



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, Texas 79932

Mailing Address: PO Box 100
Canutillo, Texas 79835

Ron Gatlin
Purchasing Agent

Voice (915) 877-7426
Fax (915) 877-7415
rgatlin@canutillo-isd.org

MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: August 14, 2013

SUBJECT: EPCC EMT Courses for the CTE Program at CHS

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 consider approval of the Letter of Agreement with EPCC for EMT Courses for the CTE Program at CHS in the total amount of \$40,477.00.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the Letter of Agreement with EPCC for EMT Courses for the CTE Program at CHS in the total amount of \$40,477.00 as presented.

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.

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 Artcraft Rd., El Paso, TX 79932.



Request for Board Agenda Item

Purchasing Department

Date: 08/08/2013

Campus/Department: CHS / CTE Health Science

Vendor Name: El Paso Community College

Total Cost: \$ 40,477.00

Item Description and Justification for Purchase:

EPCC - Emergency Medical Technology Courses to be taught at CHS
(to be paid in 9 monthly payments of \$ 4,497.44)

Participating Schools/Departments: CHS

Funding Source: 199 . 11 . 6299 . 00 . 917 . 22
(Account number to charge)

Annette R. Byrnes 8/9/13
Campus/Department Administrator Date Signed

**** (Form must be received by the Purchasing Department by the last Wednesday of the month) ****

(To be completed by the Financial Services Division)

Purchasing Method: EPCC INTERLOCAL AGREEMENT

[Signature] 8/13/13
Purchasing Agent Date Signed

[Signature] 8/13/13
Executive Director of Financial Services Date Signed



Purchasing Approval Sheet

For Presentation to Board of Trustees

Purchasing Department

Financial Services (Verification of Funding Availability and Account Coding)

Approved Denied

Comment: _____

Signature: Matthew Gu Date: 8/13/13

Federal Programs (For Compliance with Grant Requirements)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Technology (For all Computer/Software/Peripheral Purchases)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Legal Review

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Purchasing

Approved Denied

Comment: _____

Signature: Matthew Gu Date: 8/13/13

Letter of Amendment

Between

Canutillo Independent School District

And

El Paso Community College District

Amendment made between Canutillo Independent School District (CISD), 7965 Artcraft Rd, El Paso, Texas 79932, and El Paso Community College District P.O Box 20500, El Paso Texas 79998, hereinafter referred to as "EPCC" to adjust cost for the standing agreement between the above mentioned entities regarding EMT Class instruction for year 2013-2014.

This amendment will be effective on September 1, 2013 through August 31, 2014.

The revised total for 2013-2014 is reflected due to the increase in living costs and fringe benefits of the faculty.

The new cost is as follows:

- 1) Full-time faculty will be teaching 2 EMT courses at the campus for a total salary of \$ 26,776.
- 2) Coordinator of the EMT program will supervise the implementation of this instruction at \$3,150.
- 3) Total fringe benefits will be at \$ 10,551.00

Therefore, the total costs required for the year is \$40,477 to be paid in 9 monthly payments of \$4,497.44.00

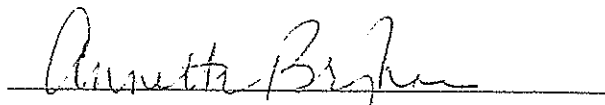
Additional \$70/hr requested to any extra-curricular meetings or sessions requested by the schools attended by either faculty or coordinator. Background Check and Drug Screening of the enrolled students will be billed separately.

Once the agreement is received by the District, it becomes immediately effective and accepted.

Reviewed on this day, 31st of December. 2012.



Dr. William Serrata, EPCC President



Annette Brigham, Interim Superintendent

**Letter of Agreement
Between
Canutillo Independent School District
And
El Paso County Community College District**

Agreement made between Canutillo Independent School District, 7965 Artcraft Road, El Paso Texas, 79932, hereinafter referred to as "CISD" and El Paso County Community College District, P.O. Box 20500, El Paso, Texas 79998, hereinafter referred to as "EPCC" to develop and operate entry level Emergency Medical Technology courses at Canutillo High School. The program will provide students the opportunity to participate as a dual credit or articulated credit student. The term of this agreement is for a period of one year, from August 1, 2012 through July 31, 2013 with automatic extensions for each subsequent year that the program continues unless the agreement is terminated or amended by either party.

DEFINITIONS

EMT - Emergency Medical Technician Basic, level of certification.

EMSP - Emergency Medical Services Paramedic Program.

National Registry of Emergency Medical Technicians – National Agency which administers the national certification exam.

Faculty workload – College instructor workload is calculated at 21 student contact hours per week.

HOSA – Health Occupations Students of America is a student organization whose mission is to promote opportunities in health care and to enhance the delivery of quality health care to all people. HOSA allows students to learn about and compete in different medical procedure areas. In our case it would be EMT related academics and skills competitions.

Articulated Credit – An articulated course is one that is taken in high school, usually by juniors or seniors that has been determined to have the same course content as an EPCC course. Students must earn a minimum grade usually an 80 or 85, graduate from high school, enroll at EPCC, declare a major in a field that requires the articulated course, and then have their transcript evaluated.

Dual Credit – A process by which a high school junior or senior student enrolls in a college course(s) and receives simultaneous academic credit for the course from the college and the high school.

TEA – Texas Education Agency

TEKS – Texas Essential Knowledge Skills

STAAR – State of Texas Assessments of Academic Readiness

HSTE – Health Science Technology Education

TDSHS – Texas Department of State Health Services

Student/Instructor ratios – Ratio recommendations from National Registry of EMTs, Texas Department of State Health Services, and American Heart Association for curriculum instruction.

PROGRAM OVERVIEW

As listed in the introduction, the purpose of the program is to provide high school students with the opportunity to complete an Emergency Medical Technician certification course(s) while in high school. The course will be offered to high school seniors during the last year of high school. Course(s) will be scheduled on the high school campus throughout the academic year.

Due to the uniqueness of the program and the many credentialing requirements, there is a cost requirement for EPCC dual credit EMT courses. In the “Options” area below, you will find the estimated 2012-2013 cost. A letter of amendment outlining the adjusted faculty costs and fees will be provided to CISD by EPCC at the beginning of each academic year, for all subsequent years of the agreement. The annual cost adjustment is estimated to be no higher than an 8% increase per year.

The College currently offers a number of “options” in order to accommodate individual school districts. A School District may request a specific option or multiple options each academic year. The specific number of options may be changed each year with a mutual agreement between the College and the School District. Additional options may be developed in the future based on the College, School District, and student needs ‘demands.

Any additional instructional, in-service, or “work” days required by CISD, not specified in this agreement, will be billed accordingly at \$70.00 per hour (including benefits). The request must be submitted in writing to the EMSP Coordinator from a designated Canutillo High School administrator prior to approval of any additional expenditure. HOSA training of students is done at no additional faculty cost.

PROGRAM OPTIONS

OPTION 1:

Fund the salary of an EPCC credentialed faculty member(s), including benefits, and coordination costs for the academic years 2012-2013, 2013-2014, and 2014-2015 and each subsequent year the program continues under this format.

Estimated costs for fiscal year 2012-2013 include:

Salary: \$ 26,776.00 per nine months. The salary amount is based on 250 hours of instruction per Emergency Medical Technician course. The EMT faculty would teach 2 courses over the course of a full academic year. The specific scheduling of the course is flexible to meet the college and school district’s needs. EMT courses would be aligned

with the college's semester calendar. The time utilized for clinical rotations in the evening would also be included for this cost.

Benefits: \$ 9,372.00 per nine months with adjustment as appropriate.

Coordination: \$ 3,150.00 per nine months with appropriate adjustments for coordinator(s) salary cost.

Total cost FY 2012-13 = \$39,298 (To be paid in 9 payments of 4,366.45 billed through monthly invoices)

OPTION 2:

Fund the salary of an EPCC credentialed faculty member(s), including benefits, and coordination costs for the academic term of August 1, 2012 to July 31, 2013, and each subsequent year the program continues under this format.

Estimated costs for fiscal year 2012-2013 include:

Salary: \$13,388.00 per nine months. The salary amount is based on 250 hours of instruction per Emergency Medical Technician course. The EMT faculty would teach 1 course over the course of a full academic year. The specific scheduling of the course is flexible to meet the college and school district's needs. EMT courses would be aligned with the college's semester calendar. The time utilized for clinical rotations in the evening would also be included for this cost.

Benefits: \$ 4,686.00 per nine months with adjustment as appropriate.

Coordination: \$ 1,575.00 per nine months for coordination fees.

Total cost 2012 = \$19,649.00 (To be paid in 9 payments of \$2,183.23 billed through monthly invoices)

OPTION 3:

At the request of CISD, the college can pay the cost of the student's Background Check and Drug Screen. The college will invoice CISD for the actual cost of the student's tests. This option is provided for the convenience of the School District.

OPTION 4:

EPCC credentialed faculty would be provided (funded by the school district) by CISD, including benefits. For the academic term of August 1, 2012 to July 31, 2013, and each subsequent year the program continues under this format, faculty member(s) utilized must meet all EPCC Dual Credit credentialing requirements and approval from EMSP Program Coordinator in order to teach the course. EMSP Program Coordinator will provide continuous review of current curriculum requirements, licensure and acceptable outcomes.

CISD would only be charged for Administrative and Coordination fees. Faculty cost for HOSA training of students would be done at school district's expense.

Estimated costs for fiscal year 2012-2013 include:

Administrative: \$5,350 per nine months for administrative fees.

Coordination: \$ 3,600.00 per nine months for coordination fees.

Total cost 2012 = \$8,950.00 (To be paid in 9 payments of \$994.45)

NOTE: A one time payment of \$8,950 is also acceptable.

OPTION 5:

EPCC credentialed faculty would be provided (funded by the school district) by CISD, including benefits. For the academic term of August 1, 2012 to July 31, 2013, and each subsequent year the program continues under this format. Faculty member(s) utilized must meet all EPCC Dual Credit credentialing requirements and approval from EMSP Program Coordinator in order to teach the course. EMSP Program Coordinator will provide continuous review of current curriculum requirements, licensure and acceptable outcomes.

With this option, in order to accommodate larger EMT classes, the college will provide an additional EPCC credentialed instructor to assist with the laboratory aspects of the course.

Estimated costs for fiscal year 2012-2013 include:

Salary: \$10,710.00 per nine months. The salary amount is based on 250 hours of instruction per Emergency Medical Technician course minus 48 hours of lecture. The EPCC EMT faculty would assist with 1 course over the full academic year. The specific scheduling of the course is flexible to meet the college and school district's needs. EMT courses would be aligned with the college's semester calendar. The time utilized for clinical rotations in the evening would also be included in this cost.

Benefits: \$ 3,749.00 per nine months with adjustment as appropriate.

Coordination: \$ 1,575.00 per nine months for coordination fees.

Total cost 2012 = \$16,034.00 (To be paid in 9 payments of \$1,781.56)

OPTION 6:

EPCC Faculty is expected to attend staff development sessions before and during academic year at the school district. The number of days and dates would be added to the faculty's schedule and the School District would be invoiced in the 9th month (May) of the agreement. The specific dates would be mutually agreed upon by both parties.

Estimated costs for fiscal year 2012-2013 include:

Cost per 8 hour day: \$350.00 each faculty member required to attend.

RESPONSIBILITIES OF CANUTILLO INDEPENDENT SCHOOL DISTRICT:

CISD agrees to:

1. Fund an EMT-Basic program at Canutillo High School.
2. Payment of salaries described above will be made by CISD in 9 total payments per academic year starting in September and ending in May of each academic year. Payments will be processed by CISD upon receipt of an itemized bill sent monthly by EPCC. The first 8 payments will be of equal amounts. The 9th payment will be an adjusted amount to address any inequity throughout the year. Any changes must be in writing prior to approval by both parties. Payment will be due upon receipt of the itemized bill.
3. Continue to offer a high school course in health occupations using the current curriculum from the EPCC EMSP 1501 Emergency Medical Technician – Basic course, and EMSP 1160 Clinical Emergency Medical Technology I.
4. Provide all course materials including textbooks, workbooks, equipment, and supplies utilized in the EPCC Emergency Medical Technician courses. All equipment and supplies must be contemporary and in good working condition. Textbooks and workbooks should be a current publication in coordination with college texts and dual credit policy.
5. Provide a secure storage area to be used for records, equipment, supplies and materials utilized in the Emergency Medical Technician program.
6. Award high school, dual credit, and articulation grades and credit to students upon successful completion of these EMT courses.
7. Provide technical support for all classroom computers, monitors and audio-visual equipment, to ensure that all equipment is maintained in working order for use in class and by students for course work.
8. Continue to offer existing health occupations courses for juniors and seniors which will include existing competencies already articulated (i.e. TEKS and STAAR courses) and BLS (CPR) Certification (American Heart Association – Healthcare Provider).
9. Conduct annual updates of articulation and dual credit documents, to insure adherence to established procedures for maintaining articulation and dual credit instruction.
10. Continue to actively recruit and utilize selective admission criteria for students entering the EMT program at Canutillo High School. Requirements for admission will also include the following:
 - a. Physical examination (no older than 2 years)
 - b. Complete immunization record (including all clinical site requirements)
 - c. BLS (CPR) through American Heart Association Certification (no older than 1 year)
 - d. Clear Background check and Drug Screen.
 - e. Complete uniform and EMT equipment.
11. Provide dedicated laboratory and classroom space for the EMT course at Canutillo High School.

12. Maintain approval of health career courses and their revisions through TEA.
13. Maintain a community-based health career committee with representation from the El Paso Community College, Emergency Medical Services Paramedic program.
14. Develop and maintain affiliation agreements with clinical facilities and agencies for students from CISD students enrolled in high school health career courses, including the EMT program.
15. Maintain professional practice (liability) insurance for CISD students enrolled in high school Emergency Medical Technology program.
16. Provide input on the evaluation of performance of the faculty member assigned to the Canutillo High School.
17. Provide information on student performance to EPCC for program evaluation and reports to accrediting agencies.
18. Participate in site visits from accrediting agencies upon request.
19. Provide financial support for co-curricular activities (HOSA) to faculty and students including, educational and competitive opportunities at local, area, state, and national levels - as appropriate, specifically HOSA expenses.
20. Provide CPR training, Healthcare Provider level for all students.
21. Provide a "faculty of record" for recording of daily attendance and grades.

RESPONSIBILITIES OF EL PASO COMMUNITY COLLEGE:

El Paso County Community College agrees to:

1. Provide a full-time or part-time faculty member(s) (depending on enrollment and option) meeting college credentialing requirements for the position. The faculty assigned will be responsible for providing EMT-Basic education and training only. The standard workload for full-time health career college instructors is 21 student contact hours per week. Meetings, inservices, and conferences scheduled outside of the normal workload will be handled on a case-by-case basis when attendance is required by CISD or EPCC administration as previously mentioned in the options section.
2. Be solely responsible for payment of all wages, taxes and benefits due any EPCC employee or instructor hired to perform services under this agreement. EPCC shall, at all times be the employer of record of faculty assigned to EPCC under this agreement.
3. Be solely responsible for any and all insurance requirement to cover or which is otherwise provided to any instructor under this agreement including worker's compensation, health, errors and omission and other insurance policies provided by EPCC to faculty.

4. The fact that nothing in this agreement is intended to, nor shall it operate to create any third party beneficiary rights.
5. Provide credentialed instructors for substitutes as required.
6. Consult representatives from CISD in regard to the instructor(s) assigned to Canutillo High School.
7. Provide a bill to CISD for 9 total payments per academic year, starting in September and ending in May of each year. Payments will be processed by CISD upon receipt of an itemized bill sent monthly from EPCC. The first 8 payments will be of equal amounts. The 9th payment will be an adjusted amount to address any inequity throughout the year. Any changes must have prior written approval from both parties. Payment will be due upon receipt of the itemized bill.
8. Provide a master copy (at no cost to CISD) of the course packets (EMSP 1501 and EMSP 1160) to CISD for duplication as necessary for student use.
9. Coordinate program with Texas Department of State Health Services and National Registry of EMT. This will include filing of Course Notification Approval Forms, Course Completion Rosters and maintain records as required by state law.
10. Maintain accreditation requirements with Texas State Department of Health Services (DSHS), American Heart Association (AHA), and National Registry of EMTs.
11. Coordinate all student clinical rotations in the hospital and ambulance environment.
12. Maintain a CISD representative to the EMSP Advisory Committee at EPCC.
13. Maintain a current Letter of Agreement for the purpose of providing EMSP Articulated or Dual Credit, in addition to high school credit, upon successful completion of these EMT courses.
14. Ensure evaluation of faculty according to EPCC procedures.
15. Participate in HOSA activities during classroom hours.
16. Maintain all required student and faculty records.

AMENDMENTS:

This agreement may be amended in whole or in part by written agreement of both parties.

TERMINATION:

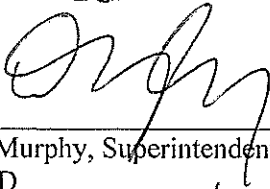
This agreement may be terminated in whole or in part by either party giving a full thirty (30) days notice in writing to the other party. Such notice shall be sent by certified mail, return receipt requested to the address of the respective parties listed above. However, such termination shall not take effect with regard to students already enrolled in a specific EMT course or program until such time as those students have completed their respective program of study or until alternative arrangements have been established.

In Witness Whereof, the parties have executed this Letter of Agreement as of the indicated date for implementation with the Fall 2012 semester.

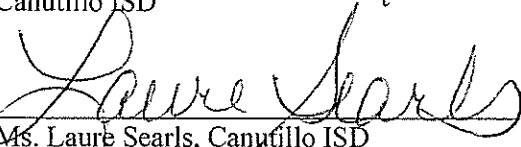
Signatures:


Principal Canutillo High School

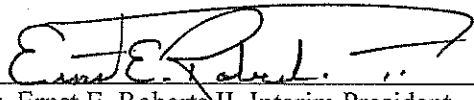
7-30-12
Date


Dr. Damon Murphy, Superintendent of Schools
Canutillo ISD

7/23/12
Date


Ms. Laure Searls, Canutillo ISD
Board President

7/23/12
Date


Dr. Ernst E. Roberts II, Interim President
El Paso Community College

7/3/12
Date