



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 _____

Campus/Department: Curriculum and Instruction Department

Campus/Department Contact person: Jesica Arellano, Executive Director of Curriculum and Instruction

Contact Number: 915-877-7440

Requestors email: jarellano@canutillo-isd.org

Contract Title: TNTP Literacy Framework Implementation Plan Supports

Contract Description: Professional Services Contract to provide services outlined in the TNTP Literacy Framework Implementation Plan Supports Proposal.

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

Vendor/Company Name: TNTP, Inc.

Vendor Full Address: 500 Seventh Avenue, 8th Floor New York, NY 10018

Name of Representative: Reyna Sotelo

representatives' email: reyna.sotelo@tntp.org

Rep. Office Phone: 945-324-1143

Rep Mobile Number: _____

Vendor's Authorized Signer: Reyna Sotelo

Signer's email: reyna.sotelo@tntp.org

Contract Amount: \$75,000.00

Funding Source: CREED Grant

Account No(s): _____

Anticipated Start Date: April 1, 2025

End Date: December 30, 2025

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: April 1, 2025 - December 30, 2025

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: 3/7/25

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

Purchasing review: _____



Canutillo Independent School District
7965 Artercraft Rd.
El Paso, TX 79932

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

PROFESSIONAL SERVICES CONTRACT **CONTRACT #** _____

*1. This contract is entered by and between **Canutillo Independent School District**, hereinafter designated "District" and TNTP, Social Security or Employer Identification Number _____ Hereinafter designated "Contractor" (W-9 form must be completed).

*2. My name and title are Jesica Arellano-Curriculum and Instruction Executive Director, As the **department/school supervisor**, I authorize that during the period beginning April 1, 2025 and ending December 30, 2025, Contractor, as an independent contractor, who is not an employee or agent of the District, shall provide to the District, the following services for the use and benefit to public education in Texas:

Services Provided (Be Specific) TNTP will provide a series of professional development sessions and consultation with a focus on developing our Reading Language Arts teacher's understanding of the concepts of Instructional Coherence, Learning Acceleration, and the implementation of High-Quality Instructional Materials.

Time: To Be Determined (Dates to be scheduled within term dates) Location: Virtual and In-Person

*3. For the performance, satisfactory to the District, of the services described above, the District shall pay to Contractor a fee equal to the sum of \$75,000.00. The total amount payable to the Contractor by the District pursuant to this contract shall in no event exceed the sum of \$ 75,000.00 **All payments due to Contractor shall be made by a District check upon completion of work and submission of an itemized invoice with District Supervisor's Signature. (Payment will be generated within 30 days after the items or service is received along with an original invoice)**

4. All materials and products developed pursuant to this contract shall be the property of the District. The contractor shall not assert any claim or equity, or assert any claim to statutory copyright and/or patent in such materials and products without the prior written permission of the District

5. This contract is subject to all State of Texas and Federal laws, rules, and regulations including, but not limited to Title VI of the Civil Rights Act of 1964, as amended. This contract shall be interpreted according to the laws of the State of Texas.

*6. Contractor ☐ is ☐ is not incorporated. If incorporated, Contractor must attach a current franchise tax

Certificate of Good Standing, available from the Texas State Comptroller to this contract when signed and returned to the District.

7. Contractor Affirms that this contract does not create a conflict of interest with his/her present employer.

8. This contract may not be assigned by the Contractor without the written consent of the District.

9. Either party may terminate this contract without cause on ten (10) days written notice. The District for cause may also terminate this contract. Specifically, although not exclusively, cause shall include the District having to cancel an event related to the Contractor's performance for reasons beyond its control, or for the Contractor's failure to perform as contemplated by the District. In this case of the cause described herein, should a dispute arise over whether cause exists, the judgment of the District will control. On termination, the Contractor shall be due only compensation earned and reimbursement for approved costs. No fee will be due when termination was on ten (10) day notice.

10. The Contractor shall indemnify and save harmless the District and its Board of Trustees, agents, and employees from all suits, actions or claims of any character, type, or description, brought or made for or on account of any injuries or damages received or sustained by any person or persons or property, arising out of, or occasioned by the negligent acts, errors or omission of the Contractor, his agents or employees in the performance of its duties under the terms of this contract.

Except for a Party's indemnification obligations under this contract, (i) in no event shall either party be liable for any indirect, consequential, special, incidental or punitive damages arising from or relating to performance under this contract.

11. In the event that the District must substantially modify or reduce the size or scope of the project due to financial exigency or lack of funding the District shall give 10 day notice to Contractor.

12. ***Note: This process takes seven to ten (7-10) business days to complete. Please plan accordingly and realize that this contract is not authorization to proceed without and approved District Purchase Order.***

13. If the scope of the project requires the Contractor to have direct contact with students, the CISD originator must provide a copy of the TB test results and a Criminal History Release form to the Human Resources Department.

*14. This Contract shall be governed by the laws of the State of Texas and be performable in El Paso County, Texas.

AGREED and accepted on behalf of Contractor to be effective on the earliest date written above by a person authorized to bind Contractor.

Contractor must sign and return.

Contractor:

Authorized Signature

Lin Johnson III

Printed Name

Chief of Strategic Growth & Finance

Title

District Supervisor's Signature: _____

Department/Campus: Curriculum and Instruction

Account Number to Charge: _____

*All Items with asterisk must be completely filled in

| | |
|---|-----|
| 1. Will the contractor have continuing duties throughout the year?* | Yes |
| 2. Will the contractor have direct contact with the students?* | No |
| 3. Will the contractor work on a contract for services?* | Yes |
| 4. Will Contractor be unsupervised with students?* | No |

TO BE FILLED OUT BY FINANCIAL SERVICES DIVISION

AGREED on behalf of the District this _____ day of _____ (month and year), by a person authorized to Bind the District.

Director of Finance

TO BE FILLED OUT BY HUMAN RESOURCES DEPARTMENT

- Criminal History Release: _____
 - Authorization to Proceed: _____, Human Resources Executive Director
- Date: _____

Proposal for Canutillo ISD

Literacy Implementation Plan

November 2024



Introduction

TNTP's mission remains unchanged. We are unwavering in our commitment to end the injustice of educational inequality and ensure all students get the education they need to become successful adults. Through Strong Foundations supports and observations by TNTP, we have had the opportunity to see firsthand, Canutillo ISD's relentless commitment to improving student performance, closing the opportunity gap, providing and implementing rigorous academics, continuing culture of high expectations, and engaging stakeholders in student success. TNTP shares CISD's ambitious vision of equitable and engaged schools that prepare students for success in the classroom and beyond.

TNTP proposes to continue to provide professional support grounded in Instructional Coherence, HQIM training, accelerated learning, and support to Canutillo ISD's teachers. This approach will be an anchor in supporting the advancement of capacity and professional learning of the teachers across the district to increase the academic achievement of CISD students.

Our Strategy

Continuing the arc of learning and professional knowledge of campus teachers, as well as research-based best practices, TNTP will support, sharpen, and leverage the tools for teachers in their implementation of High-Quality Instructional Materials. TNTP will monitor the progress of CISD's HQIM implementation and investment goals. Using classroom observations, student work analysis, and leadership observation and reflection, TNTP will provide regular feedback to CISD leaders about progress toward plan goals and suggestions for necessary adjustments to reach goals and enact successful change efforts. Included in this work will be a plan for how CISD can sustain progress monitoring in future years by building a core progress monitoring team to capture, codify and scale this process in future school years. TNTP will provide targeted support in specified, additional academic areas across the school district by providing thought partnership and capacity building with key district office leaders in their respective areas of work. These supports may include the creation of guidance documents, workplans, classroom visits or content development for professional learning sessions and assisting with facilitation. Additionally, TNTP consultants will provide insights into local and national research and trends in education, sharing ideas that CISD might glean about successful academic initiatives in other strong school districts as they consider current and future strategic planning.

The series of support will focus on supporting educators develop their understanding of the concepts of Instructional Coherence, Learning Acceleration, and the implementation of **High-Quality Instructional Materials**

- Define instructional coherence and learning acceleration.
- Identify elements of this vision within the locus of control.
- Build the knowledge and skills necessary to support instructional coherence and learning acceleration within their locus of control, leveraging **High Quality Instructional Materials**.
- Build knowledge and coherence on dual language instruction using best practices to make content more comprehensible.

- Teachers will participate in a learning series in defining instructional coherence and accelerated learning, understand what these concepts look like in classroom instruction, and leverage HQIM for their students. The educator series focuses on the unique elements of accelerated instruction and evidence-based practice in these content areas. Dual language teachers will receive focused support on cross linguistic connections, content-based language instruction, and support in Texas Effective Dual Language Immersion Framework (TxEDLIF)
- Teachers' individual growth is supported and adapted to include coaching session topics *The Opportunity Myth*, *Building Relationships*, *Dismantling the School to Prison Pipeline*, and *All Means All*.
- Teachers will receive coaching and feedback based on instructional walks provided by Canutillo ISD leadership and TNTP.
- Canutillo ISD leadership will receive support in creation of guidance documents, workplans, classroom visits or content development for professional learning sessions and assisting with facilitation.

TNTP seeks to partner with Canutillo ISD to implement an instructionally coherent literacy program through:

- **Strategic Advising:** We will guide and support district leadership through navigating the technical and adaptive challenges of strengthening and executing the Canutillo ISD Literacy Framework Implementation Plan developed through the Strong Foundations Planning Grant.
 - Ongoing and frequent coaching and support for leaders to support effective leadership practices in response to the technical and adaptive challenges of executing the Implementation Plan, including the vision and strategy for improving outcomes for multilingual learners & students with IEPs.
- **Capacity Building:** We will design and lead training sessions for key stakeholders within the district – with a focus on principals, coaches, the community, teachers serving multilingual learners, and teachers serving students with IEPs.
 - Ongoing training aligned to the RLA RBIS as well as newly designed training sessions for prioritized tiers of leadership within the district, with a recommendation of prioritizing school principals.
 - Ongoing training to support the effectiveness of coherence-boosting routines prioritized within the Implementation Plan for teachers serving multilingual learners & students with IEPs.
- **Progress Monitoring:** We will leverage improvement cycles to drive progress by considering key data including implementation fidelity, stakeholder experiences and feedback, educator capacity, and student outcomes.
 - Establishing and managing the vision for data & assessment practices aligned to the Implementation Plan.
 - Conducting bi-monthly walkthroughs to monitor the evidence of the RLA RBIS within classroom instruction.
 - Gather critical feedback from teachers and school leaders across all district schools

- Facilitate improvement cycles that holistically consider implementation fidelity, educator capacity, and student outcomes, naming clear and accountable next steps.

Proposed Timeline, Scope, and Budget

TNTP aims to accomplish HQIM Instructional Coherence vision setting, advising, and initiating implementation in eight months. This work will support CISD's continued development and long-term success. Our partnership will include:

| Timeline | Scope | Budget |
|-----------------------------|---|----------|
| April & May 2025 | Strategic Advising and Vision Setting with Canutillo ISD Leaders <ul style="list-style-type: none"> • Through conversations and advising, TNTP will build relationships and build capacity with leaders. • Establish clear definition of Instructional Coherence and Learning Acceleration through professional learning • Leaders will establish and maintain systems and expectations that anchor the instructional walk literacy framework as a tool to enhance professional learning for leaders and teachers • The systems that will ensure time is prioritized in a way that is aligned to the district and schools' vision Professional Learning – Day (In Person) | \$15,000 |
| June & July 2025 | Capacity Building, Rigorous Learning and HQIM Literacy Framework Implementation – <ul style="list-style-type: none"> • Through coaching and conversations, leaders will build relationships and acquire the skills to lead instructionally through instructional walks and implement literacy framework • Leaders will establish and maintain systems and expectations that anchor the instructional walk as a tool to enhance professional learning for leaders and teachers • The systems that will ensure time is prioritized in a way that is aligned to the district and schools' vision • TNTP will deliver a report of progress and data to Canutillo ISD • Professional Learning – 2 Days (In Person) | \$10,000 |
| August-December 2025 | Progress Monitoring, Rigorous Learning, HQIM Literacy Framework Implementation, and Instructional Walks <ul style="list-style-type: none"> • Leaders will learn how to lead campuses by meaningful goals to drive towards the vision and short and long-term improvement. To prioritize and plan with the end in mind, leaders and teachers will be | \$50,000 |

| | | |
|--------------|--|-----------------|
| | <p>trained on actively diagnosing and monitoring progress toward the vision and goals.</p> <ul style="list-style-type: none"> • Through coaching and conversations, leaders will build relationships and acquire the skills to lead instructionally through instructional walks • Leaders and teachers will receive support in support great teaching by communicating actionable feedback or developing teachers' instructional skills in debriefing instructional walks. • Positive school culture supported through vision, mission, goals and values, explicit instructional vision that supports student achievement. • TNTP will deliver a report of progress and data to Canutillo ISD • Instructional Walk – Day (In Person) • Coaching/Feedback Day (Virtual) | |
| TOTAL | | \$75,000 |

Conclusion

TNTP is incredibly excited by the opportunity to support Canutillo ISD's mission to improve outcomes for students and act as a thought partner in instructional coherence. We would be honored to continue to partner with Canutillo ISD's leadership to provide holistic support that brings the Literacy Framework and Implementation Plan to life. We are excited about the opportunity to train leaders and in Instructional Coherence, the implementation of the HQIM Literacy Framework and Plan, rationale, and ensure the sustainability of best practices that support *all* students by conducting instructional walks. For more information, please reach out to Reyna Sotelo, TNTP Consulting Partner, at reyna.sotelo@tntp.org. We look forward to continuing the conversation about this potential partnership.

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of Professional Services Contract between Canutillo ISD and TNTP, Inc. for Academic Year 2025-2026.

Justification Statement: CISD is in the implementation phase of our Literacy Framework process and we are seeking to continue our work with TNTP, Inc. to ensure our Reading Language Arts teachers and campus leadership have an understanding of the concepts of Instructional Coherence, Learning Acceleration, and the implementation of High-Quality Instructional Materials. As our Approved Providers during the LASO Strong Foundations Literacy Framework Grant process, we believe continuing our partnership with TNTP, Inc. on this work will provide continuity and support.

Purpose of Agenda Item:

☐ Information ☒ Discussion ☒ Action

Item Type:

☒ Curriculum & Instruction ☐ Human Resources ☒ Business Services

Staff Responsible:

Signature of Requester(s)

Signature of Presenter(s)

Business Services Approval (Initials)

Date

Agenda Summary:

Canutillo ISD received an MOU from CREEED to provide financial support for our continued partnership with TNTP, Inc. This MOU will be presented for board view jointly with this executive summary. This partnership supports the implementation phase of our Literacy Framework Process. Curriculum and Instruction is requesting board approval for \$75,000.00 to be paid to our partner, TNTP, Inc. over the course of our grant project cycle. These payments will be made in 3 installments as phases of the work are completed. The CREEED grant will be the funding source for this work.

RECOMMENDATION: To approve the professional services contract between Canutillo ISD and TNTP, Inc. TNTP will provide professional development sessions and consultation supports for our Literacy Framework Implementation process.

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S): \$75,000.00 - To be paid using CREEED Grant funds.

ACCOUNT NO(S): 487.11.6299.20.916.24 = \$95,000-
489.13.6411.20.916.24 = \$20,000-
Substitutes = \$10,000-

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

REQUESTING DEPARTMENT:

Curriculum and Instruction

CONSEQUENCES OF NON-APPROVAL:

We will not be unable to access professional development services to support our Literacy Framework implementation process.

IMPLEMENTATION TIMELINE:

April 1, 2025 - December 30, 2025

ATTACHMENT(S): ✓

- 1) Professional Services Contract
- 2) TNTP Scope of Work Documentation

CANUTILLO | A Premier District



PURCH _ revised 04252023