



MINUTES

CANUTILLO INDEPENDENT SCHOOL DISTRICT
Instruction/Personnel/Policy/Student Services
Committee of the Board of Trustees
November 11, 2013 • 6:00 pm

Committee Members Present

Mrs. Leticia Gonzalez, Chairperson
Mrs. Patricia Mendoza, Member
Mrs. Rachel Quintana, Member

Others Present

Dr. Pedro Galaviz, Superintendent
Ms. Annette Brigham, Associate Superintendent
Mr. Adrian Medina, Board Member
Mrs. Laure Searls, Board Member
Ms. Martha Aguirre, Executive Director of Financial Services
Ms. Martha Carrasco, Executive Director of Human Resources
Ms. Maggie Grant, Compliance Director
Mr. Carey Chambers, Director of Special Education
Mr. Ron Gatlin, Purchasing Agent
Mr. Tony Flores, Director of Technology
Mr. Rollings, El Paso County Sheriff's Department
Mr. Campa, El Paso County Sheriff's Department

1. General Functions

A. Call to Order

The meeting was called to order at 6:02 p.m. by Committee Chairperson Leticia Gonzalez.

B. Roll Call

All committee members were present

2. Committee Business

A. Discussion and possible formulation of recommendation to the Board of Trustees regarding El Paso County Sheriff's Department SRO Presentation.

Dr. Galaviz was approached by the El Paso County Sheriff's Department with a proposal to provide, partially funded, SRO services to Canutillo ISD via a federal grant. Mr. Mike Gonzales and Dr. Galaviz met with a representative of the Sheriff's Department and were given some details about the program. Mr. Rollings from the Sheriff's Office along with Mr. Mike Gonzales are seeking approval to proceed with executing an MOU with the El Paso Sheriff's Department for hiring two School Resource Officers (SRO) to start in the Spring 2013-2014 school years. Mr. Rollings' presentation included:

The school based Deputy SRO Program shall

- utilize a community oriented policing philosophy
- engage in student training programs proven to reduce violence and drug use, while reinforcing student conflict resolution skills
- develop early warning systems to potentially problematic students and geographic areas within their school
- develop innovative solutions to local school problems, including: gangs, drugs, fights and vandalism, collect and analyze data to study school safety problems
- develop partnerships with community members, businesses, and school officials
- implement a school wide Anti-Bullying initiative in collaboration with the El Paso County Anti-Bullying Coalition
- and mentor students and expose them to positive role models

**Budgeted 2 Resource
Officers**

US DOJ COPS	CISD	Sheriff's Office / EPCSO
Spring 14	\$41,667	\$23,500
FY 14/15	\$83,334	\$47,000
FY 15/16	\$83,334	\$47,000
Fall 16	\$41,667	\$23,500
TOTAL	\$250,002	\$141,000

The Committee suggested this item be taken to the full board at the next regular meeting for approval.

B. Discussion and possible formulation of recommendation to the Board of Trustees regarding the Special Education Report.

This Report was requested by the Committee at a previous meeting. Mr. Carey Chambers explained the SPED meeting schedules, SPED Guidelines, and Staff Procedures. Mr. Chambers provided a spreadsheet with SPED enrollment number by campus. There are a total of 561 Special Education students district-wide as of October 24, 2013. The Committee suggested that Administration review SPED Contracted Services to ensure that CISD remains in compliance

This item was for information purposes only.

C. Discussion and possible formulation of recommendation to the Board of Trustees regarding the Highly Qualified Report.

Ms. Maggie Porras presented this item to the Committee; she explained that Under Section 1119 of the No Child Left Behind Act (NCLB) requires that all core academic area teachers should have met highly qualified teacher requirements. She was pleased to announce that Canutillo ISD has met 100% of the Highly Qualified Status.

Highly Qualified Definition:

Has obtained full Texas Teacher Certification

Holds a minimum of a Bachelor's Degree

Has demonstrated subject matter competency in each of the assigned academic subjects.

The Committee suggested this item be taken to the full board at the next regular meeting for approval.

D. Discussion and possible formulation of recommendation to the Board of Trustees regarding the Purchase of Cengage Web-Based Publications Curriculum & Instruction.

Mr. Ron Gatlin the District Purchasing Agent explained to the Committee that 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. This request is to approve the purchase of Licensing for Cengage Web Based Publications in the total amount of \$12,705.00.

The Committee recommended this item be taken to the full board at the next regular meeting for approval.

E. Discussion and possible formulation of recommendation to the Board of Trustees regarding an Athletic CO-OP Program.

Ms. Martha Carrasco explained that at the October 9, 2013, HR Personnel Committee Meeting, Scott Brooks the District's Director for Athletics brought forth a recommendation to initiate the District's first CO-OP Athletic Program for the District's Middle Schools, only. The CO-OP program would recruit college students expressing an interest in coaching for the purpose of filling the District's vacant coaching positions at the Middle Schools.

The interns will have to apply online and will be required to complete the District's hiring process.

Additional items required from interns:

Requirements/Qualifications

- Must be full time college student currently enrolled in an accredited university
- Current Class schedule
- Interest in coaching athletics
- Official Transcript showing progress
- UIL Rules Compliance Program (RCP) compliance
- Concussion management training
- Maximum 19 hours per week

The Committee recommended this item be taken to the full board at the next regular meeting for approval.

F. Discussion and possible formulation of recommendation to the Board of Trustees regarding the Job Descriptions.

Ms. Martha Carrasco presented the following job description for consideration, and discussion:

- **Server Administrator** – This position was requested by Tony Flores, Director of Technology, on October 9, 2013, at the HR Personnel Committee Meeting. The position will be placed on the IT Pay Scale as a level 4 (224 days). This new position will provide technical support of server software and hardware. Responsible for planning, implementing, and maintaining the Servers within the District.

Dr. Galaviz pulled the second job description (Lead Help Desk Support) that was on the agenda.

The Committee recommended that the Server Administrator be taken to the full board at the next regular meeting for approval.

G. Discussion and possible formulation of recommendation to the Board of Trustees regarding the Reorganization of the Technology Department.

Mr. Tony Flores, Director of Technology, presented to the Committee his department's Organizational Chart and proposed staffing changes (future new positions) for review and consideration.

This item was for information purposes only. The Committee decided to take no action until further review and discussion.

H. Discussion and possible formulation of recommendation to the Board of Trustees regarding DNA (Local) Policy- Second Appraisers

Ms. Martha Carrasco suggested that as per Policy DNA (Local) - regarding the evaluation of teachers, a list of qualified second appraisers shall be approved by the Board. The following individuals were recommended by Ms. Carrasco to serve as a second appraiser if a second appraisal is requested by a District employee.

- Annette Brigham
- Roberto Basurto
- Jan Massie

The Committee suggested this item be taken to the full board at the next regular meeting for approval.

I. Discussion and possible formulation of recommendation to the Board of Trustees regarding TASB Localized Policy Update.

Ms. Carrasco presented a summary of Update 98 and changes to Policies BBE (Local), DBA (Local), DFFA (Local), DFFB (Local), DFFC (Local), DGBA (Local), DH (Local), DNA (Local), EC (Local), EIA (Local), EIC (Local), FEA (Local) and FEC (Local).

The Committee suggested this item be taken to the full board at the next regular meeting for approval.

3. Community Input

No community input was available.

4. Adjournment.

The meeting adjourned at 7:15 p.m. by unanimous consent.

Minutes approved by Committee Chairperson Leticia Gonzalez on November 19, 2013.