

# Agenda of Regular Meeting

## The Board of Trustees Canutillo ISD

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A Regular meeting of the Board of Trustees of Canutillo ISD will be held December 8, 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
  - D. Texas Pledge of Allegiance
  - E. CISD Mission Statement
2. OPEN FORUM
3. BOARD OF TRUSTEES BUSINESS
  - A. Superintendent Search Update 3  
**Presenter:** Dr. James Vazquez
  - B. Recognitions 4
    1. Canutillo High School Student, Samuel Jensen, will be recognized for being named a Commended Student in the 2010 National Merit Scholarship Program  
**Presenter:** Mr. Fry
    2. Holiday Art Contest winners Molly Tate and Maggie Galaviz will be recognized  
**Presenter:** Mr. Parks
4. REPORTS
  - A. Public report on progress in meeting Highly Qualified Teacher requirements 5  
**Presenter:** Mrs. O'Donnell
5. CONSENT AGENDA
  - A. Consider approval of board meeting minutes 6
    1. November 10, 2009 - Regular Meeting 7
    2. November 13, 2009 - Special Meeting 13
    3. November 24, 2009 - Special Meeting 14
    4. December 1, 2009 - Special Meeting 16
  - B. Consider approval of Attendance, Financial & Warrant List for November 1-30, 2009 in the amount of \$863,792.92 17
  - C. Consider approval of award of CSP 10-03 for Sewage Plant Standby Generators 21
  - D. Consider approval of award of RFP 10-04 for Speech Language Pathologist Services 23

- E. Consider approval of Tuition Waiver Request
- F. Review and recommendation of TASB Policy Update 86 affecting local policies listed below (Second Reading): 25
  - 1. CFD(Local) Accounting - Activity Funds Management
  - 2. CLB(Local) Buildings, Grounds, and Equipment Management - Maintenance
  - 3. CV(Local) Facilities Construction
  - 4. DGBA(Local) Personnel Management Relations: Employee Complaints/Grievances
  - 5. EIA(Local) Academic Achievement - Grading/Progress Reports to Parents
  - 6. EIE(Local) Academic Achievement - Retention and Promotion
  - 7. EIF(Local) Academic Achievement - Graduation
  - 8. FDD(Local) Admissions - Military Dependents
  - 9. FDE(Local) Admissions - School Safety Transfers
  - 10. FEA(Local) Attendance - Compulsory Attendance
  - 11. FEC(Local) Attendance - Attendance for Credit
  - 12. FFAD(Local) Wellness and Health Services - Communicable Diseases
- G. Review and recommendation of BDB(Local) Board Internal Organization: Internal Committees (First Reading) 33  
**Presenter:** Mr. Coronado
- H. Review and recommendation of DEA (Local) Compensation and Benefits: Salaries and Wages (First Reading) 36  
**Presenter:** Mrs. O'Donnell
- 6. EXECUTIVE SESSION
- 7. PERSONNEL
  - A. Consider approval of recommendation for Principal of Alderete Middle School  
**Presenter:** Mr. Parks
  - B. Administrative Personnel Action (No Action Required) 41
    - 1. Superintendent approved employment of personnel
    - 2. Superintendent approved position changes for personnel
    - 3. Superintendent acceptance of resignations from personnel
    - 4. Employment termination of support personnel
- 8. 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

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Mr. Roger Parks**  
*Interim Superintendent*

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

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Roger Parks, Interim Superintendent

DATE: December 4, 2009

SUBJECT: Superintendent Search

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The closing date for applications for the superintendent vacancy was November 30, 2009. Dr. James Vasquez will provide the board with an update as to the applications received and a timeline for the remainder of the process.



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## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Roger Parks, Interim Superintendent

DATE: December 4, 2009

SUBJECT: Recognitions

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We will recognize the following students:

- Samuel Jensen – Commended Student in the 2010 National Merit Scholarship Program
- Molly Tate – Holiday art contest winner. Molly is a second grade student.
- Maggie Galaviz – Holiday art contest winner. Maggie is a fifth grade student.



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## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Roger Parks, Interim Superintendent

DATE: December 4, 2009

SUBJECT: Public Report

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Renée O'Donnell will report that all teachers teaching in the core areas are 100% highly qualified and 100% of all core classes are taught by highly qualified teachers and that for the paraprofessionals employed by our district, 100% are highly qualified.



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## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Roger Parks, Interim Superintendent

DATE: December 4, 2009

SUBJECT: Board Meeting Minutes

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Please find attached board meeting minutes for your review and consideration under the Consent Agenda:

- Regular meeting – November 10, 2009
- Special meeting – November 13, 2009
- Special meeting – November 24, 2009
- Special meeting – December 1, 2009



**MINUTES**  
CANUTILLO INDEPENDENT SCHOOL DISTRICT  
Regular Meeting of the Board of Trustees  
November 10, 2009 • 6:00 pm

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**Present:** Mr. Sergio Coronado, President  
Mr. Armando Rodriguez, Vice President  
Mrs. Rachel M. Quintana, Secretary  
Mrs. Monica Cázares, Member  
Mrs. Leticia Gonzalez, Member  
Mrs. Shonda Jordan, Member  
Mrs. Yvonne Sanchez, Member  
Mr. Roger Parks, Interim Superintendent  
Mr. Larry A. Baskind, Legal Counsel

**1. General Functions**

**A. Call to Order**

The meeting was called to order at 6:00 pm by Board President Shonda Jordan.

**B. Roll Call**

All board members were present.

**C. Pledge of Allegiance**

The Pledge of Allegiance was led by Yvonne Sanchez.

**D. Texas Pledge of Allegiance**

The Texas Pledge of Allegiance was led by Yvonne Sanchez.

**E. CISD Mission Statement**

Leticia Gonzalez read the Mission Statement into record: *Canutillo ISD will provide a quality education to assure that all students graduate on time, are prepared for higher education, or are work force ready.*

**2. Board of Trustees Business**

**A. Reorganization of the Board – Nomination/Selection of Officers**

Shonda Jordan stated she was stepping down as Board President.

**1. President**

The floor was opened for nominations for President. Armando Rodriguez nominated Sergio Coronado and Yvonne Sanchez nominated herself. Nominations for President ceased.

The board was polled for the nomination of Sergio Coronado for President. The nomination passed with Monica Cázares, Sergio Coronado, Leticia Gonzalez, Rachel Quintana and Armando Rodriguez voting aye and Shonda Jordan and Yvonne Sanchez voting no.

**2. Vice President**

The floor was opened for nominations for Vice President. Yvonne Sanchez nominated herself and Sergio Coronado nominated Armando Rodriguez. Nominations for Vice President ceased.

The board was polled for the nomination of Yvonne Sanchez for Vice President. The nomination failed with Shonda Jordan and Yvonne Sanchez voting aye and Monica Cázares, Sergio Coronado, Leticia Gonzalez, Rachel Quintana and Armando Rodriguez voting no.

The board was polled for the nomination of Armando Rodriguez for Vice President. The nomination passed with Monica Cázares, Sergio Coronado, Leticia Gonzalez and Armando Rodriguez voting aye, Shonda Jordan and Yvonne Sanchez voting no and Rachel Quintana abstained.

### **3. Secretary**

The floor was opened for nominations for Secretary. Monica Cázares nominated Leticia Gonzalez and Armando Rodriguez nominated Monica Cázares. Leticia Gonzalez and Monica Cázares each declined the nomination for Secretary. Yvonne Sanchez nominated herself and Armando Rodriguez nominated Rachel Quintana. Nominations for Secretary ceased.

The board was polled for the nomination of Yvonne Sanchez for Secretary. The nomination failed with Shonda Jordan, Rachel Quintana and Yvonne Sanchez voting aye and Monica Cázares, Sergio Coronado, Leticia Gonzalez, and Armando Rodriguez voting no.

The board was polled for the nomination of Rachel Quintana for Secretary. The nomination passed with Monica Cázares, Sergio Coronado, Leticia Gonzalez, Rachel Quintana and Armando Rodriguez voting aye and Shonda Jordan and Yvonne Sanchez voting no.

## **B. Appointment of Board Members to Special Board Committees**

- 1. Finance/Audit/Facilities/Planning Committee**
- 2. Curriculum/Policy Committee**

Mr. Coronado requested that board members choose which committees they would like to serve on and notify the board secretary by Friday morning so it could be included in the Friday packet. Shonda Jordan stated for the record that she did not want to sit on any committees. Discussion took place regarding committee organization and the possibility of having a special board meeting to discuss and appoint members to the committees.

## **C. Recognitions**

1. Canutillo ISD employee, Jordan Frescas, was recognized for being selected as the Big Sister of the Year with Big Brothers Big Sisters.
2. CHS student, Samuel Jensen, was unable to attend the board meeting due to illness and will be recognized at a future board meeting for being named a Commended Student in the 2010 National Merit Scholarship Program.

## **D. Consider appointment of individual to the El Paso Central Appraisal District Board of Trustees**

Shonda Jordan formally withdrew her name from consideration for the El Paso Central Appraisal District Board of Directors. Yvonne Sanchez expressed her interest in serving on the CAD Board of Directors and Armando Rodriguez indicated he had previously been interested but does not wish to be considered at this time.

The board was polled for the appointment of Yvonne Sanchez to the CAD Board of Directors. All board members voted in favor of Mrs. Sanchez's appointment.

## **E. Consider selection of board member to serve on Blue Ribbon Committee**

Recently, the Mayor and City Council approved a Resolution to create a Blue Ribbon Committee to evaluate and provide recommendations on forming a regional parks system in El Paso. Armando Rodriguez expressed an interest in serving on the Blue Ribbon Committee. Yvonne Sanchez indicated she would like to serve as an alternate.

The board was polled for the selection of Armando Rodriguez to serve on the Blue Ribbon Committee. The selection of Mr. Rodriguez passed with Monica Cázares, Sergio Coronado, Leticia Gonzalez, Rachel Quintana, Armando Rodriguez and Yvonne Sanchez voting aye and Shonda Jordan voting no.

**F. Discussion of board president's roles and responsibilities**

Armando Rodriguez pulled this agenda item for possible discussion at a future board meeting.

**3. Open Forum**

Harold Shumate, a life-long resident of Canutillo, announced he is running for Justice of the Peace and highlighted his qualifications.

Tony Reza, a former employee of the district, asked that the board work cooperatively and in the best interest of the district to move forward after the failure of the November 3<sup>rd</sup> Tax Ratification Election.

Arturo Gallegos, taxpayer, congratulated the new board (reorganization) and asked that board move forward and in the right direction.

Shonda Jordan, tax payer, parent and member of the community, indicated she considered resigning her position on the Board of Trustees. She stated that she has filed a formal complaint with the Commissioner of Education.

**4. Reports**

**A. Tax Ratification Election Report**

Martha Aguirre, External Funding Coordinator, provided information on the District's current financial status and the post election impact. Discussion took place regarding the need to monitor the situation carefully and to formulate a plan of action.

**B. Report on allocation of bond funds for ADA Projects**

Roger Parks, Interim Superintendent, reported that since the voters rejected the district's Tax Ratification Election, we are now faced with finding ways to fund our pending ADA issues at Canutillo Middle and Alderete Middle schools. Mr. Parks indicated that using bond proceeds to meet the ADA requirements will expedite the completion of the ADA building deficiencies. Discussion took place regarding concerns about using bond monies and it was the consensus of the board that this be discussed in more detail at a future board meeting and that administration formulate a plan of action to present to the board.

**5. Consent Agenda**

- A. Consider approval of board meeting minutes
  - Special Board Meeting – September 29, 2009
  - Regular Board Meeting – October 13, 2009
  - Special Board Meeting – October 27, 2009
- B. Consider approval of Attendance, Financial and Warrant List for October 1-31, 2009, in the amount of \$1,203,045.17
- C. Consider approval of budget amendments
- D. Consider acceptance of donations
- E. Consider approval of Clinical Training Affiliation Agreement with El Paso Healthcare System
- F. Consider approval of purchase of RTI Reading Materials
- G. Consider approval of purchase of 50 additional FLRT (Fluent Reading Trainer) Licenses
- H. Consider approval of RFP 10-02 for agricultural water well renovation
- I. Consider approval of contract with Stetson & Associates
- J. Consider approval of purchase of the My Reading Coach Platinum/Spanish Upgrade
- K. Consider approval of purchase of the Lexia v6 Reading Program
- L. Consider approval of purchase of Orbit WRAP Assessments
- M. Consider approval of purchase of bus tires

Leticia Gonzalez withdrew Item 5-A and Yvonne Sanchez withdrew Item 5-B from the Consent Agenda for separate discussion and consideration.

It was moved by Armando Rodriguez, seconded by Monica Cázares and carried unanimously to approve Items C-M under the Consent Agenda as presented.

Leticia Gonzalez noted for the record that the minutes of October 13, 2009 incorrectly listed her as having been present at that meeting. It was moved by Yvonne Sanchez, seconded by Armando Rodriguez and carried unanimously to approve Item 5-A, with corrections to the minutes of October 13, 2009.

Yvonne Sanchez made an inquiry as to the status of a payment owed to the district by a fellow board member. It was moved by Yvonne Sanchez, seconded by Armando Rodriguez and carried unanimously to approve Item 5-B as presented under the Consent Agenda.

## **6. New Business**

### **A. Consider Order Canvassing Returns and Declaring Results of November 3, 2009 Tax Rate Election**

Larry Baskind reported that the County Elections Department will not have the election returns ready until Thursday and that a special meeting has been scheduled to canvas the votes on Friday, November 13, 2009 at 5:30 pm.

### **B. Consider Ordinance Adopting Tax Rate for 2009-2010**

Larry Baskind presented an Ordinance for Adopting Tax Rates for 2009-2010 (Ordinance is attached to the official minutes of this meeting).

It was moved by Yvonne Sanchez, seconded by Armando Rodriguez and carried unanimously to approve the Ordinance for Adopting Tax Rates for 2009-2010 as follows: The Maintenance and Operations Tax Rate per \$100.00 of valuation of property in the School District for the school year 2009-2010 shall be \$1.04 and the Interest and Sinking Tax Rate per \$100.00 of valuation of property in the School District for the school year 2009-2010 shall be \$0.252095. The total tax rate for 2009-2010 school year will be \$1.292095.

### **C. Consider approval of Resolution 20095 opposing dance hall**

It was moved by Yvonne Sanchez and seconded by Shonda Jordan to approve Board Resolution No. 20095 Opposing El Granero Discoteque Dance Hall located at 7810 Doniphan. The motion carried with Sergio Coronado, Leticia Gonzalez, Shonda Jordan, Rachel Quintana, Armando Rodriguez and Yvonne Sanchez voting aye and Monica Cázares voting no.

### **D. Discussion and possible removal of board president reserved parking space at Central Office**

Discussion took place regarding the reserved parking space for the Board President at the Central Office. Shonda Jordan stated for the record that she did not request the reserved parking.

It was moved by Armando Rodriguez, seconded by Yvonne Sanchez and carried unanimously to have the reserved parking for the board president at the Central Office removed.

### **E. Discussion and possible Board action regarding plaque at the Canutillo High School Field House**

It was moved by Armando Rodriguez and seconded by Monica Cázares to not allow the use of district funds for the purchase of a new plaque for the Canutillo High School Field

House. Discussion took place regarding the accuracy and/or inaccuracy of the current plaque at the Field House.

Armando Rodriguez withdrew his motion and Monica Cázares withdrew her second to the motion.

## **7. Executive Session**

The meeting was closed at 8:39 pm under *Texas Government Code* Sections 551.071 and 551.074 to hear a level III Grievance of Harry Kaplan.

Shonda Jordan and Rachel Quintana each recused themselves from the Level III Grievance of Harry Kaplan.

The meeting was reopened at 10:15 pm.

## **8. Personnel**

### **A. Consider Level III Grievance of Harry Kaplan**

A motion was made by Armando Rodriguez and seconded by Monica Cázares to grant the grievance of Harry Kaplan in part as follows:

1. rescind the three day suspension, remove the letter of suspension from the personnel file and replace it with a letter of reprimand,
2. require the current Executive Director of School Resources to re-evaluate Mr. Kaplan at the end of January,
3. keep the growth plan in place, and
4. provide Mr. Kaplan with a class on teamwork and communication

The motion carried with Monica Cázares, Sergio Coronado, Leticia Gonzalez, Armando Rodriguez and Yvonne Sanchez voting aye and Rachel Quintana and Shonda Jordan abstaining.

The meeting was closed at 10:20 pm under *Texas Government Code* Sections 551.071 and 551.074 to hear recommendations for Executive Director of Financial Services, Executive Director of Facilities and Transportation and Principal of Alderete Middle School and to discuss the role of the Internal Auditor.

The meeting was reopened at 12:33 am.

### **B. Consider approval of recommendation for Executive Director of Financial Services**

Interim Superintendent Roger Parks recommended Alfredo Herrera for Executive Director of Financial Services. It was moved by Yvonne Sanchez and seconded by Monica Cázares to approve the recommendation as presented. The motion carried with Monica Cázares, Sergio Coronado, Shonda Jordan, Armando Rodriguez and Yvonne Sanchez voting aye, Leticia Gonzalez voting no and Rachel Quintana abstaining.

### **C. Consider approval of Recommendation for Executive Director of Facilities and Transportation**

Roger Parks recommended Ernesto Armendariz for Executive Director of Facilities and Transportation. It was moved by Armando Rodriguez, seconded by Yvonne Sanchez and carried unanimously to approve the recommendation as presented.

### **D. Consider approval of recommendation for Principal of Alderete Middle School**

Roger Parks recommended Margarita Porrás-Grant for Principal of Alderete Middle School. It was moved by Armando Rodriguez and seconded by Monica Cázares to approve the recommendation as presented. The motion failed with Monica Cázares, Sergio Coronado and Armando Rodriguez voting aye and Leticia Gonzalez, Shonda Jordan, Rachel Quintana and Yvonne Sanchez voting no.

**E. Administrative Personnel Actions (no action required)**

1. Superintendent approved employment of personnel
2. Superintendent approved position changes for personnel
3. Superintendent acceptance of resignations from personnel
4. Employment termination of support personnel

**9. Adjournment**

The meeting adjourned at 12:40 am on November 11, 2009 by unanimous consent.

Presented for approval on December 8, 2009.



**MINUTES**  
CANUTILLO INDEPENDENT SCHOOL DISTRICT  
Special Meeting of the Board of Trustees  
November 13, 2009 • 5:30 pm

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**Present:** Mr. Sergio Coronado, President  
Mr. Armando Rodriguez, Vice President  
Mrs. Monica Cázares, Member  
Mr. Larry A. Baskind, Legal Counsel

**1. Call to Order**

The meeting was called to order at 5:35 pm by Board President Sergio Coronado.

**2. Roll Call**

All members were present except Leticia Gonzalez, Rachel Quintana, Shonda Jordan and Yvonne Sanchez.

Larry Baskind reported that two board members in attendance meets the requirement for canvassing the results of an election.

**3. New Business**

**A. Consider Order Canvassing Returns and Declaring Results of November 3, 2009 Tax Rate Election**

Larry Baskind reported the results as 300 voting in favor and 337 voting against the Tax Rate Election held on November 3, 2009.

It was moved by Monica Cázares, seconded by Armando Rodriguez and carried unanimously to approve the Order as presented.

**4. Adjournment**

The meeting adjourned at 5:41 pm by unanimous consent.

Presented for board approval on December 8, 2009.



**MINUTES**  
CANUTILLO INDEPENDENT SCHOOL DISTRICT  
Special Meeting of the Board of Trustees  
November 24, 2009 • 6:00 pm

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**Present:** Mr. Sergio Coronado, President  
Mr. Armando Rodriguez, Vice President  
Mrs. Rachel M. Quintana, Secretary  
Mrs. Monica Cázares, Member  
Mrs. Leticia Gonzalez, Member  
Mrs. Shonda Jordan, Member  
Mrs. Yvonne Sanchez, Member  
Mr. Roger Parks, Interim Superintendent  
Mr. Larry A. Baskind, Legal Counsel

**1. Call to Order**

The meeting was called to order at 6:04 pm by Board President Sergio Coronado.

**2. Roll Call**

All board members were present.

**3. New Business**

With the consensus of the Board, the agenda was taken out of order.

**ITEM 3-C**

**Announcement of Interim Executive Director of Financial Services**

Interim Superintendent, Roger Parks, announced that Martha Aguirre has been named Interim Executive Director of Financial Services.

**ITEM 3-B**

**Presentation and possible action on district infrastructure needs including ADA deficiencies and possible identification and reallocation of financial resources**

Roger Parks reported on the district's ADA deficiencies, the need for a maintenance plan, the fiscal challenges and a lack of maintenance employees with professional trades. Mr. Parks then introduced Ernesto Armendariz, the new Executive Director of Facilities and Transportation.

Mr. Armendariz reported on his review of the ADA study that was prepared by GA Architecture, the compliance issues, and cost estimates for bringing the district into ADA compliance (citing both TEA and TDLR requirements).

Discussion took place regarding the need for bringing the board "hard" numbers for the total cost of the compliance issues. Mr. Armendariz reported that he will present the numbers as well as a schedule of projects (including priority projects) to the Board of Trustees at the regular meeting in January.

Martha Aguirre and Kathy Ellis provided the Board with funding options for the ADA compliance issues. Corky Hall, representing First Southwest, indicated that he does not recommend a Maintenance Tax Note to fund the ADA compliance issues. Mrs. Aguirre reported that with the redirection of Bond monies, the district will be able to fund the ADA compliance projects.

**ITEM 3-D**

**Review and recommendation of TASB Policy Update 86 affecting local policies (First Reading)**

1. CFD(Local) Accounting – Activity Funds Management
2. CLB(Local) Buildings, Grounds, and Equipment

3. CV(Local) Facilities Construction
4. DGBA(Local) Personnel Management Relations: Employee Complaints/Grievances
5. EIA(Local) Academic Achievement – Grading/Progress Reports to Parents
6. EIE(Local) Academic Achievement – Retention and Promotion
7. EIF(Local) Academic Achievement – Graduation
8. FDD(Local) Admissions – Military Dependents
9. FDE(Local) Admissions – School Safety Transfers
10. FEA(Local) Attendance – Compulsory Attendance
11. FEC(Local) Attendance – Attendance for Credit
12. FFAD(Local) Wellness and Health Services – Communicable Diseases

Yvonne Sanchez asked clarifying questions regarding FDE(Local), FEA(Local) and CLB(Local).

It was moved by Armando Rodriguez, seconded by Sergio Coronado and carried unanimously to approve the first reading of the TASB Policy Update 86 affecting local policies.

**ITEM 3-E**

**Review and recommendation of EIF(Local) Academic Achievement: Graduation (First Reading)**

It was moved by Armando Rodriguez, seconded by Monica Cázares and carried unanimously to approve the first reading of EIF(Local) Academic Achievement: Graduation.

**ITEM 3-A**

**Discussion of committee Structure and appointment of board members to special board committees**

Discussion took place among board members regarding board committee structure. Mr. Coronado polled board members to see which committees they would like to serve on. Mrs. Jordan elected not to serve on any committees. Mrs. Quintana, Mrs. Cázares, and Mrs. Gonzalez each indicated they did not have a preference and would serve where needed. Mr. Rodriguez indicated his preference to serve on the Finance/Audit/Facilities/Planning Committee and Mrs. Sanchez elected not to serve on any committees.

Discussion took place regarding allowing the board president to serve on committees and possibly collapsing the three committees into two.

Mr. Coronado indicated committee assignments would be made next week.

**4. Executive Session**

The meeting was closed at 7:51 pm under *Texas Government Code* Section 551.071 for consideration of VEMAC claim on Garcia Elementary School Project.

The meeting reopened at 8:27 pm.

**A. Consideration of VEMAC Claim for Garcia Elementary School**

No action was taken by the Board of Trustees regarding this agenda item.

**5. Adjournment**

The meeting adjourned at 8:28 pm by unanimous consent.

Presented for approval on December 8, 2009.



**MINUTES**  
CANUTILLO INDEPENDENT SCHOOL DISTRICT  
Special Meeting of the Board of Trustees  
December 1, 2009 • 6:00 pm

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**Present:** Mr. Sergio Coronado, President  
Mr. Armando Rodriguez, Vice President  
Mrs. Rachel M. Quintana, Secretary  
Mrs. Monica Cázares, Member  
Mrs. Leticia Gonzalez, Member  
Mrs. Shonda Jordan, Member  
Mrs. Yvonne Sanchez, Member  
Mr. Roger Parks, Interim Superintendent  
Mr. Larry A. Baskind, Legal Counsel

**1. Call to Order**

The meeting was called to order at 6:00 pm by Board President Sergio Coronado. Mr. Coronado reported that Mrs. Sanchez called to say she would be late.

**2. Roll Call**

All members were present except Yvonne Sanchez who arrived at 6:23 pm.

**3. Executive Session**

The meeting was closed at 6:03 pm under *Texas Government Code* Sections 551.071 and 551.074 for consultation with attorney and to discuss board relations and board/superintendent relations.

The meeting reopened at 7:45 pm. All members were present at the reopening of the meeting except Shonda Jordan and Yvonne Sanchez who left the meeting at 7:42 pm.

**4. Adjournment**

The meeting adjourned at 7:45 pm by unanimous consent.

Presented for board approval on December 8, 2009.



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, TX 79932

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

## *FINANCIAL SERVICES*

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

TO: Board of Trustees November 30, 2009  
THROUGH: Martha Aguirre *ma*  
Interim Executive Director  
FROM: Kathy Ellis *kel*  
SUBJECT: Approval of Warrant List for November 1, 2009 through November 30, 2009

Enclosed in your packet is the warrant list for November 1, 2009 through November 30, 2009.  
I recommend its approval in the amount of: **\$863,792.92.**

# CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA and Last Day Enrollment  
As of November 30, 2009

<u>Campus</u>	<u>November ADA</u>	<u>Enrollment 11/30/09</u>
Canutillo Elementary School	647.95	721
Deanna Davenport Elementary School	396.56	434
Jose H. Damian Elementary School	453.50	509
Bill Childress Elementary School	455.72	500
Gonzalo and Sofia Garcia Elementary School	573.69	601
Canutillo Middle School	646.83	678
Jose J. Alderete Middle School	581.30	601
Canutillo High School	1422.53	1525
Northwest Early College High School	183.00	191
	<hr/>	<hr/>
DISTRICT TOTALS	5361.08	5760
Ineligible students (Tuition is not collected.)		27
		<hr/>
GRAND TOTAL ENROLLMENT	18	5787

# CANUTILLO INDEPENDENT SCHOOL DISTRICT

## Monthly ADA Comparison November 2009

<u>Campus</u>	Previous month October 2009 <u>ADA</u>	Current month November 2009 <u>ADA</u>	Previous year November 2008 <u>ADA</u>
Canutillo Elementary School	635.58	647.95	630.35
Deanna Davenport Elementary School	382.81	396.56	411.44
Jose H. Damian Elementary School	436.87	453.50	452.23
Bill Childress Elementary School	447.57	455.72	463.08
Gonzalo and Sofia Garcia Elementary School	563.25	573.69	573.30
Canutillo Middle School	636.76	646.83	649.85
Jose J. Alderete Middle School	575.78	581.30	572.26
Canutillo High School	1438.78	1422.53	1471.06
Northwest Early College High School	179.63	183.00	93.47
<b>*DISTRICT TOTALS</b>	<b>5297.03</b>	<b>5361.08</b>	<b>5317.04</b>

\*Does not include ineligible students 19

# CANUTILLO INDEPENDENT SCHOOL DISTRICT

Year-to-Date Average Daily Membership and ADA  
August 24, 2009 through November 30, 2009

<u>Campus</u>	<u>ADM</u>	<u>ADA</u>	<u>ATT %</u>
Canutillo Elementary School	676.59	648.26	95.8%
Deanna Davenport Elementary School	412.02	392.20	95.2%
Jose H. Damian Elementary School	473.88	451.57	95.3%
Bill Childress Elementary School	477.55	456.52	95.6%
Gonzalo and Sofia Garcia Elementary School	600.19	574.62	95.7%
Canutillo Middle School	679.86	649.53	95.5%
Jose J. Alderete Middle School	607.66	584.77	96.2%
Canutillo High School	1536.60	1445.61	94.1%
Northwest Early College High School	191.48	182.94	95.5%
<hr/>			
*DISTRICT TOTALS	5655.83	5386.02	95.2%

\*Does not include ineligible students <sup>20</sup>

CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT

Date: December 8, 2009

Subject: Award of CSP 10-03

Presenter: Ernesto Armendariz/Ron Gatlin

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ACTION

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1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the award of CSP 10-03 for Sewerage Plant Standby Generators to All Trades Electrical Contractors, Inc. in the total amount of \$123,226.00.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends the award of CSP 10-03 for Sewerage Plant Standby Generators to All Trades Electrical Contractors, Inc. in the total amount of \$123,226.00.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the purchase as recommended by the Superintendent.

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

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



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, TX 79932

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

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415

**Date:** November 30, 2009  
**To:** Canutillo ISD Board of Trustees  
**From:** Ron Gatlin, Purchasing Agent  
**Subject:** Award of CSP 10-03 Sewerage Plant Standby Generators

**Description/justification:** Standby generators for sewerage treatment plants to be in compliance with the Texas Commission on Environmental Quality regulations.

**Vendor name:** All Trades Electrical Contractors, Inc.

**Purchasing Method:** Formal Bid

**Category:** CSP 10-03

**Funding Source:** Bonds

**Cost:** \$123,226.00

**Participating Schools:** AMS and CMS

**Signature:** Ron Gatlin, Purchasing Agent

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CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT

Date: December 8, 2009

Subject: Award of RFP 10-04

Presenter: Janine Hammock/Ron Gatlin

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ACTION

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1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the award of RFQ 10-04 Speech Language Pathologist Services, to Amanda Kahmann and Progressus Therapy Services with an estimated annual expense of \$50,000.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends the award of RFQ 10-04 Speech Language Pathologist Services, to Amanda Kahmann and Progressus Therapy Services with an estimated annual expense of \$50,000.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the purchase as recommended by the Superintendent.

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

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



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, TX 79932

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

**Janine Hammock**  
*Special Education Director*

(915) 877-7450  
FAX (915) 877-7473

## MEMORANDUM

**Date:** December 8, 2009

**To:** Canutillo ISD Board of Trustees

**From:** Special Education Department/Janine Hammock

**Subject:** Approval of RFQ #10-04 Speech Language Pathologist Services

**Description/justification:** The Special Education Department currently has one full-time Speech Language Pathologist. The district needs the equivalent of four full-time Speech Language Pathologists to meet the service time requirements as documented in the students' individual education plans.

**Vendor name:** Amanda Kahmann, MS,CCC-SLP  
Progressus Therapy, LLC

**Category:** RFQ #10-04 Speech Language Pathologist Services

**Funding source:** 283.11.6299.00.918.0.23—Contracted Services (ARRA Funds)

**Cost:** \$50,00.00

**Participating Schools:** District-Wide

**Signature:** Janine Hammock, Special Education Director

# Policy Update 86 and Local District Update

Second Reading  
Regular Board Meeting  
December 8, 2009

1

## CFD (LOCAL)

ACCOUNTING:

ACTIVITY FUNDS MANAGEMENT

- **At DISTRICT AND CAMPUS ACTIVITY FUNDS directs the superintendent to establish regulations governing the expenditure of activity funds requiring the expenditure to meet the**
  1. **District's educational purpose;**
  2. **Provide a commensurate benefit to district or its students; and**

2

## CFD (LOCAL)

(continued)

### 3. Must comply with prohibitions on the gift of public funds.

- Activity funds applies to district and campus activity funds and includes the superintendent as one of the district employees responsible for administering such funds.
- These are funds generated from vending machines, rentals, gate receipts, concessions, and other local funds over which the district has control.

3

## CLB (LOCAL)

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT:  
Maintenance

- At **INTEGRATED PEST MANAGEMENT PROGRAM** is a new statement committing the district to follow its IPM (integrated pest management program guidelines).
- At **DEFINITION**, the definition of IPM now coincides with definition included in the Administrative Code at 19 TAC 7-114.

4

## CLB (LOCAL)

(continued)

- **At STANDARDS, relevant portions of the Administrative Code and Occupations Code are cited for easy reference.**
- **At IPM COORDINATOR, the superintendent is directed to designate an IPM Coordinator requiring the coordinator be registered with the Texas Department of Agriculture (TDA).**

5

## CV (Local)

Facilities Construction

- Superintendent will establish procedures that ensure all school facilities comply with applicable laws and local building codes.
- At CONSTRUCTION CONTRACTS, the Board shall determine the project delivery method to be used for each construction contract valued at or above \$50,000.

6

## DGBA (LOCAL)

Personnel-Management Relations:  
Employee Complaints/Grievances

- **Policy now requires district to permit an employee who files a grievance to make an audio recording of any meeting or proceeding at which the substance of the grievance is investigated or discussed.**
- **Employee is required to inform others that an audio recording is being made.**

7

## EIA (LOCAL)

Academic Achievement:  
Grading/Progress Reports to Parents

- **Local policy establishes grading guidelines and recommends their annual review ensuring that grading reflects a student's relative mastery of an assignment.**
- **New at GUIDELINES FOR GRADING allows a student to redo a class assignment or retake a test for which a student has received a failing grade.**
- **RECORDING FINAL GRADES has been removed from local policy requiring the recording of a 50 in the permanent record when the student's average is less than a 50.**

8

## EIE (LOCAL)

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- Policy includes recommended language referencing the factors to consider when promoting students.
- Language has been deleted referencing requirement to pass 3<sup>rd</sup> TAKS for promotion to the 4<sup>th</sup> grade.
- Policy also reflects new accelerated instruction requirements for students whom the grade placement committee promotes.

9

## EIF (LOCAL)

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Academic Achievement: Graduation

- Language has been deleted specifying the number of required number of physical education credits listed in the section regarding P.E. substitutions.
- P.E. credit requirements now depend on which graduation program the student is enrolled in.

10

## FDD (LOCAL)

School Safety Transfers

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- **Local policy has been deleted here and moved to FDE Local policy.**

11

## FDE (LOCAL)

School Safety Transfers

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- **Policy adds aggravated robbery as one of the violent criminal offenses for which a student who is a victim must be offered a transfer.**

12

## FEA (LOCAL)

Attendance:

Compulsory Attendance

- **At HIGHER EDUCATION VISITS, new provision permits an excused absence for up to two days during a student's junior year and up to two days during the student's senior year for visits to an institution of higher learning, the maximum allowed by law.**
- **Requires students to submit verification of the visit according to administrative regulations.**

13

## FEC (LOCAL)

Attendance:

Attendance for Credit

- **Expands list of reasons for which a student's absence may be counted as a day of attendance for compulsory attendance purposes.**
- **Additional reasons are absences related to student obtaining U.S. citizenship, serving as an election judge, and visiting an institution of higher education.**
- **Added that students may receive credit for attendance by attending a flexible school day program.**

14

## FFAD (LOCAL)

Wellness and Health Services:  
Communicable Diseases

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- **Policy has been deleted.**
- **Information on exclusion and readmittance of students due to communicable diseases is available at FFAD Legal.**

15

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**End of Update 86**

16



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Mr. Roger Parks**  
*Interim Superintendent*

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

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Roger Parks, Interim Superintendent

DATE: December 4, 2009

SUBJECT: BDB(Local)

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Please find enclosed BDB(Local) Board Internal Organization: Internal Committees. This policy will be discussed at a Policy/Personnel Committee meeting scheduled for Monday, December 7, 2009. We have included it on this agenda in the event that the Committee has a recommendation for the Board for First Reading.

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's philosophy, goals, and objectives in light of the instructional program, as well as District policies 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.

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.



# Canutillo Independent School District

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El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Mr. Roger Parks**  
*Interim Superintendent*

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

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Roger Parks, Interim Superintendent

DATE: December 4, 2009

SUBJECT: BDB(Local)

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Please find enclosed DEA(Local) Compensation and Benefits: Salaries and Wages. This policy will be discussed at a Policy/Personnel Committee meeting scheduled for Monday, December 7, 2009. We have included it on this agenda in the event that the Committee has a recommendation for the Board for First Reading.

COMPENSATION AND BENEFITS  
SALARIES AND WAGES

DEA  
(LOCAL)

	<p>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.</p> <p>Compensation plans shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve District goals.</p>
PAY SYSTEMS DESCRIPTION	<p>The Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the positions.</p> <p>All employees shall be paid within the assigned pay ranges unless exceptions are granted by the Board.</p> <p>The system shall be designed and administered to accomplish the following:</p> <ol style="list-style-type: none"><li>1. Stay competitive with appropriate labor markets for the various categories of personnel.</li><li>2. Recognize the levels of skill, effort, and responsibility required of different jobs.</li><li>3. Be fiscally controlled and cost effective.</li></ol> <p>A copy of the District's pay system shall be available in the administrative offices.</p>
PAY RANGES	<p>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.</p> <p>The Superintendent shall review pay ranges on an annual basis and recommend adjustments consistent with economic and job market indicators.</p>
PAY ADVANCEMENT	<p>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 shall receive a pay increase.</p>
PAY BUDGET INCREASE	<p>The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. Pay increases beyond the budgeted amount for individuals or positions shall be subject to Board approval.</p>

COMPENSATION AND BENEFITS  
SALARIES AND WAGES

DEA  
(LOCAL)

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, methods for calculating and applying a general pay increase, and a process for job classification review.
DISASTER PAY	<p>The emergency closing of schools during a disaster for any cause shall be at the discretion of the Superintendent. During an emergency closing, all nonexempt employees shall continue to be paid for their regular duty schedule regardless of whether the employee is required to report to work.</p> <p>Nonexempt employees who are required to work during an emergency closing shall be paid at the rate of one and a half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.</p>
CLASSIFICATION OF POSITIONS	<p>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.</p> <p>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).</p>
EXEMPT	<p>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.</p> <p>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.</p>
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

COMPENSATION AND BENEFITS  
SALARIES AND WAGES

DEA  
(LOCAL)

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.

COMPENSATORY  
TIME

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.

Unless the District receives prior written notification, all absences shall be charged against compensatory time before being charged against sick leave or personal leave.

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.

WORKWEEK  
DEFINED

For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Wednesday until 11:59 p.m. Tuesday.

SUPPLEMENTAL  
DUTIES

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.

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 em-

COMPENSATION AND BENEFITS  
SALARIES AND WAGES

DEA  
(LOCAL)

ployee as a sponsor for a nonacademic/UII 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.

**ADVANCED DEGREE** 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 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).]

CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT

Date: December 8, 2009

Subject: Administrative Personnel Actions for Board of Trustee Information Only

Presenter: Renée O'Donnell

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ACTION

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1. BACKGROUND INFORMATION

Superintendent approved employment of personnel:

Lorena Mendez, Accounting Clerk, Financial Services..... Effective 11/30/09  
Norberto Padilla, PT Bus Driver, Transportation..... Effective 11/23/09

Superintendent approved position changes for personnel:

Jessica Adame  
PT Transportation Clerk to  
PT Bus Monitor..... Effective 11/23/09

Julia Crowley  
Special Ed. Counselor to  
Counselor, GES..... Effective 11/16/09

María De La O  
FS Helper to  
FS Vegetable/Salad Preparer, CHS..... Effective 11/24/09

Vicente Fernandez  
Maintenance Worker to  
Certified HVAC Maintenance Worker..... Effective 11/16/09

Maria Frausto  
Temp PT Clerical to  
Campus Receptionist, NECHS..... Effective 11/16/09

Superintendent approved resignations:

None

Superintendent approved retirements:

Melanie Gallagher, Librarian, AMS.....Effective 12/3/09

Termination of Personnel

See under separate cover.

2. BOARD ACTION REQUESTED

No action required.