

# Agenda of Regular Meeting

## The Board of Trustees Canutillo ISD

---

A Regular meeting of the Board of Trustees of Canutillo ISD will be held December 16, 2025, beginning at 6:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

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

Although one or more board members may participate by video conference call, a quorum of the Board of Trustees will be physically present at this location for purposes of this meeting and in conformance with the Texas Open Meetings Act. One or more of the vendors being considered at this meeting may appear through video conference call/Microsoft Teams/Zoom. Any such presentation will be visible and audible to anyone attending the open meeting.

1. **GENERAL FUNCTIONS-OTHER**

- A. Call to Order
- B. Pledge of Allegiance
- C. Texas Pledge of Allegiance
- D. Roll Call
- E. CISD Vision and Mission Statements 4

2. **BOARD HONORS**

- A. Holiday musical performance by students at Canutillo Elementary School, Childress Elementary School, Davenport Elementary School, Damian Elementary School, Garcia Elementary School and Reyes Elementary School.  
**Presenter:** Gustavo Reveles
- B. Recognition of Annual Canutillo ISD Holiday Card Art Contest Winners.  
**Presenter:** Gustavo Reveles

3. **OPEN FORUM-OTHER**

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

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

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

4. **BOARD OF TRUSTEE BUSINESS**

- A. Discussion and Possible Action for Approval of Guaranteed Maximum Price #2 (GMP) for Construction Manager-At-Risk (CMAR) Services for Demolition of existing portable and the execution of Alternate No. 1 for the New Build at Northwest Early College High School 5

(NWECHS), RFQ 2025-02B, from Jordan Foster Construction, LLC in the amount of \$4,549,224.00

**Presenter:** Ernesto Ortiz / PROCEDEO

- B. Discussion and Possible Action for Approval of Change Order #01 to authorize the use of Program Contingency funds for the construction of the new basketball court at Bill Childress Elementary School from Jordan Foster Construction, LLC in the amount of \$417,792.00 6

**Presenter:** Ernesto Ortiz / PROCEDEO

- C. Report From Board Member Sergio Martinez From His Attendance to the TxEdCON Conference in Houston on September 11–14. 7

**Presenter:** Sergio Martinez

5. **CONSENT AGENDA-VOTING**

A. *BUSINESS SERVICES*

- 1. Approval of the Meeting Minutes 12

- a. Approval of the September 29, 2025 RBM Minutes 12

- 2. Approval of the Monthly Donations 23

**Presenter:** C. Pulley

- 3. Approval of the Budget Amendments 44

**Presenter:** C. Pulley

- 4. Approval of District Quarterly Investment Reports 46

**Presenter:** C. Pulley

- 5. Recommendation to approve award for Request for Proposal (RFP) #260002424 for E-Rate Services for Wide Area Network (WAN) Project for FY 2026-2027 to include Network Equipment, Internet Access, Lease Dark Fiber-WAN, and Leased Lit Fiber-WAN. 63

**Presenter:** Veronica Campbell/Dr. Oscar Rico

- 6. Request for Approval to Renew Interlocal Agreement with West Texas Cooperative 67

Region 17 to support day-to-day purchases for the Child Nutrition Program and ensure cost savings for FY 2026-2027

**Presenter:** Veronica Campbell

6. **EXECUTIVE SESSION**

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

(A certified agenda or recording of a closed meeting is confidential and is not available to the public except by court order. A person who knowingly and without lawful authority makes a certified agenda or recording public commits a Class B misdemeanor. Any exceptions will be communicated in accordance with applicable policies and regulations.)

- A. Discussion Regarding Threat of Potential Litigation From J. Stewart.

**Presenter:** Steve Blanco

- B. Discussion Regarding Administration's Recommendation for Canutillo Middle School Principal; Pursuant to Texas Government Code Section 551.074

**Presenter:** Martha Carrasco

- C. Discussion Regarding the Recommendation of Administration to Terminate the Probationary Contract of Omar Gonzalez, Teacher at Canutillo High School for Job Abandonment Without Good Cause and Issue Appropriate Notice to SBEC.  
**Presenter:** M Carrasco
  - D. Discussion with legal counsel regarding compliance with Senate Bill 10  
**Presenter:** Lily Maldonado / Steve Blanco
  - E. To discuss selection of lone finalist for position of superintendent of schools to include employment terms and conditions and potential contract of employment.  
**Presenter:** Steve Blanco
7. **NEW BUSINESS (continued); OTHER**
- A. Discussion and Possible Action Regarding Threat of Potential Litigation From J. Stewart.  
**Presenter:** Steve Blanco
  - B. Discussion and possible action regarding Administration's recommendation for Canutillo Middle School Principal  
**Presenter:** Martha Carrasco
  - C. Discussion and Possible Action Regarding the Recommendation of Administration to Terminate the Probationary Contract of Omar Gonzalez, Teacher at Canutillo High School for Job Abandonment Without Good Cause and Issue Appropriate Notice to SBEC.  
**Presenter:** M Carrasco
  - D. Discussion and Possible Action Regarding District Compliance With Senate Bill 10.  
**Presenter:** Lily Maldonado / Steve Blanco
  - E. Discussion and possible action regarding selection of lone finalist for position of superintendent of schools to include employment terms and conditions and potential contract of employment.  
**Presenter:** Steve Blanco
8. **ADJOURNMENT**

---

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

*(A certified agenda or recording of a closed meeting is confidential and is not available to the public except by court order. A person who knowingly and without lawful authority makes a certified agenda or recording public commits a Class B misdemeanor. Any exceptions will be communicated in accordance with applicable policies and regulations)*

# CANUTILLO INDEPENDENT SCHOOL DISTRICT

## **Mission**

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

## **Vision**

LEAD today. IMPACT tomorrow.

#VivaCanutillo

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of Guaranteed Maximum Price #2 (GMP) for Construction Manager-At-Risk (CMAR) Services for Demolition of existing portable and the execution of Alternate No. 1 for the New Build at Northwest Early College High School (NWECHS), RFQ 2025-02B, from Jordan Foster Construction, LLC in the amount of \$4,549,224.00

Justification Statement: To Authorize the Guaranteed Maximum Price #1 for demolition of existing portable and the execution of Alternate No. 1 at the New Build at Northwest Early College High School.

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

Staff Responsible:

\_\_\_\_\_  
*Signature of Requester(s)*

\_\_\_\_\_  
*Signature of Presenter(s)*

\_\_\_\_\_  
*Business Services Approval (Initials)*

\_\_\_\_\_  
*Date*

### Agenda Summary:

On September 10, 2024, the Board of Trustees approved the General Construction Agreement for the Construction Manager-At-Rick Services for the New Build at Northwest Early College High School, RFQ 2025-02B, on condition that administration would present the Guaranteed Maximum Price Amendment for approval at a later date.

Approval of the demolition scope will enable the project team to proceed with the installation of critical underground utilities necessary for the subsequent phases of construction.

Alternate No. 1 provides for the construction of a new Fine Arts and Multipurpose Building, which will include two art classrooms, a multipurpose room, and a dedicated display area. The scope of this alternate also includes new landscaping and the installation of new concrete sidewalks to support and enhance the building's functionality and campus integration.

RECOMMENDATION: Administration Recommends that the Board approve the Guaranteed Maximum Price #2 (GMP) Amendment for the Construction Manager-At-Risk Services for the Canutillo ISD 2024 Referendum Projects for the New Build at Northwest Early College High School, RFQ 2025-02B, from Jordan Foster Construction, LLC in the amount of \$4,549,224.00.

PRIOR BOARD ACTION: Yes                      AWARDED: 09/10/2024                      AWARDED AMOUNT: N/A

AMOUNT(S): \$4,549,224.00

ACCOUNT NO(S): 694.81.6629.09.003.99

REQUESTING DEPARTMENT:  
Operations

CONSEQUENCES OF NON-APPROVAL:  
Non-approval will impact on the timeline of the project, delay material delivery and potentially escalating pricing.

IMPLEMENTATION TIMELINE:  
Upon Board Approval

ATTACHMENT(S) ✓  
GMP Amendment

# Board of Trustees


Meeting Date: 12/16/2025

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of Change Order #01 to authorize the use of Program Contingency funds for the construction of the new basketball court at Bill Childress Elementary School from Jordan Foster Construction, LLC in the amount of \$417,792.00

Justification Statement: To Authorize the approval of Change Order #01 for Bill Childress Elementary School.

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

Staff Responsible: \_\_\_\_\_  
*Signature of Requester(s)*   
 \_\_\_\_\_  
*Signature of Presenter(s)*  
 \_\_\_\_\_  
 \_\_\_\_\_  
*Business Services Approval (Initials)* \_\_\_\_\_ *Date* \_\_\_\_\_

Agenda Summary:  
The proposed new basketball court, identified as Alternate 1, provides a durable, high-quality solution designed to meet long-term campus needs. The scope includes the construction of a post-tensioned concrete slab, selected for its superior performance, reduced cracking, and extended service life. The court will feature 2-inch white striping laid out in accordance with standard play requirements, ensuring high visibility and long-term durability.

As part of the installation, the court will be equipped with Bison Inc. basketball systems, mounted on 3 1/2-inch concrete-filled steel pipe supports with typical reinforced concrete footings. These components are industry-recognized for their strength, reliability, and ability to withstand heavy use.

Alternate 1 represents a well-structured, future-focused improvement that enhances the functionality of the site while delivering high-quality play surfaces and equipment for students and community users alike.

RECOMMENDATION: Administration Recommends that the Board approve Change Order #01 for the Canutillo ISD 2024 Referendum Projects for the new basketball court at Bill Childress Elementary School from Jordan Foster Construction, LLC in the amount of \$417,792.00

PRIOR BOARD ACTION: Yes      AWARDED: 09/10/2024      AWARDED AMOUNT: N/A

AMOUNT(S): \$417,792.00

ACCOUNT NO(S): 694.81.6629.09.104.99

REQUESTING DEPARTMENT:  
Operations

CONSEQUENCES OF NON-APPROVAL:  
Non-approval will impact on the timeline of the project, delay material delivery and potentially escalating pricing.

IMPLEMENTATION TIMELINE:  
Upon Board Approval

ATTACHMENT(S): ✓  
Change Order

TASA | TASB  
**txEDCON**

**SEPTEMBER 11-14 2025**  
**HOUSTON TEXAS**

**Texas Association of School Administrators ● Texas Association of School Boards**

# THE SCHOOL BOARD'S ROLE IN VISIONARY LEADERSHIP

Presenter: DeSoto ISD, Usamah Rogers, Superintendent & Chasity McKissic, Trustee

- 1. Shared Vision:** **School Board should treat each other with respect and curtesy.** The School District is only as strong as the Team of 8.
- 2. Policy and Governance:** School Board should establish policies that empower administrators to innovate while maintaining accountability.
- 3. Advocacy and Representation:** School Board act as advocates for students and schools, ensuring that diverse community voices are represented in decision-making. **Keeping in mind that they represent various unique cultures.**
- 4. Empowering Leaders:** By supporting Superintendents, the school board create a strong systemic environment where administration, principal and teachers transform the district in a positive learning environment. **Less request from Trustees and more leadership.**
- 5. Driving Innovation:** **Visionary boards are not distracted by community groups.** They see beyond the problem. They motivate and encourage Superintendent and Administration to do better without finger pointing.
- 6. Building Trust and Collaboration:** Effective boards foster trust among stakeholders through transparent communication and community engagement.

# WHAT YOUR COMPETITION IS DOING RECRUITING YOUR STUDENTS

Presenter: Spring Branch ISD, Jennefer Blaine, Superintendent

1. **Student Achievement & Academic Outcomes**
2. **Organizational Leadership & Management**
3. **Financial Stewardship & Budget Management**
4. **Human Resources & Talent Development**
5. **School Safety & Student Well-being**
6. **Community Engagement & Communication**
7. **Board Relations & Governance**
8. **Vision & Strategic Planning**
9. **Compliance & Ethical Leadership**

# **CUSTOMER SERVICE EXCELLENCE DRIVE DISTRICT SUCCESS**

Presenter: Spring Branch ISD, Jennefer Blaine, Superintendent

- 1. Strengthens Family Engagement and Student Achievement**
- 2. Builds Community Trust and Confidence**
- 3. Improves District Reputation and Competitiveness**
- 4. Enhances Employee **Morale** and Retention**
- 5. Reduces Conflict and Resolves Issues Faster**
- 6. Supports a Safe and Welcoming Environment**
- 7. Reflects on Values of Respect, Hospitality, and Community**

## **BUILD COMMUNITY SUPPORT**

Presenter: Sunnyvale ISD, Matt Kimball, Superintendent & Brad Cravens, Trustee

- 1. Communicate Clearly, Frequently, and Transparently**
- 2. Engage Parents as Partners**
- 3. Build Strong Relationships with Local Leaders & Organizations**
- 4. Make Superintendent & Board Visible in the Community**
- 5. Highlight Student Successes Early and Often**
- 6. Strengthen School Safety & Communicate it to Community**
- 7. Build a Culture of Customer Service**
- 8. Be Financially Transparent**
- 9. Mobilize the Community Around a Shared Vision**
- 11. Treat Every Campus as the Heart<sup>11</sup> of Its Neighborhood**

## 1. GENERAL FUNCTIONS-OTHER

### 1.A. Call to Order

The meeting was called to order at **6:00 PM**

### 1.B. Pledge of Allegiance

#### 1.C. Texas Pledge of Allegiance

The Pledge of Allegiance and the Texas Pledge were recited by the students in the audience.

### 1.D. Roll Call

Trustees Present: Barnes, Borrego, Maldonado, Martinez, Ortega, Rodriguez, Zuniga.

### 1.E. CISD Vision and Mission Statements

Trustee Borrego led the Vision Statement, followed by Trustee Maldonado with the Mission Statement.

## 2. BOARD HONORS

### 2.A. Recognition of "A" and "B" Campuses in the 2025 Texas Education Agency Accountability Ratings

Mr. Gustavo Reveles introduced the campus, which received an A or B rating by the TEA Agency.

A campus: RES, NWECHS, DDE

B Campus: BCE, GES, JDE, CES, AMS

## 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.**

Coach Scott Brooks Addressed the Board Regarding the District Rebranding. He expressed dissatisfaction on the "New" eagle logo redesign. Mr. Brooks questioned why the logo needs to be changed. He stated that the logo represents Canutillo and that it will lead to money spending. He mentioned that 58 districts use eagle mascots

in Texas. He also mentioned that this decision will lead to the need to replace current uniforms.

Mr. David Esquivel addressed the board regarding the rebranding efforts and micromanaging.

Mr. Esquivel mentioned that current logos are old and do not belong to the district. He also stated that some of the official letterhead being used are not professionally made and do not convey a professional appearance for NWECHS. Mr. Esquivel also mentioned that the current board has changed policies to allow any trustee to add items to the meetings' agendas and that this has allowed micromanagement from the board. Mr. Esquivel mentioned that board members were unable to come out with a solution to balance the budget and that the administration was tasked to find a possible solution. He also mentioned that the board needs to focus on student outcomes.

Ines Andrade - Junior Student at NWECHS- Regarding Redesigning of School Logos. Ms. Andrade mentioned that she has attended both Bond and Logo Redesign meetings since 2024. Ms. Andrade believes that there has already been efforts and money spent on redesigning the logo and updating it to today's standards. She also feels like dropping the redesign idea would cost the district.

Heather Vizcaya - Logo Redesign – Ms. Vizcaya is addressing the board as a parent of a student currently attending NWECHS. She feels like NWECHS deserves a professionally designed logo to rally behind. She also stated that since NWECHS's opening, there has never been an official logo, and there are currently different variations of the logo.

Natalie Ashton Martin - NWECHS - She feels that she owes a lot of her personal growth to NWECHS and that the logo redesign is more than just aesthetics. She believes this new logo will enhance the sense of community and help establish a legacy for future generations to come.

Yelena Kapilevich – Logo Redesign – She explained that students are excited about new buildings and the possibility of having an official logo for their campus. She mentioned that this process has brought students closer together.

Julie Scott – Expressing Gratitude and Change. Mrs. Scott wanted to thank the district as a parent of students from CHS and CMS. She expressed gratitude for all the work PROCEDEO has done for the Bond Projects, as well as staff members from Student Support and Canutillo High School for various supporting roles they play for our students. Mrs. Scott also addressed the board about “change”. Mrs. Scott mentioned

that even though change can be a hard thing and may not be easy, it is necessary. She mentioned that change can boost unity in the student community.

Miguel Martinez - Expressing Gratitude - NWECHS Social Studies Teacher  
Mr. Martinez expressed his gratitude, and he asked the board to consider doing what is right for the students and the schools. He wants to express gratitude for being included in the logo redesign planning process alongside other students and staff. He stated that the process is beyond a simple logo; it also entails creating a greater sense of community.

Trustee Borrego asked Board President Rodriguez if item 5.E. could be moved to the front of the agenda for discussion.

#### **4. PUBLIC HEARING**

4.A. A Public Hearing Will be Held Regarding the 2025-2026 Property Tax Rate. The Public is Invited to Attend and Provide Public Comment.

Mrs. Cristy Pulley presented to the board a new presentation on the 2025-26 Property Tax Hearing. She clarified that this was a correction to the original publication, which was not correct.

No audience members commented on the tax rate presentation.

#### **5. BOARD OF TRUSTEE BUSINESS**

5.A. Consider approval of Tax Rate for the FY 2026 School Year.

5.A.1. Consider approval of the 2025-2026 Maintenance and Operations Tax Rate.

Motion to approve Maintenance and Operations Tax Rate of 0.7525 per \$100 dollar valuation. Trustee Borrego Seconded the motion.

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

Motion Passes

5.A.2. Consider approval of the 2025-2026 Interest and Sinking fund Tax Rate.

Motion by trustee Maldonado to approve the 2025-2026 Interest and Sinking fund Tax Rate of 0.40 per 100 dollar valuation. Trustee Borrego seconded the motion.

Barnes-Yes, Borrego-Yes, Maldonado-Yes, Martinez-Yes, Ortega-No, Rodriguez-Yes, Zuniga-Yes.

Motion Passes

Trustee Ortega stated the following during her motion, “for the record, um, I feel that it's too high. I feel that a 0.38 would be um better suited for our community.”

5.A.3. Approval of Resolution Which Officially Levies the Tax Rate for the FY2026 School Year.

Motion by trustee Barnes to “approve the resolution adopting the district's tax rate, specifically that the property tax rate will be increased by the adoption of a tax rate of \$1.1525, which is effectively an 11.44% increase in the tax rate”.

Trustee Martinez seconded the motion.

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

Motion Passes

Trustee Barnes stated the following for the record: “I just want to make it clear, just like last time. This is a tax increase for the district as the revenue that is coming in, not a tax increase that will be passed down to our taxpayers”.

5.B. SY 2024-25 Assessment Results Report

Ms. Jessica Harrison presented results to the board. She also answered board member questions regarding results for specific grade levels.

5.C. Healthcare Update Presentation

Mrs. Natalie Hasket from Gallagher delivered an update on the district’s healthcare plan alongside Ms. Julie Uranga, Benefits Coordinator. Ms. Hasket explained to the board that due to changes in the healthcare plan and enrollment numbers, the district has made some savings for the plan.

Trustee Martinez asked Dr. Arellano if there had been any complaints from staff regarding the changes to the healthcare plan. Mrs. Carrasco answered that there have been complaints, and they are being addressed between human resources and the insurance provider during this period of transition. Mrs. Hasket also explained that, as of right now, there are still some claims under Blue Cross & Blue Shield, as they will pay out claims for up to a year after the contract concluded.

5.D. Quarterly Update From PROCEDEO

Ernesto Ortiz presented the board with updates concerning the bond projects, groundbreaking, and other upcoming milestones.

The board had a discussion with Mr. Ortiz regarding the Alternate Project completion as well as what would happen if there is money left over at any of the sites, and whether it could be relocated to other projects.

5.E. Discussion and Possible Action to Address the District’s Process, Proposals, and Status of Efforts to Address the Rebranding of District Logos.

Trustee Maldonado remarked that she requested the item to be on the agenda, it is not to micromanage, but to make sure the logo redesign is being taken seriously and ensure that concerns over cost are addressed. Ms. Maldonado also added that the administration justified the rebranding as a gradual implementation needed to address potential copyright infringements. Trustee Maldonado mentioned that more community involvement needed to be provided to include more participation, as well as having the item brought up to the CBAC committee. Ms. Maldonado also feels like the money being spent on rebranding could have been used elsewhere, for example, the PreK Classrooms need furniture.

Trustee Borrego stated that she has personal experience on rebranding at a school district and she mentioned that “It is a Process” and that it rolls out when replacing existing items. She also mentioned that for PR reasons, we need uniformity on the “Eagle” logo. She also stated that ultimately, the community is the one who needs to decide.

Mr. Reveles gave the board a PowerPoint presentation on Rebranding, as to why it was necessary, as well as an implementation plan. Mr. Reveles stated that the current district logos are “Deficient” as they were not professionally made and they create challenges when they need to be used by current vendors, especially for the new builds. Mr. Reveles also explained that previous district administration felt that it was best practice to do it as a district-wide effort to create uniformity with the schools that are not getting a new building.

Trustee Borrego asked why the district is spending 99 thousand dollars on logos and whether the district had an in-house graphic artist. Mr. Reveles explained that we are currently in the middle of a process and that DLR was the only firm that was fit to work with the district.

Trustee Barnes expressed concerns over additional amounts described on the DLR contract. She mentioned that it requires the district to allocate additional funds, which would end up totaling around 120 thousand instead of 99 thousand. She also stated that she did research with online companies like 99 designs, which do give you ownership of your logo for a fraction of the current price (\$1,300). She mentioned that the issue is that the item was not brought to the board for discussion. She inquired about how much it would cost to cancel the contract at the current stage it is at.

Ms. Veronica Campbell mentioned that the district can ask DLR for a more detailed timeline.

Trustee Barnes also expressed concerns over not having language on the original bond order, which would include a rebranding project.

Trustee Ortega clarified that she is not against the rebranding item; however, she is concerned about the total cost of the project. Mrs. Ortega understands that it might have been necessary for the 4 new builds but feels like the other schools could have waited.

Mr. Reveles also explained that the architects stated it would be cheaper to have high-quality logos from the beginning and cautioned against using student work since the expectation is to have professional logos.

Trustee Martinez expressed concerns over changing the logos for all schools. Mr. Martinez also has concerns about why the Public Information Office didn't couldn't address the redesigned needs. He mentioned that the real concern would be over balancing the budget at the end of the fiscal year.

Mr. Reveles explained that the PIO office has been reduced in staff.

Trustee Maldonado mentioned that several departments are currently understaffed to balance the budget. She would also like to receive information about how much it would have cost if only the new buildings were rebranded.

Board President Rodriguez expressed concerns over stepping into their roles and added that the CBAC committee only makes recommendations. Mr. Rodriguez added that if balancing the budget is a concern, they could address it at the time of the Superintendents/Interim Evaluation. He added that it is not the board's role to dictate how things get done.

Trustee Martinez expressed that he feels like DLR should have included the rebranding as part of their services.

Ernesto Ortiz mentioned that the DLR contract was negotiated, and they have saved about 2.3 million dollars from contract negotiations and RFI fees.

Student Advisor Moises Aguirre mentioned that they wished that there was more student involvement; however, Students do feel like a professional logo is needed to represent the student body at NWECHS.

Student Advisor Mason Gossette mentioned that he is in favor of having new logos; however, he doesn't agree with the process. He feels like students want something unique and that will represent their school. He understands there is a lot of money being spent; however, nostalgia is now allowing for changes to take place.

Dr. Arellano mentioned that she understands the current concerns over the process that took place and reiterates to the board that she will ensure that those concerns are addressed in future agreements. She also said that moving forward with redesigning will ensure we don't lose money already spent on the DLR contract.

Trustee Borrego added that the board needs to consider that money was saved through negotiations on the DLR contract, and \$100,000 is not substantial compared to the millions saved.

5.F. Discussion and Possible Action Over the Bond Interest Spending and CCA Regulation

Trustee Barnes mentioned that she requested the item to open up discussion. She mentioned that she did not realize that there was a regulation that addressed the Bond Interest usage.

Trustee Maldonado mentioned that even though bond interest regulation is very thorough, she feels like the administration's priority should be to complete projects on the bond, followed by reducing the debt. She would like to ensure all bond projects are completed accordingly.

5.G. Approval of the Recommendation to Negotiate, Award, and Execute Contract for RFP 26-013 Consulting Firm for Superintendent Search

Mrs. Veronica Campbell started the discussion, asking if trustee Borrego had a conflict of interest with a specific vendor. Trustee Borrego mentioned that she recused herself during the presentations since she was familiar with all the firms being interviewed.

Dr. Kazanas presented to the board with the schedule for the superintendent search timeline. Board President Rodriguez suggested accelerating the schedule to have the vote to hire, if possible before the Christmas break.

Mr. Rodriguez and trustee Barnes emphasized the importance of the community involvement sessions to get feedback from the community.

Mrs. Veronica Campbell suggested that the board not sign the final agreement with TASB until a new proposed timeline is provided to ensure it complies with board's request.

Motion to approve by trustee Martinez and second by trustee Borrego.  
Barnes-Yes, Borrego-Yes, Maldonado-Yes, Martinez-Yes, Ortega-Yes,  
Rodriguez-Yes, Zuniga-Yes.

Motion Passes

Mrs. Campbell added that she conducted reference checks for TASB, and all references were favorable.

5.H. Discussion and Possible Action Regarding Request for Staffing/Stipends for School Year 2025-2026

Mrs. Martha Carrasco presented the current Staffing needs as well as the stipend needed for the Lead Counselor. Mrs. Carrasco did specify that compensation for the Police Officer Position, the Pre-K Aide, and the Lead Counselor stipend would have to come out of the fund balance.

Trustee Rodriguez expressed concerns over the staffing request and whether additional staff would be requested later.

Motion to approve the request made by trustee Barnes and seconded by trustee Ortega.

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

Motion Passes

5.I. Discussion and Possible Action Regarding Options for Homeschool Student Participation in Extracurricular Activities.

Mrs. Barnes mentioned that she wanted the item up for discussion during the last board meeting. She understands that the district has currently opted out of having homeschool students participate; however, she would like the item to be reconsidered in the future. Trustee Borrego mentioned that there are additional costs involved with adding those students to the district activities.

Mrs. Ortega suggested looking into the 3% of school districts that opted in and see if it created additional enrollment for them in the long run.

Mr. Rodriguez suggested the board stick with the administration's recommendation regarding homeschooling participation.

6. **CONSENT AGENDA-VOTING**

Trustee Lily Maldonado requested to pull items 6.A.1.a, 6.A.1.b. Trustee Barnes requested to pull 6.A.2 and 6.A.4 and 6.A.5

Motion to approve by trustee Barnes and second by trustee Maldonado.

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

Motion Passes

6.A. *BUSINESS SERVICES*

6.A.1. Approval of the Meeting Minutes

6.A.1.a. Approval of the June 24, 2025 SBM Meeting Minutes

6.A.1.b. Approval of the July 15, 2025 SBM Meeting Minutes

Trustee Maldonado wanted to ask follow-up questions regarding the insurance committee and insurance information.

Mr. Steve Blanco provided guidance regarding the question. He stated that trustees cannot revisit items based on bringing up the discussion.

Pulling minutes can only be done to make corrections to what was said or happened.

Motion to approve minutes as presented made by trustee Barnes and second by trustee Ortega.

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

Motion Passes

6.A.1.c. Approval of the July 21, 2025 SBM Meeting Minutes

6.A.1.d. Approval of the August 19, 2025 SBM Meeting Minutes

6.A.2. Approval of the Monthly Donations

Trustee Barnes had a question about the 10 Commandment posters donated to the districts.

Mr. Blanco mentioned that the board needs to accept the donation first. Once the donation is accepted, the board can revisit the item and discuss what to do with the donation.

Motion to approve monthly donations by trustee Barnes and Second by trustee Ortega.

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

Motion Passes

6.A.3. Approval of the Budget Amendments

6.A.4. Approval of Guaranteed Maximum Price (GMP) for Construction Manager-At-Risk (CMAR) Services for New Build at Northwest Early College High School (NWECHS), RFQ 2025-028, from Jordan Foster Construction in the amount of \$30,074,639.00.

Trustee Borrego asked a question regarding the addition of building “C” and what is its purpose.

Mr. Ortiz explained that the building is presented in lieu of landscaping on that area. The board discussed details pertaining the build and cost with Mr. Ortez and a representative from Jordan Fostrer.

Motion to approve item 6.A.4 as presented made by trustee Maldonado, Seconded by trustee Borrego.

Barnes-Yes, Borrego-Yes, Maldonado-Yes, Martinez-Yes, Ortega-Abstained, Rodriguez-Yes, Zuniga-Yes.

Motion Passes

Trustee Borrego left the meeting at 11:27 PM

6.A.5. Approval of Guaranteed Maximum Price (GMP) for Construction Manager-At-Risk (CMAR) Services for New Built at Deanna Davenport

Elementary School (DDE), RFQ 2025-02B, from LDCM Solutions, LLC in the amount of \$ 52,421,113.00.

Trustee Maldonado asked questions regarding the total amount for the GMP and alternate projects being included. Mrs. Maldonado also asked for clarification on the materials being recommended for waterproofing and being used on the roof system.

Motion to approve item as presented by trustee Maldonado and second by trustee Ortega.

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

Motion Passes

6.A.6. Approval of First Option to Extend Bank Depository Services, RFP 2023-10, to Wells Fargo Bank, N.C. and Adoption of Board Resolution Extending Depository Contract for Funds of Independent School Districts Under Texas Education Code, Chapter 45, Subchapter G, School District Depositories

6.A.7. Approval of Agreement with Walsh, Gallegos, Kyle Robinson & Roalson, P.C., for Legal Services and to Provide Guidance to Canutillo ISD Special Education Department

6.B. *CURRICULUM AND INSTRUCTION*

6.B.1. Approval of the Tuition Waivers for the 2025-2026 School Year and Transfer Update

6.B.2. Approval of Memorandum of Understanding between University of Texas at Austin and Canutillo ISD-Meadows Percision Math Interventions

6.B.3. Approval of the 2025-2026 Juvenile Justice Alternative Education Program (JJAEP) Interlocal Agreement with the El Paso County Juvenile Board

6.B.4. Approval of the Memorandum of Understanding between Goodwill Industries of El Paso and Canutillo ISD Special Education Department for Student Education and Training, pursuant to CH (Local)

6.C. *HUMAN RESOURCES*

7. **EXECUTIVE SESSION**

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

**(A certified agenda or recording of a closed meeting is confidential and is not available to the public except by court order. A person who knowingly and without lawful authority makes a**

**certified agenda or recording public commits a Class B misdemeanor. Any exceptions will be communicated in accordance with applicable policies and regulations)**

Mr. Blanco explained that there are no updates at the time, therefore, agenda item 7.A and 7. B will no longer be needed.

7.A. Discussion with administration regarding the potential sale of district-owned property located at 7311 Bosque Rd. Canutillo, TX 79835 to El Paso County.

7.B. Discussion with administration regarding the potential sale of district-owned property located adjacent/to 7000 Fifth St., Canutillo, Texas 79935.

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

8.A. Discussion and Possible Action Regarding the Potential Sale of District Owned Property Located at 7311 Bosque Rd. Canutillo, TX 79835 to El Paso County.  
No Action Taken

8.B. Discussion and possible action regarding the potential sale of district-owned property located adjacent to 7000 Fifth St., Canutillo, Texas 79935.  
No Action Taken

**9. ADJOURNMENT**

The meeting was adjourned at **11:39 PM** under unanimous consent.

Presented to the Board of Trustees for approval on **December 16, 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 December 2025 Donations Report

Justification Statement:

Purpose of Agenda Item:

Information  Discussion  Action

Item Type:

Curriculum & Instruction  Human Resources  Business Services

Staff Responsible:

*Veronica M. Campbell*

*Signature of Requester(s)*

*Veronica M. Campbell*

*Signature of Presenter(s)*

*Business Services Approval (Initials)*

*Date*

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S): \$ 25,242.12

ACCOUNT NO(S):

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

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):



## Canutillo ISD Donations Report December 2025

This report includes ALL donation reported to Finance in July 1, 2025 to December 9, s2025

Date	Donor Name	Address	Donation	Campus/Department	Purpose of Donation	Amount
9/25/2025	Atmosphere	Minneapolis, Minnesota	Elementary School Furniture	Silvestre Reyes Elementary	School Furniture	<b>\$5,785.51</b>
10/10/2025	Jay Moya	Canutillo, Texas	Cash	Canutillo High School	Art Supplies	<b>\$200.00</b>
11/5/2025	Sonia Dominguez	El Paso, Texas	Check	Canutillo High School	Booster Club Donation-Law Enforcement Miscellaneous Expenses	<b>\$13,722.37</b>
11/14/2025	Hot Shots by Lomeli Photo, LLC	El Paso, Texas	Check	Deanna Davenport Elementary	Proceeds will be used for activities involving teachers, students, and staff	<b>\$128.00</b>
11/17/2025	Chadelle Robinson	Mesilla Park, New Mexico	Cash-Ag Supplies	Canutillo High School	Ag Supplies	<b>\$100.00</b>
12/3/2025	Lakeshore	Carson, California	Elementary School Furniture	Canutillo Elementary School	School Furniture	<b>\$1,967.00</b>
12/8/2025	Plugher	Austin, Texas	Check	Public Information Office	DDE Groundbreaking	<b>\$3,000.00</b>
12/12/2025	Goodwill Industries	El Paso, Texas	Check	Jose Damian Elementary	Community Donation, School Activities, other School Functions	<b>\$339.24</b>
	<b>No On-Line Donations received in December 2025</b>					
					<b>DONATIONS TOTAL</b>	<b>\$ 25,242.12</b>



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 9/25/2025

School/ Department: Reyes Elementary School

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Table with 3 columns: Donation Description, Quantity, Value. Rows include Outdoor Rectangle Table, Outdoor Straight Bench, Outdoor Bean Bench, Outdoor Ottoman, and a Total row.

Purpose of donation: Outdoor furniture for the new shade structure

Donor or Donor Organization Name: Atmosphere Commerical Interiors
Address, City, State & Zip Code: 81 South 9th Street Suite 450
Minneapolis, MI 55402

- Check one:
[X] Non-monetary donation
[D] This donation will be recorded in the campus/department activity account
[D] This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Club Name Account Number

Sponsor's Signature Date

Donation has been received and is pending approval D Yes
If yes, list Miscellaneous Receipt# D No

REQUESTER'S SIGNATURE: Principal/Department Head Date

ACCEPTANCE APPROVAL: Financial Services Director Date

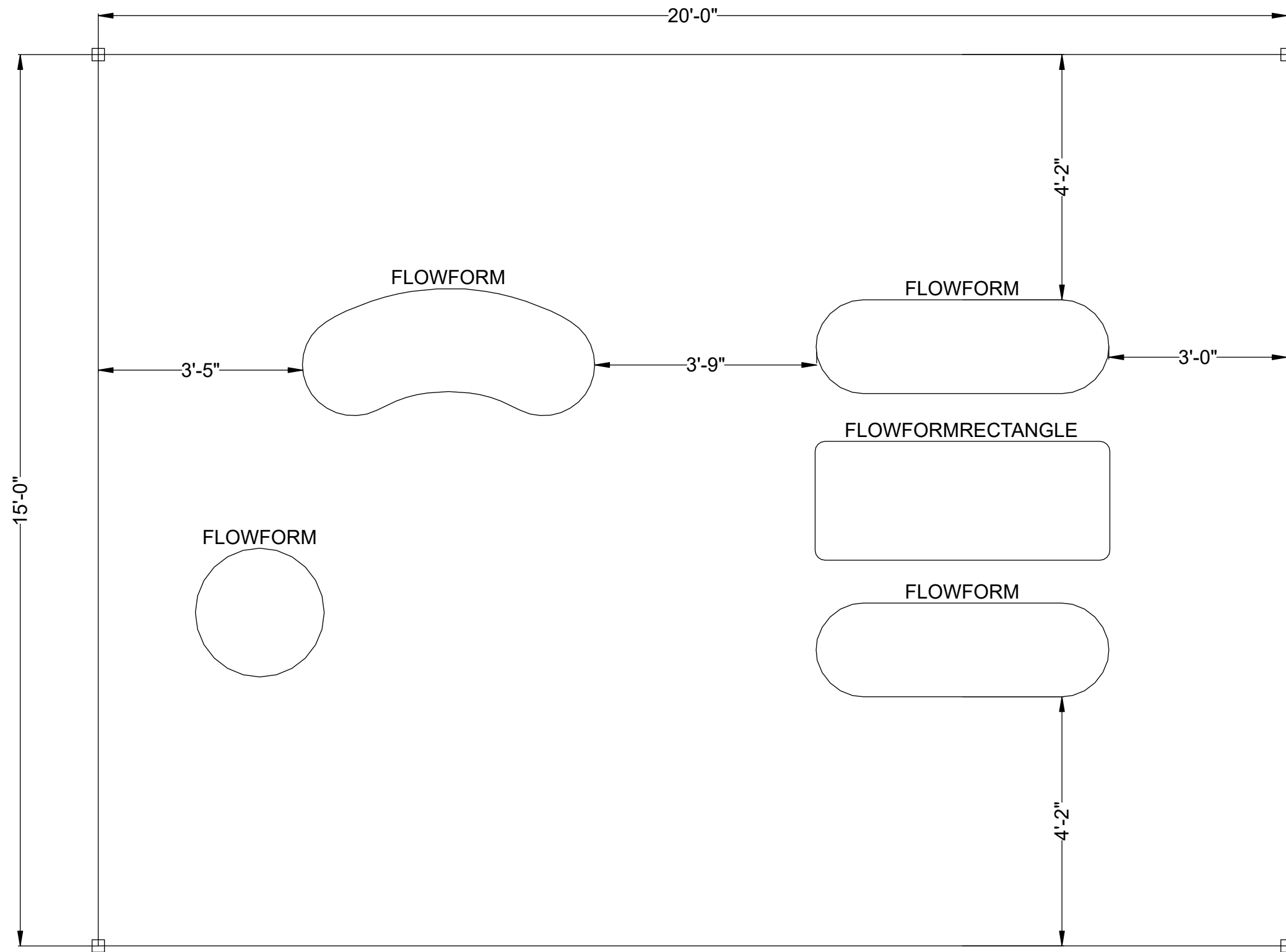
IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval: Director of School Resources Date

Facilities Approval: Executive Director of Facilities Date

AFTER ALL APPROVALS SEND: Copy to Campus, Copy to Accountant • Asset Management, Original to Board of Trustees for Approval

OUTDOOR AREA



OUTDOOR AREA



**Smith System<sup>®</sup>**

Canutillo ISD Outdoor Area  
27  
FURNITURE 3D VIEW

Date: 9/25/2025

Drawn by: K-LD

Scale: As Noted

OUTDOOR AREA

Furniture	Quantity	Unit Price	Total Price
<a href="#">Flowform® Outdoor Rectangle Table   Smith System® one of these tables</a>	1	\$1,575.71	\$1,575.71
<a href="#">Flowform Outdoor Straight Bench   Smith System® two of these</a>	2	\$1,234.95	\$2,469.90
<a href="#">Flowform Outdoor Bean Bench - Large   Smith System® one of these</a>	1	\$964.95	\$964.95
<a href="#">Flowform Outdoor Ottoman   Smith System® one of these</a>	1	\$774.95	\$774.95
			\$5,785.51



*Purchasing 10/30/25*  
 Canutillo Independent School District  
 Donation Approval Form

EXHIBIT R

Date of request: 10/10/25

School/ Department: CHS / Art

On behalf of the CISD, I am asking that you approve the acceptance of the following items

Donation Description	Quantity	Value
<u>cash</u>	<u>200</u>	<u>\$200</u>

Purpose of donation: Advanced Art supplies

Donor or Donor Organization Name: Jay Moya  
 Address, City, State & Zip Code: 500 Phil Hansen  
Canutillo TX 79835

- Check one:
- Non-monetary donation
  - This donation will be recorded in the campus/department activity account
  - This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Advanced Art

461.00, 5755.85, 001.00

Club Name

Account Number

[Signature]  
 Sponsor's Signature

10-10-25  
 Date

Donation has been received and is pending approval

If yes, list Miscellaneous Receipt#

70723

- Yes  
 No

REQUESTER'S SIGNATURE:

[Signature]  
 Principal/Department Head

10/23/25  
 Date

ACCEPTANCE APPROVAL:

Financial Services Director

Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All technology related items)

Director of School Resources

Date

Facilities Approval:

(If required - Building and grounds modification s/improvements)

Executive Director of Facilities

Date

AFTER ALL APPROVALS SEND:

*Copy to Campus*  
*Copy to Accountant • Asset Management*  
*Original to Board of Trustees for Approval*



12/2/25 - purchasing

Canutillo Independent School District  
Donation Approval Form

EXHIBIT R

Date of request: 11/17/25

School/ Department: CHS / AgScience / FFA

On behalf of the CISD, I am asking that you approve the acceptance of the following items.

Donation Description	Quantity	Value
<u>Check #7304</u>	<u>100.00</u>	<u>100.00</u>

Purpose of donation: To purchase FFA supplies

Donor or Donor Organization Name: Chadelle Robinson  
Address, City, State & Zip Code: 815 Ft. Fillmore  
Mesilla Park, NM 88047

- Check one:
- Non-monetary donation
  - This donation will be recorded in the campus/department activity account
  - This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Canutillo FFA  
Club Name

865.00-2198.55.917.00  
Account Number

Mauisa Cervantes  
Sponsor's Signature

11/17/25  
Date

Donation has been received and is pending approval  
If yes, list Miscellaneous Receipt# 70803

- Yes
- No

REQUESTER'S SIGNATURE:

[Signature]  
Principal/Department Head

12/1/25  
Date

ACCEPTANCE  
APPROVAL:

\_\_\_\_\_  
Financial Services Director

\_\_\_\_\_  
Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All technology related items)

\_\_\_\_\_  
Director of School Resources

\_\_\_\_\_  
Date

Facilities Approval:

(If required - Building and grounds modification s/improvements)

\_\_\_\_\_  
Executive Director of Facilities

\_\_\_\_\_  
Date

AFTER ALL APPROVALS SEND:

*Copy to Campus*  
*Copy to Accountant - Asset Management*  
*Original to Board of Trustees for Approval*



*11/1/25 purchasing*  
**Canutillo Independent School District**  
**Donation Approval Form**

EXHIBIT R

Date of request: 11/5/25 School/ Department: CHS

On behalf of the CISD, I am asking that you approve the acceptance of the following items.

Donation Description	Quantity	Value
<u>check # 1002</u>	<u>1</u>	<u>\$ 13,722.37</u>

Purpose of donation: Law Enforcement Misc. Expenses

Donor or Donor Organization Name: Sonia Dominguez-Miller  
 Address, City, State & Zip Code: 6281 cosecha luna  
El Paso, TX 79932

- Check one:
- Non-monetary donation
  - This donation will be recorded in the campus/department activity account
  - This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Law Enforcement 865.00.2198.17.917.00  
 Club Name Account Number

Edmond Robinson 11/5/25  
 Sponsor's Signature Date

Donation has been received and is pending approval  Yes  
 If yes, list Miscellaneous Receipt# 70783  No

REQUESTER'S SIGNATURE: [Signature] 11/4/25  
 Principal/Department Head Date

ACCEPTANCE APPROVAL: \_\_\_\_\_  
 Financial Services Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

**Technology Approval:** \_\_\_\_\_  
 (If required - All technology related issues) Director of School Resources Date

**Facilities Approval:** \_\_\_\_\_  
 (If required - Building and grounds modification/improvements) Executive Director of Facilities Date

AFTER ALL APPROVALS SEND: *Copy to Campus*  
*Copy to Accountant • Asset Management*  
*Original to Board of Trustees for Approval*

39174429

**CHS LAW BOOSTER CLUB**  
6675 S DESERT BLVD  
EL PASO, TX 79932-8506

70783

1002

88-67120 2939

DATE 11/5/25

PAY TO THE ORDER OF

Canutillo High School

\$ 13,722.37

Thirteen thousand seven hundred twenty two <sup>37/100</sup> DOLLARS



Wells Fargo Bank, N.A.  
El Paso, Texas  
Member FDIC

Donation

FOR

Law Enforcement Acct # 65.00.2195.17.917.00

Senia Dominguez Miller

⑆0000001002⑆ ⑆12000066⑆ 3889822512⑆



Canutillo Independent School District
Donation Approval Form

Date of request: 11/14/25

School/ Department: DDE

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Table with 3 columns: Donation Description, Quantity, Value. Row 1: Check, 1, \$128.

Purpose of donation: Donation will be used for DDE activity for teachers, students and staff

Donor or Donor Organization Name: Hot Shots By Lameli Photo LLC
Address, City, State & Zip Code: 3470 Lee Blvd, El Paso, TX 79936

- Check one:
0 Non-monetary donation
D This donation will be recorded in the campus/department activity account
D This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

DDE Activity Fund
Club Name
Sponsor's Signature

461.00.5755.06.102.00
Account Number
11/14/25
Date

Donation has been received and is pending approval
If yes, list Miscellaneous Receipt#
D Yes
D No

REQUESTER'S SIGNATURE: [Signature]
Principal/Department Head
11/14/2025
Date

ACCEPTANCE APPROVAL:
Financial Services Director
Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:
Director of School Resources
Date

Facilities Approval:
Executive Director of Facilities
Date

AFTER ALL APPROVALS SEND:
Copy to Campus
Copy to Accountant • Asset Management
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donor's tax status when donating to a club or team.

Canutillo Independent School District

Office Receipt

NO. 68910

School DDE  
Received From Hot Snots

Date 11/14, 2025  
\$ 128

(CHECK ONE) CASH \_\_\_\_\_ CHECK(S)  BOTH \_\_\_\_\_

FUNDRAISER # \_\_\_\_\_ TAX FREE DAY \_\_\_\_\_ TAX INCLUDED \_\_\_\_\_  
MISC RECEIPT# \_\_\_\_\_ TICKET# \_\_\_\_\_

ACCT.	DESCRIPTION	AMOUNT
461.00.5755.06.102.00	Hot Snots Donations	\$ 128

**NO RECEIPT NO REFUND**

(Please specify type when reporting a fund raising activity; i.e. candy, t-shirts, fund raiser # and whether tax-free)

**NOTE: An original receipt must be presented for refund**  
If payment is made by check, a refund can only be issued after 10 working days after the check was deposited

Distribution: White copy to payer  
Yellow copy to finance w/Master receipt  
Pink copy remains in the book for audit purposes

Received By [Signature]

Canutillo Independent School District

**MASTER RECEIPT**

DEPOSIT # \_\_\_\_\_

MASTER # 17338

SCHOOL DDE

DATE 11/14/25

AMOUNT \$ 128

88910

OFFICE RECEIPT REFERENCE

DEPOSIT BY [Signature]

POSTED \_\_\_\_\_  
INITIAL & DATE





**HOT SHOTS BY LOMELI PHOTO, LLC**  
3470 LEE BLVD  
EL PASO, TX 79936-1411

DATE NOV-10-25 32-61/1110

PAY TO THE ORDER OF

Deanna Davenport Elem

\$ 128<sup>00</sup>

one Hundred dollars<sup>00</sup>/<sub>100</sub>

DOLLARS Security Features  
including  
Digital Ink



FOR

Class Pic Com

⑈007274⑈ ⑆111000614⑆

705277379⑈



# Canutillo Independent School District Donation Approval Form

Date of request: 12/1/2025 School/Department: JDE

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Donation Description	Quantity	Value
Goodwill-Sunflower Operating Donation Pickup - Month of October - Check	1	\$ 339.24

Purpose of donation: Community donations of items (clothes & etc) for schools activities, materials & etc.

Donor or Donor Organization Name: Goodwill Industries of El Paso  
Address, City, State & Zip Code: \_\_\_\_\_

- Check one:
- Non-monetary donation
  - This donation will be recorded in the school's activity account
  - This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in

Club Name \_\_\_\_\_ Account Number \_\_\_\_\_

On file w/ District  
Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Donation has been received and is pending approval  Yes  
If yes, list Miscellaneous Receipt # \_\_\_\_\_  No

**REQUESTER'S SIGNATURE:** Maggie Cano 12-2-25  
Principal/Department Head Date

**ACCEPTANCE APPROVAL:** \_\_\_\_\_  
Business Services Executive Director Date

**IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:**

**Technology Approval:** \_\_\_\_\_  
(If required - All computer related items) Technology Coordinator Date

**Facilities Approval:** \_\_\_\_\_  
(If required - Building and grounds modifications/improvements) Executive Director of Facilities Date

**AFTER ALL APPROVALS SEND:**  
*Copy to Business Services  
Original to Campus*  
37

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus general fund are tax-deductible. Donors should check with their tax-advisor for the donation's tax status when donating to a club or team.





Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 12/08/25

School/ Department: PIO

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Table with 3 columns: Donation Description, Quantity, Value. Row 1: DDE Groundbreaking, 1, \$ 3,000.00

Purpose of donation: Donation for organizing DDE Bond Groundbreaking

Donor or Donor Organization Name: Pflugger
Address, City, State & Zip Code: 209 E Riverside, Austin, TX 78704

- Check one:
[ ] Non-monetary donation
[X] This donation will be recorded in the campus/department activity account
[ ] This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Club Name: \_\_\_\_\_
Account Number: 461.41.6499.03.730.99

Sponsor's Signature: \_\_\_\_\_
Date: \_\_\_\_\_

Donation has been received and is pending approval [ ] Yes
If yes, list Miscellaneous Receipt# \_\_\_\_\_ [X] No

REQUESTER'S SIGNATURE: \_\_\_\_\_
Principal/Department Head Date

ACCEPTANCE APPROVAL: \_\_\_\_\_
Financial Services Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval: \_\_\_\_\_
Director of School Resources Date

Facilities Approval: \_\_\_\_\_
Executive Director of Facilities Date

AFTER ALL APPROVALS SEND:
Copy to Campus
Copy to Accountant • Asset Management
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donor's tax status when donating to a club or team.



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 9/25/2025

School/ Department: Reyes Elementary School

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Table with 3 columns: Donation Description, Quantity, Value. Rows include Outdoor Rectangle Table, Outdoor Straight Bench, Outdoor Bean Bench, Outdoor Ottoman, and a Total row.

Purpose of donation: Outdoor furniture for the new shade structure

Donor or Donor Organization Name: Atmosphere Commerical Interiors
Address, City, State & Zip Code: 81 South 9th Street Suite 450
Minneapolis, MI 55402

- Check one:
[X] Non-monetary donation
[D] This donation will be recorded in the campus/department activity account
[D] This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Club Name Account Number

Sponsor's Signature Date

Donation has been received and is pending approval [D] Yes
If yes, list Miscellaneous Receipt# [D] No

REQUESTER'S SIGNATURE: Principal/Department Head Date

ACCEPTANCE APPROVAL: Financial Services Director Date

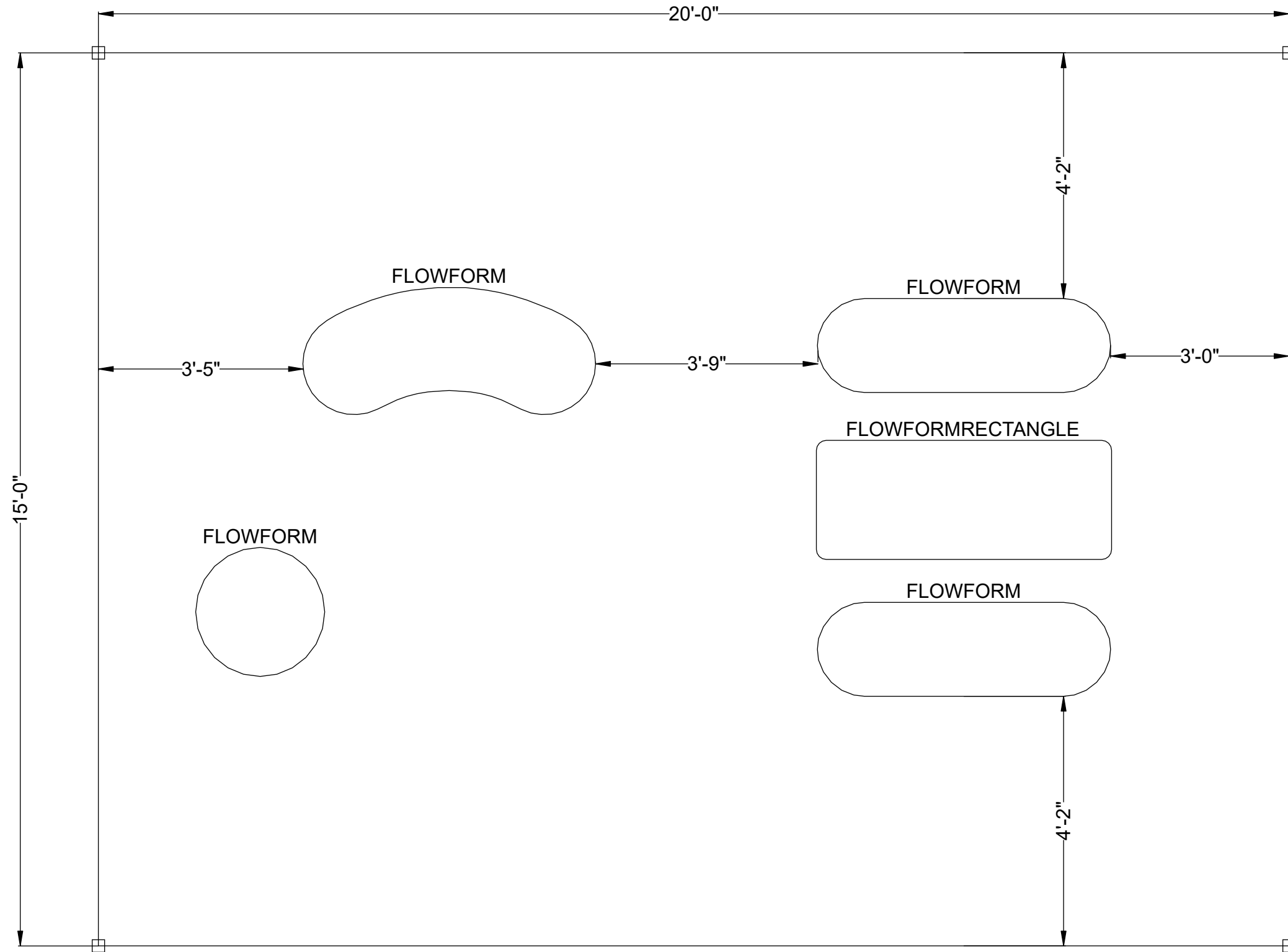
IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval: Director of School Resources Date

Facilities Approval: Executive Director of Facilities Date

AFTER ALL APPROVALS SEND: Copy to Campus, Copy to Accountant • Asset Management, Original to Board of Trustees for Approval

OUTDOOR AREA



OUTDOOR AREA



**Smith System®**

Canutillo ISD Outdoor Area  
42  
FURNITURE 3D VIEW

Date: 9/25/2025

Drawn by: K-LD

Scale: As Noted

OUTDOOR AREA

Furniture	Quantity	Unit Price	Total Price
<a href="#">Flowform® Outdoor Rectangle Table   Smith System® one of these tables</a>	1	\$1,575.71	\$1,575.71
<a href="#">Flowform Outdoor Straight Bench   Smith System® two of these</a>	2	\$1,234.95	\$2,469.90
<a href="#">Flowform Outdoor Bean Bench - Large   Smith System® one of these</a>	1	\$964.95	\$964.95
<a href="#">Flowform Outdoor Ottoman   Smith System® one of these</a>	1	\$774.95	\$774.95
			\$5,785.51

# Board of Trustees

## Executive Summary of Board Agenda Item

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

Subject/Title for Agenda Posting: Presentation of Budget Amendments for November 2025

Justification Statement: Presentation for your review and acceptance of Budget Amendments for the month of November 2025

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

Staff Responsible: Cristina Pulley, Executive Director of Financial Services

Signature of Requester(s)

Signature of Presenter(s)

  
Business Services Approval (Initials)

12-8-25  
Date

### Agenda Summary:

Presentation of Budget Amendments for November 2025

RECOMMENDATION: Administration recommends approval of Budget Amendments for the month of November 2025

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S): N/A

ACCOUNT NO(S):  
N/A

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

REQUESTING DEPARTMENT:  
Financial Services Department

CONSEQUENCES OF NON-APPROVAL:  
N/A

IMPLEMENTATION TIMELINE:  
N/A

ATTACHMENT(S):  Budget Amendments Memo





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

TO: Board of Trustees  
 Dr. Jessica Arellano, Interim Superintendent

FROM: Cristina Pulley, Executive Director for Financial Services

DATE: Dec 8, 2025

SUBJECT: Budget Amendments for November 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 #347486** -This amendment will allocate funds from function (13) Curriculum development & Instructional Staff Development to (23) School Leadership for the time clocks. This budget amendment will have no impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.13.6411.00.103.11	Employee Travel, Training and Subsistence	\$ 2,046	\$ (1,350)	\$ 696
199.23.6398.00.103.99	Controlled Assets Other-Technology	\$ -	\$ 1,350	\$ 1,350

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

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

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

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

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

# Board of Trustees

## Executive Summary of Board Agenda Item

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

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information  Discussion  Action

Item Type:

Curriculum & Instruction  HumanResources  Business Services

Staff Responsible:

\_\_\_\_\_  
*Signature of Requester(s)*

\_\_\_\_\_  
*Signature of Presenter(s)*

*CPulley*

*Business Services Approval (Initials)*

*Date*

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

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

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):



# CANUTILLO A Premier District

**TO:** Board of Trustees  
Dr. Pedro Galaviz, Superintendent

**FROM:** Cristina Pulley, Executive Director of Financial Service

**DATE:** July 31, 2025

**SUBJECT:** Annual Comprehensive Investment Report for Fiscal Year 2025

## Introduction

This report presents a comprehensive overview of the investment program and activity of the Canutillo Independent School District for the year ended June 30, 2025. The Public Funds Investment Act requires quarterly reporting of investment activity and balances (both book and market values). In addition to quarterly reporting, district policy CDA-Local requires a written year end investment report to be presented to the Board of Trustees.

The investment objectives of safety, liquidity, and maturity levels that are sufficient to meet anticipated cash requirements is what drives the investment activity. For fiscal year 2024-2025, the District maintained its investments in investment pools and governmental investment pools with Logic, Lone Star, Texas Class, Texpool, TexSTAR and UMB. The portfolio within these investment pools includes Money Market, Commercial Paper, U.S. Treasury Securities, Government Obligation, and Repurchase Agreements.

## Analysis of Investment Performance

The focus of the investment program is the safety, liquidity and maturity of invested funds. Funds must be available to meet daily cash requirements as well as short and long-term needs. Maximizing investment yields are only considered after the other investments' goals have been met. Investment yields are reported for the fiscal year ending June 30, 2025.

The District ended the first quarter with \$115,422,754 in investment funds. In the second quarter, this amount increased to \$127,311,632 mainly resulting from tax collections during the month of December. In the third quarter the amount decreases to \$117,053,919 due to debt payments. The District ended the fourth quarter with \$97,267,612 million in investment funds. The decrease is attributed to disbursements for bond related purchases and reduced property tax collections which tapers off toward the end of the year. Throughout the year, the revenue and disbursements fluctuated.

At the beginning of the fiscal year, the average interest yield was 5.07%. In the fourth quarter, the investment rate decreased to an average of 4.23% due to the decreases in the market rates. Total interest revenue for the fiscal year totaled \$3,660,478.

7965 Artcraft | El Paso, TX 79932  
915.877.7400 | [www.canutillo-isd.org](http://www.canutillo-isd.org)  
Follow us on:   



# CANUTILLO A Premier District

## General Fund

General Fund investments are restricted by payroll pay dates and accounts payable check runs, since payments for all funds are initially paid out of this fund. Transfers are made as needed from the pools to the checking bank account to cover cash disbursements. The investment balance in the General Fund ended the year with an average investment yield of 4.3649%. The average investment balance in the General Fund started with \$7.110 million invested, increased to \$18.582 million in the second quarter and ended the year with a balance of \$7.077 million. Revenues during the year came mainly from property taxes and from state funds. The highest peak was mostly due to collection of property taxes in November and December.

## Debt Service Fund

The Debt Service Fund ended with an average investment yield of 4.3722%. The ending investment balance in the Debt Service Fund increased from \$10.368 million to \$13.863 million. The bulk of property taxes were deposited in December, January, and February. The high cash balance was needed to pay the August and February debt payments of \$3.035 million and \$7.946 million, respectively and a defeasance of \$3.304 million. Debt payments due on February 15th and August 15th dates must be considered when making investment decisions in the Debt Service Fund.

## Food Service Fund

The Food Service Fund balance increased from \$2.462 to \$2.549 million. The generated interest revenue for the fourth quarter was \$28,062 invested in a yield of 4.43%.

## Health Insurance Fund

The Health Insurance fund ended with an average investment yield of 4.43%. The ending investment balance increased minimally from \$3,791 to \$3,924. The total interest revenue in the fourth quarter was \$43.

## Construction Projects Fund

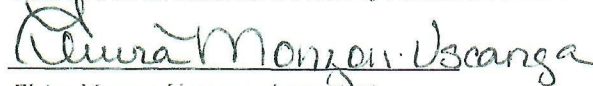
The Construction Projects Fund ended with an average investment yield of 4.133%. The fund began the year with a balance of \$95,477,556 and ended the year with a balance of \$73,773,588. The interest revenue in the fourth quarter was \$774,214. The large balance is due to bond issuances for 2024A & 2024B bonds and the decrease of \$21.704 million was due to payments for bond construction projects.

## Conclusion

The District will continue to monitor yields in longer term investments. Daily yields have decreased due to the decrease of rates in equity markets. The investment rating for all five investment pools is "AAA" rates. The District utilizes and will continue to utilize governmental investment pools and fixed maturity investments whenever available. As the districts's investment officers, we will continue to seek investment opportunities after investment safety, liquidity, and maturity are considered. The investment portfolio is in compliance with the Public Funds Investment Act and the Board's investment policy requirements throughout the year. The District faced a challenging year in maintaining balanced-budget measures which included budget cuts, student program eliminations and staff reductions; these challenges were taken into consideration as they affected the overall amounts that were invested.

  
Cristina Pulley, Executive Director of Financial Service

  
Ricardo Porras, Assistant Director of Financial Services

  
Elvira Monzon-Uscanga, Accountant

7965 Artcraft | El Paso, TX 79932  
915.877.7400 | [www.canutillo-isd.org](http://www.canutillo-isd.org)  
Follow us on:   



# CANUTILLO A Premier District

**TO:** Board of Trustees  
Dr. Pedro Galaviz, Superintendent

**FROM:** Cristina Pulley, Director of Financial Service

**DATE:** July 31, 2025

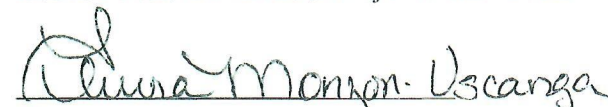
**SUBJECT:** Quarterly Investment Report for June 30, 2025

The attached report of investments for the Canutillo Independent School District for the quarter ending June 30, 2025 is in full compliance with the Investment Policy and strategy as established for the District with the Public Funds Investment Act (Chapter 2256).

Approved by:

  
\_\_\_\_\_  
*Cristina Pulley, Executive Director of Financial Services*

  
\_\_\_\_\_  
*Ricardo Porras, Assistant Director of Financial Services*

  
\_\_\_\_\_  
*Elvira Monzon-Uscanga, Accountant*

7965 Artcraft | El Paso, TX 79932  
915.877.7400 | [www.canutillo-isd.org](http://www.canutillo-isd.org)  
Follow us on:   



**Canutillo Independent School District  
Quarterly Summary of Investments  
June 30, 2025**

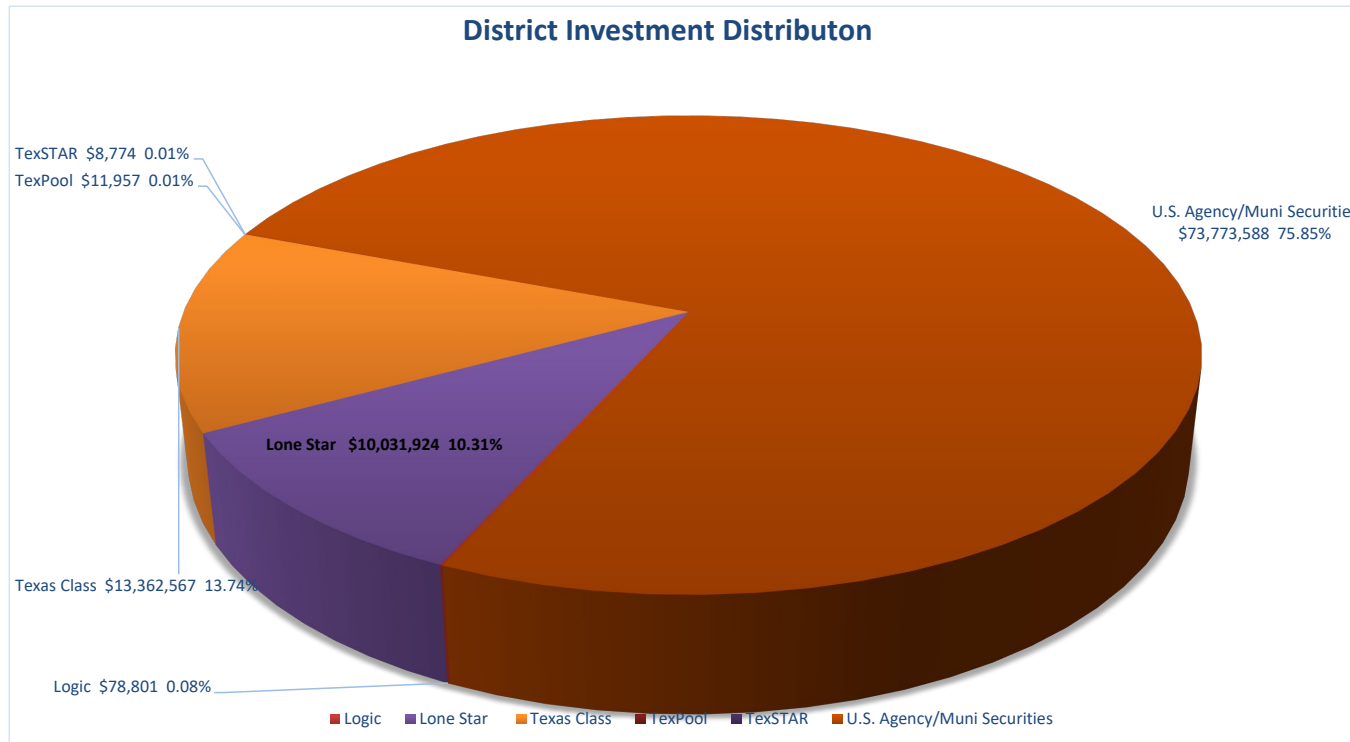
Description	Maturity Date	Current Month Interest Rate	06/30/2025 Book Value	06/30/2025 Market Value	3/31/2025 Book Value	3/31/2025 Market Value	Quarterly Accrued Interest	Book Value Increase/Decrease
<b>Operating Fund</b>								
Logic	On Demand	4.4108%	\$ 78,801	\$ 78,778	\$ 77,938	\$ 77,938	\$ 864	\$ 864
Lone Star Corporate	On Demand	4.4300%	5,941,579	5,941,579	6,887,605	6,887,605	52,111	(946,026)
Texas Class	On Demand	4.4021%	\$ 1,036,459	\$ 1,036,459	4,786,793	4,786,793	21,332	(3,750,334)
TexPool	On Demand	4.2970%	11,957	11,957	11,830	11,830	128	128
TexSTAR	On Demand	4.2844%	\$ 8,583	\$ 8,583	8,492	8,492	91	91
<b>Subtotal</b>		<b>4.3649%</b>	<b>\$ 7,077,380</b>	<b>\$ 7,077,356</b>	<b>\$ 11,772,656</b>	<b>\$ 11,772,657</b>	<b>\$ 74,526</b>	<b>(4,695,277)</b>
<b>Debt Service Fund</b>								
Lone Star Corporate	On Demand	4.4300%	\$ 1,537,304	\$ 1,537,304	\$ 1,520,380	\$ 1,520,380	\$ 16,924	16,924
Texas Class	On Demand	4.4021%	12,326,108	12,326,108	12,071,486	12,071,486	134,659	254,622
TexSTAR	On Demand	4.2844%	191	191	189	189	2	2
<b>Subtotal</b>		<b>4.3722%</b>	<b>\$ 13,863,603</b>	<b>\$ 13,863,603</b>	<b>\$ 13,592,055</b>	<b>\$ 13,592,055</b>	<b>\$ 151,585</b>	<b>271,548</b>
<b>Food Service Fund</b>								
Lone Star Corporate	On Demand	4.4300%	\$ 2,549,117	\$ 2,549,117	\$ 2,521,055	\$ 2,521,055	\$ 28,062	\$ 28,062
<b>Health Insurance Fund</b>								
Lone Star Corporate	On Demand	4.4300%	\$ 3,924	\$ 3,924	\$ 3,881	\$ 3,881	\$ 43	43
<b>Construction Fund</b>								
Lone Star 2011	On Demand	4.4300%	-	-	13	13	0	(13)
Lonestar 2013	On Demand	4.4300%	0	0	42	42	0	(42)
U.S. Agency/Muni Securities	On Demand	3.5400%	73,773,588	75,254,314	89,164,217	90,148,939	774,214	(15,390,629)
<b>Subtotal</b>		<b>4.1333%</b>	<b>\$ 73,773,588</b>	<b>\$ 75,254,314</b>	<b>\$ 89,164,272</b>	<b>\$ 90,148,994</b>	<b>\$ 774,214</b>	<b>(15,390,683)</b>
<b>Total Investments</b>		<b>4.2361%</b>	<b>\$ 97,267,612</b>	<b>\$ 98,748,314</b>	<b>\$ 117,053,919</b>	<b>\$ 118,038,641</b>	<b>\$ 1,028,430</b>	<b>(19,786,307)</b>

Asset	Book Value	Portfolio Weighted Average Maturity			Maturity Date of Each Asset	S&P Credit Ratings as of: 6/30/2025
		Days to Maturity	Weighted Average Maturity (WAM)			
Logic	78,801	1	0.001	6/30/2025	Liquid pool, due on demand	AAAm
Lone Star	10,031,924	1	0.103	6/30/2025	Liquid pool, due on demand	AAA/S1+
Texas Class	13,362,567	1	0.137	6/30/2025	Liquid pool, due on demand	AAAm
TexPool	11,957	1	0.000	6/30/2025	Liquid pool, due on demand	AAAm
TexSTAR	8,774	1	0.000	6/30/2025	Liquid pool, due on demand	AAAm
U.S. Agency/Muni Securities	73,773,588	1	0.758	6/30/2025	Liquid pool, due on demand	A/AAAm
	<b>\$ 97,267,612</b>		<b>1.000</b>			

## Canutillo Independent School District Quarterly Summary of Investments June 30, 2025

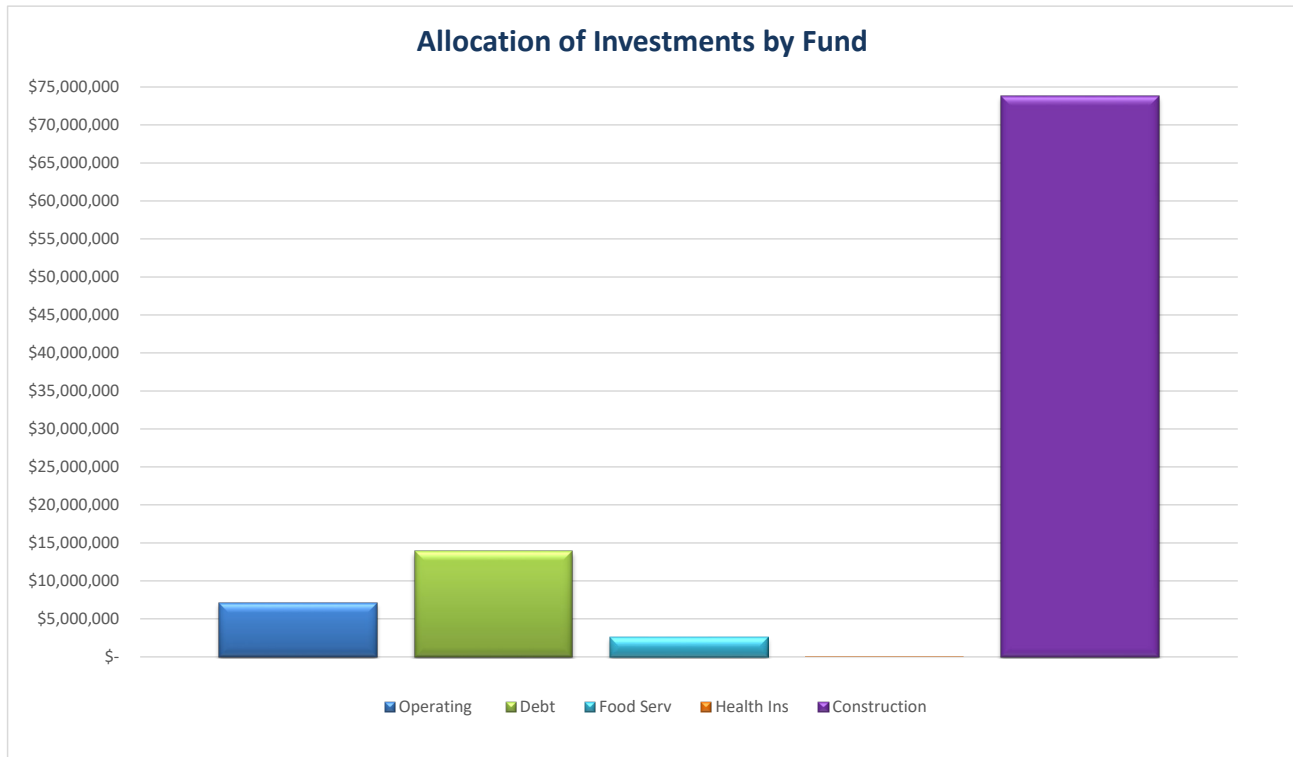
AAA is the highest Issuer Credit Rating assigned by Standar & Poor's  
(m is for Money Market, f is for Fund, and S1+designates low volatility)

Investment	Amount	Percentage
Logic	\$ 78,801	0.08%
Lone Star	\$ 10,031,924	10.31%
Texas Class	\$ 13,362,567	13.74%
TexPool	\$ 11,957	0.01%
TexSTAR	\$ 8,774	0.01%
U.S. Agency/Muni Se	\$ 73,773,588	75.85%
<b>Total</b>	<b>\$ 97,267,612</b>	<b>100.00%</b>



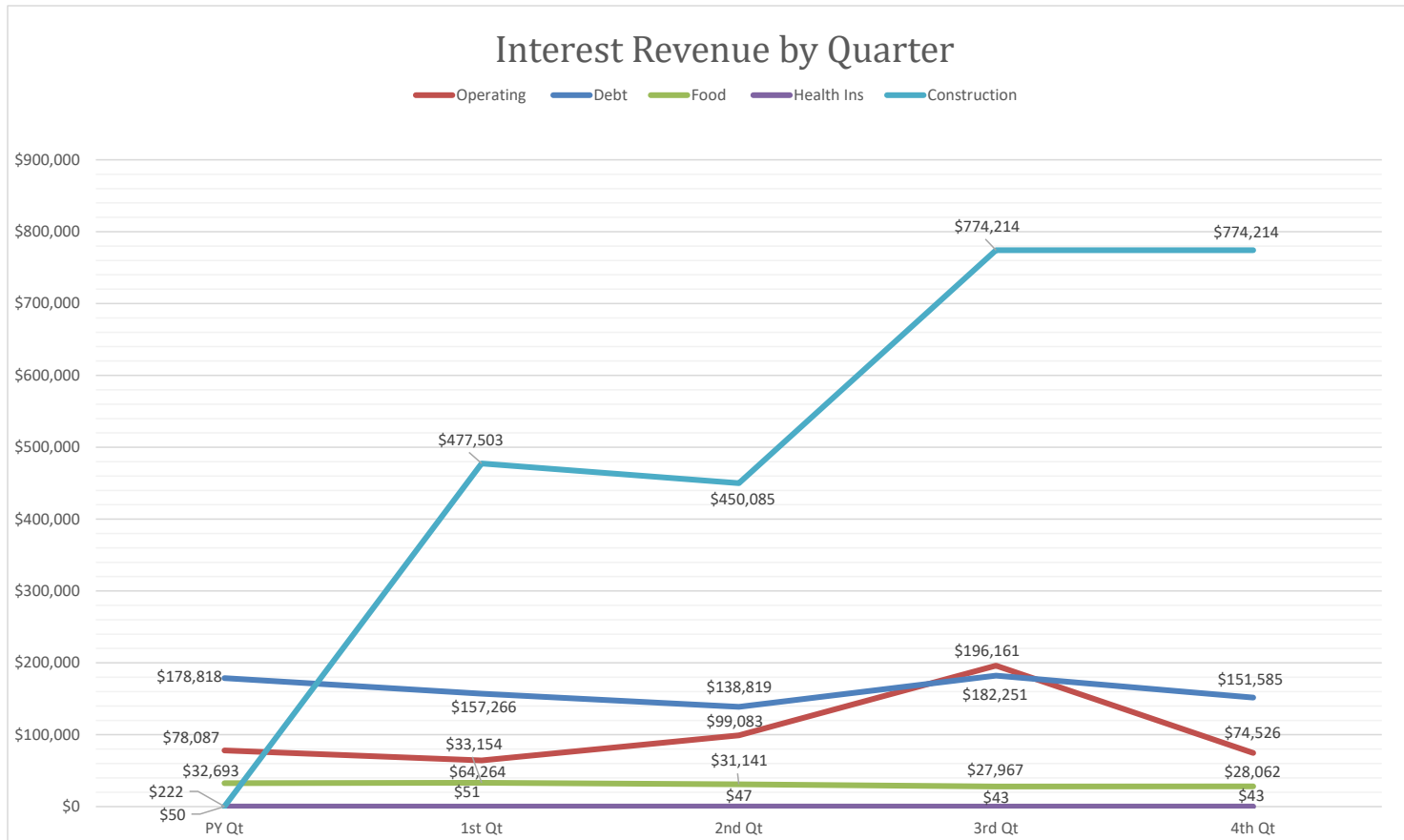
**Canutillo Independent School District  
Quarterly Summary of Investments  
June 30, 2025**

Fund	Amount	Percentage
Operating	\$ 7,077,380	7.28%
Debt	\$ 13,863,603	14.25%
Food Serv	\$ 2,549,117	2.62%
Health Ins	\$ 3,924	0.00%
Construction	\$ 73,773,588	75.85%
<b>Total</b>	<b>\$ 97,267,612</b>	<b>100.00%</b>



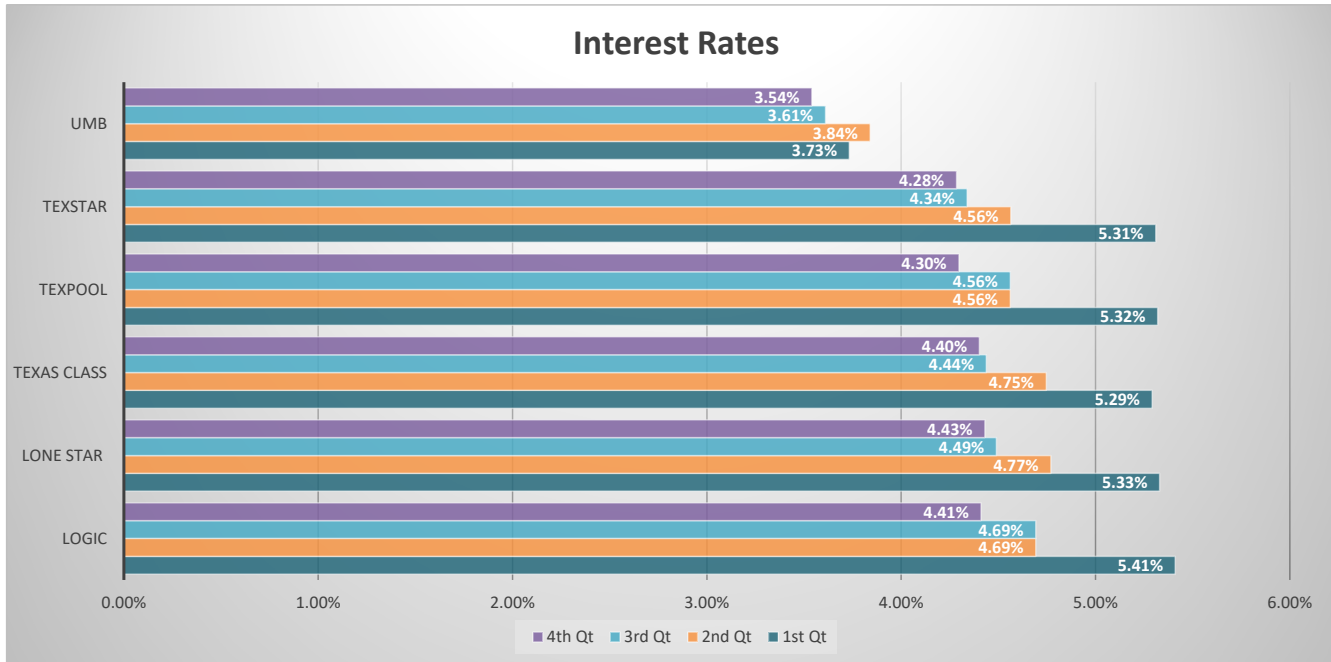
**Canutillo Independent School District  
Quarterly Summary of Investments  
June 30, 2025**

Interest	PY Qt	1st Qt	2nd Qt	3rd Qt	4th Qt
Operating	\$ 78,087	\$ 64,264	\$ 99,083	\$ 196,161	\$ 74,526
Debt	\$ 178,818	\$ 157,266	\$ 138,819	\$ 182,251	\$ 151,585
Food	\$ 32,693	\$ 33,154	\$ 31,141	\$ 27,967	\$ 28,062
Health Ins	\$ 50	\$ 51	\$ 47	\$ 43	\$ 43
Construction	\$ 222	\$ 477,503	\$ 450,085	\$ 774,214	\$ 774,214
<b>Total</b>	<b>\$ 289,870</b>	<b>\$ 732,238</b>	<b>\$ 719,175</b>	<b>\$ 1,180,636</b>	<b>\$ 1,028,430</b>



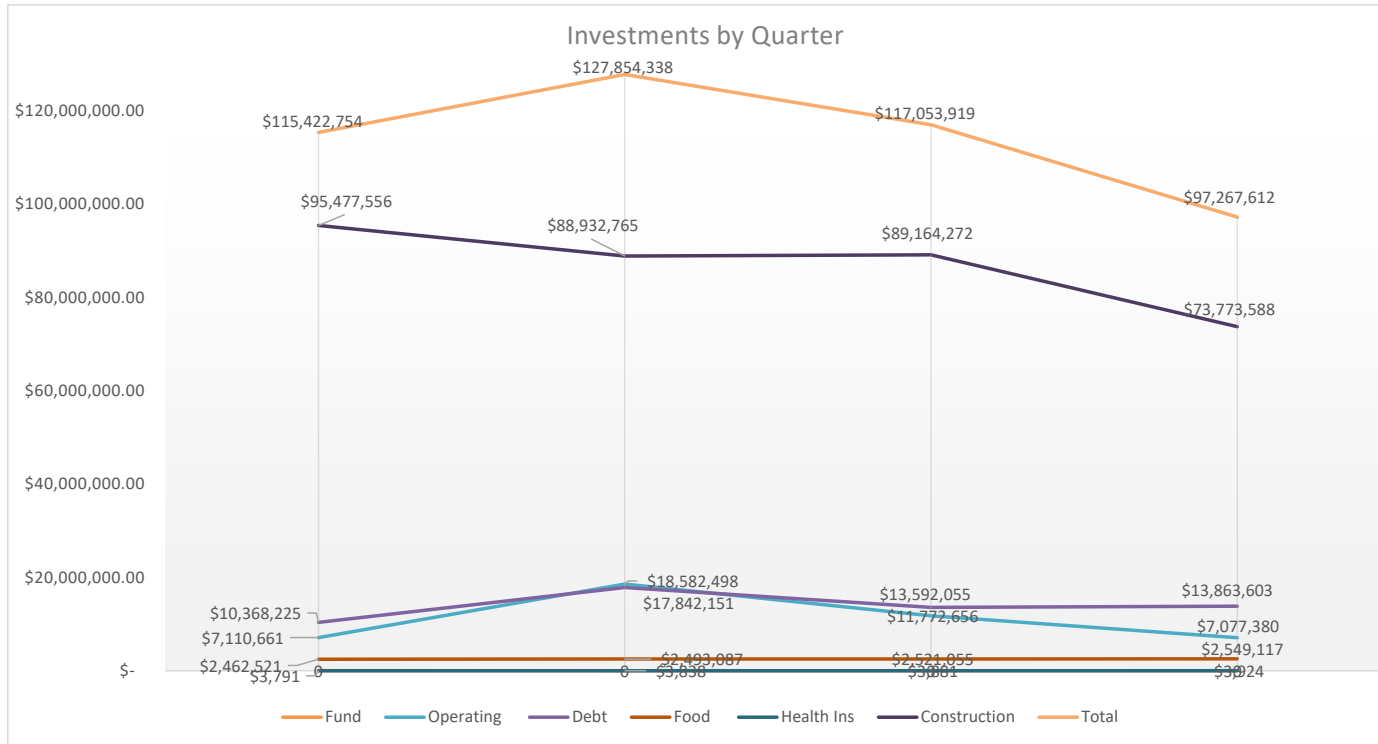
**Canutillo Independent School District  
Quarterly Summary of Investments  
June 30, 2025**

Investment	1st Qt	2nd Qt	3rd Qt	4th Qt
Logic	5.41%	4.69%	4.69%	4.41%
Lone Star	5.33%	4.77%	4.49%	4.43%
Texas Class	5.29%	4.75%	4.44%	4.40%
TexPool	5.32%	4.56%	4.56%	4.30%
TexSTAR	5.31%	4.56%	4.34%	4.28%
UMB	3.73%	3.84%	3.61%	3.54%
<b>Average</b>	<b>5.07%</b>	<b>4.53%</b>	<b>4.36%</b>	<b>4.23%</b>



**Canutillo Independent School District  
Quarterly Summary of Investments  
June 30, 2025**

Fund	1st Qt	2nd Qt	3rd Qt	4th Qt
Operating	\$ 7,110,661	\$ 18,582,498	\$ 11,772,656	\$ 7,077,380
Debt	\$ 10,368,225	\$ 17,842,151	\$ 13,592,055	\$ 13,863,603
Food	\$ 2,462,521	\$ 2,493,087	\$ 2,521,055	\$ 2,549,117
Health Ins	\$ 3,791	\$ 3,838	\$ 3,881	\$ 3,924
Construction	\$ 95,477,556	\$ 88,932,765	\$ 89,164,272	\$ 73,773,588
<b>Total</b>	<b>\$ 115,422,754</b>	<b>\$ 127,854,338</b>	<b>\$ 117,053,919</b>	<b>\$ 97,267,612</b>



# CANUTILLO A Premier District

To: Board of Trustees  
Dr. Jessica Arellano, Interim Superintendent

From: Cristina Pulley, Executive Director of Financial Service

Date: October 31, 2025

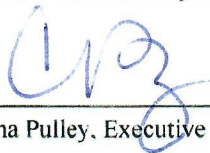
Subject: Quarterly Investment Report for September 30, 2025

This investment report for the Canutillo Independent School District, for the quarter ending September 30, 2025, is in full compliance with the Investment Policy and strategy as established for the District per the Public Funds Investment Act (Chapter 2256). The Public Funds Investment Act requires quarterly reporting on investment activity, balances (both book and market values) and presentation to the Board of Trustees.

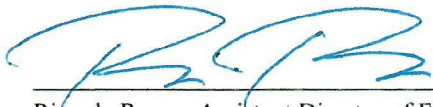
The investment objectives of safety, liquidity, and maturity levels that are sufficient to meet anticipated cash requirements is what drives the investment activity. For fiscal year 2025-2026, the District will maintain its investments in governmental investment pools and fixed term maturities with Logic, Lone Star, Texas Class, TexPool, TexSTAR and UMB as well as U.S. Agency Securities. The portfolio within these investments includes Money Markets, Commercial Paper, U.S. Treasury Securities, Government Obligations, and Repurchase Agreements.

During the first quarter, the District's total investment of \$92,917,610, was invested at an average interest yield of 4.24% which resulted in interest income of \$591,303. Operating Fund investments of \$8.372 million generated interest revenue of \$58,947. Most of the investments were in the Operating Fund due to the daily withdrawals needed to cover cash disbursements. The Debt Service Fund decreased from \$13.863 million to \$8.609 million due to debt payments made in August. Similarly, the Health Insurance Fund maintained the same balance of \$3,968 for the first quarter. The Construction Fund increased from \$73,773,588 to \$75,914,573 due to increases from interest and market value.

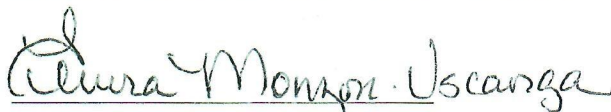
At the end of the quarter, the investment rates in the equity markets and the investment ratings for all five investment pools were rated "AAA." As the district's investment officers, we will continue to seek investment opportunities after investment the Board's investment policy requirements.



Cristina Pulley, Executive Director of Financial Services



Ricardo Porras, Assistant Director of Financial Services



Elvira Monzon-Uscanga, Accountant

7965 Artcraft | El Paso, TX 79932  
915.877.7400 | [www.canutillo-isd.org](http://www.canutillo-isd.org)  
Follow us on:   



**Canutillo Independent School District  
Quarterly Summary of Investments  
September 30, 2025**

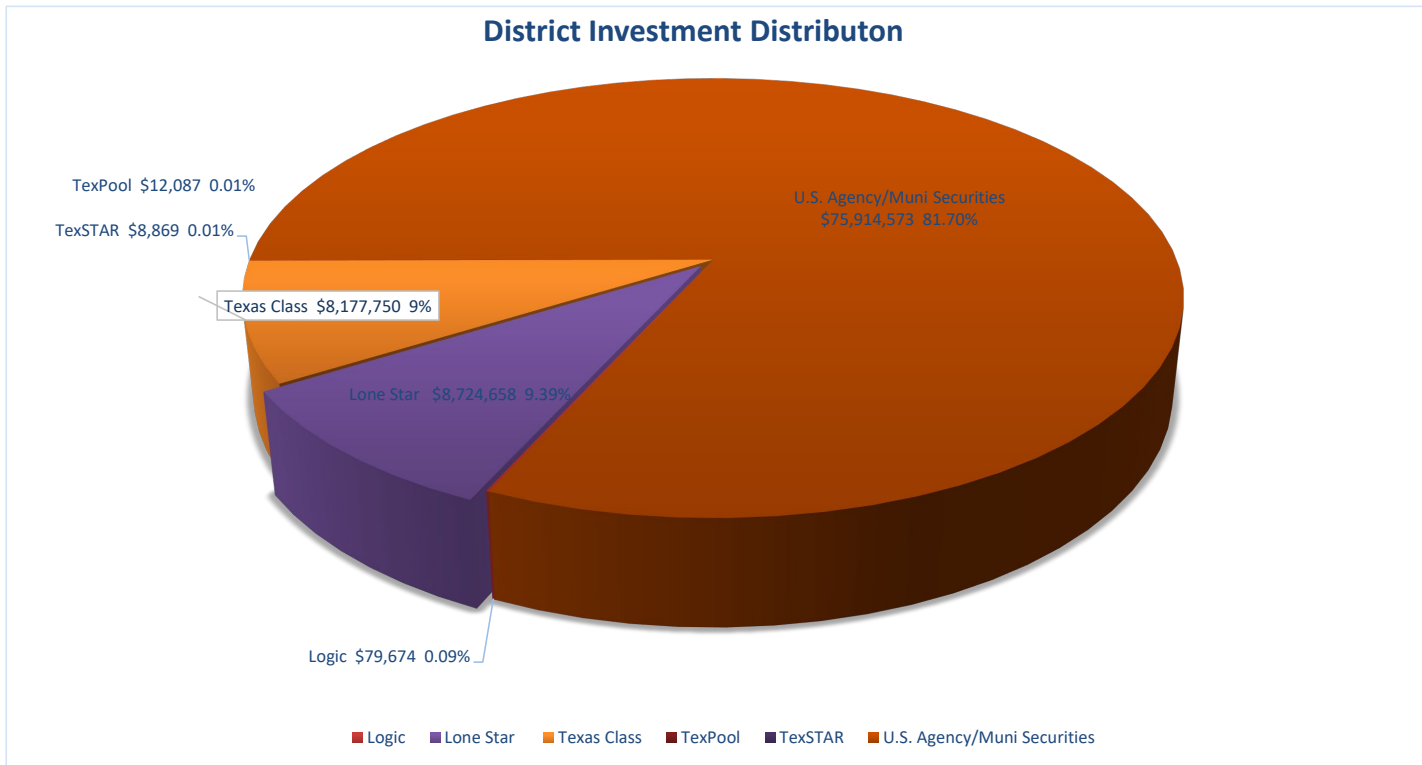
Description	Maturity Date	Current Month Interest Rate	9/30/2025 Book Value	9/30/2025 Market Value	6/30/2025 Book Value	6/30/2025 Market Value	Quarterly Accrued Interest	Book Value Increase/Decrease
<b>Operating Fund</b>								
Logic	On Demand	4.3317%	\$ 79,674	\$ 79,674	\$ 78,801	\$ 78,801	\$ 873	\$ 873
Lone Star Corporate	On Demand	4.3869%	7,149,703	7,149,703	5,941,579	5,941,579	46,074	1,208,124
Texas Class	On Demand	4.3496%	1,122,548	1,122,548	1,036,459	1,036,459	11,778	86,089
TexPool	On Demand	4.2520%	12,087	12,087	11,957	11,957	130	130
TexSTAR	On Demand	4.2135%	8,676	8,676	8,583	8,583	93	93
<b>Subtotal</b>		<b>4.3067%</b>	<b>\$ 8,372,688</b>	<b>\$ 8,372,688</b>	<b>\$ 7,077,380</b>	<b>\$ 7,077,380</b>	<b>\$ 58,947</b>	<b>\$ 1,295,308</b>
<b>Debt Service Fund</b>								
Lone Star Corporate	On Demand	4.3869%	\$ 1,554,495	\$ 1,554,495	\$ 1,537,304	\$ 1,537,304	\$ 17,191	17,191
Texas Class	On Demand	4.3496%	7,055,201	7,055,201	12,326,108	12,326,108	101,996	(5,270,907)
TexSTAR	On Demand	4.2135%	193	193	191	191	2	2
<b>Subtotal</b>		<b>4.0725%</b>	<b>\$ 8,609,889</b>	<b>\$ 8,609,889</b>	<b>\$ 13,863,603</b>	<b>\$ 13,863,603</b>	<b>\$ 119,188</b>	<b>\$ (5,253,714)</b>
<b>Food Service Fund</b>								
Lone Star Corporate	On Demand	4.3869%	\$ 16,493	\$ 16,493	\$ 2,549,117	\$ 2,549,117	\$ 22,392	\$ (2,532,624)
<b>Health Insurance Fund</b>								
Lone Star Corporate	On Demand	4.3869%	\$ 3,968	\$ 3,968	\$ 3,924	\$ 3,924	\$ 44	44
<b>Construction (Bond) Fund</b>								
Lone Star 2011	On Demand	4.3869%	-	-	-	-	-	0
Lone Star 2013	On Demand	4.3869%	-	-	0	0	-	(0)
U.S. Agency/Muni Securities	On Demand	3.3400%	75,914,573	76,020,712	73,773,588	75,254,314	390,733	766,399
<b>Subtotal</b>		<b>4.0379%</b>	<b>\$ 75,914,573</b>	<b>\$ 76,020,712</b>	<b>\$ 73,773,588</b>	<b>\$ 75,254,314</b>	<b>\$ 390,733</b>	<b>\$ 766,399</b>
<b>Total Investments</b>		<b>4.2382%</b>	<b>\$ 92,917,610</b>	<b>\$ 93,023,750</b>	<b>\$ 97,267,612</b>	<b>\$ 98,748,337</b>	<b>\$ 591,303</b>	<b>\$ (5,724,587)</b>

Asset	Portfolio Weighted Average Maturity			S&P Credit	
	Book Value	Days to Maturity	Weighted Average Maturity (WAM)	Maturity Date of Each Asset	Ratings as of: 9/30/2024
Logic	79,674	1	0.001	10/1/2023	Liquid pool, due on demand AAAm
Lone Star	8,724,658	1	0.094	10/1/2023	Liquid pool, due on demand AAAf/S1+
Texas Class	8,177,750	1	0.088	10/1/2023	Liquid pool, due on demand AAAm
TexPool	12,087	1	0.000	10/1/2023	Liquid pool, due on demand AAAm
TexSTAR	8,869	1	0.000	10/1/2023	Liquid pool, due on demand AAAm
U.S. Agency/Muni Securities	75,914,573	1	0.817	10/1/2023	SLGS, due on demand A-1/AAAm
<b>\$</b>	<b>92,917,610</b>		<b>1.000</b>		

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

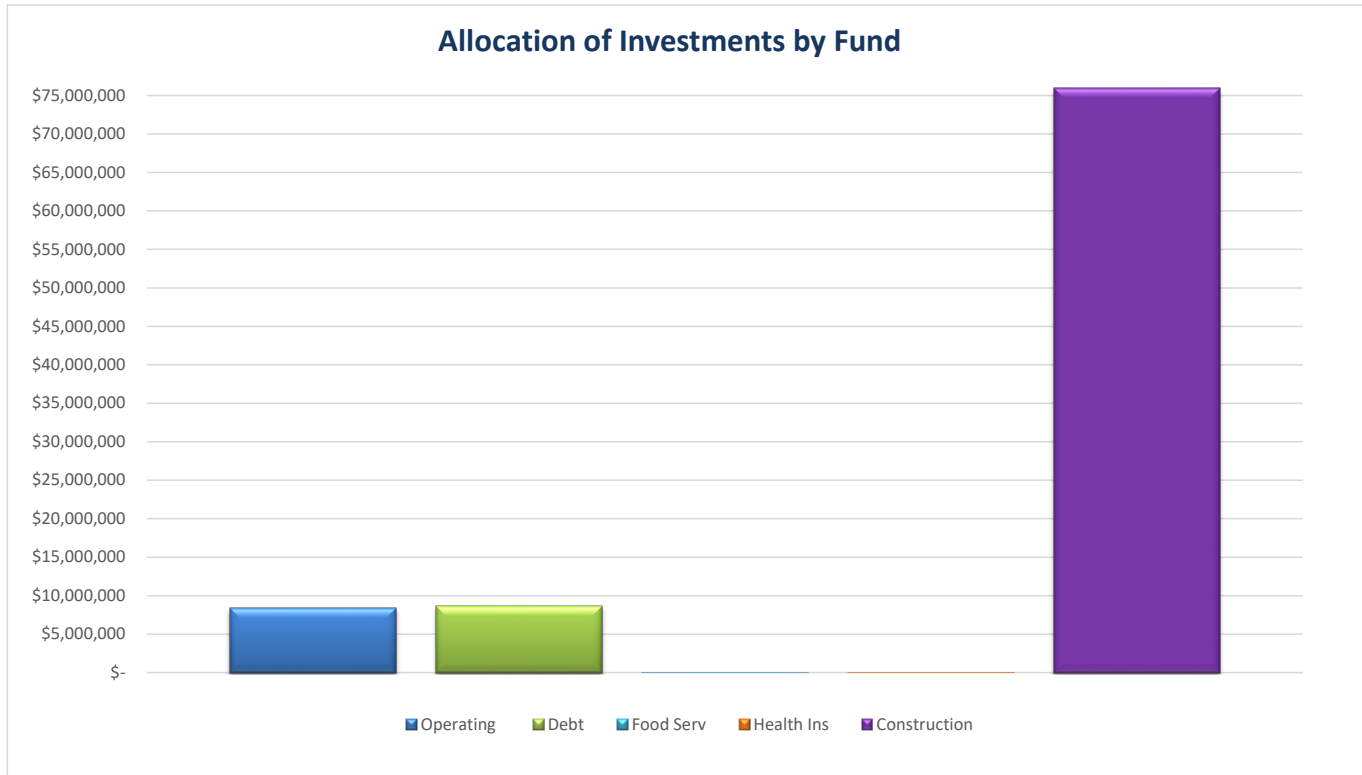
**Canutillo Independent School District  
Quarterly Summary of Investments  
September 30, 2025**

Investment	Amount	Percentage
Logic	\$ 79,674	0.09%
Lone Star	\$ 8,724,658	9.39%
Texas Class	\$ 8,177,750	8.80%
TexPool	\$ 12,087	0.01%
TexSTAR	\$ 8,869	0.01%
U.S. Agency/Muni Sec	\$ 75,914,573	81.70%
<b>Total</b>	<b>\$ 92,917,610</b>	<b>100.00%</b>



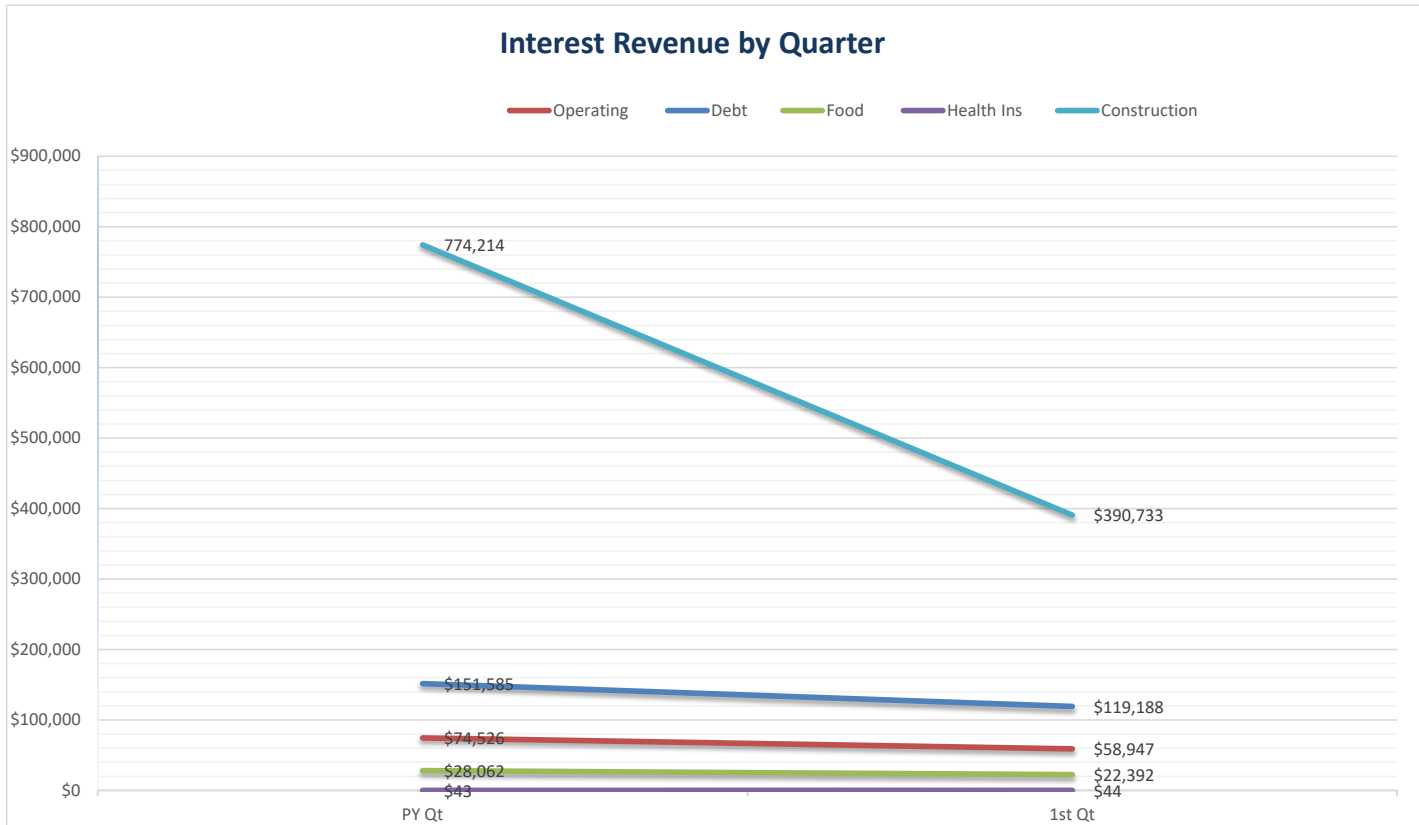
**Canutillo Independent School District  
Quarterly Summary of Investments  
September 30, 2025**

Fund	Amount	Percentage
Operating	\$ 8,372,688	9.01%
Debt	\$ 8,609,889	9.27%
Food Serv	\$ 16,493	0.02%
Health Ins	\$ 3,968	0.00%
Construction	\$ 75,914,573	81.70%
<b>Total</b>	<b>\$ 92,917,610</b>	<b>100.00%</b>



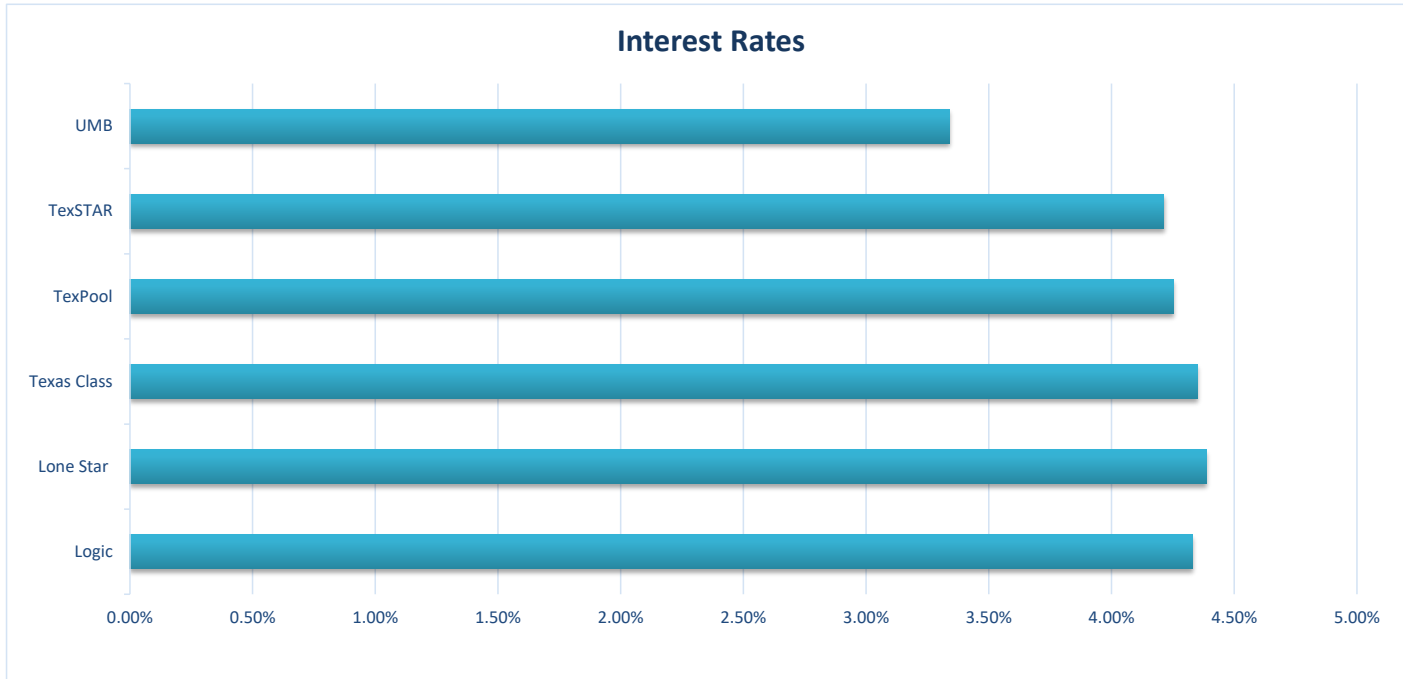
**Canutillo Independent School District  
Quarterly Summary of Investments  
September 30, 2025**

Interest	PY Qt	1st Qt	2nd Qt	3rd Qt	4th Qt
Operating	\$ 74,526	\$ 58,947	\$ -	\$ -	\$ -
Debt	\$ 151,585	\$ 119,188	\$ -	\$ -	\$ -
Food	\$ 28,062	\$ 22,392	\$ -	\$ -	\$ -
Health Ins	\$ 43	\$ 44	\$ -	\$ -	\$ -
Construction	774,214	390,733	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 1,028,430</b>	<b>\$ 591,303</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



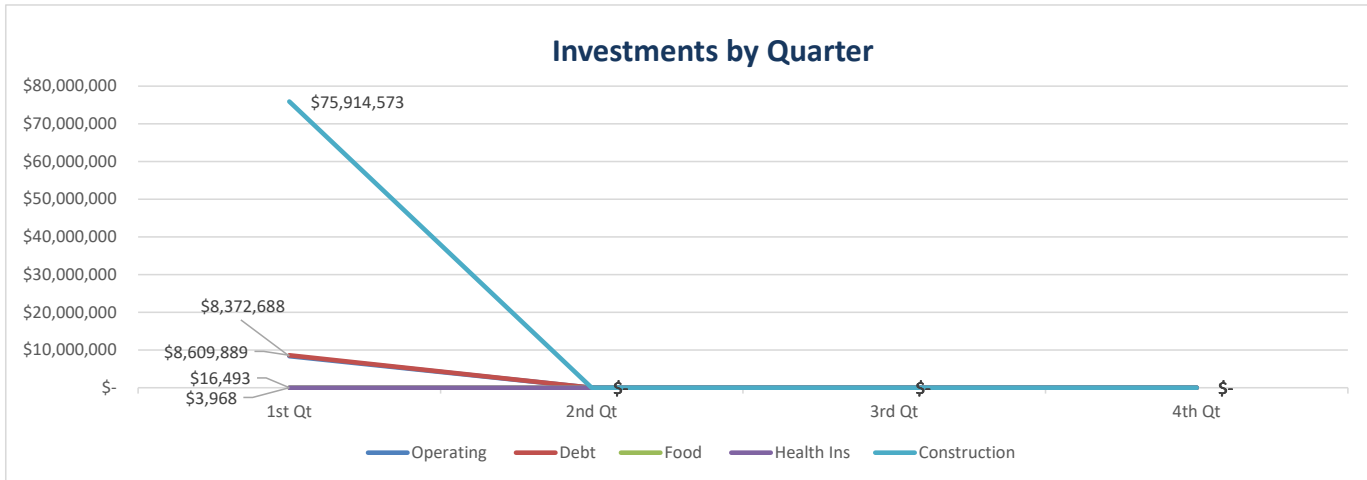
**Canutillo Independent School District  
Quarterly Summary of Investments  
September 30, 2025**

Investment	1st Qt	2nd Qt	3rd Qt	4th Qt
Logic	4.33%			
Lone Star	4.39%			
Texas Class	4.35%			
TexPool	4.25%			
TexSTAR	4.21%			
UMB	3.34%			
<b>Average</b>	<b>4.24%</b>			



**Canutillo Independent School District  
Quarterly Summary of Investments  
September 30, 2025**

Fund	1st Qt	2nd Qt	3rd Qt	4th Qt
Operating	\$ 8,372,688	\$ -	\$ -	\$ -
Debt	\$ 8,609,889	\$ -	\$ -	\$ -
Food	\$ 16,493	\$ -	\$ -	\$ -
Health Ins	\$ 3,968	\$ -	\$ -	\$ -
Construction	\$ 75,914,573	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 92,917,610</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# Board of Trustees

Meeting Date: 12/16/2025

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information    Discussion    Action

Item Type:

Curriculum & Instruction    HumanResources    Business Services

Staff Responsible:

*Veronica M. Campbell*

*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):



**Committee Score Sheet**

Procurement type: RFP# 260002424 E-Rate 470- Internet Option (& 1 Year Lease)  
(Funding Year 2026-2027)

Campus/Dept: Information Technology Department

	Vendor #1	Vendor #2	Vendor #3	Vendor #4	Vendor #5	Vendor #6	
	AT & T	Conterra	Fiber Light	Spectrum	Untited Data Technolgies	Vero Fiber Newtorks	
<b>Price of Eligible Services/Product</b>							
<b>TOTAL# of points</b>	<b>30</b>	No Bid	22.60	11.60	21.00	23.00	18.60
<b>Reputation of the Proposer's Goods and Services</b>							
<b>TOTAL# of points</b>	<b>15</b>		13.00	8.00	13.30	14.60	9.30
<b>The Quality of the Proposer's Goods or Services</b>							
<b>TOTAL# of points</b>	<b>15</b>		10.60	9.30	10.30	14.60	9.60
<b>The extent to which the goods or services meet the District's needs</b>							
<b>TOTAL# of points</b>	<b>25</b>		22.30	21.60	16.60	24.60	20.30
<b>Past Relationship with the District</b>							
<b>TOTAL# of points</b>	<b>5</b>		1.00	0.60	4.60	4.60	0.60
<b>Total Long Term Cost to the School District</b>							
<b>Total # of Points</b>	<b>10</b>		7.30	3.30	6.60	7.60	7.30
<b>TOTAL SCORE</b>	<b>100</b>		76.80	54.40	72.40	89.00	65.70

**Committee Score Sheet**

Procurement type: RFP# 260002424 E-Rate 470 : Leased Lit Fiber WAN  
(Funding Year 2026-2027)

Campus/Dept: Information Technology Department

	Vendor #1	Vendor #2	Vendor #3	Vendor #4	Vendor #5	Vendor #6
	AT & T	Conterra	Fiber Light	Spectrum	Untited Data Technolgies	Vero Fiber Newtorks
<b>Price of Eligible Services/Product</b>						
<b>TOTAL# of points</b>	<b>30</b>	21.30	27.60	9.00	24.60	18.30
						No Bid
<b>Reputation of the Proposer's Goods and Services</b>						
<b>TOTAL# of points</b>	<b>15</b>	12.60	12.60	5.00	12.60	13.00
<b>The Quality of the Proposer's Goods or Services</b>						
<b>TOTAL# of points</b>	<b>15</b>	12.30	14.60	8.00	12.60	13.00
<b>The extent to which the goods or services meet the District's needs</b>						
<b>TOTAL# of points</b>	<b>25</b>	19.00	23.00	18.00	17.60	21.60
<b>Past Relationship with the District</b>						
<b>TOTAL# of points</b>	<b>5</b>	4.00	1.30	1.30	4.60	4.60
<b>Total Long Term Cost to the School District</b>						
<b>Total # of Points</b>	<b>10</b>	8.60	9.00	4.60	9.00	7.30
<b>TOTAL SCORE</b>	<b>100</b>	77.80	88.10	45.90	81.00	77.80

# Committee Score Sheet

Procurement type: RFP# 260002424 E-Rate 470 : Leased Lit Dark Fiber  
 WAN (Funding Year 2026-2027)

Campus/Dept: Information Technology Department

	Vendor #1	Vendor #2	Vendor #3
	Fiber Light	Vero Fiber	WAN Rack
<b>Price of Eligible Services/Product</b>			
<b>TOTAL# of points</b>	30	13.30	26.30
<b>Reputation of the Proposer's Goods and Services</b>			
<b>TOTAL# of points</b>	15	5.60	7.30
<b>The Quality of the Proposer's Goods or Services</b>			
<b>TOTAL# of points</b>	15	8.30	8.30
<b>The extent to which the goods or services meet the District's needs</b>			
<b>TOTAL# of points</b>	25	14.00	20.30
<b>Past Relationship with the District</b>			
<b>TOTAL# of points</b>	5	0.00	0.00
<b>Total Long Term Cost to the School District</b>			
<b>Total # of Points</b>	10	4.00	5.00
<b>TOTAL SCORE</b>	100	45.20	67.20

# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: 12.16.25

Subject/Title for Agenda Posting: Request for Approval to Renew Interlocal Agreement with West Texas Cooperative Region 17 to support day to day purchases for the Child Nutrition Program and ensure cost savings for 2026-2027

Justification Statement: Without the continued membership to West Texas Cooperative, the Child Nutrition Program will not be able to utilize the discounts and benefits of this program for the district. If a district participates in a cooperative purchasing program, it satisfies regulation requiring it to seek competitive bids. All school districts in El Paso and the surrounding areas (except Clint ISD) are a member of the West Texas Food Service Cooperative.

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

Staff Responsible: \_\_\_\_\_  
*Signature of Requester(s)*  
 \_\_\_\_\_  
*Signature of Presenter(s)*  
 Veronica M. Campbell  
 \_\_\_\_\_  
 Cristina Pulley  
 Business Services Approval (Initials) \_\_\_\_\_ Date \_\_\_\_\_

**Agenda Summary:**

The Interlocal Agreement is one (1) of the approved methods of purchasing allowed under Texas Education Code §44.031 and Texas Government Code Chapter 791. Per CH(Legal) A district may participate in a cooperative purchasing program with another local government of this state or another state or with a local cooperative organization of this state or another state. A school district may participate in multiple cooperatives after its Board of Trustees adopt resolutions authorizing participation.

The Child Nutrition Department requests that the Board approve the interlocal agreement with West Texas Cooperative Region 17 to continue supporting day to day purchases of the Child Nutrition Program, taking advantage of the cooperative's goal in obtaining substantial savings on specific items for member districts through volume purchasing for 2026-2027, effective August 1, 2026 to coincide with WTFSC fiscal year. West Texas Cooperative Region 17 also intends to comply with Education Department General Administrative Regulations (EDGAR), ensuring that the district will be in full compliance with EDGAR requirements. The West Texas Food Service Cooperative (WTFSC) requires that an interlocal agreement be approved by each participating District on a yearly basis.

RECOMMENDATION: It is recommended by administration that the Board approve the renewal of the Interlocal Agreement with West Texas Cooperative Region 17 for 2026-2027

PRIOR BOARD ACTION: Yes      AWARDED: 12/10/24      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)  
 Interlocal Cooperative Agreement

REQUESTING DEPARTMENT:  
 Child Nutrition

CONSEQUENCES OF NON-APPROVAL:  
 The district will not benefit from the special pricing provided through the cooperative as well as not satisfy the Texas Department of Agriculture purchasing requirements

IMPLEMENTATION TIMELINE:  
 August 1, 2025

ATTACHMENT(S): ✓ CN-WTFSC02 2025-2026 West Texas Food Service Cooperative Interlocal Agreement  
 WTFSC Budget Letter 25-26





CANUTILLO INDEPENDENT SCHOOL DISTRICT  
FINANCIAL SERVICES DIVISION/PURCHASING

Contract Routing and Approval Form

FOR PURCHASING OFFICE USE ONLY			
Contract Request Received		Assigned Contract No	
Routed for Internal Approval		Contract Fully Executed	
Routed for Vendor Approval		Notification To Proceed	

**CONTRACT APPROVAL PROCESS:** 1. All agreements shall be routed through the purchasing office. 2. Purchasing will review for compliance and determine procurement method(s). 3. Be advised that some agreements may require Legal Counsels review 4. Following final review, purchasing will route for additional signature(s), either district personnel and/or supplier. to ensure receipt of fully executed documents. 5. Purchasing will notify requestor when process has been completed.

**NO SERVICES SHALL COMMENCE WITHOUT AN EXECUTED AGREEMENT AND AN APPROVED PURCHASE ORDER**

**IT IS THE REQUESTORS RESPONSIBILITY TO SUBMIT ALL DOCUMENTS PERTAINING TO THE SERVICE REQUESTED WITH AMPLE TIME TO ALLOW FOR FULL PROCESS. MUST INCLUDE Vendor agreement, vendor quote, vendor terms, any other docs related to the service, etc. This Contract Routing and Approval form is required to ensure we have the information needed to route documents for the necessary signatures.**

**THIS FORM MUST BE COMPLETED BY THE REQUESTING CAMPUS/DEPARTMENT**

**Must check off Contract Type:**  Professional Service  Contracted Services  Vendor Agreement  Term Contract  Interlocal  
 Lease Agreement  MOU  MOA  Construction  Other \_\_\_\_\_

Campus/Department: Child Nutrition Department

Campus/Department Contact person: Marco Macias, Child Nutrition Director

Contact Number: (915) 877-7451 Requestors email: mamacias@canutillo-isd.org

Contract Title: 2026-2027 West Texas Food Service Cooperative Interlocal Agreement

Contract Description: Cooperative membership which will allow the district to obtain substantial savings on specific food service items for member districts through volume purchasing. The highest quality products for the best possible prices will be sought.

**VENDOR INFORMATION – MUST PROVIDE ALL INFORMATION LISTED BELOW: Required to obtain all necessary signatures.**

Vendor/Company Name: West Texas Food Service Cooperative - Region 17 ESC

Vendor Full Address: 1111 West Loop 289, Lubbock, TX 79416

Name of Representative: Dorothy Glenn representatives' email: dglenn@esc17.net

Rep. Office Phone: (806) 281-5710 Rep Mobile Number: \_\_\_\_\_

Vendor's Authorized Signer: Dorothy Glenn Signer's email: dglenn@esc17.net

Contract Amount: N/A Funding Source: N/A

Account No(s): N/A

Anticipated Start Date: August 1, 2026 End Date: July 31, 2027

Is this a New Agreement?  Yes  No

Is this Agreement a renewal?  Yes  No If yes; specify the reason for renewal, what is it replacing? \_\_\_\_\_

Agreement Term: One year Does agreement term include renewal options?  Yes  No

If yes, specify renewal options: \_\_\_\_\_

Does agreement require Insurance coverage?  Yes  No **If yes, route agreement to Human Resources department for review, and to provide the necessary insurance requirements.**

Human Resources staff review: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this approval request form, I, the budget authority confirm that the agreement attached has been reviewed and all necessary documents pertaining to this agreement are being submitted.

Budget Authority Signature: [Signature] Date: 11-7-25

**Attachments: Must submit vendor agreement and all pertaining documents, quotes, etc., with this routing form.**

Purchasing review: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**West Texas Food Service  
Cooperative**  
*Growing Successful Partnerships*

To: West Texas Food Service Cooperative Members  
From: Dorothy Glenn WTFSC Lead Purchasing Specialist  
Subject: Budgets and Pricing

The West Texas Food Service Cooperative (WTFSC) has always worked hard to control costs to provide our members stable pricing. However, despite our efforts to hold costs down the nation is experiencing a significant price increase for SY25-26.

Key contributing factors that impact price increase include:

- Labor
- Increased raw material costs
- Warehousing & Storage
- Industrial needs such as electricity

The entire supply chain is being impacted. From farms to ranches to processing facilities to distribution facilities as well as similar industries like restaurants and health care facilities. Cost increases are being felt nationwide not just locally.

We expect these increases to continue but we will leverage our buying power to keep increases to a minimum. We will continue to monitor the industry and trends and provide updates to our members.

Thank you for loyalty over the years. Together we can work thru these obstacles and continue to provide our students healthy meals.

Sincerely,

Dorothy Glenn

West Texas Food Service Cooperative



## West Texas Food Service Cooperative

Growing Successful Partnerships

### Market Overview:

- Increased ingredient and micro costs
  - Eggs in last 12-month increase of 3.7%
  - Beef up over 20%
  - Cheese up over 14%
- Warehousing, Industrial Needs, etc.
  - Industrial Natural Gas up 9.9%
  - Warehousing & Storage up 3.88%
  - Shortage of employees continues to be an issue.
- Transportation cost
  - Shortage of truck drivers in the US causing to go up 30%
- Labor up over 8%

### Market Overview:

The index reflects a 5.1 increase based on the Food Away from Home CPI.

#### **Market Dynamics**

- While there has been some global market stabilization in recent months, the external environment remains volatile with frequency of risks elevated above pre-pandemic levels (i.e. weather events, geopolitical strain, financial strain)
- **Packaging:** Supply balancing to demand, yet feedstock/energy and ecommerce keeping prices elevated.
- **Agriculture:** Labor, freight, and less than ideal weather driving higher prices
- **Grains:** Global prices back to pre-Ukraine invasion levels, harvest adding additional pressure on prices. Cost of production is elevated and will provide price support.
- **Transportation/Labor/Manf:** Higher cost for labor and equipment keeping transportation contract prices elevated.
  - Lower labor force participation rates and competition across industries for labor continue to drive increased labor costs. General inflation drives up labor costs as wages attempt to keep up with inflation



**Wheat**

Some global market stabilization. However, volatility remains given US milling wheat regions were hit with very poor drought conditions.



**Corn**

Some global market stabilization & lower demand from China has allowed for recent price moderation vs. CY 2021 & 2022.



**Fats/Oils**

Production recover and lower demand pressure prices despite increase in biofuel mandates



**Packaging**

Supply balancing to demand, yet feedstock/energy and ecommerce keeping prices elevated



**Transportation**

Higher cost for labor and equipment keeping transportation contract prices elevated.

## **CN-WTFSC02**

### **2025-2026 West Texas Food Service Cooperative Interlocal Agreement**

1/9/2026-7/31/2027

#### **Child Nutrition and Purchasing**

##### **Description:**

The goal of the Cooperative is to obtain substantial savings on specific food service items for member districts through volume purchasing. The highest quality products for the best possible prices will be sought. The district should benefit through cost savings, meeting federal and state procurement regulations, and receiving items meeting federal Child Nutrition Program requirements. Participating Education Service Centers will organize and administer The West Texas Food Service Cooperative (Cooperative) with Region 17 Education Service Center acting as the fiscal agent (Coordinating Center).

**This agreement is entered into pursuant to the authority granted by Title 7 (Agriculture) of the Code of Federal Regulations, Chapter 791 of the Texas Government Code, and Chapter 8 of the Texas Education Code.**

**CONTRACTS INVOLVING FEDERAL FUNDS:** Region 17 ESC may be unable to determine which of its agreements/contracts will be used by cooperative members using federal funds at the time of the procurement process. Therefore, Region 17 ESC intends to competitively procure each contract awarded by Region 17 ESC under Section 44.031 of the Texas Education Code and intends to comply with EDGAR and USDA regulations for every procurement action. To comply with EDGAR, Region 17 ESC will make an independent estimate of the value of goods or services in the current market before receiving bids or proposals. After Region 17 ESC receives bids and proposals, but before awarding a contract, Region 17 ESC will also conduct a price or cost analysis and document its findings. For contracts at or above \$50,000 cooperative members must verify that Region 17 ESC fulfilled its requirement to conduct a cost or price analysis in order to benefit from the ability to purchase goods and services from its purchasing cooperatives directly without the need for additional procurement activities or documentation. Region 17 ESC will provide its Independent Estimate Determination Form and Determination of Cost or Price Reasonableness Form to a cooperative member upon request, but Region 17 ESC recommends that when circumstances necessitate separate evaluation of lump-sum pricing, cooperative members also conduct an independent evaluation of cost or price reasonableness tailored to the cooperative member's specific purchases so that the cooperative member can independently determine the reasonableness of the cost/price of the particular purchase. Stated differently, if the cooperative member's verification of Region 17 ESC's compliance with EDGAR reveals that the lump-sum price includes goods or services for which Region 17 ESC could not have performed a cost or price analysis, the cooperative member should conduct an independent cost or price analysis.

**Term of Contract:**

The term of this contract shall be from the date of acceptance by authorized District personnel through July 31, 2027. The participating party(ies) may with mutual agreement among all other participating parties, rescind the Commercial Purchasing and/or Full-Service component of this contract with a thirty (30) day written notice. If participating in the Commodity Processing component of this contract, the participating party is required to fulfill the contractual obligation until all processed commodity commitments are received. For general termination information, see Section VII.

**A signed agreement or at least a verbal commitment from district must be received by the WTFSC by February 13, 2026, for district to participate in commodity processing for contract year.**

**General Provisions:**

In accordance with United States Department of Agriculture (USDA) regulation and Texas Department of Agriculture (TDA) guidance in the Administrator's Reference Manual Section 17c, the Cooperative is a Child Nutrition Program (CNP) Operator-Only Cooperative that is categorized as a "for profit cooperative". Consequently, at the end of the contract year, the Cooperative must return all profit in excess of the profit margin as described in the contract to the participating Cooperative's members, i.e., Contracting Entities. The Cooperative's "profit margin", for purposes of this Agreement, shall be the revenue received by the Cooperative through the charging of the vendor fee set forth in "Fee" section below minus the expenses to the Coordinating Center to operate the Cooperative. The Coordinating Center shall retain the profit margin; however, revenue received in excess of the profit margin ("unanticipated profit"), if any, shall be distributed to the Cooperative's members.

**Fee:**

**No fee shall be charged to members of the Cooperative.**

The USDA does not allow federal funds received by ESC Child Nutrition components to be used to support purchasing cooperatives. Therefore, the Cooperative is a self-funded entity. To provide this revenue, a fee of .85% of each district Commercial Purchase is charged to the vendor through a Vendor Participation Fee. Through the Commodity Processing bids, a per-truckload fee of \$500.00 is charged to the processor as an Administrative Processing Fee. All

fees are used to cover expenses related to the administration and direct operation of the Cooperative. Districts, even though they may incur these fees indirectly, pay no direct fee to the Cooperative for participation.

**ESC 17 (Coordinating Center) Responsibility:**

- Provide for the organizational and administrative structure of the cooperative.
- Provide for staff time necessary for efficient operation of the cooperative.
- Host Regional Advisory Board meetings for commercial bid purchasing and commodity processing components.
- Provide onsite and/or technology based regional and/or area trainings as requested/necessary.
- Initiate and implement activities related to the bidding and vendor selection process, in accordance with formal procurement procedures for Texas public schools.
- Review annual fiscal report with member districts at a Fall Advisory Board Meeting.
- Provide districts with Service Report/Product Comment Forms to address quality assurance and vendor complaint issues consistently.
- The Cooperative will not be held responsible for product warranties, product qualities, failure to deliver by vendor(s), or failure of payment to vendor(s) by participating members.
- Manage awarded contracts including:
  - Utilizing cost/price analysis
  - Maintaining awarded catalog(s)
  - Monitoring addition of new goods and/or services
  - Monitoring value of contract(s), i.e., Material Change
    - Material change means a modification that exceeds and/or alters the terms of the original contract between WTFSC, its cooperative members, and Vendor in the amount of 10% of total contract value.

**Role of the Participating District:**

- Commit to participate in the Cooperative by resolution of the governing body.
- Designate a contact person for the Cooperative.
- Return all necessary forms to the Cooperative in a timely fashion with appropriate signatures.
- Abide by directives and decisions of the Regional Advisory Boards and Coordinating Center.
- Abide by Texas Department of Agriculture Roles and Responsibilities for Further Processing of USDA Foods as per the Contract Packet via TX-UNPS-WBSC.
- Prepare purchase orders issued to the appropriate vendor(s)/processor(s) from the official award list provided by the Cooperative.
- Accept shipments of products in accordance with standard HACCP delivery procedures and the Cooperative delivery agreements.
- Pay vendor(s) as per awarded terms and conditions unless prior arrangements have been made between the participating member and the vendor(s). All deliveries will be made in accordance with the specified delivery schedule in each bid document.
- Manage awarded contracts including:
  - Notifying WTFSC of issues regarding vendors and product quality by submitting the Service Report/Product Comment Forms as necessary
  - Following proper procedures to request additional items to be added to bid catalog
  - Verify accuracy of invoices and authorizing payments consistent with contract terms
  - Monitor any changes to the contract through the amendment process allowed by the terms of the contract



West Texas Food Service Cooperative

Growing Successful Partnerships

## Procurement Procedures

1. Gathering of Products for RFP (Request for Proposal also known as Bid)
    - a. Velocity reports are run on currently awarded products to determine more frequently used items.
    - b. WTFSC Members are asked to submit any items (new) they want on the new RFP.
    - c. Product documentation on all items is collected to have the most current information.
    - d. Based on all above information, bid specifications are written. Bid specifications allow for “free and open completion”. Velocity on products is provided as best determined; however, “Piggy Back” clause allows for fluctuation.
  2. RFP Notification and Release
    - a. Legal Notice is placed in various media/advertising forums. The notice will run for two consecutive weeks, the first week during the initial release of the RFP and the following week.
    - b. WTFSC utilizes BidForge to upload all bid specifications and the entire RFP. This includes all documents that are required for bid submission.
    - c. Invitations (tokens) are emailed to all approved vendors to bid on the RFP.
    - d. Vendors bidding must submit by the due date both a hard copy and enter all required information into BidForge to be considered eligible.
  3. Opening of Bid
    - a. Received Proposals are in a specified location and stamped with date of receipt. Any proposal received after the “due” date is considered “not eligible”.
    - b. At the specified time and day on the RFP, all Proposals are opened and announced. This meeting is open to anyone.
    - c. All eligible Proposals are reviewed to insure that all required documents are in hand.
  4. Award Process
    - a. An Award Meeting is held consisting of the West Texas Food Service Cooperative Advisory Board Members and the Region ESC Child Nutrition Specialists Representatives.
    - b. All submitted items are loaded on a “google document” for the board to review pricing.
    - c. The “8-Criteria” scoring sheet is asked to be filled out for each bidder if possible. (See next page(s) for further explanation)
    - d. After the two-day meeting, the results are sent to all WTFSC members to further award any other vendor and item.
    - e. All is tabulated and vendors are awarded or non-awarded.
    - f. The award catalog is composed and posted on the WTFSC website.
- **West Texas Food Service Cooperative (Region 17 ESC) proposals are competitively bid under Section 44.031 of TEC in compliance with EDGAR and USDA procurement regulations.**
- **2 CFR Part 200 is followed to meet all guidelines.**



West Texas Food Service Cooperative

Growing Successful Partnerships

### Evaluation Guidelines

1. Award Meeting is set up by the Co-op Coordinator.
  - a. Advisory Board Members & Region ESC Representative(s) are asked to attend
2. Packages containing below contents is provided to each attendee:
  - a. Copy of the Non- Disclosure and Conflict of Interest Statement
  - b. Copy of Evaluation Briefing document (attachment C)
  - c. Copy of each responsive response received
  - d. Evaluation Scoring Matrix (hard copy and link to on-line program)
3. Review the Evaluation Briefing document (attachment D)
4. Explanation of scoring process and walk through the evaluation scoring criteria to ensure each participating member understands how the criteria works and how the responses will be evaluated (attachment E)
5. Evaluation process will begin. Coordinator will be available during the process to answer any questions that may arise and ensure proper procedures are followed. A deadline will be set for all to complete evaluations.
6. Once al evaluations are complete, the evaluation scoring material is submitted to the Coordinator and maintained in the procurement file



West Texas Food Service Cooperative

Growing Successful Partnerships

### Evaluation Briefing

1. Advisory Board members must be independent and objective, without any conflict of interest.
2. Each Advisory Board member's participation should not create even the appearance of impropriety.
3. Each Advisory Board member must comply with the agency and State's conflict of interest disclosure policies.
4. Each Advisory Board member must sign the *Evaluation Committee Member Non-Disclosure and Conflict of Interest Disclosure Statement*.
5. Each Advisory Board member must be knowledgeable about the matter under evaluation and add value to the process.
6. All Advisory Board member's will try to attend every evaluation meeting, each oral presentation, and all site visits to respondent premises.



West Texas Food Service Cooperative

Growing Successful Partnerships

## Evaluation/Scoring

1. Each Advisory Board member will independently and impartially score each response using only the evaluation factors and weights identified in the solicitation
2. Scores are not divulged between Advisory Board members (members may ask questions if they are unable to find information, do not understand information in a response, or require the technical assistance of other members)
3. Evaluations by the Advisory Board members are based solely on the written responses, oral presentations or other factors as instructed by the Co-op Coordinator
4. Advisory Board members may not conduct their own independent research on respondents (such as online research) and may not consider any independent research or other extraneous information in their scoring
5. With approval of the Co-op Coordinator, Advisory Board may appoint one or more members to assist with specific administrative tasks (such as checking references) which are allowable under the solicitation
6. Each Advisory Board member will record the scores for each response on the scoring criteria provided by the Co-op Coordinator
7. Some solicitations may involve multiple scoring rounds to narrow the competitive field the Co-op Coordinator will brief the Advisory Board if the solicitation involves that possibility
8. The Advisory Board may determine that requests for oral presentations by all or only the top-rated respondents are desirable and consistent with the solicitation, the Co-op Coordinator will notify the respondents about oral presentations
9. The chair will tally the individual committee member's evaluation scores and provide the committee with a master score sheet showing the total scores
10. Each Advisory Board member will review the master score sheet to verify the accuracy of the scoring
11. Advisory Board members will not lobby each other to change scores; however, the Co-op Coordinator may discuss the portions of the responses from which the scores were derived to ensure that each member understood that portion of the solicitation and the response
12. The Co-op Coordinator will verify that the appropriate method of scoring was used by each Advisory Board member
13. The Co-op Coordinator will prepare, sign and date the Advisory Board's master score sheet
14. The Co-op Coordinator will prepare the appropriate internal approval memo (e.g., recommendation of tentative contract award memo, recommendation to narrow the competitive field memo, recommendation to cancel procurement)
15. All evaluations and responses are highly confidential and may not be disclosed
16. Advisory Board members may not communicate with respondents or anyone else outside the Advisory Board members regarding the responses received or the evaluation process without prior approval of the Co-op Coordinator

Criteria	Comments	Allowed Percentage	Further Explanation
Purchase Price	Price percentage calculated on formula: Low Bid/Low Bid x 40%; Low Bid/2nd Low Bid x 40%, etc.	40%	Price for each submission is compared. Lowest price receives 40%, next lowest is approximated based on comparison to lowest bidder and so forth
Reputation of Vendor and of the vendors goods/services		8%	If new vendor submits a proposals following steps will take place: WTFSC will ask vendor to submit references. WTFSC will then survey references. Questions will include all criteria factors. Vendor will be evaluated on survey results. This insures that WTFSC is open to new competition.
Quality of Vendor's Goods/Services		15%	
Vendor's Past Relationship		2%	If new vendor submits a proposals following steps will take place: WTFSC will ask vendor to submit references. WTFSC will then survey references. Questions will include all criteria factors. Vendor will be evaluated on survey results. This insures that WTFSC is open to new competition.
Extent to which goods/services meet district needs		15%	
Impact of ability of the district to comply with laws and rules relating to historically underutilized businesses		5%	
Long term cost to acquire goods	Renewals, Length of time prices are guaranteed/good	5%	
Any other relevant factors in the request for bids or proposals	Supporting Documents, Sevice Area,	10%	

100%

Guide to Scoring Scale

VENDORS MUST RECEIVE A SCORE FOR EACH CRITERIA. A VENDOR CANNOT SCORE ZERO.

- A = Excellent performance (score equivalent of 100)
- B = Good performance (score equivalent of 85)
- C = Satisfactory performance (score equivalent of 70)
- D = Unsatisfactory performance (score equivalent of 65)
- F = Extremely unsatisfactory performance (score equivalent of 50)