

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held July 12, 2005, beginning at 6:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

1. General Functions
 - A. Call to Order
 - B. Roll Call
 - C. "Pledge of Allegiance to the United States Flag" 3
 - D. "Texas Pledge of Allegiance" 4
 - E. "CISD Mission Statement" 5
 - F. Approval of Minutes
 1. Regular Board Meeting 6/14/05 6
 2. Special Board Meeting 6/15/05 17
 3. Special Board Meeting 6/17/05 20
 4. Special Board Meeting 6/20/05 21
 - G. Communications (Thirty Minute Open Forum)
 1. General Comments Portion
 2. Complaints Portion
 - H. Board of Trustee Business
 1. Review of events for month of July 25
 2. Appointment of committee by Board President to name new football stadium and other facilities and establish duties of the committee
 - I. Committee Reports
 1. Facilities/Finance Committee - Mr. Rodriguez, Chairperson (July 6th)
 2. Policy Committee - Mrs. Sanchez, Chairperson (June 28th) 26
 3. Instruction & Student Services Committee Meeting - Mr. Reyes, Chairperson (June 30th) 35
 4. Personnel Committee - Mr. Arellano, Chairperson (June 15th & June 28th) 39
 - J. Consent Agenda
 1. Purchase of School Buses 43
 2. Playground Equipment for Bill Childress Elementary School 45
 3. Renewal of District Insurance Packet RFP #04-18 47
 4. Purchase equipment and supplies for Band and Choir at new high school 49
 5. Review of Policy DNA (Local) for first reading 53

6.	TASB Localized Update 75 for first reading	57
7.	Student Code of Conduct	77
8.	Review of Policies FNAA and FNAB (Local) for first reading	78
K.	Reports	
1.	Superintendent's Report	
a.	New Middle School Principal	
b.	Update on School Finance	
2.	Financial and Warrant List for June 1st-27th 2005 in the amount \$1,604,551.20	91
3.	Other Reports	
a.	Update on Preliminary Budget 2005~2006 - Tony Reza	
b.	Progress Report on Construction of New High School - Dimensions Architects International & Banes General Contractor	
2.	Instruction and Student Affairs	
A.	NONE	
3.	Personnel	
A.	Selection of Principal for Jose Damian Elementary School	
B.	Administrative Personnel Actions (no Board action required - information item only)	92
1.	Superintendent approved employment of personnel (no Board action required)	
2.	Superintendent approved position changes for personnel (no Board action required)	
3.	Superintendent acceptance of resignations from personnel (no Board action required)	
4.	Business and Finance	
A.	Consider Amendment to Interlocal Agreement with El Paso Community College for the construction of Isela Rubalcava Blvd.	104
B.	Proposed ticket prices FY2005-2006 football season	
C.	Approval of Update to District Technology Plan	107
5.	Administration	
A.	Board Resolution Policy CNA (Local) Exhibit A regarding hazardous conditions (transportation) for first reading	110
6.	Adjournment	

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.



Pledge of Allegiance to the United States Flag

***I pledge allegiance to the flag of the United States of America
and to the republic for which it stands:
one nation under God, indivisible,
with liberty and justice for all.***

When reciting the pledge of allegiance, civilians should stand at attention or with the right hand over the heart. Men should remove their hats. Armed services personnel in uniform face the flag and give the military salute.



Texas Pledge of Allegiance

"Honor the Texas Flag; I pledge allegiance to thee, Texas, one and indivisible."

The pledge of allegiance to the state flag should be rendered by all present except those in uniform by standing at attention facing the flag with the right hand over the heart. Individuals who are not in Uniform and who are wearing a headdress that is easily removable should remove their headdress with their right hand and hold it at the left shoulder, with the hand over the heart. Individuals in uniform should remain silent, face the flag, and render the military salute.

The pledge of allegiance to the state flag may be recited at all public and private meetings at which the pledge of allegiance to the United States Flag is recited and at state historical events and celebrations.

The pledge of allegiance to the state flag should be recited after the pledge of allegiance to the United States flag if both are recited.

Canutillo ISD

Mission Statement

Canutillo Independent School District is committed to providing a quality education to meet the varied needs of its student body. Every learner will have the opportunity to be challenged, successful, and prepared for a future as a responsible and productive citizen.

The District believes that quality education will provide the opportunity....

....to develop the ability to think logically, independently, and creatively.

....to communicate effectively.

....to develop an appreciation for other people.

....to build a responsibility to local, state, national and world communities.

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

Regular Meeting Board of Trustees											
Tuesday, June 14, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas											
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ				
	Item:							Reference:			
Present	X	X	X	X	X	X	X	<p>1. General Functions</p> <p>A. Call to Order at 6:07 p.m.</p> <p>B. Roll Call</p> <p>C. "Pledge of Allegiance to the United States Flag"</p> <p>Mr. Reyes led the group in reciting the Pledge of Allegiance.</p> <p>D. "Texas Pledge of Allegiance"</p> <p>Mr. Reyes also led the group in reciting the Texas Pledge of Allegiance.</p> <p>E. "CISD Mission Statement"</p> <p>Mr. Coronado, Board President read the following into the record:</p> <p><i>Canutillo Independent School District is committed to providing a quality education to meet the varied needs of its student body. Every learner will have the opportunity to be challenged, successful, and prepared for a future as a responsible and productive citizen.</i></p> <p><i>The District believes that quality education will provide the opportunity....</i></p> <p><i>....to develop the ability to think logically, independently, and creatively.</i></p> <p><i>....to communicate effectively.</i></p> <p><i>....to develop an appreciation for other people.</i></p> <p><i>....to build a responsibility to local, state, national and world communities.</i></p>	5	6	7

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Regular Meeting Board of Trustees		
								Tuesday, June 14, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas		
								Item:	Reference:	
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ	Mr. Coronado suggested referring the revision of the Mission Statement to one of the Board's standing committees. He stated that the Mission Statement needed to be updated and revised.		
								F. Approval of Minutes for the meetings of:		
								1. Regular Board Meeting 5/10/05	8	
								2. Special Board Meeting 5/17/05	20	
								3. Special Board Meeting 5/25/05	30	
								4. Special Training Meeting 5/31/05	33	
Motion	X							Motion to approve the minutes as presented (with reading waived),		
Second						X	X	passed.		
Ayes	X	X	X	X	X	X	X			
Nays										
Abstain										
								Mr. Frietze had a comment regarding a town hall meeting which was reflected on page 10 of the minutes of 5/10/05. Mr. Coronado stated that the meeting was originally scheduled for June but might need to be moved to July due to the number of meetings already scheduled. He felt that the town hall meeting could be combined with the revision of the Mission Statement.		
								<i>Mrs. Mendoza announced that an error had been posted for a meeting on Friday, June 17 should have read 1:30 p.m. rather than 6:00 p.m. A revised copy was provided to the Board.</i>		
								G. Communications (Thirty Minute Open Forum)		
								1. General Comments Portion		
								2. Complaints Portion		
								No audience member requested to address the Board under this agenda item.		Regular Bd. Meeting Minutes Page 2

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, June 14, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
Motion Second Ayes Nays Abstain								<p style="text-align: center;">4. Consider establishing time limits on regular and special board meetings</p> <p>Mr. Reyes requested that this item be placed on the agenda.</p> <p>Motion to set a time limit of three hours (6:00 p.m. – 9:00 p.m.) for board (special & regular) meetings, passed.</p> <p style="text-align: center;">I. Committee Reports</p> <p style="text-align: center;">1. Facilities/Finance Committee - Mr. Rodriguez, Chairperson (June 8)</p> <p>Mr. Rodriguez, Chairperson, reported that at the June 8 meeting, the Committee reviewed and recommended for approval the Warrant List and Financial Statements for May. He said that the District Construction Administrator presented a report to the committee on the maintenance and renovation projects throughout the district. In addition, he reported that they discussed options for acquiring scoreboards for the new football stadium and gyms and the location for the Eagle statue at the new high school.</p> <p>Mrs. Sanchez had a correction on the minutes for the meeting of June 8th. She stated that two community members had provided some comments regarding the items discussed by the Committee that were not reflected in the minutes.</p>	Reg. Board Meeting Minutes Page 4
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ		
		X	X	X	X	X	X		
	X	X	X	X		X	X		
					X				

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, June 14, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
								J. Consent Agenda	
								1. Budget Amendments	38
								2. 2004~2005 Yearbook	48
								3. Approval to purchase tile and installation at Canutillo Elementary School	50
								4. Purchase Back-up Equipment for the IBM I-Series Mainframe	52
								5. Contract with Linebarger Goggan Blair & Sampson, LLP, for administrative appeal and any judicial appeal of the property value study	56
								6. Approval of Interlocal Agreement between Canutillo ISD, San Elizario ISD, and Clint ISD	58
								7. Approval of Sustainable Agriculture & Economic Development Plan	62
Motion							X	Motion to accept consent agenda as read, items 1-6 (without #7),	
Second	X							passed.	
Ayes	X	X	X	X		X	X		
Nays						X			
Abstain									
Motion	X							Motion to approve the Sustainable Agriculture & Economic	
Second							X	Development Plan, passed.	
Ayes	X	X	X	X		X	X		
Nays									
Abstain						X			
								K. Reports	

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MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, June 14, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ		
								4. Business and Finance	
								A. Third Party Administration Workers' Compensation RFP #05-11	89
Motion						X		Motion that the Board accept the recommendation of the contract for third party administrator for Workers' Compensation be awarded to Claims Administrative Service (CAS) for a one year period with the right to extend to two additional one-year periods, passed.	
Second	X								
Ayes	X	X	X	X		X	X		
Nays						X			
Abstain									
								B. Request for support from Save the Valley Organization on the rezoning of property on Strahan Road (adjacent to Damian Elementary)	90
								This item was taken out of order and deliberated following agenda item J. "Consent Agenda" with the consent of the Board. Alisa Jorgensen and Dr. Baker, representatives from Save the Valley, requested support in the opposition of rezoning of the property on Strahan Road unless there is traffic access (road) from the development to Upper Valley Rd.	
Motion						X	X	Motion in support of Save the Valley organization and oppose the rezoning on Strahan Rd., additionally that the Board authorize the Chairman to prepare a resolution regarding this item to be provided to the Save the Valley organization so that it can be presented to City Council, and if possible that the Chairman and Ms. Sanchez accompany the delegation of Save the Valley to the City Council meeting (resolution to include the need for a secondary egress out to Upper Valley Road), passed.	
Second						X	X		
Ayes	X	X	X	X		X	X		
Nays						X			
Abstain									
								Mr. Coronado requested that the Save the Valley prepare a proposed draft of the resolution.	Reg. Board Meeting Minutes Page 10

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PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, June 14, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion Second	X		X					<p>C. Consider feasibility study for use of new football stadium for Fall 2005 football season</p> <p>Mr. Reyes requested this item be placed on the agenda. Mr. Seibert, Banes General Contractors provided the Board an explanation opposing the use of the stadium prior to the school district taking ownership of the facility in December 2005. After a lengthy discussion regarding the liability issues, Mr. Reyes stated that he was satisfied with the rationale given by Banes.</p> <p>D. Discuss procedures for screening and review of vendors offering insurance products to school district employees</p> <p>Mr. Reyes stated that he had requested that this item be placed on the agenda due to some problems experienced by employees. Mr. Reyes requested that this item be reviewed by the Policy Committee in order to develop a policy to safeguard the employees in respect to pressure tactics from insurance vendors.</p> <p>5. Administration A. NONE</p> <p>6. Adjournment</p> <p>Motion for adjournment of the public meeting at 9:45 p.m. passed by unanimous consent.</p>	Reg. Board Meeting Minutes Page 11

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Special Meeting Board of Trustees	
								Wednesday, June 15, 2005 Canutillo ISD Administration Office 7965 Artcraft – El Paso, Texas	
								Item:	Reference:
Present	X	X	X			X		<p>1. General Functions</p> <p style="padding-left: 20px;">A. Call to Order at 6:12 p.m.</p> <p style="padding-left: 20px;">B. Roll Call (Mr. Reyes arrived at 6:20 p.m. Mr. Lerma and Mrs. Sanchez were absent.)</p> <p>Mr. Coronado stated for the record that Mrs. Sanchez had called and would be unable to attend.</p> <p>2. Instruction and Student Affairs</p> <p style="padding-left: 20px;">A. NONE</p> <p>3. Personnel</p> <p style="padding-left: 20px;">A. NONE</p> <p>4. Business and Finance</p> <p style="padding-left: 20px;">A. Presentation by First Southwest</p> <p style="padding-left: 40px;">1. School finance regarding debt fund</p> <p style="padding-left: 40px;">2. Bond capacity analysis</p> <p>Hector Zavaleta and Dan Roseveare, financial advisors from First Southwest Company made a short presentation. Mr. Zavaleta stated that Existing Debt Allotment (EDA) was funded and rolled during the 2005 legislative session. He also stated that 25 million dollars were appropriated for Instructional Facilities Allotment (IFA) for a June 2006 cycle.</p> <p>Mr. Zavaleta reviewed election law changes – HB 57 made the following changes to general and special elections held in Texas:</p> <ul style="list-style-type: none"> • All general and special elections can only be held on the second Saturday in May or the first Tuesday after the first Monday in November. 	

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Special Meeting Board of Trustees	
								Friday, June 17, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
		MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ		
							MRS. SANCHEZ		
Present	X	X	X				X	X	
								1. General Functions A. Call to Order at 1:35 p.m. B. Roll Call (Mr. Lerma and Mr. Reyes were absent.) C. Board of Trustee Business 1. The Board will conduct a walk-through of the new high school. The Members will meet at Administration Office and then travel to the site of the new high school. The Board of Trustees toured the new high school. No formal action was taken on this item.	
								2. Instruction and Student Affairs A. NONE 3. Personnel A. NONE 4. Business and Finance A. NONE 5. Administration A. NONE 6. Adjournment The tour concluded at 3:30 p.m.	

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Special Meeting Board of Trustees	
								Monday, June 20, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								MR. ARELLANO	
								MR. CORONADO	
								MR. FRIETZE	
								MR. LERMA	
								MR. REYES	
								MR. RODRIGUEZ	
								MRS. SANCHEZ	
								Item:	Reference:
Motion		X						Motion to approve consent agenda items 1 a-b, 2 a-e, 5, 6, 7, 8 & 9,	
Second							X	passed.	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
Motion							X	Motion to give the Asst. Varsity Football Coordinator (offense), Asst.	
Second					X			Varsity Football Coordinator (defense), Asst. Varsity Coach, Asst.	
Ayes	X		X	X	X	X	X	Varsity Coach, Head JV Football, Asst. JV Football, Head 9 th Football,	
Nays		X					X	and Asst. 9 th Football (excluding the Head Varsity Coach) a \$1,500.00	
Abstain								raise (stipends), passed.	
Motion							X	Motion to approve the rest of the stipends/supplemental pay increments	
Second	X							(listed on pages 11-19, to include the Head Varsity Football Coach),	
Ayes	X	X	X	X	X	X	X	passed.	
Nays									
Abstain									
Motion			X					Motion that the Board renew the student insurance coverage policy for	
Second							X	the year 2005~2006 school year to the Texas Monarch Management in	
Ayes	X	X	X	X	X	X	X	the amount of \$22,136.00, passed.	
Nays									
Abstain									

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MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Special Meeting Board of Trustees	
								Monday, June 20, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
		MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ	
Motion		X							
Second									
Ayes		X	X	X	X		X		
Nays									
Abstain						X		X	
								<p>D. Reports</p> <p>1. Preliminary Budget Presentation for 2005~2006 - Tony Reza</p> <p>Mr. Reza presented a preliminary budget presentation for school year 2005~2006. No formal action was taken by the Board on this item.</p> <p>2. Instruction and Student Affairs</p> <p>A. NONE</p> <p>3. Personnel</p> <p>A. NONE</p> <p>4. Business and Finance</p> <p>A. Approval of Third Party Administration - Cafeteria/ Section 125 RFP#05-14</p> <p>Motion to award the Third Party Administration – Cafeteria/Section 125 RFP#05-14 to Access Administrators, passed.</p> <p>B. Discussion/Approval of floor tile for new high school (rotunda)</p>	
									Special Board Meeting Minutes Page 3

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								Special Meeting Board of Trustees	
								Monday, June 20, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion	X								
Second						X			
Ayes	X	X			X	X			
Nays			X				X		
Abstain				X					
								5. Administration A. NONE 6. Adjournment The public meeting adjourned at 7:48 p.m. by unanimous consent.	Special Board Meeting Minutes Page 4

JULY

Action Items

Elect TASB Delegate

Other Items

Interim (Mid-Year) Superintendent Evaluation

Budget Workshops

Meet New Teachers

Music Department Update

Program Reports as Required by board Policy BQ (Local)

Important Dates

Independence Day (July 4)

Events

Publish Required Notice to Public on Intent to Adopt Budget and Set Tax Rate

POLICY COMMITTEE MEETING

Minutes

Date: Tuesday, June 28, 2005
Location: Canutillo Administration Office
Time: 7:00 p.m. – 8:49 p.m.

Board Committee Members Present:

Yvonne Sanchez, Chairperson

Board Members Present:

Sergio Coronado	Carl Fietze	Armando Rodriguez
Margarito Arellano		

Others Present:

Renee O'Donnell	Dr. Pam Padilla	Mr. Charles Hart
Tony Reza	Dr. John Kessinger	Renee O'Donnell
Charley Hecker	Annette Brigham	Max Padilla

CALL TO ORDER

Mrs. Sanchez called the meeting to order at 7:00 p.m. A sign-in sheet was distributed for attendance.

REVIEW OF POLICY DNA (Local)

Dr. Padilla informed committee that in the last legislative session, the state legislature enacted a law that allowed districts to appraise teachers less frequently than every year rather than the annual appraisal that had been required before. The law changed to allow less frequent appraisals, as low as one every five years. To be eligible for less frequent appraisals, teachers must have scored proficient or above in all of the eight domains that are in the system in the previous year. Proficient in the PDAS system is a very high standard. The District Advisory Council was consulted and it was their recommendation that Canutillo ISD provide less frequent appraisals every three years instead of every five years. This recommendation was incorporated into the draft policy being presented. The administration told the DAC that other recommendations and constraints might also be incorporated. One of these is that the less frequent appraisals be available only at campuses that are academically acceptable or above and have met adequate yearly progress requirements in the No Child Left Behind federal accountability system. In addition, administration is recommending that all teachers new to a campus, to include transfer teachers, be appraised the first year they are on the new campus.

DNA (Local) would read as follows with changes noted in bold:

- | | |
|-------------------------------------|--|
| PDAS | The annual appraisal of District teachers not eligible for less frequent evaluations shall be in accordance with the Professional Development and Appraisal System (PDAS). |
| LESS-THAN-ANNUAL EVALUATIONS | District teachers shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with law and the following local criteria. |
| ELIGIBILITY | The eligible teacher shall: <ol style="list-style-type: none">1. Not be new to the campus; and2. Not be on a probationary contract; and3. Not be on a campus that is academically unacceptable or has failed to make adequate yearly progress. |

FREQUENCY

Eligible teachers shall be appraised every third year.

During any school year when a complete Professional Development and Appraisal System (PDAS) is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

ALTERNATIVE ANNUAL REVIEW PROCESS

In the years that PDAS is not scheduled for an eligible teacher, an annual Review process detailed in guidelines developed by the administration in collaboration with the District and campus-level decision-making committees shall be conducted.

The alternative annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

APPRAISAL CALENDAR

The District shall establish an appraisal calendar each year.

The Board may grant waivers to schools that develop an alternative appraisal system that embraces the following:

All teachers on probationary contracts shall be appraised using the PDAS.

Teachers on continuing **and term** contracts shall be appraised under PDAS every third year; in other years, teachers shall be appraised under the alternative system adopted by the Campus Improvement Committee (CIC) and approved by the Board.

Committee agreed to recommend for Board for approval for first reading in July.

REVIEW OF POLICY UPDATE 75

The following local policies were discussed:

BDAE (LOCAL) – OFFICERS AND OFFICIALS DUTIES AND REQUIREMENTS OF DEPOSITORY

BDB (LOCAL) – BOARD INTERNAL ORGANIZATION INTERNAL COMMITTEES

BDB (LOCAL) – BOARD INTERNAL ORGANIZATION ATTORNEY

CHD (LOCAL) – PURCHASING AND ACQUISITION PURCHASING PROCEDURES - **DELETE**

CLB (LOCAL) – BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT MAINTENANCE

CNA (LOCAL) – TRANSPORTATION MANAGEMENT STUDENT TRANSPORTATION

The administration will make recommendations to the Board regarding CNA (LOCAL), which will need to be revised and presented to committee on a future date. The revision will include a definition of hazardous traffic conditions applicable to the district and identification of the specific hazardous areas for which such funding is requested. The district will then apply for supplemental state funding for transporting regular students who live within two miles of their school but who would be subject to hazardous traffic conditions if they walked to school.

DAA (LOCAL) – EMPLOYMENT OBJECTIVES EQUAL EMPLOYMENT OPPORTUNITY

DH (LOCAL) – EMPLOYEE STANDARDS OF CONDUCT

DHB (LOCAL) – EMPLOYEE STANDARDS OF CONDUCT HARASSMENT - **DELETE**

DHC (LOCAL) – EMPLOYEE STANDARDS OF CONDUCT SEXUAL HARASSMENT/SEXUAL ABUSE

– **DELETE**

DIA (LOCAL) – EMPLOYEE WELFARE FREEDOM FROM HARASSMENT
 EC (LOCAL) – SCHOOL DAY – **DELETE**
 EIE (LOCAL) – ACADEMIC ACHIEVEMENT RETENTION AND PROMOTION
 FB (LOCAL) – EQUAL EDUCATIONAL OPPORTUNITY
 FFD (LOCAL) – STUDENT WELFARE STUDENT INSURANCE – **DELETE**
 FFF (LOCAL) – STUDENT WELFARE STUDENT SAFETY
 FFH (LOCAL) – STUDENT WELFARE FREEDOM FROM HARASSMENT
 FNC (LOCAL) – STUDENT RIGHTS AND RESPONSIBILITIES STUDENT CONDUCT
 FNCE (LOCAL) – STUDENT CONDUCT TELECOMMUNICATION DEVICES – **DELETE**
 FNCJ (LOCAL) – STUDENT CONDUCT SEXUAL HARASSMENT/SEXUAL ABUSE – **DELETE**
 FNCL (LOCAL) – STUDENT CONDUCT HARASSMENT – **DELETE**
 GBA (LOCAL) – PUBLIC INFORMATION PROGRAM ACCESS TO PUBLIC INFORMATION
 – **DELETE**
 GBAA (LOCAL) – INFORMATION ACCESS REQUESTS FOR INFORMATION

After some discussion, it was recommended that Update 75 be presented to the board for approval on July 12, 2005 for first reading to include revisions to CNA (LOCAL) policy when developed and if returned by TASB on time by the July meeting.

REVIEW OF POLICY FNAA AND FNAB (LOCAL)

Mrs. O'Donnell informed members that the principals met this morning and made their recommendations for committee to review regarding these policies. The principals accepted changes as recommended by TASB in the Starting Points document. Members agreed with "The text is acceptable as presented" by TASB and recommend to Board for approval.

FNAA (LOCAL): Student Distribution of Nonschool Literature –

DISTRIBUTION OF NONSCHOOL LITERATURE PERMITTED

- Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posed on any District premises by any District student, except in accordance with this policy.
- The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature by students.
- For purposes of this policy, "distribution" means the circulation of more than **10** copies of material from a source other than the District.
(Mrs. O'Donnell said that a disclaimer (stamp) will be put on the material that is non-school related).
- Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy.

For distribution of nonschool literature by nonstudents, see GKDA.

LIMITATIONS ON CONTENT

- Nonschool literature shall not be distributed by students on District property of:
 1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
 2. The materials endorse actions endangering the health or safety of students.
 3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
 4. The materials contain defamatory statements about public figures or others.
 5. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such act~~ion~~.

6. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence; and the materials would materially and substantially interfere with school activities or the right of others.
7. There is reasonable cause to believe that distribution of the nonschool literature would result in materials and substantial interference with school activities or the rights of others.

PRIOR REVIEW

All school literature intended for distribution by students on school campuses or other District premises under the policy shall be submitted to the **Principal/Designee/Superintendent** for prior review in accordance with the following:

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at LIMITATIONS ON CONTENT, the **Principal/Designee/Superintendent** shall approve or reject submitted materials within two school days of the time the materials were received.

EXCEPTIONS TO PRIOR REVIEW

Prior review shall not be required for distribution of nonschool literature by District students only in the following circumstances:

1. Distribution of materials by a student to other attendees during a meeting of a noncurriculum-related student group authorized to meet at school during noninstructional time in accordance with FNAB (LOCAL); or
2. Distribution of nonschool materials in circumstances for which exceptions to prior review are authorized at GKDA (LOCAL).

Even when prior review is not required, all other provisions of this policy shall apply.

TIME, PLACE, AND MANNER RESTRICTIONS

Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students to students or others at the principal's campus.

The **Superintendent or Designee** shall designate times, locations, and means for distribution of nonschool literature by students at District facilities other than school campuses, in accordance with this policy.

VIOLATIONS OF POLICY

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a noncurriculum-related student group's use of District facilities, and/or other disciplinary action in accordance with the Student Code of Conduct.

APPEALS

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNC (LOCAL).

ESTABLISHMENT OF A LIMITED OPEN FORUM – SECONDARY SCHOOL

For purposes of the Equal Access Act, the District has established a limited open forum for secondary school students enrolled in the District. Each District secondary school campus shall offer an opportunity for noncurriculum-related student groups to meet on school premises during noninstructional time.

NO LIMITED PUBLIC FORUM – ELEMENTARY SCHOOL

The District has not established a limited public forum for elementary school students to meet as noncurriculum-related student groups on school premises during noninstructional times. (See GKD for community access)

SPONSORSHIP

Noncurriculum-related student groups shall not be sponsored by the District and shall in no way imply to students or to the public that they are school-sponsored. All letterheads, flyers, posters, or other communications that identify the group shall contain a disclaimer of such sponsorship.

District personnel shall not promote, lead, or participate in the meetings of noncurriculum-related student groups.

For student activities sponsored by the District and having subject matter and purposes directly related to the school's curriculum, see FM.

REQUESTS

To receive permission to meet on school premises during noninstructional time, interested students shall file a written request with **Principal or Designee** on a form provided by the District.

The student making the request shall indicate that they have read and understand the policies and rules governing nonsponsored, noncurriculum-related student groups and that the group will abide by those rules.

APPROVAL

The Principal or Designee shall approve or reject the request within seven school days, subject to the availability of suitable meeting space and without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the group's meetings.

Approval to meet as a nonsponsored, noncurriculum-related student group shall be granted for one school year at a time, subject to the provisions of this policy.

MEETINGS

The Principal or Designee shall designate noninstructional time for meetings or nonsponsored, noncurriculum-related student groups and shall assign each approved group an appropriate location and time.

EMPLOYEE MONITOR

The principal shall assign a District employee to attend and monitor each student group meeting. Monitors shall be present at meetings and activities in a nonparticipatory capacity to maintain order and protect school property.

No employee shall be required to monitor meetings at which the content of the speech would be objectionable to the employee.

ANNOUNCEMENTS AND PUBLICITY

All nonsponsored, noncurriculum-related student groups shall be given access on the same basis for making announcements and publicizing their meetings and activities, in accordance with guidelines developed by the Principal or Designee.

For distribution of nonschool materials, see FNAA.

VIOLATIONS

Failure of a student group to comply with applicable rules may result in loss of the right to meet on school premises.

In addition, students who violate applicable are subject to disciplinary actions in accordance with the Student Code of Conduct.

APPEALS

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNC (LOCAL).

Mrs. O'Donnell presented Model Student Code of Conduct, from TASB, stating that there were no major changes from the Legislature but there were recommended changes from TASB based mainly on recent court cases.

Recommended changes to Board for approval are as follow:

Pg. 2 School District Authority and Jurisdiction
The district has the right to search a student's locker when there is reasonable cause to believe it contains articles or materials prohibited by the district.

The district has the right to revoke the transfer of a nonresident student for violating the district's Code.

Pg. 5 Possession of Prohibited Items
A pocketknife

Possession of Telecommunications Devices
Displaying, turning on, or using a cellular telephone or other telecommunications device on school property during the school day.

Pg. 7 & 8 Techniques
Grade reductions in instances of cheating and/or plagiarism.

Pg. 8 Appeals
Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration.....following address: (www.canutillo-isd.org).

Pg. 10 Suspension/Misconduct
In deciding whether to order suspension, the district will take into consideration.
1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Pg. 11 Disciplinary Alternative Education Program (DAEP) Placement
In deciding whether to order placement in DAEP, the district will take into consideration:
1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, or
3. The student's disciplinary history.

General Misconduct
A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

Misconduct Identified in State Law
Any criminal mischief, including a felony.

Pg. 12 Mandatory Placement: Misconduct That Requires DAEP Placement
Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary).

Pg. 13

Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for “under the influence”)

Sells, gives, or delivers to another person an alcoholic beverage, commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)

Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.

Pg. 14

Process

Removals to DAEP will be made by the **Campus Principal or Designee**.

Length of Placement

The duration of a student’s placement in a DAEP will be determined by the **Campus Principal or Designee**.

Pg. 15

Exceeds School Year

For placement in a DAEP to extend beyond the end of the school year, the **Campus Principal or Designee** must determine that:...

Questions or complaints A copy of this policy may be obtained from the principal’s office or the central administration office or through Policy On Line at the following address:
www.canutillo-isd.org.

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Restrictions During Placement

The district does not permit a student who is placed in a DAEP to participate in any school sponsored or school-related extracurricular or cocurricular activity including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student’s IEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program will be the last instructional day, and the student will be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

Placement Review

A student placed in a DAEP will be provided a review of his or status, including academic status, by the **Grade Placement Committee (GPC)** will review the placement at intervals not to exceed 120 days.

Pg. 18

Newly Enrolled Students

A student assigned to a DAEP in an open-enrollment charter school or another district,

including a district in another state (if the behavior committed is a reason for DAEP placement in the receiving district), at the time he or she enrolls in the district will be placed directly into the district's DAEP.

Pg. 19

Expulsion

In deciding whether or order expulsion, the district will take into consideration:

- 1. Self-defense (see glossary),**
- 2. Intent or lack of intent the time the student engaged in the conduct, and**
- 3. The student's disciplinary history.**

Any Location

- Criminal mischief, if punishable as a felony. (DELETE)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (DELETE)

Pg. 20

At School, Within 300 Feet, or at School Event

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. (DELETE)
- Selling, giving or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony. (DELETE)
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals. (DELETE)

Pg. 21

Texas Penal Code

An illegal knife, such as a knife with a blade over 5 ½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.

Pg. 23

Board Review of Expulsion

The board of trustees delegates to the Superintendent or Designee authority to conduct hearings and expel students.

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board mal also hear a statement from the student or parent and from the board's designee.

The board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

Expulsion Order

Not later than the second business day after the hearing, the **Superintendent or Designee** will deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

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Newly Enrolled Students

The district will continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

INFORMATION ON CHANGES IN ADMINISTRATIVE REGULATIONS CONCERNING SECONDARY SCHOOLS

Dr. Padilla informed members present that there will be some slight changes to bell schedules at the middle school and high school and that the schools are currently working with the transportation department to coordinate those. Also there are two specific areas in Administrative Regulations where changes will take place.

1. **Earrings for young men, which until now have been prohibited, will be allowed. They have always been allowed for young women.** Body piercing is still being prohibited.
2. **The middle and high schools will have six-weeks grading periods instead of the current nine weeks grading period. This is due particularly due to high failure rates at both campuses.** For seventh through 12th graders, it will help them self monitor since nine weeks is a long time to keep track of their situation with their grades and their absences and it gives the schools a shorter period of time to get in touch with parents, work with parents, and change behavior. Elementary campuses currently have six weeks grading periods. This request also came from the coaches because a nine weeks grading period actually can make it more difficult for students to remain eligible for sports in the fall. This will hopefully encourage the motivation of the students to get back on track so that they can be eligible and play.

Discussion was raised regarding sending students to Judge Bruce King regarding excessive absenteeism. Mr Rodriguez inquired if the district was filing charges in a timely manner by Mr. Rodriguez. Dr. Padilla asked members to give administration a chance to make the policies in place work because there has been a little breakdown in the process particularly at the high school. Mr. Coronado is requesting for Judge King to provide a brief training. Dr. Padilla suggested to members to delay on this because she is waiting for the briefing book on the new legislation from TEA which the district uses after every session to know what requires action. She would like to consult with Judge King at that time. Also, Mr. Rodriguez mentioned SAT and ACT testing to make sure that every student takes those tests. Dr. Padilla informed them that she had previously raised this issue in a Friday packet. Taking these tests as a graduation requirement can also be placed on the agenda for the next Instruction and Student Services Committee for discussion. Mr. Rodriguez commented on how the attendance rate affects state funding.

COMMENTS/INPUT FROM COMMUNITY MEMBERS ON ITEMS DICUSSED BY POLICY COMMITTEE

None.

Adjournment

The meeting was adjourned at 8:49 p.m.

INSTRUCTION & STUDENT SERVICES COMMITTEE MEETING

Minutes

Date: Thursday, June 30, 2005
Location: Canutillo Administration Office
Time: 6:22 p.m. – 7:56 p.m.

Board Committee Members Present:

Rafael Reyes, Chairperson Armando Rodriguez

Board Members Present:

Yvonne Sanchez Carl Fietze

Others Present:

Dr. Pam Padilla Dr. Monica Reyes Dr. John Kessinger
Annette Brigham Joe Villarreal Yusuf Farran

CALL TO ORDER

Mr. Rodriguez called the meeting to order at 6:22 p.m. Mr. Reyes arrived at 6:41. Mrs. Gonzalez informed the committee that Mr. Lerma had called earlier to say that he was going to be unable to attend the meeting since he had to work. A sign-in sheet was distributed for attendance.

DISCUSSION/REVIEW OF RESULTS OF STATE ASSESSMENTS (TAKS AND TELPAS) ADMINISTERED SPRING 2005

Dr. Padilla provided a PowerPoint presentation of the TAKS Spring 2005 results to committee. This report contains information for the state, the district, and the campuses for the last three years; all scored at the 2005 standard. She stated that now that we have results from three years, we can begin to look for overall trends. She focused mainly on how the district compared overall to the state and what we see in trends across subject areas. Elementary information was briefly discussed because principals and administration are still disaggregating data and would not like to come to premature conclusions about those results. No information from other districts is available yet but as soon as they are available, regional comparisons will be issued via Friday packet.

Four kinds of comparisons were made:

- Grades – “apples to oranges”
 - Grade 3 to Grade 3, Grade 4 to Grade 4, etc.
 - Not the same students – Apples to Oranges
 - Most meaningful over several years – not just three
- Cohort groups – “apples to apples”
 - Grade 3 to Grade 4, Grade 4 to Grade 5, etc.
 - Mostly, but not exactly the same students, - Apples to Apples
 - Mobility rates are a consideration
- Campuses – elementary

- CISD to State
 - Grades
 - Cohort Groups

Important Notes

- Grade 6 Spanish
 - Small number of students
 - Recent immigrants
 - Should be used in comparisons very cautiously
 - Reminder: 6*
- Not students personal best
 - Grades 10 and 11 in 2003
 - Grades 10 and 11 in 2004
 - Grade 10 in 2005

They are not releasing the TAKS test this year so it is going to be very hard to find out what was being tested. In previous years we could go back to the released tests and look at the exact questions and consider if our students were prepared or if perhaps how the questions were worded affected the students. Dr. Padilla reminded the Board about the two accountability systems and their indicators. She did not try to predict how the district and campuses will be rated in the two systems because the district does not have full information on dropout and completion rates. This will come from the state in July or August.

Dr. Padilla anticipates having additional meetings of this committee in July and August. Mr. Reyes requested that on this particular item, when presenting this type of information, information be provided a week ahead of time to allow the members to go through it thoroughly and be prepared with questions. Mr. Rodriguez asked in regards to analyzing graduation and dropout rates, if we can conduct an in depth study in house or should we pay for consulting services. Dr. Padilla stated that we might need to do that depending when the lists with actual dropouts arrive. She will report back to the committee.

TELPAS

Pauline Dow presented a summary report of the TELPAS (Texas English Language Proficiency Assessment System) and will be back to present a final report after November when the final results are received. The final report must be presented to the Board by January 2006 as required by TEA.

She provided a PowerPoint presentation; a one-page preliminary report of the TELPAS that summarizes how the district is doing; and copies of training calendars, letters to teachers and parents, and sample parent guide that was sent out with individual students' TELPAS reports.

NCLB requires Title III-funded LEAs to meet annual performance targets for three AMAOs (Annual Measurable Achievement Objectives), the first two of which relate specifically to English language proficiency.

- ✚ AMAO 1 measures the percent of EL students who make **progress** in learning English in
 - Kindergarten through Grade 2
 - Grades 3 through 12
- ✚ AMAO 2 measures the percent of EL students who **attain** English language proficiency in
 - Kindergarten through Grade 2
 - Grades 3 through 12
- ✚ AMAO 3 measures the adequate yearly progress (**AYP**) of EL students as described in section 1111(b)(2)(B) of NCLB. The performance targets for AMAO 3 are the AYP targets already in place.

AMAO 3 status is determined from reading and mathematics results used in AYP. The composite English language proficiency result of the Texas English Language Proficiency Assessment System (TELPAS) is utilized to determine status on AMAO 1 and AMAO 2.

2004-05 AMAO Performance Definitions/Targets/Results for Grades 3-12

AMAO 1: Progress

Definition:
Percent of current EL students progressing by at least one proficiency level a year on TELPAS
Target: 40%
State: 55%
CISD: 56%

AMAO 2: Attainment

Definition:
Percent of current EL students reaching Advanced High on TELPAS
Target: 25%
State: 35%
CISD: 29%

2004-05 AMAO Performance Definitions/Targets/Results for Kindergarten-Grade 2

AMAO 1: Progress

Definition:
Percent of current EL students progressing by at least one proficiency level a year on TELPAS
Target: n/a
State: n/a
CISD: n/a

AMAO 2: Attainment

Definition:
Percent of current EL students reaching Advanced High on TELPAS
Target: 1.5%
State: 6%
CISD: 1.2%

Progress

In 2004-05, progress for K-2 was not be measured because two years of test results are required to show progress from one proficiency level to the next. There are consequences for not meeting the AMAOs. In the first year, parents must be notified within 30 days of LEA being notified by TEA of failure to meet AMAOs.

Attainment

There is not a state assessment of English language proficiency to use for setting K-2 attainment targets. The bilingual/ESL program exit rate for the state is estimated to be no higher than 6% for the K-2 student group based on PEIMS data. TEA established a 2004-05 target of 1.5%. This

was in keeping with the approach used with all of the AMAOs (setting lower starting targets and increase the rigor of the targets over time).

CISD achieved a 1.2% rate. The main reason for this is that the state did not require districts to collect writing samples for students in kindergarten. In fact, when they did the training for teachers and for the campus teams, they didn't even have any writing samples to show teachers from kindergarten to help them understand how they would score samples. TEA made it optional for districts to collect writing samples, and the district made a decision at that time not to collect them. Most districts around the state did the very same thing. Next year, CISD will collect writing samples for kindergarten and make sure that these are used for the composite rating.

It is important to note that reaching Advanced High on TELPAS is not a state criterion for program exit. The program exit criteria, which are delineated in the CISD Bilingual Program Guide and Chapter 89 of the TAC, have not changed.

An allocation of \$211,000 is earmarked for supplemental support for English Learners and is to be used by campuses to implement innovative projects to support the educational program.

REPORT ON IMPROVEMENT PLAN FOR CANUTILLO MIDDLE SCHOOL

Dr. Padilla distributed a Canutillo Middle School Action Plan and Projected Costs for 2005-2006. She was asked by Mr. Reyes to re-schedule this meeting since Mr. Patti was not present and Mr. Reyes did not want to discuss it without him. Mr. Reyes said that the middle school is Mr. Patti's campus, his faculty, his school, and he needs to be present for next week or the week after. In response to a question from Mr. Rodriguez, Dr. Padilla informed the committee that the Student Performance Office developed packet, working with input from the directors and the principal.

COMMENTS/INPUT FROM COMMUNITY MEMBERS ON ITEMS DISCUSSED BY INSTRUCTION/STUDENT SERVICES COMMITTEE

Mr. Jose Villarreal addressed the members regarding TAKS and TELPAS and stated that parental notification is an important element of the entire package. He questioned the comprehension on the parent's part, if they are grasping what the information is. He asked, "How do we reach and effectively engage the parents?" Mrs. Dow explained how parents are engaged and how information is sent home in two languages without exception. Parents also participate in the LPACs (Language Proficiency Assessment Committees) at each campus. Dr. Padilla also mentioned several methods used by district in informing parents, including meetings for general information, conducted by Margarita Armendariz and the parent liaisons as well as individuals meetings with counselors, etc.

Adjournment

The meeting was adjourned at 7:56 p.m.



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Personnel Committee Meeting Minutes June 15, 2005

Location: Administration Building
Time: 6:55 p.m. – 9:45 p.m.

Board Committee Members Present: Mr. Arellano, Mr. Rodriguez and Mr. Frieze

Others Present: Mr. Charles Hart, Dr. Kessinger, Renee O'Donnell, Tony Reza, Max Padilla, Yvonne Duby, Adele Balesh, Yusuf Farran, Martha Veale, Hector Giron, Larry Quintana, Ernesto Ontiveros, Sandy Arellano, Rafael Reyes, Pauline Dow, and Sergio Coronado.

Mrs. Sanchez arrived at 9:45 p.m.

The meeting was called to order at 6:55 p.m.

Mr. Arellano called the meeting to order and informed the audience that he was opening the meeting to any comments and input from anyone on any items on the personnel committee agenda.

3.0 Personnel

- A. Reclassification of Positions:** Mrs. O'Donnell greeted and addressed all the committee members and administration. She began by stating that administration would like to reclassify the facilities foreman position which is currently vacant. Mr. Farran is continuing his reorganization of the facilities maintenance and construction services department and Mr. Farran would like to reclassify the foreman position to a grounds keeper pay grade 2. The second is a reclassification of the migrant specialist. This is coming from the academic languages department. Mrs. Dow would like to reclassify the migrant specialist position which is now vacant and is a pay grade 5. As a paraprofessional position, she would like to reclassify to a migrant lead teacher. Mrs. Dow stated that this person now has tremendous responsibility, including training of other professionals, so this calls for a professional in this position. This position will be paid for under grant funds and will continue on a year to year basis depending on the availability of the funding. The committee members asked Mrs. O'Donnell and Mr. Farran questions on these reclassifications and expressed their concerns on job duties and salary for these positions. The Personnel committee members made the recommendation for reclassification of these two positions to the full board.
- B. Creation of Positions:** Mrs. O'Donnell explained that all are coming from the five year plan except for the last one. This means we are ready to ask for the asst. principal/athletic and activity coordinator, 2 security positions a certified HVAC/Geothermal Specialist for maintenance, an additional custodian for the new high school and a special education one-on-one aide. Each position was discussed individually by the committee members and some concerns were expressed on the assistant principal/athletic and activities coordinator position. Mr. Padilla addressed their questions on this position to the personnel committee members. The committee members asked Mrs. O'Donnell questions on these agenda items and the personnel committee members agreed to recommend the creation of all positions with the exception of the assistant principal/athletic and activities coordinator position. The committee asked that this position read only assistant principal and agreed to recommend these to the full board. This will be put on the agenda for

Monday night during the special board meeting so they can get it approved and we can have the positions posted as soon as possible.

- C. Review of Stipend Changes & Additions 2005-2006:** Mrs. O'Donnell told the personnel committee members that in the Friday packet and in front of them is the changes detailed for them plus the stipend listing with the changes. Mrs. O'Donnell explained why these changes and additions are necessary and the justification for these items. The committee members had questions and discussed a few items they had concerns on. Mrs. O'Donnell said that for Mondays special board meeting she will take out the National board certified teacher and make that annually, Mrs. O'Donnell will send out information on this item to the committee members. The committee members asked to make this item for National Board Certified Teacher stipend an amendment and add this increment to their yearly salary for this certification. The personnel committee members agreed to make a recommendation to the full board for the approval of the changes for the stipend list.
- D. Discussion of Campus Custodial Schedules:** Mr. Arellano put this item on the agenda simply because he was approached with this concern. A schedule of the custodial staff from all the campuses and the enrollment for all the campuses was passed out to all the committee members. Mr. Giron was called up and was addressed by the committee members concerning the schedule for the custodians on his campus. Mr. Giron answered their questions and discussed the issues at hand. He has already tried several schedules and has found that the current one works best for the different needs on the levels of activity that take place at Canutillo Elementary. Mr. Giron will look into working out a schedule that is conducive to his custodial staff and the building needs. No Action was taken this is only a discussion item.
- E. Report from Administration on Transportation Department Issues:** The Mr. Reyes requested from Mr. Arellano to have the personnel committee members take this item into closed session. The Board of Trustees adjourned into closed session from 9:04 p.m. through 9:44 p.m. under the authority of Texas Open Meetings Act, Texas Government Code Section 551.074 and 551.082. Mr. Arellano called the personnel committee meeting back to regular session at 9:44 p.m. No recommendation was made.
- F. Comments/Input from Community Members on items discussed by Personnel Committee:** There were no comments or input from community members.

Adjournment: Motion to adjourn by consensus

Meeting adjourned at 9:45 p.m.



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Personnel Committee Meeting Minutes June 28, 2005

Location: Administration Building
Time: 6:00 p.m. – 6:54 p.m.

Board Committee Members Present: Mr. Arellano, Mr. Rodriguez and Mr. Frieze

Others Present: Mr. Charles Hart, Dr. Kessinger, Dr. Padilla, Leticia Gonzalez, Charley Hecker, Yolanda Lucero, Renee O'Donnell, Tony Reza, Larry Quintana, Max Padilla, Martha Veale, Annette Brigham, and Sergio Coronado.

Mrs. Sanchez arrived at 6:01 p.m.

The meeting was called to order at 6:00 p.m.

3.0 Personnel

A. Creation of Positions:

1. **Instructional Coordinator for Canutillo Middle School:** Mrs. O'Donnell greeted and addressed all the committee members and administration. Mrs. O'Donnell started with the first item, instructional coordinator for Canutillo Middle School. The purpose for this position is to address student academic performance at the Canutillo Middle School. This is an Administrative professional pay grade 3 with a 202 day calendar. It will be paid out of Title I or Title II funds as those funds are available. The committee members asked Dr. Padilla questions on this position and why she has recommended this position for Canutillo Middle School. Dr. Padilla explained that one of the main issues is student behavior at the middle school. The instructional coordinator will be there to address this issue and implement an initiative that is being partnered with Region 19 called Positive Behavior Support. The personnel committee members came to the consensus to recommend this position to the full board.
2. **Part-Time Bus Drivers (2 positions) for January 2006:** Mrs. O'Donnell explained Dr. Kessinger is the one asking for the 2 bus drivers because when we move to the new high school we will need two additional bus routes which will require two more bus drivers. The committee members asked about the hourly rate and if it was compatible with the other school districts. The administration explained we are low compared to other school districts. There is a recommendation coming in because our consultant from TASB has looked at this and has recommended the bus drivers be upgraded from pay grade 3 to pay grade 4. The committee members asked Dr. Kessinger and Mrs. O'Donnell questions. Dr. Kessinger did mention to the committee members that we should pay the bus drivers a minimum of \$10.00 dollars to be able to keep our bus drives. Mrs. O'Donnell asked the committee members to recommend this item for approval as soon as possible so that she would be able to advertise for these positions and to reflect the new rate. The personnel committee members recommended these positions to the full board.

- B. **Supplemental Pay for National Board Certification Examination for Teachers:** Mrs. O'Donnell told the committee members that we have come back to them in reference to discussing

paying for the national board certification examination. We formally come back to the committee members so we can add this to the stipend list. This is to have the district pay for the first administration of the examination. They have to first successfully pass the preparation course that is offered at UTEP. If they take this course first then we will pay for their first test. The committee members discussed this agenda item and made the recommendation to take this to the full board.

- C. Comments/Input from Community Members on items discussed by Personnel Committee:**
There were no comments or input from community members.

Adjournment: Motion to adjourn by consensus

Meeting adjourned at 6:54 p.m.

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item:

Date: July 12, 2005

Subject: Purchase of School Buses

Presented By: Tony Reza and Ernie Ontiveros

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The Transportation Department has reviewed specifications for the purchase of six school buses. Quotes are being obtained through the Texas Association of Schol Board Purchasing Program (Buy Board), which meets the Subchapter B, Section 44.031, Item L of the Texas Education Code. This request is to approve the purchase of six regular school buses in the amount of \$385,800.00 from Thomas Bus Gulf Coast.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to purchase six school buses for the Transportation Department.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____



July 1, 2005

Prepared especially for

Canutillo Independent School District

2005 Year Model Thomas 111PS 71-passenger School Bus

Meets all minimum specifications required for school buses in the State of Texas for 2004

Base price through Buyboard \$ 49,557.--

Vehicle as bid through the BuyBoard was based on 070-SB-03 Texas State specifications
 Standard MBE 904 190HP 4-cylinder diesel engine 1998-EPA Certification

Items required for 2004 State specifications include:

- 8-ISO latches for child carriers (includes plywood flooring)
- RH entrance handle in step well in addition to LH
- Windshield assist handle
- Tilt steering column
- Daytime running lamps
- Korseal flooring material in step well area
- Fuel water separator
- LED lighting stop/tail/rear directional/clearance 7 marker lamps
- Mirrors – rearview to be NH remote control
- Mirrors – crossover to have SS brackets and fasteners

Upgrading to current State standards as listed above \$ 1,456.--

2004-EPA Compliant Diesel Engine \$ 1,540.--

Additional items requested:

- | | |
|---|-------------|
| 1. Increase diesel engine to MBE 906 210HP inline 6-cylinder | \$ 1,796.-- |
| 2. Tinted windows | \$ 85.-- |
| 3. Drivers seat high back with lumbar and air suspension pedestal | \$ 184.-- |
| 4. White Roof | \$ 230.-- |
| 5. Rear heater | \$ 337.-- |
| 6. 126,000BTU Carrier "Free Blow" air conditioner system | \$ 7,380.-- |
| 7. Drivers defrost fan | \$ 70.-- |
| 8. Air powered o/o entrance door | \$ 389.-- |
| 9. Cruise control | \$ 39.-- |
| 10. Telescopic steering column | \$ 32.-- |
| 11. 200 amp high out put @ low RPM for use with AC | \$ 488.-- |
| 12. Air brake system | \$ 639.-- |
| 13. Bendix AD-9 air dryer | \$ 368.-- |
| 14. Increased headroom | \$ 60.-- |
| 15. AM/FM/Cassette radio with PA system | \$ 352.-- |
| 16. Vandalocks on entrance and emergency doors | \$ 80.-- |
| 17. Passenger seats with seat belt ready frames w/o lap belts | \$ 89.-- |

Vehicle Cost \$ 65,171.--

Valued Customer Discount (871.--)

Total Delivered Price \$ 64,300.--

Other Option Pricing : 48 sets of color coded seat belt \$ 864.--

Labor to install the 48 seat belts \$ 450.--

Delivery: FOB Canutillo ISD September 1, 2005

Note: Orders of 5 or more units include BuyBoard fee at NC

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item:

Date: July 12, 2005

Subject: Playground Equipment for Bill Childress Elementary School

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any single-item purchase that costs more than \$10,000 shall require Board approval before a transaction may take place. This request is to purchase 2 Playground Sun Port Shelters Systems for Bill Childress Elementary School from *Trico-USA -Shadeparts, Inc.*, in the amount of \$13,790.00.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to purchase the playground equipment for Bill Childress Elementary School.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

Vendor 9443

Trico-USA

Proposal

10873 Hillpoint
San Antonio, Texas 78217

Date: 6-15-05

Trico, Inc. is pleased to offer you the following proposal to provide Shade and UV Protection and to enhance the beauty of your property.

Billing Address:		Installation Address:	
Customer: <u>Childress Elementary</u>	Contact: <u>[Signature]</u>	Customer: <u>Childress Elementary</u>	Contact: <u>[Signature]</u>
Address: _____	Address: <u>(SAME)</u>	Address: _____	Address: _____
City/State: <u>ELP</u> Zip: _____	City/State: _____ Zip: _____	City/State: _____	City/State: _____
Phone: <u>915-877-7700</u>	Phone: _____	Phone: _____	Phone: _____
Fax: <u>915-877-7707</u>	Fax: _____	Fax: _____	Fax: _____
E-mail: _____	E-mail: _____	E-mail: _____	E-mail: _____

Structure Description							
Qty	Size	Hgt	Structure	Style	Top Color	Pole Color	Total Price
1	30x30	15	STANDARD	pyramid	RED	BLUE	6995 ⁰⁰
1	30x30	12	STANDARD	pyramid	YELLOW	BLUE	6795 ⁰⁰

Options & Upgrades		
Extra Height (Over 9')		
Custom Finish (Please specify)	<u>Freight & INSTALLATION</u>	
Lettering:		
Safety Pole Covers (\$65.00 Each)	<u>complete</u>	
Custom Charge		
Custom Installation: Rock \$50.00 Min. Per Hole, Unmarked Utilities \$100.00 min. + Costs Required to Relocate or Alter Unit		
Standard Installation Included	Sub-Total	\$ <u>0</u>
You can negate this with a Resale Cert. Texas Sales Tax 7.875%		\$
Method of Payment	50% Deposit & 50% Due Upon Completion	Total \$ <u>13,790⁰⁰</u>

* If the 50% balance is not paid within 15 days of installation then the warranty is VOID

Check Number _____ Amount Collected: _____

Visa Mastercard CC Number _____ Exp _____

PLEASE READ THIS AGREEMENT THOROUGHLY BEFORE SIGNING. All Quotes Are Valid For 45 Days.
*See additional important terms and conditions on the reverse side of this form.

Maria Cortez Trico Representative Date: 6-15-05

[Signature] Agreed By Date: 6-15-05

Main Office: (210) 342-3765 Fax: (210) 654-7431 www.shadeport.com
Toll Free: (877) SHADE-00 email: info@shadeport.com

Warranty 10 yrs 22/46/10
What is the warranty from fading/rotting?

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item:

Date: July 12, 2005

Subject: District Insurance Packet RFP # 04-18

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The Finance Department has exercised section one (1), option to renew the contract for one more year. The renewal will be for year two (2) of a three-year agreement with the TASB Risk Management Fund. Attached are the premiums by category for a total of \$ 141,183.00, some of the above premiums will fluctuate based on final negotiations. Note, that an additional premium will be needed at mid-year for safekeeping of furniture, equipment, supplies, and the addition of the new high school campus.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to renew the Comprehensive Insurance Packet for the 2005- 2006 school year.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____



TASB Risk Management Fund
 Property/Casualty
 Dept. 899
 P.O. Box 4346
 Houston, TX 77210-4346
 800-482-7276

Serving Texas School Districts Since 1974

INVOICE	
INVOICE DATE	09/01/2005
DUE DATE	10/01/2005
POLICY #	071907-060901
INVOICE #	15194
MEMBER #	071907
POLICY CONTRIB	\$141,183.00
AMOUNT DUE	\$141,183.00

Canutillo ISD
 PO Box 440
 Canutillo, TX 79835-0100

TASB Risk Management Fund Property/Casualty Policy Term: 09/01/2005 to 09/01/2006	
DESCRIPTION	AMOUNT
Auto Liability	24,983.00
Auto Physical Damage	11,557.00
Equipment Breakdown	4,428.00
Crime	160.00
General Liability	3,439.00
Property	74,712.00
Band Equipment	280.00
EDP Equipment	6,400.00
Fine Arts	140.00
Other Equipment	140.00
SP Legal Liability	14,944.00
	=====
Balance Due	141,183.00

PLEASE RETURN THIS PORTION WITH REMITTANCE

MEMBER	POLICY #	AMOUNT DUE
Canutillo ISD	071907-060901	\$141,183.00

AMOUNT ENCLOSED

REMIT TO:

TASB Risk Management Fund
 Property/Casualty
 Dept. 899
 P.O. Box 4346
 Houston, TX 77210-4346

INVOICE DATE	09/01/2005
DUE DATE	10/01/2005
MEMBER #	071907
INVOICE #	15194

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item:

Date: July 12, 2005

Subject: Equipment and Supplies for the Band and Choir at the new high school

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any single-item purchase that costs more than \$10,000 shall require Board approval before a transaction may take place. This request is to purchase risers, music stands, conductors stations, instrument storage cabinets, chairs, and shell sets for the Band and Choir to include delivery and installation for the new high school. The purchase will be done through the Texas Association of School Boards (Buy Board) purchasing program to *Wenger Corporation* in the amount of \$ 60,037.00 and *Indeco Sales* in the amount \$ 2,011.00.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to purchase the equipment and supplies for the band and choir at the new high school.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

Customer Quotation

Prepared for: Mr. Sam Garcia
 Canutillo Ind School District
 7965 Artcraft Rd
 El Paso, TX 79932-1131



555 Park Drive
 P.O. Box 448
 Owatonna, Mn. 55060-0448

Date: 7/07/2005
 Regarding: New Equipment /Complete Install

Page 1

Item	Description	Qty	Unit Price	Price
Risers/shell for 50:				
098B003	SIGNATURE RISER, 3-STEP W/RAIL	4	995.00	3,980.00
Backrails included.				
098B007	SIGNATURE SIDERAIL SET	1	368.00	368.00
L525	TRAVELMASTER SHELL SET,OYSTER	1	4,497.00	4,497.00
064A170	TRAVELMASTER MOVE & STORE CART	1	605.00	605.00
Seated Risers for 50: Back & Side Rails:				
FP025	TROUPER,CHORAL,6' 3-TIER,BLACK	3	1,200.00	3,600.00
FP035	TROUPER,CHORAL,PIE 3-TIER,BLCK	4	1,206.00	4,824.00
177A012	GUARDRAIL 8', STRAIGHT	7	235.00	1,645.00
177A002	GUARDRAIL,3' STRAIGHT	4	208.00	832.00
179A662	TRPR CLSR,6' WIDE,3 TIER,BLCK	3	172.00	516.00
179A663	TRPR CLSR,CHRL PIE,3 TIER,BLCK	4	150.00	600.00
179A753	SIDE CLOS,3'BLCK,3-TIER,GRAIL	1	269.00	269.00
1110224	CHORAL COND SYS,POLY DESK,CHAR	1	1,679.00	1,679.00
141B001	DIRECTOR MUSIC STAND	1	305.00	305.00
Band Equipment: (Cabinets) 200-piece est.				
82602211	INST CAB 2,CMPT GRL DOOR,ASM	5	662.00	3,310.00
82604211	INST CAB 4,CMPT GRL DOOR,ASM	4	662.00	2,648.00
82605211	INST CAB 5,CMPT GRL DOOR,ASM	3	662.00	1,986.00
82607211	INST CAB 7,CMPT GRL DOOR,ASM	1	662.00	662.00
82610211	INST CAB 10,CMPT GRL DOOR,ASM	8	662.00	5,296.00
82611211	INST CAB 11,CMPT GRL DOOR,ASM	4	662.00	2,648.00
82512211	INST CAB 12,CMPT GRL DOOR,RTA	4	662.00	2,648.00
82614211	INST CAB 14,CMPT GRL DOOR,ASM	1	662.00	662.00
82515211	INST CAB 15,CMPT GRL DOOR,RTA	4	662.00	2,648.00
1290164	INST.CAB. NUMBER SET 101-310	1		
039B500	CLASSIC 50 MUSIC STAND	120	29.00	3,480.00
1110234	INSTL COND SYS,POLY DESK,CHAR	1	1,710.00	1,710.00
1290164	INST.CAB. NUMBER SET 101-310	1		
Total Product Charge				51,418.00
Installation Charge				4,447.00
Freight/Handling Charge				4,172.00

Quotation Q 476577 is continued on next page.

Customer Quotation

Prepared for: Mr. Sam Garcia
Canutillo Ind School District
7965 Artcraft Rd
El Paso, TX 79932-1131

Wenger

555 Park Drive
P.O. Box 448
Owatonna, Mn. 55060-0448

Date: 7/07/2005
Regarding: New Equipment /Complete Install

Page 2

Item	Description	Qty	Unit Price	Price
	Total Charge			60,037.00

Price includes complete Wenger freight and installation. Buyboard Pricing

Kim Stenbauer

Quotation effective for 30 days only.

Delivery within:

Tax:

Terms: PENDING CREDIT APPROVAL

F.O.B. Point:

Submitted by:

Jackie Berg
Jackie Berg
Sales Representative

Phone: 800-733-0393 Ext: 377

Fax: 507-455-4258

Email: jackie.berg@wengercorp.com

Q 476577 C00069043

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Agenda Item: _____ Date: July 12, 2005

Subject: Review of Policy DNA (Local) for first reading

Presented By: Dr. Padilla/Renee O'Donnell Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The committee reviewed the recommendations from administration regarding board policy DNA (Local). Dr. Padilla informed the committee that in the last Legislative session, the State Legislature enacted a law that allowed districts to appraise teachers less frequently than every year rather than the annual appraisal that had been required before. The law changed to allow less frequent appraisals, as low as one every five years. To be eligible for less frequent appraisals, teachers must have scored proficient or above in all of the eight domains that are in the system in the previous year. Proficient in the PDAS system is a very high standard. The District Advisory Council was consulted and it was their recommendation that Canutillo ISD provide less frequent appraisals every three years instead of every five years. The administration told the DAC that other recommendations and constraints might also be incorporated. One of these is that the less frequent appraisals be available only at campuses that are academically acceptable or above and have met adequate yearly progress requirements in the No Child Left Behind federal accountability system. In addition, administration is recommending that all teacher new to a campus, to include transfer teachers, be appraised the first year they are on the new campus.

The Policy Committee's recommended changes have been enumerated in the minutes of the meeting held on June 28, 2005.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of DNA (Local) for first reading.

3. BOARD ACTION REQUESTED:

Motion to approve DNA (Local) for first reading as recommended by the Policy Committee and Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

Canutillo ISD
071907

PERFORMANCE APPRAISAL:
EVALUATION OF TEACHERS

DNA
(LOCAL)

DRAFT

6/23/05

PDAS

The annual appraisal of District teachers not eligible for less frequent evaluations shall be in accordance with the Professional Development and Appraisal System (PDAS).

LESS-THAN-ANNUAL
EVALUATIONS

District teachers shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with law and the following local criteria. The eligible teacher shall:

ELIGIBILITY

1. Not be new to the campus; and

3. *Not be on a campus that is academically unacceptably*

2. Not be on a probationary contract.

FREQUENCY

Eligible teachers shall be appraised every third year.

to make adequate yearly progress

During any school year when a complete Professional Development and Appraisal System (PDAS) is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

ALTERNATIVE
ANNUAL REVIEW
PROCESS

In the years that PDAS is not scheduled for an eligible teacher, an annual review process detailed in guidelines developed by the administration in collaboration with the District- and campus-level decision-making committees shall be conducted.

The alternative annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

APPRAISAL
CALENDAR

The District shall establish an appraisal calendar each year.

The Board may grant waivers to schools that develop an alternative appraisal system that embraces the following:

All teachers on probationary contracts shall be appraised using the PDAS.

Teachers on ~~continuing~~ *other than probationary contracts* shall be appraised under PDAS every third year; in other years, teachers shall be appraised under the alternative system adopted by the Campus Improvement Committee (CIC) and approved by the Board.

Teachers on growth plans shall be appraised using the PDAS while on the plan and for the subsequent year.

SCHEDULE
LIMITATIONS

In addition to those days on which observations are prohibited by law [see DNA(LEGAL)], the District shall not schedule observations on the day before and the day after a school holiday, days sched-

DATE ISSUED: 09/15/1997
LDU-38-97
DNA (LOCAL)-X

**PERFORMANCE APPRAISAL:
EVALUATION OF TEACHERS**

**DNA
(LOCAL)**

uled for end-of-semester or end-of-year examinations, or days scheduled for TAAS or other standardized tests.

FIRST OBSERVATION

First classroom observations of teachers shall be unscheduled.

**ALTERNATE
APPRAISERS**

The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board.

**SECOND
OBSERVATION
APPRAISER**

Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.

SCHEDULING

Second appraisals shall be unscheduled.

SCORES

The Board shall ensure that the Superintendent or designee establish procedures regarding how domain scores from first and second appraisals will be used.

**PROBATIONARY
TEACHERS**

Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term. [See DFAB(LEGAL)]

GRIEVANCES

Complaints regarding teacher appraisal shall be addressed in accordance with DGBA(LOCAL).

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Agenda Item: _____ Date: July 12, 2005

Subject: TASB Localized Update 75 for first reading

Presented By: Renee O'Donnell Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The following local policies were discussed by the Policy Committee on June 28 2005:

- BDAE (Local) - Officers and Official Duties and Requirements of Depository
- BDB (Local) - Board Internal Organization Internal Committees
- BDB (Local) - Board Internal Organization Attorney
- CHD (Local) Purchasing and Acquisition Purchasing Procedures - DELETE
- CLB (Local) - Buildings, Grounds, and Equipment Management Maintenance
- CNA (Local) - Transportation Management Student Transportation (Administration will make recommendations regarding CNA (Local))
- DAA (Local) - Employment Objectives Equal Employment Opportunity
- DH (Local) - Employee Standards of Conduct
- DHB (Local) - Employee Standards of Conduct Harassment - DELETE
- DHC (Local) - Employee Standards of Conduct Sexual Harassment/Sexual Abuse - DELETE
- DIA (Local) - Employee Welfare Freedom from Harassment
- EC (Local) - School Day - DELETE
- EIE (Local) - Academic Achievement Retention and Promotion
- FB (Local) - Equal Education Opportunity
- FFD (Local) - Student Welfare Student Insurance - DELETE
- FFF (Local) - Student Welfare Student Safety
- FFH (Local) - Student Welfare Freedom From Harassment
- FNC (Local) - Student Rights and Responsibilities Student Conduct
- FNCE (Local) - Student Conduct Telecommunication Devices - DELETE
- FNCJ (Local) - Student Conduct Sexual Harassment/Sexual Abuse - DELETE
- FNCL (Local) - Student Conduct Harassment - DELETE
- GBA (Local) - Public Information Program Access to Public Information - DELETE
- GBAA (Local) - Information Access Requests for Information

2. SUPERINTENDENT RECOMMENDATION:

After some discussion, it was recommended that Update 75 be presented to the Board for first reading to include revisions to CNA (Local) policy.

3. BOARD ACTION REQUESTED:

Motion to approve TASB Localized Update 75 for first reading as recommended by the Policy Committee and Superintendent

MOTION _____ SECOND _____

AYES _____ NAYS _____



Texas Association
of School Boards

Localized Policy Manual

Update 75

Canutillo ISD

Your Localized Update 75 centers on redeveloped policies regarding harassment and sexual harassment, on new state rules regarding the enrichment curriculum, accountability testing, and the Student Success Initiative, as well as on the recently enacted Individuals with Disabilities Education Improvement Act of 2004.

Please bear in mind that the (LEGAL) policies reflect the ever-changing legal context for governance and management of the District. They should NOT be adopted but, rather, should inform local decision making. The (LOCAL) policy recommendations in this update will need close attention by both administration and the Board to ensure that they reflect the practices of the District and the intentions of the Board. Board action is needed to adopt, revise, or repeal (LOCAL) policy.

To better focus Board attention and expedite its review, your Localized Update 75 packet contains:

- **Vantage Points—A Board Member's Guide to Update 75**, copies of which may be found in the separately wrapped package accompanying this packet. **Vantage Points** offers a highly summarized overview of the update and is intended to provide local officials a first glance at the scope of the update—as a prelude to studying the detailed Explanatory Notes and policy text within the packet. **Please distribute Vantage Points to your Board members** at the earliest possible opportunity, preferably with their review copies of this update.

- Your Localized Update, which includes:

INSTRUCTIONS . . . providing specific, policy-by-policy directions on how this update, if accepted as prepared, should be incorporated into your Localized Policy Manuals.

EXPLANATORY NOTES . . . summarizing changes in the policies in each code and how those changes affect your policy manual. Please note that, where appropriate, the Explanatory Notes ask you to **verify that a particular policy continues to reflect your current practice and to advise us of changes needed** so that our records and your manual accurately track the District's actual practice.

Update 75 materials can be identified by the DATE ISSUED—4/1/2005—located in the lower left corner of each page. If you have any questions concerning this Update, please call your Policy Consultant/Analyst, Linda Preble, at 800-580-7529 or 512-467-0222.

Regarding Board action on Update 75 . . .

- Board action on Localized Update 75 must occur within a properly posted, open meeting of the Board and may be addressed on the agenda posting as "Policy Update 75, affecting (LOCAL) policies (see attached list)." Using the Instruction Sheet as a guide, create and attach to the posting a list of the (LOCAL) policy codes **and the titles/subtitles of those policies**. BoardBook compilers should use "Policy Update 75, affecting (LOCAL) policies" as the agenda item and, as agenda subitems, the code and name of each of the (LOCAL) policies affected by the update.
- An appropriate motion for Board action on Localized Update 75 is as follows:
"I move that the Board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 75 [with the following changes:]"
- The Board's action on Localized Update 75 must be reflected in Board minutes. The Instruction Sheet—annotated to reflect any changes made by the Board—and the Explanatory Notes for the update should be filed with the Board minutes where they comprise the authoritative historical record of your District's manual. Also include in the historical record a copy of the replaced or rescinded (LOCAL) policies.
- **Notify your Policy Consultant/Analyst of any changes made by the Board so that Policy Service records—forming the basis for these and subsequent updating recommendations—exactly mirror your manual.**

Regarding manual maintenance and administrative regulations . . .

- The update should be incorporated into each of the District's Localized Policy Manuals as soon as practicable. If the District uses *Policy On Line*, please notify us of the Board's action on Update 75 so this action may be reflected in your District's Localized Policy Manual as it appears on TASB's Web server. *Policy On Line* staff may be reached by phone (800-580-7529 or 512-467-0222), fax (512-467-3618; see the pink form enclosed), e-mail (pol-support@tasb.org), or Internet feedback form (<http://www.tasb.org/policy/pol/private/polfdbk.html>).
- Administrative procedures and documents—including formal (REGULATIONS), handbooks, and guides—that may be affected by Update 75 policy changes should be inspected and revised as needed. If the District routinely submits (REGULATIONS) to Policy Service for processing or desires that the updated (REGULATION) be included in the District's *Policy On Line* manual, please submit these changes to your Policy Consultant/Analyst at your earliest convenience.

PLEASE NOTE: This Localized Update 75 packet and the Update 75 *Vantage Points* may not be considered as legal advice and are not intended as a substitute for the advice of the Board's own legal counsel.

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Instruction Sheet

TASB Localized Policy Manual Update 75

District Canutillo ISD

Code	Action To Be Taken	Note
BBB (LEGAL)	Replace policy	Revised policy
BBFA (LEGAL)	Replace policy	Revised policy
BDAE (LEGAL)	Replace policy	Revised policy
BDAE (LOCAL)	ADD policy	See explanatory note
BDB (LOCAL)	Replace policy	Revised policy
BDD (LOCAL)	ADD policy	See explanatory note
CHD (LOCAL)	DELETE policy	See explanatory note
CLA (LEGAL)	Replace policy	Revised policy
CLB (LOCAL)	Replace policy	Revised policy
CNA (LOCAL)	No policy enclosed	See explanatory note
CS (LEGAL)	Replace policy	Revised policy
D (LEGAL)	Replace table of contents	Revised table of contents
DAA (LEGAL)	Replace policy	Revised policy
DAA (LOCAL)	Replace policy	Revised policy
DBA (LEGAL)	Replace policy	Revised policy
DC (LEGAL)	Replace policy	Revised policy
DH (LOCAL)	Replace policy	Revised policy
DHB (LOCAL)	DELETE policy	See explanatory note
DHC (LEGAL)	DELETE policy	See explanatory note
DHC (LOCAL)	DELETE policy	See explanatory note
DHC (EXHIBIT)	DELETE exhibit	See explanatory note
DIA (LEGAL)	ADD policy	See explanatory note
DIA (LOCAL)	ADD policy	See explanatory note
EC (LOCAL)	DELETE policy	See explanatory note
EHAA (LEGAL)	Replace policy	Revised policy
EHAB (LEGAL)	Replace policy	Revised policy
EHAC (LEGAL)	Replace policy	Revised policy
EHBA (LEGAL)	No policy enclosed	See explanatory note
EIE (LEGAL)	Replace policy	Revised policy
EIE (LOCAL)	Replace policy	Revised policy
EIF (LEGAL)	Replace policy	Revised policy

Instruction Sheet

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Code		Action To Be Taken	Note
EKB	(LEGAL)	Replace policy	Revised policy
F	(LEGAL)	Replace table of contents	Revised table of contents
FB	(LEGAL)	Replace policy	Revised policy
FB	(LOCAL)	Replace policy	Revised policy
FFD	(LOCAL)	DELETE policy	See explanatory note
FFE	(LEGAL)	Replace policy	Revised policy
FFF	(LOCAL)	Replace policy	Revised policy
FFG	(LEGAL)	Replace policy	Revised policy
FFH	(LEGAL)	ADD policy	See explanatory note
FFH	(LOCAL)	ADD policy	See explanatory note
FNC	(LOCAL)	Replace policy	Revised policy
FNCE	(LOCAL)	DELETE policy	See explanatory note
FNCJ	(LEGAL)	DELETE policy	See explanatory note
FNCJ	(LOCAL)	DELETE policy	See explanatory note
FNCJ	(EXHIBIT)	DELETE exhibit	See explanatory note
FNCL	(LOCAL)	DELETE policy	See explanatory note
FND	(LEGAL)	Replace policy	Revised policy
FNE	(LEGAL)	Replace policy	Revised policy
FOF	(LEGAL)	No policy enclosed	See explanatory note
G	(LEGAL)	Replace table of contents	Revised table of contents
GBA	(LEGAL)	Replace policy	Revised policy
GBA	(LOCAL)	DELETE policy	See explanatory note
GBA	(EXHIBIT)	DELETE exhibit	See explanatory note
GBAA	(LEGAL)	ADD policy	See explanatory note
GBAA	(LOCAL)	ADD policy	See explanatory note
GBAA	(EXHIBIT)	ADD exhibit	See explanatory note

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District: Canutillo ISD

**BBB (LEGAL) BOARD MEMBERS
ELECTIONS**

The 78th Legislature's response to the federal Help America Vote Act of 2002 prompts two changes to this policy, both attributable to HB 1549:

- At VOTING MACHINES AND PUNCH-CARD BALLOTS, on page 3, appears the prohibition against the use—after January 1, 2006—of any voting system dependent on “mechanical voting machines or a punch-card ballot or similar form of tabulation card.”
- At VOTERS WITH DISABILITIES, also on page 3, appears the requirement that—by January 1, 2006—at least one voting station at each polling place allow voters with physical disabilities to cast a secret ballot. This station must comport with Section 504 and the Americans with Disabilities Act.

While the Help America Vote Act applied to state and federal elections, the legislature's actions also extend to elections of many local governments, including school districts. Further information about new election requirements and their applicability to school districts may be found in Election Advisory 2005–02 from the office of the Texas Secretary of State at <http://www.sos.state.tx.us/elections/laws/advisory2005–02.shtml>.

**BBFA (LEGAL) ETHICS
CONFLICT OF INTEREST**

At item 9 on page 6 we have corrected a typographical error: the attorney general's opinion held that the nepotism law applies “whether the *individual* is hired as an *employee* or an independent contractor.” (The words in italics were transposed in error in this policy, last issued at Update 73.)

**BDAE (LEGAL) OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF DEPOSITORY**

At COLLATERAL appears a long-standing provision from Chapter 2257 of the Government Code that requires the district to adopt policy addressing collateralization of district funds by a depository.

**BDAE (LOCAL) OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF DEPOSITORY**

The enclosed policy, drafted with the assistance of TASB's Financial Services staff and outside advisors, is intended to fulfill the local policy requirement of the Government Code, described above.

**BDB (LOCAL) BOARD INTERNAL ORGANIZATION
INTERNAL COMMITTEES**

We have deleted from this policy a redundant statement regarding the Texas Open Meetings Act (TOMA). The district's locally developed text at MEETINGS includes a requirement that all meetings of standing and special committees comply with TOMA.

Please keep in mind that provisions found in BDB(LEGAL) control whether Board committees are subject to TOMA. In general:

- A committee that includes one or more board members and supervises or controls public business must comply with TOMA when it meets to discuss public business or policy.

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- A committee that includes less than a quorum of board members is not subject to TOMA if it is purely advisory and does not supervise or control public business or policy.

We have retained without change your current provisions regarding standing committees. If this information is out of date, please provide changes to your Policy Consultant/Analyst.

**BDD (LOCAL) BOARD INTERNAL ORGANIZATION
ATTORNEY**

We recommend for your consideration the enclosed policy describing the relationship between the board and legal counsel. The policy explains how individual trustees and staff members would proceed in requesting legal advice on district issues and how legal advice is shared with the board.

If your district employs in-house counsel, please alter these provisions as appropriate and advise your Policy Consultant/Analyst.

**CHD (LOCAL) PURCHASING AND ACQUISITION
PURCHASING PROCEDURES**

The increasing specificity of state laws governing school district purchasing and of the Financial Accountability System Resource Guide (FASRG)—along with the concept of “best value” as the guiding principle—have rendered this policy obsolete. We recommend its deletion.

**CLA (LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT
SECURITY**

Added to this policy is the SAFETY RULES section expressing the authority of the board to adopt rules to protect the safety and welfare of students and employees, to safeguard property, and to otherwise provide for the security of the district. This language—specific to vehicles on campus—is echoed at CLC(LEGAL).

**CLB (LOCAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT
MAINTENANCE**

We have deleted from this policy items that were redundant of provisions found in CLB(LEGAL) and have added, at NO UNAUTHORIZED APPLICATION, a blanket prohibition against application of a pesticide or herbicide at a school facility without prior approval of the IPM coordinator.

Our thanks to the Southwest Technical Resource Center for IPM in Schools and Child Care Facilities for guidance. The center is a component of Texas A&M's Texas Cooperative Extension Service Centers; further information is available at <http://schoolipm.tamu.edu>.

**CNA (LOCAL) TRANSPORTATION MANAGEMENT
STUDENT TRANSPORTATION**

In accordance with Education Code 42.155, school districts have long been able to obtain supplemental state funding for transporting regular, otherwise ineligible students who live within two miles of their school but who would be subject to hazardous traffic conditions if they walked to school.

TEA's May 2004 Handbook on School Transportation Allotments (available at <http://www.tea.state.tx.us/school.finance/transportation/hndbk04.pdf>) states that “each district initially requesting a transportation allotment for eligible hazardous-area students shall have its board of trustees officially adopt local policy that provides the definition of hazardous traffic conditions applicable to the district and identifies the specific hazardous areas for which such funding is requested.”

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Randy Boatman, program administrator of TEA's School Transportation Unit, explains that the district must be as specific as possible in defining the hazardous traffic conditions that students living less than two miles away would be exposed to if walking. While noting that there are a number of ways to address this need, he suggests that the description:

- Be explicit enough that it will be readily understood by parents and others;
- Include the grade levels affected;
- Specify the nature of the traffic condition (as defined by Education Code 42.155); and
- Identify the freeway, overpass, etc., that constitutes the hazardous condition. If more appropriate, this criteria might be fulfilled by "bracketing" the area: defining the roads, streets, and highways that bound the area.

The board may fulfill this requirement through a resolution for which adoption is substantiated by board meeting minutes. TEA does not currently require this documentation to be provided annually, but rather when the initial board action is taken and any time thereafter when changes occur. Eligibility for funding is effective from the date of board action.

Please note: With its next update this summer, the *Regulations Resource Manual*, available to policy administrators through MyTASB, will include a sample template for such a resolution. If your district prefers to enact (LOCAL) policy regarding hazardous areas, please advise your Policy Consultant/Analyst.

CS (LEGAL) FACILITY STANDARDS

Citations have been updated to reflect the Railroad Commission's adoption of rules implementing Natural Resources Code provisions regarding natural gas pipelines.

Also, added at DEFINITIONS is the definition of "educational specifications" from Commissioner's rules regarding state facility standards applicable to new facilities and major renovations after January 1, 2004.

D (LEGAL) PERSONNEL

We have restructured the D Section to better define and prohibit harassment—including sexual harassment—perpetrated by and against employees. Harassment and sexual harassment policies, currently at DHB and DHC, respectively, have been blended into general policies on harassment and the result recoded to DH and DIA. Consequently, the coding structure has been revised as follows:

- DHB (HARASSMENT) and DHC (SEXUAL HARASSMENT/SEXUAL ABUSE) are no longer active codes.
- The new policy code DIA (FREEDOM FROM HARASSMENT) has been created.

DAA (LEGAL) EMPLOYMENT OBJECTIVES EQUAL EMPLOYMENT OPPORTUNITY

The (LEGAL) policy on equal employment opportunity has been reconstructed for clarity and for harmony, combining like provisions—such as requirements for compliance coordinators and grievance procedures—where appropriate, adding new material where needed, and refining language to more closely track the cited authorities.

New material includes:

- The AGE DISCRIMINATION prohibition, on page 2, regarding a bona fide seniority system or employee benefit plan.

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- The SEX DISCRIMINATION/PREGNANCY prohibition.
- The EQUAL PAY provision from the Fair Labor Standards Act.
- A long-standing ADA regulation permitting DRUG TESTING for cause if not otherwise prohibited.
- The COMMUNICABLE DISEASES exception, on page 4, from Section 504, ADA, and the Labor Code.

DAA (LOCAL) EMPLOYMENT OBJECTIVES EQUAL EMPLOYMENT OPPORTUNITY

The new first paragraph affirms the superintendent's broad responsibility as the district's chief executive officer to ensure compliance with antidiscrimination laws and sets the context for the two exceptions—for Title IX (prohibiting discrimination on the basis of sex) and ADA/Section 504 (prohibiting discrimination on the basis of disability)—for which the district has specifically delegated responsibility to others.

The names, positions, addresses, and telephone numbers shown are consistent with Policy Service records. If any of this information is out of date, please contact your Policy Consultant/Analyst.

The section regarding COMPLAINTS has been revised to include a pointer to DIA(LOCAL) where policies governing reports and investigations of allegations of prohibited harassment, including sexual harassment, may be found. Such harassment may constitute unlawful discrimination.

At RECORDS RETENTION, we have added a provision requiring retention for at least three years of reports alleging discrimination or prohibited harassment (including sexual harassment), investigative reports, and related records. Such records are essential in responding to complaints filed with the Office for Civil Rights and in responding to litigation brought by the complainant.

DBA (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CREDENTIALS AND RECORDS

On page 4 appears the definition of HIGHLY QUALIFIED SPECIAL EDUCATION TEACHERS enacted by the IDEA reauthorization that takes effect on July 1, 2005. In short, a special education teacher who teaches any of the core academic subjects—English, reading, language arts, mathematics, science, foreign language, civics and government, economics, arts, history, or geography—at the elementary level is "highly qualified" if he or she has special education certification in addition to meeting the general requirements for being "highly qualified."

Additional requirements apply to special education teachers who teach "alternative achievement standards" or who teach two or more core academic subjects exclusively to special education students. These requirements are recited at TEACHING ALTERNATIVE ACHIEVEMENT STANDARDS and at TEACHING TWO OR MORE CORE ACADEMIC SUBJECTS. Regarding the latter, note that new special education teachers must be "highly qualified" in at least one of the following core academic subjects when hired: math, language arts, or science. Such teachers will be granted two years to become "highly qualified" in any other core academic subjects taught.

DC (LEGAL) EMPLOYMENT PRACTICES

The EMPLOYEE INFORMATION section on page 2 has been added from the Immigration Reform and Control Act. The Act requires the employee to file Form I-9 at the time of hire. As indicated in the following section, the district then has a maximum of three business days to verify employment eligibility.

DH (LOCAL) EMPLOYEE STANDARDS OF CONDUCT

Revisions to this policy are as follows:

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- We have added the HARASSMENT OR ABUSE section to point to the relevant policy codes.
- We have added the RELATIONSHIPS WITH STUDENTS section to echo language previously found in FNCJ(LOCAL). This provision is also found at FFH(LOCAL), enclosed.
- We have moved the VIOLATIONS OF STANDARDS OF CONDUCT section, unaltered, from the end of the policy to a more prominent position on page 1.

DHB (LOCAL) EMPLOYEE STANDARDS OF CONDUCT
HARASSMENT

Your current policy text on harassment has been redeveloped and recoded as appropriate to DH(LOCAL) and DIA(LOCAL). DHB is no longer an active code.

DHC (LEGAL) EMPLOYEE STANDARDS OF CONDUCT
SEXUAL HARASSMENT/SEXUAL ABUSE

With the restructuring of the D Section, DHC (SEXUAL HARASSMENT/SEXUAL ABUSE) is no longer an active code. Please delete this policy in favor of materials now found at DIA(LEGAL) in this update.

DHC (LOCAL) EMPLOYEE STANDARDS OF CONDUCT
SEXUAL HARASSMENT/SEXUAL ABUSE

Please delete this now-inactive code in favor of materials found at DH(LOCAL) and DIA(LOCAL) in this update.

DHC (EXHIBIT) EMPLOYEE STANDARDS OF CONDUCT
SEXUAL HARASSMENT/SEXUAL ABUSE

Subject matter previously in this now-inactive code has been incorporated in DIA(LOCAL) in this update. Please delete this exhibit.

DIA (LEGAL) EMPLOYEE WELFARE
FREEDOM FROM HARASSMENT

With the restructuring of the D Section to better address harassment by and of employees, this (LEGAL) policy has been redeveloped from DHC(LEGAL) to address prohibited harassment, including sexual harassment, of district employees.

DIA (LOCAL) EMPLOYEE WELFARE
FREEDOM FROM HARASSMENT

This (LOCAL) policy reflects the melding and updating of subject matter previously at DHB(LOCAL), DHC(LOCAL), and DHC(EXHIBIT) to address the recourse of an employee who perceives he or she has experienced any form of prohibited harassment. The policy is designed to provide in one place key information that any employee needs to have at hand when contemplating or filing a complaint alleging sexual or other prohibited harassment.

Of note:

- On page 1, EXAMPLES are provided of sexual harassment and other prohibited harassment. These examples, unusual for policy, are included to suggest the range of behaviors that courts in various jurisdictions have identified as prohibited harassment.

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- The forms of harassment prohibited by this policy are essentially prohibited by federal antidiscrimination laws. For that reason, at DISTRICT OFFICIALS, on page 2, we reference the Title IX coordinator (for sexual and gender-based harassment) and the superintendent (for all other forms of prohibited harassment).
- At INVESTIGATION OF THE REPORT, provisions regarding investigations are more detailed than they were previously.
- APPEAL, on page 3, references DGBA(LOCAL) rather than recreating that process in the context of this policy. The policy states that a complainant may seek appeal via DGBA; of course, DGBA remains the available avenue for any district employee to bring a complaint that is not resolved under this policy.
- At RECORDS RETENTION, on page 4, we have created a cross-reference to DAA(LOCAL), where a records retention statement has been added.

EC (LOCAL) SCHOOL DAY

We recommend deletion of this policy in favor of administrative procedures that would define the process and the considerations that would come into play when operational hours are established for individual schools. The concepts expressed in the policy as well as others (such as coordination of transportation services) should factor into those management considerations.

EHAA (LEGAL) BASIC INSTRUCTIONAL PROGRAM REQUIRED INSTRUCTION (ALL LEVELS)

This policy has been lightly edited throughout to more closely track the language of the Education Code and State Board of Education rules. A key substantive change is reflected in the second paragraph under PURPOSE: State Board rule 19 TAC 74.1(b), effective on October 3, 2004, newly requires districts to provide TEKS-based instruction in the enrichment curriculum. Previously the requirement applied only to the foundation curriculum.

Also of note are two added provisions applicable to all grade levels but previously found at EHAB(LEGAL), REQUIRED INSTRUCTION (ELEMENTARY):

- On page 1, language permitting the district to provide instruction in flexible, mixed-age settings to foster student attainment of course and grade level standards.
- On page 2, a provision permitting the district to offer local credit courses but not to omit any course in the mandated foundation or enrichment curricula.

EHAB (LEGAL) BASIC INSTRUCTIONAL PROGRAM REQUIRED INSTRUCTION (ELEMENTARY)

As noted above, two provisions have been recoded to EHAA(LEGAL). The remaining language has been lightly edited to more closely track the Education Code and State Board of Education rules.

EHAC (LEGAL) BASIC INSTRUCTIONAL PROGRAM REQUIRED INSTRUCTION (SECONDARY)

The introductory paragraph has been added from State Board of Education rules that became effective on October 3, 2004, and that implement SB 815 from the 78th Regular Session. That bill requires a district—as a condition of accreditation—to provide instruction in the Texas Essential Knowledge and Skills (TEKS) at appropriate grade levels in all subjects not only in the foundation curriculum, as before, but also in the enrichment curriculum.

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As at EHAB(LLEGAL), the previous text regarding flexible instructional arrangements has been moved to EHAA(LLEGAL) since it applies to all grade levels. And, as at EHAA and EHAB, language throughout the policy has been lightly edited to more closely track the cited authorities.

EHBA (LEGAL) SPECIAL PROGRAMS SPECIAL EDUCATION STUDENTS

On December 3, 2004, President Bush signed into law the Individuals with Disabilities Education Improvement Act of 2004. These changes become effective July 1, 2005, with compliance staged or dependent on state action. Provisions on teacher qualification are addressed at DBA(LLEGAL) in this update packet.

The Act will prompt major revisions of EHBA-series (LEGAL) policies now in localized policy manuals and in the State Plan. TASB attorneys are currently reevaluating the scope and detail of these policies and are attempting to isolate provisions of the federal law and the State Plan that district officials may need readily at hand in forming the context for governance decision making. That effort and the possibility of legislative attention to special education prompts us to defer updating the EHBA series at present.

Key provisions of the new federal legislation bear noting in the interim:

- Due process
 - Complainants must now give notice of all issues prior to a hearing or the complainant risks not having the issues addressed during the hearing.
 - Parents must bring complaints to the district's attention and attempt resolution before a due process hearing is conducted. A meeting to attempt resolving the complaint must occur with the complainant within 15 days before a due process hearing.
 - State-funded mediation by a qualified and impartial mediator is permitted.
 - Due process decisions are now to be based on provisions of FAPE (Free and Appropriate Public Education), not procedure.
 - A two-year statute of limitations is imposed for complaints.
- Individualized education programs (IEPs) and paperwork reduction
 - Fifteen (as yet unnamed) states will pilot a demonstration program identifying ways to reduce paperwork and other administrative duties (including the option to develop multi-year IEPs up to three years).
 - Any IEP team member may be excused from attending a team meeting if agreed upon by both the parent and a district official.
 - Changes to an IEP after the annual IEP meeting may be made without reconvening the team provided the parent and district official agree and develop a written document to amend or modify the IEP.
- Student discipline
 - A district may now, on a case-by-case basis, determine if the student should be removed from class for misconduct and placed in an alternative setting, pending the manifestation determination.
 - During an appeal, a student may remain in the alternative placement pending an expedited hearing. The burden of proof no longer rests solely with the district.

The National School Boards Association and other members of the education community have been active in supporting these changes in law. For further information about the Act, see NSBA's *Quick Reference Guide for Local School Board Members* at <http://www.nsba.org/site/docs/34900/34889.pdf>.

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EIE (LEGAL) ACADEMIC ACHIEVEMENT RETENTION AND PROMOTION

New Commissioner's rules effective February 24, 2005, regarding the Student Success Initiative have been incorporated throughout this policy. Key changes include the following:

- At ELIGIBLE STUDENTS are new Commissioner's rules identifying which students are subject to the grade advancement requirements, including automatic retention.
- At TEST SCHEDULE, on page 2, is the new Commissioner's rule requiring a district to allow an out-of-district student to participate in the third administration of a grade advancement test IF the district is testing one or more district students and the out-of-district student has registered to take the test by a TEA-determined date.
- At ACCELERATED INSTRUCTION is the new rule, reflected on page 4, requiring a district to allow an out-of-district student to participate in an on-campus summer accelerated program established by the district IF the student is living away from his or her home district and the program is consistent with the student's plan prescribed by the student's grade placement committee.
- At RETENTION AND APPEAL, on page 7, appears the newly restated and somewhat expanded list of standards upon which the grade placement committee may base its final decision. New material includes performance on a state-mandated assessment (at item 1); extenuating circumstances limiting the student's participation in instruction, required assessments, or accelerated instruction (at item 3); and consideration of whether a student was not enrolled in a Texas public school for part of the school year (at item 4).

EIE (LOCAL) ACADEMIC ACHIEVEMENT RETENTION AND PROMOTION

At STANDARDS FOR PROMOTION UPON APPEAL, we have added a new criterion at item 4—enrollment in a Texas public school for part of the school year—to be used by a grade placement committee in deciding to promote or retain a student who has not met the passing standard on the required test after the third testing opportunity.

We have also added at item 1 "previous state assessments" as a performance measure and have rephrased item 3 for clarity.

EIF (LEGAL) ACADEMIC ACHIEVEMENT GRADUATION

The State Board of Education's approval of the Texas Assessment of Knowledge and Skills (TAKS), in accordance with SB 103 enacted by the 76th Legislature in 1999, and subsequent Commissioner's rules addressing the transition from the end-of-course exams and the Texas Assessment of Academic Skills (TAAS) to TAKS replace now-obsolete provisions on pages 1 and 2 of this policy.

Of note, a student—at any grade—on an accelerated track who fulfilled all graduation requirements other than passing the exit-level assessment before September 1, 2004, will take the exit-level TAAS instead of the exit-level TAKS.

The new rules became effective February 17, 2005.

EKB (LEGAL) TESTING PROGRAMS STATE ASSESSMENT PROGRAM

New Commissioner's rules regarding assessments for Limited English Proficiency (LEP) students, effective February 17, 2005, have been incorporated at:

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- **LEP STUDENTS IN SPECIAL EDUCATION**, beginning on page 4. The new rule changes the permissive exemption from the reading proficiency test in English to exemption from the English language proficiency assessments. In granting the exemption, the ARD committee will determine if these assessments "cannot provide a meaningful measure of the student's annual growth in English language [previously "reading"] proficiency for reasons associated with the student's disability."
- **ENGLISH LANGUAGE PROFICIENCY TESTS**, on page 6. The rules extend the assessment requirement, previously for grades 3 through 12, down to kindergarten. This is consistent with the NCLBA requirement that LEP students be assessed for English language proficiency in additional domains—listening, speaking, and writing—and in kindergarten through grade 12.
- **IMMIGRANT STUDENTS**, beginning on page 7. The rules clarify exemptions for immigrant LEP students and exemption eligibility. New language has been added to require that the test administration documents delineate the circumstances under which a TAKS-exempt student will be assessed through alternative means in subjects and grades required by federal law or regulations. Exempt students who are assessed solely for federal accountability purposes will not be subject to grade advancement requirements under the Student Success Initiative.

F (LEGAL) STUDENTS

As in the D Section, we have restructured the F Section to better define and prohibit harassment—including sexual harassment—perpetrated by and against students. Sexual harassment and harassment policies, currently at FNCJ and FNCL, respectively, have been blended into general policies on harassment and the result recoded to FFH and FNC. Consequently, the coding structure has been revised as follows:

- The new policy code FFH (FREEDOM FROM HARASSMENT) has been created.
- FNCJ (SEXUAL HARASSMENT/SEXUAL ABUSE) and FNCL (HARASSMENT) are no longer active codes.

FB (LEGAL) EQUAL EDUCATIONAL OPPORTUNITY

This policy has been reorganized to more clearly present federal and state nondiscrimination statutes. Added are key provisions from Title IX, beginning on page 4, prohibiting sexual discrimination in public education.

FB (LOCAL) EQUAL EDUCATIONAL OPPORTUNITY

The new first paragraph affirms the superintendent's broad responsibility as the district's chief executive officer to ensure compliance with antidiscrimination laws and sets the context for the two exceptions—for Title IX (prohibiting discrimination on the basis of sex) and Section 504 (prohibiting discrimination on the basis of disability)—for which the district has specifically delegated responsibility to others.

The names, positions, addresses, and telephone numbers shown are consistent with Policy Service records. If any of this information is out of date, please contact your Policy Consultant/Analyst.

The section regarding COMPLAINTS has been revised to include a pointer to FFH(LOCAL) where policies governing reports and investigations of allegations of prohibited harassment, including sexual harassment, may be found. Such harassment may constitute unlawful discrimination.

At RECORDS RETENTION, we have added a provision on retention of reports alleging discrimination or prohibited harassment (including sexual harassment), investigative reports, and related records. Federal law

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specifically requires retention of such records; the district will find these records essential in responding to complaints filed with the Office for Civil Rights and in responding to litigation brought by the complainant.

At PARENTAL CONSENT, on page 2, we have added the parental consent requirement commonly affirmed in OCR letter rulings.

Please note that the section on “no pass, no play” exemptions, previously on page 2, has been deleted because Section 504 students must meet the regular academic standards in order to be eligible for extracurricular activities.

FFD (LOCAL) STUDENT WELFARE
STUDENT INSURANCE

Our experience finds that policy language at this code is rarely in sync with district practice. Because the provision of a voluntary student accident insurance program would be approved by the board for a fixed period of time and the offering would be described to parents by means of student handbooks and enrollment activities, we recommend deletion of this policy.

FFE (LEGAL) STUDENT WELFARE
STUDENT ASSISTANCE PROGRAMS/COUNSELING

This policy has been extensively revised for clarity and to more closely track the language of the Education Code and Family Code.

FFF (LOCAL) STUDENT WELFARE
STUDENT SAFETY

We have added to the identified components of school safety initiatives three items:

- Item 3 addressing age-appropriate safety-oriented activities at each grade level,
- Item 6 specifying annual review of the campus emergency procedures and providing updated staff training, and
- Item 7 speaking to crisis management planning.

FFG (LEGAL) STUDENT WELFARE
CHILD ABUSE AND NEGLECT

Redeveloped to more closely correlate provisions of the Education Code with the Family Code, this policy has been extensively revised. Additional statutory material incorporated into the policy is as follows:

- The Family Code definition of a “professional”—required to report his or her belief that a child has been or may be abused or neglected—has been added on page 1.
- An additional agency to which the report may be made (an agency designated by the court) has been identified at item 4 at TO WHOM REPORTED on page 2.
- The criminal consequences for making a FALSE REPORT have been added.
- Family Code restrictions under which the investigating agency operates in regard to the district are added at CONFIDENTIALITY and INVESTIGATIONS on page 3.

Please note: The FFG(EXHIBIT) in your localized policy manual has been designed to fulfill the policy requirement and to provide a vehicle for notifying district employees of their obligations for reporting perceived or anticipated child abuse or neglect. We encourage annual review of this document and incorporation of

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the content into the district's employee handbook. Please note also, as indicated at ANNUAL DISTRIBUTION AND STAFF DEVELOPMENT on page 4, this information must be periodically incorporated in staff development programs as well.

FFH (LEGAL) STUDENT WELFARE
FREEDOM FROM HARASSMENT

With the restructuring of the F Section to better address harassment by or of students, this (LEGAL) policy has been redeveloped to address the recourse of a student who perceives he or she has experienced any form of prohibited harassment.

FFH (LOCAL) STUDENT WELFARE
FREEDOM FROM HARASSMENT

This (LOCAL) policy blends material previously at FNCJ(LOCAL), FNCJ(EXHIBIT), and FNCL(LOCAL) to address the recourse of a student who perceives he or she has experienced any form of prohibited harassment. The policy is designed to provide in one place key information that any student needs to have at hand when contemplating or filing a complaint alleging prohibited harassment, including sexual harassment or abuse.

Of note:

- On page 2, EXAMPLES are provided of sexual harassment—by employees and by others—and of other prohibited harassment. As at DIA(LOCAL) in this update, the examples, unusual for policy, are included to suggest the range of behaviors that courts in various jurisdictions have identified as prohibited harassment, including sexual harassment or abuse.
- The forms of harassment prohibited by this policy are essentially prohibited by federal antidiscrimination laws. For that reason, at DISTRICT OFFICIALS, on page 3, we reference the Title IX coordinator (for sexual and gender-based harassment) and the superintendent (for all other forms of prohibited harassment).
- At INVESTIGATION OF THE REPORT, provisions regarding investigations are more detailed than they were previously.
- APPEAL, on page 4, references FNG(LOCAL) rather than recreating that process in the context of this policy. The policy states that a complainant may seek appeal via FNG; of course, FNG remains the available avenue for any student or parent to bring a complaint that is not resolved under this policy.
- At RECORDS RETENTION, we have created a cross-reference to FB(LOCAL), where a records retention statement has been added.

FNC (LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

We have added the PROHIBITED HARASSMENT section to point to the relevant policy codes and adjusted the BEHAVIORAL STANDARDS listing appropriately.

FNCE (LOCAL) STUDENT CONDUCT
TELECOMMUNICATIONS DEVICES

New forms of personal communications devices, their increasing use by students, and our experience suggest that district practice may no longer be in harmony with this policy.

Explanatory Notes

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For this reason, and because prohibitions may be found in the Student Code of Conduct, we are recommending deletion of this language. If your district does indeed permanently confiscate telecommunications devices—as specified by Education Code 37.082 and recited at FNCE(LEGAL)—please contact your Policy Consultant/Analyst for updated language.

FNCJ (LEGAL) STUDENT CONDUCT
SEXUAL HARASSMENT/SEXUAL ABUSE

With the restructuring of the F Section to better address harassment by and of students, this (LEGAL) policy has been redeveloped and the provisions previously at this code are now found at FFH(LEGAL).

FNCJ (LOCAL) STUDENT CONDUCT
SEXUAL HARASSMENT/SEXUAL ABUSE

Material previously found in this policy has been reworked into FFH(LOCAL) and FNC(LOCAL) in this update.

FNCJ (EXHIBIT) STUDENT CONDUCT
SEXUAL HARASSMENT/SEXUAL ABUSE

Material previously found in this exhibit has been incorporated into FFH(LOCAL) and FNC(LOCAL) in this update.

FNCL (LOCAL) STUDENT CONDUCT
HARASSMENT

Please delete this policy in favor of materials now found at FFH(LOCAL) and FNC(LOCAL) in this update.

FND (LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES
MARRIED STUDENTS

Added is a provision, from Title IX regulations, disallowing discriminatory treatment of students in regard to marital status and, from the Family Code, granting majority status to married minors.

FNE (LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES
PREGNANT STUDENTS

Added from Title IX law and regulations are the SEPARATE PROGRAM and LEAVE OF ABSENCE sections.

FOF (LEGAL) STUDENT DISCIPLINE
STUDENTS WITH DISABILITIES

As noted in the explanatory note at EHBA(LEGAL), above, the Individuals with Disabilities Education Improvement Act of 2004 signed into law in December provides districts greater latitude in disciplining disabled students when the conduct was not a manifestation of the student's disability. The Act becomes effective on July 1, 2005; in the meantime the U.S. Department of Education will be developing regulations to implement its provisions.

Although the 75-day public comment period expired on February 25, the DOE will hold informal public meetings—dates not yet announced—at seven locations across the U.S. to gather input leading to the development of new regulations to implement the Act. Locations selected are Newark, Delaware; Atlanta, Georgia; Boston, Massachusetts; Columbus, Ohio; San Diego, California; Laramie, Wyoming; and Washington, DC.

Explanatory Notes

TASB Localized Policy Manual Update 75

The time line for development and initial publication of regulations has not been established. TASB will watch this process carefully and alert members as information comes forth. Until the regulations and conforming state rules are enacted and provisions regarding student discipline analyzed, we are reluctant to reissue FOF(LEGAL) and advise districts to proceed cautiously and in consultation with the district's special education counsel.

For further information on the Act, see NSBA's *Quick Reference Guide for Local School Board Members* at <http://www.nsba.org/site/docs/34900/34889.pdf>. The full text of the Act may be found at <http://thomas.loc.gov/cgi-bin/query/z?c108:h.1350.enr>.

G (LEGAL) COMMUNITY

In an effort to make the very lengthy GBA(LEGAL) more user-friendly and intelligible, we have divided that policy into two separate policies:

- GBA, addressing only what is public information and what information is not subject to disclosure, and
- GBAA, a new policy code, addressing how information requests are to be handled.

The G Section table of contents has been revised to reflect this change.

GBA (LEGAL) PUBLIC INFORMATION PROGRAM ACCESS TO PUBLIC INFORMATION

The extraordinary length of GBA(LEGAL) has been significantly scaled back with the deletion of provisions relating to information requests. This deleted material now appears in GBAA, a new code specifically reserved for that content.

GBA (LOCAL) PUBLIC INFORMATION PROGRAM ACCESS TO PUBLIC INFORMATION

Since your (LOCAL) policy at this code pertains to requests for information, we have recoded it to GBAA, consistent with the splitting of GBA into GBA and GBAA described above. Please delete GBA(LOCAL).

GBA (EXHIBIT) PUBLIC INFORMATION PROGRAM ACCESS TO PUBLIC INFORMATION

The (EXHIBIT) at this code pertains to the cost of copies of records and, with the splitting of GBA into GBA and GBAA described previously, is more appropriately coded to GBAA(EXHIBIT).

GBAA (LEGAL) INFORMATION ACCESS REQUESTS FOR INFORMATION

As indicated above, this new code has been created to address information requests under the public information provisions of the Government Code and information-access provisions of the Education Code.

On page 13 at PARENT'S REQUEST FOR INFORMATION provisions from the 72nd Legislature have been added allowing a district 30 days to file a legal challenge to a determination by the attorney general that the requested material cannot be withheld. If the district does not file suit within this period, the district is required to comply with the attorney general's decision. If the district does file suit, it may not appeal the unfavorable decision of the court.

GBAA (LOCAL) INFORMATION ACCESS REQUESTS FOR INFORMATION

The policy text previously at GBA has been edited to delete procedural provisions more appropriate to administrative regulations. The new focus of this policy is access to documents upon the superintendent's approval

Explanatory Notes

TASB Localized Policy Manual Update 75

and a copying limit based on available personnel and machines. If these provisions are not consistent with district practice, please contact your Policy Consultant/Analyst.

GBAA (EXHIBIT) INFORMATION ACCESS
REQUESTS FOR INFORMATION

This (EXHIBIT) has been recoded from GBA, as described previously. If the fees schedule identified is inconsistent with district practice, please contact your Policy Consultant/Analyst.

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Agenda Item: _____ Date: July 12, 2005

Subject: Student Code of Conduct

Presented By: Dr. Padilla/Renee O'Donnell Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

Mrs. O'Donnell presented the Model Student Code of Conduct from TASB, stating that there were not major changes from the Legislature but there were recommended changes from TASB based mainly on the format of the document.

The Policy Committee's recommended changes have been enumerated in the minutes of the meeting held on June 28, 2005.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of Student Code of Conduct.

3. BOARD ACTION REQUESTED:

Motion to approve the Student Code of Conduct as recommended by the Policy Committee and Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Agenda Item: _____ Date: July 12, 2005

Subject: Review of Policies FNAA and FNAB (Local) for first reading

Presented By: Dr. Padilla/Renee O'Donnell Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

Mrs. O'Donnell informed members that the principals met and made their recommendations for committee to review the changes regarding these policies. The principals accepted changes as recommended by TASB in the Starting Points document.

The Policy Committee's recommended changes have been enumerated in the minutes of the meeting held on June 28, 2005.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of Policies FNAA and FNAB (Local) for first reading.

3. BOARD ACTION REQUESTED:

Motion to approve Policies FNAA and FNAB (Local) for first reading as recommended by the Policy Committee and Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

FNAAL(LOCAL): Student Distribution of Nonschool Literature and FNAB(LOCAL): Student Use of School Facilities for Nonschool Purposes

District Name _____

County-District Number _____

District Contact _____

This *Starting Points* worksheet is intended to assist your district in making local policy decisions regarding the distribution of nonschool literature by students on district premises and the use of school facilities by groups of students for nonschool purposes. Some of the issues addressed may seem familiar to district administrators and board members because we recommended text regarding these issues as recently as Update 68 in 2002. In addition, we issued a similar set of worksheets for development of your GKD(LOCAL) and GKDA(LOCAL) policies in a *Starting Points* in spring of 2004 to address general nonschool use of school facilities and distribution of nonschool literature by anyone other than students. This is the first time, however, that we have laid out the issues—as they relate to students—in a worksheet format for districts to consider at this level of detail. Although you have board-adopted FNAAL(LOCAL) and FNAB(LOCAL) policies in your manual already, we recommend that you reconsider all the relevant issues and redevelop those policies in light of the legal concerns explained in this *Starting Points*.

As you worked on the GKD(LOCAL) and GKDA(LOCAL) policies, you became familiar with the legal issues regarding the public's use of district facilities for various types of gatherings and for distribution of nonschool literature, and many of those same issues are addressed here. Students have a unique relationship with the school district, however, and some issues require a slightly different perspective than one takes when dealing with members of the general public.

The following pages present model text and explain the reasoning behind the options presented. As always, please feel free to modify the suggested text as necessary to reflect your district's practice; submit any such revisions or additions when you return the worksheet.

Key Steps:

- Read carefully through the explanatory material that accompanies this document on the Policy Service Website.
- Select, revise, or add to the policy language found in this worksheet to reflect district choices in these policy areas.
- Please be aware that your current FNAAL(LOCAL) and FNAB(LOCAL) will be replaced completely by new policy text, based on your responses to this worksheet and any unique text you submit to us with this worksheet. You will need to attach to the worksheet any unique provisions of your current policies you wish to retain at these codes.
- Please make certain you have identified your district on the worksheet, as well as the name of the person your Policy Consultant/Analyst should contact if clarification is needed.
- Send the completed worksheet and any necessary attachments to TASB Policy Service for processing as a Local District Update. Our fax number is 512-467-3618. Our address is:

TASB Policy Service
P.O. Box 400
Austin, TX 78767-0400
- Keep a copy for your records.
- Make plans for communicating the new policies to your staff and your students. Be sure to adjust your administrative procedures, including your student handbook, to harmonize with these new policy provisions.
- Call your Policy Consultant/Analyst at 800-580-7529 or 512-467-0222 if you have any questions.

Send to Public

FNAA(LOCAL): Student Distribution of Nonschool Literature

District Name _____

County-District Number _____

District Contact _____

All districts should complete the pages of this worksheet addressing FNAA(LOCAL): Student Distribution of Nonschool Literature.

Suggested Policy Text	District's Choices	Policy Considerations
<p>DISTRIBUTION OF NONSCHOOL LITERATURE PERMITTED</p> <p>Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District student, except in accordance with this policy.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>The model text in the left-hand column does not suggest that districts must open their doors to anything and everything a student wishes to make available to others. Instead, the text clarifies that any sale, circulation, distribution, or posting of nonschool literature by students is subject to provisions of this policy. Please be aware that other policies provide information regarding use of a district's internal mail system [CPAB] and the process used by persons other than students who wish to distribute nonschool literature [GKDA]. In addition, a district's Student Code of Conduct may prohibit certain types of written speech even in personal communications not subject to this policy, e.g., harassing or threatening language.</p> <p>Adoption of the model text would create a limited public forum for students to distribute nonschool literature. If the district wishes to create a traditional public forum or to have a closed forum (as described in the explanation of legal issues in this <i>Starting Points</i>), please contact your local school attorney for appropriate policy language.</p>
<p>The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature distributed by students.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>To facilitate understanding among students, parents, and the public that approval of a student's distribution of nonschool literature does not mean that the district endorses the materials, you may wish to keep on hand a supply of disclaimer stickers or stamps for students to affix to their materials after review by the administration.</p>

FNAA(LOCAL): Student Distribution of Nonschool Literature

District Name _____ County-District Number _____ District Contact _____

Suggested Policy Text	District's Choices	Policy Considerations
<p>For purposes of this policy, "distribution" means the circulation of more than <u> 10 </u> copies of material from a source other than the District.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented. We have filled in the blank to indicate the maximum number of copies of nonschool materials a student may distribute without requesting prior review.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>We recommend that the district establish a threshold allowing students to give their peers a minimal number of copies of nonschool material without prior review; in practice, most principals and teachers would simply find it too difficult to enforce a policy that required submission and prior review of all written personal communication between students, i.e., every love note or invitation to meet at the corner store after school. Many districts find ten to be a practical number above which prior review would be required. The lower the number, the greater the responsibility for enforcement and the more frequent the requests for prior review.</p>
<p>Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy.</p> <p>For distribution of nonschool literature by nonstudents, see GKDA.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>The suggested text in the left-hand column clarifies that materials are considered to be school-related and are not subject to this policy when distributed under the supervision of instructional personnel for a purpose related to instruction—such as when a student has handouts that accompany the presentation of a research project—or as part of some other authorized classroom activity, such as when students are permitted to distribute Valentines to all classmates at a holiday party in the classroom.</p> <p>The text also provides a pointer to policies at GKDA addressing requests from nonstudents who wish to distribute nonschool materials.</p>

FNAA(LOCAL): Student Distribution of Nonschool Literature

District Name _____ County-District Number _____ District Contact _____

Suggested Policy Text	District's Choices	Policy Considerations
<p>LIMITATIONS ON CONTENT</p> <p>Nonschool literature shall not be distributed by students on District property if:</p> <ol style="list-style-type: none"> 1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience. 2. The materials endorse actions endangering the health or safety of students. 3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person. 4. The materials contain defamatory statements about public figures or others. 5. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action. 6. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence; and the materials would materially and substantially interfere with school activities or the rights of others. 7. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others. 	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>The district may—within the bounds of the First Amendment—establish LIMITATIONS ON CONTENT to prohibit certain categories of materials that are not appropriate for the school setting. The list in the left-hand column reflects categories of materials that courts have said may be excluded from a limited public forum at school.</p>

FNAA(LOCAL): Student Distribution of Nonschool Literature

District Name _____ County-District Number _____ District Contact _____

Suggested Policy Text	District's Choices	Policy Considerations
<p>PRIOR REVIEW</p> <p>All nonschool literature intended for distribution by students on school campuses or other District premises under this policy shall be submitted to the <u>Principal</u> for prior review in accordance with the following: <u>See list</u></p> <ol style="list-style-type: none"> 1. Materials shall include the name of the person or organization sponsoring the distribution. 2. Using the standards found in this policy at LIMITATIONS ON <u>Content</u>, the <u>Principal</u> shall approve or reject submitted materials within two school days of the time the materials were received. 	<p><input checked="" type="checkbox"/> The text is acceptable as presented; we have filled in the blanks to identify the position with authority to review and determine the appropriateness of nonschool literature students wish to distribute.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>By filling in the blanks in the model text, a district identifies the position of the administrator with authority for PRIOR REVIEW of nonschool literature intended for distribution by students on district premises. The text also establishes a reasonable time line for approval or rejection of literature that is submitted.</p>
<p>EXCEPTIONS TO PRIOR REVIEW</p> <p>Prior review shall not be required for distribution of nonschool literature by District students only in the following circumstances:</p> <ol style="list-style-type: none"> 1. Distribution of materials by a student to other attendees during a meeting of a noncurriculum-related student group authorized to meet at school during noninstructional time in accordance with FNAB(LOCAL); or 2. Distribution of nonschool materials in circumstances for which exceptions to prior review are authorized at GKDA(LOCAL). <p>Even when prior review is not required, all other provisions of this policy shall apply.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>The suggested text at EXCEPTIONS TO PRIOR REVIEW clarifies the circumstances under which a student's distribution of nonschool literature may occur without prior review: at meetings of noncurriculum-related student groups during noninstructional time—as approved under FNAB(LOCAL)—and under the same circumstances for which exceptions to prior review are outlined at GKDA(LOCAL) for nonschool literature being distributed by nonstudents.</p>

FNAAL(LOCAL): Student Distribution of Nonschool Literature

District Name _____ County-District Number _____ District Contact _____

Suggested Policy Text	District's Choices	Policy Considerations
<p>TIME, PLACE, AND MANNER RESTRICTIONS</p> <p>Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students to students or others at the principal's campus.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>Common practice in school districts gives the campus principal the responsibility for designating when, where, and how literature may be made available or distributed by students at the campus after the materials have received approval (in accordance with the process outlined above). In single-campus districts, however, this authority often rests with the superintendent; and in larger districts, an assistant superintendent for operations or some other central office official might determine time, place, and manner restrictions that apply to all campuses. Please adjust the text as appropriate for your district.</p> <p>The person designated to develop these guidelines must consider carefully the times, places, and means that are most appropriate. Will students be allowed to stand at the entrance to the cafeteria to distribute reviewed materials to their classmates? Or must they place all approved materials on a table in the front lobby? Once developed, the guidelines must be communicated to staff, students, and the broader school community.</p>
<p>The <u>Supt/designee</u> shall designate times, locations, and means for distribution of nonschool literature by students at District facilities other than school campuses, in accordance with this policy.</p>	<p><input type="checkbox"/> Omit this text; the district has no facilities that are not on a school campus.</p> <p><input checked="" type="checkbox"/> The text is acceptable as presented. We have filled in the blank to identify the position with authority to establish time, place, and manner rules for student distribution of nonschool literature at facilities other than school campuses.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>In a district that has certain facilities not under the control of a single campus principal or located apart from its campuses, such as an administration building or a performing arts center, a central office administrator may be designated to establish the rules for when, where, and how distribution of nonschool literature by students will occur at those facilities. The text in the left-hand column contains a blank for identifying that position.</p>

FNAAL(LOCAL): Student Distribution of Nonschool Literature

District Name _____ County-District Number _____ District Contact _____

Suggested Policy Text	District's Choices	Policy Considerations
<p>VIOLATIONS OF POLICY</p> <p>Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a noncurriculum-related student group's use of District facilities, and/or other disciplinary action in accordance with the Student Code of Conduct.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>The text in the left-hand column addresses the consequences for VIOLATIONS OF POLICY regarding distribution of nonschool literature, including disciplinary action in accordance with the district's Student Code of Conduct.</p>
<p>APPEALS</p> <p>Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL).</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>As with practically any decision made by the administration, a decision may be appealed to higher authorities, including the board, through the usual complaint process outlined at FNG(LOCAL). The text in the left-hand column acknowledges this right to make an appeal.</p>
<p>Please proceed to the worksheet for policy FNAB(LOCAL): Student Use of School Facilities for Nonschool Purposes, beginning on the following page.</p>		

FNAB(LOCAL): Student Use of School Facilities for Nonschool Purposes

District Name _____ County-District Number _____ District Contact _____

If the district **DOES** allow noncurriculum-related student groups to meet at school, complete this and all subsequent pages.

Suggested Policy Text	District's Choices	Policy Considerations
<p>ESTABLISHMENT OF A LIMITED OPEN FORUM—SECONDARY SCHOOL</p> <p>For purposes of the Equal Access Act, the District has established a limited open forum for secondary school students enrolled in the District. Each District secondary school campus shall offer an opportunity for noncurriculum-related student groups to meet on school premises during noninstructional time.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the lefthand column to reflect district practice.</p>	<p>The federal Equal Access Act, cited at FNAB(LEGAL), allows each district the choice of creating a limited open forum at secondary school campuses for noncurriculum-related student groups to meet at school during noninstructional time. To be in compliance with the Act, such groups must be organized and led by students—not adults, including school personnel. Examples of noncurriculum-related student groups may be a Bible study group, a Fly-Fishing Club, an FCA Huddle, or a group of Young Democrats.</p> <p><i>Please note:</i> If your district serves students in middle school, but not high school, you may wish to modify the text in the left-hand column to indicate the grades to which your limited open forum applies. Please contact your Policy Consultant/Analyst if you need assistance.</p>
<p>NO LIMITED PUBLIC FORUM—ELEMENTARY SCHOOL</p> <p>The District has not established a limited public forum for elementary school students to meet as noncurriculum-related student groups on school premises during noninstructional time. [See GKD for community access]</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>All districts should respond to this section. We recommend the text in the left-hand column because it is unlikely that students in grades 5 and below would initiate, organize, and conduct group meetings without an adult steering the process. Most districts require the adult leaders to apply for use of school facilities through GKD(LOCAL) when wishing to conduct meetings (e.g., Scouts or Campfire) for elementary-age children after school.</p> <p><i>Please note:</i> If your district serves only elementary school students, you need only complete pages 8-9.</p>

FNAB(LOCAL): Student Use of School Facilities for Nonschool Purposes

District Name _____ County-District Number _____ District Contact _____

Suggested Policy Text	District's Choices	Policy Considerations
<p>SPONSORSHIP</p> <p>Noncurriculum-related student groups shall not be sponsored by the District and shall in no way imply to students or to the public that they are school-sponsored. All letterheads, flyers, posters, or other communications that identify the group shall contain a disclaimer of such sponsorship.</p> <p>District personnel shall not promote, lead, or participate in the meetings of noncurriculum-related student groups.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>The Equal Access Act prohibits school sponsorship of noncurriculum-related student groups, including religious groups.</p> <p>Students, staff, and members of the public can easily misunderstand that a group given permission to meet at school is not necessarily sponsored or endorsed by the school. It is important that such groups emphasize that distinction whenever they communicate information about their meetings or activities.</p> <p>Employees are prohibited by federal law from participating in religious meetings of noncurriculum-related student groups. The model text at left prohibits employee participation at any type of meeting of a nonsponsored student group so that the same set of rules will apply to all such groups, irrespective of the content of their speech.</p>
<p>For student activities sponsored by the District and having subject matter and purposes directly related to the school's curriculum, see FM.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>Student activities related to the curriculum, e.g., a Spanish Club sponsored by the Spanish teacher, are school-sponsored activities and are not subject to the provisions of this policy. [See FM(LEGAL) and FM(LOCAL)]</p>
<p>REQUESTS</p> <p>To receive permission to meet on school premises during noninstructional time, interested students shall file a written request with the <u>Principal</u> <u>Principal</u> on a form provided by the District.</p> <p>The students making the request shall indicate that they have read and understand the policies and rules governing nonsponsored, noncurriculum-related student groups and that the group will abide by those rules.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented; we have filled in the blank to identify the position with authority to review and approve requests from noncurriculum-related student groups to meet at school during noninstructional time.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>So that space can be allocated appropriately for the many activities that occur during noninstructional time, students requesting a place to meet as a nonsponsored group must make a formal request. In most circumstances, the principal will be the logical person to approach with such a request; however, a district may choose to have such activities at all its campuses coordinated by a central office administrator.</p> <p>A form provided by the District might ask the students to provide the name and purpose of the group, the dates and times the groups would like to meet at school, and an estimated number of members who will attend the meetings. You can find a model form at FNAB(EXHIBIT) in the <i>TASB Regulations Resource Manual</i>.</p> <p>Please fill in the blank to indicate the position of the person to whom a request would be made.</p>

FNAB(LOCAL): Student Use of School Facilities for Nonschool Purposes

District Name _____ County-District Number _____ District Contact _____

Suggested Policy Text	District's Choices	Policy Considerations
<p>APPROVAL</p> <p>The <u>Prin/designee</u> shall approve or reject the request within seven school days, subject to the availability of suitable meeting space and without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the group's meetings.</p> <p>Approval to meet as a nonsponsored, noncurriculum-related group shall be granted for one school year at a time, subject to the provisions of this policy.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented; we have filled in the blank to identify the position with authority to review and approve requests from noncurriculum-related student groups to meet at school during noninstructional time.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>The Equal Access Act requires that all noncurriculum-related student groups be treated the same, regardless of the content of the speech at their meetings. Once a district has established a limited open forum, a group with an unpopular viewpoint must be afforded the same opportunity to meet as groups whose purposes are more commonly accepted in the community. Specifically, the Equal Access Act requires that districts not deny religious groups the same privileges granted to groups with nonreligious purposes.</p> <p>The position you include in the blank in this section will likely be the same as in the blank in the previous section (REQUESTS), and may or may not be the same as in the next section (MEETINGS).</p>
<p>MEETINGS</p> <p>The <u>Prin/designee</u> shall designate noninstructional time for meetings of nonsponsored, noncurriculum-related student groups and shall assign each approved group an appropriate location and time.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented; we have filled in the blank to identify the position with authority to schedule meetings of noncurriculum-related student groups at school during noninstructional time.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>The Equal Access Act allows school officials to specify when noncurriculum-related student groups will be allowed to meet. The Act defines noninstructional time as "time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends." To sidestep transportation issues and conflicts with after-school activities, however, many districts have activity periods in which clubs (school-sponsored, as well as nonschool-sponsored) can meet. Others allow such meetings during the lunch period. The district official scheduling meetings of noncurriculum-related student groups should ensure that all such groups are afforded an equal opportunity to meet at times students will find convenient, regardless of the purpose of each group.</p> <p>The position you include in the blank in this section may or may not be the same as in the blank in the previous two sections, at REQUESTS and APPROVAL.</p>

FNAB(LOCAL): Student Use of School Facilities for Nonschool Purposes

District Name _____ County-District Number _____ District Contact _____

Suggested Policy Text	District's Choices	Policy Considerations
<p>EMPLOYEE MONITOR</p> <p>The principal shall assign a District employee to attend and monitor each student group meeting. Monitors shall be present at meetings and activities in a nonparticipatory capacity to maintain order and protect school property.</p> <p>No employee shall be required to monitor meetings at which the content of the speech would be objectionable to the employee.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the lefthand column to reflect district practice.</p>	<p>Because districts are expected to protect the well-being of students and faculty and to maintain order, it is common practice to assign an employee to attend such meetings to monitor behavior and the use of district property.</p>
<p>ANNOUNCEMENTS AND PUBLICITY</p> <p>All nonsponsored, noncurriculum-related student groups shall be given access on the same basis for making announcements and publicizing their meetings and activities, in accordance with guidelines developed by the <u>Pr. n. Des. ignee</u></p> <p>For distribution of nonschool materials, see FNAA.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented; we have filled in the blank to identify the position with authority to develop administrative rules regarding announcements and publicity by nonsponsored, noncurriculum-related student groups.</p> <p><input type="checkbox"/> The district has revised the text in the lefthand column to reflect district practice.</p>	<p>As with time, place, and manner guidelines for distribution of nonschool literature, campuses and districts should have administrative rules in place for how these groups will be allowed to publicize their activities to other students. This will ensure that all nonsponsored groups are treated fairly and equally for making announcements, whether on the student activity bulletin board, over the public address system, or in student publications, such as the school newspaper or the yearbook.</p> <p>Some districts may allow each secondary school principal to develop the rules for his or her own campus. Others may coordinate the guidelines through the central office, under the control of the superintendent or an activities director.</p> <p>If a nonsponsored student group wishes to distribute outside its meetings multiple copies of flyers announcing activities, the distribution will be subject to requirements at FNAA.</p>
<p>VIOLATIONS</p> <p>Failure of a student group to comply with applicable rules may result in loss of the right to meet on school premises.</p> <p>In addition, students who violate applicable rules are subject to disciplinary action in accordance with the Student Code of Conduct.</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the lefthand column to reflect district practice.</p>	<p>The text in the left-hand column addresses VIOLATIONS of this policy. Permission to meet at school may be suspended if a group violates the district's rules regarding nonsponsored, noncurriculum-related student groups, and individual students are subject to rules in the Student Code of Conduct.</p>

FNAB(LOCAL): Student Use of School Facilities for Nonschool Purposes

District Name _____ County-District Number _____ District Contact _____

Suggested Policy Text	District's Choices	Policy Considerations
<p>APPEALS</p> <p>Decisions made by the administration in accordance with this policy may be appealed in accordance with ENG(LOCAL).</p>	<p><input checked="" type="checkbox"/> The text is acceptable as presented.</p> <p><input type="checkbox"/> The district has revised the text in the left-hand column to reflect district practice.</p>	<p>As with practically any decision made by the administration, a decision by a principal to deny a noncurriculum-related student group permission to meet at school or a decision to suspend permission because of rule violations may be appealed to higher authorities, including the board, through the usual complaint process outlined at ENG(LOCAL). The text in the left-hand column acknowledges this right to make an appeal.</p>
<p>Please follow the instructions on page 1 to ensure that text appropriate for your district is included properly in policies FNAA(LOCAL) and FNAB(LOCAL) and incorporated into the district's manual.</p>		



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, TX 79932

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

Tony Reza
Comptroller

(915) 877-7430
FAX (915) 877-7415
treza@canutillo.k12.tx.us

June 30, 2005

TO: Board of Trustees
THROUGH: Tony Reza *TR*
Comptroller
FROM: Kathy Ellis *KE*
SUBJECT: Approval of Warrant List for June 1-27, 2005

Enclosed in your packet is the warrant list for June 1-27, 2005. I recommend its approval in the amount of: **\$ 1,604,551.20.**

The following Board members abstain from voting on individual payments as follows:

Mago Arellano	Per diem-Summer Leadership Institute	\$	103.00	Page 8
Sergio Coronado	Per diem-Summer Leadership Institute	\$	103.00	Page 38
	Sprint cell monthly service fee	\$	48.82	Page 145
Carl Fietze	Am. Exp./lodging-NASB	\$	330.95	Page 3
	Per diem-NASB	\$	103.00	Page 63
Armando Rodriguez	Am. Exp./registration-Summer Leadership Institute	\$	295.00	Page 4
	Per diem/travel-Summer Leadership Institute	\$	327.40	Page 128-129
Yvonne Sanchez	Am. Exp./lodging-NASB	\$	588.25	Page 3
	Per diem-Summer Leadership Institute	\$	103.00	Page 136

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Subject: Administrative Personnel Actions for Date: July 12, 2005
Board of Trustee Information Only

Presented by: Renée O'Donnell Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION

Superintendent approved employment of personnel:

Roberto Chavez	PT Driver, Effective 8/8/05
Julia Crowley	Special Ed. Counselor, Effective 8/1/05
Dolores Diaz	Food Service Sub, Effective 8/8/05
Art Girón	Custodian, CMS, Effective 7/5/05
Jose Luis Gomez	General Maintenance Worker, Effective 6/8/05
David Longoria	Science Teacher, CHS, Effective 8/8/05
Julie Padilla	Health Science Teacher, CHS, Effective 8/1/05
Susan Plotner	Librarian, CMS, Effective 8/1/05
Gracie Ramirez	Receptionist, DDE, Effective 7/1/05
Mika Vinson	English Teacher, CHS, Effective 8/8/05

Superintendent approved position changes for personnel:

Julio Alvarez	Custodian to Interim Lead Custodian, Effective 6/20/05
Lourdes García	Special Ed. Assistant, BCE, to Special Ed. Assistant, DDE, Effective 8/8/05

uperintendent approved position changes for personnel (cont.)

María Guzman	Bilingual Teacher, DDE, to Bilingual Teacher, JDE, Effective 8/8/05
María Lucero	Bilingual Teacher, DDE, to Bilingual Teacher, JDE, Effective 8/8/05
Jessica Jaquez	Bilingual Teacher, DDE, to Bilingual Teacher, JDE, Effective 8/8/05
Julieta Melendez	3 Bilingual Teacher, CES, to 504 (M) Teacher, CES, Effective 8/8/05
Max Padilla	Principal, JDE, to Principal, CHS, Effective 6/1/05
Ysidra Sanchez	Bilingual Teacher, DDE, to Bilingual Teacher, JDE, Effective 8/8/05

Superintendent approved resignations:

Joel Gilbert	Science Teacher, CHS, Effective 5/31/05
Rhonda Hipp	Special Ed. Teacher, CHS, Effective 5/31/05
Barbara Petermeier	English Teacher, CMS, Effective 5/31/05
Daniel Valenzuela	Social Studies Teacher, CHS, Effective 5/31/05

2. **BOARD ACTION REQUESTED**

No action required.

EMPLOYMENT PRACTICES

PROFESSIONAL PERSONNEL RECOMMENDATION FORM

Name: Julia Crowley

Replacement Position
 New Position

Recommended Assignment: Special Education Counselor

Department/Funding Source: 244.31.6119:00.918.6.23

Effective Date of Assignment: 8/1/05 Salary Range: \$ 38,355.84

Terms of Employment: 202 contract prorated to 192 day
probationary contract

Certification: Texas Teacher Certificate

Secondary Biology (6-12)

Generic Special Education (PK-12)

Emergency Permit for School Counselor

Experience: 8/98 - present El Paso ISD

Education: BS New Mexico State University

UTEP-School Counselor Certification (in progress)

Interviewed by: Priscilla Caballero and Saul Valenzuela

Number of other candidates interviewed for this position: 4

List other interviewees: Navora Richardson, Carmina Chacon,
Vincent Pawloski, Rosa Marta Flores

Qualifications Required: Teacher certification or eligible for
an emergency permit as per SBEC rules and regulations.

Comments: Ms. Crowley is a replacement for Monica Prieto who
transferred to the high school.

Criminal Record Check: AS

References Checked:

Melissa Hudson
Name

Toni Bowermaster
Name

Nominated by: Priscilla Caballero Sp. E. Director 6/17/05
Name Title Date

Pam Padri 7-7-05
Assistant Superintendent Concurrence Date

Renee O'Boone 6/17/05
Executive Director, Human Resources Date

[Signature]
Superintendent's Approval Date

EMPLOYMENT PRACTICES

PROFESSIONAL PERSONNEL RECOMMENDATION FORM

Name: David Longoria

Replacement Position
 New Position

Recommended Assignment: Science Teacher, CHS

Department/Funding Source: 199.11.6119.00.001.6.11

Effective Date of Assignment: 8/8/05 Salary \$2,000 sign-up bonus
Range: \$34,100, 2 yrs. exp.

Terms of Employment: 187 day probationary contract

Certification: Standard Certificate - Life Science

Experience: 8/03 - 6/05 El Paso ISD

Education: BS - New Mexico State University

Interviewed by: Max Padilla and Scott Brooks

Number of other candidates interviewed for this position: 7

List other interviewees: Perla Andujo, Earl Sanchez, Sandy Lugo
Sylvia Avalos, Celine Ohman, Cecilia Phillips, and Ronald Baca

Qualifications Required: Teacher certification as per SBEC
rules and regulations.

Comments: Mr. Longoria is a replacement for Sylvia Evans who
resigned.

Criminal Record Check: RO 8

References Checked: Gary Rundell and Ruben Galaviz

Nominated by: <u>Max Padilla</u>	<u>Principal</u>	<u>6/27/05</u>
Name	Title	Date

<u>Pam Padilla</u>		<u>7-7-05</u>
Assistant Superintendent Concurrence		Date

<u>Rubin O'Donnell</u>		<u>7-7-05</u>
Executive Director, Human Resources		Date

<u>[Signature]</u>		
Superintendent's Approval		Date

EMPLOYMENT PRACTICES

PROFESSIONAL PERSONNEL RECOMMENDATION FORM

Name: Julie Padilla

Replacement Position
 New Position

Recommended Assignment: Health Science Teacher, CHS

Department/Funding Source: 199.11.6119.00.001.5.22

Effective Date of Assignment: 8/08/05 Salary Range: \$43,324, 14 yrs. exp.
Includes 5 yr. service for health occupation professionals

Terms of Employment: 187 day probationary contract

Certification: Standard Certificate
Vocational Health Science Technology (6-12)

Experience: 1/97 - 5/2005 - EPISD Silva Magnet High School
1988 - 1995 - Thomason Hospital
1984 - 1987 - La Fe Clinic
1983 - 1983 - Sierra Medical Center

Education: BA - University of New Mexico
Master of Science - Texas A & M University

Interviewed by: Dr. Monica Reyes, Julie Vinikoff, Tim Barno,
and Jan Massie

Number of other candidates interviewed for this position: 2

List other interviewees: Sandra Lugo, Loretta Berumen

Qualifications Required: Teacher certification as per SBEC rules and regulations, RN licensure, and 2 years nursing home experience.

Comments: Ms. Padilla is a replacement for Marc Wilson who resigned.

Criminal Record Check: POK

References Checked:

Dr. Audree Reynolds
Name

Ms. Anita Rhodes
Name

Nominated by: Monica Reyes, Ed.D. C & I Director 6/15/05
Name Title Date

P. Padilla 7-7-05
Assistant Superintendent Concurrence Date

Kevin O'Donnell 7-7-05
Executive Director, Human Resources Date

[Signature]
Superintendent's Approval Date

EMPLOYMENT PRACTICES

PROFESSIONAL PERSONNEL RECOMMENDATION FORM

Name: Susan Plotner

Replacement Position
 New Position

Recommended Assignment: Librarian, CMS

Department/Funding Source: 199.12.6119.00.041.5.11

Effective Date of Assignment: 8/1/05 Salary \$1,500 sign-up bonus
Range: \$43,844.61, 12 yrs.

Terms of Employment: 197 day probationary contract

Certification: Texas Teacher Certificate

School Librarian (EC-12)

Experience: 7/04-6/05 North Hardin High School
8/01-6/04 Stoney Point Elementary
8/00-6/01 Westarea Elementary
8/97-6/00 Kenton Elementary
8/95-6/97 Cliffdale Elementary
8/94-6/95 Loyd Auman Elementary
9/93-1/94 Cliffdale Elementary
1/94-6/94 Loyd Auman Elementary
9/92-6/93 Hope Mills Junior High (PT)
10/91-6/92 South View Senior High (PT)

Education: BS History, Appalachian State
MA of Library Science - N. Carolina Central Univ.

Interviewed by: Martha Veale

Number of other candidates interviewed for this position: 0

List other interviewees: No other qualified applicants

Qualifications Required: Teacher certification as per SBEC
rules and regulations.

Comments: Ms. Plotner is a replacement for Carolyn Copeland
who retired.

Criminal Record Check: RO-8

References Checked:

Bill Dennison, Principal North Hardin HS
Name

Linda Fisher, Principal Stoney Point Elementary
Name

Nominated by: Martha Veale Technology Director 6/16/05
Name Title Date

Pam Packer 7-7-05
Assistant Superintendent Concurrence Date

Kevin O'Donnell 6-16-05
Executive Director, Human Resources Date

[Signature]
Superintendent's Approval 101 Date

EMPLOYMENT PRACTICES

PROFESSIONAL PERSONNEL RECOMMENDATION FORM

Name: Mika Vinson

Replacement Position
 New Position

Recommended Assignment: English Teacher, CHS

Department/Funding Source: 199.11.6119.00.001.6.11 (85.72%)
199.11.6119.00.001.6.30 (14.28%)

Effective Date of Assignment: 8/8/05 Salary Range: \$45,811, 19 yrs.exp.

Terms of Employment: 187 day probationary contract

Certification: Secondary English Language Arts (6-12)
English as a Second Language (6-12)
Secondary Drama (6-12)
Secondary English (6-12)
Secondary Life-Earth Science

Experience: 1992 - 2005 Clint ISD
1988 - 1992 Southwest ISD
1986 - 1988 Brownsville ISD

Education: BA - UTEP

Interviewed by: Max Padilla

Number of other candidates interviewed for this position: 3

List other interviewees: Raquel Favela, Santino Hernandez, and Dawn Wolfe

Qualifications Required: Teacher certification as per SBEC rules and regulations.

Comments: Ms. Vinson is a replacement for Becky Tillotson who retired.

Criminal Record Check: ROF

References Checked:
Olivia Campos
Name

Dr. Elena Izquierdo
Name

Nominated by: Max Padilla Principal 6/23/05
Name Title Date

Pam Padilla 7-7-05
Assistant Superintendent Concurrence Date

Lenie O'Donnell 7-7-05
Executive Director, Human Resources Date

[Signature]
Superintendent's Approval Date

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Agenda Item: _____ Date: July 12, 2005

Subject: Consider Amendment to Interlocal Agreement with El Paso Community College for the construction of Isela Rubalcava Blvd.

Presented By: Yusuf Farran/Larry Baskind Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION:

The first amendment is included with this exhibit for your approval.

2. SUPERINTENDENT RECOMMENDATION:

Larry Baskind has submitted the amendment for the Board's consideration and approval.

3. BOARD ACTION REQUESTED:

Motion to approve the the amendment to the interlocal agreement with El Paso Community College as recommended by the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

**FIRST AMENDMENT TO INTERLOCAL AGREEMENT
BETWEEN CANUTILLO INDEPENDENT SCHOOL DISTRICT
AND EL PASO COMMUNITY COLLEGE DISTRICT**

This First Amendment to Interlocal Agreement (the "First Amendment") is made between CANUTILLO INDEPENDENT SCHOOL DISTRICT ("CISD") and EL PASO COMMUNITY COLLEGE DISTRICT ("EPCC") effective as of this ____ day of July, 2005.

1. Recitals. Whereas, CISD and EPCC entered into an Interlocal Agreement dated February 11, 2005 (the "Interlocal Agreement") to provide for the joint construction and improvements of a road between the CISD high school and the EPCC northwest campus, and to provide for dedication of the land for the road; and

Whereas, EPCC has requested certain changes to be made to the construction of the road in order to afford better to the EPCC campus; and

Whereas, the parties desire to amend the Interlocal Agreement to provide for the additional work requested by EPCC; and

Whereas, CISD and EPCC are authorized to enter into interlocal agreements pursuant to Section 791.001, Texas Government Code, and to amend and modify such agreements;

NOW, THEREFORE, for and in consideration of the recitals, agreement and covenants set forth herein, the parties hereby agree as follows:

2. Additional Work at EPCC Adjacent to EPCC Campus. CISD and EPCC agree that the Construction Manager shall perform the additional work listed on Exhibit A for the prices shown in accordance with the revised plans and specifications for the road.

3. Additional Cost. The additional cost of the work requested by EPCC is \$56,046.95, including credits for other work which was deleted. EPCC shall be solely responsible to pay this additional cost associated with the changes to the project.

4. Name of Road. The road will be named Sgt. Isela Rubalcava Boulevard, after a Canutillo High School graduate who was recently killed in Iraq. All references to "Road", "Education Blvd." or "Boulevard" in the Interlocal Agreement or this First Amendment shall mean the road to be named Sgt. Isela Rubalcava Boulevard.

5. Entire Agreement. Except as expressly modified or amended in this First Amendment, the Interlocal Agreement shall remain in full force and effect.

CISD:

CANUTILLO INDEPENDENT SCHOOL DISTRICT

BY: _____

CHARLES HART, SUPERINTENDENT

APPROVED AS TO FORM:

LARRY A. BASKIND, GENERAL COUNSEL

EPCC:

EL PASO COMMUNITY COLLEGE DISTRICT

BY: _____

RICHARD M. RHODES, PH.D., PRESIDENT

APPROVED AS TO FORM:

EDWARD DUNBAR, GENERAL COUNSEL

F/LBAS/2005CISD/GEN/AMENDMENTINTERLOCALAGT.EPCC

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS 79835**

Agenda Item: _____ Date: July 2005.

Subject: Approval of update to District Technology Plan.

Presented By: Martha Veale . Consent Agenda _____.

ACTION

1. BACKGROUND INFORMATION

Each year the school district presents the District Technology Plan update. The District's Technology Plan has incorporated the changes of the campus plans and has passed the reviewers at both regional and state level. The revisions have incorporated provisions with e-rate alignment, No Child Left Behind, and the state's Long Range Plan for Technology with all correlates meeting a 100% alignment in each area.

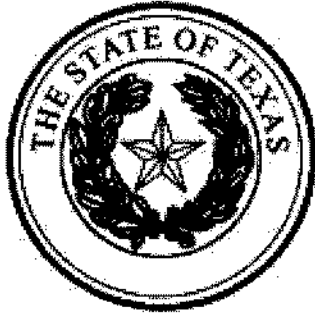
2. SUPERINTENDENT RECOMMENDATION

The superintendent recommends approval and acceptance of the District Technology Plan update that has met the SLD criteria and No Child Left Behind requirements.

3. BOARD ACTION REQUESTED

The Board of Trustees approves the District Technology Plan update that has met the SLD criteria and No Child Left Behind requirements, as recommended by the Superintendent.

MOTION _____ **SECOND** _____
FOR _____ **AGAINST** _____



Texas Education Agency

2005 Technology Plan Approval Certificate

The Texas Education Agency is certified by the Schools and Libraries Division (SLD) to approve technology plans for participation in the Schools and Libraries Universal Service Program.

CANUTILLO ISD (071907)

has a technology plan that has met the SLD criteria and No Child Left Behind (NCLB) requirements.

This plan was approved on June 04, 2004 for a period of 3 years (2004 - 2007) with an expiration date of June 30, 2007.

This plan was updated on June 22, 2005.

A handwritten signature in cursive script that reads "Sharon Jackson".

Sharon Jackson
Deputy Associate Commissioner
Standards and Alignment

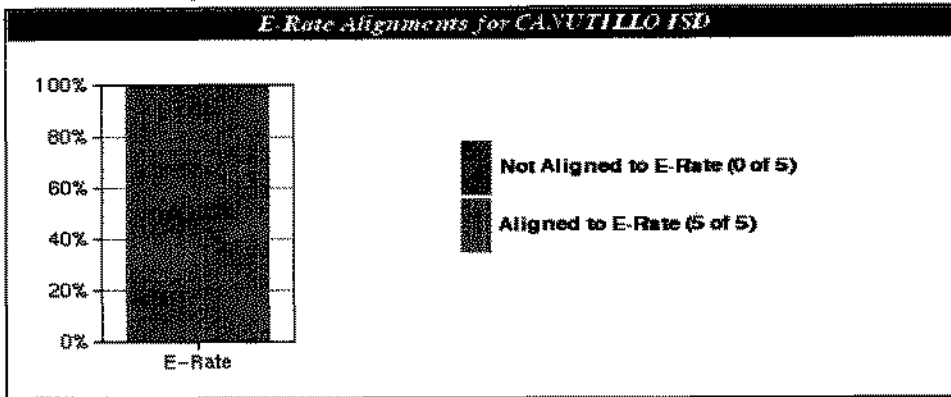
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CANUTILLO ISD

DISTRICT TECHNOLOGY PLAN ALIGNMENT

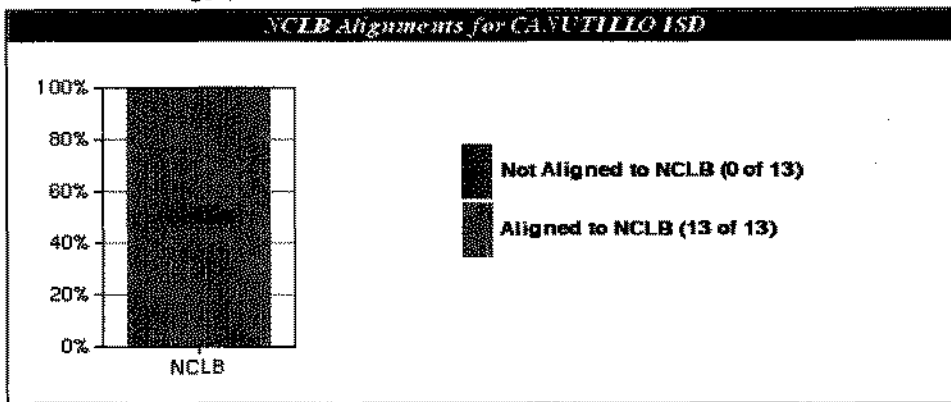
E-Rate Alignment Report - Year 8

Your technology plan matched 5 of 5 E-Rate correlates.



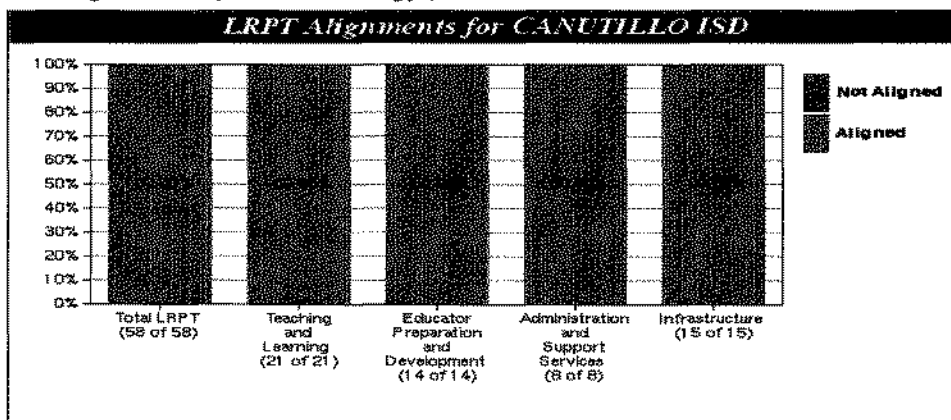
No Child Left Behind (NCLB) Alignment Report -Year 8

Your technology plan matched 13 of 13 NCLB correlates.



LRPT Alignment Report -Year 8

Strategies from your technology plan matched 58 of the 58 LEA-related LRPT correlates.



**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Agenda Item: _____ Date: July 12, 2005

Subject: Board Resolution Policy CNA (Local) Exhibit A regarding hazardous conditions (transportation) for first reading

Presented By: Dr. Kessinger Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION:

Due to the new location of the existing high school, all routes transporting students to this location must be classified as hazardous routes. Dr. Kessinger has developed a board resolution CNA (Local) Exhibit A for approval.

2. SUPERINTENDENT RECOMMENDATION:

The committee recommended that revisions to CNA (Local) policy be developed as a board resolution regarding the hazardous conditions.

3. BOARD ACTION REQUESTED:

Motion to approve board resolution CNA (Local) Exhibit A for first reading as recommended by the Policy Committee and Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____