



## **Canutillo ISD**

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

**Monday, April 18, 2016 6:00 PM**

# Agenda of Policy/Instruction/Personnel/Student Services Committee Meeting Special Work Session 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 April 18, 2016, beginning at 6:00 PM in the Canutillo ISD Administration Office - 7965 Artcraft - El Paso, Texas.

The subjects to be discussed or considered 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

*Armando Rodriguez, Chairperson; Leticia Gonzalez and Mary Yglesias*

## 2. COMMITTEE BUSINESS

**All committee business items are for discussion and possible formulation of recommendation to the Board of Trustees**

### A. Report

1. Band Enrollment Numbers. 5  
Presenter: R. Ramos
2. DLB (Local) Policy (Work load-required plans and reports). 24  
Presenter: M. Rocha
3. Mid-Year Report for School Health Advisory Council (SHAC). 27  
Presenter: Nancy Torres (Coordinated School Health Facilitator, Beto Lopez, (Parent, SHAC Chair), Dr. Monica Reyes (Director of Student Support Services)

### B. Policy

1. Discussion and recommendation regarding Policy Update 104, affecting local policies: EEH (Local): Instruction arrangements-Homebound Instruction, FB (Local): Equal Educational Opportunity, FD (Local) Admissions, FEB (Local): Attendance Accounting, FFC (Local): Student Welfare-Student Support Services and FFH (Local): Student Welfare-Freedom from discrimination, harrasement and retaliation. 41  
Presenter: M. Carrasco

### C. Instruction

1. 2016 Graduation.

a. North West Early College High School 2016.	68
Presenter: T. Speaker-Gerstheimer	
b. Canutillo High School 2016.	76
Presenter: T. Clapsaddle	
2. Discussion and recommendation regarding the Northwest Early College High School 2016-2017 Calendar.	81
Presenter: M. Carrasco	
3. Discussion and updates regarding the 2016 Summer School Program.	83
Presenter: M. Rocha	
4. Discussion and recommendation regarding the purchase of 110 student laptops for the 2016-2017 school year from Decision Tree Inc. the vendor offering the best value to the district, utilizing DIR Contract (DIR-SDD-2030-TX). Total Amount \$56,210.	85
Presenter: Tracy Speaker-Gerstheimer/V. Campbell	
5. Discussion and recommendation regarding a Memorandum of Understanding (MOU) between the City of El Paso Foster Grandparent Program (FGP) and Canutillo ISD.	97
Presenter: M. Reyes	
6. Discussion and recommendation regarding a Memorandum of Understanding (MOU) between The Greater El Paso Chamber of Commerce and Canutillo ISD.	109
Presenter: T. Clapsaddle/P. Galaviz	
7. Discussion and recommendation regarding a Memorandum of Understanding (MOU) between EPCC and CISD regarding data sharing: Region 19 Vertical Alignment Network.	113
Presenter: Dr. Vijil	
<b>D. Personnel</b>	
1. Discussion and recommendation regarding the 2016-2017 Compensation Review	119
Presenter: M. Carrasco	
<b>3. COMMUNITY INPUT</b>	
Comments/Input from community members on items discussed by the Instruction/Personnel/Policy/Student Services Committee.	
<b>4. ADJOURNMENT</b>	

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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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Sonia Gomez, For the Board of Trustees

State of Affairs, Recruiting, & Future

# CHS Band

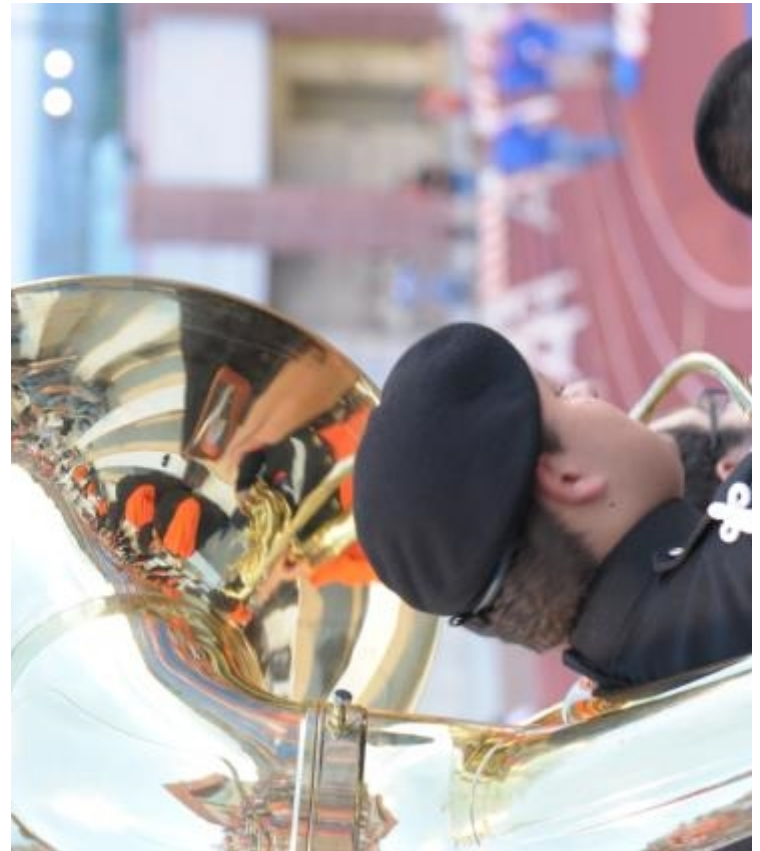
# Current Status

- Fall 2015
  - 69 enrolled in band
  - 4 8<sup>th</sup> grade marchers
  - 4 CHS students that could not fit the class in schedule
- Total participants for Fall 2015 season:
  - 77
  - Same number as last year.



# Current Status

- Recruiting for this past fall 2015:
  - Recruited from AMS, CMS, and CHS:
    - 176 students Selected band as their first selection.
    - Students actually enrolled in band class:
      - 69
        - Marched and additional 8: 4 8<sup>th</sup> grade students, and 4 high school students.
        - Total marchers: 77



# 2014-2015 (Last Year)

## ■ FOR FALL

- Recruited AMS- 39
- Recruited CMS- 18
- Total: 57

Of 57 only 22 enrolled.  
Retained from previous  
year: 55  
Total 77  
Could potentially have  
had: 112



# 2012-2013 (Two years ago)

- FOR FALL 2013
  - Recruited AMS- 19
  - Recruited CMS- 12
  - Total: 31

Of 31 only 16 enrolled (lost 15)

Retained from previous year:  
46 + 4 CHS recruits

Total 66

Could potentially have had:  
81



# Recruitment History 2008-Present

Freshmen	Incoming	Retained all 4 years
2008*	7	4
2009	13	13
2010	19	17
2011	30	33

From 2008 to 2011 retention was almost 100%

	Recruited	Retained
2012	10	7
2013	15	12
2014	23	19
2015	34	27

Principal:

Fry

Fry

Fry

Fry

Superintendent:

Padilla

Murphy

Murphy

Murphy/ .5

Silvaggio

Parks

Coronado

Dr. Galaviz

Cor./Clapsaddle

Dr. Galaviz

Clapsaddle

Dr. Galaviz

\*Mr. Ramos was hired in Aug. 2008

# Who I Studied:

- NEISD
  - Johnson HS, Reagan HS: 2<sup>nd</sup> and 5<sup>th</sup> in UIL State Marching Competition. Two of the top bands in the state. Both nationally recognized.
  - Central Office Fine Arts Staff
- Hebron, Texas band program
  - Has qualified to UIL State Marching contest, 3A, 3 times the past four years. Nationally recognized.
- Round Rock ISD, Dallas ISD
- Local:
  - Eastlake HS, Bel Aire HS, Del Valle HS, Franklin HS, Coronado HS, Hanks HS.
- Current literature review; UTEP and NMSU directors.

# Recruiting Activities Year-in Year-out

- 1. Homecoming Parade
- 2. Letters of Invitation
- 3. CHS performing at AMS and CMS
- 4. Meet and Greet
- 5. HS director visiting and giving clinics at middle schools
- 6. Middle schools participating in evening rehearsals with high school band
- 7. Middle School directors push HS band
- 8. Sign-up recruitment sheets

# This Years Middle School Night

**65 AMS/CMS Students attended game and pizza party! Had over 132 in the stands!**



**We will max out high school band room when we break 100!**

# Strategies added past three years:

- 1. Letter to Principals
- 2. Discuss Master Schedule – allow middle school band directors to go up; high school directors to go down.
- 3. Middle School participation in marching band.
- 4. Special “sign-up” campaigns.
- 5. Both middle school bands have been conducting recruiting tours to elementary feeder schools.

# Strategies Added This Year

- 1. Letter of Recruitment; recruitment speech at middle schools.
- 2. Letter to parents about program.
- 3. Parent's Meeting in May 2016.
- 4. Hard sell at middle schools – benefits of being in band.
- 5. May after-school rehearsals.
- 6. Invite to perform at graduation.
- 7. Micro-Summer Band Camp June 13-15.

# Directed Strategies

- 18 different strategies that take place.
- Recruiting is a year-round process.
- New strategies are always being looked at.
- These are what the most successful programs do.



# REALITY CHECK!

- How do we compare to everybody else?
- Compare apples to apples...
  - Before we look at where we would like to be, where we would wish to be, let us look at where we are.



# By the Numbers....

- There are 17-5A bands in our region.
- Band size ranges from from 15 to 180+.
- 6 bands smaller than us.
- 6 bands bigger than us.
- 5 bands that are around our size.

- Between 140-180
  - East Lake
  - Hanks
  - Bel Aire
  - Del Valle
- Between 90-110
  - Chapin
  - Horizon
- Between 60-80
  - Jefferson-Silva
  - Riverside
  - *Canutillo – 77 members*
  - Parkland
  - Ysleta
- Between 15-50
  - El Paso
  - Andress
  - Burges
  - Bowie
  - Irvin
  - Austin

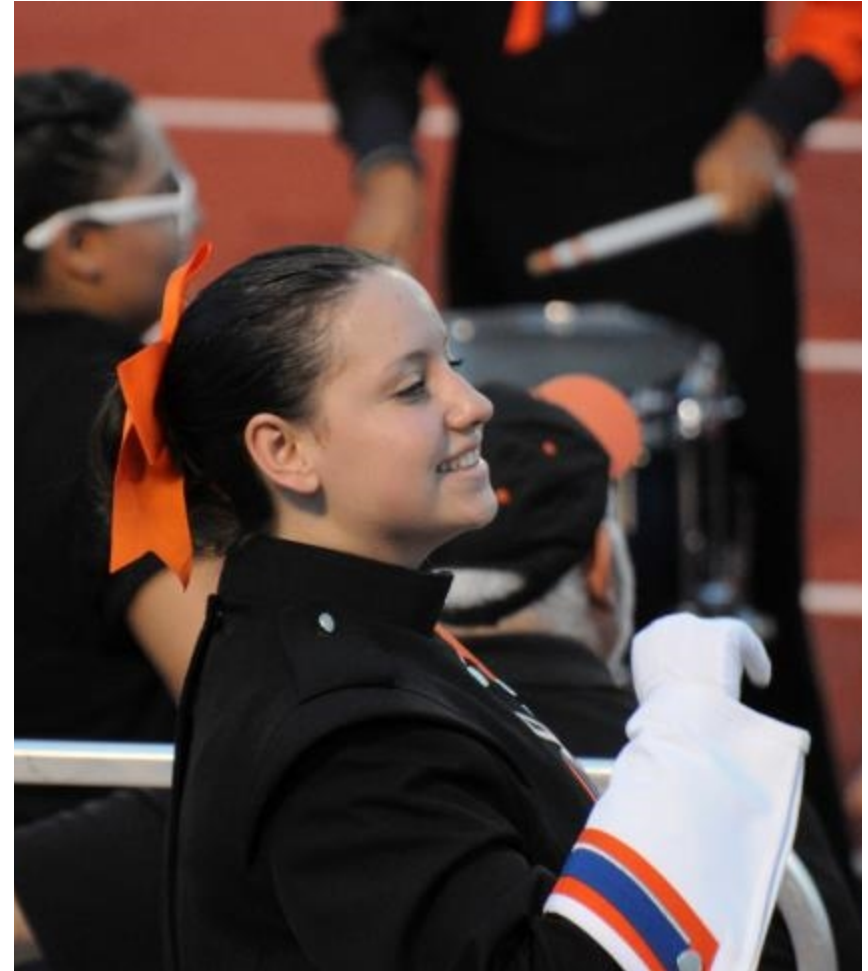
# The Band is Competitive but:

- Considerations...
  - Need middle school band directors to come up and assist. (On table for 2016-2017!)
  - High school director to go down and assist. (On table for 2016-2017!)
  - Need high school assistant FTE...
  - Need district percussion specialist.
  - Streamline student registration to ensure the numbers. (Under discussion.)
  - Too many electives, not enough students.
  - We lose between 18-25 students a year to Northwest, or other high schools.

# The Future

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- Recruiting for 2016-2017
  - AMS (Dec. 2015) 57
  - CMS (Dec. 2015) 5
    - Total 63
  
- As of March 1<sup>st</sup>
  - AMS 37
  - CMS 8
    - Total 45



# The Future

- Current Projection, for up coming year:
  - Less 8<sup>th</sup> graders and persons who could not take class:
    - Total enrolled: 67
    - Graduating Seniors 14
    - Attrition: 5
    - Expected recruits from high school: 8
    - Recruits from middle schools: 45
  - **Projected for Fall 2016:  $48 + 8 + 45 = 101$**
  - We are planning two more recruiting outreach concerts at AMS/CMS.
  - We still need to recruit for Flag Corp at CHS

# District Anticipated Projections

Year	In Program	Potential Recruits	Total
2017-2018	81	55	136
2018-2019	102	55	157
2019-2020	114	60	174

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# The Possibilities

- After 2020 we should stabilize at about 10% of the student population.
  - We will graduate as many seniors as we recruit freshmen.
  - During the CHS large-band heyday there were not many competing electives, classes, or high schools to affect its size.





# Canutillo Independent School District Curriculum & Instruction

*Excellence Through Integrity and Innovation*

*C&I Mission: We value **quality** education for **all** students. We **build capacity** and provide **instructional support** for teachers. Our work is centered on **research**, grounded in **best practice**, and focused on **student achievement**.*

## Executive Summary

**TO: Board of Trustees and Superintendent Galaviz**  
**FROM: Marnie E. Rocha, Executive Director of C&I**  
**DATE: April 14, 2016**  
**RE: Teacher Paperwork**

Every year, Canutillo ISD is required to update the board on teacher paperwork. Attached is the online survey that was sent out to Instructional Coaches/Assistant Principals for **teachers** to complete during their Professional Learning Community planning times. The deadline for the survey is April 8, 2016. Results of the survey will be presented to the school board at the monthly instructional committee meeting.



Street Address: 7965 Artcraft Rd. • El Paso, TX 79932 | Mailing Address: P.O. Box 100 • Canutillo, TX 79835  
Phone (915) 877-7440 • Fax (915) 877-7470 • [www.canutillo-isd.org](http://www.canutillo-isd.org)

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.



# Canutillo Independent School District Curriculum & Instruction

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## Teacher Paperwork Survey

Every year, Canutillo is required to update the board on teacher paperwork. Please read the policy below and please complete the question that follows. *The information in yellow are examples that have been added for your clarification.*

Policy DLB Local states, "The Board shall limit redundant requests for information and the number and length of written reports that a classroom teacher is required to prepare.

A classroom teacher may not be required to prepare any written information other than:

1. Any report concerning the health, safety, or welfare of a student; **i.e. CPS outcries, reports for nurses, etc.**
2. A report of a student's grade on an assignment or examination; **i.e. grading papers, etc.**
3. A report of a student's academic progress in a class or course; **i.e. progress reports, progress monitoring groups, etc.**
4. A report of a student's grades at the end of each grade reporting period; **i.e. report cards, data disaggregation for intervention groups**
5. A report on instructional materials; **i.e. program evaluation ,reports from I-station, Achieve 3000, etc.)**
6. A unit or weekly lesson plan that outlines, in a brief and general manner, the information to be presented during each period at the secondary level or in each subject or topic at the elementary level; **i.e. lesson plans**
7. An attendance report; **i.e. correcting attendance with edit sheets**
8. Any report required for accreditation review; **i.e. TEA audit information,**
9. Any information required by the District that relates to a complaint, grievance, or actual or potential litigation and that requires the classroom teacher's involvement; or
10. Any information specifically required by law, rule, or regulation. **i.e. 504's, SPED/ARD documentation, Response to Intervention, LPAC etc.**

The District may collect essential information, in addition to the information specified above, from a classroom teacher on agreement between the classroom teacher and the District.

Question 1: Do you have additional paperwork you must complete which is NOT included in the policy above?

- A. Yes (Complete Question 2 and 3)
- B. No (You are finished with the survey)

Question 2: How many additional hours have you spent this school year, completing reports that are not listed above?

- A. Under 1 hour
- B. Between 1-5 hours
- C. Between 6-10 hours
- D. More than 10 hours

Question 3: Please describe the types of additional reports required at your campus.



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# Canutillo Independent School District Student Support Services

*Excellence Through Integrity and Innovation*

TO: Board of Trustees

FROM: Dr. Monica Reyes   
Director

DATE: April 13, 2016

SUBJECT: School Health Advisory Council (SHAC) Mid-Year Report

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As per board policy, the Student Support Services Department will present the School Health Advisory Council (SHAC) report. This report communicates current efforts and recommendations for the 2015-16 school year, addressing meetings and activities throughout the district.

This report will be submitted to the committee which will then need to be the presented to the board for action.



Street Address: 7000 5th Street • Canutillo TX, 79835 | Mailing Address: P.O. Box 100 • Canutillo, TX 79835  
Phone (915) 877-7650 • Fax (915) 877-7652 • [www.canutillo-isd.org](http://www.canutillo-isd.org)

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# Canutillo Independent School District

7000 5<sup>th</sup> Street  
Canutillo, Texas 79835

(915) 877-7656

FAX (915) 877-7652

ntorres@canutillo-isd.org

**Nancy Torres, MS**

*Coordinated School Health Facilitator, CSHF*

March 29, 2016

Canutillo Independent School District  
Superintendent and Members of the Board of Trustees  
7965 Arcraft  
El Paso, Texas 79932

Dear Dr. Galaviz and Members of the Board of Trustees,

According to EHAA (LEGAL), local SHAC's shall submit to the Board, at least annually, a written report that includes:

1. Any SHAC recommendation concerning the District's health education curriculum and instruction or related matters that the SHAC has not previously submitted to the Board;
2. Any suggested modification to a SHAC recommendation previously submitted to the Board;
3. A detailed explanation of the SHAC's activities during the period between the date of the current report and the date of the last prior written report.
4. The Board shall select any instruction relating to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) with the advice of the SHAC.

Furthermore, Texas Education Code (TEC) 28.004 states the SHAC shall establish a physical activity and fitness planning subcommittee to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students, *TEC 28.004(l-1)*. *Additionally*, the Board shall determine the specific content of the District's instruction in human sexuality, TEC 28.004 (h).

This annual report will include the activities and accomplishments thus far for the 2015-16 school year.

Sincerely,

**Nancy Torres, MS**

*Coordinated School Health Facilitator, CSHF*

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's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.

El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.

# 2015-2016 School Health Advisory Council (SHAC) Mid-year Report

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## I. SHAC Meetings

- 5 General session meetings
- 4 Health and Wellness Subcommittee meetings
- 4 Human Sexuality Subcommittee meetings
- 1 Goals Retreat (scheduled in May)
- TOTAL** 14 Meetings

<u>Campus/Department</u>	<u>Parent (P) / Staff (S)/Administration(A)</u>
SHAC Chair	Beto Lopez (P)
Childress Elementary	Jose Medel (S)
Canutillo Elementary	Martin Carrillo (S/P) Laura Lopez (PL/P)
Davenport Elementary	Kenneth Cooper (S) Michael Dominguez (S) Rosa Gonzalez (P)
Garcia Elementary	Ana Ortiz (P)* Adrian Flores (S) Victor Luces (S)
Damian Elementary	Francisco Loya (S) Martin Arvizuo (S) Monica Reyes (A/P)
Reyes Elementary	Grace Carbajal (S)
Alderete Middle	Rose Salgado (S/P) Chris Scott (S) Joan Lavis (P)
Canutillo Middle	Ana Ortiz (P) Sharon Norris (S) Bobby Leyva (S/P)
Canutillo High	Chris Judge (A) Alex De la Crus (S/P) Megan Flores (S) Bryan Brandenberger (S) Michel Tinnin (S) Joshua Gher (S) Lourdes Soliz (PL) Debbie Garcia (S)
Northwest Early College High School	Oralia Acosta (S) Marisela Grado (S)
Student Support Division	Dr. Monica Reyes (A/P) Nancy Torres (S/P) Debbie Garcia (S) Veronica Andujo (S/P)

\*Children at more than one campus

# 2015-2016 School Health Advisory Council (SHAC) Mid-year Report

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## **Recruitment Efforts**

- Coordinator School Health Facilitator (CSHF) at parent nights/parent meetings
- SHAC conducted two meetings during the school day for 2015-16
- CSHF met with counselors – suicide prevention
- CSHF provides training for counselors, nurses, administrations, faculty, staff, parents
- Parent Advisory Council (PAC) – presentations – at Garcia and Reyes Elementary
- Canutillo Elementary parent liaison

## **Partners in School**

<i><u>Partnerships</u></i>	<i><u>Member(s)</u></i>
Department of Public Health	Elias Gonzalez
YWCA	Lucia Hernandez, Director Two Should Know Initiative
Paso Del Norte Health Foundation	Jon Law, President Bianca Aguilar, Associate Program Officer
United Way	Gail Gale, Director of Community Impact
American Heart Association	Valerie Sanchez, Youth Market Director
El Paso Diabetes Association	
Greater El Paso Tennis Association	William Tepsick
OUTright	Becky Silva, Coordinator
Institute for Healthy Living	Dr. Leah Whigham, Executive Director
Big Brothers Big Sisters	Bobbi Jo Ortiz, President, CEO
Center for Sexual and Family Violence	Rose Guerrero, No Means No
Child Crisis Center of El Paso	Andrea Franco, Health Educator
University Medical Center	Susan De la Paz, Lelia OusursHealth Educator
Braden Aboud Foundation	Julie Tomlin
Providence Memorial Hospital	Krista Aguirre, RN
El Paso Sleep Center	Dr. Gonzalo Diaz
Emergence Health Network	
El Paso Behavioral Health	
Nike	David Doherty, Head Coach
Southwest Dairy Farmers	
FBI	

**School and Community Engagement Presentations**

Health Education	University Medical Center	Susan De la Paz
CPR Training	Providence	Krista Aguirre
HIV updates	Department of Public Health	Elias Gonzalez
No Means No	Center Against Sexual and Family Violence	Rose Guerrero
Youth Risk Survey (Scheduled May 2016)	Paso del Norte Health Foundation	Jon Law
Emergence Health Network	Youth Mental Health First Aid (adults)	
Emergence Health Network	Self-harm (adults)	
El Paso Behavioral	Suicide Prevention (adults)	
FBI	Cyber Safety, Social Networking (adults)	

**II. Health and Wellness Committee**

*Reviewed and Supported*

**Flu-Shot Clinics**

CISD hosted seasonal flu-shot clinics throughout the District during the months of October and November as a preventative measure to help students and employees develop good health habits and reduce absenteeism.

**Campus Health Fair**

During both Parent/Teacher conferences (Fall/Spring), ten campus health fairs were conducted. The Coordinated School Health Facilitator assisted Canutillo ISD schools with scheduling over 60 health, nutrition, and fitness promoting agencies.

**American Heart Association- Jump Rope for Heart/Hoops for Heart**

The committee supported the American Heart Association (AHA) initiative of Jump Rope/Hoops for Heart fundraising events for cardiovascular research and other AHA initiatives. Along with raising money for the association, the student’s efforts help earn gift certificates for free P.E. equipment for their school. School presentations were offered to all campuses.

## 2015-2016 School Health Advisory Council (SHAC) Mid-year Report

### **Braden Aboud Foundation Walk/Run**

The committee has approved the fundraiser for all ten campuses. Last year the event had the largest participation with over 10,000 participants. CISD raised over \$2,100 that was given back to our district for our physical education departments.

### **Breakfast in the Classroom (BitC)**

The CSHF presented to the committee the research and benefits of BitC. The committee then heard and questioned Mr. Jeff Hudson and decided to support the BitC initiative.

### **SPAN Survey**

The committee has approved the School Physical Activity and Nutrition (SPAN) Survey that will be conducted at randomly chosen schools in CISD.

- SPAN is the School Physical Activity and Nutrition Project. The overall goal of SPAN is to establish a surveillance system to monitor the prevalence of overweight/obesity in school-aged children in Texas. This surveillance system allows researchers to identify and track trends in childhood obesity. In addition, SPAN identifies factors in Texas students that may underlie obesity, including dietary behaviors, nutrition knowledge and attitudes, and physical activity.

### **FBI**

The committee has approved parent presentations from the FBI on cyber safety and social media.

### **Emergence Health Network (EHN)**

The EHN has provided Youth Mental Health First Aid for counselors, nurses, principals, administrators, DAEP, and the Student Support Department. In the future, the plan is to train parent liaisons, faculty, staff, and parents.

The EHN has also provided parents a “Self-Harm” presentation for parents of middle school students.

- The committee has reviewed and approved the “Self-Harm” presentation for parents. The committee is seeking approval to secondary levels at the middle school and high school level, as well as at DAEP.

**El Paso Behavioral formerly UBH**

**Ex: “Owning the Consequences of Our Actions”**

**“Deescalating of an Angry Child”**

The presentation to students will be presented by a therapist that can be presented to faculty, parents for basic information to support the students. Topics for presentations will be determined by the needs of the district. Presentations will be provided to the district prior to meeting with the students. Parental consent can be provided, but is not needed on most/if not all presentations that have been done in prior school districts. Resources for students and parents will also be included for our district to use at our discretion.

- The committee is seeking approval to secondary levels at DAEP, MS, HS.

**III. Human Sexuality Committee**

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other consequences. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district’s School Health Advisory Council (SHAC). Please see the campus principal or contact the district’s Coordinated School Health Facilitator at (915) 877-7650 in Student Support Services Department for additional information.

**Approved Programs**

In accordance with state law, below is a summary of the district’s approved curriculum regarding human sexuality instruction:

- **Growth and Development for Boys and Girls “Always Changing”- Grade 5:**
  - Students will learn about the emotional and physical changes that accompany the life stages of adolescence and puberty. The presentations are normally taught in separate sessions for each gender.
  - **NOTE:** This program is geared for 5th grade students. However, a parent /legal guardian, health care provider or school employee may recommend a 4<sup>th</sup> grade student to participate in the program.

# 2015-2016 School Health Advisory Council (SHAC) Mid-year Report

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- **Game Plan – Grades 6-8**
  - A program designed to help students discover the “strong message” that abstinence is the safest, healthiest choice for teens to prevent pregnancy and STDs.
  - Abstinence is a good decision which will help them achieve academic excellence and accomplish their goals and dreams.
  
- **Choices Two Should Know- Grades 7-12**
  - This is an abstinence based presentation which includes separate lessons on Abstinence, Dating Violence, STD’s, and Contraceptives.
  - The content of the curriculum includes teaching of contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.
  
- **Navigator - Grades 9 – 12**
  - A program designed for high school students to learn the importance of saving all sexual activity for marriage.
  - Explores issues important to teenagers by using research, statistics and real life stories.
  
- **HIV/AIDS Prevention - Grades 9 – 12**
  - This presentation defines and provides the difference between HIV Infection and AIDS.
  - A description of the progression of HIV from initial infection to disease, the modes of transmission of HIV, and the ways to prevent HIV infection are discussed.
  
- **International AIDS Empowerment - Grades 8-12**
  - Local, state, national statistics, knowledge and information on risks on HIV/AIDS/STDs are presented.
  - Students discuss attitudes and beliefs towards respecting personal limits, transmission, incubation, and symptoms of AIDS.
  
- **International AIDS Empowerment – OUTright Community Center**
  - In all levels, this community center is an approved resource with an approved speaker for students and parents.
  
- **Draw the Line/Respect the Line - Grades 6-8**
  - The primary message conveyed through this program is that postponing sexual activity during adolescence is the healthiest choice.
  - Program sessions encourage participants to discuss social and peer pressures about having sex, to set limits, to abstain from sexual intercourse, and to stay clear of risky situations.

## 2015-2016 School Health Advisory Council (SHAC) Mid-year Report

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- Draw the Line /Respect the Line also provides information on HIV, and other STD's, and pregnancy prevention.
  
- **Center for Sexual and Family Violence– No Means No**
  - This is approved for all secondary levels.
  
- **Paso de Norte Health Foundation –Youth Risk Behavior Survey**
  - Use of the survey as is, will be the tool to collect all the data we can on our Canutillo community, administration to Freshmen and Sophomores.

### **Available Presentations from Department of Public Health**

SHAC has provided a list of available public health presentations to secondary Physical Education and Health teachers. These sessions will be conducted by trained Health Education and/or Promotion Specialists from the Department of Public Health. The topics are as follows:

- |                                  |                           |
|----------------------------------|---------------------------|
| ● Blood borne Pathogens          | Food Safety               |
| ● Border Health Issues           | Nutrition                 |
| ● Dental Health                  | Personal Hygiene          |
| ● Disease Prevention             | Stress Management         |
| ● Eating Disorders               | Summer or Winter Survival |
| ● Exercise and Weight Management |                           |

### **Program Recommendations**

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction. State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

### **Teen Talks**

**Teen Talk** is a Youth Health Education Program. They provide services for youth from a harm reduction, prevention education perspective. They focus on sexuality, reproductive health, body image, substance use awareness, mental health, and issues of diversity and anti-violence. They adhere to the belief that by providing youth with

## 2015-2016 School Health Advisory Council (SHAC) Mid-year Report

accurate, non-judgmental information they can make healthier decisions and choices for themselves. 5-day presentation, with teen parent panel, abstinence strong.

### **IV. Miscellaneous**

#### **CPR Training**

HB – 897 - Partnership with Providence Nurse Educator, Krista Aguirre and nurse volunteers. Two day session to Canutillo Health classes on CPR, Choking, and AED.

Schools: CHS and NW

American Heart Association Grant – CPR mannequins to be used at AMS and CMS

#### **Department of Agriculture Grant for Coordinated School Health**

Canutillo ISD applied for the Department of Agriculture Grant for Coordinated School Health. The basis of the grant is to expand our Coordinated School Health Program, CATCH, the Coordinated Approach to Child Health, by furnishing a variety of equipment and training for all school campuses. This program will further engage students to increase their physical activity during the school day.

## Board Action Summary

**Board Meeting:** April 2016

**Requested By:** 2015-16 School Health Advisory Council (SHAC)

**Action Requested:**

The Canutillo SHAC recommends Board approval of these requests.

**Who Has Been Involved?**

SHAC Health and Wellness Committee Members

SHAC Human Sexuality Committee Members

SHAC Members

SHAC approved

**How Will It Benefit The District's Mission/Goals?**

Abstinence Based Education Program as required by EHAA (LEGAL) policy

**How Will Request Be Financed?**

Zero cost to the District.

**Summary of Topics:**

Emergence Health Network (EHN)

\* The committee has approved the "Self-Harm" presentation for parents.

The committee approved to go into secondary levels and DAEP.

El Paso Behavioral – "Owning the Consequences of Our Actions" and district needs.

The committee approved to go into secondary levels and DAEP.

Teen Talks

5-days of presentations, with teen parent panel, that will be abstinence strong.

The committee approved to go into secondary levels and DAEP.

**Will require from the Canutillo ISD:**

Board approval and class time

- **ABSTINENCE IS THE OVERALL THEME**
- **NO CONTRACEPTION DEMONSTRATIONS WILL BE DONE**

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**Action Taken:**

SHAC

Page 9

# 2015-2016 School Health Advisory Council (SHAC) Mid-year Report

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## **Follow-up Responsibility:**

### **Canutillo Independent School District School Health Advisory Council Suggestions on Human Sexuality Programs for Canutillo ISD students**

**Date: April 2016**

**WHEREAS**, the local School Health Advisory Council has considered that local community values are reflected in any recommendations made by the council; and

**WHEREAS**, the local School Health Advisory Council has considered research concerning the current health, wellness, and human sexuality issues; and

**WHEREAS**, the health, wellness, and human sexuality programs will continue to promote abstinence and will provide information on decision making; and

**NOW, THEREFORE**, based on this information, **BE IT RESOLVED** that the Canutillo Independent School District School Health Advisory Council advocates the following health, wellness, and human sexuality programs be offered and implemented as follows:

#### **Programs**

Emergence Health Network

Student presentations – secondary level, DAEP

El Paso Behavioral

Student presentations – secondary level, DAEP

Teen Talks

Student presentations – secondary level, DAEP

# 2015-2016 School Health Advisory Council (SHAC) Mid-year Report

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**BE IT FURTHER RESOLVED**, that the Canutillo Independent School District School Health Advisory Council endorses the above recommendations:

Approved and adopted the 21st day of March 2016. We, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Canutillo ISD SHAC.

<u>Name of SHAC member</u>	<u>Signature</u>
Beto Lopez	
Oralia Acosta	
Martin Carrillo	
Michael Dominguez	
Kenneth Cooper	
Debbie Garcia	
Grace Carbajal	
Jose Medel	
Nancy Torres	
Sharon Norris	
Laura Lopez	
Fracisco Loya	
Alex De la Cruz	
Martin Arvizuo	
Monica Reyes	
Adrian Flores	
Victor Luces	
Rose Salgado	
Chris Scott	
Bobby Leyva	
Veronica Andujo	
Marisela Grado	
Lourdes Soliz	
Joshua Gher	
Michel Tinnin	
Bryan Bradenberger	
Megan Flores	
Chris Judge	

# 2015-2016 School Health Advisory Council (SHAC) Mid-year Report

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**BE IT FURTHER RESOLVED**, that the Canutillo Independent School District School Board of Trustees endorse the above recommendations suggested by SHAC:

Approved and adopted the 25<sup>th</sup> of August 2015. We, the undersigned, hereby certify that the foregoing recommendations were duly adopted by the **Canutillo Independent School District Board of Trustees**.

<u>Board member</u>	<u>Signature</u>
_____ Stephanie Frieze, President	_____
_____ Adrian Medina, Vice President	_____
_____ Mary Yglesias, Secretary	_____
_____ Laure Searls, Trustee	_____
_____ Leticia E. Gonzalez, Trustee	_____
_____ Armando Rodriguez, Trustee	_____
_____ Rachel M. Quintana, Trustee	_____



# Canutillo Independent School District Human Resources

*Excellence Through Integrity and Innovation*

Martha Carrasco  
Executive Director, Human Resources

## MEMORANDUM

**TO:** Board Committee Members

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

**DATE:** April 12, 2016

**SUBJECT:** **TASB Policy Update 104**

---

Attached for your review, discussion and recommendation to the Board of Trustees is the *Update 104 Comparison Packet* and *Vantage Points*, which summarizes the changes within the legal and local polices.

For our discussion we will be addressing the local polices since no changes can be made to the legal polices.

- EEH(LOCAL): Instructional Arrangements Homebound Instruction
- FB (LOCAL): Equal Educational Opportunity
- FD(LOCAL): Admissions
- FEB(LOCAL): Attendance Accounting
- FFC(LOCAL): Student Welfare Student Support Services
- FFH(LOCAL): Student Welfare Freedom From Discrimination, Harassment, And Retaliation

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

Thank you.



Street Address: 7965 Artcraft Rd. • El Paso, TX 79932 | Mailing Address: P.O. Box 100 • Canutillo, TX 79835  
Phone (915) 877-7423 • Fax (915) 877-7407 • [www.canutillo-isd.org](http://www.canutillo-isd.org)

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's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Artcraft Rd. El Paso, TX 79932

## (LOCAL) Policy Comparison Packet

Each marked-up (LOCAL) policy in this collection reflects an automated comparison of the updated policy with its precursor, as found in the TASB Policy Service records.

The comparison is generated by an automated process that shows changes as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow.

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

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### Please Note:

At **Update 103** you may see some duplicated margin notes in the policy comparison documents. They look like a tracked change where no clear change has taken place, like so:

**MARGIN NOTE**

**MARGIN NOTE**

This is an unintended side effect of Policy Service's recent migration to Word 2013, which revealed formatting issues in some margin notes that had not been apparent in earlier versions of Word. Fixing those formatting issues during Update 103 editing has now caused Word to annotate some margin notes where the wording itself hasn't changed, resulting in the effect described above.

We apologize for any inconvenience. If you would like assistance cleaning up the tracked changes in your local policy comparison documents, please contact TASB Policy Service, and we'll be glad to help.

[Policy.Service@tasb.org](mailto:Policy.Service@tasb.org)

800-580-7529

512-467-0222

INSTRUCTIONAL ARRANGEMENTS  
HOMEBOUND INSTRUCTION

EEH  
(LOCAL)

GENERAL EDUCATION

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

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

SPECIAL EDUCATION

**Consistent with state rule and the SAAH, a student receiving** ~~For~~ special education **services may be eligible for special education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical reasons specifically documented by a physician licensed to practice in the United States. If a student is chronically ill, the student's admission, review, and dismissal (stu-** ~~ents, the~~ **ARD) committee shall determine whether the weeks of confinement need to be consecutive.**

**If the ARD committee determines that homebound instruction is appropriate, the** committee shall determine the type and amount of instruction to be provided **in accordance with law, and, if applicable** ~~and, when the student is able to return to the regular educational setting~~, the length of the transition period **to the school-based setting** based on current medical information.

DOCUMENTATION OF SERVICES

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

DATE ISSUED:  
~~2/14/2016~~ ~~11/18/2008~~  
UPDATE ~~104~~ ~~84~~  
EEH(LOCAL)-A

ADOPTED:

1 of 1

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**Note:** The following provisions address equal educational opportunity for all students in accordance with law. For provisions addressing discrimination, harassment, and retaliation involving District students, see FFH.

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TITLE IX  
COORDINATOR

The District **has designated a Title IX coordinator for students**~~designates the following person~~ to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended. **[See FB(EXHIBIT)]:**

~~Name: — Martha Carrasco~~

~~Position: — Executive Director, Human Resources~~

~~Address: — 7965 Arcraft, El Paso, TX 79932~~

~~Telephone: — (915) 877-7423~~

ADA / SECTION 504  
COORDINATOR

**The District has designated an**~~Reports of discrimination based on disability may be directed to the~~ ADA/Section 504 coordinator **for students.**~~The District designates the following person~~ to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973 ("**Section 504**"),<sup>7</sup> as amended. **[See FB(EXHIBIT)]:**

~~Name: — Carey Chambers~~

~~Position: — Special Education Director~~

~~Address: — 7965 Arcraft, El Paso, TX 79932~~

~~Telephone: — (915) 877-7450~~

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other **nondiscrimination**~~antidiscrimination~~ laws.

~~COMPLAINTS~~

~~Allegations of unlawful discrimination, prohibited harassment, including sexual harassment, or retaliation shall be made according to FFH(LOCAL).~~

~~RECORDS  
RETENTION~~

**EQUAL EDUCATIONAL  
OPPORTUNITY**

**GENERAL  
EDUCATION**

**The District shall provide necessary services and supports to provide students equal access to educational opportunities. [See EHBC] Certain instructional or other accommodations, including on state-mandated assessments, may be made when necessary, when allowable, and when these accommodations do not modify the rigor or content expectations of a subject, course, or assessment. [See EKB]**

**ADDITIONAL  
SERVICES AND  
SUPPORTS**

If the District has reason to believe that a student has a disability that may require additional services and supports in order for the student to receive an appropriate education as this term is defined by law, Section 504 and/or the Individuals with Disabilities Education Act (IDEA) shall govern the evaluation, services, and supports provided by the District. [See also EHBA series]

[For information regarding dyslexia and related disorders, see EHB.]

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**Note:** The following provisions address the District's compliance efforts and system of procedural safeguards as required by federal regulations for a student with a disability as defined by Section 504. A report of discrimination or harassment based on a student's disability shall be made in accordance with FFH.

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~~Copies of reports alleging discrimination, prohibited harassment, including sexual harassment, and retaliation; investigation reports; and related records shall be maintained by the District for a period of at least three years. If the person alleged to have experienced discrimination, prohibited harassment, or retaliation was a minor, the records shall be maintained until the person reaches the age of 21.~~

**SECTION 504  
COMMITTEE  
COMMITTEES**

**The District shall form Section 504 committees as necessary.** The Section 504 coordinator and members of ~~each~~ the Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services **and supports to a student who has a disability that results in a substantial limitation of a major life activity.** ~~to those students who have disabilities, but who are not in need of special education in accordance with the Individuals with Disabilities Education Act (IDEA). [See EHBA]~~

~~Each~~The Section 504 committee shall be composed of **a group of at least two persons, including** persons knowledgeable about the student, the meaning of the evaluation data, ~~the~~ placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

**REFERRALS**

**If a teacher, school counselor, administrator** ~~A student may be referred by parents, teachers, counselors, administrators, or any other District employee for evaluation to determine if the student has~~ **reason to believe that a student may have a disability as defined by** ~~disabilities and is in need of special instruction or services.~~

~~PARENTAL  
CONSENT~~

~~The Section 504, the District coordinator shall evaluate the notify parents prior to any individual evaluation conducted to determine if their child has disabilities or to determine what educational or related services should be provided to the student. A student may also be referred for evaluation by the student's parent~~ Parental consent shall be obtained before the initial student evaluation procedures for the identification, diagnosis, and prescription of specific education services.

NOTICE AND  
~~CONSENT TO  
PARENTS~~

The District shall seek written parental consent prior to conducting a formal evaluation. Ordinary observations in the classroom or other school setting shall not require prior parental consent.

~~Parents shall be given written notice of the District's refusal to evaluate a student or to provide specific aids and services the parents have requested.~~

~~PREPLACEMENT  
EVALUATION AND  
PLACEMENT~~

The results of ~~an~~the evaluation shall be considered before any action is taken to place a student with a ~~disability~~disabilities or make a significant change in placement in an instructional program. The Superintendent shall ensure that the District's procedures for tests and other evaluation materials comply with the minimum requirements of law. In interpretingThe evaluation data and when making decisions related to necessary services and supports, each Section 504 committee shall carefully consider and document information from a variety of sources in accordance with law.

REVIEW AND  
REEVALUATION  
PROCEDURE

To address the periodic reevaluation requirement of law, the District shall adhere to the reevaluation timelines in~~shall include consideration of adaptive behavior. Adaptive behavior is the effectiveness with which the individual meets the~~ IDEA regulations.

A parent, teacher, or other District employee may request a review of a student's services and supports at any time, but a formal reevaluation shall generally occur no more frequently than once a year.

EXAMINING  
RECORDS

A parent shall make any request to review ~~standards of personal independence and social responsibility expected of his or her~~ child's education records to the campus principal or other identified custodian of records. [See FL]~~age and cultural group.~~

RIGHT TO  
IMPARTIAL  
HEARING

A parent~~Parents~~ shall be given written notice of ~~the~~their due process right to an impartial hearing if ~~the parent has~~they have a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student

with **a disability**~~disabilities~~. The impartial hearing shall be conducted by a person who is knowledgeable about ~~the issues involved in~~ Section 504 **issues** and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney. **The District and the parent shall be entitled to legal representation at the impartial hearing.**

~~STATE-MANDATED  
ASSESSMENTS  
MODIFICATIONS IN  
TAKING THE STATE-  
MANDATED  
ASSESSMENTS MAY  
BE MADE FOR A  
SECTION 504  
STUDENT WHEN  
THE  
MODIFICATIONS  
HAVE BEEN  
DETERMINED NOT  
TO DESTROY THE  
VALIDITY OF THE  
TEST, ARE  
NECESSARY FOR  
THE STUDENT TO  
TAKE THE TEST,  
ARE CONSISTENT  
WITH  
MODIFICATIONS  
PROVIDED THE  
STUDENT IN THE  
CLASSROOM, AND  
ARE APPROVED BY  
TEA. [SEE  
EKB] RECORDS  
RETENTION~~

**Records specific to identification, evaluation, and placement as these pertain to Section 504 shall be retained by the District in accordance with law and the District's local records retention schedules. [See CPC]**

ADMISSIONS

FD  
(LOCAL)

PERSONS AGE 21  
AND OVER

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

REGISTRATION  
FORMS

The student's parent, legal guardian, or other person having lawful control shall annually complete ~~and sign~~ registration forms. A student who has reached age 18 shall be permitted to complete ~~and sign~~ these forms.

**PROOF OF  
RESIDENCY**

**At the time of initial registration and on an annual basis thereafter, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.**

MINOR LIVING APART  
PERSON STANDING  
IN PARENTAL  
RELATION

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

MISCONDUCT

A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

EXCEPTIONS

Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.

EXTRACURRICULAR  
ACTIVITIES

The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

NONRESIDENT  
STUDENT IN  
GRANDPARENT'S  
AFTER-SCHOOL CARE

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.

**"ACCREDITED"  
DEFINED**

**For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.**

**GRADE-LEVEL  
PLACEMENT**

**ACCREDITED  
SCHOOLS**

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

~~For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the Commissioner.~~

**NONACCREDITED  
SCHOOLS**

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

**TRANSFER OF  
CREDIT**

**ACCREDITED  
TEXAS PUBLIC  
SCHOOLS  
OTHER  
ACCREDITED OR  
NONACCREDITED  
SCHOOLS**

**Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.**

**Before recognizing credit in a course earned in an accredited nonpublic school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit. [See EI]**

~~Before granting credit, the District shall validate, by testing or other evidence, that any course taken by a student at a nonaccredited public, private, or parochial school meets State Board requirements. [See EHDB]~~

ADMISSIONS

FD  
(LOCAL)

WITHDRAWAL

A parent or guardian wishing to withdraw a minor student shall present a signed **statement that includes**~~request stating~~ the reason for the withdrawal. A student who is 18 or older may **submit** ~~are-~~~~quest~~ withdrawal **statement** without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]]

ATTENDANCE  
ATTENDANCE ACCOUNTING

FEB  
(LOCAL)

ATTENDANCE  
ACCOUNTING SYSTEM

The Superintendent shall be responsible for maintaining a student attendance accounting system in accordance with statutory and TEA requirements. [\[See also FD for admissions and residency requirements.\]](#)

~~ALTERNATIVE~~  
~~ALTE~~  
~~RNATE~~ RECORDING  
TIME

When appropriate, the Superintendent shall establish written procedures permitting a campus to specify an ~~alternate~~ [alternative](#) time for taking attendance other than the second or fifth instructional hour. Exceptions may be authorized for an entire campus or for a designated group of students at a campus. The ~~alternate-~~ [alternative-](#) time for recording attendance shall be determined in accordance with TEA's *Student Attendance Accounting Handbook*.

PARENTAL CONSENT  
TO LEAVE CAMPUS

The Superintendent shall establish procedures regarding parental consent for a student to leave campus, including procedures for documenting a student's absence. The procedures shall be communicated in the employee and student handbooks.

Canutillo ISD  
071907

STUDENT WELFARE  
STUDENT SUPPORT SERVICES

FFC  
(LOCAL)

LIAISON FOR  
HOMELESS  
STUDENTS

~~The District has designated the following staff person as the liaison for homeless students:~~

~~Name: — Margarita Armendariz~~

~~Position: — Director of Student/Community Services~~

~~Address: — 651 Canutillo Ave., Canutillo, TX 79835~~

~~Telephone: — (915) 877-7650~~

DATE ISSUED: 4/25/2013  
LDU-2013.01  
FFC(LOCAL)-A

ADOPTED:

1 of 1

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**Note:** This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

---

STATEMENT OF  
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, **sex**, gender, national origin, disability, **age**, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, **sex**, gender, national origin, disability, **age**, or on any other basis prohibited by law, that adversely affects the student.

PROHIBITED  
HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, **sex**, gender, national origin, disability, **age**, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

STUDENT WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH  
(LOCAL)

SEXUAL HARASSMENT  
BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See [DHDF](#)]

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

STUDENT WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH  
(LOCAL)

GENDER-BASED  
HARASSMENT

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the

STUDENT WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH  
(LOCAL)

	<p>student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.</p>
RETALIATION	<p>The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.</p>
EXAMPLES	<p>Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.</p>
FALSE CLAIM	<p>A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.</p>
PROHIBITED CONDUCT	<p>In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.</p>
REPORTING PROCEDURES	<p>Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, <b>school</b> counselor, principal, other District employee, or the appropriate District official listed in this policy.</p>
STUDENT REPORT	
EMPLOYEE REPORT	<p>Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.</p>
DEFINITION OF DISTRICT OFFICIALS	<p>For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.</p>
TITLE IX COORDINATOR	<p>Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the <b>designated Title IX coordinator for students. [See FFH(EXHIBIT)]</b> <del>Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:</del></p>

STUDENT WELFARE  
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(LOCAL)

~~Name: Martha Carrasco~~  
~~Position: Executive Director, Human Resources~~  
~~Address: 7965 Artcraft, El Paso, TX 79932~~  
~~Telephone: (915) 877-7423~~

ADA /  
SECTION 504  
COORDINATOR

Reports of discrimination based on disability may be directed to the **designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]**~~ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:~~

~~Name: Carey Chambers~~  
~~Position: Special Education Director~~  
~~Address: 7965 Artcraft, El Paso, TX 79932~~  
~~Telephone: (915) 877-7450~~

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other **nondiscrimination**~~antidiscrimination~~ laws.

ALTERNATIVE  
REPORTING  
PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE TO PARENTS

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

INVESTIGATION OF  
THE REPORT

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

STUDENT WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH  
(LOCAL)

INITIAL  
ASSESSMENT

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at CRIMINAL INVESTIGATION.

If the District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

INTERIM ACTION

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

DISTRICT  
INVESTIGATION

The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CRIMINAL  
INVESTIGATION

If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

CONCLUDING THE  
INVESTIGATION

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

STUDENT WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH  
(LOCAL)

NOTIFICATION OF OUTCOME	Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.
DISTRICT ACTION PROHIBITED CONDUCT	If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
CORRECTIVE ACTION	Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.
BULLYING	If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
APPEAL	A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.
RECORDS RETENTION	<p><b>The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records retention schedules, but for no less than the minimum amount of time required by law. [See CPC]</b></p> <p><del>Retention of records shall be in accordance with FB(LOCAL) and CPC(LOCAL).</del></p>

STUDENT WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH  
(LOCAL)

ACCESS TO POLICY  
AND PROCEDURES

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

# Vantage Points

## A Board Member's Guide to Update 104

**Please note:** *Vantage Points* is an executive summary, prepared specifically for board members, of the TASB Localized Update. The topic-by-topic outline and the thumbnail descriptions focus attention on key issues to assist local officials in understanding changes found in the policies. **The description of policy changes in *Vantage Points* is highly summarized and should not substitute for careful attention to the more detailed, district-specific Explanatory Notes and the policies within the localized update packet.**



This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

We welcome your comments or suggestions for improving *Vantage Points*. Please write to us at TASB Policy Service, P.O. Box 400, Austin, TX 78767-0400, e-mail us at [policy.service@tasb.org](mailto:policy.service@tasb.org), or call us at 800-580-7529 or 512-467-0222.

For more information about Policy Service, visit our website at <http://policy.tasb.org>.

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Update 104 is the second of two post-legislative updates, focusing primarily on amendments to the Administrative Code as a result of recent legislation. Major topics in Update 104 include taxes, financial reports and audits, reports to the State Board for Educator Certification (SBEC), video and audio recording in special education settings, partial credit requirements for students who are homeless or in foster care, credit-by-exam requirements for homeless students, substitutes for state assessments, and wellness policy requirements. Several of the local policy recommendations address new local policy requirements included in the 2015–16 TEA *Student Attendance Accounting Handbook*, including homebound instruction and residency and admissions. Other local policy recommendations address equal educational opportunities for students and student discrimination and harassment.

Unless otherwise noted, references to legislative bills refer to bills from the 84th Legislative Session. Throughout this document, House Bill is abbreviated as HB and Senate Bill as SB. For more information about the bills described below, download the [TASB 2015 Legislative Summary for TASB Members](#) (PDF), available free from the online TASB Store at <http://store.tasb.org>.

## **District Operations**

Several bills affect the calculation and collection of ad valorem taxes, addressed at CCG(LEGAL):

### **Ad Valorem Taxes**

- SB 1 and voter approval of a 2015 constitutional amendment increased the homestead exemption from \$15,000 to \$25,000.
- HB 992 and the constitutional amendment adopted in 2015 provide the residence homestead exemption to a surviving spouse of a 100 percent disabled veteran who died before the law authorizing the exemption took effect.
- When a district's tax rate will exceed the sum of the effective maintenance and operations tax rate and the district's current debt rate, SB 1760 requires that:
  - The board must have a record vote on the ordinance, resolution, or order setting the tax rate; and
  - At least 60 percent of the members of the board must vote in favor (at least five members of a seven-member board, regardless of the number of members present and voting).

**Financial Reports and Audits**

HB 1378 requires an annual compilation of certain financial information regarding the district’s debt obligations, credit rating, and other relevant information. Districts must make the report available for inspection and post the report on their websites. The contact information for a district’s main office must also be posted on its website. See CFA(LEGAL) and CQA(LEGAL).

Recent Administrative Code changes implementing provisions from HB 5 (83rd Legislative Session) have also been added at CFA(LEGAL) reflecting a district’s obligation to provide additional information to TEA or acquire professional services in the event the commissioner of education projects that a financial deficit will occur in a district’s general fund within the next three school years.

At CFC(LEGAL), provisions on the state’s financial accountability rating system have been added based on recently revised Administrative Code rules. The policy references that preliminary ratings must be issued by TEA on or before August 8 each year, as required by law.

**Personnel Issues**

Administrative Code changes prompted revisions to DBAA(LEGAL), DFE(LEGAL), and DHB(LEGAL) addressing SBEC enforcement actions against a superintendent who falsely or inaccurately certifies compliance with the required criminal history review provisions, as well as the district’s responsibility to complete investigations and notify SBEC if there is evidence of certain misconduct even when a resignation has been submitted by an employee.

**Student Issues**

**Homebound Instruction**

<b><i>EEH(LOCAL) POLICY CONSIDERATIONS</i></b>
<p>The <i>Student Attendance Accounting Handbook (SAAH)</i> published by TEA includes the official attendance accounting requirements, including funding mechanisms. The 2015–16 <i>SAAH</i> addresses both general education homebound instruction and special education homebound instruction when a student is expected to be confined for a minimum of four weeks to a hospital or homebound setting. The <i>SAAH</i> requires that a local policy be in place for a district to qualify for funding for general education homebound instruction. Recommended policy changes clarify that the four weeks need not be consecutive.</p>
<p>For special education homebound instruction eligibility, the text in the <i>SAAH</i> mirrors current Administrative Code rules in that, if a student is determined to be chronically ill, the confinement of four weeks need not be consecutive if district policy allows for this. To address the local policy requirement, recommended text referring to special education homebound</p>

instruction designates the admission, review, and dismissal (ARD) committee to determine whether the weeks need to be consecutive. Other recommendations in this EEH(LOCAL) policy are for clarification and to more closely mirror the requirements of the *SAAH*.

**Video Recording of Special Education Classrooms**

Beginning with the 2016–17 school year, SB 507 requires video and audio recording of certain special education classrooms and other settings on request of a staff member, parent, or board member. A new policy code, EHBAF, has been added at this Update and includes the statutory requirements for these video recordings. As described at EHBAF(LEGAL), districts must provide notice regarding these recordings to all school staff and to the affected parents. However, this type of recording is an exception to the requirement to obtain parental consent when a district employee makes a videotape or recording of a child or child’s voice, for which adjustments have been made at FL(LEGAL).

**Students who are Homeless or in Foster Care**

In an effort to provide flexibility for students who are homeless or in substitute (foster) care, recently amended Administrative Code rules direct districts to offer credit-by-exam opportunities to these students if they enroll in the district after the school year begins and to award partial credit when a student passes only one semester of a two-semester course. See EHDC(LEGAL) and EI(LEGAL).

***FFC(LOCAL) POLICY CONSIDERATIONS***

Federal law requires each district to designate an appropriate staff person to serve as the district’s liaison for homeless students. Most districts currently list this person’s name and contact information at FFC(LOCAL). In an effort to maintain the visibility of this information but eliminate the need for the board to readopt the policy every time a district’s liaison changes, the local policy at this code is recommended for deletion. In its place, a new FFC(EXHIBIT) is being issued with this Update and includes the contact information of the district’s liaison for homeless students.

**State Assessment**

EKB(LEGAL), addressing state assessments, has been amended to include Administrative Rule changes that implement HB 1613 and SB 149 regarding use of the Texas Success Initiative (TSI) assessment as a substitute for an end-of-course (EOC) assessment in certain circumstances. Administrative Code changes also require a district to report to TEA whether a student trans-

ferred into the district from out of state during the current school year; the assessment results for these students will be provided by TEA separately from other students.

**Health and Wellness**

To correspond with local policy development materials sent by TASB Policy Service in November 2015, FFA(LEGAL) has been revised in this Update to address the federal requirements for a school wellness policy, as directed by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010.

**Equal Educational Opportunities / Discrimination and Harassment**

A reference to “age” has been added at FB(LEGAL) to accurately reflect the list of federally protected characteristics. In addition, information has been added to clarify a district’s required actions when evaluating a student believed to have a disability that requires additional services and supports.

***FB(LOCAL) AND FFH(LOCAL) POLICY CONSIDERATIONS***

FB(LOCAL), which addresses the district’s obligation to provide equal educational opportunities, including protections under Section 504 and other laws, has been significantly revised. The primary revisions reflect the overarching concept of equal educational opportunities and address Section 504 protections, using the federal Section 504 regulations as the basis for the recommended revisions. Revisions have been made to include in this local policy the procedural safeguard categories required by the regulations and to affirmatively mirror the Individuals with Disabilities Education Act (IDEA) in terms of required timelines for reevaluation of students.

To accommodate the addition of “age” as listed in the federally protected characteristics at FB(LEGAL), “age” is also a recommended addition at FFH(LOCAL) when referring to the district’s nondiscrimination statement and definition of discrimination. Also recommended for revision is text associated with retention of relevant records.

Most districts’ current local policies at both FB(LOCAL) and FFH(LOCAL) include the contact information of the district Title IX coordinator and ADA/Section 504 coordinator for students. To eliminate the need for the board to readopt these policies every time this information changes, we recommend removing this information from the local policy and moving it to corresponding (EXHIBIT)s at these codes. This will maintain the visibility of the information but will allow the superintendent to update the information as necessary. See FB(EXHIBIT) and FFH(EXHIBIT), included in this Update, for more information.

**Admissions and  
Residency  
Requirements**

The 2015–16 *SAAH* addresses in several ways the district’s duty to verify a student’s residency when enrolling a child in the district and how this duty relates to eligibility for state funding based on a student’s attendance. To assist districts in determining residency, a definition of that term, as used in a U.S. Supreme Court case, has been added at FD(LEGAL).

***FD(LOCAL) AND FEB(LOCAL) POLICY CONSIDERATIONS***

The *SAAH* requires a district to maintain written local board-adopted policies that provide detailed information on the district’s attendance accounting system and that include the district’s written policy for documentation to establish student residency. Informal guidance received from TEA would allow districts to continue the common practice of having the superintendent, as the board’s designee, maintain in administrative regulations a list of documents that may be used to verify residency. In this case, it would be crucial for a district to be able to provide this list should an attendance audit occur. To specifically address the superintendent’s responsibility to develop this list, a provision requiring a parent to present proof of residency in accordance with administrative regulations is recommended at FD(LOCAL) for most districts at this Update. For those districts that already list specific documents in their FD(LOCAL) policies, those lists have generally been retained, with additional recommendations made for clarity and consistency.

Also at FD(LOCAL) are provisions to clarify transfer of credit from accredited and nonaccredited schools to better reflect state rule regarding types of credit the district must accept, as opposed to when a district would be required to evaluate records before recognizing credit.

To accommodate the *SAAH*’s requirement for board policies related to residency and the attendance accounting system, a cross-reference is recommended at FEB(LOCAL), the policy regarding attendance accounting, to point to policy FD related to admissions and residency requirements.

***More  
Information***

For more information on these and other policy changes, refer to the policy-by-policy Explanatory Notes—customized for each district’s policies—and the policies themselves, found in your district’s localized update packet.

# Northwest Early College High School



**SENIOR UPDATE**

# Composition of Senior Class



## Our Target – Exemplar Status on the ECHS Blueprint

	12th
Total #	51
GT	21%
At-Risk	25%
LEP	.06%
Economically Disadvantaged	51%
Home Language Other Than English	59%
First Generation College Student	59%
Migrant Student	.02%

Hispanic	87%
White	9%
Black or African American	2%
American Indian	1%
Two or More Races	1%

“The ECHS shall identify, recruit and enroll subpopulations (in addition to those who are at-risk as defined by PEIMS) that are historically underrepresented in college courses (first generation college goers, students of low socioeconomic status, African American, Hispanic).”

# ACT and SAT Performance



	Taken the Test	Average Score
ACT	40 (78%)	21
SAT	30 (59%)	513 Verbal 519 Math

We are pleased to report that we have increased the number of students taking college entrance exams from last year to this year by 10%

[Insert Video Clip Here](#)

## How do we compare?

Average ACT Composite Test Score  
for El Paso County  
16.504

Average ACT Composite Test Score  
for Texas  
20.9

Average SAT Scores for Texas  
476 Verbal  
495 Math

# College Readiness



	Passed TSI Reading	Passed TSI Writing	Passed TSI Math	College Credits Earned
2015 Seniors	100%	94%	96%	1820
2016 Seniors	100%	100%	94%	2973

71

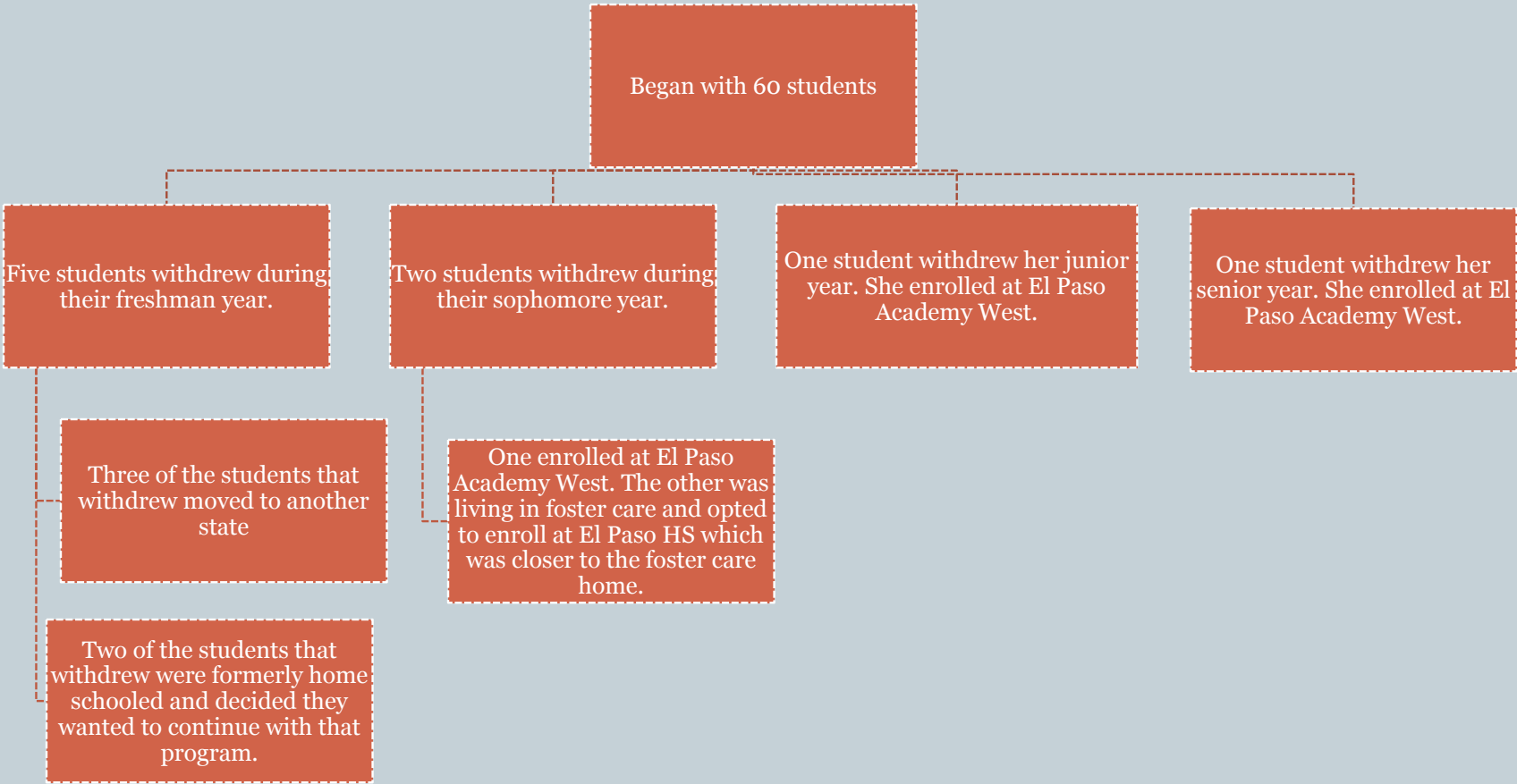


# ARE WE MEETING OUR GOALS?



<b>SENIOR DATA</b>	<b>Number of Students 2016</b>	<b>Number of Students 2015</b>	<b>Compared to El Paso County</b>
High School Graduate	51	48	26% have no HS Diploma
Have never taken a college course	0	2 (.04%)	24%
Have earned 0-15 credits	0	4 (.08%)	26% (Some college, no degree)
Have earned 16-30 credits	4 (.07%)	9 (18%)	26% (Some college, no degree)
Have earned 31-45	3 (.05%)	3 (.06%)	26% (Some college, no degree)
Have earned 46-59 credits	3 (.05%)	3 (.06%)	26% (Some college, no degree)
Have earned 60 credits Associate's	42 (82%)	12 (25%)	7% Associate Degree
Have earned more than 60 credits	32 (63%)	14 (29%)	7% Associate Degree

# Cohort 2016



# Scholarship Data



<b>AS OF 4/13/2016</b>	
Scholarship Monies Earned Class of 2015	\$578,069
Scholarship Monies Earned Class of 2016	\$3.1 MIL

74



# Graduation Ceremony Details



- Abraham Chavez Theater
- Saturday, May 28, 2016, 2:00 PM
- Audience seating begins at 1:30 PM
- Members of the board are asked to arrive no later than 1:00 PM.
- Parking passes will be provided to members of the school board and cabinet.

**CANUTILLO HIGH SCHOOL**  
CLASS OF 2016



## CLASS OF 2016

- Seniors-Cohort 2016- 439
- Students completing graduation requirements from other cohorts- 10
- Early HS Candidate- 5
- Distinguished Achievement Plan- 46
- Students needing EOC- 44
- EL students not graduating- 6
- SPED students not graduating- 1

## SCHOLARSHIPS/FINANCIAL AID

- Scholarships-  
\$873,236
- Military-  
\$146,960
- FAFSA Grants-  
\$359,340
- NMSU- Fee  
Waiver-  
\$1,504,524
- Total-  
\$2,884,060

# COLLEGE APPLICATIONS/COLLEGE READINESS

TOTAL NUMBER OF APPLICATIONS- 439 (All did apply Texas)

FAFSA COMPLETED-122

April 11, 2016-EPCC advising and registration took place- 40 kids walked out with schedules

TSI- 150 Seniors +92 Dual Credit Seniors =242

COLLEGE PREP ACT PRINCETON REVIEW- 122



# GRADUATION CEREMONY DETAILS

- **DON HASKINS CENTER**
- **TUESDAY–JUNE 14, 2016 @6pm**
- **SEATING BEGINS @ 5pm**
- **BOARD MEMBERS TO ARRIVE @5pm**
- **PARKING PASSES WILL BE PROVIDED**
- **PROJECT GRADUATION-TENTATIVELY SCHEDULE–  
@CHS**



# Canutillo Independent School District Public Information Office

*Excellence Through Integrity and Innovation*

## Executive Summary: 2016-2017 Northwest Early College High School Calendar

Last month, the CISD school board approved the school calendar for Northwest Early College High School. Two days after that approval, the EPCC school board met and made changes to their school calendar. These changes impacted what was previously approved, therefore requiring NWECHS to make adjustments to their calendar.

The calendar that is being proposed this evening provides NW employees with both Veteran's Day and President's Day off, which are district observed holidays. In addition, the calendar has been reviewed by HR to ensure that contractual obligations are met.

Our calendar change has proven beneficial for the Northwest students by increasing enrollment in summer courses and eliminating conflict with high school courses. Once again, Northwest Early College High School requests to adjust its school calendar for the 2016-2017 school year to match El Paso Community College's calendar.

As schools are now required to have 75,600 minutes in a school year, Northwest met with faculty, students and parents to gather input on how to reach this new requirement while matching the start and end dates of El Paso Community College.



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Phone (915) 877-7481 • Fax (915) 877-7483 • [www.canutillo-isd.org](http://www.canutillo-isd.org)

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.



# Northwest Early College High School

## 2016-17 School Calendar

### Calendario Escolar

#### Legend/Claves

- Waiver Days  
*Días de desarrollo profesional*
- Holiday/District Closure  
*Día Festivo/Distrito Cerrado*
- Teacher Work Days  
*Días hábiles para maestros*
- Campus Staff Development Days  
*Días de desarrollo profesional*
- District Staff Development Days  
*Días de desarrollo profesional*
- NWECHS Teacher Off Duty Days  
*Días de descanso para maestros de NWECHS*
- NWECHS Teacher On Duty Days  
*Días de trabajo para maestros de NWECHS*
- Early Release  
*Salida temprana*
- Parent/Teacher Conference  
*Conferencia de Padres y Maestros*
- STAAR Testing/*Día de Examen*
- TAKS Testing/*Día de Examen*
- First Day of School  
*Primer Día de Escuela*
- CISD Semester Begins  
*Comienza el Semestre de CISD*
- CISD Semester Ends  
*Termina el Semestre de CISD*
- EPCC Semester Begins  
*Comienza el Semestre de EPCC*
- EPCC Semester Ends  
*Termina el Semestre de EPCC*
- NWECHS Semester Ends  
*Termina el Semestre de NWECHS*

#### Holidays/Días Festivos y de Descanso

Independence Day/ <i>Día de Independencia</i>	7/4
Labor Day/ <i>Día del trabajo</i>	9/5
Veterans Day/ <i>Día de veterano</i>	11/11
Thanksgiving Break/ <i>Vacaciones de Otoño</i>	11/21 - 11/25
Winter Break/ <i>Vacaciones de Invierno</i>	12/22 - 1/4
Martin Luther King Day/ <i>Día de Martin Luther King</i>	1/16
Presidents' Day/ <i>Día de los Presidentes</i>	2/20
Spring Break/ <i>Vacaciones de Primavera</i>	3/13 - 3/17
Holiday/ <i>Día festivo</i>	4/14
Memorial Day/ <i>Día de Conmemoración de los Caídos</i>	5/29
Make-up Days/ <i>Días de recuperación de clases</i>	11/21 & 6/9

#### Six Weeks Reporting Periods

<i>Periodo de calificaciones de 6 semanas</i>	
1st 6-Weeks/ <i>Primera 6 semanas</i>	8/22 - 9/23
2nd 6-Weeks/ <i>Segunda 6 semanas</i>	9/26 - 10/28
3rd 6-Weeks/ <i>Tercera 6 semanas</i>	10/31 - 12/16
4th 6-Weeks/ <i>Cuarta 6 semanas</i>	1/4 - 2/24
5th 6-Weeks/ <i>Quinta 6 semanas</i>	2/27 - 4/21
6th 6-Weeks/ <i>Sexta 6 semanas</i>	4/24 - 6/7

#### Parent Teacher Conference

<i>Conferencia de Padres y Maestros</i>	
Fall/ <i>Otoño</i>	11/1-11/3
Spring/ <i>Primavera</i>	2/28-3/2

#### Early Release Dates/*Salida Temprana*

High School Students/ <i>Estudiantes de preparatoria</i>	11/2
High School Students/ <i>Estudiantes de preparatoria</i>	3/1
All Students/ <i>Todos los estudiantes</i>	6/7

#### Early Release Times/*Horario de salida temprana*

High School/ <i>Secundarias/Preparatorias</i>	12:30 p.m.
First Day for Teachers	8/16

JULY/JULIO 2016				
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

JANUARY/ENERO 2017				
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
30	31			

AUGUST/AGOSTO 2016				
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	31		

FEBRUARY/FEBRERO 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

SEPTEMBER/SEPTIEMBRE 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MARCH/MARZO 2017				
M	T	W	T	F
		1*	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

OCTOBER/OCTUBRE 2016				
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
31				

APRIL/ABRIL 2017				
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

NOVEMBER/NOVIEMBRE 2016				
M	T	W	T	F
	1	2*	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY/MAYO 2017				
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	31		

DECEMBER/DICIEMBRE 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE/JUNIO 2017				
M	T	W	T	F
			1	2
5	6	7*	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

\*Test dates are subject to change, log on to <http://www.tea.state.tx.us/student.assessment/calendars/> for updates.





# Canutillo Independent School District Curriculum & Instruction

*Excellence Through Integrity and Innovation*

*C&I Mission: We value **quality** education for **all** students. We **build capacity** and provide **instructional support** for teachers. Our work is centered on **research**, grounded in **best practice**, and focused on **student achievement**.*

## **Executive Summary**

**TO: Board of Trustees and Superintendent Galaviz**  
**FROM: Marnie E. Rocha, Executive Director of C&I**  
**DATE: April 14, 2016**  
**RE: Summer School**

Attached is the list of summer programs that will be run for the district. These programs include Student Success Initiative for Grades 5, 8 in Reading and Math and End of Course (EOC). Also included are the program requirements for the Migrant, Special Education, Pre-kindergarten/Kindergarten and Academic Language Services departments.

Currently, summer school is funded with federal and state monies. Due to the end date of the regular school year, we anticipate a cost saving as result of the abbreviated summer school calendar i.e. personnel, transportation costs, etc.

A summer school report will be presented to the board at the Policy/Instructional meeting on April 18, 2016.



Street Address: 7965 Artcraft Rd. • El Paso, TX 79932 | Mailing Address: P.O. Box 100 • Canutillo, TX 79835  
Phone (915) 877-7440 • Fax (915) 877-7470 • [www.canutillo-isd.org](http://www.canutillo-isd.org)

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.

Canutillo ISD Summer 2016				
Program	Grade Level	Hours of Operation	*Hosting Campus	Hours Compen.
Summer School Academic	Elementary (5th) June 14-22 (7 days)	<b>7:30-3:00 (Teachers and Paras)</b>	Jose Damian Elementary	7
		7:30-8:00 Breakfast/Teacher Prep		
		8:00-3:00 Instruction 30 minute Lunch		
	Middle (8th) June 14-22 (7 days)	<b>8:00-3:30 (Teachers and Paras)</b>	Canutillo Middle School	7
		8:00-8:30 Breakfast/Teacher Prep		
		8:30-3:30 Instruction 30 minute Lunch		
	CHS (9-12) EOC & CR& Bridge June 14-July 14 (19 days)	<b>8:00-4:00 (Teachers and Paras)</b>	CHS	7.5
		8:00 - 8:30 Breakfast/Prep		
		AM session 8:30-12:00 Lunch 12:00-12:30 PM session 12:30-4:00		
	Northwest Summer Bridge	<b>June 13 - 16 and June 20-23</b>	Northwest	
		BK 8:30 - 9 9-12:30 Instruction 12:30 -1:00 PM Lunch 1-4:30 PM		
		<b>July 11 - 14</b>		
Northwest TSI Remediation	BK 8:30 - 9 9-12:30 Instruction 12:30 -1:00 PM Lunch 1-4:30 PM	Northwest		
	<b>June 20-23</b>			
Northwest EOC Remediation	BK 8:30 - 9 9-12:30 Instruction 12:30 -1:00 PM Lunch 1-4:30 PM	Northwest		
	<b>June 20-23</b>			
Elementary (Grades 1-5) Summer Special Education June 14-22 (7 days)	DSC AU Social Skills/Transition	<b>7:30-12:00 (Teachers and Paras)</b>	All schools @ JDE	4.5
		7:30-8:00 Breakfast/Teacher Prep		
		8:00-11:30 Instruction		
		30 minute Lunch/Teachers and Paras assist students during lunch		
Middle & High School Summer Special Education June 14-22 (7days)	DSC AU Social Skills/Transition	<b>8:00-12:30 (Teachers and Paras)</b>	All secondary schools at CHS	4.5
		8:00-8:30 Breakfast/Teacher Prep		
		8:30-12:00 Academics Lunch 12:00-12:30		
		Teachers and Paras assist students during lunch		
Pre- K and K June 14 - July 7 (15 Days)	PreK and K	<b>7:30-3:30</b>	All Schools @ Jose Damiajn ES	8
		7:30-8:00 Breakfast		
		8:00-3:30 Instruction 30 minute Lunch		
Migrant	Grades K-4 Creative Kids June 13-17	Grades 5-7 Robotics at UTEP June 13-17 Grades 4-7 Math Matters@JDE June 20-22	HS Field Trip Dates Pending	4 and 5 year olds at EPCC Library June 13-17
English Language Academies	Grades 6-12 Jun 14-22	<b>8:00-3:30</b>	Canutillo Middle School	7
RN	K-12	JDE (7:30 -12:00) CMS (1-3:30) 7 Hours	CHS (8:00 -4:30) 30 min lunch 8 Hours	
Summer Meal Program	K-12	JDE, Canutillo MS, Canutillo HS, and Northwest	Delivery of breakfast and lunch to GES	
Summer School Teacher Training/Prep	K-12 Saturday, June 11	8-12:00 Staff Development	Central Office	4
VOYAGER PROGRAM	Grades 2-5 June 14-22	7:30-8:00 Breakfast/Teacher Prep	GES	5
		8:00-12:00 Instruction		
		30 minute Lunch		

# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: \_\_\_\_\_  
Agenda Item No.: \_\_\_\_\_

Subject/Title for Agenda Posting: Recommendation to approve the purchase of 110 student laptops for the upcoming 2016-2017 school year from Decision Tree Inc. utilizing DIR Cooperative Contract DIR-SDD-2030-TX. +

Justification Statement: Provide laptops for incoming students to continue one-to-one laptop initiative at Northwest Early College High School

Purpose of Agenda Item:  Action  Information  Discussion  
Committee Meeting:  Policy/Instruction/Personnel/Student Services Committee  
 Finance/Audit/Facilities/Planning Committee Meeting

Staff Responsible: Tracy Speaker/Veronica Campbell *vc*

Print Name and Signature of Presenter

*[Handwritten Signature]*

Signature of Approver

Title

### District Improvement Plan Objective, Goal or Need Addressed

Goal 2: Increase student academic achievement

#### RATIONALE:

Provide students with materials and/or equipment needed to advance the TEKS within the curriculum and provide academically rigorous programs. In addition, to prepare students for a technology-driven world in which innovation, creativity, autonomy, and individual and group research is prized along with the traditional accumulation of knowledge.

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place.

#### RECOMMENDATION/MOTION:

It is recommended that the Board of Trustees approve the purchase of student laptops from Decision Tree Inc., the vendor offering the best value to CISD utilizing DIR Cooperative Contract DIR-SDD-2030-TX.

AMOUNT(S): \$56,210.00

ACCOUNT NO(S):

199.11.6398.00.003.11

PROCUREMENT METHOD TYPE:

4 Quotations Provided

REQUESTING DEPARTMENT:

Northwest Early College High School

CONSEQUENCES OF NON-APPROVAL:

Incoming students will be negatively affected by not having access to computer software, Internet, etc. required for high school and college level courses +

IMPLEMENTATION TIMELINE:

August, 2016

ATTACHMENT(S):  Decision Tree quote, CDW-G quote, Shi quote, GovConnection quote



# Cost Analysis

<i>Description - 110 student laptops for 2016-2017 school year Lenovo ThinkPad 11e + Accidental Damage protection (3 yrs)</i>			
Vendor A	Vendor B	Vendor C	Vendor D
Decision Tree	CDW-G	Shi Government Solutions	GovConnection
\$56,210.00	\$59,070.00	\$58,993.00	\$58,734.50

# Evaluation Score Sheet

Lenovo ThinkPad 11e Laptop

Procurement type:

RATER Name: Technology Department

Campus: Northwest Early College HS

Verified by: *J. Cayless*

	Decision Tree	GovConnection	shi Government	CDWG
Product	Lenovo ThinkPad	Lenovo ThinkPad	Lenovo ThinkPad	Lenovo ThinkPad
<b>Product Evaluation</b>				
<b>Cost</b>	\$56,210.00	\$58,734.50	\$58,993.00	\$59,070.00
	35	30	20	15
<b>The Quality of Proposer's goods or services as presented in quotation.</b>				
	25	25	25	25
<b>The extent to which the goods or services meet the district's needs</b>				
	25	25	25	25
<b>The Proposer's past relation with the district</b>				
	25	25	25	25
<b>GRAND TOTAL</b>	<b>100</b>	<b>95</b>	<b>95</b>	<b>85</b>



Decision Tree Inc.  
 306 Thunderbird Dr.  
 El Paso, Texas 79912  
 United States  
<http://www.dtreotech.com>  
 (P) (915) 584-3419  
 (F) (915) 833-1614

**Quotation (Open)**

**Date**  
 Mar 21, 2016 02:18 PM  
 MDT

**Expiration Date**  
 2016-07-31

**Doc #**  
 25252 - rev 1 of 1

**Description**  
 Lenovo 11e- 110

**SalesRep**  
 Holder, Wendell  
 (P) 915-584-3419  
 (F) 915-833-1614

**Customer Contact**  
 Guilfoil, Roberta  
 (P) 915-877-7460

**Customer**  
 Canutillo Independent School  
 District (CI0115)  
 Guilfoil, Roberta  
 7965 Artcraft Rd.  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7423

**Bill To**  
 Canutillo Independent School District  
 Accounts, Payable  
 7965 Artcraft Rd.  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7423

**Ship To**  
 Canutillo ISD  
 Flores, Tony  
 7965 Artcraft Rd.  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7423

**Customer PO:**

**Terms:**  
 Undefined

**Ship Via:**  
 FedEx Ground

**Special Instructions:**

**Carrier Account #:**

#	Description	Part #	Tax	Qty	Unit Price	Total
<b>Quoted Pursuant to (Texas) Lenovo DIR Contract (DIR-SDD-2030-TX)</b>						
1	Lenovo ThinkPad 11e Configured as below  Note: 3 Year Depot or Carry-in Custom Image Windows 10 Pro Intel HD Graphics Intel Celeron N3150 processor (2MB Cache, Up To 2.25GHz) Security Chip Enabled 11.6" HD (1366 x 768), Anti-Glare, Black UltraNav (TrackPoint and TouchPad) without Fingerprint Reader 128GB Solid State Drive, SATA Battery 4 cell Li-Ion Battery 35WH 4GB PC3-12800 DDR3L SDRAM 1600MHz SODIMM AC Adapter and Power Cord 45W AC Adapter - US (2pin) Keyboard - US English	20G9CTO1WW	Yes	110	\$436.00	\$47,960.00
2	Lenovo Accidental Damage Protection Accidental damage coverage - 3 years - for ThinkPad 11e; X130e; X131e; ThinkPad Yoga 11e	5PS0G59594	Yes	110	\$75.00	\$8,250.00

**CONTRACT VEHICLES**

(New Mexico) SWREC Contract 2015-12-17  
 (Texas) Region 19 ESC Allied States Coop. Tech Contract # 14-6994  
 (Texas) Region 18 ESC Technology Contract # OF53AFM  
 (Texas) Region 2 ESC Technology Contract # 14-164D000  
 (Texas) HP DIR Contract (DIR-TSO-2538)  
 (Texas) Dell DIR Contract (DIR-SDD-1951-TX)  
 (Texas) Brocade Communications (DIR-SDD-1474)  
 (Texas) Lenovo DIR Contract (DIR-SDD-2030-TX)  
 Decision Tree Technologies GSA IT 70 (GS-35F-0511T)  
 Woman Owned/Texas HUB #1742538104700  
 Federal CAGE CODE: 5R7D3

Subtotal: \$56,210.00  
 Tax (0.000%): \$0.00  
 Shipping: \$0.00  
**Total: \$56,210.00**



# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GXCD771	0594944	3/21/2016

**BILL TO:**  
 CANUTILLO ISD  
 PO BOX 440

**SHIP TO:**  
 CANUTILLO ISD  
 7965 ARTCRAFT RD

Accounts Payable  
 CANUTILLO , TX 79835-0440

EL PASO , TX 79932-1131  
 Contact: ROBERTA  
 GUILFOIL 915.877.7460

Customer Phone #

Customer P.O. # LVO QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
COREY GREMPKA 866.222.9713	UPS Ground	NET 30 Days-Gov/Ed	GOVT-EXEMPT

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
110	NEW-ITEM	NEW ITEM Mfg#: NEW-ITEM Contract: MARKET 20G9CTO1WW Lenovo 11e Clamshell laptop Selectable Warranty- Think 3 Year Depot or Carry-in Preload Type- Custom Image Preload OS- Windows 10 Pro 64 Processor- Intel Celeron N3150 processor (2MB Cache, up To 2.08GHz) Total memory- 4GB PC3-12800 DDR3L SDRAM 1600MHz SODIMM System Unit- Intel HD Graphics Security Chip 2- Software TPM & Hardware dTPM TPM Setting- Hardware dTPM Enabled Display- 11.6" HD (1366x768) TN Non Touch Pointing device- UltraNav (TrackPoint and TouchPad) without Fingerprint Reader Hard drive- 128 GB Solid State Drive, SATA3 WiFi wireless LAN adapters- Intel Dual Band Wireless-AC/B/G/N 7265, Bluetooth Version 4.0 Battery- 3cell 42Wh AC Adapter and Power Cord- 45W AC Adapter - US(2pin) Keyboard Language- Keyboard - English Publication Language- Publication - English Preload Language- CI_W10 P64-ENG Display Panel- 11.6" HD (1366x768) TN AntiGlare Black ITC - Project Type Image Creation ITC - Imaging Service 1 Standard Service Load Fee ITC - Imaging Service 5 Standard Services Image Creation 5PS0G59594	455.00	50,050.00
110	3419450	LVO 3YR ADP Mfg#: 5PS0G59594 Contract: TCPN - Technology Solutions R5106 R5106 Electronic distribution - NO MEDIA	82.00	9,020.00

SUBTOTAL  
FREIGHT  
TAX

59,070.00  
0.00  
0.00

US Currency

**TOTAL** ↗ **59,070.00**

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061

Fax: 312.705.9418

**Please remit payment to:**  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at  
<http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager.



Pricing Proposal  
 Quotation #: 11251676  
 Created On: 3/21/2016  
 Valid Until: 7/31/2016

**TX Canutillo Independent School District**

**SHI Government Solutions**

**Roberta Guilfoil**  
 7965 Artcraft Rd  
 El Paso, TX 79932  
 United States  
 Phone: (915) 877-7460  
 Fax: (915) 877-7418  
 Email: rguilfoil@canutillo-isd.org

**Katie Meyers**  
 1301 South Mo-Pac Expressway  
 Ste. 375  
 Austin, TX 78746  
 Phone: Phone: 800-870-6079  
 Fax: Fax: 512-732-0232  
 Email: Katie\_Meyers@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Lenovo 11e Clamshell laptop Lenovo - Part#: 20G9CTO1WW* Note: SPECS LISTED IN COMMENTS BELOW	110	\$457.50	\$50,325.00
2 3-yr Accidental Damage Protection Lenovo - Part#: 5PS0G59594	110	\$78.80	\$8,668.00
		Shipping	\$0.00
		Total	\$58,993.00

**Additional Comments**

Selectable Warranty- Think 3 Year Depot or Carry-in  
 Preload Type- Custom Image  
 Preload OS- Windows 10 Pro 64  
 Processor- Intel Celeron N3150 processor (2MB Cache, up To 2.08GHz)  
 Total memory- 4GB PC3-12800 DDR3L SDRAM 1600MHz SODIMM  
 System Unit- Intel HD Graphics  
 Security Chip 2- Software TPM & Hardware dTPM  
 TPM Setting- Hardware dTPM Enabled  
 Display- 11.6" HD (1366x768) TN Non Touch  
 Pointing device- UltraNav (TrackPoint and TouchPad) without Fingerprint Reader  
 Hard drive- 128 GB Solid State Drive, SATA3  
 WiFi wireless LAN adapters- Intel Dual Band Wireless-AC/B/G/N 7265, Bluetooth Version 4.0  
 Battery- 3cell 42Wh  
 AC Adapter and Power Cord- 45W AC Adapter - US(2pin)  
 Keyboard Language- Keyboard - English  
 Publication Language- Publication - English  
 Preload Language- CI\_W10 P64-ENG  
 Display Panel- 11.6" HD (1366x768) TN AnitGlare Black  
 ITC - Project Type Image Creation  
 ITC - Imaging Service 1 Standard Service Load Fee  
 ITC - Imaging Service 5 Standard Services Image Creation

*Thank You for choosing SHI-GS! To ensure the best level of service, please provide End User Name, Phone Number, and E-Mail Address when submitting a Purchase Order. For any additional information including Hardware and Software Contract Numbers.*

*please contact an SHI-GS Sales Representative at 800-870-6079.*

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*The Products offered under this proposal are subject to the SHI Return Policy posted at [www.shi.com/returnpolicy](http://www.shi.com/returnpolicy), unless there is an existing agreement between SHI and the Customer.*

## ORDERING INFORMATION

**GovConnection, Inc.**  
**State of Texas DIR - Lenovo**  
**Contract #DIR-SDD-2030**  
**Contract Expiration: 28 December 2016**

**Please contact your account manager with questions.**

**Ordering Address**  
GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Remittance Address**  
GovConnection, Inc.  
PO Box 536477  
Pittsburgh, PA 15253-5906

*Please reference the Contract # on all purchase orders.*

## TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE

**WARRANTY:** *Manufacturer's Standard Commercial Warranty*

*Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale. All purchases from GovConnection, Inc. are subject to the Terms and Conditions of the State of Texas DIR - Lenovo Contract #DIR-SDD-2030. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:  
<http://www.govconnection.com/web/Shipping/ProofOfPurchase.htm>

**Please forward your Contract or Purchase Order to:**

**[SLEDOPS@GovConnection.com](mailto:SLEDOPS@GovConnection.com)**

**QUESTIONS: Call 800-800-0019**

**FAX: 603.683.0374**

**SALES QUOTE**

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Brian K Massey  
**Phone:** 800-800-0019  
**Fax:** 603-683-1514  
**Email:**

**# 24072258.03-W1**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 3/22/2016  
**Valid Through:** 4/21/2016  
**Account #:** K09777

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Roberta Guilfoil  
**Email:** rguilfoil@canutillo-isd.org

**Phone:** (915) 877-7460  
**Fax:** (915) 877-7418

<b>QUOTE PROVIDED TO:</b> AB#: 5944054 CANUTILLO INDEPENDENT SCHOOL DISTRICT ACCOUNTS PAYABLE PO BOX 440 EL PASO, TX 79835  (915) 877-7430	<b>SHIP TO:</b> AB#: 11606569 CANUTILLO ISD 7965 ARTCRAFT RD ISD WAREHOUSE EL PASO, TX 79932  (915) 877-7430
---	---

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	NET 30	DIR-SDD-2030

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of the State of Texas DIR - Lenovo Contract #DIR-SDD-2030. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext	
1				Quote Good Until 7/29/16			\$ -	
2	110			20G9CTO1WW - Lenovo 11e Clamshell laptop		\$ 457.07	\$ 50,277.70	
3	110	18125979	SPS0G59594	3-year ADP Service Lenovo Thinkpad Protection/services	Lenovo Thinkpad Protection/service s	\$ 76.88	\$ 8,456.80	
<b>Subtotal</b>							\$	58,734.50
<b>Fee</b>							\$	0.00
<b>Shipping and Handling</b>							\$	0.00
<b>Tax</b>								Exempt!
<b>Total</b>							\$	58,734.50

\*Lease for as low as: \$1,749.70/Mo.

## Claudia Yvette Morales

---

**From:** Tracy Joann Andrews  
**Sent:** Wednesday, April 06, 2016 10:20 AM  
**To:** Claudia Yvette Morales; Veronica Campbell  
**Subject:** FW: NWECHS Student Laptop quotes

Below is the email from Bobbie concerning Mr. Flores' approval of the equipment

Tracy Andrews  
NWECHS Dean of Students  
(office) (915) 877-1704  
(fax) (915) 877-7033

---

**From:** Roberta Guilfoil  
**Sent:** Tuesday, April 05, 2016 3:44 PM  
**To:** Tracy Joann Andrews  
**Cc:** Tony Flores  
**Subject:** Re: NWECHS Student Laptop quotes

Hello Ms. Andrews,  
Yes, Tony has reviewed and approved the quotes that were sent to you for the purchase of 110 student laptops.

Thank you,

Roberta Guilfoil  
Secretary to Technology Director  
Information Technology Services  
Canutillo ISD  
tel.: 915-877-7460  
fax: 915-877-7418  
email: [rguilfoil@canutillo-isd.org](mailto:rguilfoil@canutillo-isd.org)

Life is not measured by the number of breaths we take but by the moments that take our breath away.

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 of Human Resources, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX. 79932.

El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación de Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.

---

**From:** Tracy Joann Andrews  
**Sent:** Tuesday, April 5, 2016 3:40 PM  
**To:** Roberta Guilfoil

**Cc: Tony Flores**

**Subject: NWECHS Student Laptop quotes**

Bobbie and Tony,

Finance is asking me if Mr. Flores has reviewed and approved the 2016-2017 student laptops that Bobbie sent us quotes for. Please advise. Thanks!

Tracy Andrews

NWECHS Dean of Students

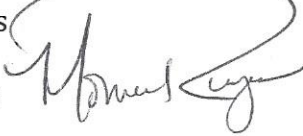
(office) (915) 877-1704

(fax) (915) 877-7033



# Canutillo Independent School District Student Support Services

*Excellence Through Integrity and Innovation*

TO: Board of Trustees  
FROM: Dr. Monica Reyes   
Director  
DATE: April 12, 2016  
SUBJECT: Foster Grandparent Program Memorandum of Understanding

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The Student Support Services Department will present the Memorandum of Understanding (MOU) for the Foster Grandparent Program (FGP) and request renewal of approval of the MOU. This Memorandum of Understanding describes program requirements and mutual responsibilities between Canutillo ISD and the sponsoring agency the City of El Paso.

This MOU will be submitted to the committee which will then need to be the presented to the board for action.



Street Address: 7000 5th Street • Canutillo TX, 79835 | Mailing Address: P.O. Box 100 • Canutillo, TX 79835  
Phone (915) 877-7650 • Fax (915) 877-7652 • [www.canutillo-isd.org](http://www.canutillo-isd.org)

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.

## Alma Gatlin

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**From:** Steve Blanco <SBlanco@bomwlaw.com>  
**Sent:** Saturday, March 19, 2016 12:43 PM  
**To:** Alma Gatlin  
**Cc:** Monica Reyes; Sonia Gomez; Jessica Rodriguez  
**Subject:** FW: Foster Grandparent Program MOU  
**Attachments:** Foster Grandparent Program MOU.pdf

Alma, this agreement looks fine in its current form. I am not familiar with this program and I assume the Board has approved or will be asked to approve CISD participation. It is a grant funded program and ok to enter provided the Board approves the program.

### Steven J. Blanco

**Blanco Ordoñez Mata & Wallace, P.C.**

5715 Cromo Drive  
El Paso, Texas 79912  
(915) 845-5800  
(915) 845-5555 (fax)  
[sblanco@bomwlaw.com](mailto:sblanco@bomwlaw.com)

**From:** Alma Gatlin [<mailto:agatlin@canutillo-isd.org>]  
**Sent:** Friday, March 18, 2016 5:32 PM  
**To:** Steve Blanco <[SBlanco@bomwlaw.com](mailto:SBlanco@bomwlaw.com)>  
**Cc:** Monica Reyes <[mreyes@canutillo-isd.org](mailto:mreyes@canutillo-isd.org)>; Sonia Gomez <[sogomez@canutillo-isd.org](mailto:sogomez@canutillo-isd.org)>  
**Subject:** Foster Grandparent Program MOU

Dear Mr. Blanco,

On behalf of Dr. Monica Reyes, this is to respectfully present you with the attached Foster Grandparent Program MOU for your review.

We thank you in advance for your time and attention to the attached. Please let us know if you have any questions.

With appreciation,

*Alma Gatlin*

Secretary

Student Support Services

7000 5<sup>th</sup> Street

P.O. Box 100

Canutillo, TX 79835

TEL: 915-877-7650

FAX: 915-877-7652

[agatlin@canutillo-isd.org](mailto:agatlin@canutillo-isd.org)

## Alma Gatlin

---

**From:** Alma Gatlin  
**Sent:** Friday, March 18, 2016 5:32 PM  
**To:** 'SBlanco@bomwlaw.com'  
**Cc:** Monica Reyes; Sonia Gomez  
**Subject:** Foster Grandparent Program MOU  
**Attachments:** Foster Grandparent Program MOU.pdf

Tracking:	Recipient	Read
	'SBlanco@bomwlaw.com'	
	Monica Reyes	
	Sonia Gomez	Read: 3/18/2016 5:35 PM

Dear Mr. Blanco,

On behalf of Dr. Monica Reyes, this is to respectfully present you with the attached Foster Grandparent Program MOU for your review.

We thank you in advance for your time and attention to the attached. Please let us know if you have any questions.

With appreciation,

*Alma Gatlin*

Secretary  
Student Support Services  
7000 5<sup>th</sup> Street  
P.O. Box 100  
Canutillo, TX 79835  
TEL: 915-877-7650  
FAX: 915-877-7652  
[agatlin@canutillo-isd.org](mailto:agatlin@canutillo-isd.org)



## Alma Gatlin

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**From:** Alma Gatlin  
**Sent:** Friday, March 18, 2016 5:46 PM  
**To:** Monica Reyes  
**Cc:** Alma Gatlin  
**Subject:** Process for the Approval of the Foster Grandparent Program MOU  
  
**Importance:** High

Dear Dr. Reyes,

Below are the steps for the review and approval of Foster Grandparent Program MOU.

1. Scan and Send the MOU to Steve Blanco (District Attorney) – [Sblanco@bomwlaw.com](mailto:Sblanco@bomwlaw.com)
2. If approved by the attorney, then an executive summary must be submitted to be presented at the Policy/Instruction/Personnel/Student Services Committee meeting on Monday, April 18, 2016.
3. If the Policy/Instruction/Personnel/Student Services Committee like the MOU, then it will be taken to the full Board meeting on Tuesday, April 26, 2016

Same process will be followed for any other MOU.

Thank you,

*Alma Gatlin*

Secretary  
Student Support Services  
7000 5<sup>th</sup> Street  
P.O. Box 100  
Canutillo, TX 79835  
TEL: 915-877-7650  
FAX: 915-877-7652  
[agatlin@canutillo-isd.org](mailto:agatlin@canutillo-isd.org)



# CITY OF EL PASO

## FOSTER GRANDPARENT PROGRAM (FGP)

### MEMORANDUM OF UNDERSTANDING

Between

**Sponsoring Agency:** City of El Paso  
Foster Grandparent Program (FGP)

**Address:** 801 Texas Ave. 3<sup>rd</sup> Floor, El Paso, Texas 79901

**Telephone Number:** (915) 212-1676 **E-mail Address:** ortizra@elpasotexas.gov

**Liaison:** Rosario A. Ortiz

and

**Volunteer Station:** Canutillo Independent School District

**Address:** P.O. Box 100

**Telephone Number:** (915) 877-7400

**Liaison:** Dr. Pedro Galaviz

**PURPOSE:** This Memorandum of Understanding describes program requirements, working relationships, and mutual responsibilities related to placement by the Sponsoring Agency of Foster Grandparent volunteers with the Volunteer Station.

\*\*\*\*\*

The two parties agree to abide by the following provisions:

I. TERM AND ANNUAL REVIEW:

This Memorandum of Understanding shall commence on the date executed below and shall continue in effect until either party terminates the Agreement by giving thirty (30) calendar days advance written notice to the other party. This Memorandum of Understanding will be administratively reviewed every three years by the parties to update the number of volunteers, the name/location of the volunteer station(s)/site(s) and other programmatic revisions under Sections II, IV(I), and V of this Memorandum of Understanding in order to comply with grant requirements or guidelines set forth by the Corporation for National and Community Service. The Director of Community and Human Development shall serve as the City's designee to execute this Memorandum of Understanding and shall have the authority to administratively review on an annual basis this Memorandum of Understanding and execute a revised Memorandum of Understanding reflecting the programmatic changes discussed above. Except as noted above, this Memorandum of Understanding may only be revised and amended by the mutual agreement of the parties, and their authorized governing bodies.

II. ASSIGNMENT OF FOSTER GRANDPARENT PROGRAM VOLUNTEERS AND VOLUNTEER SITE(S):

Please check which of the following describes the volunteer station:

Public Agency \_\_\_\_\_ \*Private Non-Profit \_\_\_\_\_ Propriety Health Care Agency \_\_\_\_\_

Name and Address of Volunteer Site: Canutillo Independent School District  
Dr. Pedro Galaviz  
P.O. Box 100  
Canutillo, Texas 79835  
(915) 877-7400

III. RESPONSIBILITIES OF THE SPONSORING AGENCY: (City of El Paso FGP)

It will be the responsibility of the Sponsoring Agency to:

- A. Designate a Coordinator to serve as liaison with the volunteer station and volunteer sites. This individual will be called the coordinator of the Foster Grandparent Program (the Project), will be an employee of the Sponsoring Agency, and will be directly responsible for the management of the Project, including selection, training, and supervision of Project staff.
- B. Recruit, interview, select and enroll volunteers in the Project.
- C. Arrange for 40 hours of pre-service orientation for the volunteers and 4 hours of in-service training monthly. (The Annual Recognition Banquet will be provided as in-service in the month of December.
- D. Provide orientation to Volunteer Station staff prior to placement of volunteers concerning appropriate assignments of volunteers, and required reports to be sent to the Sponsoring Agency, and at any other times, as the need arises.
- E. Intentionally deleted.
- F. Develop the format for the annual physical exam to be administered to volunteers who will be assigned to the volunteer station.
- G. Arrange for an initial and an annual physical exam for each volunteer and send copies of results to each volunteer station that requires copies for its file.
- H. Provide volunteers with the minimum accident, personal liability, and excess auto liability insurance coverage according to the Corporation for National Service requirements.
- I. In consultation with the volunteer station, make investigations and reports concerning accidents and injuries involving volunteers.
- J. Ensure that this project when considered in its entirety (i.e. including all stations) is accessible to persons with mobility hearing, vision, mental and cognitive impairment or addictions and diseases.
- K. In cooperation with the Foster Grandparent Program Advisory Council, arrange for appeal procedures to resolve problems arising between the volunteer, the Volunteer Station, and/or the Sponsoring Agency. This Advisory Council shall act in an advisory capacity to the City Council of the City of El Paso and shall have no power to take an administrative or disciplinary action on its own initiative without City Council authority.

- L. Retain full responsibility for the management and fiscal control of the Project.
- M. The Volunteer Program Specialist, who is an employee of the Sponsoring Agency, shall provide supervision to the volunteers at their volunteer site(s) at least twice annually.
- N. Reimburse the volunteer in the amount of the volunteer's actual round-trip transportation expenses for travel between the volunteer's home and the volunteer site(s). In no case, however, shall the Sponsoring Agency reimburse the volunteer more than 25 miles per day for the volunteer's round-trip transportation expense.
- O. Require proof of compliance with the Texas statutory requirements for motor vehicle insurance coverage in cases where the volunteer uses his personal motor vehicle for transportation while participating in the Project.
- P. Retain the right to terminate the assignment of a volunteer to any child in any case where the Foster Grandparent Program Coordinator determines that the volunteer may or has caused physical or emotional harm to the child, or in any case where the Foster Grandparent Program Coordinator determines that the child may or has caused physical or emotional harm to the volunteer.
- Q. Provide for appropriate volunteer recognition.
- R. Ensure compliance with the Corporation for National Service requirements, including, but not limited to, conducting and documenting a criminal history check for all volunteers in accordance with requirements established for a National Service Criminal History Check. [24 CFR 2552.27-.32]
- S. Not discriminate against a potential or active Foster Grandparent volunteer in the operation of its program on the basis of race, color, national origin, including limited English language proficiency, sex, age political affiliation, religion or on the basis of disability, if the volunteer is a qualified individual with a disability.

**IV. RESPONSIBILITIES OF THE VOLUNTEER STATION:**

The volunteer station shall:

- A. Designate an employee of the volunteer station to supervise the Foster Grandparents volunteers. The designated supervisor shall be responsible for the assignment to the volunteer of up to four (4) children having special or exceptional needs. The assignments must be clearly explained to the volunteer at the time he begins volunteer service. The supervisor will be responsible for day-to-day supervision of volunteers and for daily, monthly, and semi-annual performance evaluations of the volunteer.
- B. Select children who have been identified as having exceptional needs to be served by the volunteers. The Sponsoring Agency has the right to refuse to assign or to terminate the assignment of a volunteer to a particular selected child upon the determination of the Foster Grandparent Coordinator.
- C. Assign to the volunteer up to four (4) children having special or exceptional needs using the attached Child Assignment Form, or, in some special cases, an alternative child assignment form agreed to by the Sponsoring Agency (FGP). The supervisor should clearly explain the assignment to the volunteer, and then forward the Assignment Form to the Sponsoring Agency. Child Assignment Forms shall be sent to the Sponsoring Agency when a volunteer is initially assigned, when the assignment is terminated, and when volunteer is reassigned. These forms shall be sent to the Foster Grandparent Program Coordinator as soon as possible after the date of initial assignment,

reassignment or termination, but in no case should the forms be sent to the Foster Grandparent Program more than one week after the date of the initial assignment, reassignment or termination. If the volunteer station on three separate occasions fails to furnish this information within the required time period, the Sponsoring Agency shall have the right to send notice of termination of this Memorandum of Understanding.

- D. Refer volunteers to volunteer station for placement and assist in the assignment of the volunteer, as necessary.
- E. Assist the Sponsoring Agency with pre-service orientation of the volunteers.
- F. Assist the Sponsoring Agency with training at the volunteer site(s) to the extent possible. The Volunteer Station shall report the amount of training provided to the volunteers on the monthly volunteer timesheet. Training agendas or a list of training topics may be attached to the volunteer timesheets. (See attached Volunteer Timesheet.) Topics selected for volunteer training must be appropriately selected to assist the volunteer in performing the volunteer assignment more effectively.
- G. Where applicable provide a daily meal for each volunteer placed at a volunteer site, chargeable to non-federal support at \$\_\_\_\_\_ per meal. The volunteer station will establish the meal price, and verify the meal was received by placing a yes, on the time sheet.
- H. Collect and validate appropriate volunteer reports for submission to the Sponsoring Agency. These documents include:
  - 1. bi-monthly timesheets for each volunteer. (The timesheets must be validated and co-signed by the volunteer and the volunteer site supervisor.);
  - 2. an annual station evaluation report (The report is required for each volunteer site, not for each volunteer.); and,
  - 3. annual volunteer evaluation form provided by the Sponsoring Agency. (The form must be co-signed by the site supervisor and volunteer.)
- I. The bi-monthly time sheets and annual station evaluation report shall be sent or hand-delivered to the Foster Grandparent Program Office within the first three working days of the month. If the Volunteer Station fails on three separate occasions to furnish these reports to Sponsoring Agency in a timely manner, the Sponsoring Agency shall have the right to send notice of termination of this Memorandum of Understanding.
- J. Contact the Foster Grandparent Program Coordinator regarding problems with the assignment of a volunteer, changes in the assignment of a volunteer, or any other problem with a volunteer.
- K. Have the right to request the Sponsoring Agency to reassign a volunteer.
- L. Comply with all local, state and federal policies, executive orders, regulations and laws.
- M. Provide adequate health and safety provisions for the protection of the volunteers. In consultation with the Sponsoring Agency, make investigations and reports concerning accidents and injuries involving volunteers.
- N. Assure that the volunteer assignments include appropriate activities for the volunteers. A list of appropriate and inappropriate activities is incorporated below in this Memorandum of Understanding.

O. Provide for appropriate recognition of volunteers.

V. ACTIVITIES OF FOSTER GRANDPARENT VOLUNTEERS:

The Volunteer Station is responsible for making assignments of volunteers to specific children under this Project. The Volunteer Program Specialist shall review the volunteer assignment to assure that it is appropriate. Volunteers may be assigned up to four (4) children with special or exceptional needs, each to be worked with individually or in a group setting. (Exceptions to this must receive approval from the Foster Grandparent Program Coordinator.) Volunteer activities are to be consistent with the Foster Grandparent Program goal of facilitating a constructive and progressive person-to-person relationship between the volunteers and their assigned children.

A. APPROPRIATE ACTIVITIES:

Below are examples of appropriate volunteer activities to assist children with special or exceptional needs.

1. Assistance to children in self-care, motor skills, and in learning experiences, as well as helping these children to achieve independent living and appropriate social interaction skills.
2. Providing children attending public/state/private schools with emotional support, assistance in the development of basic learning skills, in an attempt to help prevent or delay their being placed in an institutional setting.
3. Helping adolescents and youth in correctional facilities to mitigate the effects of institutionalization, acting as a community link, and helping incarcerated youth prepare for independent living.
4. Assisting status offenders and delinquent youth offenders to remain in the community as an alternative to institutional commitment.
5. Assisting in the prevention of juvenile delinquency.
6. Helping abused or neglected children regain stability through contact with older adults and by providing these children with emotional support and empathy.

B. INAPPROPRIATE ACTIVITIES:

Inappropriate activities which must not be permitted are defined herein so as (1) to protect the integrity of the Foster Grandparent Program and (2) to emphasize the significance of the person-to-person relationship between the volunteers and their assigned children. Therefore, volunteers may not:

1. Serve in staff roles or relieve staff of their routine duties, such as assisting with lesson plans, or taking school supply inventory, etc.
2. Perform custodial functions such as: cleaning, sweeping, mopping, etc.
3. Act as recreation aides, teacher substitutes, teacher aides, nurse aides or kitchen aides.
4. Do or complete the child's assigned tasks, as the child needs to know that he or she can achieve tasks independently.
5. Say anything negative about a child's performance, inabilities or character.

6. Give out any personal information about the children. (This information is to be kept confidential.)
7. Supervise other Foster Grandparent volunteers or Volunteer Station staff.
8. Be alone with children in the absence of Volunteer Station staff.
9. Escort children to the bathroom without having a Volunteer Station staff member present.
10. Care for groups of children.
11. Sell anything to other Foster Grandparent volunteers or Volunteer Station staff, the children or the children's relatives (e.g. Tupperware, Avon products, clothes, arts & crafts, etc.).
12. Smoke or use of tobacco products in the presence of the children.
13. Use, possess or be under the influence of alcohol or illegal drugs. (Such action is grounds for dismissal of the volunteer from the Project.)
14. Abuse children, including physical abuse (e.g. striking, spanking, slapping or shaking), verbal abuse (e.g., humiliating, degrading or threatening) and sexual abuse (e.g., inappropriate touching and exposure).

**VI. CHILDREN SERVED BY FOSTER GRANDPARENTS:**

**A. AGE OF CHILDREN**

Children assigned to volunteers shall be 21 years of age or less. The Corporation for National Service encourages volunteer assignments to younger children in order to facilitate meeting the child's developmental needs.

When a volunteer is assigned to a developmentally disabled child, that assignment may continue beyond the child's 21<sup>st</sup> birthday, provided the following conditions are met:

1. the volunteer was assigned to the child before the child reached 21 years of age; and
2. the Volunteer Station's professional staff determines that the continued assignment is in the best interest of both the volunteer and the child; and, the volunteer, Sponsoring Agency and Volunteer Station's professional staff, and the child's parent (when possible) mutually agree to the continued assignment.

**B. SELECTION OF CHILDREN TO BE SERVED**

The Volunteer Station's professional staff shall be responsible for, and the Foster Grandparent Coordinator shall concur in, the selection of individual children to be served by each volunteer in accordance with the objectives and criteria of the Foster Grandparent Program Regulations.

**VII. RELIGIOUS AND POLITICAL ACTIVITIES:**

The Volunteer Station will not request or assign volunteers to conduct or engage in religious, sectarian, or political activities. A Volunteer Station may retain its independence and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use Corporation for National Service funds to support any inherently religious activities,

such as worship, religious instruction, or proselytization, as part of the programs and services funded. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under the Project. [45 CFR 2552/121(a)(g)]

**VIII. NON-DISPLACEMENT OF EMPLOYEES:**

The Volunteer Station will not assign volunteers to any assignment that would otherwise be performed by an employed worker or which would supplant the hiring of or result in the displacement of employed workers or impair existing contracts for services. [45 CFR Part 2252.121(b)]; 45 CFR Part 1216]

**IX. ACCESSIBILITY AND REASONABLE ACCOMMODATION:**

The Volunteer Station will maintain the programs and activities to which Foster Grandparent volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities. [45 CFR 2552.25(h); 45 CFR Part 1214]

**X. PROHIBITION OF DISCRIMINATION: PROHIBITION OF DISCRIMINATION:**

The Volunteer Station will not discriminate against volunteers or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability. [45 CFR 2552.23(c) (2)(iv)]

**XI. NON-COMPENSATION FOR SERVICES:**

Under no circumstances may a volunteer receive a fee for service from service recipients, their legal guardian, members of their family, or friends. No person, organization, or agency may request or receive any compensation for services of volunteers. [45 CFR 2552.121(c)(1), (5)]

**XII. VOLUNTEER STATUS:**

Foster Grandparent Program volunteers are not employees of the Sponsoring Agency, the Volunteer Station, the Corporation for National and Community Service, or the federal government. [45 CFR 2552.45]

**XIII. ENTIRE AGREEMENT:**

This MOU contains all the terms and conditions agreed upon by the contracting parties. No other understanding, oral or otherwise, shall be deemed to exist or to bind any of the parties hereto.

**XIV. COUNTERPARTS:**

THIS MEMORANDUM OF UNDERSTANDING MAY BE EXECUTED IN ANY NUMBER OF COUNTERPARTS, EACH OF WHICH SHALL BE TREATED FOR ALL PURPOSES AS AN ORIGINAL.

**XV. AUTHORITY:**

Each person signing this Agreement represent and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

This Memorandum of Understanding is agreed to and executed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

On Behalf of THE CITY OF EL PASO:

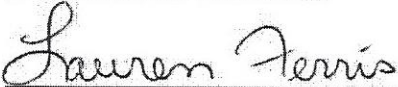
**VOLUNTEER STATION:  
CANUTILLO INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_  
Verónica R. Soto, AICP, Director  
Community & Human Development

By: \_\_\_\_\_  
\_\_\_\_\_  
(printed name/title)

**APPROVED AS TO FORM:**

**ATTEST:**

  
\_\_\_\_\_  
Lauren K. Ferris  
Assistant City Attorney

\_\_\_\_\_  
\_\_\_\_\_  
(printed name/title)



# Canutillo Independent School District Office of the Superintendent

*Excellence Through Integrity and Innovation*

## MEMORANDUM

To: Board of Trustees

From: Dr. Galaviz and Ms. T. Clapsaddle

Date: April 15, 2016

Subject: MOU with Greater El Paso Chamber of Commerce (El Paso FAFSA Nights)

GEPCC and CISD jointly recognize an opportunity to create a post high school pathway to college for students. The GEPCC-Education and Workforce Development Division, applied for a grant from the BBVA Compass Foundation to help underwrite the El Paso FAFSA Nights: Student College Readiness Project to help stem Summer Melt. The parties have agreed to enter into a collaborative agreement to serve students at CISD, who might fall under Summer Melt who by definition are college intending students who may not enroll in college due to absence of support from their high school, confusion over paperwork, and lack of parental guidance



Street Address: 7965 Artcraft Rd. • El Paso, TX 79932 | Mailing Address: P.O. Box 100 • Canutillo, TX 79835  
Phone (915) 877-7444 • Fax (915) 877-7414 • [www.canutillo-isd.org](http://www.canutillo-isd.org)

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.

## MEMORANDUM OF UNDERSTANDING

### THE GREATER EL PASO CHAMBER OF COMMERCE AND CANUTILLO INDEPENDENT SCHOOL DISTRICT

This Memorandum of Understanding (MOU) is entered into as of the \_\_\_\_\_ day of March, 2016 between The Greater El Paso Chamber of Commerce (GEPCC), a non-profit located at 10 Civic Center Plaza, El Paso, TX 79901 and Canutillo Independent School District (CISD), a Texas independent school district located at 7965 Artcraft, El Paso, TX 79932.

Whereas, the GEPCC-Education and Workforce Development Division, applied for a grant from the BBVA Compass Foundation to help underwrite the El Paso FAFSA Nights: Student College Readiness Project to help stem *Summer Melt*;

Whereas, the parties have agreed to enter into a collaborative agreement to serve students at CISD, who might fall under *Summer Melt* who by definition are college intending students who may not enroll in college due to absence of support from their high school, confusion over paperwork, and lack of parental guidance;

Whereas, GEPCC and CISD jointly recognize an opportunity to create a post high school pathway to college for students;

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained in this MOU and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, GEPCC and CISD, intending to be legally bound, agree as follows:

#### **1. Grant Mission**

The CISD will provide high school seniors a unique educational opportunity to help them bridge the gap following high school graduation and lead to successful enrollment in a post-secondary institution.

#### **2. Term**

The term of the aforesaid agreement will begin March, 2016 and end August, 2016. The term of this Agreement, therefore, shall commence upon approval of both parties and conclude on August 12, 2016, unless terminated earlier by either party.

#### **3. Definitions**

**Summer Melt** is a term used to define college intending students who have applied to college and filled out the Free Application for Federal Student Aid (FAFSA) who don't receive support from high school staff following graduation and thus do not enroll in college.

#### **4. Changes and Amendments**

This MOU may be amended, modified, and/or supplemented only by the mutual agreement of the parties, in writing, to be attached to and incorporated in this MOU.

#### **5. Support and Services**

GEPCC and CISD agree to the following conditions:

- A. GEPCC and CISD agree to the following regarding the El Paso FAFSA Nights: Student College Readiness Project:
  - I. To identify high school seniors at CISD who might fall under the Summer Melt definition;
  - II. To identify a high school staff member/s who will work with Summer Melt students through outreach, mentoring and use of social media during said time;
  - III. To provide students and families with information concerning the importance of completing the FAFSA and real-time updates about their FAFSA submission; to simplify information for students and families about the FAFSA and application process for enrollment; and connect students and families with the requirements of the verification process if necessary;
  
- B. GEPCC and CISD agree to the following for measureable outcomes:
  - I. To identify the success of this project, percentage growth in FAFSA completion numbers and direct-to-college enrollment of students from current year will be measured against prior year;
  - II. Critical to the success of this project, CISD staff will monitor the various aspects of the program in order to ensure progress is being made and the project is on track to meet the intended goals;
  - III. To promote measureable outcomes, CISD will provide monthly updates of the project and will work with Chamber staff to provide a final report;
  - IV. Information from the following data sources are critical to the report: Texas Higher Education Coordinating Board, ApplyTexas.org, studentaid.ed.gov, U.S. Department of Education, Educate Texas, National Student Clearing House and Texas Education Agency;
  - V. The report will include the following indicators: School District Name, 2016 Senior Class Size, Senior Class ApplyTexas #, Student applied College/s, Senior Class FAFSA Submission #, Senior Class FAFSA Completion #, FAFSA Verification, Enrollment Deposit, Housing Deposit, Vaccine Records, Transcript (Final), Academic Holds, Orientation Data, Advising Session Date, Class Schedule, FAFSA Release of Funds and any other data deemed appropriate.

## **6. Staffing**

El Paso FAFSA Nights: Student College Readiness Project staff will be selected from current CISD employees or may be a new hire by CISD. GEPCC will provide CISD with a budgetary amount of \$2,000 for staff salary to complete the project. This amount may be awarded as a bonus and/or used at an hourly rate of \$15 not to exceed \$2,000. An additional \$500 will be used to cover expenses related to the promotion, marketing and other costs associated with having maximum impact on improving *Summer Melt* at CISD.

## **7. Liability of GEPCC and CISD**

This Agreement is not intended to alter or reallocate any defense or immunity presently authorized by law, or to create or transfer any liability arising under the law. GEPCC and CISD shall each bear any liability or risk of loss for claims arising from the acts or omissions of their respective employees and agents. Each party agrees that it shall be responsible for its own officers, agents and employees who are performing duties under this Agreement, and neither shall be liable or responsible for the acts or omissions of the other's officers, agents or employees. GEPCC and CISD expressly maintain all rights of governmental immunity or sovereign immunity from litigation or liability, to the extent provided by applicable law. This agreement does not create any obligation by one party to indemnify the other, nor does it create any rights in any third parties.

**8. Miscellaneous**

**A. Integrated Agreement.**

This Agreement constitutes the entire agreement of the parties respecting the subject matter hereof and supersedes all prior agreements or understandings, whether written or oral.

**B. Notices.**

Any notice authorized or required to be given under this Agreement shall be delivered or sent to the parties at the following addresses:

Greater El Paso Chamber of Commerce  
10 Civic Center Plaza  
El Paso, Texas 79901  
Attn: President

Canutillo Independent School District  
P.O. Box 100  
Canutillo, Texas 79835  
Attn: Superintended of Schools

**C. Compliance with Laws and Regulations.**

The parties shall comply with all applicable local, state, and federal laws, ordinances, regulations, and orders.

**D. Governing Law.**

This Agreement shall be governed in all respects in accordance with the laws of the State of Texas, and shall be performable in El Paso County, Texas.

**E. Assignment Prohibited.**

This Agreement, its rights, duties and responsibilities, may not be assigned without the prior written agreement of the parties.

Signed and approved effective as of the date shown above.

GEPCC:

Greater El Paso Chamber of Commerce

By: \_\_\_\_\_  
Richard E. Dayoub, CEO, President

CISD:

Canutillo Independent School District

By: \_\_\_\_\_  
Dr. Pedro Galaviz, Ed.D., Superintendent



# Canutillo Independent School District Associate Superintendent

*Excellence Through Integrity and Innovation*

**To:** Board of Trustees

**From:** Veronica Vijil, Ed.D.

**Date:** April 15, 2016

**Re:** Data Sharing Collaborative Memorandum of Understanding

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The Office of Associate Superintendent will present the Memorandum of Understanding (MOU) for the data sharing collaborative and request the approval of the MOU. This Memorandum of Understanding describes program requirements and mutual responsibilities between Canutillo ISD, The El Paso County Community College District, The University of Texas at El Paso, and Education Service Center – Region 19 (ESC Region 19).

This MOU will be submitted to the committee which will then need to be presented to the board for action.



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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.

## Memorandum of Understanding

This Memorandum of Understanding (MOU) is made and entered into as of the 15th day of April, 2016 between **Canutillo ISD**, a Texas independent school district located at **7965 Artcraft, El Paso, TX 79932**, The El Paso County Community College District (**EPCC**), an institution of higher education located at 9050 Viscount Blvd., El Paso, Texas, 79925, The University of Texas at El Paso (**UTEP**), a Texas State Institution of Higher Education and component institution of The University of Texas System addressed at 500 West University Avenue, El Paso, Texas, 79968, and Education Service Center- Region 19 (**ESC Region 19**), an educational service center that supports teachers and administrators by providing various instructional products and services in the El Paso area located at 6611 Boeing Dr., El Paso, TX 79925.

WHEREAS, the Region 19 Vertical Alignment Network has agreed to enter into a data sharing collaborative agreement to serve students at **Canutillo ISD** in a dual credit or concurrent enrollment setting, in transitioning to either institution of higher education (**EPCC**) and/or (**UTEP**) upon graduation, and/or to provide college and career readiness opportunities and advising.

WHEREAS, **Canutillo ISD**, **EPCC**, **UTEP**, and **ESC Region 19** jointly recognized the need to increase data sharing efforts for the purposes of increasing college and career readiness opportunities and to drive decision-making in the El Paso area.

### DEFINITIONS

When used in this MOU, the following terms will have the meanings below:

- 1.1 **"Data"** means the observations and information which has been collected and stored for each student and which may be accessed by the Region 19 Vertical Alignment Network.
- 1.2 **"Education Records"** has the meaning set forth in the Family Educational Rights and Privacy Act ("FERPA," codified at 20 USC § 1232g, with regulations set forth at 34 CFR §99, et seq.).
- 1.3 **"Region 19 Vertical Alignment Network"** means the parties named and outlined in this MOU.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this MOU and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **Canutillo ISD**, **EPCC**, **UTEP**, and **ESC Region 19** agree as follows:

#### **1. Objectives**

The Region 19 Vertical Alignment Network has cooperated in developing dual enrollment programs and college and career readiness seamless pathways for students. This MOU is intended to streamline information needs across institutions so that student college and career readiness data may be tracked in order to facilitate the advising and counseling of students with respect to transition into post-secondary programs. Aggregate data is used to generate reports and to analyze program effectiveness, long-term outcomes and longitudinal research for various purposes including planning, scheduling, grant applications and textbook purchases.

## **2. Scope**

Data shared in agreement with this MOU includes the following:

- a. TSI, PSAT, SAT, ACT, AP and other instruments used to assess individual student College and Career Readiness measures
- b. Student industry certification and licensure need and availability
- c. End-of-Course (EOC) exams
- d. Student transcripts
- e. Public Education Information Management System (PEIMS) education records
- f. National Student Clearinghouse data
- g. Dual credit and concurrent enrollment course information housed within the information systems of any of the parties named in the Region 19 Vertical Alignment Network
- h. College Preparatory Courses and other innovative courses for vertical alignment
- i. Teacher and instructor qualifications leading to dual credit credentialing via EPCC
- j. Postsecondary acceptance and placement
- k. Textbook and materials information used in the classroom for dual credit, concurrent enrollment, certificate, or licensure alignment
- l. Surveys, observations, and other instruments used to collect and assess aggregate student data developed and administered by the Region 19 Vertical Alignment Network
- m. Information as necessary and requested to further support regional College and Career Readiness efforts through the procurement of grants, contracts, scholarships, donations and other financial resources by the parties named in the Region 19 Vertical Alignment Network
- n. Longitudinal data including college hour accumulation, aggregate GPAs, certificate and degree attainment, core completion status and analysis of courses needed by students for various purposes, including planning and scheduling, and implementation of academic interventions
- o. Other data as necessary to advance and increase the number of students in the Region 19 area eligible and academically ready to undertake dual credit and concurrent enrollment, obtain an industry certification or licensure, and/or enter an institution of higher education upon graduation

## **3. Use of Data**

Student data shared between the Region 19 Vertical Alignment Network shall only be used exclusively for fulfilling the expressed objectives outlined in this MOU. Aggregate data may be used to highlight program effectiveness and make recommendations for programmatic improvement at professional conferences and/or to support research initiatives in our area. This data shall not be shared with third parties without consent from the Region 19 Vertical Alignment Network. Data shall not be sold or used, internally or externally, for any purpose not directly related to the scope of work defined in this MOU without consent from the Region 19 Vertical Alignment Network.

## **4. Data Elements**

In order to establish procedures in place to safeguard the confidentiality and integrity of personal data, to place limitations on its use, and to maintain compliance with applicable privacy laws all employees of the Region 19 Vertical Alignment Network in collecting, generating, viewing, or using the shared data as outlined

in this MOU shall comply with all applicable provisions of FERPA and other laws with respect to the data and information shared. FERPA allows schools to disclose records, without consent, to school officials with legitimate educational interests.

#### **5. Frequency of Data Availability**

Individual student data is used for degree planning, scheduling, and monitoring individual student success. Aggregate data is used to generate reports and to analyze program effectiveness, long-term outcomes, and longitudinal research. In order to drive relevant and timely data-based decision making, the Region 19 Vertical Alignment Network will be committed through this MOU to share data upon the completion of each semester term no later than 60 days after each term is finalized. Specific needs may arise throughout the academic year that may require data submission on a more frequent basis including grant proposals and applications as well as other reporting requirements.

#### **6. Personnel**

Authorized personnel employed at each member outlined in the Region 19 Vertical Alignment Network shall be responsible for ensuring that data is submitted on a timely basis. Individuals at the executive level as named in this MOU shall assign authorized personnel responsible for data sharing at each Region 19 Vertical Alignment Network member institution.

#### **7. Confidentiality**

The Region 19 Vertical Alignment Network will maintain the confidentiality of any and all exchanged student data. The confidentiality requirements under this paragraph shall survive the termination or expiration of this agreement or any subsequent agreement intended to supersede this agreement.

#### **8. Security Safeguards**

In meeting the needs for data security and confidentiality, the vehicle for data submission shall be determined by the Region 19 Vertical Alignment Network as appropriate. Should data covered by this agreement ever be processed, stored, or transmitted on information resources belonging to any of the mentioned parties named in the Region 19 Vertical Alignment Network the following shall apply:

The Region 19 Vertical Alignment Network shall employ industry best practices, both technically and procedurally, to protect the data from unauthorized physical and electronic access. To ensure the continued confidentiality and security of the data, the Region 19 Virtual Alignment Network shall establish a system of safeguards meeting the following requirements:

- a. Procedures and systems that ensure all student records provided by any of the parties in the Region 19 Vertical Alignment Network are kept in secured facilities and access to such records is exclusively limited to authorized personnel
- b. Procedures and systems that shall require the use of secured passwords to access the data
- c. Procedures and systems such as good practices for assigning passwords shall be developed and implemented to maintain the integrity of the data
- d. Procedures and systems that ensure that all data is maintained in a secure manner that prevents the interception, diversion, or other unauthorized access

**9. Data Destruction**

Upon cancelation, termination, or non-renewal of this agreement, all data shared or collected in the course of this initiative shall be destroyed, securely wiped, deleted, or returned to the originating party supplying the data.

**10. Term**

The initial term of this MOU shall begin on **September 1, 2016** and continue for a period of three years. Thereafter, the Regional 19 Vertical Alignment Network may renew this MOU for two (2) consecutive one (3) year terms by written notice signed by a duly authorized representative of each party. The initial term and any renewal term(s) are collectively referred to in this MOU as "Term." Any party in the Region 19 Vertical Alignment Network may terminate this MOU, without cause, upon at least thirty (30) calendar days with prior written notice to the other parties, with termination effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties.

**11. Changes and Amendments**

This MOU may be amended, modified, and/or supplemented only by the mutual agreement of the parties, in writing, to be attached to and incorporated in this MOU.

Executed this 15th day of April, 2016.

**Canutillo Independent School District**

  
\_\_\_\_\_

**Dr. Veronica Vijil, Associate Superintendent**

**THE EL PASO COUNTY COMMUNITY COLLEGE DISTRICT**

\_\_\_\_\_  
**William Serrata, PhD., President**



**THE UNIVERSITY OF TEXAS AT EL PASO**

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**Diana Natalicio, PhD., President**

**EDUCATION SERVICE CENTER- REGION 19**

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**Armando Aguirre, Ed.D., Executive Director**



# Canutillo Independent School District Human Resources

*Excellence Through Integrity and Innovation*

**Martha Carrasco**  
Executive Director, Human Resources

## MEMORANDUM

TO: Board of Trustees

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

DATE: April 13, 2016

SUBJECT: Compensation Plan 2016-2017

---

Attached for your review are several documents that we will be discussing on Monday, April 18, 2016. The documents reference the proposed compensation options for the 2016-2017 school year.

- Documents under Model 2 were presented to the Board of Trustees on March 23, 2016. This model includes a 2% general pay increase (for all employee groups) with a Teacher/Nurse/Librarian starting pay of \$47,100. Total estimated cost increase for this model is \$1,038,960.

Based on the discussions held with the Board of Trustees on March 23<sup>rd</sup>, Model 3 was developed to include discussion items mentioned that evening. Under this model, the estimated total cost increase is \$1,085,664. Teacher/Nurse/Librarian starting pay would be \$46,500. This includes a 1% general pay increase for employees on this pay scale with additional and stronger pay adjustments at each 5 year interval. All other employees would receive a 2% general pay increase from midpoint. In addition, if you recall, Ms. Luz Cadena mentioned that the cost for pay adjustments for high impact special education aides had been discussed, but were not included in Model 2. These adjustments are included in Model 3 with a revised pay scale for the instructional support pay group.

If you would like to discuss this matter further or have any questions before the meeting, please contact my office at (877-7423).

Thank you.



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# **Model 2**

**Compensation Information Presented on**

**March 23, 2016**

**Canutillo ISD**

Summary of Cost Estimates, 2016-17

Model 2: \$47,100 starting, 2.0% GPI

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2015-16 Current Costs
<b>Teachers, Librarians, and Nurses (RN)</b>					
<b>\$47,100 starting salary</b>	<b>435</b>		<b>\$579,720</b>		<b>\$21,890,118</b>
<sup>1a</sup> 2.0% general pay increase (\$1,050)		435	\$457,316	2.1%	
Adjustments to years 2-10, 13-20, 24-25		301	\$122,405	0.6%	
<b>Administrative Professional</b>	<b>103</b>		<b>\$176,855</b>		<b>\$6,994,258</b>
<sup>1a</sup> 2.0% of pay range midpoint increase		103	\$150,931	2.2%	
Placement scale adjustments		7	\$16,513	0.2%	
Teacher pay equity adjustments		5	\$9,411	0.1%	
<b>Information Technology</b>	<b>17</b>		<b>\$38,737</b>		<b>\$765,666</b>
<sup>1a</sup> 2.0% of pay range midpoint increase		17	\$17,497	2.3%	
Placement scale adjustments		7	\$21,240	2.8%	
<b>Administrative Support</b>	<b>67</b>		<b>\$76,710</b>		<b>\$1,842,774</b>
<sup>1a</sup> 2.0% of pay range midpoint increase		66	\$40,110	2.2%	
Placement scale adjustment		19	\$36,600	2.0%	
<b>Instructional Support</b>	<b>89</b>		<b>\$45,304</b>		<b>\$1,744,016</b>
<sup>1a</sup> 2.0% of pay range midpoint increase		88	\$35,994	2.1%	
Adjustments to 0.5% above pay range minimum		3	\$130	0.0%	
Placement scale adjustment		25	\$9,180	0.5%	
<b>Auxiliary</b>	<b>218</b>		<b>\$121,634</b>		<b>\$4,096,627</b>
<sup>1a</sup> 2.0% of pay range midpoint increase		217	\$88,533	2.2%	
Placement scale adjustment		57	\$33,101	0.8%	
<b>Subtotal - General Pay Increase</b>	<b>929</b>	<b>926</b>	<b>\$790,381</b>	<b>2.1%</b>	
<b>Subtotal - Implementation/Equity Adjustments</b>		<b>424</b>	<b>\$248,580</b>	<b>0.7%</b>	
<b>Total Cost Estimate</b>			<b>\$1,038,960</b>	<b>2.8%</b>	<b>\$37,333,459</b>

**Footnotes:**

<sup>1a</sup> Pay increases were not applied to employees at or above the maximum rate.

**Canutillo ISD**  
**2016-17 New Hire Guide for**  
**Teachers, Librarians, and Nurses (RN)**

**Model 2 - 2.0% GPI**

Years of Experience	New Hire Salary
0	\$47,100
1	\$47,300
2	\$47,500
3	\$47,700
4	\$47,900
5	\$48,100
6	\$48,300
7	\$48,500
8	\$48,700
9	\$48,900
10	\$49,100
11	\$49,400
12	\$49,750
13	\$50,400
14	\$51,200
15	\$52,000
16	\$52,350
17	\$52,700
18	\$53,050
19	\$53,520
20	\$54,390
21	\$54,594
22	\$55,394
23	\$56,129
24	\$57,024
25+	\$57,889

**\$3,000 Subject Area (Secondary) Master's Degree Stipend**

The salaries listed above are based on 10-month employment for the 2016-17 school year. Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

# **Model 3**

**New Compensation Information**

**Based on Workshop Discussions held on**

**March 23, 2016**

## Canutillo ISD

### Summary of Cost Estimates, 2016-17

Model 3: \$46,500 starting

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2015-16 Current Costs
<b>Teachers, Librarians, and Nurses (RN)</b>					
<b>\$46,500 starting salary</b>	<b>435</b>		<b>\$604,566</b>		<b>\$21,890,118</b>
<sup>1a</sup> 1.0% general pay increase (\$500)		435	\$217,785	1.0%	
Adjustments to years 1-25		375	\$386,781	1.8%	
<b>Administrative Professional</b>	<b>103</b>		<b>\$179,472</b>		<b>\$6,994,258</b>
<sup>1a</sup> 2.0% of pay range midpoint increase		103	\$150,931	2.2%	
Placement scale adjustments		7	\$16,513	0.2%	
Teacher pay equity adjustments		5	\$12,028	0.1%	
<b>Information Technology</b>	<b>17</b>		<b>\$38,737</b>		<b>\$765,666</b>
<sup>1a</sup> 2.0% of pay range midpoint increase		17	\$17,497	2.3%	
Placement scale adjustments		7	\$21,240	2.8%	
<b>Administrative Support</b>	<b>67</b>		<b>\$76,710</b>		<b>\$1,842,774</b>
<sup>1a</sup> 2.0% of pay range midpoint increase		66	\$40,110	2.2%	
Placement scale adjustment		19	\$36,600	2.0%	
<b>Instructional Support</b>	<b>89</b>		<b>\$64,545</b>		<b>\$1,744,016</b>
<sup>1a</sup> 2.0% of pay range midpoint increase		88	\$37,077	2.1%	
Adjustments to 0.5% above pay range minimum		15	\$18,592	1.1%	
Targeted adjustments		2	\$796	0.0%	
Placement scale adjustment		15	\$8,080	0.5%	
<b>Auxiliary</b>	<b>218</b>		<b>\$121,634</b>		<b>\$4,096,627</b>
<sup>1a</sup> 2.0% of pay range midpoint increase		217	\$88,533	2.2%	
Placement scale adjustment		57	\$33,101	0.8%	
<b>Subtotal - General Pay Increase</b>	<b>929</b>	<b>926</b>	<b>\$551,933</b>	<b>1.5%</b>	
<b>Subtotal - Implementation/Equity Adjustments</b>		<b>502</b>	<b>\$533,731</b>	<b>1.4%</b>	
<b>Total Cost Estimate</b>			<b>\$1,085,664</b>	<b>2.9%</b>	<b>\$37,333,459</b>

#### Footnotes:

<sup>1a</sup> Pay increases were not applied to employees at or above the maximum rate.

**Teachers, Librarians, and Nurses (RN) Salary Plan Development**  
**Canutillo ISD** **Model 3: \$46,500 starting, 1.0% GPI**

2015-16 Years of Exp	2015-16 New Hire Salary	+	1.0% General Pay Increase	+	Additional Adjustment	=	Total Increase	2016-17 Years of Exp	2016-17 Proposed New Hire Salary
								0	\$46,500
0	\$46,250	+	\$500	+		=	\$500	1	\$46,750
1	\$46,250	+	\$500	+	\$200	=	\$700	2	\$46,950
2	\$46,450	+	\$500	+	\$200	=	\$700	3	\$47,150
3	\$46,550	+	\$500	+	\$300	=	\$800	4	\$47,350
4	\$46,700	+	\$500	+	\$500	=	\$1,000	5	\$47,700
5	\$46,850	+	\$500	+	\$650	=	\$1,150	6	\$48,000
6	\$47,050	+	\$500	+	\$750	=	\$1,250	7	\$48,300
7	\$47,300	+	\$500	+	\$800	=	\$1,300	8	\$48,600
8	\$47,650	+	\$500	+	\$850	=	\$1,350	9	\$49,000
9	\$48,000	+	\$500	+	\$1,000	=	\$1,500	10	\$49,500
10	\$48,350	+	\$500	+	\$1,100	=	\$1,600	11	\$49,950
11	\$48,700	+	\$500	+	\$1,300	=	\$1,800	12	\$50,500
12	\$49,050	+	\$500	+	\$1,500	=	\$2,000	13	\$51,050
13	\$49,400	+	\$500	+	\$1,700	=	\$2,200	14	\$51,600
14	\$49,750	+	\$500	+	\$1,850	=	\$2,350	15	\$52,100
15	\$50,200	+	\$500	+	\$1,900	=	\$2,400	16	\$52,600
16	\$50,950	+	\$500	+	\$1,700	=	\$2,200	17	\$53,150
17	\$51,400	+	\$500	+	\$1,750	=	\$2,250	18	\$53,650
18	\$51,970	+	\$500	+	\$1,700	=	\$2,200	19	\$54,170
19	\$52,740	+	\$500	+	\$1,500	=	\$2,000	20	\$54,740
20	\$53,544	+	\$500	+	\$1,300	=	\$1,800	21	\$55,344
21	\$54,344	+	\$500	+	\$1,300	=	\$1,800	22	\$56,144
22	\$55,079	+	\$500	+	\$1,300	=	\$1,800	23	\$56,879
23	\$55,774	+	\$500	+	\$1,300	=	\$1,800	24	\$57,574
24	\$56,439	+	\$500	+	\$1,300	=	\$1,800	25+	\$58,239
25	\$57,061								

Current Market Median		
Value	Compare Before	Compare After

Entry

45,930	101%	101%
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5 Yrs

47,617	98%	100%
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10 Yrs

49,793	97%	99%
--------	-----	-----

15 Yrs

52,660	95%	99%
--------	-----	-----

20 Yrs

55,181	97%	99%
--------	-----	-----

Max

58,269	98%	100%
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<i>Teachers, Librarians, and Nurses (RN)</i>	\$46,500	<i>Teachers, Librarians, and Nurses (RN)</i>	\$65,000
<i>Range Minimum</i>		<i>Range Maximum</i>	

General pay increase is applied to the market median salary (\$52,123).

## 2016-17 Proposed Instructional Support Pay Plan

Canutillo ISD

Pay Grade	Current Grade	Job Title	Calendars	Minimum	Midpoint	Maximum	
<b>1</b>				<b>Hourly</b>	<b>\$10.08</b>	<b>\$12.15</b>	<b>\$14.22</b>
	1	Early Childhood Care Provider	181	<b>181 Days</b>	14,596	17,593	20,591
<b>2</b>				<b>Hourly</b>	<b>\$10.99</b>	<b>\$13.24</b>	<b>\$15.49</b>
	2	At-Risk Aide	181	<b>181 Days</b>	15,914	19,172	22,430
	2	Campus Aide	181	<b>185 Days</b>	16,265	19,595	22,925
	2	DAEP Aide	181				
	2	ISS Aide	181				
	2	Library Aide	181				
	2	Migrant Assistant	181				
	2	Physical Education Aide	181				
	2	Pre-K Aide	181				
	2	Pre-K Bilingual Aide	181				
	2	Science Lab Aide	181				
	5	Teacher Aide	185				
<b>3</b>				<b>Hourly</b>	<b>\$12.13</b>	<b>\$14.44</b>	<b>\$16.75</b>
	3	Bilingual Aide - LPAC	181	<b>181 Days</b>	17,564	20,909	24,254
	3	ESOL Aide	181				
	3	Parent Liaison	181				
	3	Special Education Aide	181				
	3	Special Education Aide - Itinerant	181				
<b>4</b>				<b>Hourly</b>	<b>\$13.89</b>	<b>\$16.53</b>	<b>\$19.17</b>
	3	Special Education Aide - High Impact	181	<b>181 Days</b>	20,113	23,935	27,758
	4	Truancy Officer	224	<b>224 Days</b>	24,891	29,622	34,353
<b>5</b>				<b>Hourly</b>	<b>\$17.43</b>	<b>\$20.51</b>	<b>\$23.59</b>
	5	Licensed Vocational Nurse	187	<b>187 Days</b>	26,075	30,683	35,291