~

- ~~1. — Support and are consistent with the general educational goals of the state and District and the aims and objectives of individual schools and specific courses consistent with the District and campus improvement plans.~~

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- ~~2.— Meet high standards for artistic quality and/or literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.~~
- ~~3.— Are appropriate for the subject area and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.~~
- ~~4.— Are designed to help students gain an awareness of our pluralistic society.~~
- ~~5.— Are designed to provide information that will motivate students and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privileges as citizens participating in our society; and to make informed choices in their daily lives.~~
- ~~6.— For library selections, are integral to the instructional program, are appropriate for the reading levels and understanding of students, reflect the interests and needs of the students and faculty, are included because of their literary or artistic value and merit, and present information with the greatest degree of accuracy and clarity.~~

~~Administrators, teachers, library media specialists, other District personnel, parents, and community members, as appropriate, may recommend instructional resources for selection. Gifts of instructional resources shall be evaluated according to these criteria and accepted or rejected in accordance with CDG(LOCAL).~~

~~Selection of resources is an ongoing process that includes the removal of resources no longer appropriate and the periodic replacement or repair of resources that still have educational value.~~

Controversial Issues

~~District professional staff shall endeavor to maintain a balanced collection representing various views when selecting instructional resources on controversial issues. Resources shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems. [See also EMB regarding instruction about controversial issues and EHAA regarding human sexuality instruction.]~~

Challenged Resources

~~A parent of a District student, any employee, or any District resident may formally challenge an instructional resource used in the District's educational program on the basis of appropriateness.~~

Informal Reconsideration

~~The school receiving a complaint about the appropriateness of an instructional resource shall try to resolve the matter informally using the following procedure:~~

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- ~~1.—The principal or designee shall explain the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned resource.~~
- ~~2.—The principal or designee shall explain the intended educational purpose of the resource and any additional information regarding its use.~~
- ~~3.—If appropriate, the principal or designee may offer a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource.~~
- ~~4.—If the complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the resource.~~

**Formal
Reconsideration**

~~A complainant shall make any formal objection to an instructional resource on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.~~

~~The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged resource with students or is familiar with the challenged resource's content. Other members of the committee may include District-level staff, library staff, secondary-level students, parents, and any other appropriate individuals.~~

~~All members of the committee shall review the challenged resource in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged resource conforms to the principles of selection set out in this policy. The committee shall prepare a written report of its findings and provide copies to the principal, the Superintendent or designee, and the complainant.~~

Appeal

~~The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting with the appropriate administrator. [See DGBA, FNG, and GF]~~

Guiding Principles

~~The following principles shall guide the Board and staff in responding to challenges of instructional resources:~~

- ~~1.—A complainant may raise an objection to an instructional resource used in a school's educational program, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.~~

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- ~~2.— A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own child.~~
- ~~3.— Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.~~

~~The major criterion for the final decision on challenged resources is the appropriateness of the resource for its intended educational use. No challenged instructional resource shall be removed solely because of the ideas expressed therein.~~

Note: For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

Objectives

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

Selection

Instructional materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

Reconsideration of Instructional Materials

A District employee or a parent or guardian of a District student may request reconsideration of instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to a request for reconsideration of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

Informal Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the adminis-

trator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.

Formal Request for
Reconsideration

A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Frequency of
Review*

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

Note: For information related to the selection of instructional materials, see EFA.

**Collection
Development Policy**

The purpose of this policy is to ensure that the District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. This policy also provides standards for collection development and the selection and evaluation of library materials.

In this policy, “library materials” may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library.

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, and online catalogs.

In developing library collections, the District shall consider the age groups, grade levels, and access to library material by all students on a campus.

Responsibility

The District shall ensure librarians, professional library staff, and other designated professional staff trained on the proper collection development standards select and acquire library materials in accordance with state law and rules, this collection development policy, and administrative procedures.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law and the District’s collection development purpose and goals.

Collection
Development Goals

In addition to the requirements in state law and rules, the District’s library collections shall:

1. Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

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6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Selection and
Evaluation of
Materials

Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The Superintendent shall ensure that administrative procedures regarding the selection of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.
6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Access Plan

The District shall allow efficient parental access to the District's library and any available online catalogs.

Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental
Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

In accordance with state law and administrative procedures, parents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

*Access
Procedures*

School Library

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Online Catalog

A parent or guardian who wishes to access an online catalog shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

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LIBRARY MATERIALS

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Protection from
Inappropriate
Material

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2); “obscene” material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Reconsideration of
Library Material

A District employee or a parent or guardian of a District student may request the reconsideration of a library material maintained in the District's library program.

*Guiding
Principles*

The following principles shall guide the review of a request to reconsider a library material:

1. An individual may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's or guardian's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a student if requested by the student's parent or guardian.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.

*Informal
Reconsideration*

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or adminis-

trator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process and discuss the intended purpose for the library material.

The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.

If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of this policy and a form to request a formal reconsideration of the library material.

*Formal Request
for
Reconsideration*

The District shall make a form to request reconsideration of library material available in the District's administrative office.

If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the request for reconsideration form.

After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

*Reconsideration
Committee*

For purposes of this policy, "days" shall mean District business days, unless otherwise noted.

The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.

The reconsideration committee shall include the librarian and at least one member of the instructional staff who is familiar with the material's content. Other members of the committee may include District-level staff, secondary-level students, parents or guardians, and any other appropriate individuals.

Within 10 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.

All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written report of its findings.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.

Appeal

An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immediately preceding Board consideration of a complaint. [See DGBA and FNG]

Frequency of Review

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.

Maintenance of Library Materials

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See C]

Gifts and Donations

The District shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC]

Policy Review

This policy shall be reviewed at least every three years and revised as necessary.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with [the FFH series](#).
2. Complaints concerning dating violence shall be submitted in accordance with [the FFH series](#).
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with [the FFH series](#).
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

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STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with [the CKE series](#).
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

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FNG
(LOCAL)

Untimely Filings All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par-

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

ent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be filed in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with [the CKE series](#).

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Guiding Principles

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on

the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.

The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date

of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other

relevant documents or information the administrator believes will help resolve the complaint.

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The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

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The Superintendent or designee shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation

from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

(LOCAL) Policy Action List

CANUTILLO ISD (071907) - Update 123

BBD(LOCAL): BOARD MEMBERS - TRAINING AND ORIENTATION

BBFA(LOCAL): ETHICS - CONFLICT OF INTEREST DISCLOSURES

CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS

CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - SECURITY PERSONNEL

CKEA(LOCAL): SECURITY PERSONNEL - COMMISSIONED PEACE OFFICERS

CQC(LOCAL): TECHNOLOGY RESOURCES - EQUIPMENT

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

DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE
COMPLAINTS/GRIEVANCES

EEH(LOCAL): INSTRUCTIONAL ARRANGEMENTS - HOMEBOUND INSTRUCTION

EF(LOCAL): INSTRUCTIONAL RESOURCES

EFA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS

EFB(LOCAL): INSTRUCTIONAL RESOURCES - LIBRARY MATERIALS

FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT
COMPLAINTS/GRIEVANCES

GF(LOCAL): PUBLIC COMPLAINTS

Explanatory Notes

TASB Localized Policy Manual Update 123

Canutillo ISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 88th Legislature, regular and special sessions. All referenced bills have already gone into effect unless otherwise noted.

The Local Policy Overview for Update 123, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online® (TASB login required), provides a general, high-level overview of the changes to the local policies included in the update. **Legal policies provide the legal framework for key areas of district operations and are not adopted by the board.**

BBD(LOCAL)

BOARD MEMBERS: TRAINING AND ORIENTATION

HB 3033 authorizes the attorney general to require trustees to complete training on the Public Information Act if the attorney general finds that there has been a violation of the Act. Language is recommended to make clear that this training after a violation cannot be delegated to the district's Public Information Act coordinator.

BBFA(LOCAL)

ETHICS: CONFLICT OF INTEREST DISCLOSURES

Language is recommended to clarify that a trustee's ethical duty to disclose a financial or other personal interest in board transactions goes beyond the statutory conflicts of interest set out in state and federal law. The added language serves to demonstrate a commitment to avoid undue influence, increase transparency, and avoid the appearance of impropriety in public dealings.

Additional minor policy style revisions are the result of recommendations discussed during the district's policy review in September 2023.

CKC(LOCAL)

SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

A section on Notice Regarding Violent Activity is recommended to comply with legal requirements. Administrative procedures must be created to align with TEA's model standards.

CKE(LOCAL)

SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL

To address in one policy all security arrangements a district may have implemented, we have added CKE(LOCAL) and moved the relevant provisions from CKEA(LOCAL) to this code. Based on the district's security survey responses, we have added provisions to address noncommissioned security officers who are hired to provide security services.

Significant revisions are recommended regarding the provisions addressing district police officers. As Education Code 37.081 covers both police authority and duties, the margin note has been edited to clarify the scope of the policy language. The section on temporary assignments has been incorporated into Limitations on Nonschool Employment to account for possible off-duty officer use by both the district and other agencies. A section on Interlocal Agreement has been added to note that district police officers will function within the scope of the agreement. We have also removed provisions regarding vehicles and canine officers. This information is more appropriately addressed in department regulations. Please review this new policy, and contact your policy consultant if additional information is necessary.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

Explanatory Notes

TASB Localized Policy Manual Update 123

Canutillo ISD

CKEA(LOCAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

To address in one policy all security arrangements the district has implemented, we have deleted this policy and moved the provisions to CKE(LOCAL).

CQC(LOCAL) TECHNOLOGY RESOURCES: EQUIPMENT

This new local policy is recommended to meet the legal requirement for the board to adopt a policy for the effective integration of digital devices in the district. The policy language adopts the model health and safety guidelines developed by TEA and the Health and Human Services Commission and clarifies that the superintendent must develop regulations for implementation.

DCE(LOCAL) EMPLOYMENT PRACTICES: OTHER TYPES OF CONTRACTS

Based on discussions during the September 2023 policy review, the list of positions receiving non-Chapter 21 contracts has been updated.

Revisions at Termination During Contract Term are recommended to specify that an employee may request a hearing before the board to appeal discharge during the contract period and to differentiate between terminations during and at the end of the contract term.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

DGBA(LOCAL) PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy DIA, we have revised the references to that code in this policy to reflect the DIA series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

EEH(LOCAL) INSTRUCTIONAL ARRANGEMENTS: HOMEBOUND INSTRUCTION

TEA's revisions to the *Student Attendance Accounting Handbook (SAAH)* prompted recommended updates to this policy. Students may now receive homebound services for psychological, as well as medical, conditions. The *SAAH* also indicates that the weeks of confinement due to a medical or psychological condition do not need to be consecutive to qualify. The policy language has been updated to reflect this change.

EF(LOCAL) INSTRUCTIONAL RESOURCES

As explained at EF(LEGAL), above, this local policy addressing instructional resources is being deleted. New local policies to address instructional materials and library materials separately are included at EFA and EFB.

EFA(LOCAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

The enclosed policy regarding instructional materials is recommended to coordinate with the policy addressing library materials at EFB(LOCAL). The provisions previously housed at EF(LOCAL) have been moved to this code with the following revisions:

Explanatory Notes

TASB Localized Policy Manual Update 123

Canutillo ISD

- At Selection, a clarification has been made to reflect that instructional materials must be chosen in accordance with stated objectives and administrative regulations and may include items from the State Board of Education list.
- At Reconsideration of Instructional Materials, the list of individuals who can submit a request for reconsideration has been revised. This change is recommended to align with the list provided in the new EFB(LOCAL), which permits an employee or parent or guardian to submit these requests. If the district would like to expand this list, please contact your policy consultant.

Please review the information at Formal Reconsideration, which specifies who will receive forms requesting the reconsideration of instructional material and who will appoint a reconsideration committee. If the policy needs to identify a different position for these responsibilities, please contact your policy consultant for assistance with revisions.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

EFB(LOCAL)

INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

This recommended policy aligns with changes to the Administrative Code and the new collection development standards for school libraries as a result of HB 900. Please review the following information in your policy:

- The location of the form for formal reconsideration;
- The position title for the person responsible for appointing the reconsideration committee; and
- The number of days allocated for appointing the committee, providing the material for review to the committee, and completing the committee's final report.

If any information needs to be updated or if further revisions to the policy are needed, please contact your policy consultant for assistance.

FNG(LOCAL)

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy FFH, we have revised the references to that code in this policy to reflect the FFH series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

GF(LOCAL)

PUBLIC COMPLAINTS

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Justification Statement:

Discussion and possible action regarding revision to 2023-2024 Canutillo ISD Temporary Employment, Non-Contractual Stipend and Supplemental Pay Schedule

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Martha Carrasco, Chief Human Resources Officer

Signature of Requester(s)

Martha Carrasco, Chief Human Resources Officer

Signature of Presenter(s)

June 2024

Business Services Approval (Initials)

Date

Agenda Summary:

Discussion and possible action regarding revision to 2023-2024 Canutillo ISD Temporary Employment, Non-Contractual Stipend and Supplemental Pay Schedule.

RECOMMENDATION: That stipends are approved by the Board of Trustees as recommended by administration.

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S): 2024 TIA Retention and Support Allocation: 199.11.6118.71.003.11
Diagnostician: 199.31.6118.00.918.23
Speech Language Pathologist: 199.11.6118.918.23

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT: Human Resources Division

CONSEQUENCES OF NON-APPROVAL: The district may lose its competitive advantage.

IMPLEMENTATION TIMELINE: 2024-2025 fiscal year

ATTACHMENT(S): Recommended Stipend Listing changes for year 2023-2024





HUMAN RESOURCES

CANUTILLO A Premier District

2023-2024

Canutillo ISD Temporary Employment, Non-contractual Stipend and Supplemental Pay Schedule

A stipend is an additional amount paid to an employee to compensate for a higher degree, specialized certification, or as an incentive to fill a position in an area of critical need. Position stipends are attached to a position, not to the employee and do not transfer if the employee is reassigned. An employee is subject to reassignment at any time by the superintendent or designee. Stipend assignments may be discontinued at any time. Based on requirements of the Fair Labor Standards Act (FLSA), hourly employees do not qualify for stipend assignments. This stipend schedule applies to the 2022-2023 academic school year only. Future salaries cannot be predicted from this schedule.

Staff Development (Exempt Staff)	Rate Per Day
Full-day	\$80.00 120.00
Half-day	\$40.00 60.00
*Or per grant/contract if less	\$60.00

Career & Technical Education (CTE)	#	Amount
BPA – High School (Business Professionals of America)	2 1	\$1,700 (*)
DECA (Student Marketing Organization)	1 2	\$1,700 (*)
(*) CTE Stipends will be paid in (1) payment: 2 nd semester		

Teaching / Other Professional Supplement	Amount	
National Board Certified Coordinator (1)	\$5,000	
National Board Certification Mentor (4)	\$1,250.00	(*)
National Board Certification Coordinator-Secondary (1)		
National Board Certification Assistant Coordinator- Elementary (1)	\$2,500.00	(*)
TIA Data Coordinator (1)	\$10,000.00	(*)
TIA Data Support Specialist (3)	\$500.00	(*)
		—(*)
Stipends will be paid in (1) payment: 2 nd semester		

Athletic Stipends	#	Amount
Basketball - Varsity Coach	2	\$7,600 8750.00
Golf – Varsity Assistant	1	\$2,300
<i>Athletic stipends at the middle school level will be paid as a flat stipend at the end of first semester or second semester depending on when the season is over.</i>		
<i>Athletic Stipends at the high school level will be prorated per month (24 increments). Should an employee separate from the district, prorated amount will be paid through last day of employment.</i>		

Street Address:
7965 Artcraft Rd.
El Paso, TX 79932

Mailing Address:
P.O. Box 100
Canutillo, TX 79835

P: (915) 877-7423
F: (915) 877-7525
canutillo-isd.org

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7423 | 7965 Artcraft Dr. | El Paso TX 79932.

Special Education (High Impact Only)	RATE PER DAY	Long Term on 11 th day consecutive
Special Education Multilingual Stipend-Speech Language Pathologist (6) & Diagnostics (4)	\$1,000.00	(*)
<i>Stipends will be paid in (1) payment: 2nd semester</i>		