

Board of Trustees

Meeting Date: December 2024

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: [Request for CTE Teacher Approval under District of Innovation \(DOI\) for school year 2024-2025](#)

Justification Statement: [Discussion and possible action to approve CTE Teacher for Agricultural Science at Canutillo High School](#)

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)

Business Services Approval (Initials) December 2024
Date

Agenda Summary: [Discussion and possible action to approve CTE Teacher for Agricultural Science at Canutillo High School](#)
[Marissa Cereceres](#)

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: [CTE Teacher staffing shortages may hinder students to receive proper instruction in the area of Agricultural Science under the District of Innovation](#)

IMPLEMENTATION TIMELINE: [School Year 2024-2025](#)

ATTACHMENT(S): [HR Memo](#)





Canutillo Independent School District Human Resources

Excellence Through Integrity and Innovation

Martha Carrasco
Chief Human Resources Officer

(915) 877-7423
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MEMORANDUM

TO: Marissa Cereceres

FROM: Martha Carrasco, Chief Human Resources Officer *MC*

PC: Tracy Andrews, Candice Marrufo

DATE: 12/5/2024

RE: **Teacher Certification**

As a District of Innovation, Canutillo ISD has been approved by the Texas Education Agency to create a certification process for Career and Technical Education Teachers (CTE) who do not hold the State required certification or do not qualify for an allowable permit as described in Subchapter B of Texas Education Code 21.003. You have been identified as a candidate who does not hold the required certificate or is ineligible for an allowable permit. Since you have the required background wage earning experience or hold current licensure in your field of work, you were approved to be hired. You are being placed under the Canutillo Independent School District of Innovation Teaching Plan for the 2024-2025 school year.

The first step in the hiring process is to apply for an approved TX Alternative Certification Program. Once you have applied and been accepted, we can continue with the hiring process. The reason for this, is to verify that your credentials meet the ACP programs qualifications in the correct certification area. You will have two years to obtain your Texas teacher certification.

You will be required to complete the full district training protocol for local credentialing as described on the Canutillo ISD District of Innovation Plan. The district CTE Director and your campus administrators will be monitoring and recording your progress throughout the year. A recommendation to be locally credentialed will be made at the CISD Regular Board Meeting in December.



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Canutillo Independent School District Human Resources

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We are here to assist you but it is your responsibility to keep us up-to-date on your certification status. If you have any questions or need assistance concerning your certification status, you can contact the Human Resources Department at any time.

You have been advised of your responsibility regarding certification requirements. Should the requirements not be met, you may be asked to resign or be terminated from your full-time teaching position with the Canutillo Independent School District. As stated in your contract your employment with Canutillo ISD is contingent upon providing and maintaining the required certification. Please sign both copies of this memo and return the original to acknowledge that you received and understand the information provided to you.

Employee's Signature

Date



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