

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held January 15, 2009, 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" 3
 - D. "Texas Pledge of Allegiance" 4
 - E. "CISD Mission Statement" 5
 - F. Approval of Minutes
 1. Regular Board Meeting 12/09/08
 2. Special Board Meeting 12/16/08
 - G. Communications
 1. General Comments Portion
 2. Complaints Portion
 - H. Board of Trustee Business
 1. Review of January Calendar of Events 6
 2. Approve resolution concerning alternative teacher certification applicants 7
 - I. Committee Reports
 1. Personnel/Policy Committee - Mrs. Gonzalez Chairperson (December 11) 8
 - J. Consent Agenda
 1. Adoption and revision to the following policies:
 - a. BBG(Local) Board Members Compensation and Expenses (second reading) 16
 - b. BDAA(Local) Officers and Officials. Duties & Requirements of Board Officers (second reading) 18
 - c. BDB(Local) Board Internal Organization, Internal Committees (second reading) 20
 - d. CW(Local) New Facilities (second reading)
 2. Adoption of Board Policy CRE(Local). Insurance and Annuities Management Workers' Compensation (second reading) 22
 3. Attendance, Financial and Warrant List for December 1-31, 2008 23
 - K. Reports

1. Superintendent Report
 - a. District Recognition of Board of Trustees
2. Report from attorney on Monica Cazares v. Canutillo ISD (executive or closed session)
2. Instruction and Student Affairs
 - A. NONE
3. Personnel
 - A. Approval of stipend for music coordination 27
 - B. Administrative Personnel Actions (no Board action required - information item only) 37
 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
4. Business and Finance
 - A. Review and possible revision to CH(Local) Purchasing and Acquisition (first reading) 39

Presenter: Leticia Gonzalez / Tony Reza
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.

**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	

JANUARY-----

Action Items

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

Other Items

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

Important Dates

Sam Rayburn Day (Jan. 6)
Martin Luther King, Jr.'s Birthday (Jan. 19)
Presidential Inauguration Day (Jan. 20)

Events



THE CANUTILLO INDEPENDENT SCHOOL DISTRICT

Board Resolution No. 20084

Whereas: the Canutillo Independent School District intends to provide the best educational opportunities available for our students; and,

Whereas: the teacher is the key to providing appropriate educational settings and effective instructional delivery; and,

Whereas: Whereas, the Board of Trustees resolves to employ only teachers of the highest quality and those having the highest professional skill level; be it

Resolved that these standards will be achieved by directing the Superintendent to instruct Human Resources to implement the following procedures:

- (1) employment of fully certified teachers whose credentials are derived from an accredited college teacher preparation program,
- (2) employment of qualified alternative teacher certification candidates committed to completing a one year program of study as specified by the provisions of Title I Capital Regulations, section 200.5 (A) (2), December 2, 2002, from a university / college based alternative teacher certification program or the regional service center alternative teacher certification program.
- (3) employment of other alternative teacher certification applicants only after candidates from section # 1 and # 2 have been fully utilized

President, Board of Trustees

I hereby certify that the above
Resolution was adopted _____.

Secretary, Board of Trustees



Personnel/Policy Committee Meeting Minutes
December 11, 2008

Location: Administration Office
Starting time: 6:00 p.m. Ending Time: 8:07 p.m.

The meeting was called to order at 6:00 p.m.

Board Committee Members present:
Leticia Gonzalez – Chairperson
Monica Cazares
Sergio Coronado – Arrived at 6:03 p.m.

Others present: Shonda Jordan, Rachel Quintana, Yvonne Sanchez, Dr. Pam Padilla, Dr. Pauline Dow, Tony Reza, and Art Gallegos.

3. Personnel

A. **Consideration of stipend for music coordination.** Dr. Dow addressed the committee and indicated that Administration recommended adding the District Music Coordinator stipend, in the amount of \$1,500, to the Band/Choral Music section of the stipend list approved by the Board on August 18, 2008.

The Committee agreed to recommend, for board approval, the addition to the stipend list as presented.

5. Administration

A. **Review and possible revision to the following policies:**

1. **BBG(Local) Board Members Compensation and Expenses.** Dr. Padilla addressed the committee and stated that in revising several sections of this policy, she tried to capture relevant language shared during previous board meetings and the recent work session regarding board travel. Committee discussion resulted in additional changes including: Under Failure to Attend, change *documented emergencies* to *unforeseen events*; and under Authorized Meetings, specify conference or meeting.

The Committee agreed to recommend, for board approval, the revised draft policy (see attached).

2. **BDAA(Local) Officers and Officials. Duties and Requirements of Board Officers.** Dr. Dow addressed the committee and, as requested by Board President, recommended the following revision to BDAA(Local):

VICE-PRESIDENT	The Vice-President of the Board shall: 1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or
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	<p>incapacity of the President.</p> <p>2. Serve as the Board's spokesperson when President is unavailable.</p> <p>3. Automatically become President of the Board if a vacancy in that office occurs.</p>
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The Committee agreed to recommend, for board approval, revision to BDAA Local as presented.

3. **BDB(Local). Board Internal Organization. Internal Committees.** Dr. Dow addressed the committee and, as requested by Board President, recommended the following revision to BDB(Local): The revision includes striking the following sentence under Committee of the Whole: **"The Board President, except when serving as a committee chair, shall serve as ex-officio members of Board committees, unless otherwise provided by the Board"**.

Ms. Jordan addressed the committee to state her reasons for this request.

The Committee agreed to recommend, for board approval, revision to BDB (Local) as presented.

4. **CH(Local). Purchasing and Acquisition.** Mr. Reza addressed the committee regarding possible revision to the first paragraph under PURCHASING AUTHORITY to read as follows:

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 \$25,000 \$10,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.
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Mr. Reza presented a document for the record, which included background information from surrounding school districts concerning single item purchasing amounts taken to the board for approval.

Mr. Reza was asked to prepare a report detailing information relevant to all expenditures within the range of \$20,000-\$25,000 for presentation at the next board meeting.

After discussion by committee members, Ms. Leticia Gonzalez indicated that she would individually present the policy revision for board approval.

5. **CW(Local). New Facilities.** Dr. Dow addressed the committee and stated that administration was asked to revise the NAMING FACILITIES section of this policy as follows:

NAMING FACILITIES	<p>The Board may name or rename a District facility, or portion of a building, such as the library or auditorium:</p> <ol style="list-style-type: none"> 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.
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A revision to the third paragraph under NAMING OF A SCHOOL, OTHER FACILITY, OR FUNCTION was also presented as follows:

NAMING OF A SCHOOL, OTHER FACILITY, OR FUNCTION	<p>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:</p> <ol style="list-style-type: none"> 1. Biographical data, 2. Significant contributions made by the individual, and 3. A statement of why the school should be named after that person
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After discussion by committee members, Ms. Leticia Gonzalez indicated that she would individually present these revisions for board approval.

6. **FMH(Local). Student Activities. Commencement.** Dr. Dow addressed the committee regarding possible revision to this policy by adding a new section regarding transfer students as follows:

TRANSFER STUDENTS	<p>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.</p>
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The Committee agreed to recommend, for board approval, revision to FMH (Local) as presented.

B. Consider developing Board Policy in conformance with DHA(Regulation) – Employee Standards of Conduct – School District Elections. This item was pulled from the agenda, as per Ms. Leticia Gonzalez, committee chairperson.

C. Consider developing/adopting Board Policy CRE(Local). Insurance and Annuities Management. Workers Compensation. Dr. Dow addressed the committee regarding possible adoption of a new policy as follows:

INSURANCE AND ANNUITIES MANAGEMENT. WORKERS COMPENSATION

<p>RELATION TO PAID LEAVE</p>	<p>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:</p> <ol style="list-style-type: none"> 4. Receive workers' compensation wage benefits only; or 5. Use available paid leave in proportional amounts to supplement workers' compensation wage benefits, up to the regular preinjury weekly wage. <p>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.</p> <p>An employee absent because of a job-related illness or injury shall be placed on Family and Medical Leave, if applicable. [See DEC (LOCAL)]</p>
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The Committee agreed to recommend, for board approval, adoption CRE (Local) as presented.

D. Consider developing Administrative regulation regarding use of district vehicles by employees. Dr. Dow addressed the committee regarding possible revision to this policy to address mileage reimbursement for employees who are required to respond in emergency situations, using their personal vehicles.

Dr. Dow and Dr. Padilla responded to numerous questions from committee members regarding the proposed revisions. Administration will continue to research and revise this regulation as needed.

With no further comments from the community, the meeting was adjourned.

Adjournment: Motion to adjourn by unanimous consent.
Meeting adjourned at 8:07 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, ~~use of a personal car or commercial transportation plus parking, taxi fares,~~ lodging, meals, and other incidental expenses.
2. Advancement of a set amount for air and ground transportation, parking fees, ~~use of a personal car or commercial transportation plus parking, 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 **TASB/TASA** State Conference 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.

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

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 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 his/her travel 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, documented emergencies 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	<p>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.</p> <p>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.</p>




Canutillo Independent School District

7965 Arcraft 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
From: Tony Reza 
Date: December 11, 2008
Re: Pertinent Information Concerning Policy CH (Local)-Purchasing and Acquisition

As background information for this item, I gathered information from the surrounding school districts concerning the single item purchasing amounts taken to their respective boards for approval.

District	Board Approval Amount
Anthony ISD	0 \$10,000
Canutillo ISD	\$25,000
Clint ISD	They recently amended their CH local policy and took off the specific dollar amount. Their rationale being that since they approved the budget, taking a proposed expenditure of a certain amount for approval is double work. Nevertheless, as a matter of courtesy, they take any item over \$25,000 to the board for approval.
El Paso ISD	\$50,000
Fabens ISD	0 \$10,000
San Elizario ISD	\$25,000
Socorro ISD	For goods and services \$100,000; contracts \$25,000.
Ysleta ISD	\$500,000

I spoke to Mr. Tom Canby, Director for Research and Technology for the Texas Association of School Business Officials (TASBO). He also used to be the Director for Auditing for the Texas Education Agency. He stated that when TASBO has been requested to complete performance reviews, they have recommended \$25,000 as the dollar figure to take to the board for single item purchases. This amount mirrors the State statute on the bid amount that must be approved by the board as well.

Finally, I ran an expenditure report detailing all checks made in excess of \$10,000 to see if there were expenditures that were slightly below the \$25,000 limit. This report included all payments, including those not taken to the board (utility payments as well as those legally requirement payments as such New Mexico state income taxes and child support payments). This report showed very few check amounts that were slightly below the \$25,000 figure. Moreover it highlighted the number of additional payments that would have to be taken to the board for approval if we were to change the threshold. Given that regular board meetings will be only on the second and fourth Tuesdays of the month; this will present a problem for the district.

Copy to: Dr. Pam Padilla, Superintendent

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, taking into consideration differences in travel schedules.

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 TASB/TASA State Conference and NASB conferences, and the TASB Summer Leadership Institute. All Board members will attend the TASA/TASA State Conference together each year. Each Board member will have an amount sufficient to attend the NASB and the TASB Summer Leadership conferences allocated to travel. Board members may travel to other conferences that have a direct relationship or impact upon the operation of the District in lieu of the NASB and TASB Summer Leadership conferences, as long as

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

their expenses remain within the total allocated. Board members who attend conferences in addition to the TASB/TASA State Conference shall provide, upon their return, a report to the whole Board.

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 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 his/her travel 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 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">1. Preside at all Board meetings unless unable to attend.2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.3. Send, or cause to be sent, notices of Board meetings.4. Call special meetings of the Board. [See BE]5. Sign all legal documents, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board policy.6. Decide all questions of order in accordance with <i>Robert's Rules of Order, Newly Revised</i>, as modified by Board policy.7. Serve as the Board's spokesperson.
VICE-PRESIDENT	<p>The Vice-President of the Board shall:</p> <ol style="list-style-type: none">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.2. Serve as the Board's spokesperson., when President is unavailable
SECRETARY	<p>The Secretary of the Board shall:</p> <ol style="list-style-type: none">1. Ensure that an accurate record is kept of the proceedings of each Board meeting.2. Ensure that notices of Board meetings are posted and sent as required by law.

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

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.

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


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 January 8, 2009

THROUGH: Tony Reza 
Executive Director

FROM: Kathy Ellis

SUBJECT: Approval of Warrant List for December 1, 2008 through December 31, 2008

Enclosed in your packet is the warrant list for December 1, 2008 through December 31, 2008. I recommend its approval in the amount of: **\$ 1,065,305.68.**

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

Armando Rodriguez	Am. Exp./room tax credit	\$	-67.50	Page 7
	TASA/TASB			

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA and Last Day Enrollment
As of December 19, 2008

<u>Campus</u>	<u>December ADA</u>	<u>Enrollment 12/19/08</u>
Canutillo Elementary School	633.80	680
Deanna Davenport Elementary School	402.67	432
Jose H. Damian Elementary School	449.87	488
Bill Childress Elementary School	469.60	514
Gonzalo and Sofia Garcia Elementary School	578.30	626
Canutillo Middle School	649.40	680
Jose J. Alderete Middle School	573.23	593
Canutillo High School	1453.03	1563
Northwest Early College High School	92.20	97
	<hr/>	<hr/>
DISTRICT TOTALS	5302.10	5673
Ineligible students (Tuition is not collected.)		23
		<hr/>
GRAND TOTAL ENROLLMENT		5696

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA Comparison December 2008

<u>Campus</u>	Previous month November 2008 <u>ADA</u>	Current month December 2008 <u>ADA</u>	Previous year December 2007 <u>ADA</u>
Canutillo Elementary School	630.79	633.80	630.91
Deanna Davenport Elementary School	412.82	402.67	471.86
Jose H. Damian Elementary School	452.70	449.87	428.30
Bill Childress Elementary School	463.94	469.60	497.47
Gonzalo and Sofia Garcia Elementary School	574.41	578.30	493.30
Canutillo Middle School	649.79	649.40	637.40
Jose J. Alderete Middle School	572.50	573.23	561.33
Canutillo High School	1472.56	1453.03	1477.67
Northwest Early College High School	92.88	92.20	
*DISTRICT TOTALS	5322.39	5302.10	5198.24

*Does not include ineligible students

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Year-to-Date Average Daily Membership and ADA
August 25, 2008 through December 19, 2008

<u>Campus</u>	<u>ADM</u>	<u>ADA</u>	<u>ATT %</u>
Canutillo Elementary School	645.10	625.45	97.0%
Deanna Davenport Elementary School	422.99	412.13	97.4%
Jose H. Damian Elementary School	472.93	457.54	96.7%
Bill Childress Elementary School	481.56	467.26	97.0%
Gonzalo and Sofia Garcia Elementary School	592.40	577.40	97.5%
Canutillo Middle School	681.40	655.18	96.2%
Jose J. Alderete Middle School	592.61	574.62	97.0%
Canutillo High School	1579.63	1486.13	94.1%
Northwest Early College High School	96.90	93.53	96.5%
<hr/>			
*DISTRICT TOTALS	5565.52	5349.24	96.1%

*Does not include ineligible students

CANUTILLO INDEPENDENT SCHOOL DISTRICT

2008-09 Substitute and Temporary Rates

Approved By BOD – 7.29.08

Teacher/Librarian Non-Degreed	Hourly Rate	Daily Rate
Diploma/GED*		53.00
1-45 College Hours*		58.00
46-59 College Hours*		60.00
60+ College Hours*		63.00
Student Interns*		65.00

Food Service Substitute 7.25 Per hour
According to FLSA guidelines, substitutes may not work more than an 8 hour day. Prior authorization from Human Resources is needed if substitutes are required to work more than an 8 hour day.
*Extra 10 per day after the tenth consecutive day in a continuous assignment

	Hourly Rate	Daily Rate
Degreed		
Non-Certified		65.00
TX Certified for absent teacher		70.00*
TX Certified for vacant position	15.00 Per hour**	
*Extra \$10 per day after the tenth consecutive day in a continuous assignment		
**Must be certified in the specific content area of vacancy		

Substitute Nurse		140.00
Substitute Summer School Nurse		177.00*
*Amount includes travel		

Certified Counselor		180.00
TX Certified Principal Sub		225.00

Summer School Employment for TEKS-Based Instruction-Certified Teachers

	Hourly Rate
K-8 TEKS-Based Instruction	25.00 per hour
9-12 TEKS-Based Instruction	35.00 per hour

Other Summer School Work

	Hourly Rate
Summer School Work/ Preparation	23.50 per hour
Day	
Extra duty assignments	23.50 per hour

Temporary Part-time Personnel (Less than 19 hours per week)

	Hourly Rate
Paraprofessional/Clerical	8.60 per hour
Day Care Workers for vacant positions	8.60 per hour
Custodial/Maintenance	8.12 per hour
*Extra \$.50 per day after the tenth consecutive day in a continuous assignment	

Part-time Academic Tutor

	Hourly Rate
1-45 College Hours	7.25
46-59 College Hours	8.57
60-89 College Hours	12.00
90+ College Hours	20.00
Bachelor's Degree	22.00
Master's Degree	23.50
Certified Teacher	25.00

CANUTILLO INDEPENDENT SCHOOL DISTRICT

EXTRA DUTY PAY

	Hourly Rate	Daily Rate
Professional	23.50	
Paraprofessional	8.50	
Inservice full day		80.00 minimum (as per grant/contract)
Inservice half day		40.00 minimum (as per grant/contract)

Neither past nor future compensation can be calculated or predicted from this pay schedule.

CANUTILLO INDEPENDENT SCHOOL DISTRICT

2008-09 EXTRA DUTY STIPEND/SUPPLEMENTAL PAY AMOUNTS

MOTHER DAUGHTER/FATHER SON PROGRAM
 (STATE COMP FUNDS or Title III Funds, as applicable)

CAMPUS			AMOUNT
*Canutillo Elementary	M/D	(1)	1,000.00 each
	F/S	(1)	1,000.00 each
*Davenport Elementary	M/D	(1)	1,000.00 each
	F/S	(1)	1,000.00 each
*Damian Elementary	M/D	(1)	1,000.00 each
	F/S	(1)	1,000.00 each
*Childress Elementary	M/D	(1)	1,000.00 each
	F/S	(1)	1,000.00 each
Garcia Elementary	M/S	(1)	1,000.00 each
	F/S	(1)	1,000.00 each
*Canutillo Middle School	F/S	(1)	1,000.00 each
*Alderete Middle School	F/S	(1)	1,000.00 each
*CMS Alum Program	M/D	(2)	1,000.00 each
*AMS Alum Program	M/D	(2)	1,000.00 each
*CHS Alum Program	M/D	(2)	1,000.00 each

For 08-09, Student Support Division will assign hourly employees to perform these duties as extra compensation up to the listed amount.

SPECIAL PROGRAM STIPENDS

Under DEA Local, only exempt (contractual) employees are authorized non-contractual, extra-duty assignments. In those assignments annotated with an asterisk (), non-exempt employees may be eligible to receive the \$8.50 flat hourly rate (in lieu of the stipend), but not to exceed the entire stipend amount. However, the extra-duties for these programs must fall outside their regular employment duties, and be occasional and sporadic in nature.

		AMOUNT
*Wellness Coordinator	(2 per campus 1 @ Central Office)	500.00
ATOD (Alcohol Tobacco and Other Drugs)	(1 per campus) total of 8	1,000.00
Violence Free Program	(1 per campus)	1,000.00
Service Learning Facilitator (From Grant)	(1 position)	1,000.00

CANUTILLO INDEPENDENT SCHOOL DISTRICT

ELEMENTARY EXTRA-CURRICULAR ACTIVITIES

CATEGORY/SPONSORSHIP	AMOUNT
U.I.L. Coordinator (Total Elem.Coordinators=4)	(Each Campus) 900.00
U.I.L. Coaches (Total Coaches per campus=25)	(per event) 250.00
Spelling Bee Coach (2 per campus English/Spanish)	175.00
Yearbook Sponsor (1 per campus)	300.00
Campus Science Fair Coordinator (1 per campus)	175.00
Elementary Science Fair Coordinator	350.00

MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES

CATEGORY/SPONSORSHIP	AMOUNT
All UIL Stipends will be paid after Spring competition.	
U.I.L. Coordinator	900.00
U.I.L. Coach (Per event)	300.00
Campus Science Fair Coordinator	300.00 Each
Student Council	700.00
Honor Society	700.00
Cheerleader Sponsor	1,000.00
Yearbook Sponsor*	1,000.00
Department Heads (8) (Math, Science, English, Social Studies, ESOL, Special Ed, 6 th Grade, and Fine Arts)	600.00
Middle School Science Fair Coordinator	350.00
Student Wellness Club (paid out of grant)	200.00
7 School-Based Clubs at each middle school	200.00 Each
*If produced outside of the classroom	

CANUTILLO INDEPENDENT SCHOOL DISTRICT

CANUTILLO HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES

UIL CATEGORY	AMOUNT
All UIL Stipends will be paid after Spring competition.	
U.I.L. Coordinator	900.00
Informative Speaking	450.00
Persuasive Speaking	450.00
Prose Interpretation	450.00
Poetry Interpretation	450.00
Speech Debate Advisor	1,000.00
Current Events	450.00
Drama Advisor	2,000.00
Ready Writing	450.00
Spelling & Plain Writing	450.00
Journalism-News Story	450.00
Headline Writing	450.00
Editorial Writing	450.00
Calculator Applications	450.00
Literary Criticism	450.00
Number Sense	450.00
Computer Application	450.00
Computer Science	450.00
Feature Writing	450.00
Social Studies	450.00
Accounting	450.00
Science	450.00
Mathematics	450.00
High-Q	450.00
Academic Decathlon	1,000.00

CANUTILLO HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES

HIGH SCHOOL SPONSORSHIPS/STUDENT ORGANIZATIONS	AMOUNT
Department Heads (8) (No prep period) (Math, Science, English, Social Studies, Sp.Ed., Fine Arts, ESOL, and Foreign Languages)	1,000.00
Dance Sponsor	1,500.00
Varsity Cheerleader Sponsor	3,000.00
Assistant Varsity Cheerleader Sponsor	1,500.00
Newspaper Sponsor*	1,000.00
Yearbook Sponsor	2,000.00
Freshman Class Sponsor	200.00
Sophomore Class Sponsor	200.00
Junior Class Sponsor	1,000.00
Senior Class Sponsor	500.00
Student Council Sponsor	1,000.00
Spanish Club	200.00
French Club	200.00
Art Club	200.00
International Friendship Club	200.00
Mock Trial	300.00
National Honor Society	1,000.00

*If produced outside the classroom

DATE STIPEND LIST APPROVED BY BOARD OF DIRECTORS: 12.11.08
DEA EXHIBIT G

CANUTILLO INDEPENDENT SCHOOL DISTRICT

CANUTILLO HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES

CAREER AND TECHNOLOGY EDUCATION	AMOUNT
STUDENT ORGANIZATION	
Stipends to Be Paid at End of the Year.	
FFA (Ag. Science)	1,250.00
FFA "	1,250.00
FFA "	1,250.00
HOSA (Health Occupations Students of America)	1,250.00
HOSA (Health Occupations Students of America)	1,250.00
FCCLA (Family, Career and Community Leaders)	750.00
BPA (Business Professionals of America)	750.00
BPA (Business Professionals of America)	750.00
FBLA (Future Business Leaders of America)	750.00
FBLA (Future Business Leaders of America)	750.00
Texas Skills USA-VICA (Trades & Industry Ed.)	750.00
TSA (Technology Students of America)	750.00

*If produced outside the classroom

CISD COACHING AMOUNTS

ASSIGNMENT	AMOUNT
Mid. School Athletic Coordinator	3,000.00
Mid. School Certified Athletic Trainer	3,400.00

(Supporting two (2) middle school campuses)
 High School Certified Athletic Trainer 13,500.00

FOOTBALL	AMOUNT
Head Varsity Football Coach	15,000.00
Asst. V. Football Coordinator (offense)	9,750.00
Asst. V. Football Coordinator (defense)	9,750.00
Asst. Varsity Coach	8,000.00
Asst. Varsity Coach	8,000.00
Head JV Football	8,000.00
Asst. JV Football	8,000.00
*Head 9 TH Football	7,000.00
*Asst. 9 TH Football	7,000.00
2nd Asst. 9 th Football	3,000.00

*If these positions are not filled, remaining coaches will share the \$11,400 stipends equally.

Head 8 TH Football	3,000.00
Asst. 8 TH Football	2,250.00
Head 7 TH Football	2,250.00
Asst. 7 TH Football	2,000.00
Assistant Football	2,000.00

VOLLEYBALL	AMOUNT
Head Varsity Volleyball	5,500.00
JV Volleyball	3,500.00
9 TH Volleyball	3,000.00
8 TH Volleyball	2,200.00
7 TH Volleyball	2,000.00

DATE STIPEND LIST APPROVED BY BOARD OF DIRECTORS: 12.11.08
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CANUTILLO INDEPENDENT SCHOOL DISTRICT

CISD COACHING AMOUNTS

BASKETBALL	AMOUNT
Head Boys Varsity	6,500.00
Head Girls Varsity	6,500.00
Head Boys JV	3,500.00
Head Girls JV	3,500.00
Boys 9 TH	3,200.00
Girls 9 TH	3,200.00
Boys 8 TH	2,000.00
Girls 8 TH	2,000.00
Boys 7 TH	1,600.00
Girls 7 TH	1,600.00

SOCCER	AMOUNT
Boys Varsity	5,000.00
Girls Varsity	5,000.00
Boys JV	3,000.00
Girls JV	3,000.00
Boys 8 th	750.00
Girls 8 th	750.00
Boys 7 th	650.00
Girls 7 th	650.00

TENNIS	AMOUNT
Head Boys Tennis Coach	6,000.00
JV Tennis Coach*	3,700.00

* To be added in 08-09

TRACK	AMOUNT
Head Boys Varsity	5,000.00
Head Girls Varsity	5,000.00
Varsity Ass't. (3)	3,000.00 each
Boys 8 TH	1,500.00
Girls 8 TH	1,500.00
Boys 7 TH	1,250.00
Girls 7 TH	1,250.00

CROSS-COUNTRY	AMOUNT
Varsity Coach	5,000.00
Boys 7 th and 8 th	1,500.00
Girls 7 th and 8 th	1,500.00

BASEBALL	AMOUNT
Boys Varsity Baseball	5,000.00
Girls Varsity Softball	5,000.00
Boys JV Baseball	3,000.00
Girls JV Softball	3,000.00
Baseball Developmental Team Coach	2,500.00
Softball Developmental Team Coach	2,500.00

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
CISD COACHING AMOUNTS**

GOLF	AMOUNT
Assistant Varsity	4,500.00
Boys/Girls Varsity	1,800.00
WRESTLING	AMOUNT
Head Boys Wrestling Coach	4,000.00
Head Girls Wrestling Coach	4,000.00
Assistant	2,500.00
BAND/CHORAL MUSIC	AMOUNT
*High School Band	10,000.00
*Middle School Band	3,000.00
Flags Sponsor (contracted services)	800.00
District Music Coordinator	1,500.00
*High School Choir (full-time only)	3,000.00
*Middle School Choir (full-time only)	2,000.00
* Stipend paid for competing in UIL and other meets and competitions	

MISCELLANEOUS AND EXTRA DUTY PAY AMOUNTS

ASSIGNMENT	AMOUNT
Athletic Events Workers/Ticket Sellers (per event)	7.50/hr
Umpires (per game)	24.00
Track Sports event for Professional Staff (approximately 40) per day	50.00
Summer Athletic Program (1 Coordinator)	1,500.00
Summer Kiddie Camp at CHS (2)	320.00 each
Summer Strengthening Program (2)	1,200.00
Summer Open Gym (1)	1,200.00 each

SUPPLEMENTARY PAY AMOUNTS

ASSIGNMENT	AMOUNT
Sign-on bonus *	
Fully content certified ESOL secondary teachers	2,500.00
Fully certified secondary math teacher	2,000.00
Fully certified science composite secondary teacher	2,000.00
Fully certified librarian	1,500.00
Licensed registered nurse	1,500.00
*To receive sign up bonus, you must be assigned to the position or specific class; bonus is prorated over 187 days	
Mentor Teachers (approximately 40)	600.00 each
BILINGUAL EDUCATION STIPENDS	
Bilingual Teachers (fully certified serving EL students)	1,500.00 each
ESL Teachers (fully certified bilingual teachers assigned to bilingual classes only) (Maximum of \$1,500.00)	350.00/class

CANUTILLO INDEPENDENT SCHOOL DISTRICT

SUPPLEMENTARY PAY AMOUNTS

ASSIGNMENT	AMOUNT
SUPPLEMENTARY PAY AMOUNTS	
Secondary Advanced Academics Teacher/Convener (3, 1 at each school)	500.00 each
Lead Educational Diagnostician	3,000.00
Supervising Occupational Therapist (State Special Ed. Funds)	3,000.00
Behavior Specialist Interventionist	2,500.00
District Autism Specialist	3000.00
District Elementary and Secondary Teacher of the Year	500.00
CISD Region XIX Elementary or Secondary Teacher of the Year	500.00
Special Olympics Coordinator	500.00

***INFORMATION TECHNOLOGY DEPT.
 SPECIFIC CERTIFICATION STIPENDS**

Cisco Certified Network Associate	Cost of exam
Microsoft Certified System Administrator	Cost of exam
Cisco Certified Network Professional	Cost of exam
Microsoft Certified System Engineer Network+	Cost of exam
Server +	Cost of exam
Microsoft Certified Professional	Cost of exam

***CHILD NUTRITION PROGRAM
 ALLOWANCES**

Accident Free Work Year Award	150.00 each
Uniform Allowance	200.00 yearly
Child Nutrition Certifications	
Level 1	50.00 Convert to hourly rate
Level 2	100.00 Convert to hourly rate
Level 3	150.00 Convert to hourly rate
Level 4	200.00 Convert to hourly rate
Level 5	250.00 Convert to hourly rate

*These stipends/allowances are awarded as the employee completes the certifications and are paid at the end of the fiscal year. Employee must submit to the Human Resources Department the original certificate with a written request to be paid the stipend.

MAINTENANCE, FACILITIES, AND CONSTRUCTION SERVICES STIPENDS – Absorb \$1500 into salary in compliance with FLSA (\$.72 per hour for team leader assignment)

BIG BROTHER/BIG SISTER STIPENDS **AMOUNT**

*One professional per campus (see job description) (Grant funded) (*Pending Grant Renewal)	4,500.00 each
--	---------------

DATE STIPEND LIST APPROVED BY BOARD OF DIRECTORS: 12.11.08
DEA EXHIBIT G

CANUTILLO INDEPENDENT SCHOOL DISTRICT

OTHER STIPENDS	AMOUNT
Bilingual Speech Language	1,500.00 each
Pathologist/Diagnostician/Occupational Therapist (Must pass the L.A.S. test through Bilingual Dept.)	1,000.00 each
Fully certified Special Education Teachers assigned to special education classes	1,000.00 1,500.00
National Board Certified Teacher	2,400.00

In addition, District will pay test fee for first time teacher challenges certifying exam provided the teacher has successfully passed the preparation course offered at UTEP.

Masters Degree in teaching field or area of responsibility
Doctorate in the teaching field or area of responsibility
The Doctorate stipend for employees on the AP scale will have stipend absorbed into salary effective 9/1/07.
Effective 2008-09 this stipend will be eliminated.

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

Subject: Administrative Personnel Actions for Date: January 13, 2009
Board of Trustee Information Only

Presented by: Renée O'Donnell Consent Agenda: _____

ACTION

1. **BACKGROUND INFORMATION**

Superintendent approved employment of personnel:

Maria Cortez	Business Services Clerk, Effective 12/12/08
Bernadette Dunphy	FS Substitute, Effective 12/13/08
Lucy Montañó	Spanish Teacher, CHS, Effective 12/16/08
Cheryl Villela	FS Substitute, Effective 12/12/08

Superintendent approved position changes for personnel:

Irene Baeza	Counselor, GES, to Counselor, CHS, Effective 1/8/09
Maria Bumgardner	Substitute Teacher to Payroll Specialist, Effective 12/12/08
Claudia Castañon	Counselor, DDE, to Counselor, JDE, Effective 1/8/09
Cynthia Cavazos-Ramirez	Counselor, CES, to Counselor, BCE, Effective 1/8/09
Christopher Elton	Counselor, CHS, to Counselor, CMS, Effective 1/8/09
Michelle Escobedo	Counselor, BCE, to Counselor, CHS, Effective 1/8/09

Superintendent approved position changes for personnel (cont.):

Clarice García	Receptionist, GES, to 3rd (M) Teacher, JDE, Effective 1/16/09
Edelia Gomez	Counselor, JDE, to Counselor, AMS, Effective 1/8/09
Lori Ann Gutierrez	PT to FT Food Service Helper, CO, Effective 1/5/09
Martha Mayela Hernandez	Custodian JDE to Custodian GES, Effective 1/5/09
Monica Prieto	Counselor, CMS, to Counselor, CHS, Effective 1/8/09
Rosa Solorzano	Counselor, CHS, to Counselor, CES, Effective 1/8/09
Rosemary Torres-Kory	504 Paraprofessional, JDE, to K (M) Teacher, DDE, Effective 1/16/09
Heraclio Ugues	Counselor, CHS, to Counselor, DDE, Effective 1/8/09
Carlos Ulloa	Special Ed. Assistant, CHS, to Bilingual Assistant, DDE, Effective 1/8/09
Denise Werge	Counselor, CHS, to Counselor, GES, Effective 1/8/09

Superintendent approved resignations:

Carmen Castro	FS Baker, CES, Effective 12/19/08
Grace Hadrous	Science Teacher, CMS, Effective 12/5/08
María Celsa Madrid	PE Teacher, GES, Effective 12/19/08
Janeth Plaza	3 (M) Teacher, JDE, Effective 12/19/08

2. **BOARD ACTION REQUESTED**

No action required.




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: Mrs. Shonda Jordan, Board Chairman
From: Tony Reza 
Date: January 7, 2009
Re: Single Vendor Payments of \$10,000 to \$25,000 for Last Two Years

The Board of Trustees requested information on single payments made to vendors for the last two years. The following items are single vendor payments of \$10,000 to \$25,000 for the 2007 and 2008 (through December) school years. These payments do not include utility payments, legal services, legally requirement deductions, gasoline payments, payments to other entities (i.e. Central Appraisal District or Region XIX), construction contracts, capital leases, American Express payments, and board approved payments.

Fiscal Year 2007-2008

<u>Vendor</u>	<u>Date</u>	<u>Amount</u>
Follett Library Resources	7/24/08	\$13,551.89
Perma Bound	7/02/08	20,943.12
Xerox Corporation	2/22/08	18,300.98
Xerox Corporation	6/12/08	10,617.14
Sound and Signal Systems of Texas	9/28/07	12,481.00
Athletic Supply	11/15/07	11,591.25
Athletic Supply	1/14/08	10,430.11
Athletic Supply	3/20/08	20,621.45
Gopher	3/07/08	11,711.58
Science Lab of El Paso	10/12/07	13,657.50
Mccomas & Associates	7/24/08	10,035.00
D&H Distributing	2/01/08	14,464.24
Apple Computer/Ed Sales	2/08/08	13,799.00
Community Scholars	6/26/08	12,200.00

Antonio Del Campo	2/08/08	12,250.00
Nimco, Inc	8/29/08	15,902.47
John Deere Gvt & Nat Sales	8/08/08	15,185.60
Pencil Cup Office Products	5/16/08	18,283.95
Raba-Kistner Consultants	5/09/08	10,881.25
Wright & Dalbin Architects	2/01/08	11,810.88
Friesen Yearbooks	11/01/07	10,000.00
B & G Air Conditioning	11/30/07	11,921.00
Altep, Inc.	11/28/07	10,445.00
Teaching Systems	7/31/08	15,500.00
Kaduceus Holdings	8/29/08	15,000.00

Fiscal Year 2008-2009

<u>Vendor</u>	<u>Date</u>	<u>Amount</u>
Xerox	11/20/08	\$18,173.17
Indeco Sales	10/31/08	12,737.40
CDW Government Inc.	10/31/08	12,321.61
Dantek Systems	11/13/08	10,350.00
Amistad Plumbing	10/10/08	19,900.00

If you need additional information, feel free to call me at 877-7425.

Copy to: Dr. Pam Padilla, Superintendent
Board of Trustees

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 in excess of \$10,000, regardless of how the goods or services are purchased or the purchasing method used by the District, shall require Board approval before the payment may be made.

The following do not require advance approval from the Board before payment:

1. All payroll and all payroll related payments such as Texas Teacher Retirement system, income tax withholding, contributions to employee directed annuities and insurance policies, and other payments authorized by employees from their salaries.
2. All payment arising from or relating to the School District's self-funded Health Plan and self-funded Workers Compensation Plan.
3. All regularly scheduled payments for transactions previously approved by the Board such as payments on bonds, or leases for equipment and/or vehicles, and all monthly payments for utilities, telephone service, and internet service.
4. Legal, accounting, and auditing services.
5. Payment for fuel for district vehicles.
6. Payments to other governmental entities such as the Central Appraisal District or Region 19 Education Service Center.
7. Payments on school district credit cards.
8. Premiums for property and casualty insurance, general liability insurance, motor vehicle insurance, school board and employee liability insurance, and similar insurance coverage of School district property and staff.
9. Payments made pursuant to contracts or agreements previously approved by the Board.

PURCHASING
METHOD

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH (LEGAL).

PURCHASING AND ACQUISITION

CH
(LOCAL)

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	<p>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.</p>
PURCHASE COMMITMENTS	<p>All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.</p>
PERSONAL PURCHASES	<p>District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.</p>
OTHER CONTRACTED SERVICES	<p>The District shall contract with firms that have sufficient resources and capabilities to provide services to the District.</p> <p>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.</p>