

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held September 9, 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 8/11/08 7
 2. Regular Board Meeting 8/12/08 9
 3. Special Board Meeting 8/14/08 30
 4. Special Board Meeting 8/18/08 31
 5. Special Board Meeting 8/20/08 - Public Hearing 34
 6. Special Board Meeting 8/21/08 36
 7. Special Board Meeting 8/25/08 39
 8. Special Board Meeting 8/26/08 46
 - G. Communications (Thirty Minute Open Forum)
 1. General Comments Portion
 2. Complaints Portion
 - H. Board of Trustee Business
 1. District recognition of "Do The Write Thing Texas Challenge" 49
National Finalist, Bianca Sienna Licerio, CMS 8th Grade Student -
Patricia Gallardo, Teacher
 2. Review of September Calendar of Events 51
 3. Selection of Board Members to serve as TASB Delegate and 52
Alternate
 4. Review of Hours (Board Member Continuing Education) - no 53
formal Board action required
 - I. Committee Reports
 1. Finance/Audit/Facilities/Planning Committee - Mr. Rodriguez, Chairperson 76
(September 3)
 2. Personnel/Policy Committee - Mr. Arellano, Chairperson (August 7 76
& 18)

J. Consent Agenda	
1. Adoption of TASB Localized Update 83 (second reading)	86
a. DEA (Local) - Compensation & Benefits Salaries & Wages	88
b. DGBA (Local) - Personnel-Management Relations Employee Complaints/Grievances	92
c. DIA (Local) - Employee Welfare Freedom From Discrimination, Harassment, and Retaliation	98
d. FB (Local) - Equal Education Opportunity	103
e. FFH (Local) - Student Welfare Freedom From Discrimination, Harassment, and Retaliation	105
f. FFI (Local) - Student Welfare Freedom From Bullying	111
g. FL (Local) - Student Records	113
h. FNC (Local) - Student Rights and Responsibilities Student Conduct	117
i. FNG (Local) - Student Rights and Responsibilities Student and Parent Complaints/Grievances	118
j. FO (Local) - Student Discipline	124
k. FOC (Exhibit) Student Discipline Placement in a Disciplinary Alternative Education Setting	127
l. GBAA (Exhibit) Information Access Requests for Information	129
m. GF (Local) - Public Complaints	133
2. Adoption of recommended changes to CE (Local) Annual Operating Budget	138
3. Disposal of Out-of-Adoption Textbooks	140
4. Approval of Internal Audit Charter and Audit Committee Charter for 2008~2009	145
5. Approval of Budget Amendments	150
6. Renewal of Solid Waste Disposal Contract RFP #07-01	155
K. Reports	
1. Superintendent's Report	
a. Commencement of 2008~2009 School Year - Student Enrollment	
2. Attendance, Financial and Warrant List for August 1-27, 2008 in the amount \$533,555.46	156
3. Other Reports	
a. Presentation on Flex Repurchase Agreement - First Southwest Co.	
2. Instruction and Student Affairs	
A. NONE	
3. Personnel	
A. Administrative Personnel Actions (no Board action required - information item only)	160
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 Support Personnel (no Board action required)
- 4. Business and Finance
 - A. Request to address the Board on charges for personal refrigerators - Heather Atherton, Sylvia Morgan and Becky Rood 163
 - B. Approval of Purchase of Anti-Virus Software & Support 164
- 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	
								Monday, August 11, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	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 style="padding-left: 20px;">A. Call to Order at 6:07 p.m.</p> <p style="padding-left: 20px;">B. Roll Call (Mr. Lerma and Mrs. Sanchez were absent.)</p> <p>Mrs. Sanchez notified the Superintendent’s Office that she would be unable to attend the meeting.</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. Discussion on tax election and possible Board action</p> <p>Mr. Reza made a short presentation on Tax Rate Election Considerations. Mr. Reza stated that the current budget highlights are as follows:</p> <ul style="list-style-type: none"> • Additional amount budgeted for school computers (\$170,138) • Funding for Northwest Early College High School • Additional funding for Teacher Retirement System (\$20,970) • Continued 100% funding of employee health care • Compensation package for Chapter 21 employees-teachers, nurses, librarians, diagnosticians and counselors (\$200,000) 	

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MEMBERS

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								Item:	Reference:
								<p>Mr. Reza concluded the presentation with the following tax rate considerations:</p> <ul style="list-style-type: none"> • Additional cost for election (\$8,000) • Negative impact on next bond program • Political impact on board elections • Not recommended by bond counsel • Not recommended by Administration <p>The Board of Trustees concurred with the recommendation from Administration. No formal action was taken on this agenda item.</p> <p>5. Administration A. NONE</p> <p>6. Adjournment</p> <p>Adjournment of the public meeting at 6:55 p.m. was done by unanimous consent.</p>	<p>Special Board Mtg. Minutes Page 2</p>

MINUTES
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MEMBERS

								Regular Meeting Board of Trustees			
								Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas			
								Item:	Reference:		
Present	X	X	X	X	X	X	X	1. General Functions A. Call to Order at 6:07 p.m. B. Roll Call (<i>Mr. Coronado arrived at 6:14 p.m. during the Thirty Minute Open Forum. Mr. Lerma was absent.</i>) Mr. Arellano announced that Mr. Coronado had an emergency and Mr. Lerma called to notify the Superintendent’s Office that he would be unable to attend. C. "Pledge of Allegiance to the United States Flag" D. "Texas Pledge of Allegiance" Mr. Carl Fietze led the group in reciting the Pledge of Allegiance to the United States Flag and Texas Pledge of Allegiance. E. "CISD Mission Statement" Mrs. Sanchez read the CISD Mission Statement into the record: <i>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.</i>	6	7	8

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MEMBERS

MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	<p>Regular Meeting Board of Trustees</p> <p>Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas</p>	
							Item:	Reference:
							<p style="text-align: center;">G. Communications (Thirty Minute Open Forum)</p> <p style="text-align: center;">1. General Comments Portion</p> <p>Mr. Art Gallegos, Taxpayer, expressed his opinion regarding the upcoming School Board Elections.</p> <p>Mr. Dion Dorado, Resident, commented on the importance of cooperation and unity among Board Members.</p> <p>Janet Flores, Parent, related her concern with the handling of the registration process at CHS.</p> <p style="text-align: center;">2. Complaints Portion</p> <p>No one from the audience addressed 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. District recognition of Mr. Phillip Rothstein, P.E. and Bath Engineering Corp. for their generous donation</p> <p>The Board of Trustees recognized Phillip Rothstein, P.E. and Bath Engineering Corporation for their donation of \$2,500.00 to Davenport Elementary School.</p>	31
								<p>Reg. Board Mtg. Minutes Page 3</p>

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MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	2. Review of August Calendar of Events	32
								The Board of Trustees reviewed the events scheduled in August. No formal Board action was taken on this item.	
								3. Consider and act to endorse the selection of individual to serve in the Region 19, Position B, on the Texas Association of School Boards (TASB) Board of Directors for Region 19, Position B	33
								Mrs. Sanchez wanted the record to reflect that two individuals from different school districts had requested that the CISD Board endorse their candidacy to this position.	
Motion						X		Motion to endorse Marty Reyes to serve in the Region 19, Position B of the Texas Association of School Boards, Board of Directors, passed.	
Second									
Ayes	X	X	X	X		X	X		
Nays									
Abstain									
								4. Approval of Notice of Election and Order of Election for School Board Trustee on Tuesday, November 4, 2008	36
								There was a considerable amount of deliberation on the extended hours for early voting at the Vinton Fire Station.	Reg. Board Mtg. Minutes Page 4

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MEMBERS

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								Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas															
								Item:	Reference:														
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ																
Motion						X																	
Second			X																				
Ayes	X	X	X	X		X	X																
Nays																							
Abstain																							
<p>Motion to approve the Order of Election and Notice of Election, subject to correction of early voting at the Vinton Fire Station to open with the minimal hours (<i>October 20-24 from 3:00 p.m. to 7:00 p.m.; on Saturday, October 25 from 7:00 a.m. to 7:00 p.m.; October 27-31 from 3:00 p.m. to 7:00 p.m.</i>), passed.</p>																							
<p style="text-align: center;">5. Review of Hours (Board Member Continuing Education) - no formal Board action required</p>									42														
<p>Mr. Coronado read into the record, total hours for each member:</p>																							
<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Margarito Arellano</td> <td style="text-align: right;">47.25</td> </tr> <tr> <td>Sergio Coronado</td> <td style="text-align: right;">38.75</td> </tr> <tr> <td>Carl Fietze</td> <td style="text-align: right;">65.25</td> </tr> <tr> <td>Shonda Jordan</td> <td style="text-align: right;">83</td> </tr> <tr> <td>Frank Lerma</td> <td style="text-align: right;">5.5</td> </tr> <tr> <td>Armando Rodriguez</td> <td style="text-align: right;">40.75</td> </tr> <tr> <td>Yvonne Sanchez</td> <td style="text-align: right;">63.50</td> </tr> </table>								Margarito Arellano	47.25	Sergio Coronado	38.75	Carl Fietze	65.25	Shonda Jordan	83	Frank Lerma	5.5	Armando Rodriguez	40.75	Yvonne Sanchez	63.50		
Margarito Arellano	47.25																						
Sergio Coronado	38.75																						
Carl Fietze	65.25																						
Shonda Jordan	83																						
Frank Lerma	5.5																						
Armando Rodriguez	40.75																						
Yvonne Sanchez	63.50																						
<p>Mr. Coronado noted for the record that training for the Board Members have been scheduled on Thursday, August 14th. Once this training is completed five board members will “<i>exceed</i>” the number of hours required by the State of Texas.</p>																							
									Reg. Board Mtg. Minutes Page 5														

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								MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	Item:	Reference:
Motion		X												Motion to approve consent agenda items 2.b-m, 3 and 4, passed.		
Second													X			
Ayes		X	X	X	X			X	X							
Nays																
Abstain																
Motion													X	Motion to approve the budget amendments as presented, passed.		
Second		X														
Ayes		X	X	X	X			X	X							
Nays																
Abstain																
<p>K. Reports</p> <p>1. Superintendent's Report</p> <p style="padding-left: 40px;">a. Ft. Bliss Senior Leaders Orientation</p> <p>Dr. Padilla gave an overview of the presentation she made recently during the Fort Bliss Senior Leaders Orientation.</p> <p>2. Financial and Warrant List for June 28-July 31, 2008 in the amount \$1,557,114.81</p>																
Motion													X	Motion to approve the financial and warrant list for June 28-July 31, 2008 in the amount of \$1,557,114.81, passed.	144	
Second																
Ayes		X	X	X	X			X	X							
Nays																
Abstain																
															Reg. Board Mtg. Minutes Page 9	

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

MEMBERS

	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	<p style="text-align: center;">Regular Meeting Board of Trustees</p> <p style="text-align: center;">Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas</p>	
								Item:	Reference:
<p style="padding-left: 40px;">3. Other Reports</p> <p style="padding-left: 80px;">a. Update on Preliminary Budget for Fiscal Year 2008~2009</p> <p>Mr. Reza presented an update on the preliminary budget for fiscal year 2008~2009.</p> <p style="padding-left: 80px;">b. Progress Report on CHS Class of 2008</p> <p>Mr. Fry, CHS Principal, presented a progress report on the Class of 2008 who retested in TAKS in July.</p> <p style="padding-left: 40px;">2. Instruction and Student Affairs</p> <p style="padding-left: 80px;">A. Review and possible approval of the Northwest Early College High School Charter School Application and Contract</p> <p>Administration requested to pull this item. No formal action was taken.</p> <p style="padding-left: 40px;">3. Personnel</p> <p style="padding-left: 80px;">A. Consider rescinding the non-renewal of Margarita Enriquez and reinstating the probationary contract</p> <p><i>With the consent of the Board, agenda items 3.A. and 3.B. were taken out of order and deliberated prior to adjournment of the public meeting.</i></p> <p><i>The Board of Trustees adjourned into closed session from 9:05 p.m. through 10:17 p.m. on agenda items 3.A. and 3.B. under the authority of Texas Open Meetings Act, Texas Government Code Section 551-074.</i></p>								<p style="vertical-align: top;">145</p> <p style="vertical-align: bottom;">Reg. Board Mtg. Minutes Page 10</p>	

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MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	<p><i>Mr. Frietze departed the public meeting at 9:05 p.m. while the Board of Trustees was deliberating in closed session.</i></p> <p><i>Mrs. Sanchez departed the public meeting at 9:42 p.m. and returned at 10:12 p.m.</i></p> <p>Mrs. Shonda Jordan requested that the record reflect that she did not participate in executive session on this item and will abstain from voting.</p> <p>Motion that the Board rescind the non-renewal of Margarita Enriquez and reinstate her probationary contract, passed.</p> <p style="text-align: center;">B. Consultation with administration and attorney regarding personnel matters</p> <p><i>The Board of Trustees adjourned into closed session from 9:05 p.m. through 10:17 p.m. on agenda items 3.A. and 3.B. under the authority of Texas Open Meetings Act, Texas Government Code Section 551-074.</i></p> <p>No formal Board action was taken on this item.</p>	<p style="text-align: right;">Reg. Board Mtg. Minutes Page 11</p>
Motion		X							
Second	X								
Ayes	X	X			X	X			
Nays									
Abstain									

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
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MEMBERS

MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	<p>Regular Meeting Board of Trustees</p> <p>Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas</p>	
							Item:	Reference:
							<p>C. Administrative Personnel Actions (no Board action required - information item only)</p> <p>1. Superintendent approved employment of personnel (no Board action required)</p> <p>Jaime Bailleres FT Driver, Effective 8/11/08</p> <p>Linda Bordier 5th (B) Teacher, DDE, Effective 8/18/08</p> <p>Chris Driskill Athletic Trainer, CHS, Effective 7/28/08</p> <p>Martin Espino Custodian, AMS, Effective 8/1/08</p> <p>John Foster English Teacher, CHS, Effective 8/18/08</p> <p>Lupita Garcia 2 (M) Teacher, GES, Effective 8/18/08</p> <p>Kristina Guzman Nurse, BCE, Effective 8/18/08</p> <p>Carolina Isela Hernandez Social Studies Teacher, CHS, Effective 8/18/08</p> <p>Karla Herrera Bus Monitor, Effective 8/21/08</p> <p>Kirsten Jedamczik Sp. Ed. BIC Teacher, CMS, Effective 8/18/08</p>	<p>202</p> <p>Reg. Board Mtg. Minutes Page 12</p>

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MEMBERS

MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	<p>Regular Meeting Board of Trustees</p> <p>Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas</p>	
							Item:	Reference:
							<p>Bertha Lugo Custodian, BCE, Effective 7/15/08</p> <p>Maria Mares FS Helper, Test Kitchen, Effective 8/20/08</p> <p>Noe Medina Custodian, DDE, Effective 7/16/08</p> <p>Carlos Arturo Ochoa Bus Monitor, Effective 8/21/08</p> <p>Bertha Ortiz Custodian, CHS, Effective 6/16/08</p> <p>Camila Pena Science Teacher, CHS, Effective 8/18/08</p> <p>Beverly Richardson English Teacher, CHS, Effective 8/18/08</p> <p>Rosaelia Salcido FS Helper, Test Kitchen, Effective 8/20/08</p> <p>Anna Weaver Guerra 1 (M) Teacher, GES, Effective 8/18/08</p>	<p>Reg. Board Mtg. Minutes Page 13</p>

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MEMBERS

MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	<p style="text-align: center;">Regular Meeting Board of Trustees</p> <p style="text-align: center;">Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas</p>	
							Item:	Reference:
							Sarah Jaramillo Special Ed. Teacher, CMS to AMS, Effective 8/18/08	
							Sonja Kurlowicz Special Ed. Asst., BCE to CES, Effective 8/20/08	
							David Longoria Science Teacher, CHS, to School Improvement Division, Effective 8/18/08	
							Bertha Lugo PT FS Worker DDE, to Custodian, BCE, Effective 7/15/08	
							Lorraine McWhorter Athletic Trainer, CMS to CHS, Effective 7/28/08	
							Leticia Ochoa Special Ed. Asst., JDE to GES, Effective 8/20/08	
							Patricia Padilla 7 th ESL Teacher, AMS, to 6 th Grade Teacher, GES, Effective 8/18/08	
							Rachel Quintana Interim Admin. Asst., Supt's. Office to Admin. Asst., School Resources, Effective 6/30/08	
							Regino Ramos Band Teacher, AMS, to Band Teacher, CHS, Effective 8/18/08	Reg. Board Mtg. Minutes Page 15

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

MEMBERS

	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	<p>Regular Meeting Board of Trustees</p> <p>Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas</p>	
								Item:	Reference:
								<p>Patricia Rivera Special Ed. Asst., CES to JDE, Effective 8/20/08</p> <p>Yvonne Rivera Special Ed. Teacher, CHS to BCE, Effective 8/18/08</p> <p>Esther Rocha Special Ed. Asst., AMS to CES, Effective 8/20/08</p> <p>Roberto Ruiz Special Ed. Asst., CES to AMS, Effective 8/20/08</p> <p>Shawn Seifers 2 (M) Dual Teacher, BCE, to K (M) Dual Teacher, GES, Effective 8/18/08</p> <p>Carlos Simpson Test Kitchen Chef to Test Kitchen Chef/Culinary Arts Teacher, CHS, Effective 8/18/08</p> <p>Carlos Ulloa Special Ed. Asst., DDE to CHS, Effective 8/20/08</p> <p>Sandra Weston-Honts Special Ed. Teacher, AMS to JDE, Effective 8/18/08</p> <p>Joseph Williams 4 (M) Teacher, BCE, to 4 (M) Dual Teacher, JDE, Effective 8/18/08</p>	<p>Reg. Board Mtg. Minutes Page 16</p>

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CANUTILLO INDEPENDENT SCHOOL DISTRICT
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MEMBERS

MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	<p>Regular Meeting Board of Trustees</p> <p>Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas</p>	
							Item:	Reference:
							<p>3. Superintendent acceptance of resignations from personnel (no Board action required)</p> <p>Dr. Padilla accepted resignations from personnel:</p> <p>Julian Britton CATE Teacher, CHS, Effective 6/5/08</p> <p>Diane Grado 2 (M) Dual Teacher, JDE, Effective 6/5/08</p> <p>Roberto Guerrero 3 (M) Dual Teacher, BCE, Effective 6/5/08</p> <p>Maricela Lerma Migrant Asst., CHS, Effective 6/4/08</p> <p>Blanca Luna ESL Teacher, CMS, Effective 6/5/08</p> <p>Ernest Medina Band, CHS, Effective 6/5/08</p> <p>Sofia Mendez 1 (M) Teacher, GES, Effective 6/5/08</p> <p>Dora Meraz 5 (B) Teacher, DDE, Effective 6/5/08</p> <p>Joe Messinger Athletic Trainer, CHS, Effective 6/5/08</p> <p>Micha Seeburg Social Studies Teacher, CHS, Effective 6/5/08</p>	<p>Reg. Board Mtg. Minutes Page 17</p>

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								Regular Meeting Board of Trustees	
								Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion								Mrs. Sanchez wanted the record to reflect that it was Mr. Arellano stated that Judge Cobos was currently under investigation. It was clarified that the resolution was placed on the agenda by Dr. Padilla at the request of Judge Cobos. Mrs. Sanchez wanted the record to reflect that if another entity is seeking support in the form of a resolution, that information should be provided to the Board and that a representative of that entity be present to answer questions.	
Second		X				X		Motion to approve the resolution, failed.	
Ayes	X	X				X			
Nays			X	X			X		
Abstain									
								B. Approval of Contract for Election Services with El Paso County Elections Department	207
Motion						X		Motion to approve the contract for election services with El Paso County Elections Department (<i>at an approximated cost of \$8,441.40</i>),	
Second				X		X	X	passed.	
Ayes	X	X	X	X		X	X		
Nays									
Abstain									
									Reg. Board Mtg. Minutes Page 19

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

MEMBERS

								Regular Meeting Board of Trustees	
								Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion						X		C. Approval of District Insurance Packet Interlocal Renewal	
Second							X	Motion to approve the district insurance packet interlocal renewal, passed.	
Ayes	X	X	X	X		X	X		
Nays									
Abstain									
								5. Administration	
								A. Review of Board Policy FMH (Local) Student Activities - Commencement and possible Board action	214
								Mrs. Jordan stated that she had placed this item on the agenda. It was felt that this policy needed to be “strengthened” and since school is going to start, Mrs. Jordan felt it would be a good time to revisit the policy. Mr. Arellano felt that the policy was adequate that that the Board needed to enforce the requirements for participation in the graduation ceremony. Mrs. Jordan also felt that policy was fine but it was important to get on the same “page” in regard to the enforcement of the policy. It was the felt that this item would be placed on the next agenda for the Policy Committee.	
								B. Consider Policy limiting number of committee and special board meetings	
								Mrs. Sanchez stated that she had placed this item on the agenda. Mrs. Sanchez is currently a member of each of the committees. She stated that there is a need to limit the number of meetings held each week.	Reg. Board Mtg. Minutes Page 20

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

MEMBERS

	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	<p>Regular Meeting Board of Trustees</p> <p>Tuesday, August 12, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas</p>	
								Item:	Reference:
								<p>She stated that many weeks there are as many as three or four meetings scheduled, sometimes two meetings in one evening. It was the consensus that this item be referred to the Policy Committee.</p> <p>6. Adjournment</p> <p>Adjournment of the public meeting at 10:19 p.m. passed by unanimous consent.</p>	<p>Reg. Board Mtg. Minutes Page 20</p>

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

MEMBERS

							Special Meeting Board of Trustees	
							Thursday, August 14, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
							Item:	Reference:
		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 6:06 p.m.</p> <p>B. Roll Call (Mr. Fietze and Mr. Lerma were absent. Mrs. Sanchez arrived at 6:25 p.m.)</p> <p>C. Board of Trustee Business</p> <p>1. Public Information Act Training (requirement of continuing education for school board members)</p> <p>Mr. Vasquez provided the training for the Board of Trustees regarding the Public Information Act. No formal action was taken on this item.</p> <p>2. Instruction and Student Affairs</p> <p>A. NONE</p> <p>3. Personnel</p> <p>A. NONE</p> <p>4. Business and Finance</p> <p>A. NONE</p> <p>5. Administration</p> <p>A. NONE</p> <p>6. Adjournment</p> <p>Adjournment of the public meeting at 7:35 p.m. passed by unanimous consent.</p>	

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

MEMBERS

								Special Meeting Board of Trustees	
								Monday, August 18, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
		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 6:33 p.m.</p> <p>B. Roll Call (Mr. Frietze, Mr. Lerma and Mrs. Sanchez were absent.)</p> <p>C. Reports</p> <p>1. Report on results of school security audit</p> <p>Dr. Padilla presented the results of the school security audit as required by law. Dr. Padilla thanked Renee O'Donnell for the training of the teams that conducted all of the audits throughout the school district facilities. No formal action was taken on this item.</p> <p>2. Report on RFP 08-19 Third Party Administration for Workers Compensation Program</p> <p>Mrs. O'Donnell reported that the proposals that have been submitted will be reviewed by the staff and board representatives. Two presentations have been scheduled for Tuesday, August 19th. No formal action was taken on this item.</p> <p>2. Instruction and Student Affairs</p> <p>A. NONE</p>	

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

MEMBERS

								Special Meeting Board of Trustees	
								Monday, August 18, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion						X		3. Personnel	
Second	X							A. Approval of 2008~2009 Compensation Package	
Ayes	X	X		X		X		Mr. Reza stated for the record that the total amount for the compensation package is \$262,845.00. Mr. Arellano, Personnel Committee Chairperson stated that the committee recommends approval of the compensation package.	
Nays								Motion to approve the 2008~2009 Compensation Package, passed.	
Abstain									
Motion				X				B. Approval of 2008~2009 Stipends	
Second	X							Mr. Arellano, Personnel Committee Chairperson stated that the committee recommends approval of the stipends.	
Ayes	X	X		X		X		Motion to approve the 2008~2009 Stipends, passed.	
Nays									
Abstain									
								4. Business and Finance	
								A. NONE	
									Special Board Mtg. Minutes Page 2

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

MEMBERS

								Special Meeting Board of Trustees		
								Monday, August 18, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas		
								Item:	Reference:	
								5. Administration		
								A. Consider waiving the time requirement of Policy EL (Local) requiring program or campus charters to be submitted to the Board for approval prior to Jan. 1 for a charter to begin the following school year	4	
Motion							X	Motion to approve the waiving the time requirement of Policy EL (Local), passed.		
Second	X									
Ayes	X	X					X			
Nays				X						
Abstain										
								6. Adjournment		
								Adjournment of the public meeting at 6:53 p.m. was conducted by unanimous consent.		
										Special Board Mtg. Minutes Page 3

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

MEMBERS

								Public Hearing Board of Trustees	
								Wednesday, August 20, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
Present	X	X	X	X	X	X	X	<p>1. General Functions</p> <p>A. Call to Order at 6:05 p.m.</p> <p>B. Roll Call (Mr. Fietze, Mr. Lerma and Mrs. Sanchez were absent.)</p> <p>C. Board of Trustee Business</p> <p>1. The Board of Trustees will conduct a hearing to solicit public input on the District Charter Proposal for Northwest Early College High School (no formal Board action is required – public is invited to attend and participate)</p> <p>Mrs. Dow, Associate Superintendent made a short presentation on the charter proposal for Northwest Early College High School. Ms. Peggy Gustafson, Northwest Early College High School Principal explained the type of charter school the district was requesting from the Texas Education Agency and the funding sources. Conducting a public hearing is a requirement of the application process from TEA.</p> <p>Mr. Art Gallegos, taxpayer questioned the number of students currently enrolled at NECHS. He wanted to know how many students selected were residing within the school district boundaries and how many students were from outside.</p> <p>Mrs. Dow and Ms. Gustafson answered Mr. Gallegos questions. Northwest Early College High School is commencing with 100 students, adding 100 students every year. Ms. Dow wanted the record to reflect that external funding has been received in the amount \$1,700,000.00 from Greater Texas Foundation and the Hunt Family Foundation in addition to the money allocated from the state in respect to ADA (average daily attendance).</p>	

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

MEMBERS

								Special Meeting Board of Trustees	
								Thursday, August 21, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
		MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ		
							MRS. SANCHEZ		
Present	X	X		X			X	1. General Functions A. Call to Order at 6:05 p.m. B. Roll Call (Mr. Fietze and Mr. Lerma were absent. Mr. Rodriguez arrived at 6:15 p.m. during the budget work session.) 2. Instruction and Student Affairs A. Review and possible approval of the Northwest Early College High School Charter School Application and Contract Mrs. Dow, Associate Superintendent stated for the record that this item had been brought to committee a couple of weeks ago. At that time, the internal charter had been discussed. Two drafts of the charter had been given to the Board previously, the first initial draft and then final draft of the application and contract. Motion to approve the Northwest Early College High School Charter School Application and Contract, passed.	
Motion							X		
Second	X								
Ayes	X	X					X	X	
Nays				X					
Abstain									
								3. Personnel A. NONE	

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

MEMBERS

								Special Meeting Board of Trustees	
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	Thursday, August 21, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
								<p style="text-align: center;">D. Approval of recommendation for RFQ 08-17 Physical Therapist Services</p> <p>Mrs. Jordan requested that this item be pulled since additional information was presented. Mrs. Hammock, Special Education Director stated that the first provider did not want to contract for part-time services, therefore it was recommended that the Board approve the second provider, Invo Health Care Associates, Inc. Mr. Reza explained that there was a need to approve this item since school is starting and there will be students in need of physical therapy service. Mr. Reza stated that another RFQ will be prepared and sent out soon.</p> <p>Motion to approve the recommendation for RFQ 08-17 Physical Therapist Services to Invo Health Care Associates, Inc., passed.</p>	
Motion						X			
Second	X								
Ayes	X	X				X			
Nays				X					
Abstain							X		
								<p>5. Administration A. NONE</p> <p>6. Adjournment</p> <p>Adjournment of the public meeting at 6:40 p.m. passed by unanimous consent.</p>	
									Special Board Mtg. Minutes Page 3

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

MEMBERS

								Special Meeting Board of Trustees	
								Monday, August 25, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	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 6:02 p.m.</p> <p>B. Roll Call (Mrs. Jordan and Mrs. Sanchez were absent. Mr. Lerma arrived at 6:16 p.m. during the public hearing.)</p> <p>2. Instruction and Student Affairs</p> <p>A. NONE</p> <p>3. Personnel</p> <p>A. NONE</p> <p>4. Business and Finance</p> <p>A. The Board of Trustees will conduct a public hearing on the 2008~2009 Proposed Budget and Proposed Tax Rate. The public is encouraged to attend and participate. (No formal action will be taken.)</p> <p>Mr. Reza made a short presentation on the 2008~2009 proposed budget and proposed tax rate.</p> <p>Following the presentation, Mr. Coronado opened the floor for Board Members to ask questions. After the Board Members asked questions, Mr. Coronado then invited members of the audience to ask questions.</p> <p>Mr. Art Gallegos and Mr. Dion Dorado asked questions pertaining to the budget and tax rate.</p>	

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

MEMBERS

Special Meeting Board of Trustees Monday, August 25, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas																																																																				
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ																																																													
							Item:	Reference:																																																												
							B. Adoption of 2008~2009 Budget																																																													
Motion Second Ayes Nays Abstain		X				X	Motion to adopt the 2008~2009 budget by fund, function and debt service (as listed below), passed																																																													
	X	X	X		X	X																																																														
							<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description of Function</u></th> <th style="text-align: right;"><u>General Fund</u></th> <th style="text-align: right;"><u>Debt Service</u></th> </tr> </thead> <tbody> <tr><td>11 Instruction</td><td style="text-align: right;">23,652,204</td><td style="text-align: right;">0</td></tr> <tr><td>12 Instructional Resources & Media</td><td style="text-align: right;">689,486</td><td style="text-align: right;">0</td></tr> <tr><td>13 Staff Development</td><td style="text-align: right;">402,898</td><td style="text-align: right;">0</td></tr> <tr><td>21 Instructional Adm.</td><td style="text-align: right;">786,338</td><td style="text-align: right;">0</td></tr> <tr><td>23 School Leadership</td><td style="text-align: right;">2,373,043</td><td style="text-align: right;">0</td></tr> <tr><td>31 Guidance & Counseling Services</td><td style="text-align: right;">1,228,093</td><td style="text-align: right;">0</td></tr> <tr><td>32 Social Work Services</td><td style="text-align: right;">97,660</td><td style="text-align: right;">0</td></tr> <tr><td>33 Health Services</td><td style="text-align: right;">463,864</td><td style="text-align: right;">0</td></tr> <tr><td>34 Student Transportation</td><td style="text-align: right;">1,434,080</td><td style="text-align: right;">0</td></tr> <tr><td>35 Food Services</td><td style="text-align: right;">3,534,507</td><td style="text-align: right;">0</td></tr> <tr><td>36 Co-curricular Activities</td><td style="text-align: right;">1,088,004</td><td style="text-align: right;">0</td></tr> <tr><td>41 General Administration</td><td style="text-align: right;">2,419,507</td><td style="text-align: right;">0</td></tr> <tr><td>51 Plant Maintenance & Operations</td><td style="text-align: right;">5,186,723</td><td style="text-align: right;">0</td></tr> <tr><td>52 Security & Monitoring Services</td><td style="text-align: right;">144,996</td><td style="text-align: right;">0</td></tr> <tr><td>53 Data Processing Services</td><td style="text-align: right;">682,159</td><td style="text-align: right;">0</td></tr> <tr><td>61 Community Services</td><td style="text-align: right;">241,223</td><td style="text-align: right;">0</td></tr> <tr><td>71 Debt Service</td><td style="text-align: right;">0</td><td style="text-align: right;">5,252,140</td></tr> <tr><td>81 Facilities Acquisition/Construction</td><td style="text-align: right;">0</td><td style="text-align: right;">0</td></tr> <tr><td style="text-align: right;">Budget Totals</td><td style="text-align: right;">\$44,424,785</td><td style="text-align: right;">\$5,252,140</td></tr> </tbody> </table>	<u>Description of Function</u>	<u>General Fund</u>	<u>Debt Service</u>	11 Instruction	23,652,204	0	12 Instructional Resources & Media	689,486	0	13 Staff Development	402,898	0	21 Instructional Adm.	786,338	0	23 School Leadership	2,373,043	0	31 Guidance & Counseling Services	1,228,093	0	32 Social Work Services	97,660	0	33 Health Services	463,864	0	34 Student Transportation	1,434,080	0	35 Food Services	3,534,507	0	36 Co-curricular Activities	1,088,004	0	41 General Administration	2,419,507	0	51 Plant Maintenance & Operations	5,186,723	0	52 Security & Monitoring Services	144,996	0	53 Data Processing Services	682,159	0	61 Community Services	241,223	0	71 Debt Service	0	5,252,140	81 Facilities Acquisition/Construction	0	0	Budget Totals	\$44,424,785	\$5,252,140	
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								Special Board Mtg. Minutes Page 2																																																												

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

MEMBERS

							Special Meeting Board of Trustees	
							Monday, August 25, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
							Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ		
						MRS. SANCHEZ		
Motion						X	C. Approval of certified values from the Central Appraisal District - combined final net taxable value of \$1,212,961,938.00	4
Second	X						Motion to approve the certified values from Central Appraisal District – combined final net taxable value of \$1,212,961,938.00, passed.	
Ayes	X	X	X		X	X		
Nays								
Abstain								
Motion						X	D. Adoption of Ordinance Approving Property Tax Rate for Fiscal Year 2008~2009	5
Second	X						Motion to approve to adopt the 2008~2009 Maintenance and Operation (M & O) Property Tax Rate in the amount shown - \$1.040000 and Interest & Sinking (I & S) Property Tax Rate in the amount shown - \$0.252095, passed.	
Ayes	X	X	X		X	X		
Nays								
Abstain								
							Mr. Rodriguez read the ordinance into the record as part of his motion:	
							ORDINANCE FOR ADOPTING TAX RATES FOR 2008~2009	
							1. Recitals.	
							The Board of Trustees published Notice of the proposed budget and the proposed tax rate as required by Section 44.004, Texas Education Code.	Special Board Mtg. Minutes Page 3

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

MEMBERS

								Special Meeting Board of Trustees	
								Monday, August 25, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
		MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ		
							MRS. SANCHEZ		
Motion								E. Board Resolution Explaining Intent to Exceed or Fall Short of Proposed Expenditure Targets Established by the Commissioner of Education	
Second	X						X	Motion to adopt the resolution as read into the record, passed.	
Ayes	X	X	X			X	X		
Nays									
Abstain									
								BOARD RESOLUTION INTENT TO EXCEED OR FALL SHORT OF PROPOSED EXPENDITURE TARGETS ESTABLISHED BY THE COMMISSIONER OF EDUCATION	
								<p>Whereas, the increase in non-student-based support services spending has necessitated decreased instructional spending; and</p> <p>Whereas, the district believes that staff development is an important resource for its instructional staff for the purpose of increasing student performance in the district; and</p> <p>Whereas, the district’s Food Service Department provides a district-wide Provision II lunch program, whereby all students eat at no cost to the parents; and</p> <p>Whereas, in an effort to improve safety and security throughout the district, the school district purchased a security monitoring system that was purchased in the current year, so that it would be up and running during the start of the 2008~2009 school year; and</p>	Special Board Mtg. Minutes Page 5

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

MEMBERS

Special Meeting Board of Trustees									
Monday, August 25, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas									
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ	Item:	Reference:
								<p>Whereas, Texas Education Code, Section 44.011, requires that the board of trustees of a school district adopt and publish a resolution that includes an explanation justifying an intent to exceed proposed expenditure targets.</p> <p>Therefore Be It Resolved that the Canutillo Independent School Board of Trustees intends to exceed one or more of the proposed expenditure targets and fall short of one or more of the other proposed expenditure targets established by the Commissioner of Education for the 2008~2009 school year.</p> <p style="padding-left: 40px;">F. Approval of Year End Budget Amendments for 2007~2008</p> <p>Motion to approve the year end budget amendments for 2007~2008, passed.</p> <p style="padding-left: 40px;">G. Approval of award of CSP 08-18 Specialty Food Items</p> <p>Motion to approve the award of CSP 08-18 Specialty Food Items (Ednor Foods and Quintero Meat Market), passed.</p>	6
Motion	X								
Second					X				
Ayes	X	X	X		X	X			
Nays									
Abstain									
Motion	X								
Second						X			
Ayes	X	X	X		X	X			
Nays									
Abstain									Special Board Mtg. Minutes Page 6

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

MEMBERS

								Special Meeting Board of Trustees	
								Monday, August 25, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ	MRS. SANCHEZ		
Motion	X							5. Administration	
Second						X		A. Approval of TASB Localized Policy Update 83 - DEA (Local) - (first reading)	10
Ayes	X	X	X			X		Mr. Lerma department the public meeting prior to the casting of the vote on this item.	
Nays								Motion to approve TASB Localized Policy Update 83 – DEA (Local) for first reading, passed.	
Abstain									
								6. Adjournment	
								Adjournment of the public meeting at 6:50 p.m. passed by unanimous consent.	
									Special Board Mtg. Minutes Page 7

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

MEMBERS

								Special Meeting Board of Trustees	
								Tuesday, August 26, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
		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 6:06 p.m.</p> <p>B. Roll Call (Mr. Frietze and Mr. Lerma were absent. Mrs. Sanchez arrived at 6:16 p.m. while the Board of Trustees were deliberating in closed session.)</p> <p>It was noted for the record that Mrs. Sanchez had called and would be arriving late to the meeting due to traffic congestion.</p> <p>2. Instruction and Student Affairs</p> <p>A. NONE</p> <p>3. Personnel</p> <p>A. NONE</p> <p>4. Business and Finance</p> <p>A. Consultation with attorney regarding legal matter</p> <p><i>The Board of Trustees adjourned into closed session on agenda items 4.A. and C. from 6:07 p.m. through 7:11 p.m. under the authority of Texas Open Meetings Act, Texas Government Code Section 551-071.</i></p> <p>Mr. Coronado announced that the Board had concluded the consultation with the attorney and would not take any formal action on this item.</p>	

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

MEMBERS

							Special Meeting Board of Trustees	
							Tuesday, August 26, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas	
							Item:	Reference:
	MR. ARELLANO	MR. CORONADO	MR. FRIETZE	MRS. JORDAN	MR. LERMA	MR. RODRIGUEZ		
						MRS. SANCHEZ		
Motion							B. Approval of recommendation for RFQ 08-19 Third Party Administration for Workers Compensation	
Second	X						<i>With the consent of the Board, this item was taken out of order and deliberated prior to adjournment of the public meeting.</i>	
Ayes	X	X		X		X	Mrs. O'Donnell explained that three TPA's were received by the school district. CASS, TASB and Texas Political Subdivision were analyzed and ranked by the district's Safety Committee. Mrs. O'Donnell thanked Mrs. Jordan for observing the proceedings as the Board's representative.	
Nays						X	Motion to approved the recommendation from the Safety Committee and approve TASB (Texas Association of School Boards) as the third party administrator for workers compensation (<i>to include authorization for the school district to enter into negotiations</i>), passed.	
Abstain						X		
							C. Consultation with attorney on a contract relating to Edge & Associates – external auditor	
							<i>The Board of Trustees adjourned into closed session on agenda items 4.A. and C. from 6:07 p.m. through 7:11 p.m. under the authority of Texas Open Meetings Act, Texas Government Code Section 551-071.</i>	
							Mr. Coronado announced that the Board had concluded the consultation with the attorney and would not take any formal action on this item.	Special Board Mtg. Minutes Page 2

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

MEMBERS

	MR. ARELLANO		MR. CORONADO		MR. FRIETZE		MRS. JORDAN		MR. LERMA		MR. RODRIGUEZ		MRS. SANCHEZ	<p>Special Meeting Board of Trustees</p> <p>Tuesday, August 26, 2008 Canutillo ISD Administration Office 7965 Arcraft – El Paso, Texas</p>	
														Item:	Reference:
														<p>5. Administration</p> <p style="padding-left: 20px;">A. NONE</p> <p>6. Adjournment</p> <p>Adjournment of the public meeting at 7:19 p.m. passed by unanimous consent.</p>	<p>Special Board Mtg. Minutes Page 3</p>

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

To:

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

Date: July 21, 2008

Slug: National Finalists Named in “Do The Write Thing Challenge”

PRESS RELEASE

Bianca Sienna Licerio, eighth grade student at Canutillo Middle School, in the Canutillo ISD, and Aaron Miguel Morales, Garcia-Enriquez Middle School, from San Elizario ISD, were honored as national finalists during the *Do The Write Thing Texas Challenge* Leadership Summit, held in Austin, Texas recently.

Licerio and Morales were first recognized as state finalists in the El Paso area during a banquet held in May. They were selected as the local *Do The Write Thing Challenge* finalists from almost 2400 students in El Paso County who entered essays, poems, songs, and plays about how violence has affected their lives.

Do the Write Thing Challenge is an initiative of the National Campaign to Stop Violence to reduce youth violence in schools and communities across the United States. Middle School students are given the opportunity to examine the impact of violence on their lives and in their communities and to voice their observations, identify the problems, the causes, and their ideas for solutions.

The local coalition is chaired by Judge Patricia Macias, 388th Judicial District Court. El Paso Coordinators are Helen Rojas, Clint ISD counselor, and Veronica Herrera, court coordinator 388th Judicial District Court.

“This program gives middle school students an opportunity to examine the impact of violence on their lives and what they think should be done to change things, with an emphasis on personal responsibility,” said Patricia Gallardo, CMS teacher, who assigns the essay contest as a class project for her English classes every year.

Licerio, Gallardo, and Cynthia Manquero, Bianca's mother; Morales, Maria Morales, his mother; and Manuel Aldaco, his teacher, will all travel to Washington, D. C. in July for an all expense paid trip. Licerio and Morales will be honored along with the other national finalists during a five day trip, which includes visiting historical landmarks, meeting personally with their respective Members of Congress on Capitol Hill, and having their writings presented and published in the Library of Congress.

PHOTO CUTLINE

Do The Write Thing Challenge winners shown with Judge Macias and their teachers. Shown in photo (l. to r.)-Manuel Aldaco, teacher San Elizario ISD; Aaron Morales, eighth grade student at Garcia-Enriquez Middle School; Judge Patricia Macias, Bianca Licerio, eighth grade student at Canutillo Middle School, and Patricia Gallardo, teacher Canutillo ISD.

CANUTILLO ISD
BOARD OF TRUSTEES
ANTICIPATED AGENDA ITEMS
2008-2009

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	

SEPTEMBER-----

Important Dates

Labor Day (Sept. 1)
Grandparents' Day (Sept. 7)
International Literacy Day (Sept. 8)
Patriot Day (Sept. 11)
Hispanic Heritage Month (Sept. 15-Oct. 15)
Citizenship Day (Sept. 17)
International Day of Peace (Sept. 21)

Events

TASB Convention
District Recognition of Custodial/Maintenance Staff

Official Delegate Designation

Please note:

- Only board members of TASB Active Members (public schools and ESCs) may serve as delegates or alternates.
- TASB Directors are delegates by virtue of their position. If one of your board members is also a TASB Director, do not designate this member; he or she will already be participating as a voting delegate in the Assembly.
- If you are designating an individual newly elected to your board, be sure you have submitted your membership update information to Anisa Pope at TASB.

Delegate _____

Board Title _____ E-mail _____

Send Delegate Assembly materials to the delegate at this address:

Alternate _____

Board Title _____ E-mail _____

Send Delegate Assembly materials to the alternate at this address:

Name of school district _____

County-district number _____ **TASB (ESC) region number** _____

I hereby certify that the above persons were chosen by our board as our official voting delegate and alternate to the 2008 TASB Delegate Assembly in Dallas, Texas, on September 27, 2008 (as provided by the TASB Bylaws).

Board president's signature _____

Date _____

*Please return your board's designations by August 31, 2008,
to the following address:*

Credentials Committee
c/o Anisa Pope
Texas Association of School Boards
P.O. Box 400
Austin, Texas 78767-0400

or fax this completed form to:
Anisa Pope
512-467-3554

School Board Continuing Education Record

School district: Canutillo

Date last updated: August 19, 2008

Name	Tier One		Tier Two	Tier Three	Open Meetings Training	Public Information Act Training	Status
	Local Orientation* Enter date completed	Education Code Orientation or Update Enter date completed	Team-Building and Assessment Enter date entire team completed	Continuing Education in Assessed Needs Enter hours completed since Nov. 2006	Required of All Elected Public Officials Enter date completed	Required of All Elected Public Officials*** Enter date completed	
Margarito Arellano	N/A	12/6/07	5/6/08	73.25	6/16/07	8/14/08	Exceeded
Sergio Coronado	N/A	12/6/07	5/6/08	64.75	2/25/08	8/14/08	Exceeded
Carl Fietze	N/A	12/6/07	5/6/08	76.25	6/14/07	9/28/07	Exceeded
Shonda Jordan	11/16/06	12/6/07	5/6/08	104	11/16/06	8/14/08	Exceeded
Frank Lerma	N/A	1/17/08	5/6/08	19.50			Deficient
Armando Rodriguez	N/A	1/17/08	5/6/08	78.75	6/16/07	8/14/08	Exceeded
Yvonne Sanchez	N/A	12/6/07	5/6/08	83	6/16/07	8/14/08	Exceeded
Pam Padilla, Ed.D.	N/A	N/A	5/6/08	50.50		8/14/08	

* Applicable for first year board members only

*** Boards may delegate this training to the district's public information coordinator.



**Texas Association of School Boards
Board Member Continuing Education Report**

Printed 08/19/2008

Reporting Period: 11/01/2006 - 08/19/2008

Canutillo ISD

District # 0071907

Margarito Arellano ID# 1016055

Local District Training - Board Development	El Paso, Texas	Public Info Act (Required Open Govt Training)	TIER-3	08/14/2008		1.00
2008 Summer Leadership Institute South	San Antonio	F210-School Board Cafe Conversations (Small-Mid-Size District)	TIER-3	06/13/2008	9:30 - 10:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	F350-Lessons From the Board Room: Corporate Officials on	TIER-3	06/13/2008	11:00 - 12:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	F515-Good Governance Is Not An Accident	TIER-3	06/13/2008	1:30 - 2:45 pm	1.25
2008 Summer Leadership Institute South	San Antonio	F615-Developing Comprehensive District Goals	TIER-3	06/13/2008	3:00 - 4:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	Friday General Session, Thomas-El, Salome, speaker	TIER-3	06/13/2008	8:00 - 9:15 am	1.00
2008 Summer Leadership Institute South	San Antonio	ET225-How To Mend a Split Board	TIER-3	06/12/2008	9:30 - 10:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	ET325-Planning To Make Every Dollar Count	TIER-3	06/12/2008	11:00 - 12:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	ET555-Increasing Student Achievement Through Principal Appra	TIER-3	06/12/2008	1:30 - 2:45 pm	1.25
2008 Summer Leadership Institute South	San Antonio	ET640-High Performance Schools Should Not Mean Higher Budget	TIER-3	06/12/2008	3:00 - 4:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	Thursday General Session, Joan Brock, speaker	TIER-3	06/12/2008	8:00 - 9:15 am	1.00
ESC Provided Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/06/2008		3.00
ESC Provided Training - Board Development	El Paso, Texas	Legal Update/Issues	TIER-3	04/23/2008		2.00
ESC Provided Training - Board Development	El Paso, Texas	ESC Region - Provided Training - Board Development - Tier 3	TIER-3	03/06/2008		2.00
Governmental - Board Development	Fabens, TX	2008 TASB Grassroots Meeting	TIER-3	02/28/2008		2.00
ESC Provided Training - TEC Orientation	El Paso, Texas	Update to Texas Education Code	TIER-1	12/06/2007		3.00
2007 TASB/TASA Annual Convention	Dallas, Texas	Engaging the Public through District Planning	TIER-3	09/29/2007	7:30 - 8:45 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	New Responsibilities for Boards and Superintendents from the 80th Legislatu	TIER-3	09/29/2007	9:00 - 10:15 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Second General Session: Point-Counterpoint	TIER-3	09/29/2007	10:30 - 12:00 pm	1.00
2007 TASB/TASA Annual Convention	Dallas, Texas	Federal and State Immunities for School Board Members and District Official	TIER-3	09/28/2007	1:00 - 2:15 pm	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	First General Session: Brown vs. The Board of Education	TIER-3	09/28/2007	4:00 - 5:00 pm	1.00
2007 TASB/TASA Annual Convention	Dallas, Texas	Medically Fragile Children: Understanding the School District's Duties	TIER-3	09/28/2007	10:30 - 11:45 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Playing by the Rules: Legal Issues in Extracurricular Activities	TIER-3	09/28/2007	9:00 - 10:15 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Understanding the Electricity Marketplace and Improving Energy Efficiency	TIER-3	09/28/2007	2:30 - 3:45 pm	1.25
2007 Summer Leadership Institute	San Antonio	S255-An Introduction To the Texas Open Meetings Act (Req Open Govt Training)	TIER-3	06/16/2007	8:30 - 9:45 am	1.25
2007 Summer Leadership Institute	San Antonio	F620-Engaging Your Community Without Buying An Expensive Rin	TIER-3	06/15/2007	3:00 - 4:15 pm	1.25





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Margarito Arellano ID# 1016055

2007 Summer Leadership Institute	San Antonio	F520-Police on Campus	TIER-3	06/15/2007	1:30 - 2:45 pm	1.25
2007 Summer Leadership Institute	San Antonio	F360-The Board's Role in Oversight of District Operations	TIER-3	06/15/2007	11:00 - 12:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	F215-Great Schools Require Great Boards	TIER-3	06/15/2007	9:30 - 10:45 am	1.25
2007 Summer Leadership Institute	San Antonio	Friday General Session - Russell Quaglia	TIER-3	06/15/2007	8:00 - 9:15 am	1.00
2007 Summer Leadership Institute	San Antonio	ET640-The Platinum Rule: a Valuable Tool for Working With Pe	TIER-3	06/14/2007	3:00 - 4:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET540-Trustees and Technology: Getting Wired Without Getting	TIER-3	06/14/2007	1:30 - 2:45 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET330-Empowering Young People To Be Safe on the Internet	TIER-3	06/14/2007	11:00 - 12:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET250-Leadership: Is It Nature or Nurture? News From Nation'	TIER-3	06/14/2007	9:30 - 10:45 am	1.25
2007 Summer Leadership Institute	San Antonio	Thursday General Session - Tonea Stewart	TIER-3	06/14/2007	8:00 - 9:15 am	1.00
Local District Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/09/2007		3.00
2007 Spring Workshops	El Paso	Go, TEAM, Go	TIER-3	04/23/2007	8:00 - 9:00 pm	1.00
2007 Spring Workshops	El Paso	Legal Update on Personnel, Student, and Governance Issues	TIER-3	04/23/2007	5:30 - 6:30 pm	1.00
2007 Spring Workshops	El Paso	Legislative Update	TIER-3	04/23/2007	6:50 - 7:50 pm	1.00
Human Resource Services - Board Development	Canutillo, TX	Employee Pay Systems	TIER-3	03/27/2007		1.50
Non TASB Provided Training - Team Building	Corpus Christi, Texas	Non TASB Provided Training - Team Building - Tier 2	TIER-2	01/11/2007		11.00
ESC Provided Training - Board Development	El Paso, Texas	Superintendent Evaluation Training	TIER-3	01/04/2007		2.00
ESC Provided Training - Team Building	El Paso, Texas	Board Self-Assessment	TIER-2	12/02/2006		5.00

Total hours for 11/1/2006 - 8/19/2008: 73.25

Total hours for 1/1/1998 - 8/19/2008 190.00





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3. If non-TASB training took place that is not listed on the report, the recordkeeper should submit the credit on-line.

E-Mail:
cec@tasb.org

Fax:
512-467-3642

TASB Main Number:
800-580-8272 ext. 2219



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Canutillo ISD

District # 0071907

Sergio Coronado ID# 1045920

Local District Training - Board Development	El Paso, Texas	Public Info Act (Required Open Govt Training)	TIER-3	08/14/2008		1.00
2008 Summer Leadership Institute South	San Antonio	F210-School Board Cafe Conversations (Small-Mid-Size District)	TIER-3	06/13/2008	9:30 - 10:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	F350-Lessons From the Board Room: Corporate Officials on	TIER-3	06/13/2008	11:00 - 12:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	F520-Web 2.0 Tools-Shaping the Future of Ed (Mid To Large)	TIER-3	06/13/2008	1:30 - 2:45 pm	1.25
2008 Summer Leadership Institute South	San Antonio	F655-CSCOPE: Engaging Instruction Through Guaranteed Viable	TIER-3	06/13/2008	3:00 - 4:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	Friday General Session, Thomas-El, Salome, speaker	TIER-3	06/13/2008	8:00 - 9:15 am	1.00
2008 Summer Leadership Institute South	San Antonio	ET230-High School Reform in Texas: An Update	TIER-3	06/12/2008	9:30 - 10:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	ET255-Collaboration Without Consolidation	TIER-3	06/12/2008	9:30 - 10:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	ET535-Environmental Compliance Issues	TIER-3	06/12/2008	1:30 - 2:45 pm	1.25
2008 Summer Leadership Institute South	San Antonio	ET625-What If You Had To Compete for Students?	TIER-3	06/12/2008	3:00 - 4:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	Thursday General Session, Joan Brock, speaker	TIER-3	06/12/2008	8:00 - 9:15 am	1.00
ESC Provided Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/06/2008		3.00
ESC Provided Training - Board Development	El Paso, Texas	Legal Update/Issues	TIER-3	04/23/2008		2.00
ESC Provided Training - Board Development	El Paso, Texas	ESC Region - Provided Training - Board Development - Tier 3	TIER-3	03/06/2008		2.00
Governmental - Board Development	Fabens, TX	2008 TASB Grassroots Meeting	TIER-3	02/28/2008		2.00
Local District Training - Board Development	El Paso, Texas	Open Meetings Act (Required Open Govt Training)	TIER-3	02/25/2008		3.00
ESC Provided Training - TEC Orientation	El Paso, Texas	Update to Texas Education Code	TIER-1	12/06/2007		3.00
2007 Summer Leadership Institute	San Antonio	S220-Leveraging Capital Investments To Lower M&O	TIER-3	06/16/2007	8:30 - 9:45 am	1.25
2007 Summer Leadership Institute	San Antonio	F645-Using Data To Identify Student Performance Priorities	TIER-3	06/15/2007	3:00 - 4:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	F545-The Board's Role in Improving Student Achievement	TIER-3	06/15/2007	1:30 - 2:45 pm	1.25
2007 Summer Leadership Institute	San Antonio	F340-Improving Mathematics and Reading Achievement Without T	TIER-3	06/15/2007	11:00 - 12:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	F235-Tech Speak: Translating the Terms, Trends, and Research	TIER-3	06/15/2007	9:30 - 10:45 am	1.25
2007 Summer Leadership Institute	San Antonio	Friday General Session - Russell Quaglia	TIER-3	06/15/2007	8:00 - 9:15 am	1.00
2007 Summer Leadership Institute	San Antonio	ET640-The Platinum Rule: a Valuable Tool for Working With Pe	TIER-3	06/14/2007	3:00 - 4:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET540-Trustees and Technology: Getting Wired Without Getting	TIER-3	06/14/2007	1:30 - 2:45 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET315-Technology and Academic Integration: Preparing Student	TIER-3	06/14/2007	11:00 - 12:15 pm	1.25





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2007 Summer Leadership Institute	San Antonio	ET250-Leadership: Is It Nature or Nurture? News From Nation'	TIER-3	06/14/2007	9:30 - 10:45 am	1.25
2007 Summer Leadership Institute	San Antonio	Thursday General Session - Tonea Stewart	TIER-3	06/14/2007	8:00 - 9:15 am	1.00
Local District Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/09/2007		3.00
2007 Spring Workshops	El Paso	Go, TEAM, Go	TIER-3	04/23/2007	8:00 - 9:00 pm	1.00
2007 Spring Workshops	El Paso	Legal Update on Personnel, Student, and Governance Issues	TIER-3	04/23/2007	5:30 - 6:30 pm	1.00
2007 Spring Workshops	El Paso	Legislative Update	TIER-3	04/23/2007	6:50 - 7:50 pm	1.00
Human Resource Services - Board Development	Canutillo, TX	Employee Pay Systems	TIER-3	03/27/2007		1.50
Non TASB Provided Training - Team Building	Corpus Christi, Texas	Non TASB Provided Training - Team Building - Tier 2	TIER-2	01/11/2007		11.00
ESC Provided Training - Team Building	El Paso, Texas	Board Self-Assessment	TIER-2	12/02/2006		5.00

Total hours for 11/1/2006 - 8/19/2008: 64.75

Total hours for 1/1/1998 - 8/19/2008 195.25

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E-Mail:
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Canutillo ISD

District # 0071907

Carl Frieze ID# 1049837

2008 Summer Leadership Institute South	San Antonio	F250-High Performance Schools Should Not Mean Higher Budgets	TIER-3	06/13/2008	9:30 - 10:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	F315-How To Achieve Rapid Academic Improvement Without Break	TIER-3	06/13/2008	11:00 - 12:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	F540-Does It Really Cost That Much? What You Need To Know Ab	TIER-3	06/13/2008	1:30 - 2:45 pm	1.25
2008 Summer Leadership Institute South	San Antonio	F620-It's in Here Somewhere	TIER-3	06/13/2008	3:00 - 4:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	Friday General Session, Thomas-El, Salome, speaker	TIER-3	06/13/2008	8:00 - 9:15 am	1.00
2008 Summer Leadership Institute South	San Antonio	ET260-Tenure: Does It Matter?	TIER-3	06/12/2008	9:30 - 10:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	ET315-Innovative Schools of Choice--Suzuki Strings, Core Kno	TIER-3	06/12/2008	11:00 - 12:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	ET530-Can't We All Just Get Along? Effectively Handling Empl	TIER-3	06/12/2008	1:30 - 2:45 pm	1.25
2008 Summer Leadership Institute South	San Antonio	ET635-Compensation Trends 2007-08	TIER-3	06/12/2008	3:00 - 4:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	Thursday General Session, Joan Brock, speaker	TIER-3	06/12/2008	8:00 - 9:15 am	1.00
2008 Spring Workshops	El Paso	Accountability	TIER-3	05/22/2008	8:00 - 9:00 pm	1.00
2008 Spring Workshops	El Paso	Legal Update on Personnel, Student and Governance Issues	TIER-3	05/22/2008	6:50 - 7:50 pm	1.00
2008 Spring Workshops	El Paso	School Finance	TIER-3	05/22/2008	5:30 - 6:30 pm	1.00
ESC Provided Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/06/2008		3.00
ESC Provided Training - Board Development	El Paso, Texas	Legal Update/Issues	TIER-3	04/23/2008		2.00
ESC Provided Training - Board Development	El Paso, Texas	ESC Region - Provided Training - Board Development - Tier 3	TIER-3	03/06/2008		2.00
ESC Provided Training - TEC Orientation	El Paso, Texas	Update to Texas Education Code	TIER-1	12/06/2007		3.00
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2007 TASB/TASA Annual Convention	Dallas, Texas	Federal and State Immunities for School Board Members and District Official	TIER-3	09/28/2007	1:00 - 2:15 pm	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	First General Session: Brown vs. The Board of Education	TIER-3	09/28/2007	4:00 - 5:00 pm	1.00
2007 TASB/TASA Annual Convention	Dallas, Texas	Fundamentals of the Texas Public Information Act (Required Open Govt Traini	TIER-3	09/28/2007	2:30 - 3:45 pm	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Public Speaking Techniques for the Hot Seat - TSPRA Strand	TIER-3	09/28/2007	10:30 - 11:45 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Using Salary Stipends and Incentives for Your District Needs	TIER-3	09/28/2007	9:00 - 10:15 am	1.25
2007 Summer Leadership Institute	San Antonio	S330-Test Be Simple, Test Be Quick: It All Comes Down To Sta	TIER-3	06/16/2007	10:00 - 11:15 am	1.25





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Board Member Continuing Education Report**

Printed 08/19/2008

Reporting Period: 11/01/2006 - 08/19/2008

Canutillo ISD

District # 0071907

Carl Fietze ID# 1049837

2007 Summer Leadership Institute	San Antonio	S210-Honor Your Students and Your Community: Become An Honor	TIER-3	06/16/2007	8:30 - 9:45 am	1.25
2007 Summer Leadership Institute	San Antonio	F640-Incentive Pay in Texas	TIER-3	06/15/2007	3:00 - 4:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	F550-Who Wants To Be a School Board Expert	TIER-3	06/15/2007	1:30 - 2:45 pm	1.25
2007 Summer Leadership Institute	San Antonio	F320-Making Sense of the Texas Accountability System	TIER-3	06/15/2007	11:00 - 12:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	F250-Oversight of Management in Action	TIER-3	06/15/2007	9:30 - 10:45 am	1.25
2007 Summer Leadership Institute	San Antonio	Friday General Session - Russell Quaglia	TIER-3	06/15/2007	8:00 - 9:15 am	1.00
2007 Summer Leadership Institute	San Antonio	ET655-School District Liability and You	TIER-3	06/14/2007	3:00 - 4:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET520-The Power of "1"	TIER-3	06/14/2007	1:30 - 2:45 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET335-Closed Meetings Under the Open Meetings Act (Req Open Govt Training)	TIER-3	06/14/2007	11:00 - 12:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET130-Board President's Duties They Never Tell You About (BPA)	TIER-3	06/14/2007	9:30 - 10:45 am	1.25
2007 Summer Leadership Institute	San Antonio	Thursday General Session - Toney Stewart	TIER-3	06/14/2007	8:00 - 9:15 am	1.00
Local District Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/09/2007		3.00
2007 Spring Workshops	El Paso	Go, TEAM, Go	TIER-3	04/23/2007	8:00 - 9:00 pm	1.00
2007 Spring Workshops	El Paso	Legal Update on Personnel, Student, and Governance Issues	TIER-3	04/23/2007	5:30 - 6:30 pm	1.00
2007 Spring Workshops	El Paso	Legislative Update	TIER-3	04/23/2007	6:50 - 7:50 pm	1.00
2007 National School Board Association	San Francisco, CA	Developing a Reflective Model for Supervision/Evaluation That Focuses on Pr	TIER-3	04/15/2007	8:45 - 10:00 am	1.25
2007 National School Board Association	San Francisco, CA	Effective Use of Legal Counsel	TIER-3	04/15/2007	3:15 - 4:30 pm	1.25
2007 National School Board Association	San Francisco, CA	Second General Session: President Bill Clinton, Speaker	TIER-3	04/15/2007	11:00 - 12:30 pm	0.75
2007 National School Board Association	San Francisco, CA	Structures for Improving Student Achievement: From the Boardroom to the Cla	TIER-3	04/15/2007	1:30 - 2:45 pm	1.25
2007 National School Board Association	San Francisco, CA	First General Session: F.W. de Klerk, Speaker	TIER-3	04/14/2007	11:00 - 12:30 pm	0.75
2007 National School Board Association	San Francisco, CA	Foundations of Effective Governance	TIER-3	04/14/2007	8:00 - 9:15 am	1.25
2007 National School Board Association	San Francisco, CA	General Session: Hispanic School Board Members Caucus	TIER-3	04/14/2007	9:00 - 10:30 am	0.75
2007 National School Board Association	San Francisco, CA	School Board Authority and Liability -- Find the Line	TIER-3	04/14/2007	3:15 - 4:30 pm	1.25
2007 National School Board Association	San Francisco, CA	The School Board's Role in Student Achievement: One Board's Journey through	TIER-3	04/14/2007	1:30 - 2:45 pm	1.25
2007 National School Board Association	San Francisco, CA	EB #2 - Setting Direction for the District	TIER-3	04/13/2007	9:00 - 12:00 pm	2.50





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2007 National School Board Association	San Francisco, CA	EB #7 - School Board Members: 20 Questions You Need to Ask to Get Student A	TIER-3	04/13/2007	1:30 - 4:30 pm	2.50
Human Resource Services - Board Development	Canutillo, TX	Employee Pay Systems	TIER-3	03/27/2007		1.50
ESC Provided Training - Team Building	El Paso, Texas	Board Self-Assessment	TIER-2	12/02/2006		5.00
					Total hours for 11/1/2006 - 8/19/2008:	76.25
					Total hours for 1/1/1998 - 8/19/2008	193.00

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2. If TASB training took place that is not listed on the report and it has been at least 30 days since the training, the recordkeeper should fax TASB a copy of the certificate or credit/scantron form provided at the event. If training documentation has been lost, fax TASB the name of the board member, name and date of the event, name of each session attended and the number of credit hours earned for each session. Please allow 30 days for TASB to post the changes.
3. If non-TASB training took place that is not listed on the report, the recordkeeper should submit the credit on-line.

E-Mail:
cec@tasb.org

Fax:
512-467-3642

TASB Main Number:
800-580-8272 ext. 2219





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Canutillo ISD

District # 0071907

Shonda Jordan ID# 1059219

Local District Training - Board Development	El Paso, Texas	Public Info Act (Required Open Govt Training)	TIER-3	08/14/2008		1.00
2008 Summer Leadership Institute South	San Antonio	S220-ETHICS for School Trustees	TIER-3	06/14/2008	8:30 - 9:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	F225-Creating a Culture of Accountability	TIER-3	06/13/2008	9:30 - 10:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	F330-What School Board Members Need To Know About Special Ed	TIER-3	06/13/2008	11:00 - 12:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	F555-Closed Meetings Under the OMA (Required Open Govt Training)	TIER-3	06/13/2008	1:30 - 2:45 pm	1.25
2008 Summer Leadership Institute South	San Antonio	F625-Construction Contracts, From Dirt To Dedication	TIER-3	06/13/2008	3:00 - 4:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	Friday General Session, Thomas-El, Salome, speaker	TIER-3	06/13/2008	8:00 - 9:15 am	1.00
2008 Summer Leadership Institute South	San Antonio	ET240-Municipal Bond Underwriting Process and Bond Proceeds	TIER-3	06/12/2008	9:30 - 10:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	ET310-Board Operating Procedures-One Board's SOS (Saved Our	TIER-3	06/12/2008	11:00 - 12:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	ET530-Can't We All Just Get Along? Effectively Handling Empl	TIER-3	06/12/2008	1:30 - 2:45 pm	1.25
2008 Summer Leadership Institute South	San Antonio	ET630-PR for School Board Members	TIER-3	06/12/2008	3:00 - 4:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	Thursday General Session, Joan Brock, speaker	TIER-3	06/12/2008	8:00 - 9:15 am	1.00
2008 Spring Workshops	El Paso	Accountability	TIER-3	05/22/2008	8:00 - 9:00 pm	1.00
2008 Spring Workshops	El Paso	Legal Update on Personnel, Student and Governance Issues	TIER-3	05/22/2008	6:50 - 7:50 pm	1.00
2008 Spring Workshops	El Paso	School Finance	TIER-3	05/22/2008	5:30 - 6:30 pm	1.00
ESC Provided Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/06/2008		3.00
ESC Provided Training - Board Development	El Paso, Texas	Legal Update/Issues	TIER-3	04/23/2008		2.00
ESC Provided Training - Board Development	El Paso, Texas	ESC Region - Provided Training - Board Development - Tier 3	TIER-3	03/06/2008		2.00
Governmental - Board Development	Fabens, TX	2008 TASB Grassroots Meeting	TIER-3	02/28/2008		2.00
ESC Provided Training - TEC Orientation	El Paso, Texas	Update to Texas Education Code	TIER-1	12/06/2007		3.00
2007 TASB/TASA Annual Convention	Dallas, Texas	Handling Those Multiple Mad Mamas through the Grievance Process	TIER-3	09/30/2007	7:30 - 8:45 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	School Construction 101	TIER-3	09/30/2007	9:00 - 10:15 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	"What School Board?" Public Perceptions of Your Work	TIER-3	09/29/2007	7:30 - 8:45 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Second General Session: Point-Counterpoint	TIER-3	09/29/2007	10:30 - 12:00 pm	1.00
2007 TASB/TASA Annual Convention	Dallas, Texas	TASB Delegate Assembly	TIER-3	09/29/2007	2:00 - 4:00 pm	1.00
2007 TASB/TASA Annual Convention	Dallas, Texas	The Parent Chat: How to Hammer Small Town Rumors	TIER-3	09/29/2007	9:00 - 10:15 am	1.25





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2007 TASB/TASA Annual Convention	Dallas, Texas	What Board Members Should Know about Data	TIER-3	09/29/2007	9:00 - 10:15 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Board President's Duties They Never Tell You About (Board Presidents' Acade	TIER-3	09/28/2007	9:00 - 10:15 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Federal and State Immunities for School Board Members and District Official	TIER-3	09/28/2007	1:00 - 2:15 pm	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	HR 101: Top 10 Questions Board Members Ask About Human Resources	TIER-3	09/28/2007	2:30 - 3:45 pm	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Public Speaking Techniques for the Hot Seat - TSPRA Strand	TIER-3	09/28/2007	10:30 - 11:45 am	1.25
2007 Post-Legislative Seminar	San Antonio	Post-Legislative Seminar - Tier 3 Credit	TIER-3	06/16/2007	11:45 - 3:30 pm	1.50
2007 Summer Leadership Institute	San Antonio	S320-Introduction To Texas School Finance	TIER-3	06/16/2007	10:00 - 11:15 am	1.25
2007 Summer Leadership Institute	San Antonio	S255-An Introduction To the Texas Open Meetings Act (Req Open Govt Training	TIER-3	06/16/2007	8:30 - 9:45 am	1.25
2007 Summer Leadership Institute	San Antonio	F645-Using Data To Identify Student Performance Priorities	TIER-3	06/15/2007	3:00 - 4:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	F530-Minimizing Liability in Grievance and Complaint Hearing	TIER-3	06/15/2007	1:30 - 2:45 pm	1.25
2007 Summer Leadership Institute	San Antonio	F110-District Governance Basics (TASB ISD Level 1)	TIER-3	06/15/2007	9:30 - 12:15 pm	2.50
2007 Summer Leadership Institute	San Antonio	Friday General Session - Russell Quaglia	TIER-3	06/15/2007	8:00 - 9:15 am	1.00
2007 Summer Leadership Institute	San Antonio	ET645-The Board's Role in Building a Positive Work Environme	TIER-3	06/14/2007	3:00 - 4:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET520-The Power of "1"	TIER-3	06/14/2007	1:30 - 2:45 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET110-Boardsmanship Basics (TASB ISD Level 1)	TIER-3	06/14/2007	9:30 - 12:30 pm	2.50
2007 Summer Leadership Institute	San Antonio	Thursday General Session - Toney Stewart	TIER-3	06/14/2007	8:00 - 9:15 am	1.00
ESC Provided Training - TEC Orientation	El Paso, Texas	Orientation to Texas Education Code	TIER-1	06/04/2007		3.00
Local District Training - Board Development	El Paso, Texas	Legal Update/Issues	TIER-3	05/22/2007		3.00
Local District Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/09/2007		3.00
2007 Spring Workshops	El Paso	Go, TEAM, Go	TIER-3	04/23/2007	8:00 - 9:00 pm	1.00
2007 Spring Workshops	El Paso	Legal Update on Personnel, Student, and Governance Issues	TIER-3	04/23/2007	5:30 - 6:30 pm	1.00
2007 Spring Workshops	El Paso	Legislative Update	TIER-3	04/23/2007	6:50 - 7:50 pm	1.00
2007 National School Board Association	San Francisco, CA	Boot Camp Session: Targeting Student Learning: The Key Work of School Board	TIER-3	04/15/2007	1:30 - 2:45 pm	1.25
2007 National School Board Association	San Francisco, CA	Effective Use of Legal Counsel	TIER-3	04/15/2007	3:15 - 4:30 pm	1.25
2007 National School Board Association	San Francisco, CA	Leading Even When You Are NOT in Charge -- How to Get Things Done When Work	TIER-3	04/15/2007	8:45 - 10:00 am	1.25





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2007 National School Board Association	San Francisco, CA	Second General Session: President Bill Clinton, Speaker	TIER-3	04/15/2007	11:00 - 12:30 pm	0.75
2007 National School Board Association	San Francisco, CA	Boot Camp Session: Board and Superintendent Relationships	TIER-3	04/14/2007	3:15 - 4:30 pm	1.25
2007 National School Board Association	San Francisco, CA	Boot Camp Session: NCLB Basics	TIER-3	04/14/2007	8:00 - 9:15 am	1.25
2007 National School Board Association	San Francisco, CA	Boot Camp Session: Parliamentary Procedure Survival Skills for School Board	TIER-3	04/14/2007	1:30 - 2:45 pm	1.25
2007 National School Board Association	San Francisco, CA	First General Session: F.W. de Klerk, Speaker	TIER-3	04/14/2007	11:00 - 12:30 pm	0.75
2007 National School Board Association	San Francisco, CA	Boot Camp Session: Ethics, Board Meetings, and the Role of a School Board M	TIER-3	04/13/2007	1:30 - 4:30 pm	2.50
2007 National School Board Association	San Francisco, CA	EB #3 - Are You Doing Your Part to Ensure Quality Administrators?	TIER-3	04/13/2007	9:00 - 12:00 pm	2.50
Human Resource Services - Board Development	Canutillo, TX	Employee Pay Systems	TIER-3	03/27/2007		1.50
2007 Winter Legal Seminar	El Paso, TX	Board Member Speech	TIER-3	02/07/2007		1.00
2007 Winter Legal Seminar	El Paso, TX	Meeting Mania	TIER-3	02/07/2007		1.00
2007 Winter Legal Seminar	El Paso, TX	Preparing for Graduation	TIER-3	02/07/2007		1.00
2007 Winter Legal Seminar	El Paso, TX	School Law Year in Review	TIER-3	02/07/2007		1.00
2007 Winter Legal Seminar	El Paso, TX	Understanding Employment Contracts	TIER-3	02/07/2007		1.00
ESC Provided Training - Board Development	El Paso, Texas	Superintendent Evaluation Training	TIER-3	01/04/2007		2.00
ESC Provided Training - Team Building	El Paso, Texas	Board Self-Assessment	TIER-2	12/02/2006		5.00
Local District Training - Orientation	El Paso, Texas	Orientation	TIER-1	11/16/2006		3.00
Local District Training - Board Development	El Paso, Texas	Open Meetings Act (Required Open Govt Training)	TIER-3	11/16/2006		3.00

Total hours for 11/1/2006 - 8/19/2008: 104.00

Total hours for 1/1/1998 - 8/19/2008 104.00





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512-467-3642

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Canutillo ISD

District # 0071907

Frank Lerma ID# 1049835

ESC Provided Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/06/2008	3.00
Governmental - Board Development	Fabens, TX	2008 TASB Grassroots Meeting	TIER-3	02/28/2008	2.00
ESC Provided Training - TEC Orientation	El Paso, Texas	Update to Texas Education Code	TIER-1	01/17/2008	3.00
Local District Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/09/2007	3.00
Human Resource Services - Board Development	Canutillo, TX	Employee Pay Systems	TIER-3	03/27/2007	1.50
ESC Provided Training - Board Development	El Paso, Texas	Superintendent Evaluation Training	TIER-3	01/04/2007	2.00
ESC Provided Training - Team Building	El Paso, Texas	Board Self-Assessment	TIER-2	12/02/2006	5.00

Total hours for 11/1/2006 - 8/19/2008: 19.50

Total hours for 1/1/1998 - 8/19/2008 72.00

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Canutillo ISD

District # 0071907

Pam Padilla ID# 1015159

Local District Training - Board Development	El Paso, Texas	Public Info Act (Required Open Govt Training)	TIER-3	08/14/2008		1.00
2008 Spring Workshops	El Paso	Accountability	TIER-3	05/22/2008	8:00 - 9:00 pm	1.00
2008 Spring Workshops	El Paso	Legal Update on Personnel, Student and Governance Issues	TIER-3	05/22/2008	6:50 - 7:50 pm	1.00
ESC Provided Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/06/2008		3.00
Governmental - Board Development	Fabens, TX	2008 TASB Grassroots Meeting	TIER-3	02/28/2008		2.00
2007 TASB/TASA Annual Convention	Dallas, Texas	Third General Session: Battling Childhood Obesity in Texas	TIER-3	09/30/2007	10:30 - 12:00 pm	1.00
2007 TASB/TASA Annual Convention	Dallas, Texas	Customizing Your Superintendent Evaluation Instrument	TIER-3	09/29/2007	3:00 - 4:15 pm	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Distinguished Lecture: Texas Commissioner of Education	TIER-3	09/29/2007	4:30 - 5:30 pm	1.00
2007 TASB/TASA Annual Convention	Dallas, Texas	First General Session: Brown vs. The Board of Education	TIER-3	09/28/2007	4:00 - 5:00 pm	1.00
2007 TASB/TASA Annual Convention	Dallas, Texas	Real Solutions to Real School Finance Problems	TIER-3	09/28/2007	10:30 - 11:45 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Teaching the Technology Application TEKS: It Can Be Done!	TIER-3	09/28/2007	9:00 - 10:15 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	The Importance of Texas History in the 21st Century	TIER-3	09/28/2007	1:00 - 2:15 pm	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Whither School Finance	TIER-3	09/28/2007	2:30 - 3:45 pm	1.25
Local District Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/09/2007		3.00
2007 Spring Workshops	El Paso	Go, TEAM, Go	TIER-3	04/23/2007	8:00 - 9:00 pm	1.00
2007 Spring Workshops	El Paso	Legal Update on Personnel, Student, and Governance Issues	TIER-3	04/23/2007	5:30 - 6:30 pm	1.00
2007 Spring Workshops	El Paso	Legislative Update	TIER-3	04/23/2007	6:50 - 7:50 pm	1.00
2007 National School Board Association	San Francisco, CA	Building and Sustaining Collaborative Care Teams to Improve Student Achieve	TIER-3	04/16/2007	3:45 - 5:00 pm	1.25
2007 National School Board Association	San Francisco, CA	Focus on Educ: Failure is Not an Option	TIER-3	04/16/2007	11:15 - 12:30 pm	1.25
2007 National School Board Association	San Francisco, CA	International Baccalaureate for Everyone: How IB Principles Can Be Incorpor	TIER-3	04/16/2007	8:00 - 9:15 am	1.25
2007 National School Board Association	San Francisco, CA	Luncheon: Hispanic Caucus, Pedro Noguera, Speaker	TIER-3	04/16/2007	12:45 - 2:00 pm	0.75
2007 National School Board Association	San Francisco, CA	Third General Session: Erin Gruwell & Maria Reyes, Speakers	TIER-3	04/16/2007	9:30 - 11:00 am	1.00
2007 National School Board Association	San Francisco, CA	Aligning Superintendent Evaluation and Board Self-Assessment: An Accountabi	TIER-3	04/15/2007	8:45 - 10:00 am	1.25
2007 National School Board Association	San Francisco, CA	Jaw Dropping Revisited with Ron Crouch	TIER-3	04/15/2007	1:30 - 2:45 pm	1.25
2007 National School Board Association	San Francisco, CA	Second General Session: President Bill Clinton, Speaker	TIER-3	04/15/2007	11:00 - 12:30 pm	0.75



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Pam Padilla ID# 1015159

2007 National School Board Association	San Francisco, CA	First General Session: F.W. de Klerk, Speaker	TIER-3	04/14/2007	11:00 - 12:30 pm	0.75
2007 National School Board Association	San Francisco, CA	Focus on Educ: Focus on Raising Leaders: How to Create a New Generation of	TIER-3	04/14/2007	1:30 - 2:45 pm	1.25
2007 National School Board Association	San Francisco, CA	Foundations of Effective Governance	TIER-3	04/14/2007	8:00 - 9:15 am	1.25
2007 National School Board Association	San Francisco, CA	Student Success Does Not Happen by Chance: A Research-Based Approach for Mi	TIER-3	04/14/2007	3:15 - 4:30 pm	1.25
2007 National School Board Association	San Francisco, CA	EB #3 - Are You Doing Your Part to Ensure Quality Administrators?	TIER-3	04/13/2007	9:00 - 12:00 pm	2.50
Human Resource Services - Board Development	Canutillo, TX	Employee Pay Systems	TIER-3	03/27/2007		1.50
2007 Winter Legal Seminar	El Paso, TX	Board Member Speech	TIER-3	02/07/2007		1.00
2007 Winter Legal Seminar	El Paso, TX	Meeting Mania	TIER-3	02/07/2007		1.00
2007 Winter Legal Seminar	El Paso, TX	Preparing for Graduation	TIER-3	02/07/2007		1.00
2007 Winter Legal Seminar	El Paso, TX	School Law Year in Review	TIER-3	02/07/2007		1.00
2007 Winter Legal Seminar	El Paso, TX	Understanding Employment Contracts	TIER-3	02/07/2007		1.00
ESC Provided Training - Team Building	El Paso, Texas	Board Self-Assessment	TIER-2	12/02/2006		5.00
					Total hours for 11/1/2006 - 8/19/2008:	50.50
					Total hours for 1/1/1998 - 8/19/2008	59.50



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Pam Padilla ID# 1015159

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Canutillo ISD

District # 0071907

Armando Rodriguez ID# 1053343

Local District Training - Board Development	El Paso, Texas	Public Info Act (Required Open Govt Training)	TIER-3	08/14/2008		1.00
2008 Summer Leadership Institute South	San Antonio	F225-Creating a Culture of Accountability	TIER-3	06/13/2008	9:30 - 10:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	F315-How To Achieve Rapid Academic Improvement Without Break	TIER-3	06/13/2008	11:00 - 12:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	F520-Web 2.0 Tools-Shaping the Future of Ed (Mid To Large)	TIER-3	06/13/2008	1:30 - 2:45 pm	1.25
2008 Summer Leadership Institute South	San Antonio	F625-Construction Contracts, From Dirt To Dedication	TIER-3	06/13/2008	3:00 - 4:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	Friday General Session, Thomas-El, Salome, speaker	TIER-3	06/13/2008	8:00 - 9:15 am	1.00
2008 Summer Leadership Institute South	San Antonio	ET225-How To Mend a Split Board	TIER-3	06/12/2008	9:30 - 10:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	ET315-Innovative Schools of Choice--Suzuki Strings, Core Kno	TIER-3	06/12/2008	11:00 - 12:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	ET540-District Emergency Planning: Benchmarks for Evaluating	TIER-3	06/12/2008	1:30 - 2:45 pm	1.25
2008 Summer Leadership Institute South	San Antonio	ET650-What School Board? Public Perceptions of Your Work	TIER-3	06/12/2008	3:00 - 4:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	Thursday General Session, Joan Brock, speaker	TIER-3	06/12/2008	8:00 - 9:15 am	1.00
2008 Spring Workshops	El Paso	Accountability	TIER-3	05/22/2008	8:00 - 9:00 pm	1.00
2008 Spring Workshops	El Paso	Legal Update on Personnel, Student and Governance Issues	TIER-3	05/22/2008	6:50 - 7:50 pm	1.00
2008 Spring Workshops	El Paso	School Finance	TIER-3	05/22/2008	5:30 - 6:30 pm	1.00
ESC Provided Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/06/2008		3.00
ESC Provided Training - Board Development	El Paso, Texas	Legal Update/Issues	TIER-3	04/23/2008		2.00
ESC Provided Training - Board Development	El Paso, Texas	ESC Region - Provided Training - Board Development - Tier 3	TIER-3	03/06/2008		2.00
Governmental - Board Development	Fabens, TX	2008 TASB Grassroots Meeting	TIER-3	02/28/2008		2.00
ESC Provided Training - TEC Orientation	El Paso, Texas	Update to Texas Education Code	TIER-1	01/17/2008		3.00
2007 TASB/TASA Annual Convention	Dallas, Texas	Monitoring Your District's Financial Position	TIER-3	09/30/2007	9:00 - 10:15 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Third General Session: Battling Childhood Obesity in Texas	TIER-3	09/30/2007	10:30 - 12:00 pm	1.00
2007 TASB/TASA Annual Convention	Dallas, Texas	School Budget and Finance Basics (TASB ISD Level 1)	TIER-3	09/29/2007	7:30 - 10:15 am	2.50
2007 TASB/TASA Annual Convention	Dallas, Texas	Second General Session: Point-Counterpoint	TIER-3	09/29/2007	10:30 - 12:00 pm	1.00
2007 TASB/TASA Annual Convention	Dallas, Texas	Houston ISD's Board Monitoring System	TIER-3	09/28/2007	2:30 - 3:45 pm	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Importance of Performance and Payment Bonds	TIER-3	09/28/2007	9:00 - 10:15 am	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Science Facility Standards for Excellence in Science Education	TIER-3	09/28/2007	10:30 - 11:45 am	1.25





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2007 TASB/TASA Annual Convention	Dallas, Texas	The Importance of Texas History in the 21st Century	TIER-3	09/28/2007	1:00 - 2:15 pm	1.25
2007 TASB/TASA Annual Convention	Dallas, Texas	Understanding the Electricity Marketplace and Improving Energy Efficiency	TIER-3	09/28/2007	2:30 - 3:45 pm	1.25
2007 Summer Leadership Institute	San Antonio	S255-An Introduction To the Texas Open Meetings Act (Req Open Govt Training	TIER-3	06/16/2007	8:30 - 9:45 am	1.25
2007 Summer Leadership Institute	San Antonio	F430-School Board Members: Reflect, Inspire, Make a Differen	TIER-3	06/15/2007	1:30 - 4:15 pm	2.50
2007 Summer Leadership Institute	San Antonio	F360-The Board's Role in Oversight of District Operations	TIER-3	06/15/2007	11:00 - 12:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	F240-To Pray or Not To Pray: Is It Ever Allowed in Schools?	TIER-3	06/15/2007	9:30 - 10:45 am	1.25
2007 Summer Leadership Institute	San Antonio	Friday General Session - Russell Quaglia	TIER-3	06/15/2007	8:00 - 9:15 am	1.00
2007 Summer Leadership Institute	San Antonio	ET620-The Parent Chat: How To Hammer Small Town Rumors	TIER-3	06/14/2007	3:00 - 4:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET650-Getting the Biggest Bang for You Buck	TIER-3	06/14/2007	3:00 - 4:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET140-Meeting Preparation Essentials (Board Pres Academy)	TIER-3	06/14/2007	11:00 - 12:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET130-Board President's Duties They Never Tell You About (BPA)	TIER-3	06/14/2007	9:30 - 10:45 am	1.25
2007 Summer Leadership Institute	San Antonio	Thursday General Session - Tonea Stewart	TIER-3	06/14/2007	8:00 - 9:15 am	1.00
Local District Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/09/2007		3.00
2007 Spring Workshops	El Paso	Go, TEAM, Go	TIER-3	04/23/2007	8:00 - 9:00 pm	1.00
2007 Spring Workshops	El Paso	Legal Update on Personnel, Student, and Governance Issues	TIER-3	04/23/2007	5:30 - 6:30 pm	1.00
2007 Spring Workshops	El Paso	Legislative Update	TIER-3	04/23/2007	6:50 - 7:50 pm	1.00
Human Resource Services - Board Development	Canutillo, TX	Employee Pay Systems	TIER-3	03/27/2007		1.50
Non TASB Provided Training - Team Building	Corpus Christi, Texas	Non TASB Provided Training - Team Building - Tier 2	TIER-2	01/11/2007		11.00
ESC Provided Training - Board Development	El Paso, Texas	Superintendent Evaluation Training	TIER-3	01/04/2007		2.00
ESC Provided Training - Team Building	El Paso, Texas	Board Self-Assessment	TIER-2	12/02/2006		5.00

Total hours for 11/1/2006 - 8/19/2008: 78.75

Total hours for 1/1/1998 - 8/19/2008 149.00



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Yvonne Sapien Sanchez ID# 1010544

Local District Training - Board Development	El Paso, Texas	Public Info Act (Required Open Govt Training)	TIER-3	08/14/2008		1.00
2008 Summer Leadership Institute South	San Antonio	S220-ETHICS for School Trustees	TIER-3	06/14/2008	8:30 - 9:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	F225-Creating a Culture of Accountability	TIER-3	06/13/2008	9:30 - 10:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	F355-Change Is Good, You Go First!	TIER-3	06/13/2008	11:00 - 12:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	F555-Closed Meetings Under the OMA (Required Open Govt Training)	TIER-3	06/13/2008	1:30 - 2:45 pm	1.25
2008 Summer Leadership Institute South	San Antonio	F625-Construction Contracts, From Dirt To Dedication	TIER-3	06/13/2008	3:00 - 4:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	Friday General Session, Thomas-El, Salome, speaker	TIER-3	06/13/2008	8:00 - 9:15 am	1.00
2008 Summer Leadership Institute South	San Antonio	ET225-How To Mend a Split Board	TIER-3	06/12/2008	9:30 - 10:45 am	1.25
2008 Summer Leadership Institute South	San Antonio	ET310-Board Operating Procedures-One Board's SOS (Saved Our	TIER-3	06/12/2008	11:00 - 12:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	ET540-District Emergency Planning: Benchmarks for Evaluating	TIER-3	06/12/2008	1:30 - 2:45 pm	1.25
2008 Summer Leadership Institute South	San Antonio	ET615-If the Glove Fits?	TIER-3	06/12/2008	3:00 - 4:15 pm	1.25
2008 Summer Leadership Institute South	San Antonio	Thursday General Session, Joan Brock, speaker	TIER-3	06/12/2008	8:00 - 9:15 am	1.00
2008 Spring Workshops	El Paso	Accountability	TIER-3	05/22/2008	8:00 - 9:00 pm	1.00
2008 Spring Workshops	El Paso	Legal Update on Personnel, Student and Governance Issues	TIER-3	05/22/2008	6:50 - 7:50 pm	1.00
2008 Spring Workshops	El Paso	School Finance	TIER-3	05/22/2008	5:30 - 6:30 pm	1.00
ESC Provided Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/06/2008		3.00
ESC Provided Training - Board Development	El Paso, Texas	Legal Update/Issues	TIER-3	04/23/2008		2.00
Governmental - Board Development	Fabens, TX	2008 TASB Grassroots Meeting	TIER-3	02/28/2008		2.00
ESC Provided Training - TEC Orientation	El Paso, Texas	Update to Texas Education Code	TIER-1	12/06/2007		3.00
2007 Post-Legislative Seminar	San Antonio	Post-Legislative Seminar - Tier 1 Credit	TIER-1	06/16/2007	11:45 - 3:30 pm	1.50
2007 Summer Leadership Institute	San Antonio	S325-Effective Practices for Local Orientations	TIER-3	06/16/2007	10:00 - 11:15 am	1.25
2007 Summer Leadership Institute	San Antonio	S255-An Introduction To the Texas Open Meetings Act (Req Open Govt Training	TIER-3	06/16/2007	8:30 - 9:45 am	1.25
2007 Summer Leadership Institute	San Antonio	F430-School Board Members: Reflect, Inspire, Make a Differen	TIER-3	06/15/2007	1:30 - 4:15 pm	2.50
2007 Summer Leadership Institute	San Antonio	F520-Police on Campus	TIER-3	06/15/2007	1:30 - 2:45 pm	1.25
2007 Summer Leadership Institute	San Antonio	F345-Gangs, Violence, and Other Difficult School Issues	TIER-3	06/15/2007	11:00 - 12:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	F215-Great Schools Require Great Boards	TIER-3	06/15/2007	9:30 - 10:45 am	1.25





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2007 Summer Leadership Institute	San Antonio	Friday General Session - Russell Quaglia	TIER-3	06/15/2007	8:00 - 9:15 am	1.00
2007 Summer Leadership Institute	San Antonio	ET660-Working Together After a Contentious Election	TIER-3	06/14/2007	3:00 - 4:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET550-Who Wants To Be a School Board Expert?	TIER-3	06/14/2007	1:30 - 2:45 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET355-Cutting Through Adversity By Understanding Values	TIER-3	06/14/2007	11:00 - 12:15 pm	1.25
2007 Summer Leadership Institute	San Antonio	ET250-Leadership: Is It Nature or Nurture? News From Nation'	TIER-3	06/14/2007	9:30 - 10:45 am	1.25
2007 Summer Leadership Institute	San Antonio	Thursday General Session - Toney Stewart	TIER-3	06/14/2007	8:00 - 9:15 am	1.00
ESC Provided Training - TEC Orientation	El Paso, Texas	Update to Texas Education Code	TIER-1	05/22/2007		3.00
Local District Training - Team Building	El Paso, Texas	Board-Superintendent Relations	TIER-2	05/09/2007		3.00
2007 Spring Workshops	El Paso	Go, TEAM, Go	TIER-3	04/23/2007	8:00 - 9:00 pm	1.00
2007 Spring Workshops	El Paso	Legal Update on Personnel, Student, and Governance Issues	TIER-3	04/23/2007	5:30 - 6:30 pm	1.00
2007 Spring Workshops	El Paso	Legislative Update	TIER-3	04/23/2007	6:50 - 7:50 pm	1.00
2007 National School Board Association	San Francisco, CA	Effective Use of Legal Counsel	TIER-3	04/15/2007	3:15 - 4:30 pm	1.25
2007 National School Board Association	San Francisco, CA	Leading Even When You Are NOT in Charge -- How to Get Things Done When Work	TIER-3	04/15/2007	8:45 - 10:00 am	1.25
2007 National School Board Association	San Francisco, CA	Second General Session: President Bill Clinton, Speaker	TIER-3	04/15/2007	11:00 - 12:30 pm	0.75
2007 National School Board Association	San Francisco, CA	Self-Assessment and Development for Board Members	TIER-3	04/15/2007	1:30 - 2:45 pm	1.25
2007 National School Board Association	San Francisco, CA	First General Session: F.W. de Klerk, Speaker	TIER-3	04/14/2007	11:00 - 12:30 pm	0.75
2007 National School Board Association	San Francisco, CA	Foundations of Effective Governance	TIER-3	04/14/2007	8:00 - 9:15 am	1.25
2007 National School Board Association	San Francisco, CA	Instrumental Music Pullout Programs and Their Effect on Reading Achievement	TIER-3	04/14/2007	1:30 - 2:45 pm	1.25
2007 National School Board Association	San Francisco, CA	School Board Authority and Liability -- Find the Line	TIER-3	04/14/2007	3:15 - 4:30 pm	1.25
2007 National School Board Association	San Francisco, CA	EB #3 - Are You Doing Your Part to Ensure Quality Administrators?	TIER-3	04/13/2007	9:00 - 12:00 pm	2.50
2007 National School Board Association	San Francisco, CA	EB #6 - The Servant-Leadership of Governing Board Teams	TIER-3	04/13/2007	1:30 - 4:30 pm	2.50
Human Resource Services - Board Development	Canutillo, TX	Employee Pay Systems	TIER-3	03/27/2007		1.50
2007 Winter Legal Seminar	El Paso, TX	Board Member Speech	TIER-3	02/07/2007		1.00
2007 Winter Legal Seminar	El Paso, TX	Meeting Mania	TIER-3	02/07/2007		1.00
2007 Winter Legal Seminar	El Paso, TX	Preparing for Graduation	TIER-3	02/07/2007		1.00



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2007 Winter Legal Seminar	El Paso, TX	School Law Year in Review	TIER-3	02/07/2007	1.00
2007 Winter Legal Seminar	El Paso, TX	Understanding Employment Contracts	TIER-3	02/07/2007	1.00
ESC Provided Training - Board Development	El Paso, TX	Superintendent Evaluation Training	TIER-3	01/04/2007	2.00
Local District Training - Board Development	El Paso, Texas	Budget and Finance Training	TIER-3	12/04/2006	2.00
ESC Provided Training - Team Building	El Paso, Texas	Board Self-Assessment	TIER-2	12/02/2006	5.00
				<i>Total hours for 11/1/2006 - 8/19/2008:</i>	83.00
				Total hours for 1/1/1998 - 8/19/2008	410.50

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Policy Committee Meeting Minutes
August 7, 2008

Location: Administration Office
Starting time: 6:09 p.m. Ending Time: 8:00 p.m.

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

Board Committee Members present:
Mago Arellano – Chairperson
Yvonne Sanchez
Armando Rodríguez

Others present: Sergio Coronado, Pauline Dow, Dr. Pam Padilla, Tony Reza, Art Gallegos, and Dion Dorado.

5. Administration

A. Discussion/Review of TASB Update 83 and possible recommendation to the Board. Ms. Dow addressed the committee members and presented information regarding revision to nine LOCAL policies and two exhibits, including one addition and two deletions. After reviewing each of the policies, Ms. Dow answered questions and provided clarification. Ms. Dow stated 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 83, with the exception of DEA(Local) which will be revised and presented in a subsequent meeting:

- DAA(LOCAL) EMPLOYMENT OBJECTIVES. EQUAL EMPLOYMENT OPORUNITY**
- DEA(LOCAL) COMPENSATION AND BENEFITS. SALARIES AND WAGES
- DGBA(LOCAL) PERSONNEL MANAGEMENT RELATIONS. EMPLOYEE COMPLAINTS/GRIEVANCES
- DIA(LOCAL) EMPLOYEE WELFARE. FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
- EHAC(LOCAL) BASIC INSTRUCTIONAL PROGRAM REQUIRED INSTRUCTION (SECONDARY)**
- FB(LOCAL) EQUAL EDUCATIONAL OPPORTUNITY
- FFH(LOCAL) STUDENT WELFARE. FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
- FFI(LOCAL) STUDENT WELFARE. FREEDOM FROM BULYYING
- FL(LOCAL) STUDENT RECORDS
- FNC(LOCAL) STUDENT RIGHTS ANDRESPONSIBILITES. CODE OF CONDUCT
- FNG(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES. STUDENT AND PARENT COMPAINTS/GRIEVANCES

- FO(LOCAL) STUDENT DISCIPLINE
- FOC(EXHIBIT) STUDENT DISCIPLINE. PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING
- GBAA(EXHIBIT) INFORMATION ACCESS. REQUESTS FOR INFORMATION
- GF(LOCAL) PUBLIC COMPLAINS

The Committee agreed to recommend Update 83 for approval as presented.

- B. **Annual review of Board Policy CDA(LOCAL) Other Revenues: Investments.** Mr. Reza addressed the committee and explained that this is the annual review with respect to the Investment policy as required by state Law, which includes that the Board receive a quarterly investment report, and an end-of year investment report. No changes have been made to this policy whatsoever. Mr. Reza indicated that Administration is recommending approval of this policy without revisions.

There was committee consensus and the recommendation will be presented for approval to the Board.

- C. **Review and recommendation of CE(Local) Annual Operating Budget.** Mr. Reza addressed the committee and recommended the following revision to the FUND BALANCE section of CE(Local):

FUND BALANCE	<p>To keep the District in a strong financial position, the goal of the Board shall be to maintain the fund balances of the General and Debt Service Funds at an adequate level. The level of adequacy for the General Fund (unreserved) balance shall be not less than one and a half months of operating expenditures. In addition, the fund balance for the Debt Service Fund shall not be lower than 10 percent of the current year debt service requirements for the Debt Service Fund. This level of fund balance will protect the District against potential revenue shortfalls and will provide operating funds until tax revenues are received.</p> <p>If the Board determines that this level of fund balance is not obtainable in the proposed budget being considered, the goal of the Board shall be to reach the level within a specific period of time, no longer than three years.</p> <p>The Board shall ensure that the General Fund balance does not exceed 4 months of operating expenditures. The Board shall also ensure that the Debt Service Fund balance does not exceed 25 percent of the current year debt service requirements. If these amounts are exceeded, then steps shall be taken to reduce the balance.</p>
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Committee members discussed the content of this policy and agreed to recommend the revisions to CE(LOCAL) as presented.

- D. **Consideration of draft policy pertaining to Videotaping of School Board Meetings.** Dr. Padilla addressed the committee and presented a regulation that addressed the videotaping of board meetings and also the possibility of making them accessible through the public access channel.

After the members of the committee discussed this agenda item and Dr. Padilla answered their questions, the committee asked Dr. Padilla to present a draft policy at a subsequent policy committee meeting.

- E. **Charter School Application for Northwest Early College High School.** Ms. Dow addressed the committee and presented the application. She provided information about funding availability, the application process, and the fiscal and programmatic advantages of the internal charter school.

A majority of the committee members agreed to present the charter school application for the Northwest Early College High School for approval to the board.

Mr. Arellano asked for any additional comments from the community, and after receiving comments and input from members of the community, the meeting was adjourned.

Adjournment: Motion to adjourn by unanimous consent.
Meeting adjourned at 8:00 pm.



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/POLICY COMMITTEE MEETING MINUTES August 18, 2008

Location: Administration Building
Time: 6:06 p.m.

Board Committee Members Present: Mr. Arellano

Board Committee Member not Present: Mr. Lerma and Ms. Sanchez

Other Board Members Present: Mr. Rodriguez, Ms. Jordan, and Mr. Coronado
(arrived at 6:13 p.m.)

Others Present: Shelley McMahon, Martha Carrasco, Renee O'Donnell, Pauline Dow, Art Gallegos, Tony Reza, Teddy Martinez, Rachel Quintana, Dionacio Dorado, and Pam Padilla

The meeting was called to order at 6:06 p.m.

3A Review of 2008-2009 Compensation Package

Ms. O'Donnell reported that administration was proposing a pay increase of approximately 1.07% for teachers, nurses, librarians, counselors, and diagnosticians. Administration also recommended that the teacher pay scale be extended from 28 to 30 years to allow compensation for teachers that were at the top of the scale. The Counselor/Diagnostician pay scale was maxed at 25 years as recommended by TASB.

Mr. Arellano commended administration on their efforts in proposing a compensation package despite budget constraints.

After some discussion, the committee recommended the 2008-2009 compensation package to the Board.

3B Review of 2008-2009 Stipends

Ms. O'Donnell stated that there were no recommended changes to stipend amounts. She further explained that the only changes were stipends that were no longer needed were removed. The removal of stipends were made with the agreement of the principal and/or director.

The committee recommended this item to the Board.

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

Michelle McMahon, teacher, addressed the committee and asked for further clarification regarding the additional adjustment for teachers at the top of the scale.

Adjournment: Motion to adjourn by unanimous consensus.

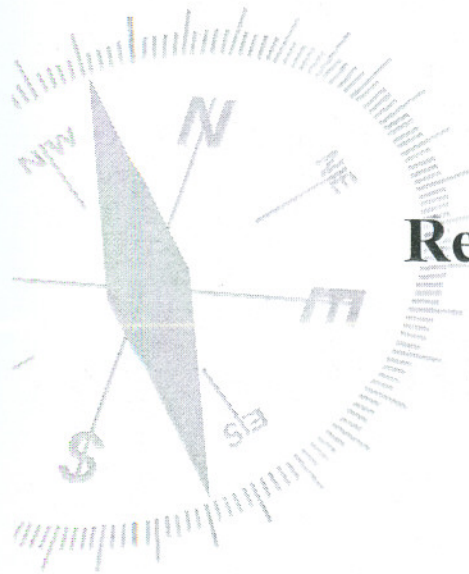
Meeting adjourned at 6:20 p.m.

Canutillo Independent School District Compensation Proposal for Fiscal Year 2008-2009

Presented by

**Renee O'Donnell, Executive Director-Human
Resources**

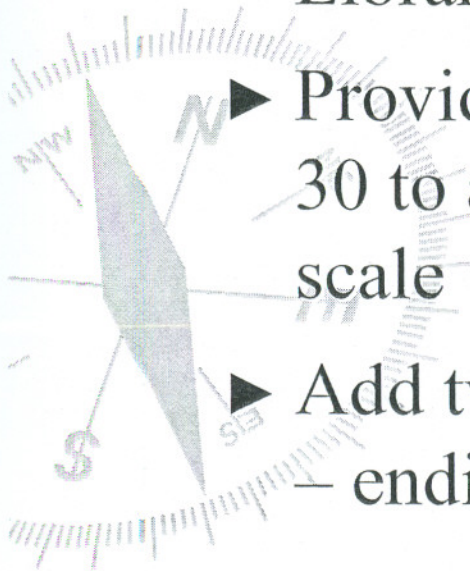
Monday August 18, 2008



Teachers, Librarians, Nurses

Proposed hiring scale for employees of this group starts at \$41,150 and ends at \$58,038

- ▶ Represents an \$550 general increase for Teachers, Librarians and Nurses
- ▶ Provide additional adjustments in years 25 through 30 to avoid compression at the upper end of the scale
- ▶ Add two years to the higher end of the hiring scale – ending at 30 years experience

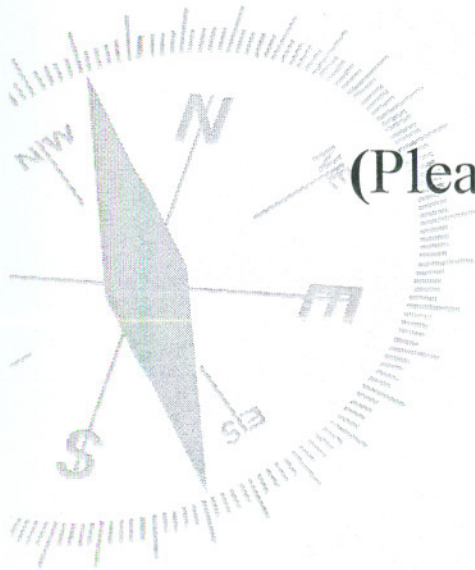


Teachers, Librarians, Nurses- Continued

► Represents a 1.07 to 2.2% increase for teachers

▪ Cost: \$252,689

(Please see the attached Proposed Teacher Pay Scale)



Counselors and Diagnosticians

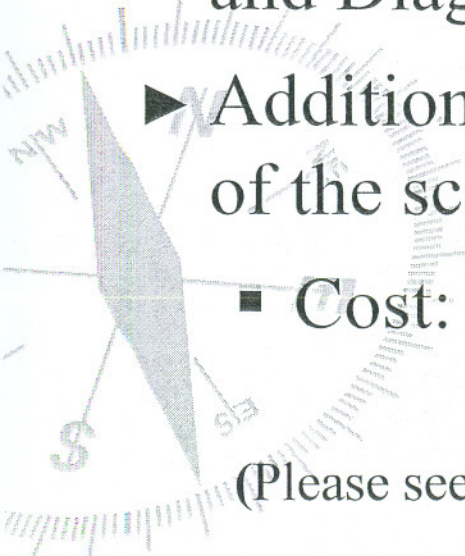
**Proposed hiring scale for employees of this group
starts at \$46,500 and ends at \$61,683**

▶ Represents an \$550 general increase for Counselors
and Diagnosticians

▶ Additional adjustment at year 1 to avoid compression
of the scale

▪ Cost: \$10,156

(Please see the attached Proposed Counselor & Diagnostician Pay Scale)



Proposed Compensation Cost

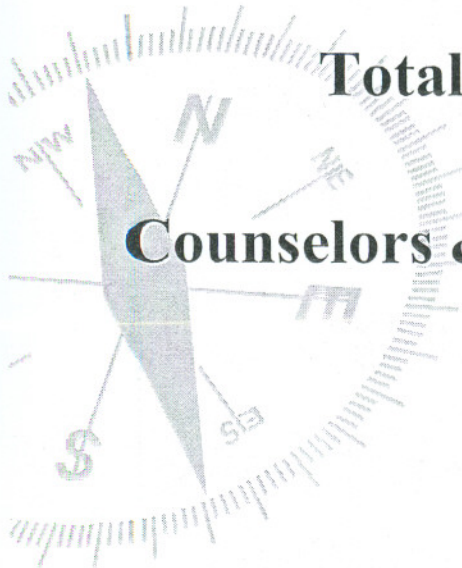
Teachers, Nurses, Librarians

General Pay Increase	\$ 229,887
Adjustments to year 25-30	\$ 22,802

Total for Teachers, Nurses, Librarians \$ 252,689

Counselors & Diagnosticians \$ 10,156

Total Compensation Package \$ 262,845



Instruction Sheet

TASB Localized Policy Manual Update 83

District Canutillo ISD

Code	Action To Be Taken	Note
BBB (LEGAL)	Replace policy	Revised policy
BBG (LEGAL)	Replace policy	Revised policy
CCF (LEGAL)	Replace policy	Revised policy
CCG (LEGAL)	Replace policy	Revised policy
CLB (LEGAL)	Replace policy	Revised policy
CMD (LEGAL)	Replace policy	Revised policy
COB (LEGAL)	Replace policy	Revised policy
CRG (LEGAL)	Replace policy	Revised policy
D (LEGAL)	Replace table of contents	Revised table of contents
DAA (LEGAL)	Replace policy	Revised policy
DAA (LOCAL)	DELETE policy	See explanatory note
DEA (LEGAL)	Replace policy	Revised policy
DEA (LOCAL)	Replace policy	Revised policy
DEC (LEGAL)	Replace policy	Revised policy
DEE (LEGAL)	Replace policy	Revised policy
DF (LEGAL)	Replace policy	Revised policy
DGBA (LOCAL)	Replace policy	Revised policy
DIA (LEGAL)	Replace policy	Revised policy
DIA (LOCAL)	Replace policy	Revised policy
DMA (LEGAL)	Replace policy	Revised policy
DPB (LEGAL)	Replace policy	Revised policy
EFAA (LEGAL)	Replace policy	Revised policy
EFB (LEGAL)	ADD policy	See explanatory note
EHAC (LEGAL)	Replace policy	Revised policy
EHAC (LOCAL)	DELETE policy	See explanatory note
EHBC (LEGAL)	Replace policy	Revised policy
EHBE (LEGAL)	Replace policy	Revised policy
EIC (LEGAL)	Replace policy	Revised policy
EIF (LEGAL)	Replace policy	Revised policy
F (LEGAL)	Replace table of contents	Revised table of contents
FB (LOCAL)	Replace policy	Revised policy
FFH (LOCAL)	Replace policy	Revised policy

Instruction Sheet
TASB Localized Policy Manual Update 83

FFI	(LOCAL)	ADD policy	See explanatory note
FL	(LOCAL)	Replace policy	Revised policy
FM	(LEGAL)	Replace policy	Revised policy
FNC	(LOCAL)	Replace policy	Revised policy
FNCE	(LEGAL)	Replace policy	Revised policy
FNCG	(LEGAL)	Replace policy	Revised policy
FNG	(LOCAL)	Replace policy	Revised policy
FO	(LOCAL)	Replace policy	Revised policy
FOC	(EXHIBIT)	Replace exhibit	Revised exhibit
GBAA	(EXHIBIT)	Replace exhibit	Revised exhibit
GF	(LOCAL)	Replace policy	Revised policy

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.

Compensation plans shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve District goals.

PAY SYSTEMS
DESCRIPTION

The Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the positions.

All employees shall be paid within the assigned pay ranges unless exceptions are granted by the Board.

The system shall be designed and administered to accomplish the following:

1. Stay competitive with appropriate labor markets for the various categories of personnel.
2. Recognize the levels of skill, effort, and responsibility required of different jobs.
3. Be fiscally controlled and cost effective.

A copy of the District's pay system shall be available in the administrative offices.

PAY RANGES

Pay ranges for each pay grade shall establish minimum and maximum rates of pay within the range. All pay ranges shall be established by monthly, daily, or hourly base rates to promote consistent treatment of employees who have different work periods. Employees shall be paid within the range of rates established for the position assigned.

The Superintendent shall review pay ranges on an annual basis and recommend adjustments consistent with economic and job market indicators.

PAY ADVANCEMENT

Pay ranges shall be structured to allow the opportunity to increase employee pay within the range for continued service to the District. The Superintendent shall make recommendations regarding employee increases on an annual basis. Recommendations shall be based on consideration of such factors as cost of living indexes, wage increases within competitive job markets, and budget resources. No employee with less than a satisfactory performance evaluation will receive a pay increase.

PAY BUDGET
INCREASE

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. Pay in-

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

creases beyond the budgeted amount for individuals or positions shall be subject to Board approval.

PAY ADMINISTRATION Employee pay adjustments shall be administered by the Superintendent or designee in accordance with written procedures to promote impartial and consistent treatment of all employees. Administrative procedures shall include hiring guidelines, promotion guidelines, updating pay ranges, method for calculating and applying a general pay increase, and a process for job classification review.

CLASSIFICATION OF POSITIONS Each job in the District shall be assigned to a pay grade based on the level of skill, effort, and responsibility required for the job assignment. The Superintendent shall classify new positions or reclassify existing positions as necessary based on job requirements and comparability to other positions in the District.

The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

EXEMPT The District shall pay employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy [see DGBA]. If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

NONEXEMPT Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline, up to and including termination, but shall be compensated in accordance with the Fair Labor Standards Act.

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

COMPENSATORY TIME	<p>Compensation for overtime hours shall be awarded at one and a half times the employee's regular rate of pay or by time and a half earned in compensatory time. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 40 hours. If an employee has a balance of more than 40 hours of overtime, the employee will be required to take compensatory time or, at the District's option, will receive overtime pay.</p> <p>Unless the District receives prior written notification, all absences shall be charged against compensatory time before being charged against sick leave or personal leave.</p> <p>Compensatory time shall be used by December of the duty year (July–June) in which it is earned. In January of the duty year, the District shall pay an employee overtime for all unused compensatory time remaining at the end of December of the previous duty year. Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's schedules and activities.</p>
WORKWEEK DEFINED	<p>For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Wednesday until 11:59 p.m. Tuesday.</p>
SUPPLEMENTAL DUTIES	<p>The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act, as needed. The employee shall be compensated for these assignments according to the supplemental duty pay schedule established by the Board. These assignments may be discontinued at any time for any reason or no reason, by either party. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty.</p> <p>Under the Fair Labor Standards Act, extra duty pay assignments for noncontractual (nonexempt) employees may be assigned if the duties are occasional and sporadic and are not related to the employee's regular duties. Nonexempt employees performing extra-duty assignments are eligible for paid overtime or compensatory time at a rate of time and a half for all work over 40 hours in a workweek. Therefore, the District shall assign a nonexempt employee as a sponsor for a nonacademic/UIIL activity only if an exempt employee is unavailable for the assignment. The Extra Duty Stipend/Supplemental Pay Increment Schedule published by the District contains additional information.</p>
ADVANCED DEGREE	<p>When a professional employee completes a master's or doctorate degree in his or her teaching field or area of work responsibility prior to September 1, a pay increase based on the degree shall</p>

COMPENSATION AND BENEFITS
SALARIES AND WAGES

DEA
(LOCAL)

begin at that time; for degrees completed in December, a prorated pay increase for the employee shall begin in January.

CREDITABLE SERVICE Employees who are receiving workers' compensation wage benefits and who have no available paid leave shall not earn creditable years of service while absent from duty.

In order to accrue a creditable year of service, an employee must be employed for at least 90 full-time days or the equivalent.

ANNUALIZED SALARY REQUIRED The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal monthly or bimonthly payments, beginning with the first pay period of the school year.

EARLY SEPARATION If a salaried employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. For purposes of this policy, "separation from service" shall be as defined in IRS regulation 26 CFR 1.409A-1(h).

A salaried employee who separates from service on or after the last day of instruction shall be paid as follows:

1. An employee who is retiring under the Texas Teacher Retirement System shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. If the employee is eligible and elects to continue enrollment in the District's group health coverage for one or more months of the summer, the employee's share of premiums shall be withheld from the final paycheck.
2. All other employees shall be paid according to the annualized salary provisions above.

[For provisions on continuation of coverage after resignation, see CRD(LEGAL).]

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

GUIDING PRINCIPLES	The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.
INFORMAL PROCESS	Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
DIRECT COMMUNICATION WITH BOARD MEMBERS	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
FORMAL PROCESS	<p>If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
NOTICE TO EMPLOYEES	The District shall inform employees of this policy.
FREEDOM FROM RETALIATION	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
WHISTLEBLOWER COMPLAINTS	Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]
COMPLAINTS AGAINST SUPERVISORS	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaints alleging a violation of law by the Superintendent may be made directly to the Board or designee.
COMPLAINTS	In this policy, the terms “complaint” and “grievance” shall have the same meaning. This policy shall apply to all employee complaints, except as provided below.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

EXCEPTIONS

This policy shall not apply to:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIA]
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIA]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIA]
4. Complaints concerning instructional materials. [See EFA]
5. Complaints concerning a commissioned peace officer who is an employee of the District. [See CKE]
6. Complaints arising from the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code. [See DFBB]
7. Complaints arising from the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term. [See DFAA, DFBA, or DFCA, respectively]

GENERAL
PROVISIONS

FILING

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

RESPONSE

At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

DAYS

"Days" shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

REPRESENTATIVE	<p>“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
CONSOLIDATING COMPLAINTS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
UNTIMELY FILINGS	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
COSTS INCURRED	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
COMPLAINT FORM	<p>Complaints under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.</p> <p>A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiled is within the designated time for filing a complaint.</p>

LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two complaint. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.

2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the administration in reaching the Level Two decision.

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Note: This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL
HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING
PROCEDURES

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF
DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District des-

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

ignates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Renee O'Donnell
Position: Executive Director, Human Resources
Address: 7965 Artcraft, El Paso, TX 79932
Telephone: (915) 877-7423

ADA / SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Name: Karen Judd
Position: Coordinator
Address: 7965 Artcraft, El Paso, TX 79932
Telephone: (915) 877-7433

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE OF REPORT

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

INVESTIGATION OF
THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE
INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

ACCESS TO POLICY This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

EQUAL EDUCATIONAL OPPORTUNITY

FB
(LOCAL)

TITLE IX
COORDINATOR

The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Renee O'Donnell
Position: Executive Director, Human Resources
Address: 7965 Artcraft, El Paso, TX 79932
Telephone: (915) 877-7423

SECTION 504
COORDINATOR

The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Karen Judd
Position: Pupil Services Coordinator
Address: 7965 Artcraft, El Paso, TX 79932
Telephone: (915) 877-7433

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

COMPLAINTS

Allegations of unlawful discrimination, prohibited harassment, including sexual harassment, or retaliation shall be made according to FFH(LOCAL).

RECORDS
RETENTION

Copies of reports alleging discrimination, prohibited harassment, including sexual harassment, and retaliation; investigation reports; and related records shall be maintained by the District for a period of at least three years. If the person alleged to have experienced discrimination, prohibited harassment, or retaliation was a minor, the records shall be maintained until the person reaches the age of 21.

SECTION 504
COMMITTEE

The Section 504 coordinator and members of the Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services to those students who have disabilities, but who are not in need of special education in accordance with the Individuals with Disabilities Education Act (IDEA). [See EHBA]

The Section 504 committee shall be composed of at least two persons, including persons knowledgeable about the student, the meaning of the evaluation data, the placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

EQUAL EDUCATIONAL OPPORTUNITY

FB
(LOCAL)

REFERRALS	A student may be referred by parents, teachers, counselors, administrators, or any other District employee for evaluation to determine if the student has disabilities and is in need of special instruction or services.
PARENTAL CONSENT	The Section 504 coordinator shall notify parents prior to any individual evaluation conducted to determine if their child has disabilities or to determine what educational or related services should be provided to the student. Parental consent shall be obtained before the initial student evaluation procedures for the identification, diagnosis, and prescription of specific education services.
NOTICE TO PARENTS	Parents shall be given written notice of the District's refusal to evaluate a student or to provide specific aids and services the parents have requested.
PREPLACEMENT EVALUATION	The results of the evaluation shall be considered before any action is taken to place a student with disabilities or make a significant change in placement in an instructional program. The evaluation shall include consideration of adaptive behavior. Adaptive behavior is the effectiveness with which the individual meets the standards of personal independence and social responsibility expected of his or her age and cultural group.
IMPARTIAL HEARING	Parents shall be given written notice of their due process right to an impartial hearing if they have a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with disabilities. The impartial hearing shall be conducted by a person who is knowledgeable about the issues involved in Section 504 and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney.
STATE-MANDATED ASSESSMENTS	Modifications in taking the state-mandated assessments may be made for a Section 504 student when the modifications have been determined not to destroy the validity of the test, are necessary for the student to take the test, are consistent with modifications provided the student in the classroom, and are approved by TEA. [See EKB]

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. For provisions regarding bullying, see FFI.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

PROHIBITED
HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

SEXUAL
HARASSMENT

BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

DATING VIOLENCE Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner.

Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

RETALIATION The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

EXAMPLES Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student's performance in the classroom.

PROHIBITED CONDUCT In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced pro-

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

hibited conduct should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Alternatively, a student may report prohibited conduct directly to one of the District officials below:

DEFINITION OF
DISTRICT
OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the Section 504 coordinator, and the Superintendent.

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Renee O'Donnell

Position: Executive Director, Human Resources

Address: 7965 Artcraft, El Paso, TX 79932

Telephone: (915) 877-7423

SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the Section 504 coordinator. The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Karen Judd

Position: Pupil Services Coordinator

Address: 7965 Artcraft, El Paso, TX 79932

Telephone: (915) 877-7433

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

NOTICE OF REPORT	Any District employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.
NOTICE TO PARENTS	The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.
INVESTIGATION OF THE REPORT	<p>The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.</p> <p>Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.</p> <p>If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.</p> <p>The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
CONCLUDING THE INVESTIGATION	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.</p>
DISTRICT ACTION	If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

- The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.
- CONFIDENTIALITY To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
- APPEAL A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.
- RECORDS RETENTION Retention of records shall be in accordance with FB(LOCAL) and CPC(LOCAL).
- ACCESS TO POLICY Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

Note: This policy addresses bullying of District students. For provisions regarding discrimination, harassment, and retaliation involving District students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING
PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

TIMELY REPORTING

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

REPORTING
PROCEDURES

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing.

NOTICE OF REPORT

Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee.

INVESTIGATION OF
REPORT

If a report is made orally, the campus principal or designee shall reduce the report to written form.

The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy instead.

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

	<p>The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report. The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.</p>
CONCLUDING THE INVESTIGATION	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the campus principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The campus principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Superintendent or designee.</p>
DISTRICT ACTION	<p>If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the District's Student Code of Conduct. [For information on student transfers due to bullying, see FDB.]</p> <p>The District may take action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of bullying under this policy.</p>
CONFIDENTIALITY	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.</p>
APPEAL	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.</p>
RECORDS RETENTION	<p>Retention of records shall be in accordance with CPC(LOCAL).</p>
ACCESS TO POLICY	<p>Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.</p>

STUDENT RECORDS

FL
(LOCAL)

COMPREHENSIVE
SYSTEM

The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school personnel.

CUMULATIVE RECORD

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See GBA]

CUSTODIAN OF
RECORDS

The principal is custodian of all records for currently enrolled students. The principal is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

TYPES AND
LOCATIONS OF
EDUCATION
RECORDS

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.
 - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
 - c. Immunization records. [See FFAB]
6. Attendance records.

7. Student questionnaires.
8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Other records that may contribute to an understanding of the student.

REQUEST
PROCEDURES

The cumulative record shall be made available to the parent. Records may be reviewed during regular school hours upon written request to the record custodian. The record custodian or designee shall be present to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the record custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

STUDENT RIGHTS

Whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.

ACCESS BY SCHOOL
OFFICIALS

For the purposes of this policy, "school officials" shall mean any employees, trustees, or agents of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities. The term also includes attorneys; consultants; independent contractors who are retained by the District, by cooperatives of which the District is a member, or by facilities with which the District contracts for placement of students with disabilities; and parents or students serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

STUDENT RECORDS

FL
(LOCAL)

School officials have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an education record to fulfill the official's professional responsibility; or investigating or evaluating programs.

ACCESS BY PARENTS

Parents may be denied copies of records after the student reaches age 18 and is no longer a dependent for tax purposes, when the student is attending an institution of postsecondary education, or if they fail to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record shall be provided at no charge.

FEEES FOR COPIES

Copies of records are available at a per copy cost, payable in advance, as specified in the annual notice to parents of their privacy rights.

TRANSCRIPTS AND TRANSFERS OF RECORDS

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

The District shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll.

RECORDS RESPONSIBILITY FOR STUDENTS IN SPECIAL EDUCATION

The official responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education shall be the director of special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the special education office.

PROCEDURE TO AMEND RECORDS

Within 15 school days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence, and at their own expense, may be assisted or represented at the hearing.

STUDENT RECORDS

FL
(LOCAL)

The parents shall be notified of the decision in writing within ten school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 school days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

DIRECTORY
INFORMATION

The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FNC
(LOCAL)

STUDENT HANDBOOK
— STUDENT CODE OF
CONDUCT

The District's rules of conduct and discipline, maintained in the student handbook and/or the Board-adopted Student Code of Conduct, are established to achieve and maintain order in the schools, and to teach respect toward others and responsible behavior. [See FO series]

EXTRACURRICULAR
ACTIVITIES:
STANDARDS OF
BEHAVIOR

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. [See FO]

PROHIBITED
HARASSMENT

Students shall not engage in prohibited harassment, including sexual harassment, of:

1. Other students, as defined at FFH.
2. District employees, as defined at DIA.

While subject to the disciplinary control of the District, students shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

Students who violate this prohibition are subject to appropriate discipline in accordance with the Student Code of Conduct.

BEHAVIORAL
STANDARDS

The following specific policies address student conduct in the areas of:

1. Attendance — FEC
2. Bullying — FFI
3. School-sponsored publications — FMA
4. Appropriate attire and grooming — FNCA
5. Damage to school property — FNCF
6. Prohibited organizations and hazing — FNCC
7. Tobacco use — FNCD
8. Telecommunications devices — FNCE
9. Drug and alcohol use — FNCF
10. Weapons — FNCG
11. Assault — FNCH
12. Disruptions — FNCI, GKA

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

GUIDING PRINCIPLES	The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator.
INFORMAL PROCESS	Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
FORMAL PROCESS	<p>If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
FREEDOM FROM RETALIATION	Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.
NOTICE TO STUDENTS AND PARENTS	The District shall inform students and parents of this policy.
COMPLAINTS	In this policy, the terms “complaint” and “grievance” shall have the same meaning. This policy shall apply to all student and parent complaints, except as provided below.
EXCEPTIONS	<p>This policy shall not apply to:</p> <ol style="list-style-type: none">1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion. [See FFH]2. Complaints concerning dating violence. [See FFH]3. Complaints concerning retaliation related to discrimination and harassment. [See FFH]4. Complaints concerning bullying. [See FFI]5. Complaints concerning loss of credit on the basis of attendance. [See FEC]6. Complaints concerning removal to a disciplinary alternative education program. [See FOC]

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

7. Complaints concerning expulsion. [See FOD and the Student Code of Conduct]
8. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504. [See FB]
9. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act. [See EHBA, FOF, and the parents' rights handbook provided to parents of all students referred to special education]
10. Complaints concerning instructional materials. [See EFA]
11. Complaints concerning a commissioned peace officer who is an employee of the District. [See CKE]
12. Complaints concerning intradistrict transfers or campus assignments. [See FDB]

GENERAL
PROVISIONS

FILING

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

RESPONSE

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

DAYS

"Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."

REPRESENTATIVE

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days'

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

	<p>notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
CONSOLIDATING COMPLAINTS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
UNTIMELY FILINGS	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
COSTS INCURRED	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
COMPLAINT FORM	<p>Complaints under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.</p> <p>A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.</p>
LEVEL ONE	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none">1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and2. With the lowest level administrator who has the authority to remedy the alleged problem. <p>In most circumstances, students and parents shall file Level One complaints with the campus principal.</p>

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student or parent at Level One and identified in the Level Two appeal notice. At the conference, the student or parent may provide information concerning any documents or information relied on by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two complaint. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the administration in reaching the Level Two decision.

If, at the Level Three hearing, the administration intends to rely on evidence not included in the records, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

STUDENT DISCIPLINE

FO
(LOCAL)

- GENERAL GUIDELINES District personnel shall adhere to the following general guidelines when imposing discipline:
1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property.
 2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student's age;
 - c. The frequency of misconduct;
 - d. The student's attitude;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code; and
 - g. The Student Code of Conduct adopted by the Board.
- STUDENT CODE OF CONDUCT At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:
1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
 2. Made available on the District's Web site and/or as hard copy to students, parents, teachers, administrators, and to others on request.
- REVISIONS Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.
- 'PARENTS' DEFINED Throughout the Student Code of Conduct and discipline policies, the term "parents" includes a parent, legal guardian, or other person having lawful control of the child.
- DETENTION For violations of the Student Code of Conduct or campus or classroom rules, teachers or administrators may detain students after school hours on one or more days, as provided by the discipline management program and/or Student Code of Conduct. Before being assigned to detention, a student shall be informed of the behavior that allegedly constitutes the violation and shall be given an opportunity to explain his or her version of the incident. The period

STUDENT DISCIPLINE

FO
(LOCAL)

of time for which a student is assigned to detention shall be used for educational purposes.

NOTICE TO
PARENTS

When detention is assigned, notice shall first be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for the necessary transportation. Except in the case of a student who is 18 years of age or older, the detention shall not begin until the parents have been notified. The student's parents, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

CORPORAL
PUNISHMENT

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or otherwise physically disciplined for violations of the Student Code of Conduct.

PHYSICAL RESTRAINT

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.
5. Protect property from serious damage.

EXTRACURRICULAR
STANDARDS OF
BEHAVIOR

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. Extracurricular behavioral standards shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

Students shall be informed of any extracurricular behavior standards at the beginning of each school year or when the students first begin participation in the activity. Students and their parents shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

STUDENT DISCIPLINE

FO
(LOCAL)

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

STUDENT DISCIPLINE
PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

FOC
(EXHIBIT)

The following are felony offenses listed in Title 5 of the Penal Code, Offenses Against the Person.

Section 19.02: Murder

Section 19.03: Capital Murder

Section 19.04: Manslaughter

Section 19.05: Criminally Negligent Homicide

Section 20.02: Unlawful Restraint (if [1] the person restrained was younger than 17 years of age, [2] the actor recklessly exposes the victim to a substantial risk of serious bodily injury, [3] he actor restrains an individual the actor knows is a public servant while the public servant is lawfully discharging an official duty or in retaliation or on account of an exercise of official power or performance of an official duty, or [4] the actor while in custody restrains any other person)

Section 20.03: Kidnapping

Section 20.04: Aggravated Kidnapping

Section 20.05: Unlawful Transport

Section 20A.02: Trafficking of Persons

Section 21.02: Continuous Sexual Abuse of Young Child or Children

Section 21.11: Indecency with a Child

Section 21.12: Improper Relationship between Educator and Student

Section 21.15: Improper Photography or Visual Recording

Section 22.01: Assault (if the actor intentionally, knowingly, or recklessly causes bodily injury to [1] a person the actor knows is a public servant while the public servant is lawfully discharging an official duty, or in retaliation or on account of an exercise of official power or performance of an official duty as a public servant; [2] a person the actor knows is a security officer [see Occupations Code 1702.002, 1702.221] while the person is performing a duty as a security officer; [3] a person the actor knows is emergency services personnel while the person is providing emergency services; [4] a person who contracts with the government to perform a service at a correctional facility [see Penal Code 1.07(a)(14)] or a secure correctional or detention facility for juveniles [see Family Code 51.102(13), (14)]; and [5] under certain circumstances, a family member)

Section 22.011: Sexual Assault

Section 22.015: Coercing, Soliciting, or Inducing Gang Membership

Section 22.02: Aggravated Assault

Section 22.021: Aggravated Sexual Assault

Section 22.04: Injury to a Child, Elderly Individual, or Disabled Individual

STUDENT DISCIPLINE
PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

FOC
(EXHIBIT)

Section 22.041: Abandoning or Endangering a Child

Section 22.05: Deadly Conduct (if the person knowingly discharges a firearm at or in the direction of one or more individuals or in the direction of a habitation, building, or vehicle and is reckless as to whether the habitation, building, or vehicle is occupied)

Section 22.07: Terroristic Threat (if the actor threatens to commit any offense involving violence to any person or property with intent to: [1] prevent or interrupt the occupation or use of a building, room, place, or conveyance if the prevention or interruption causes pecuniary loss to the owner of \$1,500 or more; [2] cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service; [3] place the public or a substantial group of the public in fear of serious bodily injury; or [4] influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision)

Section 22.08: Aiding Suicide (if the conduct causes suicide or attempted suicide that results in serious bodily injury)

Section 22.09: Tampering with Consumer Product

Section 22.11: Harassment by Persons in Certain Correctional Facilities or of Public Servant

GUIDELINES FOR COPY CHARGES

The charges in this exhibit, to recover costs associated with providing copies of public information, are based on estimated average costs to governmental bodies across the state. When actual costs are 25 percent higher than those used in these rules, governmental bodies other than agencies of the state may request an exemption in accordance with 1 TAC 70.4.

Copy charges are as follows:

1. Standard-paper copy. The charge for standard-paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.
2. Nonstandard copy. The charges for nonstandard copies are:
 - a. Diskette — \$1.00
 - b. Magnetic tape — actual cost
 - c. Data cartridge — actual cost
 - d. Tape cartridge — actual cost
 - e. Rewritable CD (CD-RW) — \$1.00
 - f. Non-rewritable CD (CD-R) — \$1.00
 - g. Digital video disc (DVD) — \$3.00
 - h. JAZ drive — actual cost
 - i. Other electronic media — actual cost
 - j. VHS video cassette — \$2.50
 - k. Audio cassette — \$1.00
 - l. Oversize paper copy (e.g., 11" x 17", greenbar, bluebar, not including maps and photographs using specialty paper) — \$.50
 - m. Specialty paper (e.g., Mylar, blueprint, blueprint, map, photographic) — actual cost

Personnel charges are as follows:

1. If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the District may charge for the programmer's time. The hourly charge for a programmer is \$28.50 an hour. Only programming services shall be charged at this hourly rate. Districts that do not have in-house programming capabilities shall comply with requests in accordance with Government Code 552.231. [See CQ]

INFORMATION ACCESS
REQUESTS FOR INFORMATION

GBAA
(EXHIBIT)

2. The charge for labor costs incurred in processing a request for public information is \$15.00 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.
3. A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in two or more separate buildings that are not physically connected to each other or a remote storage facility. For purposes of this provision, two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.
4. A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information:
 - a. To determine whether the District will raise any exceptions to disclosure of the requested information under Government Code, Subchapter C, Chapter 552; or
 - b. To research or prepare a request for a ruling by the attorney general's office pursuant to section 552.301 of the Government Code. [See CQ]
5. When confidential information pursuant to a mandatory exception of the Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the public information. A labor charge shall not be made for redacting confidential information for requests of 50 or fewer pages, unless the request also qualifies as a labor charge pursuant to Government Code 552.261(a)(1) or (2).

Overhead charges are as follows:

1. Whenever any labor charge is applicable to a request, the District may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If the District chooses to recover such costs, a charge shall be made in accordance with the methodology described in item 3 below. Although an exact calculation of costs will vary, the use of a standard charge will avoid complication in calculating such costs and will provide uniformity for charges made statewide.
2. An overhead charge shall not be made for requests for copies of 50 or fewer pages of standard paper records unless the request also qualifies for a labor charge pursuant to Government Code 552.261(a)(1) or (2).
3. The overhead charge shall be computed at 20 percent of the charge made to cover any labor costs associated with a particular request. For example, if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing, $\$15.00 \times .20 = \3.00 ; or programming labor charge, $\$28.50 \times .20 = \5.70 . If a request requires one hour of labor charge for locating, compiling, and reproducing information ($\$15.00$ per hour); and one hour of programming labor charge ($\$28.50$ per hour), the combined overhead would be: $\$15.00 + \$28.50 = \$43.50 \times .20 = \8.70 .

INFORMATION ACCESS
REQUESTS FOR INFORMATION

GBAA
(EXHIBIT)

Microfiche and microfilm charges are as follows:

1. If the District already has information that exists on microfiche or microfilm and has copies available for sale or distribution, the charge for a copy must not exceed the cost of its reproduction. If no copies of the requested microfiche or microfilm are available and the information on the fiche or film can be released in its entirety, the District should make a copy of the fiche or film. The charge for a copy shall not exceed the cost of reproduction. Districts that do not have in-house capability to reproduce microfiche or microfilm are encouraged to contact the Texas State Library before having the reproduction made commercially.
2. If only a master copy of information in microform is maintained, the charge is \$.10 per page for standard-size paper copies plus any applicable labor and overhead charge for more than 50 copies.

Remote document retrieval charges are as follows:

1. Due to limited on-site capacity of storage of documents, it is frequently necessary to store information that is not in current use in remote storage locations. Every effort should be made by the District to store current records on-site. To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges under current law.
2. If the District has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the District, the boxes must still be searched for records that are responsive to the request, a labor charge is allowed in accordance with item 2 under personnel charges, above.

Computer resource charges are as follows:

1. The computer resource charge is a utilization charge for computers based on the amortized cost of acquisition, lease, operation, and maintenance of computer resources, which might include, but is not limited to, some or all of the following: central processing units (CPUs), servers, disk drives, local area networks (LANs), printers, tape drives, other peripheral devices, communications devices, software, and system utilities.
2. These computer resource charges are not intended to substitute for cost recovery methodologies or charges made for purposes other than responding to public information requests.
3. The charges in this section are averages based on a survey of governmental bodies with a broad range of computer capabilities. Each district using this cost recovery charge shall determine which category(ies) of computer system(s) used to fulfill the public information request most closely fits its existing system(s) and set its charge accordingly:

INFORMATION ACCESS
REQUESTS FOR INFORMATION

GBAA
(EXHIBIT)

<u>Type of System</u>	<u>Rate</u>
Mainframe	\$10.00 per CPU minute
Midsized	\$ 1.50 per CPU minute
Client/Server	\$ 2.20 per clock hour
PC or LAN	\$ 1.00 per clock hour

4. The charge made to recover the computer utilization cost is the actual time the computer takes to execute a particular program times the applicable rate. The CPU charge is not meant to apply to programming or printing time; rather, it is solely to recover costs associated with the actual time required by the computer to execute a program. This time, called CPU time, can be read directly from the CPU clock, and most frequently will be a matter of seconds. If programming is required to comply with a particular request, the appropriate charge that may be recovered for programming time is described above, at Personnel Charges. No charge should be made for computer print-out time. For example, if a mainframe computer is used, and the processing time is 20 seconds, the charges would be as follows: $\$10.00 / 3 = \3.33 ; or $\$10.00 / (60 / 20) = \3.33 .

A district that does not have in-house computer capabilities shall comply with requests in accordance with Government Code 552.231. [See CQ]

The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.

Governmental bodies may add any related postal or shipping expenses that are necessary to transmit the reproduced information to the requesting party.

Pursuant to Office of the Comptroller of Public Accounts' rules, sales tax shall not be added on charges for public information. (34 TAC, Part 1, Chapter 3, Subchapter O, Sections 3.341 and 3.342).

A district that accepts payment by credit card for copies of public information and that is charged a transaction fee by the credit card company may recover that fee.

1 TAC 70.3, 70.10

PUBLIC COMPLAINTS

GF
(LOCAL)

GUIDING PRINCIPLES	The Board encourages the public to discuss concerns and complaints through informal conferences with the appropriate administrator.
INFORMAL PROCESS	Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
FORMAL PROCESS	<p>If an informal conference regarding a complaint fails to reach the outcome requested by an individual, he or she may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
FREEDOM FROM RETALIATION	Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.
COMPLAINTS	In this policy, the term “complaint” and “grievance” shall have the same meaning. This policy shall apply to all complaints from the public except as provided below.
EXCEPTIONS	<p>This policy shall not apply to:</p> <ol style="list-style-type: none">1. Complaints concerning instructional materials. [See EFA]2. Complaints concerning a commissioned peace officer who is an employee of the District. [See CKE]
GENERAL PROVISIONS	Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
FILING	
RESPONSE	At Levels One and Two, “response” shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the individual’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

PUBLIC COMPLAINTS

GF
(LOCAL)

DAYS	<p>“Days” shall mean District business days. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
REPRESENTATIVE	<p>“Representative” shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.</p> <p>The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
CONSOLIDATING COMPLAINTS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
UNTIMELY FILINGS	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
COSTS INCURRED	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
COMPLAINT FORM	<p>Complaints under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.</p> <p>A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiled is within the designated time for filing a complaint.</p>

PUBLIC COMPLAINTS

GF
(LOCAL)

LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information.

LEVEL TWO

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.

3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the individual at Level One and identified in the Level Two appeal notice. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis for the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board with the record of the Level Two complaint. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.

3. All other documents relied upon by the administration in reaching the Level Two decision.

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

ANNUAL OPERATING BUDGET

CE
(LOCAL)

FISCAL YEAR	The District shall operate on a fiscal year beginning September 1 and ending August 31.
BUDGET PLANNING	Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Resource allocation shall be tied to curriculum priorities. Budget planning and evaluation are continuous processes and should be a part of each month's activities.
AD HOC COMMITTEES	The Board may appoint ad hoc committees of representative citizens and District personnel to provide a wider expression of community opinion on financial aspects of the school program. The Board shall define in precise terms the scope of the committee's charge and shall designate the period of time committee members shall serve. The committee shall be dissolved upon completion of its charge or the expiration of the term set by the Board, whichever comes first.
SCHEDULES	The Superintendent or designee shall supervise the development of a budget calendar and a specific plan for budget preparation. The budget schedule shall include time lines for designated individuals or groups to submit their budget proposals.
AVAILABILITY OF PROPOSED BUDGET	After it is presented to the Board and prior to adoption, a copy of the proposed budget shall be available upon request from the business office or Superintendent. The Superintendent or designee shall be available to answer questions arising from inspection of the budget.
BUDGET MEETING	The annual public meeting on the proposed budget shall be conducted as follows: <ol style="list-style-type: none">1. The Board President shall request at the beginning of the meeting that all persons who desire to speak on the budget give their names to the secretary. Only those who sign in with the secretary shall be heard.2. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.3. No officer or employee of the District shall be required to respond to questions from speakers at the meeting.
AUTHORIZED EXPENDITURES	The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the District's approved purchasing procedures. The expenditure of funds shall be under the direction of the Superintendent or

ANNUAL OPERATING BUDGET

CE
(LOCAL)

designee who shall ensure that funds are expended in accordance with the adopted budget.

BUDGET
AMENDMENTS

The budget shall be amended when a change is made increasing any one of the functional spending categories or increasing revenue object accounts and other resources.

FUND BALANCE

To keep the District in a strong financial position, the goal of the Board shall be to maintain the fund balances of the General and Debt Service Funds at an adequate level. The level of adequacy for the General Fund (unreserved) balance shall be not less than one and a half months of operating expenditures. In addition, the fund balance for the Debt Service Fund shall not be lower than 10 percent of the current year debt service requirements for the Debt Service Fund. This level of fund balance will protect the District against potential revenue shortfalls and will provide operating funds until tax revenues are received.

If the Board determines that this level of fund balance is not obtainable in the proposed budget being considered, the goal of the Board shall be to reach the level within a specific period of time, no longer than three years.

The Board shall ensure that the General Fund balance does not exceed 4 months of operating expenditures. The Board shall also ensure that the Debt Service Fund balance does not exceed 25 percent of the current year debt service requirements. If these amounts are exceeded, then steps shall be taken to reduce the balance.



Canutillo Independent School District

P.O. Box 100
Canutillo, Texas 79835

Ernesto L. Ortiz
Resource Services Coordinator

MEMORANDUM

To: Martha Veale, Executive Director of School Resources
Re: Out of Adoption Textbooks
Date: August 25, 2008

Please find attached documentation illustrating the procedure this department used for the disposal of 14 pallets of out-of-adoption textbooks. The disposal of these textbooks was carried out in compliance with CISD Regulation CI and the State Board of Education rule 19TAC 67.81.

Under State Board of Education rule 19 TAC 67.81, school districts can retain out-of-adoption materials or donate them to city, county and state agencies and to nonprofit organizations.

CISD Regulation CI

The District may donate expiring and out-of-adoption textbooks to students, employees, community members, or non-profit organizations. Under no circumstances may school districts sell expiring or out-of-adoption textbooks. All purged textbooks will be stamped "Discarded CISD" before disposal. Individuals wishing to receive the out-of-adoption textbooks will be responsible for the transportation from the district.

These textbooks were removed from the elementary campuses in June and July of 2008. The 14 pallets were picked up August 4-6, 2008 and will be distributed to the needy by the Children International organization.

Respectfully submitted,

Ernesto L. Ortiz

Resource Services Coordinator

Ernesto L. Ortiz

From: Parsons, Yancy [YParsons@FES.Follett.com]
Sent: Monday, August 25, 2008 9:58 AM
To: Ernesto L. Ortiz
Subject: FW: Donation Receipt Letter

From: Jessica A. Jenkins [mailto:JJENKINS@CHILDREN.ORG]
Sent: Thursday, August 21, 2008 12:26 PM
To: Parsons, Yancy
Subject: Donation Receipt Letter

Good afternoon Mr. Parsons,
This message is for Mr. Ortiz. Please feel free to contact me if you need further information.
Thanks!

Dear Mr. Ortiz,

I would like to thank you for your recent shipment of out of adoption textbooks. The books will be used at our agencies in Africa and the Philippines.

Thank you again for supporting Children International.

Sincerely,

Jessica Jenkins
Children International

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - NOT NEGOTIABLE

This form contains only the information necessary for the motor carrier to deliver, rate, and invoice the shipment described below. The shipper and/or the consignee are client(s) of C.H. Robinson Worldwide, Inc., (CHR) a third party logistics service and payer of the freight bill. All agreements between the carrier and CHR are contained in a signed contract agreement.

Shipper: Ship Date 8/6/2008

Canutillo Independent Sch
7965 Arcraft Rd

El Paso, TX, 799321131 915-877-7426
Reference Number: 2008357

Carrier:	Saia Motor Freight Line, Inc (LTL only)
Pro #:	
Load #:	55111287
ShiptD#:	2008357

Consignee: Due Date 8/7/2008

IDS-International Distribution Services
3501 Melcat Bldg E

Oklahoma City, OK, 73179 405-789-1999
Reference Number: 2008357

All freight charges PPD/3rd party bill to:

CHRLTL
14800 Charlson Road
Suite 2100
Eden Prairie, MN 55347
A CHERW Company

PPD-3RD PARTY

Agent or Cashier: Per _____ (The signature here acknowledges only the amount prepaid.)	Received: \$ _____ to _____ apply in prepayment of the charges on the property described hereon.	Charges Advanced: \$ _____
---	---	--------------------------------------

CHR#/Cust PO	SKU/UPC	NMFC/Description	UOM	Qty	Pallets	Weight	Class	Hazardous
16570996		161560 Textbooks	Pallet	6	6.00	6,000.00	65.0	
				6	6	6,000		

Special Instructions (Origin):

Special Instructions (Destination):

Comments: **Any problems with this shipment please contact #405-810-9933.**

"The Shipper certifies that the above named materials are properly classified, described, marked and labeled, and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation."

Shipper Signature X [Signature] Date: 8/6/08 Trailer# _____
 Consignee Signature X _____ Date: _____ Seal# _____
 Driver Signature X _____ Date: _____ Seal# _____

Permanent post-office address of shipper.

Saia (6) Spuskids
Mune Per
8-6-08
282592

*MARK WITH "X" TO DESIGNATE MATERIAL AS DEFINED IN TITLE 49 OF FEDERAL REGULATIONS.



029-15389580 4



Driver signature acknowledges receipt of freight only. Shipment is subject to applicable terms and conditions of the Uniform Bill of Lading, Saia's tariffs and current NMFC 100. See Saia 170-D tariffs at www.saia.com.

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - NOT NEGOTIABLE

This form contains only the information necessary for the motor carrier to deliver, rate, and invoice the shipment described below. The shipper and/or the consignee are client(s) of C.H. Robinson Worldwide, Inc., (CHR) a third party logistics service and payer of the freight bill. All agreements between the carrier and CHR are contained in a signed contract agreement.

Shipper: Ship Date 8/5/2008

Canutillo Independent Sch 7965 Arterali Rd El Paso, TX, 799321131 915-877-7426 Reference Number: 2008357

Carrier:	Saia Motor Freight Line, Inc (LTL only)
Pro #:	
Load #:	55050383
ShipID#:	2008357

Consignee: Due Date 8/6/2008

IDS-International Distribution Services 3501 Meleat Bldg E Oklahoma City, OK, 73179 405-789-1999 Reference Number: 2008357

All freight charges PPD/3rd party bill to: CHRLTL 14800 Charlson Road Suite 2100 Eden Prairie, MN 55347 A CHRW Company
--

PPD-3RD PARTY

Agent or Cashier: Per _____ (The signature here acknowledges only the amount prepaid.)	Received: \$ _____ to \$ _____ apply in prepayment of the charges on the property described hereon.	Charges Advanced: \$ _____
---	--	--------------------------------------

CHR #/Cust P	SKU/UPC	NMFC/Description	UOM	Qty	Pallets	Weight	Class	Hazardous
16552032		161560	Pallet	4	4.00	4,000.00	65.0	
2008357		Textbooks						
				4	4	4,000		

Special Instructions (Origin):
Special Instructions (Destination):

Comments: Any problems with this shipment please contact #405-810-9933.

"The Shipper certifies that the above named materials are properly classified, described, marked and labeled, and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation."

Shipper Signature X [Signature] Date: 8/5/08 Trailer# _____
 Consignee Signature X _____ Date: _____ Seal# _____
 Driver Signature X [Signature] Date: 8/5/08 Seal# _____
 (4-505)

029-15335690 5



Driver signature acknowledges receipt of freight only. Shipment is subject to applicable terms and conditions of the Uniform Bill of Lading, Saia's tariffs and current NMFC 100. See Saia 170-D tariffs at www.saia.com.

*MARK WITH "X" TO DESIGNATE MATERIAL AS DEFINED IN TITLE 49 OF FEDERAL REGULATIONS.

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - NOT NEGOTIABLE

This form contains only the information necessary for the motor carrier to deliver, rate, and invoice the shipment described below. The shipper and/or the consignee are client(s) of C.H. Robinson Worldwide, Inc., (CHR) a third party logistics service and payer of the freight bill. All agreements between the carrier and CHR are contained in a signed contract agreement.

Shipper: Ship Date 8/4/2008

CANUTILLO INDEPENDENT SCHL DST
7965 Arteralt

El Paso, TX, 79932 915-877-7745
Reference Number: 2008357

Carrier:	Saia Motor Freight Line, Inc (LTL only)
Pro #:	
Load #:	55018939
ShiptID#:	2008357

Consignee: Due Date 8/6/2008

IDS-International Distribution Services
3501 Melcat Bldg E

Oklahoma City, OK, 73179 405-789-1999
Reference Number: 2008357

All freight charges PPD/3rd party bill to:

CHRLTL
14800 Charlson Road
Suite 2100
Eden Prairie, MN 55347
A CHRW Company

PPD-3RD PARTY

Agent or Cashier: Per _____ (The signature here acknowledges only the amount prepaid.)	Received: \$ _____ to _____ apply in prepayment of the charges on the property described hereon.	Charges Advanced: \$ _____
---	---	--------------------------------------

CHR #/Cust P	SKU/UPC	NMFC/Description	UOM	Qty	Pallets	Weight	Class	Hazardous
16543760		161560	Pallet	4	4.00	4,000.00	65.0	
2008357		Textbooks						
				4	4	4,000		

Special Instructions (Origin):

Special Instructions (Destination):

Comments: Any problems with this shipment please contact #405-810-9933.

"The Shipper certifies that the above named materials are properly classified, described, marked and labeled, and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation."

Shipper Signature X [Signature] Date: 8-4-2008 Trailer# _____

Consignee Signature X _____ Date: _____ Seal# _____

Driver Signature X [Signature] Date: 8-4-08 Seal# _____

45WPS/2

Permanent post-office address of shipper.

*MARK WITH "X" TO DESIGNATE MATERIAL AS DEFINED IN TITLE 49 OF FEDERAL REGULATIONS.



029-14993680 6



Driver signature acknowledges receipt of freight only. Shipment is subject to applicable terms and conditions of the Uniform Bill of Lading, Saia's tariffs and current NMFC 100. See Saia 170-D tariffs at www.saia.com.



Internal Audit Charter

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

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

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

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

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

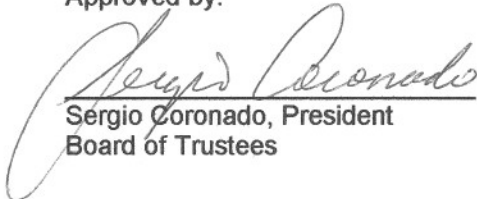
The internal auditor is not authorized to: (i) perform any operational duties for the District, (ii) initiate or approve accounting transactions external to the internal audit activity, and (iii) direct the activities of any District employee not employed by the internal audit activity, except to the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

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

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


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

Approved by:


 Sergio Coronado, President
 Board of Trustees

11/01/2006
 Date

Endorsed by:


 Dr. Pam Padilla, Superintendent

Nov. 1, 2006
 Date

Submitted by:


 Martha Carrasco, CIA, CGAP

11/01/2006
 Date



Audit Committee Charter

Purpose: To assist the Board of Trustees in fulfilling its oversight responsibilities for (1) the financial reporting process, (2) the system of internal controls, (3) the audit process, and (4) the District's process for monitoring compliance with applicable local/state/federal regulations and laws, District policies, and procedures. This document serves to establish guidelines for the Audit Committee of the Canutillo Independent School District.

Authority: The Audit Committee may inquire into any matters within its scope of responsibility. It is empowered to:

- Recommend and review the work of the public accounting firm employed by the District to conduct the annual audit.
- Resolve any disagreements between administration and the internal or external auditor(s) regarding financial reporting and/or internal controls.
- Recommend to the Board of Trustees all auditing and permitted not-audit services.
- At least annually, review the internal audit charter, audit plan, scope and results of internal auditing procedures.
- Review the District's system of internal controls to ensure that an adequate system has been established and is being effectively maintained.
- Review any special projects and other amendments to the audit plan.
- Obtain input from legal counsel, accountants or other pertinent District personnel to assist or advise in any matter within its scope of responsibility.
- Seek any information it requires from employees – all of whom are directed to cooperate with the committee's request – or external parties.
- Meet with District administrators, external/internal auditors, legal counsel, as necessary.

Responsibility: The committee will carry out the following responsibilities:

Financial Statements

- Review significant accounting and reporting issues and understand their impact on the financial statements.
- Review the existence of any significant transactions outside the normal course of business, any changes in accounting principles, or any significant proposed adjustments.
- Review analyses prepared by administration and/or the external auditor setting forth significant financial reporting issues and judgments made in connection with the preparation of the financial statements.
- Review with administration and independent auditors the results of the external audit, including any difficulties encountered.

Internal Control

- Consider the effectiveness of the District's internal control system, including information technology security and control.
- Understand the scope of internal and external auditor's review of internal control over financial reporting and/or operations, and obtain reports on observations, findings and recommendations, together with administration's responses.
- Request investigations into matters within the scope of its duties, including investigations concerning compliance with the District's system of internal controls.

Internal Audit

- Review with administration and the internal auditor the charter, audit plan, activities, staffing and organizational structure of the internal audit function.
- Review the effectiveness of the internal audit function, including compliance with The Institute of Internal Auditors' Standards for the Professional Practice of Internal Auditing.
- Review internal audit reports and along with responses by administration.
- Monitor the adequacy and the timeliness of corrective actions taken in response to audit activities.

External Audit

- Review the external auditors' proposed audit scope and approach, including any coordination of audit effort with internal audit.
- Review performance of the external auditors and recommend approval or discharge of auditors. The committee should:
 1. Take into account the opinions/recommendations of administration and internal audit.
 2. If needed, obtain and review a report by the independent auditor describing the firm's internal quality-control procedures; any material issues raised by the most recent internal quality-control review, or peer review of the firm.
 3. Present its conclusions with respect to the external auditor to the Board of Trustees.
- Ensure the rotation of audit firm at least every five years.
- Ensure that there are clear hiring policies for employees or former employees of the independent auditors.

Composition: The audit committee is a subset of the Board of Trustees. It will consist of at least three members appointed by the Board President.

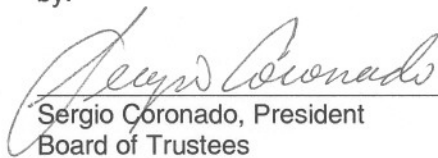
Meetings: The Audit Committee will meet at least four times a year, with authority to convene as circumstances require. All committee members are expected to attend each meeting. The committee may invite members of the administrative staff, auditors or others to attend meetings and provide pertinent information, as necessary. The meetings are open to the public. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. It will also meet in executive session as needed. Minutes will be prepared.

- Compliance: The committee will:
- Review the effectiveness of the system for monitoring compliance with District policies, laws and regulations and the results of administration's investigation and follow-up (including disciplinary action) of any instances of noncompliance.
 - Establish procedures for: (i) the receipt, retention, and treatment of complaints received, and (ii) the confidential, anonymous submission by employees or the general public of concerns regarding questionable matters.
 - Review the findings of any examination by regulatory agencies.
 - Review the process for communicating ethics and fraud policies to District personnel.
 - Obtain regular updates from administration and/or the internal auditor regarding compliance matters.

- Reporting Responsibilities: The committee will:
- Regularly report to administration and the Board of Trustees about committee activities and issues that arise with respect to the quality and integrity of the District's financial statements, internal controls, compliance with local, legal or regulatory requirements, the performance and independence of the external auditors, and the performance of the internal audit function.
 - Provide an open avenue of communication between the internal auditor, the external auditors, administration, and the Board of Trustees.
 - Review any other reports the District issues that relate to committee responsibilities.

- Other Responsibilities: The committee will:
- Perform other activities related to this charter as requested by the Board of Trustees.
 - Review and assess the adequacy of the committee charter annually, requesting Board approval for proposed changes.
 - Confirm annually that responsibilities outlined in this charter have been carried out.

This document shall be considered effective as of December 12, 2006 and is approved by:


Sergio Coronado, President
Board of Trustees

12-12-06
Date

Endorsed by:


Frank Lerma, Committee Chair
Finance/Audit

12-12-06
Date


Dr. Pam Padilla, Superintendent

12-12-06
Date

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

Agenda Item: _____

Date: September 9, 2008

Subject: Budget Amendments

Presented By: Tony Reza

Consent Agenda X

ACTION

1. BACKGROUND INFORMATION:

The enclosed budget amendments are for the following:

- a) To rollover budget balances for the capital needs and the interior construction at the NECHS.
- b) To increase the construction budget for AES from interest earnings.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the requested budget amendments.

3. ACTION REQUESTED:

The Board of Trustees approves the requested budget amendments.

MOTION _____ SECOND _____

AYES _____ NAYS _____



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

FUNDING SOURCE:

The construction and capital outlay funds from the prior year for the Northwest Early College High School will be rolled over to this fiscal year.

IF GRANT, PLEASE PROVIDE THE FOLLOWING: N/A

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

PURPOSE OF THE AMENDMENT:

This amendment will roll over funds from the prior year to finish construction and acquire the capital needs for the Northwest Early College High School.

HOW WILL THIS IMPACT EDUCATION:

This item will provide the furniture and the portables for the students and staff at the Northwest Early College High School.

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

CISD District Planning Goal #4-All students will be educated in learning environments that are appropriate, safe, drug and violence-free, and conducive to learning.

TO: Dr. Pam Padilla

THROUGH: Tony Reza, Executive Director Business Services

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: NECHS -Rollover Funds from Prior Year

DATE: September 4, 2008

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.51.6299.00.003.9.99 Capital Outlay	-	33,473.00	33,473.00
199.81.6639.00.003.9.99 Capital Outlay	-	85,000.00	85,000.00
199.81.6629.00.003.9.99 Construction - NECHS	-	135,000.00	135,000.00
199.81.6629.01.003.9.99 Construction - Interior	-	30,000.00	30,000.00
199.00.8911.00.000.9.00 Other Uses and Sources	-	(283,473.00)	(283,473.00)
101.81.6639.00.003.9.99 Capital Outlay	-	14,000.00	14,000.00
101.00.8911.00.000.9.00 Other Uses and Sources	-	(14,000.00)	(14,000.00)

REASON FOR BUDGET AMENDMENT REQUEST: This agenda will rollover allocated funds from the prior fiscal year for capital outlay and interior construction of the NECHS.



Superintendent

9-4-08

Date



Executive Director Business Services

9/4/08

Date



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

FUNDING SOURCE:

The interest earnings from the construction fund will be used to increase the budget for Arellano Elementary School - #106.

IF GRANT, PLEASE PROVIDE THE FOLLOWING: N/A

-GRANT AWARD:

-GRANT PERIOD:

-GRANT OBJECTIVES:

-GRANTING AGENCY:

PURPOSE OF THE AMENDMENT:

This amendment will increase the construction budget for Arellano Elementary School - #106.

HOW WILL THIS IMPACT EDUCATION:

This item will provide funds for the construction of Arellano Elementary School.

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

CISD District Planning Goal #4-All students will be educated in learning environments that are appropriate, safe, drug and violence-free, and conducive to learning.

TO: Dr. Pam Padilla

THROUGH: Tony Reza, Executive Director Business Services

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Arellano Elementary School Construction Budget

DATE: September 4, 2008

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
691.81.6629.090.106.9.99 Construction - #106	8,624,819	216,516.00	8,841,335
691.00.8911.00.000.9.00 Other Uses and Sources	-	(216,516.00)	(216,516.00)

REASON FOR BUDGET AMENDMENT REQUEST: This agenda will increase the construction budget for Arellano Elementary School - #106.



Superintendent



Executive Director Business Services

9-4-08

Date

9/4/08

Date

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

Agenda Item:

Date:

Subject: Renew Solid Waste Disposal Contract RFP # 07 – 01

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The Finance Department has exercised Section 3 item (h) of the Request for Proposal # 07-01, option to renew the contract for an additional year at an additional 3% increase over the last year's rate. The renewal will be for year three (3) of a three-year agreement with El Paso Disposal from October 1, 2008 through September 30, 2009.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to renew the Solid Waste Disposal Services proposal as recommended by the Finance Department

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, TX 79932

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

BUSINESS SERVICES

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

TO: Board of Trustees August 27, 2008
THROUGH: Tony Reza
Executive Director
FROM: Kathy Ellis *K. Ellis*
SUBJECT: Approval of Warrant List for August 1, 2008 through August 27, 2008

Enclosed in your packet is the warrant list for August 1, 2008 through August 27, 2008. I recommend its approval in the amount of: \$ 533,555.46.

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Year-to-Date Average Daily Membership and ADA
August 25, 2008 through August 29, 2008

<u>Campus</u>	<u>ADM</u>	<u>ADA</u>	<u>ATT %</u>
Canutillo Elementary School	631.40	625.60	99.1%
Deanna Davenport Elementary School	416.80	414.50	99.4%
Jose H. Damian Elementary School	471.00	468.20	99.4%
Bill Childress Elementary School	480.50	474.00	98.6%
Gonzalo and Sofia Garcia Elementary School	585.50	580.00	99.1%
Canutillo Middle School	667.80	661.40	99.0%
Jose J. Alderete Middle School	584.00	579.20	99.2%
Canutillo High School	1700.50	1666.10	98.0%
Northwest Early College High School	97.40	97.20	99.8%
<hr/>			
DISTRICT TOTALS	5634.90	5566.20	98.8%

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA and Last Day Enrollment
As of August 29, 2008

<u>Campus</u>	<u>August ADA</u>	<u>Enrollment 8/29/08</u>
Canutillo Elementary School	625.60	658
Deanna Davenport Elementary School	414.50	439
Jose H. Damian Elementary School	468.20	503
Bill Childress Elementary School	474.00	509
Gonzalo and Sofia Garcia Elementary School	580.00	619
Canutillo Middle School	661.40	678
Jose J. Alderete Middle School	579.20	589
Canutillo High School	1666.10	1717
Northwest Early College High School	97.20	98
<hr/>		
DISTRICT TOTALS	5566.20	5810

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA Comparison August 2008

<u>Campus</u>	Previous month June 2008 <u>ADA</u>	Current month August 2008 <u>ADA</u>	Previous year August 2007 <u>ADA</u>
Canutillo Elementary School	649.01	625.60	636.20
Deanna Davenport Elementary School	452.84	414.50	477.80
Jose H. Damian Elementary School	435.17	468.20	420.10
Bill Childress Elementary School	482.00	474.00	491.90
Gonzalo and Sofia Garcia Elementary School	513.83	580.00	490.90
Canutillo Middle School	620.33	661.40	638.20
Jose J. Alderete Middle School	545.33	579.20	574.20
Canutillo High School	1435.00	1666.10	1585.30
Northwest Early College High School		97.20	
DISTRICT TOTALS	5133.51	5566.20	5314.60

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

Subject: Administrative Personnel Actions for Date: September 9 , 2008
Board of Trustee Information Only

Presented by: Renée O'Donnell Consent Agenda: _____

ACTION

1. **BACKGROUND INFORMATION**

Superintendent approved employment of personnel:

Rafael Alvarez	5th Dual Language Teacher, BCE, Effective 8/18/08
Lawrence Amrich	Special Ed. Teacher, CES, Effective 8/22/08
Scott William Anderson	5 (B) Teacher, BCE, Effective 8/18/08
Lucia Bernal	Food Service Substitute, Effective 8/20/08
Debra Sue Bierman	Special Education Itinerant Aide, School Improvement Division, Effective 08/28/2008
Teresa Castro	Lead Early Childhood Caregiver, Effective 8/20/08
Luz Carrillo	Science Teacher, NECHS, Effective 8/18/08
Marcela Cereceres	Supplemental Services Educator, Student Support, Effective 8/28/08
Gerardo Cruz	Sub Driver, Effective 8/20/08
Margarita Enriquez	2 (M) Dual Teacher, Effective 8/18/08
Jessica Harrison	Special Ed. Teacher, CHS, Effective 8/18/08
Karla Herrera	PT Bus Driver, Effective 8/21/08
Brian Kerns	Technology Teacher, Effective 8/22/08

Superintendent approved employment of personnel (cont.):

Daniel Martinez	DAEP Assistant, Effective 9/3/08
Catherine McWhorter	6th Grade Teacher, CMS, Effective 8/18/08
Myrtha Muñoz	3rd (B) Teacher, CES, Effective 8/22/08
Jennifer Helen O'Malley	ISS Paraprofessional, CMS, Effective 8/25/08
Elizabeth Platt	Librarian, CHS, Effective 8/13/08
Diego E. Reyes	Science Teacher, CHS, Effective 8/18/08
Nanet Lopez Rothmund	Educational Diagnostician, Effective 8/13/08
Eduardo Rodriguez	Math Teacher, CHS, Effective 8/18/08
Aurora Sanchez	FS Helper, CHS, Effective 8/20/08
Juan Silva	PT Driver, Effective 8/21/08
Estela Veale	English Teacher, CMS, Effective 8/25/08

Superintendent approved position changes for personnel:

Sandra Alvarado	PK Teacher, CES, to PK Teacher, CES/BCE, Effective 8/18/08
Jesica Arellano	Business Teacher, CHS, to Math Teacher, NECHS, Effective 8/18/08
Carmen Castro	FT FS Helper to FS Baker, Effective 8/20/08
Stacey Deck-Gailey	PT Bus Driver to FT Bus Driver, Effective 8/16/08
Virginia Fiske	AA Teacher, DDE, to AA Teacher, DDE/BCE, Effective 8/18/08
Johnny Gauna	PT Bus Driver to FT Bus Driver, Effective 8/21/08
Martha Gutierrez	Parent Liaison, DDE to Parent Liaison, CMS, Effective 8/20/08

Superintendent approved position changes for personnel (cont.):

Victor Jaime	Custodian, CHS, to Custodian, BCE, Effective 8/6/08
Sylvia Martinez	Parent Liaison, CMS, to Parent Liaison, DDE, Effective 8/20/08
Pam Mendoza	504 Teacher, JDE/GES to 504 Teacher, BCE, Effective 8/18/08
Sylvia Parra Muñoz	504 Teacher, JDE/GES to 504 Teacher, JDE, Effective 8/18/08
Rogelio Murillo	Custodian, CES, to Custodian, Student Support Div., Effective 8/20/07
Rebecca S. Quintana	PT FS Helper, CHS, to FT FS Helper, CHS, Effective 8/20/08
Connie Rios	504 Teacher, BCE, to 504 Teacher, GES, Effective 8/18/08

Superintendent approved resignations:

Heidi Arellano	Math Teacher, CHS, Effective 6/5/08
Fernando Leyva	Maintenance/Groundskeeper, Effective 7/31/08
David Longoria	Science Teacher, CHS, Effective 6/5/08
Veronica Priego	2 (M) Dual Teacher, CES, Effective 6/5/08
Isidro Reyes	Custodian Supervisor, Effective 8/22/08

Superintendent approved retirements:

None

Termination of Support Personnel

See under separate cover.

2. **BOARD ACTION REQUESTED**

No action required.

To Whom It May Concern:

Heather Atherton, Sylvia Morgan and I, Becky Rood, would like to be added to the next school board agenda to speak about charges for refrigerators.

Thank you,

Heather Atherton

Sylvia Morgan

Becky Rood

Heather Atherton

Sylvia Morgan

Becky Rood

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

Agenda Item:

Date:

Subject: Approval of Purchase of Anti-Virus Software & Support

Presented By: Martha Veale/Chris Avila

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 purchase of District Wide Anti-Virus Software and support from the Unison Company. The purchase will be made through the Texas DIR Cooperative buying contract #DIR-BUSOP-08. All pertinent information will be included in the Friday Packets.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends the purchase of District Wide Anti-Virus Software and support from the Unison Company.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____