

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held August 9, 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" 4
 - D. "Texas Pledge of Allegiance" 5
 - E. "CISD Mission Statement" 6
 - F. Approval of Minutes
 1. Special Board Meeting 7/6/05 7
 2. Special Board Meeting 7/11/05 10
 3. Regular Board Meeting 7/12/05 13
 4. Special Board Meeting 7/19/05 25
 5. Special Board Meeting 7/28/05 29
 6. Special Board Meeting 8/3/05 32
 - G. Communications (Thirty Minute Open Forum)
 1. General Comments Portion
 2. Complaints Portion
 - H. Board of Trustee Business
 1. Recognition of Canutillo ISD Elementary and Secondary Teachers of the Year - Susan Smith & Gary Favors 35
 2. Review of events for the month of August 36
 3. Approval of Mission Statement
 - I. Committee Reports
 1. Facilities/Finance Committee - Mr. Rodriguez, Chairperson (August 3rd)
 2. Policy Committee - Mrs. Sanchez, Chairperson (July 26th) 37
 3. Personnel Committee - Mr. Arellano, Chairperson (July 26th) 39
 - J. Consent Agenda
 1. Creation of Positions 41
 2. Designation of Dr. Padilla as second appraiser for PDAS
 3. Budget Amendments 42
 4. Declaration of Surplus Property and Authorization for Disposal of Surplus Property 47

5.	Purchase Classroom Performance Systems for Canutillo High School	53
6.	Approval of installation of concrete slab at Canutillo High School (over \$10,000.00)	55
7.	Approval of Changes to the District's Health Benefit Plan	58
8.	Approval of purchase of air conditioners from Home Depot, Inc. (over \$10,000.00)	61
9.	Approval of Truth-in Taxation & Budget Calendar	63
10.	Renewal of Software Development Engineer Contract for 2005~2006 School Year	65
11.	Adoption of Policy DNA (Local) (second reading)	70
12.	Adoption of TASB Localized Update 75 (second reading)	74
13.	Student Code of Conduct	94
14.	Adoption of Policies FNAA and FNAB (Local) (second reading)	95
15.	Adoption of Board Resolution Policy CNA (Local) Exhibit A regarding hazardous traffic conditions (transportation) (second reading)	108
16.	Annual review of Board Policy CDA (Local) Investments	110
K.	Reports	
1.	Superintendent's Report	
a.	Legislature Update	
b.	Accountability Report	
2.	Financial and Warrant List for June 28th-July 26th 2005 in the amount \$1,828,766.03	114
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 Assistant Principal for Canutillo Elementary School	115
B.	Administrative Personnel Actions (no Board action required - information item only)	116
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.	Superintendent acceptance of requests for retirement	
4.	Business and Finance	
A.	Acceptance of Donations to Canutillo ISD	119
B.	Consultation with attorney regarding legal issues relating to Agronomics Center	
C.	Consultation with attorney regarding status of request for change order by Enlink	
5.	Administration	
A.	NONE	

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.



MISSION STATEMENT

Canutillo will be a model of quality education to assure that all students graduate on time and are prepared for higher education to become productive and responsible citizens.

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

MEMBERS

								Special Meeting Board of Trustees		
								Wednesday, July 6, 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		1. General Functions		
								A. Call to Order at 6:18 p.m.		
								B. Roll Call (Mr. Lerma and Mrs. Sanchez were absent. Mr. Rodriguez arrived at 6:21 p.m. during the deliberation of agenda item 4A)		
								C. Consent Agenda		
								1. Creation of Positions	4	
								a. Instructional Coordinator for Canutillo Middle School		
								b. Part-time bus drivers (2 positions) for January 2006		
								2. Supplemental Pay for National Board Certification examination for teachers		
								3. Approval of payment to El Paso ISD Regional Day School Deaf Program	5	
								4. Approval of contract for tile installation at Canutillo Elementary	7	
Motion	X							Motion to approve items 1-4 on consent agenda, passed.		
Second				X						
Ayes	X	X	X			X				
Nays										
Abstain										
								2. Instruction and Student Affairs		
								A. NONE		
								3. Personnel		
								A. NONE		

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

MEMBERS

	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ	<p>Special Meeting Board of Trustees</p> <p>Wednesday, July 6, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas</p>	
								Item:	Reference:
Motion					X			<p>5. Administration A. NONE</p> <p>6. Adjournment</p> <p>Motion for adjournment of the public meeting at 6:25 p.m. passed by unanimous consent.</p>	<p>Special Bd. Mtg. Minutes Page 3</p>

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

MEMBERS

								Special Meeting Board of Trustees		
								Monday, July 11, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas		
								Item:	Reference:	
Present		X	X			X	X	X	<p>1. General Functions</p> <p style="padding-left: 20px;">A. Call to Order at 6:06 p.m.</p> <p style="padding-left: 20px;">B. Roll Call (Mr. Fietze and Mr. Lerma were absent.)</p> <p>Mr. Fietze called and apologized for not being able to attend this meeting. Mr. Lerma was working this evening.</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. Request for Level III Grievance by Carlos Callejo</p> <p>Mr. Callejo was present with his legal representative, Mr. Francisco Dominquez. The Board of Trustees adjourned into closed session under the authority of Texas Open Meetings Act, Texas Government Code Section 551-074 from 6:10 p.m. through 8:00 p.m.</p> <p>Mr. Coronado explained that the Board had completed the grievance proceeding in closed session. The Board has three options which are as follows: (1) grant the grievance and if appropriate determine what remedy should be given; or (2) deny the grievance; or (3) take no action.</p>	
Motion						X			<p>Motion to grant the grievance, failed to lack of a second.</p>	

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

MEMBERS

								Special Meeting Board of Trustees	
								Monday, July 11, 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 explained that since there was no second to the motion made by Mr. Reyes that the Board would not take any action.	
								B. Request for Level III Grievance by Alvaro Castorena	
								Mr. Castorena was present with his legal representative, Mr. Michael Shirk. Mr. Shirk requested that the grievance be held in open session. Mr. Coronado explained that the Board would hear this grievance in closed session since it involved personnel matters, but Mr. Shirk’s request would be noted for the record. The Board of Trustees adjourned into closed session under the authority of Texas Open Meetings Act, Texas Government Code Section 551-074 from 8:03 p.m. through 9:40 p.m.	
								Mr. Coronado explained that the Board had completed the grievance proceeding in closed session. The Board has three options which are as follows: (1) grant the grievance and if appropriate determine what remedy should be given; or (2) deny the grievance; or (3) take no action.	
Motion					X			Motion to deny the grievance, passed.	
Second	X								
Ayes	X	X			X	X	X		
Nays									
Abstain									
								4. Business and Finance	
								A. NONE	
									Special Bd. Mtg. Minutes Page 2

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

MEMBERS

	MR. ARELLANO								Special Meeting Board of Trustees	
	MR. CORONADO								Monday, July 11, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
	MR. FRIETZE									
	MR. LERMA									
	MR. REYES									
	MR. RODRIGUEZ									
	MRS. SANCHEZ									
									Item:	Reference:
Motion	X								5. Administration A. NONE 6. Adjournment Motion to adjourn the public meeting at 9:41 p.m. passed by unanimous consent.	
										Special Bd. Mtg. Minutes Page 3

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

MEMBERS

								Regular Meeting Board of Trustees			
								Tuesday, July 12, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas			
								Item:	Reference:		
Present	X	X				X	X	<p>1. General Functions</p> <p>A. Call to Order at 6:13 p.m.</p> <p>B. Roll Call (Mr. Lerma was absent. Mr. Reyes arrived at 6:14 p.m. shortly after roll call. Mr. Fietze arrived at 6:22 p.m. during the deliberation of agenda item H.1.)</p> <p>C. "Pledge of Allegiance to the United States Flag"</p> <p>Mr. Rodriguez led the group in reciting the Pledge of Allegiance.</p> <p>D. "Texas Pledge of Allegiance"</p> <p>Mr. Rodriguez also led the group in reciting the Texas Pledge of Allegiance.</p> <p>E. "CISD Mission Statement"</p> <p>A moment of silence was observed for the tragedy in London, England. Mr. Coronado read the following CISD Mission Statement 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, 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, July 12, 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		F. Approval of Minutes	
Second	X							Minutes for the meetings of:	
Ayes	X	X			X	X	X	1. Regular Board Meeting 6/14/05	8
Nays								2. Special Board Meeting 6/15/05	19
Abstain								3. Special Board Meeting 6/17/05	22
								4. Special Board Meeting 6/20/05	23
								X Motion to approve the minutes of 6/14/05, 6/15/05, 6/17/05 and 6/20/05 as presented (with reading waived), passed.	
								G. Communications (Thirty Minute Open Forum)	
								1. General Comments Portion	
								2. Complaints Portion	
								No member of the audience requested to address the Board of Trustees under this agenda item.	
								H. Board of Trustee Business	27
								1. Review of events for month of July	
								The Board of Trustees reviewed the events scheduled for the month of July. The Board took no formal action on this item.	
								2. Appointment of committee by Board President to name new football stadium and other facilities and establish duties of the committee	Reg. Board Mtg. Minutes Page 2

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

MEMBERS

								Regular Meeting Board of Trustees		
								Tuesday, July 12, 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			<p>Motion that committee appointed consisting of the names: Avelino Lopez, Socorro Ornelas, Carlos Carrasco, Jose Villarreal, Gonzalo Garcia, Patsy Arellano and Joe Mendoza be charged with naming the following athletic facilities: new football stadium; gymnasium complex; baseball field, softball field and the tennis complex and that they have in place the names to be presented to the Board by the first week of December, passed.</p> <p style="margin-left: 40px;">I. Committee Reports</p> <p style="margin-left: 80px;">1. Facilities/Finance Committee - Mr. Rodriguez, Chairperson (July 6th)</p> <p>Mr. Rodriguez, Facilities & Finance Committee Chairperson, reported that at the July 6th meeting, the Committee reviewed and recommended for approval the Warrant List and Financial Statements for June. He said that the Committee discussed E-Rate issues and progress report regarding the new high school.</p> <p style="margin-left: 80px;">2. Policy Committee - Mrs. Sanchez, Chairperson (June 28th)</p> <p>Mrs. Sanchez, Policy Committee Chairperson, reported that at the June 28th meeting, the Committee reviewed Policy DNA (Local), Policy Update 75, Policy FNAA (Local) and FNAB (Local), and Student Code of Conduct.</p> <p style="margin-left: 80px;">3. Instruction & Student Services Committee Meeting - Mr. Reyes, Chairperson (June 30th)</p> <p>Mr. Reyes, Instruction & Student Services Committee Chairperson, reported that at the June 30th meeting, Committee reviewed results of the 2005 state assessments (TAKS and TELPAS) and were presented an improvement plan developed for Canutillo Middle School.</p>
Second							X			
Ayes	X	X	X				X	X	X	
Nays										
Abstain										
									28	
									37	
									Reg. Board Mtg. Minutes Page 3	

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

MEMBERS

								Regular Meeting Board of Trustees		
								Tuesday, July 12, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas		
								Item:	Reference:	
Motion								<p>Motion to approve the items 1-8 on the consent agenda, passed.</p> <p style="text-align: center;">K. Reports</p> <p style="text-align: center;">1. Superintendent's Report</p> <p style="text-align: center;">a. New Middle School Principal</p> <p>Mr. Hart introduced Dr. Monica Reyes-Garcia as the new principal for Canutillo Middle School.</p> <p style="text-align: center;">b. Update on School Finance</p> <p>Mr. Hart also presented an update on the State Legislature's School Finance Special Session.</p> <p style="text-align: center;">2. Financial and Warrant List for June 1st-27th 2005 in the amount \$1,604,551.20</p>	93	
Second	X									
Ayes	X	X	X		X	X	X			
Nays										
Abstain										
Motion							X	<p>Motion to approve the financial and warrant list for June 1-27, 2005 in the amount of \$1,604,551.20, passed.*</p>	Reg. Board Mtg. Minutes Page 5	
Second	X									
Ayes	X	X	X		X	X	X			
Nays										
Abstain										

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

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, July 12, 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								3. Personnel	
Second								A. Selection of Principal for Jose Damian Elementary School	
Ayes	X	X						This item was taken out of order with the consent of the Board and deliberated prior to the adjournment of the public meeting The Board of Trustees adjourned into closed session from 8:25 p.m. through 8:53 p.m. under the authority of Texas Open Meetings Act, Texas Government Code Section 551-074.	
Nays			X					Motion to accept the recommendation from administration on the selection of Margarita Porras-Grant as the Principal for Damian Elementary School, passed.	
Abstain						X			
								B. Administrative Personnel Actions (no Board action required - information item only)	94
								1. Superintendent approved employment of personnel (no Board action required)	
								Mr. Hart approved employment of personnel:	
								Roberto Chavez PT Driver, Effective 8/8/05	
								Julia Crowley Special Education Counselor, Effective 8/1/05	Reg. Board Mtg. Minutes Page 7

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

MEMBERS

								Regular Meeting Board of Trustees			
								Tuesday, July 12, 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	Barbara Petermeier	English Teacher, CMS, Effective 5/31/05	106
									Daniel Valenzuela	Social Studies Teacher, CHS, Effective 5/3/05	
									4. Business and Finance		
									A. Consider Amendment to Interlocal Agreement with El Paso Community College for the construction of Sgt. Isela Rubalcava Blvd.		
Motion							X		Motion to approve the first amendment to interlocal agreement with the		
Second	X								dollar figure to be paid by El Paso Community College be the amount		
Ayes	X	X	X			X	X	X	agreed upon by the college after consultation with the architect for the		
Nays									construction of Sgt. Isela Rubalcava Blvd. as recommended by the		
Abstain									Superintendent, passed.		
									B. Proposed ticket prices FY2005-2006 football season		
									There was a considerable amount of discussion on this item regarding		
									the need to increase the ticket prices.		
Motion							X		Motion that the district sell advanced tickets at \$2.50 adults and \$1.50		
Second	X								student and at the gates we sell tickets for \$3.00 adults and \$2.00		
Ayes	X						X	X	students, failed.		
Nays			X	X							
Abstain								X			Reg. Board Mtg. Minutes Page 10

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

MEMBERS

								Regular Meeting Board of Trustees								
								Tuesday, July 12, 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 sell advance tickets at \$4.00 adults and \$2.00 students and that the district sell gate tickets at \$5.00 adults and \$3.00 students, passed.	
Second														X		
Ayes	X	X	X											X		
Nays							X	X								
Abstain																
															C. Approval of Update to District Technology Plan	109
Motion							X								Motion for approval of the update to the district technology plan, passed.	
Second	X															
Ayes	X	X	X				X	X	X							
Nays																
Abstain																
															5. Administration	
															A. Board Resolution Policy CNA (Local) Exhibit A regarding hazardous conditions (transportation) for first reading	112
Motion	X														Motion for approval of resolution, passed.	
Second							X									
Ayes	X	X	X				X	X	X							
Nays																
Abstain																
																Reg. Board Mtg. Minutes Page 11

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

MEMBERS

	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ	Regular Meeting Board of Trustees Tuesday, July 12, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
Motion Second	X				X			6. Adjournment Motion for adjournment of the public meeting at 8:55 p.m. passed by unanimous consent.	Reg. Board Mtg. Minutes Page 12

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

MEMBERS

								Special Meeting Board of Trustees	
								Tuesday, July 19, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
Present	X	X	X	X	X	X	X	<p>Prior to the commencement of the Special Board Meeting, a Summer Graduation Ceremony was held for nine high school students. Administration had a short ceremony for students and their families with refreshments following the celebration.</p> <p>1. General Functions</p> <p style="padding-left: 20px;">A. Call to Order at 7:24 p.m.</p> <p style="padding-left: 20px;">B. Roll Call (Mr. Lerma and Mrs. Sanchez were absent.)</p> <p style="padding-left: 20px;">C. Board of Trustee Business</p> <p style="padding-left: 40px;">1. Review and revision of:</p> <p style="padding-left: 60px;">a. District Mission Statement</p> <p style="padding-left: 60px;">b. Board of Trustee Goals</p> <p>The Board of Trustees worked on a revision of the Mission Statement. The final draft is as follows:</p> <p style="text-align: center;"><u>Mission Statement</u></p> <p><i>Canutillo will be a model of quality education to assure that all students graduate on time and are prepared for higher education to become productive and responsible citizens.</i></p> <p>The Board of Trustees also worked on Board Goals. The following are the goals the Board revised. These goals are not a finished product. Mr. Coronado stated that the Board will conduct another meeting for that purpose.</p>	

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

MEMBERS

							Special Meeting Board of Trustees		
							Thursday, July 28, 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	X	1. General Functions A. Call to Order at 6:25 p.m. B. Roll Call (Mr. Coronado and Mr. Lerma were absent.) Mr. Margarito Arellano, Vice-President of the Board presided over the meeting. C. Reports 1. Quarterly Investment Report - Tony Reza Mr. Reza presented the Quarterly Investment Report for the period ending on May 31, 2005. 2. Instruction and Student Affairs A. NONE 3. Personnel A. Creation of Positions 1. Math Teacher - CHS 2. Elective Teacher - CHS 3. Maintenance Foreman - Food Service Dept.		
Motion			X			X	Motion to approve the creation of a math teacher at Canutillo High School, passed.		
Second						X			
Ayes	X	X		X	X	X			
Nays									
Abstain									

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

MEMBERS

								Special Meeting Board of Trustees	
								Thursday, July 28, 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									
Abstain									
								<p>Administration requested that the creation of the maintenance foreman position be taken off of the agenda; therefore no formal action was taken on this item.</p> <p style="padding-left: 40px;">B. Employment of Assistant Principal at Canutillo High School</p>	
Motion			X			X			
Second							X		
Ayes	X		X		X		X		
Nays									
Abstain									
								<p>4. Business and Finance</p> <p style="padding-left: 20px;">A. 2005~2006 Preliminary Budget Work Session</p> <p>Mr. Reza reviewed the 2005~2006 preliminary budget with the Board. No formal action was taken on this agenda item.</p> <p style="padding-left: 40px;">B. Consideration and possible approval of bid for construction of arena for Agronomics Center</p> <p>At the request of the Administration, this item was pulled from the agenda and no formal action was taken.</p>	Special Bd. Mtg. Minutes Page 2

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

MEMBERS

								Special Meeting Board of Trustees	
								Thursday, July 28, 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					C. Consideration and possible approval of purchase of computer-based on-line learning service for Algebra I and II, Geometry, Calculus, and Statistics from Agile Mind, Inc.	
Second						X	X	Motion to approve the purchase of computer-based on-line learning service for Algebra I and II, Calculus, and Statistics from Agile Mind	
Ayes	X		X		X	X	X	Inc. at a cost of \$27,900.00, passed.	
Nays									
Abstain									
								5. Administration	
								A. NONE	
								6. Adjournment	
								The meeting concluded at 7:15 p.m. by unanimous consent.	Special Bd. Mtg. Minutes Page 3

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

MEMBERS

								Special Meeting Board of Trustees	
								Wednesday, August 3, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
Present	X	X	X	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</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. FY 2005~2006 Budget Update</p> <p>Mr. Reza presented a detailed preliminary budget. Each Board Member was given the opportunity to ask questions or make statements. No formal action was taken on this item by the Board.</p> <p style="padding-left: 40px;">B. 2005~2006 Compensation Proposal</p> <p>Mr. Reza presented the 2005~2006 Compensation Proposal for a total cost of \$489,202. Administration recommended that teachers, nurses and librarians would receive a step increase which would represent a 1.2% or 1.7% increase. Manual Trades would receive a 5% increase at midpoint plus pay ranges adjusted upward by 3% over FY 2004-2005. Manual Trades (bus drivers) would receive an equity adjustment. Paraprofessionals would receive a 2% increase at midpoint. Professionals would receive 1% increase at midpoint.</p>	

**Canutillo Independent School District
P.O. Box 100
Canutillo, Texas 79835
Phone (915) 877-7481 or (915) 877-7482
Fax (915) 877-7483**

To:

Contact person: Kim Guzman, Communications Specialist (877-7482)

Date: August 2, 2005

Slug: Canutillo ISD Names Teachers of the Year

PRESS RELEASE

Susan Smith, Canutillo Elementary School lead technology teacher, and Gary Favors, Canutillo High School social studies teacher, will represent Canutillo Independent School District in the Region XIX Teacher of the Year program.

The District Selection Committee named Smith as CISD's Elementary Teacher of the Year and Favors as the Secondary Teacher of the Year, who were nominated by their respective campus faculty members.

Smith has been a teacher for 30 years and has taught with CISD for the past six years. Favors has been a teacher for 33 years, also with the last six years at CHS.

"I find many rewards in teaching such as a child slowly joining a group discussion after refusing to participate. We need more people who are dedicated to providing quality education to our children," said Smith.

Favors stated, "My job is to give each student the opportunity to learn in whatever way they learn best, but order and direction are vital in the process. Every student has the right to an education, but no one has the right to take this away from another."

The two teachers will now compete with teachers from surrounding school districts for regional honors. The winners, which will be announced in late August, will advance to the State Teacher of the Year program.

AUGUST

Action Items

Adopt Budget/Public Hearing
Set Tax Rate
Approve Health Insurance (Employees)

Other Items

Budget Workshops

Important Dates

Texas Parents Day (Aug. 8)
Women Equality Day (Aug. 26)

Events

Annual Team-Building and Assessment of Continuing Education

POLICY COMMITTEE MEETING

Minutes

Date: Tuesday, July 26, 2005
Location: Canutillo Administration Office
Time: 6:10 p.m. – 7:15 p.m.

Board Committee Members Present:

Yvonne Sanchez, Chairperson Rafael Reyes

Board Members Present:

Carl Fietze Armando Rodriguez Margarito Arellano

Others Present:

Renee O'Donnell	Dr. Pam Padilla	Mr. Charles Hart
Tony Reza	Dr. John Kessinger	Max Padilla
Charley Hecker	Yusuf Farran	Adele Balesh
Carol Hecker	Pauline Dow	Rachel Quintana
Yvonne Duby		

CALL TO ORDER

Mrs. Sanchez called the meeting to order at 6:10 p.m. A sign-in sheet was distributed for attendance.

CONSIDERATION/DISCUSSION OF PROPOSED CHANGES TO POLICY CH (LOCAL), PURCHASING & ACQUISITION AND POSSIBLE RECOMMENDATION TO THE BOARD

Dr. Padilla explained to committee that administration is requesting to change the policy which currently reads: "any single item purchase that costs more than \$10,000 shall require Board approval before a transaction may take place." Mr. Farran, in particular, is requesting that the policy be changed to **"any purchase that costs or aggregates to a cost of \$25,000 or more shall require Board approval before a transaction may take place."** Sometimes, depending on the market conditions, vendors can be found to provide materials and/or services at prices lower than those of the purchasing cooperatives, such as Region 19 ESC, the TASB Buy Board, and TCPN (Texas Cooperative Purchasing Network). In addition, sometimes vendors submit quotes for items and/or services above \$10,000 which are time bound. By the time the Board has approved the purchases, these quotes may no longer apply. Mr. Farran feels that this is unnecessarily costing the district more money. It also may result in time lost securing needed materials and/or services.

Various board members expressed their concerns in regard to internal controls to prevent fraud or misuse of funds. Mr. Reza and Mr. Farran described the measures that are now in place.

Committee agreed to recommend proposed changes to policy CH (LOCAL) to Board for approval to take effect 2005-2006 school year.

CONSIDERATION/DISCUSSION OF REVISIONS TO POLICY EIC (LOCAL) ACADEMIC ACHIEVEMENT: CLASS RANKING AND POSSIBLE RECOMMENDATION TO THE BOARD

Dr. Padilla informed committee that because the high school will be moving from nine weeks to six weeks grading periods this year, this policy needs to be updated. At the same time, the administration would like to change to class ranking procedure in the policy to calculate class rank at the end of the fifth six weeks and to recalculate the top ten percent graduates at the end of the sixth six weeks. The second proposed change is to award PreAp courses an extra ten points as the district does now for AP courses. The district no longer has Gifted and Talented Courses because these were locally developed and not recognized by either the state or post-secondary institutions. The following are the proposed changes, marked in bold:

CLASS RANK

Class rank for senior students shall be calculated by averaging semester grades earned in Grades 9-12 and any high school courses taken in Grade 8 for which a student earned state graduation credit. **Class rank will be calculated at the end of fifth six weeks. For the purpose of determining honors at graduation ceremonies, the ranking of the top ten percent of the graduates will be based on final grades for the spring semester.**

For purposes of class rank, courses designated as **PreAdvanced Placement and Advanced Placement (AP)** courses for which a student earned state graduation credit shall be awarded ten extra points toward the GPA. Upon course completion, a student must have earned a grade of at least an 80 to receive the extra points.

Committee agreed to recommend proposed changes to policy EIC (LOCAL) to Board for approval to take effect 2005-2006 school year.

REVIEW OF ANNUAL INVESTMENT POLICY CDA (LOCAL)

Mr. Reza is not recommending any changes to this policy. However, the Board must, by law, review the district's investment policy annually as specified in last paragraph under Safety and Investment Management. **Committee reviewed the policy as presented.**

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

None.

Adjournment

The meeting was adjourned at 7:15 p.m.



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, TX 79932

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

John P. Kessinger, Ed. D.
Assistant Superintendent

(915) 877-7475
FAX (915) 877-7477
jkessinger@canutillo.k12.tx.us

Personnel Committee Meeting Minutes July 26, 2005

Location: Administration Building
Time: 7:25 p.m. – 9:12 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, Carol Hecker, Renee O'Donnell, Pauline Dow, Tony Reza, Yusuf Farran, Larry Quintana, Adele Balesh, Yvonne Duby, Max Padilla, Rafael Reyes, Yvonne Sanchez, and Sergio Coronado.

The meeting was called to order at 7:25 p.m.

3.0 Personnel

A. Creation of Positions:

1. Secondary Math Teacher – CHS:
2. Elective Teacher – CHS
3. Maintenance Foreman – Food Service Dept.
4. Salad Maker – Food Service Dept. (Addendum)

Mr. Arellano called the personnel committee meeting to order. Mrs. O'Donnell explained each one of the positions that need to be created. The math teacher for the high school is needed due to large enrollment numbers. This position will be paid out of federal funds. The elective teacher for consumer science classes and business classes at the high school is needed to ease the over load there. This position will be paid out of career and technology funds. Food service would like to create a maintenance foreman and Mrs. Balesh would like this position to oversee her entire maintenance operation and supervise any repairs on the kitchen equipment in a timely fashion. This position would be paid out of food service funds. The other position that is being proposed is vegetable or salad preparer. Mrs. Balesh would like to hire 8 people and put them through out our schools. This position is part of Mrs. Balesh nutrition program to emphasize healthy eating and increase the making of fresh and cooked vegetables, including salads. This position will also be paid out of food service funds. The committee members took each position individually and asked questions on all the positions from Mrs. O'Donnell. Mrs. Balesh explained the reason why her department needs a maintenance supervisor and how critical it is to have this foreman to over see her food service department. After a lengthy discussion, Mr. Arellano polled the committee members on each position individually and the committee members agreed to recommend the secondary Math teacher for the high school, the elective teacher for the high school and the salad maker for food service. The maintenance foreman was not recommended at this time.

- B. Reclassification of Positions:** Mrs. O'Donnell explained the reclassification of positions for the people that are on the TASB pay scale. Administration requested a TASB review of our auxiliary positions. A study was done of these positions and Mrs. O'Donnell gave the committee members a copy of it. She also gave the committee members the current pay scales so they could look at that and she could answer any of their questions. The reclassifications were a market based review and recommendation based on data that was compiled by personnel administrators of Region XIX

from seven El Paso districts. In the clerical paraprofessional family, one was presented for reclassification – the LVN position which is recommended to go from grade 5 to 6. Mrs. O'Donnell reminded the committee members that these are not considered promotions it is just about moving that job into the next pay grade. The groundskeeper is recommended to increase from grade 2 to 3, bus driver from grade 3 to 4, food service manager elementary/middle school from grade 4 to 5, food service manager for the high school to increase from grade 5 to 6, warehouse supervisor from pay grade 5 to 7 and the chef trainer from grade 6 to 7. The committee members discussed this agenda item asked questions and made the recommendation to reclassify all the positions that are recommended from the administration.

- C. Review of recommendation for employment of assistant principal for CHS:** Mrs. O'Donnell announced that Mr. Padilla is very proud to recommend Mr. Ken Bailey for assistant principal at Canutillo high school. Mrs. O'Donnell gave the committee members a brief history on Mr. Ken Bailey who is currently an assistant principal at Socorro high school. He was also an assistant principal at Montwood high school. He is a resident of Canutillo ISD and his children attend school at Jose Damian Elementary. He is a graduate of Anthony high school. The personnel committee members requested to go into closed session. The Board of Trustees adjourned into closed session from 8:47 p.m. through 9:00 p.m. under the authority of Texas Open Meetings Act, Texas Government Code Section 551.074 and 551.082. Mr. Arellano called the facilities & finance committee meeting back to regular session at 9:00 p.m. The committee members made the recommendation to accept this item.
- D. Salary Equity Changes for Transportation Employees:** Mrs. O'Donnell said that we are proposing to raise the transportation employee to at least \$10.00 an hour in order to keep our current staff and to attract future drivers. The rest of the bus drivers will receive an additional \$1.82 dollars and hour. In addition, HR is recommending an additional 5% pay increase to the entire manual trades. The committee members were provided with the information of what the new pay scale will be, what the new mid points will be, and what that computes to in cents per hour under manual trades pay ranges. The committee members asked questions and discussed this item. They made the recommendation to the full board.
- E. Presentation of Organizational Plan for Superintendent:** This item was removed from the agenda.
- F. Discussion on employee of Property Tax Verifier:** Mr. Frieze had this item put on the agenda and addressed the committee. Mr. Frieze requested that the former position held by Mr. Joe Pagoda, be advertised for and filled. This would enable the district to have more of the property on the tax rolls and the district would not lose out on tax revenues. Mr. Frieze stressed for the Board to make this a priority and get this individual on board as soon as possible... Mr. Hart assured him that we are looking at it right now. Mrs. O'Donnell informed them that we do have an employee that is a Canutillo resident and that will take this task on. We will provide training for him so he knows what to look for. We need someone that is around the Canutillo area all the time that can see changes and can record changes and are familiar with tax rolls. The committee members expressed their concerns and discussed the importance of this position. No action was taken this was for discussion.
- G. Comments/Input from Community Members on items discussed by Personnel Committee:** Mrs. Duby addressed the committee and made a comment on salary issues. She currently works at the middle school and her position is classified the same as the elementary attendance clerks. She is an attendance clerk and does this all day long and in the elementary schools they only do attendance once a day. Apart from this she has other duties. She would appreciate it if they could look into this to see if they can see the middle school in a different level. Mrs. O'Donnell was asked to bring this information back to the committee.

Adjournment: Motion to adjourn by consensus
Meeting adjourned at 9:12 p.m.

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

Subject: Creation of Positions

Date: August 9, 2005

Presented by: Renée O'Donnell

Consent Agenda ✓

ACTION

1. **BACKGROUND INFORMATION**

(8) Vegetable/Salad Cooks

Food Service Department

Rationale: • This is another means to encourage in-house department promotions while helping to combat childhood obesity and diabetes through a wider variety of fresh cooked fruits and vegetables in the school diet. This position is Manual Trades, Pay Grade 2, and will be paid out of Food Service funds (\$7.11 on a 183 day calendar).

2. **SUPERINTENDENT RECOMMENDATION**

It is recommended that the Board approve the above-mentioned position as recommended by the Personnel Committee on July 28, 2005.

3. **BOARD ACTION REQUESTED**

Motion to approve the creation of eight (8) vegetable/salad cooks as recommended by the Superintendent and Personnel Committee.

MOTION _____ **SECOND** _____

FOR _____ **AGAINST** _____

BOARD PRESIDENT: This Board will adjourn into closed session pursuant to the following section of the Texas Open Meetings Act, Texas Government Code Section 551.074 and 551.082, for evaluation and employment of a public officer or employee.

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

Agenda Item: _____

Date: August 9, 2005

Subject: Advanced Academics Department - BJE # 1886

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The enclosed budget amendment is to reallocate funds from functions 11, 21, and 61 to function 13 to pay for extra duty pay for all Advanced Academics teachers attending the district in-service being held July 27th through August 2nd at CISD Administration Building.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the requested budget amendment.

3. ACTION REQUESTED:

The Board of Trustees approves the requested budget amendment.

MOTION _____ SECOND _____

AYES _____ NAYS _____

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
BOARD AMENDMENT SUMMARY SHEET**

FUNDING SOURCE:

IF GRANT, PLEASE PROVIDE THE FOLLOWING:

-GRANT AWARD:

-GRANT PERIOD:

-GRANT OBJECTIVES:

-GRANTING AGENCY:

PURPOSE OF THE AMENDMENT:

Money is to be moved and distributed among extra duty pay for an in-district training.

HOW WILL THIS IMPACT EDUCATION:

The money will be used to provide an in-district 30 hour professional development training as well as state required 6 hour updates grades K-12.

WHAT DISTRICT CAMPUS GOALS WILL BE MET WITH THIS AMENDMENT:

District Goal 1: All students will reach high academic standards, attaining, at a minimum, proficiency or better in the foundation curriculum.

District Goal 3: All students will be taught by highly qualified teachers who are able to meet the needs of diverse learners.

District Goal 5: All students will graduate from high school.

TO: Charles Hart, Superintendent

THROUGH: Tony Reza, Comptroller

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Advanced Academics - BJE# 1886

DATE: August 3, 2005

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.11.6118.00.999.5.21 Extra Duty Pay	1,946.00	(1,946.00)	-
199.11.6141.00.999.5.21 Medicare	29.00	(29.00)	-
199.11.6143.00.999.5.21 Workers Compensation	13.00	(13.00)	-
199.11.6145.00.999.5.21 Unemployment Comp	2.00	(2.00)	-
199.11.6146.01.999.5.21 TRS Payroll Tax	10.00	(10.00)	-
199.21.6497.00.999.5.21 Postage	300.00	(200.00)	100.00
199.61.6299.00.999.5.21 Misc Contracted Svcs	250.00	(250.00)	-
199.61.6499.00.999.5.21 Misc Operating Expense	700.00	(108.00)	592.00
199.13.6118.00.999.5.21 Extra Duty Pay	-	2,490.00	2,490.00
199.13.6141.00.999.5.21 Medicare	-	37.00	37.00
199.13.6143.00.999.5.21 Workers Compensation	-	18.00	18.00
199.13.6145.00.999.5.21 Unemployment Comp	-	3.00	3.00
199.13.6146.01.999.5.21 TRS Payroll Tax	-	10.00	10.00
			-

REASON FOR AMENDMENT REQUEST - This budget amendment is to reallocate funds from functions 11, 21, and 61 to function 13 to pay for extra duty pay for all Advanced Academics teachers attending the district in-services being held July 27, 2005 through August 2, 2005.

Superintendent

Comptroller

8/4/05
Date

8/3/05
Date

AUG BJE 1886 ADVANCED ACADEMICS		Total:	.00
CMD A C C O U N T		TO	FROM
Position To:			
BEGIN			
0001.000	199.11.6118.00.999.5.21		1,946.00
0002.000	199.11.6141.00.999.5.21		29.00
0003.000	199.11.6143.00.999.5.21		13.00
0004.000	199.11.6145.00.999.5.21		2.00
0005.000	199.11.6146.01.999.5.21		10.00
0006.000	199.61.6499.00.999.5.21		108.00
0007.000	199.21.6497.00.999.5.21		200.00
0008.000	199.61.6299.00.999.5.21		250.00
0009.000	199.13.6118.00.999.5.21 NEW	2,490.00	
0010.000	199.13.6141.00.999.5.21	37.00	
0011.000	199.13.6143.00.999.5.21	18.00	
0012.000	199.13.6145.00.999.5.21	3.00	
0013.000	199.13.6146.01.999.5.21	10.00	

COMMANDS: A C D L F T # E
F2=Process Transfer

POSITION: +n,n.n,-n, Roll-up, Roll-down

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

Agenda Item: _____ Date: _____

Subject: **Declaration of Surplus Property and Authorization for Disposal of Surplus Property.**

Presented By: Ron Gatlin, Warehouse Supervisor Consent Agenda

ACTION

1. **BACKGROUND INFORMATION:**

As stated in CI (LEGAL), the Board may, in an appropriate manner, dispose of property that is no longer necessary for District operations. This request is to dispose of the listed items (computer monitors, printers, scanners, and back-up power supplies) which are included with this exhibit and are from Technology Department.

The disposal of these items will be done by selling the items at public auction to the highest bidder and disposal of remaining items by shredding, scraping, or deposition in local area landfills.

2. **SUPERINTENDENT RECOMMENDATION:**

Recommend that the district owned property be declared "surplus" and of "no value". Also to recommend that the administration be authorized to dispose of them.

3. **BOARD ACTION REQUESTED:**

The Board hereby approves the Superintendent's recommendation to declare listed items as "surplus" and of "no value" and authorize disposal of listed district owned property.

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

Brand	Model	Description	Serial	CISD Tagchnology Tag	
COMPAQ	PRESARIO 1425	MONITOR	723BD26GA770	157	12179
IBM	G40	MONITOR	88T2151	10368	12063
IBM	G40	MONITOR	88T0220	10699	12155
IBM	G40	MONITOR	23H4292	10495	12004
IBM	G40	MONITOR	88T1966	10245	12237
IBM	G40	MONITOR	23H0561	10311	11748
IBM	G40	MONITOR	88T0217	10516	11770
RIC	X-555	MONITOR	CVR981242538	3418	11597
COMPAQ	150	MONITOR	525BC05AG960	8579	12768
IBM	G40	MONITOR	23H0760	10474	12183
COMPAQ	140	MONITOR	541AF06A282	8481	10304
IBM	G40	MONITOR	88T3211	10350	12027
IBM	G70	MONITOR	23C5247	12372	NO TAG
COMPAQ	PRESARIO 1425	MONITOR	633AG07GM589	12390	14691
IBM	G40	MONITOR	23H1677	10693	11775
IBM	G40	MONITOR	23H0839	10407	11920
AOC	CM-336	MONITOR	R336VA2AC / TP31410291	2617	10471
DELL	D1528-LS	MONITOR	65226T0KTY35	3999	10054

IBM	G40	MONITOR	23L5524	10266	12010
IBM	G40	MONITOR	88T3698	10471	NO TAG
IBM	G40	MONITOR	88T1997	10248	12047
IBM	G40	MONITOR	88N9676	NO TAG	12049
IBM	G40	MONITOR	23L1376	10696	11663
IBM	G40	MONITOR	23H0953	10690	12136
IBM	G40	MONITOR	88T0232	10365	12031
NEC	MULTISYNC 2V	MONITOR	4822356EA	NO TAG	11807
ENVISION	1556	MONITOR	ADAK90819790	4713	11291
IBM	G40	MONITOR	23H0805	10215	11896
IBM	G40	MONITOR	23H3677	10513	11767
IBM	G40	MONITOR	88N9429	NO TAG	11190
IBM	G40	MONITOR	88T0148	10404	11922
IBM	G40	MONITOR	23H4395	10314	11863
IBM	G40	MONITOR	88T0177	10943	11790
IBM	G40	MONITOR	23H4204	10537	11800
OPTIQUEST	Q51	MONITOR	5D81401617	2155	12223
IBM	G40	MONITOR	23H1532	10531	11871

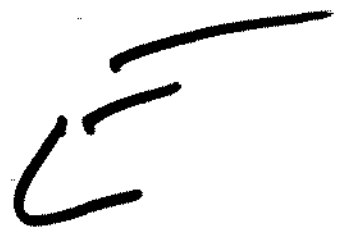
B

ENVISION	1556	MONITOR	ADAK90819171	4790	11296
ENVISION	1556	MONITOR	ADAK90819804	4711	11266
ENVISION	1556	MONITOR	ADAK90819522	4700	11180
COMPUS	X-555	MONITOR	CVR981242529	3719	11312
IBM	G40	MONITOR	23H1378	10347	11989
IBM	G40	MONITOR	23H3002	10377	11924
IBM	G40	MONITOR	23H1076	10489	11963
IBM	G40	MONITOR	23H0798	10263	11757
IBM	G40	MONITOR	23H3842	10507	11771
IBM	G40	MONITOR	23H4037	10555	11966
IBM	G40	MONITOR	23L1097	11142	11744
IBM	G40	MONITOR	23H4408	10308	11751
IBM	G40	MONITOR	23H1131	10302	11772
IBM	G40	MONITOR	88T1637	10546	11797
COMPAQ	140	MONITOR	609AF06AD955	9794	10454
COMPAQ	140	MONITOR	541AF06EA283	8504	10488
IBM	G40	MONITOR	88P4784	10606	11915
IBM	G40	MONITOR	23H4558	10486	11908

IBM	G40	MONITOR	23H1517	10435
IBM	G40	MONITOR	88T1978	10209
IBM	G40	MONITOR	23H4598	10441
IBM	G40	MONITOR	23L4580	10254
IBM	G40	MONITOR	23H3741	10639
ENVISION	1556	MONITOR	ACAK91242497	4610
IBM	G40	MONITOR	23H1039	10320
DELL	D1526TX-HS	MONITOR	8249353	3998
IBM	G40	MONITOR	23H1069	10224
IBM	G40	MONITOR	88T1582	10928
IBM	G40	MONITOR	88D2473	NO TAG
ENVISION	1556	MONITOR	CCAK91345714	4678
IBM	G40	MONITOR	88T1667	NO TAG
IBM	G40	MONITOR	23H0781	10341
IBM	G40	MONITOR	23H4560	10630
IBM	G40	MONITOR	23H4743	10419
IBM	G40	MONITOR	88R482	10627
IBM	6540-00N	MONITOR	23-C8734	566

D

APC	BACKUP 400	UPS	95086292787	8438	NO TAG
APC	BACKUP 400	UPS	PB9803145205	1151	NO TAG
APC	BACKUP 400	UPS	95076186733	8213	NO TAG
APC	SMART-UPS 600	UPS	W920832779	NO TAG	NO TAG
APC	SMART-UPS 1000	UPS	QS9849000313	4804	NO TAG
SOLAR POWER		POWER SUPPLY	9812L-089894	NO TAG	NO TAG
HP SCANJET ADF	ADF	SCANNER	C62708	4472	NO TAG
UNMAX	ASTRA 1200S	SCANNER	H750E38205394	2159	NO TAG
UNMAX	ASTRA 1200S	SCANNER	H750438210420	2217	NO TAG
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC21253	9826	11978
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC21850	10033	12139
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC20933	10038	11026
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC20931	9823	12025
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC21267	10027	12124
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC20929	10009	12073
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC21271	10015	11918
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC20922	10025	12150
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC20925	10016	12091
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC21249	9821	12235
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC21245	10017	11958
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC21255	NO TAG	12161
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC21251	9824	12065
PANASONIC	KX-P2130	DOT METRIX PRINTER	6CMCJC20916	10012	12044
PANASONIC	KX-P2130	DOT METRIX PRINTER	43M-----61	12401	14422
ITT	MERIDIAN	PBX BOX	NO SERIAL	NO TAG	NO TAG
EPSON	LQ-570+	DOT METRIX PRINTER	1F8E830644	4409	NO TAG
EPSON	COLOR 800	COLOR INKJET	3HR1423038	1117	10399



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

Agenda Item:

Date: August 9, 2005

Subject: Classroom Performance Systems for Canutillo High School

Presented By: Tony Reza and Pam Padilla

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. On June 20, 2005, the Board of Trustees approved the purchase of eight units for the Career and Technology Education Department. This request is to purchase seven additional Classroom Performance systems (CPS). The systems include USB memory drives, remote mice, software, license and training. The PCS units will be used for assessment in the Career and Technology Education Department (Business, Technology Education, and Industrial Technology) at Canutillo High School. The purchase of additional units will provide an assessment unit for each classroom in the program. The purchase will be done through the Texas Building and Procurement Commission (CISV) purchasing program to *The Education ConneXtion* in the amount of \$13,000.00. The aggregate total for this vendor will be \$27,000.00.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to purchase seven additional Classroom Performance Systems for the Canutillo High School Career and Technology Education Department.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

Bonnie Krauss
 The Education connEXtion
 12118 Elysian Court
 Dallas, TX 75230
 972 991-5252 or 800 991-2460
 Fax: 972 991-5261

email: bkrauss@swbell.net

eInstruction
 308 N. Carroll Blvd.
 Denton, Texas 76201



Classroom Performance System

26-Jul-05

Professional Development Price Quote

Professional Development Date: _____ City & State: _____

Monica Reyes

 Canutillo ISD

 PO Box 100

 Canutillo, TX 79835

Quantity	Description	Unit Price	S & H Fee	Total Price
2	Coupon Redemptions from PO 99397 24 Pad System	\$1,000.00		\$2,000.00
2	CPS Professional Development Seminar Includes: (1 1/2 systems) *One 24 pad Classroom Performance System *A second receiver unit *Two USB memory drives *Two remote mice *Training materials for two teachers *Software site license to include home license	\$2,000.00	n/c	\$4,000.00
2	*Coupon for the second set of 24 pads and carrying case (redeemable at time of purchase or at a later date)	\$1,000.00	n/c	\$2,000.00
TOTAL:				\$8,000.00

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

Agenda Item:

Date: August 9, 2005

Subject: Concrete slab - Canutillo High School

Presented By: Tony Reza and Yusuf Farran

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 place a concrete slab to cover 8,488 sq. ft. at the Canutillo High School to *High Ridge General Contractor Inc.* in the amount of \$24,989.00 through the Region XIX co-operative purchasing program. This will protect the foundation in the 100 hallway.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to contract with *High Ridge General Contractor Inc.* for the concrete slab at the Canutillo High School.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendents recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

50339 - 12966

PHONE NO. : 7810309

Aug. 01 2005 09:21AM P2

FROM : HIGHRIDGE
(HIGHTHILL GENE CON) INC

900 S HAWKINS E-2 EL PASO TX

PH 781-0177 FAX 781-0309

PROPOSAL

Page No. 1

of 1 Pages

R
O
M

PROPOSAL SUBMITTED TO:		PHONE 877-7712	DATE 08/01/05
NAME CANUITILO I.S.D	JOB NAME CONCRETE SLAB @ CANUITILO H.S		
STREET 7965 ARTCRAFT	STREET 7311 BOSQUE		
CITY EL PASO	CITY EL PASO	STATE TX	
STATE TX			

We hereby submit specifications and estimate for:

TO PLACE CONCRETE TO COVER 8488 SQ FT USING 3000 PSI CONCRETE 6 X 6 X 10 MESH

MATERIAL & LABOR COST

CONCRETE COST \$8500.00

LABOR COST \$9000.00

WIRE MESH, FORMS, CURING, SKID LOADER, SMALL EQUIPMENT, & FUEL \$7489.00 TOTAL \$ 24989.00

BY CONTRACT WITH REGION 19 PER SQFT @ \$3.25 X 8488 SQFT = \$27586.00 DISCOUNT \$2597.00

We hereby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum of
TWENTY FOUR NINE HUNDRED & EIGHTY NINE dollars (\$ 24989.00) with payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or item above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. Agreements contingent upon strikes, accident or delays beyond our control. This proposal subject to acceptance 30 days and it is void hereafter at the option of the undersigned.

Authorized Signature *A. O. [Signature]*

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED:

Signature _____

DATE

08/01/05

Signature *[Signature]*

EDUCATION SERVICE CENTER REGION 19
BID AWARD SUMMARY

BID TITLE: ESC Region 19 Coop for Concrete, Rockwall, and Sidewalk Services
BID NUMBER: 05-5843
BID OPENING DATE: June 7, 2005
CONTRACT TERM: Date of award until August 31, 2006 with the option to extend in 12 month increments not to exceed 36 months in the aggregate
FUNDING SOURCE: Various
BID's ISSUED: 24
RESPONSES: 6
ADVERTISEMENT DATES: May 15th & 22nd, 2005
BOARD MEETING DATE: July 14, 2005

RECOMMENDED FOR AWARD Cemex El Paso, Inc.
High Ridge General Contractors (HUB)
Jobe Materials, L.P. (HUB)
Lujan Trucking Inc. (HUB)
MTI Ready Mix
Online General Contractor
TOTAL (ESTIMATED) \$750,000.00

EXPLANATIONS:

Award of this contract will enable Education Service Center Region 19 and its Purchasing Cooperative members to purchase the services of the recommended vendors when concrete, rockwall, or sidewalks are needed during the contract term. Due to price variances, some of the lots had multiple awards in the best interest of the ESC and its Purchasing Cooperative members. Additionally, it was determined that most concrete needs to be poured within 24 hours after framing has been completed, therefore it was an important factor that cement companies be able to deliver within 24 hours to eliminate vandalism, time, and dangers associated with having frames sitting up to 48 hours before pouring takes place. That being said, being able to deliver within 24 hours was an award factor.

SPECIFICATIONS PROVIDED BY: Royce Cleveland
ESC- Region 19 Purchasing

EVALUATION COMMITTEE: Royce Cleveland
ESC- Region 19

Laura Rivera
El Paso Community College

Mark Vichione
Socorro ISD

**Canutillo Independent School District
Office of the Superintendent
Post Office Box 100
Canutillo, Texas**

Agenda Item:

Date: August 9, 2005

Subject: Approval of Changes to the District's Health Benefit Plan

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The District's Health Benefit Committee in conjunction with our consultant, has reviewed the current benefit plan for any changes for fiscal year 2005-2006. The Committee is recommending no changes in the benefits plan with the exception of the implementation of some programs that will monitor and reduce our overall prescription drug costs. The Committee is recommending as a small increase in employee payroll deductions, to keep up with inflation costs and maintain the health insurance fund. The proposed payroll changes will increase the dependent, spouse, and family employee payroll deductions by 5% for the Standard and Premium plans. The proposed funding by the district will increase 5% across the board. Again these changes are necessary to maintain inflationary health care costs and to sustain the health fund. A copy of the letter sent to employees describing the programs being implemented on the prescription drug plan and the rate changes is enclosed for your review.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of the recommended changes to the health benefits plan.

3. BOARD ACTION REQUESTED:

Motion to approve the recommended changes.

MOTION _____ **SECOND** _____

FOR _____ **AGAINST** _____



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, TX 79932

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

Renée Rios O'Donnell
Exec. Dir., Human Resources
July 21, 2005

(915) 877-7400
FAX (915) 877-7407
rodonnell@canutillo-isd.org

To: **All Employees**
From: **Benefits Committee**
Subject: **2005-2006 Health Plan Update**

The District Benefits Committee met on July 21 to discuss the status of the District Health Plan and determine if and what changes would be necessary for the 2005-2006 plan year. Working closely with our consultant *Crest Benefits* and our administrator *Access*, the committee's role is to monitor our health plan throughout the year. The Health Plan runs on a cycle from 9/1 through 8/31. This year's claims cost have been very consistent and our catastrophic claims have kept to a minimum. Employees have done an outstanding job of following the plan and utilizing our network which helps to keep the overall costs down. As a result of having such a successful year with the health plan, the only changes to the health plan will be the implementation of some monitoring programs in our prescription drug plan. The following programs will be implemented effective September 1, 2005:

- **Dosage Optimization** – ReStat will monitor the dosages of some 50 drugs they have identified that have the same cost for different strengths of the same medication. They call this “parity pricing”. Sometimes a physician will write a prescription for a patient to take two pills of one strength when they could have prescribed one pill of twice the strength (example two 10 mg tablets instead of one 20mg tablet), therefore, the health plan has to pay for twice as many tablets. With this program in place, members may reduce the number of tablets they take while the health plan reduces the cost for the prescription.
- **Step Therapy** – ReStat has created a hierarchy for certain drug classes that must be followed by the member in order for their medication to be covered. This is done in order to utilize drugs that are equally as effective as other drugs, but cost less. For instance a doctor may prescribe Allegra for a patient at a cost of \$25.00 to the patient and \$163.54 to the health plan. In this case, “Step Therapy” would ask the member to take Claritin instead at a cost of \$5.00 to the patient and \$10.00 to the health plan.
- **Quantity Limitations** – ReStat has identified a list of medications that are not used on a daily basis, but rather on a per episode basis (like Migraine medication). In this program, ReStat will limit the quantity of tablets a member may obtain at one time based on the FDA's recommended dosage for that medication over a specified period of time. This eliminates the pharmacy dispensing too large of a quantity therefore putting the patient at risk of exceeding the recommended dosage of the medication.

These programs will impact very few of our employees, but could have significant cost savings to our health plan over time. Any member who will be impacted by the implementation of these programs will receive a letter in the mail from ReStat explaining how you will be affected. If you receive a letter and have questions, please contact Tracey Benson in Benefits at 877-7408.

Because the District had such a good year with the health plan, a minimal rate increase to the monthly contributions, to cover inflation costs, will be implemented on September 1. The new rates will be implemented on the September 15 pay check. Please review the new rates below:

	<u>Standard Plan</u>		<u>Premium Plan</u>	
	<u>Monthly</u>	<u>Per Check</u>	<u>Monthly</u>	<u>Per Check</u>
Employee Only	\$0.00	\$0.00	\$58.00	\$29.00
Employee/Spouse	\$314.00	\$157.00	\$443.00	\$221.50
Employee/Child(ren)	\$200.00	\$100.00	\$308.00	\$154.00
Employee/Family	\$514.00	\$257.00	\$682.00	\$341.50

The District will contribute \$357.00 per month for each employee for a total of \$4,284.00 per employee for the year.

Thank you, and keep up the good work!!!

Canutillo ISD
Proposed Health Care Rates
For Fiscal Year 2005-2006

Current District Funding

% Increase Factors	Renewal Rates	
	Standard Plan	Premium Plan
1.05	1.05 \$ 357	\$ 357

Proposed District Funding

1.05	1.05 \$ 357	\$ 357
------	-------------	--------

Current Payroll Deductions

	Standard Plan	Premium Plan
Employee Only	\$ -	\$ 55
Employee Spouse	\$ 299	\$ 422
Employee Children	\$ 190	\$ 293
Employee Family	\$ 489	\$ 649

Renewal Payroll Deductions

	Standard Plan	Premium Plan
Employee Only	\$ -	\$ 58
Employee Spouse	\$ 314	\$ 443
Employee Children	\$ 200	\$ 308
Employee Family	\$ 513	\$ 681

Net Change Payroll Deductions

	Standard Plan	Premium Plan
Employee Only	\$ -	\$ 3
Employee Spouse	\$ 15	\$ 21
Employee Children	\$ 10	\$ 15
Employee Family	\$ 24	\$ 32

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

Agenda Item:

Date: August 9, 2005

Subject: Air Conditioners for District Wide

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 air conditioners units for installation throughout the district as needed. The units will be purchased through the Region XIX co-operative purchasing program *from Home Depot, Inc.* in the amount not to exceed \$50,000.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to purchase the units from Home Depot, Inc.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendents recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

REGION 19 EDUCATION SERVICE CENTER
RFP AWARD SUMMARY

RFP TITLE: Region 19 Purchasing Cooperative Maintenance, Repair, and Operation Supplies & Related- JIT Pickup & Delivery
RFP NUMBER: 05-5757
RFP OPENING DATE: September 28, 2004
CONTRACT TERM: Date of Award until October 1, 2005 with the option to extend in 12-month increments not to exceed 36 months in the aggregate
FUNDING SOURCE: Various
RFP's ISSUED: 69
RESPONSES: 17
ADVERTISEMENT DATES: September 12th & 19th, 2004
BOARD MEETING DATE: October 14, 2004

RECOMMENDED FOR AWARD

- American Refrigeration Supplies Inc.**
- Bob's Small Engine Repair & Propane (HUB)**
- Dale Boren Service Supply**
- Desert Drywall Inc. (HUB)**
- Drywall Shop Corp. (HUB)**
- Dunn-Edwards Corp.**
- El Paso Alamo Plumbing Supply (HUB)**
- Frank's Supply**
- Hardware Specialties & Glass Co.**
- Johnstone Supply**
- Kwal Paint, Inc.**
- L & W dba Building Specialties**
- Lowe's**
- Motion Industries**
- Ryan Supply Inc. dba Ace Hardware**
- The Home Depot**

TOTAL (ESTIMATED LESS THAN) \$300,000 / year

EXPLANATIONS:

Award of this contract will enable Region 19 and its Purchasing Cooperative members to purchase goods and services stipulated under this contract from various vendors in El Paso and the surrounding area. Evaluation criteria was weighted at 50% price, 30% location, and 20% billing and related customer friendly practices. This contract is intended for those MRO purchases in which the school district or coop member has determined the total cost is less than \$25,000 per year per commodity category. Alamo Iron Works listed its address as San Antonio, Texas and also did not provide any discounts from retail, therefore its proposal was not considered as per the special conditions. Other proposals were received after the due date and those submissions were not considered for award recommendation. The nature of this contract is for purchase of in stock items on a just-in-time basis.

**Canutillo Independent School District
Office of the Superintendent
Post Office Box 100
Canutillo, Texas**

Agenda Item: _____

Date: August 9, 2005

Subject: Approval of Truth-in-Taxation and Budget Calendar

Presented By: Tony Reza

Consent Agenda: _X_

ACTION

1. BACKGROUND INFORMATION:

The Truth-in-Taxation act requires public notice be given when the budget and the tax rate to support it will be adopted. This notice must be published at least 10 days before and not more than 30 days before the hearing is to take place. In addition, the Texas Education Agency requires that the budget be adopted by August 31st. The purpose of this item is to present to the Board the recommended dates for the adoption of the budget and tax rate and to request the Board's concurrence.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of the recommended calendar.

3. BOARD ACTION REQUESTED:

Motion to approve the recommended calendar.

MOTION _____

SECOND _____

FOR _____

AGAINST _____

Canutillo Independent School District
 Fiscal Year 2005-2006 Preliminary Budget
 Truth in Taxation and Budget Calendar

August-05

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Select day for public hearing and to approve budget and tax rate.			
	1	2	3	4	5	6
7	Copy of notice required by <i>West Texas County Courier</i>	Regular board meeting		Post public notice of budget adoption in <i>West Texas Courier</i>		
	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	Budget workshop	24	Public hearing on budget and tax rate and adoption of both	26	27
			Last day to adopt the budget			
28	29	30	31			

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

Agenda Item:

Date: August 9, 2005

Subject: Renew the Software Development Engineer Contract for the 2005-2006 School Year

Presented By: Tony Reza and Martha Veale

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The Finance Department has exercised Section 6 item (c) of the Request for Proposal # 04-16, option to renew the contract for one more year. The renewal will be for year two (2) of a three-year agreement with Asaad Hubail from August 1, 2005 through July 31, 2006. Services include work order modules, curriculum & evaluation modules, campus & district improvement plans, reporting modules, updates and any other projects needed at a rate of \$55.00 per hour for no more than 1,200 hours in a twelve month period.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to renew the Software Engineer Services RFP#04-16 as recommended by the Technology Department

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

Asaad Hubail

P.O. Box 222103
El Paso, TX 79913

Phone: 915-584-5899

E-mail: asaad_hubail@hotmail.com

July 14, 2005

Canutillo ISD
P.O. Box 100
Canutillo, TX 79832

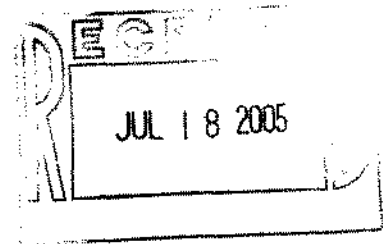
Dear CISD Representative:

I, Asaad Hubail, would like to extend the contracted services agreement with Canutillo ISD for the next year as outlined in the RFP in June 2004. I am agreeable to the same terms and rate.

Sincerely,



Asaad Hubail
Software Engineer



Canutillo Independent School
Request for Proposal # 04 - 16

1. PROJECT DESCRIPTION

The Canutillo Independent School District Board of Trustees is requesting proposals to provide services as a Software Development Engineer to design and implement district wide and departmental Data Warehouse Projects. All projects are related to the design and implement canopies connected to the Web Based Portal - EDUCARE PAVILION.

District-Wide Work Order Module [Maintenance and Technology]

Special Education Module

Curriculum and Evaluation Module [Graduation Plan, PEP, Advanced Academics]

Campus Improvement Plan

District Improvement Plan

EL Database and LPAC Reporting Module

Create an integrated database for meetings, training and inventory

Update assigned webpages

And any other related Educare projects not list above

7. RESPONSIBILITIES AND DUTIES:

Software Development Engineer

1. Coordinate with the Director of Information Technology or designee the design and implementation of modules and/or interfaces.
2. Meet with school district personnel regarding the user friendly design of the requested Department/Campus modules.
3. Consult with the Director of Information Technology, Technology Coordinator, or Network Engineer to ensure conformity with data structures, network and system specifications.
4. Participate in the pre-qualification or approval process for architects, engineers, and contractors.
5. Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs.
6. Consult with faculty and administrative staff concerning program preparation, process improvement and design needs.
7. Establish and recommend priorities of module implementation.
8. Maintain a coding progress schedules.
9. Provide as coded documentation for each project.
10. Coordinate transition of modular projects into Educare Pavilion system.
11. Provide user friendly graphical interfaces.

Policy, Reports, and Law

12. Complete periodic reports of network data warehouse project progress and make presentations to the board (if requested).
13. Coordinate the storage and handling of mainframe files.
14. Maintain strict version control of each module.
15. Provide the school district with an unlimited license for the coding.
16. Compile and maintain a file of all design requests.
17. Sign an Intellectual Property Rights document.

Safety

Maintain safety standards in conformance with federal, state, and insurance regulations.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, server, copier, and calculator.

Canutillo Independent School
Request for Proposal # 04 - 16

Working Conditions:

Mental Demands/Physical Demands/Environmental Demands:

District wide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct on-site campus and administrative office visits.

Terms of Contract:

Professional Services Contract based on individual projects.

Evaluation:

Performance evaluation will be conducted on individual modules.

The above statements are intended to describe the general purpose and responsibilities assigned for this service and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED SERVICE. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.



Signature

6/28/2004

Date

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

Agenda Item: _____ Date: August 9, 2005

Subject: Adoption of Policy DNA (Local) (second reading)

Presented By: Dr. Padilla/R. 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, 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 teachers 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. The changes were reviewed by the Board of Trustees for first reading on July 12, 2005.

2. SUPERINTENDENT RECOMMENDATION:

Recommend adoption of DNA (Local) for second reading.

3. BOARD ACTION REQUESTED:

Motion to adopt DNA (Local) for second 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 been a campus that is academically unacceptable

2. Not be on a probationary contract.

Eligible teachers shall be appraised every third year.

FREQUENCY

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.

to make adequate yearly progress.

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 *other than probationary contract* continuing 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)**

- FIRST OBSERVATION** used 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).

**DATE ISSUED: 09/15/1997
LDU-38-87
DNA (LOCAL)-X**

ADOPTED:

2 of 2

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

Agenda Item: _____ Date: August 9, 2005

Subject: Adoption of TASB Localized Update 75 (second reading)

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

ACTION

1. BACKGROUND INFORMATION:

The following local policies were discussed by the Policy Committee on June 28, 2005 and then reviewed by the Board for first reading on July 12, 2005:

BDAE (Local) - Officers and Official Duties and Requirements of Depository
BDB (Local) - Board Internal Organization Internal Committees
BDD (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
GBA (Local) - Public Information Program Access to Public Information - DELETE
GBAA (Local) - Information Access Request for Information

2. SUPERINTENDENT RECOMMENDATION:

Recommend adoption of TASB Update 75 to include revisions to CNA (Local) policy.

3. BOARD ACTION REQUESTED:

Motion to adopt TASB Localized Update 75 for second 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

TASB Localized Policy Manual Update 75

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

Explanatory Notes

TASB Localized Policy Manual Update 75

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.

Explanatory Notes

TASB Localized Policy Manual Update 75

- 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.”

Explanatory Notes

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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.

Explanatory Notes

TASB Localized Policy Manual Update 75

- 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:

Explanatory Notes

TASB Localized Policy Manual Update 75

- 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.

Explanatory Notes

TASB Localized Policy Manual Update 75

- 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.

Explanatory Notes

TASB Localized Policy Manual Update 75

As at EHAB(LEGAL), the previous text regarding flexible instructional arrangements has been moved to EHAA(LEGAL) 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(LEGAL) 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>.

Explanatory Notes

TASB Localized Policy Manual Update 75

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:

Explanatory Notes

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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.

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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.

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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

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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: August 9, 2005

Subject: Student Code of Conduct

Presented By: Dr. Padilla/R. 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 recommendation changes have been enumerated in the minutes of the meeting held on June 28, 2005 and then presented for first reading to the Board on July 12, 2005.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of the 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: August 9, 2005

Subject: Adoption of Policies FNAA and FNAB (Local) (second reading)

Presented By: Dr. Padilla/R. 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 recommendation changes have been enumerated in the minutes of the meeting held on June 28, 2005 and then presented for first reading to the Board on July 12, 2005.

2. SUPERINTENDENT RECOMMENDATION:

Recommend adoption of Policies FNAA and FNAB (Local).

3. BOARD ACTION REQUESTED:

Motion to adopt Policies FNAA and FNAB (Local) 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 mailer set of worksheets for development of your GKDA(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 annual abridges, we recommend that you reconsider all the relevant issues and redevelop these policies in light of the legal concerns explained in this *Starting Points*.

As you worked on the GKDA(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 practices; 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 TASS Policy Service for processing as a Local District Update. Our fax number is 512-467-3618. Our address is:

TASS 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 800-390-7529 or 512-467-0222 if you have any questions.

Ann T. Parker

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 practices.</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 non-school 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 systems (CPEB) and the process used by persons other than students who wish to distribute non-school literature (GRCDA). 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., harassment or threatening language.</p> <p>Adoption of the model text would create a limited public forum for students to distribute non-school literature. If the district wishes to create a traditional public forum or to have a closed forum (as described in this explanation of legal issues in this <i>Sharing Policies</i>), please contact your local school attorney for appropriate policy language.</p> <p>To facilitate understanding among students, parents, and the public that approval of a student's distribution of non-school 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>
<p>The District shall not be responsible for, nor shall the District endorse, the contents of any non-school 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 practices.</p>	<p>To facilitate understanding among students, parents, and the public that approval of a student's distribution of non-school 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 Non-school 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 non-school 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 practices.</p>	<p>We recommend that the district establish a threshold allowing students to give their peers a minimal number of copies of non-school 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 it 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 non-school literature and shall not be governed by this policy.</p> <p>For distribution of non-school literature by non-independents, 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 practices.</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 Valentine's 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 non-independents who wish to distribute non-school 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 intentionally 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>

FNAAL(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>5-12-17</u></p> <ol style="list-style-type: none"> Materials shall include the name of the person or organization sponsoring the distribution. Using the standards found in this policy at LIMITATIONS ON <u>Subst</u> CONTENT, 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 limit 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"> 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 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 practices.</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./designate</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 practices.</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 distributions 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 Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confinement 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. <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 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. <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 FNAAL(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 left-hand column to reflect district practices.</p>	<p>The federal Equal Access Act, cited as 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 practices.</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 3 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 non-sponsored 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 _____ 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 non-sponsored, 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 non-sponsored 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>Prin. Designee</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 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 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 this 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 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
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Agenda Item: _____ Date: August 9, 2005

Subject: Adoption of Board Resolution Policy CNA (Local) Exhibit A regarding hazardous traffic conditions (second reading)

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

ACTION

1. BACKGROUND INFORMATION:

Due to the 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 adoption.

The resolution is a result of the Policy Committee's recommendation of the meeting held on June 28, 2005 and then presented for first reading to the Board on July 12, 2005.

2. SUPERINTENDENT RECOMMENDATION:

Recommend adoption of Board Resolution Policy CNA (Local) Exhibit A regarding hazardous traffic conditions (transportation).

3. BOARD ACTION REQUESTED:

Motion to adopt Board Resolution Policy CNA (Local) Exhibit A regarding hazardous traffic conditions as recommended by the Policy Committee and Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

CANUTILLO ISD

RESOLUTION OF THE BOARD REGARDING HAZARDOUS TRAFFIC CONDITIONS

WHEREAS, Education Code 42.155 (d) allows the Board of Trustees of Canutillo Independent School District 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;

WHEREAS, the TEA handbook on School Transportation Allotments requires the Board to adopt language providing the definition of hazardous traffic conditions applicable to the District and identifying the specific hazardous areas for which such funding is requested;

WHEREAS, the Board acknowledges the Education Code 42.155 (d) provisions stating that a hazardous condition exists where no walkway is provided and students must walk along or cross a freeway or expressway, an underpass, an overpass or a bridge, an uncontrolled major traffic artery, an industrial or commercial area, or another comparable condition;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Canutillo Independent School District has defined hazardous traffic conditions in the same manner as stated in Education code 42.155 (d) and has identified the following specific hazardous areas in which such conditions exist:

All streets located north, south, east and west of 6675 South Desert Rd.

Adopted this 12th day of July, 2005, by the Board of Trustees.

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

Agenda Item: _____ Date: August 9, 2005

Subject: Annual review of Board Policy CDA (Local) Other Revenues:
Investments

Presented By: Tony Reza Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

It is required that the Board review Policy CDA (Local) on an annual basis.

No changes are requested at this time.

2. SUPERINTENDENT RECOMMENDATION:

Recommend review of Board Policy CDA (Local).

3. BOARD ACTION REQUESTED:

Motion that the Board review Policy CDA (Local) as recommended by the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

Canutillo ISD
071907

OTHER REVENUES:
INVESTMENTS

CDA
(LOCAL)

INVESTMENT
AUTHORITY

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. The investment officer shall be bonded or shall be covered under a fidelity insurance policy. All investment transactions except investment pool funds and mutual funds shall be executed on a delivery versus payment basis.

APPROVED
INVESTMENT
INSTRUMENTS

From those investments authorized by law and described further in CDA (LEGAL), the Board shall permit investment of District funds in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load money market mutual funds and no-load mutual funds as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

SAFETY AND
INVESTMENT
MANAGEMENT

The main goal of the investment program is to ensure its safety and maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

The investment policy and investment strategy shall be reviewed by the Board at the end of each fiscal year.

LIQUIDITY AND
MATURITY

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**MONITORING
MARKET PRICES**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant declines in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisors, and representatives/advisors of investment pools or money market funds. Monitoring shall be done at least quarterly as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**FUNDS /
STRATEGIES**

Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below.

**OPERATING
FUNDS**

Investment strategies for operating funds (including any comingled pools containing operating funds) shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

**AGENCY
FUNDS**

Investment strategies for agency funds shall have as their objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

**DEBT
SERVICE
FUNDS**

Investment strategies for debt service funds shall have as their objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.

**CAPITAL
PROJECTS**

Investment strategies for capital project funds shall have as their objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.

**SAFEKEEPING
AND CUSTODY**

The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.

**BROKERS /
DEALERS**

Prior to handling investments on behalf of the District, brokers/dealers must submit required written documents in accordance with law. [See SELLERS OF INVESTMENTS, CDA(LEGAL)] Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing

with the National Association of Securities Dealers.

**SOLICITING
BIDS FOR CD'S**

In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.

**INTERNAL
CONTROLS**

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

**PORTFOLIO
REPORT**

In addition to the quarterly report required by law and signed by the District's investment officer, a comprehensive report on the investment program and investment activity shall be presented annually to the Board. This report shall include a performance evaluation that may include, but not be limited to, comparisons to 91-day U.S. Treasury Bills, six month U.S. Treasury Bills, the Fed Fund rate, the Lehman bond index, and rates from investment pools. The annual report shall include a review of the activities and total yield for the preceding 12 months, suggest policies, strategies, and improvements that might enhance the investment program, and propose an investment plan for the ensuing year.

DATE ISSUED: 09/30/2003
UPDATE 71
CDA(LOCAL)-X

This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]



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

August 1, 2005

TO: Board of Trustees

THROUGH: Tony Reza *TR*
Comptroller

FROM: Kathy Ellis *K Ellis*

SUBJECT: Approval of Warrant List for June 28-July 26, 2005

Enclosed in your packet is the warrant list for June 28-July 26, 2005. I recommend its approval in the amount of: **\$ 1,828,766.03.**

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

Mago Arellano	Am. Exp./registration-Summer Leadership Institute	\$	295.00	Page 9
	Am. Exp./travel-Summer Leadership Institute	\$	225.40	Page 10
Sergio Coronado	Am. Exp./registration-Summer Leadership Institute	\$	295.00	Page 9
	Am. Exp./travel-Summer Leadership Institute	\$	207.40	Page 9
Carl Fietze	Am. Exp./registration-Summer Leadership Institute	\$	295.00	Page 9
Yvonne Sanchez	Am. Exp./registration-Summer Leadership Institute	\$	295.00	Page 9
	Am. Exp./travel-Summer Leadership Institute	\$	225.40	Page 10

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

Subject: Employment of Personnel Date: August 9, 2005

Presented by: Renée O'Donnell Consent Agenda

ACTION

1. **BACKGROUND INFORMATION**

Juan Gonzalez

**Assistant Principal, CES
Effective 8/10/05**

Rationale: Mr. Gonzalez is being recommended to fill the vacancy left by Maggie Porras-Grant who is now the Principal at Jose Damian Elementary. The position was filled competitively through screening and an interview committee.

2. **SUPERINTENDENT RECOMMENDATION**

It is recommended that the Board approve the employment of Mr. Juan Gonzalez .

3. **BOARD ACTION REQUESTED**

Motion to approve the employment of Mr. Juan Gonzalez as recommended by the Superintendent.

MOTION _____ **SECOND** _____

FOR _____ **AGAINST** _____

BOARD PRESIDENT: This Board will adjourn into closed session pursuant to the following section of the Texas Open Meetings Act, Texas Government Code Section 551.074 and 551.082, for evaluation and employment of a public officer or employee.

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

Subject: Administrative Personnel Actions for Date: August 9, 2005
Board of Trustee Information Only

Presented by: Renée O'Donnell Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION

Superintendent approved employment of personnel:

Laura Alvarez	FS Substitute, Effective 8/8/05
Michelle Ascano	Special Ed. Teacher, CMS, Effective 8/8/05
Raquel Favela	English Teacher, CHS, Effective 8/8/05
Gloria Flecha	Special Ed. Teacher, CES, Effective 8/8/05
John Folmer	Ag Teacher, CHS, Effective 8/8/05
Amanda Forsythe	Social Studies Teacher, CHS, Effective 8/8/05
Michael McCool	Science Teacher, CHS, Effective 8/8/05
Jessica Melendez	K (B) Teacher, CES, Effective 8/8/05
Cynthia Montoya	Instructional Assistant, CES, Effective 8/8/05
Laura Soto	Math Teacher, CMS, Effective 8/8/05
Claudia Villalobos	Math Teacher, CHS, Effective 8/8/05

Superintendent approved position changes for personnel:

Steve Archuleta	Assistant Principal, JDE, to Assistant Principal, CHS, Effective 7/27/05
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Superintendent approved position changes for personnel (cont.)

Ana Arreola	DAEP Teacher to Special Ed. Resource, CHS, Effective 8/8/05
Julio Alvarez	Interim Lead Custodian to Lead Custodian, DDE, Effective 7/20/05
Marsha Fintell	Assistant Principal, CHS, to Assistant Principal, JDE, Effective 8/1/05
Pilar Martinez	Groundskeeper to Custodian, CO, Effective 7/20/05
Andy Ortega	Custodian, CO, to Groundskeeper, Effective 7/20/05
Margarita Porras-Grant	Assistant Principal, CES, to Principal, JDE, Effective 7/13/05
Monica Reyes	Director to Principal, CMS, Effective 7/11/05
Tom Patti	Principal, CMS, to DAEP, Effective 7/12/05
Susie Ramos	Office Manager, BCE, to Office Manager, CMS, Effective 7/20/05
Stella Scott	Keyboarding, CMS, to Home Ec. Teacher, CHS, Effective 8/8/05

Superintendent approved resignations:

Rudy Alderete	Temporary Driver, Effective 7/1/05
Lee Beck	Special Ed. Teacher, CMS, Effective 5/31/05
Lura Beets	PE Teacher, CES, Effective 5/31/05
Jacob Boggs	Special Ed. Teacher, CMS, Effective 5/31/05
Art Giron	Custodian, CMS, Effective 7/7/05
Rhonda Hipp	Special Ed. Teacher, CHS, Effective 5/31/05
Jessica Jaquez	Bilingual Teacher, JDE, Effective 5/31/05

Superintendent approved resignations (cont.):

Joel Meraz	Temporary Driver, Effective 6/30/05
Juan Meza	Lead Custodian, DDE, Effective 7/5/05
Henry Mishaan	Math Teacher, CHS, Effective 5/31/05
Audrie Morgan	Special Ed. Teacher, CHS, (did not resign but was called to active duty for 545 days beginning 8/1/05)
Jose Reyes	Science Teacher, CHS, Effective 5/31/05

Superintendent approved retirements:

Diana Mendoza	Food Service Secretary, Effective 9/6/05
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2. **BOARD ACTION REQUESTED**

No action required.

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

Agenda Item: _____

Date: August 9, 2005

Subject: Acceptance of Donations to CISD

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The following individuals and/or businesses have made the following donations:

Walmart - \$750.00 to CMS Athletic Department
Office Depot- 50 backpacks

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends acceptance of the donations made to CISD.

3. ACTION REQUESTED:

The Board of Trustees accepts the donations made to CISD.

MOTION _____ SECOND _____

AYES _____ NAYS _____

July 19, 2005

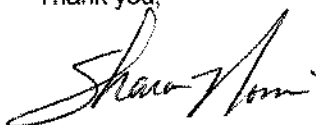
Canutillo ISD School Board

Dear Canutillo ISD School Board,

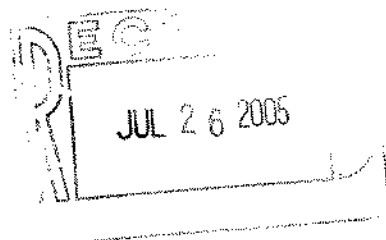
Subject: Walmart Athletic Donation

On behalf of the Canutillo Middle School Athletic Department, I would like to thank Walmart for the generous donation of \$750.00 and Emma Canales, Walmart employee, for volunteering her time with our department. The money was used to support our annual sport banquet.

Thank you,



Sharon Norris
CMS Athletic Coordinator
Canutillo Middle School
cc: Dr. Reyes-Garcia





Finance

Canutillo Independent School District

7965 Artcraft Rd.
El Paso, TX 79932

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

(915) 877-7430
FAX (915) 877-7415

August 1, 2005

Office Depot
Mary Wong, Director of Community Relations
2200 Old Germantown Road
Delray Beach, FL 33445

Dear Ms. Wong,

This letter is to express my appreciation for the donation of 50 backpacks from Office Depot to the Canutillo Independent School District. They will gladly be distributed to several students located at different campuses throughout our district.

Thank you for being a partner in education with our district.

Respectfully,

Samuel Garcia, CTSBS
Purchasing Agent
Canutillo Independent School District

elp

cc: Cesar Molina
Account Representative
Office Depot - BSD
El Paso Office

CISD Board of Trustees