

# Agenda of Special Meeting

## The Board of Trustees Canutillo ISD

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A Special meeting of the Board of Trustees of Canutillo ISD will be held March 4, 2025, beginning at 5:30 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

1. **GENERAL FUNCTIONS-OTHER**

- A. Call to Order
- B. Roll Call

2. **OPEN FORUM-OTHER**

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

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

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

3. **Workshop**

- A. TASB Study Presentation 4  
**Presenter:** Martha Carrasco / Karen Dooley
- B. Budget Workshop Presentation 24
- C. Discussion and Possible Action to Approve a Resolution Opposing 48  
School Vouchers and Advocating Increased Funding for Public  
Education  
**Presenter:** A. Rodriguez / Gustavo Reveles

4. **Lone Star Governance**

- A. Discussion and Possible Action to Approve Lonestar Governance 51  
Resolution  
**Presenter:** Ashley Paz / Dr. Pedro Galaviz
  - 1. Goal 1 - Reading  
The percentage of 3rd grade students that score meets grade level or above will increase from 50% (2023) to 78% by June 2027  
**Presenter:** Ashley Paz / Dr. Pedro Galaviz
  - 2. Goal 2 - Math  
The percentage of 3rd grade students that score meets grade level or above will increase from 40% on June 2023 to 80% by June 2027.  
**Presenter:** Ashley Paz / Dr. Pedro Galaviz

3.	Goal 3 - College, Career, Military Readiness (CCMR) The percentage of graduates that earning a CCMR point will increase from 64% 2022 to 88% by June 2026. <b>Presenter:</b> Ashley Paz / Dr. Pedro Galaviz	
B.	Discussion Regarding Leadership Definitions <b>Presenter:</b> Dr. Debra Kerney	53
C.	Discussion and Possible Action to Approve the Superintendent's Evaluation Framework for SY 2025-26. <b>Presenter:</b> Ashley Paz / Dr. Pedro Galaviz	55
5.	<b>BOARD OF TRUSTEE BUSINESS</b>	
A.	Discussion and Possible Action to Approve Participation in Public Utility Commission of Texas (PUC) Proceeding, Docket No. 57568/ SOAH Docket No. 473-25-11219; Application of El Paso Electric Company to Change Rates, Subject to at Least 50% of Prior Rate 41 Member Participants (by Percentage of Usage) Also Intervening and Subject to Approval at a Future Meeting of a Definitive Interlocal Agreement and Engagement with Special Counsel. <b>Presenter:</b> Steve Blanco	
6.	<b>CONSENT AGENDA-VOTING</b>	
A.	<i>BUSINESS SERVICES</i>	
1.	Approval of the Meeting Minutes	
a.	Approval of January 29, 2025 Meeting Minutes	56
2.	Approval of the Monthly Donations <b>Presenter:</b> C. Pulley	
a.	Board acceptance of January 2025 Donations Report <b>Presenter:</b> Cristina Pulley	62
3.	Approval of the Budget Amendments <b>Presenter:</b> C. Pulley	
a.	Approval of the January Budget Amendments <b>Presenter:</b> C. Pulley	64
4.	Approval of Educational Experience Affiliation Agreement and Undergraduate Program Agreement with University of Texas at El Paso School of Nursing. <b>Presenter:</b> Dr. Monica Reyes	66
5.	Final payment authorization for Central Office remediation/location project as needed for TxDOT right of way, approved under CMAR 2024-05 <b>Presenter:</b> Dr. Oscar Rico	70
6.	Approval of a sponsorship agreement between Superior HealthPlan and Canutillo ISD <b>Presenter:</b> Dr. Monica Reyes	74
B.	<i>CURRICULUM AND INSTRUCTION</i>	
1.	Executive Summary: Christian Congregation of Jehovah's Witnesses Facility Request <b>Presenter:</b> D. Kerney	78
C.	<i>HUMAN RESOURCES</i>	

1. Discussion and recommendation to approve TASB Localized Policy Update 124 80

**Presenter:** Martha Carrasco

7. **EXECUTIVE SESSION**

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

- A. Discussion With Legal Counsel Regarding Potential Amendment to Real Estate Contract and Transaction For Real Property Described as, a Tract of Land Out of Lot 1, Block 48, Enchanted Hills Unit Six and a Portion of Tracts 4B, 4B1, 5A, 5B & 6, Laura E. Mundy Survey 2237, to be Platted as Enchanted Hills Unit 7.

**Presenter:** Steve Blanco

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

- A. Discussion and Possible Action to Amend or Revise the Real Estate Contract and Transaction For Real Property Described as, a Tract of Land Out of Lot 1, Block 48, Enchanted Hills Unit Six and a Portion of Tracts 4B, 4B1, 5A, 5B & 6, Laura E. Mundy Survey 2237, to be Platted as Enchanted Hills Unit 7.

**Presenter:** Steve Blanco

9. **ADJOURNMENT**

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



# Canutillo ISD

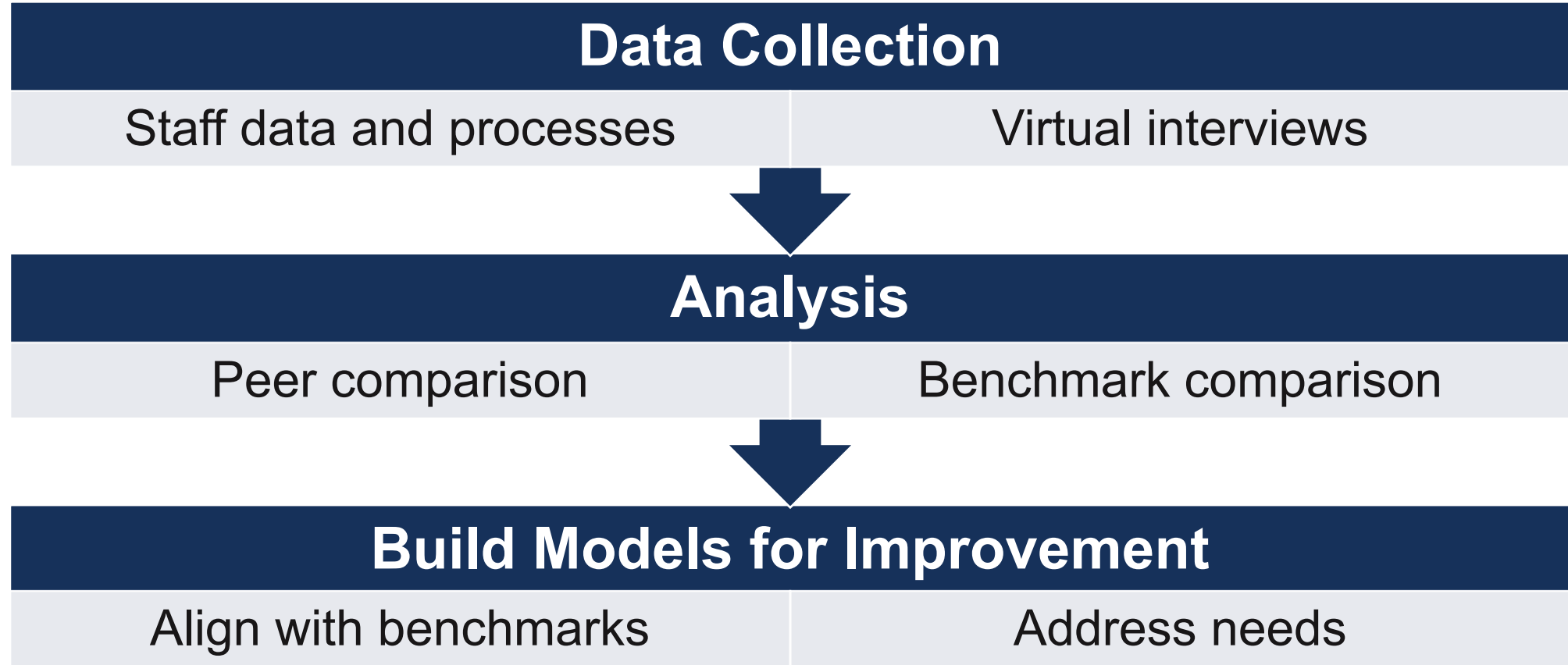
## Staffing Review

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Karen Dooley  
Assistant Director  
March 4, 2025

# TASB staffing review process

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# Benchmarking

# Benchmarking

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- Why benchmark?
- What benchmarks were used in this analysis?

# District Details

# 6 Year Historical Comparison

Category	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	6-year % change	Align w/2019- 2020 staffing
<b>Student Enrollment</b>	6,256	6,035	6,091	6,076	5,904	5,735	-8.3%	5,735
Special Education Enrollment	635	598	625	645	701	688	8.3%	
Percentage identified as Special Education	10.2%	9.9%	10.3%	10.6%	11.9%			
<b>Total Teaching Staff</b>	412.15	419.86	414.32	422.02	417.37	405.00	-1.7%	-27.06
Teachers per 1,000 Students	65.90	69.60	68.00	69.50	70.70	70.62	7.2%	
<b>Total Support Staff</b>	98.32	84.93	106.89	118.43	117.97	120.00	22.1%	-29.96
Support Staff per 1,000 Students	15.70	14.10	17.50	19.50	20.00	20.92	33.3%	
<b>Total Campus Admin Staff</b>	20.08	21.82	22.15	21.85	17.63	22.00	9.6%	-3.65
Campus Admin Staff per 1,000 Students	3.20	3.60	3.60	3.60	3.00	3.84	19.9%	
<b>Total Central Admin Staff</b>	11.55	12.10	13.10	11.19	11.10	12.00	3.9%	-1.68
Central Admin Staff per 1,000 Students	1.80	2.00	2.20	1.80	1.90	2.09	16.2%	
<b>Total Educational Aides</b>	92.73	88.37	115.28	130.62	102.08	88.00	-5.1%	-3.12
Educational Aides per 1,000 Students	14.80	14.60	18.90	21.50	17.30	15.34	3.7%	
<b>Total Auxiliary Staff</b>	289.60	208.96	282.70	297.65	293.17	282.00	-2.6%	-16.47
Auxiliary Staff per 1,000 Students	46.30	34.60	46.40	49.00	49.70	49.17	6.2%	
<b>Total Personnel</b>	924.43	836.04	954.44	1,001.76	959.32	929.00	0.5%	-81.37
Personnel per 1,000 Students	147.80	138.50	156.70	164.90	162.50	161.99	9.6%	

# State peer districts

	District	ESC Region	Total Personnel	Total Enrollment	Economically Disadvantaged	Limited English Proficient	Special Education	Bilingual Education	ESL Education
1	Cedar Hill ISD	10	833	6,336	67.9%	9.1%	8.5%	2.4%	1.1%
2	Crandall ISD	10	875	6,443	63.8%	19.9%	15.5%	2.4%	8.4%
3	Crosby ISD	04	781	6,868	62.8%	21.4%	14.3%	9.7%	6.7%
4	Dayton ISD	04	801	5,787	69.4%	23.3%	16.9%	2.8%	4.0%
5	Elgin ISD	13	791	5,715	78.0%	47.8%	13.5%	20.4%	18.4%
6	Everman ISD	11	848	5,139	93.7%	38.0%	14.4%	7.5%	21.6%
7	Galveston ISD	04	1,066	6,446	81.6%	26.5%	12.9%	9.3%	11.7%
8	Greenville ISD	10	825	5,418	79.8%	29.1%	16.6%	9.6%	12.1%
9	Nacogdoches ISD	07	1,044	5,863	85.7%	28.8%	15.3%	5.0%	8.7%
10	Red Oak ISD	10	963	6,592	62.8%	15.1%	15.6%	4.1%	8.1%
11	Southside ISD	20	968	6,033	88.6%	24.2%	17.7%	14.9%	3.8%
12	Terrell ISD	10	626	5,255	79.8%	28.4%	13.0%	2.7%	17.6%
	<b>Canutillo ISD</b>	<b>19</b>	<b>959</b>	<b>5,904</b>	<b>65.7%</b>	<b>34.2%</b>	<b>11.9%</b>	<b>20.4%</b>	<b>16.3%</b>

\*Data Source: 2023-2024 PEIMS Standard Report

# Local peer districts

	District	ESC Region	Total Personnel	Total Enrollment	Economically Disadvantaged	Limited English Proficient	Special Education	Bilingual Education	ESL Education
1	Anthony ISD	19	144	752	79.7%	31.3%	15.6%	11.6%	15.7%
2	Clint ISD	19	1,664	10,260	85.9%	44.0%	15.1%	18.6%	18.0%
3	El Paso ISD	19	7,267	49,139	75.1%	37.9%	12.7%	21.9%	14.4%
4	San Elizario ISD	19	492	3,009	92.7%	63.1%	16.0%	28.5%	23.9%
5	Socorro ISD	19	5,375	47,304	73.6%	28.5%	13.4%	14.5%	12.2%
6	Ysleta ISD	19	5,886	34,918	78.1%	33.3%	16.3%	16.9%	13.5%
	<b>Canutillo ISD</b>	<b>19</b>	<b>959</b>	<b>5,904</b>	<b>65.7%</b>	<b>34.2%</b>	<b>11.9%</b>	<b>20.4%</b>	<b>16.3%</b>

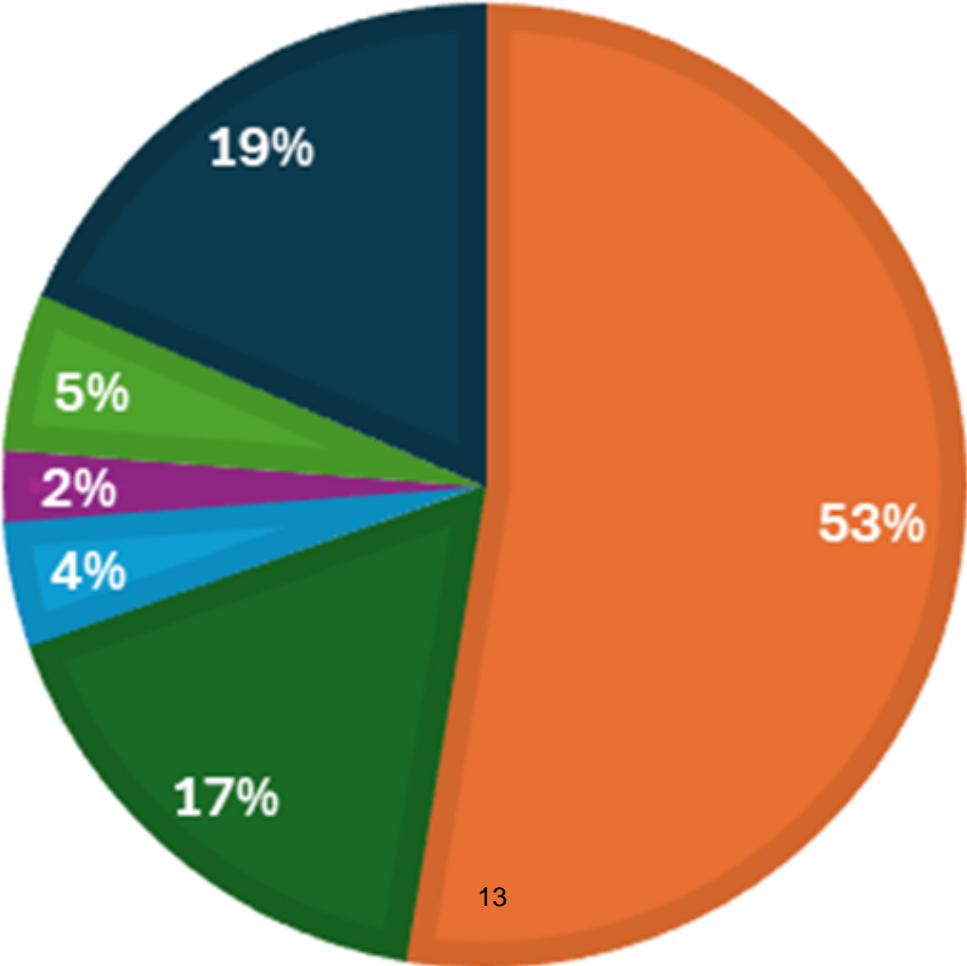
\*Data Source: 2023-2024 PEIMS Standard Report

# PEIMS category comparison

Category	Canutillo ISD	State Average	State Peer District Average	Local Peer District Average
Total Teaching Staff per 1,000 Students	70.62	67.80	65.56	61.02
Total Support Staff per 1,000 Students	20.92	16.41	17.45	18.92
Total Campus Admin Staff per 1,000 Students	3.84	3.95	4.13	3.83
Total Central Admin Staff per 1,000 Students	2.09	1.80	2.22	1.43
Total Educational Aides per 1,000 Students	15.34	15.90	17.07	12.49
Total Auxiliary Staff per 1,000 Students	49.17	34.80	37.23	45.54
Total Personnel per 1,000 Students	161.99	139.90	144.96	143.26

# 2024-2025 BUDGET DISTRIBUTION

Teacher Prof Sup Campus Admin District Admin Ed Aide Aux/Clerical



# Summary of Findings and Options

# Financial Services

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- Consider the absorption of up to two positions through attrition to reduce variance with peer comparison data.
- The financial services department is staffed with 12.5 positions compared to the state peer district average of 7.8.
- This equates to 2.2 staff per 1,000 students compared to 1.3 for the state peer district average.
- The local peer district average is 0.8 staff per 1,000 students.
- For enrollment range of 5,000 to 8,000 students, the ratio is 1.0 staff per 1,000 students.
- Absorptions could be achieved in part through the adjustment of non-campus clerical support.
- Use the variances to determine areas available for adjustment.

# Communications

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- Consider the absorption of one communication position through attrition to reduce variance with peer comparison data.
- The communication department is staffed with 4.5 positions compared to the state peer district average of 2.4.
- This equates to 0.8 staff per 1,000 students compared to 0.4 for the state peer district average.
- The local peer district average is 0.3 staff per 1,000 students.
- Use variances to determine areas for adjustment.

# Technology

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- Consider the absorption of up to four technology positions through attrition to reduce variances with peer comparison data.
- The technology department is staffed with 16.0 positions compared to the state peer district average of 11.6.
- This equates to 2.6 positions per 1,000 students compared to 2.0 for the state peer district average.
- The local peer district average is 0.9 staff per 1,000 students.
- For enrollment range of 5,000 to 8,000 students, the ratio is 1.8 staff per 1,000 students.
- This adjustment would reduce the variance between the state and local peer districts and districts in the enrollment range of 5,000 to 8,000 students.

# Non-Campus Clerical Support

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- Consider absorption of eight non-campus clerical positions.
- The benchmark is three positions per 1,000 students.
- The district employs 28.5 positions compared to the benchmark of 17.0.
- Absorbing support staff from the financial services department (two positions), communication department (one position), and technology department (one position) will help achieve this recommendation.
- Additional evaluation of departments represented should be conducted to determine other areas for adjustment.

# Costs/savings

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-2.0	Financial Services	\$90,000
-1.0	Communications	\$180,000
-4.0	Technology	\$40,000
-2.0	Non-Campus Clerical	\$160,000
Total		\$470,000

# Looking Ahead

# Strategies


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- Recommendations only
- Decisions made by district leaders and the board
- Gradual implementation
- Utilize staffing plans



Karen Dooley, Assistant Director  
800-580-7782  
hrservices@tasb.org

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Follow HR Services  @tasbhrs  tasb-hr-services  tasbhrs



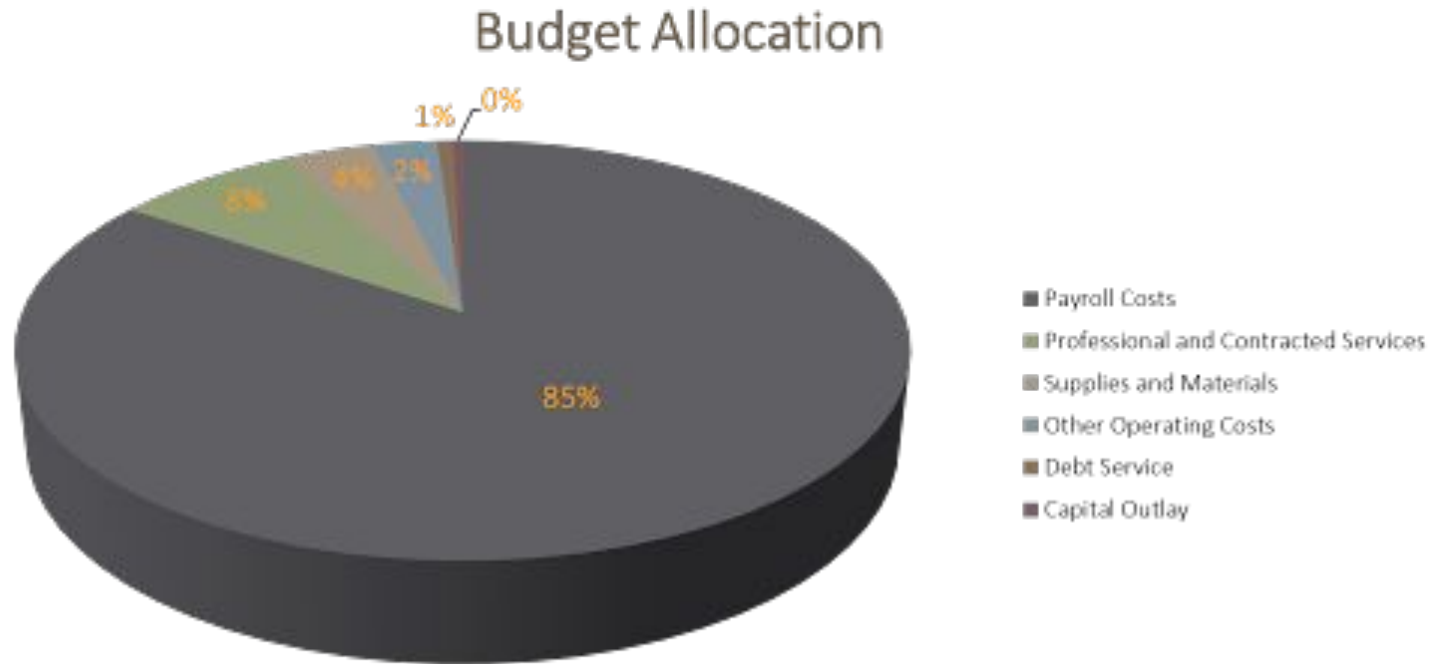
# **Canutillo Independent School District**

**Budget Update  
March 4, 2024**

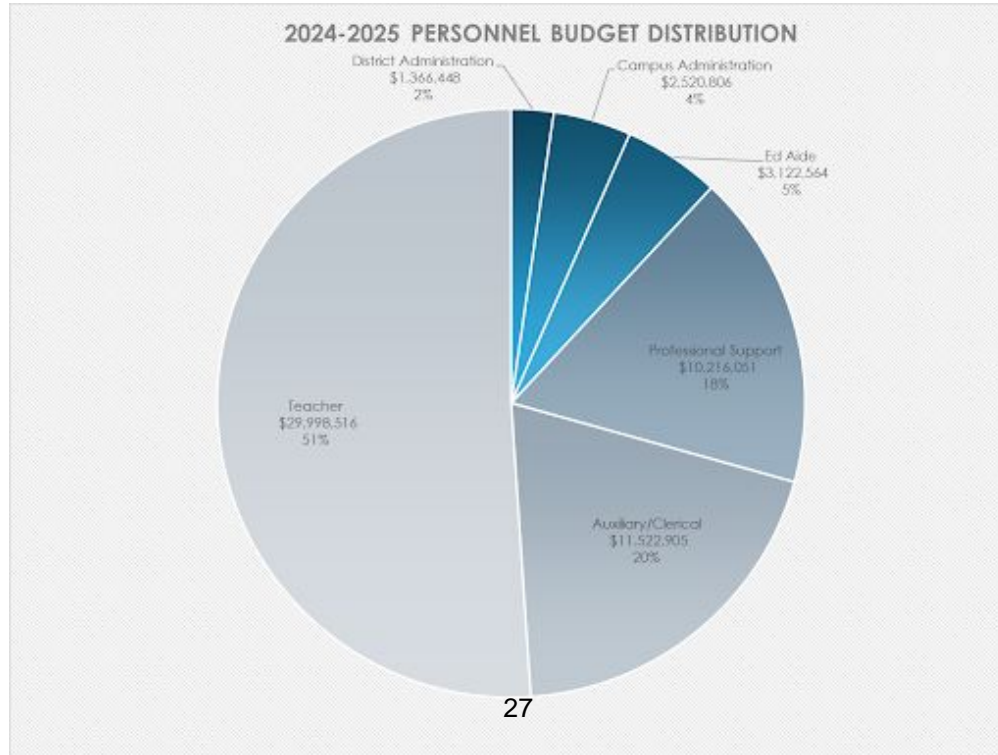
# State of the Budget

<b>Projected FY25 Deficit</b>	<b>\$ (9.60) M</b>
Budget Reductions	
District Administration Personnel	1.70 M
Change from Block to Traditional Schedule	1.10 M
Elementary Staffing Alignment	0.60 M
Department Operation Budget Cuts	1.45 M
ADA Adjustment from 94% to 95%	0.80 M
Maintenance Tax Notes (Moved to Debt Serviced)	1.20 M
<b>Adopted FY25 Deficit</b>	<b>\$ (2.75) M</b>

# Canutillo Budget Allocations



# Personal Budget Distribution



# We are not alone

EL PASO MATTERS |

FREE NEWSLETTER



## Ysleta ISD Considers Loan to Cover Payroll Gap

The Ysleta Independent School District may need to borrow up to \$25 million later this year to cover its payroll expenses in the event that it depletes its cash reserves as it attempts to operate under a budget deficit.



Ysleta ISD Superintendent Xavier De La Torre discusses the district's budget deficit, Friday, May 24, 2024. De La Torre attributed some of the shortfall to required investments in security and to the statewide loss of federal funds for the School Health and Related Services program. (Corrie Boudreaux/El Paso Matters)

EL PASO INC.



NEXT UP



YWCA El Paso del Norte Region Announces Lucy Liu as keynote ...



EDITOR'S PICK

## EPISD trustees approve closure of 8 elementary schools

By Sara Sanchez / El Paso Inc. staff writer  
Nov 24, 2024 Updated Nov 25, 2024



1

1 of 6



KFOX14



## Socorro ISD begins process to lay off 300 employees amid financial crisis

by Julia Spencer

Thu, February 20th 2025 at 7:20 PM



Updated Thu, February 20th 2025 at 7:30 PM



Reaction following SUSD Board approving district-wide layoffs. (Credit: KFOX14/CBS4)

# Texas Wide Concerns

HOUSTON CHRONICLE

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SUBURBS // KATY

## Katy ISD superintendent slams Texas inaction on school funding as district could face budget cuts

By **Claire Goodman**, Senior Reporter  
March 20, 2024

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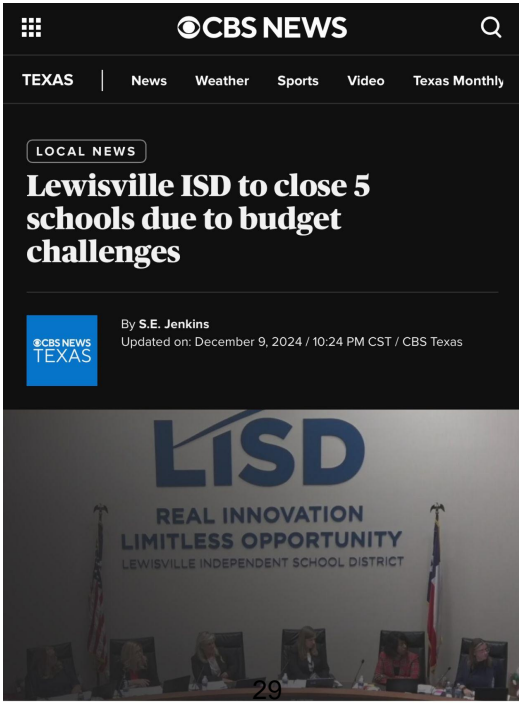
CBS NEWS

TEXAS | News | Weather | Sports | Video | Texas Monthly

LOCAL NEWS

## Lewisville ISD to close 5 schools due to budget challenges

By S.E. Jenkins  
Updated on: December 9, 2024 / 10:24 PM CST / CBS Texas




**LEWISVILLE** – The Lewisville Independent School District Board of Trustees approved a plan Monday to close five elementary schools and adjust campus boundaries due to budget

SOUTHERN DENTON COUNTY SCHOOLS

## Northwest ISD increasing class sizes, laying off employees due to lack of funding

By Mark Smith February 12, 2025 1190 0

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Daniel Elementary School opened its doors in August 2023 in Pecan Square (photo courtesy of Northwest ISD).

Northwest ISD announced Tuesday that it will lay off some employees and increase its class sizes next school year due to a lack of funding.

# Canutillo History of Fiscal Responsibility

Fiscal Year	Adopted Revenue	Adopted Expenditures	Balanced/ (Deficit) Budget	Actual Surplus/ (Deficit)
2018	\$ 54,551,182	\$ 54,551,182	\$ -	\$ 2,554,789
2019	\$ 58,134,459	\$ 58,134,459	\$ -	\$ 2,271,016
2020	\$ 61,546,413	\$ 61,546,413	\$ -	\$ 2,201,854
2021	\$ 62,647,270	\$ 62,647,270	\$ -	\$ 3,197,899
2022	\$ 63,842,166	\$ 63,842,166	\$ -	\$ (1,235,256)
2023	\$ 63,401,400	\$ 63,401,400	\$ -	\$ (4,358,791)
2024	\$ 64,203,897	\$ 67,203,897	\$ (3,000,000)	\$ 1,084,203
2025	\$ 65,198,405	\$ 67,948,405	\$ (2,750,000)	Pending FY Close

## We told you so ...

- Voters turned down bond elections in 2021 and 2022.
- If approved, new school construction would be finishing this school year
  - Increased Enrollment
  - Increased Funding
- The cost of “waiting” is a deficit budget.

# 2024-25 Budget Projections

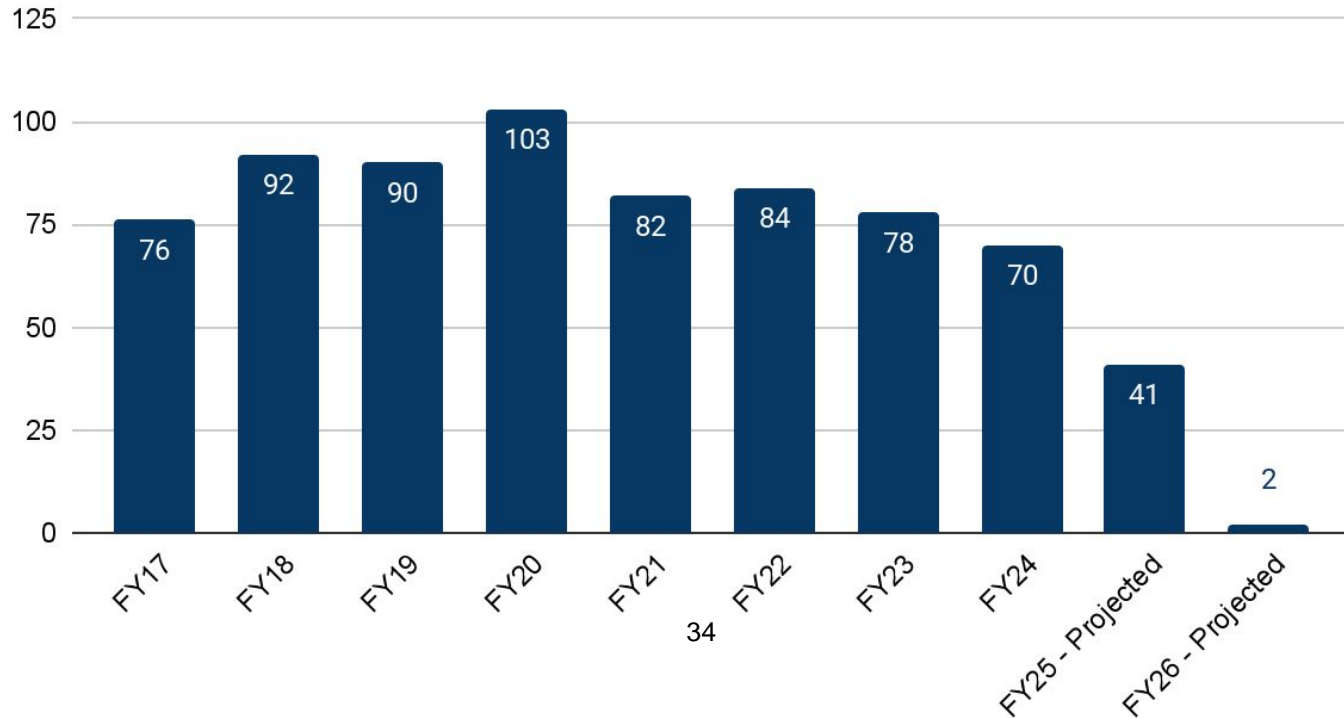
<b>Adopted Deficit</b>	<b>\$</b>	<b>(2.75)</b>	<b>M</b>
Property Value Accelerated Growth	\$	(1.67)	M
Student Enrollment Decrease	\$	(0.22)	M
Decrease Special Allotments	\$	(0.63)	M
Decrease Property Tax Collections	\$	(0.25)	M
Instructional Positions Approved	\$	(0.31)	M
<b>Operating Deficit</b>	<b>\$</b>	<b>(5.83)</b>	<b>M</b>
Assigned FB - Central Office Reconstruction	\$	(1.30)	M
Assigned FB - Technology Refresh	\$	(.57)	M
<b>Projected Deficit</b>	<b>\$</b>	<b>(7.70)</b>	<b>M</b>

# 2025-26 Budget Projections

Revenues	\$	61.4	M
Expenditures	\$	(67.8)	M
<hr/>			
<b>Projected Operating Deficit</b>	<b>\$</b>	<b>(6.4)</b>	<b>M</b>

# Fund Balance Outlook

## Unassigned Fund Balance - Days Available



# Contributing Factors to Revenue Loss

- Enrollment Loss
- Healthcare Cost Increases
- Stagnant State Funding
- Changing Demographics and their impact on funding.

# School Board Travel Budget

Board Of Trustees Travel Budget						
Account Number	Owner	Year	Account Name	Transactions	Adopted Travel budget = \$30,000 (SY 2024-25)	
199.41.6419.02.702.99	702	2025	Board Travel/B Barnes	\$ -		
199.41.6419.03.702.99	702	2025	Board Travel/P Mendoza	\$ 2,256.17		
199.41.6419.05.702.99	702	2025	Board Travel/R. Simental	\$ 3,166.67		
199.41.6419.01.702.99	702	2025	Board Travel/C Carrillo-Zuniga	\$ 2,303.36		
199.41.6419.07.702.99	702	2025	Board Travel/A Rodriguez	\$3,279.69		
199.41.6419.00.702.99	702	2025	Board of Trustees Travel	\$ -		
199.41.6419.09.702.99	702	2025	Board Travel/B Trout	\$ 2,895.94		
199.41.6419.10.702.99	702	2025	Board Travel/L Borrego	\$ -		
Subaccount # Pending Creation	702	2025	Board Travel/C. Ortega	\$ -		
Subaccount # Pending Creation	702	2025	Board Travel/S. Martinez	\$ -		
Subaccount # Pending Creation	702	2025	Board Travel/L. Maldonado	\$ -		
Budget amendement August 8, 2024			Transfer from BOT Travel (6419) to Software License/Subscription (6396) To cover board book renewal Expense	\$2,500	Boardbook Sub Cost total \$2,500 (needed for board meeting posting, publishing and record keeping (nessary expense)	
Budget amendement Nov 14, 2024			199 Board of Trustees change from 6419 travel to 6499 Misc. Operating Expense. To Cover Purchases and other costs associated with new board members.	\$2,500		
Budget amendement Nov 19, 2024			199 Board of Trustees Change from 6419 BOT Travel to 6299 Misc Contracted Svc To cover TASB subscription cost	\$1,000	TASB Subscription total Cost \$11,000, we needed additional \$1,000 due to pricing increase, we had \$10,000 already allocated for sub on 6299 accc.	
Budget amendement 1 08, 2025			Moving from BOT Travel 199.41.6419.00.702.99 to 199.41.6299.00.702.99 Misc Contracted Svc. to cover ESC 19 Continuing Education Services Agreement Cost \$4,500	\$4,500		
LSG - PENDING PAYMENT				\$5,000	\$5,000 cost for LSG training. Pending to be invoiced and paid	
36				<b>Total Current Transactions</b>	<b>\$29,401.83</b>	<b>Total Remaining \$ 599.00</b>

# Accelerated Property Value Growth

- Canutillo ISD growth rate is faster than the state average.
- CISD Property Valuation increasing at a faster rate
- District is projected to enter into Recapture during FY 2026 – becoming a “property rich” school district
  - Recapture? In Robin Hood funding system, Canutillo ISD will begin sending money back to the state to help “property poor” districts throughout the state.

# What is next?

- What is the cost of doing nothing?
  - Certain bankruptcy
- Other options?
  - Payroll loans (short-term solution)
- RIF 2.0

# Deficit Cost Savings Options

- Increase Class Size
- No locally-funded travel
- Hiring freeze of non-essential positions
- Continue to cut operating budgets by 10%
- Student Programming Assessment
- Sell Central Office and Lone Star and other existing properties

# Policy DFFB

**Applicability**

This policy shall apply when a reduction in force due to a program change requires the nonrenewal of a term contract. A program change may be due to, for example, a redirection of resources; efforts to improve efficiency; a change in enrollment; a lack of student response to particular course offerings; legislative revisions to programs; or a reorganization or consolidation of two or more individual schools, departments, or school districts.

**Definitions**

Definitions used in this policy are as follows:

1. "Program change" shall mean any elimination, curtailment, or reorganization of a program, department, school operation, or curriculum offering, including, for example, a change in curriculum objectives; a modification of the master schedule; the restructuring of an instructional delivery method; or a modification or reorganization of staffing patterns in a department, on a particular campus, or District-wide.
2. "Nonrenewal" shall mean the termination of a term contract at the end of the contract period.

**General Grounds**

A reduction in force may take place when the Superintendent recommends and the Board approves a program change. A determination of a program change constitutes sufficient reason for nonrenewal.

**Criteria for Decision** The Superintendent or designee shall apply the following criteria to the employees within an affected employment area when a program change will not result in the nonrenewal of all staff in the employment area. The criteria are listed in the order of importance and shall be applied sequentially to the extent necessary to identify the employees who least satisfy the criteria and therefore are subject to the reduction in force. For example, if all necessary reductions can be accomplished by applying the first criterion, it is not necessary to apply the second criterion, and so forth.

1. **Qualifications for Current or Projected Assignment:** Certification, multiple or composite certifications, bilingual certification, licensure, endorsement, and/or specialized or advanced content-specific training or skills for the current or projected assignment.
2. **Performance: Effectiveness, as reflected by:**
  - a. The most recent formal appraisal and, if available, consecutive formal appraisals from more than one year [see DNA]; and
  - b. Any other written evaluative information, including disciplinary information, from the last 36 months.

If the Superintendent or designee at his or her discretion decides that the documented performance differences between two or more employees are too insubstantial to rely upon, he or she may proceed to apply the remaining criteria in the order listed below.

3. **Extra Duties:** Currently performing an extra-duty assignment, such as department or grade-level chair, band director, athletic coach, or activity sponsor.
4. **Professional Background:** Professional education and work experience related to the current or projected assignment.
5. **Seniority:** Length of service in the District, as measured from the employee's most recent date of hire.

# Legislative Priorities

TEACHER PAY RAISES	PROPERTY TAX RELIEF	SCHOOL CHOICE	EXPANDING CAREER TRAINING
<p><b>Increase teacher salaries</b> through direct appropriations and other compensation strategies</p> <p><b>\$750M Investment (2026–2027)</b> to expand the Teacher Incentive Allotment</p> <p><b>Merit-Based Pay:</b> Accelerate participation in incentive programs</p> <p><b>Certification Fee Waivers</b> for special education &amp; bilingual educators</p> <p><b>Retired Teacher Support:</b> Financial relief for districts hiring retired teachers</p> <p><b>Teacher Development:</b> Invest in residencies, apprenticeships, and Grow Your Own programs</p> <p><b>Mentorship Expansion:</b> Increase Mentor Program Allotment &amp; statewide mentor training</p> <p><b>Statewide Recruitment Campaign</b> for high-quality pathways</p> <p><b>Data Collection:</b> Track recruitment, retention, and vacancies with a centralized job board</p>	<p><b>\$10B Allocation</b> from the state surplus for property tax relief</p> <p><b>Tax Rate Compression</b> to reduce school district M&amp;O tax rates</p> <p><b>Voter Approval Requirements</b></p> <ul style="list-style-type: none"> <li>• <b>2/3 Voter Approval</b> for all tax increases</li> <li>• <b>November Elections</b> for all bond &amp; tax rate proposals</li> </ul> <p><b>Small Business Support:</b> Raise the business personal property tax exemption to <b>\$100,000</b></p>	<p><b>\$1B for Education Savings Accounts (ESAs)</b> with universal eligibility</p> <p><b>Voluntary Participation</b> for families &amp; schools</p> <p><b>Expanded School Options</b></p> <ul style="list-style-type: none"> <li>• Increased funding for <b>charter school facilities</b></li> <li>• Expanded <b>virtual education</b> opportunities</li> <li>• Improved <b>inter-/intra-district transfer</b> access</li> </ul>	<p><b>Increased Funding</b> for:</p> <ul style="list-style-type: none"> <li>• <b>JET Grants</b></li> <li>• <b>P-TECH</b> Programs</li> <li>• <b>Dual Credit Courses</b></li> <li>• Career Education Allotments</li> </ul> <p><b>Rural Workforce Development:</b> Expand <b>Rural Pathways Excellence Partnership</b></p> <p><b>CTE Funding for JROTC</b> Students</p> <p><b>Enhanced Career Advising</b> &amp; readiness assessments</p> <p><b>Math Proficiency Initiatives</b> for high school readiness</p>

# State's Failed Responsibility

- Inflation rate since 2019: **22%**
- Increase in basic state allotment for public schools since 2019: **0%**
- Additional funding if basic state allotment kept up with inflation: **\$7.7 million**
- Current deficit: **\$5.8 million**

# Recap

<b>FY25 Projected Deficit</b>	<b>\$</b>	<b>(5.83)</b>	<b>M</b>
Projected Fund Balance	\$	7.65	M
Optimal Fund Balance - 90 Days	\$	16.83	M
Projected Fund Balance Days		41 Days	

<b>FY26 Projected Deficit</b>	<b>\$</b>	<b>(6.40)</b>	<b>M</b>
Projected Fund Balance	\$	.46	M
Optimal Fund Balance - 90 Days	\$	16.73	M
Projected Fund Balance Days		2 Days	

Optimal fund balance is 90 days and is required by policy. The financial outlook is not sustainable, the District will face a cash flow shortfall and will not be able to pay District obligations, including payroll.

# Timelines for Board Action

## February

- **2/19/2025 Board Meeting**
- **2/20/2025 Elem Staffing**
- **2/21/2025 Elem Staffing**
- **2/24/2025 Sec Staffing**

## March

- 3/25/2025 Board Considers Budget Considerations
- HR will review all faculty and staff identified in RIF according to Policy DFFB to ensure fidelity.

## April

- 4/22/2025 Regular Board Meeting. Final decision on budget recommendations

**“None of this is going to be fun. It’s one of the most difficult things you’ll ever have to do. But it’s what you’re elected to do. This decision is about taking control and then controlling your destiny.”**

– **Dr. Michael Hinojosa**, retired Dallas ISD Superintendent and current Socorro ISD Conservator to the Socorro ISD Board of Trustees regarding budgetary decisions.

# Comments and Questions



*Canutillo Independent School District  
Board of Trustees*

**RESOLUTION OPPOSING SCHOOL VOUCHERS AND  
ADVOCATING INCREASED FUNDING FOR PUBLIC  
EDUCATION**

**WHEREAS**, Article 7, Section 1 of the Texas Constitution requires that the Texas Legislature “establish and make suitable provision for the support and maintenance of an efficient system of public free schools;” and

**WHEREAS**, the overwhelming majority of children in Texas attend public schools, making them the cornerstone of our state’s educational landscape; and

**WHEREAS**, there is a direct correlation between a strong Texas economy and a successful public school system, yet Texas currently ranks among the bottom 10 states in per-student funding; and

**WHEREAS**, the Texas Comptroller reported a surplus of \$24 billion during the 2024–2025 biennium and projects a revenue of \$195 billion for the 2026–2027 biennium; and

**WHEREAS**, despite a healthy state economy, the Texas Education Agency and the Texas Legislature have not directed these resources toward adequately increasing funding for public education; and

**WHEREAS**, Governor Greg Abbott has caused statewide fiscal crises among school districts by withholding essential state funding as punishment for the legislature’s failure to pass the voucher law he spearheaded; and

**WHEREAS**, public school districts are accountable to taxpayers and parents, ensuring transparency and responsiveness in the use of public funds; and

**WHEREAS**, public school districts are the only educational institutions required to accept all children regardless of need or ability to pay, thereby serving as an essential equalizer in our communities; and

**WHEREAS**, coordinated private-interest groups from Texas and around the country are investing heavily in campaigns designed to weaken support for public education, discredit educators, and promote the passage of voucher legislation that would divert essential resources away from our public schools; and

**WHEREAS**, Canutillo ISD Board of Trustees has approved a previous Resolution opposing any transfer of public funds using vouchers, education savings accounts or corporate tax credits to private schools or individuals, including the expansion of virtual instruction by corporation; and

**WHEREAS**, while the El Paso delegation in Austin is a staunch supporter of public education, the Legislature at large has exponentially increased state mandates on public schools to the point of impeding their ability to efficiently and effectively provide educational experiences tailored to local and state needs; and

**WHEREAS**, school districts have been forced to operate under the same funding formula and revenue structure despite inflation, COVID-related complications, a statewide drop in enrollment, and an increase in unfunded state mandates; and

**WHEREAS**, Canutillo ISD is slated to become Recapture district that will be subject to have a portion of its revenue withheld as a result of a rising property tax base and decreasing Average Daily Attendance; and

**WHEREAS**, Recapture would further harm the already damaged revenue structure in the District; and

**WHEREAS**, basing school funding solely on average daily attendance is not the most accurate method of calculating the true cost of educating our children; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Canutillo Independent School District hereby continues to oppose any state-funded school voucher programs or similar initiatives that divert public resources to private entities; and

**BE IT FURTHER RESOLVED** that the Board calls upon the Texas Legislature and the Texas Education Agency to increase the basic allotment for public schools to reflect the more than 20% inflation rate since 2019, and to require future automatic adjustments to the basic allotment using the Consumer Price Index; and

**BE IT FURTHER RESOLVED** that the Board urges all Texas citizens, educators, and community stakeholders to support measures that strengthen and fully fund our public education system, thereby safeguarding the future of our children and the prosperity of our state.

Adopted this 4th day of March of 2025 by the Board of Trustees of the Canutillo Independent School District.

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Armando Rodriguez, President

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Lilia Maldonado, Vice President

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Cindy Zuñiga, Secretary

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Breanne Barnes, Trustee

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Lucia Borrego, Trustee

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Sergio Martinez, Trustee

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Carolina Ortega, Trustee



*Canutillo Independent School District  
Board of Trustees*

# **Resolution**

*WHEREAS, Canutillo ISD is committed to ensuring the success of all students through rigorous academic standards, comprehensive support, and measurable outcomes; and*

*WHEREAS, the district's goals under Lone Star Governance are focused on improving student proficiency in essential academic areas, namely Reading, Math, and CCMR; and*

*WHEREAS, the three goals set forth are designed with measurable targets to ensure the district stays on track toward achieving high standards for student performance and success, contributing to a brighter future for all students;*

***NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF CANUTILLO ISD THAT:***

***1. Goal 1: Reading***

*The percentage of 3rd grade students scoring at or above the "meets grade level" standard in Reading will increase from 50% in 2023 to 78% by June 2027. This goal is vital for ensuring that students have a solid foundation in reading skills, which is a predictor of future academic success across all subjects. Reading proficiency by third grade is a key indicator of whether students are on track for long-term academic achievement. This focus will improve literacy rates and provide students with the necessary skills to succeed in further academic endeavors.*

***2. Goal 2: Math***

*The percentage of 3rd grade students scoring at or above the "meets grade level" standard in Math will increase from 40% in June 2023 to 80% by June 2027. Math proficiency at this early stage is crucial as it lays the groundwork for future academic disciplines, including science, technology, engineering, and mathematics (STEM). Strengthening math skills helps foster critical thinking and problem-solving abilities that are essential for success in a rapidly evolving global economy.*

***3. Goal 3: CCMR (College, Career, and Military Readiness)***

*The percentage of high school graduates earning a CCMR point will increase from 64% in 2022 to 88% by June 2026. This goal is essential for ensuring that graduates are prepared for post-secondary success, whether through college, career, or military pathways. By increasing the percentage of graduates who earn CCMR points, the district will help ensure that students are equipped with the skills and qualifications needed for success in their chosen paths after graduation.*

**WHY THESE GOALS MATTER:**

**1. Student Success and College/Career Readiness**

*These goals reflect the district's long-term vision of ensuring that every student is prepared for success in college, careers, or the military. Reading and math proficiency are foundational to academic achievement, while CCMR points are an essential measure of post-graduation success. Aligning goals with these measures supports the preparation of students to thrive in an increasingly complex and competitive world.*

**2. Measurable Impact**

*The goals set clear, measurable targets to ensure that Canutillo ISD is making progress in improving student outcomes. With benchmarks to track progress, the district is able to evaluate its effectiveness and make adjustments as needed to stay on track. These specific targets provide a framework for accountability, ensuring that resources and efforts are focused on achieving tangible results.*

**3. Alignment with State and National Expectations**

*The three goals align with the state's educational standards and broader national expectations, ensuring that Canutillo ISD students are not only meeting local benchmarks but also competing at the state and national levels. By setting ambitious yet attainable goals, the district is positioning its students to achieve at the highest levels, preparing them for the future with skills that will be valued in both the academic and professional realms.*

***NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Canutillo ISD Board of Trustees reaffirms its commitment to these goals as a critical framework for educational excellence and ensures that resources, policies, and actions are aligned with these priorities. The Board of Trustees will continue to provide oversight, support, and guidance to ensure that these goals are met and that the district continues to improve the academic outcomes for all students.***

***ADOPTED this 4th day of March, 2025.***

APPROVED:

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Armando Rodriguez, President

ATTEST:

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Cindy Zuñiga, Secretary

# CANUTILLO

# LEADERS

# CAN



## Leadership Definition Chart

Category	Competency	Description
<b>CONNECT</b>	<b>Builds Trusting Relationships</b>	Cultivates meaningful and authentic connections.
	<b>Demonstrates Empathy</b>	Models unbiased understanding of different perspectives/lives of others.
	<b>Communicates Effectively</b>	Proactively listens, understands, reflects, and influences others.
	<b>Embraces Diversity</b>	Fosters an inclusive environment that values and celebrates cultures, backgrounds, and identities.
<b>INVEST</b>	<b>Empowers People</b>	Allows autonomy by providing support.
	<b>Grows People</b>	Develops oneself and others.
	<b>Celebrates People</b>	Recognizes the value and impact of individuals in Canutillo.
<b>STRATEGIZE</b>	<b>Sets High Expectations</b>	Challenges and raises the standard of performance.
	<b>Cultivates Innovation</b>	Models, inspires, & creates solutions.
	<b>Practices Forward Thinking</b>	Assesses, views, and creates future opportunities for Canutillo.
<b>DELIVER</b>	<b>Embraces Accountability</b>	Demonstrates ownership for tangible, measurable outcomes.
	<b>Achieves Results</b>	Takes responsibility for meeting Canutillo's goals.

# Instructions

No Data

Did Not Meet Annual Target

Almost Met Annual Target

Met Annual Target

Met 5yr Target

A Goal has "Met Annual Target" if either the end of School Year (SY) Actual is greater than or equal to the SY Target OR if at least two of the three Goal Progress Measures have "Met Annual Target" or "Met 5yr Target".

A Constraint has "Met Annual Target" if at least two of the three Constraint Progress Measures have "Met Annual Target" or "Met 5yr Target".

If a goal or 2/3 of Goal Progress Measures have been met then award 25% points.

If a Constraint or 2/3 of Constraint Progress Measures have been met then award 20% points.

The spreadsheet will calculate the final weighted results. To change the weighting, update the formulas in cells H29 and Q29 to reflect the desired percentages. (Right now it uses a .65 and .35 weight.)

## Goals

## Constraints

	SY21 Target	SY21 Actual	Met or 2/3 Met	Points Awarded
<b>Goal 1:</b> The percentage of 3rd grade students that score meets grade level or above will increase from 50% (2023) to 78% by June 2027.	64%			
Goal Progress Measure 1.1: The percentage of kindergarten students reading on grade level will increase from 45% on June 2023 to 75% by June 2027. IStation	65%			
Goal Progress Measure 1.2: The percentage of 1st grade students reading on grade level will increase from 52% on June 2023 to 75% by June 2027. IStation	67%		<input checked="" type="checkbox"/>	33%
Goal Progress Measure 1.3: The percentage of 2nd grade students reading on grade level will increase from 58% on June 2023 to 75% by year 2027. IStation	67%			
<b>Goal 2:</b> The percentage of 3rd grade students that score meets grade level or above will increase from 40% on June 2023 to 80% by June 2027.	60%			
Goal Progress Measure 2.1: The percentage of 3rd grade students that score meets grade level or above will increase from 40% on June 2023 to 80% by June 2027.	56%			
Goal Progress Measure 2.2: The percentage of kindergarten students performing on grade level in math will increase from 27% on June 2023 to 72% by June 2027. Imagine Math - moving forward district will implement Stemscores	56%		<input checked="" type="checkbox"/>	33%
Goal Progress Measure 2.3: The percentage of 1st grade students performing on grade level in math will increase from 38% on June 2023 to 72% by the June 2027. Imagine Math - moving forward district will implement Stemscores.	65%			
<b>Goal 3:</b> The percentage of graduates that earning a CCMR point will increase from 64% (2022) to 88% by June 2026.	76%			
Goal Progress Measure 3.1: The percentage of graduates earning a dual credit CCMR point will increase from 37% in June 2021 to 61% by June 2026.	58%			
Goal Progress Measure 3.2: The percentage of graduating seniors at or above SAT/ACT/TSI college ready criterion will increase from 25% in June 2021 to 45% by June 2026.	45%		<input checked="" type="checkbox"/>	33%
Goal Progress Measure 3.3: The percentage of graduating seniors who earn an approved industry based certification (IBC) will increase from 5.3% in June 2021 to 30% by June 2026.	55%			
Unweighted Goal Evaluation				100%
Weighted Goal Evaluation				65%

	SY21 Target	SY21 Actual	Met or 2/3 Met	Points Awarded
<b>Constraint 1: Do not allow a rating of Proficient or above on a Principal's or Teacher's Evaluation if expected growth at campus/classroom is not evident.</b>				
Constraint Progress Measure 1.1:				
Constraint Progress Measure 1.2:			<input checked="" type="checkbox"/>	50%
Constraint Progress Measure 1.3:				
<b>Constraint 2: Do not allow campus budget equity to create obvious disparity.</b>				
Constraint Progress Measure 2.1:				
Constraint Progress Measure 2.2:			<input checked="" type="checkbox"/>	50%
Constraint Progress Measure 2.3:				
Unweighted Constraint Evaluation				100%
Weighted Constraint Evaluation				35%

55

**Total Weighted Evaluation Score (The board should identify a threshold that constitutes a satisfactory evaluation in advance. The maximum recommended is 75%. The more priorities on the board's scorecard, the lower the threshold should be.)** **100%**

**1. GENERAL FUNCTIONS-OTHER**

1.A. Call to Order

Meeting was called to order at **6:00 PM**

1.B. Pledge of Allegiance

1.C. Texas Pledge of Allegiance

Pledge of allegiance and Texas pledge were led unanimously by students in the audience.

1.D. Roll Call

Trustees Present: Barmes, Maldonado, Martinez, Ortega, Rodriguez, Zuniga  
Trustee Absent: Borrego, Mrs. Borrego did let administration know that she had a scheduling conflict and would be unable to attend meeting since it was rescheduled from Tuesday to Wednesday.

1.E. CISD Vision and Mission Statements

Mrs. Ortega read the CISD Vision followed by Mrs. Maldonado who read the Mission Statement.

**2. BOARD HONORS**

2.A. Honoring of the Canutillo ISD Board of Trustees in Recognition of Texas School Board Appreciation Month

Christina Rodriguez, Public Information Office presented the board with appreciation gifts from the various CISD Schools and Administration Office departments.

**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.**

Vianey Martinez – Sales of District Property

Attorney with Scott Hustle representing Edwards Homes. She believes that there were some irregularities in the bidding process which rendered the bid process unfair to

them as well as other bidders. They believe that Edward Homes had the best bid that was offered and believe CISD needs to abide by the proper procedures in the bidding and choosing bids. Secondly, they believe there is some misinformation about how they want to develop the property. Edward Homes has made it clear that they want to develop the property into homes, 5 ½ houses per acre. They want the CISD board to consider information presented when making further decisions with respects to the bidding process.

Oscar Trillo - The Footprint of CMS at the Bean Horse Farm on Strahan Rd. As a parent, teacher and taxpayer he believes that the CMS property is a good deal for the district. He believes that the footprints were showed to the community, and CMS was a hot ticket item for the Strahan Community. Mr. Trillo mentioned that Strahan Neighborhood noise complain is not responsibility of the district. Community wants a 10-foot sound barrier wall to be installed at expense of the district where it should had been addressed by TX Dot.

He believes that DDE should not be relocated to an “Uptown” Location. He believes that kids that walk to school are being left out and is being asked to continue the lunch programs in the summer at the current DDE location.

John Holland – Thank you for listening to our feedback by not putting entrance & exit on Strahan Rd.

President of Strahan Neighborhood Association. He spoke on the dec board meeting. He asked to make sure that Strahan Road is not used as entrance and exit for the upcoming middle school. He saw that there are 2 fields adjacent to Strahan rd. and he thanks the board for not using it as a traffic route. He hopes the Neighborhood Assoc. can be kept in the loop for what CISD is looking to do with the rest of the Strahan land.

Leticia Marcum - In Support of Adopting the 2024 El Paso County Prevailing Wages. President of El Paso Building Trades. As part of the committee with prevailing wages in El Paso. They favor and hope the Board of Trustees supports the adoption of the 2024 Prevailing Wages item.

#### 4. **BOARD OF TRUSTEE BUSINESS**

4.A. Discussion and Action to Accept Resignation from Trustee Lucy Borrego as Board of Trustees Secretary and Appoint a New Secretary To The Board of Trustees Under Policy BDAA. (The Resignation is From the Officer Position Only. Trustee Borrego Will Remain on the Board)

Motion made by Trustee Martinez to accept resignation as presented, Second by trustee Barnes  
Barnes-Yes, Maldonado-Yes, Martinez-Yes, Ortega- Yes, Rodriguez-Yes, Zuniga-Yes  
Motion Passes.

Motion made by Trustee Martinez to Nominate Mrs. Cindy Zuniga, Second by trustee Ortega  
Barnes-Yes, Maldonado-Yes, Martinez-Yes, Ortega- Yes, Rodriguez-Yes, Zuniga-Yes  
Motion Passes.

4.B. Consideration and Appropriate Action to Accept the Resignation of Trustee Lucy Borrego from the Board of Directors of the Canutillo ISD Public Facility Corporation and Appoint a Successor Board Member Therefor. (The Resignation is from the Officer Position Only. Trustee Borrego Will Remain on the Board)  
Mr. Blanco and Mr. Rodriguez clarified that Public Facilities Corporation has accepted the resignation of trustee Borrego from the Board of Directors.  
Motion to Nominate Mr. Sergio Martinez made by Trustee Maldonado, Second by trustee Barnes  
Barnes-Yes, Maldonado-Yes, Martinez-Yes, Ortega- Yes, Rodriguez-Yes, Zuniga-Yes  
Motion Passes.

4.C. Discussion and Possible Action to Appoint A Trustee to The Safety And Security Committee for a 2-Year Term.  
Dr. Galaviz thanked trustee Barnes for serving in the Safety and Security Committee for the past two years.  
Motion made by Trustee Maldonado to Nominate Trustee Ortega for the Safety and Security Committee, Second by trustee Barnes  
Barnes-Yes, Maldonado-Yes, Martinez-Yes, Ortega- Yes, Rodriguez-Yes, Zuniga-Yes  
Motion Passes.

4.D. Discussion and Possible Action to Revise Procedures for Executive/Closed Session Meetings to Provide for Audio Recording of Those Sessions.  
Mr. Steve Blanco mentioned to the members of the board that the board has options on how to record discussions that happen during executive session. He mentioned that one option is to have a Certified Agenda which is a practice that is being used in CISD. Mr. Blanco mentioned that another option is to have an audio

recording of closed session. He also stated that it will be a board preference. Mrs. Maldonado asked if closed session recordings or certified agenda are subject to open records. Mr. Blanco mentioned that there are limited exceptions to access the certified agenda for example during certain litigation matters.

Mrs. Maldonado wanted to clarify if there will be a sign-out log to see the certified agenda. Mr. Blanco specified that people would not be able to obtain a copy of the record, but they could come over to central office to listen to the recording.

Mr. Blanco mentioned that it is not recommended to take notes while listening to the recordings of Executive Session.

Mr. Rodriguez asked that CISD board continues with the same practice of not note taking during executive sessions.

Mrs. Maldonado motioned to switch from the certified agenda to the audio recording format. (Mr. Blanco added to make motion applicable to subsequent meetings of the board of trustees after the January meeting)

Mr. Blanco reiterated that once the board of trustees' switches to audio recording. The board will no longer have a need for a certified agenda in writing.

Mrs. Maldonado amended her motion to have the meeting/discussions recorded on a cassette player and that the procedures that fall under executive board session where any note taking will be sealed or picked up by the district as per board operating procedures.

Second by Mrs. Zuniga

Barnes-Yes, Maldonado-Yes, Martinez-Yes, Ortega- Yes, Rodriguez-Yes, Zuniga-Yes

Motion Passes.

## 5. **SPECIAL PRESENTATION-OTHER**

### 5.A. Schematic Design Presentations

Board Members were presented with Schematic Designs for the different school renovations and builds. Mr. Ernesto Ortiz with PROCEDEO and his team answered trustees questions regarding sites security, flooding prevention measures, possible uses for land within new school sites.

## 6. **CONSENT AGENDA-VOTING**

### 6.A. *BUSINESS SERVICES*

#### 6.A.1. Approval of the Meeting Minutes

6.A.1.a. Approval of the November 19 Regular Board Meeting Minutes

6.A.1.b. Approval of the December 17th Regular Board Meeting Minutes

#### 6.A.2. Approval of the Monthly Donations

6.A.2.a. Board Acceptance of the December 2024 Donations Report

- 6.A.3. Memorandum of Understanding between CISD and the YWCA El Paso Del Norte Region - PreK Early Learning Academy Programming
- 6.A.4. Approval of Interlocal Agreement between the City of El Paso Parks and Recreation and Canutillo Independent School District Northwest Early College High School
- 6.A.5. Approval of the Recommendation to Contract RFQ 2025-04B Roofing Consulting Services for Canutillo ISD 2024 Bond Referendum Projects. Listed in order of evaluation scores: Terracon Consulting, Inc., KWA Engineering & Building Science Co. Inc., Armko Industries, Inc., Amtech Solutions, Inc.
- 6.A.6. Approval of the Recommendation to Contract RFQ 2025-05B MEP & Commissioning Services for Canutillo ISD 2024 Bond Referendum Projects. Listed in order of evaluation score: Estes, McClure and Associates, Bath Group, LLC., DBR Engineering Consultants, Inc., Parkhill, Smith & Cooper, Inc.
- 6.A.7. Approval of the Adoption of a Resolution Approving a Prevailing Wage Schedule for all School District Construction Projects.
- 6.A.8. Approval of an Easement for El Paso Electric Line Relocation at CISD on Artcraft
- 6.A.9. Approval of an Ammendment to the Easement Agreement for Sage Business Park LLC for Infrastructure.
- 6.B. *CURRICULUM AND INSTRUCTION*
  - 6.B.1. Executive Summary: Transfer Update January 2025
  - 6.B.2. Executive Summary: Texas Circuit 35 of Jehovah's Witnesses facility request form
- 6.C. *HUMAN RESOURCES*
  - 6.C.1. Approval of a Board Resolution Regarding Wage Payments During Emergency Closure Due to Inclement Weather.

Mrs. Maldonado motioned to approve consent agenda as presented. Second by Mrs. Ortega Barnes-Yes, Maldonado-Yes, Martinez-Yes, Ortega- Yes, Rodriguez-Yes, Zuniga-Stepped out of the room at 7:37 PM  
Motion Passes.

- 7. **EXECUTIVE SESSION** **Meeting was closed at 8:54 PM**  
**To Consult with Attorney Under Sections 551.071, 551.072 and 551.074 of the Texas Government Code:**
  - 7.A. Discussion Regarding Potential Sale of District Owned Real Property
  - 7.B. Discussion With Legal Counsel Regarding Pending Litigation
- 8. **NEW BUSINESS (continued); OTHER** **Meeting resumed at 9:50 PM**

8.A. Discussion and Possible Action Regarding Potential Sale of District Owned Real Property

Mr. Blanco gave to the board an update on current bid and response process that was on the property at Strahan Road. It is up to the board on which path to proceed. One of the paths is to reject all bids and direct administration to reissue the bids. Another option the board has is to accept one of the bids that were discussed in closed session.

Mrs. Barnes motioned to reject all current bids and restart the process. Second by Mr. Martinez.

Barnes-Yes, Maldonado-No, Martinez-Yes, Ortega- Yes, Rodriguez-Yes,  
Motion Passes.

9. **ADJOURNMENT at 9:52 PM**

The meeting was adjourned at **9:52 PM** under unanimous consent.

Presented to the Board of Trustees for approval on **February 25, 2025**. The minutes reflect all agenda items in the order as originally posted and do not necessarily reflect the order in which they were discussed.

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Board Acceptance of the January 2025 Donations Report

Justification Statement: Presentation for your review and acceptance of the January 2025 Donations Report.

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

Staff Responsible: Cristina Pulley  
 Signature of Requester(s) Cristina Pulley  
 Signature of Presenter(s) Elizabeth B. Sida 2/4/2025  
 Business Services Approval (Initials) ES Date

### Agenda Summary:

The Financial Services Department presents the following donations reported to Finance in January 2025.

RECOMMENDATION: Administration recommends that the Board accept the January 2025 Donations Report as presented.

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

AMOUNT(S): \$3,250.00

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): January 2025 Donations Report







**FINANCIAL SERVICES**  
**CANUTILLO A Premier District**

TO: Board of Trustees  
 Dr. Pedro Galaviz, Superintendent

FROM: Cristina Pulley, Executive Director for Financial Services

DATE: February 17, 2025

SUBJECT: Budget Amendments for January 2025

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

Administrative Cost Ratio Formula:

**21 Instructional Leadership + 41 General Administration**  
**All Expenses**

**BC #346551** -This amendment will allocate funds for Social Workers to travel to TX Social Workers Conference training. This budget amendment will have no impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.61.6399.00.920.99	General Supplies	\$ 2,380	\$ (175)	\$ 2,205
199.32.6411.00.920.99	Employee Travel, Training & Subsistence	\$ 47	\$ 175	\$ 222

**BC #346565** -This amendment will allocate funds for C&I staff to attend Rocking Review Conference. This budget amendment will have no impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
185.11.6399.00.916.30	General Supplies	\$ 939	\$ (61)	\$ 878
185.13.6411.00.916.30	Employee Travel, Training & Subsistence	\$ 17	\$ 61	\$ 78

**BC #346610** -This amendment will allocate funds for instructional document cameras in classroom. This budget amendment will have no impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
185.13.6411.00.923.28	Employee Travel, Training & Subsistence	\$ 1,225	\$ (1,225)	\$ -
185.21.6411.00.923.28	Employee Travel, Training & Subsistence	\$ 576	\$ (576)	\$ -
185.31.6411.00.923.28	Employee Travel, Training & Subsistence	\$ 750	\$ (750)	\$ -
185.11.6398.00.923.28	Food	\$ -	\$ 1,318	\$ 1,318
185.11.6399.00.923.28	General Supplies	\$ 661	\$ 1,233	\$ 1,894

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 #346621** -This amendment will allocate funds for Social Workers travel to Social Worker conference training. This budget amendment will have no impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.61.6399.00.920.99	General Supplies	\$ 2,380	\$ (150)	\$ 2,230
199.32.6411.00.920.99	Employee Travel, Training & Subsistence	\$ 47	\$ 150	\$ 197

**BC #346669** This amendment will for CTE Student travel. This budget amendment will have no impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.61.6499.00.917.99	Reserve for Food Service	\$ 900	\$ (900)	\$ -
199.81.6629.00.917.22	Food	\$ 16,387	\$ (13,000)	\$ 3,387
199.36.6411.00.917.22	Food	\$ 5,837	\$ 4,000	\$ 9,837
199.36.6412.00.917.22	Food	\$ 16,021	\$ 9,900	\$ 25,921

**BC #346746** -This amendment will allocate funds from Restricted Food Service Fund Balance for Capital equipment > \$5,000 and Misc. Contracted services to ensure TDA spending plan requirements are achieved. This budget amendment will have no impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
101.00.3450.00.000.00	Reserve for Food Service	\$ 3,259,510	\$ (250,000)	\$ 3,009,510
101.35.6341.00.909.99	Food	\$ 1,917,005	\$ 250,000	\$ 2,167,005

# Board of Trustees

## Executive Summary of Board Agenda Item

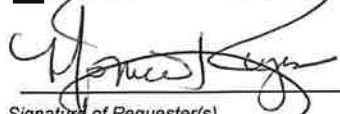
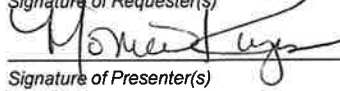
Meeting Date: \_\_\_\_\_

Subject/Title for Agenda Posting: Approval of Educational Experience Affiliation Agreement and Undergraduate Program Agreement with the School of Nursing

Justification Statement: As per the district's policy, all program agreements between Canutillo ISD and other entities, in this case the University of Texas at El Paso and the School of Nursing must be approved by the Board of Trustees.

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

Staff Responsible:

  
Signature of Requester(s) 1/22/2025  
  
Signature of Presenter(s)

Business Services Approval (Initials)

Date

### Agenda Summary:

As per the district's policy, all program agreements between Canutillo ISD and other entities must be approved by the Board of Trustees. Canutillo ISD is entering into a program affiliation agreement with the School of Nursing from the University of Texas at El Paso. The agreement outlines the obligations of both parties for Canutillo ISD acquiring nurse interns. (1358205-2)

RECOMMENDATION: Administration recommends that the Board of Trustees approve the Educational Experience Affiliation Agreement and Undergraduate Program Agreement with the School of Nursing. (1358205-2)

PRIOR BOARD ACTION: YES      AWARDED: 2/22/2022      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)  
Affiliation Agreement

REQUESTING DEPARTMENT: Student Support Services Department

### CONSEQUENCES OF NON-APPROVAL:

The district will not be able to utilize nurse interns to provide clinical duties such as hearing and vision screenings and student/staff education. District will not be able to participate in training of Future School Nurses to build capacity.

IMPLEMENTATION TIMELINE: Springtime 2025 until termination of the agreement between the parties

ATTACHMENT(S): Educational Experience Program Agreement

CANUTILLO | A Premier District



## **EDUCATIONAL EXPERIENCE PROGRAM AGREEMENT**

WHEREAS, The University of Texas at El Paso (“University”) and Canutillo ISD (“Facility”) have previously executed an Educational Experience Affiliation Agreement (“Affiliation Agreement”) effective on February 01, 2025; and

WHEREAS, University and Facility desire to implement the provisions of such Affiliation Agreement by providing students enrolled in University’s Undergraduate Nursing BSN program with educational experience utilizing the personnel, equipment, and facilities of Facility.

### **Agreement**

NOW THEREFORE, subject to the terms, conditions, and provisions of such Affiliation Agreement, the parties agree as follows:

1. **PROGRAM.** Facility Liaison and University Liaison will design an educational experience in Undergraduate Nursing BSN (“Program”) for University students utilizing the personnel, equipment, and facilities of Facility.
  - a. The duration of the Program and the educational experience provided will be consistent with the curriculum requirements of University and with the standards of the accrediting entity for the school or division of University in which the students are enrolled.
  - b. The Program will be reviewed periodically by the Facility Liaison and University Liaison and, when appropriate, will be revised to meet the University curriculum requirements and the standards of the accrediting entity.
  - c. The educational experience for students in the Program will be an integral part of the services provided by Facility and students will be under the direct supervision of University personnel or Facility personnel who are licensed or otherwise qualified to perform such services.
  
2. **UNIVERSITY OBLIGATIONS.**
  - a. Assure that all students selected for participation in Program have satisfactorily completed all portions of the University curriculum that are a prerequisite for participation in the Program.
  - b. Develop criteria for the evaluation of the performance of University students participating in the Program and provide those criteria, with appropriate reporting forms, to the Facility personnel and University personnel who are responsible for supervising those students.
  - c. Assign grades to students participating in the Program on the basis of the performance evaluations submitted in the reporting forms. University students and employees, if any, assigned to perform work under this agreement who may have direct contact with Canutillo ISD students shall be required to complete a

background check in accordance with Canutillo ISD policies. The cost for any such background check shall be borne by University.

- d. Inform all University students and personnel participating in the Program that they are required by Facility to comply with the rules and regulations of Facility, as provided by Facility, while on premises of Facility and to comply with the requirements of federal and state laws and regulations regarding the confidentiality of information in records maintained by Facility.
- e. Provide information requested by Facility related to students participating in the Program unless prohibited by federal or state law.
- f. Remove a student from the Program when the Facility determines that the student has violated the rules and regulations of the Facility; has disclosed information that is confidential by law; or has engaged in conduct that disrupts the activities carried on by the Facility or threatens the safety of Facility personnel or patients.

### **3. FACILITY OBLIGATIONS.**

- a. Assign appropriate space on Facility premises for offices, lectures, and other non-experience related activities of the Program.
- b. Provide the equipment, supplies, qualified personnel, direct supervision and direction as well as supervised access to patients or clients required for the experience related activities of the Program.
- c. Obtain and maintain all licenses required for Facility and assure that all Facility personnel are appropriately licensed.
- d. Assume sole responsibility for the quality of patient or client care.
- e. Provide orientation sessions to inform University students and personnel concerning the rules and regulations of Facility.
- f. Permit representatives of the accrediting entity for the school or division of University in which students participating in the Program are enrolled to have reasonable access to premises of Facility for purposes related to the accreditation process.

### **4. GENERAL PROVISIONS.**

- a. University students and personnel will be responsible for their own transportation, meals, and health care while participating in the Program.
- b. This Program Agreement and the Affiliation Agreement constitute the entire agreement between the parties with respect to the subject matter hereof and no prior or contemporaneous agreement, written or oral, will be effective to vary the terms of those Agreements. No amendment to this Program Agreement shall be effective unless reduced to writing and signed by an authorized representative of each party.

- c. University and Facility will comply with all applicable federal, state, and local laws, ordinances, and regulations in the performance of this Program Agreement.
- d. The Program and all related activities shall be conducted in a manner that does not discriminate against any person on a basis prohibited by applicable law, including but not limited to: race, color, national origin, religion, sex, age, veteran status, or disability.
- e. This Program Agreement shall begin on the date of last signature below. Either party may terminate this Program Agreement effective with the end of a Program by giving thirty (30) calendar days prior written notice to the other party and such termination shall be effective when all students enrolled in the Program at the time such notice is given have completed their respective courses of study under the Program; otherwise this Program Agreement will automatically terminate upon the termination of the Affiliation Agreement between the parties without the need for further notice between the parties.

IN WITNESS WHEREOF, the authorized representatives of each party have executed this Program Agreement which shall be effective commencing on the date of the last authorized signature below. Facsimile, electronic and PDF signatures shall be deemed originals.

UNIVERSITY:

FACILITY:

By: \_\_\_\_\_  
 John Wiebe, Ph.D.  
 Provost and Vice President for Academic Affairs

By: \_\_\_\_\_  
 Dr. Pedro Galaviz  
 Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: \_\_\_\_\_

Subject/Title for Agenda Posting: \_\_\_\_\_, per approved CMAR 2024-05

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):





**PAYMENT APPLICATION**  
FACILITIES AND TRANSPORTATION DIVISION

Date to be Paid

**PAYMENT TO**

Please make checks payable and mail to the following:

Name Banes General Contractors Inc.

Address 6001 Doniphan Dr.

City El Paso TX 79934


Note: Allow Ten (10) working Days for checks to be processed by Accounts Payable Dept.

**PAYMENT FOR**

Invoice No.	Account	PO #	Project Name	Invoice Description	Amount
No. 7			Demo & Ren. to CISD Bldg	Invoicing completed work	\$ 56,950.00

**REQUESTED BY**

Requestor shall fill in applicable boxes indicating the Signatures required for Authorization of this payment:

<input type="checkbox"/>	_____	<b>X</b>	<u>Oscar Rico</u>  <u>2/12/25</u>
	<b>Bond Field Superintendent</b>		<b>Executive Director of Facilities and Transportation</b>
	Print / Sign / Date		Print / Sign / Date
<input type="checkbox"/>	_____	<b>X</b>	_____
	<b>Bond Project Management Firm Representative</b>		<b>Director of Finance / Bond Projects Accountant</b>
	Print / Sign / Date		Print / Sign / Date
<input type="checkbox"/>	_____	<b>X</b>	_____
	<b>Bond Project Manager</b>		<b>Superintendent / Associate Superintendent/Chief Financial Officer</b>
	Print / Sign / Date		Print / Sign / Date

Note: All Final Payments and Payments in excess of \$50,000.00 shall be signed by the Superintendent and the Executive Director of Finance.

Note: Authorized Signatures shall be obtained in accordance with the procurement manual.

**SUPPORTING DOCUMENTATION**

Requestor shall fill in applicable boxes indicating the documents submitted for Authorization of this payment:

- PO
- Fully Executed Contract
- Invoice / Pay App
- Letter of Recommendation from AE Firm
- Bond Project Report - Financial Summary
- Bond Project Report - Pictorial Summary
- Certified Payroll
- Other

**APPROVAL PROCESS**

- Requestor to obtain all needed signatures and documentation.
- Requestor to scan in documentation and email to Accounts Payable.
- Requestor to print email to Accounts Payable and file hard copy with Pay App.
- Requestor to save email to Accounts Payable in project file with Pay App.

**CISD ADMIN BLDG. - APPLICATION AND CERTIFICATE FOR PAYMENT**

**TO (OWNER):**  
 Canutillo Independent School District  
 7965 Artcraft Road, El Paso Texas 79932

**PROJECT TITLE:**  
 Project 2024-05: Demo & Ren. to CISD Admin Bldg.  
 7965 Artcraft Road, El Paso Texas 79932

**APPLICATION NO.:** 7  
**APPLICATION DATE.:** 01/23/25  
**PERIOD FROM:** 01/01/25  
**PERIOD TO:** 01/30/25

<b>Distribution to:</b>	
<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	

**FROM (CONTRACTOR):**  
 Banes General Contractors, Inc.  
 6001 Doniphan Drive  
 El Paso Texas 79932

**VIA (ARCHITECT):**  
 MNK Architects, Inc.  
 330 Eubank Court  
 El Paso Texas 79902

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract.  
 Continuation Sheet, AIA Document G703, is attached.

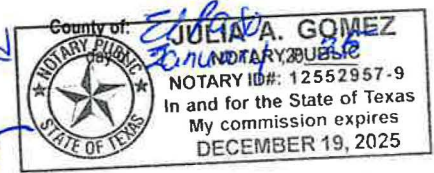
1 ORIGINAL CONTRACT SUM	\$	875,000.00
2 Net change by Change Orders	\$	264,000.00
3 CONTRACT SUM TO DATE (line 1 + 2)	\$	1,139,000.00
4 TOTAL COMPLETED & STORED TO DATE	\$	1,139,000.00
(Column G on G703)		
5 RETAINAGE:		
a. 0% % of Completed Work	\$	0.00
(Column D + E on G703)		
b. 0% % of Stored Material	\$	0.00
(Column F on G703)		
Total Retainage (Line 5a + 5b or	\$	0.00
Total in Column 1 G703)		
6 TOTAL EARNED LESS RETAINAGE	\$	1,139,000.00
(Line 4 less Line 5 Total)		
7 LESS PREVIOUS CERTIFICATES FOR	\$	1,082,050.00
PAYMENT (Line 6 from prior Certificate)		
8 CURRENT PAYMENT DUE	\$	56,950.00
9 BALANCE TO FINISH, PLUS RETAINAGE	\$	0.00
(Line 3 less Line 6)		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** Banes General Contractors, Inc.

By: [Signature] Date: 1/23/2025  
 Type Name/Title: Bardo E. Contreras II, Project Manager

State of: Texas  
 Subscribed and sworn to before me this 23rd  
 My Commission expires: 12/19/25  
 Notary Public: [Signature]



**CERTIFICATE FOR PAYMENT**

In accordance with the Contractor Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT/ENGINEER:** MNK Architects, Inc.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Type Name/Title: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner under this Contract.

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner			
Number	Date Approved		
1	11/1/2024	\$ 95,601.55	
2	12/1/2024	\$ 168,398.45	
TOTALS		\$ 264,000.00	\$ -
Net change by Change Orders		\$264,000.00	

**CONTINUATION SHEET**

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 7

APPLICATION DATE: 01/23/25

PERIOD TO: 01/30/25

0

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE	J TOTAL EARNED MINUS RETAINAGE (G - I)	K LESS PREVIOUS CERTIFICATES FOR PAYMENT	L CURRENT PAYMENT DUE (J - K)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		% (G/C)						
1	<b>Division 2 - Existing Conditions</b>											
2	Selective Demolition	\$17,771.00	17,771.00	-		\$17,771.00	100%	\$0.00	\$0.00	\$17,771.00	\$16,882.45	\$888.55
3	Building Demolition	\$49,632.00	49,632.00	-		\$49,632.00	100%	\$0.00	\$0.00	\$49,632.00	\$47,150.40	\$2,481.60
4	Asphalt Patchwork and Striping	\$6,000.00	6,000.00	-		\$6,000.00	100%	\$0.00	\$0.00	\$6,000.00	\$5,700.00	\$300.00
5												
6	<b>Division 3 - Concrete</b>											
7	Structural Concrete and Foundations	\$23,000.00	23,000.00	-		\$23,000.00	100%	\$0.00	\$0.00	\$23,000.00	\$21,850.00	\$1,150.00
8	Sidewalks, Ramp, and Site Concrete	\$18,000.00	18,000.00	-		\$18,000.00	100%	\$0.00	\$0.00	\$18,000.00	\$17,100.00	\$900.00
9												
10	<b>Division 5 - Metals</b>											
11	Misc. Steel & Coping	\$27,500.00	27,500.00	-		\$27,500.00	100%	\$0.00	\$0.00	\$27,500.00	\$26,125.00	\$1,375.00
12												
13	<b>Division 8 - Openings</b>											
14	Doors, hardware, and frames	\$57,329.00	57,329.00			\$57,329.00	100%	\$0.00	\$0.00	\$57,329.00	\$54,462.55	\$2,866.45
15	Sliding Glass Window	\$1,987.00	1,987.00			\$1,987.00	100%	\$0.00	\$0.00	\$1,987.00	\$1,887.65	\$99.35
16												
17	<b>Division 9 &amp; 10 - Finishes &amp; Specialties</b>											
18	Flooring and Ceramic Tile	\$22,730.00	22,730.00			\$22,730.00	100%	\$0.00	\$0.00	\$22,730.00	\$21,593.50	\$1,136.50
19	Drywall, Painting, and Framing	\$250,000.00	250,000.00			\$250,000.00	100%	\$0.00	\$0.00	\$250,000.00	\$237,500.00	\$12,500.00
20	Temporary Walls and Patching	\$5,500.00	5,500.00			\$5,500.00	100%	\$0.00	\$0.00	\$5,500.00	\$5,225.00	\$275.00
21	Specialties	\$7,000.00	7,000.00			\$7,000.00	100%	\$0.00	\$0.00	\$7,000.00	\$6,650.00	\$350.00
22												
23	<b>Division 16, 22, 23, and 26 - Fire Suppression &amp; MEP</b>											
24	Fire Sprinkler System	\$21,000.00	21,000.00			\$21,000.00	100%	\$0.00	\$0.00	\$21,000.00	\$19,950.00	\$1,050.00
25	Mechanical	\$106,000.00	106,000.00			\$106,000.00	100%	\$0.00	\$0.00	\$106,000.00	\$100,700.00	\$5,300.00
26	Electrical	\$134,500.00	134,500.00			\$134,500.00	100%	\$0.00	\$0.00	\$134,500.00	\$127,775.00	\$6,725.00
27	MEP Demolition	\$30,000.00	30,000.00			\$30,000.00	100%	\$0.00	\$0.00	\$30,000.00	\$28,500.00	\$1,500.00
28												
29	<b>Division 1 - General Requirements</b>											
30	General Conditions	\$55,491.00	55,491.00			\$55,491.00	100%	\$0.00	\$0.00	\$55,491.00	\$52,716.45	\$2,774.55
31	CM Fee	\$41,560.00	41,560.00			\$41,560.00	100%	\$0.00	\$0.00	\$41,560.00	\$39,482.00	\$2,078.00
32	Change Order No. 1 - ASI No. 1 & Permit Set Changes	\$95,601.55	95,601.55			\$95,601.55	100%	\$0.00	\$0.00	\$95,601.55	\$90,821.47	\$4,780.08
33	Change Order No. 2 - Furniture & IT Provisions	\$168,398.45	168,398.45			\$168,398.45	100%	\$0.00	\$0.00	\$168,398.45	\$159,978.53	\$8,419.92
34	<b>TOTAL</b>	<b>\$1,139,000.00</b>	<b>\$1,139,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,139,000.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,139,000.00</b>	<b>\$1,082,050.00</b>	<b>\$56,950.00</b>

# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: \_\_\_\_\_

Subject/Title for Agenda Posting: Approval of the sponsorship agreement between Superior HealthPlan and Canutillo ISD.

Justification Statement: Superior HealthPlan will give Canutillo ISD a \$5000.00 sponsorship to purchase hygiene items for the Student Support Service Community Hygiene Closet. This monetary grant helps families choose items that meet their needs.

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

Staff Responsible: Dr. Monica Reyes, Executive Director Student Support Services

Signature of Requester(s)

*[Handwritten Signature]*

Signature of Presenter(s)

1/24/2025

Business Services Approval (Initials)

Date

### Agenda Summary:

Canutillo ISD has had an ongoing relationship with Superior HealthPlan for approximately eight years. This sponsorship agreement will continue a Hygiene Closet at Lone Star Building from March 2025 to October 2025 or until funds have been exhausted. The Hygiene closet will be open monthly for a distribution for families to choose five items and receive health information from Superior HealthPlan and other community agencies. District services are also disseminated during the distribution time. From surveys of pervious hygiene closets, specific items to be purchased are those identified as high demand items.

RECOMMENDATION: Administration recommends that the Board of Trustees approves the sponsorship agreement with Superior HealthPlan and Canutillo ISD.

PRIOR BOARD ACTION: Yes      AWARDED: Yes      AWARDED AMOUNT: \$ 5000.00

AMOUNT(S): \$5000.00 donation

ACCOUNT NO(S): 499.61.6499.25.920.99

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

REQUESTING DEPARTMENT: Student Support Services Department

CONSEQUENCES OF NON-APPROVAL: Without the approval of the sponsorship agreement, families will not be able to receive monthly hygiene items to meet their needs with no cost to their household budget.

IMPLEMENTATION TIMELINE: School Year 2025

ATTACHMENT(S): Memorandum of Sponsorship Agreement





### **Superior HealthPlan Sponsorship Agreement**

- For a \$5,000 sponsorship, payable to Canutillo ISD (Student Support Services), the following would be agreed upon between Superior HealthPlan and Canutillo ISD (Student Support Services), to fund a Hygiene Closet from March 2025 through October 2025 or until funds have been exhausted.
  
- The hygiene closet will be located at the Lone Star Building 7000 Fifth Street Canutillo, Texas 79835.
  
- Funds must be used to purchase at minimum:
  - shampoo, body wash, deodorant, toilet paper, paper towels, laundry detergent, household cleaning spray, feminine hygiene products, toothpaste and toothbrush, household spray for insects, adult briefs, wipes, and bed pads for incontinence.
  - After these items have been purchased funds can be used for other items identified as a need for your community.
  - The goal of the closet is for families to be able to choose items needed to meet their needs. Please do not use funds to create generic hygiene bags to distribute monthly.
  
- Superior HealthPlan will provide a marketing banner to the organization stating Superior HealthPlan is the hygiene closet sponsor.
  
- Canutillo ISD (Student Support Services) agrees to be listed as a resource on [www.findhelp.org](http://www.findhelp.org), which means the closet would not only be for your clients but anyone in need in the community. Superior HealthPlan will refer members in

need to this closet.

- Clients may utilize the closet in any of the following ways:
  - The community may come to the closet every 4<sup>th</sup> Tuesday of the month from 3-5 pm to get items they need at the Superior HealthPlan Hygiene Day.
  - Superior HealthPlan will create referrals through [www.findhelp.org](http://www.findhelp.org) to the hygiene closet to support our members in emergency situations.
  - Your organization may access the closet to meet the needs of a client in an emergency outside of the scheduled set days and times, but the closet cannot be open to the public on non-Superior hygiene days.
  
- There will be an end of term report for outcomes from the funding. Your organization is responsible for tracking the following each month and submitting the information in your final report that is **due by November 15, 2025**.

	March	April	May	June	July	August	September	October
<b>Households Served</b>								
<b>Representing How Many Individuals</b>								
<b>Total Items Given</b>								

- Superior HealthPlan will be listed as sole sponsor of the Superior HealthPlan Hygiene Closet to include logo on all flyers, brochures and marketing materials distributed by your organization.
  
- Superior’s Community Relations Coordinator will attend (as available) the hygiene closet each month. Individuals attending the hygiene closet will be invited to visit the Superior HealthPlan table and get information on the Plan. Superior may also invite additional community partners to set up to provide participants resources as space allows.
  
- **The Recipient agrees to a monthly social media post advertising the closet and tagging @SuperiorHealthPlan.**

It is specifically understood and agreed that nothing contained in this Agreement will be construed as an express or implied waiver by Canutillo ISD of its governmental immunity or of its state governmental immunity.

Nothing in this Agreement is intended to or shall be construed to constitute or establish an agency, employer/employee, partnership, franchise, or fiduciary relationship between the Parties and neither Party shall have the right or authority or shall hold itself out to have the right or authority to bind the other Party, nor shall either Party be responsible for the acts or omissions of the other, except as provided specifically to the contrary herein.

**Once this agreement is signed, these terms must be met timely. Attached you will find the financial documents necessary for the execution of this agreement. Agency is required to submit all necessary documents by March 3, 2025 once agreement is approved by Canutillo ISD Board of Trustees.**

Thank you for your time and consideration and we look forward to this partnership.

Superior HealthPlan

Name: Debra Danziger, VP Plan Communications

Date: 1/17/2025

Signature: Debra Danziger

Canutillo ISD (Student Support Services)

Name: Dr. Pedro Galaviz, Superintendent

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# OFFICE OF THE ASSOCIATE SUPERINTENDENT

## #BestSmallDistrictinTexas

### MEMORANDUM

TO: BOARD OF TRUSTEES AND SUPERINTENDENT GALAVIZ  
FROM: DR. DEBRA Y. KERNEY, ASSOCIATE SUPERINTENDENT  
SUBJECT: FACILITY REQUEST FORM: CHRISTIAN CONGREGATION OF JEHOVAH'S WITNESSES  
DATE: FEBRUARY 13, 2025

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Canutillo ISD has received a facilities request form from the Christian Congregation of Jehovah's Witnesses requesting use of the cafeteria at Canutillo Middle School for a memorial of Jesus's death on Saturday, April 12, 2025. As stated in GKD (Regulation) *Requests for use by individuals, groups, or organizations to use facilities or equipment for financial profit, partisan political reasons, religious purposes, or serving the individual or group's self-interest shall be approved by the Board.*

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

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

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P: (915) 877-7481  
F: (915) 877-7522  
canutillo-isd.org



**Texas Education Agency A-Rated Three Years in a Row.**

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).



# CANUTILLO INDEPENDENT SCHOOL DISTRICT FACILITIES REQUEST FORM REQUIRING BOARD APPROVAL

Name: Enoc I Bordier  
 Address: 7401 Plaza Taurine Email: israb2c@gmail.com  
 Telephone #: 915-478-2548 Date of Application: 2/10/2025  
 Organization: Christian Congregation of Jehovah' Witnesses  
 Address: 730 McNutt Rd. Sunland Park, NM 88063  
 Position of Applicant: Congregation Elder

Indicate length of time you are planning to use facilities:

Date(s): 4/12/2025 Time: From 5:00 PM To 9:00 PM

Type of facility requested: Cafeteria Location/campus: Canutillo Middle School

Purpose for use of facilities: We need a place to host the memorial of Jesus's death

Number of Participants: 200 Food be sold during the event: (circle one) Yes  No

*If selling food during the event, a City of El Paso Public Food Establishment Permit must be provided to the associate superintendent's office five (5) business days prior to the event.*

\*\*\*\*\*

I have read the Rules and Regulations for use of Canutillo ISD building facilities and I will abide by these rules and regulations. I further assure responsibility for the proper care of these facilities.

 Congregation Elder 2/10/2025  
 Applicant signature Title Date

\*\*\*\*\*

Approved by Principal or Designee <u></u>	Title Principal	Date February 12, 2025
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Custodial Services Required:	

Facilities & Transportation Division - Lead Custodian Signature	Date

Associate Superintendent's Approval <u></u>	Date <u>2/13/25</u>
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Board Approved: Yes No	Date

# Board of Trustees

Meeting Date: **February 2025**

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:  
Discussion and recommendation to approve TASB Localized Policy Update 124

Justification Statement:  
To update local policies Online through TASB Update 124

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)

Business Services Approval (Initials)

Date February 2025

Agenda Summary: [Policy Update 124](#)

Local Policies affected: [CAA](#), [CDA](#), [CFC](#), [CY](#), [DH](#), [EHB](#), [EHBB](#), [FFG](#), [GKA](#)

RECOMMENDATION: [That TASB Policy Update 124 be approved](#)

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT [N/A](#)

NO(S): [N/A](#)

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

REQUESTING DEPARTMENT:  
[Human Resources](#)

CONSEQUENCES OF NON-APPROVAL:

[Online Policy will not be current](#)

IMPLEMENTATION TIMELINE:  
[On Approval Date](#)

ATTACHMENT(S): [Policy List](#), [Policy Comparison Packet](#), [Explanatory Notes](#).



# Instruction Sheet

## TASB Localized Policy Manual Update 124

### Canutillo ISD

Code	Type	Action To Be Taken	Note
AIC	(LEGAL)	Replace policy	Revised policy
AIE	(LEGAL)	Replace policy	Revised policy
CAA	(LOCAL)	Replace policy	Revised policy
CBB	(LEGAL)	Replace policy	Revised policy
CDA	(LOCAL)	Replace policy	Revised policy
CFA	(LEGAL)	Replace policy	Revised policy
CFC	(LEGAL)	Replace policy	Revised policy
CFC	(LOCAL)	No policy enclosed	See explanatory note
CH	(LEGAL)	Replace policy	Revised policy
CKEA	(LEGAL)	Replace policy	Revised policy
CKEB	(LEGAL)	Replace policy	Revised policy
CO	(LEGAL)	Replace policy	Revised policy
COA	(LEGAL)	Replace policy	Revised policy
COB	(LEGAL)	Replace policy	Revised policy
CQA	(LEGAL)	Replace policy	Revised policy
CQC	(LEGAL)	Replace policy	Revised policy
CV	(LEGAL)	Replace policy	Revised policy
CY	(LOCAL)	Replace policy	Revised policy
D	(LEGAL)	Replace table of contents	Revised table of contents
DAA	(LEGAL)	Replace policy	Revised policy
DAB	(LEGAL)	DELETE policy	See explanatory note
DBB	(LEGAL)	Replace policy	Revised policy
DECA	(LEGAL)	Replace policy	Revised policy
DECB	(LEGAL)	Replace policy	Revised policy
DG	(LEGAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
DI	(LEGAL)	Replace policy	Revised policy
DIA	(LEGAL)	Replace policy	Revised policy
DMA	(LEGAL)	Replace policy	Revised policy
EC	(LEGAL)	Replace policy	Revised policy
EFB	(LEGAL)	Replace policy	Revised policy
EHAA	(LEGAL)	Replace policy	Revised policy
EHAC	(LEGAL)	Replace policy	Revised policy
EHB	(LEGAL)	Replace policy	Revised policy



## **(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 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.

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**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.

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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 us:**

School Districts and Education Service Centers, call 800-580-7529 or email [policy.service@tasb.org](mailto:policy.service@tasb.org).

Community Colleges, call 800-580-1488 or email [colleges@tasb.org](mailto:colleges@tasb.org).

All Trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's fiscal resources.

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**Note:** See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
  - for Board members— BBF
  - for employees— DH
- Financial conflicts of interest:
  - for public officials— BBFA
  - for all employees— DBD
  - for vendors— CHE
- Compliance with state and federal grant and award requirements: CB, CBB
- Financial conflicts and gifts and gratuities regarding federal funds: CB, CBB
- Systems for monitoring the District's investment program: CDA
- Budget planning and evaluation: CE
- Compliance with accounting regulations: CFC
- Activity fund management: CFD
- Criminal history record information for employees: DBAA, DC
- Disciplinary action for fraud by employees: DCD, DCE, and DF series

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**Fraud and Financial Impropriety**

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Definition

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.

FISCAL MANAGEMENT GOALS AND OBJECTIVES  
FINANCIAL ETHICS

CAA  
(LOCAL)

3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.
4. Impropriety in the handling of money or reporting of District financial transactions.
5. Profiteering as a result of insider knowledge of District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. [See CB, DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failure to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or District policy.
12. Any other dishonest act regarding the finances of the District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

**Financial Controls and Oversight**

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

**Fraud Prevention**

The Superintendent ~~or designee~~ shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

Reports

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to a person with authority to investigate the suspicions, including any supervisor, the Superintendent ~~or designee~~, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure

FISCAL MANAGEMENT GOALS AND OBJECTIVES  
FINANCIAL ETHICS

CAA  
(LOCAL)

may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

*Protection from  
Retaliation*

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

**Fraud Investigations**

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

Response

If an investigation substantiates a report of fraud or financial impropriety, the Superintendent ~~or designee~~ shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the Superintendent ~~or designee~~ shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the District shall take appropriate action, which may include cancellation of the District's relationship with the contractor or vendor.

When circumstances warrant, the Board, Superintendent, or a designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

Federal Awards  
Disclosure

~~The~~ In connection with federal awards, the District shall promptly disclose, ~~in a timely manner~~ in writing ~~to the federal awarding agency or pass-through entity, all violations~~ whenever the District has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations ~~potentially affecting~~ found in federal law, including the Civil False Claims Act. This provision applies to any activities or subawards of a federal ~~grant~~ award. [See CBB]

**Analysis of Fraud**

After any investigation substantiates a report of fraud or financial impropriety, the Superintendent ~~or designee~~ shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent ~~or designee~~ shall ensure that

appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

**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.

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

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.
<b>Safekeeping and Custody</b>	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.
<b>Sellers of Investments</b>	<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 <a href="#">and representatives with distributors of investment pools</a> 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). <a href="#">Distributors of investment pools shall also be a registrant in good standing with the Municipal Securities Rulemaking Board (MSRB).</a></p>
<b>Soliciting Bids for CDs</b>	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.
<b>Interest Rate Risk</b>	<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.

<b>Intellectual Property</b>	All copyrights, trademarks, and other intellectual property rights <del>be- longing to the District</del> shall remain with the District at all times. <del>Ex- cept as provided by law, policy, or written authorization from the Superintendent, the use of District intellectual property shall be lim- ited to District-related purposes.</del>
Students	A student shall retain all rights to <del>their own</del> work created as part of instruction or using District technology resources.
Employees <i>District Ownership</i>	As an agent of the District, an employee, including a student em- ployee, shall not have rights to work <del>he or she creates</del> created on District time or using District technology resources. The District shall own any work or work product created by a District employee in the course and scope of <del>his or her</del> District employment, including the right to obtain <del>patents or</del> copyrights.
<i>Employee Ownership</i>	<del>If the employee obtains a patent for such work, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, Districtwide license to the District for use of the patented work.</del> A District employee shall own any work or work product produced on <del>his or her own personal</del> time, <del>away from his or her job</del> and with personal equipment and materials, including the right to obtain pa- tents or copyrights.
<i>Permission A District employee may apply to the Exception</i>	The Superintendent <del>or designee</del> shall have the authority to permit use of District materials and equipment in <del>his or her creative devel- oping the employee's own</del> projects, provided the employee agrees <del>either</del> in writing to grant to the District a <del>non-exclusive, non-transf- erable</del> nonexclusive, nontransferable, perpetual, royalty-free, District- wide license to use the work, or permits the District to be listed as co-author or co-inventor if the District contribution to the work is substantial. District materials do not include student work, all rights to which are retained by the student.
<del>Works Made for Hire</del> <i>Independent Contractors</i>	The District may hire an independent contractor for specially com- missioned <del>work(s)</del> works under a written works-made-for-hire agreement that provides that the District shall own the work prod- uct created under the agreement, as permitted by copyright law. In- dependent contractors shall comply with copyright law in all works commissioned.
Return of Intellectual Property	Upon the termination of any person's association with the District, all permission to possess, receive, or modify the District's intellec- tual property shall also immediately terminate. All such persons shall return to the District all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person.

**Copyright**

Unless the proposed use of a copyrighted work is an exception under the “fair use” guidelines maintained by the Superintendent ~~or designee~~, the District shall require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder’s work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.

Technology Use

~~All persons are prohibited from using~~ Use of District technology in violation of any law, including copyright law, ~~is prohibited~~. Only appropriately licensed ~~images, applications, programs, or other software~~ may be used with District technology resources. ~~No person shall use the~~ The District’s technology resources shall not be used to post, publicize, or duplicate information in violation of copyright law. The ~~Board shall direct the Superintendent or designee to~~ shall employ all reasonable measures to prevent the use of District technology resources in violation of the law. ~~All persons~~ Any person using District technology resources in violation of law shall lose user privileges in addition to other sanctions. [See BBI and CQ]

~~Electronic Media~~

~~Unless a license or permission is obtained, electronic media in the classroom~~ Performances and Displays

The display and performance of copyrighted material, including motion pictures ~~and other audiovisual~~, dramatic works, ~~must be used in~~ musical performances, or other audio and visual works, may only occur as part of instructional activities and in accordance with the following:

- As a regular part of teaching and directly related to the ~~course of~~ curriculum;
- During face-to-face teaching activities ~~as defined by law~~;
- When viewed in a classroom or designated place of instruction; and
- With a lawfully made copy or through authorized access.

Designated Agent

The District shall designate an agent to receive notification of alleged online copyright infringement and shall notify the U.S. Copyright Office of the designated agent’s identity. The District shall include on its ~~Web site~~ website information on how to contact the District’s designated agent and a copy of the District’s copyright policy. Upon notification, the District’s designated agent shall take all actions necessary to remedy any violation. The District shall provide the designated agent appropriate training and resources necessary to protect the District.

If a content owner reasonably believes that the District’s technology resources have been used to infringe upon a copyright, the owner may notify the designated agent.

**Trademark**

The District protects all District and campus trademarks, including names, logos, mascots, and symbols, from unauthorized use.

School-Related Use

The District grants permission to students, student organizations, parent organizations and other District-affiliated school-support or booster organizations to use, without charge, District and campus trademarks to promote a group of students, an activity or event, a campus, or the District, if the use is in furtherance of a school-related business or activity. The Superintendent ~~or designee~~ shall determine what constitutes use in furtherance of a school-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative regulations.

Public Use

Members of the ~~general~~ public, outside organizations, vendors, commercial manufacturers, wholesalers, and retailers shall not use District trademarks without ~~the written permission of~~ authorization from the Superintendent ~~or designee~~. Any production of merchandise with District trademarks for sale or distribution must be pursuant to a trademark licensing agreement and may be subject to the payment of royalties.

Any individual, organization, or business that uses District ~~or campus~~ trademarks without appropriate authorization ~~shall~~ may be subject to legal action.

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

**Violations of Standards of Conduct**

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD and DF series]

**Weapons Prohibited**

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. ~~[See the CKE series]~~ [see the CKE series];
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

**Electronic Communication**

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent ~~or~~ designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use	All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.
Reporting Improper Communication	In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.
Disclosing Personal Information	An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

**Safety Requirements** Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

**Harassment or Abuse** An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

**Relationships with Students** An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]

**Tobacco and Nicotine Products and E-Cigarettes**

~~An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]~~

An employee is prohibited from possessing or using any type of tobacco product, e-cigarette, or any other electronic vaporizing device while on school property, in a District vehicle, or while attending an off-campus school-related activity. An employee is also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on District property, in a District vehicle, or while attending an off-campus school-related activity.

An employee's supervisor is authorized to approve an exception to this policy for a smoking cessation product.

**Alcohol and Drugs / Notice of Drug-Free Workplace** As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

**Arrests, Indictments,  
Convictions, and  
Other Adjudications**

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for

any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - Dishonesty; fraud; deceit; theft; misrepresentation;
  - Deliberate violence;
  - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
  - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
  - Felony driving while intoxicated (DWI); or
  - Acts constituting abuse or neglect under the Texas Family Code.

**Dress and Grooming**

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

**Dyslexia and Related Disorders**

The District shall comply with all applicable state rules and standards adopted by the State Board of Education and guidance published by the commissioner of education to implement the program to test regarding students with dyslexia and related disorders, including the “Dyslexia Handbook” and the provision of dyslexia instruction for students with dyslexia or a related disorder as determined by the student’s admission, review, and dismissal committee.

In accordance with administrative procedures, the District shall provide regular training opportunities for teachers of students with dyslexia that include new research and practices for educating students with dyslexia.

<b>Referral</b>	Students may be referred for the gifted and talented program at any time by teachers, school counselors, parents, or other interested persons.
Screening and Identification Process	<p>The District shall provide assessment opportunities to complete the screening and identification process for referred students at least once per school year.</p> <p>The District shall schedule a gifted and talented program awareness session for parents that provides an overview of the <del>assessment</del> identification procedures and services for the program prior to beginning the screening and identification process.</p>
Parental Consent	The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.
<b>Identification Criteria</b>	The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.
<b>Assessments</b>	Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.
<b>Selection</b>	A <del>selection</del> placement committee shall evaluate each referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law.
<b>Notification</b>	The District shall provide written notification to parents of students who qualify for services through the District's gifted and talented program. Participation in any program or services provided for gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted and talented program.

<b>Reassessment</b>	If the District reassesses students in the gifted and talented program, the reassessment shall be based on a student's performance in response to services and shall occur no more than once in elementary grades, once in middle school grades, and once in high school grades.
<b>Transfer Students</b>	When a student identified as gifted by a previous school district enrolls in the District, the <del>selection</del> placement committee shall review the student's records and conduct assessment procedures when necessary to determine if placement in the District's program for gifted and talented students is appropriate.
Interdistrict	[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]
Intradistrict	A student who transfers from one campus in the District to the same grade level at another District campus shall continue to receive services in the District's gifted and talented program.
<b>Furloughs</b>	The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.  In accordance with the Board-approved program, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted and talented program, be placed on another furlough, or be exited from the program.
<b>Exit Provisions</b>	The District shall monitor student performance in response to gifted and talented program services. If at any time the <del>selection</del> placement committee or a parent determines <del>it is in the best interest of the student to exit</del> the program <del>is not meeting the student's educational needs</del> , the committee shall meet with the parent and student before finalizing an exit decision.
<b>Appeals</b>	A parent, student, or educator may appeal any final decision of the <del>selection</del> placement committee regarding <del>selection for or exit from</del> services in the gifted and talented program. Appeals shall be made first to the <del>selection</del> placement committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.
<b>Program Evaluation</b>	The District shall annually evaluate the effectiveness of the District's gifted and talented program, and the results of the evaluation shall be used to modify and update the District and campus im-

provement plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, school counselors, students in the gifted and talented program, and the community.

**Funding**

The ~~District's~~ Superintendent shall develop administrative procedures to ensure that 100 percent of the state funds allocated for the gifted and talented program ~~shall address effective use of funds for programs~~ are spent providing and ~~services consistent with the standards in the state plan~~ enhancing the District's program and that a method accounting for expenditures related to the gifted and talented ~~students~~ program is established and aligns with the Texas Education Agency's financial compliance guidance.

**Community Awareness**

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

**Program to Address  
Child Sexual Abuse,  
Trafficking, and  
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child  
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a

child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

#### Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

#### Restrictions on Reporting

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

#### Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of ~~the Texas Department of Family and Protective Services (DFPS)~~ at (800)-252-5400 or the [Texas Abuse Hotline Website](#)<sup>1</sup>;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers.  
[See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus princi-

pal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

In accordance with law, an individual must provide their name and telephone number when making a report. If the individual making the report is a school employee, agent, or contractor, they must also provide their business address and profession.

**Confidentiality**

~~In accordance with state law, the~~The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the law and the rules of the investigating agency.

**Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failing to Report  
Suspected Child  
Abuse or Neglect**

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities  
Regarding  
Investigations**

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

Canutillo ISD  
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STUDENT WELFARE  
CHILD ABUSE AND NEGLECT

FFG  
(LOCAL)

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<sup>1</sup> Texas Abuse Hotline Website <http://www.txabusehotline.org>

DATE ISSUED: ~~10/25/2024~~ 1/22/2025  
UPDATE 418124  
FFG(LOCAL)-A

106

Adopted:

4 of 4

**Access to District Property**

Authorized District officials, including school resource officers and District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

District officials may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

**Ejection or Exclusion under Education Code 37.105**

In accordance with Education Code 37.105, a District official shall provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process.

A person appealing under the District's grievance process shall be permitted 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 FNG and GF]

**Off-Campus Activities**

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

**Prohibitions**

Tobacco and  
E-Cigarettes

The District prohibits smoking and the use of tobacco products ~~and~~, e-~~cigarettes~~, or other electronic vaporizing devices on District property, in District vehicles, or at school-related activities.

Weapons

The District prohibits the unlawful use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

*Exceptions*

No violation of this policy occurs when:

1. A Texas handgun license holder stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, as long as the handgun or other firearm is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

# Instruction Sheet

## TASB Localized Policy Manual Update 124

### Canutillo ISD

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
EHB	(LOCAL)	Replace policy	Revised policy
EHBA	(LEGAL)	Replace policy	Revised policy
EHBAA	(LEGAL)	Replace policy	Revised policy
EHBAB	(LEGAL)	Replace policy	Revised policy
EHBAC	(LEGAL)	Replace policy	Revised policy
EHBAD	(LEGAL)	Replace policy	Revised policy
EHBAE	(LEGAL)	Replace policy	Revised policy
EHBB	(LEGAL)	Replace policy	Revised policy
EHBB	(LOCAL)	Replace policy	Revised policy
EHBCA	(LEGAL)	Replace policy	Revised policy
EHBG	(LEGAL)	Replace policy	Revised policy
EHDD	(LEGAL)	Replace policy	Revised policy
EI	(LEGAL)	Replace policy	Revised policy
EIE	(LEGAL)	Replace policy	Revised policy
EIF	(LEGAL)	Replace policy	Revised policy
EKBA	(LEGAL)	Replace policy	Revised policy
ELA	(LEGAL)	Replace policy	Revised policy
FFB	(LEGAL)	Replace policy	Revised policy
FFG	(LEGAL)	Replace policy	Revised policy
FFG	(LOCAL)	Replace policy	Revised policy
FFH	(LEGAL)	Replace policy	Revised policy
FM	(LEGAL)	Replace policy	Revised policy
FNA	(LEGAL)	Replace policy	Revised policy
FOF	(LEGAL)	Replace policy	Revised policy
GA	(LEGAL)	Replace policy	Revised policy
GKA	(LOCAL)	Replace policy	Revised policy
GRB	(LEGAL)	Replace policy	Revised policy

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### Canutillo ISD

#### AIC(LEGAL)

#### ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

At Alternative Management, new text has been included due to changes to the Administrative Code, which became effective September 10, 2024. At Training of Board of Managers, language has been added relating to training requirements for board members who are appointed to join a board of managers. New rules effective on September 18, 2024, regarding Special Program Performance Determination and cyclical monitoring have also been included. In addition, adjustments to margin notes have been made elsewhere in the policy.

#### AIE(LEGAL)

#### ACCOUNTABILITY: INVESTIGATIONS

Language has been added at Compliance Monitoring Activities due to Administrative Code changes effective September 18, 2024. The new section at Supervision Under IDEA reflects recent amendments from the Administrative Code that outline TEA's procedures for investigating and issuing findings related to violations of the Individuals with Disabilities Education Act (IDEA).

#### CAA(LOCAL)

#### FISCAL MANAGEMENT GOALS AND OBJECTIVES: FINANCIAL ETHICS

Recommended revisions to this local policy at Federal Awards Disclosure are to align text with updated rules regarding federal grants found in the Code of Federal Regulations. This guidance became effective October 1, 2024, and is reflected in CBB(LEGAL). The phrase "or designee" is recommended for deletion throughout the policy, except in places where the designation of another individual could be in place of the superintendent or board president and not just the superintendent as is the case in most other policies.

The Legal Issues in Update 124 memo, available with your Update 124 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

#### CBB(LEGAL)

#### STATE AND FEDERAL REVENUE SOURCES: FEDERAL

Extensive revisions and additions have been made to this legally referenced policy in light of updated rules about federal grants found in the Code of Federal Regulations, effective October 1, 2024.

#### CDA(LOCAL)

#### OTHER REVENUES: INVESTMENTS

The section on Sellers of Investments is recommended for revision to specify that representatives with distributors of investment pools must be registered with the Texas State Securities Board, have membership in the Securities Investor Protection Corporation, and be in good standing with the Financial Industry Regulatory Authority. Distributors of investment pools must also be registered in good standing with the Municipal Securities Rulemaking Board.

The Legal Issues in Update 124 memo, available with your Update 124 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

#### CFA(LEGAL)

#### ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS

TEA's Financial Accountability System Resource Guide has been updated to version 19, and those updates were adopted by reference in the Administrative Code effective March 31, 2024. The guide's version number has been updated at Account System, Financial Accountability System Resource Guide.

#### CFC(LEGAL)

#### ACCOUNTING: AUDITS

TEA's Financial Accountability System Resource Guide has been updated to version 19, and those updates were adopted by reference in the Administrative Code effective March 31, 2024. The guide's ver-

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### **Canutillo ISD**

sion number has been updated at Financial Accountability System Resource Guide. A reference to material in the Administrative Code has been included in the Financial Accountability Rating System (School FIRST) section of this policy.

#### **CFC(LOCAL) ACCOUNTING: AUDITS**

Our records indicate that the district has an internal audit program. The Institute of Internal Auditors published new Global Internal Audit Standards that are effective in January 2025. It is recommended that the district review the [standards](#). Please contact your district's policy consultant for assistance with updates to the district's CFC(LOCAL) if needed.

#### **CH(LEGAL) PURCHASING AND ACQUISITION**

General provisions relating to interlocal contracts have been moved to GRB(LEGAL). Language specific to interlocal contracts used for purchasing remains in this legally referenced policy. A note has been added to assist readers in accessing additional provisions related to interlocal agreements.

#### **CKEA(LEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS**

A section on Medical and Psychological Exams has been added under Required Policies due to policy adoption requirements found in Senate Bill 1445 (88th Regular Session). The Texas Commission on Law Enforcement (TCOLE) has created a model policy that police departments (not the school board) must adopt. The TCOLE model policy was made available in May 2024 with a September 1, 2024, deadline for law enforcement agencies to submit their policies.

#### **CKEB(LEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS**

A new section on Psychological Fitness includes the requirements and processes outlined in Administrative Code rules to conform with changes to the Occupations Code made by Senate Bill 1445 (88th Regular Session). The new rules require TCOLE to adopt standards and procedures for the psychological examination of school marshal applicants, school marshal licensees, and school marshal licensees for whom there is reason to believe a new examination is necessary to ensure the individuals are able to perform the duties for which the school marshal license is required. There is also a clarification of the reporting requirements for school marshal appointing entities. A new reporting responsibility relating to psychological fitness has been included at District Responsibilities, and a new section at Fit for Duty Review has been added to reflect the new requirements from TCOLE.

#### **CO(LEGAL) FOOD AND NUTRITION MANAGEMENT**

The revisions in this legally referenced policy reflect changes to federal rules related to child nutrition programs that became effective July 1, 2024.

#### **COA(LEGAL) FOOD AND NUTRITION MANAGEMENT: PROCUREMENT**

Substantial additions have been made at Conflicts of Interest to reflect rule amendments that became effective on October 1, 2024. A new section on Procurement Training has been added to comply with an addition to the Code of Federal Regulations, effective July 1, 2024.

#### **COB(LEGAL) FOOD AND NUTRITION MANAGEMENT: FREE AND REDUCED-PRICE MEALS**

Revisions to this policy reflect amendments to federal rules, effective July 1, 2024, changing terminology from "meal supplements" to "afterschool snacks." At Community Eligibility Provision, the minimum identified student percentage has changed from 40 to 25 based on an amended rule effective October 26,

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### **Canutillo ISD**

2023. This change will give states and schools more flexibility to offer meals to all enrolled students at no cost when financially viable. Reference links have also been updated.

**Please note:** If your district is participating in the Community Eligibility Provision or Special Assistance Provision 2 program, please review your COB(LOCAL). If the policy is missing language to address the program in place in your district, please contact your policy consultant.

### **CQA(LEGAL) TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES**

The citation at item 48 under Other Required Internet Postings has been updated based on amendments to the Administrative Code.

### **CQC(LEGAL) TECHNOLOGY RESOURCES: EQUIPMENT**

Under Transfer of Equipment to Students, a new subsection on Standards has been added based on guidance recently developed by TEA as required by House Bill 18 (88th Regular Session). The standards provide guidance to districts on what electronic devices and software applications are permissible for use in the district.

### **CV(LEGAL) FACILITIES CONSTRUCTION**

A Note has been added on page 11 to direct readers to other policies related to interlocal contracts generally and interlocal contracts for purchasing good and services, based on organization of those provisions at different codes.

### **CY(LOCAL) INTELLECTUAL PROPERTY**

Revisions are recommended throughout this local policy to clarify the circumstances under which the district's intellectual property may be used and where ownership of intellectual property lies when material is created by a district employee. Other recommended revisions clarify how district employees may use other copyrighted material, including copyrighted material used for performances and displays in instruction.

### **D(LEGAL) PERSONNEL**

Provisions on genetic nondiscrimination, previously at DAB, have been moved to DAA, and policy DAB has been deleted. The D section table of contents has been revised to reflect that change.

### **DAA(LEGAL) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY**

Changes have been made to comport with the new federal Pregnant Workers Fairness Act (PWFA) regulations, effective June 18, 2024.

Because the legal framework is being revised in light of the PWFA, we have taken the opportunity to significantly streamline content on employee nondiscrimination. Provisions regarding employee nondiscrimination were previously divided between DAA(LEGAL), addressing nondiscrimination in hiring and ending employment, and DIA(LEGAL), addressing nondiscrimination in terms, conditions, and privileges of employment. In order to minimize duplication of language and simplify the legally referenced materials, provisions regarding employment nondiscrimination have been moved to this code. Provisions relating to the Genetic Information Nondiscrimination Act (GINA) have also been moved to this legally referenced policy from DAB(LEGAL) to consolidate all nondiscrimination laws into one location.

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### Canutillo ISD

#### DAB(LEGAL)

#### EMPLOYMENT OBJECTIVES: GENETIC NONDISCRIMINATION

Provisions on genetic nondiscrimination have been relocated to DAA(LEGAL) for clarity and continuity, and policy DAB has been deleted. All employment-related nondiscrimination language is now consolidated into DAA(LEGAL).

#### DBB(LEGAL)

#### EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

The policy cross-reference at Genetic Information has been updated to DAA to conform with the recoding of the provision there.

#### DECA(LEGAL)

#### LEAVES AND ABSENCES: FAMILY AND MEDICAL LEAVE

Cross-references to DAB regarding genetic nondiscrimination have been updated to DAA throughout to conform with provisions recoded at this update.

#### DECB(LEGAL)

#### LEAVES AND ABSENCES: MILITARY LEAVE

Updated provisions have been included at Federal Military Leave to comport with the Civilian Reservist Emergency Workforce Act of 2022.

#### DG(LEGAL)

#### EMPLOYEE RIGHTS AND PRIVILEGES

A new section on Voting reflects existing provisions from the Election Code related to allowing employees time off to vote. This addition was suggested by a member of the Texas Council of School Attorneys, and we agreed it would be a helpful legal reference.

#### DH(LOCAL)

#### EMPLOYEE STANDARDS OF CONDUCT

The provisions addressing tobacco and e-cigarettes are recommended for revision to include nicotine products regardless of whether the product contains tobacco. This language aligns with the language included in the Model Employee Handbook.

The Legal Issues in Update 124 memo, available with your Update 124 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

#### DI(LEGAL)

#### EMPLOYEE WELFARE

Revisions at Reporting Workplace Violence reflect amended Administrative Code rules, which became effective January 8, 2024.

#### DIA(LEGAL)

#### EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

To eliminate duplication and reduce confusion, this legally referenced policy has been substantially revised to recode employee nondiscrimination provisions to policy DAA(LEGAL).

#### DMA(LEGAL)

#### PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

Changes to the subsection on Gifted and Talented Education reflect Administrative Code amendments that became effective September 1, 2024.

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### Canutillo ISD

#### EC(LLEGAL)

#### SCHOOL DAY

At Pledges of Allegiance, a cross-reference has been added to policy FNA for additional information on patriotic observances.

#### EFB(LLEGAL)

#### INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

The Note at the beginning of this legally referenced policy has been deleted, as all deadlines to appeal in the *Book People, Inc. v. Wong* case have passed and the injunction put in place by the Fifth Circuit Court of Appeals is now permanent. Other citations to the case have been amended accordingly. Also, the statutory definition of “obscene” has been included in this policy as a legal reference.

#### EHAA(LLEGAL)

#### BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

The Education Code requirement to obtain written consent of a student’s parent before the student may be provided with human sexuality instruction expired on August 1, 2024. The expired subsection has been removed from this legally referenced policy. TEA has issued [guidance](#) about this change. Districts are encouraged to clarify local expectations for parental consent regarding human sexuality instruction in their local student handbook.

#### EHAC(LLEGAL)

#### BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)

Several revisions have been made to the Middle School Advanced Math Program section based on new Administrative Code rules, effective July 8, 2024. In the CPR and AED Instruction section, revisions regarding the applicability of the requirements have been made based on rule changes effective August 1, 2024.

#### EHB(LLEGAL)

#### CURRICULUM DESIGN: SPECIAL PROGRAMS

This policy includes substantial revisions, most of which are the result of amended Administrative Code rules effective June 30, 2024. At Parental Notice of Assistance for Learning Difficulties, a phrase has been added to item 3e to clarify the content in the cited Education Code provision. A new section with Definitions now found in the Administrative Code has been added. The provisions at Board Action Required and Screening, Testing, and Identification have been updated. Extensive edits at Parent Education are due to revisions from the Administrative Code. Changes include a new paragraph on Instruction and deletion of text related to a dyslexia reading program.

#### EHB(LOCAL)

#### CURRICULUM DESIGN: SPECIAL PROGRAMS

Recommended revisions to this local policy on Special Programs reflect updated Administrative Code rules addressing dyslexia and related disorders, specifically inclusion of references to the *Dyslexia Handbook* and admission, review, and dismissal (ARD) committee decisions.

#### EHBA(LLEGAL)

#### SPECIAL PROGRAMS: SPECIAL EDUCATION

Extensive revisions to this legally referenced policy have been made as a result of Administrative Code revisions, effective August 22, 2024. A section on Policies, Procedures, Programs, and Practices has been added, as have provisions addressing Interventions and Sanctions to identify potential consequences for IDEA violations. The paragraph addressing discipline has been removed as the text is no longer in the Administrative Code. The text addressing Instructional Arrangements and Settings includes revisions throughout all subsections, and revisions have also been made to the provisions regarding Other Program Options, Contracts for Services, and Instructional Day. A reference to the applicable Administrative Code provision has been added at Extended School Year Services.

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### Canutillo ISD

#### **EHBAA(LEGAL)**

#### **SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY**

Substantial additions and amendments throughout this legally referenced policy reflect changes to the Administrative Code, effective July 30, 2024. A Student Communication section regarding student evaluation for special education has also been added. The Eligibility and Reevaluations section now includes a Birth Through Age Two subsection to conform to Administrative Code rules.

#### **EHBAB(LEGAL)**

#### **SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM**

Changes to the Administrative Code resulted in updates throughout this legally referenced policy. Details related to the responsibilities of the admission, review, and dismissal committee have been added, and a provision relating to dyslexia is included in the section about Committee Members. Parent Participation includes revisions that became effective July 30, 2024, and a provision on Content of the IEP has been added. Revisions at Supplemental Special Education Services became effective May 28, 2024. Dyslexia and autism components have been amended, along with the Visual Impairment or Hard of Hearing section. Failure to Reach Agreement has also been amended to increase clarity around requirements. Finally, a section addressing the Eligibility Folder has been added and Teacher Access to IEP amended.

#### **EHBAC(LEGAL)**

#### **SPECIAL EDUCATION: STUDENTS IN NONDISTRICT PLACEMENT**

Residential Facilities has been revised in accordance with Administrative Code amendments, effective on August 22, 2024. A reference to the Administrative Code at District Placements points readers to an amended rule regarding the district's ability to contract with a nonpublic or nondistrict operated day program provider. An update at School for the Blind and Visually Impaired and School for the Deaf reflects revisions to the Administrative Code effective August 22, 2024.

#### **EHBAD(LEGAL)**

#### **SPECIAL EDUCATION: TRANSITION SERVICES**

Significant revisions at Individual Transition Planning are due to Administrative Code changes effective July 30, 2024. A new subsection on the Transition and Employment Designee required of each district has been added in accordance with rule changes that became effective August 22, 2024.

#### **EHBAE(LEGAL)**

#### **SPECIAL EDUCATION: PROCEDURAL REQUIREMENTS**

The Prior Notice and Consent section includes provisions to align with revisions to the Administrative Code, effective July 30, 2024. Substantial revisions at Transfer of Rights to Adult Students are to clarify requirements in the Administrative Code.

#### **EHBB(LEGAL)**

#### **SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS**

Administrative Code rules regarding gifted and talented students were amended to be effective September 1, 2024. Changes have been made throughout this legally referenced policy to align with the new rules and to clarify requirements.

#### **EHBB(LOCAL)**

#### **SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS**

Changes to the Texas State Plan for the Education of Gifted/Talented Students, approved by the State Board of Education in September 2024, prompted updates in terminology throughout this local policy. Recommended revisions at Funding are to align the text with requirements in the Education Code and in Administrative Code rules.

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### Canutillo ISD

#### **EHBCA(LLEGAL)                    COMPENSATORY SERVICES AND INTENSIVE PROGRAMS: ACCELERATED INSTRUCTION**

Revisions at Accelerated Instruction reflect changes to the Administrative Code, effective May 22, 2024. A new section at Significantly Below Satisfactory has been included in accordance with Administrative Code revisions. Sections on Repeating a High School Course and Ratio Waiver have also been added due to the revised regulatory guidance.

#### **EHBG(LLEGAL)                    SPECIAL PROGRAMS: PREKINDERGARTEN**

Administrative Code revisions that became effective June 9, 2024, prompted several changes to this legally referenced policy. The subsection relating to Eligibility for high-quality prekindergarten programs has been amended. The eligibility requirements are the same as those listed earlier in the policy for tuition-free prekindergarten. Rule changes also required other revisions throughout the policy, including to Teacher Requirements and Supervisor Requirements.

#### **EHDD(LLEGAL)                    ALTERNATIVE METHODS FOR EARNING CREDIT: COLLEGE COURSE WORK/DUAL CREDIT**

A rewriting of Administrative Code rules, effective May 16, 2024, led to substantial revisions at Dual Credit Programs and at Dual Credit Agreement. The Administrative Code was amended in a way that allowed deletion of the Education Code requirements regarding agreements, as all requirements are now consolidated in one list at Dual Credit Agreement. Provisions addressing the FAST Program have also been amended to reflect revisions to Administrative Code rules.

#### **EI(LLEGAL)                        ACADEMIC ACHIEVEMENT**

Language relating to instruction in the use of an automated external defibrillators (AED) has been added to the subsection on CPR, pursuant to revisions in the Administrative Code, effective August 1, 2024.

#### **EIE(LLEGAL)                        ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION**

At Parental Option to Retain, a subsection on Passing Grades has been added to clarify the legal standard for assignment of grades when a course is retaken after a passing grade.

#### **EIF(LLEGAL)                        ACADEMIC ACHIEVEMENT: GRADUATION**

A reference has been included in this policy pointing to the Administrative Code rule for further details relating to specific endorsements, including the STEM endorsement, that became effective August 1, 2024. Provisions addressing Physical Education and Other Physical Education Activities have been clarified to align with rule amendments effective August 1, 2024.

#### **EKBA(LLEGAL)                        STATE ASSESSMENT: ENGLISH LEARNERS/EMERGENT BILINGUAL STUDENTS**

Revisions throughout the policy reflect amended Administrative Code rules, effective September 24, 2024, and the provisions have been reorganized for clarity and ease of reading.

#### **ELA(LLEGAL)                        CAMPUS OR PROGRAM CHARTERS: PARTNERSHIP CHARTERS**

An expired Administrative Code provision addressing partial year as it relates to charter partnerships has been deleted. Administrative Code changes, effective March 26, 2024, also resulted in the removal of a provision regarding appeals of a decision made by TEA to deny, remove, or return an eligibility approval request.

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### Canutillo ISD

#### **FFB(LLEGAL)                      STUDENT WELFARE: CRISIS INTERVENTION**

The subsection previously titled Threat Assessment Team has been revised to include "Safe and Supportive Schools" to align with terminology used by TEA.

#### **FFG(LLEGAL)                      STUDENT WELFARE: CHILD ABUSE AND NEGLECT**

The Definitions section of this legally referenced policy has been revised to better define Child Abuse and Neglect by including detailed language from the Family Code.

#### **FFG(LOCAL)                      STUDENT WELFARE: CHILD ABUSE AND NEGLECT**

Under Reporting Child Abuse and Neglect, a new subsection on Oral Reports is recommended to comply with revisions to the Family Code and Administrative Code. Recommended revisions at Making a Report are to clarify new requirements in the Education Code stating that reporting individuals must provide their name and contact information when making a report. The policy still states that the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the law.

#### **FFH(LLEGAL)                      STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION**

This legally referenced policy has been updated to remove an editor's note that is no longer applicable since a Texas federal court enjoined the Office for Civil Rights from enforcing this interpretation of the Title IX rules in June 2024. Policy Service issued a Policy Alert notifying districts of this change in July 2024.

#### **FM(LLEGAL)                      STUDENT ACTIVITIES**

In the UIL Allotment section, a robust Definitions section has been added in accordance with revisions to Administrative Code rules, effective on August 4, 2024.

#### **FNA(LLEGAL)                      STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION**

Under Patriotic Observances, a reference to policy EC has been added to provide additional information regarding pledge of allegiance requirements.

#### **FOF(LLEGAL)                      STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES**

A paragraph regarding the discipline of students with disabilities been removed from the Students Receiving Special Education Services section due to amendments to the Administrative Code that became effective July 30, 2024.

#### **GA(LLEGAL)                      ACCESS TO PROGRAMS, SERVICES, AND ACTIVITIES**

New provisions addressing Web Content and Mobile App Accessibility have been added based on revisions found in the Code of Federal Regulations.

#### **GKA(LOCAL)                      COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES**

Recommended language prohibiting electronic vaporizing devices has been added to the Tobacco and E-Cigarettes section of this local policy.

The Legal Issues in Update 124 memo, available with your Update 124 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 124

**Canutillo ISD**

**GRB(LEGAL)**

**RELATIONS WITH GOVERNMENTAL ENTITIES: INTERLOCAL  
COOPERATION CONTRACTS**

Revisions to this legally referenced policy are based on the requirements of the Interlocal Cooperation Act. Details that were formerly in CH(LEGAL) have been recoded here to ensure all general interlocal agreement requirements are consolidated into one location. A citation to CNA(LEGAL) has been added to point readers to additional information relating to the operation of a transportation system.