

# Agenda of Special Meeting

## The Board of Trustees Canutillo ISD

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A Special meeting of the Board of Trustees of Canutillo ISD will be held December 16, 2008, beginning at 6:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

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

1. General Functions
  - A. Call to Order
  - B. Roll Call
  - C. Board of Trustee Business
    1. Holiday caroling by CHS choir under the direction of Mr. Willie Adame
  - D. Committee Reports
    1. Finance/Audit/Facilities/Planning Committee - Mrs. Sanchez, Chairperson (December 3) 3
  - E. Consent Agenda
    1. Adoption of revision to the following policies:
      - a. BBG(Local) Board Members Compensation and Expenses (first reading) 5
      - b. BDAA(Local) - Officers and Officials. Duties & Requirements of Board Officers (first reading) 7
      - c. BDB(Local) - Board Internal Organization. Internal Committees (first reading) 9
      - d. FMH(Local) Student Activities - Commencement (first reading) 11
    2. Adoption of Board Policy CRE(Local). Insurance and Annuities Management Workers' Compensation (first reading) 12
2. Instruction and Student Affairs
  - A. NONE
3. Personnel
  - A. Presentation on organization of District central administration (executive or closed session)  
**Presenter:** Dr. Pam Padilla
  - B. Oral presentation on status of highly qualified teachers and paraprofessionals in the school district  
**Presenter:** Renee O'Donnell
4. Business and Finance
  - A. Award of RFP # 09-04 Modular Science Lab Plumbing & Mechanical 13  
**Presenter:** Tony Reza / Yusuf Farran

- B. Approval of purchase of district-wide imaging license 14  
**Presenter:** Tony Reza
- C. Review and possible revision to CH(Local) - Purchasing and Acquisition 15  
**Presenter:** Leticia E. Gonzalez
- D. Review and possible revision to CW(Local) - New Facilities 17  
**Presenter:** Leticia E. Gonzalez
- 5. Administration
  - A. Review plans for celebration of district's 50th anniversary  
**Presenter:** Alfredo Vasquez
  - B. Consider leasing of facilities to Sun Bowl Association 19  
**Presenter:** Dr. Pauline Dow
- 6. Adjournment

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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.



# Canutillo Independent School District

7710 Cap Carter Road  
Canutillo, TX 79835

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

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

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

## Finance/Audit/Facilities/Planning Committee Meeting Minutes December 3, 2008

**Location:** Administration Building  
**Time:** 6:01 PM – 9:25 PM

**Board Committee Members Present:** Mrs. Sanchez, Ms. Quintana and Mrs. Gonzalez

**Others Present:** Dr. Pam Padilla, Tony Reza, Yusuf Farran, Sergio Coronado, Martha Carrasco, Jose Sanchez, Pablo Ramirez, Arturo Gallegos, Shonda Jordan, Adele Balesh, Shelly McMahan, Armando Rodriguez, Monica Cazares, Ron Gatlin, Linda Banuelos, Renee O'Donnell, Sylvia Morgan, Nila Newton, Dion Dorado, Blanca Gomez

**The meeting was called to order at 6:01 p.m.**

### 4.0 Business and Finance

- A. Review of Warrant List and Formulation of Recommendation to the Board:** Mr. Reza presented himself to the committee to answer any questions the committee had regarding the warrant list. Some of the committee members had approached Mr. Reza with questions regarding the Warrant List prior to the meeting. Mr. Reza reviewed those items and answered the questions. There were some items that could not be answered during the meeting and Mr. Reza will put that information in the Friday packet. Dion Dorado, community member, made comments regarding an item on previous warrant list. Mr. Farran answered questions regarding the wastewater plant operator and the gas line at CES. Blanca Gomez, community member had a question regarding the upgrade of a vehicle rental by a board member. The upgrade was paid by the board member. Mr. Dorado had a question regarding administration travel. The committee members recommended approval of the warrant list for the month of November to the Board.
- B. Review of District Financials and Formulation of Recommendation to the Board:** Mr. Reza addressed the committee regarding the financial information for the period ending November 30, 2008. Mr. Reza reviewed the financial statements for the committee. Mr. Reza and Dr. Padilla answered questions asked by the board members. Mr. Farran read a letter to the Board regarding the As-Built Drawings for Garcia Elementary School. A copy of that letter will be placed in the Friday Packet for the Board. Blanca Gomez had a question regarding the status of the athletic field as AMS. The committee recommended approval of the district financials for the month of November to the full Board.

- C. Workers' Compensation Report – External Auditor:** Nila Newton, External Auditor, reviewed the Workers' Compensation Report for the Board. Ms. Newton informed the Board that the District brought down the cost of individual claims from over \$200,000 to 70,000 per year. She also let them know that there were a few changes in policy and procedure. Ms. Newton let the Board know that the District had a very good and healthy Workers' Compensation program. Dr. Padilla and the External Auditor answered questions from the Board. Blanca Gomez made a comment regarding procedures the District follows.
- D. Compliance calendar update:** Martha Carrasco, Internal Auditor submitted a compliance calendar report. This report has tasks pending after a follow-up report. Ms. Carrasco informed the Board of the procedure she follows to process the report. She reviewed the current report with the Board. Mr. Farran addressed the ADA issues that are pending at CMS. Mr. Reza addressed the change of completion date for the development & implementation of a perpetual inventory for parts used in the maintenance of District vehicles.
- F. 2008-2009 Audit Plan:** Martha Carrasco, Internal Auditor presented the 2008-2009 Audit Plan. This plan shows the scheduled audit projects for the 2008-2009 Fiscal Year and is sorted by period and budgeted hours. The committee recommended approval of the 2008-2009 Audit Plan to the full Board.
- E. Comments/Input from Community Members on items discussed by Finance/Audit/Facilities/Planning Committee:** No comments were made during this agenda item. Any questions or comments that the community members had were addressed during the individual agenda items.

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

**Meeting adjourned at 9:25 PM.**

BOARD MEMBERS  
COMPENSATION AND EXPENSES

BBG  
(LOCAL)

EXPENSE  
REIMBURSEMENT

It is the responsibility of the district to manage travel expenses in a manner that provides the lowest cost and best value to the district.

An amount for Board member travel expenses shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

Board members are expected to keep the costs of travel to a minimum. Registrations and reservations shall be made as early as possible in order to arrange for travel at the lowest possible cost. Ground transportation will be provided in the most economical manner possible.

TRAVEL EXPENSES

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:

1. Reimbursement, not to exceed the allowable rates, for air and ground transportation, parking fees, lodging, meals, and other incidental expenses.
2. Advancement of a set amount for air and ground transportation, parking fees, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

DOCUMENTATION  
REQUIRED

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

AUTHORIZED  
MEETINGS

Board members shall be authorized by the Board to attend annual TASA and NASB conferences and the TASB Summer Leadership Institute. Board members granted authorization, by the Board, to travel to other conferences that have a direct relationship or impact upon the operation of the District shall provide, upon their return, a report to the whole Board on the meeting/conference attended.

AIR TRAVEL

Air travel shall be at coach rates or the lowest rate available by the most direct route, whenever possible. When air fare to a

BOARD MEMBERS  
COMPENSATION AND EXPENSES

BBG  
(LOCAL)

destination is lower than the per mileage rate, the maximum reimbursement shall be the lowest air fare available.

NONMEMBER'S  
EXPENSES

A member who is accompanied by his or her spouse or other person shall be responsible for paying for travel of the spouse and shall reimburse the District for any difference in the room rates and other related travel expenses incurred due to the attendance of the additional person. As a courtesy, the district may make travel arrangements for spouse or other person traveling with a board member, using the board member's credit card. No arrangements will be made using district resources.

FAILURE TO ATTEND

Except in cases of unforeseen events, a board member who fails to travel to and attend a conference or other event for which travel arrangements have been made will reimburse the district for all nonrefundable expenses incurred by the district.

RECOGNITION

In recognition of the service of Board members in the District, a plaque shall be presented to each elected Board member at the end of their term or at the time of their retirement from the Board. In addition, an appropriate resolution expressing sincere appreciation to the Board member at the time of their retirement, shall be placed in Board minutes.

All retiring or retired Board members shall be given lifetime passes for free admittance to school-sponsored events and shall receive complimentary copies of District publications and promotional items such as pens or hats.

OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

BOARD OFFICERS	The Board shall elect a President, a Vice-President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
VACANCY	A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
TERM AND DUTIES	Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
PRESIDENT	<p>In addition to the duties required by law, the President of the Board shall:</p> <ol style="list-style-type: none"><li>1. Preside at all Board meetings unless unable to attend.</li><li>2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.</li><li>3. Send, or cause to be sent, notices of Board meetings.</li><li>4. Call special meetings of the Board. [See BE]</li><li>5. Sign all legal documents, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board policy.</li><li>6. Decide all questions of order in accordance with <i>Robert's Rules of Order, Newly Revised</i>, as modified by Board policy.</li><li>7. Serve as the Board's spokesperson.</li></ol>
VICE-PRESIDENT	<p>The Vice-President of the Board shall:</p> <ol style="list-style-type: none"><li>1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.</li><li>2. Serve as the Board's spokesperson, when President is unavailable</li><li>3. Automatically become President of the Board if a vacancy in that office occurs.</li></ol>
SECRETARY	<p>The Secretary of the Board shall:</p> <ol style="list-style-type: none"><li>1. Ensure that an accurate record is kept of the proceedings of each Board meeting.</li></ol>

OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice-President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

BOARD INTERNAL ORGANIZATION  
INTERNAL COMMITTEES

BDB  
(LOCAL)

COMMITTEE OF THE  
WHOLE

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

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

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

STANDING  
COMMITTEES

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

FINANCE, AUDIT,  
FACILITIES, AND  
PLANNING

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

PERSONNEL AND  
POLICY

2. In order for the District to attain its goals and to increase the efficiency and productivity of operations, the committee on personnel and policy shall consult with the administration in the formulation of recommendations related to personnel policy and procedures. The personnel and policy committee shall also review the District philosophy, goals, and objectives in light of the instructional program and policies of the District and shall make reports and recommendations to the Board regarding changes, additions, or deletions to policy, as necessary.

INSTRUCTION AND  
STUDENT  
SERVICES

3. In an effort to enhance and support the teaching/learning process and to enable the District to attain established goals, the committee on instruction and student services shall consult with the administration in the formulation of recommendations for policies and regulation in the area of instruction and student services.

SPECIAL  
COMMITTEES

The President of the Board may appoint members to special committees created by the Board, as required to address specific issues outside the purview of the standing committees. The nature and membership of these committees shall be stated in a regular

BOARD INTERNAL ORGANIZATION  
INTERNAL COMMITTEES

BDB  
(LOCAL)

or special meeting of the Board, and the charge to the committee shall be delivered in writing and made a part of the public record. Such committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or by action of the Board at a subsequent regular or special meeting following appointment.

COMMITTEE  
COMPOSITION AND  
AUTHORITY

The composition of the standing committees and special committees of the Board shall be as follows:

MEMBERSHIP

Each standing committee and special committee shall be composed of a chairperson and at least two other members to be named by the President of the Board. At least one administrator designated by the Superintendent shall be assigned to each committee; the Superintendent or committee chair may call on other persons to participate when additional input is needed.

AUTHORITY

The role of the standing committees and special committees shall be limited to the finding of fact and the formulation of recommendations for action by the Board. In this capacity, the committees shall have authority, under the conditions described in BBE(LOCAL), to request and receive any records, reports, or other documentation deemed necessary by the committee in fulfillment of its charge.

MEETINGS

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

Meetings of the standing committees and special committees shall be held only when a quorum, consisting of two of the committee members are present. The Board President, as an ex officio member, may be counted toward establishing a quorum if there are not two committee members present.

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

MINUTES

Minutes shall be kept and distributed to all Board members and administrators within one month following the meeting or at the next regularly scheduled Board meeting, whichever is later.

STUDENT ACTIVITIES  
COMMENCEMENT

FMH  
(LOCAL)

COMMENCEMENT  
EXERCISES

Students shall meet all state and local graduation requirements, including all applicable exit-level testing, to be eligible to participate in commencement activities and ceremonies. [See EI, EIF]

TRANSFER STUDENTS

Students who have transferred from an out of state school with at least 12 credits earned toward graduation and who have earned all credits needed to graduate but have not met all of the state exit-level testing requirements will be eligible to participate in commencement activities and ceremonies.

INSURANCE AND ANNUITIES MANAGEMENT  
WORKERS' COMPENSATION

CRE  
(LOCAL)

RELATION TO PAID  
LEAVE

The Board has adopted the offset option provided by law [see CRE (LEGAL)] whereby an employee absent because of a job-related illness or injury may choose to:

1. Receive workers' compensation wage benefits only; or
2. Use available paid leave in proportional amounts to supplement workers' compensation wage benefits, up to the regular preinjury weekly wage.

The employee shall indicate if he or she chooses to use available paid leave in this circumstance and, if so, may choose to discontinue use at any time.

An employee absent because of a job-related illness or injury shall be placed on Family and Medical Leave, if applicable. [See DEC (LOCAL)]

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

Agenda Item:

Date:

Subject: Award of RFP #09-04 Modular Science Lab Plumbing & Mechanical

Presented By: Yusuf Farran

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

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ACTION

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1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any single budgeted purchase of goods or services that has an aggregate cost of \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. This request is to approve the award of RFP #09-04 Modular Science Lab Plumbing & Mechanical (Northwest Early College High School) to Desert View Mechanical, Inc. in the amount of \$34,741.00. All pertinent information will be included in the Friday Packets.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends the award of RFP #09-04 Modular Science Lab Plumbing & Mechanical (Northwest Early College High School) to Desert View Mechanical, Inc. in the amount of \$34,741.00.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

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

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

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

Agenda Item:

Date:

Subject: Approval of Purchase of District-Wide Imaging Licensing

Presented By: Luann Escobar

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

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ACTION

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1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any single budgeted purchase of goods or services that has an aggregate cost of \$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 Imaging Licensing in the amount of \$24,975.00. The purchase will be made utilizing the DIR Purchasing Cooperative through CIMA Solutions Group. All pertinent information will be included in the Friday Packets.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends the purchase of District-Wide Imaging Licensing in the amount of \$24,975.00. The purchase will be made utilizing the DIR Purchasing Cooperative through CIMA Solutions Group.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

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

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

PURCHASING AND ACQUISITION

CH  
(LOCAL)

PURCHASING AUTHORITY	The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs <del>\$25,000</del> \$10,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.
PURCHASING METHOD	The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH (LEGAL).
COMPETITIVE BIDDING	<p>If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.</p> <p>The District may reject any and all bids.</p>
COMPETITIVE SEALED PROPOSALS	<p>If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.</p> <p>The District may reject any and all proposals.</p>
RESPONSIBILITY FOR DEBTS	The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.
PURCHASE COMMITMENTS	All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.
PERSONAL PURCHASES	District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

PURCHASING AND ACQUISITION

CH  
(LOCAL)

OTHER CONTRACTED  
SERVICES

The District shall contract with firms that have sufficient resources and capabilities to provide services to the District.

Proposals for services shall be solicited as deemed appropriate. However, a mandatory review of all firms that have served the District for five consecutive years shall be required at the end of a five-year period. At that time, the Board may direct the Superintendent to prepare and issue a request for qualifications or proposals, as appropriate for the services.

NEW FACILITIES

CW  
(LOCAL)

NAMING FACILITIES

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

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

NAMING OF A  
SCHOOL, OTHER  
FACILITY, OR  
FUNCTION

When the Board awards a contract for the design of a school, other facility, or function area that requires naming, the Board will conduct a public hearing within 30 calendar days after the approval of the contract to collect naming recommendations from the community.

Within 60 calendar days from the date of awarding the contract, the Board shall announce the name of the facility.

Geographical, historical, and traditional names shall be considered. Names directly related to the District shall receive first consideration. ~~Recommendations may include the following, if the suggested name is a person:~~

~~Biographical data,~~

~~Significant contributions made by the individual, and~~

~~A statement of why the school should be named after that person.~~

The Board is not obligated to accept any recommendation from the community. A simple majority vote of the Board shall be required to approve a name.

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

NAMES ON BUILDING  
PLAQUES

Dedication plaques shall include the following information:

1. The name of the school or building.
2. The year completed.
3. Those individuals on the Board, with titles of officers, and the Superintendent on the date when the architectural design was approved by the Board.
4. Those individuals on the Board, with titles of officers and years of service for the members who subsequently retire,

NEW FACILITIES

CW  
(LOCAL)

and the Superintendent on the date when the project is completed.

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

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

RENAMING

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



November 20, 2008

Dr. Pam Padilla, Superintendent  
Canutillo Independent School District  
7965 Artcraft  
El Paso, Texas 79932



Dr. Padilla,

This is a request for use of the Julius and Irene Lowenberg Football Stadium from December 26 through December 29 for the purpose of practice for one of the two football teams that will be participating in the 75<sup>th</sup> Annual Brut Sun Bowl Football game that will be played on December 31<sup>st</sup>.



The Sun Bowl Stadium itself will not be available for practice during this time because CBS, the television network that televises the game nationally, will be preparing the field and stadium for the telecast. Also, the field itself will be being painted for the game.



Because your facility has the same artificial turf that the Sun Bowl Stadium uses, it makes the participating teams practice more like the real game conditions.



Being a not for profit organization, our funds for rental fees are not in abundance. However, we are willing to trade 50 game tickets, valued at \$2,000, for the use of the facilities. Along with that, the Canutillo Independent School District will be mentioned in our thank you ads, and you will receive a commemorative gift from the 2008 Brut Sun Bowl game.

Thank you very much for you consideration. If you have any questions, don't hesitate to call me at 915-533-4416.



Sincerely,

Bernie Olivas  
Executive Director  
Sun Bowl Association

**Sun Bowl Association**

Los Picos Building  
4150 Pinnacle Street, Suite 100  
El Paso, Texas 79902-1019

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[www.sunbowl.org](http://www.sunbowl.org)