

# Agenda of Regular Meeting

## The Board of Trustees Canutillo ISD

---

A Regular meeting of the Board of Trustees of Canutillo ISD will be held January 16, 2008, 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. Special Board Meeting 12/04/07 7
    2. Regular Board Meeting 12/11/07 11
    3. Special Board Meeting 12/13/07 25
    4. Special Board Meeting 12/18/07 28
  - G. Communications (Thirty Minute Open Forum)
    1. General Comments Portion
    2. Complaints Portion
  - H. Board of Trustee Business
    1. Review of January Calendar of Events 29
  - I. Committee Reports
    1. Finance/Audit Committee - Mr. Rodriguez, Chairperson (December 13 and January 10)
    2. Policy Committee - Mr. Arellano, Chairperson (December 19 and January 9) 30
    3. Facilities/Planning Committee - Mrs. Sanchez, Chairperson (December 19) 36
    4. Personnel Committee - Mr. Arellano, Chairperson (December 13) 37
  - J. Consent Agenda
    1. TASB Localized Update 81 (first reading) 39
    2. Revision to Board Policy BDB (Local) Board Internal Organization - Internal Committees (first reading) 41
    3. Budget Amendments 45
    4. Approval of Fiscal Year 2006~2007 External Audit
    5. Implementation of Innovative Course - Robotics I 55

6.	Approval of School Affiliation Agreement with El Paso Healthcare System, Inc. dba Las Palmas Medical Center	63
K.	Reports	
1.	Superintendent's Report	
a.	District recognition of Board of Trustees	
2.	Attendance, Financial and Warrant List for November 29-December 31, 2007 in the amount \$2,427,026.77	76
3.	Other Reports	
a.	Ten Year Celebration - Academic Language Services (ALS) - Teddy Martinez	
b.	Report on Partnership with Big Brothers/Big Sisters of El Paso - Beth Senger, CEO	80
2.	Instruction and Student Affairs	
A.	NONE	
3.	Personnel	
A.	Level III Grievance Hearing requested by Rosa Lotz	
B.	Discussion of change in pay grade for Internal Auditor and Food Service Director and possible Board action	
C.	Administrative Personnel Actions (no Board action required - information item only)	81
1.	Superintendent approved employment of personnel (no Board action required)	
2.	Superintendent approved position changes for personnel (no Board action required)	
3.	Superintendent acceptance of resignations from personnel (no Board action required)	
4.	Superintendent acceptance of requests for retirement (no Board action required)	
a.	NONE	
5.	Employment Termination of Personnel (no Board action required)	
a.	NONE	
4.	Business and Finance	
A.	Approval to purchase 5th Grade Science Textbooks	83
B.	Acceptance of Donations to CISD	84
C.	Approval of award of RFP #08-06 2008~2009 E-Rate Year 11 Technology Projects - Internet Access	85
D.	Approval of award of RFP #08-07 2008~2009 E-Rate Year 11 Technology Projects - Telecommunications	86
E.	Approval of award of RFP #08-08 2008~2009 E-Rate Year 11 Technology Projects - Internal Connections Basic Maintenance	87
F.	Report on acquisition of land adjacent to Administration Building (closed session)	
G.	Consider amendment to Construction Management At-Risk Agreement with VEMAC for construction of road (an increase in GMP)	
H.	Consider amendment to Construction Management At-Risk Agreement with VEMAC for utility lines (an increase to GMP)	
I.	Approval of bid for construction of road to Garcia Elementary School	
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.



**"Honor the  
Texas flag; I  
pledge  
allegiance to  
thee, Texas, one  
state under God,  
one and  
indivisible."**



# **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**

								Special Meeting Board of Trustees	
								Tuesday, December 4, 2007 Canutillo ISD Administration Office 7965 Artcraft – El Paso	
								<b>Item:</b>	<b>Reference:</b>
Present	X	X	X	X	X	X	X	<p>1. General Functions</p> <p style="padding-left: 20px;">A. Call to Order at 6:10 p.m.</p> <p style="padding-left: 20px;">B. Roll Call (Mr. Fietze was absent.)</p> <p>Dr. Padilla stated that Mr. Fietze had called that he would be unable to attend the meeting.</p> <p style="padding-left: 20px;">C. Board of Trustee Business</p> <p style="padding-left: 40px;">1. Team Building Work Session (session will be conducted in executive session under the authority of Texas Government Code Section 551.074)</p> <p>Mr. Coronado stated that this item would be postponed and placed on a future agenda when all members were present.</p> <p>2. Instruction and Student Affairs</p> <p style="padding-left: 20px;">A. NONE</p> <p>3. Personnel</p> <p style="padding-left: 20px;">A. NONE</p> <p>4. Business and Finance</p> <p style="padding-left: 20px;">A. Approve revised design for CHS Field House</p> <p>The Board of Trustees took this item out of order and deliberated this item prior to the adjournment of the public meeting.</p> <p><i>The Board of Trustees adjourned into closed session 6:50 p.m. through 7:30 p.m. under the authority of Texas Open Meetings Act, Texas Government Code Sections 551-071 and 551-072.</i></p>	

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

**MEMBERS**

								Special Meeting Board of Trustees		
								Tuesday, December 4, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso		
								<b>Item:</b>	<b>Reference:</b>	
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ			
Motion								X	Motion to approve the revised design for the CHS field house as presented, passed.	
Second				X						
Ayes	X	X		X	X			X		
Nays										
Abstain								X		
									B. Approval of construction of CHS marquee	
									Mr. Farran recommended that the Board accept a proposal from Superior Sign & Lighting for total cost \$34,661.00. Mr. Farran explained that an additional \$2,735.00 was needed to provide electricity to the new proposed site for the marquee.	
Motion	X								Motion to approve the construction of CHS marquee as recommended, passed.	
Second					X					
Ayes	X	X		X	X	X	X	X		
Nays										
Abstain										
									C. Approval of Easements for water lines and waste water lines to El Paso County Water District #1 for Garcia Elementary School	4
									Mr. Farran and Mr. Baskind presented a “License for Private-Use of District Real Property” in order to provide water and sewage service to Garcia Elementary School.	Special Board Mtg. Minutes Page 2

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

**MEMBERS**

								Special Meeting Board of Trustees		
								Tuesday, December 4, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso		
								<b>Item:</b>	<b>Reference:</b>	
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	Mrs. Sanchez wanted the record to reflect that they received a contract approximately ten pages in length to read in a short span of time. However, since legal counsel felt comfortable with the agreement she had no problem approving the contract.		
Motion					X			Motion to approve the form of the agreement and authorize Dr. Padilla and Mr. Baskind to agree on the square feet and fill in the blanks of the agreement, passed.		
Second	X									
Ayes	X	X		X	X	X	X			
Nays										
Abstain										
								D. Approval of Easement to El Paso Electric for Garcia Elementary School	9	
Motion	X							Motion to approve the easement to El Paso Electric for Garcia Elementary School, passed.		
Second					X					
Ayes	X	X		X	X	X	X			
Nays										
Abstain										
								E. Approval of electric service agreement for Garcia Elementary School		Special Board Mtg. Minutes Page 3

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

**MEMBERS**

								Special Meeting Board of Trustees	
								Tuesday, December 4, 2007 Canutillo ISD Administration Office 7965 Artcraft – El Paso	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion	X							Motion to approve the electric service agreement for Garcia Elementary School, passed.	
Second					X				
Ayes	X	X		X	X	X	X		
Nays									
Abstain									
								5. Administration A. NONE	
								6. Adjournment	
								Adjournment of the public meeting at 7:30 p.m. passed by unanimous consent.	
									Special Board Mtg. Minutes Page 4

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

**MEMBERS**

								Regular Meeting Board of Trustees							
								Tuesday, December 11, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas							
								<b>Item:</b>	<b>Reference:</b>						
Present	X	X	X	X	X	X	X	1. General Functions A. Call to Order at 6:07 p.m.  B. Roll Call (Mr. Lerma arrived at 6:15 p.m., during the deliberation of agenda item 1.H.1.)  C. "Pledge of Allegiance to the United States Flag" D. "Texas Pledge of Allegiance"  Mr. Arellano led the audience in reciting the Pledge of Allegiance to the United States Flag and the Texas Pledge of Allegiance.  E. "CISD Mission Statement"  Mrs. Sanchez read the CISD Mission Statement into the record:  <i>Canutillo ISD will be a model of quality education to assure all students graduate on time and are prepared for higher education to become productive and responsible citizens.</i>  F. Approval of Minutes Minutes for the meetings of: 1. Regular Board Meeting 11/13/07 2. Special Board Meeting 11/14/07 3. Special Board Meeting 11/19/07 4. Special Board Meeting 11/26/07	5	6	7	8	23	27	29

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

**MEMBERS**

								Regular Meeting Board of Trustees	
								Tuesday, December 11, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion	X							Mrs. Jordan had a correction to the minutes of November 19, 2007, page 27. The minutes indicated that Mr. Lerma was present at the meeting. Mr. Lerma was absent that evening.	
Second						X		Motion to approve the minutes as presented to include the correction (with the reading waived), passed.	
Ayes	X	X	X	X		X	X		
Nays									
Abstain									
								<p style="text-align: center;">G. Communications (Thirty Minute Open Forum)</p> <p style="text-align: center;">1. General Comments Portion</p> <p style="text-align: center;">2. Complaints Portion</p> <p>No audience member requested to address the Board during this portion of the meeting.</p> <p style="text-align: center;">H. Board of Trustee Business</p> <p style="text-align: center;">1. Performance by students from Bill Childress Elementary School, Daniel Martinez, Music Instructor</p> <p>Bill Childress Elementary School students in Daniel Martinez’s music class sang Holiday songs for the Board and audience. Third grade students, Annette Macias and Stephanie Rodriguez, performed musical selections on the piano.</p>	
									Regular Bd. Mtg. Minutes Page 2

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

**MEMBERS**

								Regular Meeting Board of Trustees	
								Tuesday, December 11, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion	X							2. Request to change date of Regular Board Meeting to (Wednesday) January 16, 2008	35
Second				X				Motion to approve the request to change the date of the Regular Board Meeting to (Wednesday) January 16, 2008 <i>(with the Finance/Audit Committee Meeting on Thursday, January 10<sup>th</sup>)</i> , passed.	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
								3. Review of December Calendar of Events	36
								Dr. Padilla stated that the district had not received the “Campus Report Cards” from the Texas Education Agency. Dr. Padilla suggested having two meetings in January. The first meeting for board self-assessment and the other to establish budget for board goals and priorities for the coming school year. No formal action was taken on this item.	
								4. Review of Board Member Training Hours as required by House Bill 2563	37
								The total number of hours per Board Member are as follows:	
								Margarito Arellano 46.25	
								Sergio Coronado 36.75	
								Carl Fietze 51.25	
								Shonda Jordan 68.75	
								Frank Lerma 9.50	
								Armando Rodríguez 48.75	
								Yvonne Sanchez 55.75	
								Mr. Coronado referenced pages 37-57 of the packet. No formal action was taken on this item.	Regular Bd. Mtg. Minutes Page 3



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

**MEMBERS**

								Regular Meeting Board of Trustees	
								Tuesday, December 11, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
								J. Consent Agenda	
								1. Budget Amendments	58
								2. Submit Impact Statement to Texas Education Agency Division of Charter Schools	70
								3. Purchase of furniture for offices at Garcia Elementary School	71
Motion							X	Motion to approve consent agenda item #3 ( <i>without items 1 &amp; 2</i> ),	
Second	X							passed.	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
Motion							X	Motion to approve the budget amendments ( <i>agenda item #1</i> ) as	
Second	X							presented, passed.	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
Motion							X	Motion to submit impact statement to Texas Education Agency	
Second	X							Division of Charter Schools, passed.	
Ayes	X	X					X	X	X
Nays			X	X					
Abstain									
									Regular Bd. Mtg. Minutes Page 5

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

**MEMBERS**

								Regular Meeting Board of Trustees	
								Tuesday, December 11, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	<p style="text-align: center;">K. Reports</p> <p style="text-align: center;">1. Superintendent's Report</p> <p style="text-align: center;">a. 2008~2009 School Year</p> <p>Dr. Padilla presented an update on projects including the Northwest Early College High School (NECHS), the Mind Institute pilot program at Bill Childress Elementary School, and campus facilities enhancements. She said that the recommendation for NECHS principal would be presented to the Board this week. She said that The Mind Institute program is showing positive results and the students performing for the Board tonight are part of the program. She added that the focus on operations and support of campus facilities is reaping benefits district-wide.</p> <p style="text-align: center;">2. Attendance, Financial and Warrant List for October 1-31, 2007 in the amount \$2,162,372.49</p> <p>A correction was made to the agenda pertaining to this item which should have read, <i>“Attendance, Financial and Warrant List for November 1-28, 2007 in the amount \$2,162,372.49.”</i></p>	77
Motion						X		Motion to approve attendance, financial and warrant list for November 1-28, 2007 in the amount \$2,162,372.49, passed.	
Second	X								
Ayes	X	X	X		X	X	X		
Nays									
Abstain				X					
									Regular Bd. Mtg. Minutes Page 6









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

**MEMBERS**

								Regular Meeting Board of Trustees	
								Tuesday, December 11, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	<p><i>WHEREAS, Tex. Tax Code Section 11.253(j) as amended allows the governing body of a taxing unit, after conducting a public hearing, to provide for the continued taxation of such goods-in-transit; and</i></p> <p><i>WHEREAS, the Board of Trustees of the Canutillo Independent School District, having conducted a public hearing as required by Section 1-n (d), Article VIII, Texas Constitution, is of the opinion that it is in the best interests of the district to continue to tax such goods-in-transit;</i></p> <p><i>NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE CANUTILLO INDEPENDENT SCHOOL DISTRICT THAT: The goods-in-transit, as defined Tex. Tax Code 11.253(a)(2), as amended by House Bill 621, enacted by the 80<sup>th</sup> Texas Legislature in Regular Session, shall remain subject to taxation by the Canutillo Independent School District</i></p> <p><i>Dated this 11<sup>th</sup> day of December, 2007.</i></p>	
Motion						X		X Motion to adopt the resolution (page 91) and opt out of House Bill 621 and tax the “goods-in-transit”, passed.	
Second									
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
								<p style="text-align: center;">B. Resolution in support of Valcent's proposal to PSB (Public Service Board)</p> <p>The following Resolution was presented to the Board:</p> <p style="text-align: center;"><b><u>Board Resolution No. 20079</u></b></p> <p><i>WHEREAS, VALCENT Inc. is a U.S. publicly traded company with offices in Vancouver, B.C. and El Paso;</i></p>	<p>92</p> <p>Regular Bd. Mtg. Minutes Page 11</p>



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

**MEMBERS**

								Regular Meeting Board of Trustees		
								Tuesday, December 11, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas		
								<b>Item:</b>	<b>Reference:</b>	
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ			
Motion								X	Motion that the Canutillo Independent School District both endorse and support the effort of VALCENT Inc. in its efforts to secure land currently owned and controlled by the Public Service Board of El Paso, passed.	
Second				X						
Ayes	X	X	X	X	X	X	X			
Nays										
Abstain										
									C. Acceptance of Donations to CISD	93
Motion								X	Motion to accept the donations to CISD from Big Kmart for \$25 gift card to DDE Library, passed.	
Second								X		
Ayes	X	X	X	X	X	X	X			
Nays										
Abstain										
									D. Purchase classroom furniture and supplies for Garcia Elementary School	95
Motion								X	Motion to approve the purchase of classroom furniture and supplies for Garcia Elementary School ( <i>in the amount \$152,076.14 which includes installation and awarded to Indeco Sales, Inc.</i> ), passed.	
Second	X									
Ayes	X	X	X	X	X	X	X			
Nays										
Abstain										
										Regular Bd. Mtg. Minutes Page 13

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

**MEMBERS**

								Regular Meeting Board of Trustees	
								Tuesday, December 11, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	E. Purchase of janitorial equipment and supplies	100
Motion					X			<p>Motion to approve the purchase of janitorial equipment and supplies (\$15,650.30 to Springtime Janitorial), passed.</p> <p>There were questions posed by Mrs. Sanchez regarding purchasing the janitorial equipment and supplies from Springtime in addition to the contract obligations for training. Mr. Reza wanted the record to reflect that the district looks for the best/lowest price on supplies. He further stated that the district has purchased janitorial equipment from other vendors when the price and quality were better than Springtime.</p> <p>5. Administration A. NONE</p> <p>6. Adjournment</p> <p>Adjournment of the public meeting at 8:20 p.m. was passed by unanimous consent.</p>	
Second					X				
Ayes	X	X	X	X	X	X			
Nays									
Abstain								Regular Bd. Mtg. Minutes Page 14	

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

**MEMBERS**

								Special Meeting Board of Trustees		
								Thursday, December 13, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas		
								<b>Item:</b>	<b>Reference:</b>	
		MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Present	X	X					X	X	<p>1. General Functions</p> <p>A. Call to Order at 8:24 p.m.</p> <p>B. Roll Call (Mr. Fietze, Mrs. Jordan and Mr. Lerma were absent.)</p> <p>Mr. Coronado announced that he wanted to suspend the rules on agenda item 4.A. and allow public input and participation. No objection was heard – the rules were suspended by unanimous consent.</p> <p>2. Instruction and Student Affairs</p> <p>A. NONE</p> <p>3. Personnel</p> <p>A. Approval of recommendation for Early College High School Principal</p> <p>Motion to approve the recommendation for Early College High School Principal, Peggy Gustafson, passed.</p> <p>4. Business and Finance</p> <p>A. Discussion and possible action on budget reductions in the Operating Fund due to the non-approval of the Tax Rate Election</p>	
Motion	X						X	X		
Second										
Ayes	X	X					X	X		
Nays										
Abstain										





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

**MEMBERS**

								Special Meeting Board of Trustees	
								Tuesday, December 18, 2007 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								<b>Item:</b>	<b>Reference:</b>
		MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ		
							MRS. SANCHEZ		
Present	X	X	X	X			X		
								<p>1. General Functions</p> <p>A. Call to Order at 6:15 p.m.</p> <p>B. Roll Call (Mrs. Sanchez arrived at approximately 6:35 p.m. and Mr. Lerma arrived at 6:45 p.m.)</p> <p>2. Instruction and Student Affairs</p> <p>A. NONE</p> <p>3. Personnel</p> <p>A. Pre-Evaluation of Superintendent</p> <p><i>The Board of Trustees adjourned into closed session 6:15 p.m. through 10:48 p.m. under the authority of Texas Open Meetings Act, Texas Government Code Section 551-074.</i></p> <p><i>Mrs. Jordan left the meeting at approximately 8:35 p.m. and Mr. Frieze left at 8:40 p.m.</i></p> <p>No formal Board action was taken on this item.</p> <p>4. Business and Finance</p> <p>A. NONE</p> <p>5. Administration</p> <p>A. NONE</p> <p>6. Adjournment</p> <p>The meeting adjourned at 10:48 p.m.</p>	

**CANUTILLO ISD  
BOARD OF TRUSTEES  
ANTICIPATED AGENDA ITEMS  
2007-2008**

**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	

**JANUARY**-----

Action Items

Review and Approval of Financial Audit  
Superintendent Evaluation  
Action on Superintendent's Contract & Salary

Other Items

Presentation of and required Public Hearing on District's Annual Report  
School Board Appreciation

Important Dates

Sam Rayburn Day (Jan. 6)  
Martin Luther King, Jr.'s Birthday (Jan. 21)

Events



## Policy Committee Meeting Minutes

December 19, 2007

Location: Administration Office

Starting time: 6:00 pm

The meeting was cancelled due to lack of quorum.



Policy Committee Meeting Minutes  
January 9, 2008

Location: Administration Office  
Starting time: 6:04 pm Ending Time: 7:10 pm

The meeting was called to order at 6:04 pm

Board Committee Members present:  
Mago Arellano – Chairperson  
Armando Rodríguez

Others present: Sergio Coronado, Shonda Jordan, Pauline Dow, Dr. Pam Padilla

5. Administration

**A. Discussion/Review of TASB Update 81 and possible recommendation to the Board.** Ms. Dow addressed the committee members and presented information regarding revision to eleven LOCAL policies and one exhibit, including two additions and three deletions. After reviewing each of the policies, Ms. Dow answered questions and provided clarification. Ms. Dow noted that 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 81:

- BDAE(LOCAL) OFFICERS AND OFFICIALS. DUTIES AND REQUIREMENTS OF DEPOSITORY
- DBAA(LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS. CRIMINAL HISTORY AND CREDIT REPORTS
- DC(LOCAL) EMPLOYMENT PRACTICES
- DGBA(LOCAL) PERSONNEL MANAGEMENT RELATIONS. EMPLOYEE COMPLAINTS/GRIEVANCES
- FD(LOCAL) ADMISSIONS
- FEA(LOCAL) ATTENDANCE. COMPULSORY ATTENDANCE
- FEC(LOCAL) ATTENDANCE. ATTENDANCE FOR CREDIT
- FFH(LOCAL) STUDENT WELFARE. FREEDOM FROM HARASSMENT
- GBAA(LOCAL) INFORMATION ACCESS. REQUESTS FOR INFORMATION
- GBAA(EXHIBIT) INFORMATION ACCESS. REQUESTS FOR INFORMATION
- GKC(LOCAL) COMMUNITY RELATIONS. VISITORS TO THE SCHOOL
- GKG(LOCAL) COMMUNITY RELATIONS. SCHOOL VOLUNTEER PROGRAM

The Committee agreed to recommend Update 81 for approval as presented, and to include a final recommendation regarding FD(Local), admission of persons 21 and over.

- B. Discussion regarding Board Policy BDB(LOCAL) related to Board Internal Organization. Internal Committees; and possible recommendation to the Board.** Mr. Coronado addressed the committee and suggested to make the revisions to the "Committee of the Whole" and the "Standing Committee" sections noted on the document attached to these minutes.

Dr. Padilla also addressed the committee members and suggested changing the "Minutes" section of this policy. After committee members discussed the content of this section, the committee agreed that it reads as follows: "Minutes shall be kept and distributed to all Board members and administrators within [one month](#) following the meeting [or at the next regularly scheduled Board meeting, whichever is later.](#)"

There was committee consensus and the recommended revisions will be presented for approval before the Board.

Mr. Arellano asked for comments from the community. Mr. Gallegos, member of the community, requested information on how to access regulations on the district website. Ms Dow provided clarification and answered his question.

**Adjournment:** Motion to adjourn by unanimous consent.  
**Meeting adjourned at 7:10 pm**

BOARD INTERNAL ORGANIZATION  
INTERNAL COMMITTEES

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, except when serving as a committee chair, ~~and Superintendent or designee~~ shall serve as ex officio members of Board committees unless otherwise provided by the Board.

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:

FINANCE, AUDIT,  
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 finance, audit, facilities and planning shall consult with the administration in the formulation of recommendations related to ~~facility or~~ financial needs, management of resources, facility needs, and planning for growth, 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 AND  
POLICY

2. In order for the District to attain its goals and to increase the efficiency and productivity of operations, the committee on personnel and policy shall consult with the administration in the formulation of recommendations related to personnel policy and procedures. The Personnel and Policy Committee shall also 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.

BOARD INTERNAL ORGANIZATION  
INTERNAL COMMITTEES

BDB  
(LOCAL)

INSTRUCTION AND STUDENT SERVICES	3. 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	4. <del>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.</del>
SPECIAL COMMITTEES	The President of the Board may appoint members to special committees created by the Board, as required to address 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.

BOARD INTERNAL ORGANIZATION  
INTERNAL COMMITTEES

BDB  
(LOCAL)

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~~ one month following the meeting or at the next regularly scheduled Board meeting, whichever is later.



# Canutillo Independent School District

7710 Cap Carter Road  
Canutillo, TX 79835

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

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

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

## Facilities & Planning Committee Meeting Minutes December 19, 2007

**Location:** Administration Building  
**Time:** 6:30 pm – 7:45 pm

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

**Others Present:** Dr. Pam Padilla, Renee O'Donnell, Pauline Dow, Tony Reza, Yusuf Farran, Martha Veale, Dr. Steinhauser, Max Padilla, Martha Veale, Isidro Reyes, Pablo Ramirez, Sergio Coronado

**The meeting was called to order at 6:30 p.m.**  
Mr. Rodriguez called the meeting to order.

### 4.0 Business and Finance

- A. Five Year Plan Update:** Members of the Administration gave the Committee an update on the Five Year Plan.
- B. Comments/Input from Community Members on items discussed by Facilities/Finance Committee:** There were no comments or input from community members.

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

**Meeting adjourned at 7:45 p.m.**



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, TX 79932

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

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

(915) 877-7400  
FAX (915) 877-7407  
rodonnell@canutillo-isd.org

## PERSONNEL COMMITTEE MEETING MINUTES December 13, 2007

**Location:** Administration Building  
**Time:** 6:24 p.m. – 8:15 p.m.

**Board Committee Members Present:** Mr. Arellano, Ms. Sanchez (arrived at 6:40 p.m.)  
**Other Board Members Present:** Mr. Coronado, Mr. Rodriguez, and Ms. Jordan  
**Others Present:** Shelley McMahan, Martha Carrasco, Annette Brigham, Rachel Quintana, Pauline Dow, Alfredo Vasquez, Teresa Roberts, Laura Leos, Imelda Salgado, Wendy Gaglione, Teddy Martinez, Tony Reza, Yusuf Farran, Renee O'Donnell, and Pam Padilla

The meeting was called to order at 6:24 p.m. For the record, Mr. Coronado, Board president, stated that we did not have a quorum of the committee present, but because he was an ex-officio member of each of the committees, there was a quorum of the board present to be able to discuss matters on the agenda but could not make recommendations. He further explained that the board would take up items at the special board meeting before the quorum of the board.

### **3A Discussion and possible recommendation on budget reductions in personnel area due to the non-approval of the Tax Rate Election**

Dr. Padilla explained that administration had a brief presentation on this item and that at this time the administration was not recommending budget reductions in the personnel area for any positions that were currently filled. She further explained that the administration would like to defer discussion of currently vacant positions and the strategy to fill those positions to the finance and audit committee meeting scheduled for later in the evening.

### **3B Consider request from Shelley McMahan requesting 3% raise for teachers with 28+ years experience**

Ms. O'Donnell presented a salary comparison overview of surrounding districts in the Region 19 area with respect to teacher salaries at the top or max of the teacher pay scale. She also provided information on the Canutillo ISD teacher pay history from 2002 through 2007 including a list of Canutillo teachers at the max of the scale.

Ms. Sanchez, committee member, arrived at 6:40 p.m. and therefore a quorum was established.

Mr. Tony Reza, Executive Director for Business Services, addressed the board and stated that although administration had significantly reduced the budget, administration still anticipated further reductions and did not recommend the pay increase at this time as we were still looking at a significant deficit for the 07-08 school year. After much discussion and deliberation Mr. Arellano recommended that the committee reserve a recommendation on Ms. McMahon's request for 3% raise for teachers with 28+ years experience until hearing administration's presentation at the finance Board meeting.

**3C Review of recommendation for Early College High School Principal**

*The Board of Trustees adjourned into closed session from 7:44 p.m. through 8:13 p.m. under the authority of Texas Open Meetings Act, Texas Government Code 551-074.*

The committee endorsed administration's recommendation for principal of the Early College High School.

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

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

**Meeting adjourned at 8:15 p.m.**

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

Agenda Item: First Reading: Policy Update 81, affecting (LOCAL) policies

Date: January 10, 2008

Subject: Update 81

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

---

**ACTION**

---

1. BACKGROUND INFORMATION:

Update 81 represents the first of two post-legislative updates and encompasses changes in law from the 80<sup>th</sup> Legislative Session that have an immediate effect on the governance and management of the district.

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 81.

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 81.

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

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

## TASB Localized Policy Manual Update 81

<b>Policy Code</b>	<b>Action to be Taken</b>
BDAE(LOCAL)	Replace Policy
DBAA(LOCAL)	ADD Policy
DC(LOCAL)	Replace Policy
DGBA(LOCAL)	Replace Policy
FD(LOCAL)	Replace Policy
FEA(LOCAL)	Replace Policy
FEC(LOCAL)	Replace Policy
FFH(LOCAL)	Replace Policy
GBAA(LOCAL)	DELETE Policy
GBAA(EXHIBIT)	DELETE Exhibit
GKC(LOCAL)	ADD Policy
GKG(LOCAL)	DELETE Policy

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

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

Date: January 10, 2008

Subject: Revisions to the Committee of the Whole, Standing Committees and the Minutes  
sections of this policy

Presented By: Pauline Dow, Associate Superintendent

Consent Agenda X

---

**ACTION**

---

1. BACKGROUND INFORMATION:

Proposed revisions to BDB(Local) are being presented as they apply to the Committee of the Whole, Standing Committees and the Minutes sections.

2. SUPERINTENDENT RECOMMENDATION:

The recommendation is to revise this policy by making the following changes:

- a. The fourth paragraph of the Committee of the Whole section will read: "The Board President, except when serving as a committee chair, shall serve as ex officio member of Board committees unless otherwise provided by the Board".
- b. The current five standing committees will be collapsed into three to be as follows: "Finance, Audit, Facilities and Planning", "Personnel and Policy", and "Instruction and Student Services".
- c. The Minutes section will read: "Minutes shall be kept and distributed to all Board members and administrators within one month following the meeting, or at the next regularly scheduled Board meeting, whichever is later."

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

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, except when serving as a committee chair, ~~and Superintendent or designee~~ shall serve as ex officio members of Board committees unless otherwise provided by the Board.

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:

FINANCE, AUDIT,  
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 finance, audit, facilities and planning shall consult with the administration in the formulation of recommendations related to ~~facility or~~ financial needs, management of resources, facility needs, and planning for growth, 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 AND  
POLICY

2. In order for the District to attain its goals and to increase the efficiency and productivity of operations, the committee on personnel and policy shall consult with the administration in the formulation of recommendations related to personnel policy and procedures. The Personnel and Policy Committee shall also 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.

BOARD INTERNAL ORGANIZATION  
INTERNAL COMMITTEES

BDB  
(LOCAL)

INSTRUCTION AND STUDENT SERVICES	3. 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	4. <del>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.</del>
SPECIAL COMMITTEES	The President of the Board may appoint members to special committees created by the Board, as required to address 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.

BOARD INTERNAL ORGANIZATION  
INTERNAL COMMITTEES

BDB  
(LOCAL)

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~~ one month following the meeting or at the next regularly scheduled Board meeting, whichever is later.

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

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

Date: January 16, 2008

Subject: Bill Childress Elementary School – BJE# 4672

Presented By: Tony Reza

Consent Agenda X

---

ACTION

---

1. BACKGROUND INFORMATION:

The enclosed budget amendment is to transfer funds from function 11 to function 13 to budget for substitutes while teachers participate in professional development activities.

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

IF GRANT, PLEASE PROVIDE THE FOLLOWING:

- GRANT AWARD: N/A
- GRANT PERIOD: N/A
- GRANT OBJECTIVES: N/A
- GRANTING AGENCY: N/A

PURPOSE OF THE AMENDMENT: To provide funds for staff development substitutes.

HOW WILL THIS IMPACT EDUCATION: This amendment will allow substitutes to be in classrooms while teachers are participating in professional development activities.

WHAT DISTRICT OR CAMPUS GOALS WILL BE MET WITH THIS AMENDMENT:  
All campus and district goals will be met.

TO: Dr. Pam Padilla, Superintendent

THROUGH: Tony Reza, Executive Director Business Services

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Bill Childress Elementary - BJE # 4672

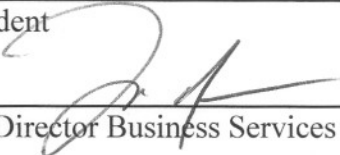
DATE: January 10, 2008

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.11.6499.00.104.8.11 Misc Operating Expense	1,000.00	(1,000.00)	-
199.13.6112.00.104.8.11 Substitutes	2,000.00	1,000.00	3,000.00
			-

REASON FOR BUDGET AMENDMENT REQUEST: The following budget amendment is to transfer funds from function 11 to function 13 to budget for substitutes while teachers participate in professional development activities.



Superintendent



Executive Director Business Services

1-10-08

Date

1/10/08

Date

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

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

Date: January 16, 2008

Subject: Business Services – District-Wide Budget Reduction

Presented By: Tony Reza

Consent Agenda X

---

ACTION

---

1. BACKGROUND INFORMATION:

The enclosed budget amendment is a reduction of the district's food service and general operating budget due to the rollback election not passing in November.

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:**

Local funds

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

- GRANT AWARD:
- GRANT PERIOD:
- GRANT OBJECTIVES:
- GRANTING AGENCY:

**PURPOSE OF THE AMENDMENT:**

This amendment will reduce the budget in the Operating Fund due to the failure of the Tax Rate Election. As a result, all travel, capital outlay and other areas have been reduced.

**HOW WILL THIS IMPACT EDUCATION:**

This item will allow the District to reduce the projected deficit in the Operating Budget and be a position to provide additional funds in future years.

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

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

TO: Dr. Pam Padilla

THROUGH: Tony Reza, Executive Director Business Services

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Business Services Division - Budget Reductions

DATE: January 9, 2008

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
101.00.5922.00.000.8.00 National Lunch Program	2,259,831	(27,558)	2,232,273
101.35.6411.00.909.8.99 Employee Travel	2,000	(2,000)	0
101.35.6397.00.909.8.99 Fixed Assets - Other	20,000	(14,885)	5,115
101.35.6398.00.909.8.99 Fixed Assets - Technology	10,000	(5,558)	4,442
101.35.6349.00.909.8.99 Food Service Supplies	70,000	(5,115)	64,885
199.00.5711.00.000.8.00 Taxes, Current Year	1,059,842	(366,982.09)	692,860
199.00.5812.00.000.8.00 Foundation Entitlement	27,916,661	(545,802.08)	27,370,859
199.11.6399.01.999.8.11 General Supplies	35,000	(29,500.00)	5,500
199.36.6412.00.999.8.91 Student Travel	8,500	(577.12)	7,923
199.36.6412.00.999.8.99 Student Travel	6,500	(4,500.00)	2,000
199.36.6499.00.999.8.99 Misc Operating Expense	5,000	(5,000.00)	0
199.52.6399.99.999.8.99 General Supplies	5,000	(3,900.00)	1,100
199.23.6399.95.999.8.99 General Supplies	4,440	(4,440.00)	0
199.31.6399.95.999.8.99 General Supplies	4,000	(3,625.00)	375
199.33.6399.95.999.8.99 General Supplies	4,000	(3,266.00)	734
199.41.6498.00.726.8.99 Misc Operating Expense	10,000	(10,000.00)	0
199.51.6397.06.999.8.99 Fixed Assets - Other	35,000	(24,356.18)	10,644
199.34.6631.00.910.8.99 Vehicles	266,000	(266,000.00)	0
199.52.6399.00.999.8.99 General Supplies	10,000	(7,500.00)	2,500
199.51.6299.98.999.8.99 Misc Contracted Svcs	5,000	(5,000.00)	0
199.36.6499.84.041.8.99 Misc Operating Expense	4,249	(2,000.00)	2,249
199.36.6499.84.042.8.99 Misc Operating Expense	5,000	(2,000.00)	3,000
199.61.6499.28.920.8.30 Misc Operating Expense	5,000	(1,000.00)	4,000
199.61.6494.28.920.8.30 Transportation Charges	3,000	(1,000.00)	2,000
199.53.6499.02.728.8.99 Employee Travel	4,000	(4,000.00)	0
199.61.6499.00.919.8.99 Misc Operating Expense	16,435	(4,235.00)	12,200
199.81.6639.01.999.8.99 Capital Outlay	50 574,831	(210,895.00)	363,936
199.41.6411.00.727.8.99 Employee Travel	4,000	(2,972.14)	1,028
199.41.6411.00.726.8.99 Employee Travel	4,000	(2,901.45)	1,099


199.51.6411.00.915.8.99	Employee Travel	2,200	(2,200.00)	0
199.51.6411.95.914.8.99	Employee Travel	500	(500.00)	0
199.41.6411.00.729.8.99	Employee Travel	500	(500.00)	0
199.41.6411.01.701.8.99	Employee Travel	1,250	(1,250.00)	0
199.21.6411.00.806.8.99	Employee Travel	1,000	(940.00)	60
199.21.6411.00.904.8.99	Employee Travel	1,750	(902.90)	847
199.21.6411.00.912.8.99	Employee Travel	2,000	(2,000.00)	0
199.21.6411.00.999.8.21	Employee Travel	3,250	(2,136.25)	1,114
199.31.6411.00.999.8.21	Employee Travel	1,000	(1,000.00)	0
199.13.6411.00.999.8.21	Employee Travel	3,300	(2,186.25)	1,114
199.21.6411.00.916.8.24	Employee Travel	2,500	(2,500.00)	0
199.21.6411.00.916.8.99	Employee Travel	2,500	(1,977.29)	523
199.21.6411.00.918.8.23	Employee Travel	1,250	(758.17)	492
199.21.6411.00.917.8.22	Employee Travel	4,000	(2,754.45)	1,246
199.13.6399.00.917.8.22	General Supplies	6,000	(5,000.00)	1,000
199.13.6411.69.917.8.22	Employee Travel	6,000	(5,976.00)	24
199.13.6499.00.917.8.22	Misc Operating Expense	2,000	(1,950.75)	49
199.21.6299.00.917.8.22	Misc Contracted Svcs	1,727	(1,000.00)	727
199.21.6411.89.917.8.22	In-City Mileage	1,000	(500.00)	500
199.36.6411.00.917.8.22	Employee Travel	9,000	(1,500.00)	7,500
199.36.6412.00.917.8.22	Student Travel	74,754	(47,252.55)	27,501
199.21.6411.00.919.8.25	Employee Travel	1,500	(676.40)	824
199.21.6499.00.919.8.25	Misc Operating Expense	1,600	(1,000.00)	600
199.33.6411.00.920.8.99	Employee Travel	2,500	(2,500.00)	0
199.53.6411.00.728.8.99	Employee Travel	2,000	(1,764.40)	236
199.13.6411.00.001.8.11	Employee Travel	1,500	(59.60)	1,440
199.13.6411.00.001.8.30	Employee Travel	2,500	(2,305.00)	195
199.13.6411.00.042.8.11	Employee Travel	2,500	(1,907.00)	593
199.13.6411.00.102.8.11	Employee Travel	2,000	(1,112.00)	888
199.13.6411.00.103.8.30	Employee Travel	6,420	(3,716.03)	2,704
199.13.6411.00.918.8.23	Employee Travel	750	(750.00)	0
199.13.6411.00.919.8.25	Employee Travel	3,369	(31.50)	3,338
199.13.6411.35.918.8.30	Employee Travel	2,125	(2,125.00)	0
199.23.6411.00.001.8.99	Employee Travel	3,000	(685.37)	2,315
199.23.6411.00.041.8.99	Employee Travel	900	(900.00)	0
199.23.6411.00.042.8.99	Employee Travel	5,000	(3,763.83)	1,236
199.23.6411.00.101.8.99	Employee Travel	1,500	(1,500.00)	0
199.23.6411.00.102.8.99	Employee Travel	1,400	(1,400.00)	0
199.23.6411.00.103.8.99	Employee Travel	2,500	(1,428.02)	1,072
199.23.6411.00.105.8.99	Employee Travel	1,400	(400.00)	1,000
199.31.6411.00.001.8.99	Employee Travel	1,500	(1,000.00)	500
199.31.6411.00.041.8.99	Employee Travel	526	(526.00)	0
199.31.6411.00.102.8.99	Employee Travel	800	(800.00)	0
199.31.6411.00.103.8.99	Employee Travel	1,488	(581.27)	907
199.31.6411.00.105.8.99	Employee Travel	800	(800.00)	0
199.31.6411.00.916.8.99	Employee Travel	2,500	(1,931.15)	569
199.31.6411.00.918.8.23	Employee Travel	500	(500.00)	0
199.36.6411.00.041.8.91	Employee Travel	500	(500.00)	0
199.36.6411.00.041.8.99	Employee Travel	500	(500.00)	0

199.36.6411.00.042.8.91	Employee Travel	900	(900.00)	0
199.36.6411.00.042.8.99	Employee Travel	500	(500.00)	0
199.36.6411.12.001.8.99	Employee Travel	1,000	(1,000.00)	0
199.36.6411.14.001.8.99	Employee Travel	1,175	(1,063.15)	112
199.36.6411.51.001.8.91	Employee Travel	500	(500.00)	0
199.36.6411.53.001.8.91	Employee Travel	500	(500.00)	0
199.36.6411.55.001.8.91	Employee Travel	500	(174.70)	325
199.36.6411.57.001.8.91	Employee Travel	2,130	(1,960.00)	170
199.36.6411.58.001.8.91	Employee Travel	500	(500.00)	0
199.36.6411.59.001.8.91	Employee Travel	500	(500.00)	0
199.36.6411.61.001.8.91	Employee Travel	400	(400.00)	0
199.36.6411.62.001.8.91	Employee Travel	400	(400.00)	0
199.36.6411.63.001.8.91	Employee Travel	250	(250.00)	0
199.36.6411.64.001.8.91	Employee Travel	400	(400.00)	0
199.36.6411.65.001.8.91	Employee Travel	350	(350.00)	0
199.36.6411.66.001.8.91	Employee Travel	500	(500.00)	0
199.36.6411.67.001.8.91	Employee Travel	500	(416.00)	84
199.36.6411.68.001.8.91	Employee Travel	500	(500.00)	0
199.41.6398.00.726.8.99	Fixed Assets - Technology	4,000	(4,000.00)	0
199.41.6398.00.727.8.99	Fixed Assets - Technology	6,300	(6,300.00)	0
199.41.6398.00.729.8.99	Fixed Assets - Technology	3,000	(3,000.00)	0
199.41.6398.00.730.8.99	Fixed Assets - Technology	2,000	(2,000.00)	0
199.34.6398.00.910.8.99	Fixed Assets - Technology	2,000	(985.00)	1,015
199.34.6395.00.910.8.99	General Supplies	20,000	(5,761.00)	14,239
199.21.6398.00.904.8.99	Fixed Assets - Technology	2,500	(219.40)	2,281
199.21.6398.00.912.8.99	Fixed Assets - Technology	1,500	(523.94)	976
199.21.6398.00.916.8.24	Fixed Assets - Technology	3,500	(3,500.00)	0
199.21.6398.00.918.8.23	Fixed Assets - Technology	3,500	(656.42)	2,844
199.21.6398.00.919.8.25	Fixed Assets - Technology	3,000	(2,677.00)	323
199.21.6299.00.912.8.99	Misc Contracted Svcs	15,000	(12,225.00)	2,775
199.51.6398.00.914.8.99	Fixed Assets - Technology	2,000	(2,000.00)	0
199.51.6398.00.915.8.99	Fixed Assets - Technology	5,637	(5,040.53)	596
199.51.6639.00.914.8.99	Capital Outlay	12,500	(12,500.00)	0
199.53.6398.00.728.8.99	Fixed Assets - Technology	20,000	(20,000.00)	0
199.11.6397.00.103.8.11	Fixed Assets - Other	2,000	(270.00)	1,730
199.11.6397.00.918.8.23	Fixed Assets - Other	2,000	(2,000.00)	0
199.11.6397.01.105.8.11	Fixed Assets - Other	5,000	(3,000.00)	2,000
199.11.6397.22.001.8.11	Fixed Assets - Other	1,200	(1,200.00)	0
199.11.6397.22.101.8.11	Fixed Assets - Other	2,000	(2,000.00)	0
199.11.6398.00.001.8.11	Fixed Assets - Technology	2,000	(2,000.00)	0
199.11.6398.00.042.8.11	Fixed Assets - Technology	6,000	(6,000.00)	0
199.11.6398.00.101.8.11	Fixed Assets - Technology	1,000	(1,000.00)	0
199.11.6398.00.104.8.11	Fixed Assets - Technology	10,000	(5,000.00)	5,000
199.11.6398.00.104.8.30	Fixed Assets - Technology	4,000	(4,000.00)	0
199.11.6398.00.105.8.11	Fixed Assets - Technology	2,524	(2,524.00)	0
199.11.6398.00.918.8.23	Fixed Assets - Technology	8,000	(8,000.00)	0
199.11.6398.12.001.8.11	Fixed Assets - Technology	1,000	(635.00)	365
199.11.6398.13.001.8.11	Fixed Assets - Technology	2,000	(2,000.00)	0
199.11.6398.14.001.8.11	Fixed Assets - Technology	1,000	(1,000.00)	0

199.11.6398.19.001.8.11	Fixed Assets - Technology	1,466	(0.18)	1,466
199.11.6398.21.001.8.11	Fixed Assets - Technology	1,200	(1,051.50)	149
199.23.6398.00.001.8.99	Fixed Assets - Technology	4,000	(2,189.47)	1,811
199.23.6398.00.041.8.99	Fixed Assets - Technology	2,000	(592.31)	1,408
199.23.6398.00.101.8.99	Fixed Assets - Technology	2,000	(2,000.00)	0
199.23.6398.00.102.8.99	Fixed Assets - Technology	1,146	(1,146.00)	0
199.36.6398.00.001.8.91	Fixed Assets - Technology	1,289	(810.00)	479
199.36.6398.00.041.8.91	Fixed Assets - Technology	500	(500.00)	0
199.41.6399.00.727.8.99	General Supplies	11,500	(1,704.00)	9,796
199.41.6399.00.726.8.99	General Supplies	13,205	(2,125.00)	11,080
199.41.6399.00.726.8.99	General Supplies	2,000	(600.00)	1,400
199.41.6399.00.730.8.99	General Supplies	3,000	(818.00)	2,182
199.41.6399.01.701.8.99	General Supplies	3,000	(522.00)	2,478
199.21.6399.00.904.8.99	General Supplies	4,500	(604.00)	3,896
199.21.6399.00.806.8.99	General Supplies	500	(150.00)	350
199.21.6399.00.912.8.99	General Supplies	4,307	(338.00)	3,969
199.21.6399.00.916.8.99	General Supplies	7,000	(1,554.00)	5,446
199.21.6399.00.918.8.23	General Supplies	5,000	(287.00)	4,713
199.21.6399.00.919.8.25	General Supplies	1,700	(600.00)	1,100
199.34.6395.01.910.8.99	General Supplies	5,000	(1,500.00)	3,500
199.51.6399.00.914.8.99	General Supplies	1,927	(160.00)	1,767
199.51.6399.00.915.8.99	General Supplies	3,500	(534.00)	2,966
199.53.6399.00.728.8.99	General Supplies	23,100	(2,818.00)	20,282
199.61.6419.00.920.8.99	Non-Employee Travel	1,500	(1,083.36)	417
199.61.6499.00.919.8.25	Misc Operating Expense	1,100	(600.00)	500
199.61.6499.00.920.8.99	Misc Operating Expense	2,605	(600.00)	2,005
199.61.6419.00.918.8.23	Non-Employee Travel	500	(30.00)	470
199.41.6121.00.726.8.99	Overtime Compensation	5,334	(5,093.26)	241
199.41.6121.00.729.8.99	Overtime Compensation	500	(500.00)	0
199.21.6121.00.904.8.99	Overtime Compensation	1,200	(444.13)	756
199.21.6121.00.912.8.99	Overtime Compensation	1,000	(1,000.00)	0
199.21.6121.00.916.8.99	Overtime Compensation	2,000.00	(1,458.89)	541
199.21.6121.00.918.8.23	Overtime Compensation	2,400.00	(2,400.00)	0
199.21.6121.00.919.8.25	Overtime Compensation	1,100.00	(1,100.00)	0
199.51.6121.00.914.8.99	Overtime Compensation	500.00	(500.00)	0
199.51.6121.00.915.8.99	Overtime Compensation	5,000.00	(4,191.18)	809
199.53.6121.00.728.8.99	Overtime Compensation	1,000.00	(483.45)	517
199.21.6499.00.919.8.25	Misc Contracted Svcs	1,600.00	(370.80)	1,229
199.21.6399.00.919.8.25	General Supplies	1,700.00	(527.35)	1,173
199.11.6118.00.699.8.25	Extra Duty Pay	1,000.00	(1,000.00)	0
199.11.6299.00.919.8.25	Misc Contracted Svcs	500.00	(500.00)	0
199.11.6399.00.919.8.25	General Supplies	6,489.00	(5,403.08)	1,086
199.11.6399.00.699.8.25	General Supplies	2,000.00	(2,000.00)	0
199.11.6412.00.699.8.25	Student Travel	1,000.00	(1,000.00)	0
199.11.6494.00.699.8.25	Transportation Charges	1,000.00	(1,000.00)	0
199.11.6499.00.699.8.25	Misc Operating Expense	1,000.00	(1,000.00)	0
199.11.6499.00.919.8.25	Misc Operating Expense	1,000.00	(1,000.00)	0
199.13.6112.00.919.8.25	Substitutes	1,100.00	(79.00)	1,021
199.13.6118.00.919.8.25	Extra Duty Pay	500.00	(500.00)	0

199.13.6399.00.919.8.25	General Supplies	2,000.00	(932.00)	1,068
199.13.6499.00.919.8.25	Misc Operating Expense	2,106.00	(1,989.00)	117
199.21.6128.00.919.8.25	Extra Duty Pay	3,500.00	(1,804.00)	1,696
199.21.6299.00.919.8.25	Misc Contracted Svcs	1,300.00	(145.00)	1,155

REASON FOR BUDGET AMENDMENT REQUEST: The following budget amendment is a reduction of the district's food service and general operating budget due to the rollback election not passing in November.

  
 \_\_\_\_\_  
 Superintendent

1-10-08  
 Date

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

1/10/08  
 Date

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

Agenda

Item: \_\_\_\_\_ Date: 1/16/08

Subject: Implementation of Innovative Course – Robotics I

Presented By: Dr. Steinhauser/Pat Araujo Consent Agenda: X

-----  
**ACTION**  
-----

**1. BACKGROUND INFORMATION**

Robotics I is an introduction to Robots/Automation that includes history, terminology, Classification of robots, basic components, control systems, alternating current and Hydraulic servomechanisms, programming sensors, types of drive, end-of-arm tooling, end effectors, safety and design procedures.

**2. SUPERINTENDENT RECOMMENDATION**

The Texas Education Agency requires that the Board of Trustees approve all innovative course applications prior to submission to the agency.

**3. BOARD ACTION REQUESTED:**

Motion to approve the submission of Alternative Innovative Course Robotics I as recommended by the Superintendent.

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

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

**Curriculum****-> Innovative Courses****--> Application Procedures**

*This page last updated October 12, 2007*

## Innovative Course Procedures

Several aspects of the Innovative Course Approval Process have changed. District personnel responsible for innovative courses should read this document carefully prior to taking any steps toward applying for a new approval or a renewed approval.

1. Upon the expiration of currently approved courses, districts may complete the 2008-2009 application for a new approval. Approvals will no longer be extended through the submission of an evaluation.
2. Districts should conduct annual evaluations to determine the continued need for and effectiveness of innovative courses. Districts should not submit the evaluations to the Texas Education Agency (TEA).
3. Districts should complete the innovative course application with care. All state-approved applications will be made available on the TEA website and may be accessed and referenced by the public.
4. The local board of trustees must approve all innovative course applications prior to submission to the TEA.
5. Applications must be submitted electronically. They must be sent as attachments to emails addressed to [curriculum@tea.state.tx.us](mailto:curriculum@tea.state.tx.us). Districts should use "Innovative Course Application" as the subject line. The agency will accept only electronically submitted applications.
6. A confirmation will be sent to the district within 5 business days of the receipt of an application.
7. **All 2008-2009 applications must be received in the division of curriculum no later than January 30, 2008.**

Innovative Course Application for 2008-2009

*Contact the Curriculum Division at (512)463-9581 with any questions you may have or for an accessible version of the content on this page.*

### Copyright Notice

Some of the content on this page may require one of the following plug-ins:  
Adobe Acrobat Reader | Readers for Microsoft Word, Excel, or Powerpoint | Windows Media Player

ESCs | Educator Certification (SBEC) | TRAIL | State of Texas | Contact/Comments | TEA Jobs | Procurement Opportunities at TEA | Texas Legislature | Web Policy and Accessibility | Public Information | Compact With Texans | Assistance for Military Families | Governor's Committee on People with Disabilities | Equal Educational Opportunity

By using this site and its products, you agree to the [Copyright](#) and [terms of service](#).



## Alternate Innovative Course Application 2008-2009

### Instructions:

1. If you are applying for one the courses listed [here](#), complete this application in place of the regular Innovative Course Application.
2. Obtain the approval of your local board of trustees prior to submitting your application.
3. Submit your application via email as an attachment. Use "Alternate Innovative Course Application" as your subject line, and address the email to [curriculum@tea.state.tx.us](mailto:curriculum@tea.state.tx.us). **Submit your 2008-2009 application between September 1, 2007 and January 30, 2008.** Expect a receipt confirmation within 5 business days.

---

Name of applying district or organization: **Canutillo ISD**

Complete mailing address: **PO Box 100 Canutillo, TX 79835**

Contact person: **Julian Britton**

Contact person's email address: **jbritton@canutillo-isd.org**

Contact person's phone number, area code first: **915-877-7833**

County District Number (if applicant is a Texas school district): **071907001**

Superintendent (if applicant is a Texas school district): **Dr. Pam Padilla**

Date of local board of trustees' approval of this innovative course application (if applicant is a Texas school district): **01/16/2008**

Name of innovative course(s): **Robotics I**

(Only if this is an application for multiple levels of the same course may multiple course names be listed here. For example, an applicant may apply for approval of Latin Literature I and Latin Literature II with one submission.)

PEIMS code: **N1234102**

2007

Name of innovative course(s): **Robotics I**

Number of credits that may be earned: 1- 2 credits

Brief description of the course (150 words or less):

Robotics I is an introduction to Robots/Automation that includes history, terminology, classification of robots, basic components, control systems, alternating current and hydraulic servomechanisms, programming, sensors, types of drive, end-of-arm tooling, end effectors, safety and design procedures.

Essential Knowledge and Skills of the course:

Robotics I (One-Half Credit)

(a) General requirements. This course is recommended for students in Grades 11-12. The recommended prerequisite for this course is Technology Systems.

(b) Introduction. In Technology Education, students gain knowledge and skills in the application, design, production, and assessment of products, services, and systems. Knowledge and skills in the proper application of technology, the design of technology, the efficient production of technology, and the assessment of the effects of technology prepare students for success in the modern world. The study of technology allows students to reinforce, apply, and transfer their academic knowledge and skills to a variety of interesting and relevant activities, problems, and settings. In addition to their general academic and technical knowledge and skills, students gain an understanding of career opportunities available in technology and what employers require to gain and maintain employment in these careers.

(c) Knowledge and skills.

(1) The student describes how a systems model can be used to describe the fundamentals of robotics. The student is expected to:

- (A) Make a product or system and document the solution.
- (B) Make two-dimensional and three-dimensional representations of the designed solution.
- (C) Evaluate the design solution using conceptual, physical, and mathematical models at various intervals of the design process in order to check for proper design and to note areas where improvements are needed.
- (D) Refine a design by using prototypes and modeling to ensure quality, efficiency, and productivity of the final product.
- (E) Apply a design process to solve problems in and beyond the laboratory-classroom.
- (F) Identify the design problem to solve and decide whether or not to address it.
- (G) Specify criteria and constraints for the design.
- (H) Develop and produce a product or system using a design process.

- (I) Identify criteria and constraints and determine how these will affect the design process.
  - (J) Evaluate final solutions and communicate observation, processes, and results of the entire design process, using verbal, graphic, quantitative, virtual, and written means, in addition to three-dimensional models.
  - (K) Test and evaluate the design in relation to pre-established requirements, such as criteria and constraints, and refine as needed.
- (2) Students will develop the abilities to use and maintain technological products and systems.
- (A) Operate and maintain systems in order to achieve a given purpose.
  - (B) Use computers and calculators to access, retrieve, organize, process, maintain, interpret, and evaluate data and information in order to communicate.
  - (C) Diagnose a system that is malfunctioning and use tools, materials, machines, and knowledge to repair it.
  - (D) Use information provided in manuals, protocols, or by experienced people to see and understand how things work.
  - (E) Use computers and calculators in various applications.
  - (F) Operate systems so that they function in the way they were designed.
- (3) Students will develop an understanding of the core concepts of technology.
- (A) Different technologies involve different sets of processes.
  - (B) Requirements are the parameters placed on the development of a product or system.
  - (C) Complex systems have many layers of controls and feedback loops to provide information.
  - (D) Quality control is a planned process to ensure that a product, service, or system meets established criteria.
  - (E) Requirements involve the identification of the criteria and constraints of a product or system and the determination of how they affect the final design and development.
  - (F) Technological systems include input, processes, output, and, at times, feedback.
  - (G) Optimization is an ongoing process or methodology of designing or making a product and is dependent on criteria and constraints.
  - (H) Controls are mechanisms or particular steps that people perform using information about the system that causes systems to change.
  - (I) New technologies create new processes.
  - (J) An open-loop system has no feedback path and requires human intervention, while a closed-loop system uses feedback.

- (K) Technological systems can be connected to one another.
  - (L) Systems thinking involves considering how every part relates to others.
  - (M) Systems thinking applies logic and creativity with appropriate compromises in complex real-life problems.
- (4) Students will develop an understanding of the relationships among technologies and the connections between technology and other fields of study.
- (A) Technological progress promotes the advancement of science and mathematics.
- (5) Students will develop an understanding of the characteristics and scope of technology.
- (A) The development of technology is a human activity and is the result of individual or collective needs and the ability to be creative.
  - (B) Technology is closely linked to creativity, which has resulted in innovation.
  - (C) The rate of technological development and diffusion is increasing rapidly.
  - (D) Inventions and innovations are the results of specific, goal-directed research.
- (6) Students will develop an understanding of and be able to select and use manufacturing technologies.
- (A) The interchangeability of parts increases the effectiveness of manufacturing processes.
  - (B) Manufacturing systems use mechanical processes that change the form of materials through the processes of separating, forming, combining and conditioning them.
  - (C) The manufacturing process includes the designing, development, making, and servicing of products and systems.
- (7) Students will develop an understanding of and be able to select and use information and communication technologies.
- (A) There are many ways to communicate information, such as graphic and electronic means.
  - (B) The use of symbols, measurements, and drawings promotes clear communication by providing a common language to express ideas.
  - (C) Technological knowledge and processes are communicated using symbols, measurement, conventions, icons, graphic images, and languages that incorporate a variety of visual, auditory, and tactile stimuli.
  - (D) Information and communication systems allow information to be transferred from human to human, human to machine, machine to human, and machine to machine.
  - (E) Information and communication technologies include the inputs, processes, and outputs associated with sending and receiving information.

- (8) Students will develop an understanding of the role of troubleshooting, research and development, invention and innovation, and experimentation in problem solving.
- (A) Troubleshooting is a problem-solving method used to identify the cause of a malfunction in a technological system.
  - (B) Some technological problems are best solved through experimentation.
- (9) Students will develop an understanding of the attributes of design.
- (A) Requirements for a design are made up of criteria and constraints.
  - (B) The design needs to be continually checked and critiqued, and the ideas of the design must be redefined and improved.
  - (C) The design process includes defining a problem, brainstorming, researching and generating ideas, identifying criteria and specifying constraints, exploring possibilities, selecting an approach, developing a design proposal, making a model or prototype, testing and evaluating the design using specifications, refining the design, creating or making it, and communicating processes and results.
  - (D) Requirements of a design, such as criteria, constraints, and efficiency, sometimes compete with each other.
  - (E) There is no perfect design.
  - (F) Design problems are seldom presented in a clearly defined form.
  - (G) Design is a creative planning process that leads to useful products and systems.
- (10) Students will develop an understanding of engineering design.
- (A) Modeling, testing, evaluating, and modifying are used to transform ideas into practical solutions.
  - (B) Established design principles are used to evaluate existing designs, to collect data, and to guide the design process.
  - (C) Brainstorming is a group problem-solving design process in which each person in the group presents his or her ideas in an open forum.
  - (D) Design involves a set of steps, which can be performed in different sequences and repeated as needed.
  - (E) A prototype is a working model used to test a design concept by making actual observations and necessary adjustments.
  - (F) The process of engineering design takes into account a number of factors.

Description of the specific student needs this course is designed to meet:

The student will design, program, set up, and run robots using various automated systems: apply troubleshooting techniques as necessary for success of exercise; learn to communicate effectively, write a report, and work as a team member.

Major resources and materials to be used in the course:

Robotics I requires a programmable robot with various peripheral devices such as a conveyor belt, rotary table, parts feeder and sensors, and a functional work area for various exercises and projects.

Required activities and sample optional activities to be used:

After studying the material presented in Robotics I, the student will be able to:

- Lay out basic robotic tasks on the computer
- Formulate a basic robot program
- Apply various troubleshooting skills
- Appraise robotic activities with a team

Methods for evaluating student outcomes:

The student will be evaluated upon the completion and mastering of the Texas Essential Knowledge and Skills for Robotics I as determined by the instructor.

Required qualifications of teachers:

The teacher for this course shall be certified in the area of Technology Education, Mathematics/Physical Science/Engineering, Physics or Science Composite.

Additional information (optional):

The student will utilize a computer and/or a programmable logic controller (PLC) to program a robot to perform basic tasks; apply troubleshooting skills; and demonstrate effective teambuilding and communication skills.

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

Agenda Item: \_\_\_\_\_ Date: 1/16/08

Subject: Approval of School Affiliation Agreement with El Paso Healthcare System, Inc.

Presented By: Dr. Steinhauser/Pat Araujo Consent Agenda: X

-----  
**ACTION**  
-----

**1. BACKGROUND INFORMATION**

This agreement is approved on a yearly basis. The school shall be responsible for the implementation and operation of the clinical component of its program at the hospital. Orientation of the students to the clinical experience at the hospital. Provide rotation plans for each student in the coordination with the hospital.

**2. SUPERINTENDENT RECOMMENDATION**

Legal counsel has reviewed the agreement and made corrections to the agreement.

**3. BOARD ACTION REQUESTED:**

Motion to approve the School Affiliation Agreement with El Paso Healthcare System, Inc. as recommended by the Superintendent.

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

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

BASKIND & HOSFORD, P.C.

ATTORNEYS AT LAW  
300 E. MAIN, SUITE 908  
EL PASO, TEXAS 79901-1379

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

LARRY A. BASKIND  
HENRY C. HOSFORD, JR. \*  
MARK SALLOUM  
LINDA A. SAMPLES

\* ALSO ADMITTED IN NEW MEXICO

VIA EMAIL, [ppadilla@canutillo-isd.org](mailto:ppadilla@canutillo-isd.org)

Dr. Pam Padilla  
Superintendent  
Canutillo High School  
P.O. Box 100  
Canutillo, Texas 79835

Re: School Affiliation Agreement Between Canutillo ISD and  
El Paso Healthcare System, Inc. dba Las Palmas Medical Center

Dear Dr. Padilla:

I have reviewed the School Affiliation Agreement. I have the following comments and revisions with respect to the Agreement:

1. The first paragraph of the Agreement should be revised to include the School District's mailing address as follows: "This Affiliation Agreement (the "Agreement") is made as of this \_\_\_\_ day of June, 2007 by and between the Canutillo Independent School District, P.O. Box 100, Canutillo, Texas 79835 ("District") and El Paso Healthcare System, Ltd., d/b/a Las Palmas Medical Center and Del Sol Medical Center, 10301 Gateway West, El Paso, Texas 79925 ("Hospital").

2. The Agreement requires the School District to obtain a criminal history check of the students in the program. Almost all of the students are juveniles. All juvenile criminal records are confidential by law and cannot be accessed. Please check to determine if the School District can satisfy this requirement with respect to the students. As to students 18 or over, they can sign a consent to allow the criminal history check but their juvenile record would probably not be accessed.

3. The Agreement requires the School District to carry \$1,000,000/\$3,000,000 of professional liability insurance for program participants. In the past, the School District has been able to obtain this insurance. You need to be sure that the District can meet the requirements of the Agreement.

*Pat:*  
*Please ensure that the attorney's comments or suggestions are incorporated into the agreement. Please bring me a new agreement with the change for approval by the Board in Sept.*  
*Thanks*  
*Patty*

June 11, 2007

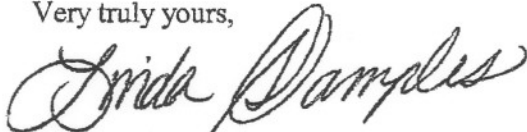
Page 2  
June 11, 2007

4. Paragraph 7 of the Agreement requires that the School District indemnify the Hospital "to the extent permitted by applicable law and without waiving any defenses." I would prefer to have this provision deleted. Under applicable law, the School District may not provide such an indemnification to the Hospital. Having this clause in the Agreement could be construed as the School District waiving its governmental immunity and the prohibition on indemnifying third parties.

5. Paragraph 8 requires the School District, the Program Participants, and the Faculty to keep confidential all information of the Hospital or the patients and not disclose any confidential information without the express prior consent of the hospital. That is acceptable as that is required under HIPAA. However, this provision also requires the School District to not disclose the terms of the School Affiliation Agreement, except as required by law. That provision is not enforceable because this Agreement is a public document under applicable Texas law. I would recommend adding the following sentence: "The School District and the Hospital acknowledge that the School District is subject to the Public Information Act, Section 552.001, Texas Government Code. The School District's ability to maintain confidentiality of this Agreement is subject to that law. It shall not be deemed a breach of this Agreement if the School District is required under the Public Information Act to provide a copy of this Agreement to a person or persons requesting under the provisions of the Public Information Act."

Except for these comments, the form of the Agreement is acceptable.

Very truly yours,



LINDA A. SAMPLES

LAS

## SCHOOL AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT (the "Agreement") is made as of this 20 day of November, 2008 by and between, Canutillo Independent School District, P.O.Box 100, Canutillo TX 79835 hereinafter referred to as "District" and El Paso Healthcare System, Ltd., d/b/a Las Palmas Medical Center and Del Sol Medical Center, hereinafter referred to as "Hospital".

### WITNESSETH:

WHEREAS, School offers to enrolled students a degree program in the field of \_\_\_\_\_; and

WHEREAS, Hospital operates a comprehensive acute-care medical-surgical facility; and

WHEREAS, School desires to provide to its students a clinical learning experience through the application of knowledge and skills in actual patient-centered situations in a health care facility; and

WHEREAS, Hospital has agreed to make its facility available to School for such purposes.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

#### 1. RESPONSIBILITIES OF SCHOOL.

- (a) **Clinical Program.** School shall be responsible for the implementation and operation of the clinical component of its program at Hospital ("Program"), which Program shall be approved in advance by Hospital. Such responsibilities shall include, but not be limited to, the following:
- (i) Orientation of students to the clinical experience at Hospital;
  - (ii) Provision of classroom theory and practical instruction to students prior to their clinical assignments at Hospital;
  - (iii) Preparation of student/patient assignments and rotation plans for each student and coordination of same with Hospital;
  - (iv) Continuing oral and written communication with Hospital regarding student performance and evaluation, absences and assignments of students, and other pertinent information;
  - (v) Supervision of students and their performance at Hospital;
  - (vi) Participation, with the students, in Hospital's Quality Assurance and related programs;
  - (vii) Performance of such other duties as may from time to time be agreed to between School and Hospital;
  - (viii) Provide adequate documentation attesting to competency of each instructor. Instructors will show originals of licensure and CPR cards to Hospital representative when presenting the clinical faculty credentialing forms to the Hospital.
  - (ix) Completeness, legibility and accuracy of all forms presented to the Hospital are the requirement of the School and failure to present said forms will result in non clearance for the Program Participants.

All students, faculty, employees, agents and representatives of School participating in the Program at Hospital (the "Program Participants") shall be accountable to the Hospital's Administrator and will follow all requirements for Program Participants.

- (b) **Student Statements.** School shall require each Program Participant to sign a Statement of Responsibility, in the form attached hereto as Exhibit A, and a Statement of Confidentiality and Security, in the form attached hereto as Exhibit B.
- (c) **Insurance.** School shall obtain and maintain, or shall require each individual Program Participant to obtain and maintain, occurrence-type general and professional liability insurance coverage in amounts not less than \$ 1,000,000 per occurrence and \$ 3,000,000 annual aggregate per Program Participant, with insurance carriers or self insurance programs approved by Hospital and covering the acts and omissions of Program Participants. If such coverage is provided on a claims-made basis, then such insurance shall continue throughout the term of this Agreement and upon the termination of this Agreement, or the expiration or cancellation of the insurance, School shall purchase, or shall require each individual Program Participant to purchase, tail coverage for a period of three years after the termination of this Agreement or the expiration or cancellation of the claim-made coverage (said tail coverage shall be in amounts and type equivalent to the claims-made coverage). School shall further, at its expense, obtain and maintain workers' compensation insurance and unemployment insurance for School employees assigned to Hospital. For all insurance required by this Paragraph 1(c), School shall require the insurance carrier notify Hospital at least thirty (30) days in advance of any cancellation or modification of such insurance policy and shall provide to Hospital, upon request, certificates of insurance evidencing the above coverage and renewals thereof.
- (d) **Health of Program Participants.** All Program Participants shall pass a medical examination acceptable to Hospital prior to their participation in the Program at Hospital at least once a year or as otherwise required by Texas law. School and/or the Program Participant shall be responsible for arranging for the Program Participant's medical care and/or treatment, if necessary, including transportation in case of illness or injury while participating in the Program at Hospital. In no event shall Hospital be financially or otherwise responsible for said medical care and treatment. Program Participants will present the following health records before the first day of their educational experience at Hospital (Program Participants will not be allowed to commence experiences until all records are completed and have been cleared by the Hospital) to include but not limited to:
  - (i) Tuberculin skin test within the past 12 months or documentation as a previous positive reactor; and
  - (ii) Proof of Rubella and Rubeola immunity by positive antibody titers or 2 doses of MMR; and
  - (iii) Varicella immunity, by positive history of chickenpox or proof of Varicella immunization; and
  - (iv) Proof of Hepatitis B immunization or declination of vaccine, if patient contact is anticipated.
  - (v) Any other health immunizations or requirements that the Federal or Texas State government deem necessary
- (e) **Dress Code; Breaks.** School shall require the Program Participants to dress in accordance with dress and personal appearance standards approved by School. Such standards shall be in accordance with Hospital's standards regarding same including all Infection Control issues. All

Program Participants shall remain on the Hospital premises for breaks, including meals. Program Participants shall pay for their own meals at Hospital.

- (f) **Performance.** All faculty provided by School shall be duly licensed, certified or otherwise qualified to participate in the Program at Hospital. School shall have a specially designated staff for the performance of the services specified herein. School and all Program Participants shall perform its and their duties and services hereunder in accordance with all relevant local, state, and federal laws and shall comply with the standards and guidelines of all applicable accrediting bodies and the bylaws, rules and regulations of Hospital and any rules and regulations of School as may be in effect from time to time. Neither School nor any Program Participant shall interfere with or adversely affect the operation of Hospital or the performance of services therein.
- (g) **Background Checks/Drug Screen.** School shall, in a timely manner at either School's expense or the Program Participant's expense, conduct (or have conducted) a background check and a ten (10) panel drug screen on each and every student assigned to the Program and every member of the staff/faculty responsible for supervision and/or instruction. If School has students or staff/faculty on-site at Hospital prior to the execution of this Agreement, then School shall immediately conduct a retrospective background check and drug screen on such persons. The background check for students shall include, at a minimum, the following:
- (i) Social Security Number Verification;
  - (ii) Criminal Search (7 years or up to 5 criminal searches);
  - (iii) Employment Verification to include reason for separation and eligibility for re-employment for each employer for any Program Participant who is a licensed or certified caregiver;
  - (iv) Violent Sexual Offender and Predator Registry Search;
  - (v) HHS/OIG List of Excluded Individuals/Entities;
  - (vi) GSA List of Parties Excluded from Federal Programs;
  - (vii) U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN);
  - (viii) Applicable State Exclusion List, if one.

The background check for staff/faculty, if licensed or certified caregivers, shall include all of the above and, in addition, shall include the following:

- (i) Education verification (highest level);
- (ii) Professional License Verification;
- (iii) Certification & Designations Check;
- (iv) Professional Disciplinary Action Search;
- (v) Department of Motor Vehicle Driving History, based on responsibilities;
- (vi) Consumer Credit Report, based on responsibilities.

Should the background check and/or drug screen disclose adverse information as to any student and/or member of the staff/faculty, School shall immediately remove said student and/or member of the staff/faculty from participation in the Program at Hospital. School acknowledges and agrees to an annual compliance audit by the Hospital of five percent (5%) or a minimum of 30, such background investigation files as authorized by the subjects under the Fair Credit Reporting Act (FCRA).

- (h) **School Status.** School represents and warrants to Hospital that the School and its Program Participants participating hereunder: (i) are not currently excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 U.S.C. § Section 1320a-7b(f) (the "Federal health care programs"); (ii) are not convicted of a criminal offense related to the provision of health care items or services but has not yet been excluded, debarred or otherwise declared ineligible to participate in the Federal health care programs, and (iii) are not under investigation or otherwise aware of any circumstances which may result in the School or a Program Participant being excluded from participation in the Federal health care programs. This shall be an ongoing representation and warranty during the term of this Agreement and the School shall immediately notify Hospital of any change in status of the representation and warranty set forth in this section. Any breach of this Paragraph 1(h) shall give Hospital the right to immediately terminate this Agreement for cause.

## 2. RESPONSIBILITIES OF HOSPITAL.

- (a) Hospital shall accept the Program Participants assigned to the Program by School once all the required documentation is completed and cleared by the Hospital. The Hospital will reasonably cooperate in the orientation of all Program Participants to Hospital. Hospital shall provide reasonable opportunities for such Program Participants, who shall be supervised by School and Hospital, to observe and assist in various aspects of patient care to the extent permitted by applicable law and without disruption of patient care or Hospital operations. Hospital shall coordinate School's rotation and assignment schedule with its own schedule and those of other educational institutions. Hospital shall at all times retain ultimate control of the Hospital and responsibility for patient care.
- (b) Upon the request of School, Hospital shall assist School in the evaluation of each Program Participant's performance in the Program. However, School shall at all times remain solely responsible for the evaluation and grading of Program Participants.

## 3. MUTUAL RESPONSIBILITIES. The parties shall cooperate to fulfill the following mutual responsibilities:

- (a) Students shall be treated as trainees who have no expectation of receiving compensation or future employment from the Hospital or the School.
- (b) Any courtesy appointments to faculty or staff by either the School or Hospital shall be without entitlement of the individual to compensation or benefits for the appointed party.

## 4. WITHDRAWAL OF PROGRAM PARTICIPANTS.

Hospital may request School to withdraw or dismiss a student or other Program Participant from the Program at Hospital when his or her clinical performance is unsatisfactory to Hospital or his or her behavior, in Hospital's discretion, is disruptive or detrimental to Hospital and/or its patients. In such event, said Program Participant's participation in the Program at Hospital shall immediately cease. It is understood that only School can dismiss the Program Participant from the Program.

## 5. INDEPENDENT CONTRACTOR; NO OTHER BENEFICIARIES.

The parties hereby acknowledge that they are independent contractors, and neither the School nor any of its agents, representatives, Program Participants, or employees shall be considered agents, representatives, or

employees of Hospital. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto. School shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No Program Participant shall look to Hospital for any salaries, insurance or other benefits. No Program Participant or other third person is entitled to, and shall not, receive any rights under this Agreement.

#### 6. NON-DISCRIMINATION.

There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, veteran status, or handicap in either the selection of students for participation in the Program, or as to any aspect of the clinical training; provided, however, that with respect to handicap, the handicap must not be such as would, even with reasonable accommodation, in and of itself preclude the Program Participant's effective participation in the Program.

**7. INDEMNIFICATION. REQUEST BY DISTRICT (CANUTILLO ISD TO DELETE THIS PROVISION. PER APPLICABLE LAW, THE SCHOOL DISTRICT MAY NOT PROVIDE SUCH AN INDEMNIFICATION TO THE HOSPITAL. HAVING THIS CLAUSE IN THE AGREEMENT COULD BE CONSTRUED AS THE DISTRICT WAIVING ITS GOVERNMENTAL IMMUNITY AND THE PROHIBITION ON INDEMNIFYING THIRD PARTIES.**

~~To the extent permitted by applicable law and without waiving any defenses, School shall indemnify and hold harmless Hospital and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the School or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. Hospital shall indemnify School against liabilities, claims, damages and expenses, including reasonable attorneys' fees, incurred by School in defending or compromising actions brought against School arising out of or related to the Hospital's performance of duties hereunder.~~

#### 8. CONFIDENTIALITY.

School and its agents, Program Participants, faculty, representatives and employees agree to keep strictly confidential and hold in trust all confidential information of Hospital and/or its patients and not disclose or reveal any confidential information to any third party without the express prior written consent of Hospital. School shall not disclose the terms of this Agreement to any person who is not a party to this Agreement, except as required by law or as authorized by Hospital. Unauthorized disclosure of confidential information or of the terms of this Agreement shall be a material breach of this Agreement and shall provide Hospital with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to School. The School District and the Hospital acknowledge that the School District is subject to the Public Information Act, Section 552.001, Texas Government Code. The School District's ability to maintain confidentiality of this Agreement is subject to that law. It shall not be deemed a breach of this Agreement if the School District is required under the Public Information Act to provide a copy of this Agreement to a person or persons requesting under the provisions of the Public Information Act.

#### 9. TERM: DATE AND ABILITY TO TERMINATE

- (a) This agreement will become effective on September, 2007 and end on \_\_\_\_\_, 2009. The following termination clause will apply to all terminations.
- (b) Except as otherwise provided herein, either party may terminate this Agreement at any time without cause upon at least thirty (30) days prior written notice, provided that all students currently enrolled in the Program at Hospital at the time of notice of termination shall be given the opportunity to complete their clinical Program at Hospital, such completion not to exceed six (6) months.

#### 10. ENTIRE AGREEMENT.

This Agreement and its accompanying Exhibits set forth the entire Agreement with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

**11. SEVERABILITY.**

If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

**12. CAPTIONS.**

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

**13. NO WAIVER.**

Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

**14. GOVERNING LAW.**

This Agreement shall be governed and construed in accordance with the laws of the State of Texas.

**15. ASSIGNMENT; BINDING EFFECT.**

School may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of Hospital. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

**16. NOTICES.**

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

If to Hospital:	Del Sol Medical Center 10301 Gateway West El Paso, Texas 79925 Attention: Chief Executive Officer	Las Palmas Medical Center 1801 N. Oregon El Paso, Texas 79902 Attention: Chief Executive Officer
-----------------	--	---

Copy to: HCA  
One Park Plaza  
Nashville, Tennessee 37203  
Attention: Operations Counsel

If to School: \_\_\_\_\_  
\_\_\_\_\_  
Attention:

or to such other persons or places as either party may from time to time designate by written notice to the other.

**17. EXECUTION OF AGREEMENT.**

This Agreement shall not become effective or in force until all of the below named parties have fully executed this Agreement.

**18. HIPAA Requirements.**

The parties agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and any current and future regulations promulgated thereunder, including, without limitation, the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 ("Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Part 142 ("Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as "HIPAA Requirements". The parties agree not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by the HIPAA Requirements and the terms of this Agreement. The parties agree to make their internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations. In addition, the parties agree to comply with any state laws and regulations that govern or pertain to the confidentiality, privacy, security of, and electronic and transaction code sets pertaining to, information related to patients.

The School shall direct its Program Participants to comply with the policies and procedures of Hospital, including those governing the use and disclosure of individually identifiable health information under federal law, specifically 45 CFR parts 160 and 164. Solely for the purpose of defining the Program Participants' role in relation to the use and disclosure of Hospital's protected health information, the Program Participants are defined as members of the Hospital's workforce, as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this Agreement. However, the Program Participants are not and shall not be considered to be employees of Hospital.

**19. No Requirement to Refer.**

Nothing in this Agreement requires or obligates School to admit or cause the admittance of a patient to Hospital or to use Hospital's services. None of the benefits granted pursuant to this Agreement is conditioned

on any requirement or expectation that the parties make referrals to, be in a position to make or influence referrals to, or otherwise generate business for the other party. Neither party is restricted from referring any services to, or otherwise generating any business for, any other entity of their choosing.

THE PARTIES HERETO have executed this Agreement as of the day and year first above written.

EL PASO HEALTHCARE SYSTEM, LTD.  
d/b/a LAS PALMAS MEDICAL CENTER AND  
DEL SOL MEDICAL CENTER

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: Hank Hernandez

Print Name: \_\_\_\_\_

Title: CEO

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: Jacob Cintron

Title: CEO

Date: \_\_\_\_\_

**EXHIBIT A**

\_\_\_\_\_  
Signature of Program Participant/Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian if Program Participant is under 18/Print Name

\_\_\_\_\_  
Date

**STATEMENT OF RESPONSIBILITY**

For and in consideration of the benefit provided the undersigned in the form of experience in a clinical setting at Del Sol Medical Center ("Hospital"), the undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks and be solely responsible for any injury or loss sustained by the undersigned while participating in the Program operated by \_\_\_\_\_ ("School") at Hospital unless such injury or loss arises solely out of Hospital's gross negligence or willful misconduct.

\_\_\_\_\_  
Signature of Program Participant/Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian if Program Participant is under 18/Print Name

\_\_\_\_\_  
Date

EXHIBIT B

PROTECTED HEALTH INFORMATION, CONFIDENTIALITY, AND SECURITY AGREEMENT

- Protected Health Information (PHI) includes patient information based on examination, test results, diagnoses, response to treatment, observation, or conversation with the patient. This information is protected and the patient has a right to the confidentiality of his or her patient care information whether the information is in written, electronic, or verbal format. PHI is individually-identifiable information that includes, but is not limited to, patient's name, account number, birthdate, admission and discharge dates, photographs, and health plan beneficiary number.
- Medical records, case histories, medical reports, images, raw test results, and medical dictations from healthcare facilities are used for student learning activities. Although patient identification is removed, all healthcare information must be protected and treated as confidential.
- Students enrolled in school programs or courses and responsible faculty are given access to patient information. Students are exposed to PHI during their clinical rotations in health care facilities.
- Students and responsible faculty may be issued computer identifications (IDs) and passwords to access PHI.

Initial each to accept the Policy

Initial	Policy
	1. It is the policy of the school/institution to keep PHI confidential and secure.
	2. Any or all PHI, regardless of medium (paper, verbal, electronic, image or any other), is not to be disclosed or discussed with anyone outside those supervising, sponsoring or directly related to the learning activity.
	3. Whether at the school or at a clinical site, students are not to discuss PHI, in general or in detail, in public areas under any circumstances, including hallways, cafeterias, elevators, or any other area where unauthorized people or those who do not have a need-to-know may overhear.
	4. Unauthorized removal of any part of original medical records is prohibited. Students and faculty may not release or display copies of PHI. Copy presentation material will be used in accordance with healthcare facility policies.
	5. Students and faculty shall not access data on patients for whom they have no responsibilities or a "need-to-know" the content of PHI concerning those patients.
	6. A computer ID and password are assigned to individual students and faculty. Students and faculty are responsible and accountable for all work done under the associated system.
	7. Computer IDs or passwords may not be disclosed to anyone. Students and faculty are prohibited from attempting to learn or use another person's computer ID or password.
	8. Students and faculty agree to follow Hospital's privacy policies.
	9. Breach of patient confidentiality by disregarding the policies governing PHI is grounds for dismissal from the Hospital.

- I agree to abide by the above policies and other policies at the clinical site. I further agree to keep PHI confidential.
- I understand that failure to comply with these policies will result in disciplinary actions.
- I understand that Federal and State laws govern the confidentiality and security of PHI and that unauthorized disclosure of PHI is a violation of law and may result in civil and criminal penalties.

\_\_\_\_\_  
Signature of Program Participant/Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian if Program Participant is under 18/Print Name

\_\_\_\_\_  
Date

## EXHIBIT B

### PROTECTED HEALTH INFORMATION, CONFIDENTIALITY, AND SECURITY AGREEMENT

- Protected Health Information (PHI) includes patient information based on examination, test results, diagnoses, response to treatment, observation, or conversation with the patient. This information is protected and the patient has a right to the confidentiality of his or her patient care information whether this information is in written, electronic, or verbal format. PHI is individually-identifiable information that includes, but is not limited to, patient's name, account number, birthdate, admission and discharge dates, photographs, and health plan beneficiary number.
- Medical records, case histories, medical reports, images, raw test results, and medical dictations from healthcare facilities are used for student learning activities. Although patient identification is removed, all healthcare information must be protected and treated as confidential.
- Students enrolled in school programs or courses and responsible faculty are given access to patient information. Students are exposed to PHI during their clinical rotations in healthcare facilities.
- Students and responsible faculty may be issued computer identifications (IDs) and passwords to access PHI.

***Initial each to accept the Policy***

Initial	Policy
	1. It is the policy of the school/institution to keep PHI confidential and secure.
	2. Any or all PHI, regardless of medium (paper, verbal, electronic, image or any other), is not to be disclosed or discussed with anyone outside those supervising, sponsoring or directly related to the learning activity.
	3. Whether at the school or at a clinical site, students are not to discuss PHI, in general or in detail, in public areas under any circumstances, including hallways, cafeterias, elevators, or any other area where unauthorized people or those who do not have a need-to-know may overhear.
	4. Unauthorized removal of any part of original medical records is prohibited. Students and faculty may not release or display copies of PHI. Case presentation material will be used in accordance with healthcare facility policies.
	5. Students and faculty shall not access data on patients for whom they have no responsibilities or a "need-to-know" the content of PHI concerning those patients.
	6. A computer ID and password are assigned to individual students and faculty. Students and faculty are responsible and accountable for all work done under the associated access.
	7. Computer IDs or passwords may not be disclosed to anyone. Students and faculty are prohibited from attempting to learn or use another person's computer ID or password.
	8. Students and faculty agree to follow Hospital's privacy policies.
	9. Breach of patient confidentiality by disregarding the policies governing PHI is grounds for dismissal from the Hospital.

- I agree to abide by the above policies and other policies at the clinical site. I further agree to keep PHI confidential.
- I understand that failure to comply with these policies will result in disciplinary actions.
- I understand that Federal and State laws govern the confidentiality and security of PHI and that unauthorized disclosure of PHI is a violation of law and may result in civil and criminal penalties.

\_\_\_\_\_  
Signature of Program Participant/Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian if Program Participant is under 18/Print Name

\_\_\_\_\_  
Date



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, TX 79932

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


Business Services  
Division

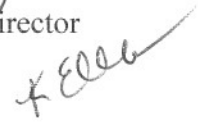
(915) 877-7430  
FAX (915) 877-7415

## ***BUSINESS SERVICES***

(915) 877-7425  
Fax (915) 877-7415

TO: Board of Trustees January 10, 2008

THROUGH: Tony Reza   
Executive Director

FROM: Kathy Ellis 

SUBJECT: Approval of Warrant List for November 29, 2007 through December 31, 2007

Enclosed in your packet is the warrant list for November 29, 2007 through December 31, 2007. I recommend its approval in the amount of: \$ 2,427,026.77.

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

There are not any amounts or individuals that need to abstain as this time.

# CANUTILLO INDEPENDENT SCHOOL DISTRICT

Year-to-Date Average Daily Membership and ADA  
August 27, 2007 through December 21, 2007

<u>Campus</u>	<u>ADM</u>	<u>ADA</u>	<u>ATT %</u>
Canutillo Elementary School	654.560	631.700	96.5%
Deanna Davenport Elementary School	497.250	483.560	97.2%
Jose H. Damian Elementary School	437.480	422.770	96.6%
Bill Childress Elementary School	504.400	489.640	97.1%
Gonzalo and Sofia Garcia Elementary School	504.120	489.070	97.0%
Canutillo Middle School	656.060	634.930	96.8%
Jose J. Alderete Middle School	585.880	567.560	96.9%
Canutillo High School	1609.280	1519.940	94.4%
<hr/>			
*DISTRICT TOTALS	5449.030	5239.170	96.1%

\*Does not include ineligible students

# CANUTILLO INDEPENDENT SCHOOL DISTRICT

## Monthly ADA Comparison December 2007

<u>Campus</u>	Previous month November 2007 <u>ADA</u>	Current month December 2007 <u>ADA</u>	Previous year December 2006 <u>ADA</u>
Canutillo Elementary School	634.270	631.370	625.566
Deanna Davenport Elementary School	482.770	473.770	477.800
Jose H. Damian Elementary School	426.460	427.840	732.733
Bill Childress Elementary School	488.900	497.440	623.633
Gonzalo and Sofia Garcia Elementary School	491.230	493.400	
Canutillo Middle School	631.740	638.000	624.467
Jose J. Alderete Middle School	565.110	563.400	602.333
Canutillo High School	1503.290	1479.460	1363.134
<b>*DISTRICT TOTALS</b>	<b>5223.770</b>	<b>5204.680</b>	<b>5049.666</b>

\*Does not include ineligible students 78

# CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA and Last Day Enrollment  
As of December 21, 2007

<u>Campus</u>	<u>December ADA</u>	<u>Enrollment 12/21/07</u>
Canutillo Elementary School	631.370	685
Deanna Davenport Elementary School	473.770	504
Jose H. Damian Elementary School	427.840	462
Bill Childress Elementary School	497.440	531
Gonzalo and Sofia Garcia Elementary School	493.400	525
Canutillo Middle School	638.000	664
Jose J. Alderete Middle School	563.400	589
Canutillo High School	1479.460	1600
<hr/>		<hr/>
DISTRICT TOTALS	5204.680	5560
Ineligible students (Children of employees-out of state and ineligible PK students-not LEP or economically disadvantaged. Tuition is not collected.)		49
<hr/>		<hr/>
GRAND TOTAL ENROLLMENT		5609

**Patsy Mendoza**

---

**From:** Big Brothers Big Sisters Of El [bbbsofep@yahoo.com]  
**Sent:** Tuesday, December 11, 2007 2:40 PM  
**To:** Patsy Mendoza  
**Subject:** Request to Present to Board

Dear Patsy,

Rosario let me know that I needed to officially request to present our report to the Board of Directors on the impact of our partnership in CISD. I am available to present during the January 16th meeting, if there is room on the agenda, and would need approximately 5-10 minutes if that's okay. The Department of Education grant we initiated services in CISD under three years ago just ended and I have the final compiled findings to share.

If January's meeting is not a good time or if this is not an appropriate way to share this information with them, please let me know! I thought they would like to know...

Beth

Beth Senger, MSW  
CEO and Big Sister  
Big Brothers Big Sisters of El Paso  
(915) 544-4203  
(915) 269-1148 -- cell  
(915) 544-4368 -- FAX

Little Moments...Big Magic...HUGE Impact

---

Never miss a thing. [Make Yahoo your homepage.](#)

---

-----  
Scanned by CISD Anti-Virus System

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

Subject: Administrative Personnel Actions for Date: January 15, 2008  
Board of Trustee Information Only

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

-----  
**ACTION**  
-----

1. **BACKGROUND INFORMATION**

Superintendent approved employment of personnel:

<b>Hilda Carmona</b>	<b>Sub Driver, Effective 1/7/08</b>
<b>Martha Chavez</b>	<b>FT Substitute, Effective 12/10/07</b>
<b>Irma Del Toro</b>	<b>PT Bus Driver, Effective 12/21/07</b>

Superintendent approved position changes for personnel:

<b>Guillermina Avila</b>	<b>FS Helper, AMS, to FS Cook, GES, Effective 1/7/08</b>
<b>Sonia Calvillo</b>	<b>Travel Clerk to Campus Office Business Manager, Effective 1/7/08</b>
<b>Monica Cazares</b>	<b>Accountability &amp; Reporting Specialist to Travel Clerk, Effective 12/17/07</b>
<b>Olimpia Gutiérrez</b>	<b>FS Baker, DDE, to FS Asst. Manager, GES, Effective 1/7/08</b>
<b>Monie Menacker</b>	<b>PE Teacher, JDE, to PE Teacher, JDE/GES, Effective 3/31/08</b>
<b>Anabel Mendoza</b>	<b>FS Salad Cook, CHS, to FS Salad Cook, GES, Effective 1/07/08</b>

Superintendent approved position changes for personnel (cont.):

<b>Evangelina Rodriguez</b>	<b>PT Helper, BCE to FS Cook, BCE, Effective 1/7/08</b>
<b>Maria Rodriguez</b>	<b>FS Helper, AMS, FS Baker, GES, Effective 1/7/08</b>
<b>Magdalena Valdez</b>	<b>Bilingual Teacher, BCE, to Lead Teacher, ALS, Effective 1/7/08</b>
<b>Sandra Vasquez</b>	<b>Teacher Substitute to Early Childhood Care Provider, Effective 12/10/07</b>
<b>Gabriela Vega</b>	<b>FS Helper, CMS, to FS Cashier, GES, Effective 1/8/08</b>

Superintendent approved resignations:

<b>Hilda Carmona</b>	<b>Bus Driver, Effective 12/21/07</b>
<b>Rosa Lotz</b>	<b>Bus Driver, Effective 12/21/07</b>

Superintendent approved retirements:

**None**

2. **BOARD ACTION REQUESTED**

No action required.

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

Agenda Item: \_\_\_\_\_ Date: January 16, 2008

Subject: Approval for Purchase of 5<sup>th</sup> Grade Science Books

Presented By: Tony Reza \_\_\_\_\_ Consent Agenda: \_\_\_\_\_

---

ACTION

---

1. BACKGROUND INFORMATION:

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. This request is to approve the purchase of 5<sup>th</sup> grade science textbooks. These textbooks are on the state adoption list and have been competed through state contracts. A textbook committee approved the textbooks through the textbook selection process. The textbooks will be purchased from Houghton Mifflin Company for the amount of \$28,187.10.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to purchase 5<sup>th</sup> grade science textbooks from Houghton Mifflin Company.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendents recommendation.

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

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

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

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

Date: January 16, 2008

Subject: Acceptance of Donations to Canutillo ISD

Presented By: Tony Reza

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

---

ACTION

---

1. BACKGROUND INFORMATION:

The following individuals/businesses have made a donation to Canutillo Independent School District as follows:

Montoya PR - \$500 to CHS Student Council  
Dr Elisa Potter - \$500 to Pubic Relations Department

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 \_\_\_\_\_

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

Agenda Item:

Date: January 16, 2008

Subject: RFP # 08-06 2008-2009 E-RATE Year 11  
TECHNOLOGY PROJECTS- INTERNET ACCESS

Presented By: Tony Reza

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

---

ACTION

---

1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any single budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. This request is to approve the award of RFP # 08 – 06, E-Rate Year 11-Technology Projects-Internet Access as presented. All pertinent information and evaluation committee recommendations will be included in the Friday Packets.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to award RFP # 08 – 06, E-Rate Year 11-Technology Projects-Internet Access as presented.

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: January 16, 2008

Subject: RFP # 08-07 2008-2009 E-RATE Year 11  
TECHNOLOGY PROJECTS- TELECOMMUNICATIONS

Presented By: Tony Reza

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

---

ACTION

---

1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any single budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. This request is to approve the award of RFP # 08 – 07, E-Rate Year 11-Technology Projects- Telecommunications as presented. All pertinent information and evaluation committee recommendations will be included in the Friday Packets.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to award RFP # 08 – 07, E-Rate Year 11-Technology Projects- Telecommunications as presented.

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: January 16, 2008

Subject: RFP # 08-08                      2008-2009 E-RATE Year 11  
TECHNOLOGY PROJECTS- INTERNAL CONNECTIONS  
BASIC MAINTENANCE

Presented By: Tony Reza

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

---

ACTION

---

1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any single budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. This request is to approve the award of  
RFP # 08-08, E-Rate Year 11-Technology Projects  
Internal Connections-Basic Maintenance as presented. All pertinent information and evaluation committee recommendations will be included in the Friday Packets.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to award RFP # 08-08, E-Rate Year 11-Technology Projects- Internal Connections-Basic Maintenance as presented.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

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

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