

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held October 10, 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 9/12/06 7
 2. Special Board Meeting 10/4/06 24
 - G. Communications (Thirty Minute Open Forum)
 1. General Comments Portion
 2. Complaints Portion
 - H. Board of Trustee Business
 1. Presentation of Dictionaries to 5th/6th Grade Students by Maria A. Melendez, Area Vice-President - Texas/New Mexico -AT&T TelecomPioneers Volunteers 28
 2. District recognition of Adriana Chavez and Gustavo Reveles, El Paso Times Reporters named to the Media Honor Roll 29
 3. District recognition of Vanessa Fernandez and Shane Anslinger, winners of the "Do The Write Thing" Texas Challenge Essay Contest 30
 4. Review of events for October 32
 - I. Committee Reports
 1. Instruction & Student Services Committee - Mr. Reyes, Chairperson (September 13) 33
 2. Policy Committee - Mrs. Sanchez, Chairperson (September 19 & October 3) 37
 3. Personnel Committee - Mr. Arellano, Chairperson (October 3) 44
 4. Facilities/Finance Committee - Mr. Rodriguez, Chairperson (October 4)
 - J. Consent Agenda
 1. Approval of Budget Amendments 46
 2. Approval of Contract with Linebarger Goggan Blair & Sampson 49

3.	Request approval to increase dollar limit to RFCSP #06-20, District Wide Electrical System Renovation Upgrades	52
4.	Adoption of TASB Localized Policy Update 78 (second reading)	53
5.	Adoption (Second Reading) BDB (Local) Board Internal Organization: Internal Committees	68
6.	Adoption (Second Reading) EIC (Local) Academic Achievement: Class Ranking	72
7.	Adoption (Second Reading) EI (Local) Academic Achievement	76
8.	Adoption (Second Reading) CFC (Local) Accounting Audits	78
9.	Adoption (Second Reading) AE (Local) Educational Philosophy/Mission Statement	81
K.	Reports	
1.	Superintendent's Report	
a.	District Wide Parent/Teacher Conferences	
2.	Attendance, Financial and Warrant List for September 1-27, 2006 in the amount \$2,473,070.17	83
3.	Other Reports	
a.	LPAC Report - Teddy Martinez	87
b.	The Board of Trustees will conduct a public hearing on 2004~2005 Financial Integrity Rating System of Texas (FIRST) rating for district. The public is encouraged to attend and participate (No formal action is required)	
c.	Solicit Public Comments Regarding the Rating Report	
2.	Instruction and Student Affairs	
A.	NONE	
3.	Personnel	
A.	Administrative Personnel Actions (no Board action required - information item only)	89
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.	Employment Termination of Support Personnel (no Board action required)	
4.	Business and Finance	
A.	Approval of recommendation for Auctioneer Services RFP #07-03	92
B.	Approval of donations to CISD	93
C.	Consider and take appropriate action regarding an order authorizing the issuance and sale of "Canutillo Independent School District Unlimited Tax School Building Bonds Series 2006B"; levying a tax and providing for the security and payment thereof; approving the official statement and bond purchase contract; and enacting other provisions relating thereto	
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 Board of Trustees	
								Tuesday, September 12, 2006 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion						X		F. Approval of Minutes	
Second	X							Minutes for the meetings of:	
Ayes	X	X	X		X	X	X	1. Regular Board Meeting 8/8/06	8
Nays								2. Special Board Meeting -Public Hearing 8/24/06	29
Abstain								3. Special Board Meeting 8/24/06	31
								4. Special Board Meeting 9/5/06	41
								X Motion to approve the minutes as presented (with reading waived), passed.	
								Mr. Fietze wanted to remind the Board regarding commencement of the meeting on time. If a meeting is posted to start at 6:00 p.m. it should start as close to 6:00 p.m. as possible. Mr. Fietze also felt that the Board had spent a great deal of time on a closed session item. Mr. Arellano responded by reminding the Board that there is no time limit for items discussed in executive session.	
								G. Communications (Thirty Minute Open Forum)	
								1. General Comments Portion	
								Dr. Monica Reyes-Garcia, CMS principal, and Annette Brigham, AMS principal, announced the two middle schools' plans to initiate a friendly rivalry in sports by having a traveling trophy presented to the winning team in football, volleyball, basketball, and soccer.	Reg. Board Mtg. Minutes Page 2

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

MEMBERS

								Regular Meeting Board of Trustees		
								Tuesday, September 12, 2006 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas		
								Item:	Reference:	
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ			
Motion								X	Dion Dorado, CISD resident, expressed his views concerning the Greater El Paso Chamber of Commerce’s interviews with candidates who are running for the CISD School Board election, which is set for November 7, 2006.	
Second			X						Lily Maldonado, CES teacher and CISD resident, expressed her concern about the process the Board used for determining the naming of school facilities at CHS. She also expressed her concern regarding a software licensing issue for the Renaissance Reading program at AMS.	
Ayes	X	X	X						Laure Searls, CISD resident, expressed her concern about the process the Board used for determining the naming of school facilities at Canutillo High School.	
Nays					X	X			Johnny Gauna, CISD employee, commended the Board for its name selection for the CHS stadium. He also recommended that the CHS Ag-Science building be named after Charles Gardner, a long-time CISD employee who passed away three years ago.	
Abstain									<i>Thirty Minute Open Forum – General Comments portion of the meeting had concluded and Ms. Gomez requested to address the Board.</i>	
									Motion to suspend the rules and allow Ms. Gomez to address the Board, passed.	
									Blanca Gomez, CISD parent, expressed her concern about the process the Board used for determining the naming of school facilities at Canutillo High School.	Reg. Board Mtg. Minutes Page 3

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

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, September 12, 2006 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion						X		2. Attendance, Financial and Warrant List for August 1-31, 2006 in the amount \$1,662,487.47	85
Second	X							Motion that the Board approve the attendance, financial and warrant list for August 1-31, 2006 in the amount \$1,662,487.47, passed	
Ayes	X	X	X		X	X	X		
Nays									
Abstain									
								3. Other Reports a. NONE	
								2. Instruction and Student Affairs A. NONE	
								3. Personnel A. Request for Level III Grievance by Maria J. Guzman	
								<i>The Board of Trustees adjourned into closed session from 7:58 p.m. through 9:28 p.m. under the authority of Texas Open Meetings Act, Texas Government Code Section 551-074.</i>	
								The Board of Trustees took no formal action on this agenda item.	
									Reg. Board Mtg. Minutes Page 7

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

MEMBERS

	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ	Regular Meeting Board of Trustees Tuesday, September 12, 2006 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
								Connie Hawkins ISS Instructional Asst., CMS, Effective 8/11/06	
								Joachim Hees Computer Literacy Teacher, CMS, Effective 8/7/06	
								Diana Kadlec Nurse, BCE, Effective 8/7/06	
								Rosa Kirker 5 th (B) Teacher, BCE, Effective 8/7/06	
								Manuel Lopez Science Teacher, CMS, Effective 8/7/06	
								Norma Loya Data Entry Clerk, SR Division, Effective 8/28/06	
								Maria Marquez Sp. Ed. English Teacher, CHS, Effective 8/7/06	
								Claudia Martinez English Teacher, AMS, Effective 8/7/06	
								Daniel Martinez Music Teacher, BCE, Effective 8/14/06	
								Sofia Mendez 1 st (M) Teacher, JDE, Effective 8/7/06	
								Vanessa Mendoza Social Studies Teacher, CMS, Effective 8/7/06	Reg. Board Mtg. Minutes Page 10

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

MEMBERS

	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ	Regular Meeting Board of Trustees Tuesday, September 12, 2006 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas		
								Item:	Reference:	
								Rodolfo Gonzalez	Custodian, CMS, to Asst. Lead Custodian, CMS, Effective 8/15/06	
								Vidal Gonzalez	PT Driver to Temp Driver, Effective 8/15/06	
								Grace Hadrous	5 (B) Teacher, BCE, to Science/ESL Teacher, CMS, Effective 8/7/06	
								Blanca Luna	English/ESL Teacher AMS to CMS, Effective 8/7/06	
								Rosalinda Lujan	Receptionist, JDE, to Attendance Clerk, JDE, Effective 7/28/06	
								Peter Main	Band Director, CHS, to CMS, Effective 9/5/06	
								Jennifer Mares	English Teacher to Advanced Placement Teacher, AMS, Effective 8/7/06	
								Ernest Medina	Band Director, CMS to CHS, Effective 9/5/06	
								Anabel Mendoza	FS Cashier, CHS to FS Vegetable/Cook, CHS, Effective 8/7/06	
								Crystal Morales	PK Assistant, BCE/DDE, to CEI Assistant, BCE, Effective 8/7/06	
										Reg. Board Mtg. Minutes Page 14

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

MEMBERS

								Special Meeting Board of Trustees	
								Wednesday, October 4, 2006 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion	X							Mr. Arellano noted for the record that the Personnel Committee met and recommended for approval items 1 (a-c).	
Second						X		Motion to approve consent agenda items 1 (a-c), 2, 3, 7, and 8 (<i>with the exception of 1(d), 4, 5, 6, & 9</i>), passed.	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
Motion	X							Motion to revisit items 1(d) and 9 at a meeting in the near future, passed.	
Second						X			
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
								The Board of Trustees made several notations/corrections to agenda item BDB (Local).	
Motion						X		Motion to approve BDB (Local) Board Internal Organization: Internal Committees for first reading with corrections/additions as noted, passed.	
Second	X								
Ayes	X	X		X	X	X	X		
Nays			X						
Abstain									
									Special Bd. Mtg. Minutes Page 2

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

MEMBERS

								Special Meeting Board of Trustees	
								Wednesday, October 4, 2006 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MR. LERMA	MR. REYES	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion						X		Motion to approve EIC (Local) Academic Achievement: Class Ranking for first reading, passed.	
Second	X								
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
Motion						X		Motion to approve EI (Local) Academic Achievement for first reading, passed.	
Second							X		
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
								2. Instruction and Student Affairs A. NONE	
								3. Personnel A. Consideration of adjustment of coaching stipends – requested by Mr. Reyes	
Motion					X			Motion to propose change (<i>high school football coaching stipends</i>) Coach Brooks' stipend to \$11,132.00 plus 15 days, change the offensive and defensive coordinators to \$9,750.00, change amount of the remaining 6 positions with an increase of \$1,200.00 each, for a total increase of \$12,832.00, passed.	
Second				X					
Ayes	X	X		X	X	X	X		
Nays			X						
Abstain									
									Special Board Mtg. Minutes Page 3



TelecomPioneers
AT&T TelecomPioneers

September 21, 2006

Canutillo Independent School District
Attn: Letty Gonzalez

Dear Letty:

We are apart of the TelecomPioneers 501C 3 volunteer organization. Our tax ID number is 16-1634095. The TelecomPioneers is the world's largest, industry-based volunteer group. Established in 1911, the TelecomPioneers is a volunteer organization whose membership includes nearly 625,000 current and retired employees of the telecommunications industry, largely the former Bell System.

Originally founded on the principles of fellowship, loyalty and service, addressing critical community needs became increasingly important to the TelecomPioneers. Our involvement in a wide variety of community service projects -- education, environment, disaster relief, health and life enrichment programs, and charity fundraising -- makes the TelecomPioneers organization unique in that it is flexible enough to focus on national issues yet still fill local community needs.

On behalf of the AT&T TelecomPioneers Desert Stars Mixed Club, your District was selected to receive student dictionaries for your students to keep.

Could you please provide me with the following information from each of the schools:

- Number of Classes in 3rd, 4th and 5th Grade
- Number of students in each class
- Number of students in a Bilingual (Spanish) program

Upon receiving the information above, I will contact you to set up a delivery date.

We look forward in working with you. Should you have any questions, please feel free to contact me.

Yours in Pioneering,

Marina A. Melendez
Southwest Chapter #129
Area Vice President - Texas and Mexico
915-782-3465

Scanned by CISD Anti-Virus System

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Scanned by CISD Anti-Virus System

Canutillo Independent School District

P.O. Box 100

Canutillo, Texas 79835

Phone (915) 877-7482 / Fax 877-7483

To:

Contact person: Kim Guzman, public information (877-7482)

Date: September 21, 2006

Slug: **Canutillo ISD Honors Local Media**

PRESS RELEASE

Adriana Chavez and Gustavo Reveles of the El Paso Times were named to the Media Honor Roll, a program sponsored by the Texas Association of School Boards (TASB), by Canutillo Independent School District. The Media Honor Roll recognizes media representatives statewide who deserve recognition for fair and balanced reporting of news about public schools. Media representatives from approximately 500 Texas newspapers and radio and television stations were honored by their local school districts.

Criteria for the district selection included media representative's efforts to get to know the superintendent, board president, and the district's mission and goals; report school news in a fair, accurate, and balanced manner; give a high profile to positive news about schools; visit the schools; and maintain a policy of no surprises by sharing information with school officials.

"Canutillo ISD appreciates these reporters for their balanced and accurate approach to sharing both the challenges facing our schools and the successes achieved by our teachers, students, and school board. Their work assists our community in focusing on the goal of providing the best public education we can for every child," said Dr. Pam Padilla, CISD Superintendent.

TASB is a nonprofit association established in 1949 to serve local Texas school districts. School board members are the largest group of publicly elected officials in the state. The districts they represent have a combined annual budget of \$38 billion, employ more than 580,000 people, and serve 4.5 million Texas students.

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

To:

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

Date: May 25, 2006

Slug: Canutillo Middle School Eighth Grader Wins Contest

PRESS RELEASE

Vanessa Fernandez, eighth grade student at Canutillo Middle School, was one of two El Paso County winners of the Do the Write Thing Texas Challenge contest. One boy and one girl were selected from almost 1500 students who entered essays, poems, plays or songs about how violence has affected their lives. Fernandez was honored during a banquet recently along with other area finalists.

The Texas Do the Write Thing Challenge is an anti-violence initiative of the National Campaign to Stop Violence, a coalition of prominent organizations and leaders who sponsor this program targeted to reduce youth violence. The local coalition is chaired by Judge Patricia Macias and Dr. James Vasquez of Region XIX. The district coordinator is Helen Rojas and the Region XIX coordinator is Nance Love.

The program gives middle school students an opportunity to examine the impact of violence on their lives and what they think should be done to change things, with an emphasis on personal responsibility.

Patricia Gallardo, CMS teacher, assigned the essay contest as a class project for her English class. Shane Anslinger, eighth grade student in Gallardo's class, also placed among the top area finishers in the contest.

"The students wrote powerful essays and poetry about domestic abuse, gang-related incidents, alcohol and drug induced violence, bullying and predators," Gallardo said.

Fernandez chose to write an essay about the death of a friend due to a series of tragic events involving domestic violence, gangs, and drugs. She commented, "I'm happy – I really didn't expect to win, but I'm happy I did."

Fernandez, Gallardo, and Mario Fernandez, Vanessa's father, will travel to Austin in June for an all expense paid trip where she will read her essay and tour the state capitol. Then in July, the group will travel to Washington D.C. where Vanessa will be honored along with the other national finalists with several days of activities and events.

**CANUTILLO ISD
BOARD OF TRUSTEES
ANTICIPATED AGENDA ITEMS
2006-2007**

STANDARD AGENDA ITEMS-----

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

OCTOBER-----

Action Items

Approval of LPAC Report
Approval of District/Campus Performance Objectives (Required by Law)

Other Items

Required Reports for TEA

Important Dates

Computer Learning Month
National Crime Prevention Month
Fire Prevention Week (Oct. 9-15)
Educational Professionals Office Career Awareness Week (Oct. 9-15)
National School Lunch Week (Oct. 10-14)
Columbus Day (Oct. 10)
National School Bus Safety Week (Oct. 16-22)
Red Ribbon Celebration (Oct. 23-31)
Make a Difference Day (Oct. 22)
Halloween (Oct. 31)
Standard Time (Oct. 30)

Events

District Goal Setting Meeting
District Recognition of Transportation Staff

INSTRUCTION & STUDENT SERVICES COMMITTEE MEETING

Minutes

Date: Wednesday, September 13, 2006

Location: Canutillo Administration Office

Time: 6:30 p.m. – 8:34 p.m.

Board Committee Members Present:

Rafael Reyes, Chairperson

Armando Rodriguez

Board Members Present:

Yvonne Sanchez

Carl Frieze

Sergio Coronado

Others Present:

Dr. Pam Padilla

Dr. Jim Steinhauser

Janine Hammock

Martha Veale

Teddy Martinez

Pauline Dow

Lily Maldonado

CALL TO ORDER

Mr. Reyes called the meeting to order at 6:30.m. A sign-in sheet was distributed for attendance.

PLANS TO IMPROVE MATH AND SCIENCE STUDENT PERFORMANCE

Dr. Steinhauser stated that he presented 9th grade student data to the high school faculty previously including 9th and 10th grade myths and what he gets from high school teachers. When he showed the TAKS scores to teachers, they said that it was easy because 9th and 10th graders don't care about the TAKS and students just sit and class and don't want to study and they don't want to do TAKS because they don't need it to graduate. Dr. Steinhauser explained that it is a myth because the data doesn't show that.

High school TAKS results for 2005-2006 English and Math indicated that 72% of the Reading in the 9th grade passed in 2005 and that went up to 83% in 2006. 79 freshmen failed the Reading TAKS test last year. Obviously these students are going into the classroom and going into this test and they want to pass. Those same students 33% passed the Math in 2005 and 39% passed the Math in 2006 and it is the same group of students. In the 10th grade, the Reading score was 58% but that needs to be ignored because that was an anomaly from the test and it will never happen again. Don't think that the district got a 21 point bump in one year. The whole state went down here because of the writing prompt. It corrected itself in 2006 and still we see 39-40% fewer in the 10th grade. Then we look at the 11th grade and this is where the test really counts. The freshman outperformed them (83%) and 80% of the 11th graders. Then you look at the math and if it really counts why do we get less than 60% passing. What the teachers don't see yet and are still in denial for about two years is that students are surprised what is on the math test. Dr. Steinhauser doesn't want to blame it on teachers and instruction but he would rather focus on resources. After looking at the data, he can tell that for at least 3 years, Reading scores weren't always as good. There has been a lot of staff development with that and the teachers know what is on the test and know what is on the Essential Knowledge and Skills in the English Language Arts and Social Studies area and we need to duplicate that with the Math and Science staff.

The barrier that Dr. Steinhauser sees is exemplary resources. He stated that students do not receive instruction aligned to the TEKS and that teachers do not have resources they need. For example, the district does not have an exemplary high school but we do have a recognized English department because we have more than 70% passing English test. We do have a recognized social studies department and if we can only get a math and science department to think about that. We have one more think to look at, we break the school into departments but then we break the TAKS into objectives. Dr. Steinhauser doesn't think that teachers take that they are incompetent because there is always room for improvement.

If we want to have exemplary schools, we need to start with exemplary resources. There is currently no staff development in place for math and the response for intervention (RTI) and what the plans are. He also explained the textbook adoptions procedure. The textbook committee looks at textbooks and informs that State Board of Education that the books meet the criteria and that they are 100% aligned. He distributed a handout with an example and explained in detail how it is not really aligned and how textbook companies mask the information to sell their books. The Division of School Improvement first wants to look at exemplary resources and he has a plan to do that. The process is to look at the resources and make them exemplary, then do the staff development and then the response for intervention and then finally look at decreasing dropouts. Textbooks have 80% or more of the content alignment. What administration wants to do is get the resource that follows this pattern, and get a book that is 50% aligned to TAKS test, but is 90% aligned to the content, really what we want to do is pickup the alignment for the depth and complexity and Agile Mind would help us do that. Agile Mind is an online resource that teachers can use an Infocus machine and has a lot of graphics and it is very good for resource students and EL students because it is not all equations and words. Agile Mind is the next thing that Dr. Steinhauser would look at after the textbook. The last thing he wants to look at making common assessments developed by the district that look like TAKS items. The district knows what the contents and weaknesses are and know that Agile Mind will pick up, not all of it, but most of it, and then we will come in and finish it all ourselves and then we are 100% aligned.

Within staff development, Dr. Steinhauser sees four things. He wants to show the teachers where the weaknesses are in the textbooks and how to correct that. Next, we are going to use Agile Mind to supplement the textbook and then add TAKS like questions during instruction. The last thing is develop the common assessments. We know that even with exemplary resources, teachers improving instruction, and exemplary teachers, we are still going to have a few students that are not going to make it with the standard.

When you look at response to intervention, it is responding to the students that are not successful. Some students have learning disabilities and that is what RTI is supposed to do. It is really a tool to help diagnose students with learning disabilities better than we are doing right now because we are over diagnosing. The slow learner doesn't have a learning disability yet we often times want to put them into a special education classroom where they really don't belong. They just need intervention within the classroom. Then a transfer student from another district enters CISD or if they come from New Mexico where they never saw the Essential Knowledge and Skills and you look at BRAC and they are very concerned about that. The language in meeting the standards in English once they start getting in 6th, 7th, and 8th grade, especially the students that come in from the high school. Language is an intervention only in the fact that they are going to have to take the test in English. It is certainly not a learning disability and not a slow learner. When we look at language, it is a different type of intervention and this district does it better than almost anybody else. We already got a piece of that into place and we got a

lot of experts on that. The last weakness is when a student is not engaged in class and that is the motivation piece. He tells teachers that intervention is when the student come walking down the hallway and you tell them good morning and glad to see you are in school today. Looking at dropouts, if Dr. Steinhauser looks at Educare, and he doesn't care what level they are in, any gender or ethnicity, and failed two years, they are going to drop out. It is almost guaranteed and we have those in the district. What the district wants to do is graduation rate, the students that are held back usually don't make it. This is one of criteria for being at risk which by the way is at risk of not graduating. We want to know who those students at risk of not graduating are, what kind of interventions we can give them because a lot of people say that the district is doing a lot more for those kids than anybody else. Dr. Steinhauser sees that if we have \$6,000 that we put in for every single student every single year they are in school and they start in kindergarten and by the time they get to 11th grade, we've put in \$66,000 for that student. If they decide then to drop out, we are only \$6000 away from finishing our job. If it costs another \$4,000 for that student then it's well worth it because the district has already invested \$66,000. When we start talking about intervention with these students, it is going to cost a little bit more but we need to realize what we are going to lose if we don't do that.

PLANS TO DECREASE DROPOUTS AND INCREASE COMPLETION RATES

Dr. Steinhauser informed the committee that the district had 19 dropouts last year, 17 from the high school and 2 from the middle school. The annual dropout rate is the last school of attendance for a student that is not in school and should be in school.

The four year dropout state rate is by taking the graduates after four years plus the students that came back for a fifth year and then subtract that from 100%. For example, we have 400 brand new freshmen come to the high school this year and the class of 2010 will get a dropout rate from that group. Whoever started right now in four years they are going to calculate who is with us, how many people graduated, how many people came back for a fifth year and then they subtract out everything else and that is our four year dropout rate.

Completion rate is obtained by graduates plus year 5 students and no more GED. When we look at the data here most of the students are way over age that are dropping out and they are just being retained. We look at the graduation rates for the district and the Class of 2004 was 77% and went down to 75.5% for Class of 2005. That is looking at the Class of 2004 who were the freshmen Class of 2000 and then 2005 is the freshmen class of 2001. That's what PEIMS is good for.

Our plan to decrease dropout rates is to get to know every child. We are going to have Student Study Teams (SST) which is part of RTI. He really thinks that with SST the district should also have Teacher Study Teams (TST) for professional development. If a brand new teacher is having trouble, teachers that have been around for a while that are not aligning the instruction, that are using the resources that aren't aligned, we should have a TST where we know which teachers they are and we can work with them. We want to take those at risk kids that maybe dropping out and certainly put study teams on them and know who they are from early on in elementary school but we really do want to know where the teachers are at too.

From the students that were on the district's dropout list, there were twelve 9th graders and pretty much of all them they were lacking credits and almost all of them were between 17 and 19 years old. Four 10th graders were pretty much due to credits too and they weren't getting them quickly enough and they may have started high school at age 16. 11th grade was the same but by the time they get to seniors it's all about not passing TA

The committee had several concerns, especially with students not graduating on time due to not passing TAKS or lack of credits and what needs to be done to assist those kids that need drastic intervention to keep them on track. They also shared their suggestions/ideas to administration to better address this situation in the future and asking for immediate remedy.

Dr. Padilla informed the committee the measures the district takes to locate the students who have dropped out and what kind of assistance these students are provided such as Novanet, Academic Tutors, STAR Center, Big Brother/Big Sister, parent liaisons, discretionary grants, and summer school sessions.

Mr. Reyes praised Dr. Steinhauser on his presentation and commented to Dr. Padilla and to Dr. Steinhauser that the board depends on the professional staff to tell them what they need to do because certainly they are not educated on the actual curriculum and to let them know what administration needs and they will try to get it for them and Sergio Coronado agreed with Mr. Reyes. Mr. Reyes said for them not be afraid to ask and they will endeavor to find the resources to help them do their job. Dr. Steinhauser stated that he needed one more person.

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

Lili Maldonado, CE teacher and parent, addressed the board on some concerns shared by committee to include what plans Dr. Steinhauser had for science and asked if Agile Mind had anything available for that area and how soon would they have anything available. She also asked if the dropout rate included pregnancy and what is being done to eliminate that in our district. In regards to textbooks, she agrees that they are not aligned to TAKS but rather to the TEKS. She further clarified that the teachers don't teach page by page but instead they use it a guide, especially with upper grades and as teachers they invest a lot of money on supplements. Also, regarding student transfers that come from other districts or other states and factors like that are included and there are lots of interventions that teachers have to do if they want that child to succeed especially with multi-level students. In regards to English learners, many times you get students that come from Mexico at an older age with little or no schooling and after taking the TAKS in Spanish in 3rd and 5th grade; they are forced to take the TAKS in English in the 6th grade level. On the adoption committees, she recommends that teachers from every grade level who are familiar with the TAKS so they can hit the objectives on the TAKS rather than on the TEKS. She also recommends the bilingual teachers to be on this committee. There are some veteran teachers that don't want to change their way of teaching and her comment is "you have to change according to the group of kids you have every single year". It is great that you can download the TAKS Release Test as a tool.

Adjournment

The meeting was adjourned at 8:34 p.m.



Policy Committee Meeting Minutes
September 19, 2006

Location: Administration Office
Starting time: 6:10 pm Ending Time: 10:25 pm

The meeting was called to order at 6:10 pm

Board Committee Members present:
Yvonne Sanchez – Chairperson
Rafael Reyes

Others present: Sergio Coronado, Mago Arellano, Armando Rodriguez,
Pauline Dow, Pam Padilla, Yusuf Farran, Martha Veale, Renée
O'Donnell, Margarita Armendariz, Martha Carrasco, Lilia
Maldonado, Blanca Gomez, Carmen Castañeda, Dion Dorado

5. Administration

A. Discussion regarding Board Policy AE (LOCAL) related to district mission statement and possible recommendation to the board. Ms. Dow addressed the committee members, and commented that the current policy is being revised to reflect the new mission statement approved by the Board. Administration recommended approval of this policy as presented. The committee discussed the need to revise Board Policy AE (LOCAL) as presented, and agreed to recommend for approval to the full Board.

B. Discussion regarding Board Policy CW (LOCAL) related to naming of facilities and possible recommendation to the Board. Committee members discussed issues related to the task force named to make recommendations for naming the CHS football stadium. Mrs. Sanchez invited the community to join in discussion about this item.

Mrs. Maldonado expressed her opinion regarding using the same name (more than one time) to name facilities and/or schools. Mrs. Sanchez stated, for the record, that the new school has not yet been named as was rumored. Mrs. Gomez stated that no present, past or future board member name should be used for naming schools. Mrs. Castañeda recommended that no facilities should be named after an individual.

Mrs. Sanchez recommended scheduling another meeting to continue discussion on this agenda item, and allowing other members of the community to participate. The committee members scheduled a second meeting to discuss Board Policy CW (Local) for Tuesday, October 3, 2006.

C. Discussion/Review of TASB Update 78 and possible recommendation to the Board. 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 for HB 1

from the recently completed special legislative session on school finance and effective for the 2006-2007 school year. Administration recommends approval of additions, revisions, or deletions to the following policies, as recommended by TASB Policy Service and according to the instruction sheet for TASB Localized Policy Manual Update 78:

BAA (LEGAL)	BOARD LEGAL STATUS POWERS AND DUTIES
BBB (LEGAL)	BOARD MEMBERS ELECTIONS
BDF (LEGAL)	BOARD INTERNAL ORGANIZATION CITIZEN ADVISORY COMMITTEES
CDA (LOCAL)	OTHER REVENUES: INVESTMENTS
CE (LOCAL)	ANNUAL OPERATING BUDGET
CKC (LOCAL)	SAFETY PROGRAM/RISK MANAGEMENT EMERGENCY PLANS
CRD (LOCAL)	INSURANCE AND ANNUITIES MANAGEMENT HEALTH AND LIFE INSURANCE
DEA (LOCAL)	COMPENSATION AND BENEFITS: SALARIES, WAGES, AND STIPENDS
DEB (LOCAL)	COMPENSATION AND BENEFITS: FRINGE BENEFITS
DHE (LOCAL)	EMPLOYEE STANDARDS OF CONDUCT SEARCHES AND ALCOHOL/DRUG TESTING
EI (LOCAL)	ACADEMIC ACHIEVEMENT
FDA (LOCAL)	ADMISSIONS: INTERDISTRICT TRANSFERS
FFAB (EXHIBIT)	WELLNESS AND HEALTH SERVICES: IMMUNIZATIONS
FL (LOCAL)	STUDENT RECORDS

The Committee agreed to recommend for approval Update 78 as presented.

- D. Discussion regarding Board Policy EI (LOCAL) related to certificates of coursework completion and award of credit and possible recommendation to the Board.** Ms. Dow explained that issuance of CERTIFICATES OF COURSEWORK COMPLETION allows the District to certify that students have completed coursework even though they have not yet passed TAKS. Students will not receive a diploma, however, until they have met all state and local requirements for graduation, which includes passing Exit Level TAKS. This action encourages students to stay in school and to continue preparing for the TAKS test in order to receive a diploma. Administration recommends adoption of this policy as presented. The committee agreed on the need to revise Board Policy EI (LOCAL) as presented, and to recommend for approval.
- E. Discussion regarding Board Policy EIC (LOCAL) related to class ranking and possible recommendation to the Board.** Ms. Dow explained that revision to CLASS RANK allows the District to include high school credits earned before **9th** grade when calculating class rank for senior students. Administration recommends adoption of this

policy as presented. The committee agreed with the need to revise Board Policy EIC (LOCAL) as presented, and to recommend for approval.

- F. Discussion regarding Board Policy BDB (LOCAL) related to internal committees and possible recommendation to the Board.** Ms. Dow discussed Administrations' recommendation to divide the Facilities and Finance Committee into two separate committees in order to facilitate the work of the internal audit committee and to move forward with the audit charter. The two committees would include: **Facilities and Planning** as one committee, and **Finance and Audit** as another committee. Administration recommends adoption of this policy as presented. The committee members discussed administrations' recommended revisions and made an additional revision to rename section on **Facilities** to **Facilities and Planning**. The committee agreed with the need to revise Board Policy BDB (LOCAL) as presented, and to recommend for approval.
- G. Discussion/review of proposed policy CFC (LOCAL) related to internal audit and possible recommendation to the Board.** Ms. Dow invited Ms. Martha Carrasco, Internal Auditor, to address this agenda item. Ms. Carrasco stated that this policy is being proposed as a result of the establishment of the internal audit function within the CISD. This policy outlines the responsibilities of the internal auditor. She discussed the relevance and implications of mandatory rotation of the external audit firm after a 5 year period. Ms. Carrasco stated that basically what the policy says is that the proposal for audit services shall be solicited as deemed appropriate. This is being recommended by comptrollers' offices and based on best practices that have been evolving to ensure that organizations are transparent and accountable. Administration recommends adoption of this policy as presented. The committee agreed with the need to revise Board Policy CFC (LOCAL) as presented, and to recommend for approval.
- H. Discussion regarding BE (LOCAL) related to deadline for submitting items to board agenda.** The Committee agreed that this policy would remain unchanged and that no recommendation would be made to the full board.
- I. Discussion regarding policies related to security and student safety and possible recommendation to the board.** Mr. Dorado addressed the Committee and expressed his concerns about safety and security within CISD schools. He recommended the creation of a stand alone Security Department. The Committee members asked questions and discussed this item. Mr. Coronado commented that current funding constraints do not allow for the consideration of a stand alone Security Department. He stated that the district's priority is to focus on aligning and enhancing the school curriculum. Mrs. Sanchez invited comments and opinions from the community.

Adjournment: Motion to adjourn by unanimous consent.

Meeting adjourned at 10:25pm



Policy Committee Meeting Minutes
October 3, 2006

Location: Administration Offices

Starting time: 7:10 pm Ending Time: 8:55 pm

The meeting was called to order at 7:10 pm

Board Committee Members present:

Yvonne Sanchez – Chairperson
Frank Lerma

Others present: Sergio Coronado, Margarito "Mago" Arellano, Carl Fietze, Armando Rodriguez, Pauline Dow, Dr. Pam Padilla, Yusuf Farran, Martha Veale, Tony Reza, Lilia Maldonado, Joe Villarreal

5. Administration

A. Discussion regarding Board Policy CW (LOCAL) related to naming of facilities and possible recommendation to the Board. Mrs. Sanchez explained that this was the second meeting called to discuss this item because the committee wanted to ensure that the community had every opportunity to participate in the discussion regarding this policy.

Mrs. Sanchez facilitated a discussion of the policy by taking each item in order. After reading the first item on the policy, **Naming Facilities**, all board members present agreed with this item as it currently reads, except for Mr. Coronado, who recommended changing the paragraph to read as follows:

Naming Facilities. The Board may name or rename a District facility, or portion of a building, such as the library or auditorium. If the Board decides to name or rename a facility, the Board shall name the facility as follows:

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

Mrs. Sanchez stated that the recommendations made by community members during the last meeting held Sept 19, 2006, were as follows:

- To include in the current text of **Naming Facilities**, after item # 3:
4. To reflect the name of a school mascot.
 5. Not after any past, present or future board members.
 6. Not using the same name for facilities and/or schools.
 7. Announcing the name 14 days prior to the actual naming of that facility.

Mrs. Sanchez invited the community to join in discussion and to present additional suggestions.

Mrs. Maldonado addressed the committee and recommended to eliminate item # 3.

3. To honor an outstanding individual.

Mrs. Sanchez requested that Mr. Villarreal's recommendations for CW (LOCAL) be reflected in the record. Below, and highlighted in bold are Mr. Villarreal's recommendations:

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 **after a historical or traditional name, or**
3. To honor an outstanding individual.

NAMING OF A NEW SCHOOL

For each new school built in the District, For the naming process, 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 above and presenting a recommendation or recommendations 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~~ **three** public meetings at which members of the community may participate in the process. The task force shall present its recommendation **or recommendations** to the Board, **with supporting evidence to what resulted in the three-time meeting**. A simple majority vote **of the Board** shall be required to approve the name.*

*Each new school shall be named ~~in a timely fashion~~ **within six months***

after design has been accepted.

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*

The Board may assign dedication plaques which 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.

Mrs. Sanchez stated that the role of the task force, as noted in policy, was to have community input and to make recommendations, however, that the Board members have the final decision. She asked the board members present to consider whether or not we should have a task force?

Mr. Fietze stated that the task force should stand, and that the recommendations should be considered. However, the Board would still have the final decision.

Mr. Rodriguez recommended having community members come directly before to the Board without a task force, and the Board would be held directly accountable.

Mr. Arellano recommended keeping the task force because the community input was needed.

Mr. Coronado agreed with the recommendation by Mr. Rodriguez.

Mrs. Sanchez asked for input from the community and Board members regarding the renaming of schools and facilities section noted in this policy. No comments were expressed regarding changes to this section.

Mrs. Sanchez announced that all recommendations for policy revision, as mentioned above, would be considered during the next regular School Board meeting of October 10, 2006.

Adjournment: Motion to adjourn by unanimous consent.
Meeting adjourned at 8:55pm



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-isd.org

PERSONNEL COMMITTEE MEETING MINUTES October 3, 2006

Location: Administration Building
Time: 6:10 p.m. – 7:08 p.m.

Board Committee Members Present: Mr. Arellano, Mr. Fietze, and Mr. Rodriguez (arrived at 6:18 p.m.)

Other Board Members Present: Mr. Coronado, Mr. Lerma, and Ms. Sanchez

Others Present: Shonda Jordan, Dion Dorado, Carla Acevedo, Inez Lopez, Petra Lopez, Janine Hammock, Irma Gallegos, Lilia P. Maldonado, Joe Villarreal, Daniel Gomez, Blanca M. Gomez, D. A. Morales, Juan Gonzalez, Tony Reza, Martha Veale, Pauline Dow, Renée O'Donnell, Annette Brigham, and Pam Padilla

The meeting was called to order at 6:10 p.m.

3A Creation of Positions:

1. One Occupational Therapist – Special Ed. Department
2. One Itinerant Special Ed. Aide – Special Ed. Department
3. One Special Ed. Lead Teacher – Special Ed. Department

Ms. O'Donnell stated that the three proposed positions were being requested by the Special Education Department, School Improvement Division. Ms. O'Donnell explained that at the present time we contract services for occupational therapists at \$50.00 an hour, and that it would make more financial sense to hire this type of employee on a full-time basis. The committee moved to recommend approval of the creation of position of one occupational therapist to the Board of Trustees.

Ms. O'Donnell stated that Canutillo Elementary has an emotionally disturbed student who requires immediate intervention, thus the need for an itinerant special education aide. This aide would be used throughout the district when there is no longer a need at Canutillo Elementary. The committee moved to recommend approval of the creation of position of one itinerant special education aide to the Board of Trustees.

Ms. O'Donnell stated that Canutillo Schools was in need of a Special Education Lead Teacher to effectively train, monitor, and model special education best instructional practices. This teacher would train all teachers, thus strengthening identified weaknesses in the program as pointed out by the state monitoring system. The committee moved to recommend approval of the creation of position of one special education lead teacher to the Board of Trustees.

Canutillo Independent School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its employment practices or in providing education services, activities, and programs, including vocational programs. For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact: Renee O'Donnell, (915) 877-4423, 7965 Artcraft Road, El Paso, Texas 79932.

3C Comments/Input from Community Members on Items Discussed by Personnel Committee

Lily Maldonado, CES teacher and CISD resident, addressed the committee and commented on agenda items previously discussed.

Dion Dorado, community member, addressed the committee and commented on agenda items previously discussed, specifically the creation of positions.

Joe Villarreal, community member, addressed the committee and commented on agenda items previously discussed

Adjournment: Motion to adjourn by unanimous consensus.

Meeting adjourned at 7:08 p.m.

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

Agenda Item: _____

Date: October 10, 2006

Subject: Tax Maintenance Notes Debt Payment

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The enclosed budget amendment is to budget for the principal and interest payment due on the Tax Maintenance Notes that was not included in the original budget that was adopted by the Board of Trustees in August.

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's fund balance will be the source for this amendment.

IF GRANT, PLEASE PROVIDE THE FOLLOWING: N/A

-GRANT AWARD:

-GRANT PERIOD:

-GRANT OBJECTIVES:

-GRANTING AGENCY:

PURPOSE OF THE AMENDMENT:

This amendment will budget for the final payment needed in February for the Tax Maintenance Notes.

HOW WILL THIS IMPACT EDUCATION:

This item will allow for the Tax Maintenance Notes to be paid off. These notes provided excellent facilities for student education.

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

This will allow all district and campus goals to be achieved.

TO: Dr. Pam Padilla

THROUGH: Tony Reza, Comptroller

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Tax Maintenance Notes Debt Payment

DATE: October 5, 2006

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.71.6513.00.999.7.99 Long Term Debt Prinicipal		65,000.00	65,000.00
199.71.6523.00.999.7.99 Interest		1,248.00	1,248.00
199.00.8999.00.000.7.00 Transfer out		(66,248.00)	(66,248.00)

REASON FOR BUDGET AMENDMENT REQUEST: To budget for the principal and interest for the tax maintenance notes that was not included in the original budget adopted by the Board of Trustees in August



Superintendent

10/5/06
Date



Executive Director Business Services

10/5/06
Date

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

Agenda Item: _____ Date: October 10, 2006

Subject: Approval of Contract with Linebarger Goggan Blair & Sampson

Presented By: Tony Reza, Executive Director Consent Agenda:

ACTION

1. BACKGROUND INFORMATION:

The contract is approved on a yearly basis by the Board. The purpose of the contract is to provide 2006 property value study appeal services.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of the contact.

3. BOARD ACTION REQUESTED:

Motion to approve the contract with Linegarger Goggan Blair & Sampson as recommended by the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW
1949 SOUTH I.H. 35
P.O. BOX 17428
AUSTIN, TEXAS 78760

512/447-6675
FAX 512/447-2433

September 11, 2006

Mr. Tony Reza
Executive Director - Finance Department
Canutillo Independent School District
P.O. Box 100
Canutillo, Texas 79835

Dear Mr. Reza:

Jesse Gutierrez contacted me about sending new contracts for 2006 Property Value Study appeal services. I have enclosed two original contracts and a return envelope. When approved, please return one original to me.

I appreciate your support and the opportunity to continue providing these services to Canutillo Independent School District. If you have questions or require additional information, please call me at 800-262-7229.

Sincerely,



Tom Witt
Director
Property Value Study Appeals Division

STATE OF TEXAS §

COUNTY OF EL PASO §

CONTRACT

This Contract is between the law firm of Linebarger Goggan Blair & Sampson, LLP, hereinafter referred to as Firm, and Canutillo Independent School District, hereinafter referred to as District. This Contract is for the administrative appeal and any judicial appeal of the property value study findings as conducted by the Comptroller's Office as of January 1, 2006 for the school year 2007-2008. Firm and District agree as follows:

I.

Administrative and Judicial Appeal Services

Firm agrees to represent District in the administrative appeal and any judicial appeal of the property value study conclusions for District for the school year 2007-2008. Included in such administrative and judicial appeal representation is research of the preliminary conclusions, the gathering and analysis of property sales, appraisals and such other evidence as may be necessary or appropriate, presentation of the appeal at administrative hearings, and prosecution of any judicial appeal. Firm agrees to retain any necessary consultants or appraisers as required.

II.

Fees and Expenses

Firm agrees to bear the costs of preparing and presenting the administrative appeal and prosecuting any judicial appeal including the expenses, if any, for appraisers or other consultants.

District agrees to pay Firm as compensation for services under this Contract a contingent fee equal to ten percent (10%) of the additional State aid that District qualifies for in the year 2007-2008 as a result of the administrative or judicial appeal. Payment of the fee to Firm shall be made in equal quarterly payments on November 1, February 1, May 1, and August 1 following the certification of State aid amounts by the Commissioner of Education, or as agreed upon in a letter to District executed by a partner of the Firm.

This Contract is executed on _____, 2006 in duplicate originals at El Paso County, Texas.

Canutillo Independent School District

Linebarger Goggan Blair & Sampson, LLP

By: _____

By: Kent M. Rider

PARTNER

TITLE

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

Agenda Item:

Date: October 10, 2006

Subject: Request Approval to Increase Dollar Limit to RFCSP # 06-20,
District Wide Electrical System Renovation Upgrades

Presented By: Tony Reza and Yusuf Farran

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The Board of Trustees approved on April 4, 2006 to award contract RFCSP # 06-20. This request is to ask for an approval to increase the amount **from \$250,000.00 to \$350,000.00**. This is to provide electrical upgrades as needed district wide by *Kendrick Electric, Co.* The effective date of the contract is through March 31, 2007.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to increase the monetary amount of the contract from \$250,000 to \$350,000.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

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

Agenda Item: Adoption of revision to Policy Update 78, affecting (LOCAL) policies

Date: October 4, 2006

Subject: TASB Localized Update 78. Second 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/admininguide/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.

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.)

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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.

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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.

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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-

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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.

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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:

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- 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.

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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: Adoption of revision to BDB (LOCAL) Board Internal Organization: Internal Committees.

Date: October 4, 2006

Subject: Board Internal Organization: Internal Committees. Second Reading

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
AND
PLANNING

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 and planning 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: Adoption of revision to EIC (LOCAL) Academic Achievement: Class Ranking

Date: October 4, 2006

Subject: Revision of Academic Achievement: Class Ranking. Second Reading

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	

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: Adoption of revision to EI (LOCAL) Academic Achievement

Date: October 4, 2006

Subject: Revision of Academic Achievement. Second Reading

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

EIF
(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: Adoption of revision to CFC (LOCAL) Accounting: Audits

Date: October 4, 2006

Subject: Accounting: Audits. Second Reading

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: Adoption of revision to AE (LOCAL) Educational Philosophy/Mission Statement

Date: October 4, 2006

Subject: Revision of Mission Statement. Second Reading

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 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

TO: Board of Trustees

October 2, 2006

THROUGH: Tony Reza *TR*
Executive Director

FROM: Kathy Ellis *K Ellis*

SUBJECT: Approval of Warrant List for September 1-27, 2006

Enclosed in your packet is the warrant list for September 1-27, 2006. I recommend its approval in the amount of: \$ 2,473,070.17.

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

Mago Arellano	Per diem-TASA/TASB	\$	137.00	Page 4
	Nat'l. Caucus of Hispanic School Boards/membership fee	\$	75.00	Page 56
Sergio Coronado	Per diem-TASA/TASB	\$	120.00	Page 17
	Nat'l. Caucus of Hispanic School Boards/membership fee	\$	75.00	Page 56
Carl Fietze	Per diem-TASA/TASB	\$	120.00	Page 37
	Nat'l. Caucus of Hispanic School Boards/membership fee	\$	75.00	Page 56
Frank Lerma	Per diem-TASA/TASB	\$	103.00	Page 46
	Nat'l. Caucus of Hispanic School Boards/membership fee	\$	75.00	Page 56
Rafael Reyes	Nat'l. Caucus of Hispanic School Boards/membership fee	\$	75.00	Page 56
Armando Rodriguez	Per diem-TASA/TASB	\$	120.00	Page 73
	Nat'l. Caucus of Hispanic School Boards/membership fee	\$	75.00	Page 56
Yvonne Sanchez	Per diem-TASA/TASB	\$	137.00	Page 74
	Nat'l. Caucus of Hispanic School Boards/membership fee	\$	75.00	Page 56

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA and Last Day Enrollment
As of September 29, 2006

<u>Campus</u>	<u>September ADA</u>	<u>Enrollment 9/29/06</u>
Canutillo Elementary School	632.875	685
Deanna Davenport Elementary School	482.950	520
Jose H. Damian Elementary School	743.600	812
Bill Childress Elementary School	633.950	688
Canutillo Middle School	622.600	643
Jose J. Alderete Middle School	604.750	625
Canutillo High School	1409.650	1486
DISTRICT TOTALS	5130.375	5459
Ineligible students (Children of employees-out of state. Tuition is not collected.)		37
GRAND TOTAL ENROLLMENT		5496

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Year-to-Date Average Daily Membership and ADA
August 10, 2006 through September 29, 2006

<u>Campus</u>	<u>ADM</u>	<u>ADA</u>	<u>ATT %</u>
Canutillo Elementary School	654.153	632.362	96.7%
Deanna Davenport Elementary School	496.527	484.764	97.6%
Jose H. Damian Elementary School	764.625	745.778	97.5%
Bill Childress Elementary School	652.661	633.778	97.1%
Canutillo Middle School	642.529	623.735	97.1%
Jose J. Alderete Middle School	619.765	604.676	97.6%
Canutillo High School	1483.265	1411.117	95.1%
<hr/>			
*DISTRICT TOTALS	5313.525	5136.210	96.7%

*Does not include ineligible students

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA Comparison September 2006

<u>Campus</u>	Previous month August 2006 <u>ADA</u>	Current month September 2006 <u>ADA</u>	Previous year September 2005 <u>ADA</u>
Canutillo Elementary School	631.718	632.875	709.214
Deanna Davenport Elementary School	487.031	482.950	597.786
Jose H. Damian Elementary School	748.500	743.600	745.000
Bill Childress Elementary School	633.563	633.950	701.929
Canutillo Middle School	625.429	622.600	792.905
Jose J. Alderete Middle School	604.571	604.750	
Canutillo High School	1413.214	1409.650	1256.119
 	<hr/>	<hr/>	<hr/>
*DISTRICT TOTALS	5144.026	5130.375	4802.953

*Does not include ineligible students ⁸⁶



Canutillo Independent School District

7965 Artercraft Rd.
El Paso, TX 79932

Mailing Address: P.O. Box 100
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Margarita Harmeson
Migrant Ed. Lead Teacher
(915) 877-7439
mharmeson@canutillo-isd.org

To: Dr. Pam Padilla, Superintendent
From: Lilia Martinez
Re: Required Report
Date: September 22, 2006

The Canutillo ISD Board Policy Manual provides guidelines for reporting the number of students who are limited English proficient:

EHBE
(LEGAL)

SPECIAL PROGRAMS:
BILINGUAL EDUCATION/ESL

STUDENT COUNTS

Within four weeks of the beginning of school, the LPAC shall determine and report to the Board the number of LEP students on each campus and shall classify each student according to the language(s) in which the student possesses primary proficiency. The Board shall report that information to TEA before November 1 each year.

Education Code 29.053(b)

Please accept this request to address the CISD Board of Trustees to report student counts and LPAC procedures.

xc: Pauline Dow

EL Students by Campus/Grade or Placement
9/22/06

CAMPUS	Pre-K	Kinder	1 st	2 nd	3 rd	4 th	5 th		Total
Canutillo Elementary	35	37	54	48	51	53	53		331
Davenport Elementary	38	48	51	50	62	61	46		356
Jose Damian Elementary	27	47	26	41	39	39	39		258
Bill Childress Elementary	33	42	49	47	47	48	54		320
Total	133	174	180	186	199	201	192		1265
CAMPUS	6th	7th	8 th	9 th	10 th	11 th	12th		Total
Canutillo Middle School	73	35	49						157
Alderete Middle School	67	50	57						174
Canutillo High School				100	47	36	20		203
Total	140	85	106	-	-	-	-	District Total	1805

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

Subject: Administrative Personnel Actions for
Board of Trustee Information Only

Date: October 10, 2006

Presented by: Renée O'Donnell

Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION

Superintendent approved employment of personnel:

Christopher Avila	IT Coordinator, Effective 9/18/06
Jaclyn Bain	5th (M) Teacher, BCE, Effective 10/2/06
Cindy Castañeda	Title I Assistant, CES, Effective 9/6/06
Alicia DeLeon	FS Substitute, Effective 9/8/06
Jose L. Diaz	Social Studies Teacher, AMS, Effective 9/11/06
Martina Flores	FS Substitute, Effective 9/26/06
Guadalupe Gonzalez	FS Substitute, Effective 9/8/06
Leticia LaBonte	Special Ed. Assistant, JDE, Effective 9/18/06
Liliana Martinez	FS Substitute, Effective 10/2/06
Josefina Ochoa	FS Substitute, Effective 8/7/06
Alicia Rodriguez	Data Entry Clerk, CHS, Effective 9/13/06
Rachel Sosa	Receptionist/ Data Entry Clerk, JDE, Effective 9/5/06
Jimmy Telles	PT Bus Driver, Effective 9/21/06

Superintendent approved position changes for personnel:

Sergio Mendoza	Lead Custodian, CHS, to Custodian, CMS, Effective 9/11/06
Margarita Molinar	FS Sub to FS Helper, DDE, Effective 9/14/06
Monica Prieto	Counselor to Asst. Lead Counselor, CHS, Effective 9/1/06
Aracely Ruiz	FS Worker to Custodian, CHS, Effective 9/18/06
María Renovato	FS Sub to FS Worker, DDE, Effective 9/14/06
Abigail Rocha	FS Sub to FS Vegetable/Salad Cook, Test Kitchen, Effective 9/29/06
Martha Sanchez	Title I Assistant to Library Aide, JDE, Effective 10/2/06
Patricia Velazquez	FS Sub to FS Helper, CHS, Effective 9/29/06

Superintendent approved resignations:

Pompilio Castañon	Custodian, CHS, Effective 9/18/06
Rock D'Cruz	Custodian, CMS, Effective 9/18/06
Angelina Hernandez	Transportation Monitor, Effective 9/11/06
Daniel Rivera	Custodian, CMS, Effective 9/28/06
Leroy Romero	IT Coordinator, Effective 9/20/06
Beverly Sanchez	Licensed Vocational Nurse, Effective 8/7/06
Tim Weick	Athletic Trainer, CMS, Effective 9/5/06

Termination of Support Personnel

See under separate cover

2. **BOARD ACTION REQUESTED**

No action required.

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

Agenda Item:

Date: October 10, 2006

Subject: Auctioneer Services RFP # 07-03

Presented By: Tony Reza and Martha Veale

Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION:

The Business Services Division along with the School Resources Division will be reviewing and evaluating proposals on Monday October 9, 2006 for Auctioneer Services which will conduct public sales of district owned surplus property. A recommendation will be presented on Tuesday, October 10, 2006.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends the approval of Auctioneer Services RFP # 07-03 as presented by the administration.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

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

Agenda Item: _____

Date: October 10, 2006

Subject: Acceptance of Donations to Canutillo ISD

Presented By: Tony Reza

Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION:

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

Julius Lowenberg & Associates - \$100.00 to Fall Festival
Fred Sibert – Canon A1 35 mm camera with lens and a Albimar
Flash Nikon EM 35 mm camera with lens
Canutillo Flood Relief – See attached sheet

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends acceptance of the donations to Canutillo ISD.

3. ACTION REQUESTED:

The Board of Trustees accepts the donations 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

August 25, 2006

Integrated Defense Systems
Mission Capability Verification Center
PO Box B
WSMR, New Mexico 88002-9004

Dear Partners in Education:

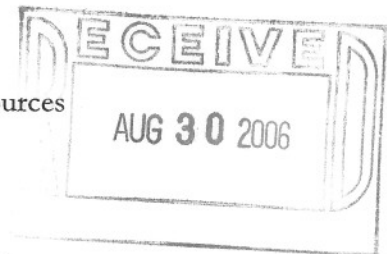
On behalf of the faculty and staff, parents and students at Deanna Davenport Elementary we would like to express our deepest gratitude to you and your employee volunteers for the effort they made in donating school supplies for the students in our community. Students most in need will be carefully identified to receive the school supplies that will assist them in being better prepared to deal with the challenging curriculum our school is committed to providing. You and your organization are true examples of how superior partners in education can support a community of economically disadvantaged students and help them become the leaders for the next generation.

We appreciate your spirit of generosity, and we thank you very much for your effort.

Sincerely,

Sylvia A. Gonzalez
Principal

PC: Dr. Pam Padilla, Superintendent for Canutillo ISD
Ms. Renee O'Donnell, Executive Director of Human Resources



Donations to Canutillo Family Flood Relief

Kevin Pitts	\$150.00
James & Elaine Mortensen	\$1,000.00
Shirley Cloud	\$100.00
John & Mary Naber	\$300.00
Unknown	\$70.00
Roy & Joveda Neal	\$100.00
St Christopher Episcopal Church	\$411.00
Manford & Karen Lee	\$25.00
Junior League of El Paso	\$1,000.00
Block Vision of Texas	\$2,500.00
Optimist Foundation of El Paso	\$300.00
GECU	\$2,500.00
Optimist Club of Las Cruces	\$1,000.00
Frances Erickson	\$1,200.00
Jeanne & Alton Luper	\$25.00
G.E. & Corine Spinnler	\$100.00
Dan Haggerty	\$100.00
Senator Elliott Shapleigh	\$1,000.00
First Christian Church	\$2,000.00
Hunt Family Foundation	\$5,000.00
Representative Joe Pickett	\$250.00
Larry & Norma Price	\$250.00
Cynthia Clark	\$50.00
Ileen Silverman	\$100.00
El Paso County Court Reporters	<u>\$1,000.00</u>
Total	\$20,531.00

Donations to Canutillo Employee Flood Relief

Larry Hawkins Agency	\$ 300.00
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