

# Agenda of Regular Meeting

## The Board of Trustees Canutillo ISD

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A Regular meeting of the Board of Trustees of Canutillo ISD will be held July 11, 2006, beginning at 6:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

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

1. General Functions
  - A. Call to Order
  - B. Roll Call
  - C. "Pledge of Allegiance to the United States Flag" 4
  - D. "Texas Pledge of Allegiance" 5
  - E. "CISD Mission Statement" 6
  - F. Approval of Minutes
    1. Regular Board Meeting 6/12/06 7
    2. Special Board Meeting 6/26/06 20
  - G. Communications (Thirty Minute Open Forum)
    1. General Comments Portion
    2. Complaints Portion
  - H. Board of Trustee Business
    1. Endorsement of Roberto Garcia to serve as Representative on the TASB Board of Directors from TASB Region 19, Position B 24
    2. Selection of Board Members to serve as TASB Delegate and Alternate
    3. Review of events for the month of July 29
  - I. Committee Reports
    1. Facilities/Finance Committee - Mr. Rodriguez, Chairperson (June 21, June 28 & July 6) 30
    2. Personnel Committee - Mr. Arellano, Chairperson (June 20) 33
    3. Policy Committee - Mrs. Sanchez, Chairperson (June 20) 36
    4. Instruction & Student Services Committee - Mr. Reyes, Chairperson (July 6)
  - J. Consent Agenda
    1. Budget Amendments 39
    2. Purchase district-wide Library Management System (Destiny) 51
    3. Purchase of School Buses 66
    4. Athletic and Student Insurance for 2006~2007 School Year (RFP #06-12) 70
    5. First Reading Board Policy TASB Localized Update 77:
      - a. Board Policy BBD (Local) Board Members: Training and Orientation (first reading) 94

|    |   |     |
|----|---|-----|
| b. | Board Policy CPC (Local) Office Management: Records Management (first reading)  | 95  |
| c. | Board Policy DAB (Local) Employment Objectives: Objective Criteria for Personnel Decision (first reading)   | 96  |
| d. | Board Policy DBA (Local) Employment Requirements and Restrictions: Credentials and Records (first reading)  | 97  |
| e. | Board Policy DBD (Local) Employment Requirements and Restrictions: Conflict of Interest (first reading)   | 98  |
| f. | Board Policy DEC (Local) Compensation and Benefits: Leaves and Absences (first reading)   | 100 |
| g. | Board Policy DFE (Local) Termination of Contract: Resignation (first reading)   | 102 |
| h. | Board Policy EEH (Local) Instructional Arrangements: Homebound Instruction (first reading)  | 103 |
| i. | Board Policy EFAA (Local) Instructional Materials Selected and Adopted: Textbook Selection and Adoption (first reading)   | 104 |
| 6. | Review of Board Policy EIC (Local) Academic Achievement: Class Ranking (first reading)  | 105 |
| 7. | Review of Board Policy FFA (Local) Student Welfare: Wellness and Health Services (first reading)  | 109 |
| 8. | Review of Board Policy FD (Local) Admissions (first reading)  | 113 |
| K. | Reports   |     |
| 1. | Superintendent's Report   |     |
| a. | Update on preparations for new school year  |     |
| 2. | Financial and Warrant List for June 1-28, 2006 in the amount \$753,636.58   | 114 |
| 3. | Other Reports   |     |
| a. | Facilities Naming Committee Report  | 115 |
| 2. | Instruction and Student Affairs   |     |
| A. | NONE  |     |
| 3. | Personnel   |     |
| A. | Administrative Personnel Actions (no Board action required - information item only)   | 120 |
| 1. | Superintendent approved employment of personnel (no Board action required)  |     |
| 2. | Superintendent approved position changes for personnel (no Board action required)   |     |
| 3. | Superintendent acceptance of resignations from personnel (no Board action required)   |     |
| 4. | Superintendent approved retirements (no Board action required)  |     |
| 4. | Business and Finance  |     |
| A. | Acceptance of donations to Canutillo Independent School District  | 123 |
| B. | Consider Real Estate Contract with Peter Bruder to acquire Upper Valley School Site   |     |
| C. | Consider Amendment to Construction Manager At-Risk Agreement with Venegas Engineering Management & Construction "VeMac" (replacement of windows at Canutillo Middle School) | 126 |

5. Administration
    - A. NONE
  6. Adjournment
- 

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



## ***Pledge of Allegiance to the United States Flag***

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

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



***Texas Pledge of Allegiance  
Honor the Texas Flag; I pledge allegiance to thee, Texas, one and indivisible.***

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

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

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



# **MISSION STATEMENT**

**Canutillo 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<br>Board of Trustees   |                   |   |   |
|---------|---|---|---|---|---|---|---|--|-------------------|---|---|
|         |   |   |   |   |   |   |   | Monday, June 12, 2006<br>Canutillo ISD Administration Office<br>7965 Arcraft – El Paso, Texas  |                   |   |   |
|         |   |   |   |   |   |   |   | <b>Item:</b>   | <b>Reference:</b> |   |   |
| Present | X | X | X | X | X | X | X | <p>1. General Functions</p> <p>A. Call to Order at 6:17 p.m.</p> <p>B. Roll Call (Mr. Lerma was absent and Mrs. Sanchez arrived at 6:24 p.m.)</p> <p>Mr. Fietze wanted the record to reflect that in previous years when a Board meeting date was changed, the requested change was usually placed on an agenda for approval by the Board. Mr. Fietze also noted that policy dictates that the Board President has the authority to change the date of the meeting. The date for this meeting was changed due to a request by the Superintendent. Dr. Padilla apologized for the change and was now aware of standard operating procedures.</p> <p>C. "Pledge of Allegiance to the United States Flag"</p> <p>Mr. Arellano led the group in reciting the Pledge of Allegiance to the United States Flag.</p> <p>D. "Texas Pledge of Allegiance"</p> <p>Mr. Arellano also led the group in reciting the Texas Pledge of Allegiance.</p> <p>E. "CISD Mission Statement"</p> <p>Mr. Fietze read the CISD Mission Statement into the record:</p> <p><i>Canutillo ISD 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.</i></p> | 5                 | 6 | 7 |

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

**MEMBERS**

|         |              |              |             |           |           |               |              | Regular Meeting<br>Board of Trustees  |                                |
|---------|--------------|--------------|-------------|-----------|-----------|---------------|--------------|---|--------------------------------|
|         |              |              |             |           |           |               |              | Monday, June 12, 2006<br>Canutillo ISD Administration Office<br>7965 Arcraft – El Paso, Texas   |                                |
|         |              |              |             |           |           |               |              | <b>Item:</b>  | <b>Reference:</b>              |
|         | 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 5/9/06   | 8                              |
| Nays    |              |              |             |           |           |               |              | 2. Special Board Meeting 5/15/06  | 21                             |
| Abstain |              |              |             |           |           |               |              | 3. Special Board Work Session Meeting 5/17/06   | 24                             |
|         |              |              |             |           |           |               |              | Motion for approval of minutes (with reading waived), passed.*  |                                |
|         |              |              |             |           |           |               |              | *Mr. Fietze abstained from approval of the minutes of May 15, 2006, since he was absent from the meeting.   |                                |
|         |              |              |             |           |           |               |              | G. Communications (Thirty Minute Open Forum)  |                                |
|         |              |              |             |           |           |               |              | 1. General Comments Portion   |                                |
|         |              |              |             |           |           |               |              | Mr. Rafael Reyes, Board Member, commended the Superintendent and CHS Administration for an outstanding job in planning and conducting the Class of 2006 graduation ceremony at the new high school stadium. |                                |
|         |              |              |             |           |           |               |              | 2. Complaints Portion   |                                |
|         |              |              |             |           |           |               |              | No member of the audience addressed the Board during this portion of the meeting.   | Reg. Board Mtg. Minutes Page 2 |



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

**MEMBERS**

|         |              |              |             |           |           |               |              | Regular Meeting<br>Board of Trustees  |                                      |
|---------|--------------|--------------|-------------|-----------|-----------|---------------|--------------|---|--------------------------------------|
|         |              |              |             |           |           |               |              | Monday, June 12, 2006<br>Canutillo ISD Administration Office<br>7965 Arcraft – El Paso, Texas   |                                      |
|         |              |              |             |           |           |               |              | <b>Item:</b>  | <b>Reference:</b>                    |
|         | MR. ARELLANO | MR. CORONADO | MR. FRIETZE | MR. LERMA | MR. REYES | MR. RODRIGUEZ | MRS. SANCHEZ | 2. Personnel Committee - Mr. Arellano,<br>Chairperson (June 6)  | 30                                   |
|         |              |              |             |           |           |               |              | Mr. Arellano, Personnel Committee Chairperson, reported that at the June 6 meeting, the Committee reviewed and recommended for approval to accept the administration's recommendations for the following positions: Internal Auditor, Childress Elementary Principal, Special Education Director and Canutillo High School Assistant Principal. |                                      |
|         |              |              |             |           |           |               |              | J. Consent Agenda   |                                      |
|         |              |              |             |           |           |               |              | 1. Approval of Employment of:   |                                      |
|         |              |              |             |           |           |               |              | a. Internal Auditor   | 31                                   |
|         |              |              |             |           |           |               |              | b. Principal, Childress Elementary  | 32                                   |
|         |              |              |             |           |           |               |              | c. Special Ed. Director   | 33                                   |
|         |              |              |             |           |           |               |              | d. Assistant Principal, CHS   | 34                                   |
|         |              |              |             |           |           |               |              | 2. Budget Amendments  | 35                                   |
|         |              |              |             |           |           |               |              | 3. Purchase Copy Paper  | 49                                   |
| Motion  |              |              | X           |           |           |               |              | Motion to approve items 2 and 3 (with the exception of items 1a-d), passed.   |                                      |
| Second  | X            |              |             |           |           |               |              |   |                                      |
| Ayes    | X            | X            | X           |           | X         | X             | X            |   |                                      |
| Nays    |              |              |             |           |           |               |              |   |                                      |
| Abstain |              |              |             |           |           |               |              |   |                                      |
|         |              |              |             |           |           |               |              | Agenda items <i>1a-d</i> were taken off the consent agenda and deliberated prior to the adjournment of the public meeting.  |                                      |
|         |              |              |             |           |           |               |              | <i>The Board of Trustees adjourned into closed session from 8:55 p.m. through 9:29 p.m. under the authority of Texas Open Meetings Act, Texas Government Code Section 551-074.</i>  | Reg. Board<br>Mtg. Minutes<br>Page 4 |

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

**MEMBERS**

|         |              |              |             |           |           |               |              | Regular Meeting<br>Board of Trustees   |                                      |
|---------|--------------|--------------|-------------|-----------|-----------|---------------|--------------|--|--------------------------------------|
|         |              |              |             |           |           |               |              | Monday, June 12, 2006<br>Canutillo ISD Administration Office<br>7965 Arcraft – El Paso, Texas  |                                      |
|         |              |              |             |           |           |               |              | <b>Item:</b>   | <b>Reference:</b>                    |
|         | MR. ARELLANO | MR. CORONADO | MR. FRIETZE | MR. LERMA | MR. REYES | MR. RODRIGUEZ | MRS. SANCHEZ |  |                                      |
| Motion  | X            |              |             |           |           |               |              | 1. Approval of Employment of:  |                                      |
| Second  |              |              |             |           |           | X             |              | a. Internal Auditor  |                                      |
| Ayes    | X            | X            | X           |           | X         | X             | X            | Motion to employ Martha Carrasco as Internal Auditor as recommended by the Personnel Committee, passed.                                      |                                      |
| Nays    |              |              |             |           |           |               |              |  |                                      |
| Abstain |              |              |             |           |           |               |              |  |                                      |
| Motion  | X            |              |             |           |           |               |              | b. Principal, Childress Elementary   |                                      |
| Second  |              |              |             |           |           | X             |              | Motion to employ Christine Althoff as recommended by the Personnel Committee for the position of Principal for Childress Elementary, passed. |                                      |
| Ayes    | X            | X            | X           |           | X         | X             | X            |  |                                      |
| Nays    |              |              |             |           |           |               |              |  |                                      |
| Abstain |              |              |             |           |           |               |              |  |                                      |
| Motion  | X            |              |             |           |           |               |              | c. Special Ed. Director  |                                      |
| Second  |              |              |             |           |           | X             |              | Motion to employ Janine Hammock as Special Ed. Director as recommended by the Personnel Committee, passed.                                   |                                      |
| Ayes    | X            | X            | X           |           | X         | X             | X            |  |                                      |
| Nays    |              |              |             |           |           |               |              |  |                                      |
| Abstain |              |              |             |           |           |               |              |  |                                      |
|         |              |              |             |           |           |               |              |  | Reg. Board<br>Mtg. Minutes<br>Page 5 |

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

**MEMBERS**

|         |              |              |             |           |           |               |              | Regular Meeting<br>Board of Trustees  |                                      |  |  |
|---------|--------------|--------------|-------------|-----------|-----------|---------------|--------------|---|--------------------------------------|--|--|
|         |              |              |             |           |           |               |              | Monday, June 12, 2006<br>Canutillo ISD Administration Office<br>7965 Arcraft – El Paso, Texas   |                                      |  |  |
|         |              |              |             |           |           |               |              | <b>Item:</b>  | <b>Reference:</b>                    |  |  |
|         | MR. ARELLANO | MR. CORONADO | MR. FRIETZE | MR. LERMA | MR. REYES | MR. RODRIGUEZ | MRS. SANCHEZ | d. Assistant Principal, CHS   |                                      |  |  |
| Motion  |              |              |             |           |           | X             |              | Motion to employ James Fry for the position of Assistant Principal at CHS as recommended by the Personnel Committee, passed.          |                                      |  |  |
| Second  |              |              |             |           |           | X             |              |   |                                      |  |  |
| Ayes    | X            | X            | X           |           |           | X             | X            |   |                                      |  |  |
| Nays    |              |              |             |           | X         |               |              |   |                                      |  |  |
| Abstain |              |              |             |           |           |               |              |   |                                      |  |  |
|         |              |              |             |           |           |               |              | K. Reports  |                                      |  |  |
|         |              |              |             |           |           |               |              | 1. Superintendent's Report  |                                      |  |  |
|         |              |              |             |           |           |               |              | a. Legislative Update   |                                      |  |  |
|         |              |              |             |           |           |               |              | Dr. Padilla presented an overview of the State Legislative Session's recent school finance plan of action.                            |                                      |  |  |
|         |              |              |             |           |           |               |              | 2. Attendance, Financial and Warrant List for April 27-May 31, 2006 in the amount \$1,182,080.08                                      | 51                                   |  |  |
| Motion  |              |              |             |           |           | X             |              | Motion to approve the attendance, financial and warrant list for April 27 through May 31, 2006 in the amount \$1,182,080.08, passed.* |                                      |  |  |
| Second  | X            |              |             |           |           | X             | X            |   |                                      |  |  |
| Ayes    | X            | X            | X           |           |           | X             | X            |   |                                      |  |  |
| Nays    |              |              |             |           |           |               |              |   |                                      |  |  |
| Abstain |              |              |             |           |           |               |              |   |                                      |  |  |
|         |              |              |             |           |           |               |              |   | Reg. Board<br>Mtg. Minutes<br>Page 6 |  |  |













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

**MEMBERS**

|         |              |              |             |           |           |               |              | Regular Meeting<br>Board of Trustees   |                   |                                       |
|---------|--------------|--------------|-------------|-----------|-----------|---------------|--------------|--|-------------------|---------------------------------------|
|         |              |              |             |           |           |               |              | Monday, June 12, 2006<br>Canutillo ISD Administration Office<br>7965 Arcraft – El Paso, Texas  |                   |                                       |
|         |              |              |             |           |           |               |              | <b>Item:</b>   | <b>Reference:</b> |                                       |
|         | MR. ARELLANO | MR. CORONADO | MR. FRIETZE | MR. LERMA | MR. REYES | MR. RODRIGUEZ | MRS. SANCHEZ | 4. Business and Finance<br>A. Acceptance of donations to Canutillo Independent School District | 59                |                                       |
| Motion  | X            |              |             |           |           |               |              | Motion to accept the donations as indicated on pages 59-60, passed.                            |                   |                                       |
| Second  |              |              |             |           |           |               | X            |  |                   |                                       |
| Ayes    | X            | X            | X           |           | X         | X             | X            |  |                   |                                       |
| Nays    |              |              |             |           |           |               |              |  |                   |                                       |
| Abstain |              |              |             |           |           |               |              |  |                   |                                       |
|         |              |              |             |           |           |               |              | 5. Administration<br>A. NONE   |                   |                                       |
|         |              |              |             |           |           |               |              | 6. Adjournment   |                   |                                       |
|         |              |              |             |           |           |               |              | The public meeting adjourned at 9:34 p.m. by unanimous consent.                                |                   |                                       |
|         |              |              |             |           |           |               |              |  |                   | Reg. Board<br>Mtg. Minutes<br>Page 13 |

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

**MEMBERS**

|         |   |   |   |   |   |   | Special Meeting<br>Board of Trustees  |                   |
|---------|---|---|---|---|---|---|---|-------------------|
|         |   |   |   |   |   |   | Monday, June 26, 2006<br>Canutillo ISD Administration Office<br>7965 Arcraft – El Paso, Texas   |                   |
|         |   |   |   |   |   |   | <b>Item:</b>  | <b>Reference:</b> |
| Present | X | X | X | X | X | X | <p>1. General Functions</p> <p style="padding-left: 20px;">A. Call to Order at 6:12 p.m.</p> <p style="padding-left: 20px;">B. Roll Call (Mr. Lerma was absent and Mr. Rodriguez arrived at 6:32 p.m.)</p> <p>Mr. Coronado requested that the record reflect that Mr. Lerma was working and Mr. Rodriguez would be a little late.</p> <p style="padding-left: 20px;">C. Consent Agenda</p> <p style="padding-left: 40px;">1. Creation of Positions</p> <p style="padding-left: 80px;">a. 1 English Teaching Position - CHS</p> <p style="padding-left: 80px;">b. 2 Math Teaching Positions - CHS</p> <p style="padding-left: 80px;">c. 1 Learning Center Science Teaching Position - CHS</p> <p style="padding-left: 80px;">d. 2 Science Teaching Positions - CHS</p> <p style="padding-left: 80px;">e. 2 Special Education Teaching Positions – CHS</p> <p style="padding-left: 80px;">f. 1 Third Grade Bilingual Teaching Position - JDE</p> <p style="padding-left: 80px;">g. 1 Fifth Grade Bilingual Teaching Position - JDE</p> <p style="padding-left: 80px;">h. 1 Office Clerk Position - Food Service Dept.</p> <p style="padding-left: 80px;">i. 1 Test Kitchen Assistant Manager - Food Service Dept.</p> <p style="padding-left: 40px;">2. Reclassification of Positions</p> <p style="padding-left: 80px;">a. Completion Facilitator to Completion Coordinator - Student Support Division</p> <p style="padding-left: 80px;">b. Day Care Manager to Supplemental Services Supervisor - Student Support Division</p> |                   |







TO: Board Presidents and Superintendents, TASB Region 19, Position B  
FROM: Robert Sepulveda, Nominations Committee Chair  
DATE: May 15, 2006  
SUBJECT: TASB Director Expiring Term of Roberto Garcia

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As prescribed by the Bylaws of the Texas Association of School Boards, this is to serve as written notice that the term of Roberto Garcia, your representative on the TASB Board of Directors from TASB Region 19, Position B, will expire this year at the close of the 2006 Convention. **Mr. Garcia has indicated an intent to seek reelection.** Your district is invited to submit a nominee for this position on the TASB Board or your district may support the current Director.

The Nominations Committee will meet in Austin sometime between late August and early September of 2006, to interview nominated individuals and prepare a slate of nominees to present to the Delegate Assembly. Candidates will be notified of the time for the interviews. Expenses incurred for the interview will be the responsibility of the local school district.

The TASB Board of Directors is charged with carrying out the policies established by the Delegate Assembly of the Association. The individual Director is expected to attend four meetings of the Board each year with one of the meetings being at the same time as the annual state convention in the fall. In addition, the Director will be asked to serve on a standing committee that will meet on a need basis, normally in conjunction with a Board meeting. The Director should be a capable, experienced school board member who can assist in providing the Association with outstanding leadership. Lodging and transportation expenses incurred by Board members attending regular Spring, Summer, and Winter Board meetings, are reimbursed by the Association, along with transportation and one night's lodging expenses incurred attending the convention Board meeting are reimbursed by the Association.

#### **TO NOMINATE AN INDIVIDUAL FROM YOUR LOCAL SCHOOL BOARD**

**Each nominated individual's local school board (Active member) must submit the following and it must be received in the TASB Austin office no later than JUNE 30, 2006:** (a) the Active member's nomination (blue form), (b) the nominated individual's biographical information, (c) a signed letter from the nominated individual confirming an intention to be a candidate and a willingness to serve, if elected, and (d) candidate questionnaire. The enclosed provides additional information regarding this process. Shortly after receipt of nomination forms, TASB will email to the nominated individual and the superintendent confirmation of receipt of the forms. If an acknowledgment is not received, contact Hershawna Turner at TASB. Nominations that do not meet this deadline cannot be accepted.

#### **TO ENDORSE A NOMINATED INDIVIDUAL FROM A BOARD WITHIN YOUR TASB REGION**

From July 3 to August 29, Active member school boards may endorse a nominated individual (tan form) from their TASB Region who has complied with the requirements stated in the above paragraph. (If you have nominated one of your local board members, that nomination will be counted as your endorsement as well.) If at least 25 percent and less than a majority of the Active members from the nominated individual's TASB region endorse the same individual, that individual will be included on the official ballot. If a majority of the Active members in a TASB Region endorse the same nominated individual, that individual will be elected to the TASB Board and will take office after the final session of the convention in the year elected [TASB Bylaws Art. VI, Section 1(B)(3)(b)]. On July 3, a list of all candidates running for a position will be posted to the TASB Web Site.

Pursuant to the bylaws, board action to endorse a candidate must be taken after July 3 (unless your district has submitted a nomination for a member of your local board. The nomination will be counted as one of the endorsements). To endorse a nominated individual, complete the enclosed tan form and return to the TASB office. This form must be received in the TASB Austin office no earlier than JULY 3 or no later than AUGUST 29, 2006 (see enclosed for additional information regarding this process).

If you have questions or need further information, please contact Hershawna Turner at TASB 1-800-580-8272, ext. 6365 or 512-467-0222, ext. 6365; or by e-mail at [hershawna.turner@tasb.org](mailto:hershawna.turner@tasb.org). We appreciate your participation in this nomination process.

Enclosures

## 2006 TASB Board of Directors Candidates

| CANDIDATE                                  | NOMINATION RECEIVED | BIO RECEIVED | WILLING TO SERVE LTR RECEIVED | CANDIDATE QUESTION RECEIVED |
|--|---------------------|--------------|-------------------------------|-----------------------------|
| 1A Gloria Casas, La Feria ISD              | 6/29                | 6/29         | 6/29                          | 6/29                        |
| 2 Teresa Flores, Ingleside ISD             | 6/29                | 6/29         | 6/29                          | 6/29                        |
| 2 Mauro Garcia, Brooks County ISD          | 6/29                | 6/29         | 6/29                          | 6/29                        |
| 3 Cara Herlin, Palacios ISD                | 6/28                | 6/28         | 6/28                          | 6/28                        |
| 3 Richard Mollicone, Goliad ISD            | 6/20                | 6/20         | 6/20                          | 6/20                        |
| 3 Pamela Stehle, Nordheim ISD              | 6/19                | 6/21         | 6/21                          | 6/21                        |
| 4A Renard Thomas, Angleton ISD             | 6/26                | 6/26         | 6/26                          | 6/26                        |
| 4A Jack Christiana, Lamar Consolidated ISD | 6/30                | 6/30         | 6/30                          | 6/30                        |
| 4C Sarah Winkler, Alief ISD                | 6/01                | 6/01         | 6/01                          | 6/01                        |
| 4F* Lida Woodul, Cypress-Fairbanks ISD     | 6/26                | 6/26         | 6/26                          | 6/26                        |
| 4G* Cynthia Knox, Fort Bend ISD            | 6/23                | 6/23         | 6/23                          | 6/23                        |
| 5 Wayne Sonnier, Vidor ISD                 | 6/14                | 6/14         | 6/14                          | 6/14                        |
| 7 Andra Self, Lufkin ISD                   | 6/29                | 6/29         | 6/29                          | 6/29                        |
| 7 Michael Evans, Hudson ISD                | 6/29                | 6/29         | 6/29                          | 6/29                        |
| 7 Mrs. Charles Wilson, Marshall ISD        | 6/20                | 6/20         | 6/20                          | 6/20                        |
| 9 Kevin Young, Vernon ISD                  | 6/29                | 6/29         | 6/29                          | 6/29                        |
| 9 Leeton Phillips, Saint Jo ISD            | 6/30                | 6/30         | 6/30                          | 6/30                        |
| 9 David Ickert, Olney ISD                  | 6/28                | 6/28         | 6/28                          | 6/28                        |

|  |      |      |      |      |
|--|------|------|------|------|
| 10A Keith Foisey, Kemp ISD                     | 6/23 | 6/23 | 6/23 | 6/23 |
| 10A Richard Hickman, Lovejoy ISD               | 6/27 | 6/27 | 6/27 | 6/27 |
| 10A Karen Ellis, Richardson ISD                | 6/29 | 6/29 | 6/29 | 6/29 |
| 10A Chip Langston, Kaufman ISD                 | 6/30 | 6/30 | 6/30 | 6/30 |
| 10A Pete Bibby, Ennis ISD                      | 6/29 | 6/29 | 6/29 | 6/29 |
| 11A Jesse Rodriguez, Grapevine-Colleyville ISD | 6/27 | 6/27 | 6/27 | 6/27 |
| 11A Charles Stafford, Denton ISD               | 6/30 | 6/30 | 6/30 | 6/30 |
| 11A Ann Calahan, Stephenville ISD              | 6/05 | 6/05 | 6/05 | 6/05 |
| 11D Faye Beaulieu, Hurst-Euless-Bedford ISD    | 6/09 | 6/26 | 6/26 | 6/26 |
| 12 Tamra Walthall, La Vega ISD                 | 6/13 | 6/13 | 6/13 | 6/13 |
| 12 Patrick Atkins, Waco ISD                    | 6/30 | 6/30 | 6/30 | 6/30 |
| 12 Tom Sutton, Groesbeck ISD                   | 6/29 | 6/29 | 6/29 | 6/29 |
| 13C Joan Caskey, Florence ISD                  | 6/30 | 6/30 | 6/30 | 6/30 |
| 13C Mike Sagebiel, Fredericksburg ISD          | 6/29 | 6/29 | 6/29 | 6/29 |
| 15 Fred Contreras, Grape Creek ISD             | 6/19 | 6/22 | 6/22 | 6/22 |
| 17 Cindy Purdy, Muleshoe ISD                   | 6/26 | 6/26 | 6/26 | 6/26 |
| 18 David Flores, Pecos-Barstow-Toyah ISD       | 6/26 | 6/26 | 6/26 | 6/26 |
| 18 Buster Mills, Fort Davis ISD                | 6/28 | 6/28 | 6/28 | 6/28 |
| ✓ 19B Roberto Garcia, San Elizario ISD         | 6/20 | 6/26 | 6/20 | 6/20 |
| 20E* Edd White, North East ISD                 | 6/23 | 6/29 | 6/29 | 6/29 |

## ENDORSEMENT FORM

Date \_\_\_\_\_

Robert Sepulveda, Chair  
TASB Nominations Committee  
P. O. Box 400  
Austin, Texas 78767-0400

This form to be used to endorse a nominated individual from a BOARD within your TASB Region who has completed the June 30, 2006 requirements.

**Endorsements will only be accepted if acted on from JULY 3 to AUGUST 29. Must be received in the TASB Austin office on or before AUGUST 29, 2006.**

Dear Dr. Sepulveda:

Our school board endorses the candidacy of the following individual nominated to fill a position on the TASB Board of Directors.

### CANDIDATE INFORMATION

NAME: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, TEXAS ZIP \_\_\_\_\_

This endorsement was approved by our school district's board of trustees at a duly called meeting on

\_\_\_\_\_  
(Date)

Sincerely,

\_\_\_\_\_  
(BOARD PRESIDENT)

NAME: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, TEXAS ZIP \_\_\_\_\_

**Must be received in the TASB Austin office on or before AUGUST 29, 2006**

**RETURN TO:  
TASB, Attn: Management Services  
P.O. Box 400, Austin, Texas 78767-0400  
or FAX (512) 467-3554**

**CANUTILLO ISD  
BOARD OF TRUSTEES  
ANTICIPATED AGENDA ITEMS  
2005-2006**

**STANDARD AGENDA ITEMS** 

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|                                       |  |
|---------------------------------------|--|
| Minutes                               | Financial Statements                   |
| District Recognition/<br>Appreciation | School Enrollment/Attendance<br>Report |
| Budget Amendments                     | Board Committee Reports                |
| Thirty Minute Open Forum              | Closed Session                         |
| Superintendent's Report               |  |

**JULY** 

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Action Items

Presentation and Approval of Salary & Stipends Schedules  
Election of TASB Delegate

Other Items

Interim (Mid-Year) Superintendent Evaluation  
Budget Workshop  
Presentation of Preliminary Budget (Operating Fund)  
Additional State Assessment Reports (RPTE and SDAA)

Important Dates

Independence Day (July 4)

Events

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



# Canutillo Independent School District

7710 Cap Carter Road  
Canutillo, TX 79835

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

**Yusuf E. Farran, P.E., R.S.**  
Executive Director  
Facilities and Transportation

(915) 877-7712  
FAX (915) 877-7740  
yfarran@canutillo-isd.org

## Facilities & Finance Committee Meeting Minutes June 21, 2006

**Location:** Administration Building  
**Time:** 6:12 pm- 9:54 pm

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

**Others Present:** Dr. Pam Padilla, Yvonne Sanchez, Sergio Coronado, Pauline Dow, Tony Reza, Yusuf Farran, Larry Baskind, Jorge Mora, Helen Munoz, Charley Hecker, Dr. Monica Reyes-Garcia, Leroy Romero, Annette Brigham, Jeffery Wright, Jorge Loya

**The meeting was called to order at 6:12 p.m.**  
Mr. Rodriguez called the meeting to order.

### 4.0 Business and Finance

- A. **Report on school sites:** The committee adjourned into closed session from 6:14 through 6:45 under the authority of Texas Open Meetings Act, Texas Government Code Section 551-071 and 551-072. Mr. Baskind requested authority from the committee to begin negotiations to acquire the site for the new elementary school and to begin negotiations with adjoining land owners for a development agreement to jointly develop water, sewer lines and a bridge to serve the site. This item was recommended by committee members.
- B. **Round table discussion on elementary school construction:** Jorge Mora and Helen Munoz of Mijares Mora Architects showed the committee a power point presentation regarding the development of the new elementary school plans. David Venegas of VEMAC gave his update and views regarding the new elementary school project. Mr. Mora, Dr. Padilla, Mr. Farran, David Venegas, and Mr. Baskind answered questions and addressed concerns that board members had on the topic of the present design of the new elementary school. In regards to the number of days it would take to build the new school, Mr. Farran stated for the record; "Mr. Frieze you said 350 (days), its 305. If we start October 2<sup>nd</sup> the goal is to complete that by August, 2, 2007 so it's 305 days." The committee made no formal recommendation on this item.
- C. **Roundtable discussion on middle schools renovation projects:** Mr. Wright and Mr. Loya of Wright and Dalbin gave a power point presentation on the plans for the library addition to Alderete Middle School. David Venegas of VEMAC commented on the building location. Mr. Wright answered questions posed to him by the administration and the board members regarding the building plans. Mr.

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Farran made an observation regarding the cost of building the addition. Mr. Baskind reminded everyone that once the construction manager at risk gets the guaranteed maximum price, it needs to be taken back to the full board for approval. Monica Reyes-Garcia gave the board a review of the several renovation projects at the Canutillo Middle School. Dr. Reyes-Garcia wanted to recognize CMS custodians because of the good work they have done. Mr. Farran and Mr. Reza answered questions asked by the board members. Dr. Reyes-Garcia invited the board to do a walk through at CMS. Annette Brigham voiced her concerns on the status of the middle schools. The funding for the different projects was outlined by Mr. Reza and Mr. Farran. Mr. Frieze voiced his concerns regarding the exterior condition of the Canutillo Middle School. The committee made no formal recommendation on this item.

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

**Adjournment:** Motion to adjourn by unanimous consensus.

**Meeting adjourned at 9:54 p.m.**



# Canutillo Independent School District

7710 Cap Carter Road  
Canutillo, TX 79835

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

**Yusuf E. Farran, P.E., R.S.**  
Executive Director  
Facilities and Transportation

(915) 877-7712  
FAX (915) 877-7740  
yfarran@canutillo-isd.org

## Facilities & Finance Committee Meeting Minutes June 28, 2006

**Location:** Canutillo Middle School and Alderete Middle School  
**Time:** 4:15 pm- 6:45 pm

**Board Committee Members Present:** Mr. Rodriguez, Mr. Arellano and Mr. Fietze

**Others Present:** Dr. Pam Padilla, Yvonne Sanchez, Sergio Coronado, Tony Reza,, Yusuf Farran, Dr. Monica Reyes-Garcia, Annette Brigham, Armando De Anda

**The meeting was called to order at 4:15 p.m.**  
Mr. Rodriguez called the meeting to order.

### 4.0 Business and Finance

- A. Conduct walk through of Canutillo Middle School and Alderete Middle School:**  
sites: Mr. Rodriguez called the meeting to order at 4:15 and then the group proceeded to take a tour of the Alderete Middle School campus and the Canutillo Middle School campus. Dr. Monica Reyes-Garcia stated that she will prepare a wish list for the Canutillo Middle School campus that will be presented to the board at a later date.

**Adjournment:** Motion to adjourn by unanimous consensus.

**Meeting adjourned at 6:45 p.m.**



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, TX 79932

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

**Renée Rios O'Donnell**  
Exec. Dir., Human Resources

(915) 877-7400  
FAX (915) 877-7407  
rodonnell@canutillo.k12.tx.us

## PERSONNEL COMMITTEE MEETING MINUTES June 20, 2006

**Location:** Administration Building  
**Time:** 8:47 p.m. – 9:57 p.m.

**Board Committee Members Present:** Mr. Arellano, Mr. Fietze, Mr. Rodriguez, Mr. Reyes, Mr. Coronado, and Mrs. Sanchez

**Board Committee Members not Present:** Mr. Lerma

**Others Present:** Dr. Pam Padilla, Renée O'Donnell, Pauline Dow, Tony Reza, Max Padilla, Margarita Armendariz, Adele Balesh, Rosario Olivera, Yusuf Farran, Jose Villarreal, Lilia P. Maldonado, Isabel M. Escobar, and Carmen Castañeda

The meeting was called to order at 8:47 p.m.

### 3.0 Personnel

#### A. Creation of Positions

- 1 English Teacher – CHS
- 2 Math Teachers – CHS
- 1 Learning Center Science Teacher – CHS
- 2 Science Teachers – CHS
- 2 Special Education Teachers – CHS
- 1 Third Grade Bilingual Teacher – JDE
- 1 Fifth Grade Bilingual Teacher – JDE
- 1 Office Clerk Position – Food Service Department
- 1 Test Kitchen Assistant Manager – Food Service Department

Mr. Arellano stated that there are 9 new positions recommended for creation. Mr. Arellano requested that Mrs. O'Donnell briefly explain why these positions are being created. Mrs. O'Donnell stated that positions 1-5 are being added to the High School primarily because there is a schedule change and they want to allow the teachers to be afforded a planning period every day, which will further allow administration to meet with them to plan the improvement of the academic program. Items 6 and 7 are additional positions for Jose Damian who is experiencing continued growth even though the sixth grade has been moved to the middle school. Items 8 and 9 have to do with the food service department. We need to add a clerk to the director because of the increasing population. The increased traffic at the test kitchen requires additional help as well as an additional Assistant Manager at the test kitchen at Central Office. Mr. Arellano

requested that all positions be recommended at once. All nine positions will be recommended to the board at one time. Mrs. O'Donnell requested that the teaching positions be allowed to be posted and possibly hired prior to the board meeting as they are critical and need to be hired before June 30. The committee approved this request.

#### **B. Reclassification of Positions**

1. Completion Facilitator to Completion Coordinator – Student Support Division
2. Daycare Manager to Supplemental Services Supervisor – Student Support Division.

Mrs. O'Donnell addressed the committee regarding the reclassification of the Completion Facilitator position in the Student Support Division. She explained that this person would be working with the Daycare Manager which is now being requested to be reclassified to Daycare Supervisor. This allows the Completion Coordinator to work with the whole system from pregnant teens, childcare, and the education of mothers and possibly fathers that may be homebound. This would be a shift in the reengineering of this at-risk group. Mr. Frieze questioned whether pay would remain the same for these two individuals. Mrs. O'Donnell responded that the current Completion Facilitator would receive an increase when moved to Completion Coordinator from an AP pay grade 2 to an AP Pay grade 3, and that the Daycare Manager would increase from the Clerical/Paraprofessional classification to the Administrative/Professional category as a pay grade 1. It requires a college degree. Motion recommended to the board

#### **C. Redirection of Positions**

1. Early Childhood Caregiver to Lead Early Childhood Caregiver – Student Support Division
2. Two Maintenance/Grounds positions to one Licensed Electrician – Facilities and Transportation Division
3. One Maintenance/Grounds position to one certified Geo-thermal HVAC Specialist – Facilities Transportation Division.

Mrs. O'Donnell explained that these position requests for redirection currently have vacancies and no individual would be impacted by the change at the present time. This is a reallocation of the position. The resources earmarked to fill these positions would be reallocated to fill the new positions. The early childhood caregiver to lead position is coordinated with the completion coordinator because the person who is now going to be the supervisor and who works with the teen parents was the daycare manager. This person will now be out in the field more and will not be supervising these people. Therefore, we need an early childhood caregiver to replace her. This person will be available when the supervisor is not available. This will move from Clerical/Paraprofessional pay grade 2 to Clerical/Paraprofessional pay grade 3. This position is recommended to the full board.

Mr. Farran currently has two maintenance grounds positions vacant, and he would like to collapse these positions and create a licensed electrician in a pay grade 7 in the Manual Trades family. Mr. Frieze stated his concern was that the district would be eliminating three positions to create two specialized positions, and the eliminated positions would leave the Maintenance and Transportation Division short staffed. Mr. Farran responded that there are five people assigned to the grounds keeping

function, and that there are currently five vacancies. Out of the five vacancies, Mr. Farran's goal is to fill two of the grounds positions as grounds/general maintenance workers. That would create a total of seven people assigned to the grounds and general maintenance function. Mr. Farran indicated that the district only has one geo-thermal person. If this person is ill or out on vacation, there is no one to oversee the geo-thermal equipment that cost the district over \$3.5 million dollars. Therefore, there is a need to take a general maintenance worker position and convert it to an HVAC position. Mr. Farran further stated that regarding the electrician, the District never has had a licensed electrician. He stated there is a safety issue regarding OSHA regulations that we need to abide by, and there is a daily need for these services. Currently the district has an electrical contractor that works for the district. The previous policy of having custodians work on AC and EC units has been changed to have the general maintenance workers take care of this. This supports the need for another HVAC specialist.

The committee chair expressed a concern with eliminating positions to create new positions without filling the current vacancies. Mr. Reyes expressed his ongoing concern regarding the elimination of the three positions in order to generate funds for the two new positions. These positions are not being recommended to the full board; however, Mr. Arellano requested that this item be placed on the regular agenda for vote. These two requests will be separated— one to hire the two new requested positions and a separate item to determine whether or not to eliminate the three positions that would be used to create the other two positions. Mr. Reyes also requested that Mr. Farran have his coordinator present at the next board meeting in order to explain whether the department is currently adequately staffed with the current work load.

**D. Change of Work Calendar (information item only)**

Change of Work Calendar – The Food Service Director will be moving from a 221 calendar to a 226 calendar, and the Lead High School Counselor will be moving from a 202 calendar to a 217 work calendar.

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

**Adjournment:** Motion to adjourn by unanimous consensus.

**Meeting adjourned at 9:57 p.m.**



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, TX 79932

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

Pauline Dow  
Associate Superintendent  
[pdow@canutillo-isd.org](mailto:pdow@canutillo-isd.org)

TEL: (915) 877-7438  
FAX: (915) 877-7437

## Policy Committee Meeting Minutes June 20, 2006

**Location:** Administration Building  
**Time:** 6:09 p.m. – 8:45 p.m.

**Board Committee Members Present:** Mrs. Yvonne Sanchez and Mr. Rafael Reyes

**Others Present:** Dr. Padilla, Renee O'Donnell, Adele Balesh, Priscilla Carrasco, Pauline Dow, Rosario Olivera, Carl Frieze, Armando Rodriguez, Sergio Coronado, Tony Reza, Yusuf Farran, Pauline Dow, Marta Strobach, Lilia Martinez, Max Padilla, Mary Alice Rios, Margarita Armendariz, Rafael Reyes, Joe Villarreal, Lilia Maldonado, Isabel Escobar and Carmen Castaneda.

**The meeting was called to order at 6:09 p.m.**

### 5 Administration

- A. Discussion/Review of TASB Update 77 and possible recommendation to the Board:** Ms. Pauline Dow addressed the committee members. She presented the committee members for the first time one update 77 which was issued November 29, 2005, and it is really a mixed bag and it includes lots of topics. Ms. Dow touched on about a dozen of these that she thinks have relevance to our district and discussed some of them for point of information. Ms. Dow went over 12 policies, 8 being local policies, and 4 legal policies. BBD Legal board members training and orientation this is a revised policy a change in the existing policy. With Senate Bill 286 board members are now required to complete training on the Texas Meetings Open Act and the Texas Public Information Act. The recommendation was the board delegate training on open meetings to the superintendent. BBD local is board members training and orientation which is in the same section as local policy. Administration is recommending they adopt this as presented in update 77. BBFA Legal this is also revised policy so we are just changing what was there before they just added another layer to that conflict of interest disclosures for board members and superintendent and now they have added vendors as well. The use of this new disclosure was required as of January, 2006. BDF Legal this is board internal organization citizen advisory committee this is also revised policy senate bill 42 expanded health related information the district's previously required to make available for public inspection and newly requires the district publish this information in the student handbook and on the district web site. This is non negotiable just a point of information. CPC local office management records management this is also revised policy. Legislative action over the years has expanded the vocabulary of records management to include 4 specific rolls. Administration is recommending we adopt these as presented in update 77 and the recommendation is to adopt. DAB local employment objectives, objective criteria for personnel decision this is also a revised policy. Again Administration is recommending we adopt as presented in update 77 and the recommendation is to adopt. DBA local employment requirements and restrictions credentials and records this is also a revised

policy building on what is already there. Administration is recommending we adopt as presented in update 77 and the recommendation is to adopt. DBD local employment requirement and restrictions conflict of interest this is also revised policy. Administration is recommending we adopt as presented in update 77 and the additional decision for the board to make is does the board want to extend House Bill 914 standard to employees other than the superintendent. Recommendation is to adopt with the extension for the superintendent, associate superintendent and executive directors. DFE local termination of contract resignation this is also a revised policy. Administration is recommending we adopt as presented in update 77 and the recommendation is to adopt. EEH local this is instructional arrangements home bound instruction this is a brand new policy. TEA states to qualify for funding for home bound instruction the school district must have a policy in procedures approved by the local school board for implementation of general education home bound program. Administration is recommending we adopt as presented in update 77 and the recommendation is to adopt. EFAA local this is instructional material selection and adoption, textbook selection and adoption. This policy needed a little bit of light editing to remove what is considered and unnecessary limiting of provision. Recommendation is to adopt as presented and the recommendation is to adopt. FFA legal student welfare wellness and health services this again is a revised policy the new federal wellness mandate. Administration is recommending we adopt as presented in update 77 and the recommendation is to adopt. The committee made the recommendation update 77 and any modifications is might need.

- B. Discussion regarding FFA (Local) Student Welfare: Wellness and health Services and possible recommendation to the Board:** Ms. Dow introduced Adele Balesh and Rosario Olivera to address this agenda item. Ms. Olivera addressed the committee members on her finding on suggestions made at the SHACK committee meetings. Mrs. Balesh spoke about how in the last few years they have been revising and revamping their cooking methods and foods specifications namely lowering fats, sugar and salt and an increase of choices the child nutrition. The committee members asked Ms. Olivera and Ms. Balesh questions on this agenda item they responded to their questions. Committee members made a few suggestions that could offer support and help to our students. Ms. Armendariz spoke about Que Sabrosa Vida and the highlight of the program is to teach parents how to cook with what they have in a healthy way. The committee will recommend this agenda item.
- C. Discussion regarding district's policies on purchasing ceiling of \$25,000 and possible recommendation to the Board:** Ms. Dow and Mr. Reza passed out a handout on the ceiling on the district's policy. Administration is recommending because we have been able to benefit significantly in a fast growth situation from this \$25,000 ceiling that we maintain this authority at this time. Ms. Dow and Mr. Reza explained what all the other school districts are doing in aspect to purchasing ceiling. The committee members asked questions and discussed this agenda item. The authority as in local policy stands.
- D. Discussion regarding policies pertaining to selection of top ten senior and possible recommendation to the Board:** Ms. Dow passed out a handout to the committee members. This handout is to provide a little bit of context and talk about what EIC legal requires and what our current policy requires. Then we ultimately recommend that we began thinking of a revised policy to the EIC local. Ms. Dow explained to the committee members the class ranking, top ten percent early graduation, and how our graduates are honored and recognized. Ms. Dow explained this handout was just a draft of policy EIC local. The committee members asked questions and discussed concerns on this issue. Ms. Dow and Dr. Padilla addressed all their questions and concerns. Mrs. Sanchez invited the community to join in discussion during this agenda item instead of waiting till the end of the meeting. Mrs. Lilia Maldonado asked to speak to the committee members, she stated that is was not fair that a student coming in from out of town in April and be among the top ten percent and knock off someone who have attended school here all their lives. Mrs. Maldonado went over the proposed EIC local and discussed and

questioned wording of proposed policy. Mrs. Maldonado is unhappy that they want to get rid of the top ten and she feels that these students are not being recognized, she feels they need to clarify the policy. They also need to clarify when the GPA will end. Her recommendation is if they are leaving the top ten seniors then the enrollment clause you have Valedictorian and Salutatorian should apply to those ten seniors they should be here at least 3 semesters prior to graduation if you are going to delete that completely and leave at top 10 percent then she recommends she they recognize the top 10 percent like the policy states. Dr. Padilla explained another option and she told them what El Paso uses. Mr. Joe Villarreal addressed the committee member. Made a couple of comments one being he is glad Mr. Arellano gave the public an opportunity to join in with discussion during the agenda item instead of waiting till the end. The first items he addressed is the policy that mandates 30 minutes of exercise for students. He feels calisthenics there is a regimented program nothing structured. They need to have a monitored regimented program an entire package and have the proper supervision to make sure it is being implemented. He also recommended they try to keep the meetings focused and short. He also asked what are the policies if the sanctions are not followed, what are the penalties to policy violations? Mrs. Dow addressed this question and told him they will be addressing this. Dr. Padilla also added that this over site will be corrected and taken care of. Dr. Padilla will rewrite this policy make it very clear what they have changed and bring it back to the board.

- E. Discussion regarding DEC (Local) Insurance and Annuities Management: Workers' Compensation and possible recommendation to the Board:** Mrs. Dow handed the committee the administration recommendation for a change on DEC local and what they would like to do is make a change that would essentially state that an employee absence because of a job related injury or illness will be assigned to family and medical leave if applicable and employee eligible for workers compensation benefits and not on assault leave will indicate if he chooses to use worker compensation or use pay leave. Mr. Reza explained in detail what this means to the employee. Administration is recommendation they revise this policy and TASB is recommending the change. The committee members made the recommended to revise the DEC local policy.
- F. Comments/Input from Community Members on items discussed by Personnel Committee:** There were no comments or input from community members during this agenda item the comments and input were addressed during the regular agenda items.

**Adjournment:** Motion to adjourn by unanimous consensus

**Meeting adjourned at 8:45 p.m.**

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

Agenda Item: \_\_\_\_\_

Date: July 11, 2006

Subject: Business Services Department

Presented By: Tony Reza

Consent Agenda:  X

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ACTION

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1. BACKGROUND INFORMATION:

The enclosed budget amendment is to increase revenue amounts and to increase budget in function 41 for the superintendent's salary and to increase budgets in function 51 for electric, water and gas to pay for services through August 31, 2006.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the requested budget amendment.

3. ACTION REQUESTED:

The Board of Trustees approves the requested budget amendment.

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

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



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

**FUNDING SOURCE:**

Additional revenues from the increases in tax collections as well interest earnings.

**IF GRANT, PLEASE PROVIDE THE FOLLOWING:**

-GRANT AWARD:

-GRANT PERIOD:

-GRANT OBJECTIVES:

-GRANTING AGENCY:

**PURPOSE OF THE AMENDMENT:**

This amendment will increase the expenditure accounts for the utilities account as well as the Superintendent's salary account. The new high school requires a large amount of electricity as well as water for the practice fields and softball and baseball fields. This amendment will allow the district to increase the budget without transferring funds from other line items.

The retirement of Mr. Hart required a retirement payment that was charged to the Superintendent's salary account. This amendment will allow the district to increase the budget to finish the school year.

**HOW WILL THIS IMPACT EDUCATION:**

This item will provide funding for the utilities of the district which will provide a safe and comfortable environment for the students.

**WHAT DISTRICT OR CAMPUS GOALS WILL BE MET WITH THIS AMENDMENT:**

District goals pertaining to education funding and facilities will be met.

TO: Dr. Pam Padilla

THROUGH: Tony Reza, Comptroller


FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Business Services

DATE: July 5, 2006

| BUDGET CODE                                 | CURRENT BUDGET | CHANGE     | AMENDED BUDGET |
|---|----------------|------------|----------------|
| 199.00.5711.00.000.6.00 Taxes, Current Year | 10,452,870     | 34,000.00  | 10,486,870.00  |
| 199.00.5712.00.000.6.00 Taxes Prior Year    | 250,000.00     | 275,000.00 | 525,000.00     |
| 199.00.5719.00.000.6.00 Penalties/Interest  | 80,000.00      | 51,000.00  | 131,000.00     |
| 199.00.5742.00.000.6.00 Investment Earnings | 150,000.00     | 38,000.00  | 188,000.00     |
| 199.41.6119.00.701.6.99 Salary              | 171,616.00     | 45,836.00  | 217,452.00     |
| 199.51.6256.00.999.6.99 Electric            | 591,586.00     | 231,500.00 | 823,086.00     |
| 199.51.6258.00.999.6.99 Water               | 133,267.00     | 92,364.00  | 225,631.00     |
| 199.51.6259.00.999.6.99 Gas                 | 100,773.00     | 28,300.00  | 129,073.00     |

REASON FOR BUDGET AMENDMENT REQUEST: To increase revenue amounts and reallocate funds to function 41 for Superintendent's salary and to function 51 to increase budgets for electric, water and gas through August 31, 2006.

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Executive Director Business Services

7-6-06  
Date

7/6/06  
Date

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

Agenda Item: \_\_\_\_\_

Date: July 11, 2006

Subject: Business Services Department – BJE #2916

Presented By: Tony Reza

Consent Agenda: X

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ACTION

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1. BACKGROUND INFORMATION:

The enclosed budget amendment is to reallocate funds from function 52 to function 53 for imaging of the computers for CMS and to purchase a server to be used with the TEAMS software package.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the requested budget amendment.

3. ACTION REQUESTED:

The Board of Trustees approves the requested budget amendment.

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

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



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

**FUNDING SOURCE:**

The Operating Fund will be the funding source for this transfer.

**IF GRANT, PLEASE PROVIDE THE FOLLOWING:**

-GRANT AWARD:

-GRANT PERIOD:

-GRANT OBJECTIVES:

-GRANTING AGENCY:

**PURPOSE OF THE AMENDMENT:**

This amendment will provide funds to image the leased computers at Canutillo Middle School. This needs to be completed to prepare them for classroom use. In addition, this transfer will provide a server for the TEAMS software package.

**HOW WILL THIS IMPACT EDUCATION:**

This item will provide funding to prepare classroom computers at CMS for classroom use.

**WHAT DISTRICT OR CAMPUS GOALS WILL BE MET WITH THIS AMENDMENT:**

District goals pertaining to education funding and facilities will be met.

TO: Dr. Pam Padilla

THROUGH: Tony Reza, Comptroller


FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Business Services - BJE # 2916

DATE: July 5, 2006

| BUDGET CODE                                     | CURRENT BUDGET | CHANGE     | AMENDED BUDGET |
|---|----------------|------------|----------------|
| 199.52.6398.97.999.6.99 Fixed Assets-Technology | 13,000         | (9,940.00) | 3,060.00       |
| 199.53.6299.00.728.6.99 Misc Contracted Svcs    | 30,170.00      | 9,940.00   | 40,110.00      |
| 199.52.6142.97.001.6.99 Health Insurance        | 8,609.00       | (8,609.00) | 0.00           |
| 199.52.6143.97.001.6.99 Workers Compensation    | 2,582.00       | (606.00)   | 1,976.00       |
| 199.53.6639.00.728.6.99 Capital Outlay          | 109,452.00     | 9,215.00   | 118,667.00     |

REASON FOR BUDGET AMENDMENT REQUEST: To reallocate funds from function 52 to function 53 for imaging the computers for CMS and to purchase a server to be used with the TEAMS software package.

  
\_\_\_\_\_  
Superintendent

7-6-06  
Date

  
\_\_\_\_\_  
Executive Director Business Services

7/5/06  
Date

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

Agenda Item: \_\_\_\_\_

Date: July 11, 2006

Subject: Construction Budget – Fund 698

Presented By: Tony Reza

Consent Agenda:  X

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ACTION

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1. BACKGROUND INFORMATION:

The enclosed budget amendment is to budget for interest earned on investments for district-wide projects and budget for renovations at CMS and furniture and equipment for CMS and AMS.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the requested budget amendment.

3. ACTION REQUESTED:

The Board of Trustees approves the requested budget amendment.

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

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



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

**FUNDING SOURCE:**

Interest earned from the district-wide bond projects will be the funding source for this item

**IF GRANT, PLEASE PROVIDE THE FOLLOWING:**

-GRANT AWARD:

-GRANT PERIOD:

-GRANT OBJECTIVES:

-GRANTING AGENCY:

**PURPOSE OF THE AMENDMENT:**

This amendment will establish a budget for the furniture and equipment to be purchased for Canutillo Middle School and Alderete Middle School and for further renovations at the old high school.

**HOW WILL THIS IMPACT EDUCATION:**

This item will provide the furniture and equipment needed to open these campuses for the start of the 2006/2007 school year.

**WHAT DISTRICT OR CAMPUS GOALS WILL BE MET WITH THIS AMENDMENT:**

All district goals will be met.

TO: Dr. Pam Padilla

THROUGH: Tony Reza, Comptroller

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Construction Budget - Fund 698

DATE: July 5, 2006

| BUDGET CODE                                  | CURRENT BUDGET | CHANGE    | AMENDED BUDGET |
|--|----------------|-----------|----------------|
| 698.00.5742.00.000.6.00 Investment Earnings  |                | 78,883.00 | 78,883.00      |
| 698.81.6629.04.001.6.99 Renovations -Old CHS |                | 38,005.00 | 38,005.00      |
| 698.81.6639.00.041.6.99 Furniture/Equipment  |                | 20,439.00 | 20,439.00      |
| 698.81.6639.00.042.6.99 Furniture/Equipment  |                | 20,439.00 | 20,439.00      |

REASON FOR BUDGET AMENDMENT REQUEST: To budget for interest earned on funds invested for district-wide projects and to budget for furniture and equipment for CMS and AMS and renovations for CMS.

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Executive Director Business Services

7-6-06  
Date

2/8/06  
Date

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

Agenda Item: \_\_\_\_\_

Date: July 11, 2006

Subject: Food Service Department

Presented By: Tony Reza

Consent Agenda: X

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ACTION

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1. BACKGROUND INFORMATION:

The enclosed budget amendment is to transfer funds from the food service fund balance to increase the budget for utilities and the purchase of additional tables for the high school campus.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the requested budget amendment.

3. ACTION REQUESTED:

The Board of Trustees approves the requested budget amendment.

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

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



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

**FUNDING SOURCE:**

Food Service Fund Balance (Federal Funds)

**IF GRANT, PLEASE PROVIDE THE FOLLOWING:**

-GRANT AWARD:

-GRANT PERIOD:

-GRANT OBJECTIVES:

-GRANTING AGENCY:

**PURPOSE OF THE AMENDMENT:**

This amendment is to provide additional funds for utilities and the purchase of additional tables at the high school campus.

**HOW WILL THIS IMPACT EDUCATION:**

The cafeterias will provide nutritious meals for the students of the Canutillo School District. Studies show that well fed students perform better at school.

**WHAT DISTRICT OR CAMPUS GOALS WILL BE MET WITH THIS AMENDMENT:**

All district goals will be met.

TO: Dr. Pam Padilla, Superintendent

THROUGH: Tony Reza, Comptroller

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Food Service Department

DATE: July 5, 2006

| BUDGET CODE                            | CURRENT BUDGET | CHANGE   | AMENDED BUDGET |
|--|----------------|----------|----------------|
| 101.51.6259.00.909.6.99 Utilities      | 80,795         | 66,000   | 146,795        |
| 101.81.6639.00.909.6.99 Capital Outlay | 688,287        | 18,600   | 706,887        |
| 101.00.8999.00.000.6.00                |                | (84,600) | (84,600)       |
|  |                |          |                |

REASON FOR AMENDMENT REQUEST - This budget amendment is to transfer funds from the food service fund balance to increase budget for utilities and the purchase of additional tables for the high school campus.



Superintendent



Executive Director Business Services

7-6-06

Date

7/6/06

Date

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

Agenda Item: \_\_\_\_\_ Date: July 11, 2006.

Subject: Approval for a district-wide Library Management System (Destiny).

Presented By: Martha Veale Consent Agenda ✓.

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**ACTION**  
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**1. BACKGROUND INFORMATION**

As stated in Education code Section 44.031, Item J, a school district may purchase an item that is available from only one source. Attached is a sole source letter from Follett Software Company. In addition, Board Policy CH (Local), any single-item purchase that costs more than \$25,000 shall require Board approval before a transaction may take place. This request is for approval of district-wide Library Management System (Destiny) from Follett Library Resources that includes the software applications, support and training for all library campus. The proposal outlined in the attached documents with a cost of \$66,318.30 includes software licensing, implementation services, subscription services, data services, and peripherals.

**2. SUPERINTENDENT RECOMMENDATION**

The Superintendent recommends approval of the Follett Library Resources Library Management System (Destiny) in the amount of \$66,318.30, includes software licensing, implementation services, subscription services, data services, and peripherals.

**3. BOARD ACTION REQUESTED**

The Board of Trustees approves of the Follett Library Resources Library Management System (Destiny) in the amount of \$66,318.30, includes software licensing, implementation services, subscription services, data services, and peripherals as recommended by the Superintendent.

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_  
FOR \_\_\_\_\_ AGAINST \_\_\_\_\_



United States & International  
1391 Corporate Drive  
McHenry, Illinois 60050-7041  
(800) 323-3397  
(815) 344-8700  
Fax: (815) 344-8774  
www.fsc.follett.com

Canada  
Box 61013  
511 Maple Grove Drive  
Oakville, ON L6J 6X0  
(800) 323-3397  
Fax: (905) 844-7119  
www.fsc.follett.ca

June 16, 2006

Martha Veale  
Director of Information Technology  
Canutillo Independent School District  
PO Box 100  
Canutillo, TX 79835

Dear Martha Veale:

Thank you for your recent sole source inquiry. The following is a list of proprietary products and services which are solely developed, produced, distributed and supported by Follett Software Company™ (FSC™).

**Software:**

Destiny® Library Manager™ for Districts  
Destiny® Library Manager™ for Site  
Destiny® Textbook Manager™ for Districts  
Destiny® Textbook Manager™ for Site  
Destiny® Media Manager™ for Districts  
Destiny® Media Manager™ for Site  
Circulation Plus®  
Catalog Plus®  
Circulation Plus for Windows™  
Catalog Plus for Windows™  
Additional OPAC for Windows™ or Macintosh®  
Circulation Plus for Macintosh  
Catalog Plus for Macintosh  
Union Catalog Plus™  
Union Catalog Data Exchange  
Z39.50 Server (Z-Force Server™)  
WebCollection Plus™ for Windows™ or Macintosh®  
WebCollection Plus™ for English/Spanish or English/French  
WebCollection Plus™ for Union Catalog

**Subscription Services:**

Alliance Plus™ for Windows™  
Alliance Plus™ Online  
Alliance Plus™ MARC Database Semi-Annual CD-ROM subscription  
Alliance A/V™ MARC Database Online subscription\*  
WebPath Express™ Subscription Service  
One Search Subscription Service  
State Standards Service  
TitlePeek™



United States & International  
1391 Corporate Drive  
McHenry, Illinois 60050-7041  
(800) 323-3397  
(815) 344-8700  
Fax: (815) 344-8774  
www.fsc.follett.com

Canada  
Box 61013  
511 Maple Grove Drive  
Oakville, ON L6J 6X0  
(905) 323-3397  
Fax: (905) 844-7119  
www.fsc.follett.ca

**Follett Services:** MARC Entry Service from shelflist  
Electronic Data Conversions  
Automated Retrospective Conversion (enhancing electronic records)  
Technical Support Services  
Educational Services  
Implementation Services (Networking and System Integration Consultation)  
Reading ProgramService Data Service for Accelerated Reader®  
Reading ProgramService Data Service for Reading Counts!®  
Reading ProgramService Data Service for Lexiles®  
WebPath Express Recon Service

**Misc.:** Barcode Labels for use with FSC Circulation Systems  
MARC Bibliographic Format Guide  
MARC Authority Format Guide  
Pathways to Knowledge: Information Skills Model  
Teaching Electronic Information Skills Guides (K-12)

The following value added products are available exclusively through Follett Corporation.

**Hardware:** Follett Falcon®  
PHD+ Dolphin  
Linear Scanners  
Laser Scanners  
Receipt/Transaction Printer

Thank you for your interest in Follett Software Company. We look forward to assisting you with your library automation process. Please do not hesitate to contact your Automation Consultant, Warren "Woody" Wood at 800.323.3397, extension 7967 to further assist you.

Sincerely,

A handwritten signature in black ink that reads "Warren 'Woody' Wood". The signature is written in a cursive, flowing style.

Warren "Woody" Wood  
Automation Consultant

# DESTINY™

*Resource Management Solution*

June 9, 2006

Follett Software Company (Follett) is pleased to present the enclosed proposal to provide Canutillo Independent School District with the **Destiny™ Library Manager**, a centralized library management solution. This document will outline your Destiny Library Manager Solution, describe options to customize your solution, and provide you with a cost estimate.

School districts today face tremendous challenges balancing improving student achievement, providing enhanced services to support that achievement, and managing tight budgets. While technology offers opportunities to overcome these challenges, it also requires technology staff to support increasingly complex, continually changing software applications. Network staff is stretched more than ever to keep software updated, workstations configured, and end-user software working properly.

Using state-of-the-art, browser-based technology, Destiny Library Manager Solution was built from the ground up specifically to address the needs of K-12 school districts. Destiny Library Manager Solution is a centralized solution that will allow you to recognize new operational efficiencies by bringing all your library collections together. And, the Destiny Library Manager Solution goes beyond software and includes components to ensure a successful implementation.

Our mission at Follett Software Company is to streamline the business of education. We want to help you develop and maintain a positive learning environment for your students and staff and enhance the teaching of information literacy skills throughout the district. Destiny Library Manager Solution will allow us to partner with you to achieve these goals.

The key benefits of Destiny Library Manager Solution for your district:

**Provide equal access to high quality library resources for students, teachers, and educators across the district**

- Destiny Library Manager Solution simplifies student educational research and library management for your staff
- You can enhance instructional resources with Follett's content enrichment subscription services. These make it easy to find reading program books, provide safe web site access, and help your students to search all library and electronic resources with a single tool
- Access Destiny Library Manager Solution from anywhere with a web browser
- Integrated support for resource sharing throughout the district

**100% browser-based, leading edge technology provides fast return on investment and reduces your total cost of ownership**

- Destiny Library Manager Solution is easy to use, install and maintain from a central district location—reducing your technical staff workload
- The solution is highly scalable to expand as your district grows
- Destiny Library Manager Solution offers the potential to reduce hardware costs and reuse old hardware—any computer with a browser works with Destiny
- The technology infrastructure uses widely-supported platforms and open technology standards (centralized relational database system, open database connectivity, basic HTML pages, J2EE architecture)

Backed by the over 130-year old Follett Corporation, Follett Software Company provides library, media and textbook management solutions for over 37,000 K-12 schools. Follett Software's commitment to education focuses on solutions that streamline the business of education, allowing you to focus more time and resources on student achievement.

Thank you for the opportunity to present Destiny Resource Management as the solution that will contribute to the success of your district.

Sincerely,

Warren Wood  
Automation Consultant

## **Solution Overview**

Destiny Resource Management is much more than just software. Your solution will be designed for your districts needs, and may include:

- Software
- Implementation Services
- Subscription Services
- Data Services
- Customized Services
- Peripherals
- Additional Training Services
- Post Implementation Services

## **Software**

Your district-wide license provides all your schools all the library management functionality they need. Specifically included in the solution are the following resource management capabilities:

- Circulation
- Cataloging
- Inventory
- Reports
- Search
- Online Documentation
- Online Help
- Online Access to over 7 million MARC records
- Z39.50 Server
- Z39.50 Client
- Online Public Access Catalog (OPAC)

## **Implementation Services**

As part of your solution, Follett includes a suite of services to ensure a successful implementation of your Destiny Library Manager Solution.

### **Project Management**

Follett will provide project management in accordance with industry standard techniques to ensure the successful delivery of the Destiny Library Manager Solution. The Follett Project Manager is your district's central point of contact during the implementation of the Destiny Library Manager Solution. The Project Manager's role is to coordinate the efforts of the various internal resources to ensure that deadlines and quality are met.

The Project Manager will facilitate project planning tasks with district personnel. The purpose of project planning is to gather all necessary technical information, site demographics, installation information and milestones to ensure the success of the project. The Project Manager will ensure the completion of a project work plan. This plan will outline all project tasks, deliverables, milestones, and assigned responsibilities for Follett and district staff.

Throughout the project, the Project Manager will maintain the project work plan, provide status reports, and be responsible for tracking and management of all project issues. The Project Manager has responsibility for ensuring communication between the implementation team and your district. Follett will utilize conference calls and web-based conferences as needed throughout the project to support communication.

### **Centralized System Integration**

Follett will ensure the Destiny Media Management Solution is optimally integrated into your district's technology infrastructure during the project implementation. The service includes:

- Remote integration of the software components of the Destiny Media Management Solution utilizing Microsoft Terminal Services.
- Loading data into the system that Follett processes.
- Configuration of all Destiny Resource Management servers to support the solution.

### **Centralized Application Training**

This on-site training session is designed to ensure your district has the tools and knowledge necessary to successfully launch the Destiny Library Manager Solution. This hands-on training will focus instruction on software capabilities that allow your staff to implement district policies and user access levels. This training is intended for district decision makers; your district can send up to eight people to this training session. It is designed to be hands-on and each attendee must have a workstation to use during the training sessions.

Attendees of Centralized Application Training will be well-equipped to provide instruction to the Destiny Library Manager Solution end-users in your district. This training model is sometimes referred to as "train-the-trainer." Follett also provides training services that focus on end-user instruction. This additional training service called Site-based Application Training greatly simplifies your project implementation and information can be found in the section "Additional Training Services" found later in this proposal.

### **Centralized Technology Training**

At the time of the Centralized System Integration, the Follett technical specialist will deliver an in-depth technical training for your district technology staff. This training will be conducted after the solution has been integrated into your infrastructure utilizing Microsoft Live Meeting. Your district may have up to five members of your technical staff at this instruction session. Topics for the technology training include the technical architecture of Destiny Media Management Solution, backup/ restore, performance monitoring and tuning, patron updates, etc.



*Resource Management Solution*

### **Subscription Services**

Follett offers an expanding selection of services that maximize the value of your Destiny Library Manager Solution investment for all your users. These enhancements compliment the power of Destiny. These subscription services strengthen the connection between the library and the classroom and extend the library's reach beyond the school walls.

#### **State Standards Subscription**

This on-line subscription service provides access to your state curriculum standards. It allows teachers and library staff to build powerful lesson plans by identifying titles in your district's library collection, as well as over 50,000 high-quality, educator selected web sites, that are aligned with your state standards.

#### **Reading Program Service Subscription – AR/RC**

Reading Program Service – AR/RC is a MARC-record enhancement service that is offered both online, and through custom processing. The service adds reading development information for programs such as Reading Counts! and Accelerated Reader, to the MARC records of a library collection. Updating your library collection with reading program information allows students to search for leveled reading program titles easily and efficiently, allowing more time to read and making your reading program more effective. In addition to enhancing your MARC records, this service also provides several reports to help you manage your collection and maximize its usefulness.

#### **Reading Program Service - Lexile®**

Reading Program Service - Lexile helps strengthen the connection between the classroom and the library by automatically integrating Lexile measures into the collection's bibliographic records, enabling students to quickly and easily search for titles that match their Lexile reading levels. Because the service is online, Destiny can be updated with the most recent reading program information in minutes.

#### **TitlePeek™ District Subscription**

TitlePeek enhances the patron searching experience by providing content enrichment services to titles in the library collection. Content includes cover photos, title profiles, table of contents, brief summaries, author notes, first chapter or excerpts, and published reviews.

# DESTINY™

*Resource Management Solution*

## **WebPath Express™ Subscription**

This is an on-line subscription that directs users who are searching Destiny Library Manager's Catalog to high quality, educator-reviewed web sites. WebPath Express contains over 50,000 websites and 107,000 web links with more updated and added on a regular basis.

## **One Search™ Subscription**

One Search allows your students and staff to search all of your paid and free on-line research databases (such as Proquest, EBSCO or Gale Group) and Destiny with a single search. This allows students to make better use of their research time and improves usage of your research databases.

## **Alliance AV™ District Subscription**

This subscription service provides librarians with to access over 500,000 Audio-Visual MARC 21 bibliographic records over the Internet for original cataloging or enhancing their existing database. Alliance AV™ saves cataloging time and increases collection access points for students and patrons.

## **Data Services**

As you know, accurate and reliable data is critical to the success of the business of education in your district. Follett's extensive experience in the industry has shown us that a successful Destiny Library Manager Solution implementation includes services focused on ensuring the quality of the data that makes up the solution. That's why as part of your solution, Follett includes a suite of services to ensure a successful implementation of your Destiny Library Manager Solution. Additionally, Follett recommends that you consider services to enhance the quality of all of your mission-critical data.

### **Data Analysis**

Follett will conduct a complimentary thorough analysis of your electronic records to ensure an ideal fit into your Destiny Library Manager Solution. Follett will make recommendations to you for data enhancements that will improve the quality of your records.

### **Data Conversion for Existing Follett Automation Systems**

As part of the implementation, Follett will ensure successful migration of your existing electronic records from Follett automation systems into Destiny Resource Manager. Existing Follett customers will find all records and transactions will seamlessly move into Destiny Resource Manager via an easy-to-use data conversion utility. Additionally, Follett has hands-on experience converting electronic records from most existing library automation systems.

## **Data Conversion for non-Follett Automation Systems**

If you have data from existing non-Follett library automation systems, Follett will convert this electronic data to the correct format for use in the Destiny Library Manager Solution. Follett has extensive experience converting data from other vendor automation systems. Follett can also convert data from “in-house” systems such as district developed electronic databases and spreadsheets.

## **MARC21 Data Enhancement and Custom Cleanup**

This service is designed for existing library automation systems. This service provides a benefit to data from all library systems, including those from Follett. The service will attempt to replace any brief MARC21 records in your database with full MARC21 records, as well as enhance the existing full USMARC21 records.

The MARC21 Custom Cleanup service includes standardization or creation of circulation types, subject heading cleanup, resolution of duplicate barcodes, correctly setting indicators, capitalization and punctuation error corrections, as well as general collection cleanup. The cleanup service will also address any special needs for the movement of data within the MARC records to meet AACRII cataloging guidelines.

Enhancements completed through the MARC21 Data Enhancement and Custom Cleanup service will improve the proper merging of titles and preservation of data when records representing multiple collections are loaded into the central database of the Destiny Library Manager Solution.

## **MARC21 Authority Control**

Authority Control enhances your district’s library collection by ensuring increased circulation of the titles. The Authority Service standardizes and updates names, uniform titles, series titles and subject headings in the MARC21 bibliographic records. Additionally, you will receive a database of authority records so cross-references for “SEE” and “SEE ALSO” can be created. Authorization of subject headings significantly improves records for subsequent services, including State Standards and WebPath Express subscription services.

## **MARC21 Manual Data Entry Services**

MARC21 Manual Data Entry services are for customers who do not have electronic data. Electronic MARC records are created from print medium such as shelf list cards from a physical card catalog. All records have local information added including call number, copy number, bar code and price, when available.

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## **Library Data Statistics Conversion**

Follett offers a service to convert the library statistics and transactions from some non-Follett library automation systems. This data includes checkouts, fines, book status, etc. This service would ensure a smooth transition to your Destiny Library Manager Solution without any loss of data. Please contact your Follett representative to inquire about the availability of this service for your specific automation system.

If you are a current Follett customer, you are able to seamlessly convert all of your data to Destiny Library Manager Solution via an easy-to-use data conversion utility. This can be accomplished either on your own or through Follett's Data Services assistance.

## **Customized Services**

Turn your Destiny Library Manager Solution into a customized tool for data-driven decision making.

### **Destiny Custom Reporting Service**

Destiny contains extensive reporting capabilities designed to meet the needs of K12 school districts. For more unique reporting requirements—district, state and federal reports that must conform to advanced specifications—there's an easy and fast solution. Destiny Custom Reporting Service puts the expertise of Follett's database specialists at your command, transforming your library data into strategic decision-making information.

## **Peripherals**

### **Follett Falcon<sup>®</sup> Wireless Scanner and PDA**

The Follett Falcon is a wireless scanner and PDA in one that allows users to access customized Destiny screens from the palm of their hand. The Falcon gives users the ability to perform real-time circulation and inventory tasks from anywhere, anytime. It gives librarians high-performance bar-code scanning with the freedom and flexibility of wireless access.

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*Resource Management Solution*

## **Cisco Aironet® 1100 Wireless Access Point and Wireless Service**

Our high-performance access point offers schools a fast, secure and easy-to-use Wireless Access Point that gives you the ability to establish a wireless LAN to be used with the Follett Falcon. The Cisco 1100 is a professional quality device, making it ideal for the K-12 environment. Follett also provides a Wireless Site Survey option. This is an on-site service that provides schools with a detailed assessment of where to position their wireless access points in order to receive maximum productivity.

## **PHD Dolphin +®**

Scanning tool that enables you to conduct portable inventory or remote circulation of materials.

## **ImageTeam® 3800 Scanner with Hands-Free Stand**

Fast, accurate tool to scan barcode labels to facilitate the checkin/checkout process.

## **Transaction Tracker™**

Receipt printer that provides fast and easy transaction printing. The Transaction Tracker helps librarians increase student accountability by keeping patrons informed of their checkouts and fines.

## **Extended Maintenance Agreement**

Follett's personalized Extended Maintenance Agreements (EMAs) are available on the above scanners and hardware devices when purchased from Follett Software Company. These renewable, one-year agreements (two-year for Transaction Tracker) are economical and provide protection against costly repairs if your unit experiences operational problems after the initial limited warranty period. Unlike standard warranty extensions, Follett EMAs cover every original component, including cables and batteries. A Follett EMA also entitles the customer to a free loaner device if repairs take longer than expected.

## ***Additional Training Services***

### **Site-based End-user Application Training**

Site-based Application Training will provide each librarian in your district with the core skills required to use Destiny Library Manager Solution in a day-to-day fashion. The training is composed of Library Manager content, with training taking place at your facility. Format is hands-on style, with up to 20 attendees per session.

### **Instructor Led Web-Based Training**

Follett's Instructor-Led Web-Based training joins Follett's wide range of training support options, providing cost-effective, interactive sessions incorporating the telephone, Microsoft Live Meeting and live instruction. Participants are able to watch, listen and ask questions, interacting with the instructor as needed. This training provides time-management flexibility for the participant, enabling them to gain the maximum benefit from their Destiny investment.

# DESTINY™

*Resource Management Solution*

## **Post Implementation Support Services**

Your first year of licensing, maintenance and technical support is included in the initial Destiny Library Manager Solution. The following services are included with Annual Support and Maintenance:

### **Annual Licensing and Maintenance**

- Annual licensing
- Software updates during the year
- Online access to over seven million MARC records (additional access to audio-visual MARC records is a separate service – Alliance AV™)

### **District Technical Support**

- Telephone support for Follett-trained technical and product resources
- Follett web site support
- Unlimited Email support
- On-demand web training

## Destiny™ Resource Management Solution Proposal Canutillo Independent School District June 9, 2006

Thank you for your interest in Follett Software Company and our information management solutions.

The following proposal for a centralized library management solution (the "Solution") includes software licensing, training, system installation and project management support, data processing, and ongoing yearly support. This proposal is strictly confidential.

These prices are valid for 90 days from the date above and are subject to change by Follett Software Company. Sales tax, if applicable, is not reflected in this quote.

| <b>Destiny Library Manager Solution</b>   |                             |                    |
|---|-----------------------------|--------------------|
|   | <i>List Price</i>           | \$76,822.10        |
|   | <i>Less Discount Credit</i> | (\$10,503.80)      |
|   | <b>Final Customer Price</b> | <b>\$66,318.30</b> |
| <b>Software License:</b>  |                             |                    |
| <ul style="list-style-type: none"> <li>&gt; Library Manager (for 7 school libraries and 1 district library for e-Books)</li> <li>&gt; Online Documentation and Help</li> <li>&gt; Online Access to over 7 million MARC records</li> </ul>   |                             |                    |
| <b>Implementation Services:</b>   |                             |                    |
| <ul style="list-style-type: none"> <li>&gt; <b>Project Management:</b> includes a central point of contact during the implementation of the Destiny Library Manager Solution.</li> <li>&gt; <b>Centralized System Integration:</b> includes remote installation and configuration of Destiny Resource Management software and initial data load</li> <li>&gt; <b>Technology Training:</b> includes remote Destiny Resource Management technology training for up to five district technology staff members</li> <li>&gt; <b>Centralized Application Training:</b> includes up to three days of training focused on district policy and procedures as well as providing "train-the-trainer" instruction. Up to eight district library staff members can attend.</li> </ul> |                             |                    |
| <b>Subscription Services:</b>   |                             |                    |
| <ul style="list-style-type: none"> <li>&gt; TitlePeek™ District Subscription</li> <li>&gt; Reading Program Service Subscription – AR/RC for seven (7) sites</li> <li>&gt; Reading Program Service District Subscription – Lexile</li> </ul>   |                             |                    |
| <b>Data Services:</b>   |                             |                    |
| <ul style="list-style-type: none"> <li>&gt; MARC21 Data Enhancement and Custom Cleanup for six (6) FSC schools</li> </ul>   |                             |                    |
| <b>Peripherals:</b>   |                             |                    |
| <ul style="list-style-type: none"> <li>&gt; Eight (8) Follett Falcon® Scanners/PDA</li> <li>&gt; Five (5) PHD Dolphin+®</li> <li>&gt; Eight (8) ImageTeam® 3800 Scanners with Hands-Free Stands</li> </ul>  |                             |                    |

# DESTINY

*Resource Management Solution*

| <b>Annual Licensing and Maintenance Costs After Year One</b><br>(starts in Year Two)  |                    |
|---|--------------------|
| <ul style="list-style-type: none"> <li>&gt; <b>Annual licensing</b></li> <li>&gt; <b>Product updates</b></li> <li>&gt; <b>Online access to MARC records</b></li> <li>&gt; <b>District Technical Support includes:</b> <ul style="list-style-type: none"> <li>&gt; Toll free telephone technical support for Follett Trained resources</li> <li>&gt; 24/7 Access to online knowledge base</li> <li>&gt; Unlimited email support</li> <li>&gt; Access to recorded web-based training</li> </ul> </li> </ul> | <b>\$6,000.00</b>  |
| <p><b>Subscription Services:</b></p> <ul style="list-style-type: none"> <li>&gt; TitlePeek™ District Subscription</li> <li>&gt; Reading Program Service Subscription – AR/RC for seven (7) sites</li> <li>&gt; Reading Program Service District Subscription – Lexile</li> </ul>  | <b>\$5,254.00</b>  |
| <b>Annual Licensing and Maintenance Total:</b>  | <b>\$11,254.00</b> |

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

Agenda Item:

Date: July 11, 2006

Subject: Purchase of School Buses

Presented By: Tony Reza and Yusuf Farran

Consent Agenda: X

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ACTION

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1. BACKGROUND INFORMATION:

The Transportation Department has reviewed specifications for the purchase of four school buses. Quotes are being obtained through the Texas Association of School Board Purchasing Program (Buy Board), which meets the Subchapter B, Section 44.031, Item L of the Texas Education Code. This request is to approve the purchase of three 47-passenger school buses and one 72-passenger school bus in the amount of \$266,036.00 from Thomas Bus Gulf Coast.

2. SUPERINTENDENT RECOMMENDATION:

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

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

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

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



June 13, 2006

Prepared especially for

# Canutillo Independent School District

## 2007 Year Model Thomas 311TS 72-passenger School Bus

Meets all minimum specifications required for school buses in the State of Texas for 2006

Base price through Buyboard \$ 58,605.--

Vehicle as bid through the BuyBoard was based on 2005 Texas State specifications  
Standard MBE 904 190HP 4-cylinder diesel engine 2004-EPA Certification

Additional items requested:

- |   |             |
|---|-------------|
| 1. Increase diesel engine to MBE 906 210HP inline 6-cylinder      | \$ 1,796.-- |
| 2. Tinted windows   | \$ 247.--   |
| 3. Drivers seat high back with lumbar and air suspension pedestal | \$ 184.--   |
| 4. White Roof   | \$ 345.--   |
| 5. Rear heater  | \$ 337.--   |
| 6. 126,000BTU Carrier "Free Blow" air conditioner system          | \$ 9,325.-- |
| 7. Drivers defrost fan  | \$ 70.--    |
| 8. Air powered o/o entrance door                                  | \$ 389.--   |
| 9. Cruise control   | \$ 39.--    |
| 10. Telescopic steering column                                    | \$ 32.--    |
| 11. 270 amp high out put @ low RPM for use with AC                | \$ 788.--   |
| 12. Air brake system  | \$ 639.--   |
| 13. Bendix AD-IP air dryer  | \$ 368.--   |
| 14. AM/FM/Cassette radio with PA system                           | \$ 422.--   |
| 15. Vandalocks on entrance and emergency doors                    | \$ 80.--    |
| 16. Passenger seats with seat belt ready frames                   | \$ 264.--   |
| 17. 72 color coded seat belts                                     | \$ 864.--   |

|                                 |                     |
|---------------------------------|---------------------|
| Vehicle Cost                    | \$ 74,794.--        |
| <u>Valued Customer Discount</u> | <u>( 6,322.--)</u>  |
| <b>Total Delivered Price</b>    | <b>\$ 68,472.--</b> |

Delivery: FOB Canutillo ISD Allow apx 180 days

Note: BuyBoard fee is \$800.--per purchase order

Additional Item Information - For - Part Number: 72-Passenger Conv.

| Part # / Vendor                                      | Description   | Qty | Unit Price                         |
|--|---|-----|------------------------------------|
| 72-Passenger Conv.<br>Thomas Bus Gulf Coast GP, Inc. | 72-Passenger Thomas C2 Conventional Style School Bus Body on chassis. <b>Purchase order fee of \$800 will apply and be collected by the dealer.</b> |     | EA \$58,605.00 <a href="#">Add</a> |

**Item Information:**

**Part Number:** 72-Passenger Conv.  
**Reference Number:** 234-05  
**Description:** 72-Passenger Thomas C2 Conventional Style School Bus Body on chassis. **Purchase order fee of \$800 will apply and be collected by the dealer.**  
**Manufacturer:** Various  
**Vendor:** Thomas Bus Gulf Coast GP, Inc.  
**Pkg. Weight:** EA  
**Pkg. Quantity:** N/A  
**Price:** \$58,605.00

**Extended Description:**


Thomas C2 72-Passenger Conventional Style School Bus Body on chassis. **Purchase order fee of \$800 will apply and be collected by the dealer.**

[Back](#)

User Name: SAMGARCIA Agency: COOP Group: Canutillo ISD  
Version: BuyBoard 2000

[ SIGN OFF ]  
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Additional Item Information - For - Part Number: 47-Passenger Conv.

| Part # / Vendor   | Description   | Qty | Unit Price   |
|---|---|-----|--|
| 47-Passenger Conv.<br><u>Thomas Bus Gulf Coast GP, Inc.</u> | 47-Passenger Thomas C2 Conventional Style School Bus Body on chassis. <b>Purchase order fee of \$800 will apply and be collected by the dealer.</b> | —   | EA \$54,310.00  |

**Item Information:**

**Part Number:** 47-Passenger Conv.  
**Reference Number:** 234-05  
**Description:** 47-Passenger Thomas C2 Conventional Style School Bus Body on chassis. **Purchase order fee of \$800 will apply and be collected by the dealer.**  
**Manufacturer:** Various  
**Vendor:** Thomas Bus Gulf Coast GP, Inc.  
**Pkg. Weight:** EA  
**Pkg. Quantity:** N/A  
**Price:** \$54,310.00

**Extended Description:**

Thomas C2 47-Passenger Conventional Style School Bus Body on chassis. **Purchase order fee of \$800 will apply and be collected by the dealer.**



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

Agenda Item:

Date: July 11, 2006

Subject: Athletic and Student Insurance for 2006 – 2007 School Year (RFP #06-12)

Presented By: Tony Reza

Consent Agenda: X

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ACTION

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1. BACKGROUND INFORMATION:

The Finance Department received Request for Proposals on June 21, 2006 for Student and Athletic Insurance Coverage. The proposals were evaluation by the Purchasing Agent and CHS Athletic Trainer. It is their recommendation that *Texas Monarch Management* be awarded the contract to provide Blanket Coverage and Catastrophic coverage for all UIL students in grades 7<sup>th</sup> through 12<sup>th</sup> in the amount of \$25,426. This is a one year contract with a three-year renewal option. In addition, Texas Monarch Management will offer voluntary coverage for 24 hours, at school and dental coverage.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the Student and Athletic Insurance Coverage policy for the 2006 – 2007 school year.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

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

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

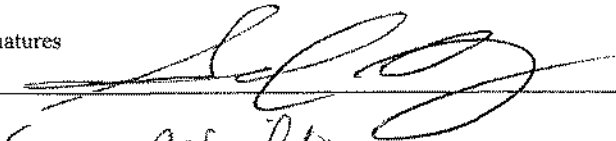
**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
BID TABULATIONS**

Date of Opening : June 21, 2006

Proposal # 06-12 : Student and Athletic Insurance Coverage

Time: 10:00 A.M.

| Vendor Name                        | Alamo Insurance Group, Inc. | Texas Monarch Management Corp. | The Baker Agency, Inc. | The Baker Agency, Inc. | The Baker Agency, Inc. | Maynard & Associates | Maynard & Associates |
|------------------------------------|-----------------------------|--------------------------------|------------------------|------------------------|------------------------|----------------------|----------------------|
| Item # / Item Name                 | Plan 3                      | Special Plan                   | Plan I-A               | Plan II-C              | Plan 5                 | Plan B+              | Plan II              |
| <b>Athletic Insurance:</b>         | \$ 35,714.00                | \$ 22,401.00                   | \$ 35,000.00           | \$ 27,000.00           | \$ 21,000.00           | \$ 31,275.00         | \$ 25,030.00         |
| <b>Catasrophic Coverage:</b>       | \$5,000,000                 | \$5,000,000                    | \$2,000,000            | \$2,000,000            | \$2,000,000            | \$5,000,000          | \$5,000,000          |
| Deductible                         | -                           | 25,000                         | 25,000                 | 25,000                 | 25,000                 | 25,000               | 25,000               |
| Benefit Period                     | 10 yrs.                     | 10 yrs.                        | 10 yrs.                | 10 yrs.                | 10 yrs.                | 10 yrs.              | 10 yrs.              |
| Premium                            | Included                    | \$ 3,025.00                    | \$ 5,200.00            | \$ 5,200.00            | \$ 5,200.00            | \$ 3,887.00          | \$ 3,887.00          |
|                                    | \$ 35,714.00                | \$ 25,426.00                   | \$ 40,200.00           | \$ 32,200.00           | \$ 26,200.00           | \$ 35,162.00         | \$ 28,917.00         |
| <b>Voluntary Student Coverage:</b> |                             |                                |                        |                        |                        |                      |                      |
| School Time Plan                   | \$10                        | \$75/\$49                      | \$19                   | \$19                   | \$19                   | \$65/\$45/\$30       | \$65/\$45/\$30       |
| Around-the-Clock Plan              | \$50                        | \$143/\$93                     | \$59                   | \$59                   | \$59                   | \$135/\$99/\$75      | \$135/\$99/\$75      |
| Optional Extended Dental           | \$10                        | \$8/\$8                        | N/A                    | N/A                    | N/A                    | \$8                  | \$8                  |
|                                    |                             |                                |                        |                        |                        |                      |                      |
|                                    |                             |                                |                        |                        |                        |                      |                      |
|                                    |                             |                                |                        |                        |                        |                      |                      |

Signatures   
Sonia Caluelto

**June 20, 2006—Policy Committee**

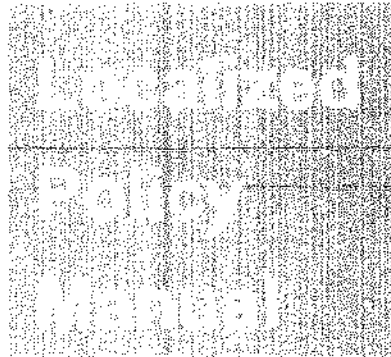
Reviewed and Moved to First Reading on July 11, 2006

|      |         |   |
|------|---------|---|
| BBD  | (LOCAL) | BOARD MEMBERS: TRAINING AND ORIENTATION**   |
| CPC  | (LOCAL) | OFFICE MANAGEMENT: RECORDS MANAGEMENT**   |
| DAB  | (LOCAL) | EMPLOYMENT OBJECTIVES: OBJECTIVE CRITERIA FOR PERSONNEL DECISION**                |
| DBA  | (LOCAL) | EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS**               |
| DBD  | (LOCAL) | EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST                    |
| DEC  | (LOCAL) | COMPENSATION AND BENEFITS: LEAVES AND ABSENCES                                    |
| DFE  | (LOCAL) | TERMINATION OF CONTRACT: RESIGNATION**  |
| EEH  | (LOCAL) | INSTRUCTIONAL ARRANGEMENTS: HOMEBOUND INSTRUCTION**                               |
| EFAA | (LOCAL) | INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION: TEXTBOOK SELECTION AND ADOPTION** |
| EIC  | (LOCAL) | ACADEMIC ACHIEVEMENT: CLASS RANKING   |
| FFA  | (LOCAL) | STUDENT WELFARE: WELLNESS AND HEALTH SERVICES                                     |
| FD   | (LOCAL) | ADMISSIONS (Moved to First Reading by Y. Sanchez, 6-22)                           |

\*\*Indicates Approval as written in Update 77



Texas Association  
of School Boards



## Update 77

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Canutillo ISD

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Your Localized Update 77 represents the second of two updates arising from the 79th regular legislative session as well as recent TEA rule changes. Key issues include conflict of interest, records management, DAEP teacher certification, local hearings rules, homebound instruction, and the optional flexible year program. The Update also reflects the Individuals with Disabilities Education Improvement Act (IDEA 2004), various state laws and regulations pertaining to "wellness," and the federal "wellness policy" requirement (addressed further in a **Starting Points** policy development tool kit released, via MyTASB, on November 15).

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

To better focus board attention and expedite its review, your Localized Update 77 packet contains:

- **Vantage Points—A Board Member's Guide to Update 77**, copies of which may be found in the separately wrapped package accompanying this packet. **Vantage Points** offers a highly summarized overview of the update and is intended to provide local officials a first glance at the scope of the update—as a prelude to studying the detailed Explanatory Notes and policy text within the packet. **Please distribute Vantage Points to your board members at the earliest possible opportunity, preferably with their review copies of this update.**
- Your Localized Update, which includes:
  - INSTRUCTIONS . . .** providing specific, policy-by-policy directions on how this update, if accepted as prepared, should be incorporated into your Localized Policy Manuals.
  - EXPLANATORY NOTES . . .** summarizing changes in the policies in each code and how those changes affect your policy manual. Please note that, where appropriate, the Explanatory Notes ask you to **verify that a particular policy continues to reflect your current practice and to advise us of changes needed** so that our records and your manual accurately track the district's actual practice.

Update 77 materials can be identified by the DATE ISSUED—11/29/2005—located in the lower left corner of each page. If you have any questions concerning this Update, please call your Policy Consultant/Analyst, Linda Preble, at 800-580-7529 or 512-467-0222.

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### Regarding board action on Update 77 . . .

- Board action on Localized Update 77 must occur within a properly posted, open meeting of the board and may be addressed on the agenda posting as “Policy Update 77, affecting (LOCAL) policies (see attached list).” Using the Instruction Sheet as a guide, create and attach to the posting a list of the (LOCAL) policy codes and the titles/subtitles of those policies. BoardBook compilers should use “Policy Update 77, affecting (LOCAL) policies” as the agenda item and, as agenda sub-items, the code and name of each of the (LOCAL) policies affected by the update.
- An appropriate motion for board action on Localized Update 77 is as follows:  
  
*“I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 77 [with the following changes:]”*
- The board’s action on Localized Update 77 must be reflected in board minutes. The Instruction Sheet—annotated to reflect any changes made by the board—and the Explanatory Notes for the update should be filed with the board minutes where they make up the authoritative historical record of your district’s manual. Also include in the historical record a copy of the replaced or rescinded (LOCAL) policies.
- **Notify your Policy Consultant/Analyst of any changes made by the board so that Policy Service records—forming the basis for these and subsequent updating recommendations—exactly mirror your manual.**

### Regarding manual maintenance and administrative regulations . . .

- The update should be incorporated into each of the district’s Localized Policy Manuals as soon as practicable. If the district uses *Policy On Line*, please notify us of the board’s action on Update 77 so this action may be reflected in your district’s Localized Policy Manual as it appears on TASB’s Web server. *Policy On Line* staff may be reached by phone (800-580-7529 or 512-467-0222), fax (512-467-3618; see the pink form enclosed), e-mail (pol-support@tasb.org), or Internet feedback form (<http://www.tasb.org/policy/pol/private/polfdbk.html>).
- Administrative procedures and documents—including formal (REGULATIONS), handbooks, and guides—that may be affected by Update 77 policy changes should be inspected and revised as needed. If the district routinely submits (REGULATIONS) to Policy Service for processing or desires that the updated (REGULATION) be included in the district’s *Policy On Line* manual, please submit these changes to your Policy Consultant/Analyst at your earliest convenience.

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**PLEASE NOTE:** This Localized Update 77 packet and the Update 77 *Vantage Points* may not be considered as legal advice and are not intended as a substitute for the advice of the board’s own legal counsel.

## Instruction Sheet

### TASB Localized Policy Manual Update 77

District      Canutillo ISD

| Code             | Action To Be Taken        | Note                      |
|------------------|---------------------------|---------------------------|
| B      (LEGAL)   | Replace table of contents | Revised table of contents |
| BBD    (LEGAL)   | Replace policy            | Revised policy            |
| BBD    (LOCAL)   | ADD policy                | See explanatory note      |
| BBFA   (LEGAL)   | Replace policy            | Revised policy            |
| BBFA   (EXHIBIT) | Replace exhibit           | Revised exhibit           |
| BBFB   (LEGAL)   | ADD policy                | See explanatory note      |
| BDAF   (LEGAL)   | ADD policy                | See explanatory note      |
| BDF    (LEGAL)   | Replace policy            | Revised policy            |
| CHE    (LEGAL)   | ADD policy                | See explanatory note      |
| CNA    (LEGAL)   | Replace policy            | Revised policy            |
| CNB    (LEGAL)   | Replace policy            | Revised policy            |
| CPC    (LOCAL)   | Replace policy            | Revised policy            |
| CRD    (LEGAL)   | Replace policy            | Revised policy            |
| DAB    (LOCAL)   | Replace policy            | Revised policy            |
| DBA    (LEGAL)   | Replace policy            | Revised policy            |
| DBA    (LOCAL)   | Replace policy            | Revised policy            |
| DBD    (LEGAL)   | Replace policy            | Revised policy            |
| DBD    (LOCAL)   | Replace policy            | Revised policy            |
| DBD    (EXHIBIT) | ADD exhibit               | See explanatory note      |
| DFD    (LEGAL)   | Replace policy            | Revised policy            |
| DFE    (LOCAL)   | Replace policy            | Revised policy            |
| DGBA   (LEGAL)   | Replace policy            | Revised policy            |
| DIA    (LEGAL)   | Replace policy            | Revised policy            |
| E      (LEGAL)   | Replace table of contents | Revised table of contents |
| EEH    (LOCAL)   | ADD policy                | See explanatory note      |
| EFAA   (LOCAL)   | Replace policy            | Revised policy            |
| EHAA   (LEGAL)   | Replace policy            | Revised policy            |
| EHBA   (LEGAL)   | Replace policy            | Revised policy            |
| EHBAA (LEGAL)    | Replace policy            | Revised policy            |
| EHBAB (LEGAL)    | Replace policy            | Revised policy            |
| EHBAC (LEGAL)    | Replace policy            | Revised policy            |

## Instruction Sheet

### TASB Localized Policy Manual Update 77

| Code          | Action To Be Taken        | Note                      |
|---------------|---------------------------|---------------------------|
| EHBAD (LEGAL) | Replace policy            | Revised policy            |
| EHBAE (LEGAL) | ADD policy                | See explanatory note      |
| EHBC (LEGAL)  | Replace policy            | Revised policy            |
| EI (LEGAL)    | Replace policy            | Revised policy            |
| EKB (LEGAL)   | Replace policy            | Revised policy            |
| EL (LEGAL)    | Replace policy            | Revised policy            |
| F (LEGAL)     | Replace table of contents | Revised table of contents |
| FFA (LEGAL)   | Replace policy            | Revised policy            |
| FNAB (LEGAL)  | Replace policy            | Revised policy            |
| FNCF (LEGAL)  | Replace policy            | Revised policy            |
| FNG (LEGAL)   | Replace policy            | Revised policy            |
| FO (LEGAL)    | No policy enclosed        | See explanatory note      |
| FODA (LEGAL)  | Replace policy            | Revised policy            |
| FOF (LEGAL)   | Replace policy            | Revised policy            |
| GF (LEGAL)    | Replace policy            | Revised policy            |

## Explanatory Notes

### TASB Localized Policy Manual Update 77

District: Canutillo ISD

B (LEGAL) LOCAL DISTRICT GOVERNANCE

BBFA (ETHICS: CONFLICT OF INTEREST) has been split into two codes:

- BBFA: CONFLICT OF INTEREST DISCLOSURES
- BBFB: PROHIBITED PRACTICES

BBD (LEGAL) BOARD MEMBERS  
TRAINING AND ORIENTATION

As reflected at SPECIFIC OPEN MEETINGS TRAINING and SPECIFIC OPEN RECORDS TRAINING on page 3, SB 286 from the 79th regular session now requires board members and certain other elected or appointed public officials to complete training on Government Code Chapters 551 and 552, commonly referred to as the Texas Open Meetings Act and the Texas Public Information Act. The attorney general is charged with the responsibility of ensuring that training is made available. The Office of the Attorney General will both provide this training and approve alternative providers. Board members must complete the required training within 90 days of taking the oath of office; however, those who took the oath of office prior to January 1, 2006, have until January 1, 2007, to complete the training.

Under terms of the legislation, these courses will accrue board member training credit as well. The attorney general's office is currently developing video training that will fulfill these requirements; the video training is expected to be released in December 2005. Further information on the requirement and the attorney general's response to various questions regarding the training may be found at <http://www.oag.state.tx.us/agency/sb286info.shtml>.

**Please note:** Board members may delegate to a public information coordinator the SB 286–required open records training; however, the open meetings training is not delegable.

BBD (LOCAL) BOARD MEMBERS  
TRAINING AND ORIENTATION

SB 286, described above, also introduces into statute the term "public information coordinator." Because the responsibilities of the public information coordinator are administrative in nature and usually fall within the purview of the superintendent, either directly or by delegation, we have developed language identifying the superintendent as the coordinator. The statement goes on to delegate, as permitted by the statute, the Government Code 552 training requirement that would otherwise reside with individual board members.

BBFA (LEGAL) ETHICS  
CONFLICT OF INTEREST DISCLOSURES

This policy has been revised structurally as well as substantively.

The increasing complexity of Texas's conflict of interest laws applicable to school districts has prompted the subdivision of this CONFLICT OF INTEREST policy into two separate codes:

- BBFA, focusing more narrowly on required disclosures
- BBFB, addressing specific prohibited practices

BBFA also reflects new provisions of HB 914 from the 79th regular session. That legislation expands the Local Government Code as follows:

## Explanatory Notes

### TASB Localized Policy Manual Update 77

- Under CONFLICTS DISCLOSURE STATEMENT, on page 3, are various circumstances that would require a local government officer to file with the district's records officer (generally the superintendent) on the form published by the Texas Ethics Commission a new "conflicts disclosure statement" required by the Local Government Code. This is separate and apart from the "substantial interest" affidavit required by Local Government Code Chapter 171 and the "interest in property" affidavit required by Government Code 553.003 (see page 4). Use of this disclosure statement is required as of January 1, 2006.
- A DEFINITION OF LOCAL GOVERNMENT OFFICER, encompassing the superintendent, also appears on page 3.
- At DEFINITION OF RECORDS ADMINISTRATOR is a list of persons who may perform that function: "the director, superintendent, or other person responsible for maintaining the records of the district." A cross-reference to CPC, where records management is addressed, has been added.
- INTERNET POSTING REQUIREMENT recites the obligation of the district to provide Internet access to the newly required conflicts disclosure statements and to vendor disclosure questionnaires that have been filed with the records administrator of the district.

#### BBFA (EXHIBIT) ETHICS CONFLICT OF INTEREST DISCLOSURES

Both exhibits have been revised for clarity:

- Exhibit A

##### AFFIDAVIT DISCLOSING SUBSTANTIAL INTEREST IN A BUSINESS ENTITY OR REAL PROPERTY

"Local public officials" are required to file (with "the official board recordkeeper") such an affidavit under Local Government Code 171.002.

- Exhibit B

##### AFFIDAVIT DISCLOSING INTEREST IN PROPERTY

Government Code 553.002-.003 requires "public servants" to file (with the county clerk) such an affidavit.

**Please note:** We have added to the cover page a text note referring board members and the superintendent—who are required to file ("with the records administrator" of the district) the conflicts disclosure statement required by Local Government Code 176.003-.004—to the new form promulgated by the Texas Ethics Commission, published on the commission's Web site at <http://www.ethics.state.tx.us>.

#### BBFB (LEGAL) ETHICS PROHIBITED PRACTICES

This policy presents material previously found in BBFA(LEGAL) dealing with specific violations of laws pertaining to ethics. These prohibitions were unaffected by the 79th regular session or other changes in the legal context.

#### BDAF (LEGAL) OFFICERS AND OFFICIALS SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

Policy Service records show that your localized policy manual does not contain a BDAF(LEGAL) policy; we recommend inclusion of the policy to more fully present the legal context for the district.

The policy reflects a change in law effected by HB 898 from the 79th regular session: at item 2 under ASSESSOR, the assessor is required to "prepare and mail a tax bill to each person and [emphasis added] authorized

## Explanatory Notes

### TASB Localized Policy Manual Update 77

agent, in whose name property is listed on the tax roll." Previously the tax assessor could send the bill to either party.

**BDF (LEGAL) BOARD INTERNAL ORGANIZATION  
CITIZEN ADVISORY COMMITTEES**

SB 42, from the 79th regular session and effective for the 2006–07 school year, expanded the health-related information that the district was previously required to make available for public inspection and newly requires the district to publish this information in the student handbook and on the district's Web site.

Districts must now adopt and publish policies ensuring that elementary, middle, and junior high school students engage in at least 30 minutes per school day (or 135 minutes per school week) of physical activity. Previous requirements include reporting the number of times during the preceding year that the school health advisory council has met, adopting district policies restricting student access to vending machines, and prescribing penalties for use of tobacco products by students and others on school campuses or at school-related activities.

The post-legislative supplement to the *TASB Model Student Handbook* provides further guidance on fulfilling this requirement.

**CHE (LEGAL) PURCHASING AND ACQUISITION  
VENDOR RELATIONS**

This new policy recites key HB 914 provisions regarding potential conflicts of interest between district officials and vendors. While policies BBFA and DBD speak to conflicts of interest involving officers and employees, respectively, CHE has been created to address newly required vendor disclosures. A vendor has seven business days (from the date it enters into contract discussions or negotiations with the district or submits an application, bid, or RFP response, etc.) to file with the district's records administrator the information on the questionnaire promulgated by the Texas Ethics Commission.

The legislation also allows the vendor to file the questionnaire electronically. District obligations include maintaining and making public a list of district officials who are subject to the filing requirement and publishing filed statements on the district's Web site.

**CNA (LEGAL) TRANSPORTATION MANAGEMENT  
STUDENT TRANSPORTATION**

At WIRELESS COMMUNICATION DEVICES, on page 4, may be found the SB 1257 ban on a bus driver using a cell phone or like device while driving when minors are on the bus. Exceptions are allowed for emergency communication or when the bus is not in motion.

**CNB (LEGAL) TRANSPORTATION MANAGEMENT  
DISTRICT VEHICLES**

On August 10, 2005, the federal highways reauthorization bill passed into law, and it has major implications for school district purchasing or leasing of 15-passenger vans.

Grandly styled the "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" or "SAFETEA," the law newly prohibits a district from purchasing or leasing a new 15-passenger van to be used primarily for the transportation of students to or from school or school-related events **unless** the van fulfills federal standards for school buses and multi-functional school activity buses. This requirement is found at NEW VAN PURCHASES OR LEASES and applies to purchases or leases initiated after August 10, 2005. The law does not apply to the purchase of used vehicles in the resale market.

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Although not recited here, the law includes civil penalties for violations: a maximum of \$10,000 per vehicle (accumulating to a maximum of \$15 million for a series of violations by a single district).

**CPC (LOCAL) OFFICE MANAGEMENT  
RECORDS MANAGEMENT**

Legislative action, beginning in 1989 and continuing through the last regular session, has expanded the vocabulary of records management to include four roles:

- Records Management Officer (a Local Government Code provision from the 1989 legislative session)
- Records Administrator (added to the Local Government Code by HB 914 in the 2005 legislative session)
- Officer for Public Information (a Government Code provision arising from the 1993 legislative session)
- Public Information Coordinator (added to the Government Code by SB 286 in the 2005 legislative session)

Each is essentially an administrative function under the supervision of the superintendent. We have developed this listing to assist users of the manual in connecting the "dots" to their statutory context. While the requirement to inform the Texas State Library of the name of the district's records management officer remains in effect, the need to address it in local policy was tied to the initial implementation of the 1989 legislation. Therefore, we have deleted it from this text.

These four statutory titles may present some confusion if the district has used these or similar titles—such as "Public Information Officer"—for administrative positions whose functions do not encompass those associated with these titles by the above statutes. As a practical matter, we suggest that the district retitle otherwise "name-alike" administrative positions.

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

An Insurance Code stipulation that districts not participating in TRS Active Care provide employees a "plan disclosure statement" has been deleted. TASB attorneys have determined that this provision does not apply to school districts meeting the "substantive coverage requirement" specified by the Insurance Code and mandated by Education Code 22.004(b), recited at GROUP HEALTH BENEFITS on page 1.

**DAB (LOCAL) EMPLOYMENT OBJECTIVES  
OBJECTIVE CRITERIA FOR PERSONNEL DECISIONS**

Recently, in pursuing a complaint against a district, the U.S. Department of Justice objected to "suitability for the position" previously listed in this policy because, in the view of the department, it was subjective and could be misapplied to result in a discriminatory action prohibited by federal law (based on gender, age, etc.). Consequently, we have deleted this item entirely. In addition, item 5, previously "evaluations," has been broadened to read "appraisals and other performance evaluations."

These six criteria are intended to comport with Civil Order 5281, which has required since 1971 that each district have a list of objective criteria, not related to race or ethnicity, by which it will make decisions regarding employee assignment, demotion, reassignment, or dismissal and by which it will judge applicants. The full text of the order may be found at <http://www.tea.state.tx.us/eo/5281.html>.

**DBA (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS**

For a more complete representation of the legal context within which districts must operate, we have added at PROFESSIONAL PERSONNEL CREDENTIALS a long-standing Education Code requirement for valid certification before an educator can be compensated for work done.

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#### DBA (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CREDENTIALS AND RECORDS

Guidance offered by TEA's Division of NCLB Program Coordination suggests that the home campus teacher of a student assigned to a disciplinary alternative education program (DAEP) can be considered the "teacher of record" for purposes of determining if the student is being instructed by a "highly qualified" teacher under the NCLBA. For this to hold true, however, (LOCAL) policy must provide for the following:

- The home campus teacher assigns and evaluates all student coursework;
- The student will receive substantially the same coursework and be subject to the same grading standards as other students on the home campus who are enrolled in the course;
- The home campus teacher has final authority to assign a grade for completed coursework and the final grade for the course;
- The home campus teacher is available on a regular basis to the student and to the DAEP teacher for face-to-face consultation; and
- The DAEP teacher meets all applicable SBEC certification requirements.

The enclosed (LOCAL) policy has been revised to reflect these TEA-defined criteria. If these conditions are met and if the home campus teacher meets NCLB requirements as "highly qualified," parental notification is not required.

A new section on UPDATING CREDENTIALS has been added to clarify the obligation of employees to report earned certificates, endorsements, or degrees. We have also added a CONTRACT PERSONNEL section charging the superintendent with ensuring that a contract employee holds valid credentials before a contract is issued.

#### DBD (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CONFLICT OF INTEREST

This policy has been revised structurally as well as substantively to clarify the conflict-of-interest standards applicable to employees and to incorporate the enactment of HB 914 from the 79th regular session. Of note:

- Presented first in the policy are specific violations of Penal Code and Education Code provisions pertaining to ethics. These prohibitions were unaffected by the 79th regular session.
- On page 3 appears the long-standing Texas Constitutional prohibition against a person's holding more than one civil office of emolument, subject to noted exceptions.
- Also on page 3 appears provisions of Local Government Code 176.005—added by HB 914—that allow the board to extend to all or certain employees a CONFLICTS DISCLOSURE STATEMENT and to take disciplinary action against an employee who violates the requirement. As noted at BBFA(LEGAL), board members and superintendents are required to file such disclosures. At CHE(LEGAL), vendors are required to file questionnaires explaining their relationships with district officials. These disclosure requirements take effect on January 1, 2006.

#### DBD (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CONFLICT OF INTEREST

Your current policy describes two kinds of conflict-of-interest disclosures:

- A broad, locally imposed standard that requires employees to disclose to their supervisors any potential conflict of interest with the proper discharge of responsibility or with the best interest of the district.
- A more narrowly defined "substantial interest" standard that obligates certain employees with such an interest—as defined by law—in real property or a business entity to file with the superintendent, the board

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president, or a designee an affidavit. This mirrors the Local Government Code requirement long in place for local public officials and applicable to board members.

HB 914 complicates this picture by introducing an additional disclosure—applicable to the superintendent and the board but which the board might require of other employees as well. As described at BBFA(LEGAL) and DBD(LEGAL), this new standard mandates filing with the district's records administrator a conflicts disclosure statement (on a form developed by the Texas Ethics Commission) if a vendor with whom the district is doing business or considering doing business:

- has an employment relationship—or other business relationship—with the district employee or a member of his or her family;
- has provided the district employee or family member taxable income; or
- has provided the district employee or family member one or more gifts—apart from food, lodging, transportation, or entertainment—having a 12-month aggregate value of more than \$250.

This new disclosure standard prompts our revision of the SPECIFIC DISCLOSURES provision to clarify that your existing policy imposes the broad GENERAL STANDARD and the "substantial interest" standard that requires an affidavit of disclosure . . . but **not** the HB 914 standard that requires a conflicts disclosure statement [as described in BBFA and DBD(LEGAL)].

If your district desires to extend the HB 914 standard to employees other than the superintendent, it may do so for specific employees or for all employees. Please contact your Policy Consultant/Analyst for appropriate policy language.

For clarity, we have added a section pertaining to the AFFIDAVIT DISCLOSING INTEREST IN PROPERTY. According to Government Code 553.002, district "officers" and board candidates are subject to this requirement.

#### DBD (EXHIBIT) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CONFLICT OF INTEREST

We recommend the addition of these conflict of interest affidavits to your localized policy manual so that they are readily accessible to employees who are obligated by DBD(LOCAL) to file such affidavits.

- Exhibit A

#### AFFIDAVIT DISCLOSING SUBSTANTIAL INTEREST IN A BUSINESS ENTITY OR REAL PROPERTY

Your district's DBD(LOCAL) extends to certain employees the Local Government Code 171.002 requirement that "local public officials" file such a disclosure statement. The completed form should be timely filed with the superintendent, board president, or designee. [The form for board member use is at BBFA(EXHIBIT).]

- Exhibit B

#### AFFIDAVIT DISCLOSING INTEREST IN PROPERTY

Government Code 553.002-.003 requires "public servants" to timely file—with the county clerk(s)—such a disclosure. This form is specifically for the superintendent's use. [The form for board member use is at BBFA(EXHIBIT).]

On the cover page to these exhibits, we have appended a note referring employees required to file the "conflicts disclosure statement" to the Texas Ethics Commission's Web site: <http://www.ethics.state.tx.us>. As explained at DBD(LEGAL), Local Government Code 176.003-.004 requires the superintendent and board members to file such disclosures and permits the board, by local policy, to extend this particular requirement to other employees as well.

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#### DFD (LEGAL) TERMINATION OF CONTRACT HEARINGS BEFORE HEARING EXAMINER

At RECORD OF PROCEEDINGS, on page 4, appears an excerpt from TEA rules adopted in July 2004 and addressing what constitutes a "record" for a Chapter 21 appeal before an independent hearing examiner (IHE), a subcommittee of the board, or the board.

The record upon which the commissioner of education shall decide an appeal must include:

- transcripts of local proceedings
- all evidence admitted
- all offers of proof
- all written pleadings, motions, and intermediate rulings
- a description of matters officially noticed
- the recommendation of the IHE, if applicable
- the transcript of the oral argument before the board or board subcommittee
- the decision rendered by the board or board subcommittee
- the board or board subcommittee's written reasons for changing the IHE's recommendation, if applicable

These rules replaced previous hearing rules, adopted in 1993, when hearings were *de novo*. The rules were updated in July 2004 to reflect the fact that appeals are now conducted on the basis of a review of the substantial evidence as presented by the record.

#### DFE (LOCAL) TERMINATION OF CONTRACT RESIGNATION

We have extensively revised this policy to clarify who has authority to accept resignations and in what circumstances.

At AT-WILL EMPLOYEES we have added text clarifying that the superintendent or designee has authority to accept such resignations at any time.

At CONTRACT EMPLOYEES, new text establishes that:

- Before the school year starts, the superintendent or designee may accept a contract employee's resignation, but if the resignation is submitted after the penalty-free resignation date established by Education Code 21.105(a) and 21.210(a), the acceptance is contingent on finding a suitable replacement.
- After the school year starts, the superintendent or designee may accept the resignation or refer it to the board to pursue SBEC sanctions. If the superintendent accepts the resignation, the board loses the option to pursue sanctions. If the board wishes to require all mid-year resignations to be brought before the board, please contact your Policy Consultant/Analyst.
- Effective at the end of the school year, the superintendent or designee is authorized to accept the resignation.
- The resignation of a contract employee may not be withdrawn without the consent of the board.

#### DGBA (LEGAL) PERSONNEL-MANAGEMENT RELATIONS EMPLOYEE COMPLAINTS/GRIEVANCES

RECORD OF PROCEEDINGS, on page 3, has been amended to include an excerpt from TEA rules adopted in July 2004 and addressing what constitutes a "record" for appeals brought under Education Code 7.057.



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the local textbook review/selection committee and to remove the redundant April 1 deadline. This deadline (for the district to transmit to TEA a listing of instructional materials selected for use in the district) is prescribed by 19 TAC 66.104(g) and is recited in EFAA(LEGAL).

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

Under ENRICHMENT CURRICULUM, on page 1, item 2b has been adjusted to reflect the language of SB 42 from the 79th regular session: the health component of the enrichment curriculum has been restated to include "emphasis on the importance of proper nutrition and exercise."

At STEROID NOTICE AND EDUCATION, on page 4, provisions of Education Code 38.008 (enacted in 1995) and Education Code 38.0081(b) (from the 79th regular legislative session) are added to this policy. The former provision requires posting of notices in gyms and classes where secondary physical education is conducted; the specific language of the notice is found at FNCF(EXHIBIT) in localized policy manuals. The latter provision is the result of HB 3563, which ordered the State Board of Education to identify grade levels where students participating in extracurricular activities are to be provided TEA-developed information regarding steroid use and health risks.

**Please note:** The State Board has not yet specified which grade levels are implicated. TEA and the Texas Department of State Health Services have developed the required information, available at <http://www.tea.state.tx.us/taa/comm042605.pdf>; in the transmittal letter for the information, Commissioner of Education Shirley Neeley and Commissioner of Health Eduardo Sanchez encouraged districts to share this information with students, parents, and staff.

Not reflected in EHAA(LEGAL) is a further HB 3563 requirement: the University Interscholastic League is ordered 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 the FNCF(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).

#### EHBA (LEGAL) SPECIAL PROGRAMS SPECIAL EDUCATION

On December 3, 2004, President Bush signed into law the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004). These changes became effective July 1, 2005, with compliance staged or dependent on state action and final regulations still in progress. Key provisions of the new federal legislation are as follows:

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- Teacher qualifications [addressed at DBD(LEGAL) in Update 75]
  - A special education teacher who teaches any of the core academic subjects—English, reading, language arts, mathematics, science, foreign language, civics and government, economics, arts, history, or geography—at the elementary level is “highly qualified” if he or she has special education certification in addition to meeting the general requirements for being “highly qualified.”
  - Additional requirements apply to special education teachers who teach “alternative achievement standards” or who teach two or more core academic subjects exclusively to special education students. New special education teachers must be “highly qualified” in at least one of the following core academic subjects when hired—math, language arts, or science—and will be permitted two years to become “highly qualified” in any other core academic subjects taught.
- Due process [addressed at EHBAE in this update]
  - Complainants must now give notice of all issues prior to a hearing or the complainant risks not having the issues addressed during the hearing.
  - Parents must bring complaints to the district’s attention and attempt resolution before a due process hearing is conducted. A meeting to attempt to resolve the complaint must occur with the complainant within 15 days before a due process hearing.
  - State-funded mediation by a qualified and impartial mediator is permitted.
  - Due process decisions are now to be based on provisions of FAPE (Free Appropriate Public Education), not procedure.
  - A two-year statute of limitations is imposed for complaints.
- Individualized education programs (IEPs) and paperwork reduction [addressed at EHBAB in this update]
  - Fifteen (as yet unnamed) states will pilot a demonstration program identifying ways to reduce paperwork and other administrative duties (including the option to develop multi-year IEPs up to three years).
  - Any IEP team member may be excused from attending a team meeting if agreed upon by both the parent and a district official.
  - Changes to an IEP after the annual IEP meeting may be made without reconvening the team, provided the parent and district official agree and develop a written document to amend or modify the IEP.
- Student discipline [addressed at FOF in this update]
  - A district may now, on a case-by-case basis, determine if the student should be removed from class for misconduct and placed in an alternative setting, pending the manifestation determination.
  - During an appeal, a student may remain in the alternative placement pending an expedited hearing. The burden of proof no longer rests solely with the district.

These significant changes prompted TASB attorneys to re-evaluate the scope and level of detail of the (LEGAL) policies in the EHBA series—where programmatic aspects are presented—and at FOF—where discipline of students with disabilities is addressed. The result of that initiative is a substantial redevelopment of each of these policies.

EHBA(LEGAL) remains the gateway policy and addresses the rights of students with disabilities to a Free Appropriate Public Education. The controlling concept of this policy is to provide an overview of the essential foundations of special education: nondiscrimination, provision of special education, least restrictive environment, and the concept of and entitlement to a Free Appropriate Public Education. While much material pre-

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viously at this policy has been recoded elsewhere in the EHBA series, PLACEMENT OPTIONS, found on page 2, is newly included from state regulations last revised in September 2000.

**Please note:** The U.S. Department of Education is currently reviewing new and old statute, regulations, and policy letters as well as public input, to identify areas of IDEA 2004 that need to be addressed by new regulations. Until those regulations are enacted, regulations implementing IDEA 1997 remain in force (to the extent that they are consistent with IDEA 2004). Further information on IDEA 2004 is available at <http://www.ed.gov/policy/speced/guid/idea/idea2004.html>.

#### EHBAA (LEGAL) SPECIAL EDUCATION IDENTIFICATION, EVALUATION, AND ELIGIBILITY

EHBAA(LEGAL) has been reorganized to present a more logical flow of information, and additional provisions have been incorporated from federal statute and regulations where appropriate. In addition, the language has been refined to more closely track statute, and detail unnecessary for local governance and management purposes has been deleted.

Of note:

- At CHILD FIND, "children who are wards of the state" has been added from the law.
- The section regarding PRIVATE SCHOOL STUDENTS is also new statutory text.
- Changes in the federal law are reflected in the second and third paragraphs at INITIAL EVALUATION, on page 2.
- New statutory language has also been incorporated at CONSENT FOR INITIAL EVALUATION (page 2), DETERMINATION (on page 3), and REEVALUATIONS (on page 4).
- Provisions at PRESCRIPTION MEDICATION, on page 5, were enacted by the IDEA reauthorization.

#### EHBAB (LEGAL) SPECIAL EDUCATION INDIVIDUALIZED EDUCATION PROGRAM (IEP) AND ARDS

As with EHBAA(LEGAL), this policy has been reorganized and redeveloped for readability, appropriate level of detail, inclusion of new statutory material, and consistency with statutory language.

Key changes include:

- The multi-page initial section, titled ADMISSION, REVIEW, AND DISMISSAL COMMITTEE, has been extensively revised to include from State Board rules provisions relating to the structure, responsibilities, and processes of the ARD committee.
- TRANSFER STUDENTS, on page 4, incorporates new statutory text that supersedes commissioner's rules last revised in 2003.
- At INDIVIDUALIZED EDUCATION PROGRAM is a prescription for the written statement that is drawn from current law and the IDEA reauthorization.

#### EHBAC (LEGAL) SPECIAL EDUCATION STUDENTS IN NONDISTRICT PLACEMENT

Redevelopment continues with EHBAC(LEGAL): the policy has been revamped to clarify its focus around "related services" (transportation, assistive technology devices, and extended school year services) and non-district placement (private schools, dual enrollment, charter schools, residential facilities, etc.).

Key changes include:

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- The federal law's definition of ASSISTIVE TECHNOLOGY DEVICES now specifically excludes surgically implanted medical devices.
- DUAL ENROLLMENT specifications, beginning on page 3, were to expire on June 30, 2004. Commissioner's rules, effective on June 7, 2004, deleted the expiration language and extended the provisions to students who were not yet eligible to attend kindergarten in a public school.

#### EHBAD (LEGAL) SPECIAL EDUCATION TRANSITION SERVICES

The scope—and title—of EHBAD has been revamped to address transition services.

Key changes regarding such services include the following:

- At TRANSITION SERVICES DEFINED is the revised definition found within IDEA 2004.
- At GRADUATION is new statutory language specifying that a district is not required to conduct an evaluation conference before terminating the service eligibility of a graduating student or of a student who ages out of eligibility.

Also in this section is a new statutory requirement that the district provide a student whose eligibility has expired a summary of the student's "academic achievement and functional performance" and recommendations on how the student may be assisted in meeting his or her postsecondary goals.

#### EHBAE (LEGAL) SPECIAL EDUCATION PROCEDURAL REQUIREMENTS

The redirection of policy code EHBAD prompts the creation of a new code—EHBAE—to address special education procedural requirements (previously found at EHBAD).

As with other codes in this series, the provisions of the policy have been redeveloped for clarity, to more closely track statutory language, for appropriate level of detail, and to include new statutory provisions.

Of note:

- At CONTENTS OF NOTICE, on page 2, a new item 5—requiring an opportunity to present and resolve complaints—has been added from IDEA 2004.
- At TIME LIMIT, on page 3, commissioner's rules regarding timely hearing requests have been added.

#### EHBC (LEGAL) SPECIAL PROGRAMS COMPENSATORY/ACCELERATED SERVICES

TEA's recently adopted rules implementing the optional flexible year program—styled by TEA as "OFYP"—have been excerpted beginning on page 7. Effective October 18, 2005, the rules address four key aspects:

- Eligibility: the student did not or is not likely to pass a state assessment and/or is not eligible for promotion to the next grade level.
- Program criteria:
  - The instructional days during the regular school year for ineligible students may not drop below 170 days.
  - Eligible students must be provided at least 180 days of instruction.
  - No more than five days of instruction may be waived for staff development or teacher preparation.

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- District transportation as well as free and reduced-price meals—if provided during the regular year—must also be provided during the OFYP.
- The district may require educational support personnel to provide necessary services.
- Educators on 10-month contracts must fulfill the minimum days of service required by the Education Code.
- Approval process:
  - The district must submit to TEA a letter describing the proposed modification to the instructional calendar (approved by the board) and the OFYP to be provided.
  - TEA approval of any modification to the instructional calendar is limited to one year but extensions may be granted upon reapplication.
  - The commissioner may require, as a condition of approval, a district to document the success of its approach.
- Funding: the calculation of ADA is modified to reflect the actual number of instructional days within the approved calendar. The divisor for students on a reduced calendar may not be less than 170 days; for eligible students served through OFYP, not less than 180 days.

The text of the rules may be found at <http://www.tea.state.tx.us/rules/commissioner/adopted/0905/61-1017n-ltradopt.html>.

#### EI (LEGAL) ACADEMIC ACHIEVEMENT

Changes, nonlegislative in nature, are as follows:

- **ACADEMIC ACHIEVEMENT RECORD:** a new second paragraph, drawn from State Board of Education rule, has been added to address transfer of the record. The rule, adopted in 1996 and last revised in 2001, provides that copies of the record must be made available to transferees and may also be provided to the receiving district. The rule further instructs districts to “respond promptly to all requests for student records from receiving districts.”
- **EARLY HIGH SCHOOL GRADUATION SCHOLARSHIP PROGRAM:** Education Code 28.025(g), previously recited under this heading, expired on January 1, 2004. In its place appears a parallel provision, found in the Higher Education Section of the Education Code. This provision contains no expiration date.

#### EKB (LEGAL) TESTING PROGRAMS STATE ASSESSMENT

The policy has undergone some restructuring and text changes for clarification.

Substantive changes are as follows:

- **SPECIAL EDUCATION STUDENTS,** on page 3, the implementation during the 2004–05 school year of an alternative assessment for grades 9–10 is reflected. The transitional language has been deleted.
- **EXIT-LEVEL TEST: STUDENTS FROM OTHER STATES,** on page 9, tracks HB 25 from the 79th legislative session. Effective May 27, 2005, the legislation requires the commissioner to adopt a norm-referenced, exit-level test for students who enroll in a Texas public school after January 1 of their senior year. This testing requirement applies to first-time enrollees as well as students who have been out of a Texas public school for four or more years.

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#### EL (LEGAL) CHARTER CAMPUS OR PROGRAM

TEACHER RETIREMENT SYSTEM, on page 4, has been revised to reflect SB 1691 from the 79th regular session. Effective September 1, 2005, the legislation clarified that a district employee's TRS eligibility is unaffected by the fact that the employee works within a district charter campus or program.

#### F (LEGAL) STUDENTS

We have extended the scope of FFA to include not only policies specific to health services and requirements but also to encompass "wellness." (See the explanatory note at FFA, below.)

Note as well that we have created a new policy code—FLA—to accommodate policies pertaining to confidentiality of student health information.

#### FFA (LEGAL) STUDENT WELFARE WELLNESS AND HEALTH SERVICES

The new federal "wellness policy" mandate has been added to this policy. The mandate, contained within Public Law 108-265 signed into law on June 30, 2004, requires each school district participating in a meal program under the National School Lunch Act or Child Nutrition Act to establish a "local wellness policy" prior to the beginning of the 2006-07 school year.

This policy must:

- express goals for nutrition education, physical activity, and other school-based activities designed to promote student wellness
- include local nutrition guidelines to promote student health and reduce childhood obesity
- ensure that guidelines for reimbursable school meals are no less restrictive than USDA regulations and guidance
- plan for measuring implementation of the policy—including designation of at least one person at each school responsible for ensuring fulfillment of the policy

The legislation further requires that development of the policy be broad-based, involving not only the board but parents, students, school food service personnel, school administrators, and the public. More information on the federal requirement may be found at USDA's "Team Nutrition" site: <http://www.fns.usda.gov/TN/healthy-schools.html>. As the site shows, there are a wide range of resources from which districts may draw when implementing a local wellness program.

In Texas, the growing body of state law and regulation—from the Texas Public School Nutrition Policy promulgated by the Texas Commissioner of Agriculture to the various health and wellness requirements found elsewhere within this update—form a policy context that is more specific than in many other states. The particular challenge for Texas districts is weaving these statutory and regulatory threads into programs and activities that promote student health generally.

To assist districts with that task, Policy Service recently published a **Starting Points** policy development toolkit on the subject. Available via MyTASB to superintendents and policy administrators, the **Starting Points** can be found at [https://www.tasb.org/docs-mytasb/gov\\_svcs/policy\\_svc/wellness\\_sp/index.shtml.cfm](https://www.tasb.org/docs-mytasb/gov_svcs/policy_svc/wellness_sp/index.shtml.cfm).

#### FNAB (LEGAL) STUDENT EXPRESSION USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

To assist districts in addressing the requirements of the Equal Access Act, TASB attorneys have added from federal statute three definitions under LIMITED OPEN FORUM IN SECONDARY SCHOOLS: "secondary school," "meeting," and, on page 2, "sponsorship."

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The 1984 Equal Access Act provides that a public secondary school establishes a "limited open forum" whenever it grants a noncurriculum-related student group access to meet on school premises during noninstructional time. In doing so, the school limits its ability to deny access to student groups based solely on their viewpoint or the content of their speech. The absence or presence of a limited open forum has been central to legal challenges brought against an increasing number of school districts.

The choice of whether or not to permit a limited open forum and the implications of that choice for distribution of nonschool literature by students and for nonschool use of school facilities by students are complex. To assist districts in developing or refining FNAA(LOCAL) and FNAB(LOCAL) policies that tease out these knots, Policy Service has issued a **Starting Points** policy development tool kit. Available via MyTASB to superintendents and policy administrators, the **Starting Points** can be found at [http://www.tasb.org/docs-myntasb/gov\\_svcs/policy\\_svc/amendment\\_sp/overview.shtml.cfm](http://www.tasb.org/docs-myntasb/gov_svcs/policy_svc/amendment_sp/overview.shtml.cfm).

#### FNCF (LEGAL) STUDENT CONDUCT ALCOHOL AND DRUG USE

Recitations of Education Code 37.006 and 37.007—specifying disciplinary consequences for possession or use of alcohol, marijuana or a "controlled substance," or a dangerous drug—have been deleted. These provisions are found at FOC (PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM) and FOD (EXPULSION).

In its place are direct statements regarding the alcohol and drug criminal offenses:

- At CRIMINAL OFFENSE, language from Education Code 37.122 has been added, defining as a Class C misdemeanor possession or use of an intoxicating beverage on school grounds or at an athletic event involving a school.
- At DRUG-FREE ZONES appears text from Health and Safety Code 481.134 enhancing the criminal penalties for a person who knowingly or intentionally possesses a controlled substance on a school bus or within 1,000 feet of a district property.

#### FNG (LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES STUDENT AND PARENT COMPLAINTS/GRIEVANCES

As at DGBA(LEGAL), RECORD OF PROCEEDINGS, on page 4, has been amended to include an excerpt from TEA rules adopted in July 2004 and addressing what constitutes a "record" for appeals brought under Education Code 7.057.

The record upon which the commissioner of education decides an appeal must include:

- acceptable tape recordings or transcripts of the local hearing
- all evidence admitted
- all offers of proof
- all written pleadings, motions, and intermediate rulings
- a description of matters officially noticed
- the recommendation of the independent hearing examiner, if applicable
- a tape or transcript of the oral argument before the board
- the decision rendered by the board

These rules replaced previous hearing rules, adopted in 1993, when hearings were *de novo*. The rules were updated in July 2004 to reflect the fact that appeals are now conducted on the basis of a review of the substantial evidence as presented by the record.

## Explanatory Notes

### TASB Localized Policy Manual Update 77

#### FO (LEGAL) STUDENT DISCIPLINE

On November 7, 2005, Attorney General Greg Abbott ruled that HB 383—a Family Code amendment from the 79th regular session—did NOT impair the ability of a professional employee of a school district to administer corporal punishment.

The ruling (published at <http://www.oag.state.tx.us/opinions/ga/ga0374.pdf>) responds to a July 27 request from Commissioner of Education Shirley Neeley after the passage of HB 383 that stated, in part:

“Only the following persons may use corporal punishment for the reasonable discipline of a child:

- the parent or grandparent of the child;
- a stepparent of the child who has the duty of control and reasonable discipline of the child; and
- an individual who is a guardian of the child and who has the duty of control and reasonable discipline of the child.”

The commissioner queried whether the legislation applied to corporal punishment administered within a school setting and went on to inquire whether corporal punishment may be administered without parental consent. The attorney general concluded that the new law:

“does not prohibit the use of corporal punishment by school districts. Therefore a professional school district employee may utilize corporal punishment to the extent permitted by other state law and school district policies. Additionally, a school district may adopt a policy authorizing corporal punishment without the permission of persons [listed in the cited passage].”

The attorney general’s analysis is consistent with that of TASB attorneys this summer: the intent of the language was to clearly empower grandparents, stepparents, and guardians to use corporal punishment without fear of a *de facto* claim of child abuse. Moreover, the legislature left intact existing authority permitting districts to administer corporal punishment. Believing that sufficient legal authority existed for school personnel to administer corporal punishment, TASB Legal Services did not include the HB 383 provisions in FO(LEGAL) policy at Update 76, the first of the post-legislative updates, nor is it included at Update 77.

#### FODA (LEGAL) EXPULSION JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

At FEES, on page 4, has been added a provision from HB 1687 prohibiting a juvenile justice alternative education program from charging fees “except as otherwise provided by law.” This legislation, from the 79th regular session, became effective June 18, 2005.

#### FOF (LEGAL) STUDENT DISCIPLINE STUDENTS WITH DISABILITIES

As indicated in notes accompanying the EHBA series policies in this update, the incorporation of changes arising from the IDEA reauthorization and recent commissioner’s rules prompted TASB attorneys to closely reevaluate policies pertaining to disabled students. This policy, pertaining to the discipline of students with disabilities, was similarly redeveloped and incorporates legislative changes as well.

Changes of note:

- On page 1, SPECIAL EDUCATION STUDENTS now includes language from HB 283 from the 79th regular session. Effective June 18, 2005, the legislation requires the Student Code of Conduct to withhold discipline of a special education student for “bullying, harassment, or making hit lists” until the ARD committee has reviewed the conduct.
- At INTERIM ALTERNATIVE EDUCATIONAL SETTING, on page 4, is a new statutory provision that permits a district to remove a student to an interim alternative placement (such as a DAEP) for up to 45 days

## Explanatory Notes

### TASB Localized Policy Manual Update 77

if the student has inflicted serious bodily injury upon another person on school premises or at a school function under the jurisdiction of the state or a district, regardless of whether the conduct was a manifestation of the student's disability. A definition of SERIOUS BODILY INJURY, on page 5, has been added from the federal law as well.

- PLACEMENT DURING APPEALS, on page 6, has been revised to reflect the fact that a district may now require a student to remain in a DAEP pending an appeal, but the district must arrange an expedited hearing.

#### GF (LEGAL) PUBLIC COMPLAINTS

As with DGBA(LEGAL) and FNG(LEGAL), RECORD OF PROCEEDINGS has been amended to include an excerpt from TEA rules adopted in July 2004 and addressing what constitutes a "record" for appeals brought under Education Code 7.057.

The record upon which the commissioner of education decides an appeal must include:

- acceptable tape recordings or transcripts of the local hearing
- all evidence admitted
- all offers of proof
- all written pleadings, motions, and intermediate rulings
- a description of matters officially noticed
- the recommendation of the independent hearing examiner, if applicable
- a tape or transcript of the oral argument before the board
- the decision rendered by the board

These rules replaced previous hearing rules, adopted in 1993, when hearings were *de novo*. The rules were updated in July 2004 to reflect the fact that appeals are now conducted on the basis of a review of the substantial evidence as presented by the record.

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

Agenda Item: First Reading: BBD (LOCAL) regarding Board Members: Training & Orientation

Date: July 11, 2006

Subject: Training and Orientation

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

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**ACTION**

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1. BACKGROUND INFORMATION:

New Policy

SB 286 introduces into statute the term "public information coordinator." The responsibilities of this position fall within the purview of the superintendent, either directly or by delegation. TASB has, therefore, developed language identifying the superintendent as the coordinator.

2. SUPERINTENDENT RECOMMENDATION:

Approval of first reading: BBD (LOCAL) regarding **BOARD MEMBER: TRAINING AND ORIENTATION** as presented in Update 77

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **BBD (LOCAL) BOARD MEMBER: TRAINING AND ORIENTATION** 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: First Reading: revision to CPC (LOCAL) Office Management: Records Management

Date: July 11, 2006

Subject: Records Management

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

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ACTION

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1. BACKGROUND INFORMATION:

Revised Policy

Legislative action through the years has expanded the vocabulary of records management to include four roles:

Records Management Officer (1989)  
Records Administrator (2005)  
Officer for Public Information (1993)  
Public Information Coordinator (2005)

2. SUPERINTENDENT RECOMMENDATION:

Approval of first reading: CPC (LOCAL) regarding OFFICE MANAGEMENT: RECORDS MANAGEMENT as presented in Update 77

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **CPC (LOCAL) OFFICE MANAGEMENT: RECORDS MANAGEMENT** as recommended by the Superintendent and Board Policy Committee

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

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_

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

Agenda Item: First Reading: DAB (LOCAL) Employment Objectives: Objective Criteria for Personnel Decision

Date: July 11, 2006

Subject: Objective Criteria for Personnel Decision

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

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**ACTION**

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1. BACKGROUND INFORMATION:

Revised Policy

Item containing "suitability for the position" was deleted. In addition, item 5, previously "evaluations," has been broadened to read "appraisals and other performance evaluations."

2. SUPERINTENDENT RECOMMENDATION:

Approval of first reading: DAB (LOCAL) regarding **EMPLOYMENT OBJECTIVES: OBJECTIVE CRITERIA FOR PERSONNEL DECISION** as presented in Update 77

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **DAB (LOCAL) EMPLOYMENT OBJECTIVES: OBJECTIVE CRITERIA FOR PERSONNEL DECISION** 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: First Reading: DBA (LOCAL) regarding Employment Requirements and Restrictions: Credentials and Records

Date: July 11, 2006

Subject: Credentials and Records

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

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**ACTION**

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1. BACKGROUND INFORMATION:

Revised policy to incorporate NCLB language for the purposes of meeting "highly qualified" teacher requirements; this is already our practice and we will ensure that our DAEP Handbook reflects these revisions as well. Essentially, TEA has determined that the home campus teacher of a secondary student assigned to a DAEP can be considered the teacher of record.

2. SUPERINTENDENT RECOMMENDATION

Approval of first reading: DBA (LOCAL) regarding EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS as presented in Update 77

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **DBA (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS** as recommended by the Superintendent and Board Policy Committee

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

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_

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

Agenda Item: First Reading: DBD (LOCAL) Employment Requirements and Restrictions:  
Conflict of Interest

Date: July 11, 2006

Subject: Employment Requirements and Restrictions

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

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ACTION

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1. BACKGROUND INFORMATION:

Revised Policy

HB 914 introduces an additional disclosure, which is applicable to the superintendent and the board but which the board might require of other employees as well. The new standard mandates filing with the district's records administrator a conflicts disclosure statement (on a form developed by the Texas Ethics Commission) if a vendor with whom the district is doing business or considering doing business:

- has an employment relationship—or other business relationship—with the district employee or a member of his or her family
- has provided the district employee or family member taxable income; or
- has provided the district employee or family member one or more gifts—apart from those listed—having a 12-month aggregate value of more than \$250.

2. SUPERINTENDENT RECOMMENDATION:

See attached.

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **DBD (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST** as recommended by the Superintendent and Board Policy Committee

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

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_

Canutillo ISD  
071907

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:  
CONFLICT OF INTEREST

DBD  
(LOCAL)

DRAFT

6/29/06

DISCLOSURE —  
GENERAL STANDARD

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the District.

SPECIFIC  
DISCLOSURES

SUBSTANTIAL  
INTEREST

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest as defined by Local Government Code 171.002 shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

INTEREST IN  
PROPERTY

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

CONFLICTS  
DISCLOSURE  
STATEMENT

~~No employee other than the Superintendent shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003-004.~~

CONFLICTS  
DISCLOSURE  
STATEMENT

**The Superintendent, as required by law, and the *associate superintendent and all executive directors*, as required by the Board, shall file conflicts disclosure statements as promulgated by the Texas Ethics Commission.**

[See BBFA]

GIFTS

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA]

ENDORSEMENTS

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

SALES

An employee shall not use his or her position with the District to attempt to sell products or services.

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

Agenda Item: First Reading: DEC (LOCAL) regarding Compensation and Benefits:  
Leaves and Absences.

Date: July 6, 2006

Subject: Leaves and Absences

Presented By: Pauline Dow, Associate Superintendent      Consent Agenda X

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**ACTION**

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1.     BACKGROUND INFORMATION:

TASB is recommending that we eliminate the offset policy currently in place and provide employees with the option to use workers' compensation OR personal leave days to cover their absence due to a job-related injury or illness. Adoption of proposed revision would eliminate the need for CRE (LOCAL): INSURANCE AND ANNUITIES MANAGEMENT: WORKERS' COMPENSATION

2.     SUPERINTENDENT RECOMMENDATION:

WORKERS'  
COMPENSATION

An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.

An employee eligible for workers' compensation wage benefits, and not on assault leave, shall indicate whether he or she chooses to:

1. Receive workers' compensation wage benefits; or
2. Use available paid leave. Workers' compensation wage benefits shall begin when:
  - a. Paid leave is exhausted; or
  - b. The employee elects to discontinue use of paid leave; or
  - c. Leave payments are less than the employee's pre-injury average weekly wage. [See CRE(LEGAL)]

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **DEC (LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES** as recommended by the Superintendent and Board Policy Committee

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

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_

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

Agenda Item: First Reading: Revisions to DFE (LOCAL) Termination of Contract:  
Resignation

Date: July 11, 2006

Subject: Resignation

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

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**ACTION**

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1. BACKGROUND INFORMATION:

Revised Policy

All points listed are now our current practice and reflect more specific language regarding the acceptance of resignations.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of first reading DFE (LOCAL) regarding Termination of Contract:  
Resignation as presented in Update 77

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **DFE (LOCAL) Termination of Contract:  
Resignation** as recommended by the Superintendent and Board Policy Committee

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

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_

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

Agenda Item: Approval to adopt revisions to EEH (LOCAL) Instructional Arrangements:  
Homebound Instruction

Date: July 11, 2006

Subject: Homebound Instruction

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

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**ACTION**

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1. BACKGROUND INFORMATION:

New Policy

TEA's 2005-2006 Student Attendance Accounting Handbook states that to qualify for funding for homebound instruction, "the school district must have a policy and procedures approved by the local school board for implementation of general education homebound instruction." The language found in this update fulfills that policy requirement.

We are currently standardizing the language we use across the district when we refer to the "Student Study Team." This team, in the past called by different names, consists of at least one parent, one teacher and one administrator, but usually more. So this policy aligns with our work to systemize the effective and timely assistance we are able to provide to students.

2. SUPERINTENDENT RECOMMENDATION:

Approval of first reading: EEH (LOCAL) regarding Instructional Arrangements: Homebound Instruction as presented in Update 77

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **EEH (LOCAL) Instructional Arrangements: Homebound Instruction** as recommended by the Superintendent and Board Policy Committee

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

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_

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

Agenda Item: First Reading: revisions to EFAA (LOCAL) Instructional Materials Selection and Adoption: Textbook Selection and Adoption

Date: July 11, 2006

Subject: Textbook Selection and Adoption

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

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**ACTION**

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1. BACKGROUND INFORMATION:

Revised Policy

This policy needed a little light editing to remove an unnecessary limiting provision regarding the number of professional staff members serving on the committee. Essentially, the minimum and maximum number of members of the local textbook selection committee has been deleted to allow districts more flexibility.

2. SUPERINTENDENT RECOMMENDATION:

Approval of first reading: EFAA (LOCAL) regarding **Instructional Materials Selection and Adoption: Textbook Selection and Adoption** as presented in Update 77

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **EFAA (LOCAL) Instructional Materials Selection and Adoption: Textbook Selection and Adoption** as recommended by the Superintendent and Board Policy Committee

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

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_

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

Agenda Item: First Reading: Revisions to EIC (LOCAL) Academic Achievement: Class Ranking

Date: July 11, 2006

Subject: Class Ranking

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

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**ACTION**

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1. BACKGROUND INFORMATION:

See Attached.

2. SUPERINTENDENT RECOMMENDATION:

Approval of first reading: EIC (LOCAL) regarding Academic Achievement: Class Ranking as presented. See attached.

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **EIC (LOCAL) Academic Achievement: Class Ranking** as recommended by the Superintendent and Board Policy Committee

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

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_

ACADEMIC ACHIEVEMENT:  
CLASS RANKING

EIC  
(LOCAL)

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VALEDICTORIAN AND SALUTATORIAN Effective for students entering grade 9 in school year 2000-01, to be eligible for valedictorian or salutatorian honors, a student must have been continuously enrolled in the District high school for the ~~three~~ **four** semesters preceding graduation and must have completed all state requirements in the Recommended Program or the Distinguished Achievement Program.

CONDUCT To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct in violation of the Student Code of Conduct, including any behavior resulting in removal to a disciplinary alternative education program, a three-day suspension, or expulsion.

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

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

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

EARLY A student's class ranking shall be determined within the graduating

GRADUATION

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

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

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

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

CLASS RANK

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

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

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

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

TRANSFER CREDIT

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

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

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

|  |   |    |  |
|--|---|----|--|
|  | A | 95 |  |
|  | B | 85 |  |
|  | C | 77 |  |
|  | D | 72 |  |

**MODIFIED COURSES**

For purposes of determining class rank for honors positions, courses that have been modified by the student's admission, review, and dismissal (ARD) committee, as to the required content of the Texas Essential Knowledge and Skills (TEKS) and reflected in the student's IEP (individual education plan) shall not earn the same number of grade points as regular courses. However, courses modified as to methodology only shall earn the same number of grade points assigned to regular courses.

**BREAKING A TIE AMONG HONOR GRADUATES**

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

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

DATE ISSUED: 09/19/2005  
LDU-38-05  
EIC(LOCAL)-X

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

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

Agenda Item: First Reading: FFA (LOCAL) Student Welfare: Wellness and Health Services

Date: July 6, 2006

Subject: Wellness and Health Services

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

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**ACTION**

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1. BACKGROUND INFORMATION:

The new federal "wellness policy" mandate has been added to this policy. The mandate, contained within Public Law 108-265 signed into law on June 30, 2004, requires each school district participating in a meal program under the National School Lunch Act or Child Nutrition Act to establish a "local wellness policy" prior to the beginning of the 2006-07 school year.

2. SUPERINTENDENT RECOMMENDATION:

Approval of first reading: FFA (LOCAL) regarding STUDENT WELFARE: WELLNESS AND HEALTH SERVICES as presented. See attached.

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **FFA (LOCAL) STUDENT WELFARE: WELLNESS AND HEALTH SERVICES** as recommended by the Superintendent and Board Policy Committee

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

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_

Canutillo ISD  
071907

**STUDENT WELFARE:  
WELLNESS AND HEALTH SERVICES**

**FFA  
(LOCAL)**

**DRAFT**

**04/10/06**

**WELLNESS**

The District shall follow nutrition guidelines that advance student health and reduce childhood obesity. Guidelines shall also address issues that negatively impact student health relating to the use of tobacco, steroids, drugs, and alcohol. The wellness program shall promote the general wellness of all students through nutrition education, physical activity, and other school-based activities.

**DEVELOPMENT OF  
GUIDELINES AND  
GOALS**

The District shall develop nutrition guidelines and wellness goals in consultation with the local school health advisory council and with involvement from representatives of the student body, school food service, school administration, the Board, parents, and the public. [See BDF and EHAA]

**NUTRITION  
GUIDELINES**

The District shall ensure that nutrition guidelines for reimbursable school meals shall be at least as restrictive as federal regulations and guidance and that all foods available on each campus are in accordance with the Texas Public School Nutrition Policy. [See CO]

In addition to legal requirements, the District shall:

1. Establish age-appropriate guidelines for food and beverages at classroom parties or school celebrations [see CO];
2. Provide teachers with education and guidelines on the use of food as a reward in the classroom;
3. Establish guidelines for school-sponsored fund-raising activities that involve serving or selling food; and
4. Require that healthy food and beverage options be included at concessions at school-related events outside of the school day.

**WELLNESS GOALS**

**NUTRITION  
EDUCATION**

The District shall implement, in accordance with law, a coordinated health program with a nutrition education component [see EHAB and EHAC] and shall use health course curriculum that emphasizes the importance of proper nutrition [see EHAA].

In addition, the District establishes the following goals for nutrition education:

1. Students will receive nutrition education that crosses cultural barriers and fosters the adoption and maintenance of healthy eating behaviors.
2. Nutrition education will be a Districtwide priority and will be integrated into other areas of the curriculum, as appropriate.

Canutillo ISD  
071907

STUDENT WELFARE:  
WELLNESS AND HEALTH SERVICES

FFA  
(LOCAL)

3. Staff responsible for nutrition education will be adequately prepared and will participate in professional development activities to effectively deliver the program as planned.
4. The food service staff, teachers, and other school personnel will coordinate the promotion of nutrition messages in the cafeteria, the classroom, and other appropriate settings.
5. Educational nutrition information will be shared with families and the general public to positively influence the health of students and community members.
6. Educational nutrition programs shall focus on issues such as Type I and II diabetes, high blood pressure, and heart disease.

PHYSICAL  
ACTIVITY

The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades [see EHAB and EHAC].

In addition, the District establishes the following goals for physical activity:

1. The District will provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports.
2. Physical education classes will regularly emphasize moderate to vigorous activity.
3. The District will encourage teachers to integrate physical activity into the academic curriculum where appropriate.
4. Before-school and after-school physical activity programs will be offered and students will be encouraged to participate.
5. Teachers and other school staff will receive training to promote enjoyable, life-long physical activity for themselves and students.
6. The District will encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.
7. The District will encourage students, parents, staff, and community members to use the District's recreational facilities that are available outside of the school day. [See GKD]
8. The District shall promote involvement of community members in school activities.

Canutillo ISD  
071907

**STUDENT WELFARE:  
WELLNESS AND HEALTH SERVICES**

**FFA  
(LOCAL)**

**SCHOOL-BASED  
ACTIVITIES**

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to express a consistent wellness message through other school-based activities:

1. Sufficient time will be allowed for students to eat meals in ~~lunchroom~~ cafeteria facilities that are clean, safe, and comfortable.
2. Sufficient time will be allowed for physical activity after meals and at other times during the school day.
3. Wellness for students and their families will be promoted at suitable school activities.
4. Employee wellness education and involvement will be promoted at suitable school activities.
5. **The District child nutrition program will integrate healthy food choices, eating habits, and cooking techniques. This will ensure that the District complies with the recommended daily allowance standards and child nutrition programs that the U. S. Department of Agriculture (USDA) requires.**

**IMPLEMENTATION**

The Superintendent shall oversee the implementation of this policy and shall develop administrative procedures for periodically measuring the implementation of the wellness policy.

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

Agenda Item: First Reading: Revision to FD (LOCAL) Admissions: Residency Review

Date: July 6, 2006

Subject: Residency Review

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

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**ACTION**

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1. BACKGROUND INFORMATION:

In an effort to improve student admissions procedures, administration is proposing a revision to the local policy that guides our admissions process under the section of residency review to add "guided by UIL rules" to residency review section.

2. SUPERINTENDENT RECOMMENDATION:

**RESIDENCY REVIEW** The Superintendent, **guided by UIL rules**, shall determine whether a minor student residing in the District separate and apart from a parent, guardian, or other person having lawful control is present in the District for the primary purpose of participating in extracurricular activities.

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **FD (LOCAL) ADMISSIONS: RESIDENCY REVIEW** as recommended by the Superintendent

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

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_



# 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

July 5, 2006

TO: Board of Trustees  
THROUGH: Tony Reza *T*  
Executive Director  
FROM: Kathy Ellis  
SUBJECT: Approval of Warrant List for June 1-28, 2006

Enclosed in your packet is the warrant list for June 1-28, 2006. I recommend its approval in the amount of: \$ 753,636.58.

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

|                   |                                   |    |        |          |
|-------------------|-----------------------------------|----|--------|----------|
| Mago Arellano     | Am. Exp./airfare-SLI              | \$ | 878.00 | Page 5   |
| Sergio Coronado   | Am. Exp./registration-SLI         | \$ | 315.00 | Page 5   |
| Carl Fietze       | Am. Exp./airfare-SLI              | \$ | 175.60 | Page 11  |
| Armando Rodriguez | Am. Exp./registration-SLI         | \$ | 315.00 | Page 5   |
|                   | Upper Valley Press/business cards | \$ | 36.00  | Page 167 |
| Yvonne Sanchez    | Am. Exp./airfare-SLI              | \$ | 175.60 | Page 4   |
|                   | Am. Exp./registration-SLI         | \$ | 315.00 | Page 5   |
|                   | Am. Exp./airfare-LAC              | \$ | 209.10 | Page 11  |

**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
FACILITIES NAMING COMMITTEE REPORT  
DECEMBER 13, 2005**

The Facilities Naming Committee was officially announced on October 11, 2005 by the CISD School Board of Trustees. Five facilities at the new High School were designated for naming. The Football Stadium, the Gymnasium Complex, The Baseball Field, The Softball Field and The Tennis Complex.

The members assigned to the Committee were: Avelino Lopez, Socorro Ornelas, Carlos Carrasco, Jose Villarreal, Gonzalo Garcia, Patsy Arellano, and Joe Mendoza. Mr. Gonzalo Garcia resigned on November first. Mr. Mendoza was unable to attend any of the activities of the Committee since its inception.

As per District Policy CW (Local) notice was disseminated throughout the community. Flyers were sent to the CISD campuses for distribution, newspaper articles were printed in the El Paso Times, West Texas Courier, High School Newsletter, and the CISD marquees carried the date of the first and subsequent Town Hall Meetings.

The first Town Hall Meeting was held on November 1, 2005. Twenty-two people participated at this meeting.

The second Town Hall Meeting was held on November 15<sup>th</sup>. Sixty-eight people participated at this meeting.

The third Town Hall Meeting was held on February 22, 2006. Notice of this meeting was provided to each household by mail. Approximately 7,000 mail-outs were sent. In addition, newspaper reports in the El Paso Times and the West Texas Courier were published. Notice was also provided in the High School Newsletter. There were Fifty-three people that participated at this meeting.

At each of these meetings, the following process was presented: Nominations were entertained from the participants. Each nomination was presented as per policy. The name nominated to a facility had to reflect: the name of the residential community or communities; a local geographic area or feature or after local municipalities; or to honor an outstanding individual.

All nominations that suggested the name of a person had to be accompanied by: biographical data of the person; significant contributions made by the individual; and a statement of why the school facility should be named after that person.

Persons providing a nomination, which met the criteria, had three minutes to address the committee and the audience with information supporting the nomination.

After the presentations for each facility, a 15-minute discussion period was entertained.

Finally, a vote was taken on the nominations made.

At the first meeting there were four suggested nominations for the Stadium: Eagle Stadium (9), Reyes Brothers' Field (4), Julius Lowenburg Stadium (3), and Julius and Irene Lowenburg Stadium (1).

The Gymnasium Complex had three nominations: Eagle Gymnasium Complex (7), Sgt. Isela Rubalcava Gymnasium Complex (4), and Joseph F. McDougal Gymnasium Complex (3).

The Tennis Complex had two nominations: Eagles Court (6) and Juan Wilson Court (3)

The Baseball Field received three nominations: Eagles' Diamond Baseball Field (6), Gonzalo Garcia Baseball Field (5), and Tom Rush Baseball Field (1).

The Softball Field had two nominations: Lady Eagles' Softball Field (7) and Louise Seymour Softball Field (4).

The second Town Hall Meeting was held on November 15<sup>th</sup>. The Football Stadium received three new nominations: Eagle Pride Stadium (81), Flying Eagle Stadium (108), Canutillo Eagles Stadium (1). The previous nominations received the following votes at this meeting: Reyes Brothers (0); Julius Lowenburg Football Stadium (1); Julius and Irene Lowenburg<sup>116</sup> Football Stadium (0).

The Gymnasium Complex received one new nomination: Eagles' Nest and this nomination received 142 votes (101 votes came from a petition submitted to the PIO that was signed by ex alumni and 41 participant votes). The previous meeting nominations received the following votes: Sgt. Isela Rubalcava Gymnasium Complex (6); Joseph F. McDougal Gymnasium Complex (1).

The Tennis Complex had one nomination for consideration: Eagles Court and it received 151 votes (101 write-ins and 50 participant votes).

The Baseball Field had three nominations: Eagles Diamond Baseball Field (145); Gonzalo Garcia Baseball Field (6); and Tom Rush Baseball Field (1)

The Softball Field had three nominations: Lady Eagles Softball Field (154); Louise E. Seymour Softball Field (6); and Lady Diamond Softball Field (4).

The Third Town Hall Meeting was held on February 22, 2006. The Football Stadium received one new nomination: Jim Barnes Football stadium (5) votes; Eagle Stadium (26); Reyes Brothers Football Stadium (0); Julius Lowenburg Football Stadium (1); Julius and Irene Lowenburg Football Stadium (0); Eagle Pride Football Stadium (17); Flying Eagles Football Stadium (0); Canutillo Eagles Football Stadium (7).

The Gymnasium Complex had four nominations: Eagles Nest (42); Eagle Gymnasium Complex (17); Sgt. Isela Rubalcava Gymnasium Complex (7); Joseph F. McDougal Gymnasium Complex (0).

The Tennis Complex had two nominations: Eagles Court (50); and Juan Wilson Tennis Complex (1).

The Baseball Field had three nominations: Eagles Diamond Baseball Field (49); Gonzalo Garcia Baseball Field (6); and Tom Rush Baseball Field (0).

The Softball Field had two nominations: Lady Eagles Softball Field (48); and Louise E. Seymour Softball Field (0).

**CUMMULATIVE TOTALS PER FACILITY:**

**FOOTBALL STADIUM**

Eagle Stadium (73)  
Reyes Brothers Stadium (4)  
Julius Lowenbureg Stadium (5)  
Julius and Irene Lowenburg Stadium (1)  
Eagle Pride Stadium (98)  
Flying Eagles Stadium (108)  
Canutillo Eagles Stadium (8)

**GYMNASIUM COMPLEX**

Eagle Gymnasium Complex (24)  
Sgt. Isela Rubalcava Gymnasium Complex (17)  
Joseph F. McDougal Gymnasium Complex (4)  
Eagles Nest (184)

**TENNIS COMPLEX**

Eagles Court (207)  
Juan Wilson Court (4)

**BASEBALL FIELD**

Eagles Diamond Baseball Field (200)  
Gonzalo Garcia Baseball Field (17)  
Tom Rush Baseball Field (2)

**SOFTBALL FIELD**

Lady Eagles Softball Field (209)  
Louise E. Seymour Softball Field (10)  
Lady Diamond Softball Field (8)

In summary, the committee discovered that the method of involving the community, as per policy, in the naming of school facilities or schools both new and old is adequate. Some of the concerns that were expressed by the participants were: public notice to the community was inefficient; facilities and/or schools should be named after the mascot of the high school and not individuals; and would the board heed the nominations receiving the most votes or would the board arbitrarily decide on the names for the facilities and/or schools. It was also requested by the majority of the participants that a timely and speedy decision be made on the names suggested and that the community be informed accordingly.

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

Subject: Administrative Personnel Actions for Date: July 11, 2006  
Board of Trustee Information Only

Presented by: Renée O'Donnell Consent Agenda: \_\_\_\_\_

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**ACTION**

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**1. BACKGROUND INFORMATION**

Superintendent approved employment of personnel:

|                          |   |
|--------------------------|---|
| <b>Maria Baida</b>       | <b>Math Teacher, AMS,<br/>Effective 8/7/06</b>              |
| <b>Pablo Estrada</b>     | <b>Math Teacher, AMS,<br/>Effective 8/7/06</b>              |
| <b>Estela Fraire</b>     | <b>FS Baker, BCE,<br/>Effective 8/7/06</b>                  |
| <b>Gabriel Galindo</b>   | <b>Asst. Lead Custodian, AMS,<br/>Effective 6/18/06</b>     |
| <b>Michael Givens</b>    | <b>Sp. Ed. Content Mastery, AMS,<br/>Effective 8/7/06</b>   |
| <b>Valente Hernandez</b> | <b>Social Studies Teacher, AMS,<br/>Effective 8/7/06</b>    |
| <b>Timothy Kirby</b>     | <b>Health Teacher, AMS,<br/>Effective 8/7/06</b>            |
| <b>Victoria Perea</b>    | <b>Skills for Living Teacher, CMS,<br/>Effective 8/7/06</b> |
| <b>Regino Ramos</b>      | <b>Music Teacher, AMS,<br/>Effective 8/7/06</b>             |
| <b>Pablo Ruiz</b>        | <b>FS Substitute,<br/>Effective 6/6/06</b>                  |
| <b>Rosamaria Salgado</b> | <b>Skills for Living Teacher, AMS,<br/>Effective 8/7/06</b> |
| <b>Maria Villaseñor</b>  | <b>FS Full-time Helper, BCE,<br/>Effective 8/7/06</b>       |

Superintendent approved position changes for personnel:

|                           |  |
|---------------------------|--|
| <b>Carroll De La O</b>    | <b>5<sup>th</sup> Grade Teacher, BCE, to<br/>English Teacher, AMS,<br/>Effective 8/7/06</b>                              |
| <b>Antonio Del Campo</b>  | <b>AVANZA Lead Teacher,<br/>Grant extended<br/>through 8/31/06</b>   |
| <b>Lou Ann Estrada</b>    | <b>Accounting Specialist, Div. of BS to<br/>Risk Management/<br/>Workers' Comp. Specialist, HR,<br/>Effective 7/7/06</b> |
| <b>Karen Gailey</b>       | <b>Science Teacher, AMS, to<br/>Science Teacher, CMS,<br/>Effective 8/7/06</b>   |
| <b>Joan Gil</b>           | <b>Technology Lead Teacher, DDE,<br/>197 days to 187 days,<br/>Effective 8/2007</b>                                      |
| <b>Juan Gonzalez</b>      | <b>Custodian, CHS, to<br/>Custodian, AMS,<br/>Effective 6/26/06</b>  |
| <b>Lynn Harkins</b>       | <b>Technology Lead Teacher, BCE,<br/>197 days to 187 days,<br/>Effective 8/2007</b>                                      |
| <b>Carol Hecker</b>       | <b>Textbook/Testing Coordinator to<br/>Testing Coordinator,<br/>Effective 6/15/06</b>                                    |
| <b>Maria D. Hernandez</b> | <b>FS Salad Cook, BCE, to<br/>Custodian, AMS,<br/>Effective 6/19/06</b>  |
| <b>Geoffrey Kimble</b>    | <b>Social Studies Teacher, AMS, to<br/>Social Studies Teacher, CMS,<br/>Effective 8/7/06</b>                             |
| <b>Nellie Sanchez</b>     | <b>Technology Lead Teacher, AMS,<br/>197 days to 187 days,<br/>Effective 8/2007</b>                                      |
| <b>Margaret Sanger</b>    | <b>Technology Lead Teacher, JDE,<br/>197 days to 187 days,<br/>Effective 8/2007</b>                                      |
| <b>Sharon Schadler</b>    | <b>Technology Lead Teacher, CHS,<br/>197 days to 187 days,<br/>Effective 8/2007</b>                                      |
| <b>Susan Smith</b>        | <b>Technology Lead Teacher, DDE,<br/>197 days to 187 days,<br/>Effective 8/2007</b>                                      |
| <b>Jorge Valenzuela</b>   | <b>AVANZA Clerk,<br/>Grant extended through 8/31/06</b>  |

Superintendent approved resignations:

|                                |  |
|--------------------------------|--|
| <b>Juan Ambriz</b>             | <b>Custodian, CHS,<br/>Effective 5/15/06</b>           |
| <b>Brandy Furr</b>             | <b>Monolingual Teacher, JDE,<br/>Effective 5/26/06</b> |
| <b>Ana Lucero</b>              | <b>Special Ed. Teacher, CMS,<br/>Effective 5/26/06</b> |
| <b>Laura Mendoza</b>           | <b>Math Teacher, AMS,<br/>Effective 5/26/06</b>        |
| <b>Laura Sanchez-Contreras</b> | <b>Bilingual Teacher, CES,<br/>Effective 5/26/06</b>   |
| <b>Lillian Valenzuela</b>      | <b>Bilingual Teacher, AMS,<br/>Effective 5/26/06</b>   |
| <b>Griselsda Vidaurri</b>      | <b>Bilingual Teacher, JDE,<br/>Effective 5/26/06</b>   |

Superintendent approved retirements:

|                          |  |
|--------------------------|--|
| <b>Navora Richardson</b> | <b>Counselor, CHS,<br/>Effective 6/12/06</b> |
|--------------------------|--|

2. **BOARD ACTION REQUESTED**

No action required.

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

Agenda Item: \_\_\_\_\_

Date: July 11, 2006

Subject: Acceptance of Donations to Canutillo ISD

Presented By: Tony Reza

Consent Agenda: \_\_\_\_\_

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ACTION

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1. BACKGROUND INFORMATION:

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

Carelton Talbot - \$1,000 scholarship

Estela's Escuelas - \$200 to Davenport Elementary

Upper Rio Grande - \$1,550.00 for Eagle Nest Daycare

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends acceptance of the donations made to Canutillo ISD.

3. ACTION REQUESTED:

The Board of Trustees accepts the donations made to Canutillo ISD.

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

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



## Deanna Davenport Elementary School

P.O. Box 100 - 8401 Remington Drive  
Canutillo, Texas 79835

(915) 886-6400  
FAX (915) 886-6407

**Sylvia A. Gonzalez**  
Principal

Edeli,

Assistan

June 23, 2006

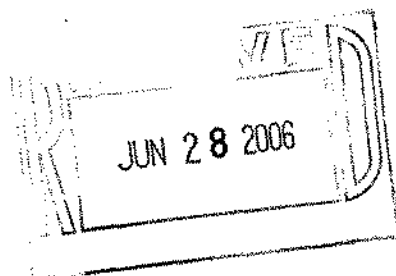
Dear Dr. Padilla:

On June 22<sup>nd</sup>, Estela's Escuelas aired a segment on the Hummingbird Habitat at Davenport Elementary School. She presented me with the monthly Honor Roll Award in the form of 200 dollars. These funds will be used towards plants, feeders and other miscellaneous items for the garden.

Please inform the school board of trustees of this donation to the Deanna Davenport Hummingbird Habitat.

Sincerely,

Janiece Ward



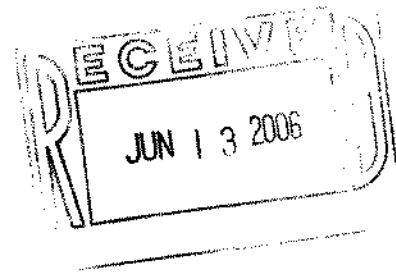


**Canutillo Independent School District**  
P.O. Box 100, Canutillo, Texas 79835  
(915) 877-7641 \* Fax (915) 877-3149

**Deborah M. Garcia – Child Care Manager**  
*The Eagle's Nest Day Care*

To: Whom It May Concern  
From: Deborah M. Garcia, Child Care Manager *DG*  
Date: June 13, 2006  
Subject: Child Care Services Incentives

As part of the Texas Rising Star, the Upper Rio Grande at Work Child Care Services provides incentives to the child care centers who participate in the program. The Eagle's Nest Day Care has received \$700.00 worth of certificates and a gift card worth \$850.00 to buy equipment, material and supplies through Lakeshore Learning Materials.



# AIA<sup>®</sup> Document A121<sup>™</sup>CMc – 2003

## Amendment No. 1<sup>2</sup>

### AMENDMENT NO. 1<sup>2</sup>

#### TO AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER

Pursuant to Section 2.2 of the Agreement, dated May 24, 2006 between CANUTILLO INDEPENDENT SCHOOL DISTRICT (Owner) and VENEGAS ENGINEERING MANAGEMENT & CONSTRUCTION, LP (the Construction Manager), for Canutillo ISD Miscellaneous Projects (the Project), the Owner and Construction Manager establish a Guaranteed Maximum Price and Contract Time for the Work as set forth below.

#### ARTICLE I. GUARANTEED MAXIMUM PRICE

The Construction Manager's Guaranteed Maximum Price for the Work, including the estimated Cost of the Work as defined in Article 6 and the Construction Manager's Fee as defined in Article 5, is Twenty Seven Thousand Five Hundred Dollars ( \$27,500.00 ). This Price is for the performance of the Work in accordance with the Contract Documents listed and attached to this Amendment and marked Exhibits A through F, as follows:

Exhibit A Drawings, Specifications, addenda and General, Supplementary and other Conditions of the Contract on which the Guaranteed Maximum Price is based, pages 1 through , dated .

Exhibit B Allowance items, pages N/A through , dated .

Exhibit C Assumptions and Clarifications made in preparing the Guaranteed Maximum Price, pages N/A through , dated .

Exhibit D Completion Schedule, pages N/A through , dated .

Exhibit E Alternate Prices, pages N/A through , dated .

Exhibit F Unit Prices, pages N/A through , dated .

#### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**ARTICLE II CONTRACT TIME**

The date of Substantial Completion established by this Amendment is: August 15, 2006.

**OWNER**

**SIGNATURE PAGE ATTACHED  
CONSTRUCTION MANAGER**

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**ATTEST**

\_\_\_\_\_  
**ATTEST**

**AMENDMENT NO. 2 TO AGREEMENT  
BETWEEN CANUTILLO INDEPENDENT SCHOOL DISTRICT  
AND VENEGAS ENGINEERING MANAGEMENT & CONSTRUCTION, LP  
SIGNATURE PAGE**

**DATE:** JULY \_\_\_\_\_, 2006

**OWNER:**

CANUTILLO INDEPENDENT SCHOOL DISTRICT

**BY:** \_\_\_\_\_  
SERGIO CORONADO  
PRESIDENT, BOARD OF TRUSTEES

**ATTEST:**

\_\_\_\_\_  
YVONNE SAPIEN SANCHEZ  
SECRETARY, BOARD OF TRUSTEES

**APPROVED AS FORM AND CONTENT:**

\_\_\_\_\_  
YUSUF FARRAN, EXECUTIVE DIRECTOR  
CANUTILLO ISD

**APPROVED AS TO FORM:**

\_\_\_\_\_  
LARRY A. BASKIND  
GENERAL COUNSEL, CANUTILLO ISD

**CONSTRUCTION MANAGER:**

**VENEGAS ENGINEERING  
MANAGEMENT & CONSTRUCTION, LP**

**BY:** \_\_\_\_\_  
ITS GENERAL PARTNER

**BY:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_

**McMAHANS GLASS & ALUMINUM**  
 3630 BOEING STR. 9  
 EL PASO TX, 79925  
 TEL: 915-831-8767

**PROPOSAL**

| DATE      | ESTIMATE NO. |
|-----------|--------------|
| 6/29/2006 | 200460       |

| NAME / ADDRESS  |
|---|
| VEMAC<br>2914 E. VANDELL, STE 3<br>EL PASO TX, 79908<br>ATTENTION: DAVID<br>RE: OLD CANUTILLO HIGH SCHOOL WINDOWS |

|  |  | PROJECT      |              |           |
|--|--|--------------|--------------|-----------|
| ITEM   | DESCRIPTION  | QTY          | RATE         | TOTAL     |
| QUOTE  | McMAHANS WILL SUPPLY & INSTALL MATERIALS LISTED BELOW IN TIMELY & PROFESSIONAL MANNER W/ EXCEPTIONS AS NOTED.<br>-- DEMOLITION OF 21 OPENINGS APPROX. 112" x 80" & DISCARD OLD WINDOWS<br>-- NEW WINDOWS INSTALLED ARE TO BE PAIRED HORIZONTAL SLIDERS W/ FIXED TRANSOM MILLED @ TOP OF EACH.<br>-- FINISH ON ALUMINUM IS TO BE STD. D. BRONZE ANODIZED<br>-- ALL GLASS IS TO BE STD. LOW-E 3/4" S&S MAKE UP ANNEALED INSULATED UNITS<br>-- STD. SCREENS ARE INCLUDED W/ STD. FIBER CHARCOAL MESH<br>-- NEW WINDOWS ARE TO BE APPROX. 2 - 58" x 60" MILLED @ VERTICAL & @ TOP W/ APPROX. 20" P.W.<br>-- ALL NEW WINDOWS WILL BE PERIMETER SEALED<br>-- 10 - OPENINGS IN HALLWAY 300 & 11 - OPENINGS IN HALLWAY 300 OF 112" x 80" |              | 0.00         | 0.00      |
| ENTRY1   | -- TOTAL FOR ABOVE (BASE BID) --<br>-- VOLUNTARY ADD #1 - UPGRADE TO A HEAVIER COMMERCIAL WINDOW ADD \$ 990.00 TO BASE BID<br>-- VOLUNTARY ADD #2 - UPGRADE ALL 1/4" LOW-E ANNEALED INSULATED UNITS TO SAFETY TEMPERED 3/4" LG'S<br>ADD FOR V. ADD #2 -- \$ 16,980 TO BASE BID<br>EXCLUSIONS: ANY WORK OR MATERIALS NOT LISTED ABOVE, CARE & CLEANING OF MATERIAL AFTER INSTALLATION.  | 21           | 1,311,904.76 | 27,530.00 |
| PRICE IS VALED FOR 30 DAYS, OTHERWISE SUBJECT TO REVISION. |  | <b>Total</b> |              |           |

Jun 29 06 10:47a McMahans 01

915-858-8080

P. 3

McMAHANS GLASS & ALUMINUM  
 2630 BORING STE. 9  
 EL PASO TX, 79925  
 TEL: 915-881-8767

**PROPOSAL**

| DATE      | ESTIMATE NO. |
|-----------|--------------|
| 6/28/2006 | 200460       |

| NAME / ADDRESS  |
|---|
| VEMAC<br>2514 E. YANDELL, STE 1<br>EL PASO TX, 79903<br>ATTENTION: DAVID<br>RE: OLD CANUTILLO HIGH SCHOOL WINDOWS |

| PROJECT  |   |     |              |            |
|--|---|-----|--------------|------------|
| ITEM   | DESCRIPTION   | QTY | RATE         | TOTAL      |
|  | ADJUSTMENT OF ROUGH OPENING, MASONARY WORK,<br>ETC., HOLIDAY, WEEKEND OR AFTER HOUR LABOR, BENT<br>OR<br>FORMED METAL OF ANY KIND NOT LISTED ABOVE ( SILL OR<br>HEAD FLASHINGS), BONDING, SALES TAX.<br><br>PAYMENT TERMS: Once ENTERED INTO SUPPLIERS ORDER,<br>SUPPLIER WILL DETERMINE CR. TERMS. BALANCE TO BE<br>PAID IN FULL UPON COMPLETION.<br>SEP SALES TAX |     | 8.25%        | 6.00       |
| PRICE IS VALID FOR 30 DAYS, OTHERWISE SUBJECT TO REVISION. |   |     | <b>Total</b> | 527,950.06 |