

# Agenda of Special Meeting

## The Board of Trustees Canutillo ISD

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A Special meeting of the Board of Trustees of Canutillo ISD will be held August 23, 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. Consent Agenda
      1. Creation of Positions: 3
        - a. Library Aide at JDE
        - b. MR Assistant at CES
      2. Approval of Stipends: 11
        - a. Food Service Maintenance Team Leader - \$1,000.00
        - b. Career Choices Instructor - \$1,500.00
        - c. Job Readiness Instructor - \$1,500.00
      3. Review of recommended changes to Policy EIC (Local) (first reading) 15
      4. Review of recommended changes to Policy CH (Local) (first reading) 19
  2. Instruction and Student Affairs
    - A. NONE
  3. Personnel
    - A. Consider realignment of supervision of Transportation Department and Custodial Department
  4. Business and Finance
    - A. Presentation by First Southwest Co. regarding possible bond issue
    - B. Consider authorizing Administration, Attorneys and Financial Advisor to proceed with planning for bond issue
    - C. Update on Preliminary Budget for Fiscal Year 2005~2006
  5. Administration
    - A. NONE
  6. Adjournment
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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.

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

Agenda Item: \_\_\_\_\_ Date: August 23, 2005

Subject: Creation of Positions

Presented By: R. O'Donnell Consent Agenda: X

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**ACTION**

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1. BACKGROUND INFORMATION:

This item was presented to the Personnel Committee on August 17, 2005. The need to create the following positions were explained to the committee. There is a need to create a Library Aide for Jose Damian Elementary School and an MR Assistant at Canutillo Elementary School.

The committee agreed to recommend the creation of positions to the Board.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of creation of positions as requested.

3. BOARD ACTION REQUESTED:

Motion to approve the Creation of Positions as recommend by Personnel Committee and Superintendent.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

## Canutillo Independent School District Personnel Requisition Form

### REQUIREMENTS

**Campus/Dept:** Jose Damian Elementary **Date** August 11, 2005  
**New Board Approved Position(s):** yes  no  **No. of Position(s):** 1  
**Position Title:** Library Aide Full-time  Part-time   
Exempt  Non-exempt   
**Pay Grade:** C/P 3 **Salary Range:** \$8.97 - \$11.21  
**Funding:** Local Funds  
**Length of Work Year :** 183 **Start Date:** September 1, 2005

### REMARKS/COMMENTS

**Justification:** JDE is approaching 860 students and will soon have the highest enrollment of all the elementary schools. The library has only 1 aide assigned to help the librarian while currently all other elementary schools have 1.5 aides.

#### POSITION PROFILE (May include a job description)

This position requires 48 college hours. Job description is attached.

#### Education/Credentials/License Requirements (Major/Minor, if applicable)

- High school diploma or GED
- Forty-eight college hours
- Valid Texas Paraprofessional educational certificate



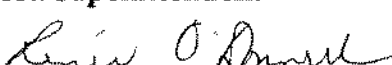

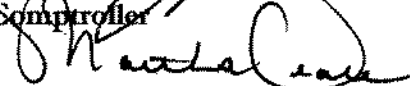
#### Knowledge/Skill/Abilities (Job-related)

Basic computer, typing skills, ability to file books following district cataloging system, effective communication skills, and the ability to work with children.

#### Working Conditions/Restrictions:

Work with frequent interruptions, maintain emotional control under stress. Climbing, stretching, and frequent lifting of books, boxes and audiovisual equipment.

### CONCURRENCES

Signed		Date
	Superintendent	
Signed		8-17-05
	Asst. Superintendent	Date
Signed		8-17-05
	Human Resources Executive Director	Date
Signed		8/17/05
	Comptroller	Date
Signed		8.17.05
	Originator	Date

**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	Library Assistant	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports to:</b>	Principal/Librarian	<b>Pay Grade:</b>	3 ESEA Title I, Part A funded
<b>Dept./School:</b>	Assigned Campus	<b>Date Revised:</b>	January 24, 2003

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**Primary Purpose:**

Assist librarian in the administration of the campus library. Perform routine clerical duties under direct supervision of the certified librarian.

**Qualifications:**

**Education/Certification:**

High school diploma or GED equivalency and 48 hours of study at an accredited institution of higher education.

Valid Texas Paraprofessional educational certificate

**Special Knowledge/Skills:**

Typing, keyboarding, and file maintenance skills

Knowledge of basic computer operations and skills

Ability to file books following district cataloging system

Effective communication and interpersonal skills

Ability to work well with students

**Experience:**

One year experience working with children

One year clerical experience

**Major Responsibilities and Duties:**

**Library Program Support**

1. Provide individual instruction and assistance in using library media center resources including computers and audiovisual equipment.
2. Shelve incoming books, materials, and equipment.
3. Ready materials for classroom or reserve collection use as requested by teachers.
4. Request and schedule use of materials from regional education service center or other sources.
5. Prepare bulletin boards and displays and assist the librarian in preparing instructional materials.
6. Assist in reading to small groups of students and listening to individual students read aloud.
7. Conduct instructional exercises assigned by the teacher, work with individual students or small groups.

**Accounting and Inventory**

8. Operate the media center automated circulation system.
9. Collect and maintain records of student fines and prepare parent notification as needed.

**Job Description  
Library Assistant**

10. Receive and process books, materials, and equipment and reconcile with packing slips and invoices.
11. Repair books, magazines, materials, and equipment or process for repair at outside facilities (e.g., bindery).
12. Perform routine maintenance on audiovisual equipment.
13. Assist in the annual inventory and weeding of library media center materials.

**Clerical Support**

14. Maintain physical and computerized files, including card catalog, vertical file materials, and publisher catalogs.
15. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence using personal computer or typewriter.
16. Assist librarian in keeping administrative records and preparing required reports.

**Student Management**

17. Assist librarian and teachers to maintain student behavior and maintain an orderly atmosphere.
18. Perform assigned student monitoring duties.

**Other**

19. Assist with the supervision of parent volunteers and student assistants.
20. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Copier, personal computer, printer, typewriter, and audiovisual equipment

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Work with continuous interruptions. Maintain emotional control under stress. Climbing, stretching; and frequent lifting of books, boxes, and audiovisual equipment.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of board policy.

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

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**Reviewed by**

**Date**

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**Approved by**

**Date**

## Canutillo Independent School District Personnel Requisition Form

### REQUIREMENTS

Campus/Dept: Canutillo Elementary School Date August 11, 2005

New Board Approved Position(s): yes  no  No. of Position(s): 1

Position Title: MR Assistant Full-time  Part-time   
Exempt  Non-exempt

Pay Grade: C/P 3 Salary Range: \$8.97 - \$11.21 at midpoint

Funding: Special Education Funds - Federal

Length of Work Year: : 183 Start Date: September 1, 2005

### REMARKS/COMMENTS

**Justification:** The MR unit at Canutillo Elementary School now has 8 students with one teacher. These are severely mentally retarded students and the teacher is in need of assistance with their educational, behavioral, and social skills.

#### POSITION PROFILE (May include a job description)

Must pass District proficiency test. Job description is attached.

#### Education/Credentials/License Requirements (Major/Minor, if applicable)

- High school diploma or GED
- Valid Texas Paraprofessional educational certificate


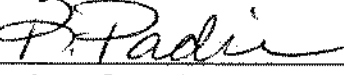


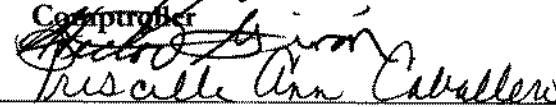
#### Knowledge/Skill/Abilities (Job-related)

Experience working in school settings

#### Working Conditions/Restrictions:

Work with frequent interruptions, maintain emotional control under stress and other working conditions listed for instructional assistants.

### CONCURRENCES

Signed		Date
	Supervisor	
Signed		8-17-05
	Asst. Superintendent	Date
Signed		8-16-05
	Human Resources Executive Director	Date
Signed		8/17/05
	Comptroller	Date
Signed		8-17-05
	Originator	Date

**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Special Needs Assistant/Care Giver **Wage/Hour Status:** Nonexempt  
**Reports to:** Principal and Teacher(s) Assigned **Pay Grade:** C/P 3  
**Dept./School:** Assigned Campus **Date Revised:** November 7, 2002

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**Primary Purpose:**

Help meet physical and instructional needs of individual students with disabilities inside and outside classroom. Assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

**Qualifications:**

**Education/Certification:**

High school diploma or GED  
Valid Texas Paraprofessional educational certificate

**Special Knowledge/Skills:**

Ability to work with children with disabilities  
Ability to follow verbal and written instructions  
Ability to communicate effectively

**Experience:**

Two years experience working with children

**Major Responsibilities and Duties:**

**Student Management**

1. Help meet the individual needs of students, including transferring them to and from wheelchairs, lifting and positioning them, and signing or interpreting instructions for them, etc.
2. Help students take care of physical needs and personal care including feeding, bathroom needs, and personal hygiene.
3. Help manage the behavior of assigned students. This includes intervening in crisis situations and restraining disruptive or student behavior as needed.
4. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
5. Work with assigned students or small groups to develop motor skills and conduct developmental exercises assigned by teacher.
6. Assist assigned students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
7. Keep teacher informed of special needs or problems of assigned students.

**Other**

8. Maintain confidentiality.

**Special Needs Assistant**

- 9. Participate in professional development programs, faculty meetings, and special events as assigned.
- 10. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Wheelchair, wheelchair lift and ramp, side layer, floor sitter, swing, wedge, tumble form sitter, stander, dynamic stander, advancement chair, walkers, corner chairs, therapy balls, adaptive bike, hover lift, parallel bars, adaptive chairs, bolsters, scooter boards, adaptive toilets

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students; biological exposure to bacteria and communicable diseases.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of board policy.

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

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by

10 \_\_\_\_\_  
Date

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

Agenda Item: \_\_\_\_\_ Date: August 23, 2005

Subject: Approval of Stipends

Presented By: R. O'Donnell Consent Agenda: X

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**ACTION**  
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1. BACKGROUND INFORMATION:

The Personnel Committee has reviewed and recommended the following stipends:

Food Service Maintenance Team Leader - \$1,000.00  
Career Choices Instructor - \$1,500.00  
Job Readiness Instructor - \$1,500.00

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of stipends as requested.

3. BOARD ACTION REQUESTED:

Motion to approve the stipends as recommend by Personnel Committee and Superintendent.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

CANUITILO ISD  
Stipend Requisition

STIPEND ACTION TYPE

Please check one:

New Stipend Requisition

Existing Stipend Recommended Change

Stipend Type: Team Leader Concept

Stipend Amount: \$1,000.00

Account Number: 101.35.6149.00.909.5.99

Rationale: \$1,000.00 team leader concept for Eric Perez, food service maintenance  
employee HVAC in charge of food service maintenance

CONCURRENCES

Signed \_\_\_\_\_  
Superintendent Date

Signed \_\_\_\_\_  
Asst. Superintendent Date

Signed Kevin O'Donnell  
Human Resources Executive Director Date

Signed \_\_\_\_\_  
Comptroller 8/18/05  
Date

Signed John Bales  
Originator 8/18/05  
Date

**CANUTILO ISD**  
Stipend Requisition

**STIPEND ACTION TYPE**

Please check one:

New Stipend Requisition

Existing Stipend Recommended Change

Stipend Type: Upper Rio Grande Workforce Development Board – Career Choices Instructor

Stipend Amount: \$1,500

Account Number: 387.21.6118.00.803.6.99

Rationale: The Canutillo Independent School District received a grant from the Upper Rio Grande Workforce Development Board (URGWDB) that included \$1,500 to provide a Career Choices Instructor. The Career Choices Instructor will be working with the URGWDB recommended Career Choices Curriculum developed by Academic Innovations. The Career Choices instruction will be provided to all students participating in the URGWDB Youth Services Training Program. A professional employee will be utilized to provide the Career Choices instruction.

**CONCURRENCES**

Signed [Signature] 8/8/05  
Superintendent Date

Signed [Signature] 8-4-05  
Asst. Superintendent Date

Signed [Signature] 8/4/05  
Human Resources Executive Director Date

Signed [Signature] 8/11/05  
Comptroller Date

Signed Margarita Armendariz by R O'Donnell 8/8/05  
Originator Date

**CANUTILO ISD**  
Stipend Requisition

**STIPEND ACTION TYPE**

Please check one:

New Stipend Requisition

Existing Stipend Recommended Change

Stipend Type: Upper Rio Grande Workforce Development Board – Job Readiness Instructor

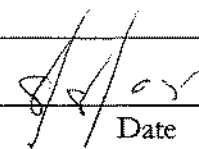
Stipend Amount: \$1,500

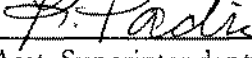
Account Number: 387.21.6118.00.803.6.99

Rationale: The Canutillo Independent School District received a grant from the Upper Rio Grande Workforce Development Board (URGWDB) that included \$1,500 to provide a Job Readiness Instructor. The Job Readiness Instructor will be working with the URGWDB recommended Job Readiness Curriculum developed by Academic Innovations. The Job Readiness instruction will be provided to all students participating in the URGWDB Youth Services Training Program. A professional employee will be utilized to provide the Job Readiness instruction.

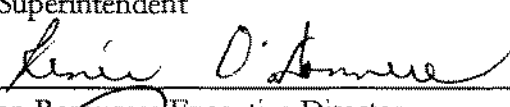
**CONCURRENCES**

Signed   
Superintendent


  
Date

Signed   
Asst. Superintendent

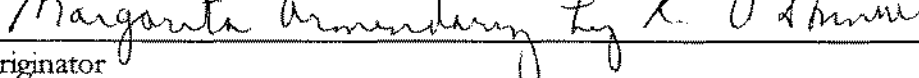
8-4-05  
Date

Signed   
Human Resources Executive Director

8-7-05  
Date

Signed   
Comptroller

8/11/05  
Date

Signed   
Originator

8/8/05  
Date

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

Agenda Item: \_\_\_\_\_ Date: August 23, 2005

Subject: Review of recommended changes to Policy EIC (Local) (first reading)

Presented By: R. O'Donnell Consent Agenda: X

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**ACTION**  
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1. BACKGROUND INFORMATION:

This item was presented to the Policy Committee on July 26, 2005. Dr. Padilla informed the 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 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 changes are marked in bold print on Policy EIC (Local). The committee agreed to recommend proposed changes to policy EIC (Local) to Board for approval to take effect 2005~2006 school year.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of changes to Policy EIC (Local) for first reading.

3. BOARD ACTION REQUESTED:

Motion to approve the changes to Policy EIC (Local) (first reading) as recommend by Policy Committee and Superintendent.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Canutillo ISD  
071907

ACADEMIC ACHIEVEMENT:  
CLASS RANKING

EIC  
(LOCAL)

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**VALEDICTORIAN AND SALUTATORIAN** Effective for students entering Grade 9 in school year 2000-2001, to be eligible for valedictorian or salutatorian honors, a student must have been continuously enrolled in the District high school for the three semesters preceding graduation and must have completed all state requirements in the Recommended Program or the Distinguished Achievement Program.

**CONDUCT** To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct in violation of the Student Code of Conduct, including any behavior resulting in removal to an Alternative Education Program, a three day suspension, or expulsion.

**HONOR GRADUATES / TOP TEN PERCENT** All eligible students whose grade point averages comprise the top ten percent of the graduating class as determined by the District's procedures, qualify for automatic admission under Education Code 51.083, and shall be recognized as honor graduates. The three consecutive semester residence requirements necessary for honor graduate status shall not apply to students in the top ten percent.

**CATEGORIES OF RECOGNIZED GRADUATES** The District shall recognized graduates in the following categories:

1. Top ten graduating seniors.
2. Top ten percent of graduating seniors.
3. Students who have completed the Distinguished Achievement Program, regardless of grade point average (GPA).
4. Students who have earned a cumulative GPA of 90 or above.
5. Students who have completed the Recommended Program with a GPA of 88 or above.

**EARLY GRADUATION** A student's class ranking shall be determined within the graduation class of the school year in which the student completes all

requirements for a diploma, regardless of the number of years the student is enrolled in high school. For ranking purposes, a school year begins on the first day of school and ends on the last day of summer school.

To be eligible to graduate in three years, a student shall complete all coursework and exit-level testing required of the ninth grade class in which he or she began high school.

Prior to the beginning of Grade 11, a student who wishes to graduate early shall complete a written application in the counselor's office. Written parental approval shall be submitted with the application. The student shall receive counseling regarding requirements and schedules.

Three-year graduates shall be eligible for all honors positions.

**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 the third nine-week grading period.~~ **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) and ~~Gifted/Talented (G/T)~~ 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.

Grades earned in local credit courses shall be excluded from the calculation of class rank.

Except for grades earned for local credit, all grades on a student's transcript, including failing grades, repeated courses, and summer school, shall be included in determining a student's grade point average and rank in class.

**TRANSFER CREDIT**

A student who transfers into the District high school with high level courses shall receive similar credits counted toward the GPA according to the list of higher level courses offered in the District and the grade point scale used for credit earned in the District.

Students transferring into the District shall receive the numerical grade that was earned for courses taken in the other district. Letter grades shall be recorded as follows:

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CONVERSION SCALE	
A	95
B	85
C	77
D	72
F	69

**MODIFIED COURSES**

For purposes of determining class rank for honors positions, courses that have been modified by the student's Admission, Review, and Dismissal (ARD) Committee, as to the required content of the Texas essential knowledge and skills (TEKS) and reflected in the student's IEP (individual education plan) shall not earn the same number of grade points as regular courses. However, courses modified as to methodology only shall earn the same number of grade points assigned to regular courses.

**BREAKING A TIE AMONG HONOR GRADUATES**

In case of a tie, the valedictorian or salutatorian shall be chosen according to the following criteria:

1. The student with the most AP courses shall be considered first.
2. If a tie still remains, the student with the highest numerical grade average of all AP courses taken shall be the valedictorian or salutatorian.

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DATE ISSUED: 04/17/2000  
LDU-16-00  
EIC(LOCAL)-X

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

Agenda Item: \_\_\_\_\_ Date: August 23, 2005

Subject: Review of recommended changes to Policy CH (Local) (first reading)

Presented By: R. O'Donnell Consent Agenda: X

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**ACTION**  
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1. BACKGROUND INFORMATION:

This item was presented to the Policy Committee on July 26, 2005. Dr. Padilla explained to the committee that administration is requesting to change the policy which currently reads: "any single item purchase that costs more that \$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 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. The committee agreed to recommend proposed changes to policy CH (Local) to Board for approval to take effect 2005~2006 school year.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of changes to Policy CH (Local) for first reading.

3. BOARD ACTION REQUESTED:

Motion to approve the changes to Policy CH (Local) (first reading) as recommend by Policy Committee and Superintendent.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

PURCHASING AND ACQUISITION

CH  
(LOCAL)

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PURCHASING AUTHORITY	The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, <b>any purchase that costs or aggregates to a cost of \$25,000 or more shall require Board approval before a transaction may take place.</b> <del>any single item purchase that costs more than \$10,000 shall require Board approval before a transaction may take place.</del>
COMPETITIVE BIDDING	If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.  The District may reject any and all bids.
COMPETITIVE SEALED PROPOSALS	If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.  The District may reject any and all proposals.
RESPONSIBILITY FOR DEBTS	The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for

all such debts.

**PURCHASE  
COMMITMENTS**

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

**PERSONAL  
PURCHASES**

District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

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DATE ISSUED: 08/20/2001  
LDU-34-01  
CH(LOCAL)-X