

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held November 8, 2005, beginning at 6:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

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

1. General Functions
 - A. Call to Order
 - B. Roll Call
 - C. "Pledge of Allegiance to the United States Flag" 3
 - D. "Texas Pledge of Allegiance" 4
 - E. "CISD Mission Statement" 5
 - F. Approval of Minutes
 1. Regular Board Meeting 10/11/05 6
 - G. Communications (Thirty Minute Open Forum)
 1. General Comments Portion
 2. Complaints Portion
 - H. Board of Trustee Business
 1. Review of events for the month of November 19
 2. Selection of Representative from Canutillo ISD to Serve on the El Paso Central Appraisal Board of Directors 20
 3. District recognition of Transportation Department Personnel
 4. Request approval to move Regular Board Meeting dates in January, March & April 24
 5. Change School Board Elections from May Uniform Election Date to November Uniform Election Date Commencing with Election Held in 2006
 6. Reports from Board Members on the Sessions Attended at TASA/TASB Convention
 - I. Committee Reports
 1. Facilities/Finance Committee - Mr. Rodriguez, Chairperson (November 3)
 2. Policy Committee - Mrs. Sanchez, Chairperson (October 18) 26
 3. Instruction/Student Services Committee - Mr. Reyes, Chairperson (October 13) 31
 - J. Consent Agenda
 1. Goals & Objectives for Campus & District Improvement Plans 35
 2. Contract for Election Services for February 4, 2006 Bond Election 36
 3. Budget Amendments 47
 4. Award of Contracts for Educational Services 57

5.	Declaration of Surplus Property and Authorization for Disposal of Surplus Property	59
6.	Review of changes to DC (Local) as recommended by Policy Committee (first reading)	69
7.	Approval of TASB Localized Update 76 (first reading)	72
K.	Reports	
1.	Superintendent's Report	
a.	Announcement	
2.	Attendance, Financial and Warrant List for September 29-October 31, 2005 in the amount \$2,438,177.30	93
3.	Other Reports	
a.	Presentation by CHS Leadership Class (Mr. De Leon, Teacher)	96
b.	Healthy Children, Healthy Schools - Adele Balesh/Paul Bellegarde	97
c.	Year End Investment Report 2005 (to include last quarter) - Tony Reza	99
d.	Progress Report on Construction of New High School - Dimensions Architects International & Banes General Contractor	
2.	Instruction and Student Affairs	
A.	NONE	
3.	Personnel	
A.	Administrative Personnel Actions (no Board action required - information item only)	118
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.	Termination of Support Service Personnel (no Board action required)	
4.	Business and Finance	
A.	Acceptance of donations to Canutillo ISD	121
5.	Administration	
A.	Review of Policy DEA (Local)	125
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 I.S.D. will be a model of quality education to assure 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

								Regular Meeting Board of Trustees			
								Tuesday, October 11, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas			
								Item:	Reference:		
Present	X	X	X	X	X	X	X	1. General Functions A. Call to Order at 6:10 p.m. B. Roll Call (Mr. Lerma was absent.) Mr. Lerma called and was unable to attend the meeting. C. "Pledge of Allegiance to the United States Flag" Mr. Frietze led the group in reciting the Pledge of Allegiance to the United States Flag. D. "Texas Pledge of Allegiance" Mr. Frietze also led the group in reciting the Texas Pledge of Allegiance. E. "CISD Mission Statement" Mr. Arellano, Vice-President read the CISD Mission Statement into the record: <i>Canutillo I.S.D. will be a model of quality education to assure all students graduate on time and are prepared for high education to become productive and responsible citizens.</i>	5	6	7

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

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, October 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		
Motion			X					F. Approval of Minutes	
Second	X							Minutes for the meetings of:	
Ayes	X	X	X		X	X	X	1. Regular Board Meeting 9/13/05	8
Nays								2. Special Board Meeting (Public Hearing) 10/6/05	22
Abstain								Motion to approve the minutes of September 13, 2005 and October 6, 2005 as presented (with reading waived), passed.	
								G. Communications (Thirty Minute Open Forum)	
								1. General Comments Portion	
								Mr. Johnny Gauna, CISD Bus Driver, expressed his concern with the administration's decision to have bus drivers apply for the district's summer job positions for bus drivers.	
								Mr. Gauna also expressed concerns regarding the failure to answer telephone calls at Central Office. He stated that he has great difficulty reaching personnel at Central Office and therefore many times must resort to leaving a message on the answering machine. He also felt that personnel at Central Office needed to demonstrate more of a helpful attitude when assisting another employee.	
								2. Complaints Portion	
								No audience member addressed the Board under this agenda item.	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, October 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		
Motion			X					Mr. Reyes offered an alternative date to conduct the open house gala event and the formal dedication (both) on Saturday, January 21 st . Mr. Reyes felt that it would be easier for community members who work during the week to attend on a Saturday. Mr. Reyes felt that holding this event in January would also assist with the upcoming bond referendum scheduled in February. Mrs. Sanchez suggested conducting town hall meetings for the bond referendum in January at the new high school.	
Second						X	X	Motion to approve the dedication ceremony to be held December 21 st 2005 as recommended by the Superintendent and his Administration,	
Ayes	X	X	X			X	X	passed.	
Nays					X				
Abstain									
								<i>Mr. Reyes departed the public meeting at 8:28 p.m. during the committee reports.</i>	
								I. Committee Reports	
								1. Facilities/Finance Committee - Mr. Rodriguez, Chairperson (September 16 & October 6)	26
								Mr. Rodriguez, Facilities & Finance Committee Chairperson, reported that at the September 16 meeting, the committee toured the new high school. He said that at the October 6 meeting, the committee reviewed and recommended for approval the Warrant List and Financial Statements for September. He said that the committee received a progress report regarding the new high school and proposed wording for the dedication plaque for the new high school. Mr. Rodriguez added that the committee discussed conceptual design standards and possible land sites for new elementary schools. There was an enormous amount of deliberation on the Board Members names which should appear on the plaque for the new high school.	Reg. Board Mtg. Minutes Page 4

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

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, October 11, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ	MRS. SANCHEZ	2. Personnel Committee - Mr. Arellano, Chairperson (September 29)	27
								Mr. Arellano, Personnel Committee Chairperson, reported that at the September 29 th meeting, the committee reviewed and recommended for approval the re-classification of two positions-the HVAC position for Food Services Dept. and the Transportation clerk position for the Transportation Services Dept. Mr. Arellano added that the committee discussed the Alcohol prevention grant stipends for a coordinator at each campus as required by the grant.	
								J. Consent Agenda	
								1. Creation of Positions (One-on-One Aide)	29
								2. Reclassification of Positions	30
								3. Approval of Changes (Additions) to District Stipend List	31
								4. Budget Amendments	32
								5. Award of RFP#05-19, Heating and Cooling	46
Motion	X							Motion to approve items on the consent agenda with the exception of	
Second						X	X	item 3, passed.	
Ayes	X	X	X			X	X		
Nays									
Abstain									
Motion			X					Motion to approve the above mentioned stipends as recommended by	
Second	X							the Personnel Committee and Superintendent, passed.	
Ayes	X	X	X			X	X		Reg. Board Mtg. Minutes Page 5
Nays									
Abstain									

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

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, October 11, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ	MRS. SANCHEZ		
								<p><i>The Board of Trustees took a five minute break following the committee reports.</i></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. Finance and the Future</p> <p>Mr. Hart reported on the meeting with State Education Commissioner Shirley Neeley during the Far West Texas School Board Association meeting held Monday. He said that the Commissioner was highly complimentary of Canutillo ISD accomplishments. Mr. Hart also read aloud the resolution entered into the State Congressional Records by Representative Norma Chavez regarding CISD Communication Department's recent state recognition.</p> <p style="text-align: center;">2. Attendance, Financial and Warrant List for September 1-28, 2005 in the amount \$1,028,332.09</p> <p>X Motion to approve the attendance, financial and warrant list for September 1-28, 2005 in the amount of \$1,028,332.09, passed.</p> <p style="text-align: center;">3. Other Reports</p> <p style="text-align: center;">a. Presentation by CHS Leadership Class (Mr. De Leon, Teacher)</p> <p>This agenda item was inadvertently placed on the agenda for this month. It will reappear on the agenda for the month of November.</p>	<p>53</p> <p>56</p> <p>Reg. Board Mtg. Minutes Page 6</p>
Motion								X	
Second	X								
Ayes	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, October 11, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ	MRS. SANCHEZ	<p>3. Personnel</p> <p style="padding-left: 20px;">A. Level III Grievance for Argelia Flores</p> <p>This item was taken out of order and deliberated prior to the adjournment of the public meeting.</p> <p>The Level III Grievance for Ms. Flores was heard in open session as requested by Ms. Flores’ legal counsel. Ms. Flores and legal counsel were provided the opportunity to make a presentation. The basis of the grievance pertained to a lost/stolen computer which was checked out to Ms. Flores. The school district withheld funds from Ms. Flores to replace the lost/stolen computer. Mr. Baskind, legal representative for the school district was also given an opportunity for a presentation. Following the presentations from each group, the Board then was allowed to ask clarifying questions.</p> <p>The Board of Trustees adjourned into closed session from 10:11 p.m. through 10:30 p.m. under the Texas Open Meetings Act, Texas Government Code Section 551-074. Mr. Coronado announced that the Board had three options. One was to deny the grievance, another was to grant the grievance or take no action. If no motion is made or seconded indicates that the Board will take no official action.</p> <p>Motion to deny the grievance, failed.</p>	
Motion			X						
Second						X			
Ayes			X			X			
Nays	X	X							
Abstain						X			
									Reg. Board Mtg. Minutes Page 8

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

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, October 11, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
Motion								<p>Motion to deny the grievance of Ms. Argelia Flores and instruct the administration to replace the computer from the funds that have been withheld and if there is a balance left that it be returned to Ms. Flores, passed.</p> <p style="text-align: center;">B. Administrative Personnel Actions (no Board action required - information item only)</p> <p style="text-align: center;">1. Superintendent approved employment of personnel (no Board action required)</p> <p>Mr. Hart approved the employment of personnel:</p> <p>Elsa Carrasco 6th Grade Teacher, BCE, Effective 9/15/05</p> <p>Maria D. Flores PT Bus Monitor Effective 8/26/05</p> <p>Brenda Fuentes 1st Grade Mono/Dual Teacher, JDE, Effective 9/12/05</p> <p>Bruce Hoang French Teacher, CHS, Effective 9/14/05</p> <p>Norma Ornelas Textbook Testing Clerk, C & I, Effective 9/19/05</p> <p>Janeth Plaza 4th Grade Mono/Dual Teacher, JDE, Effective 9/13/05</p>	60
Second	X								
Ayes	X	X				X			
Nays			X						
Abstain					X				
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ		

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

MEMBERS

	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ	MRS. SANCHEZ	<p>Regular Meeting Board of Trustees</p> <p>Tuesday, October 11, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas</p>	
								Item:	Reference:
								<p>Victoria Ramirez PT Bus Monitor, Effective 8/26/05</p> <p>Elizabeth Romero 2nd Grade Bilingual, CES, Effective 10/3/05</p> <p>Maria J. Ruiz FS Sub to PT FS Helper, DDE, Effective 9/19/05</p> <p>Valerie Tolentino PK Assistant, JDE, Effective 9/9/05</p> <p>Leandro Trevino Science Teacher, CHS, Effective 9/26/05</p> <p>Javier Renovato Training & Placement Facilitator, Effective 9/22/05</p> <p style="padding-left: 40px;">2. Superintendent approved position changes for personnel (no Board action required)</p> <p>Bertha Atayde FS Helper to FS Vegetable/Salad Cook, JDE, Effective 9/19/05</p> <p>Alicia Bustillos Textbook Inventory Clerk to Special Ed. Assistant, CES, Effective 8/29/05</p> <p>Rachel Frayre Transportation Clerk to FS Department Secretary, Effective 9/26/05</p> <p>Jose Gomez General Maintenance Worker to Interim HVAC Journeyman, Effective 9/20/05</p>	<p>Reg. Board Mtg. Minutes Page 10</p>

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

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, October 11, 2005 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIQUEZ	MRS. SANCHEZ		
								Manuel Jara	Maintenance Worker, Effective 9/23/05
								Eric Perez	HVAC Certified Worker, Effective 9/16/05
								Hector Rico	Temporary Driver, Effective 9/2/05
								4. Termination of Support Service Personnel (no Board action required)	
								This information was provided to the Board under a confidential separate cover.	
								4. Business and Finance	
								A. Acceptance of donations to Canutillo ISD	63
Motion						X		Motion that the Board accept the donations made to Canutillo ISD from State Farm Service Center for school supplies; Wal-Mart for \$500.00 for Canutillo Middle School and Wal-Mart for \$500.00 for Project Link, passed.	
Second			X						
Ayes	X	X	X			X	X		
Nays									
Abstain									
								Mr. Coronado requested that letters be sent to State Farm and Wal-Mart indicating our sincere appreciation for their generous donations.	
								5. Administration	
								A. NONE	Reg. Board Mtg. Minutes Page 12

NOVEMBER

Action Items

Review Board Goals and Incorporate Ideas from District Goal Setting Meeting

Review Status of Investments and Appoint Investment Officers

Cast Vote for Central Appraisal District Board of Directors Representatives (*every 2 years*)

Other Items

AEIS Report

DAC Report (formative)

Important Dates

American Indian Heritage Month

Election Day (Nov. 2)

Father of Texas Day-Stephen F. Austin (Nov. 3)

Veterans' Day (Nov. 11)

American Education Week (Nov. 14-20)

National Children's Book Week (Nov. 15-21)

Youth Appreciation Week (Nov. 15-21)

National Parental Involvement Day (Nov. 18)

National Family Week (Nov. 21-27)

Thanksgiving Day (Nov. 25)

Events

N/A

El Paso Central Appraisal District

CORA VIESCAS, RPA, CTA
EXECUTIVE DIRECTOR
CHIEF APPRAISER



5801 TROWBRIDGE DRIVE
EL PASO, TEXAS 79925-3345
(PHONE) 915-780-2000
(FAX) 915-780-2130

October 27, 2005

TO: County Judge and Commissioners
Cities/Towns, Presiding Officers, Clerks
School Districts, Presiding Officers, Superintendents

FROM: Cora Viescas, Executive Director/Chief Appraiser *CW*

SUBJECT: 2005 FALL BOARD ELECTIONS

As per State law, the 2004/2005 term for the EL PASO CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS concludes on December 31, 2005. The new term begins January 1, 2006 and runs through December 31, 2007; however, all members serve until they have been reappointed or replaced. It is now time to appoint the 2005-06 Board of Directors.

It is necessary that we have your Resolution or Motion of Appointment by December 15, 2005, in order that we can prepare for the swearing in of the 2006-07 Board, as well as notification to the voting entities.

This document will be broken down by subject matter for easy reference.

I

ELIGIBILITY REQUIREMENTS

- A. To be eligible to serve on the Board of Directors, an individual must be a resident of the district (same as County boundaries) and must have resided in the district for at least two years immediately preceding the date they take office.
- B. An employee of a taxing unit that participates in the district is not eligible to serve on the Board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district. However, an individual does not have to serve as a member of a governing body of a voting entity in order to qualify for membership on the EPCAD Board of Directors.
- C. An individual may not serve on the Board of Directors if:
 - 1. They have a conflict of interest; or
 - 2. They are related to an Appraisal District employee to within the second degree by affinity or the third degree by consanguinity.

3. They are related within the second degree of consanguinity or affinity to the following persons:
 - a. an appraiser who appraises property for use in the Appraisal Review Board proceedings, or
 - b. a tax agent who represents taxpayers for compensation before the Appraisal Review Board.

II

TERMS

Board members serve two-year terms beginning January 1 of even-numbered years.

III

METHOD OF SELECTION

In El Paso County, the three-quarter rule is in force by agreement of the voting taxing entities, and will remain in force unless revoked by resolution of the governing bodies of a majority of the voting taxing units. When the three-quarter rule is invoked, the entities can change the number of Board Members, as well as the method of selection. In 1979, El Paso County taxing entities implemented the three-quarter rule and chose to change both the method of selection and the number of board members. Following are the provisions of the three-quarter rule in the El Paso County, and the provisions for the standard cumulative voting method, not used in El Paso County.

- A. 3/4 Rule -- El Paso
 1. Changed the number of Board Members from 5 to 9; and,
 2. Agreed to the following voting entitlement;
 - a) Two (2) members each to be selected and appointed by the governing bodies of the City of El Paso and the El Paso Independent School District; and,
 - b) One (1) member each to be selected and appointed by the governing bodies of the Ysleta Independent School District and the County of El Paso; and,
 - c) Two (2) to be jointly selected and appointed by a majority vote of the governing bodies of the Socorro Independent School District, Town of Socorro, Town of Clint, Clint Independent School District, San Elizario Independent School District, Fabens Independent School District, Tornillo Independent School District, and City of Horizon City; and,

- d) One (1) member to be jointly selected and appointed by a majority vote of the governing bodies of the Anthony Independent School District, the City of Anthony, and the Canutillo Independent School District.

B. Cumulative Voting

The regular method of selecting Board Members is the cumulative method of voting. This method provides for 5 board members and cumulative voting by the voting taxing entities. The number of votes allowed each voting entity is based on the levy of each.

The cumulative voting method cannot be used in El Paso County, since the 3/4 rule is in effect and can only be revoked by a majority of the voting entities, before October 1, in an election year.

IV

BOARD VACANCIES

If a vacancy occurs on the Board, the taxing entity(ies) governing bodies responsible for appointing that member will appoint, by resolution, a candidate(s) to fill the vacancy.

V

VOTING TAXING ENTITIES

The voting taxing entities in El Paso County are:

1. Anthony ISD
2. Town of Anthony
3. Canutillo ISD
4. City of El Paso
5. Clint ISD
6. Town of Clint
7. County of El Paso
8. El Paso ISD
9. Fabens ISD
10. San Elizario ISD
11. Socorro ISD
12. Town of Socorro
13. Tornillo ISD
14. Ysleta ISD
15. City of Horizon City

If you have any questions please call me at 780-2049. Thank You.

cc: CAD Board of Directors

sam

Charley Hecker
241 Danny Boy Lane
Anthony, TX 79821

Board of Trustees
Canutillo Independent School District
7965 Arcraft Road.
El Paso, TX 79932

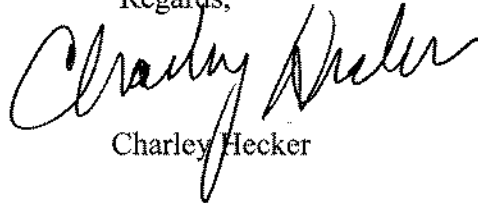
Dear President Coronado and Trustees,

Please approve my request to serve another two year term as the Upper Valley Representative to the El Paso Central Appraisal District Board of Directors. The Upper Valley entities are: Anthony Independent School District, Town of Anthony, and the Canutillo Independent School District.

I currently serve as Vice-President of El Paso Board of Directors, and if approved to serve another term, I will become President of the Texas Association of Appraisal Districts (TAAD).

I would hope to continue to support legislation that is favorable to municipalities and school districts, which presently depend on Ad-Valorem Property Taxes for most of their revenue. I hope to increase educational opportunities for Financial Managers of taxing entities with respect to the property appraisal system.

Regards,



Charley Hecker

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

Agenda Item: _____ Date: November 8, 2005

Subject: Request approval to move Regular Board Meetings in January, March & April

Presented By: Charles Hart Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION:

There is a need to reschedule regular board meeting for the months of January, March and April. Rationale for requesting these changes are as follows:

JANUARY, 2006 - Request that meeting be moved to January 17 (Tuesday).
Winter Break for the school district is scheduled through January 6, with employees returning to work on January 9. This would not allow sufficient time to conduct/prepare for a facilities/finance committee meeting and regular board meeting.

MARCH, 2006 - Request that meeting be moved to March 7 (Tuesday).
Originally the board meeting would have met on March 14 during Spring Break. The week of March 13 is scheduled as the district's Spring Break.

APRIL, 2006 - Request that meeting be moved to April 18 (Tuesday).
Originally the board meeting would have on April 11 but NSBA Convention is scheduled on April 8-11.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of moving the dates of the regular board meetings for January, March and April.

3. BOARD ACTION REQUESTED:

Motion to approve the request to change the dates for the regular board meetings as recommended by the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

POLICY COMMITTEE MEETING

Minutes

Date: Tuesday, October 18, 2005
Location: Canutillo Administration Office
Time: 6:19 p.m. – 7:49 p.m.

Board Committee Members Present:

Yvonne Sanchez, Chairperson Rafael Reyes

Board Members Present:

Carl Fietze Margarito Arellano

Others Present:

Dr. Pam Padilla	Adele Balesh	Martha Veale
Dr. John Kessinger	Tony Reza	Rence O'Donnell
Mr. Charles Hart	Ron Gatlin	Yusuf Farran
Max Padilla	Pauline Dow	Annette Brigham

CALL TO ORDER

Mr. Reyes called the meeting to order at 6:19 p.m. Mrs. Sanchez arrived at 6:44 p.m. A sign-in sheet was distributed for attendance. Some agenda items were taken out of order because Mr. Reyes preferred to wait for Mrs. Sanchez to arrive to address the items that she had placed on the agenda.

DISCUSSION/REVIEW OF LEGAL AND LOCAL POLICIES IN UPDATE 76 FROM TASB AND POSSIBLE RECOMMENDATION TO THE BOARD

Mrs. O'Donnell presented Update 76 to the Committee and began addressing Local Policies only. The Committee recommended the following policies to Board for approval with changes/additions/deletions as presented by the administration:

CAA (LOCAL) FISCAL MANAGEMENT GOALS AND OBJECTIVES: FINANCIAL ETHICS
DC (LOCAL) EMPLOYMENT PRACTICES

Changes/Additions were made to this policy to include PERSONNEL DUTIES, POSTING VACANCIES, APPLICATIONS, CRIMINAL HISTORY RECORD, EMPLOYMENT OF PERSONNEL, and EXIT INTERVIEWS AND EXIT REPORTS

FD (LOCAL) ADMISSIONS

FDB (LOCAL) ADMISSIONS: INTRADISTRICT TRANSFERS

FDD (LOCAL) ADMISSIONS: SCHOOL SAFETY TRANSFERS

FL (LOCAL) STUDENT RECORDS

The Committee agreed to recommend approval of Update 76, as presented, to the Board of Trustees.

DISCUSSION REGARDING DISTRICT'S POLICIES ON FRAUD AND LOSS PREVENTION AND CONTROLS AND POSSIBLE RECOMMENDATION TO THE BOARD

Mr. Reza had delivered previously a handout on recommendations and actions with respect to making sure that the district responsibilities on fraud and loss prevention are being met. The district will be completing a fraud risk assessment district wide. Pages 10-13 of handout list the fraud matrix that the district will be reviewing and implementing.

Mrs. Sanchez had some questions regarding the information²⁶ presented. In addition to this, the Board asked that we consider hiring another audit firm to look at our controls. Mrs. Sanchez asked if it was safe to assume that

these are activities that are not currently being monitored. Mr. Reza replied that this is not necessarily the case. We are required to do these by SAS 99.

Mrs. Sanchez asked, "Have we been doing it on a yearly basis". We can't just totally prevent fraud and loss will happen everywhere. When you have instruments and programs in place and employees are aware of this, you are minimizing the impact but when you have nothing, the impact is going to be great on the negative side and that's why some of us here on the Board have had community members come up to us informing us about some of this fraud that we have reported it, but no action has been taken and the situations were not investigated appropriately. She said that she was glad the chart on page 10 where it is listed, "Develop and Implement Fraud Prevention," Board and Superintendent being primary. We have been hearing about this for the past 2 years at all our conferences at state and national level. In fact just last year we got it at a local level here at Fabens. It is very important because we are dealing with federal and state monies and we are dealing with local taxes. Anything, even a pen that is taken home and is not brought back, is considered theft and loss and can be prosecuted.

Mr. Reza continued with respect to going back to Page 2 of this handout in number 3 where it lists "Hire outside company to review controls as per the request of the Board."

He stated that the administration is going to the Personnel Committee to consider hiring an internal auditor who would investigate any type of fraud that is being reported, and conduct inventory controls and evaluate procedures. This person would report to the superintendent who would then report to the board. The current structure that we have has certain duties and responsibilities. When there are certain things that come up, we do take action and investigate and we do report to the board. We can explain the merits of that position and let the Committee decide whether they want to move forward with that option or not.

In addition, the purchasing regulations are going to be revised to require that, for anything from \$10,000 to \$25,000, we get at least 3 quotes from 3 different vendors and have those quotes evaluated so that we realize that there is a good reason we are going with a particular vendor.

Also, there is proposed a revision of equipment checkout regulations, making sure they are strong.

These are some of the actions that administration will be taking to make sure that the board is comfortable about the extent that we are following local policy CAA. The policy committee will be provided an update sometime in December or January of the actions that administration has taken.

Mrs. Sanchez expressed that there have been great losses in the thousands and they've not been investigated and they have not been reported. No one has ever been arrested and no one has had to pay back monies because of the loss that they have caused. There has been no recovery. The board wants it to stop. Investigations are not followed through and are not reported. Those people who are involved in fraud continue to do it because they are not punished and/or fired. She further stated that appropriate investigations are not conducted and she doesn't want the state or the federal government to ever come here to the board room and state that they are all liable because of theft or fraud that occurred in the district and they did nothing to stop it or nothing to make sure that procedures were in place. They've been told that they can be held accountable and liable for such fraud.

The Committee supported the recommendations.

DISCUSSION REGARDING ESTABLISHING AND DEVELOPING DISTRICT-WIDE INTERNAL CONTROLS FOR ALL DEPARTMENTS TO INCLUDE A CONTINUOUS REPORTING SYSTEM AND POSSIBLE RECOMMENDATION TO THE BOARD

Mr. Reza reminded the committee we did not have consistent inventory sheets that are being used at the campuses to check and review an inventory. Mr. Reza is recommending the following:

1. Utilize same campus inventory sheets.
2. Require teachers or other employees to sign sheets they inventory.
3. Require campus administrators to review and sign inventory sheets on a rotation basis or when teachers leave classroom.
4. Require classroom inventory to take place twice a year (beginning and end of school year).
5. Require campuses to complete inventory for non-classroom items twice a year (December & June).
6. Require campuses to keep copies of inventory sheets for three years.
7. Require campuses to submit inventory sheets to the Finance Office on a yearly basis.
8. Require departments to complete inventory of fixed assets twice a year (December and June).
9. Coordinate inventory sheets with Technology and other departments.
10. Require all tangible assets to be tagged by the warehouse. Items purchased by school must be "tagged" by Warehouse on the system.
11. Reporting of any and all thefts by department heads to authorities.
12. Copies of theft reports must be submitted to the Finance Office for reference and resolution.

The committee supported the recommended regulations as presented.

DISCUSSION REGARDING ESTABLISHING A SCHOOL BOARD AUDIT COMMITTEE AND POSSIBLE RECOMMENDATION TO THE SCHOOL BOARD

The administration will consider possibly incorporating auditing issues into the Facilities and Finance Committee. The internal auditor will report to the Superintendent who will then report to Facilities and Finance Committee.

The Committee agrees with recommendation and will recommend to the Board for approval.

DISCUSSION/REVIEW REGARDING DEA (LOCAL)

Mr. Frieze stated that the Board recently approved a pay increase and he was under the impression that in approving this pay increase, everyone in the district was going to receive that pay increase. He just found out that several individuals that were not eligible to receive this pay increase that the board had approved because they were under a performance or a growth plan. Mr. Frieze referred to Pay Advancement under DEA (Local) where it clearly states that "No employee with less than a satisfactory performance evaluation will receive a pay increase." The same DEA (Local) Pay Administration states "Employee pay adjustments shall be administered by the Superintendent or designee in accordance with written procedures to promote impartial and consistent treatment of all employees". Mr. Frieze thinks that we are not being consistent to all employees. It could be an illness that the individual was suffering that caused him/her to no longer produce at the same level. It could be a week, it could be a month and yet they get placed on a performance plan that could be anywhere between 4 months even up to a year. Meanwhile, these individuals are not receiving their pay increase. How can we be taking away from their pay because they could be suffering a financial hardship to begin with and yet they did not receive or were not eligible for this pay increase? Mr. Frieze thinks that the pay increase should not be tied into their performance.

Mr. Reyes asked Mrs. O'Donnell if employees on a growth plan, when they successfully complete the growth plan, were paid retroactive. Mrs. O'Donnell informed them that that was a practice that the district used to do and starting this year the attorney reviewed the practices and told them that it is against the Texas Constitution to do that. Starting this year, as soon as a person is off their growth plan, they get their pay increase from there forward, not retroactively. He also asked about how long an employee is placed on a growth plan and Mrs. O'Donnell replied that it is up to the supervisor. The average is about a semester and sometimes if the employee improves before the growth plan is due to expire, they can recommend that the employee receive their pay increase and inform Human Resources that the growth plan has been met successfully. They don't have to stick to that end date which is a timeline to let the employee know that absolutely he is going to be reviewed at that time.

Mr. Arellano stated that if it is a health related issue, he agrees with Mr. Fietze.

Mrs. O'Donnell explained that first of all supervisors evaluate their employees. If there are 3 at least unsatisfactory marks (below expectations), they must be put on an assistance plan. They will work with this employee and make sure that they understand their job description and expectations. They do not get their pay increase because they are not assisting in the furtherance of the department or the school's mission. When they are able to work satisfactorily, then they get their pay increase. Another point is morale. When 2 employees are working together and they see one employee that is just not pulling their weight and they get a pay increase like everybody else, where is the incentive to do their job and strive to get that great evaluation? It has been a tool that the district uses. It should never be a tool to punish, to deny, but rather assist the employee to do better. One other comment is another part in this policy is when they hire new hires; they do not get their pay increase until four months later when they have performed satisfactorily and that is not retro either. That is the point that they prove themselves.

Mr. Fietze also questioned if when a position is advertised it includes the pay increase. Mrs. O'Donnell explained that the new employee that is hired may be hired at the bottom of that pay grade if they don't have any experience. Mr. Fietze insisted that the pay increase is already on the chart. Mrs. O'Donnell informed them that the pay increase will not be there until after the four months.

Mr. Reyes stated that there are some lengthy items to discuss and this is important to Mr. Fietze. He agreed with the logic of Mrs. O'Donnell's argument. He recommended that they put this item on a regular agenda and as the entire board they can discuss it. Mr. Reyes agreed that the employees need to know that their hard work is rewarded and that it would be a demoralizing factor to have employees working with somebody that is not pulling their weight but get the same raise.

Mr. Fietze felt that we are still talking about a pay increase across the board to all district employees. He stated that an incentive recognizing an individual or individuals that go beyond is totally different. Mr. Reyes stated that he thinks that we are not doing that. We are recognizing that with a growth plan and keeping them from the raise, there is poor performance. He believes that if somebody has suffered some kind of health issue that has kept them from performing, then they have recourse to appeal and they can file a grievance by explaining what happened to them.

Mrs. O'Donnell stated that every employee can file a grievance if they are put on a growth plan and they don't agree with the growth plan. She would also like to answer to Mr. Fietze that the pay increase is already in the pay scale. What happens is they take the employees last year's pay and add the 50 cents. The pay ranges are adjusted by what TASB recommends. When a new hire is employed, they look at experience and place them where they are going to be in the pay scale and after four months, they get the 50 cents if they are performing satisfactorily.

The Committee agreed to place this item on the agenda for the entire board to review.

SUMMARY

The Committee agreed with recommendations from administration regarding hiring of internal auditor, hiring an outside company to review controls, creating a district committee to perform a district assessment, completing the district fraud assessment matrix, and following up to make sure that the actions that are required on the matrix are completed. Also, the committee agreed with the proposed revisions of purchasing and equipment checkout regulations. The recommendation for hiring an internal auditor will be brought before the personnel committee.

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

None.

Adjustment

The transcript was submitted at 7:49 pm.

INSTRUCTION & STUDENT SERVICES COMMITTEE MEETING

Minutes

Date: Thursday, October 13, 2005
Location: Canutillo Administration Office
Time: 6:04 p.m. – 8:01 p.m.

Board Committee Members Present:

Rafael Reyes, Chairperson Armando Rodriguez

Board Members Present:

Yvonne Sanchez Carl Fietze

Others Present:

Dr. Pam Padilla	Mr. Charles Hart	Dr. John Kessinger
Annette Brigham	Max Padilla	Bibiano Maldonado
Rita Gomez	David Fintell	Dr. Monica Reyes-Garcia
Navora Richardson	Monica Prieto	Denise Werge
Renee O'Donnell	Mike Dillard	

CALL TO ORDER

Mr. Reyes called the meeting to order at 6:04 p.m. Mrs. Sanchez arrived at 6:33 p.m. A sign-in sheet was distributed for attendance.

REPORT ON SCHOLARSHIPS AND OTHER RESULTS FOR THE CANUTILLO HIGH SCHOOL CLASS OF 2005

Mr. Reyes stressed that that this has been a sore point for many years now. Mr. Padilla informed the committee that the work Dr. Reyes-Garcia and the Middle School are doing will help tremendously in the future to support what they are doing at the high school. He also told them that the high school has been working very hard. They have developed a mutual expectations document like the one from the middle school. They've also developed a mission statement with the input of all stakeholders and have done their objectives for the Campus Improvement Plan. He said that the counselors work very hard. He has been working with the counselors in counseling students and parents. He wanted to let them know that the high school just lost a counselor to Las Cruces for less working days and \$6,000 more. In the future, the district needs to look into providing more monies for teachers and counselors.

Mr. Richardson presented a handout with information that counselors had from students, both who graduated and who did not. The counselors attempted to contact every single student by telephone. They found in many cases that the telephones were disconnected or they didn't get an answer. Students listed as needing classes are all enrolled. Those that need to pass TAKS tests have all been back to school. The handout also lists those students that graduated in the summer. Some were lacking credits and they attended summer school. Some needed TAKS portions and they took those tests and passed.

Mr. Reyes stated that we failed to graduate 12% and asked who should be blamed for that. Mr. Reyes asked how many counselors were employed at the high school and asked if four was the right amount and if the high school needed more counselors. Ms. Richardson replied that the recommended ratio is 1 counselor for every 350 students and that we are about right.

Mrs. Prieto stated that several of these students are English Language learners who are required to take 4 years of English and because of ESL classes they have to take even though numerically they are seniors; they are 2 years behind in English. They also have students who have dropped out of school and then came back so numerically they are seniors but still they weren't here for a while so they can't graduate and they are here on the list because they were seniors numerically.

Mr. Reyes said he would ask no more questions because he said he is not looking for excuses but solutions. He would hope that Mr. Padilla would focus on this. There were too many seniors that we failed to graduate; too many people were disappointed that had ordered rings, invitations, gowns, everything, and somebody should have known that they were in trouble in September, not in May.

Mr. Padilla that there are all sorts of factors involved (mobility, drop-out, etc) and the high school wants to keep all those students there and for all students to graduate. The high school's mission statement that was just developed strives for that and the vision statement will also strive educationally for excellence for all. That is the high school plan.

Mr. Reyes said that this will be revisited in the spring. Mr. Padilla told them that when he accepted the job, he had prayed a lot on it and that they will need not only the support of the faculty and counselors, but will need the support from everybody and if the board gives them a little time, they are going to change that school. They want to emphasize academics to reflect the excellence that the Eagles are displaying on the football field.

Mr. Reyes said that he has complete confidence in Mr. Padilla.

Mr. Rodriguez stated that the board's mission statement is to make sure that all students graduate on time, prepared for higher education. Five students either withdrew or could not be located. Mr. Rodriguez asked if the 16 students would be graduating this year. Mrs. Richardson informed him that these students will be graduating if they meet the requirements. Mrs. Richardson provided details of what the counselors are currently doing for those seniors that have failing grades this early on. A lot of times the subject that they have trouble with is math and the math teacher, almost every single one, is making themselves available before school, lunch time, after school and whenever for tutoring. Mr. Rodriguez also noted that there are 7 students that are noted as lacking English credit and they have both failed English 3 or English 4 and wanted to know if we are meeting the needs of the students. Some of them might not have failed or might not have had a chance to take them. Mrs. Werge, CHS counselor, informed Mr. Rodriguez that it is not necessarily a failure. It is like the ESL students that come in and are classified as seniors but they are behind two or three years and they have to catch up three or four English classes and sometimes they just can't make it because they don't have the language. She also stated that sometimes those students might come in two years, they take the English I class, they didn't do well, and they have to take it over again.

Every 3 weeks, students receive their progress report and counselors meet with the students, their teachers, and their parents and try to do the best. They also offer tutoring.

Mr. Fietze agrees that 25 students are too many – an acceptable number would be 5 or less. He asked if there could be an explanation column to show what students are missing. He further stated that we are all in it together. The school board is at fault just like anyone else here. These are our kids. We talk about every student, all students, and when one of them doesn't graduate, it reflects on each and everyone of us. We are not here to put blame and we need to move forward and we need solutions not excuses. He agrees with Mr. Reyes.

Mrs. Sanchez feels that the district can't say no to any student coming into the school district. Every child has a right to an education. Students, who are going to be struggling, can be identified early on and helped. She advocates for 504 students and she shared her personal daughter's experience with the committee. She hopes that the district doesn't have any repeats where students get shuffled and they get tested incorrectly or they don't get identified early on.

Mr. Reyes complemented counseling staff on the students that graduated but stated that he would like to see more students graduate.

Mr. Padilla informed them that he also needs to share the high school plan that they have at the high school similar to the middle school. Mr. Padilla will put together for the committee something similar to what Dr. Reyes presented so that they can see what the high school is doing so that hopefully in the future the board will see an exemplary campus.

Dr. Padilla informed the committee that EPCC and UTEP are collaborating in a consortium where they are inviting school districts to figure out we can better prepare students so they do not have to take remedial course work. The Accuplacer will be focused during the consortium's second meeting. This is a test that both UTEP and EPCC use for placement. Dr. Padilla feels that we are going to get more help than we've ever had before in aligning our curriculum and making sure that the kids are better prepared. Mr. Rodriguez mentioned that a policy might have to be drafted in the future requiring a college entrance exam. Dr. Padilla informed that there is currently in El Paso a district that has this policy in place and she will discuss the pros and cons in a future meeting.

REPORT ON IMPROVEMENT PLAN FOR CANUTILLO MIDDLE SCHOOL

Dr. Reyes-Garcia provided a thorough PowerPoint presentation and explained Canutillo Middle School's Action Plan for the 2005-2006 school year. She also explained how the middle school is identifying specific student needs for accurate placement. She also introduced her Instructional Coordinator, Bibiano Maldonado, and described his duties. They have recently implemented a Positive Behavior Support (PBS) to assess the school's climate to include providing individual student and family support, including referrals to outside agencies. Dr. Reyes-Garcia also informed committee that her campus is currently doing a double-block in English and will consider a double block for math in the future for most, if not all, students. She finalized presentation by saying that they are trying to create a campus culture of mutual expectations like respecting others and themselves, creating a culture of collaboration, collegiality and high efficacy.

Also, their Campus Improvement Committee has been trained, and they are going to take ownership especially when they move the current middle school to the old high school. In regards to Team Accountability, they are all a team. For the record, she stated that they have some fantastic staff and faculty at Canutillo Middle School. Some board members addressed some concerns/suggestions. Mr. Reyes commended Dr. Reyes-Garcia as a dynamic leader and her staff for doing a great job at Canutillo Middle School.

DISCUSSION/REVIEW OF GOALS AND OBJECTIVES FOR DISTRICT AND CAMPUS IMPROVEMENT PLANS AND POSSIBLE RECOMMENDATION TO THE BOARD

Dr. Padilla stated that many of the goals and objectives are now rolling over from previous years. Most of them are measurable. The Campus and District Improvement Plans are still used as an audit trail for compliance by both the financial auditors and the Texas Education Agency. Sometimes the district has to have some objectives that may look a little odd in order to have a place to put the strategies and the expenses that the auditors and TEA look for in the plans. She also stated that we now have the most robust site based decision making process that she has ever seen in almost any district. We have every campus with a campus improvement committee that is trained and functioning well, including the middle school and high school. She believes that these plans are going to get us where we want to be. Some committee members had comments and questions and made some suggestions/additions to the objectives. Dr. Padilla will be providing changes via a Friday packet. In particular, objectives concerning the completion rate and the instructional coordinator at the middle school will be added. Dr. Padilla informed the committee that she just received word that CISD is being recognized as the top school-based Big Brothers Big Sisters program in the state. We will have a lot of visitors coming to see what Rosario Olivera and those who have worked with her have been able to accomplish.

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

None

Adjournment

The meeting was adjourned at 8:01 p.m.

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

Agenda Item: _____ Date: November 8, 2005

Subject: Goals & Objectives for Campus and District Improvement Plans

Presented By: Dr. Pam Padilla Consent Agenda

ACTION

1. BACKGROUND INFORMATION:

Goals & Objectives for District and Campus Improvement Plans were presented to the Instruction & Student Services Committee on October 13th. The committee made suggestions and recommended approval to the Board of Trustees. Some of the objectives have been revised to include items suggested. The revised objectives were delivered in the Friday packet November 4th.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of Goals and Objectives for District and Campus Improvement Plans.

3. BOARD ACTION REQUESTED:

Motion to approve Goals & Objectives for District and Campus Improvement Plans as recommended by the Superintendent.

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

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

Agenda Item: _____ Date: November 8, 2005

Subject: Contract for Election Services for February 4, 2006 Bond Election

Presented By: Charles Hart Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

Enclosed with this exhibit is a copy of the proposed contract with County Elections Department for the election for the bond issue. Mr. Baskind has reviewed the contract and he recommends approval.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of the contract for election services with El Paso County Elections Department.

3. BOARD ACTION REQUESTED:

Motion to approve the contract for election services for February 4, 2006 Bond Election as recommended by the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

BASKIND & HOSFORD, P.C.
ATTORNEYS AT LAW
300 E. MAIN, SUITE 908
EL PASO, TEXAS 79901-1379

LARRY A. BASKIND
HENRY C. HOSFORD, JR.*
MARK SALLOW

TELEPHONE: (915) 544-0737
FAX: (915) 533-5021

*ALSO ADMITTED IN NEW MEXICO

October 10, 2005

Mr. Charles Hart
Superintendent
Canutillo ISD
P.O. Box 100
Canutillo, Texas 79835

Re: Contract for Election Services for February 4, 2006 Bond Election

Dear Mr. Hart:

Please find enclosed an original counterpart of the proposed Contract with the County Elections Department for the election for the bond issue. The form of the Contract is acceptable. I would request that you place this on the next agenda of the Board to secure its approval to the Contract. Once it is approved by the Board, the Board President needs to sign the Contract so we can return a counterpart to Mrs. Jamison.

Very truly yours,



LARRY A. BASKIND

LAB:ogt

Enclosures

cc: Mr. Paul Braden
Delgado, Acosta, Braden & Jones
Via Fax 544-8544

F:\BAS\2005\CISD\CRRSP\HART.14

THE STATE OF TEXAS)
)
COUNTY OF EL PASO)

CONTRACT FOR ELECTION SERVICES

*This Contract, made this 3rd day of October 2005 by and between the **CANUTILLO INDEPENDENT SCHOOL DISTRICT**, hereinafter called **CISD** and **Helen Jamison**, County Elections Administrator of El Paso County, Texas hereinafter called **Contracting Officer**, pursuant to V.A.T.S., Election Code, Sec. 31.091, witnesseth:*

1. **RECITALS.** *The Contracting Officer is the County Elections Administrator of El Paso County, Texas and is the County Officer in charge of election duties. The **CISD** is a political subdivision situated wholly within El Paso County, Texas. The **CISD** and the Contracting Officer have determined that it is in the public interest of the inhabitants of the **CISD** that the following contract be made and entered into for the purpose of having the Contracting Officer furnish to **CISD** certain election services and equipment needed by **CISD** on February 4, 2006, in connection with the holding of a **CANUTILLO INDEPENDENT SCHOOL DISTRICT BOND ELECTION**. Electronic voting equipment (Touch Screen) is to be used.*

2. **DUTIES AND SERVICES OF CONTRACTING OFFICER.** *The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:*

(a) *Prepare lists of persons to recommend for appointment as presiding election judges, alternate judges and the judge of the Central Counting Station; recruit and train the judges and clerks; and arrange for the use of polling places.*

(b) *Procure and distribute election supplies, and distribution of ballots, including*

distribution of ballots for early voting mail.

(c) *Assemble and edit lists of registered voters to be used in conducting the election.*

(d) *Procure, prepare, and distribute election equipment, transport equipment to and from the polling places, and issue election supplies to the precinct judges.*

(e) *Conduct Early Voting and supply personnel to serve as deputy early voting clerks.*

(f) *Provide for the storage of election records as provided by law.*

(g) *Supervise the handling and disposition of election returns, voted ballots, etc., and tabulate unofficial returns and assist in preparing the tabulation for the official canvass.*

(h) *Provide information services for voters and election officers.*

(i) *Assist in providing general overall supervision of the election and provide advisory services in connection with the decisions to be made and actions to be taken by officers of the CISD who are responsible for holding the election.*

3. **DUTIES AND SERVICES OF CISD.** *The CISD shall:*

(a) *Prepare appropriate documents for establishing the precinct and polling place.*

(b) *Prepare all election orders, resolutions, notices, and other pertinent documents for adoption for execution by the appropriate CISD officer or body, and take all actions necessary under law for calling the election, appointing the presiding judge, alternate judge, judge of the central counting station, and other election of officers, establishing precincts and polling*

places, handling contests, canvassing the returns and declaring the results.

(c) Approve the tabulating supervisor and assistants and central counting station manager (recommended by the Contracting Officer).

(d) Prepare and publish in the official City newspaper or post all required election notices.

(e) Deliver to the Contracting Officer as soon as possible, the names that are to be printed on the ballot or ballot labels with the exact form and spelling that is to be used.

(f) Provide the services necessary to translate any election documents, into Spanish.

(g) Return all surplus election supplies to the Contracting Officer.

(h) Prepare any submission on voting changes to be submitted to the U. S. Department of Justice under the Federal Voting Rights Act of 1965, as amended.

(i) Pay 75% of estimated cost before election day (as per County Commissioners Court Order) thirty days from the date of billing.

4. **COST OF SERVICES.** The CISD shall pay for the above services, supplies and equipment in accordance with the following estimated cost schedule (EXHIBIT A) which is mutually agreed upon.

5. **GENERAL CONDITION.**

(a) A total of (6) six voting precincts at (4) four locations and (2) two early voting stations will be used for the election. The CISD will pay all costs for early voting and election day.

(b) *Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the election is to be filed.*

(c) *The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of El Paso County.*

CANUTILLO INDEPENDENT SCHOOL DISTRICT:

BY: _____

PRESIDENT

COUNTY ELECTIONS DEPARTMENT:

BY: *Helen Jamison*

HELEN JAMISON, ADMINISTRATOR

COUNTY OF EL PASO ELECTIONS DEPARTMENT
500 E. SAN ANTONIO # 402
EL PASO, TEXAS 79901
(915) 546-2154
FAX (915) 546-2220

October 4, 2005

EXHIBIT "A"

CANUTILLO INDEPENDENT SCHOOL DISTRICT BOND ELECTION FEBRUARY 4, 2006

PAYROLL:

EARLY VOTING	\$ 2,870.00
COUNTING STATION	\$ 252.00
ELECTION DAY PAYROLL	\$ 1,568.00
DELIVERY TO CENTRAL COUNTING STATION.....	\$ 100.00

OTHER EXPENSES:

PRINTING OF BALLOT (SAMPLE, PROVISIONAL, MAIL).....	\$ 125.00
PUBLICATION OF NOTICES	\$ 87.00
AUTO/TABULATING EQUIP. SOFTWARE/SUPPLIES	\$ 800.00
ADMINISTRATIVE FEES.....	\$ 700.00
PRECINCT KITS/ELECTION DAY.....	\$ 72.00
PRECINCT BALLOT BAGS/ELECTION DAY.....	\$ 12.00
PRECINCT CARDS	\$ 100.00
TOUCH SCREEN VOTING MACHINES.....	\$ 400.00
PICKUP & DELIVERY OF TOUCH SCREENS	\$ 128.00
TOUCH SCREEN ENCODERS.....	\$ 56.00
TABULATING PERSONNEL	\$ 75.00
POSTAGE/STATIONERY/CHECKS/BLIND VOTERS.....	\$ 40.00
PARKING GARAGE CHARGE FOR JUDGES & CLERKS	\$ 12.00
TOTAL	\$ 7,397.00

The County of El Paso

Elections Department
500 E San Antonio # 402
El Paso, Texas 79901

Phone: 915 546-2154
Fax: 915 546-2220
www.epcounty.com



Helen Jamison
Elections Administrator

FEBRUARY 4, 2006

RECOMMEDED PERSONNEL

Central Counting Station Manager..... Helen Jamison

Central Counting Station Judge Veronica Roman

Early Voting Ballot Board Chairman Rosa O'Keefe

Tabulating Supervisor Javier Chacon

Last day to receive a request for a ballot by mail January 27, 2006

Canutillo I.S.D. Judges List
February 4, 2006

<u>Pct. #</u>	<u>Polling Place/Judge/Alt.</u>	<u>Address</u>
<u>2</u> Judge Alt.	<u>Vinton Fire Station</u> Robert S. Marshall (D) Emesias Garcia (R)	<u>510 Vinton Rd.</u> 420 Rancho Estancias Anthony, Texas 79821 886-2566 1301 Banker Rd. Canutillo, Texas 79835 886-2865
<u>3</u> Judge Alt.	<u>Canutillo High School</u> Jose Medina (D) Claudia Lopez (R)	<u>7373 Bosque Rd.</u> 7272 Sixth St. Canutillo, Texas 79835 877-3948 E-10 Bosque Rd. Canutillo, Texas 79835 422-8276
<u>4</u> Judge Alt.	<u>Canutillo Elementary School</u> Chita Alderete (D)	<u>651 Canutillo Ave.</u> 6061 Isabella St. El Paso, Texas 79912 584-0532
<u>5.11-2.170</u> Judge Alt.	<u>Fire Station #2</u> John Jamison (D)	<u>111 E. Borderland Rd.</u> 826 Mamie Rd. El Paso, Texas 79932 584-2591

Canutillo I.S.D. BOND

Polling Place List

February 4, 2006

<u>Pct #</u>	<u>Polling Place</u>	<u>Address</u>
2	Vinton Fire Station	510 Vinton Rd.
3	Canutillo High School	7273 Bosque Rd.
4	Canutillo Elementary School	651 Canutillo Ave.
5,11-2,170	Fire Station # 2	111 E. Borderland Rd.

The County of El Paso

Elections Department
500 E San Antonio # 402
El Paso, Texas 79901

Phone: 915 546-2154
Fax: 915 546-2220
www.epcounty.com



Helen Jamison
Elections Administrator

Canutillo I.S.D. Bond Election

February 4, 2006

January 18, 2006 – January 31, 2006

EARLY VOTING LOCATIONS

- | | | | |
|----|-----------------------------|---------------|-------------|
| 1. | CANUTILLO ELEMENTARY SCHOOL | 651 CANUTILLO | 8:30 – 4:30 |
| 2. | VINTON FIRE STATION | 510 VINTON | 3:00 – 6:00 |

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

Agenda Item: _____

Date: November 8, 2005

Subject: Davenport Elementary School – BJE # 1997

Presented By: Tony Reza

Consent Agenda: x

ACTION

1. BACKGROUND INFORMATION:

The enclosed budget amendment is to reallocate funds from function 13 to function 11 for extra duty pay for extended day instruction of at risk students.

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 _____

SEP BJE 1964 Title: BUDGET AMMENDMENT TO COVER SUBSTITUTE COSTS

Date: 9/19/05

Reason:

OBJECTIVE/REASON-FUNDS WILL BE USED TO COVER THE COST OF SUBSTITUTE
TEACHERS COVERING FOR TEACHERS WHO ARE OUT FOR TEACHER TRAININGS AND
SEMINARS.

FUNDS TO BE USED: FUNDS WILL COME FROM TITLE I BUDGET

HOW WILL THIS IMPACT EDUCATION: TEACHERS OUT FOR INSERVICE WILL BRING
BACK VALUABLE RESOURCES TO BE USED IN THE CLASSROOM.

WHAT GOAL WILL BE MET:THE DISTRICT WILL PROVIDE LEADERSHIP, TECHNICAL
ASSISTANCE, AND EFFECTIVE AND EFFICIENT ADMINISTRATION TO ENSURE
SCHOOLWIDE AND DISTRICTWIDE IMPROVEMENT (GOAL 7)

Mode: **Lookup**

Cancel? N

Date: 10/27/05

Reason:

OBJECTIVE/REASON-FUNDS WILL BE USED TO COVER THE COST OF CAMPUS
ADMINISTRATOR TO ATTEND A GRADUATE COURSE OFFERED THROUGH UTEP. THIS
WILL MEET PDAS REQUIREMENTS.
FUNDING SOURCE: LOCAL MISCELLANEOUS OPERATING
HOW WILL THIS IMPACT EDUCATION: COURSE WILL PROVIDE THE ADMINISTRATOR
WITH VALUABLE RESOURCES AND INFORMATION TO BE USED ON THE JOB
WHAT GOAL WILL BE MET: GOAL 7-THE DISTRICT SUPPORT TEAM WILL PROVIDE
LEADERSHIP, TECHNICAL ASSISTANCE, AND EFFECTIVE AND EFFICIENT
ADMINISTRATION TO ENSURE SCHOOLWIDE AND DISTRICTWIDE IMPROVEMENT.
OBJECTIVE 1: PROVIDE CURRICULUM SUPPORT TO ALL TEACHERS AND CAMPUS
ADMINISTRATORS SO THAT STUDENTS WILL BE PROFICIENT IN THE CORE CURRICULUM.

Mode: **Lookup**

Cancel? N

TO: Charles Hart, Superintendent

THROUGH: Tony Reza, Comptroller


FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Canutillo Elementary School - BJE # 1964 & # 2029

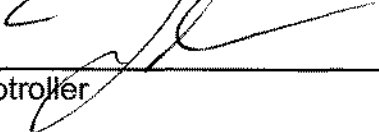
Date: November 2, 2005

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.11.6112.00.101.6.30 Substitutes	3,286.00	(3,286.00)	-
199.13.6112.00.101.6.30 Substitutes		3,286.00	3,286.00
211.11.6112.00.101.6.30 Substitutes	6,634.00	(6,634.00)	-
211.13.6112.00.101.6.30 Substitutes		6,634.00	6,634.00
199.13.6221.00.101.6.11 Staff Tuition	6,653.00	(549.50)	6,103.50
199.23.6221.00.101.6.99 Staff Tuition	-	549.50	549.50

REASON FOR AMENDMENT REQUEST - The first budget amendment is to reallocate funds from function 11 to function 13 to pay for substitutes for teachers attending staff development training. The second budget amendment is to cover cost of a graduate course at UTEP for Mr. Giron.



Superintendent



Comptroller

Date

11/3/05

Date

SEP BJE 1964 BUDGET AMMENDMENT TO COVER SUBSTITUTE CO Total: .00
 CMD A C C O U N T TO FROM

Position To: _____
 BEGIN

0001.000	199.11.6112.00.101.6.30		3,286.00
0002.000	199.13.6112.00.101.6.30	3,286.00	
0003.000	211.11.6112.00.101.6.30		6,634.00
0004.000	211.13.6112.00.101.6.30	6,634.00	

COMMANDS: L F T E
 F2=Process Transfer

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

OCT BJE 2029 BUDGET AMMENDMENT TO PAY FOR GRADUATE CO **Total:** .00
CMD A C C O U N T TO FROM

Position To:

BEGIN

0001.000 199.13.6221.00.101.6.11

0002.000 199.23.6221.00.101.6.99

549.50

549.50

COMMANDS: 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: November 8, 2005

Subject: Canutillo Elementary School – BJE# 1964 & # 2029

Presented By: Tony Reza

Consent Agenda: x

ACTION

1. BACKGROUND INFORMATION:

The enclosed budget amendment is to reallocate funds from function 11 to function 13 for substitute pay for teachers attending staff development training and from function 13 to 23 for staff tuition for Mr. Giron to take a graduate course at UTEP.

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 _____

OCT BJE 1997 Title: EXTENDED DAY INSTRUCTION

Date: 10/06/05

Reason:

PURPOSE: EXTRA DUTY PAY FOR EXTENDED DAY INSTRUCTION OF AT RISK STUDENTS

IMPACT ON EDUCATION: PROVIDE AT RISK STUDENTS WITH EQUAL OPPORTUNITY TO LEARN.

DISTRICT GOAL: GOAL I. ALL STUDENTS WILL REACH HIGH ACADEMIC STANDARDS, ATTAINING, AT A MINIMUM, PROFICIENCY OR BETTER IN THE FOUNDATION CURRICULUM

Mode: **Lookup**

Cancel? N

TO: Charles Hart, Superintendent

THROUGH: Tony Reza, Comptroller

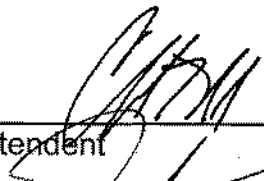
FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Davenport Elementary School - BJE #1997

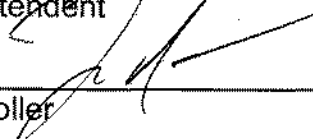
DATE: November 2, 2005

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.13.6118.00.102.6.30 Extra Duty Pay	1,640.00	(1,300.00)	340.00
199.11.6118.00.102.6.30 Extra Duty Pay	-	1,300.00	1,300.00

REASON FOR AMENDMENT REQUEST - This budget amendment is to reallocate funds from function 13 to function 11 to provide funds for extra duty pay for extended day instruction of at risk students.



Superintendent



Comptroller

Date
11/2/05

Date

OCT BJE 1997 EXTENDED DAY INSTRUCTION Total: .00
 CMD A C C O U N T TO FROM

Position To: _____
 BEGIN

0001.000	199.13.6118.00.102.6.30		1,300.00
0002.000	199.11.6118.00.102.6.30	1,300.00	

COMMANDS: L F T E POSITION: +n,n.n,-n, Roll-up, Roll-down
 F2=Process Transfer

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

Agenda Item:

Date: November 8, 2005

Subject: Contracts for Educational Services

Presented By: Tony Reza, Pauline Dow & Vicky Ludwig Consent Agenda: X

ACTION

1. **BACKGROUND INFORMATION:**

This request is to approve contracts for programs which will aggregate to over \$25,000.00 each.

Request for Proposal # 06-01, Supplementary Educational Services for At Risk Students, was received on October 13, 2005. This contract is for services as Home Based Instructor to design and implement district wide educational services. All projects are related to at risk students particularly those who are pregnant or parenting. The educational services instructor will provide:

- Home-based education services to students mandated by a doctor to stay at home
- Services for pregnant or teen parents, who are in need of any of the educational components mandated by the "Life Skills Program" (e.i. parenting skills, job skills and readiness, counseling, social services, and others.)
- Any other services expected and mandated by the "Life Skills" program
- Any educational services needed for at risk students
- Services to pregnant, teen parents and their families.

We recommend awarding the contract to **Omar Insurriaga**.

Request for Proposal # 06-02, Academic Tutorial Services, was received on October 26, 2005. This contract is to provide services for Academic Tutors to design and implement district wide educational services. All projects are related to ESL, Bilingual, Migrant and any other students enrolled in the district. The educational services instructor will provide:

- Tutorial education services to mandated students.
- Services for students, who are in need of any of the educational components (english, writing, science, math etc.)
- Any other services mandated by administration

We recommend awarding the contract to **Aaron Medina, Alejandra Palacios, Soledad Ruiz, Clara Vargas, and Jose Luis Vazquez.**

2. **SUPERINTENDENT RECOMMENDATION:**
The Superintendent approves to award the contracts for educational services as listed above.
3. **BOARD ACTION REQUESTED:**
The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

**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:

- (a) Dispose of the listed items which are included with this exhibit and are from all District Departments.
- (b) Give authority to someone to distinguish trash from surplus and give authority to said person to dispose of trash immediately instead of storing for a surplus sale.

The disposal of these items will be done by selling the items at public auction, sealed bid, selling to recycling companies, shredding, scrapping, or deposition in local area landfills.

2. **SUPERINTENDENT RECOMMENDATION:**

- (a) 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.
- (b) Give authority to someone to distinguish trash from surplus and give authority to said person to dispose of trash immediately instead of storing for a surplus sale.

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: _____



Canutillo Independent School District

P.O. Box 100
Canutillo, Texas 79835

Ron Gatlin
Warehouse Supervisor

To: Dr. John Kessinger, Asst. Superintendent
From: Ron Gatlin
District Warehouse Supervisor
Re: Surplus Materials
Date: August 1, 2005

The Warehouse Services Department is receiving a large amount of surplus property that is being placed in the lower parking lot of the Administration Building. Most of the material we are receiving is of little value and could be considered trash. The materials are using up parking space as well as becoming a health and safety concern as well as an eye sore for the district. I am concerned that some of these items might be picked up by the wind and blown into someone's vehicle or worse someone.

I would like to suggest that we get Board approval to give someone the authority to differentiate the trash from the surplus and have a fenced area built at the Maintenance and Transportation facilities to store these materials until we can get enough for a surplus disposal sale. Items that have some residual value would still be stored and protected from the elements here inside the warehouse until it is disposed of. We have room for these types of items, but not for trash.

I would be happy to discuss this at any time if you would like further input.

Copy: Charles Hart, Superintendent
Yusuf Farran, Construction Administrator



Canutillo Independent School District

Warehouse Services Department

P.O. Box 100

Canutillo, Texas 79835

Ron Gatlin
Warehouse Supervisor

November 1, 2005

To: Dr. Kessinger, Assistant Superintendent

From: Ron Gatlin, Warehouse Supervisor

Re: District Surplus Property

The following is a list of surplus & defective items that have been received by the Warehouse Services Department from all departments. I am hereby requesting that these items be authorized for disposal and removal from the warehouse.

- New sterling horizontal rooftop heater
- defective student desks, chairs, filing cabinets
- new PVC fittings
- desks
- defective pumps
- water coolers
- evaporative cooler pad holders
- defective motors
- wooden cabinets
- misc. restroom equipment
- misc. electrical items
- wooden kitchen cabinets
- misc. broken rakes and shovels
- wooden book shelves
- exterior light fixtures
- defective power tools
- power tools and hand tools
- misc. doors & windows
- Lockers and locker doors
- Chain link gates and fabric
- Shelving
- modular furniture
- computer monitors
- auxiliary power supplies
- misc. computer items
- defective printers and typewriters
- paper shredder
- microwave oven

- telephones
- shoulder pads
- air compressor
- propane tank
- chalk boards
- used carpets
- furnace
- office dividers
- vacuum cleaners
- copper pipe
- metal roofing
- counter tops
- misc. rubbish



Canutillo Independent School District

DEPARTMENT OF WAREHOUSE SERVICES

AUTHORITY TO DISPOSE OF DISTRICT PROPERTY

- I hereby certify that the items to be disposed of are correctly listed below.
- I hereby certify that the items listed below are no longer any value to the Canutillo Independent School District or this Department and that their disposal will be carried out in accordance with Canutillo Independent School District Board Policy.

Department/Campus Finance

Department Head Name and Title TONY REZA

Signature Kathy Ellen Date 9/19/05

QTY	ITEM DESCRIPTION	REASON FOR DISPOSAL	MODEL NO.	SERIAL NO.
1	PAPER SHEETS 100# FELLOWS	DOES NOT WORK	CISD# 06803	N/A

- The disposal of the items listed above is approved.
- The disposal of the items listed above is approved subject to the conditions in the attached letter.
- The disposal of the items listed above is NOT APPROVED for reasons stated in the attached letter.

ASSETS MANAGEMENT OFFICER USE ONLY

Signature Kathy Ellen

Title Asst. Business Manager

Date 9/19/05

- The disposal of the items listed above has been completed.

WAREHOUSE DEPARTMENT USE ONLY

Signature _____

Title Warehouse Supervisor

Date _____



Canutillo Independent School District

DEPARTMENT OF WAREHOUSE SERVICES

AUTHORITY TO DISPOSE OF DISTRICT PROPERTY

I hereby certify that the items to be disposed of are correctly listed below.

I hereby certify that the items listed below are no longer any value to the Canutillo Independent School District or this Department and that their disposal will be carried out in accordance with Canutillo Independent School District Board Policy.

Department/Campus Davenport Elementary

Department Head Name and Title Sylvia Gonzalez, Principal

Signature [Signature] Date 10/4/05

QTY	ITEM DESCRIPTION	REASON FOR DISPOSAL	MODEL NO.	SERIAL NO.
1	Panasonic Micro Wave	Burned out	NN-3933BF	6A 33101401

<input checked="" type="checkbox"/> The disposal of the items listed above is approved. <input type="checkbox"/> The disposal of the items listed above is approved subject to the conditions in the attached letter. <input type="checkbox"/> The disposal of the items listed above is NOT APPROVED for reasons stated in the attached letter.	ASSETS MANAGEMENT OFFICER USE ONLY
	Signature <u>[Signature]</u>
	Title <u>Asst. Mgr.</u>
	Date <u>10-11-05</u>

<input type="checkbox"/> The disposal of the items listed above has been completed.	WAREHOUSE DEPARTMENT USE ONLY
	Signature _____
	Title <u>Warehouse Supervisor</u>
	Date _____



Canutillo Independent School District

DEPARTMENT OF WAREHOUSE SERVICES

AUTHORITY TO DISPOSE OF DISTRICT PROPERTY

- I hereby certify that the items to be disposed of are correctly listed below.
- I hereby certify that the items listed below are no longer any value to the Canutillo Independent School District or this Department and that their disposal will be carried out in accordance with Canutillo Independent School District Board Policy.

Department/Campus Canutillo Elementary School Library

Department Head Name and Title Aceto Green

Signature [Signature] Date 10/24/05

QTY	ITEM DESCRIPTION	REASON FOR DISPOSAL	MODEL NO.	SERIAL NO.
1	Apollo Overhead projector	Doesn't work	A1-2000	4080942
1	Apollo Overhead Projector	Doesn't work	A1-1000	0100508
1	Cassette Recorder	Doesn't work	5270	DC 12383
1	Cassette Recorder	Doesn't work	3279A	47562
1	Opaque Projector	Doesn't work	TS-7	
1	Phillips Magn TV/VCR	Doesn't work	CCX252 AT31	67507658
1	Samsung TV/VCR	Doesn't work	CXB1922	3CB0102044

<input checked="" type="checkbox"/> The disposal of the items listed above is approved. <input type="checkbox"/> The disposal of the items listed above is approved subject to the conditions in the attached letter. <input type="checkbox"/> The disposal of the items listed above is NOT APPROVED for reasons stated in the attached letter.	ASSETS MANAGEMENT OFFICER USE ONLY Signature <u>[Signature]</u> Title <u>Asst. Sup.</u> Date _____
	WAREHOUSE DEPARTMENT USE ONLY Signature _____ Title <u>Warehouse Supervisor</u> Date _____
<input type="checkbox"/> The disposal of the items listed above has been completed.	65



Canutillo Independent School District

DEPARTMENT OF WAREHOUSE SERVICES

AUTHORITY TO DISPOSE OF DISTRICT PROPERTY

- I hereby certify that the items to be disposed of are correctly listed below.
- I hereby certify that the items listed below are no longer any value to the Canutillo Independent School District or this Department and that their disposal will be carried out in accordance with Canutillo Independent School District Board Policy.

Department/Campus CANUTILLO MIDDLE SCHOOL

Department Head Name and Title Principal

Signature *Monica Key Garcia* Date September 2, 2005

QTY	ITEM DESCRIPTION	REASON FOR DISPOSAL	MODEL NO.	SERIAL NO.
33	SETS OF ATHLETIC SHOULDER PADS	OBSOLETE/DEFECTIVE	NONE	NONE

- The disposal of the items listed above is approved.
- The disposal of the items listed above is approved subject to the conditions in the attached letter.
- The disposal of the items listed above is NOT APPROVED for reasons stated in the attached letter.

ASSETS MANAGEMENT OFFICER USE ONLY

Signature *John Keeney*

Title *Asst. Dir.*

Date _____

- The disposal of the items listed above has been completed.

WAREHOUSE DEPARTMENT USE ONLY

Signature _____

Title Warehouse Supervisor

Date _____



Canutillo Independent School District

DEPARTMENT OF WAREHOUSE SERVICES

AUTHORITY TO DISPOSE OF DISTRICT PROPERTY

I hereby certify that the items to be disposed of are correctly listed below.

I hereby certify that the items listed below are no longer any value to the Canutillo Independent School District or this Department and that their disposal will be carried out in accordance with Canutillo Independent School District Board Policy.

Department/Campus Office @ JDF

Department Head Name and Title Steve A. Archuleta / Assistant Principal

Signature Steve Archuleta Date 6/28/05

QTY	ITEM DESCRIPTION	REASON FOR DISPOSAL	MODEL NO.	SERIAL NO.
1	Telephone	not using	AT&T 712	C56500415B
1	Telephone	not using	542B Freedom Phone	
1	Telephone	not using	542B Telecon	0013381
1	Typewriter	not working properly	IBM	06458-Canutillo
1	Computer	not working	50X	14448-Canutillo
1	Computer	not working	Compaq	04683-Canutillo
1	Computer	not working properly	IBM	03577-Canutillo
1	monitor	not working		11064-Canutillo

- The disposal of the items listed above is approved.
- The disposal of the items listed above is approved subject to the conditions in the attached letter.
- The disposal of the items listed above is NOT APPROVED for reasons stated in the attached letter.

ASSETS MANAGEMENT OFFICER USE ONLY

Signature [Signature]
 Title Asst. Sup.
 Date _____

- The disposal of the items listed above has been completed. 67

WAREHOUSE DEPARTMENT USE ONLY

Signature _____
 Title Warehouse Supervisor
 Date _____



Canutillo Independent School District

DEPARTMENT OF WAREHOUSE SERVICES

AUTHORITY TO DISPOSE OF DISTRICT PROPERTY

- I hereby certify that the items to be disposed of are correctly listed below.
- I hereby certify that the items listed below are no longer any value to the Canutillo Independent School District or this Department and that their disposal will be carried out in accordance with Canutillo Independent School District Board Policy.

Department/Campus JDE Office
 Department Head Name and Title Steve A. Archuleta / Assistant Principal
 Signature Steve Archuleta Date 6/28/05

QTY	ITEM DESCRIPTION	REASON FOR DISPOSAL	MODEL NO.	SERIAL NO.
1	monitor	not working	IBM	11074-Canutillo
1	monitor	not working	Samtron	14462-Canutillo
1	Keyboard	not in use	IBM	02977-Canutillo
1	Keyboard	not in use	Premio	KEKEA4XT0810
1	Keyboard	not in use	Compaq	B16410HBAHTD0

- The disposal of the items listed above is approved.
- The disposal of the items listed above is approved subject to the conditions in the attached letter.
- The disposal of the items listed above is NOT APPROVED for reasons stated in the attached letter.

ASSETS MANAGEMENT OFFICER USE ONLY

Signature [Signature]
 Title Asst. Supv
 Date _____

- The disposal of the items listed above has been completed.

WAREHOUSE DEPARTMENT USE ONLY

Signature _____
 Title Warehouse Supervisor
 Date _____

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

Subject: Review of Changes to DC (Local) as Date: November 8, 2005
Recommended by Policy Committee, 1st Reading

Presented by: Renée O'Donnell Consent Agenda

ACTION

1. **BACKGROUND INFORMATION**

The Board Policy Committee met in October to discuss and review legal and local policies in Update 76 from TASB. The changes to DC (Local), as outlined in starting points, are recommended by the policy committee. See attached policy.

2. **SUPERINTENDENT RECOMMENDATION**

Superintendent recommends approval of DC (Local).

3. **BOARD ACTION REQUESTED**

Motion to approve changes to DC (Local) as recommended by the Superintendent and Policy Committee.

MOTION _____ **SECOND** _____

FOR _____ **AGAINST** _____

EMPLOYMENT PRACTICES

DC
(LOCAL)

PERSONNEL DUTIES	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
FILLING VACANCIES	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well qualified candidates.
RECRUITMENT	<p>All vacancy notices shall be posted in a place readily accessible to the general public in each educational facility, including the central office of the District to ensure that present employees have an opportunity to apply and be considered for positions that become available. However, recruitment shall also be directed outside the District as required by Board policy, or if necessary and appropriate.</p> <p>All potential applicants for positions with the District shall be informed that the Superintendent has authority to hire certified contractual employees for positions that are not administrative and that the Board retains authority to hire all administrators from the level of assistant principal on up. Current District employees may apply for any vacancy for which they have appropriate qualifications.</p>
ADMINISTRATIVE POSITIONS	<p>All administrative positions shall be advertised within the District by posting notice of vacancies at all campuses and the central office, and outside the District in appropriate publications and at other public educational institutions, as needed. The Superintendent shall recommend candidates for assistant superintendent, executive director, director, principal, and assistant principal to the Board for employment.</p> <p>The Superintendent may request that the Board waive any requirements of the job description.</p>
APPLICATIONS	All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.
SELECTION AND EMPLOYMENT	The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.
CONTRACTUAL	<p>The Board delegates to the Superintendent sole authority to employ teachers, librarians, nurses, counselors, and other certified staff who are not administrators.</p> <p>Final authority for selection and employment of assistant superintendents, executive directors, directors, principals, and assistant</p>

EMPLOYMENT PRACTICES

DC
(LOCAL)

with any other districts participating in the regional consortium. In the event the applicant or employee claims an error has been made in the record, there will be no charge for a recheck of the record, if made within one year, to ensure that the error was corrected.

Employment of applicants remains a matter of discretion with the District.

EXIT INTERVIEWS
AND EXIT REPORTS

An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.

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

Agenda Item: _____ Date: November 8, 2005

Subject: TASB Localized Policy Manual Update 76 (first reading)

Presented By: Renee O'Donnell Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

TASB Localized Policy Manual Update 76 was presented to the Policy Committee on October 18, 2006. In addition, "Starting Points" for Update 76 were also reviewed by the committee. The committee recommended that TASB Update 76 be presented to the Board for first reading.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of Update 76 for first reading.

3. BOARD ACTION REQUESTED:

Motion to approve TASB Localized Policy Manual Update 76 for first reading as recommended by the Policy Committee and by the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

Instruction Sheet

TASB Localized Policy Manual Update 76

District Canutillo ISD

Code	Action To Be Taken	Note
AC (LEGAL)	Replace policy	Revised policy
BBB (LEGAL)	Replace policy	Revised policy
BBBA (LEGAL)	Replace policy	Revised policy
BE (LEGAL)	Replace policy	Revised policy
BQ (LEGAL)	Replace policy	Revised policy
BR (LEGAL)	Replace policy	Revised policy
✓ CAA (LOCAL)	Replace policy	Revised policy
CCA (LEGAL)	Replace policy	Revised policy
CCG (LEGAL)	Replace policy	Revised policy
CDA (LEGAL)	Replace policy	Revised policy
CE (LEGAL)	Replace policy	Revised policy
CH (LEGAL)	Replace policy	Revised policy
CKC (LEGAL)	ADD policy	See explanatory note
CRD (LEGAL)	Replace policy	Revised policy
CRE (LEGAL)	Replace policy	Revised policy
CS (LEGAL)	Replace policy	Revised policy
DC (LEGAL)	Replace policy	Revised policy
✓ DC (LOCAL)	No policy enclosed	See explanatory note
DEA (LEGAL)	Replace policy	Revised policy
DHE (LEGAL)	Replace policy	Revised policy
DK (LEGAL)	Replace policy	Revised policy
DLB (LEGAL)	Replace policy	Revised policy
E (LEGAL)	Replace table of contents	Revised table of contents
EHAC (LEGAL)	Replace policy	Revised policy
EHBG (LEGAL)	ADD policy	See explanatory note
EHBK (LEGAL)	Replace policy	Revised policy
EIA (LEGAL)	Replace policy	Revised policy
F (LEGAL)	Replace table of contents	Revised table of contents
FD (LEGAL)	Replace policy	Revised policy
✓ FD (LOCAL)	Replace policy	Revised policy
FDB (LEGAL)	Replace policy	Revised policy

Instruction Sheet

TASB Localized Policy Manual Update 76

Code	Action To Be Taken	Note
✓ FDB (LOCAL)	Replace policy	Revised policy
FDD (LEGAL)	Replace policy	Revised policy
✓ FDD (LOCAL)	Replace policy	Revised policy
FEA (LEGAL)	Replace policy	Revised policy
FFAC (LEGAL)	Replace policy	Revised policy
FFAF (LEGAL)	ADD policy	See explanatory note
FFG (LEGAL)	Replace policy	Revised policy
FFG (EXHIBIT)	Replace exhibit	Revised exhibit
FL (LEGAL)	Replace policy	Revised policy
✓ FL (LOCAL)	Replace policy	Revised policy
FL (EXHIBIT)	DELETE exhibit	See explanatory note
FMF (EXHIBIT)	DELETE exhibit	See explanatory note
FNAA (LOCAL)	No policy enclosed	See explanatory note
FNC (LEGAL)	Replace policy	Revised policy
FNCF (EXHIBIT)	ADD exhibit	See explanatory note
FO (LEGAL)	Replace policy	Revised policy
FOA (LEGAL)	Replace policy	Revised policy
FOC (LEGAL)	Replace policy	Revised policy
FOC (EXHIBIT)	Replace exhibit	Revised exhibit
FOD (LEGAL)	Replace policy	Revised policy
GBA (LEGAL)	Replace policy	Revised policy
GBAA (LEGAL)	Replace policy	Revised policy
GND (LEGAL)	Replace policy	Revised policy

Handwritten signature

Explanatory Notes

TASB Localized Policy Manual Update 76

District: Canutillo ISD

AC (LEGAL) GEOGRAPHIC BOUNDARIES

SB 427, enacted during the 79th regular session, requires districts that alter their boundaries—or the boundaries of single-member districts—to promptly notify the county voter registrar of the change. Notification must occur within 30 days of the board's action and must be accompanied by a map (in a format compatible with that used by the registrar's office) marking the change. This requirement becomes effective for elections ordered after September 1, 2005.

BBB (LEGAL) BOARD MEMBERS
ELECTIONS

While the November uniform election date remains unchanged, the May uniform election date—long pegged to the first Saturday in May and moved last year to the third Saturday to accommodate redistricting time lines—has moved again, to the second Saturday in May, as a result of HB 2339 from the 79th regular session.

Other legislative changes affecting this policy are as follows:

- SB 427 requires that changes in district boundaries—and single-member district boundaries—be promptly communicated to the county voter registrar. (See NOTICE TO VOTER REGISTRAR on page 1.)
- HB 2339 adjusts the filing and write-in deadlines for elections held on the general election day (November of even years). Filing for a place on the ballot must occur no later than the 70th day prior to election day and declaration of a write-in candidacy must occur no later than the 67th day prior to election day. For other elections, the usual time lines—62nd day and 57th day, respectively—apply. (See FILING INFORMATION on page 1.)
- HB 2339 also adjusts the deadline for ordering an election on the general election day: the call must occur no later than the 70th day beforehand. For other elections, the usual deadline—the 62nd day—remains. (See NOTICE on page 2.)

In this same section appears the HB 1580 requirement that the district retain—for at least 22 months—a copy of the newspaper notice of the election. Previously state law required that the copy be retained for 60 days.

Also added is the HB 2309 requirement that the board deliver—no later than the 60th day preceding the election—notice of the election to the county clerk of each county in which the district is located.

- HB 1209 requires districts holding elections on the November uniform election date of any year to use regular county polling places. Excluded from this requirement are Harris County and the seven contiguous counties: Galveston, Chambers, Liberty, Montgomery, Waller, Fort Bend, and Brazoria. (See BALLOT, ELECTION OFFICIALS, AND POLLING PLACES on page 3.)
- HB 719 provides the Texas secretary of state more detailed direction regarding his authority to promulgate rules pertaining to form and posting of the long-required NOTICE OF VOTING RIGHTS HOTLINE.
- HB 57 (effective for elections ordered after October 1, 2005) clarifies the timeframe for canvassing May election returns. While November-electing districts still must canvass returns between the 8th day and 11th day after elections, May-electing districts may start canvassing sooner. May-electing districts may begin on whichever of the following dates is latest:
 - the third day after election day,

Explanatory Notes

TASB Localized Policy Manual Update 76

- the date on which all early voting ballots and provisional ballots have been counted, or
- the date when all timely received ballots cast outside the country have been counted.

(See CANVASS RETURNS on page 5.)

- HB 2309 requires—for all elections called after January 1, 2006—the person presiding over the canvassing to prepare a report of the precinct results and to deliver that report to the secretary of state—in an electronic form to be specified by the secretary. (See CERTIFICATE OF ELECTION on page 6.)

Unless otherwise indicated above, these provisions apply to elections ordered after September 1, 2005.

Please note: This (LEGAL) version is for districts whose boards are composed of seven trustees, elected at-large. If there has been a change in your district's method of election and this description no longer reflects your practice, please contact your Policy Consultant/Analyst so we can update our files and issue the correct (LEGAL) version for your manual.

BBBA (LEGAL) BOARD MEMBERS
REPORTING CAMPAIGN FUNDS

TERMINATION OF CAMPAIGN TREASURER APPOINTMENT is new material drawn from HB 1863 and effective June 17, 2005. The legislation empowers a board to adopt a process by which its secretary may terminate the appointment of a campaign treasurer for an inactive candidate or political committee.

BE (LEGAL) BOARD MEETINGS

Legislation resulting from the 79th regular session affects board meeting notices as follows:

- At CONTINUED MEETING, on page 2, is new text—from SB 690, effective June 17, 2005—allowing the board to recess a meeting and resume the meeting the following business day without posting further notice. The board cannot continue that meeting, however, to yet another day without the required notice. The legislation effectively embraces as law a 1998 attorney general's opinion (DM-482) to that effect and specifies that any such continuation must be in good faith and not for the purpose of circumventing the notice requirements of the Texas Open Meetings Act.
- HB 2381 requires a district to post meeting notices on its Internet Web site, if the district maintains a Web site. Previously districts have posted a hard copy of the meeting notice in a continuously accessible place at the central administration office or another continuously accessible location. After September 1, 2005, districts may satisfy the posting requirement by (1) making "a good-faith attempt to continuously post the notice on the Internet" during the 72 hours preceding a meeting AND (2) posting a hard copy notice in the central administration office, where it must be readily accessible to the public during normal business hours. (See TIME OF NOTICE AND ACCESSIBILITY on page 3.) Posting on the Internet, though, is no longer discretionary for a district that maintains an Internet Web site: provisions of SB 1133, reflected at INTERNET POSTING on page 3, require such districts to post meeting notices on the site and—for districts containing a municipality with a population of 48,000 or more—to post also the meeting agenda, if it differs from the posted notice. HB 2381 is effective September 1, 2005; SB 1133, on January 1, 2006.
- At CATASTROPHE, on page 4, is reflected—also from SB 690—language that allows a board prevented by a catastrophe from convening a properly posted meeting to convene the meeting at a convenient location within 72 hours. Whether further notice is needed within the 72-hour period is not clearly stated. TASB attorneys note that the embedded cross-reference to Government Code Section 551.045 (the section providing for emergency meetings or emergency-driven additions to the agenda) might suggest that the district would still be bound to provide a two-hour notice but that the catastrophic delay might in itself constitute a "reasonably unforeseen situation" creating an "urgent public necessity." Because of this

Explanatory Notes

TASB Localized Policy Manual Update 76

ambiguity, districts are urged to confer with local counsel should a catastrophe prevent the board from meeting as initially scheduled.

BQ (LEGAL) PLANNING AND DECISION-MAKING PROCESS

HB 283 (from the 79th regular session and effective June 18, 2005) requires that—within the framework of the District Improvement Plan—each district implement a discipline management program that provides “for the prevention of and education concerning unwanted physical or verbal aggression, sexual harassment, and other forms of bullying in schools, on school grounds, and in school vehicles.” The new requirement may be found at item 9 on page 2.

BR (LEGAL) REPORTS

Beginning this fall and **within the first ten days of classes**, districts with Internet Web sites must publish on the Web their most recently received AEIS report and School Report Cards (SRCs). Such publication is mandated by HB 3297, from the 79th regular session and effective June 18, 2005, and does not affect existing publishing requirements, keyed to TEA’s release of the reports:

- The AEIS report still must also be published **within two weeks** after the local hearing (convened **within 90 days** after receipt from TEA) and posted in various public places (e.g., school offices, local businesses, and public libraries). (See page 2 for requirements regarding AEIS INTERNET DISSEMINATION.)
- SRCs still must also be distributed to parents **within six weeks** after receipt from TEA, by mail, parent/teacher conferences, or other means identified by the campus. (See page 3 for requirements regarding SRC INTERNET DISSEMINATION.)

CAA (LOCAL) FISCAL MANAGEMENT GOALS AND OBJECTIVES FINANCIAL ETHICS

Three items within the definition of FRAUD AND FINANCIAL IMPROPRIETY have been refined for clarity:

- At item 8—a reference to policy DBD has been added. A reference to “law or District policy” has also been added to clarify when items of material value may be accepted.
- At item 9—“inappropriately” has been moved to the beginning of the phrase so that it modifies all actions described.
- At item 11—“law or District policy” has been added to embrace both legally defined conflicts of interest as well as those established by policy, such as at DBD(LOCAL).

CCA (LEGAL) LOCAL REVENUE SOURCES BOND ISSUES

Various bills from the 79th regular session affect this policy:

- At EXISTING DEBT ALLOTMENT (page 1): SB 1863, effective July 1, 2005, updated the year-eligibility for state funding for servicing of existing bonded indebtedness.
- At ELECTIONEERING (page 1): HB 2339, effective September 1, 2005, clarifies that the board cannot use “state or local funds or other resources of the district to electioneer for or against any candidate, measure, or political party.”

Explanatory Notes

TASB Localized Policy Manual Update 76

- At ELECTIONS (page 1): HB 57, effective for elections called after October 1, 2005, now prohibits school districts from holding bond elections (or any other election, for that matter) other than on the May or November general election dates.
- At CALL FOR ELECTION (page 2): HB 2339 also adjusts the deadline for ordering a bond election on the general election day: the call must occur no later than the 70th day beforehand. For other elections, the usual 62-day requirement remains in place.
- At NOTICE OF ELECTION (page 2): a HB 2309 provision requires that the board deliver—no later than the 60th day preceding the election—notice of the election to the county clerk of each county in which the district is located.

CCG (LEGAL) LOCAL REVENUE SOURCES AD VALOREM TAXES

Changes arising from the 79th regular session are as follows:

- TAX RATE (page 2) reflects both SB 1652, effective September 1, 2005, and SB 18, effective June 18, 2005. The former clarifies that the tax rate has separate maintenance/operations and debt service components and requires the actual debt service rate to match the rate posted under Education Code 44.004(c)(2)(A)(ii)(b).

The latter legislation represents a substantial addition to the requirements for adopting a tax rate. Beginning with the current tax rate adoption, the motion to adopt a tax rate that exceeds the effective tax rate must be phrased as an increase in property taxes. Furthermore, the ordinance setting a tax rate that will cause maintenance and operations taxes overall to exceed those levied the previous year must include, in type larger than in any other portion of the document, tax increase language and the amount of the tax increase for a home valued at \$100,000. The legislation also provides specific language that the district must post on its Internet Web site to announce the increase.

- As found at REINVESTMENT ZONES/TAX INCREMENT FINANCING (page 8), counties have been newly authorized by HB 2120 to form reinvestment zones, after September 1, 2005.
- In addition and as with trustee elections at BBB(LEGAL) and bond elections at CCA(LEGAL):
 - At CALL FOR ELECTION (page 3), HB 2339 also adjusts the deadline for ordering an election to ratify school taxes on the general election day: the call must occur no later than the 70th day beforehand. For other elections, the usual 62-day requirement remains in place. (Effective September 1, 2005.)
 - At NOTICE TO COUNTY CLERK (page 4): a HB 2309 provision requires that the board deliver—no later than the 60th day preceding the election—notice of the election to the county clerk of each county in which the district is located. (Effective June 18, 2005.)

CDA (LEGAL) OTHER REVENUES INVESTMENTS

SB 256—from the 79th regular session and effective September 1, 2005—amends the Public Funds Investment Act to clearly allow local governments to invest in certificates of deposit or share certificates issued by a depository institution's branch office. Previously such investments could occur only with a state or national bank, savings bank, or state or federal credit union domiciled in Texas.

The new language may be found in the first paragraph at item 2 on page 6. A new second paragraph under that item lists five additional circumstances allowing investment in certificates of deposit.

CE (LEGAL) ANNUAL OPERATING BUDGET

A new section titled USE OF DISTRICT RESOURCES has been added (on page 1) to reflect the HB 1826 prohibition against the use of district employees, property, or resources in the design, construction, or renova-

Explanatory Notes

TASB Localized Policy Manual Update 76

tion of improvements to real property that is not owned or leased by the district. This legislation, from the 79th regular session, was effective June 18, 2005.

Also added within this section is the HB 2339 ban on using state or local funds or other resources for electioneering of any sort. [See also CCA(LLEGAL).]

CH (LEGAL) PURCHASING AND ACQUISITION

HB 664 from the 79th regular session allows many districts to favor local bidders in awarding purchasing contracts. The legislation, effective September 1 and reflected under FACTORS on page 2 and LOCATION OF BIDDER on page 3, allows the district to award the purchase contract to a local bidder if that bid is within five percent of the lowest bid and under the following conditions:

- The district's administrative office is located in a municipality with a population under 250,000,
- The bidder's principal place of business is within the district, and
- The purchase is not for telecommunications or information services.

CKC (LEGAL) SAFETY PROGRAM/RISK MANAGEMENT EMERGENCY PLANS

SB 11 from the 79th regular session newly requires districts to put in place "a multihazard emergency operations plan" no later than March 1, 2006, and to conduct a security audit of district facilities at least once every three years.

The plan requirement is specific to security and must address:

- employee emergency response training,
- student and staff emergency drills, and
- coordination with local emergency management agencies, law enforcement, and fire departments.

The Texas School Safety Center, created in 2001 by the Legislature, is charged with the responsibility of providing districts a safety training program that now includes assistance in developing a multihazard emergency operations plan. The center is currently creating a model plan that will form the basis for this training; the training will be delivered through education service centers. Additionally, districts may request on-site technical assistance on school safety issues.

Further information as it becomes available will be posted on the Safety Center Web site at <http://www.txssc.txstate.edu/txssc.htm>.

CRD (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT HEALTH AND LIFE INSURANCE

Legislation from the 79th regular session prompts the following additions:

- At PLAN DISCLOSURE STATEMENT on page 1 is a HB 765 requirement that districts not participating in TRS Active Care provide both employees and prospective employees a copy of any plan disclosure statement prepared by the provider. The district must also retain a copy of the notice that has been signed by the recipient. This requirement applies to all policies issued or renewed after January 1, 2006.
- At COMPENSATION SUPPLEMENT on page 3 is found the SB 1691 "clean-up" of the supplemental compensation-Healthcare Reimbursement Account tangle that arose from actions of the 78th Legislature (2003). The amount of the supplement is now clearly pegged to an amount specified in the General

Explanatory Notes

TASB Localized Policy Manual Update 76

Appropriations Act. The legislation does not extend the supplement to retirees eligible for TRS Care (or other coverage through the state, the University of Texas, or Texas A&M University). The supplement will be distributed monthly, rather than annually as before, and administration of the fund transfers will now be handled by TEA rather than TRS.

SB 1691 also includes a provision that effectively eliminates the 90-day waiting period, imposed during the 78th regular session, for new employees to become TRS members. Because this provision is not effective until September 1, 2005, the old law will apply for those who have not completed the 90-day waiting period by that date. As a consequence—and only until September—those employees are not eligible for TRS and must be covered by whatever stop-gap measure the district has in place. As of September 1, coverage by TRS begins, but the district must pay the state's share for the remainder of the employee's 90-day period. (See TRS CONTRIBUTIONS FOR NEW HIRES on page 4.)

SB 1691's scope also includes a requirement that—beginning September 1, 2005—a district that hires a retiree must fund:

- both the state's and employee's shares (currently 12.4 percent of the employee's salary) that would be payable if the employee were not a retiree; and
 - the state contribution rate for the retiree's health insurance coverage, if the retiree is enrolled in TRS Care. The district does not have to make the TRS Care contribution, however, if the retiree is enrolled in TRS Active Care or if the retiree was reported to TRS by a school district as a retiree in January 2005. (See TRS CONTRIBUTIONS FOR REHIRED RETIREES on page 5.)
- At TERMINATION OF COVERAGE, on page 8, is reflected a SB 1448 provision that makes any district that does not participate in TRS Care subject to the limits on exclusions for preexisting conditions found in the Insurance Code. This requirement becomes effective with the 2005–06 school year.
 - At EMPLOYEE ELECTION on page 11 appears HB 407 language that allows an employee married to another employee to declare himself or herself as dependent so that both are covered by the same policy, conceivably at a lower combined premium rate. This provision is effective with the start of the 2005–06 school year and applies to coverage provided under either a large or small employer health benefit plan.

CRE (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT WORKERS' COMPENSATION

As a result of HB 7 from the 79th regular session, the Texas Workers' Compensation Commission has been merged into the Texas Department of Insurance. The many references to "TWCC" in this policy have been replaced by "TDI" and citations have been updated.

CS (LEGAL) FACILITY STANDARDS

At SECURITY CRITERIA, on page 3, a provision of SB 11 from the 79th regular session has been added and is effective with the development of Texas School Safety Center criteria this fall: a district using Instructional Facilities Allotment funds must consider in the design of the facility TSSC security criteria.

DC (LEGAL) EMPLOYMENT PRACTICES

This policy has been redeveloped to present topics and subtopics in a more logical manner and to more closely track statutory language. Substantive changes attributable to the 79th regular session are as follows:

- Under EMPLOYMENT POLICIES on page 1, SB 387 newly defines posting of vacancies as an "employment policy" essential. Further requirements in this regard are found at POSTING OF VACANCIES.

Explanatory Notes

TASB Localized Policy Manual Update 76

These provisions become effective with the 2005–06 school year and require the district to post vacancies for positions requiring certification or licenses in specified locations for at least ten school days and to allow current employees “a reasonable opportunity” to apply. The notice requirement is waived for filling vacancies in positions affecting “the safety and security of students as determined by the board.” The ten-day requirement, waived for filling a vacancy that occurs during the school year, embraces the broad definition of “teacher” found at Education Code 21.201 that includes such positions as classroom teachers, counselors, and administrative personnel required to have SBEC certification.

- At EMPLOYMENT OF RETIREES on page 2, SB 1691 provisions, effective September 1, 2005, have been added. These reporting requirements replace previous TRS rules regarding the monthly reporting statement.

DC (LOCAL) EMPLOYMENT PRACTICES

Policy Service records indicate that your district has not yet completed and returned the worksheet found in the **Contractual/Noncontractual Employment Starting Points** policy development tool kit. As a consequence your current policies may not adequately reflect district practice in light of changes in law and in the certification structure enacted by the State Board for Educator Certification.

For further information, refer to this **Starting Points**, found at <http://www.tasb.org/services/policy/starting/contract.aspx>, or contact your district’s Policy Consultant/Analyst.

DEA (LEGAL) COMPENSATION AND BENEFITS SALARIES, WAGES, AND STIPENDS

In addition to being reorganized for clarity and to more closely track statutory language, the policy has been revised to include SB 1691 provisions pertaining to COMPENSATION SUPPLEMENT (on page 2), TRS CONTRIBUTIONS FOR NEW HIRES (on page 3), and TRS CONTRIBUTIONS FOR REQUIRED RETIREES. Further information on each of these additions may be found in the explanatory note at CRD(LEGAL) in this update packet.

At RETIREMENT INCENTIVES, found on page 4, is an additional SB 1691 provision that prohibits districts from offering incentives for employees to retire from TRS.

DHE (LEGAL) EMPLOYEE STANDARDS OF CONDUCT SEARCHES AND ALCOHOL/DRUG TESTING

Beginning September 1, 2005, districts will be required to report to the Department of Public Safety anomalous results of driver drug tests required by the U.S. Department of Transportation. The provisions of SB 217 from the 79th regular session require these reports when:

- a test indicates an alcohol concentration of 0.04 or greater or a result above the level set by DOT regulations for drug concentration;
- the employee refuses to provide a specimen for testing; or
- the specimen is found to be adulterated, diluted, or switched.

In addition to these revisions, found at REPORTS on pages 2 and 3, the policy has been reorganized and lightly edited to more closely track statutory language. A lengthy listing, drawn from DOT regulations, of materials that must be made available to those subject to DOT-required testing has been deleted as excessively detailed for policy.

DK (LEGAL) ASSIGNMENT AND SCHEDULES

While the addition to the policy—the TRANSFERS provision on page 2—is modest, the policy itself has been refined to more closely track the language of statute. The new TRANSFERS provision is language drawn

Explanatory Notes

TASB Localized Policy Manual Update 76

from SB 387—effective with the 2005–06 school year—that permits a district to include in its employment policies provisions for employee transfers within the district.

**DLB (LEGAL) WORK LOAD
REQUIRED PLANS AND REPORTS**

SB 493 from the 79th regular session permits the commissioner of education to authorize an accreditation investigation of a district in response to “repeated complaints of excessive paperwork requirements on classroom teachers.” This provision becomes effective with the 2005–06 school year.

While not added to this policy, the legislation also requires the commissioner to limit written reports and other paperwork TEA requires of principals or classroom teachers and, at least once every even-numbered year, to review and reduce paperwork requirements imposed by TEA on districts.

E (LEGAL) INSTRUCTION

We have revised the E–Section Table of Contents to accommodate policy EHBG: Prekindergarten.

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

At COORDINATED HEALTH PROGRAM on page 1 has been added new law extending to middle and junior high students a health initiative that has previously been focused only on elementary students. From the program mandate in the 77th regular session, amended during the 78th regular session, to SB 42 in the 79th regular session, differing effective dates emerge: districts must receive training in the implementation of the elementary program by September 1, 2007, while training for the middle and junior high program must begin in the 2006–07 school year.

At item 5, on page 2, of the list of required course offerings in grades 9–12, language from HB 492 from the 79th regular session has been added. Beginning with the 2006–07 school year, districts must include instruction in personal financial literacy in any course meeting the economics course credit requirement. The State Board of Education must adopt—by March 1, 2006—rules that include a transition period for 2006–07 juniors and seniors and must adopt TEKS on personal financial literacy by the 2008–2009 school year.

**EHBG (LEGAL) SPECIAL PROGRAMS
PREKINDERGARTEN**

We have created this new code to specifically focus on prekindergarten programs and moved provisions, previously found at FD(LEGAL) and elsewhere, to this new policy. This material has been supplemented with Education Code provisions on grants, specifically the PREKINDERGARTEN EXPANSION GRANT and the READY TO READ GRANT, found on page 2.

Also new is a requirement—from HB 2048 from the 79th regular session and effective June 18, 2005—that the district participate in the Texas Information and Referral Network (TIRN), an initiative of the Health and Human Services Commission. Participation will take two forms:

- Information collection: Each district, each local workforce development board, and the Texas Head Start State Collaboration Office will provide TIRN information regarding available child-care and education services and eligibility information. This information will be published on the Internet (in a manner prescribed by the legislation) and will provide—in the language of the bill—“a point of access through which a person may be directed on how or where to apply for all child-care and education services available in the person’s community.”

Explanatory Notes

TASB Localized Policy Manual Update 76

- Contact management: TIRN staff will provide the person's contact information to the local Head Start or Early Head Start center, local workforce development center, and school district. Each entity is then required to contact the person regarding eligibility and to match the person's need with child-care and education services it provides or that are available through other providers in the community.

EHBK (LEGAL) SPECIAL PROGRAMS
OTHER INSTRUCTIONAL INITIATIVES

Revisions are as follows:

- At CONSTITUTION DAY, on page 1, a requirement embedded in the Federal Appropriations Act of 2004 has been added: districts that receive federal funds from any source must observe U.S. Constitution Day each September 17. That observance marks the date in 1787 that delegates to the Constitutional Convention convened to sign the document. [Further information is available on the National Archives Web site at <http://www.archives.gov/education/lessons/constitution-day/>.]
- At WOMEN'S INDEPENDENCE DAY, on page 3, provisions of HB 67 from the 79th regular session and effective May 9, 2005, have been added. The day commemorates the ratification of the 19th Amendment (women's suffrage) of the U.S. Constitution on August 26, 1920.

EIA (LEGAL) ACADEMIC ACHIEVEMENT
GRADING/PROGRESS REPORTS TO PARENTS

NOTICE OF PERFORMANCE RATINGS has been added to reflect HB 3297 from the 79th regular session and effective June 18, 2005: districts are now required to provide campus rating information with the first report card of the year.

F (LEGAL) STUDENTS

To better accommodate increasingly detailed law and regulations pertaining to chronic health conditions, we have created—at FFAF—a new code for INDIVIDUALIZED HEALTH PLANS.

FD (LEGAL) ADMISSIONS

Legislation from the 79th regular session is incorporated as follows:

- At RESIDENT GRANDPARENT, on page 3, appears the HB 25 language (effective May 27, 2005, and replicated in HB 283 with a June 18, 2005, effective date) that requires a district to admit any nonresident student for whom a grandparent, residing in the district, provides a "substantial amount of after-school care." The determination of what constitutes a "substantial amount" is left to the board.
- AT REQUIRED DOCUMENTATION, on page 5, is found language, also from HB 25, that significantly shortens the time lines within which records of transfers must occur. Previously law required the sending district to provide records to the receiving district within 30 days of the request; new law requires that this occur within ten working days of the request. Moreover, the law now requires the sending district to notify the parent that he or she may request an unofficial copy to take to the new district.

Please note also that the prekindergarten provisions previously in this policy have been moved to EHBG(LEGAL) and provisions regarding the U.S. Immigration's Student and Exchange Visitor Information System (SEVIS) have been deleted since they do not apply to public school districts in Texas.

FD (LOCAL) ADMISSIONS

Revisions to this local policy are as follows:

Explanatory Notes

TASB Localized Policy Manual Update 76

- At RESIDENCY REVIEW, we have deleted a statement specifically addressing the appeal of a superintendent's decision. Since all decisions may be appealed under the appropriate complaint policy, the statement was unnecessary and potentially confusing.
- At NONRESIDENT STUDENT IN GRANDPARENT'S AFTER-SCHOOL CARE, there is new language resulting from HB 25 on admission of nonresident students for whom grandparents, residing in the district, provide a "substantial amount of after-school care." The local policy text:
 - obligates the parent and grandparent to provide residency information and to **complete a form** to document the extent of after-school care provided, and
 - delegates to the superintendent authority to approve these admission requests.

Admission of the student is based on whether the care provided by the grandparent is determined by the board to be "substantial." Because of differing needs and circumstances of children at different ages and stages of development, formulating objective criteria to be used to measure "substantial amount" will likely yield a range of decisions governed by exception rather than rule. We suggest that the superintendent propose administrative regulations setting forth guidelines. Such guidelines might establish a threshold for approval—e.g., a minimum number of hours per day, of days per school week, of months per school year—and provide for consideration of age and special needs or circumstances.

To assist districts in making this determination, Policy Service has prepared a "boilerplate" administrative procedure and a sample form that the parent and grandparent would be required to complete. These documents may be found at FD(REGULATION) and FD(EXHIBIT), respectively, in the *TASB Regulations Resource Manual*, available via MyTASB to policy administrators.

FDB (LEGAL) ADMISSIONS INTRADISTRICT TRANSFERS

This policy has been revised to more closely track statutory language and reorganized for clarity. In addition, HB 283 provisions relating to transfers prompted by bullying are reflected on page 2. That legislation from the 79th regular session and effective June 18, 2005, defines bullying and allows victims of bullying to be assigned to another classroom or transferred to another campus. The transfer is not automatic—the board or its designee must determine that the bullying occurred—nor is the district required to provide transportation to another campus.

FDB (LOCAL) ADMISSIONS INTRADISTRICT TRANSFERS

New text at CLASS CHANGES and TRANSFERS BETWEEN SCHOOLS addresses the need for the board to formally delegate authority to investigate and approve requests for class changes or transfers pursuant to an allegation of bullying. [See FDB(LEGAL)] The language of delegation is generalized to all intradistrict transfers whether from classroom to classroom or campus to campus. If this language is not consistent with district practice, please contact your Policy Consultant/Analyst for appropriate text.

FDD (LEGAL) ADMISSIONS SCHOOL SAFETY TRANSFERS

A new section titled SEXUAL ASSAULT TRANSFER reflects HB 308 from the 79th regular session. Effective June 18, 2005, the new law requires a district to permit a student who is the victim of a sexual assault by another student to transfer to another campus in the district. If no other campus exists, the victim's parent may request a transfer to another district. If, however, the victim does not want a transfer, the district must transfer the assailant to another campus or—if only a single campus exists at that grade level—to the district's

Explanatory Notes

TASB Localized Policy Manual Update 76

alternative education program or juvenile justice alternative education program. The law requires the district to notify, to the extent permitted by federal privacy laws, the victim's parent of where the assailant has been transferred or placed. The district is not required to provide transportation to either student.

This new law echoes to some extent the No Child Left Behind Act's Unsafe School Choice Option (renamed School Safety Choice Option in Texas), found on page 1 of this policy. This NCLBA transfer provision is triggered when the sexual assault occurred on the grounds of the school the victim attends; the HB 308 transfer provision applies regardless of where the sexual assault occurred but only if both students were attending the same school at the time of the assault.

In addition to the significant change described above, the policy has been revised throughout to more closely track statutory language.

FDD (LOCAL) ADMISSIONS SCHOOL SAFETY TRANSFERS

The No Child Left Behind Act requires districts receiving ESEA funds to notify students of their right to transfer within the district from a school identified as "persistently dangerous" or when the student becomes a victim of violent crime at school. Recent guidance from TEA strongly encourages districts in which an intradistrict transfer is not possible to work with another district to arrange an interdistrict transfer. In this light, we have reorganized your current (LOCAL) policy to avoid redundancy and have added a provision that the district "explore transfer options with another school district." With the generalization of the transfer statement, we have deleted a provision—not required by law or TEA guidance—that the district would transport these students to their new school. New to the policy is language:

- delegating to the superintendent (or the superintendent's designee) authority to receive and expedite school safety transfer requests.
- establishing time lines—as specified by TEA—for notification of transfer rights and for approval of transfer requests.
- requiring retention of relevant records for five years, as specified by TEA.

ADDITIONAL TRANSFER OPTIONS, on page 2, has been added to acknowledge the right of a parent whose student has been the victim of a sexual assault—within circumstances added to the Education Code by HB 308—to transfer to another classroom or school OR to request that the assailant, if on the same campus as the student, be transferred to another school. [See FDD(LEGAL) explanatory note and text for additional information.]

TEA's July 22, 2005, "To the Administrator Addressed" communique on NCLBA transfer requirements may be found at <http://www.tea.state.tx.us/nclb/PDF/SsCONotice0705.pdf>.

FEA (LEGAL) ATTENDANCE COMPULSORY ATTENDANCE

HB 1575 from the 79th regular session prompts two changes to this policy. Both changes became effective on June 18, 2005:

- At AFFIRMATIVE DEFENSE—STUDENT, on page 5: the affirmative defense to prosecution of a student for nonattendance may now be used only if—after deducting involuntary absences and excused absences—the number of remaining unexcused or voluntary absences is insufficient to constitute an offense.
- At DISTRICT COMPLAINT OR REFERRAL, the district now has only seven school days—from the student's last absence—to file a complaint for nonattendance or refer the student to a juvenile court for conduct indicating a need for supervision.

Explanatory Notes

TASB Localized Policy Manual Update 76

In addition to these changes, the policy has been refined throughout to more closely track statutory language and, with new margin notes, to improve the mapping of the material.

For more information, see TEA's August 2, 2005, "To the Administrator Addressed" correspondence regarding attendance, admission, enrollment records, and tuition at <http://www.tea.state.tx.us/taa/legal080205.html>.

**FFAC (LEGAL) HEALTH REQUIREMENTS AND SERVICES
MEDICAL TREATMENT**

At **PRESCRIPTION MEDICATION AND SPECIAL EDUCATION STUDENTS**, on page 4, appears a new section drawn from the December 2004 reauthorization of the Individuals with Disabilities Education Act. The Act now prohibits an employee of the district from requiring a student to obtain—as a condition of attending school or being evaluated for or receiving special education services—a prescription for a controlled substance.

**FFAF (LEGAL) HEALTH REQUIREMENTS AND SERVICES
INDIVIDUALIZED HEALTH PLAN**

FFAF is a new policy code established to house provisions applicable to **INDIVIDUALIZED HEALTH PLANS**, such as those called for by HB 984 (from the 79th regular session) for students with diabetes.

The legislation, effective June 18, 2005, requires a three-pronged approach by parents and schools:

- Development of a diabetes management and treatment plan (DMTP) by the parent and the physician responsible for treating the student's diabetes.

This plan, signed by the parent and physician, must identify the health-care services the student may receive at school and assess the student's ability to manage his or her diabetes. The plan must be submitted to the school by the beginning of the school year or upon the later enrollment of the student, or as soon as practicable after diagnosis.

- Development of an individualized health plan (IHP) for the student by the principal or designee and the school nurse (if one is assigned to the school).

This plan must be developed in collaboration with the parent, the physician (to the extent practicable) and at least one of the student's teachers.

- Development of campus procedures and resources to provide the required care to diabetic students.

The campus will attempt to ensure the availability of a school nurse or unlicensed diabetes care assistant (UDCA), under the supervision of the principal. A UDCA may be a school employee who volunteers to perform this duty or an employee of the local health department or other entity with which the district has contracted for this service. Each UDCA must be appropriately trained by the school nurse or a health-care professional having expertise in the care of diabetics. Training must be in accordance with guidelines promulgated by the Texas Diabetes Council of the Texas Department of State Health Services.

Additionally, the principal must make efforts to have at least one UDCA if a school nurse is assigned full-time to the campus and at least three UDCA's if there is no full-time nurse. School employees who transport or supervise students during off-campus activities must be given specific information regarding diabetic students in their charge: the identification of the diabetic student, potential emergencies and appropriate responses to emergencies that may arise as a consequence of the diabetes, and an emergency contact number.

The law provides UDCA's liability protection under the general immunity applicable to school district professional employees. They are also sheltered from claims regarding unlicensed practice of medicine, while school nurses are held harmless for the actions of a UDCA.

Explanatory Notes

TASB Localized Policy Manual Update 76

The Texas Diabetes Council released its "Guidelines for Training Unlicensed Diabetes Care Assistants" in July. This and many other resources relating to diabetes in a school setting may be found at <http://www.tdh.state.tx.us/diabetes/default.htm>.

FFG (LEGAL) STUDENT WELFARE
CHILD ABUSE AND NEGLECT

HB 1970, from the 79th regular session and effective September 1, 2005, prompts the following changes:

- At TO WHOM REPORTED on page 2: new language in the introductory paragraph clarifies that a report of alleged or suspected abuse or neglect must always be made to the Texas Department of Family and Protective Services:
 - if the abuse or neglect involves a person who is responsible for the care, custody, or welfare of the child, and
 - unless the report is made to the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred OR the report involves a juvenile justice program or facilities (e.g., a juvenile justice alternative education program).Otherwise the report should be made to any of the four agencies that continue to be specified by law.
- At REPORTS TO DISTRICT on page 3: DFPS is newly required to provide the superintendent a written report if its investigation of abuse or neglect involves a student and a district employee. Previously DFPS was obligated only to orally notify the superintendent that an investigation had been initiated.

FFG (EXHIBIT) STUDENT WELFARE
CHILD ABUSE AND NEGLECT

This exhibit has been revised to reflect HB 1970 changes described at FFG(LEGAL): reports of alleged or suspected abuse or neglect must always be made to the Texas Department of Family and Protective Services (Child Protective Services) in the circumstances described in the explanatory note at FFG(LEGAL).

FL (LEGAL) STUDENT RECORDS

At DESIGNATION OF DIRECTORY INFORMATION, beginning on page 7, are key provisions of SB 256 from the 79th regular session that became effective on June 17, 2005. The text attempts to reconcile "public information" under the Texas Public Information Act with "directory information" under the federal Family Educational Rights and Privacy Act (FERPA). In short, FERPA now controls what is subject to public disclosure for purposes of student records.

The legislation also addresses the content and form of the ANNUAL NOTICE that FERPA requires to be given to parents regarding their right to withhold some or all directory information on their children:

- specific language that the district must use to fulfil the FERPA requirement;
- a requirement that this language appear in 14 point (or larger) boldface type; and
- the inclusion of a form—on that page or the next—that allows the parent to check off or list directory information he or she does not wish disclosed, to object to the required release of directory information to a military recruiter or institution of higher education, and to consent to release certain directory information for limited school-sponsored purposes.

On page 4, a federal provision regarding release of visa information—previously found in FD(LEGAL)—has been moved to this policy. That provision, from the Enhanced Border Security and Visa Entry Reform Act

Explanatory Notes

TASB Localized Policy Manual Update 76

of 2002, requires the release—to any of the federal and state agencies listed at item 3 on page 3—of personally identifiable information otherwise protected from disclosure when the student is holding an F, J, or M visa.

FL (LOCAL) STUDENT RECORDS

DIRECTORY INFORMATION, on page 4, includes the full list of categories so defined by the Family Educational Rights and Privacy Act (FERPA). To fulfill SB 256 requirements, each district must designate, in policy, the categories of information it will treat as “directory information” and make accessible to third parties without parental consent. FERPA also requires districts to allow parents to object to the release of one or more categories of this information.

If you wish to delete any of the items listed as directory information on page 4, please contact your Policy Consultant/Analyst.

Please note: This (LOCAL) policy version is for districts in which the principal is custodian of all records for currently enrolled students at the assigned school and for students who have withdrawn or graduated. If this information does not reflect your current practice, please contact your Policy Consultant/Analyst so we can update our records and issue you the correct policy text.

FL (EXHIBIT) STUDENT RECORDS

The information contained in this exhibit—addressing the confidentiality of personally identifiable information for students, the limitations on directory information, and the rights of parents under the Family Educational Rights and Privacy Act—is more appropriately published in student handbooks or, if the district prefers, distributed separately at the beginning of each year or when a student later enrolls. In that light and because of the specific requirements of SB 256 governing the directory information notice and parental consent form, we recommend deletion of this exhibit from the district’s policy manual.

This exhibit has long been incorporated in the TASB Model Student Handbook issued each spring. The 2005–06 version was rereleased on July 7 to address SB 256 requirements—as well as other legislative changes—and to provide districts with a directory information consent form compatible with SB 256.

Both this exhibit and the new parental consent form may also be found in the FL(EXHIBIT) in the *TASB Regulations Resource Manual*, available via MyTASB to policy administrators.

FMF (EXHIBIT) STUDENT ACTIVITIES CONTESTS AND COMPETITION

This notice regarding anabolic steroids has been more appropriately moved to FNCF (Student Conduct: Alcohol and Drug Use). Please delete FMF(EXHIBIT) in favor of FNCF(EXHIBIT), included in this update packet.

FNAF (LOCAL) STUDENT EXPRESSION DISTRIBUTION OF NONSCHOOL LITERATURE

In June 2005, Policy Service issued the second of a two-part response to two issues—distribution of non-school literature on school premises and use of district facilities for nonschool purposes—that have given rise to First Amendment challenges against district policies and practices in Texas and around the nation. Four policy codes are implicated:

- regarding students: FNAF and FNAB.

Explanatory Notes

TASB Localized Policy Manual Update 76

- regarding the community: GKD and GKDA

The **Starting Points** policy development tool kits on these issues guide the district in reviewing and refining these policies in light of these challenges and to ensure that local policy provisions for these four policies are coordinated. The tool kits are available to policy administrators via MyTASB at https://www.tasb.org/docs-mytab/gov_svcs/policy_svc/amendment_sp/index.shtml.cfm.

FNC (LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

HB 283 from the 79th regular session further specified the scope of each district's discipline management program. The legislation, effective June 18, 2005, requires the program to address education regarding and prevention of unwanted physical or verbal aggression, sexual harassment, and other forms of bullying on school grounds and in school vehicles.

FNCF (EXHIBIT) STUDENT CONDUCT
ALCOHOL AND DRUG USE

This exhibit, recoded from FMF, addresses the long-standing requirement that districts post cautionary notices regarding use of anabolic steroids in school gyms and other places where physical education classes are conducted.

Please note: The 79th Legislature—in the form of HB 3563—ordered the University Interscholastic League to adopt rules prohibiting a student from participating in an athletic competition sponsored or sanctioned by the League unless the student agrees not to use steroids and the parent acknowledges in writing the statements that are found in this exhibit.

UIL is also required to:

- develop an education program—before September 1, 2005—for students participating in UIL athletic activities and for their parents and coaches regarding the health effects of steroid use.
- make the program available to districts.
- work with public or private entities to study the effectiveness of the program.

During the 2005–06 school year, UIL must measure the extent of illegal steroid use by high school students and the number of districts that test high school students for illegal steroids. UIL is further charged with the responsibility of developing a plan for testing students engaged in UIL athletic activities for illegal steroids.

Finally, UIL must file a written report with the Legislature—not later than December 1, 2006—regarding the use survey, the effectiveness study of educational programs, and the testing plan. The bill directly states that, if the Legislature is not satisfied that the educational program has significantly reduced student use of illegal steroids, it may require UIL to implement the testing plan (and authorizes UIL to raise membership fees to pay for the testing).

Concurrently, TEA, working with the Department of State Health Services, must develop information about the use of anabolic steroids and associated health risks and distribute the information to school districts. (This was apparently accomplished more than a month before passage of the legislation by a joint communication from the commissioner of education and the commissioner of health: <http://www.tea.state.tx.us/taa/comm042605.pdf>.) The State Board of Education has not yet determined at which grade levels this information is to be distributed.

FO (LEGAL) STUDENT DISCIPLINE

Legislation enacted in the 2003 regular session required a district to specify in its student code of conduct whether self-defense might be considered a mitigating factor for offenses that would ordinarily prompt sus-

Explanatory Notes

TASB Localized Policy Manual Update 76

pension, placement in a disciplinary alternative education program, or expulsion. In the 2005 regular session, by means of HB 603 (effective June 17, 2005), the Legislature added three further considerations:

- Intent or lack of intent at the time the student engaged in the conduct,
- A student's disciplinary history, or
- A disability that "substantially impairs the student's capacity to appreciate the wrongfulness of [his or her] conduct."

A district is not required to take these factors into consideration but, if it does, the decision to do so must be expressed in the student code of conduct. (See **STUDENT CODE OF CONDUCT**, item 4, on page 1)

At item 5, on page 1, text—also from HB 603—has been added to clarify that districts are not required to specify minimum terms of DAEP placement or expulsion (except as otherwise provided by statute).

HB 283, also from the 79th regular session, expands the scope of the student code of conduct to include two new items:

- A prohibition of bullying, harassment, and making hit lists and ensuring that district employees enforce these prohibitions. (See item 7 on pages 1 and 2 for the specific language and the definitions of "bullying," "harassment," and "hit list.")
- Providing grade level-appropriate methods for managing and disciplining students and preventing and intervening in student discipline problems, including bullying, harassment, and making hit lists. (See item 8 on page 2 for the specific language.)

These new student code of conduct requirements are addressed in the **TASB Model Student Code of Conduct**, released on June 21, 2005.

Please note: This (LEGAL) policy is for districts that have prohibited the use of corporal punishment for students. If your district **has not** made such a decision and corporal punishment is used in the district as a discipline management technique, please contact your Policy Consultant/Analyst so we can update our files and issue the correct (LEGAL) version for your manual.

FOA (LEGAL) STUDENT DISCIPLINE REMOVAL BY TEACHER

HB 603 from the 79th regular session newly requires that a student removed from class by a teacher for assault or sexual assault on the teacher or attempted murder against the teacher cannot be returned to the class without the teacher's consent. Effective on June 17, 2005, this addition to Chapter 37 prevents a placement review committee from returning the student to the teacher's class—over the teacher's objection—as it might for other removals by the teacher and further provides that consent cannot be coerced. (See **RETURN TO CLASS** on page 1.)

FOC (LEGAL) STUDENT DISCIPLINE PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

Changes from the 79th regular session are as follows:

- At **SEXUAL ASSAULT OF ANOTHER STUDENT**, on page 2, are provisions of HB 308 that provide for the transfer of a student convicted or otherwise adjudicated for sexually assaulting another student assigned to the campus. If the district does not have another campus serving the grade level of the assailant and upon request of the parent of the victim, the assailant must be placed in a disciplinary alternative education program or a juvenile justice alternative education program. Time limits ordinarily associated with DAEP or JJAEP placements do not apply. This provision is reflected in the **TASB Model Student Code of Conduct** released June 21, 2005.

Explanatory Notes

TASB Localized Policy Manual Update 76

- At **ACTIVITIES**, on pages 5 and 6, is new language from HB 603 from the 79th regular session that adds to the tangle of notification requirements. Previously, the superintendent was required to notify all instructional and support personnel:
 - responsible for supervising a student arrested or taken into custody by a law enforcement agent, or
 - who have regular contact with a student convicted (or otherwise adjudicated) of a reportable offense.The law in the first circumstance above includes a specific confidentiality requirement; in the second circumstance, it does not.
Effective June 17, 2005, the law also now requires:
 - the principal or designee to notify "each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of [the] student."
 - notification for ANY offense for which the student must or may be placed in a DAEP or expelled— independent of any action taken by the criminal justice system. [FOC(LEGAL) addresses the DAEP component of this requirement; FOD(LEGAL), the expulsion component.]
 - the information be kept confidential from any person not entitled to the information. Intentional failure to keep the information confidential may prompt suspension or revocation of an educator's certificate.
- At **ENROLLMENT IN ANOTHER DISTRICT**, on page 6 and also from SB 603, is new language requiring notification of staff when a student in a DAEP in one district attempts to enroll in another district before the expiration of the term of placement. The provision mirrors that at **ACTIVITIES** regarding who must be notified and confidentiality.

ADDITIONAL PROCEEDINGS, on page 9, has been added to reflect legislation enacted in the 78th regular session: a student in a DAEP who engages in further misconduct (for which DAEP placement is appropriate) may be assessed an additional term of placement.

**FOC (EXHIBIT) STUDENT DISCIPLINE
PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING**

HB 1095 from the 79th regular session expands Section 22.11, found on page 2, to include intentional harassment of a public servant (a term encompassing district employees). The language expands the existing bodily fluids statute to protect any public servant performing an official duty. The effective date of this language is September 1, 2005.

**FOD (LEGAL) STUDENT DISCIPLINE
EXPULSION**

The SB 603 notice requirement added to FOC(LEGAL) applies to expulsions as well. This revised requirement appears at **NOTICE OF EXPULSION ORDER: TO STAFF**, on page 6. [See the explanatory note at FOC(LEGAL) for further information.]

**GBA (LEGAL) PUBLIC INFORMATION PROGRAM
ACCESS TO PUBLIC INFORMATION**

Changes arising from the 79th regular session are as follows:

- A new **INVESTMENT INFORMATION** section has been added to page 2 to reflect SB 121 (effective immediately). This section is essentially a highly summarized reference pointing to a lengthy list of disclosable information that will soon be codified in Government Code 552.0225. In the interim, this information is accessible at the Texas Legislature Online: <http://www.capitol.state.tx.us>. [79th regular session, SB 121 text, enrolled version]

Explanatory Notes

TASB Localized Policy Manual Update 76

- A companion piece—regarding investment information that is not disclosable—is found at item 28, on page 8.
- At item 27 appears a new SOCIAL SECURITY NUMBERS section. In accordance with SB 1485, effective immediately, districts are now authorized to withhold Social Security numbers of living persons.

GBAA (LEGAL) INFORMATION ACCESS REQUESTS FOR INFORMATION

Changes arising from the 79th regular session and effective September 1, 2005, are as follows:

- SB 727 transfers the Texas Building and Procurement Division's responsibility regarding public records to the attorney general's office. This shift is reflected at SIGN, on page 1, and throughout this policy. In addition:
 - The law newly considers as withdrawn any public information request for which the requestor does not complete examination of the records within ten business days after the records are made available, if a request for additional time is not filed. (See EXAMINATION, on page 2).
 - Previous law specified that, for requests that require programming or manipulation of data, the officer for public information has 20 days (plus an additional ten if an extension is needed) in which to provide the requestor a statement of estimated cost and time required to fulfill the request. The legislation newly requires that the requestor has 30 days to respond after this information is received. If the requestor does not respond within this time frame, the request is to be considered withdrawn. (See FURTHER ACTION on page 4).
 - Finally, the legislation requires that when a district sends to the attorney general written comments stating why an exception to the Opens Records Law applies the district also send a copy to the person who requested the information. The district must redact from the copy any comments disclosing the substance of the information in question. (See ADDITIONAL INFORMATION, on pages 6 and 7.)
- SB 623 specifies that the district has ten days—from the day that the requestor pays the deposit or posts bond for payment of the anticipated cost of preparing a copy of public information—to provide the information or request an attorney general's opinion. Also, if the requestor fails to make the deposit or post bond in a timely manner, the request must be considered withdrawn. (See DEPOSIT OR BOND, on page 10.)

GND (LEGAL) RELATIONS WITH EDUCATIONAL ENTITIES STATE EDUCATION AGENCY

Changes arising from the 79th regular session are as follows:

- At INTERNET DISSEMINATION, on page 4, is added the SB 3297 requirement—also found at BR (LEGAL) in this update—regarding Internet posting of the most recent performance ratings of the district.
- At PAPERWORK REQUIREMENTS, on page 5, is found the SB 493 provision—also appearing at DLB(LEGAL) in this update—authorizing the commissioner to undertake a special accreditation investigation of a district for repeated complaints regarding excessive paperwork imposed on teachers.

See the explanatory notes for these referenced codes 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) 877-7877
treza@canutillo-isd.org

November 1, 2005

TO: Board of Trustees

THROUGH: Tony Reza
Comptroller

FROM: Kathy Ellis

SUBJECT: Approval of Warrant List for September 29-October 31, 2005

Enclosed in your packet is the warrant list for September 29-October 31, 2005. I recommend its approval in the amount of: \$ 2,438,177.30.

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

Mago Arellano	Am. Exp./registration-TASA/TASB	\$	318.00	Page 3
	Am. Exp./travel-TASA/TASB	\$	239.60	Page 4
	Per diem-TASA/TASB	\$	113.00	Page 7-8
Sergio Coronado	Am. Exp./registration-TASA/TASB	\$	239.60	Page 4
	Per diem-TASA/TASB	\$	113.00	Page 27
Carl Fietze	Am. Exp./registration-TASA/TASB	\$	318.00	Page 3
	Am. Exp./travel-TASA/TASB	\$	239.60	Page 4
	Per diem-TASA/TASB	\$	113.00	Page 72
Frank Lerma	Am. Exp./registration-TASA/TASB	\$	318.00	Page 3
	Am. Exp./travel-TASA/TASB	\$	152.40	Page 4
	Per diem-TASA/TASB	\$	120.00	Page 92-93
Armando Rodriguez	Am. Exp./registration-TASA/TASB	\$	318.00	Page 3
	Am. Exp./trave.-TASA/TASB	\$	239.60	Page 4
	Per diem-TASA/TASB	\$	113.00	Page 136-137
Yvonne Sanchez	Am. Exp./registration-TASA/TASB	\$	318.00	Page 3
	Am. Exp./travel-TASA/TASB	\$	239.60	Page 4
	Per diem-TASA/TASB	\$	113.00	Page 145

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA and Last Day Enrollment
As of October 31, 2005

<u>Campus</u>	<u>October ADA</u>	<u>Enrollment 10/31/05</u>
Canutillo Elementary School	725.525	788
Deanna Davenport Elementary School	595.550	640
Jose H. Damian Elementary School	772.875	838
Bill Childress Elementary School	702.775	751
Canutillo Middle School	791.400	823
Canutillo High School	1254.025	1330
<hr/>		<hr/>
DISTRICT TOTALS	4842.150	5170
Ineligible students (Children of employees-out of state. Tuition is not collected.)		40
<hr/>		<hr/>
GRAND TOTAL ENROLLMENT		5210

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Year-to-Date Average Daily Membership and ADA
 August 11, 2005 through October 31, 2005

<u>Campus</u>	<u>ADM</u>	<u>ADA</u>	<u>ATT %</u>
Canutillo Elementary School	734.902	716.224	97.5%
Deanna Davenport Elementary School	612.384	598.464	97.7%
Jose H. Damian Elementary School	788.304	768.134	97.4%
Bill Childress Elementary School	722.509	706.599	97.8%
Canutillo Middle School	815.411	791.446	97.1%
Canutillo High School	1323.929	1259.081	95.1%
<hr/>			
*DISTRICT TOTALS	4997.439	4839.948	96.8%

*Does not include ineligible students



CANUTILLO HIGH SCHOOL

7311 Bosque Rd. P.O. Box 100

Canutillo, Texas 79835

(915) 877-7500

Fax (915) 877-7507

A handwritten signature in black ink, appearing to be "MP", is written to the left of the name Max Padilla.

Max Padilla
Principal

Fred Hurd

Asst. Principal

Steve Archuleta

Asst. Principal

Ken Bailey

Asst. Principal

To: Patsy Mendoza
From: M. Padilla
Date: September 29, 2005

Re: Presentation by CHS students

Please include a presentation by students from Mr. De Leon's leadership class on the November School Board agenda. CHS students, representatives from UTEP, EPCC and the community worked in collaboration to explore a structure for student roles in school improvement. The presentation will give insight into student's school-related concerns.



TEXAS EDUCATION AGENCY

1701 North Congress Ave. ★ Austin, Texas 78701-1494 ★ 512/463-9734 ★ FAX: 512/463-9838 ★ <http://www.tea.state.tx.us>

Shirley J. Neeley, Ed.D.
Commissioner

To the Superintendent Addressed:

The Texas Education Agency (TEA), the Texas Department of Agriculture (TDA) and the Texas Department of State Health Services (DSHS) have joined forces to bring a special message to school boards and school administrators. We are very concerned about the dramatic increase of overweight children in our schools, and want to work with school boards and school administrators to address the problem sooner rather than later.

We specifically request that you review the enclosed 7-minute DVD and ensure that it is shown to your school board at the next appropriate school board meeting. The video, titled "Healthy Children, Healthy Schools," features TEA Commissioner Shirley J. Neeley, TDA Commissioner Susan Combs, and DSHS Commissioner Eduardo Sanchez.

We are convinced that obesity among students is a threat to our children and their academic achievement. Obesity costs the average school district in Texas \$95,000 a year in lost state aid due to higher absenteeism. Poor diet and physical inactivity lead to lower test scores and increased behavioral problems. Providing healthy food choices and encouraging physical activity in our schools is essential to the future health of Texans.

We urge Texas school boards to work closely with their School Health Advisory Councils (SHACs), and to make sure they start a SHAC if they do not already have one.

We have developed a 1-page handout to accompany the video. The handout underscores key messages from the video, provides practical suggestions for actions school boards can take immediately, and provides web links for further information.

DSHS Commissioner Eduardo Sanchez will preview the video at the TASB/TASA Convention in late October.

Please become a partner in the *Healthy Children, Healthy Schools* initiative, and help us ensure this message is presented to every Texas school board member.

Districts interested in further information can contact their regional school health specialist or nutritionist, or Anita Wheeler, DSHS, 458 7111 x2909

Shirley J. Neeley, Ed.D.
Commissioner of Education

Susan Combs
Commissioner of Agriculture

Eduardo J. Sanchez, M.D., M.P.H.
Commissioner



“Real change will take all of us working together with a commitment to taking action today.”

Susan Combs
Texas Commissioner
of Agriculture

Healthy Children Healthy Schools

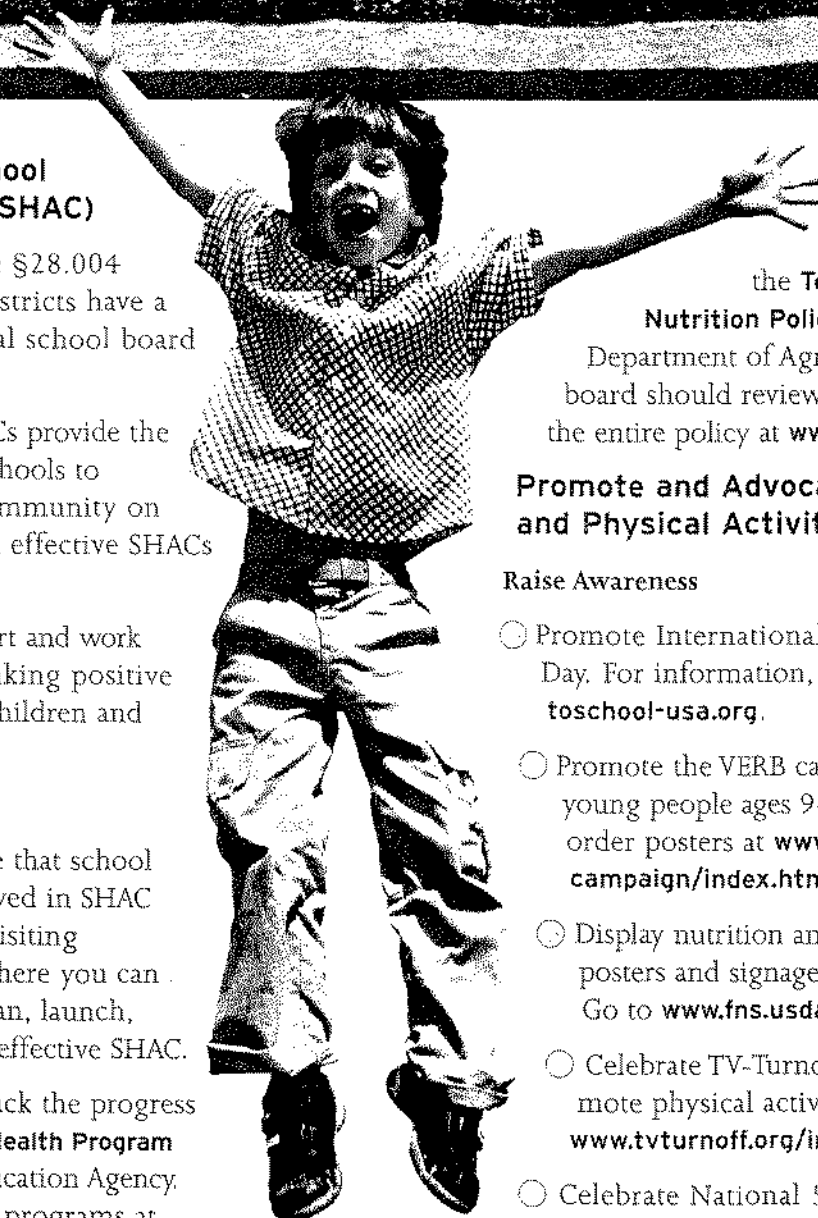
Tools and Tips to Chart a Course for Change

Turn the Tide with a School Health Advisory Council (SHAC)

- ☉ The Texas Education Code §28.004 requires that all school districts have a SHAC to advise their local school board about health issues.
- Research shows that SHACs provide the most effective way for schools to interact with the local community on school health issues, and effective SHACs foster healthy students.
- School boards that support and work closely with SHACs are making positive strides towards healthy children and healthy schools.

Immediate Actions

- Form a **SHAC**, and ensure that school board members are involved in SHAC activities. Get started by visiting www.schoolhealth.info, where you can find detailed guides to plan, launch, support and maintain an effective SHAC.
- Adopt, implement and track the progress of a **Coordinated School Health Program** approved by the Texas Education Agency. Find details on approved programs at www.tea.state.tx.us/curriculum/hpe/approvedcshp.html.



- ☉ Ensure that your district is implementing the **Texas Public School Nutrition Policy** from the Texas Department of Agriculture. The school board should review compliance. View the entire policy at www.squaremeals.org.

Promote and Advocate Nutrition and Physical Activity

Raise Awareness

- Promote International Walk to School Day. For information, visit www.walktoschool-usa.org.
- Promote the VERB campaign among young people ages 9-13. Download or order posters at www.cdc.gov/youthcampaign/index.htm.
- Display nutrition and physical activity posters and signage on school grounds. Go to www.fns.usda.gov/tn for details.
- Celebrate TV-Turnoff Week to promote physical activity. For details, visit www.tvturnoff.org/index.htm.
- Celebrate National 5 A Day Month. Find information at www.5aday.com/html/events/week.php.
- Support non-food fundraising efforts and initiatives. Go to www.squaremeals.org for ideas.



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

To: Board of Trustees

From: Tony Reza 

Date: November 2, 2005

Re: Year End Investment Report for Fiscal Year 2005

As per district policy CHE-Local, a written year end investment report shall be presented to the Board of Trustees. This report is to comply with that requirement which is followed by the final quarterly investment report.

Investments

For fiscal year 2004-2005 the District maintained its investments in three different investment vehicles. They were governmental investment pools, money market funds, and certificates of deposit.

The District traditionally uses governmental investment pools because of the competitive rates offered as well as the liquidity that they provide. The investment pools used are *Texpool*, *TexStar*, *Lone Star*, *Logic* and *MBIA*. With respect to *Lone Star*, our investments are separated into the *Liquidity Plus*, *Corporate* and *Enhanced* funds. The difference being that the *Liquidity Plus* has a large mixture of agency funds and cash/repos. The *Corporate* fund purchases mostly commercial paper, while the *Enhanced* fund contains a large mixture of treasury and agency funds.

The District utilized the *Wells Fargo* money market fund to attain higher investment returns on the payments made from the *Operating Fund* as well as the *Construction Fund*. This year the money market fund yielded (on average) a rate of 2.35% for the fiscal year.

Finally, for the first time in many years the District entered into short term (90 days) certificate of deposits (CDs). This decision was based on the need to earn higher yields for capital projects associated with the new high school. As interest rates rose, CDs offered higher returns than investment pools before construction cash outlays were needed.

Investment Rates

At the beginning of the fiscal year, investment yields for the investment pools hovered at 1.04 %. This rate increased throughout the fiscal year as the Federal Reserve Board boosted interest rates. The investment rate increased 58 basis points to 1.62% at the end of the first quarter. It then increased to 2.37% in the second quarter and increased again for the third quarter ending at 2.90%. The final quarter saw an increase of 98 basis points in the investment rate to approximately 3.35%. This represents a significant increase of over 2.31% since the beginning of the year. Throughout the fiscal year, the Federal Reserve has steadily increased rates to fight inflationary pressures. This trend is expected to continue this as concerns of increasing energy prices and heating oil take hold. The District earned approximately \$559,532 for fiscal year 2005 (these are not audited figures). This represents an increase of \$192,896 from the prior year.

Investment amounts

In prior years, the District's investment amounts illustrated a regular bell shaped curve that paralleled our property tax collections. However this fiscal year (as in FY2004) was different due to the refinancing and bond issuance of \$38,970,000 that was completed in August of 2003. The result was an investment curve that looked like the heartbeat of a critical patient. In other words, it went up and down twice until dropping significantly. The amount invested in the first quarter was \$28,653,615 and decreased somewhat, starting the second at \$25,665,781. This amount increased during the latter part of the second quarter to \$28,095,542 as tax collections were received. The third quarter again saw a decrease as tax collections ended and cash payments for the new high school continued. The third quarter ended with \$23,141,753 in investments. The final quarter saw further decreases of approximately \$9,812,034 in the investment account as the construction of the high school continued and the district used tax collections for operations while not receiving any state funds during the last month of August. The district ended the final quarter with \$13,329,719 of investment funds. This amount will continue to decrease until the completion of the new high school, scheduled for December. So for the year, the district had a cumulative decrease of \$15,327,040 in the investment balances.

Trends

The Federal Reserve's monetary policies should increase the investment yields for the district during the next fiscal year. Interest rates rose higher than expected for the 2005 fiscal year. We expect interest rates to rise in fiscal year 2006, but not more than 2 percent per annum. Accordingly, we have increased our budgeted investment earnings for fiscal year 2006.

Summary

In summary, the District uses and will continue to use governmental investment pools, money market funds, and certificate of deposits to place its investment funds. Finally, the District earned higher than expected interest income due to rising interest rates. As the completion of the new high school nears, the interest earned will be lower than prior years due to the lower principal amount.

If you have any questions, feel free to contact me at 877-7425.

Copy to: Charles Hart, Superintendent



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

Date: November 8, 2005
To: Board of Trustees
From: Tony Reza
Subject: Quarterly Investments Report
August 31, 2005

The attached report of investments for the Canutillo Independent School District for the quarter ending August 31, 2005 is in full compliance with the Investment Policy and strategy as established for the District and with the Public Funds Investment Act (Chapter 2256).

APPROVED BY: Tony Reza

Kathy Ellis
CTSBO

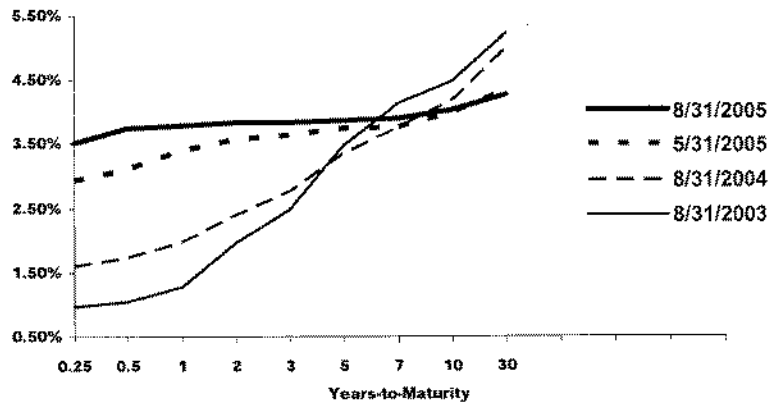
**Canutillo Independent School District
Quarterly Summary of Investments
08/31/2005**

Description	Maturity Date	08/31/05 Interest Rate	8/31/2005 Book Value	8/31/2005 Market Value	5/31/2005 Book Value	5/31/2005 Market Value	% Change in Market Value	Accrued Interest
Operating Fund								
Lone Star Liquidity	On Demand	3.2900%	92,737.86	93,032.51	90,825.16	91,047.11	0.07%	8,315.73
Lone Star Corporate	On Demand	3.2900%	1,446,822.74	1,450,999.21	2,997,939.26	3,005,532.93	0.04%	45,191.63
Lone Star Enhanced	On Demand	2.8200%	-	-	25,177.98	25,180.90		2,378.82
Logic	On Demand	3.3977%	137,958.85	137,917.46	824,654.31	824,489.38	-0.01%	18,995.11
MBIA	On Demand	3.4300%	582,499.28	582,499.28	1,074,691.91	1,074,691.91	0.00%	21,619.10
TexPool	On Demand	3.4512%	281,732.72	281,710.18	1,075,709.75	1,075,698.99	-0.01%	19,988.25
TexSTAR	On Demand	3.4264%	752,769.26	752,440.30	1,243,537.87	1,243,402.32		26,576.26
Wells Fargo Invest	On Demand	3.1100%	590,033.02	590,033.02	585,721.80	585,721.80	0.00%	14,653.24
Subtotal		3.3256%	\$ 3,884,553.73	\$ 3,888,631.96	\$ 7,918,258.04	\$ 7,925,765.34	0.01%	\$ 157,718.14
Debt Service Fund								
Lone Star Liquidity	On Demand	3.2900%	83,807.24	84,073.52	180,493.47	180,493.47	0.32%	4,904.09
Lone Star Corporate	On Demand	3.2900%	38,794.24	38,906.23	981,415.00	983,900.89	0.04%	24,373.41
Lone Star Enhanced	On Demand	2.8200%	-	-	25,177.98	25,180.90		2,378.82
MBIA	On Demand	3.4300%	42,109.00	42,109.00	538,718.17	538,718.17	0.00%	8,380.24
TexPool	On Demand	3.4512%	16,503.87	16,503.04	513,283.91	513,278.78	0.00%	7,766.12
TexSTAR	On Demand	3.4264%	555,501.23	555,258.48	805,842.86	805,755.02		11,929.36
Subtotal		3.4045%	\$ 736,715.58	\$ 736,850.27	\$ 3,044,931.39	\$ 3,047,327.23	-0.06%	\$ 59,732.04
Food Service Fund								
Lone Star Corporate	On Demand	3.2900%	\$ 910,873.28	\$ 913,502.65	\$ 1,346,587.87	\$ 1,349,998.73	0.04%	\$ 26,109.72
Worker's Compensation Fund								
Lone Star Corporate	On Demand	3.2900%	\$ 295,900.94	\$ 296,755.10	\$ 359,700.62	\$ 360,611.73	0.04%	\$ 9,573.88
Construction Fund								
Lone Star Corporate	On Demand	3.2900%	62,637.90	62,818.71	230,142.53	230,725.47	0.04%	22,680.36
Lone Star Enhanced	On Demand	3.2900%	-	-	141,086.44	141,102.79		20,122.65
MBIA	On Demand	3.4300%	742,961.31	742,961.31	1,027,497.17	1,027,497.17	0.00%	24,146.47
Texpool	On Demand	3.4512%	9,027.31	9,026.86	307,295.86	307,292.79	0.00%	39,134.85
TexSTAR	On Demand	3.4264%	5,138,835.96	5,136,590.29	5,222,002.71	5,221,433.51	-0.03%	138,832.27
Wells Fargo Invest	On Demand	3.1100%	48,213.92	48,213.92	544,251.07	544,251.07	0.00%	29,612.82
Wells Fargo CD	9/12/2005	3.1500%	1,500,000.00	1,500,000.00	3,000,000.00	3,000,000.00	0.00%	31,868.39
Subtotal		3.3683%	\$ 7,501,676.40	\$ 7,499,811.09	\$ 10,472,275.78	\$ 10,472,302.80	-0.03%	\$ 306,397.81
Total Investments		3.3508%	\$ 13,329,719.93	\$ 13,335,351.07	\$ 23,141,753.70	\$ 23,156,005.83		\$ 559,531.59

Lone Star Investment Pool Quarterly Position Report – August 31, 2005

The Treasury bond market continued its flattening trend in the three-month period ending in August. Short-term rates rose 24 basis points as long-term yields fell seven basis points. The spread between the two-year note and the long bond tightened to 44 basis points on August 31st from 74 basis points on May 31st. The equity markets traded higher during the quarter as the Dow, NASDAQ and S&P 500 indexes gained 0.1, 4.1 and 2.4 percent, respectively. Second quarter GDP growth was revised to 3.4%, as surging energy prices curtailed economic growth. The FOMC raised the target overnight rate by 25 basis points at both the June 30 and August 9 meetings bringing the Fed funds rate up to 3.50%. Rising energy costs continued to be a major focal point of the market during the quarter. The Treasury bond market rallied in the last week of August as Hurricane Katrina hit the Gulf coast, damaging many of the oil refineries. The next FOMC meeting is scheduled for September 20, 2005.

U.S. Treasury Yield Curves



Liquidity Fund

Duration 0.0464

	Participant Assets	Market Value
Beginning-of-Quarter Balance	259,343,159.85	259,338,910.31
Deposits	246,052,092.58	
Withdrawals	(261,174,165.39)	
End-of-Quarter Balance	244,221,087.04	244,209,753.90

Liquidity Plus Fund

Duration 0.0385

	Participant Assets	Market Value
Beginning-of-Quarter Balance	2,209,321,891.81	2,208,962,046.10
Deposits	948,252,233.03	
Withdrawals	(1,702,620,489.71)	
End-of-Quarter Balance	1,454,953,635.13	1,454,764,545.17

Liquidity Corporate Fund

Duration 0.0611

	Participant Assets	Market Value
Beginning-of-Quarter Balance	864,797,403.44	864,643,630.70
Deposits	824,950,282.85	
Withdrawals	(1,189,332,914.83)	
End-of-Quarter Balance	500,414,771.46	500,362,580.96

Enhanced Corporate Fund

	Participant Assets	Market Value
Beginning-of-Quarter Balance	79,338,975.75	79,313,042.61
Deposits	105,327.11	105,327.11
Withdrawals	(79,925,430.18)	(79,925,430.18)
End-of-Quarter Balance	0.00	0.00

Returns

Returns	Average rate for June	Average rate for July	Average rate for August
Liquidity Fund	2.95%	3.16%	3.35%
Liquidity Plus Fund	2.89%	3.11%	3.29%
Liquidity Corporate Fund	2.90%	3.10%	3.29%
Enhanced Corporate Fund*	2.55%	2.65%	2.82%

*The Enhanced Corporate Fund average rate is the rate earned over the previous six months (i.e., the August 30 rate of 2.82 percent represents the interest rate earned for the six-month period of March 1, 2005–August 30, 2005).

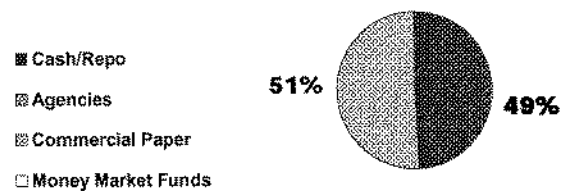
William Mastrodicasa

Chris Szantizo

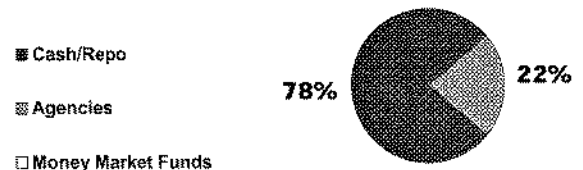
Lone Star Investment Pool Investment Officers 104

Investment Distribution by Fund

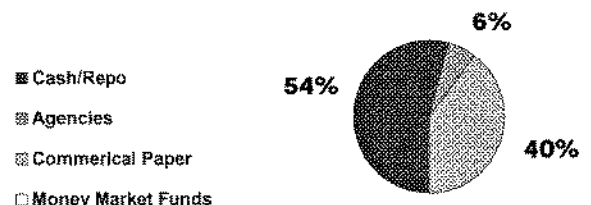
Liquidity Fund



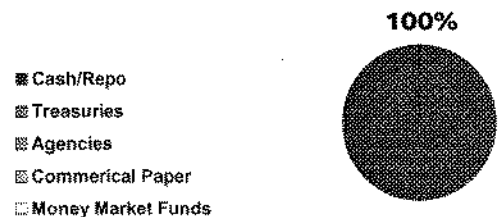
Liquidity Plus Fund



Liquidity Corporate Fund



Enhanced Corporate Fund





Local Government Investment Cooperative

Monthly Newsletter – August 2005

LOGIC Daily Rates For August 2005

Allocation Date	Daily Factor	Daily Rate	LOGIC Interest	Net Asset Balance	WAM	Value
8/1/2005	0.000089728	3.2751%	87,612.41	976,417,120	71.16	0.9996
8/2/2005	0.000090257	3.2944%	87,751.86	972,242,598	70.22	0.9994
8/3/2005	0.000090775	3.3133%	91,737.10	1,010,593,274	67.21	0.9997
8/4/2005	0.000090454	3.3016%	91,075.63	1,006,872,498	67.07	1.0033
8/5/2005	0.000090768	3.3130%	91,946.29	1,012,981,279	64.44	0.9996
8/6/2005	0.000090768	3.3130%	91,946.29	1,012,981,279	64.44	0.9996
8/7/2005	0.000090768	3.3130%	91,946.29	1,012,981,279	64.44	0.9996
8/8/2005	0.000091492	3.3394%	93,224.23	1,018,937,287	63.82	0.9999
8/9/2005	0.000091675	3.3461%	91,668.50	999,925,543	64.37	0.9996
8/10/2005	0.000092462	3.3749%	94,349.01	1,020,403,087	62.15	0.9996
8/11/2005	0.000092623	3.3807%	89,718.86	968,648,755	64.45	0.9996
8/12/2005	0.000092728	3.3846%	88,651.86	956,045,157	62.41	0.9995
8/13/2005	0.000092728	3.3846%	88,651.86	956,045,157	62.41	0.9995
8/14/2005	0.000092728	3.3846%	88,651.86	956,045,157	62.41	0.9995
8/15/2005	0.000093228	3.4028%	87,330.11	936,733,826	62.71	0.9996
8/16/2005	0.000093605	3.4166%	87,014.53	929,591,510	62.23	0.9996
8/17/2005	0.00009392	3.4281%	87,164.53	928,070,488	61.41	0.9996
8/18/2005	0.000093961	3.4296%	86,855.57	924,380,641	60.72	0.9996
8/19/2005	0.000094213	3.4388%	86,993.40	923,370,728	59.23	0.9996
8/20/2005	0.000094213	3.4388%	86,993.40	923,370,728	59.23	0.9996
8/21/2005	0.000094213	3.4388%	86,993.40	923,370,728	59.23	0.9996
8/22/2005	0.000094279	3.4412%	87,066.43	923,499,756	59.87	0.9997
8/23/2005	0.000094272	3.4409%	86,373.25	916,216,742	59.39	0.9997
8/24/2005	0.000094541	3.4507%	86,252.91	912,332,782	61.75	0.9997
8/25/2005	0.000094736	3.4579%	86,391.22	911,918,015	62.20	0.9996
8/26/2005	0.000095018	3.4682%	84,740.23	891,833,099	60.85	0.9995
8/27/2005	0.000095018	3.4682%	84,740.23	891,833,099	60.85	0.9995
8/28/2005	0.000095018	3.4682%	84,740.23	891,833,099	60.85	0.9995
8/29/2005	0.000095185	3.4742%	84,740.38	890,273,534	60.05	0.9994
8/30/2005	0.000095163	3.4734%	83,745.38	880,020,699	60.00	0.9998
8/31/2005	0.000095193	3.4746%	81,652.58	857,754,163	60.00	0.9997
Averages	0.000093088	3.3977%	2,728,719.83	946,371,713	62.63	0.9997

Portfolio Composition – 9/01/2005

Security Type	Number	Percentage	Book Value	Market Value
Agency Sec.	15	42.04%	361,324,265	360,656,238
Comm. Paper	33	49.90%	429,908,332	429,698,342
MM Funds	0	0.00%	0	0
Repos	1	8.06%	69,610,000	69,610,000
T-Bills	0	0.00%	0	0
Totals	49	100.0%	830,811,393	829,980,529

Mat. Dist. In Days

1 Day	12.13%
2 to 7	5.74%
8 to 30	30.12%
31 to 90	38.01%
91 to 180	3.24%
180 to 365	10.76%
365+	0.00%



Local Government Investment Cooperative

LOGIC Board of Directors

Philip G. Roberson	President	Arlington I.S.D.
Fred L. Werner	Vice President	City of Grapevine
Judd R. Sanderson	Treasurer / Investment Officer	North Texas Municipal Water District
DeeAnn LeVar Cheatham	Secretary	Evare LLC
Robb Dean	Asst. Secretary	Dallas Co. Community College District
Kandy Daniel	Board Member	City of Beaumont

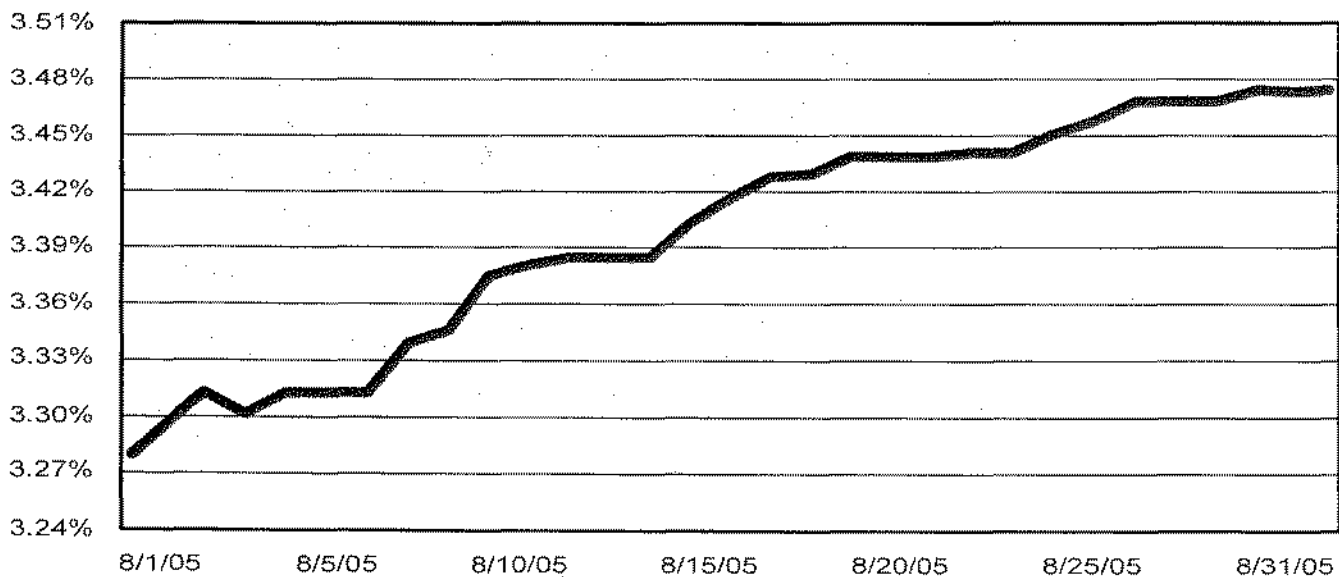
LOGIC Information

\$1.00 Net Asset Value Tolerance Range	\$.9965 to \$1.0035
LOGIC Fee	8.75 basis points
Administrators	First Southwest Asset Management, Inc. & JPMorgan Asset Management, Inc.
Portfolio Manager	JPMorgan Asset Management, Inc.
Independent Auditor	KPMG LLP
Aaa/MR1+ Rating	Moody's Investors Service
Custodial Bank	JPMorgan Chase Bank

LOGIC Clients

Type	City	County	Higher Ed.	Other	School	Utility	Total
Count	110	37	10	25	149	45	376

LOGIC Daily Rates For August 2005



Economic Commentary

August 2005

Market Commentary

Prepared by Byron Gehlhardt, Portfolio Manager, MBIA Asset Management Group

Market Commentary – Fed Raises Key Rate to 3.50 percent; Katrina Pummels the Gulf

The Federal Open Market Committee once again hiked its key federal funds rate by a quarter of a point to 3.50 percent on August 9th. The Fed remained resolute that economic growth would likely not be hampered by its continuing fed funds increases. With July wages growing the most in a year and more jobs being added, the Fed believes it needs to be vigilant and stay the course with its current policy stance. The Fed also maintained that the overall pressure on inflation does remain elevated, in spite of core inflation remaining tame and longer-term inflation expectations appearing contained. The Fed has not yet had an opportunity to comment on the destruction caused by the hurricane.

Hurricane Katrina roared through the Gulf of Mexico and left a disturbing aftermath. Current estimates of the overall economic damages equate to approximately \$25 billion, which would place it as the most economically damaging storm in U.S. history. The affected region produces one-third of the oil and a fifth of the natural gas distributed in the U.S. and it's widely expected that energy prices will rise beyond what have already been record highs. Ninety-five percent of oil production in the Gulf was interrupted and many rigs

were damaged by this storm. Total U.S. economic output could take as much of a half a point hit and industrial production will definitely be reduced. More tragically, 80 percent of New Orleans is flooded and uninhabitable and it is unlikely that residents will be able to return for weeks. Our prayers and best wishes go out to all of the families affected.

The Federal Open Market Committee will meet again on September 20th, 2005. Economic statistics to watch in September are: ISM Manufacturing (9/1), PCE Deflator (9/1), Employment Report (9/2), Non-farm Productivity (9/7), PPI (9/13), Government Monthly Budget Statement (9/13), Retail Sales (9/14), CPI (9/15), Empire Manufacturing (9/15), Housing Starts (9/20), Durable Goods Orders (9/28), GDP 2nd Quarter Final (9/30), PCE Deflator (9/30).

As of August 31st, 2005, stock markets sagged as the Dow was down approximately 1.5 percent for the month (down 2.8 percent year to date), the NASDAQ was down 1.15 percent (up 0.7 percent year to date) and the S&P 500 was down 1.5 percent for the month (down 1.1 percent year to date).

Sector Review

U.S. Treasuries: The Treasury curve flattened further as front-end yields slowly caught up to yields in the longer maturity Treasuries. Three-month bills were yielding 3.44 percent and six-month bills were yielding 3.63 percent at month-end. On the longer end of the curve, the two-year Treasury yielded 4.01 percent, the five-year note yielded 4.12 percent and the ten-year eased to 4.28 percent. In our Treasury portfolios, we continue to keep our weighted average maturities short in anticipation of further Fed rate increases.

Repurchase Agreements: Overnight repurchase agreements (repo) started the month trading at 3.25 percent, dropped to a low of 3.14 percent then advanced to 3.50 percent mid-month after the Fed increased the fed funds rate to 3.50 percent. Repo traded around 3.50 percent until the end of the month where there was unusual volatility in the market but ultimately settled in at 3.55 percent. We expect repo to trade at 3.50 percent during the first half of the month and to begin slowly edging towards 3.75 percent since most market participants believe that the Federal Reserve will increase the fed funds rate 25 basis points on September 20th.

Commercial Paper: Commercial paper rates continued to climb in tandem with other front-end products. Spreads have remained largely unchanged and the relative value of the curve still lies in the one and two month area considering the Fed is still expected to tighten through the December meeting. At the end of August, one-month commercial paper (top tier) was yielding 3.59 percent, three-month paper 3.80 percent, and six-month paper 3.85 percent, all on a discounted yield basis. We continue to maintain our short average maturity approach given the current market conditions.

U.S. Government Agencies: Supply of U.S. Government Agency product continued to tighten causing further richening of the product across the curve. At the end of the month, discount notes were trading around 3.43 percent for one-month paper, to 3.65 percent for three-month securities, and 3.75 percent for six-month paper on a discounted yield basis. One-year paper ended the month trading at a 3.95 percent money market yield. In our agency portfolios, we continue to maintain short weighted average maturities as the Fed shows no apparent signs of slowing its rate hikes in 2005.

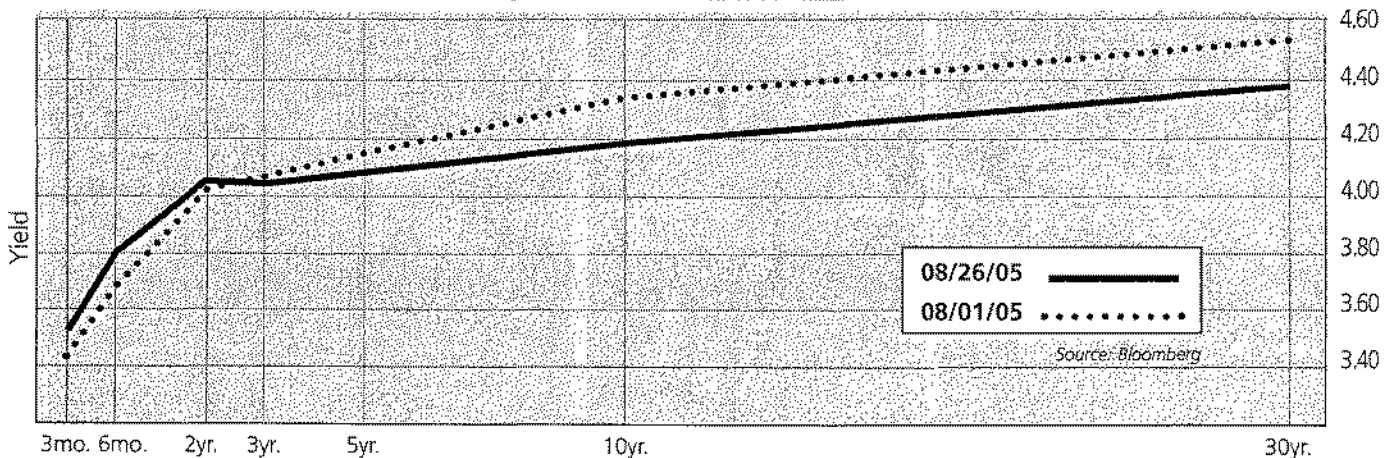
Market Summary

Prepared by Jake Danaher, Portfolio Manager, MBIA Asset Management Group

Monthly Market Summary – Week-ending Rates and Yields

	08/05	08/12	08/19	08/26	3rd QTD AVG	2nd QTR AVG	1st QTR AVG
Overnight Rates							
Effective Fed Funds	3.49	3.55	3.54	3.54	3.40	2.94	2.48
Repurchase Agreements	3.35	3.45	3.42	3.55	3.30	2.85	2.40
Discount Rates							
1 Month Treasury Bill	3.29	3.25	3.26	3.29	3.14	2.64	2.30
1 Month Agency Disc.	3.37	3.38	3.40	3.43	3.29	2.89	2.46
1 Month Com'l Paper	3.47	3.51	3.51	3.54	3.40	3.00	2.54
3 Month Treasury Bill	3.44	3.44	3.44	3.47	3.31	2.85	2.54
3 Month Agency Disc.	3.52	3.57	3.60	3.64	3.48	3.07	2.67
3 Month Com'l Paper	3.64	3.69	3.72	3.75	3.59	3.17	2.73
6 Month Treasury Bill	3.63	3.67	3.69	3.70	3.52	3.07	2.79
6 Month Agency Disc.	3.71	3.76	3.79	3.81	3.68	3.26	2.89
6 Month Com'l Paper	3.87	3.92	3.94	3.97	3.81	3.37	2.96
Yields							
1 Year Treasury	3.87	3.88	3.89	3.90	3.74	3.33	3.07
1 Year Agency	4.21	4.19	4.17	4.21	4.08	3.69	3.35
2 Year Treasury	4.11	4.05	4.03	4.06	3.95	3.66	3.45
2 Year Agency	4.31	4.26	4.25	4.27	4.16	3.88	3.67
5 Year Treasury	4.24	4.11	4.08	4.09	4.04	3.90	3.88
5 Year Agency	4.58	4.45	4.43	4.44	4.39	4.21	4.19

Historical Yield Curve



Key Economic Indicators

	For the Period	Date of Release	Expected	Actual	Prior
Unemployment Rate	July	08/05	5.0%	5.0%	5.0%
Consumer Price Index	July	08/16	0.4%	0.5%	0.0%
- Less Food and Energy	July	08/16	0.2%	0.1%	0.1%
Consumer Confidence	August	08/30	101.0	105.6	103.6
FOMC Rate Decision		08/09	3.50%	3.50%	3.25%
Gross Domestic Product	2QP	08/31	3.4%	3.3%	3.4%

MBIA Asset Management Group
 113 King Street
 Armonk, New York 10504
 Client Services: 1-800-395-5505
 www.MBIA.com

MBIA

Asset Management Group



Asset Management Group

113 King Street
Armonk, New York 10504
Tel. 800-395-5505
www.mbia.com

GASB 40 Reporting Requirements for 2a7-like Investment Pools

To all Texas CLASS Participants:

GASB Statement No. 40, Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk for all public entity investments. Because GASB 40 became effective for public entities with fiscal years ending on or after June 15, 2005, we are providing information to help you as you prepare your financial reports.

MBIA's Texas CLASS pool is a 2a7-like investment pool. The following facts are relevant for 2a7-like investment pools:

- Credit risk: Disclose the rating of the pool if the pool is rated. If the pool is not rated, simply disclose the fact that the pool is not rated. Texas CLASS is rated AAA by Fitch.
- Custodial credit risk: Texas CLASS participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: 2a7-like investment pools are excluded from this disclosure requirement, per paragraph 15 of the GASB 40 statement.
- Foreign currency risk: Not applicable to 2a7-like pools.

If you have any questions, please feel free to contact Client Services at 800.395.5505 or email clientservices@mbia.com.

Sincerely,

The Client Service Team

TEXPOOL

THE TEXAS INVESTMENT SERVICE FOR PUBLIC FUNDS

September 2005

PERFORMANCE

As of August 31, 2005

	<i>TexPool</i>	<i>TexPool Prime</i>
Current Invested Balance	\$11,678,181,791.75	\$762,842,530.83
Weighted Average Maturity (1)*	28 Days	25 Days
Weighted Average Maturity (2)*	54 Days	26 Days
Net Asset Value	0.99995	0.99992
Total Number of Participants	1,820	48
Management Fee on Invested Balance	0.05%	0.085%
Interest Distributed	\$34,880,880.00	\$2,036,911.70
Management Fee Collected	\$507,375.29	\$23,929.94
Standard & Poor's Current Rating	AAAm	AAAm
August Averages		
Average Invested Balance	\$11,928,570,513.14	\$687,792,195.51
Average Monthly Yield, on a simple basis (3)*	3.4512%	3.4815%
Average Weighted Average Maturity (1)*	29 Days	29 Days
Average Weighted Average Maturity (2)*	56 Days	30 Days

*Definitions for Average Weighted Maturity can be found on Page 2.

Economic and Market Commentary

The summer doldrums notwithstanding, cash yields meandered slowly higher during the month in reflection of the Federal Reserve's latest rate hike. But while yields at the extreme short end of the curve moved up in virtual lock-step with the 25 basis point increase in the Federal funds rate on August 9th, longer-term yields rose by only about half that amount as the market anticipated an end to the central bank's tightening regimen. Currently, interest rates are expected to rise 50 basis points by December and then by another 25 or 50 basis points over the first half of 2006. Assuming a total of 100 basis points of additional tightening, the Federal funds rate would peak at 4.5% next year.

On balance, we believe that the cash market is now reasonably priced. Of course, we have consistently maintained that policymakers would push benchmark interest rates up farther than most investors believed. For that reason, we often have found little value at the longer end of the cash yield curve. But in recent weeks, investors have begun discounting the somewhat more severe credit tightening cycle that we had been forecasting. As those new projections became embedded in yields, we have selectively purchased securities at around the 12-month portion of the cash curve. However, we are finding fewer attractive opportunities than before in the floating rate sector, as reduced issuance of agency debt has made the existing supply more expensive.

Looking ahead, we believe that inflationary pressures will remain reasonably well contained. Notably, the sharp increase in energy costs has not yet pushed up consumer prices in the broader economy. We caution, however, that the tragic events associated with Hurricane Katrina could cause policymakers and investors to reassess expectations for growth and inflation in the months ahead. As always, we will carefully monitor the situation and take whatever action is necessary to protect the interests of our clients.

Still, we take the Federal Reserve at its word when it says that monetary policy will be returned to "neutral," or the level at which the price of money neither stimulates nor restrains economic growth. In that environment, we expect cash yields to continue their inexorable march higher over at least the next nine months.

ANNOUNCEMENTS

New Participants

We would like to recognize and welcome the following entities who joined the TexPool/TexPool Prime program in August, 2005:

- Harris County MUD No. 48
- Williamson Co Water/Sewer/Irrigation/Drainage Dist 3
- City of Hutto
- Sienna Plantation MUD No. 10
- Santa Fe Section 4B Economic Development Corp.
- Fort Bend County MUD No. 146
- Middle Trinity Groundwater Conservation District

Holiday Reminder

In observance of Columbus Day, TexPool will be closed on Monday, October 10, 2004. All ACH transactions placed on Friday, October 7, 2004 will settle on Tuesday, October 11, 2004. All transactions entered on TexConnect on Oct 10th will be given a transaction date of Tuesday Oct 11th. Please plan accordingly for your liquidity needs.

Special Report

We would like to report that Jerry Landrum is home from the hospital and is recovering nicely. We send our best wishes to Jerry. We all miss you!



TexPool

PORTFOLIO ASSET SUMMARY AS OF August 31, 2005

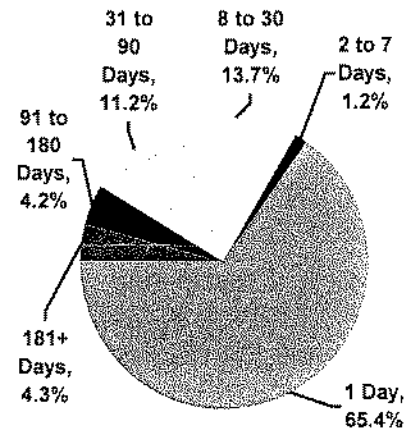
	Book Value	Market Value
Uninvested Balance	\$14,325.21	\$14,325.21
Accrual of Interest Income	12,969,394.40	12,969,394.40
Interest and Management Fees Payable	(34,877,419.60)	(34,877,419.60)
Payable for Investments Purchased	(16,143,841.47)	(16,143,841.47)
Repurchase Agreements	8,459,386,000.00	8,459,326,500.00
Mutual Fund Investments	0.00	0.00
Government Securities	3,256,833,333.21	3,256,369,495.65
Total	\$11,678,181,791.75	\$11,677,658,454.19

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investors and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool. The only source of payment to the Participants is the assets of TexPool. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

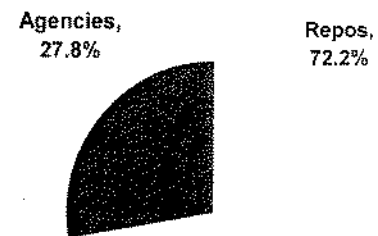
DAILY SUMMARY

Date	Money Mkt Fund Equiv (SEC Std.)	Daily Allocation Factor	TexPool Invested Balance	Market Value Per Share	WAM Days (1)	WAM Days (2)
08/01	3.3026%	0.000090483	\$12,041,362,379.30	0.99987	27	39
08/02	3.2530%	0.000089122	\$12,034,764,741.00	0.99987	29	59
08/03	3.2408%	0.000088789	\$12,045,669,607.85	0.99987	29	58
08/04	3.3243%	0.000091077	\$12,037,910,108.63	0.99987	29	58
08/05	3.3831%	0.000092687	\$12,042,292,944.83	0.99987	30	60
08/06	3.3831%	0.000092687	\$12,042,292,944.83	0.99987	30	60
08/07	3.3831%	0.000092687	\$12,042,292,944.83	0.99987	30	60
08/08	3.4376%	0.000094180	\$12,060,113,011.17	0.99985	29	57
08/09	3.4075%	0.000093355	\$12,111,347,341.58	0.99985	29	57
08/10	3.4025%	0.000093220	\$12,093,067,975.24	0.99985	28	56
08/11	3.4073%	0.000093350	\$12,079,239,051.03	0.99985	28	56
08/12	3.4578%	0.000094734	\$11,946,260,516.74	0.99986	29	58
08/13	3.4578%	0.000094734	\$11,946,260,516.74	0.99986	29	58
08/14	3.4578%	0.000094734	\$11,946,260,516.74	0.99986	29	58
08/15	3.5093%	0.000096145	\$11,814,819,312.18	0.99986	27	56
08/16	3.4542%	0.000094636	\$11,840,252,654.39	0.99986	29	55
08/17	3.4588%	0.000094761	\$11,884,580,356.25	0.99987	29	55
08/18	3.4997%	0.000095881	\$11,886,775,751.53	0.99987	29	54
08/19	3.4735%	0.000095164	\$11,838,205,408.46	0.99984	30	56
08/20	3.4735%	0.000095164	\$11,838,205,408.46	0.99984	30	56
08/21	3.4735%	0.000095164	\$11,838,205,408.46	0.99984	30	56
08/22	3.4883%	0.000095570	\$11,693,082,912.64	0.99987	28	54
08/23	3.4985%	0.000095849	\$11,746,243,206.66	0.99987	27	53
08/24	3.5065%	0.000096068	\$11,804,045,242.02	0.99988	27	52
08/25	3.5101%	0.000096167	\$11,889,752,673.29	0.99988	27	53
08/26	3.5453%	0.000097131	\$11,955,175,718.96	0.99987	29	55
08/27	3.5453%	0.000097131	\$11,955,175,718.96	0.99987	29	55
08/28	3.5453%	0.000097131	\$11,955,175,718.96	0.99987	29	55
08/29	3.5713%	0.000097844	\$11,956,762,179.70	0.99987	28	53
08/30	3.5591%	0.000097510	\$11,741,911,844.18	0.99988	28	54
08/31	3.5768%	0.000097994	\$11,678,181,791.75	0.99995	28	54
Avg	3.4512%	0.000094553	\$11,928,570,513.14		29	56

Portfolio By Maturity
As of August 31, 2005



Portfolio By Type of Investment
As of August 31, 2005



	Number of Participants	Balance
School District	486	\$4,388,815,279.54
Higher Education	50	\$1,217,646,910.19
Health Care	71	\$355,851,218.93
Utility District	521	\$1,476,766,221.03
City	377	\$3,044,012,937.71
County	142	\$1,006,219,961.38
Other	173	\$182,502,203.20

Definition of Weighted Average Maturity (1) & (2)

*(1) This weighted average maturity calculation uses the SEC Rule 2A-7 definition for stated maturity for any floating rate instrument held in the portfolio to determine the weighted average maturity for the pool. This rule specifies that a variable rate instrument to be paid in 397 calendar days or less shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate.

*(2) This weighted average maturity calculation uses the final maturity of any floating rate instruments held in the portfolio to calculate the weighted average maturity for the pool.

TexPool Prime

PORTFOLIO ASSET SUMMARY AS OF August 31, 2005

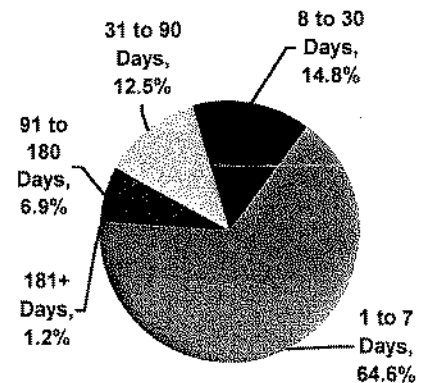
	Book Value	Market Value
Uninvested Balance	\$915.79	\$915.79
Accrual of Interest Income	152,759.62	152,759.62
Interest and Management Fees Payable	(2,035,672.59)	(2,035,672.59)
Payable for Investments Purchased	0.00	0.00
Repurchase Agreements	479,669,000.00	479,669,000.00
Mutual Fund Investments	0.00	0.00
Government Securities	8,949,578.86	8,956,252.00
Commercial Paper	269,108,659.76	269,045,546.10
Bank Instruments	0.00	0.00
Variable Rate Note	6,997,289.39	6,998,933.00
Total	\$762,842,530.83	\$762,787,733.92

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investors and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool Prime. The assets of TexPool Prime are the only source of payments to the Participants. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

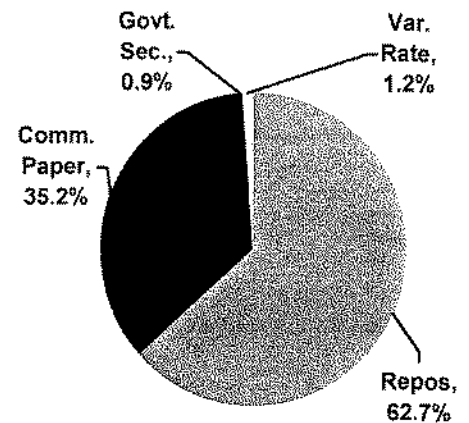
DAILY SUMMARY

Date	Money Mkt Fund Equiv (SEC Std.)	Daily Allocation Factor	TexPool Invested Balance	Market Value Per Share	WAM Days (1)	WAM Days (2)
08/01	3.9332%	0.000091321	\$631,115,330.69	0.99987	29	31
08/02	3.2765%	0.000089766	\$631,742,005.22	0.99986	29	30
08/03	3.2701%	0.000089592	\$629,928,832.81	0.99986	28	30
08/04	3.3467%	0.000091890	\$630,191,575.76	0.99985	28	29
08/05	3.4113%	0.000093460	\$620,237,086.76	0.99985	29	30
08/06	3.4133%	0.000093460	\$620,237,086.76	0.99985	29	30
08/07	3.4113%	0.000093460	\$620,237,086.76	0.99985	29	30
08/08	3.4715%	0.000095110	\$620,146,922.56	0.99985	27	28
08/09	3.4615%	0.000094289	\$614,190,359.92	0.99984	27	28
08/10	3.4333%	0.000094062	\$636,809,615.67	0.99985	28	29
08/11	3.4369%	0.000094163	\$654,660,269.18	0.99986	27	28
08/12	3.4909%	0.000095640	\$619,412,973.61	0.99984	34	35
08/13	3.4909%	0.000095640	\$613,412,973.61	0.99984	34	35
08/14	3.4909%	0.000095640	\$613,412,973.61	0.99984	34	35
08/15	3.5350%	0.000098866	\$572,339,278.11	0.99984	34	36
08/16	3.4762%	0.000095237	\$586,859,574.90	0.99985	33	34
08/17	3.4948%	0.000095747	\$737,215,063.43	0.99989	26	27
08/18	3.5254%	0.000096586	\$763,481,354.82	0.99988	29	31
08/19	3.5014%	0.000095929	\$763,869,212.93	0.99990	30	31
08/20	3.5014%	0.000095929	\$763,869,212.93	0.99990	30	31
08/21	3.5014%	0.000095929	\$763,869,212.93	0.99990	30	31
08/22	3.5162%	0.000096334	\$761,431,895.97	0.99990	28	29
08/23	3.5332%	0.000096800	\$780,377,123.04	0.99990	27	28
08/24	3.5440%	0.000097096	\$783,558,402.38	0.99990	26	28
08/25	3.5427%	0.000097060	\$764,407,843.85	0.99990	27	28
08/26	3.5799%	0.000098080	\$750,164,323.86	0.99990	28	29
08/27	3.5799%	0.000098080	\$750,164,323.86	0.99990	28	29
08/28	3.5799%	0.000098080	\$750,164,323.86	0.99990	28	29
08/29	3.5976%	0.000098565	\$763,655,642.01	0.99990	26	27
08/30	3.5887%	0.000098321	\$753,553,538.25	0.99990	26	27
08/31	3.6115%	0.000098944	\$762,842,530.83	0.99992	25	26
Avg	3.4813%	0.000095383	\$687,792,195.51		29	30

Portfolio By Maturity
As of August 31, 2005

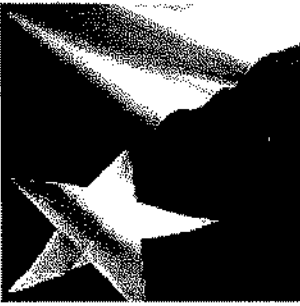


Portfolio By Type of Investment
As of August 31, 2005



	Number of Participants	Balance
School District	26	\$612,996,607.57
Higher Education	3	\$1,272,115.58
Health Care	4	\$4,593,943.20
Utility District	2	\$57,994,116.66
City	7	\$9,632,979.94
County	5	\$76,207,333.03
Other	1	\$0.00

*(3) This current yield for TexPool Prime for each date may reflect a waiver of some portion or all of each of the management fees.



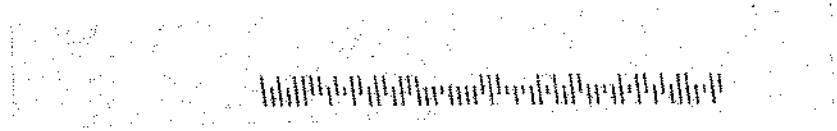
TEXPOOL

THE TEXAS INVESTMENT SERVICE FOR PUBLIC FUNDS

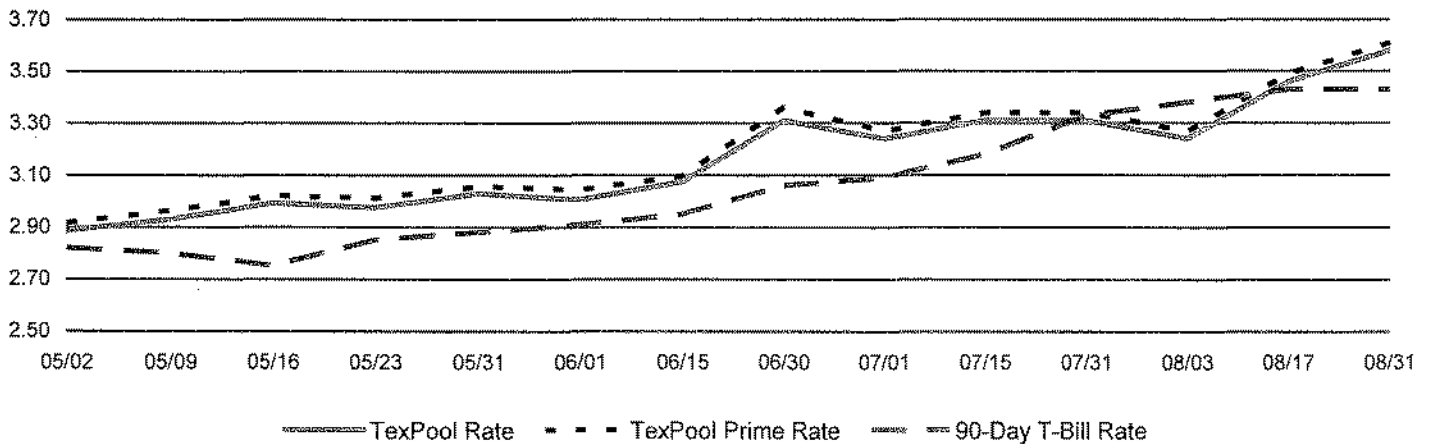
TexPool Participant Services
c/o Lehman Brothers
600 Travis St., Suite 7200
Houston, TX 77002

PRESORTED
STANDARD
U.S. POSTAGE
PAID
AUSTIN, TEXAS
PERMIT #1501

Tony Reza
Canutillo Isd
PO Box 100
Canutillo TX 79835-0100



TEXPOOL & TEXPOOL PRIME VS. 90-DAY TREASURY BILL



TexPool Advisory Board Members

- | | | | |
|-----------------|--------------------|---------------|----------------|
| R.C. Allen | Kathy Dubose | Ron Leverett | Clay McPhail |
| Pati Buchenau | Jose Elizondo, Jr. | LaVonne Mason | Anita Thetford |
| James L. Cotton | Dan Haggerty | John McGrane | Vivian Wood |

Additional information regarding TexPool is available upon request:
www.texpool.com • 1-866-839-7665 (1-888-TEX-POOL) • Fax: 866-839-3291



Monthly Newsletter - September 2005

Performance

<i>As of August 31, 2005</i>		<i>August Averages</i>	
Current Invested Balance	\$2,875,030,454.20	Average Invested Balance	\$2,726,055,217.75
Weighted Average Maturity (1)	34 Days	Average Monthly Yield, on a simple basis	3.4264%
Weighted Average Maturity (2)	55 Days	Average Weighted Average Maturity (1)*	35 Days
Net Asset Value	999563	Average Weighted Average Maturity (2)*	58 Days
Total Number of Participants	414	Definition of Weighted Average Maturity (1) & (2)	
Management Fee on Invested Balance	0.12%*	(1) This weighted average maturity calculation uses the SEC Rule 2a-7 definition for stated maturity for any floating rate instrument held in the portfolio to determine the weighted average maturity for the pool. This Rule specifies that a variable rate instrument to be paid in 397 calendar days or less shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate.	
Interest Distributed	\$8,047,212.65	(2) This weighted average maturity calculation uses the final maturity of any floating rate instruments held in the portfolio to calculate the weighted average maturity for the pool.	
Management Fee Collected	\$116,890.23	* The maximum management fee authorized for the TexSTAR Cash Reserve Fund is 12 basis points. This fee may be waived in full or in part in the discretion of the TexSTAR co-administrators at any time as provided for in the TexSTAR Information Statement.	
Standard & Poor's Current Rating	AAAm		

New Participants

We would like to welcome the following entities who joined the TexSTAR program in August 2005:

- ★ Red Oak ISD
- ★ Sinton ISD
- ★ City of Cedar Park
- ★ Bangs ISD
- ★ Polk County FWSD 2
- ★ Kendall County
- ★ City of Angleton
- ★ Brookesmith ISD

Economic Commentary

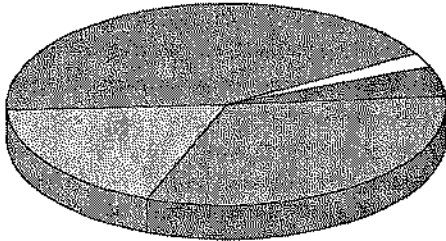
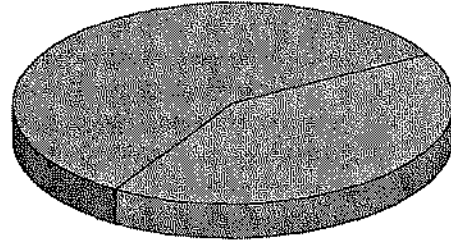
Recent employment statistics point to steadily improving labor market conditions. Nonfarm payrolls increased by 207,000 in July, bringing the four month average of the series to 198,000. Initial unemployment claims have also drifted lower to the 315,000 area. Meanwhile, evidence regarding manufacturing activity was somewhat mixed in August. Strength in the Empire State and Philly Fed surveys was succeeded by a big decline in the Chicago PMI to 49.2 from 63.5 in July. Core CPI was up 0.10%, bringing the year-on-year increase of the series to 2.1% and confirming that inflation pressures remain well contained. Crude oil prices have continued to push relentlessly toward new highs, crossing briefly the \$70 per barrel mark in the wake of Hurricane Katrina and its anticipated adverse effect on refineries operations in the near future.

The Treasury yield curve continued to flatten during the month. The yield on 3 month Treasury bills rose 10 bps to end at 3.50%. Meanwhile the spread between 1 month and 12 month yields decreased from 64 bps at the end of July to 54 bps at the end of August. The Fed is expected to tighten the rate by 25 bps at the September FOMC meeting, bringing the fed funds rate to 3.75%. The fed funds rate seems to be targeted at 4% by year-end.

Third quarter GDP growth is shaping up to be in the vicinity of 4% to 4.25%, largely due to a much faster pace of inventory accumulation. However, the latest run-up in energy prices and disruptions related to the devastation in the Gulf region from Hurricane Katrina create some downside risk to this forecast. As a result, the next cycle of economic reports should show some softness in the areas of consumer spending and manufacturing activity.

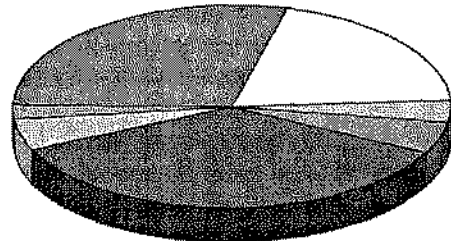
Information at a Glance

**Portfolio by
Type of Investment
As of August 31, 2005**



**Portfolio by
Maturity
As of August 31, 2005**

**Distribution of
Participants by Type
As of August 31, 2005**



Historical Program Information

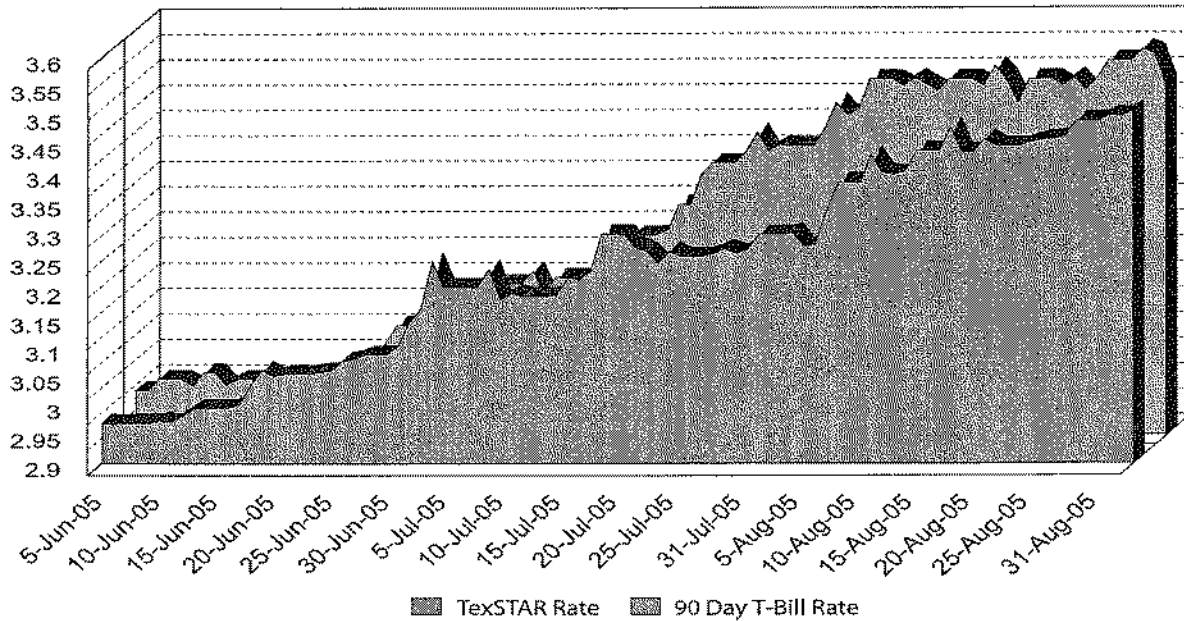
Month	Average Rate	Book Value	Market Value	Net Asset Value	WAM (1)*	WAM (2)*	Number of Participants
Aug 05	3.4264%	\$2,675,030,454.20	\$2,673,861,602.84	0.999563	35	58	414
Jul 05	3.2419%	2,786,919,144.64	2,786,334,011.23	0.999790	38	65	406
Jun 05	3.0426%	2,682,360,633.06	2,681,982,562.48	0.999859	34	60	396
May 05	2.9374%	2,855,457,489.88	2,855,148,684.62	0.999891	29	50	390
Apr 05	2.7495%	2,874,862,658.87	2,874,619,373.04	0.999904	29	53	384
Mar 05	2.5748%	2,951,744,348.11	2,951,267,779.26	0.999838	33	62	379
Feb 05	2.4344%	3,044,221,029.71	3,043,651,505.95	0.999812	34	65	371
Jan 05	2.2163%	3,075,487,483.35	3,074,895,436.57	0.999807	32	57	364
Dec 04	2.0692%	2,875,933,389.09	2,875,251,445.90	0.999742	40	70	360
Nov 04	1.8352%	2,551,431,423.37	2,550,480,516.35	0.999627	38	68	352
Oct 04	1.6948%	2,685,376,893.15	2,684,632,740.33	0.999722	44	79	340
Sep 04	1.5452%	2,753,627,066.16	2,753,214,694.14	0.999850	42	77	333
Aug 04	1.3767%	2,521,646,209.34	2,521,278,530.82	0.999854	47	72	325

Portfolio Asset Summary as of August 31, 2005

	Book Value	Market Value
Uninvested Balance	\$ 77.13	\$ 77.13
Accrual of Interest Income	2,933,314.58	2,933,314.58
Interest and Management Fees Payable	(8,108,312.44)	(8,108,312.44)
Payable for Investment Purchased	(88,995,039.31)	(88,995,039.31)
Repurchase Agreements	1,153,496,000.00	1,153,496,000.00
Government Securities	1,615,704,414.24	1,614,535,562.88
Total	\$2,675,030,454.20	\$ 2,673,861,602.84

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by J.P. Morgan Chase & Co. and the assets are safekept in a separate custodial account at the Federal Reserve Bank in the name of TexSTAR. The only source of payment to the Participants are the assets of TexSTAR. There is no secondary source of payment for the pool such as insurance or guarantee. Should you require a copy of the portfolio, please contact TexSTAR Participant Services.

TexSTAR versus 90-Day Treasury Bill



Daily Summary for August 2005

Date	Mny Mkt Fund Equiv. [SEC Std.]	Daily Allocation Factor	TexSTAR Invested Balance	Market Value Per Share	WAM Days (1)*	WAM Days (2)*
1-Aug-05	3.2970%	0.000090328	2,782,953,626.60	0.999770	38	65
2-Aug-05	3.2730%	0.000089671	2,763,604,216.14	0.999759	38	65
3-Aug-05	3.2770%	0.000089780	2,763,989,943.84	0.999757	38	64
4-Aug-05	3.3337%	0.000091335	2,761,111,227.97	0.999747	37	64
5-Aug-05	3.3833%	0.000092693	2,767,218,632.61	0.999720	38	62
6-Aug-05	3.3833%	0.000092693	2,767,218,632.61	0.999720	38	62
7-Aug-05	3.3833%	0.000092693	2,767,218,632.61	0.999720	38	62
8-Aug-05	3.4302%	0.000093977	2,771,678,223.57	0.999704	37	61
9-Aug-05	3.4002%	0.000093156	2,769,700,911.49	0.999684	36	61
10-Aug-05	3.3961%	0.000093040	2,767,690,187.06	0.999675	36	60
11-Aug-05	3.4027%	0.000093225	2,827,188,363.01	0.999678	35	58
12-Aug-05	3.4381%	0.000094194	2,800,703,304.60	0.999657	33	57
13-Aug-05	3.4381%	0.000094194	2,800,703,304.60	0.999657	33	57
14-Aug-05	3.4381%	0.000094194	2,800,703,304.60	0.999657	33	57
15-Aug-05	3.4783%	0.000095296	2,740,022,581.95	0.999640	35	58
16-Aug-05	3.4351%	0.000094112	2,755,899,139.25	0.999635	36	57
17-Aug-05	3.4359%	0.000094134	2,743,941,744.85	0.999626	35	57
18-Aug-05	3.4585%	0.000094753	2,737,100,017.48	0.999618	35	56
19-Aug-05	3.4459%	0.000094408	2,673,424,044.89	0.999591	34	56
20-Aug-05	3.4459%	0.000094408	2,673,424,044.89	0.999591	34	56
21-Aug-05	3.4459%	0.000094408	2,673,424,044.89	0.999591	34	56
22-Aug-05	3.4527%	0.000094594	2,624,168,253.80	0.999569	34	56
23-Aug-05	3.4570%	0.000094712	2,620,760,089.62	0.999558	34	56
24-Aug-05	3.4583%	0.000094747	2,604,806,524.79	0.999551	35	57
25-Aug-05	3.4625%	0.000094862	2,663,402,270.09	0.999557	34	55
26-Aug-05	3.4892%	0.000095595	2,679,302,676.47	0.999535	32	53
27-Aug-05	3.4892%	0.000095595	2,679,302,676.47	0.999535	32	53
28-Aug-05	3.4892%	0.000095595	2,679,302,676.47	0.999535	32	53
29-Aug-05	3.4979%	0.000095833	2,666,028,265.85	0.999532	31	51
30-Aug-05	3.4962%	0.000095787	2,706,689,733.06	0.999531	34	55
31-Aug-05	3.5060%	0.000096054	11,675,030,454.20	0.999563	34	55
Average	3.4264%	0.000093873	2,726,055,217.75		35	58



TexSTAR Board Members

<i>William Chapman</i>	<i>Central Texas Regional Mobility Authority</i>	<i>Governing Board President</i>
<i>Nell Lange</i>	<i>City of Frisco</i>	<i>Governing Board Vice President</i>
<i>Donnie Wright</i>	<i>Spring Branch ISD</i>	<i>Governing Board Treasurer</i>
<i>Michael Bartolotta</i>	<i>First Southwest Company</i>	<i>Governing Board Secretary</i>
<i>Will Williams</i>	<i>JP Morgan Chase</i>	<i>Governing Board Asst. Sec./Treas.</i>
<i>Hardy Browder</i>	<i>City of Cedar Hill</i>	<i>Advisory Board</i>
<i>Oscar Cardenas</i>	<i>Northside ISD</i>	<i>Advisory Board</i>
<i>Scott Christensen</i>	<i>Reid Road MUD No. 1</i>	<i>Advisory Board</i>
<i>Ramiro Flores</i>	<i>Harlingen CISD</i>	<i>Advisory Board</i>
<i>Stephen Fortenberry</i>	<i>McKinney ISD</i>	<i>Advisory Board</i>
<i>Monte Mercer</i>	<i>North Central TX Council of Government</i>	<i>Advisory Board</i>
<i>Len Santow</i>	<i>Griggs & Santow</i>	<i>Advisory Board</i>
<i>S. Renee Tidwell</i>	<i>Tarrant County</i>	<i>Advisory Board</i>
<i>Charles Wall</i>	<i>Texas Tech University</i>	<i>Advisory Board</i>

For more information contact TexSTAR Participant Services ★ 1-800-TEX-STAR ★ www.texstar.org



The design of this newsletter is a production of First Southwest Company

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

Subject: Administrative Personnel Actions for
Board of Trustee Information Only

Date: November 8, 2005

Presented by: Renée O'Donnell

Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION

Superintendent approved employment of personnel:

Maria Benitez	Food Service Sub, Effective 9/21/05
Daniel Fraire	General Maintenance Worker, Effective 10/17/05
Maria Garibay	PK Assistant, Effective 10/12/05
Jaime Gomez	HVAC Geothermal Specialist, Effective 10/31/05
Maria T. Gonzalez	3rd Grade Bilingual Teacher, Effective 10/6/05
Maria Molinar	Food Service Sub, Effective 9/13/05
Claudia Olivera	Campus Network Specialist, Effective 11/1/05
Rosalba Ramos	Food Service Sub, Effective 10/4/05
Luis Ramirez	Food Service Sub, Effective 9/22/05
Abelardo Rodríguez	Temporary Driver, Effective 9/12/05
Maria Salazar	Custodian, CES, Effective 9/29/05
Maria E. Sosa	Food Service Sub, Effective 10/4/05
Victor Tavarez	PT Driver, Effective 10/17/05
Genaro Torres	Food Service Sub, Effective 10/4/05

Superintendent approved position changes for personnel:

Roselia Aguirre	FS Helper to Vegetable Cook, Effective 10/3/05
Eva Acosta	PT FS Helper to FT FS Helper, Effective 9/29/05
Rosa Cardenas	FS Helper to Baker, Test Kitchen Effective 10/3/05
Abertha Chavez	FS Helper to Vegetable Cook, CES, Effective 10/3/05
Fernando Escobar	Custodian to Assistant Lead Custodian, CHS, Effective 9/19/05
Joe Gomez	Interim HVAC Journeyman to Interim HVAC Certified, Effective 10/17/05
Maria D. Hernandez	Food Service Helper to Vegetable Cook, BCE, Effective 10/3/05
Gilbert Lopez	Custodian, CES, to Groundskeeper, Effective 8/30/05
Maria Lozano	FS Helper to Vegetable Cook, CMS, Effective 10/3/05
Raul Ramos	Special Ed. BIC Teacher, CMS, to Special Ed. BIC Teacher, CHS, Effective 10/17/05
Yolanda Rodriguez	PT FS Helper to Interim Baker, Effective 10/3/05
Valerie Tolentino	PK Assistant to K Teacher, JDE, Effective 10/10/05
Katana Urtaza	Special Ed. BIC Teacher, CHS, to Special Ed. BIC Teacher, CMS, Effective 10/17/05
Guadalupe Villela	FS Baker, CHS, to PT Helper, JDE, Effective 10/3/05

Superintendent approved resignations:

Maria Escobedo	Counselor, CHS, Effective 10/14/05
Clarice Garcia	Receptionist/Data Clerk, CMS, Effective 10/26/05
Norma Ornelas	Textbook Testing Clerk, Effective 10/26/05
Angie Porras	PT Bus Monitor, Effective 9/26/05
Lisa Skaf	Nurse, CHS, Effective 10/7/05

Superintendent approved retirements:

Aurelio Gonzalez	Custodian, CHS, Effective 10/28/05
-------------------------	---

Termination of Support Personnel

See under separate cover

2. **BOARD ACTION REQUESTED**

No action required.

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

Agenda Item: _____ Date: November 8, 2005

Subject: Acceptance of Donations to Canutillo ISD

Presented By: Tony Reza Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION:

The following businesses/individuals have made donations as follows to Canutillo ISD:

Bobo's Fun Center (Ms. Arciniega) - 100 Laser Tag Coupons to CMS
Adventure Zone (Mr. Phillips) - 500 Golf Passes to CMS
Walmart (Mr. Mendoza) - \$1,000.00 School Supplies to DDE

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends acceptance of the donations.

3. BOARD ACTION REQUESTED:

Motion to accept the donations to Canutillo ISD as recommended by the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____



Canutillo Middle School

801 Talbot Rd., P.O. Box 100
Canutillo, Texas 79835

(915) 877-7900
FAX (915) 877-7919

Dr. Monica Reyes-Garcia
Principal

Mike Dillard
Assistant Principal

October 4, 2005

Dear Canutillo ISD School Board,

On behalf of the Canutillo Middle School Student Council, we would like to thank Ms. Arciniega, manager of Bobo's Fun Center, for the generous donation of 100 laser tag coupons valued at \$600.00. The coupons will be used as prizes to support activities featured during our Drug Free/Red Ribbon Celebration Week. Bobo's Fun Center has supported our Student Council for the past three years. We truly appreciate their continued support.

Thank you,

A handwritten signature in cursive script that reads "Denisse Lara".

Denisse Lara
CMS Student Council Secretary

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

Sharon Norris
CMS Student Council Sponsor

cc: Dr. Reyes- Garcia



Canutillo Middle School

801 Talbot Rd., P.O. Box 100
Canutillo, Texas 79835

(915) 877-7900
FAX (915) 877-7919

Dr. Monica Reyes-Garcia
Principal

Mike Dillard
Assistant Principal

October 4, 2005

Dear Canutillo ISD School Board,

On behalf of the Canutillo Middle School Student Council, we would like to thank Mr. Phillips, owner of Adventure Zone, for his generous donation of 500 golf passes. The passes will be used as prizes to support activities featured during our Drug Free/Red Ribbon Celebration Week. Adventure Zone has supported our Student Council for the past three years. We truly appreciate their continued support.

Thank you,

A handwritten signature in cursive script that reads "Denisse Lara".

Denisse Lara
CMS Student Council Secretary

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

Sharon Norris
CMS Student Council Sponsor

cc: Dr. Reyes- Garcia

Dear Mr. Reza,

My neighbor's name is Roy Mendoza. I met him about 6 months ago. One day at a cookout we were talking about our jobs. He mentioned to me that he was the manager at the Northeast Walmart Supercenter #500. I told him that as a teacher I always spend a lot of my own money for supplies for my classroom. He told me that he would contribute \$1,000 to my school which is Deanna Davenport Elementary. He kept his promise and gave me a check to give to Slyvia Gonzalez.

Sincerely,
Jose A. Najera

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

Subject: Review of Policy DEA (Local) Date: November 8, 2005

Presented by: Renée O'Donnell Consent Agenda

ACTION

1. **BACKGROUND INFORMATION**

The Policy committee reviewed this local policy pertaining to pay advancement. See attached policy. Mr. Frieze has asked that this item be placed on the agenda.

2. **SUPERINTENDENT RECOMMENDATION**

3. **BOARD ACTION REQUESTED**

MOTION _____ SECOND _____

FOR _____ AGAINST _____

Canutillo ISD
071907

COMPENSATION AND BENEFITS:
SALARIES, WAGES, AND STIPENDS

DEA
(LOCAL)

PAY SYSTEMS DESCRIPTION The Superintendent shall recommend to the Board for approval pay structures and compensation plans for all District employees. Pay structures shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve District goals. The Superintendent shall administer and maintain pay systems in accordance with administrative procedures for the District compensation plan.

The Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the positions.

All employees shall be paid within the assigned pay ranges unless exceptions are granted by the Board.

The system shall be designed and administered to accomplish the following:

1. Stay competitive with appropriate labor markets for the various categories of personnel.
2. Recognize the levels of skill, effort, and responsibility required of different jobs.
3. Be fiscally controlled and cost effective.

A copy of the District's pay system shall be available in the administrative offices.

PAY RANGES Pay ranges for each pay grade shall establish minimum and maximum rates of pay within the range. All pay ranges shall be established by monthly, daily, or hourly base rates to promote consistent treatment of employees who have different work periods. Employees shall be paid within the range of rates established for the position assigned.

The Superintendent shall review pay ranges on an annual basis and recommend adjustments consistent with economic and job market indicators.

PAY ADVANCEMENT Pay ranges shall be structured to allow the opportunity to increase employee pay within the range for continued service to the District. The Superintendent shall make recommendations regarding employee increases on an annual basis. Recommendations shall be based on consideration of such factors as cost of living indexes, wage increases within competitive job markets, and budget resources. No employee with less than a satisfactory performance evaluation will receive a pay increase.

PAY BUDGET INCREASE The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. Pay increases beyond the budgeted amount for individuals or positions shall be subject to Board approval.

PAY Employee pay adjustments shall be administered by the Superintendent or

ADMINISTRATION designee in accordance with written procedures to promote impartial and consistent treatment of all employees. Administrative procedures shall include hiring guidelines, promotion guidelines, updating pay ranges, method for calculating and applying a general pay increase, and a process for job classification review.

CLASSIFICATION OF POSITIONS Each job in the District shall be assigned to a pay grade based on the level of skill, effort, and responsibility required for the job assignment. The Superintendent shall classify new positions or reclassify existing positions as necessary based on job requirements and comparability to other positions in the District.

The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act.

EXEMPT The District shall pay employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act (FLSA) on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy [see DGBA]. If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

NONEXEMPT Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline, up to and including termination, but shall be compensated in accordance with the Fair Labor Standards Act.

COMPENSATORY TIME Compensation for overtime hours shall be awarded at one and a half times the employee's regular rate of pay or by time and a half earned in compensatory time. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 120 hours. If an employee has a balance of more than 120 hours of overtime, the employee will be required to take compensatory time or, at the District's option, will receive overtime pay.

Unless the District receives prior written notification, all absences shall be charged against compensatory time before being charged against sick leave or personal leave.

Compensatory time shall be used by December of the duty year (July-June) in which it is earned. In January of the duty year, the District shall pay an employee overtime for all unused compensatory time remaining at the end of

December of the previous duty year. Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's schedules and activities.

**WORKWEEK
DEFINED**

For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Wednesday until 11:59 p.m. Tuesday.

**SUPPLEMENTAL
DUTIES**

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act, as needed. The employee shall be compensated for these assignments according to the supplemental duty pay schedule established by the Board. These assignments may be discontinued at any time for any reason or no reason, by either party. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty.

Under the Fair Labor Standards Act (FLSA), extra duty pay assignments for noncontractual (nonexempt) employees may be assigned if the duties are occasional and sporadic and are not related to the employee's regular duties. Nonexempt employees performing extra-duty assignments are eligible for paid overtime or compensatory time at a rate of time and a half for all work over 40 hours in a workweek. Therefore, the District shall assign a nonexempt employee as a sponsor for a nonacademic/UII activity only if an exempt employee is unavailable for the assignment. The Extra Duty Stipend/Supplemental Pay Increment Schedule published by the District contains additional information.

**ADVANCED
DEGREE**

When a professional employee completes a master's or doctorate degree in his or her teaching field or area of work responsibility prior to September 1, a pay increase based on the degree shall begin at that time; for degrees completed in December, a prorated pay increase for the employee shall begin in January.

**CREDITABLE
SERVICE**

Employees who are receiving workers' compensation wage benefits and who have no available paid leave shall not earn creditable years of service while absent from duty.

In order to accrue a creditable year of service, an employee must be employed for at least 90 full-time days or the equivalent.

DATE ISSUED: 11/01/2004
LDU-44-04
DEA(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.]