

# Board of Trustees

Meeting Date: September 2025

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Request and Possible Action Regarding Request for Staffing and Stipends for School Year 2025-2026

Justification Statement: Discussion and Possible action to address the hiring of personnel and Stipends for 2025-2026

Purpose of Agenda Item:

☐ Information ☒ Discussion ☒ Action

Item Type:

☐ Curriculum & Instruction ☒ HumanResources ☒ Business Services

Staff Responsible:

Martha Carrasco, Chief Human Resources Officer

*Signature of Requester(s)*

Martha Carrasco, Chief Human Resources Officer

*Signature of Presenter(s)*

September 2025

*Business Services Approval (Initials)*

*Date*

### Agenda Summary:

Discussion and Possible action to address the hiring of personnel and Stipends for 2025-2026

Please note: Finance has indicated that there is no funding available for positions of Policer Officer and Pre K Aide and for the stipend for Lead Counselor. If approved by the BOT, the funding will be from fund balance in the total estimated amount of \$95,456.59 (for both positions and stipend).

Funding is available for those stipends paid with the Teache Incentive Allotment (TIA) and for the Special Education position requested.

### RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

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

REQUESTING DEPARTMENT: Human Resources

CONSEQUENCES OF NON-APPROVAL: Staffing shortages may hinder district personnel and operations

IMPLEMENTATION TIMELINE: School Year 2025-2026

ATTACHMENT(S): HR Personnel Recommendation



## 2025-2026 POSITION / STIPEND REQUESTS

POSITION	FLSA	PAYGRADE	EST. HRLY	EST. DAILY	WDAY	FUNDING	REQUESTOR	EST. ANNL	ET. FRINGE	EST W/FRINGE	QTY	EST. TOTAL COST
<b>Police Officer**</b>	NE	AUX 8	\$26.35	\$210.80	244	199	Chief Fernando Martinez	\$51,435.20	\$7,715.28	\$59,150.48	1	\$59,150.48
<b>Pre-K Aide**</b>	NE	IS 2	\$18.56	\$148.48	181	199	Dr. Jessica Melendez Carrillo	\$26,874.88	\$4,031.23	\$30,906.11	1	\$30,906.11
Licensed School Psych	E	AP 5	\$51.92	\$415.36	190	199	Melissa Mena	\$78,918.40	\$11,837.76	\$90,756.16	1	\$90,756.16
<b>New Stipends</b>												
<b>Lead Counselor**</b>	E				200	199	Dr. Jessica Arellano	\$5,000.00	\$400.00	\$5,400.00	1	\$5,400.00
TIA C&I Support	E				224	TIA Funds	Dr. Debra Kerney	\$3,500.00	\$280.00	\$3,780.00	5	\$18,900.00
National Board Cert. Mentor	E				187	TIA Funds	Dr. Debra Kerney	\$2,500.00	\$200.00	\$2,700.00	1	\$2,700.00
<b>Stipend Adjustment</b>												
TIA Data Support Specialist	E				224	TIA Funds	Dr. Debra Kerney	\$500.00	\$40.00	\$540.00	2	\$1,080.00
											<b>&lt;&lt; GRAND TOTAL</b>	
											<b>\$208,892.75</b>	

**\*\*Please note: Finance has indicated that there is no funding available for positions/stipends marked with an asterik and if approved by the BOT, funding will be from fund balance in the total estimated amount of \$95,456.59**

Funding is available for those stipends paid with the Teacher Incentive Allotment (TIA) and for the Special Education position request.

Date: 09/15/2025



## OFFICE OF THE ASSOCIATE SUPERINTENDENT #BestSmallDistrictinTexas

### MEMORANDUM

TO: MARTHA CARRASCO, CHIEF HUMAN RESOURCES OFFICER  
FROM: DR. DEBRA Y. KERNEY, ASSOCIATE SUPERINTENDENT  
SUBJECT: TEACHER INCENTIVE ALLOTMENT & NATIONAL BOARD CERTIFICATION STIPEND  
ADJUSTMENTS/ADDITIONS  
DATE: September 15<sup>th</sup>, 2025

**SUMMARY:** The approval of stipends is being requested for staff for 2025-2026 that were inadvertently missed in terms of either the number of stipends allocated in an area, the omission of a category, and the adjustment of a stipend in another category. Stipend amounts are based on the number of staff supported/impacted and the duration of supports that are provided, such as throughout the year or during data submission/analysis periods.

#### TIA C&I Supports – New Category

This is to compensate C&I staff for task expectations above and beyond their job description, carried out throughout the school year, solely for the purposes of TIA. This involves a wide range of supports, making it possible for teachers to become eligible for the TIA. Without these supports needed, eligibility and designation would not be possible for teachers. Teachers in all eligible categories are supported by C&I staff. The amount of the stipend is \$3,500.00. There is a total of 5 stipends for the 2025-2026 school year.

#### **Role Expectations:**

##### Tasks Prior to Test Administration

Assisting with Assessment Creation, Translation, and Supports

Research and evaluate potential TIA assessment tools.

Select TIA assessment tools based on TEKS coverage and grade-level appropriateness.

Create TIA assessment by analyzing test banks in Eduphoria.

Format and upload TIA assessment to Eduphoria.

Reformat, translate and review assessments for Spanish K-5 (if applicable).

Provide accessible versions of assessments as needed (paper assessments).

Ensure students have access to online assessments in the applicable platforms. In multiple testing platforms Eduphoria, CLI Engage and Renaissance assessment platforms.

Remind teachers to check student accommodations applicable to BOY and EOY testing.

Ensure assessments are assigned to appropriate classes and grade levels.

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

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



**Texas Education Agency A-Rated Three Years in a Row.**

P: (915) 877-7481  
F: (915) 877-7522  
canutillo-isd.org

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

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

Provide training resources for teachers and administrators.  
Provide PLC support in identifying target assessment dates.

#### During Test Administration

Set and manage Start and Stop dates for TIA assessments.  
Open and close assessments in Eduphoria and other applicable platforms according to campus testing calendar.  
Provide support for teachers using the online Eduphoria, CLI Engage and Renaissance assessment platforms.  
Monitor completion of TIA assessment and provide updates for administrators and teachers as needed.

#### After Administration

Grade short constructed responses for TIA assessments.  
Review assessment completion with district testing coordinator to ensure all student BOY and EOY test data has been captured and is complete.  
Close all assessments.  
Support teachers' use of BOY data in PLCs to support growth goals.  
Troubleshoot reporting tools and assessment software as needed to support District Testing Coordinator.

#### **National Board Certification Mentor Responsibilities- Adjusted Number of Stipends**

For NBC Mentor Stipends, there are 5 mentors, not 4 as previously identified. We need to include one additional stipend for the 2025-2026 school year. The amount of the stipend is \$2,500.00. There are a total of 5 for the 2025-2026 school year.

#### **Role Expectations:**

Mentors must maintain communication with candidates once/month at minimum. If mentors are not communicating with candidates, then candidates will be assigned to another mentor.

- Mentors are expected to speak to candidates about their components to help them understand what is expected and to proofread their components at least once to help them understand if they are meeting the qualifications of NB.
- Mentors will be provided with a substitute for one day to review submitted components.

Mentors must provide NBC Coordinator documentation of support provided to candidates.

#### **TIA Data Support Specialist Adjustment -Adjustment/Reallocation due to RIF**

There is a need to adjust the stipend for this category due to reduction in force (RIF) and the increase of

responsibilities for the remaining staff who will carry out the needed tasks.

### **Role Expectations**

Assists in PEIMS and SCOMS data verification processes needed to ensure data accuracy. This stipend was previously \$1,000.00 each for 3 staff (\$3,000.00). This amount will now be split between 2 staff members, in the amount of \$1,500.00 each.

## **CANUTILLO ISD'S TEA-APPROVED TIA SPENDING PLAN**

### **TIA Funding Requirements**

TEC Section 48.114 (i)(1)(A) states that: "A district shall annually certify that funds received under this section were used as follows: At least 90% of each allotment received was used for the compensation of teachers employed at the campus at which the teacher for whom the district received the allotment is employed."

### **90/10 Rule**

The statute requires that 90 percent of the funds earned through the district's locally designed designation system be spent on teacher compensation on the campus where the designated teacher works. Canutillo ISD believes and supports this requirement, and will ensure that when teachers earn a designation of recognized, exemplary, or masters, they will be compensated with a stipend funded by the state. The statute also states no more than 10% of the Teacher Incentive Allotment funds should be used at the district level to support rollout and implementation of TIA. Canutillo ISD also believes and supports this requirement. The District shall retain 10% of the TIA dollars to use as follows:

- funding for student growth measure assessments and/or analysis,
- costs associated with district created pre-test/post-tests,
- stipends for National Board Certification mentors or other mentors, and funding for non-teacher compensation

**Funding Source:** 199.11.6118.71.003.11