



# Canutillo Independent School District

7965 Arcraft Road El Paso, Texas 79932

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

**Martha Carrasco**  
Executive Director, Human Resources

(915) 877-7423  
Fax (915) 877-7407  
mcarrasco@canutillo-isd.org

## MEMORANDUM

TO: Personnel/Policy/Instruction/Student Services Committee Members  
FROM: Martha Carrasco, Executive Director HR *Martha Carrasco*  
DATE: August 14, 2013  
RE: **TASB Contracts**

Attached for review, discussion and recommendation for approval by the Board of Trustees are the following three TASB Contracts:

- **Staffing Review** – In order to ensure that the District is maximizing its resources, we are requesting that TASB conduct a staffing review during the 2013-2014 school year. TASB will conduct an independent review of district staffing practices to identify options for cost reductions, cost containment and improved efficiency. This review was last performed in 2009-2010. Total cost for this review will be \$16,000 plus travel expenses. The Human Resources budget will cover this cost.
- **Pay System Maintenance Agreement** – In order to maintain our competitive advantage in regards to our salary structures, we are requesting to continue the pay system maintenance services for the 2013-2014 fiscal year planning. Total cost for this service is \$5,000 plus travel expenses. The Human Resources budget will cover this cost.
- **Employee Survey** – Last school year was the first year that TASB conducted the employee opinion survey. This survey was conducted online during the fall semester and results were delivered in the spring. Information provided was useful and relevant. Employee participation in this survey was exceptional. We are requesting to continue this service in order to record and obtain data over a period of time for planning and comparison purposes. Total cost for this service is approximately \$5,367 plus travel expenses. The Human Resources budget will cover this cost.

*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 Arcraft 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 Arcraft Rd., El Paso, TX 79932.*

**Texas Association of School Boards, Inc.**  
**HR Services Division**  
**Service Agreement for a Staffing Review**

**Canutillo ISD**  
**July 31, 2013**

**I. Service Description**

TASB will conduct an independent review of district staffing practices to identify options for cost reduction, cost containment, and/or improved efficiency. The process to conduct the staffing review is described separately. The scope of review will include staffing practices in the areas of instructional and administrative support; elementary, middle school, and high school teachers; special education; child nutrition; and facilities. Staffing metrics will be prepared and evaluated against objective benchmarks and peer districts. Site interviews will be conducted with campus principals and department heads. Campus schedules and class loads will be evaluated for each school. The district will receive a preliminary draft of findings and recommendations and a final report with a presentation to the School Board.

**II. Cost**

Cost to the district will include a consulting fee of \$16,000 plus reimbursement of travel expenses for two site visits. TASB HR Services will submit an invoice to the district upon completion of services.

**III. Schedule**

Services will be scheduled with the district during the 2013-14 school year upon return of this signed agreement. The time required to complete a district staffing review is typically two months following the initial site visit. This Agreement is effective upon the District's delivery of an executed counterpart of this Agreement to TASB and either party may rely upon a facsimile or photocopy of the Agreement for all purposes.

**IV. Limitation of Liability**

TASB's liability under this Agreement is limited to the fees paid by the District to TASB under this Agreement. The parties agree that, in the event of a lawsuit between the parties relating to this Agreement, the prevailing party is entitled to recover reasonable and necessary attorney's fees.

**V. Cancellation of Agreement**

In the event either party terminates this Agreement before the completion of services, the District will reimburse TASB for all costs incurred up to the date of cancellation and will pay TASB's fee for consulting hours actually rendered.

**This agreement will expire on August 31, 2013.**

  
\_\_\_\_\_  
Cindy Clegg  
Director, HR Services

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
District P.O. #

\_\_\_\_\_  
Date Approved



**Texas Association of School Boards, Inc.**  
**HR Services Division**  
**Pay System Maintenance Agreement**

**Canutillo ISD**  
**July 31, 2013**

**I. Description of Services**

TASB will provide pay system maintenance services for 2014–15 fiscal year planning. Service deliverables will include:

- Set up pay file modeling templates using a snapshot of current employee data.
- Review competitive pay for key benchmark jobs.
- Adjust pay ranges to maintain district's competitive position.
- Calculate individual employee pay adjustments and cost estimates based on district specifications.
- Recommend special adjustments for resolution of pay problems.
- Onsite briefing and report to district leadership team
- Transfer employee data files electronically

**II. Cost**

\$5,000 plus travel expenses

**III. Schedule**

Work will be scheduled for completion during the 2013–14 fiscal year when this agreement is signed and returned to TASB.

**IV. Term of Agreement**

This Agreement is effective upon the District's delivery (by mail or facsimile) of an executed counterpart of this Agreement to TASB and either party may rely upon a facsimile or photocopy of the Agreement for all purposes.

**V. Limitation of Liability**

TASB's liability under this Agreement is limited to the fees paid by the District to TASB under this Agreement. The parties agree that, in the event of a lawsuit between the parties relating to this Agreement, the prevailing party is entitled to recover reasonable and necessary attorney's fees.

**VI. Cancellation of Agreement**

In the event either party terminates this Agreement before the completion of services, the District will reimburse TASB for all costs incurred up to the date of cancellation and will pay TASB's fee for consulting hours actually rendered.

**This proposal will expire on August 31, 2013.**

  
Cindy Clegg  
Director, HR Services

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Purchase Order Number

\_\_\_\_\_  
Date Approved



HR Services

P.O. Box 400 Austin, TX 78767-0400 Fax 512.467.3508 Phone 800.580.7782

Version 8/17/2012

**Texas Association of School Boards, Inc.  
HR Services Division**

**Service Agreement to Conduct Employee Survey**

**Canutillo ISD  
July 31, 2013**

HR Services, a division of the Texas Association of School Boards (TASB), Inc., shall provide services in accordance with the terms and prices specified in this Agreement.

**DESCRIPTION OF SERVICES**

TASB will prepare, administer, and analyze an online survey of District employees and prepare a summary report. The report will be provided in electronic format (PDF) and will include an executive summary and an item response analysis by total respondents; by demographic groups; and by location. Open comment responses will be summarized by frequency of topic. Individual responses and comments will be transmitted to TASB and will become the confidential property of TASB and will not be released to District or others unless required by law. Details about the survey process and a sample survey instrument are included in the attached proposal, which is attached by reference. TASB is an independent contractor and nothing herein creates an agency relationship.

**SERVICE FEES \***

\$3,967 for an online survey for approximately 863 employees and a district report

\$1,100 for 11 separate campus reports by location

\$5,067 Total for online survey with district and campus reports (note: extra charges will be made for print surveys)

*An additional fee of \$300 plus travel expense will apply for an in-district board presentation.*

**TERM OF AGREEMENT**

This Agreement is effective upon District's delivery (by mail or facsimile) of an executed counterpart of this Agreement to TASB within 30 days of the date issued as noted above. Either party may rely upon a facsimile or photocopy of the Agreement for all purposes.

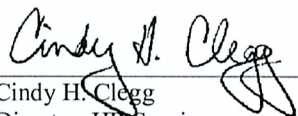
**LIMITATION OF LIABILITY**

TASB's liability under this Agreement is limited to the fees paid by District to TASB under this Agreement. In the event of a lawsuit between the parties relating to this Agreement, the prevailing party is entitled to recover reasonable attorney's fees from the other.

**CANCELLATION OF AGREEMENT**

In the event either party terminates this Agreement before the completion of services, District will reimburse TASB for all costs incurred up to the date of cancellation and will pay TASB's stated fee for consulting hours actually rendered.

**This proposal will expire on August 31, 2013.**

  
Cindy H. Clegg  
Director, HR Services

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
District P.O.



HR Services

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