

# Agenda of Special Meeting

## The Board of Trustees Canutillo ISD

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A Special meeting of the Board of Trustees of Canutillo ISD will be held November 1, 2006, beginning at 6:30 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

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

1. General Functions
    - A. Call to Order
    - B. Roll Call
    - C. Consent Agenda
      1. Creation of Position - Assistant Early Childhood Caregiver 2
      2. Approval of Internal Audit Charter 3
      3. Approval of Internal Audit Plan
  2. Instruction and Student Affairs
    - A. NONE
  3. Personnel
    - A. NONE
  4. Business and Finance
    - A. Approval to renew Heating and Cooling - RFP #05-19 5
    - B. Approval of Janitorial Consultant, Supplies and Related Services RFP #07-02 7
  5. Administration
    - A. NONE
  6. Adjournment
- 

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

**Personnel Committee – November 1, 2006**

**3. A Creation of Position**

**Student Resources Division:  
Assistant Early Childhood Caregiver**

**Eagles' Nest**

**Background Information and Rationale for Reclassification, 3.A:**

**Student Resources Division:** •The Texas Department of Protective and Regulatory Services minimum standards require daycare services to meet staff ratio at all times. Because of the current enrollment at the Eagles' Nest, the District is required to increase the number of staff members by one. This position will be filled only when needed and dictated by enrollment of daycare children. We would like to staff this position by a trained, qualified substitute as needed. Position is a Clerical/Paraprofessional Pay Grade 1 (\$7.85 to \$9.73 at midpoint) but will be paid substitute pay.

**SUPERINTENDENT RECOMMENDATION**

Approve recommended item to the Board of Trustees.

**PERSONNEL COMMITTEE ACTION REQUESTED**

Move to recommend approval of agenda item to the Board of Trustees.



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## **Internal Audit Charter**

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**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 is selected by and reports directly to the Board of Trustees. Administratively, the internal auditor reports 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 other 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.

Approved by:

\_\_\_\_\_  
Sergio Coronado, President  
Board of Trustees

\_\_\_\_\_  
Date

Endorsed by:

\_\_\_\_\_  
Dr. Pam Padilla, Superintendent

\_\_\_\_\_  
Date

Submitted by:

\_\_\_\_\_  
Martha Carrasco, CIA, CGAP

\_\_\_\_\_  
Date

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

Agenda Item:

Date: October 23, 2006

Subject: Approval to renew Heating and Cooling – RFP # 05-19

Presented By: Tony Reza and Adele Balesh

Consent Agenda:   X  

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ACTION

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1. BACKGROUND INFORMATION:

The Food Service Department has exercised Section three (3) , option to renew the contract for one more year. The renewal will be year two (2) of a possible four (4) year agreement. The agreement will be effective October 2006 through September 2007. **B & G Air Conditioning** will provide units, parts, supplies, service and installation of heating and cooling for district wide services as needed for no more than \$150,000.00. This is also to request approval as stated in Board Policy CH(Local), any purchase that costs or aggregates to a cost of \$25,000 or more shall require Board approval before a transaction may take place.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to renew the contract and approve the CH (Local) Board Policy for heating and cooling to **B & G Air Conditioning** RFP # 05-19 for units, parts, supplies, service and installation.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

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

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

**B & G AIR CONDITIONING**  
**14709 NORCROSS PL.**  
**EL PASO, TX. 79928**  
**Ph# (915)852-1027 / Fax# (915)852-1897**  
**TX LIC No. TACLA022859C**

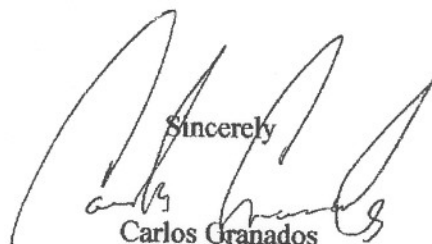
Regulated by the Texas Department of Licensing and Regulation  
 P.O. Box 12157, Austin, TX. 78711 / 1800-803-9202, 512-463-6599

October 12, 2006

**CANUTILLO INDEPENDENT SCHOOL DISTRICT**  
**P.O. Box 440**  
**Canutillo, TX. 79835**

To who corresponds:

By means of the present we wished to show our better disposition to continue with the **contract number 05-19 Heating and Cooling** between B & G Air Conditioning and CISD; offering contract terms such the past. Such respecting prices by a year more, **Oct 1st 2006 to Oct 1st 2007**. Guaranteeing good service quality, good prices and availability to work according to its necessities.

Sincerely  
  
 Carlos Granados  
 President



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, TX 79932

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

**Dr. Pam Padilla**  
Superintendent

(915) 877-7444  
FAX (915) 877-7414  
ppadilla@canutillo-isd.org

To: Board of Trustees

From: Pam Padilla, Ed.D. 


Date: October 23, 2006

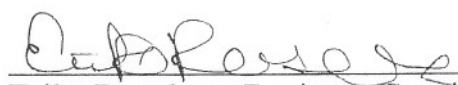
RE: Agenda Item 4B  
Special School Board Meeting

The Request for Proposal for Janitorial Consultant, Supplies and Related Services RFP # 07-02 was opened on October 3, 2006 with three companies submitting proposals. Interviews were conducted by all campus Principals, Executive Directors and the Superintendent. The recommendation of the Committee is to award the contract to ***Springtime Janitorial Supply*** for one year with an option to renew for two additional one-year renewal terms. The recommendation is based on an annual agreement for cleaning supplies, consultation, support services and training which would include a Computerized Cleaning Cost Analysis Program, Risk Management Program (O.S.H.A. Certified), New Employee Orientation, Products, Process & Safety Training, Regulatory Compliance Training, and Technical Service Support. The cost of the program will be \$.13 per square foot upon verification of actual measurement by location.

Opening of RFP #07-02 Janitorial Consultant Services  
Tuesday, October 03, 2006  
10:00 a.m. Business Services Conference Room

Business Services Personnel Present:

  
\_\_\_\_\_  
Sam Garcia- District Purchasing Agent

  
\_\_\_\_\_  
Erika Rosales – Business Services Clerk

Vendors submitting Proposals:

GCA Services Group

Grainger

Springtime Janitorial

Vendors Present:

Juan P. Vasquez of GCA Services Group

Rosemary Henson of GCA Services Group

Peter Reyes of Grainger

# CCAP<sup>®</sup> Implementation 5 Steps for Success

## 1. Gain Top-down Organizational Support

Managing change requires support throughout an organization. CCAP assists in managing change by helping clarify roles and opening lines of communication.

## 2. Assess Current Cleaning Program

Facility data is collected with CCAP AMP, creating a base-line for improvements.

- Current staffing levels
- Equipment and supplies inventory
- Square footage, surfaces and fixtures

## 3. Set Targets for Improvement

Once the base-line data is collected, CCAP is used to optimize the cleaning program and set targets for improvement.

## 4. Implement, Train and Certify

Programs, processes and procedures are aligned with improvement targets and implemented. Staff is trained and certified on enhanced, cleaning processes.

## 5. Continuous Assessment and Ongoing Quality Improvement

Manage with objective, quantifiable data on quality levels. Measure against base-line and improvement targets. Take corrective action to stay on target.

## Getting Started is Easy with CCAP AMP The Automated Data Collection Process

CCAP AMP - The Automated Measuring Program - makes data collection fast and accurate combining a laser measuring device with proprietary PDA-based data collection software.

Data is quickly and effortlessly transferred into the CCAP program where a facility manager can start using the information to enhance decision making.



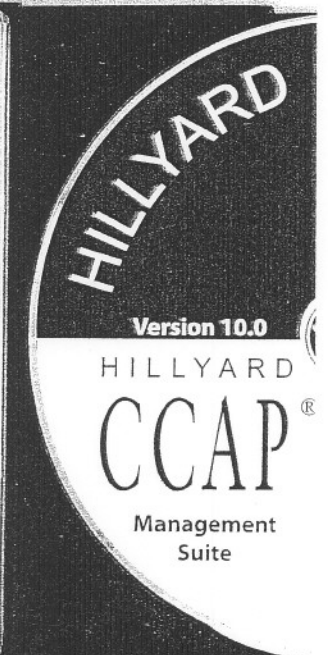
## The CCAP Management Suite Provides the Tools to Keep It Going

The Management Suite provides tools for facility managers to make the right decisions.

- CCAP Report Generator
- CCAP Task Manager
- CCAP CQI Continuous Quality Improvement

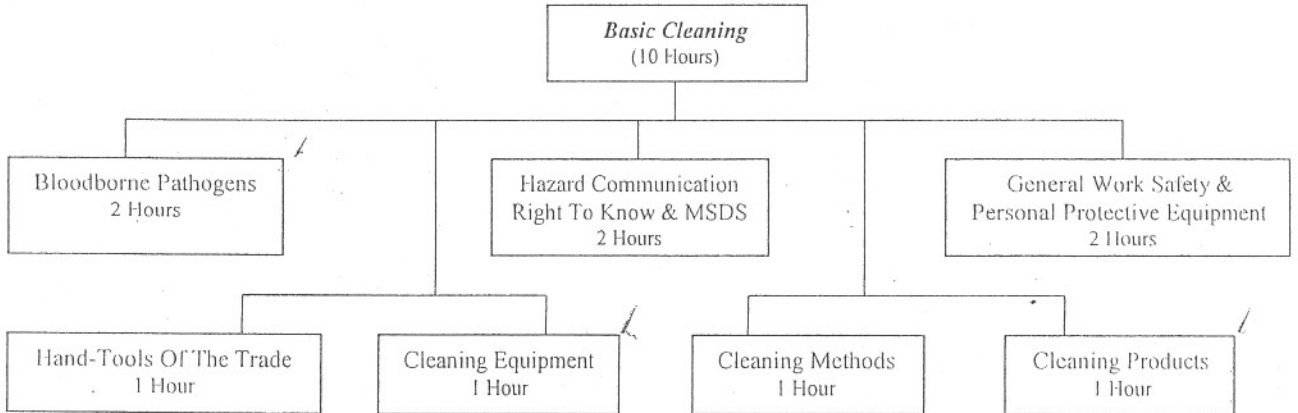
The CCAP Management Suite is fully integrated. Data is accessed from the central database that was populated during the CCAP process.

Decision making is a whole lot easier!

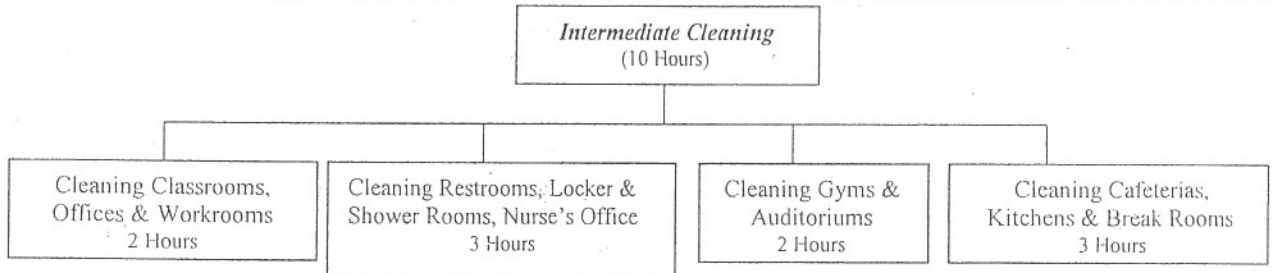


# Hillyard's Custodial Training and Certification Program

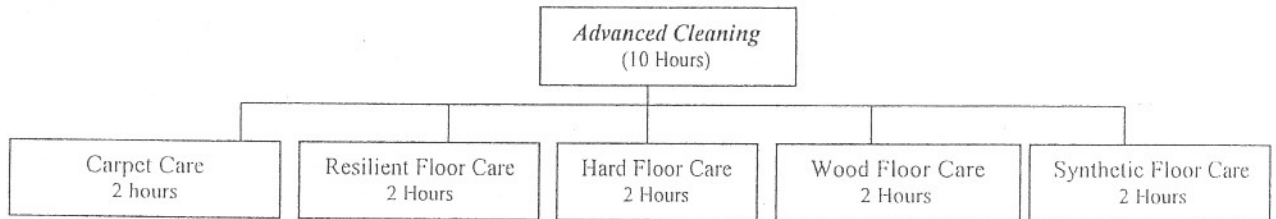
## Level I Certification



## Level II Certification



## Level III Certification



## Level IV Certification

