



## **Canutillo ISD**

### **Policy/Instruction/Personnel/Student Services Committee Meeting**

**Monday, February 10, 2014 6:00 PM**

# Agenda of Policy/Instruction/Personnel/Student Services Committee Meeting

## The Board of Trustees Canutillo ISD

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A Policy/Instruction/Personnel/Student Services Committee Meeting of the Board of Trustees of Canutillo ISD will be held February 10, 2014, beginning at 6:00 PM in the Canutillo ISD Administration Office - 7965 Artcraft - El Paso, Texas.

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

### 1. GENERAL FUNCTIONS

A. Call to Order

B. Roll Call

*Leticia Gonzalez, Chairperson; Patricia Mendoza and Adrian Medina*

### 2. COMMITTEE BUSINESS

A. Policy CH (LOCAL) Purchasing and Acquisition – 1st Reading 4

B. Discussion and possible formulation of recommendation to the Board of Trustees regarding the 2014-2015 School Calendar. 7  
Presenter: Ms. Brigham

C. Organizational Health Inventory 9  
Presenter: Mr. Basurto

D. Textbook Adoption 23  
Presenter: Mr. Basurto

E. Job Description - IT Lead Support Technical Specialist 40

F. Update of Sheriff's SRO Proposal and an SRO Proposal from Anthony PD 44  
Presenter: Mr. Gonzalez

### 3. COMMUNITY INPUT

Comments/Input from community members on items discussed by the Instruction/Personnel/Policy/Student Services Committee.

### 4. ADJOURNMENT

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on \_\_\_\_\_, at \_\_\_\_\_.

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For the Board of Trustees



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Martha Aguirre**  
*Executive Director*

(915) 877-7425  
FAX (915) 877-7415  
miaguirre@canutillo-isd.org

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Martha Aguirre, Executive Director – Financial Services

DATE: February 4, 2014

SUBJECT: 1<sup>st</sup> Reading – Policy CH (LOCAL) Purchasing and Acquisition

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Policy CH (LOCAL) Purchasing and Acquisition is presented for the 1<sup>st</sup> reading of the revised policy. The revisions are required as part of the Corrective Action Plan for the Purchasing Corrective Environment Audit completed by the District's Internal Audit.

The revisions made correspond to Condition 4, Sub Condition 1, 2, and 3 of the plan. The activity states that the Financial Services Department will clarify and align policies, procedures, and regulations covered in CH (LEGAL), CH (LOCAL), CH (REGULATION), and the Purchasing Manual.

Please note, the revisions to said documents were presented to the Internal Auditor and Cabinet for review and approval prior to submitting for the Board of Trustees approval.

#### **ADMINISTRATION RECOMMENDATION:**

Administration recommends the approval of the 1<sup>st</sup> reading of Board Policy CH (LOCAL) – Purchasing and Acquisition.

Feel free to contact me at your discretion with any questions or concerns at 915 877-7425. Thank you

PURCHASING AND ACQUISITION

CH  
(LOCAL)

PURCHASING  
AUTHORITY

The Purchasing Agent or designee is the officer authorized by the Board of Trustees to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services in excess of ~~\$10,000~~ \$9,999.99, regardless of how the goods or services are purchased or the purchasing method used by the District, shall require Board approval before the payment may be made.

The following shall not require advance approval from the Board before payment:

1. All payroll and all payroll-related payments such as Texas Teacher Retirement System (TRS), income tax withholding, contributions to employee-directed annuities and insurance policies, and other payments authorized by employees from their salaries.
2. All payments arising from or relating to the District's self-funded health plan and self-funded workers' compensation plan.
3. All regularly scheduled payments for transactions previously approved by the Board such as payments on bonds, leases for equipment and/or vehicles, and all monthly payments for utilities, telephone service, and Internet service.
4. Legal, accounting, and auditing services.
5. Payment for fuel for District vehicles.
6. Payments to other governmental entities such as the Central Appraisal District or Region 19 Education Service Center.
7. Payments on District credit cards.
8. Premiums for property and casualty insurance, general liability insurance, motor vehicle insurance, Board and employee liability insurance, and similar insurance coverage of District property and staff.
9. Payments made pursuant to contracts or agreements previously approved by the Board.

PURCHASING  
METHOD

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH (LEGAL).

COMPETITIVE  
BIDDING

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the

PURCHASING AND ACQUISITION

CH  
(LOCAL)

name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids.

COMPETITIVE  
SEALED  
PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals.

RESPONSIBILITY FOR  
DEBTS

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASE  
COMMITMENTS

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

PERSONAL  
PURCHASES

District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

OTHER CONTRACTED  
SERVICES

The District shall contract with firms that have sufficient resources and capabilities to provide services to the District.

PERSONAL  
PURCHASES

Proposals for services shall be solicited as deemed appropriate. However, a mandatory review of all firms that have served the District for five consecutive years shall be required at the end of a five-year period. At that time, the Board may direct the Superintendent to prepare and issue a request for qualifications or proposals, as appropriate for the services.

UPDATES/REVIEW

This policy along with CH (Regulation) and the District's Purchasing Manual shall be reviewed and updated at least annually in June and/or earlier as needed.

July-2014				
M	T	W	T	F
	1	2	3	4*
7 <sup>o2</sup>	8 <sup>o2</sup>	9 <sup>o2</sup>	10 <sup>o2</sup>	11 <sup>o</sup>
14 <sup>o</sup>	15 <sup>o</sup>	16 <sup>o</sup>	17 <sup>o</sup>	18 <sup>o</sup>
21	22	23	24	25
28	29	30	31	


August-2014				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
{25	26	27	28	29

September-2014				
M	T	W	T	F
1*	2	3	4	5
8	9	10	11	12
(15	16	17	18	19
22	23	24	25	26
29	30			

October-2014				
M	T	W	T	F
		1	2	3}
{6	7=	8~/	9^/	10+
13	14	15	16	17
20 <sup>2</sup>	21 <sup>2</sup>	22 <sup>2</sup>	23 <sup>2</sup>	24
27	28	29	30	31

November-2014				
M	T	W	T	F
3	4	5	6	7}
{10	11	12	13	14
17	18	19	20	21
24	25	26	27*	28

December-2014				
M	T	W	T	F
1 <sup>oX</sup>	2 <sup>o</sup>	3 <sup>o</sup>	4 <sup>o</sup>	5 <sup>o</sup>
8	9	10	11	12
15	16	17	18	19]}±X
22	23	24*	25*	26
29	30	31		

<b>Staff Development Waiver Days</b> <i>(no classes for students)</i>	10/31, 1/5, 2/13
<b>Teacher Workdays</b>	8/22, 01/6, 6/08
<b>Regular Staff Development Days</b>	8/18, 8/19, 8/20, 8/21
<b>Student's First Day of Class</b>	Fall - 8/25 / Spring - 1/07
Independence Day	07/04*
Labor Day	09/01*
Thanksgiving Break	11/24-11/28 (11/27*)
Winter Break	12/22-1/2 (12/24*, 25*, 1/1*)
Martin Luther King Day	01/19
Spring Break	3/9-3/13
Holiday	4/3*
Memorial Day	5/25*
Make up days	01/19, 04/3
*Non-working Days	7/4, 9/1, 11/28, 12/24,25, 1/1, 4/3, 5/25
 Summer School Begins - 6/10/14	

REPORTING PERIODS			
6 Weeks	{ = Start	End = }	School Days
1 <sup>st</sup>	08/25/14	10/03/14	29
2 <sup>nd</sup>	10/06/14	11/07/14	25
3 <sup>rd</sup>	11/10/14	12/19/14	25
4 <sup>th</sup>	01/07/15	02/20/15	32
5 <sup>th</sup>	02/23/15	04/17/15	35
6 <sup>th</sup>	04/20/15	06/05/15	34

Fall P/T Conferences 10/7-10/9 (All Students Released 11:30 a.m. on Conf. Day)  
Spring P/T Conferences 02/24-02/26 (All Students Released 11:30 a.m. on Conf. Day)

2014-2015 Early Release Times (other than P/T Conf. Days for Students):			
Semester	[ = Start	End = ]	Days-w/waiver
1 <sup>st</sup>	08/25/14	12/19/14	79
2 <sup>nd</sup>	01/07/15	06/05/15	101

SYMBOL KEY	
^	Early release for elementary students
=	Early release for middle school students
~	Early release for high school students
/	Parent/Teacher (P/T) conferences
±	Early release all students
+	Early release (students & P/T conferences staff)
o	STAAR Testing/Retesting/Make-ups
2	TAKS Exit Level Testing/Retests
(	Appraisal Observation period begins
)	Appraisal Summative Conference deadline
X	No Appraisal Observations
*	Non- Working/Paid holidays for 258 day employees
<b>Total Student School Days (w/waivers)</b>	<b>180</b>
<b>Staff Development/Work Days</b>	<b>7</b>
<b>Total Teacher Contract</b>	<b>187</b>

January-2015				
M	T	W	T	F
			1*	2
5	6	{7X	8	9
12	13	14	15	16X
19	20X	21	22	23
26	27	28	29	30

February-2015				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20}
{23	24=	25~/	26^/	27+

March-2015				
M	T	W	T	F
2 <sup>2</sup>	3 <sup>2</sup>	4 <sup>2</sup>	5 <sup>2</sup>	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April-2015				
M	T	W	T	F
		1	2X	3*
6X	7 <sup>o</sup>	8 <sup>o</sup>	9	10
13	14	15	16	17}
{20	21 <sup>o</sup>	22 <sup>o</sup>	23	24
27	28	29	30	

May-2015				
M	T	W	T	F
				1
4 <sup>o</sup>	5 <sup>o</sup>	6 <sup>o</sup>	7 <sup>o</sup>	8 <sup>o</sup>
11	12 <sup>o</sup>	13 <sup>o</sup>	14)	15
18	19	20	21	22±
25*	26	27	28	29

June-2015				
M	T	W	T	F
1	2	3	4	5]}±
8	9	10	11	12
15	16	17	18	19
22	23 <sup>o</sup>	24 <sup>o</sup>	25	26
29	30			

CANUTILLO ISD  
2014-2015 SCHOOL CALENDAR

July-2014				
M	T	W	T	F
	1	2	3	4*
7 <sup>o2</sup>	8 <sup>o2</sup>	9 <sup>o2</sup>	10 <sup>o2</sup>	11 <sup>o</sup>
14 <sup>o</sup>	15 <sup>o</sup>	16 <sup>o</sup>	17 <sup>o</sup>	18 <sup>o</sup>
21	22	23	24	25
28	29	30	31	


August-2014				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
{25	26	27	28	29

September-2014				
M	T	W	T	F
1*	2	3	4	5
8	9	10	11	12
(15	16	17	18	19
22	23	24	25	26
29	30			

October-2014				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17}
{20 <sup>2</sup>	21 <sup>2</sup> =/	22 <sup>2</sup> ~/	23 <sup>2</sup> ^/	24+
27	28	29	30	31

November-2014				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27*	28

December-2014				
M	T	W	T	F
1 <sup>o</sup> X	2 <sup>o</sup>	3 <sup>o</sup>	4 <sup>o</sup>	5 <sup>o</sup>
8	9	10	11	12
15	16	17	18	19)]±X
22	23	24*	25*	26
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<b>Staff Development Waiver Days</b> <i>(no classes for students)</i>	10/31, 1/5, 2/13
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Make up days	01/19, 04/3
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 Summer School Begins - 6/10/14	

REPORTING PERIODS			
9 Weeks	{ = Start	End = }	School Days
1 <sup>st</sup>	08/25/14	10/17/14	39
2 <sup>nd</sup>	10/20/14	12/19/14	39
3 <sup>rd</sup>	01/07/15	03/27/15	51
4 <sup>th</sup>	03/30/15	06/05/15	48
	Waiver Days		3
	Total Days		180

Fall P/T Conferences 10/21-10/23 (All Students Released 11:30 a.m. on Conf. Day)

Spring P/T Conferences 3/31-04/2 (All Students Released 11:30 a.m. on Conf. Day)

2014-2015 Early Release Times (other than P/T Conf. Days for Students):			
	Elementary Students @ 11:30 a.m.		
	Middle School/High School Students @ 12:30 p.m.		
Semester	[ = Start	End = ]	Days-w/waiver
1 <sup>st</sup>	08/25/14	12/19/14	79
2 <sup>nd</sup>	01/07/15	06/05/15	101

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January-2015				
M	T	W	T	F
			1*	2
5	6	{7X	8	9
12	13	14	15	16X
19	20X	21	22	23
26	27	28	29	30

February-2015				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March-2015				
M	T	W	T	F
2 <sup>2</sup>	3 <sup>2</sup>	4 <sup>2</sup>	5 <sup>2</sup>	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27}
{30	31=/			

April-2015				
M	T	W	T	F
		1~/	2^X	3*
6X	7 <sup>o</sup>	8 <sup>o</sup>	9	10
13	14	15	16	17
20	21 <sup>o</sup>	22 <sup>o</sup>	23	24
27	28	29	30	

May-2015				
M	T	W	T	F
				1
4 <sup>o</sup>	5 <sup>o</sup>	6 <sup>o</sup>	7 <sup>o</sup>	8 <sup>o</sup>
11	12 <sup>o</sup>	13 <sup>o</sup>	14)	15
18	19	20	21	22±
25*	26	27	28	29

June-2015				
M	T	W	T	F
1	2	3	4	5)]±
8	9	10	11	12
15	16	17	18	19
22	23 <sup>o</sup>	24 <sup>o</sup>	25	26
29	30			

# **Organizational Health (Brief Introduction)**

Canutillo Independent School District

February, 2014

# Major Goals

- Provide a Safe & Secure Environment
- Increase Student Academic Achievement
- Enhance Student & Staff Character Formation
- Maximize All Resources
- Build Citizenship & Community
- Increase Timely & Transparent Communications

# “How the World’s Best-Performing School Systems Come Out on Top”

- McKinsey Report – 2007
- “All of the Top-Performing Systems Recognize that they cannot improve what they do not measure.”
- They highlighted the importance of leadership and its impact upon the working environment and levels of student performance.

# What Is Organizational Health?

- An organization's ability to:

- Function effectively
- Cope adequately
- Change appropriately
- Grow from within



- Organizational health, like personal health, impacts effectiveness.

- Organizational health is dependent on ten key dimensions:

1. Goal Focus
2. Communication
3. Power Equalization
4. Resource Utilization
5. Cohesiveness
6. Morale
7. Innovation
8. Autonomy
9. Adaptation
10. Problem Solving Adequacy



# Goal Focus



- ...is the ability of persons, groups, or organizations to have clarity, acceptance, support, internalization and advocacy of goals and objectives.

# Conceptual view of Goal Focus

**ADVOCACY**

**INTERNALIZATION**

**SUPPORT**

**ACCEPTANCE**

**CLARITY**

**UNCLEAR**

**Organizational Health  
Improvement  
Cycle**



1

**Collect  
Data  
(20 min)**

2

**Overview of OH  
Report**

3

**Interpretation  
Conference  
(1 hour)**

4

**Resource Team  
Conference (2-3 hrs.)**

5

**Share Data  
With Team**

7

**Develop  
Improvement  
Plan**

6

**Team Training  
Sessions**

**Introductory  
Orientation  
Session**

8

**\*The process should  
be incorporated into  
the planning and goal  
setting process for  
districts.**

# How is Organizational Health measured?

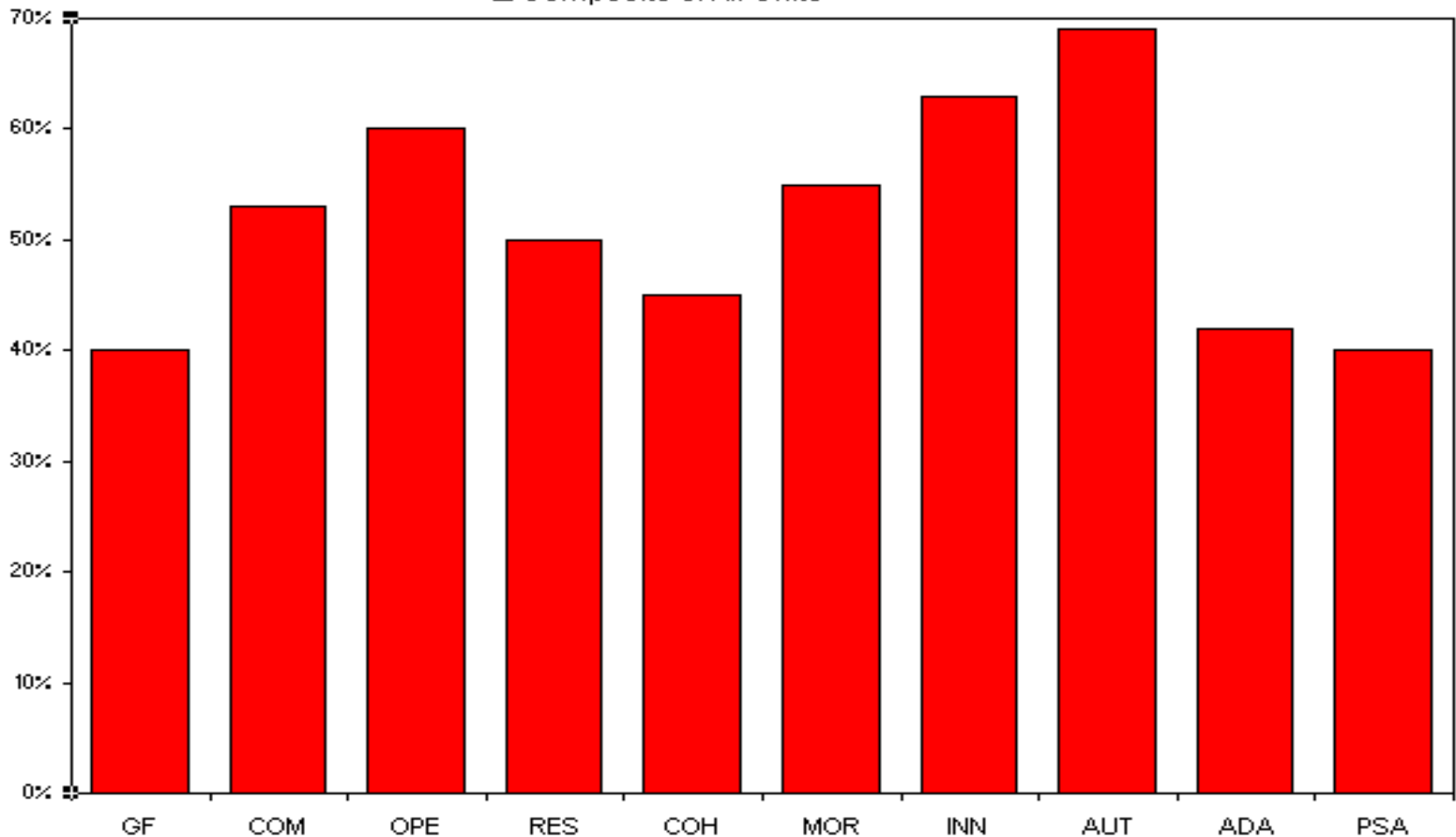
- Individuals respond to the 80 item OHI regarding the internal workings of their school/work unit (Eight items for each of the ten dimensions)
- Collected during a regular or special meeting (10-20 minutes)
- Response choices are Strongly Agree, Agree, Undecided, Disagree, or Strongly Disagree

**We prepare a composite profile for all units**

**Want to build on the strengths and address the priorities!**

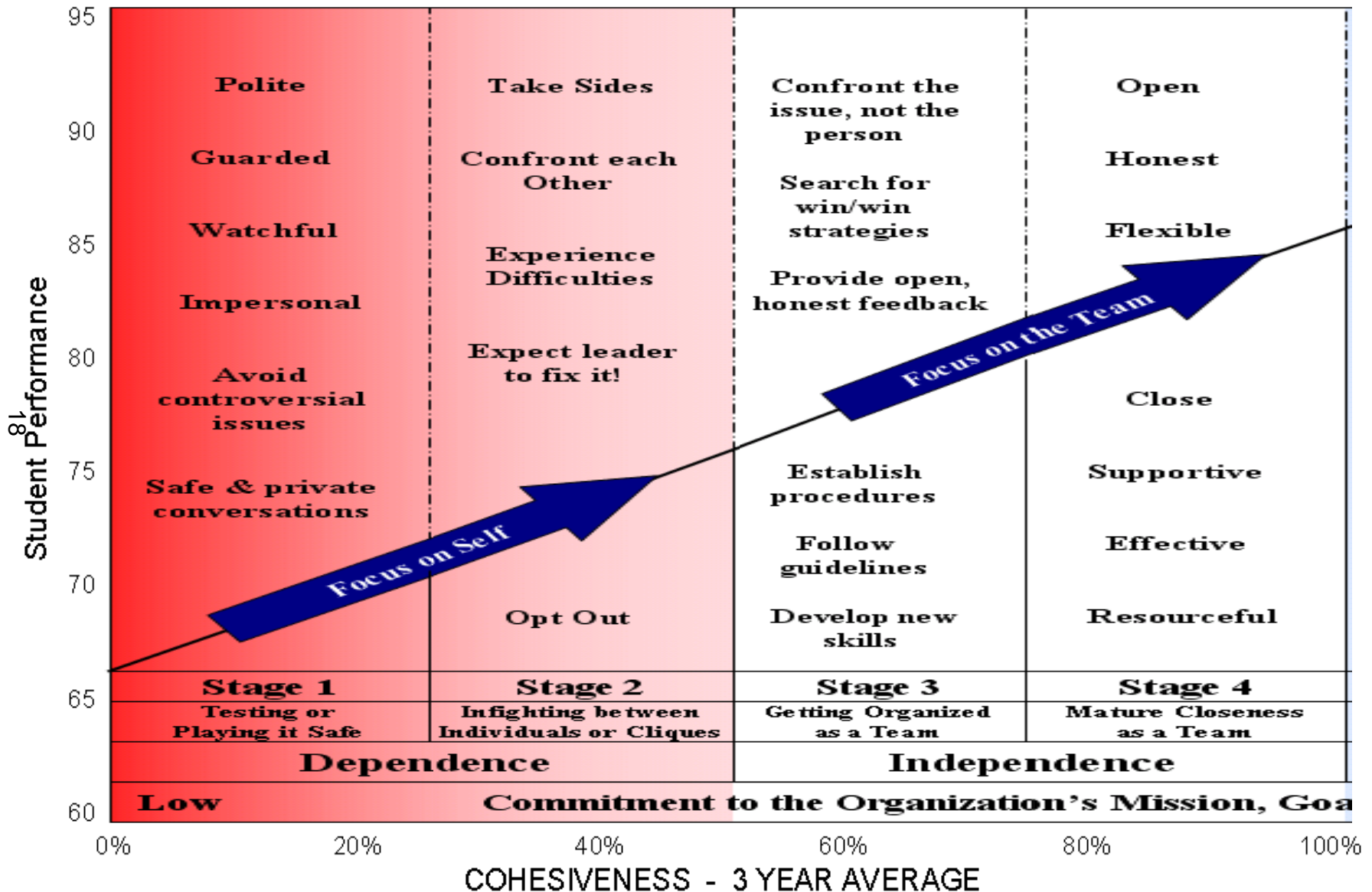
## ORGANIZATIONAL HEALTH PROFILE

■ Composite of All Units



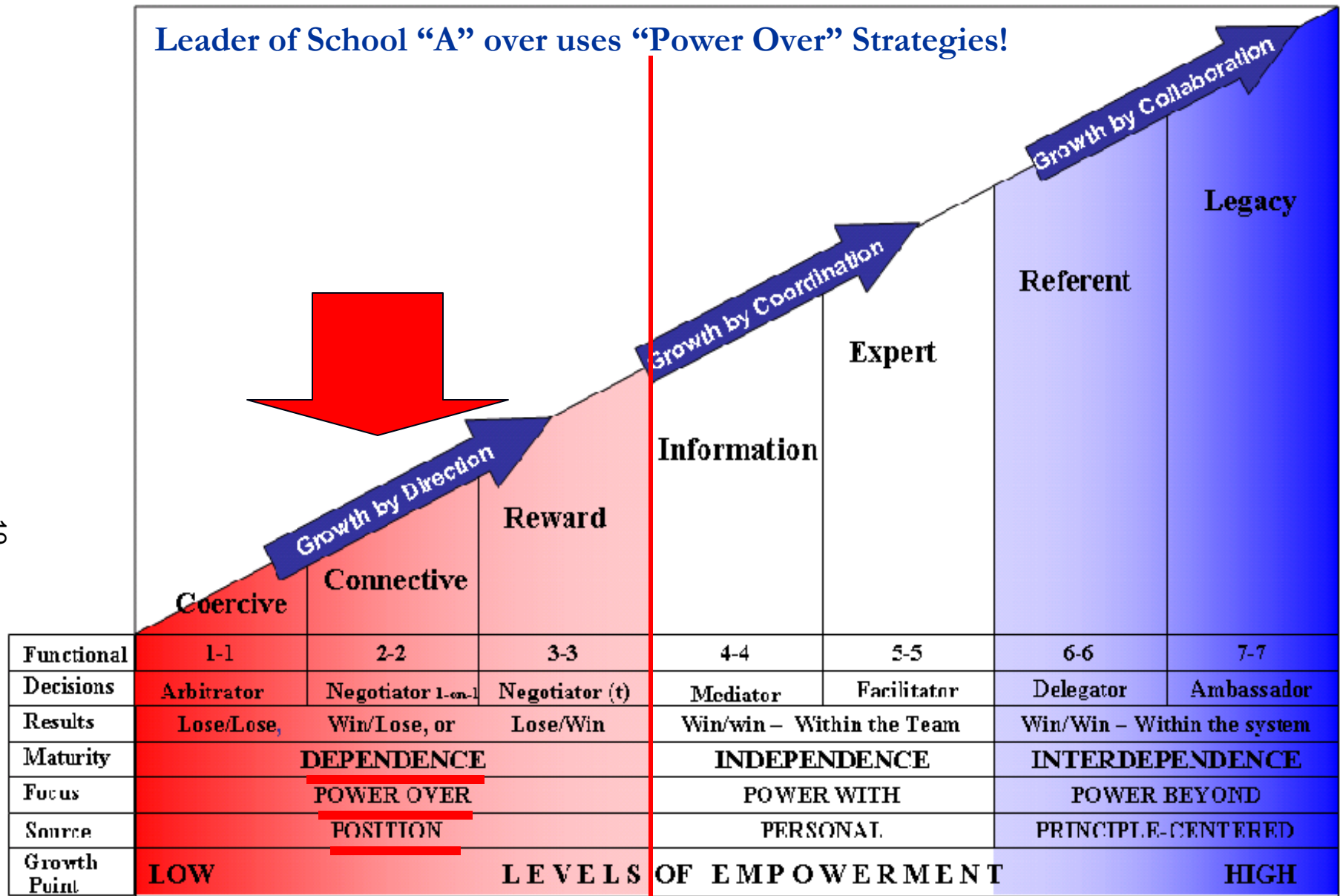
# ORGANIZATIONAL HEALTH SCATTER PLOT

Percent Met Standards - R,M,W,S 3 Year Average SE PLC



# Leader of School "A" over uses "Power Over" Strategies!

19

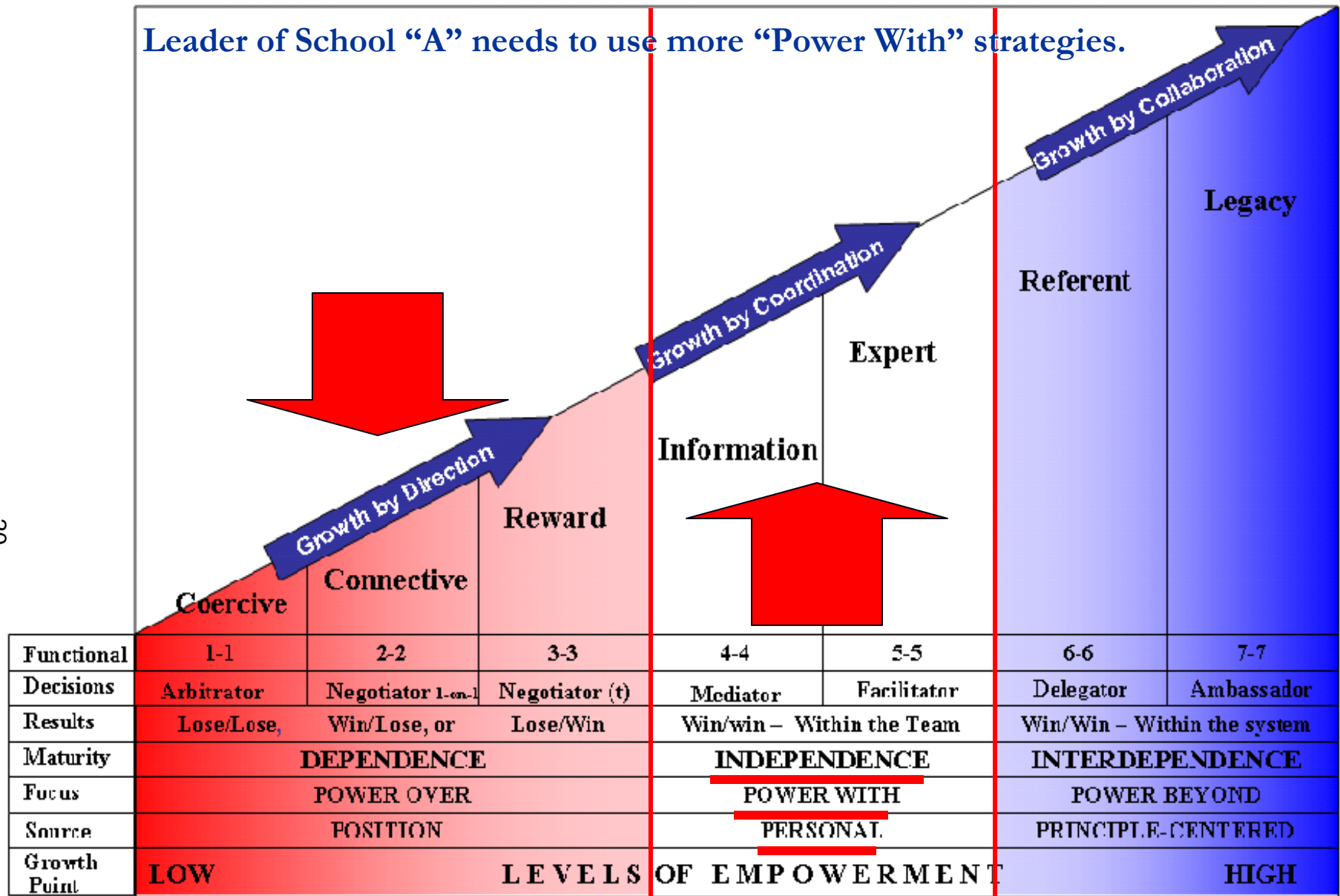


Increasing leadership capacity

Figure 3.1 : Growth through Empowerment

Leader of School "A" needs to use more "Power With" strategies.

20



Increasing leadership capacity

Figure 3.1 : Growth through Empowerment



# Do you think most of your schools and c.o. teams are functioning in the **Red**, **White**, or **Blue** Zones?

- In Stages 1 and 2 they are Dependent upon the leader to fix problems, issues, or concerns.
- In Stages 3 and 4, they are able to work through their issues at the team level and can function Independently.
- In Stages 5 and 6, individuals and teams have been transformed and can work interdependently across team lines.
- The role of the leader is very different in Stages 5 and 6 than in the four previous stages.

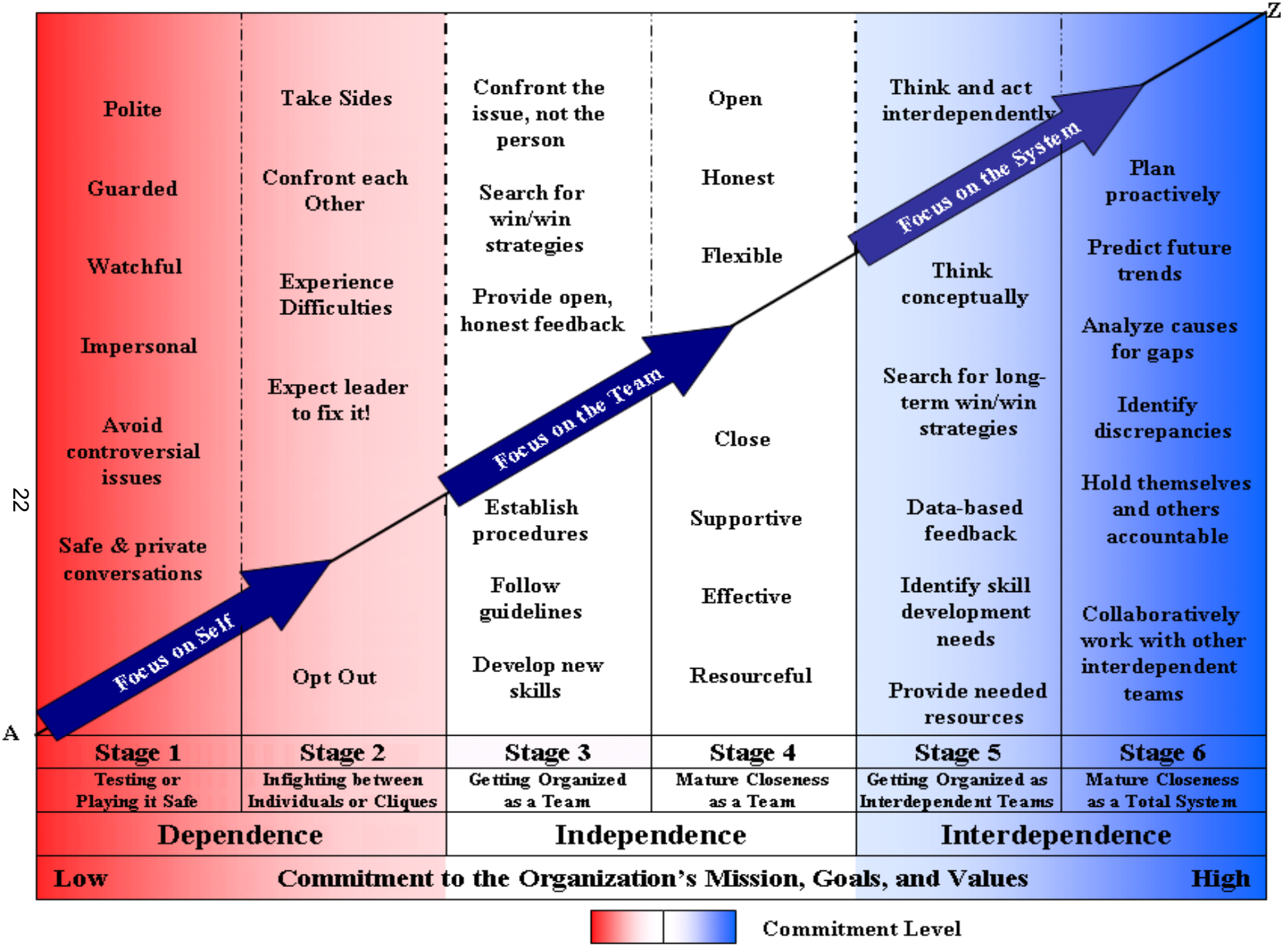


Figure 4.1 Stages of Team Development



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Martha Aguirre**  
*Executive Director*

(915) 877-7425  
FAX (915) 877-7415  
miaguirre@canutillo-isd.org

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Martha Aguirre, Executive Director – Financial Services

DATE: February 3, 2014

SUBJECT: Instructional Materials Adoption – Proclamation 2014

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The District held the Instructional Materials Adoption (IMA) Election for Proclamation 2014 on January 16, 2014. The IMA consisted of the following subject matter:

- K-5 Math & Science
- 6-8 Math & Science
- High School Physics
- High School Biology
- High School Chemistry

The district voting resulted in the identification of the top three publishers per subject matter. The top three publishers were re-evaluated by the IMAT Committee and District Voting Delegates on January 22<sup>nd</sup> and 23<sup>rd</sup>. A summary of the top publishers evaluated is provided on the table below. Additionally, the District Instructional Materials Allotment Team Certification forms are attached for your review.

Subject Matter	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice
Math K-5	Pearson Education	Houghton Mifflin Harcourt	--
Science K-5	Houghton Mifflin Harcourt	Pearson Education	Delta
Math 6-8	Houghton Mifflin Harcourt	McGraw Hill	Pearson Education
Science 6-8	Houghton Mifflin Harcourt	McGraw Hill	Pearson Education
Biology HS	Houghton Mifflin Harcourt	Pearson Education	McGraw Hill
Physics HS	Houghton Mifflin Harcourt	Pearson Education	McGraw Hill
Chemistry HS	Pearson Education	Houghton Mifflin Harcourt	McGraw Hill

The table below provides the summary of costs for the top publishers selected per subject content. The Instructional Materials adopted will be funded with State IMA funding.

<b>SUMMARY OF IMA COSTS</b>				
		<b>Option 1</b>		<b>Option 2</b>
<b>Elementary Level</b>		<b>\$668,265</b>		<b>\$622,470</b>
Math – Pearson Education	All-Inclusive	\$345,433	All-Inclusive	\$345,433
Science – Houghton Mifflin Harcourt	Deluxe	\$322,832	Basic	\$277,037
<b>Middle School Level</b>		<b>\$290,471</b>		<b>\$270,370</b>
Math – Houghton Mifflin Harcourt	Comprehensive	\$156,821	Deluxe	\$143,166
Science – Houghton Mifflin Harcourt	Deluxe	\$133,650	Basic	\$127,204
<b>High School Level</b>		<b>\$140,785</b>		<b>\$140,785</b>
Biology – Houghton Mifflin Harcourt	Deluxe	\$ 49,527	Deluxe	\$ 49,527
Physics – Houghton Mifflin Harcourt	Deluxe	\$ 46,458	Deluxe	\$ 46,458
Chemistry – Pearson Education	All-Inclusive	\$ 44,800	All-Inclusive	\$ 44,800
<b>GRAND TOTAL</b>		<b>\$1,099,521</b>		<b>\$1,033,625</b>

**ADMINISTRATION RECOMMENDATION:**

Administration recommends approval of Proclamation 2014 as follows:

- K-5 Math – *Pearson Education*
- K-5 Science – *Houghton Mifflin Harcourt*
- 6-8 Math – *Houghton Mifflin Harcourt*
- 6-8 Science – *Houghton Mifflin Harcourt*
- High School Biology – *Houghton Mifflin Harcourt*
- High School Physics – *Houghton Mifflin Harcourt*
- High School Chemistry – *Pearson Education*

The total amount of the Instructional Materials Adoption is approximately \$1,033,625 as presented.

Feel free to contact me at your discretion with any questions or concerns at 915 877-7425. Thank you

**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
PROCLAMATION 2014  
INSTRUCTIONAL MATERIALS ADOPTION**

<b>Recommendation to Board of Trustees</b>				
	<b>Option 1</b>		<b>Option 2</b>	
Math K-5 - Pearson Education, Inc.	All-Inclusive	\$ 345,433	All-Inclusive	\$ 345,433
Science K-5 - Houghton Mifflin Harcourt	Deluxe	\$ 322,832	Basic	\$ 277,037
Math 6-8 - Houghton Mifflin Harcourt	Comprehensive	\$ 156,821	Deluxe	\$ 143,166
Science 6-8 - Houghton Mifflin Harcourt	Deluxe	\$ 133,650	Basic	\$ 127,204
Biology - Houghton Mifflin Harcourt	Deluxe	\$ 49,527	Deluxe	\$ 49,527
Physics - Houghton Mifflin Harcourt	Deluxe	\$ 46,458	Deluxe	\$ 46,458
Chemistry - Pearson Education, Inc.	All-Inclusive	\$ 44,800	All-Inclusive	\$ 44,800
<b>Total</b>		<b>\$ 1,099,521</b>		<b>\$ 1,033,625</b>

<b>ELEMENTARY LEVEL BREAKDOWN</b>				
<b>1st Choice - K - 5</b>		<b>\$ 668,265</b>	<b>\$ 550,530</b>	
Math - Pearson Education, Inc.	All-Inclusive	\$ 345,433	Core	\$ 273,493
Science - Houghton Mifflin Harcourt	Deluxe	\$ 322,832	Basic	\$ 277,037
<b>2nd Choice - K - 5</b>		<b>\$ 768,681</b>	<b>\$ 625,994</b>	
Math - Houghton Mifflin Harcourt	Comprehensive Classroom	\$ 496,081	Deluxe	\$ 402,559
Science - Pearson Education, Inc.	All-Inclusive	\$ 272,600	Core	\$ 223,435

<b>MIDDLE SCHOOL LEVEL BREAKDOWN</b>				
<b>1st Choice - 6-8</b>		<b>\$ 246,900.25</b>	<b>\$ 229,814</b>	
Math - Houghton Mifflin Harcourt	Comprehensive Classroom	\$ 156,821	Deluxe	\$ 143,166
Science - Houghton Mifflin Harcourt	Deluxe	\$ 133,650	Basic	\$ 127,204
<b>2nd Choice - 6-8</b>		<b>\$ 236,826</b>	<b>\$ 211,377</b>	
Math - McGraw Hill	STEM Standard Bundle	\$ 236,826	Transitional	\$ 105,689
Science - McGraw Hill			Transitional	\$ 105,689

<b>HIGH SCHOOL LEVEL BREAKDOWN</b>				
<b>1st Choice - Biology, Physics, Chemistry</b>		<b>\$ 135,986</b>	<b>\$ 188,520</b>	
Biology - Houghton Mifflin Harcourt	Deluxe	\$ 49,527	Basic	\$ 45,540
Physics - Houghton Mifflin Harcourt	Deluxe	\$ 46,458	Basic	\$ 44,565
Chemistry - Pearson Education, Inc.	All-Inclusive	\$ 44,800	Class Set Pkg	\$ 102,920
<b>2nd Choice - Biology, Physics, Chemistry</b>		<b>\$ 94,518</b>	<b>\$ 81,103</b>	
Biology - Pearson Education, Inc.	All-Inclusive	\$ 50,332	Class Set Pkg	\$ 39,985
Physics - Pearson Education, Inc.	All-Inclusive	\$ 47,881.05	No Option Available	
Chemistry - Houghton Mifflin Harcourt	Deluxe	\$ 44,186	Basic	\$ 41,118

Canutillo Independent School District

DISTRICT INSTRUCTIONAL MATERIALS ALLOTMENT TEAM  
CERTIFICATION

Subject: Math - Elementary <sup>K-5</sup>

Date: 1-27-14

It is the selection of this team that the following instructional materials/learning system be certified for use in the Canutillo Independent School District.

Title: Emissions / Print with online access

Publisher: Pearson

Cost of the instructional materials: Requested \$345,433 - Recommending \$273,493

Maximum amount to be paid by the State: N/A

This instructional material is: <input checked="" type="checkbox"/> conforming <input type="checkbox"/> nonconforming
--

This instructional material is: <u>N/A</u> within the maximum cost that will be paid by the state. <u>N/A</u> over the maximum cost that will be paid by the state.
--

Rank Order of Instructional Materials:

1<sup>st</sup> Pearson

2<sup>nd</sup> Houghton Mifflin

3<sup>rd</sup> \_\_\_\_\_

Signature of IMAT and Voting Delegates:

*Stephanie Taylor*

*Sandra Garcia*

*Patricia Martin*

*Gloria Quinto*

*Sylvia Pardo*

*Lilia P. Maldonado*

*Sarah Mayne* *Lorena Alvarez*

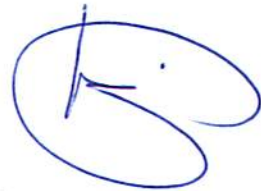
*Patricia Pedella*

*Sarah Pina*

*Yvonne E. Gonzalez*

*Tom L. ...*

*Elizabeth Zelenak*





Canutillo Independent School District

DISTRICT INSTRUCTIONAL MATERIALS ALLOTMENT TEAM  
CERTIFICATION

Subject: Science - Elementary <sup>K-5</sup> Date: 1/27/14

It is the selection of this team that the following instructional materials/learning system be certified for use in the Canutillo Independent School District.

Title: Fusion / 8 yr. Deluxe Package

Publisher: Houghton Mifflin

Cost of the instructional materials: Requested \$322,832 - Recommending \$277,037

Maximum amount to be paid by the State: N/A

This instructional material is:  conforming  
 nonconforming

This instructional material is: N/A within the maximum cost that will be paid by the state.  
N/A over the maximum cost that will be paid by the state.

Rank Order of Instructional Materials:  
1<sup>st</sup> Houghton Mifflin  
2<sup>nd</sup> Pearson  
3<sup>rd</sup> Delta

Signature of IMAT and Voting Delegates:

- 7. Randi Mallory
- 8. Muesog Dall
- 9. Elizabeth Zelenak
- 10. Dora Rodriguez
- 11. Tu L. Lu
- 12. Garet Galen
- 13. Sylvia Ruiz

Sarah Mayne  
Stephani Taylor

- 1. Elizabeth Gray
- 2. [Signature]
- 3. Heather Asher
- 4. J.A. Delacruz
- 5. [Signature]
- 6. [Signature]



Canutillo Independent School District

DISTRICT INSTRUCTIONAL MATERIALS ALLOTMENT TEAM  
CERTIFICATION

Subject: 6-7-8 Math

Date: 1/23/14

It is the selection of this team that the following instructional materials/learning system be certified for use in the Canutillo Independent School District.

Title: Houghton Mifflin - Texas Go Math

Publisher: Houghton Mifflin

Cost of the instructional materials: We want the Comprehensive Package  
Maximum amount to be paid by the State: N/A for 8 years.  
Requested \$156,821 - Recommending \$143,166

This instructional material is:  conforming  
 nonconforming

This instructional material is:  N/A within the maximum cost that will be paid by the state.  
 N/A over the maximum cost that will be paid by the state.

Rank Order of Instructional Materials:

1<sup>st</sup> Houghton

2<sup>nd</sup> McGraw Hill

3<sup>rd</sup> Pearson

Signature of IMAT and Voting Delegates:

Karen Bailey Ross D. Davis  
Robert Veltan Ned A  
C. M. Suttell Nicol Chavez  
Abdumani Pete M. Peterson



Canutillo Independent School District

DISTRICT INSTRUCTIONAL MATERIALS ALLOTMENT TEAM  
CERTIFICATION

Subject: Science 6<sup>th</sup> - 8<sup>th</sup>

Date: January 23<sup>rd</sup>, 2014

It is the selection of this team that the following instructional materials/learning system be certified for use in the Canutillo Independent School District.

Title: TEXAS Science Fusion

Publisher: Houghton Mifflin Harcourt

Cost of the instructional materials: 7491.60 per year for 8 yrs (deluxe bundle)

Maximum amount to be paid by the State: N/A

Requested \$133,650 - Recommending \$127,204

This instructional material is: <input checked="" type="checkbox"/> conforming <input type="checkbox"/> nonconforming
--

This instructional material is: <input checked="" type="checkbox"/> <u>N/A</u> within the maximum cost that will be paid by the state. <input type="checkbox"/> <u>N/A</u> over the maximum cost that will be paid by the state.
---

Rank Order of Instructional Materials:

1<sup>st</sup> Houghton Mifflin

2<sup>nd</sup> McGraw Hill

3<sup>rd</sup> Pearson

Signature of IMAT and Voting Delegates:

Apple

M. Barcia

07.11

Joela Wagon

James O. Ferris

[Signature]

Michelle

Karen Bailey







Canutillo Independent School District

DISTRICT INSTRUCTIONAL MATERIALS ALLOTMENT TEAM  
CERTIFICATION

Subject: Physics Date: 01/23/14

It is the selection of this team that the following instructional materials/learning system be certified for use in the Canutillo Independent School District.

Title: Texas Physics

Publisher: Houghton Mifflin Harcourt

Cost of the instructional materials: 17,493.00 Requested \$46,458 - Recommending \$46,458


Maximum amount to be paid by the State: N/A

This instructional material is: <input checked="" type="checkbox"/> conforming <input type="checkbox"/> nonconforming
--

This instructional material is: <input type="checkbox"/> <u>N/A</u> within the maximum cost that will be paid by the state. <input type="checkbox"/> <u>N/A</u> over the maximum cost that will be paid by the state.
--

- Rank Order of Instructional Materials:
- 1<sup>st</sup> Houghton Mifflin Harcourt
  - 2<sup>nd</sup> Pearson
  - 3<sup>rd</sup> Mc Graw Hill

Signature of IMAT and Voting Delegates:





Canutillo Independent School District

DISTRICT INSTRUCTIONAL MATERIALS ALLOTMENT TEAM  
CERTIFICATION

Subject: Chemistry Date: 1-23-14

It is the selection of this team that the following instructional materials/learning system be certified for use in the Canutillo Independent School District.

Title: Chemistry  
Publisher: Pearson TA

Cost of the instructional materials: Requested \$44,800 - Recommending \$44,800  
Maximum amount to be paid by the State: N/A

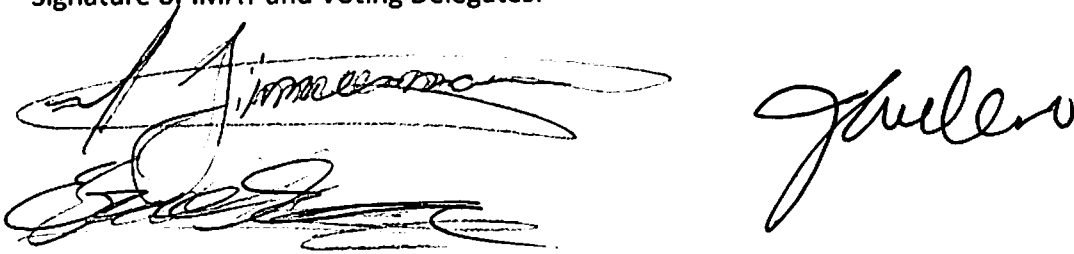
This instructional material is:  conforming  
 nonconforming

This instructional material is:  N/A within the maximum cost that will be paid by the state.  
 N/A over the maximum cost that will be paid by the state.

Rank Order of Instructional Materials:

- 1<sup>st</sup> Pearson
- 2<sup>nd</sup> Houghton
- 3<sup>rd</sup> Mc Graw | Hill

Signature of IMAT and Voting Delegates:







# Canutillo Independent School District

7965 Arcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Martha Carrasco**  
*Executive Director, Human Resources*

(915) 877-7423  
FAX (915) 877-7407  
mcarrasco@canutillo-isd.org

## MEMORANDUM

TO: Instruction/Personnel/Policy/Student Services Committee

FROM: Martha Carrasco, Executive Director of Human Resources

DATE: February 4, 2014

SUBJECT: IT Lead Support Technical Specialist Job Descriptions

---

For your review, attached you will find a job description that was requested by Mr. Tony Flores, Director of Technology for the reorganization of the IT Department. This position will be placed on the Information Technology Pay Scale at a level III (224 days) non-exempt.

If there are any questions regarding this matter, please contact my office at (877-7423).

Thank you.

**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** IT Lead Technical Support Specialist **Wage/Hour Status:** Nonexempt  
**Reports to:** Technology Director **Pay Grade:** Information Technology 3  
**Division/School:** School Resources Division **Date Revised:** February 4, 2014

---

**Primary Purpose:**

Serve as lead for help desk and support technicians in training, assigning and monitoring of technology work orders. Responsible for prioritizing, grouping, assigning and troubleshooting computers and related peripheral equipment; communications equipment. Perform remedial and preventative maintenance; diagnostic functions; and establish work schedules to meet District needs.

**Qualifications**

**Education/Certification**

Associate degree with four years related experience in all phases of computer operations including, troubleshooting, diagnostics, and data control  
Network +/- Server +/- A+ Certifications, preferred

**Special Knowledge/Skills**

Working knowledge of computer hardware, operating systems, and information technology support processes  
Working knowledge of common user computer software to include file management, collaboration tools and classroom management software  
Basic knowledge of PC operating systems and network operating systems  
Effective communication skills, oral and written, including customer service skills, phone skills, and report writing  
Ability to lead a workgroup including training, assigning and monitoring work.  
Ability to read and understand complex documents  
Ability to lift and move peripheral equipment and supplies weighing more than 60 lbs.  
Ability to work effectively in a team environment and diverse workforce  
Must be able to read, write, speak, and understand the English Language

**Experience/Eligibility**

Three (3) years working experience on Windows, Linux, Mac and/or other operating systems including troubleshooting and minimum of two (2) years experience coordinating, prioritizing and directing support staff

**Major Responsibilities and Duties:**

1. Maintain communication with other departments to ensure systems continually meet their expectations.
2. Assist in the preparation of the annual department budget request and monitor budget expenditures throughout the year related to end client technology refreshment cycle.
3. Initiate and/or maintain a database of incident report tickets; track open ticket activity and provide reports to specific work units on open hot line items.

4. Assist customers to resolve problems with printers, copiers and PCs, troubleshooting data communication path end-to end, or route request to appropriate personnel for resolution.
5. Install and support hardware and/or software; record and maintain inventory control information and assist in the set-up and configuration of computers for deployment.
6. Maintain and keep inventory of computers and peripherals.
7. Maintain communication as 'initial point of contact' for the District to report systems and/or computer equipment failure; escalate requests to appropriate administrator as needed.
8. Administer updates and monitor asset tracking to ensure software license compliance (software installed to software owned) and perform software metering and usage analysis for the District's networked fixed and mobile computers.
9. Participate in new training and conducts training for staff members.
10. Assist with the maintenance of all peripheral equipment to include start-up, shut-down, and initialization and participates in actual physical peripheral equipment inventory; conducts preventive maintenance functions.
11. Coordinate hardware repairs with vendors; quality control tests; identification for equipment inventory, and update hardware inventory data base as needed.
12. Analyze and interpret all program and user generated messages, machine halts and malfunctions to determine proper procedural and operation corrections as required.
13. Assist in reduction of equipment obsolescence by implementing, controlling and monitoring end client devices through a district's end client device refreshment cycle.
14. Update and maintain end user documentation.
15. Effectively manage workload including planning, organizing, prioritizing, meeting deadlines, and paying attention to detail.
16. Maintain high level of confidentiality.
17. Perform all other job-related duties as assigned.

**Core Competencies:**

18. Good written and verbal communication, organized thought processes, polite and respectful of others, adapts presentations to the audience.
19. Problem solve by thoroughly thinking out and evaluating alternatives, innovative problem resolution, pro-active approach, initiative to resolve problems.
20. Work with little direction and supervision, timely completion of projects, make time for unplanned assignments, adapts to changing priorities.
21. Perceive fairness, tolerance, honesty, consistent in application of policies and procedures.

**Supervisory Responsibilities:**

No direct supervisory responsibilities. Serve as lead help desk and support technicians including training, assigning and monitoring work, and attendance tracking.

**Equipment Used:**

Hand tools and test instruments for electronic repairs and cable installations. Personal computers, peripherals, modems and printers will be used.

**Work Environment**

**Mental Demands/Physical Demands/Environmental Factors:** Climbing, stooping, bending, and kneeling; frequent use of small hand tools and electronic test equipment; frequent district wide travel; and occasional prolonged and irregular hours.

**Working conditions:** Inside work and potentially holiday work, as a significant amount of the work must be performed during minimal computer use time periods. Also requires responding under pressure generated by equipment malfunctions, deadlines, and demanding workloads.

**Physical Demands:** Vision sufficient to distinguish jumpers on motherboards and ports on routers; must be able to communicate effectively both orally and in writing with co-workers and internal users; must have sufficient flexibility to attach wires and cables in confined spaces; and must be able to lift irregularly shaped objects weighing up to 60 pounds.

**Evaluation:**

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

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

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

\_\_\_\_\_  
**Employee Signature**

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

\_\_\_\_\_  
**Print Name**

*The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.*

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\_\_\_\_\_  
Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Administrative Approval by \_\_\_\_\_ Date \_\_\_\_\_



# Canutillo Independent School District

7965 Artcraft Rd  
El Paso, TX 79932

Mailing Address: P.O. Box 100  
Canutillo, TX 97835

## Memorandum

### Comparison of Quotes for Additional School Resource Officers (SRO)

#### Summarized History

In October 2013, representatives from the Sheriff's Department contacted all the area Superintendents, including Dr. Galaviz, with a proposal to provide the school district with partially subsidized School Resource Officers (SRO).

Dr. Galaviz and I met Chief Campa and Mr. Rollings at their office and we were provided information about what was being proposed.

1. The Sheriff's Department had obtained a federal grant that would allow them to place ten (10) SRO's in the public schools.
2. The Sheriff's Office (SO) would provide a portion of the cost for the SRO and the district would also provide a portion.<sup>i</sup>

Based on the information that was provided the follow conspired;

1. The proposal was presented to the Policy/Personnel/Student Services Committee on November 11, 2013<sup>ii</sup>.
2. The proposal was taken to the full board on November 19, 2013 and it was approved.
3. A number of phone calls and emails were made/sent to the SO representatives requesting updates on the status of the award.
4. We made some language change suggestions to the Interlocal Agreement as Steve Blanco has stated that in its present form he would not recommend the district sign the agreement.
5. In late November we were notified that there was an issue with the County Attorney's Office not approving the Interlocal Agreement.
6. On December 6, 2013 we met with Chief Campa and other representatives of the SO. We were notified that the County Commissioners had "pulled out" all the county funding for this grant. There were asking the districts to increase their matching funds and that the district guarantee that we would hire the SRO during a fourth year. The district would be responsible for the entire cost.
7. Dr. Galaviz was briefed and he suggested that we take the changes to the board for their reaffirmation or rejection of the agreement.<sup>iii</sup>

8. We asked Anthony PD to provide a quote in order for us to have an option.<sup>iv</sup>

On the following pages are the tables of comparison of the original proposal vs. the new proposal and the Anthony PD proposal. The revised Sheriff's Department agreement is a 59% increase over the original proposed agreement.

<b>Numbers for two (2) additional SRO's</b>						
<b>El Paso County Sheriff's Department Offer</b>				<b>District Pays Overtime</b>		
<b>District Contributions</b>			6.5% annual increase by Sheriff Union Contract			
	<b>Mar1 -Jun 30</b>	<b>2014- 2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>Totals</b>
<b>Original Offer (2 SRO's)</b>	No SRO	\$47,000.00	\$50,055.00	\$ 53,308.58	\$ -	\$ 150,363.58
<b>Current SRO</b>	\$ 12,161.00	\$40,142.02	\$42,751.25	\$ 45,530.08	\$ 48,489.54	\$ 189,073.89
<b>Total</b>	<b>\$ 12,161.00</b>	<b>\$87,142.02</b>	<b>\$92,806.25</b>	<b>\$98,838.66</b>	<b>\$ 48,489.54</b>	<b>\$ 339,437.47</b>
<p>The revised Sheriff's Department agreement is a 59% increase over the original proposed agreement. We must agree to hire the SRO's for the entire 4 years.</p>						
	<b>Mar1 -Jun 30</b>	<b>2014- 2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>Totals</b>
<b>Revised Offer (2 SRO's)</b>	\$ 24,266.67	\$58,240.00	\$62,025.60	\$66,057.26	\$175,475.80	\$ 386,065.33
<b>Current SRO</b>	\$ 12,161.00	\$40,142.02	\$42,751.25	\$45,530.08	\$48,489.54	\$ 189,073.89
<b>Total</b>	<b>\$ 36,427.67</b>	<b>\$98,382.02</b>	<b>\$104,776.85</b>	<b>\$111,587.34</b>	<b>\$223,965.34</b>	<b>\$ 575,139.22</b>

<b>Current SRO plus one (1) additional SRO and one (1) Sgt SRO District does not pay overtime</b>						
<b>Anthony Police Department</b>						
<b>District Contributions</b>			The yearly increase is approximately 6.5% per year			
	<b>Mar1 -Jun 30</b>	<b>2014- 2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>Totals</b>
<b>SRO Sergeant</b>	\$ 24,819.00	\$ 59,565.58	\$ 63,437.34	\$ 67,560.77	\$ 71,952.22	\$ 287,334.91
<b>SRO Officer</b>	\$ 16,725.85	\$ 40,142.02	\$ 42,751.25	\$ 45,530.08	\$ 48,489.54	\$ 193,638.74
<b>Current SRO</b>	\$ 12,161.00	\$ 40,142.02	\$ 42,751.25	\$ 45,530.08	\$ 48,489.54	\$ 189,073.89
<b>Totals</b>	<b>\$ 53,705.85</b>	<b>\$ 139,849.62</b>	<b>\$148,939.84</b>	<b>\$158,620.93</b>	<b>\$168,931.30</b>	<b>\$ 670,047.54</b>

NOTE: Although the SRO Sergeant would be preferred, we do have the option of requesting two(2) lower ranked SRO's which would reduce the cost to the district by the difference between the two ranks.

Additional Items	Provided BY		
	Sheriff's Department	Anthony Police Department	CISD
Patrol Vehicle	YES	YES	
Uniform	YES	YES	
Radio to PD / SO	YES	YES	
Campus Radio			x
Office/ Area			x
Office Equipment			x
Payment of Overtime	Request CISD TO PAY	YES	

<sup>i</sup> Table provided by the Sheriff' Office listing District matching dollars

<sup>ii</sup> Memo to from Toni Blaes and Copy of presentation of Sheriff's Department to board.

<sup>iii</sup> New proposal documents from Sheriff's department

<sup>iv</sup> Copy of APD proposal for new SRO's



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

(915) 877-7428

FAX (915) 877-7576

**Mike J. Gonzales**

*Risk Management & Safety Coordinator*

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Mike J. Gonzales, Risk Management & Safety Coordinator

DATE: January 29, 2014

SUBJECT: Update of Sheriff's SRO Proposal and an SRO Proposal from Anthony PD

---

A recent decision from the County Commissioner Court to withdraw funds from the Sheriff's Department SRO Grant has caused the program to be revisited. Representatives from the Sheriff's Department have readjusted the financial contributions that are being requested for the school districts.

Please find the enclosed document that will recap the changes provided by the Sheriff's Department.

In order to provide an alternative option, we have asked the Anthony PD to provide us a proposal for providing the district two additional SRO's. Their documents will be provided.

We ask for approval to proceed with executing the agreement with either the Anthony Police Department or the Sheriff's Department for hiring additional SRO's to be placed at our middle schools.

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