

Agenda of Special Meeting

The Board of Trustees Canutillo ISD

A Special meeting of the Board of Trustees of Canutillo ISD will be held October 4, 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. Consent Agenda
 1. Creation of Positions : 3
 - a. Occupational Therapist (1) Special Ed. Dept.
 - b. Itinerant Sp. Ed. Aide (1) Special Ed. Dept.
 - c. Special Ed. Lead Teacher (1) Special Ed. Dept.
 - d. Possible revision to Board Policy CW (Local) New Facilities
 2. Approval for a district-wide McAfee Virus Defense Maintenance Services 4
 3. Approval TASB Localized Policy Update 78 (first reading) 8
 4. First Reading BDB (Local) Board Internal Organization: Internal Committees 23
 5. First Reading EIC (Local) Academic Achievement: Class Ranking 27
 6. First Reading EI (Local) Academic Achievement 31
 7. First Reading CFC (Local) Accounting Audits 33
 8. First Reading AE (Local) Educational Philosophy/Mission Statement 36
 9. Possible revision to Board Policy CW (Local) relating to the naming of facilities 38
2. Instruction and Student Affairs
 - A. NONE
3. Personnel
 - A. Consideration of adjustment of coaching stipends - requested by Mr. Reyes
4. Business and Finance
 - A. NONE
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.

Personnel Committee – October 3, 2006

3 A. Creation of Positions

1 Occupational Therapist (OT)	Special Ed Department
1 Itinerant Sp Ed Aide	Special Ed Department
1 Special Education Lead Teacher	Special Ed Department

Background Information and Rationale for Creation of Positions, 3.A:

Special Education Department: ●Currently, we employ one full-time and two contract Occupational Therapists. The contract workers are paid \$50 an hour. It makes financial sense to hire at least one OT rather than contract out this work. This would come out of local funds. Position works 187 days and is an Administrative Professional, Pay Grade 2. ●One itinerant special education aide is needed because of a safety issue in the behavior disordered classroom at Canutillo Elementary. Once this situation is relieved, the aide may be assigned to any other special education unit throughout the District as needed. This position would be paid out of local funds and is a pay grade 3 in the Clerical/Paraprofessional family. ●A Special Education Lead Teacher is needed in order to effectively train, monitor, and model special education best instructional practice. Further, the state monitoring system has identified a need to place more students in less restrictive settings which presents a need for someone to train on inclusive practices. This person would be on the teacher pay scale, working a 197 calendar. This will be paid out of local funds.

SUPERINTENDENT RECOMMENDATION

Recommend Personnel Committee approval of agenda items.

PERSONNEL COMMITTEE ACTION REQUESTED

Move to recommend approval of personnel action to the Board of Trustees.

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

Agenda Item: _____ **Date:** October 4, 2006.

Subject: Approval for a district-wide McAfee Virus Defense Maintenance Services.

Presented By: Martha Veale **Consent Agenda** _____

ACTION

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. 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 to purchase a virus defense program, McAfee Virus Defense, Anti-SPAM, upgrades, and support/maintenance. The proposal outlined in the attached documents with a cost of \$33,439.20 includes annual support and secure gateway software.

2. SUPERINTENDENT RECOMMENDATION

The Superintendent recommends approval to purchase the licenses, programs and support for district-wide use from En Pointe Technologies.

3. BOARD ACTION REQUESTED

The Board of Trustees approves the purchase of licenses, programs, and support from En Pointe Technologies at a cost of \$33,439.20 as recommended by the Superintendent.

MOTION _____

SECOND _____

FOR _____

AGAINST _____



2381 Rosecrans Avenue, Suite 325
 El Segundo, CA 90245-4921
 Customer Service (310) 727-5555
 Main (310) 725-5200
 www.enpointe.com

Jan Claffey
 800-694-4419 direct
 800-915-9784 fax

QUOTATION

0025038441

Page: 1

Created: 09/11/2006 09:08 AM
 Expires: 10/11/2006 12:00 AM

Customer Contact

LeRoy Romero
 915-877-7461

lromero@canutillo-isd.org

Shipping Address

Canutillo ISD
 6300 Strahan Road
 El Paso TX 79932

Billing Address

Canutillo ISD
 6300 Strahan Road
 El Paso TX 79932

Comments

NEED PO FAXED TO 800-915-9784
 ALONG WITH TAX EXEMPT FORM

Shipping Method

Best Way 0 lbs. (approximate)

Payment Terms

Net 30

Line #	Mfg Part #	Qty	Mfg Name / Publisher	Description	Availability	List Price	Unit Price	Ext Price
1	AVDYFM-AA-GI	1499	MCAFEE, INC.	McAfee Active Virus Defense 1 YR - Annual support; from 10-3-06 to 10-3-07	In Stock	10.93	8.80	13,191.20
2	AVDYFM-AA-GI	1001	MCAFEE, INC.	McAfee Active Virus Defense 9 months support; from 12-30-06 to 10-3-07	In Stock	8.80	8.80	8,808.80
3	SMGYFM-AA-JI	2500	MCAFEE, INC.	McAfee Secure Internet Gateway software; 1 year support	In Stock	1.89	1.65	4,125.00
							Subtotal	33,439.20
For our standard terms and conditions, please visit http://www.enpointe.com/terms							Shipping	0.00
Did you know? En Pointe can provide same day shipment for over \$2 billion worth of computer products from thousands of manufacturers/publishers. With over 250,000 available sku's, finding the right product and tracking your orders is easy with our E-Procurement tool: AccessPointe							Tax	.00
							TOTAL	33,439.20

QUOTATION

0025038441

Page: 2

Created: 09/11/2006 09:08 AM
Expires: 10/11/2006 12:00 AM



2381 Rosecrans Avenue, Suite 325
El Segundo, CA 90245-4921
Customer Service (310) 727-5555
Main (310) 725-5200
www.enpointe.com

Jan Claffey
800-694-4419 direct
800-915-9784 fax

Customer Contact LeRoy Romero 915-877-7461 lromero@canutillo-isd.org	Shipping Address Canutillo ISD 6300 Strahan Road El Paso TX 79932	Billing Address Canutillo ISD 6300 Strahan Road El Paso TX 79932
--	---	--

Comments NEED PO FAXED TO 800-915-9784 ALONG WITH TAX EXEMPT FORM	Shipping Method Best Way 0 lbs. (approximate)	Payment Terms Net 30
--	---	------------------------------------

Line #	Mfg Part #	Qty	Mfg Name / Publisher	Description	Availability	List Price	Unit Price	Ext Price
4	SKPYFM-AA-JI	2500	MCAFEE, INC.	McAfee Anti Spam Module; 1 year support	In Stock	1.17	.91	2,275.00
5	RF3300SMGAI	1	MCAFEE, INC.	McAfee Secure Messaging Gateway - Hardware support	In Stock		2,519.60	2,519.60
6	RF3300SMGAI	1	MCAFEE, INC.	McAfee Secure Messaging Gateway - Hardware support	In Stock	2,519.60	2,519.60	2,519.60
Notes: DIR PRICING - TEXAS STATE CONTRACT								
							Subtotal	33,439.20
For our standard terms and conditions, please visit http://www.enpointe.com/terms							Shipping	0.00
Did you know? En Pointe can provide same day shipment for over \$2 billion worth of computer products from thousands of manufacturers/publishers. With over 250,000 available sku's, finding the right product and tracking your orders is easy with our E-Procurement tool: AccessPointe							Tax	.00
							TOTAL	33,439.20



2381 Rosecrans Avenue, Suite 325
 El Segundo, CA 90245-4921
 Customer Service (310) 727-5555
 Main (310) 725-5200
 www.enpointe.com

Jan Claffey
 800-694-4419 direct
 800-915-9784 fax

QUOTATION

0025038441

Page: 3

Created: 09/11/2006 09:08 AM

Expires: 10/11/2006 12:00 AM

Customer Contact

LeRoy Romero
 915-877-7461

lromero@canutillo-isd.org

Shipping Address

Canutillo ISD
 6300 Strahan Road
 El Paso TX 79932

Billing Address

Canutillo ISD
 6300 Strahan Road
 El Paso TX 79932

Comments

NEED PO FAXED TO 800-915-9784
 ALONG WITH TAX EXEMPT FORM

Shipping Method

Best Way 0 lbs. (approximate)

Payment Terms

Net 30

Customer Acceptance

A signature and submission of this quotation by you, ("Customer"), will hereby serve as authorization for En Pointe Technologies, Inc. to purchase the above referenced goods and/or services.

Further, Customer agrees to pay all invoices related to this order according to the terms and conditions specified by En Pointe Technologies, Inc., which are available at www.enpointe.com/invoiceterms.html

Signature

PO Number

Name

Date

Phone

Email

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

Agenda Item: Policy Update 78, affecting (LOCAL) policies

Date: October 4, 2006

Subject: TASB Localized Update 78 (First Reading)

Presented By: Pauline Dow, Assoc. Supt. Consent Agenda X

ACTION

1. BACKGROUND INFORMATION:

Update 78 addresses changes in the legal context that have arisen since the conclusion of the 79th regular legislative session. It also includes policy changes arising from HB 1 from the recently completed special legislative session on school finance and effective for the 2006-2007 school year.

2. SUPERINTENDENT RECOMMENDATION:

Approval of first reading to the additions, revisions, or deletions to (LOCAL) policies as presented in policy committee and as recommended by TASB Policy Service and according to the instruction sheet for TASB Localized Policy Manual Update 78.

3. BOARD ACTION REQUESTED:

Motion to add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the instruction sheet for TASB Localized Policy Manual Update 78.

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____



Localized Policy Manual

Update 78

Canutillo ISD

Your Localized Update 78 addresses changes in the legal context that have arisen since the conclusion of the 79th regular legislative session. It also includes policy changes arising from HB 1 from the recently completed special legislative session on school finance and effective for the 2006–2007 school year. Those policies, highlighted in **Vantage Points** (described below) range from property taxes and accountability to student admissions and student health issues.

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 78 packet contains:

- **Vantage Points—A Board Member’s Guide to Update 78**, 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 78 materials can be identified by the DATE ISSUED—06/07/2006 in the lower left corner of each page. If you have any questions concerning this Update, please call your Policy Consultant/Analyst, Linda Preble, at 800-580-7529 or 512-467-0222.

Regarding board action on Update 78 . . .

- Board action on Localized Update 78 must occur within a properly posted, open meeting of the board and may be addressed on the agenda posting as “Policy Update 78, 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 added, revised, or deleted **and the titles/subtitles of those policies**. BoardBook compilers should use “Policy Update 78, 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 78 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 78 [with the following changes:]”
- The board’s action on Localized Update 78 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 minutes where they make up the authoritative record of your board’s actions. Include a copy of new, replaced or rescinded (**LOCAL**) policies.
- In constructing the separate historical record of the manual, the emphasis is on tracking the history of individual policies. For guidance on maintaining this record, please refer to the **Policy Administrator’s Guide** at https://www.tasb.org/docs-mytab/gov_svcs/policy_svc/adminguide/policy_admin_guide.pdf.cfm.

Regarding manual maintenance and administrative regulations . . .

- **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.**
- 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*, you will need to notify us of the board’s action on Update 78 so that your district’s Localized Policy Manual as it appears on TASB’s Web server can be updated. *Policy On Line* staff may be reached by phone (800–580–7529 or 512–467–0222), fax (512–467–3618, using 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 78 policy changes should be inspected and revised as needed. If the district routinely submits REGULATIONS to Policy Service for processing or desires that the updated REGULATION be included in the district’s *Policy On Line* manual, please submit these changes to your Policy Consultant/Analyst at your earliest convenience.

PLEASE NOTE: This Localized Update packet and the Update 78 **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.

© 2006 Texas Association of School Boards, Inc. All rights reserved.

Instruction Sheet

TASB Localized Policy Manual Update 78

District Canutillo ISD

Code	Action To Be Taken	Note
BAA (LEGAL)	Replace policy	Revised policy
BBB (LEGAL)	No policy enclosed	See explanatory note
BBBA (LEGAL)	Replace policy	Revised policy
BBFA (LEGAL)	Replace policy	Revised policy
BDF (LEGAL)	Replace policy	Revised policy
CCG (LEGAL)	Replace policy	Revised policy
CDA (LOCAL)	Replace policy	Revised policy
CE (LEGAL)	Replace policy	Revised policy
CHF (LEGAL)	Replace policy	Revised policy
CKC (LOCAL)	Replace policy	Revised policy
CO (LEGAL)	Replace policy	Revised policy
CRD (LEGAL)	Replace policy	Revised policy
CRD (LOCAL)	Replace policy	Revised policy
DC (LEGAL)	Replace policy	Revised policy
DEA (LEGAL)	Replace policy	Revised policy
DEA (LOCAL)	Replace policy	Revised policy
DEB (LOCAL)	DELETE policy	See explanatory note
DHE (LOCAL)	Replace policy	Revised policy
EFAA (LEGAL)	Replace policy	Revised policy
EHBC (LEGAL)	Replace policy	Revised policy
EHBE (LEGAL)	Replace policy	Revised policy
EHBG (LEGAL)	Replace policy	Revised policy
EI (LOCAL)	Replace policy	Revised policy
EKB (LEGAL)	Replace policy	Revised policy
FDA (LOCAL)	Replace policy	Revised policy
FDAA (LEGAL)	Replace policy	Revised policy
FDB (LEGAL)	Replace policy	Revised policy
FEA (LEGAL)	Replace policy	Revised policy
FEB (LEGAL)	Replace policy	Revised policy
FFAB (LEGAL)	Replace policy	Revised policy
FFAB (EXHIBIT)	DELETE exhibit	See explanatory note

Instruction Sheet

TASB Localized Policy Manual Update 78

Code		Action To Be Taken	Note
FFAC	(LEGAL)	Replace policy	Revised policy
FL	(LOCAL)	Replace policy	Revised policy
FOC	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 78

District: Canutillo ISD

BAA (LEGAL) BOARD LEGAL STATUS
POWERS AND DUTIES

A new item 8—on INTERNAL AUDITOR—has been added. HB 1 from the recently completed special legislative session on school finance newly requires that any internal auditor that may be employed by the district be selected by and report directly to the board.

BBB (LEGAL) BOARD MEMBERS
ELECTIONS

Please note: HB 1, from the recently completed special legislative session on school finance, requires school districts to hold trustee elections on the same date as:

- The election of members of the governing body of a municipality located in the district, or
- The general election for state and county officers (November of even numbered years).

Additionally, elections held on the same date as the municipality or county must be held as joint elections, with common polling places.

Analysis by TASB Legal Services attorneys, in consultation with the Elections Division of the Office of the Texas Secretary of State, suggests that districts that held or cancelled trustee elections in May will not be required to hold another election on November 7, 2006 (the next general election). Districts should work with local counsel to determine what actions need to be taken for the 2007 election cycle.

Districts with questions about how these provisions apply to their trustee elections should contact the Secretary of State's Election Division at 1-800-252-VOTE (8683).

HB 1 does not require an immediate change in policy. Districts already committed to a November 7, 2006, election may proceed by having a joint election with the county. Preclearance from the U.S. Department of Justice may be required for November elections to the extent the district makes changes in election practices or procedures.

BBBA (LEGAL) BOARD MEMBERS
REPORTING CAMPAIGN FUNDS

For clarity, TASB attorneys have added to this policy Election Code provisions pertaining to terminating the campaign treasurer appointment of an inactive candidate or political committee. Included are circumstances under which a candidate or committee become inactive and the process by which the board terminates the campaign treasurer appointment.

BBFA (LEGAL) ETHICS
CONFLICT OF INTEREST DISCLOSURES

The newly enacted Local Government Code requirement that local government officers file a conflicts disclosure statement—for themselves and family members—includes by reference the Government Code definition of "family member." That definition—a person related within the first degree by consanguinity or affinity—has been added on page 3.

FAQs about this new requirement and a chart of the various conflict disclosure requirements may be found at <https://www.tasb.org/apps/icen/icenDetail.cfm?kv=232>. (Click on the title, "Legal FAQs: HB 914.")

BDF (LEGAL) BOARD INTERNAL ORGANIZATION
CITIZEN ADVISORY COMMITTEES

A perceived requirement—that elementary, middle, and junior high school students each engage in physical activity at least 30 minutes per school day or 135 minutes per school week—has been deleted from STATEMENT FOR PUBLIC INSPECTION.

Explanatory Notes

TASB Localized Policy Manual Update 78

TASB's Governmental Relations Division indicates that, while it may have been the intention of the 79th Legislature to require physical activity time for middle school, that intention was not enacted into law. The State Board of Education will consider this summer an extension of a physical education and/or physical activity requirement to middle schools to remedy the legislative oversight.

CCG (LEGAL) LOCAL REVENUE SOURCES AD VALOREM TAXES

Key local property tax provisions from HB 1, enacted by the recently completed special legislative session on school finance, are incorporated into this policy, as follows:

- TAX RATE CAP, on page 1, reflects the newly imposed limit on the tax rate adopted by a local district. The new cap may not exceed by more than 17 cents the product of the "compression percentage" and \$1.50 (or actual rate levied for 2005 if greater than \$1.50).
- 2006 TAX YEAR ELECTION, on page 4, addresses a 2006 transition provision requiring voter approval of a tax rate exceeding the rollback rate. The election must be called no later than August 31 and held on September 30. But for this transitional change, such an election would be governed by the time lines specified by Tax Code 26.08(a) and (b), subsections that appear in the policy immediately above the 2006 addition.
- COLLECTION AND DEPOSIT OF TAX INCREMENTS, on page 9, affects certain districts' payments into the tax increment funds.

At DISCOUNTS, on page 4, the text has been revised to reflect HB 2491 (from the regular session of the 79th legislature): a district now has clear statutory authority to adopt early-payment discounts even if the district contracts with another entity for the collection of taxes.

CDA (LOCAL) OTHER REVENUES INVESTMENTS

We have added text addressing INTEREST RATE RISK, as suggested by independent auditors working with school districts to respond to various risk assessment issues addressed by General Accounting Standards Board (GASB) Statement 40. Essentially, the provision specifies that the district will reduce the risk of interest rate fluctuation by specifying final and weighted-average-maturity limits and by diversification. No other changes have been made.

In reviewing this policy, the district might concurrently fulfill its obligation to review—at least annually—this particular policy and to document its review and any resulting changes. The following sections merit special attention to ensure that they are in harmony with practice:

- MONITORING MARKET PRICES: The law requires the policy to define the methods/resources that will be used to monitor the market price of investments.
- FUNDS/STRATEGIES: The law requires the policy to define an investment strategy for each fund type to be invested.
- PORTFOLIO REPORT: While not required by law, good investment management practice suggests that the board at least annually consider overall portfolio performance and refine policies and strategies as needed to enhance the investment program. This provision was intended to provide a longer view of performance than quarterly, as provided by law, and somewhat presumes a diversified portfolio.

The district should confer with its investment counselor, its local attorney, and others with expertise in investment management when reviewing this policy. (The *TASB Regulations Resource Manual*, an administrative document available to policy administrators through myTASB, contains a model resolution form that may be used to document the review and changes.)

Explanatory Notes

TASB Localized Policy Manual Update 78

Please advise your policy consultant/analyst of any policy changes that arise from this review.

CE (LEGAL) ANNUAL OPERATING BUDGET

At PUBLICATION OF PROPOSED BUDGET SUMMARY, on page 3, appears a new requirement imposed by HB 1, enacted by the recently completed special legislative session on school finance. Statute now requires the district to post on the Internet—at the same time it publishes the required “notice of the meeting on the budget and proposed tax rate”—a comparison of the proposed budget with the previous year’s budget. The comparison must include per-student and aggregate spending in six categories:

- Instruction
- Instructional support
- Central administration
- District operations
- Debt service
- Any other category designated by the commissioner of education

CHF (LEGAL) PURCHASING AND ACQUISITION PAYMENT PROCEDURES

HB 2425 from the 78th regular legislative session amends the “Prompt Payment Law” to set the rate of interest payable by the district for tardy payment of vendor invoices to one percent over the prime rate. The prime rate is established on the first weekday in July and “prime-plus-one” applies to any payments due between September 1 and August 31 of the ensuing year.

This indexing is reflected on page 1 at INTEREST.

CKC (LOCAL) SAFETY PROGRAM/RISK MANAGEMENT EMERGENCY PLANS

Your current policy—addressing emergency procedures, retaining students during emergencies, evacuation procedures, and drills—has been effectively superseded by the district’s Emergency Operations Plan (EOP) aligned with the Texas School Safety Center (TSSC) template.

The TSSC template was promulgated in response to SB 11, from the 79th regular legislative session; districts were required to have developed a compatible plan by March 1, 2006. The EOP addresses emergency preparedness and emergency response and recovery as systems built on planning, training, drills, assessment, interagency cooperation, accountability, recordkeeping, and evaluation.

We recommend replacing your (LOCAL) policy with the streamlined language enclosed that speaks to the superintendent’s responsibility for ensuring that the plan is maintained and staff trained on an ongoing basis.

CO (LEGAL) FOOD SERVICES MANAGEMENT

SB 42 from the 79th regular session prohibits districts from barring a parent or grandparent from providing any food product of his or her choosing for a classroom birthday celebration or to students at school-related functions. The legislation, also known as “Lauren’s Law,” is effective with the 2006–2007 school year.

The Texas Department of Agriculture does not believe this more recent law conflicts with the Texas Public School Nutrition Policy (TPSNP) promulgated by the Commissioner of Agriculture and last revised in June 2004, six months before the 79th Legislature convened. TDA “policy” guidance states:

Explanatory Notes

TASB Localized Policy Manual Update 78

TDA recognizes that celebrating student birthdays with a classroom party is a time-honored tradition that provides the opportunity for parental involvement in the education of their children, which is beneficial for students, parents and teachers. Foods otherwise restricted by the policy are permitted in classroom student birthday parties. It is recommended such parties be scheduled at the end of the lunch period for the class so that these celebrations will not replace a nutritious lunch. Federal regulations do not permit foods of minimal nutritional value to be served in the food service area during meal periods.

In essence, TDA's guidance does not construe such birthday celebrations as a violation. "Lauren's Law" (and the fact that it amends, curiously, the portion of the Education Code that speaks to the required curriculum, rather than some more generalized section) blurs the picture. TASB attorneys believe that districts can still specify when classroom birthday celebrations may be held, so long as they are held after lunch service ends for that classroom.

In updated FAQs—issued January 24, 2006—TDA further notes, "'Lauren's Law' does not supersede the TPSNP 'Event Day' provisions, which limits such [event] days to three per year; if a school permits restricted food at more than three school events per year, TDA will not reimburse the school for meals served for any days in excess of the three days permitted under the TPSNP."

The complete document may be found at <http://www.squaremeals.org>. (Click on "Texas Public School Nutrition Policy," then "Frequently Asked Questions.")

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

New language regarding the health care supplement appears at DESIGNATION OF COMPENSATION FOR BENEFITS, on page 5. This text, drawn from HB 1 from the recently completed special legislative session on school finance, essentially clarifies previous statutory language. [Further statutory details regarding this supplement are included at DEA(LEGAL), in this update.]

In addition to this change, the policy itself has been extensively redeveloped to more closely track statutory language, to present the various provisions in a more logical flow, and to include additional text from current statute where such text might be helpful.

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

Changes in CRD(LEGAL) have prompted a review—and significant redevelopment—of the companion (LOCAL) policy to more precisely reflect the interaction of continuation coverage with Family and Medical Leave and the district's health care plan, TRS Active Care or otherwise. The resulting policy clarifies:

- The board's role in establishing its contribution toward the employee's health insurance premium cost, allowing for differentiated contributions for part-time employees.
- An employee's responsibility for sustaining the full premium cost while on unpaid leave—subject to the exception provided by federal law for family and medical leave. That exception requires the district to sustain its customary contribution through the family and medical leave period.
- The requirement that an absent employee who is not on paid leave (or family and medical leave) may continue participating—with the employee funding the entire premium cost—for as long as the group health insurance plan permits. (TRS Active Care currently allows a participant to continue coverage for up to six full months after the unpaid leave begins, until employment terminates, or until eligibility terminates for a reason unrelated to the unpaid leave.)

We have retained unchanged the district's locally developed text at PRIVACY RULE.

Explanatory Notes

TASB Localized Policy Manual Update 78

DC (LEGAL) EMPLOYMENT PRACTICES

At INTERNAL AUDITOR, on page 1, appears a new requirement from HB 1 from the recently completed special legislative session on school finance. Also recited at BAA(LEGAL), the law now requires that any internal auditor that may be employed by the district be selected by and report directly to the board.

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

HB 1, from the recently completed special legislative session on school finance, prompts two additions:

- At STATE FUNDING, on page 1, new statute provides, subject to recapture and inclusive of the compensation supplement, \$2,500 for each classroom teacher, full-time librarian, full-time counselor, and full-time school nurse. This increase in compensation becomes effective with the 2006–2007 school year.
- At DESIGNATION OF COMPENSATION FOR BENEFITS, on page 3, revised statutory language addresses the (health care) compensation supplement. Eligible employees will annually elect in writing, (at the same time that the employee may elect to participate in a cafeteria plan) to earmark a portion of the supplement for the cafeteria plan or for payment of health care premiums.

In addition to these key changes, the policy has been restructured and its provisions revised for clarity:

- On page 1, DEFINITIONS have been added from TEA rules to further explain the introductory paragraph addressing the MINIMUM SALARY SCHEDULE.
- Education Code language has been added to EMPLOYEES FORMERLY ON CAREER LADDER—beginning on page 2—to more precisely define the salary guarantee to teachers and librarians on the career ladder in 1993 (when the career ladder was repealed).
- Repeated at PAY INCREASES, on page 3, are prohibitions—also found at CE(LEGAL)—against:
 - An employee's receiving a supplementary financial benefit after services are rendered or performance of a contract begun.
 - An employee's receiving a salary advance and loan.
- Further material from federal regulations implementing the Fair Labor Standards Act has been added to pages 4–6.
- The section on PRINCIPAL PERFORMANCE INCENTIVES, previously at the end of the policy, has been deleted to avoid redundancy, as these provisions also appear at BQB(LEGAL).

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

We have added to your local policy two new introductory paragraphs that define “compensation plans” as encompassing not only wages and salary structures, but stipends, benefits, and incentives as components of the plans. When specifically authorized and adopted by the board, such compensation plans will allow the district flexibility to pay stipends and award incentive pay, in accordance with the board's decision and availability of funds.

Please note that no other changes have been made to this largely locally developed policy. We strongly advise you to review a copy of the new standard TASB policy; please contact your policy consultant/analyst if you would like a copy.

DEB (LOCAL) COMPENSATION AND BENEFITS FRINGE BENEFITS

We recommend that the district delete its DEB(LOCAL) policy; the enclosed FDA(LOCAL) has been redeveloped to address the district's current policy regarding all nonresident transfer students.

Explanatory Notes

TASB Localized Policy Manual Update 78

For districts that admit nonresident transfer students, transfer request procedures for all applicants, including children of nonresident district employees, are covered by the new streamlined FDA(LOCAL), making separate provisions at DEB(LOCAL) regarding children of nonresident employees unnecessary.

Deleting nonresident student provisions from DEB(LOCAL) leaves no policy text, only a pointer to other policy codes. For that reason and since these codes are also identified within your manual's cross-index, we recommend deletion of your DEB(LOCAL) in its entirety.

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

At DRUG-RELATED VIOLATIONS, we have added—at item 2—"providing an adulterated, diluted, or a substituted specimen on an alcohol or drug test" as a violation of district policy. While such a violation has long been noted in DHE(LEGAL) as an offense requiring a report to the Texas Department of Public Safety, it was not specifically restated in DHE(LOCAL) as a violation of policy.

In the paragraph following the list of DRUG-RELATED VIOLATIONS, we have retained unchanged the district's designation of the transportation supervisor as the person responsible for dissemination of material about the program; additionally, in the second paragraph at CONSORTIUM, the district's text specifying a "testing service or consortium" has been retained unchanged.

EFAA (LEGAL) INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION TEXTBOOK SELECTION AND ADOPTION

This policy has been extensively supplemented with key Education Code provisions and State Board of Education rules regarding state and local textbook selection responsibilities. On page 1 is found the critical distinction between "conforming" (covering all Texas Essential Knowledge and Skills [TEKS] elements) and "nonconforming" (covering at least half but less than all TEKS elements). On page 2 is included the DURATION OF SELECTION provision, previously at CMD but more appropriately expressed here. Similarly, the CRIMINAL OFFENSE provision on page 2 echoes language found at DBD.

While the policy contains no other substantive changes, TASB attorneys have adjusted text throughout to more closely track statutory language.

EHBC (LEGAL) SPECIAL PROGRAMS COMPENSATORY/ACCELERATED SERVICES

A new section titled COMPENSATORY EDUCATION ALLOTMENT—appearing on page 1—has been drawn from the Education Code to anchor the policy.

At OPTIONAL FLEXIBLE SCHOOL DAY PROGRAM, beginning on page 4, we have incorporated provisions from HB 1, enacted by the recently completed special legislative session on school finance, effective for the 2006–2007 school year. Districts may apply to the commissioner of education for permission to offer an "optional flexible school day program" to at-risk students in grades 9–12 that would allow them to work at their own pace, with flexible hours, flexible days, and even on a part-time schedule. When approved by the commissioner, credits and funding are determined based on accumulation of time spent, not on a calendar year or semester.

Other changes to the policy are nonsubstantive, more closely tracking statutory language or the statutory order of topics and omitting, where appropriate, excessive detail.

EHBE (LEGAL) SPECIAL PROGRAMS BILINGUAL EDUCATION/ESL

New state law regarding assessment of limited English proficient students anchors revision of this policy. HB 1, arising from the recently completed special legislative session on school finance, establishes new require-

Explanatory Notes

TASB Localized Policy Manual Update 78

ments (found at PROGRAM EXIT on page 5) for exiting students from a bilingual or English as a Second Language program. Exiting may occur if the student is found to be able to participate equally in a regular all-English program. English proficiency is determined by TEA-approved tests; local tests are no longer permitted in making this determination. Proficiency in the student's primary language is no longer considered; the student must perform satisfactorily on English language assessments, and parental evaluation is no longer considered.

On page 6 may be found HB 1 provisions regarding POST-EXIT MONITORING: the language proficiency assessment committee must reevaluate an exited student if he or she earns a failing grade in a foundation curriculum subject within the first two years of leaving the bilingual or ESL program.

These revisions allow for redevelopment of the policy to more closely track statute and to present the legal provisions in a more comprehensible manner.

EHBG (LEGAL) SPECIAL PROGRAMS PREKINDERGARTEN

HB 1 from the recently completed special legislative session broadens prekindergarten eligibility to include:

- A child of an active duty member of the U.S. armed forces.
- A child of a member of the state military forces or reserves called to active duty.
- A child of a member injured or killed while on active duty.

These new provisions may be found at ELIGIBILITY on page 1.

EI (LOCAL) ACADEMIC ACHIEVEMENT

We have deleted from your current policy an obsolete reference in the last paragraph to end-of-course assessment instruments used for challenging and passing failed courses.

EKB (LEGAL) TESTING PROGRAMS STATE ASSESSMENT

Prompted by SB 658 from the 79th regular session, the commissioner of education adopted rules, effective April 3, 2006, concerning exceptions to the statewide testing calendar and restrictions on University Interscholastic League activities on test dates. The rule, summarized on pages 1 and 2 under ALTERNATE TEST DATES, defines four exceptional circumstances whereby a requesting district may be granted an alternate test date:

- Inclement weather or natural disasters severely impacting attendance on a test date.
- Health epidemics resulting in extensive absenteeism.
- Death of a student or school official that might impact student performance.
- Sudden emergencies on the day of testing (e.g., power outages, water main break, fire on campus).

If the commissioner approves an alternate test date, the commissioner may also prohibit the district or campus from participating in UIL competition on the new date.

Although not recited in this policy, it is of note that the legislation also requires the commissioner to provide UIL a three-year calendar of dates earmarked for testing, to develop a procedure for changing—in exceptional circumstances—these dates, and to establish criteria for determining whether a UIL competition must be cancelled if it conflicts with a changed date.

Explanatory Notes

TASB Localized Policy Manual Update 78

FDA (LOCAL) ADMISSIONS
INTERDISTRICT TRANSFERS

Changes are as follows:

- “Ancestral language” has been added to the array of considerations that cannot be used when granting or denying a student transfer in accordance with Texas Education Code 25.032.
- New language at FACTORS notes that, when approving transfers, the superintendent will consider availability of space and instructional staff and the student’s disciplinary history and attendance record.
- Under REVOCATION OF TRANSFER, the policy now clarifies that a transfer may be withdrawn in accordance with the written transfer agreement if the student violates district rules and regulations. The district will notify the student’s home district if the student’s transfer is revoked.
- The provision on TUITION has been generalized to affirm the authority of the board to set tuition if it deems it appropriate and to waive tuition for financial hardship.

We have retained the district’s provision allowing a senior who becomes a nonresident to continue in attendance until graduation without payment of tuition.

Please note: Available June 20, Update 30 to the *TASB Regulations Resource Manual* contains a new model transfer agreement for processing interdistrict transfer requests.

FDAA (LEGAL) INTERDISTRICT TRANSFERS
PUBLIC EDUCATION GRANTS

While this policy has been redeveloped for clarity and to more closely reflect statutory language, a key change is shown in the first paragraph on page 1. Eligibility for public education grants or intradistrict transfers previously hinged on two conditions regarding the student’s assigned school:

- Fifty or more students at the school failed to perform satisfactorily on state mandated assessments in any two of the three preceding years, OR
- The school was identified as “low performing” in any of the three preceding years. HB 1, from the recent special legislative session on school finance, revamped the terminology and replaced “low performing” with “academically unacceptable.”

Now, an eligible student may attend a public school in the district in which the student resides, or the student may use a public education grant to attend any other district chosen by the student’s parent.

FDB (LEGAL) ADMISSIONS
INTRADISTRICT TRANSFERS

Beginning on page 2, at OTHERS IN SPECIAL EDUCATION STUDENT’S HOUSEHOLD, appears new text drawn from HB 1 from the recently completed special session on school finance. Under this provision, a student living in the same household as a special education intradistrict transfer student must be allowed to attend the same campus (if the student is otherwise eligible to attend school in the district and the campus includes the appropriate grade level). The district is not required to provide transportation to such a student.

As at FDAA(LEGAL), the text at STUDENTS IN ACADEMICALLY UNACCEPTABLE SCHOOLS (on page 3) has been updated to reflect the shift in terminology from “low performing” to “academically unacceptable.”

FEA (LEGAL) ATTENDANCE
COMPULSORY ATTENDANCE

Several revisions, intended for clarity and completeness, appear under EXCUSED ABSENCES, on pages 3–4:

Explanatory Notes

TASB Localized Policy Manual Update 78

- At SPECIAL EDUCATION MATTERS, text from longstanding State Board of Education rule has been added. That provision allows students to miss school for special education assessments and related services without triggering compulsory attendance enforcement.
- At COURT PROCEEDINGS, a State Board of Education rule has been added allowing the excused absence—for compulsory attendance purposes—of a student who has been referred to juvenile court (for delinquent conduct or conduct indicating a need for supervision). This provision is recoded from FEB (Attendance Accounting) to this more appropriate code.
- At HUMAN SERVICES ACTIVITIES has been added the State Board compulsory attendance exemption for abused or neglected students who have been referred to the Texas Department of Human Services or a county or local welfare unit. This provision has been recoded from FEB since it pertains to compulsory attendance rather than attendance accounting.

FEB (LEGAL) ATTENDANCE
ATTENDANCE ACCOUNTING

As noted at FEA(LEGAL), above, various provisions specific to compulsory attendance have been moved from FEB(LEGAL). Remaining provisions—dealing with attendance accounting—have been re-examined for clarity and consistency with statutory language. As a result of that inspection, various nonsubstantive changes have been made throughout this policy.

Please note that the third paragraph on page 1, dealing with the superintendent's responsibility for safekeeping of attendance records and reports, has existed in State Board of Education rule since 1996. It has been added to policy for a more complete rendering of legal requirements.

FFAB (LEGAL) WELLNESS AND HEALTH SERVICES
IMMUNIZATIONS

At MILITARY DEPENDENTS, on page 2, appears a 2004 Texas Department of State Health Services rule allowing provisional admission of military dependents transferring from one school to another while awaiting receipt of immunization records.

Please note: On page 1 of this policy, we include a pointer to http://www.dshs.state.tx.us/immunize/imm_sched.shtml where the Texas Department of State Health Services displays its updated immunization charts. To ensure that your policy manual does not present out-of-date immunization requirements, we recommend deletion of FFAB(EXHIBIT) in favor of this pointer. See the explanatory note below for further information.

FFAB (EXHIBIT) WELLNESS AND HEALTH SERVICES
IMMUNIZATIONS

Because this cited material is regularly updated by the Texas Department of State Health Services, we are urging deletion of this exhibit in favor of charts maintained on the TDSHS Web site. As noted at FFAB(LEGAL), the URL for this Web site is now contained in the (LEGAL) policy. For *Policy On Line* users, this URL will appear as an active hyperlink.

FFAC (LEGAL) WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

HB 1, from the recently completed special legislative session on school finance, enacted law allowing a student suffering from a severe allergic reaction (“anaphylaxis”) to self-administer appropriate medicine, within the same constraints that apply to asthmatics.

Explanatory Notes

TASB Localized Policy Manual Update 78

FL (LOCAL) STUDENT RECORDS

Information recently released by the U.S. Department of Education regarding the Family Educational Rights and Privacy Act (FERPA) both simplifies and complicates the issue of “directory information”—student-specific information that must be released to any requestor, unless a parent has indicated otherwise.

- Districts do not have to allow parents to pick and choose (for release or withholding) individual items from the directory information listing established by a district. Instead the district can have an “all or nothing” provision whereby parents agree to or object to release of all directory information.

Your current FL(LOCAL) expressly permits parents to make such an item-by-item objection. Because that practice is clearly **not** a federal expectation and because the practice vastly complicates—and greatly increases the likelihood of errors in—releasing information, we recommend that the district adopt the “all or nothing” approach. Consequently, we have deleted from the enclosed policy a sentence permitting parents to selectively release certain kinds of directory information.

- Districts do have the authority to offer parents two different “directory information” lists: one list detailing information that will be released **by the school or district for specifically identified school purposes** and another for information that will be provided to **any requestor**. Examples of the former include publication of the student’s name, photo, and other information in the yearbook and newspaper, in choral and athletic programs, and on honor rolls. If the parent opts not to allow release of directory information for these specific purposes, release of information will be governed by the second listing. Any exceptions—for school purposes or otherwise—would require individual parental consent. Further information may be found in the *Model Student Handbook* recently released by Policy Service to superintendents and designated policy contacts. If your district would like to revise its FL(LOCAL) policy to exercise this new option, please contact your policy consultant/analyst for assistance.

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

At COMPLETION OF PROCEEDINGS UPON WITHDRAWAL, on page 6, text has been added from current law—enacted in 2003—to close a troublesome Chapter 37 loophole that allowed a student facing disciplinary proceedings for a violation of the Student Code of Conduct to withdraw and avoid disciplinary consequences. The law authorizes a district to complete the proceedings for a withdrawing student and, if the student re-enrolls at a later date within the same or subsequent school year, to impose the consequences at that time. Also, a district to which the student may have transferred to avoid the proceedings and consequences may complete the proceedings and impose the appropriate disciplinary consequence.

This provision echoes similar language found at FOD(LEGAL) and was contained within HB 1314 from the 78th Legislature.

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

Agenda Item: First Reading: BDB (LOCAL) Board Internal Organization: Internal Committees.

Date: October 4, 2006

Subject: Board Internal Organization: Internal Committees.

Presented By: Pauline Dow, Assoc. Supt.

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

Revised Policy

Administration is recommending dividing the Facilities and Finance Committee into two separate committees: **Facilities and Planning** as one committee, and **Finance and Audit** as another committee.

2. SUPERINTENDENT RECOMMENDATION:

Approval of first reading: **BDB (LOCAL) Board Internal Organization: Internal Committees**, related to internal committees, as revised.

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **BDB (LOCAL) Board Internal Organization: Internal Committees**, as recommended by the Superintendent.

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

BOARD INTERNAL ORGANIZATION:
INTERNAL COMMITTEES

DRAFT BDB
(LOCAL)

COMMITTEE
OF THE
WHOLE

The Board shall perform its work, in so far as is practicable, as a Committee of the Whole in deliberation of matters pending before the Board. However, standing committees and/or special committees shall be authorized, as follows, to serve only in an advisory capacity to the Committee of the Whole.

Board committees shall be fact-finding, deliberative, and advisory, but not administrative. Special and standing committees shall report their findings to the Board for appropriate action.

Standing committees of the Board shall be dissolved and reappointments made immediately after the annual election of officers of the Board.

The Board President and Superintendent or designee shall serve as ex officio members of any Board committee.

STANDING
COMMITTEES

To facilitate communication, cooperation, and understanding between the Board and the administration, the following standing committees shall be created to study and review issues and recommendations related to policy and/or planning:

FACILITIES

1. At a time of increased growth and in an effort to meet the established goals and objectives of the District, the committee on facilities shall consult with the administration in the formulation of recommendations related to facility needs, ensuring that appropriate policy and regulation are developed and implemented.

FINANCE
AND AUDIT

2. At a time of increased growth and in an effort to meet the established goals and objectives of the District, the committee on finance and audit shall consult with the administration in the formulation of recommendations related to financial needs and management of resources, ensuring that appropriate policy and regulation are developed and implemented.

PERSONNEL

3. In order for the District to attain its goals and to increase the

	efficiency and productivity of operations, the committee on personnel shall consult with the administration in the formulation of recommendations related to personnel policy and procedures.
INSTRUCTION AND STUDENT SERVICES	4. In an effort to enhance and support the teaching/learning process and to enable the District to attain established goals, the committee on instruction and student services shall consult with the administration in the formulation of recommendations for policies and regulation in the area of instruction and student services.
POLICY	5. The policy committee shall review the District philosophy, goals, and objectives in light of the instructional program and policies of the District and shall make reports and recommendations to the Board regarding changes, additions, or deletions to policy, as necessary.
SPECIAL COMMITTEES	The President of the Board may appoint special committees, as required, to deal with specific issues outside the purview of the standing committees. The nature and membership of these committees shall be stated in a regular or special meeting of the Board, and the charge to the committee shall be delivered in writing and made a part of the public record. Such committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or by action of the Board at a subsequent regular or special meeting following appointment.
COMMITTEE COMPOSITION AND AUTHORITY	The composition of the standing committees and special committees of the Board shall be as follows:
MEMBERSHIP	Each standing committee and special committee shall be composed of a chairperson and at least two other members to be named by the President of the Board. At least one administrator designated by the Superintendent shall be assigned to each committee; the Superintendent or committee chair may call on other persons to participate when additional input is needed.
AUTHORITY	The role of the standing committees and special committees shall be limited to the finding of fact and the formulation of recommendations for action by the Board. In this capacity, the committees shall have authority, under the conditions described in BBE(LOCAL), to request and receive any records, reports, or other documentation deemed necessary by the committee in fulfillment of its charge.
MEETINGS	Meetings of the standing committees and special committees to

formulate recommendations for the disposition of matters pending before the Board shall comply with the notice and meeting requirements of the Open Meetings Act; committee meetings shall be posted as work sessions. Location of committee meetings shall not in any way preclude the participation of the public or employees.

Meetings of the standing committees and special committees shall be held only when a quorum, consisting of two of the committee members excluding ex officio members, are present.

Committee members shall not vote on issues before them; recommendations shall be made based on a consensus of the members.

MINUTES

Minutes shall be kept and distributed to all Board members and administrators within ten business days following the meeting.

DATE ISSUED: 04/01/2005 – DRAFT REVISION 06/09/2006
UPDATE 75
BDB(LOCAL)-X

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

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

Date: October 4, 2006

Subject: Revision of Academic Achievement: Class Ranking

Presented By: Pauline Dow, Assoc. Supt.

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

Revised Policy

Revision to CLASS RANK allows the District to include high school credits earned before 9th grade when calculating class rank for senior students. In addition, the revision includes awarding ten extra points toward GPA to dual credit courses for which a student earned state graduation and college or university credit

2. SUPERINTENDENT RECOMMENDATION:

Approval of first reading: **EIC (LOCAL) Academic Achievement: Class Ranking.**

3. BOARD ACTION REQUESTED:

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

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

ACADEMIC ACHIEVEMENT:
CLASS RANKING

EIC
(LOCAL)

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 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 four consecutive semester 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: <ol style="list-style-type: none">1. Top ten percent of graduating seniors.2. Students who have completed the Distinguished Achievement Program, regardless of grade point average (GPA).
EARLY GRADUATION	A student's class ranking shall be determined within the graduating 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 before grade 9 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.

Deleted: in grade 8

For purposes of class rank, courses designated as Pre-Advanced Placement and Advanced Placement (AP) for which a student earned state graduation credit and dual credit courses for which a student earned state graduation and college or university 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:

CONVERSION SCALE		
A	95	
B	85	
C	77	
D	72	

	F	69	
--	---	----	--

MODIFIED COURSES

For purposes of determining class rank for honors positions, courses that have been modified by the student's admission, review, and dismissal (ARD) committee, as to the required content of the Texas Essential Knowledge and Skills (TEKS) and reflected in the student's IEP (individualized education program) 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.

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

Agenda Item: First Reading: EI (LOCAL) Academic Achievement

Date: October 4, 2006

Subject: Revision of Academic Achievement

Presented By: Pauline Dow, Assoc. Supt. Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

Revised Policy

Issuance of CERTIFICATES OF COURSEWORK COMPLETION allows the District to certify that students have completed coursework even though they have not yet passed TAKS. Student will not receive a diploma, however, until they meet all state and local requirements for graduation, which includes passing Exit Level TAKS.

2. SUPERINTENDENT RECOMMENDATION:

Approval of first reading: **EI (LOCAL) Academic Achievement**, regarding certificates of coursework completion and award of credit, as revised.

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **EI (LOCAL) Academic Achievement**, as recommended by the Superintendent

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

ACADEMIC ACHIEVEMENT

EI
(LOCAL)

CERTIFICATES OF COURSEWORK COMPLETION The District may issue certificates of coursework completion to students who fail to meet all state and local requirements for graduation. [See EIF, EIG]

Deleted: shall not

AWARD OF CREDIT The District shall award credit for a full session (1 credit) course on a semester by semester basis. In a one credit course, if the two semester grades are averaged to a grade of 70 or above, one credit shall be earned.

Deleted: term-by-term

Deleted: full-session

Deleted: term

A student who does not achieve a combined average of 70 or above for both terms shall be required to repeat the semester that was failed.

Deleted: course

Deleted: A student may be awarded credit in a course(s) by challenging and passing an end-of-course examination designed and purchased from an approved source.

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

Agenda Item: First Reading: CFC (LOCAL) Accounting: Audits

Date: October 4, 2006

Subject: Accounting: Audits

Presented By: Pauline Dow, Assoc. Supt.

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

New Policy

Adoption of the attached policy will add value and improve the District's operations, as an Internal audit will work independently and objectively assisting the Board of Trustees and administration in accomplishing the District's objectives.

2. SUPERINTENDENT RECOMMENDATION:

Approval of first reading: **CFC (LOCAL) Accounting: Audits**, as proposed.

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **CFC (LOCAL) Accounting: Audits**, as recommended by the Superintendent.

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

INTERNAL AUDIT

Purpose: The Canutillo Independent School District has established an Internal Audit function as an independent, objective assurance and consulting activity designed to add value and improve the District's operations.

Internal audit will assist the Board of Trustees and administration in accomplishing the District's objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The Internal Audit function will further promote an ethical environment based on integrity, fairness, and accountability through open communication, professionalism and expertise. In addition, it will also help foster quality and continuous improvement within the District.

Authority: With stringent regard for safekeeping and confidentiality, authorization is granted to the internal auditor for full and unrestricted access to any of the District's records (either manual or electronic), physical properties, functions and personnel necessary to effectively discharge the responsibilities assigned.

The District's internal auditor reports functionally to the Board of Trustees and administratively to the Superintendent. This reporting relationship will ensure independence and promote broad audit coverage. It will also ensure adequate consideration of audit reports and appropriate and timely action on audit recommendations.

The internal auditor is not authorized to: (i) perform any operational duties for the District, (ii) initiate or approve accounting transactions external to the internal audit activity, and (iii) direct the activities of any District employee not employed by the internal audit activity, except to the extent that such employee(s) has been appropriately assigned to an auditing team or to otherwise assist the internal auditor.

Responsibility: Internal audit encompasses the examination and evaluation of the adequacy and effectiveness of the District's system of internal controls and the quality of performance in carrying out assigned responsibilities. It includes:

- Developing a flexible annual audit plan using an appropriate risk-based methodology to include any risks or control concerns identified by the Board of Trustees and/or administration.
- Implementing the annual audit plan, as approved, including any special tasks or projects requested by the Board of Trustees and/or administration.
- Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.

- Reviewing the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports and whether the District is in compliance.
- Reviewing the means of safeguarding assets, and as appropriate, verifying the existence of such assets.
- Reviewing and appraising the economy and efficiency with which resources are employed.
- Reviewing operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
- Issuing periodic reports to the Board of Trustees and administration summarizing results of audit activities.
- Establishing a system to follow-up on reportable conditions in order to ensure that these conditions are satisfactorily addressed and/or resolved.
- Performing consulting services, beyond internal auditing assurance services, to assist administration in meeting its objectives. Examples may include facilitation, reviewing process design, training, and advisory services.
- Coordinating audit efforts with independent and external auditors, as well as, with any outside agency.
- Assisting in the investigation of any suspected fraudulent activities within the District.
- Establishing a quality assurance program by which the District's internal auditor assures the quality of operations of the internal auditing function.
- Keeping Board of Trustees and administration informed of emerging trends and successful practices in internal auditing.
- Annually reviewing and revising the Internal Audit Charter as necessary.

EXTERNAL AUDIT

**Selection of
Audit Firm:**

The District shall contract with a certified public accounting firm that has sufficient resources and capabilities to audit the financial statements of the District.

Proposals for audit services shall be solicited as deemed appropriate. However, a mandatory rotation of the audit firm will be required at the end of a five year period.

The audit firm under contract for the District's audit needs may not be simultaneously engaged to perform other technical or administrative services unrelated to the audit function.

DATE ISSUED:
XXX
CFC (LOCAL)

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

Agenda Item: First Reading: AE (LOCAL) Educational Philosophy/Mission Statement

Date: October 4, 2006

Subject: Revision of Mission Statement

Presented By: Pauline Dow, Assoc. Supt. Consent Agenda X

ACTION

1. BACKGROUND INFORMATION:

Revised Policy

Mission statement was revised to reflect the leadership direction of the district.

2. SUPERINTENDENT RECOMMENDATION:

Approval of first reading: AE (LOCAL) regarding **EDUCATIONAL PHILOSOPHY/MISSION STATEMENT AS REVISED**

3. BOARD ACTION REQUESTED:

Motion to recommend approval of first reading: **AE (LOCAL) regarding EDUCATIONAL PHILOSOPHY/MISSION STATEMENT AS REVISED** as recommended by the Superintendent

MOTION: _____ SECOND: _____

FOR: _____ AGAINST: _____

MISSION
STATEMENT

Canutillo Independent School District 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.

1.

Deleted: The District believes that quality education will provide the opportunity to: ¶
<#>Develop the ability to think logically, independently, and creatively. ¶
<#>Communicate effectively. ¶
<#>Develop an appreciation for other people. ¶
Build a responsibility to local, state, national, and world communities.

Formatted: Bullets and Numbering

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

Canutillo ISD
071907

NEW FACILITIES

CW
(LOCAL)

**NAMING
FACILITIES**

The Board may name or rename a District facility, or portion of a building, such as the library or auditorium:

1. To reflect the name of the residential community or communities that the facility serves,
2. After a local geographic area or feature or after local municipalities, or
3. To honor an outstanding individual.

**NAMING OF A
NEW SCHOOL**

For each new school built in the District, the Board President shall establish a school name task force of not more than 12 persons for the purpose of collecting nominations for naming the school and presenting a recommendation to the Board.

The task force shall request nominations from the community. Geographical, historical, and traditional names shall be considered. Names directly related to the District shall receive first consideration. Nominations shall include the following, if the suggested name is a person:

1. Biographical data,
2. Significant contributions made by the individual, and
3. A statement of why the school should be named after that person.

The task force shall hold at least two public meetings at which members of the community may participate in the process. The task force shall present its recommendation to the Board. A simple majority vote shall be required to approve the name.

Each new school shall be named in a timely fashion.

Once a school is named and a principal assigned, the principal shall establish a committee to recommend a school mascot and colors. This committee shall submit its recommendation to the Superintendent for final approval.

**NAMES ON
BUILDING
PLAQUES**

Dedication plaques shall include the following information:

1. The name of the school or building.
2. The year completed.
3. Those individuals on the Board, with titles of officers, and the Superintendent on the date when the architectural design was approved by the Board.
4. Those individuals on the Board, with titles of officers and years of service for the members who subsequently retire, and the Superintendent on the date when the project is completed.
5. The name of the architectural firm, which may include the city and state in which the firm is located.

6. The name of the contractor, which may include the city and state where the contractor's business is located.

Any information other than the above shall have approval of the Board to be included on a dedication plaque.

RENAMING

The renaming of any school or educational facility may occur only if its education function or support activity is changed and/or redirected, or if the community served by the facility demonstrates a major consensus for a name change. A unanimous vote of the Board shall be required to approve any action to rename a school. Regardless of physical location, the name of Canutillo Elementary School, Canutillo Middle School, and Canutillo High School shall not be changed.

DATE ISSUED: 12/13/2004

LDU-50-04

CW(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.]