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**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
FINANCIAL SERVICES DIVISION/PURCHASING**

**Contract Routing and Approval Form**

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

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

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

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

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

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

Campus/Department: Curriculum and Instruction Department

Campus/Department Contact person: Jesica Arellano

Contact Number: 915-877-7440 Requestors email: jarellano@canutillo-isd.org

Contract Title: Texas Reads & Leads Grant Agreement

Contract Description: Texas Reads & Leads Grant to provide funding to support K-3 structured literacy initiative.

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

Vendor/Company Name: Charles Butt Foundation

Vendor Full Address: 200 E. Basse Road, Suite 100, San Antonio, Texas 78209

Name of Representative: Dr. Shari Albright, President representatives' email: salbright@charlesbuttdn.org

Rep. Office Phone: 210-462-9991

Rep Mobile Number: \_\_\_\_\_

Vendor's Authorized Signer: Dr. Shari Albright, President

Signer's email: salbright@charlesbuttdn.org

Contract Amount: \$250,000

Funding Source: Charles Butt Foundation

Account No(s): \_\_\_\_\_

Anticipated Start Date: June 2025

End Date: June 2027

Is this a New Agreement? ☒ Yes ☐ No

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

Agreement Term: June 2025 - June 2027

Does agreement term include renewal options? ☐ Yes ☒ No

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

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

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

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

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

Budget Authority Signature: \_\_\_\_\_

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

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

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

# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: N/A

Approval of Texas Reads & Leads Grant Agreement between Canutillo ISD and the Charles Butt Foundation.

Subject/Title for Agenda Posting:

**Justification Statement:** TXRL is a cohort-based, multi-year statewide initiative aimed at helping districts develop and implement science-based TXRL K-3 Literacy Plans which detail strategic moves, decision points, and district investments to meet ambitious academic outcomes goals for early reading proficiency. The overall TXRL goal is for every K-3 student to master foundational reading skills before 3rd grade and read on grade level before 4th. Canutillo ISD has been awarded \$250,000 and TXRL strategic consultation to support our literacy initiatives.

Purpose of Agenda Item:

☐ Information ☒ Discussion ☒ Action

Item Type:

☒ Curriculum & Instruction ☐ Human Resources ☒ Business Services

Staff Responsible:

Jessica Chellaro  
Signature of Requester(s)  
Jessica Chellaro  
Signature of Presenter(s)

Business Services Approval (Initials)

Date

### Agenda Summary:

Curriculum and Instruction presents the Texas Reads & Leads Grant Agreement for board review. The Texas Reads & Leads Grant will provide \$250,000 in financial support to allow our district to access the professional development and instructional resources required to implement structured literacy effectively across our K-3 grade levels.

To approve the Texas Reads & Leads Grant Agreement between Canutillo ISD and the Charles Butt Foundation.

### RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S): \$250,000.00

ACCOUNT NO(S):

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

REQUESTING DEPARTMENT:

Curriculum and Instruction

### CONSEQUENCES OF NON-APPROVAL:

We will be unable to enter into an agreement with the Charles Butt Foundation resulting in the loss of \$250,000 in funding and consultation support. Our ability to implement structured literacy in K-3 would be negatively impacted.

### IMPLEMENTATION TIMELINE:

June 2025 - July 2027

ATTACHMENT(S): ✓ 1) Texas Reads & Leads Grant Agreement





## **Texas Reads & Leads Initiative Grant Terms and Conditions**

### **Agreement**

This Agreement is hereby entered into by and between the Charles Butt Foundation (the "Foundation"), a Texas private operating foundation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 and **Canutillo Independent School District** ("Grantee"), a political subdivision of the state of Texas. The purpose of this Agreement is to set forth the purpose, terms, and conditions under which the Foundation will make a grant in the amount of \$250,000 (the "Grant") to the Grantee.

### **Definitions**

"Approved Plan," means the Grantee's Final Texas Reads & Leads [TXRL] Action Plan submitted on May 1, 2025 and approved by the Foundation.

"Grant Period" means the three-year period beginning June 2025 - June 2027.

"Milestones" means financial deliverables as defined within the Agreement in Table 1, as well as all SMART goal milestones as defined within your Approved Plan or as modified with approval from the Foundation.

"Project" means all Grantee's TXRL learning initiatives as described in the Approved Plan.

"Technical Assistance Provider" means any organization with which the Foundation contracts to provide Grantees with Project implementation support.

"You" means the Grantee.

### **Purpose of the Grant**

TXRL is a cohort-based, multi-year statewide initiative aimed at helping districts develop and implement science-based TXRL K-3 Literacy Plans which detail strategic moves, decision points, and district investments to meet ambitious academic outcomes goals for early reading proficiency. The overall TXRL goal is for every K-3 student to master foundational reading skills before 3rd grade and read on grade level before 4th. Districts selected as TXRL partners will agree to provide rigorous structured literacy instruction daily using high-quality, science-based materials across all elementary campuses (at least 10 schools in larger districts). They will also leverage blended learning best practices to provide time for data-driven small group instruction and personalized practice to mastery while developing student agency skills.

### **Tax Status**

This Agreement and the Grant of funds is contingent on the correct representation in your Grant application as to the tax status of the Grantee. Within ten (10) days of the execution of this Agreement, you must provide the Foundation with a certificate of the tax-exempt status of your organization, indicating that you are an independent school district that is a political subdivision of the State of Texas and therefore meets the definition of a United States government unit described in section 170(c)(1) of the Code or an individual campus within such an independent school district.

### **Use of Grant Funds**

Grant funds may only be used for reasonable and necessary costs of the approved TXRL Project (the "Project") as described in your Approved Plan. "Reasonable" costs are those costs that are consistent with prudent business practice and comparable to current market value. "Necessary" costs are those costs that are essential to accomplish the objectives of the grant project. No more than five percent of Grant funds distributed in any year may be budgeted or used for indirect costs. "Indirect costs" are those for a common or joint purpose benefiting more than one program or project (including the Project). Any budget cost category change of more than 10 percent must be approved in writing by the Foundation in



advance. You may not use the Grant funds to reimburse any expenses you encumbered prior to the Start Date. Any Grant funds unexpended or uncommitted at the end of the Grant Period must be promptly returned to the Foundation.

#### **Political Campaign/Lobbying Activity**

Grant funds may not be used to influence the outcome of any election for public office or to carry on any voter registration drive. Grant funds may not be directed to, earmarked for or expended on lobbying activity or other attempts to influence local, state, federal, or foreign legislation or administrative regulations. Your strategies and activities, and any materials produced with Grant funds, will comply with applicable local, state, federal, or foreign lobbying law. You agree to comply with lobbying, gift, and ethics rules applicable to the Project under local, state, federal or foreign law

#### **Investment of Grant Funds**

Grant funds must be invested in highly liquid investments (such as interest bearing bank accounts) with the primary objective of preservation of principal so that they are available for the Project.

#### **Anti-Terrorism**

You confirm that you are familiar with the U.S. Executive Orders and laws prohibiting the provision of resources and support to individuals and organizations associated with terrorism and the terrorist related lists promulgated by the U.S. Government. You will use reasonable efforts to ensure that you do not support or promote terrorist activity or related training, or money laundering.

#### **Contracts**

You have the exclusive right to select contractors for the Project. The Foundation has not earmarked the use of the Grant funds for any specific contractor. The Foundation is not responsible for any payments due under any such contracts and will not indemnify you or your contractor(s) against any payments, damages, or other liabilities owed under the contracts. You, and not the Foundation, are responsible for ensuring that all contracts comply with applicable state and federal laws and that all contractors use Grant funds consistent with this Agreement and the Approved Plan. Neither you nor your contractors may make any statement or otherwise imply to donors, investors, media or the general public that the Foundation directly funds the activities of any contractor. Any agreements with contractors you engage to assist with the Project must include the following language: "Your organization has been selected to participate in this Project at our discretion. You may not make any statement or otherwise imply to donors, investors, media, legislators, regulators, or the general public that you are a direct grantee of the Foundation. You may state that [Your Organization Legal Name] is the Foundation's grantee and that you are a contractor of [Your Organization Legal Name] for the Project."

#### **Payments and Reports**

This table shows the deliverables (including reports) for this Grant. Where indicated, the Grant is contingent on satisfaction of the listed deliverable and/or Milestone. The Foundation may authorize changes to the payment and reporting schedules from time to time where appropriate. The Foundation will confirm any such changes in writing. The Foundation shall make copies of requested forms, reports, and surveys available to The Grantee prior to each school year, in order for The Grantee to review and establish protocol in alignment with district guidelines.



Table I

Grant Request	May 2025	(Year 1) Up to one half of the total grant amount	Budget reflecting sources and uses of funds for the 2025-2026 school year using the TXRL Action Plan budget application.
2025-2026 Showcase Visit	Insert Date: Wednesday , September 17, 2025 Jose Damian Elementary School .	Host Annual Showcase Visit	2025-2026 school year: Host an TXRL Annual Showcase Visit in which visitors are invited to learn about the district TXRL initiative from District Leaders, observe ELAR block in a handful of K-3 classrooms and hear from that Campus Literacy Team.
SMART Goals	February 2026 May 2026	2025-2026 SMART Goal Data	Mid-year and End-of-year SMART Goal data and reflections (at the campus and district level) using the TXRL SMART Goal Tracker.
Leadership Convening	Note date: March 25-26, 2026 CISD is committed to attending the Annual Leadership Convening.	Annual Leadership Convening	District Leadership Team will travel to & attend the TXRL Annual Leadership Convening at the Holdsworth Center in Austin.
Grant Reporting	May 2026	Year 1 grant amount	Budget reflecting how year 1 grant dollars were used in accordance with the May 1, 2025 Action Plan submission using the TXRL Budget Tool.
Grant Request	May 2026	(Year 2) Up to one half of the total grant amount	Budget reflecting sources and uses of funds for the 2025-2026 school year using the TXRL Budget Tool.
2025-2026 Showcase Visit	<i>Date confirmation by May 2026</i>	Host Annual Showcase Visit	2026-2027 school year: Host an TXRL Annual Showcase Visit in which visitors are invited to learn about the district TXRL initiative from District Leaders, observe ELAR block in a handful of K-3 classrooms and hear from that Campus Literacy Team.
SMART Goals	February 2027 May 2027	2025-2026 SMART Goal Data	Mid-year and End-of-year SMART Goal data and reflections (at the campus and district level) using the TXRL SMART Goal Tracker.
Leadership Convening	TBD	Annual Leadership Convening	District Leadership Team will travel to & attend the TXRL Annual Leadership Convening at the Holdsworth Center in Austin.
Grant Reporting	May 2027	Year 2 grant amount	Budget reflecting how year 2 grant dollars were used in accordance with the May 1, 2026 TXRL Budget Tool.
ACH Payment Information	June 2025 June 2026	\$125,000 June 2025 \$125,000 June 2026	Financial Contact Name: Ricardo Porras District: Canutillo ISD Physical Address: 7965 Artcraft El Paso, Texas 79932 Phone: 915-877-7433 **Provided information on file





### **Deliverables and Milestones**

Grant funding for the second year of the project is dependent upon your timely delivery of the above listed reports and other deliverables and your demonstration of meaningful progress against the Milestones contained in this Agreement and your Approved Plan.

Milestones may be added or modified during the Grant Period. The Foundation will confirm any agreed changes to the Milestones in writing.

### **Texas Reads & Leads Showcase Visit**

The district should plan to host one showcase visit annually beginning in the 2025-2026 school year. Showcase visits will be hosted, facilitated, and supported completely by the Grantee. The duration of the showcase visit will be decided upon by the Grantee. However, every visit shall consist of the following elements: a welcome by the district support team, a welcome by the school leadership, classroom visits, student and/or teacher panels. The Grantee shall develop a public facing agenda for each showcase visit and distribute that to all attendees who have signed up for the visit using the Texas Reads & Leads Showcase visit sign up system.

### **Report Templates**

You are required to submit an annual report regarding the expenditure of Grant funds and your progress toward achieving the SMART goals detailed in your Approved Plan. The Foundation's report templates and submission guidelines will be made available to you. These templates and guidelines are subject to change. You also agree to submit other reports that the Foundation may reasonably request.

### **Record Maintenance and Inspection**

The Foundation requires that you maintain adequate records for the Project to enable the Foundation to easily determine how the Grant funds were expended. Fiscal control and accounting procedures must permit the tracing of funds to a level of expenditure adequate to establish that funds have been used in accordance with the Approved Plan. Your books and records must be made available for inspection by the Foundation or its designee at reasonable times (at a date/time determined in collaboration with the Grantee and the Foundation) to permit us to monitor and conduct an evaluation of operations under this Grant.

### **Termination or Suspension for Noncompliance**

The Foundation has the right at its discretion to terminate or suspend the grant or withhold payment for:

1. Failure to implement the Project or to use Grant funds in accordance with the Approved Plan;
2. Failure to provide the required deliverables;
3. Failure to make reasonable progress toward the Milestones;
4. Failure to provide accurate, timely, and complete information in the required reports;
5. Failure to cooperate with and provide accurate, timely, and complete information to the Evaluation Partner;
6. Failure to cooperate with and provide accurate, timely, and complete information to the Implementation Manager;
7. Failure to cooperate with and provide accurate, timely, and complete information to the Technical Assistance Providers
8. Failure to host planned showcase visits
  - a. Failure to account for Grant funds in accordance with standards for financial management, to retain proper documentation for grant expenditures, or to provide information to the Foundation's designated inspectors or evaluation partners:
9. Significant leadership or other changes occur that the Foundation believes may threaten the Project; OR
10. Failure to comply with any term or condition of this Agreement.

On termination, if requested by the Foundation, you agree to promptly return to the Foundation any unspent and uncommitted Grant funds (as of the date of termination) previously distributed to you by the Foundation for the Project.

**Evaluation**

The Foundation values research and evaluation of the projects it funds. You agree to inform the Foundation of any research or evaluation you conduct or commission regarding the Project and to provide to the Foundation a copy of any report or findings from the research or evaluation (during the Grant Period and for a period of five (5) years following the Grant Period).

**Data Collection and Release to Foundation**

From time to time, the Foundation may request that you or an appropriate entity: (i) participate in surveys, (ii) respond to requests for information; and (iii) provide certain data to the Foundation for additional research and evaluation, during the Grant Period and for a period of five (5) years following the Grant Period. You agree to reasonably comply with such requests. You further agree that the Foundation may disseminate such data and research results. Unless otherwise specified in writing, the Foundation will only request data related to individuals that is de identified or aggregated at a level where such data will not be considered "personally identifiable."

**Developments.**

You grant the Foundation a perpetual, worldwide, royalty-free, non-exclusive license to use the Funded Developments.

**Grant Announcements, Public Reports and Use of Foundation Name and Logo**

The Foundation will include information on this Grant in its periodic public reports and may make Grant information public at any time on its web page and as part of press releases, public reports, speeches, newsletters, and other public documents. If you wish to issue a press release or announcement regarding the Grant, you must obtain advance approval from the Foundation of the press release and the date of release. The Foundation requires an opportunity to review and comment on press releases or reports that are directly related to the Grant. You also agree to obtain advance approval from the Foundation for any other use of the Foundation's or Charles Butt Education Foundation's name or logo. Please contact the Foundation via electronic mail through the designated contact for Notice at least two weeks before any press release, announcement, or other publication date.

**Assignment**

This Grant Agreement or any of the rights or obligations under this Grant Agreement may not be assigned without the Foundation's prior written consent. An assignment includes (a) any transfer of the Project; (b) an assignment by operation of law, including a merger or consolidation, or (c) the sale or transfer of all or substantially all of your organization's assets.

**Governing Law and Venue**

This Grant Agreement shall be governed by and construed in accordance with the laws of the State of Texas. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Grant Agreement shall be in the state courts of Travis County, Texas or the United States District Court for the Western District of Texas, Austin Division.

**Entire Agreement, Severability and Amendment**

This Grant Agreement is our entire agreement and supersedes any prior oral or written agreements or communications between us regarding its subject matter. The provisions of this Grant Agreement are severable so that if any provision is found to be invalid, illegal, or unenforceable, such finding shall not affect the validity, construction, or enforceability of any remaining provision. This Grant Agreement may be amended only by a mutual written agreement of the parties.

**Notices**

Any notice or other communication referred to in the Grant Agreement is to be served by delivering it personally or via certified mail, fax, or electronic mail to the address and for the attention of the person set out below. Notice shall be deemed to have been duly given or made when delivered in person or via



electronic mail or fax or three (3) business days after deposit if sent via certified mail. Changes in the individual designated for notice/contact must be provided at least two weeks in advance.

For the Charles Butt Education Foundation:


The appropriate contact and address for the Foundation for this Agreement is:

Dr. Shari Albright, President

Address: 200 E. Basse Road, Suite 100, San Antonio, Texas 78209

Email: [salbright@charlesbuttfdn.org](mailto:salbright@charlesbuttfdn.org)

Telephone: 210-462-9991

By: 

Date: 5/20/25

Shari Albright, President

Charles Butt Foundation

For the **Canutillo Independent School District:**

The appropriate contact and address for the District for this Agreement is: Dr. Pedro Galaviz

**Signature:**

**Date:**

Dr. Pedro Galaviz

Canutillo Independent School District

Address: 7965 Artcraft El Paso, Texas 79932

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

Telephone: 915-877-7444