

# 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 January 12, 2010, 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.

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- A. Consider Settlement of claim of Dimensions Architects for High School and other projects  
**Presenter:** Mr. Baskind
- B. Consider settlement of claim of VEMAC for Garcia Elementary School Project  
**Presenter:** Mr. Baskind
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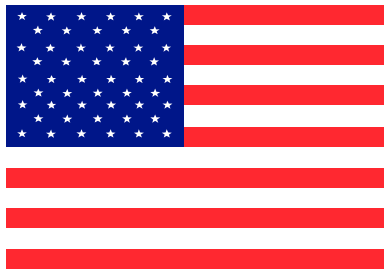
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If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. 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.

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## PLEDGE OF ALLEGIANCE

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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.*

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## TEXAS PLEDGE OF ALLEGIANCE

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



## CANUTILLO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

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## MISSION STATEMENT

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.



# 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: January 7, 2010

SUBJECT: School Board Recognition

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January is School Board Recognition Month. This year's theme is "Hats off to Texas Trustees." We recognize your dedication not only to the students of the district, but to the staff and community as well. Each of our campuses will have students present at the board meeting and there will be a variety of performances and presentations by our students in recognition of your service.



# Canutillo Independent School District

7965 Artcraft Rd.  
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**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: January 7, 2010

SUBJECT: Board Meeting Minutes

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

- December 8, 2009 – Regular Meeting
- December 15, 2009 – Special Meeting
- December 17, 2009 – Special Meeting
- January 5, 2010 – Special Meeting



**MINUTES**  
CANUTILLO INDEPENDENT SCHOOL DISTRICT  
Regular Meeting of the Board of Trustees  
December 8, 2009 • 6:00 pm

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

**DRAFT**

**1. General Functions**

**A. Call to Order**

The meeting was called to order at 6:00 pm by Board President Sergio Coronado.

**B. Roll Call**

All board members were present except Shonda Jordan and Yvonne Sanchez. Mr. Coronado reported that both Mrs. Jordan and Mrs. Sanchez called to say they were unable to attend the meeting.

**C. Pledge of Allegiance**

The Pledge of Allegiance was led by Leticia Gonzalez.

**D. Texas Pledge of Allegiance**

The Texas Pledge of Allegiance was led by Leticia Gonzalez.

**E. CISD Mission Statement**

Monica Cázares 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. Open Forum**

Parent, Mark Nunnery, indicated he was representing parents of the CHS wrestling team and expressed concerns regarding the team's practice facility. Since the cafeteria is a multi-use room, it poses health and safety issues and while the team has been successful, they could be even more successful with a proper practice facility. Mr. Nunnery said he would like to see a resolution very soon since this is the third season the wrestling team has been without an appropriate practice facility.

Art Gallegos, taxpayer, expressed his hope that the school board will not let personal issues divide them and the importance of functioning as one. Mr. Gallegos also expressed concerns regarding the practice facility for the wrestling team.

**3. Board of Trustees Business**

**A. Superintendent Search Update**

Dr. James Vasquez, Executive Director of Education Service Center Region 19, reported that with the extension of the deadline for the applications for Superintendent, the numbers and quality of candidates rose. There are sixteen applicants. Two inquired but did not complete the application process and while he would normally bring forward three to four candidates for the Board's consideration, he may bring as many as five. Dr. Vasquez indicated that a board meeting could be scheduled next week and he would be prepared to bring the candidate's applications forward for review.

Armando Rodriguez expressed the importance of having the candidates be culturally sensitive as well as having knowledge about small, fast-growing school districts.

**B. Recognitions**

1. Canutillo High School Student, Samuel Jenson, was recognized for being named a Commended Student in the 2010 National Merit Scholarship Program.
2. Holiday Art Contest winners Molly Tate and Maggie Galaviz were recognized for their winning entries in the contest.

**4. Reports (this item was taken out of order and presented after Item 5 – Consent Agenda)**

**A. Public report on progress meeting Highly Qualified Teacher requirements**

Renée O'Donnell, Executive Director of Human Resources, reported 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.

**5. Consent Agenda**

- A. Consider approval of board meeting minutes of November 10, 2009 – Regular meeting, November 13, 2009 – Special meeting, November 24, 2009 – Special meeting, and December 1, 2009 – Special meeting
- B. Consider approval of Attendance, Financial & Warrant List for November 1-30, 2009, in the amount of \$863,792
- C. Consider approval of award of CSP 10-03 for Sewage Plant Standby Generators to all Trades Electrical Contractors, Inc., in the amount of \$123,226.00
- D. Consider approval of award of RFP 10-04 for Speech Language Pathologist Services to Amanda Kahmann and Progressus Therapy Services with an estimated annual expense of \$50,000
- E. Consider approval of Tuition Waiver Request
- F. Review and recommendation of TASB Update 86 affecting local policies listed below (Second Reading):
  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)
- H. Review and recommendation of DEA (Local) Compensation and Benefits: Salaries and Wages (First Reading) – This item was withdrawn from the Consent Agenda.

Leticia Gonzalez withdrew items 5-B and 5-E from the Consent Agenda to be discussed and voted upon separately.

It was moved by Armando Rodriguez, seconded by Rachel Quintana and carried unanimously to approve all items under the Consent Agenda except 5-B and 5-E.

Mrs. Gonzalez asked questions regarding some items on Warrant List, Item 5-B, and Martha Aguirre addressed each of the questions. It was moved by Armando Rodriguez, seconded by Leticia Gonzalez and carried unanimously to approve Item 5-B on the Consent Agenda.

Mrs. Gonzalez asked why the Tuition Waiver, Item 5-E, was being recommended for approval when some employees requesting to have their children attend school in the district are being denied. Roger Parks, Interim Superintendent, indicated that such requests are taken on an individual basis and will look into them if he is provided with the specific names. It was moved by Armando Rodriguez, seconded by Rachel Quintana and carried unanimously to approve Item 5-E under the Consent Agenda.

**6. Executive Session**

The meeting was closed at 6:46 pm under *Texas Government Code* Section 551.074 to hear a recommendation for Principal of Alderete Middle School.

The meeting was reopened at 7:38 pm.

**7. Personnel**

**A. Consider approval of recommendation for Principal of Alderete Middle School**

Roger Parks recommended Doris Fernandez for Principal of Alderete Middle School. It was moved by Monica Cázares, seconded by Rachel Quintana and carried unanimously to approve the recommendation of Doris Fernandez for Principal of Alderete Middle School.

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

**1. 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

**2. 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

**3. Superintendent acceptance of resignations from personnel**

None

**4. Superintendent approved retirements**

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

**5. Employment termination of support personnel**

None

**8. Adjournment**

The meeting adjourned at 7:40 pm by unanimous consent.

Presented for approval by the Board of Trustees on January 12, 2010.



**MINUTES**  
CANUTILLO INDEPENDENT SCHOOL DISTRICT  
Special Meeting of the Board of Trustees  
December 15, 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. Yvonne Sanchez, Member  
Roger Parks, Interim Superintendent

**DRAFT**

**1. Call to Order**

The meeting was called to order at 6:00 pm by Board President Sergio Coronado.

**2. Roll Call**

All board members were present except Shonda Jordan who called to say she was unable to attend the meeting.

**3. Recognition**

A. The Alderete Middle School Visual and Performing Arts Classes under the direction of Nick Castanon and Estella Ramos were recognized for their creative and festive artwork which decorated the Administrative offices for the holidays.

**4. Presentation**

**A. CSCOPE Presentation**

Nancy Crouch from Region 19 provided an overview of the CSCOPE program and reported that more than 600 school districts in Texas use CSCOPE. Ms. Crouch provided an in depth look at the Vertical Alignment Document, Year at a Glance, Instructional Focus Document, Unit Assessments, and the Exemplar Lesson Frameworks.

**B. Discussion and input regarding the CSCOPE Presentation**

The audience was invited to speak about the CSCOPE presentation.

Maggie Grant, Principal of Jose Damian Elementary, reported that the implementation of CSCOPE is a work in progress. A lack of materials has been an issue but says it will be resolved through the use of ARRA funds.

Ms. Maxsom, Principal of Garcia Elementary School, reported that teachers are using and are appreciative of the lesson planner tool.

Ms. Del Valle, a third grade teacher, said that it was frustrating and overwhelming at first, but she now looks at it differently and realizes the implementation takes time.

Ms. Carrasco, a sixth grade teacher at Canutillo Middle School, said CSCOPE has really helped her and is valuable however, the half day training received on the last day of school was not sufficient. Pacing is a concern of hers, but asked that the board allow for the full implementation of the program.

Ms. Resling, a fifth grade teacher at Canutillo Middle School, appreciates the year at a glance and vertical alignment features of CSCOPE but feels the pacing is unrealistic and feels a little stifled in her creativity.

Ms. Ramos, a sixth grade dual language teacher at Alderete Middle School, feels the district needs to exercise caution in what is made non-negotiable. Teachers at her campus were

told unit assessments were non-negotiable. She pointed out there are misspellings in some of the materials as well as incorrect math problems. Some of the flow of the program just does not work and many of the sixth grade teachers do not feel the pacing of CSCOPE is effective and does not allow for accelerated instruction.

Ms. Barhurst, a teacher at Bill Childress Elementary School, indicated that more planning time is needed for true vertical alignment. Planning time is consumed by things like snow days and tutoring.

Dr. Althoff, Principal of Bill Childress Elementary School, said time is needed to navigate through CSCOPE and common assessments at her campus are being used for professional dialogue.

Ms. Maldonado, a fifth grade teacher at Canutillo Elementary School, said that CSCOPE is a tool and is not the curriculum – it is the guide. She stated that more planning time is needed and pacing is a concern. It is important to give CSCOPE an opportunity and continue to evaluate its effectiveness.

A teacher at Canutillo Elementary School said unit assessments are not tied to the lessons and textbooks are a resource and guide for instruction. Time is being saved in differentiation of instruction and she has observed changes taking place such as richer conversations taking place among teachers.

Ms. Salas, a teacher at Bill Childress Elementary School, expressed concerns about the Spanish version of CSCOPE.

Dr. Reyes-Garcia, Principal of Canutillo Middle School, reported that CSCOPE is really aligning the district's curriculum. The approach with teachers at CMS has been to try it first and to give it a year. While it has caused some morale issues, because change is always difficult, there has been a good change in the thought-process of teachers.

Dr. Carrillo, a teacher at Northwest Early College High School, who has previous teaching experience with CSCOPE, likes the program. It helps students become well prepared and when the curriculum is aligned district-wide; there should not be any gaps.

Ms. Villalobos and Ms. Estrada, teachers from Canutillo High School, each stated that they are pleased with the implementation and while it does have its strengths and weaknesses, they have seen an increased level of activity and engagement of their students.

Ms. Strobach, Principal of Deanna Davenport Elementary School, indicated that the short training provided to teachers at the end of last school year was not sufficient, however the training is ongoing and will continue.

Board members stressed the importance of testing, implementing and evaluating the program and giving teachers the support and materials they need. They also thanked the teachers and administrators for their comments and input. The Board indicated they want Administration to report on CSCOPE on a regular basis to see how concerns are being addressed.

## **5. Adjournment**

The meeting adjourned at 9:14 pm by unanimous consent.

Presented for approval by the Board of Trustees on January 12, 2010.



**MINUTES**  
CANUTILLO INDEPENDENT SCHOOL DISTRICT  
Special Meeting of the Board of Trustees  
December 17, 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

DRAFT

**1. Call to Order**

The meeting was called to order at 6:00 pm by Board President Sergio Coronado.

**2. Roll Call**

All board members were present except Yvonne Sanchez who arrived at 6:05 pm.

**3. Board of Trustees Business**

**A. Report from Dr. Vasquez on superintendent search and consider selecting candidates for interview**

Interim Superintendent, Roger Parks, reported that Dr. Vasquez was unable to attend the meeting but advised Mr. Parks that there were a total of sixteen (16) applicants and that the applications were reviewed by a committee of area superintendents. Each committee member unanimously agreed upon the candidates being recommended and all have had principal and central office experience.

**4. Executive Session**

The meeting was closed at 6:09 pm under *Texas Government Code* Section 551.074 to review a list of candidates to consider for interview for the superintendent vacancy.

The meeting was reopened at 7:53 pm.

**5. Adjournment**

The meeting adjourned at 7:53 pm by unanimous consent.

Presented for approval by the Board of Trustees on January 12, 2010.



**MINUTES**  
CANUTILLO INDEPENDENT SCHOOL DISTRICT  
Special Meeting of the Board of Trustees  
January 5, 2010 • 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

**DRAFT**

**1. Call to Order**

The meeting was called to order at 6:02 pm by Board President Sergio Coronado.

**2. Roll Call**

All board members were present.

**3. Board of Trustees Business**

**A. Report from Dr. Vasquez on superintendent search and consider selecting candidates for interview**

**4. Executive Session**

The meeting was closed at 6:03 pm under *Texas Government Code* Section 551.074 to hear a report from Dr. Vasquez on the superintendent search and to review a list of candidates to consider for interview for the superintendent vacancy.

The meeting was reopened at 7:42 pm.

**5. Adjournment**

The meeting adjourned at 7:42 pm by unanimous consent.

Presented for approval by the Board of Trustees on January 12, 2010.



## 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

January 6, 2010

THROUGH: Martha Aguirre *ma*  
Interim Executive Director

FROM: Kathy Ellis *KE*

SUBJECT: Approval of Warrant List for December 1, 2009 through December 31, 2009

Enclosed in your packet is the warrant list for December 1, 2009 through December 31, 2009.  
I recommend its approval in the amount of: **\$614,879.87.**

# CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA and Last Day Enrollment  
As of December 18, 2009

<u>Campus</u>	<u>December ADA</u>	<u>Enrollment 12/18/09</u>
Canutillo Elementary School	646.89	720
Deanna Davenport Elementary School	390.79	435
Jose H. Damian Elementary School	453.50	510
Bill Childress Elementary School	460.96	504
Gonzalo and Sofia Garcia Elementary School	575.57	605
Canutillo Middle School	649.14	680
Jose J. Alderete Middle School	576.37	607
Canutillo High School	1400.45	1516
Northwest Early College High School	182.35	191
	<hr/>	<hr/>
DISTRICT TOTALS	5336.02	5768
Ineligible students (Tuition is not collected.)		27
		<hr/>
GRAND TOTAL ENROLLMENT	16	5795

# CANUTILLO INDEPENDENT SCHOOL DISTRICT

## Monthly ADA Comparison December 2009

<u>Campus</u>	Previous month November 2009 <u>ADA</u>	Current month December 2009 <u>ADA</u>	Previous year December 2008 <u>ADA</u>
Canutillo Elementary School	648.12	646.89	631.86
Deanna Davenport Elementary School	396.50	390.79	401.08
Jose H. Damian Elementary School	453.55	453.50	449.27
Bill Childress Elementary School	455.72	460.96	468.67
Gonzalo and Sofia Garcia Elementary School	573.61	575.57	577.37
Canutillo Middle School	646.77	649.14	649.27
Jose J. Alderete Middle School	581.30	576.37	572.23
Canutillo High School	1421.75	1400.45	1448.66
Northwest Early College High School	183.15	182.35	92.66
<b>*DISTRICT TOTALS</b>	<b>5360.47</b>	<b>5336.02</b>	<b>5291.07</b>

\*Does not include ineligible students 17

# CANUTILLO INDEPENDENT SCHOOL DISTRICT

Year-to-Date Average Daily Membership and ADA  
August 24, 2009 through December 18, 2009

<u>Campus</u>	<u>ADM</u>	<u>ADA</u>	<u>ATT %</u>
Canutillo Elementary School	676.95	648.05	95.7%
Deanna Davenport Elementary School	409.61	391.94	95.7%
Jose H. Damian Elementary School	474.82	451.91	95.2%
Bill Childress Elementary School	477.93	457.31	95.7%
Gonzalo and Sofia Garcia Elementary School	600.74	574.75	95.7%
Canutillo Middle School	679.95	649.51	95.5%
Jose J. Alderete Middle School	607.21	583.20	96.0%
Canutillo High School	1531.67	1437.67	93.9%
Northwest Early College High School	191.40	183.23	95.7%
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*DISTRICT TOTALS	5650.28	5377.57	95.2%

\*Does not include ineligible students <sup>18</sup>

CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT

Date: January 12, 2010

Subject: Award of CSP 10-09 Instructional Materials

Presenter: 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 10-09 for Instructional Materials to the attached list of vendors.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends the award of CSP 10-09 for Instructional Materials to the attached list of vendors.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the award of CSP 10-09 for Instructional Materials 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:** January 5, 2010  
**To:** CISD Board of Trustees  
**Cc:** Martha Aguirre, Interim Executive Director of Financial Services  
**From:** Ron Gatlin, Purchasing Agent  
**Subject:** Award of CSP 10-09 Instructional Materials

The Purchasing Department solicited a request for proposals for Instructional Materials on CSP 10-09 for the district on November 24, 2009 and December 1, 2009. Bids were received and tabulated on December 14, 2009 and qualified bids were received.

I have reviewed the proposal and compared services and pricing and find that the attached list of vendor's proposals were complete and are the best value for the district. Therefore, it is my recommendation that the district award CSP 10-09 to the attached list of vendors.

Enclosure

## Awarded Vendors for CSP 10-09 Instructional Materials

ABDO Publishing	Evan-Moor Corporation
Abecedarian	Federal Street Press
AbleNet	Fisher Science Education
AccuCut	Follett Educational Services, Inc.
Adventures in Learning	Follett Library Resources, Inc.
America's Choice	Gareth Stevens Publishing, LLLP
Archipelago Learning	Gumdrop Books
Attainment Co., Inc.	Gumdrop Professional Resource Center
AVES AUDIO VISUAL SYSTEMS, INC.	HB ELECTRONICS, INC
B.E. Publishing	HIGHSMITH
Barnes & Noble	Human Relations Media Center Inc
Brightpoint Literacy	Innovative Learning Concepts Inc.
Budgettext	Jarrett Publishing Company
calloway house inc	Kamico Instructional Media, Inc.
Carolina Biological Supply	Kaplan Early Learning Co
CDWG	Kindermusik International
Cheryl Cox Educational Consultants	Lakeshore Learning Materials
Cinco Puntos Press	Laureate Learning Systems Inc
Classroom Products Warehouse	Learning Services
Coole School, Inc.	Lectorum Publications, Inc.
Curriculum Associates	L-E-T, inc.- dba Lakeshore Education
Delta Systems Co Inc	LitConn Inc.
DynaStudy, Inc.	Long's Electronics, Inc.
El Paso Office Products	Mackin Educational Resources
Eraser Dust	Macmillan/McGraw-Hill
ETA/Cuisenaire	Math Solutions
McComas	Scholastic Inc

## Awarded Vendors for CSP 10-09 Instructional Materials

Mentoring Minds, L.P.	Scholastic Library Publishing, Inc
MIDWEST TECHNOLOGY PRODUCTS	School Specialty
Mike Longoria	Science Kit. LLC
Millmark Education	Social Studies School Service
N.I.N.E. Enterprises, Inc.	Southpaw Enterprises, Inc.
Nasco	Steps To Literacy
NATIONAL EDUCATIONAL SYSTEMS	Stetson & Associates, Inc.
Nystrom-Herff Jones Education Division	Super Duper Inc dba Super Duper Publications
Oriental Trading Company, Inc.	Teacher Created Materials
Pacific Learning	TFH USA ltd
PASCO scientific	TFH USA LTD
Pearson Education, Inc.	The Burmax Co. Inc.
Peoples Education	The Riverside Publishing Company
Perfection Learning Corporation	The Science Lab
Perma-Bound Books	TherAdapt Products Inc.
Pitsco Education	Triumph Learning, LLC
Plato	Voyager Expanded Learning
Pyramid School Products	Weekly Reader
QEP Professional Books	Windmill Books
Rand McNally	WRS Group, Ltd.
Renaissance Learning, Inc.	Zaner-Bloser, Inc.
Resources for Reading	
Rosen Classroom Inc.	
Rosen Publishing Group, Inc.	
S&S Worldwide	

CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT

Date: January 12, 2010

Subject: Award of RFP 10-07 Computers & Technology Hardware

Presenter: Annette Brigham/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 RFP 10-07 for Computers & Technology Hardware to the attached award schedule.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends the award of RFP 10-07 for Computers & Technology Hardware to the attached award schedule.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the award of RFP 10-07 for Computers & Technology Hardware as recommended by the Superintendent.

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

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

DATE: 6 January 2010  
TO: Canutillo ISD Board of Trustees  
FROM: Annette R. Brigham, Exec. Dir of School Resources  
SUBJECT: Purchase of Computers and Computer Hardware for Schools

Description/Justification: Canutillo ISD received ARRA funds (American Recovery and Rehabilitation Act). The campuses through their CICs (Campus Improvement Committees and DAC (District Advisory Committee) identified updating; replacing and increasing access to technology was an immediate need. The School Resources Division (SRD) created the RFP's for these projects. SRD will work in concert with the schools to order all materials and set the delivery, installation and inventory of all equipment.

Vendor Names: The following companies have been selected: GovConnection, Checkpoint Services, Desert Communications, Plan B, Decision Tree and Lifetime Memory.

Category: Request for Proposal 10-07

Funding Source: ARRA Funds: 285.11.6644. (001,003,041,042,101,102,103,104,105)0.30 and 211.11.6398.41.001.0.30

Cost: \$955,610.67

Participating Schools: Canutillo High School, Northwest Early College High School, Canutillo Middle School, Alderete Middle School, Canutillo Elementary, Davenport Elementary, Damian Elementary, Childress Elementary, Garcia Elementary

Signature: \_\_\_\_\_

Annette R. Brigham, Executive Director of School Resources



# 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:** January 6, 2010  
**To:** CISD Board of Trustees  
**Cc:** Martha Aguirre, Interim Executive Director of Financial Services  
**From:** Ron Gatlin, Purchasing Agent  
**Subject:** Award of RFP 10-07 Computers & Technology Hardware

The Purchasing Department solicited a request for proposals for Computers & Technology Hardware on RFP 10-07 for the district on November 25, 2009 and December 2, 2009. Bids were received and tabulated on December 9, 2009 and qualified bids were received.

I have reviewed the proposal and compared services and pricing and find that the attached list of vendor's proposals were complete and are the best value for the district. Therefore, it is my recommendation that the district award CSP 10-09 to the attached list of vendors award schedule.

Enclosure

CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT

Date: January 12, 2010

Subject: Contract with TASB for Staffing Review

Presenter: Renee O'Donnell/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 for approval to contract with TASB for a Staffing Review Service Agreement in the amount not to exceed \$21,000.00.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to contract with TASB for a Staffing Review Service Agreement in the amount not to exceed \$21,000.00.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the recommendation to contract with TASB for a Staffing Review Service Agreement 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

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

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

**Date:** December 15, 2009

**To:** Canutillo ISD Board of Trustees

**From:** Renee O'Donnell, Human Resources Executive Director

**Subject:** TASB Staffing Review Service Agreement

**Description/justification:** A staffing review will assist in decision making through an objective independent assessment of current staffing practices based on data, benchmarks, and experience. The results will identify opportunities and strategies to reduce current costs, avoid future costs, or improve the distribution and utilization of current staff resources. An objective and measured approach to staffing is critical to achieving effective budget management and operating results.


**Vendor name:** Texas Association of School Boards, Inc.

**Category:** Contracted Services Agreement

**Funding source:** Contracted Services  
199.41.6299.01.726.0.99

**Cost:** \$20,000 plus travel for 2 visits at approximately \$500.00 each

**Participating Schools:** District-wide

**Signature:**   
Renee O'Donnell, Human Resources Executive Director

*Canutillo Independent School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its employment practices or in providing education services, activities, and programs, including vocational programs. For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact:  
Renee O'Donnell, (915) 877-7423, 7965 Artcraft Road, El Paso, Texas 79932.*

We Are An Equal Opportunity Employer 

CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT

Date: January 12, 2010

Subject: Purchase of ESL Reading Smart Subscription Renewals and on-site training

Presenter: Antonio Del Campo/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 purchase of ESL Reading Smart Subscription Renewals and on-site training from Alloy Interactive, Inc. in the total amount of \$14,650.00.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends the approval to purchase of ESL Reading Smart Subscription Renewals and on-site training from Alloy Interactive, Inc. in the total amount of \$14,650.00.

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 Artercraft Rd.  
El Paso, TX 79932

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

## Academic Language Services

**Tel: (915) 877-7435**

**Fax: (915) 877-7437**

Antonio Del Campo  
Director  
(915) 877-7454  
[adelcampo@canutillo-isd.org](mailto:adelcampo@canutillo-isd.org)

Magdalena Valdez  
Title III Lead Teacher  
(915) 877-7409  
[mvaldez@canutillo-isd.org](mailto:mvaldez@canutillo-isd.org)

Margarita Harmeson  
Migrant Ed. Lead Teacher  
(915) 877-7439  
[mharmeson@canutillo-isd.org](mailto:mharmeson@canutillo-isd.org)

Alma Gatlin  
ALS Secretary  
(915) 877-7435  
[agatlin@canutillo-isd.org](mailto:agatlin@canutillo-isd.org)

Annelise Espinoza  
Data Technician  
(915) 877-7424  
[aespinoza@canutillo-isd.org](mailto:aespinoza@canutillo-isd.org)

**Date:** January 7, 2010

**To:** Canutillo ISD Board of Trustees

**From:** Antonio Del Campo  
Director of Academic Language Services

**Subject:** Purchase of ESL ReadingSmart Online Subscription and ESL ReadingSmart Training

**Description/justification:** The ESL ReadingSmart program is a Web-based learning environment designed to accelerate the development of English as a Second Language (ESL). ESLreadingsmart.com provides instructional materials for newcomers as well as for intermediate and advanced English learners (grades 4 through 12). Each lesson offers activities and reading selections for students, as well as online lesson plans, worksheets, and printable handouts for teachers. Instructional materials are written at a variety of ESL levels, helping teachers solve the challenge of teaching English learners in multilevel classrooms. It also allows teachers to individualize ESL instruction according to their EL academic instruction needs.


**Vendor name:** Alloy Interactive, Inc  
9801 Westheimer, STE 302  
Houston, TX 77042  
Contact: Clara Rojas, President  
Phone: 713-917-6846  
Fax: 713-647-0569  
[crojas@eslreadingsmart.com](mailto:crojas@eslreadingsmart.com)

**Category:** Sole Source, Proposal/Quote #953

**Funding source:** SFSF-ARRA T XIV - 266.11.6499.00.919.0.25  
Title III - 263.13.6299.00.919.0.25

**Cost:** \$ 14,650.00

**Participating Schools:** Canutillo Middle School, Alderete Middle School, And Canutillo High School

**Signature:**   
Antonio Del Campo, Director of Academic Language Services.



# 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: January 7, 2010

SUBJECT: BDB(Local)

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Please find enclosed BDB(Local) Board Internal Organization: Internal Committees. This policy was presented for first reading at the December 8, 2009 regular board meeting and is now being presented for second 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  
INSTRUCTION,  
PERSONNEL,  
POLICY, AND  
STUDENT  
SERVICES~~

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-instruction, personnel, policy, and student services~~ 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

Canutillo ISD  
071907

BOARD INTERNAL ORGANIZATION  
INTERNAL COMMITTEES

BDB  
(LOCAL)

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

COMMITTEE  
COMPOSITION AND  
AUTHORITY

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

MEMBERSHIP

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

AUTHORITY

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

MEETINGS

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

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.

DATE ISSUED: 2/18/2009  
LDU 2009.01  
BDB(LOCAL)-X

ADOPTED:

2 of 2



# 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: January 7, 2010

SUBJECT: Community Scholars Resolution

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Please find attached Board Resolution 20101 Recognizing the Community Scholars Youth Leadership Development Program for your consideration. The 2009 Community Scholars have completed the paid portion of their internship and published their reports. The Scholars will make their annual presentation at this board meeting and will present copies of their published findings.

Sofia Larkin has provided the following update on our Scholars:

- Working hard on community service projects through next spring
- Attending an annual scholar reunion dinner (December 30, 2009)
- Gearing up for annual trip to Austin (February 14 – 19, 2010)
- 1<sup>st</sup> year interns discussing a 2<sup>nd</sup> year internship; 2<sup>nd</sup> year senior students requesting their letters of recommendation & scholarship assistance for college & university



## THE CANUTILLO INDEPENDENT SCHOOL DISTRICT

### Board Resolution No. 20101

#### A RESOLUTION OF THE CANUTILLO INDEPENDENT SCHOOL DISTRICT RECOGNIZING THE COMMUNITY SCHOLARS YOUTH LEADERSHIP DEVELOPMENT PROGRAM

WHEREAS Community Scholars, Inc. and the Canutillo Independent School District have entered into a partnership to develop leadership skills in youth through a paid-summer internship since 1998.

WHEREAS Community Scholars, Inc. selected Amanda Atienzo, Daisy Pavia, and Alyssa Rosas to participate in the 2009 internship program based on their record of academic rigor and community service.

WHEREAS The Scholars, through a rigorous paid summer internship, conduct thorough research on state and public policy in the areas of education, healthcare, infrastructure, workforce development, and quality of life, developing written reports on their findings and presenting their conclusions and recommendations throughout the community, ultimately publishing their findings to increase community awareness.

WHEREAS When these young students, by their own research, understand there are concrete actions that accomplish measurable improvements for their community, their sense of resignation is replaced by an eager advocacy and expectations of better opportunities and results.

WHEREAS Community Scholars, Inc. participants continue their education at institutions including, Harvard, New York University, Stanford, Northwestern, Baylor, University of New Mexico, Texas A&M University, University of Texas, the University of Texas at El Paso, and many other public and private institutions.

WHEREAS Community Scholars, Inc. has been awarded the National Community Reinvestment Coalition's James Rouse Excellence in Achievement Award for Emerging Leaders, and the 2007 NpACT Cornerstone Award, as well as having been recognized in local, regional, and national media, including the New York Times and the Wall Street Journal.

RECOGNIZING that the Canutillo Independent School District supports its Scholars for their continued desire to challenge themselves with the Community Scholars internship, as well as give back to the community that has fostered them.

RECOGNIZING that the Canutillo Independent School District and Community Scholars, Inc., promote fulfilling the requirements of the TEA-recognized **Distinguished Achievement Program**. The Distinguished Achievement Program provides excellent opportunities for all students to earn this extraordinary educational distinction and is a value-added component of the Community Scholars internship. A Scholars' work during their internship with Community Scholars, Inc. meets the original research and/or project criterion as defined by the Texas Education Agency.

NOW, THEREFORE, BE IT RESOLVED by the Canutillo Independent School District that January 12, 2010 be known as "Canutillo Independent School District Community Scholars Recognition Day."

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Sergio Coronado, President  
Canutillo ISD Board of Trustees

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Rachel M. Quintana, Secretary  
Canutillo ISD Board of Trustees

CANUTILLO INDEPENDENT SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT

Date: January 12, 2010

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:

David Avila, PT Bus Driver.....	Effective 1/5/10
Myrna Ibarra, Food Service Cashier, GES.....	Effective 11/23/09
Jorge Hernandez, Technology Support Technician.....	Effective 1/4/10
Mario Madrid, Security Guard, CHS.....	Effective 1/5/10

Superintendent approved position changes for personnel:

Martha Aguirre  
External Funding Coordinator to  
Interim Executive Director, Financial Services Division..... Effective 11/30/09

Patricia Araujo  
Superintendent's Office to  
School Resources Division..... Effective 11/30/09

Carmen Castro  
Food Service Sub to  
FT Food Service Helper, Test Kitchen..... Effective 1/5/10

Martha Chavez  
FS Helper, DDE, to  
FS Baker, DDE..... Effective 12/7/09

Mirna Contreras  
Teacher, DDE, to  
Teacher, CES..... Effective 1/4/2010

Christine Hernandez  
Data Entry Clerk to  
Accountability and Reporting Specialist.....Effective 1/4/10

Superintendent approved position changes for personnel (cont.):

Jesus Jimenez  
221 to 202 days  
Alcohol Reduction Prevention Specialist..... Effective 11/23/09

Yolanda Ortiz  
PT Bus Driver to  
Dispatcher/Trip Clerk..... Effective 12/15/09

Lillian Navarrete  
Assistant Manager, JDE, to  
Interim Manager, JDE..... Effective 11/9/09

Connie Parker  
Interim Principal, AMS, to  
Assistant Principal, AMS..... Effective 12/14/09

Luis Quian  
Security Guard to  
District-Wide Security Guard..... Effective 1/5/10

Manuela Sanchez  
Interim Assistant Principal, AMS, to  
Instructional Coordinator, AMS..... Effective 12/14/09

Superintendent approved resignations:

Susan Benson, Employee Benefits Specialist..... Effective 12/18/09

Superintendent approved retirements:

Laura Zweber, Teacher, CHS..... Effective 1/31/10

Termination of Personnel

None

2. BOARD ACTION REQUESTED

No action required.