

# 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 26, 2021, beginning at 3:00 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-OTHER**
  - A. Call to Order 3
  - B. Pledge of Allegiance
  - C. Texas Pledge of Allegiance
  - D. Roll Call
  - E. CISD Vision and Mission Statements 6
2. **OPEN FORUM-OTHER**

Any member of the community wishing to make a comment during Open Forum can send their comments to the following email address: BoardQuestions@canutilloisd.org. Comments must be submitted prior to the meeting start time.  
The Board is not permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.
3. **SPECIAL PRESENTATION-OTHER**
  - A. Presentation of School Board Recognition Month Program.  
**Presenter:** L. Rodriguez
4. **PUBLIC HEARING-OTHER**
  - A. A Public Hearing will be held on Jan. 26, 2021 regarding the Texas Academic Performance Report (TAPR). The Public will be invited for public comment. 7  
**Presenter:** A. Galaviz
5. **BOARD OF TRUSTEE BUSINESS**
  - A. COVID-19 Updates
    1. Discussion and possible action regarding T-TESS / T-PESS waivers for the 2020-2021 academic school year to TEA. 20  
**Presenter:** E. Moreno
    2. COVID-19 Vaccinations  
**Presenter:** M. Reyes
    3. TEA Updates 21  
**Presenter:** P. Galaviz
  - B. Discussion and possible action regarding the CISD Corrective Action Plan (CAP) Extension, new Lone Star Governance Training Dates and Upcoming Board Trainings/Meetings. 24

	<b>Presenter:</b> P. Galaviz & S. Coronado	
C.	Discussion and possible action regarding the Board Member Continuing Education Credits from Nov 2019 to Jan 2021 per BBD Legal.	30
	<b>Presenter:</b> S. Coronado	
6.	<b>CONSENT AGENDA-VOTING</b>	
A.	<i>BUSINESS SERVICES</i>	
1.	Approval of the Meeting Minutes	
a.	Approval of December 8, 2020 Meeting Minutes	49
b.	Approval of December 15, 2020 Meeting Minutes	50
2.	Approval of the Monthly Financials	55
	<b>Presenter:</b> C. Pulley	
3.	Approval of the Monthly Warrant List.	56
	<b>Presenter:</b> C. Pulley	
4.	Approval of the Budget Amendments.	57
	<b>Presenter:</b> C. Pulley	
B.	<i>CURRICULUM</i>	
1.	Approval of the UTEP CARES ACT Phase II Grant Internship Program Agreement between Canutillo ISD and the University of Texas at El Paso.	61
	<b>Presenter:</b> M. Reyes	
2.	Approval of the Volunteer Income Tax Assistance (VITA) Memorandum of Agreement Canutillo ISD and United Way of El Paso County	68
	<b>Presenter:</b> M. Reyes	
7.	<b>ADJOURNMENT</b>	

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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.



**Texas Association of School Boards**

Legal Services

P.O. Box 400 • Austin, Texas 78767-0400 • 512.467.3610 • 800.580.5345 • [legal.tasb.org](http://legal.tasb.org) • [legal@tasb.org](mailto:legal@tasb.org)

*Serving Texas Schools Since 1949*

## **Texas Governor Suspends Certain Provisions of Open Meetings Act Due to Coronavirus (COVID-19)**

*Published online in [TASB School Law eSource](#)*

On March 16, 2020, Governor Greg Abbott granted a request from Attorney General Ken Paxton to temporarily suspend a limited number of open meeting laws to the extent necessary to allow telephonic or videoconference meetings and to avoid congregate settings in physical locations in response to the Coronavirus (COVID-19) disaster. Several of the suspended laws may offer flexibility for telephone or videoconference meetings conducted by Texas school boards. The order is effective immediately and will remain in effect until terminated by the Governor or until the March 13, 2020, disaster declaration is lifted or expires.

School boards were already permitted to conduct remote meetings by teleconference and videoconference, in accordance with applicable law. See TASB Legal Services' guidance on [Remote Participation in Board Meetings](#).

Now, however, statutory requirements to permit the public to attend and offer public testimony from a physical location, even during remote meetings, have been suspended, if the school district offers alternatives. In addition, several laws requiring the physical presence of a quorum have also been suspended.

According to the statement on the [Governor's website](#), if public officials are not holding a telephonic or videoconference meeting, all open meeting requirements apply.

The following suspended provisions of the Texas Open Meetings Act (OMA) are of greatest interest to Texas school boards. A full list of the [suspended laws](#) is available from the Office of the Attorney General.

### **Notice of Meetings**

- **Normally districts post at central office and online.** Normally a school district must post notice of board meetings on a bulletin board at a place convenient to the public in the central administrative office of the district. Tex. Gov't Code § 551.051. In addition, the district must concurrently post notice of board meetings on the district's Internet website. Tex. Gov't Code § 551.056(b)(3). If notice of a board meeting is posted online continuously at least 72 hours before the meeting, the physical posting at central office need only be accessible during business hours. Tex. Gov't Code § 551.043.

- **Now physical posting is not required for remote meetings.** During the period of suspension, Section 551.051 regarding posting at central office and the portion of Section 551.043 requiring a district to post in a physical location in addition to posting online have been suspended. According to the suspension order, meeting notices for telephonic and videoconference meetings may be posted online only. The posting must still be online continuously for 72 hours, unless the emergency notice exception allows one-hour notice.
- **Online posting requires a conference number or link for use by the public.** The suspension order specifically requires that an online notice must include a toll-free dial-in number or a free-of-charge videoconference link, along with an electronic copy of any agenda packet.

### Public Comment

- **Requirement for public comment suspended for remote meetings.** Normally, Texas Government Code section 551.007(b) requires a school board to allow each member of the public who desires to address the board regarding an item on an agenda for an open meeting to address the board regarding the item at the meeting before or during the board's consideration of the item. The Governor's order suspends this provision.
- **"Alternate methods" for comment are required.** The order requires, however, that school districts offer alternative methods of communicating with district officials. For example, we might suggest a dedicated voicemail or email inbox. Consider having an administrator play or read the comments aloud to the board during the meeting.

### Meetings by Teleconference

- **A board may meet by teleconference even absent an emergency.** Normally, Texas Government Code section 551.125(b)(1) limits the use of meetings by teleconference to an emergency or public necessity as defined by the OMA. For now, that provision is suspended; however, meeting by teleconference remains appropriate only if it would be difficult or impossible for a quorum of the board to gather in one location.
- **Notice, quorum, and audio recording still required.** A quorum is still required to conduct a meeting, even by teleconference. A meeting by teleconference still must be posted in accordance with the OMA. A meeting by teleconference must be audio recorded, and the recording must be available to the public.
- **The public must have access through a conference call or link.** The district does not have to open a physical location for the public, but the public must have dial-in or conference capability allowing for two-way communication. According to the suspension order, the dial-in number or videoconference link provided in the notice must make the meeting audible to members of the public and allow for their two-way communication. Other specifications about the quality of the audio have been suspended.

## Meetings by Videoconference

- **A quorum does not have to gather in a single physical location.** Normally to conduct a meeting by videoconference pursuant to Texas Government Code section 551.127, a quorum of the school board must be in a single physical location. That requirement, as well as the requirement to post the physical location of the quorum, has been suspended. Consequently, during the period of suspension, a school board may meet by videoconference with all members in separate locations. All members participating by videoconference are considered present.
- **Notice, quorum, and audio recording still required.** A quorum is still required to conduct a meeting, even by videoconference. Notice of a meeting by videoconference still must be posted in accordance with the unsuspended OMA provisions. A meeting by videoconference must be at least audio recorded, and the recording must still be available to the public.
- **The technical requirements have been alleviated.** All requirements regarding the quality of the video and audio, including the requirement that the videoconference comply with technological standards set by the Department of Information Resources (DIR), have been suspended.
- **The public must have access through a conference call or link.** The district does not have to open a physical location for the public, but the public must have dial-in or conference capability allowing for two-way communication. According to the suspension order, the dial-in number or videoconference link provided in the notice must make the meeting audible to members of the public and allow for their two-way communication. According to the statement on the [Governor's website](#), officials who hold videoconference meetings are encouraged to provide for participation via telephone for members of the public without videoconferencing capability.

If you have questions about the suspension order, you may contact the Office of the Attorney General at 888.672.6787 or via email at [TOMA@oag.texas.gov](mailto:TOMA@oag.texas.gov). If you have questions about teleconference and videoconference capabilities offered by the Texas Department of Information Resources, you may visit [dir.texas.gov](http://dir.texas.gov) or call 512.475.4700.

As always, we encourage you to consider your options in consultation with your school attorney.

This document is continually updated, and references to online resources are hyperlinked, at [tasb.org/services/legal-services/tasb-school-law-esource/governance/documents/texas-governor-suspends-certain-provisions-of-oma.pdf](http://tasb.org/services/legal-services/tasb-school-law-esource/governance/documents/texas-governor-suspends-certain-provisions-of-oma.pdf). For more information on this and other school law topics, visit TASB School Law eSource at [schoollawesource.tasb.org](http://schoollawesource.tasb.org).

*This document is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is not an exhaustive treatment of the law on this subject nor is it intended to substitute for the advice of an attorney. Consult with your own attorneys to apply these legal principles to specific fact situations.*

# CANUTILLO A Premier District

## VISION

Canutillo ISD is a premier district preparing tomorrow's best today with innovative, future-focused learning opportunities for every student.

## MISSION

Our mission is to create rigorous, student-centered classrooms which develop future-ready students to compete in a global economy and thrive in a multicultural world.



**#BeCanutillo**  
**Preparing Tomorrow's Best Today**

# CANUTILLO A Premier District

## 2019-2020 Texas Academic Performance Report

Presented by: Dr. April Galaviz  
January 2021

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# Report Sections

- 2019-2020 District Accreditation Status
- District Graduation Data
- District CCMR College Career and Military Readiness Data
- Enrollment in Post-Secondary Institutions
- What if... 2020 Accountability Rating
- Violent or Criminal Incident Reports
- PEIMS Financial Reporting



**2019-2020  
Texas Academic  
Performance Report**

***Not Rated: Declared State of Disaster***

***2020 Special Education Determination Status  
Needs Substantial Intervention***



# Student Achievement Data

*Due to the Cancellation of spring 2020 State of Texas Assessments of Academic Readiness(STAAR) due to the COVID-19 Pandemic, the Performance Section of this year's report is not updated.*



# District Graduation Profile

(this data is reported one year behind)

	District Count	District Percent	State Count	State Percent
<b>2018-19 Annual Graduates</b>				
<b>Total Graduates</b>	<b>444</b>	100.0%	355,615	100.0%
By Ethnicity:				
African American	4	0.9%	43,953	12.4%
Hispanic	418	94.1%	180,673	50.8%
White	18	4.1%	105,577	29.7%
American Indian	1	0.2%	1,293	0.4%
Asian	1	0.2%	16,564	4.7%
Pacific Islander	0	0.0%	537	0.2%
Two or More Races	2	0.5%	7,018	2.0%
<b>By Graduation Type:</b>				
<b>Minimum H.S. Program</b>	6	1.4%	2,248	0.6%
Recommended H.S. Program/Distinguished Achievement Program	2	0.5%	1,090	0.3%
Foundation H.S. Program (No Endorsement)	10	2.3%	51,579	14.5%
Foundation H.S. Program (Endorsement)	29	6.5%	15,160	4.3%
Foundation H.S. Program (DLA)	<b>397</b>	89.4%	285,538	80.3%
<b>Special Education Graduates</b>	25	5.6%	27,598	7.8%
<b>Economically Disadvantaged Graduates</b>	274	61.7%	186,364	52.4%
<b>LEP Graduates</b>	66	14.9%	25,189	7.1%
<b>At-Risk Graduates</b>	177	39.9%	146,432	41.2%



# 3-Year Longitudinal Graduation Rates

(this data is reported one year behind )

	State	Region 19	District
<b>4-Year Longitudinal Rate (Gr 9-12)</b>			
Class of 2019 Graduated	90.0%	87.9%	<b>93.8%</b>
<b>5-Year Extended Longitudinal Rate (Gr 9-12)</b>			
Class of 2018 Graduated	92.2%	90.7%	<b>95.0%</b>
<b>6-Year Extended Longitudinal Rate (Gr 9-12)</b>			
Class of 2017 Graduated	92.4%	90.8%	<b>95.3%</b>

*The graduation rate that results in the higher score is used to calculate the graduation rate score for Domain I Student Achievement.*

The rate of “only college ready” students went from 33% to 4.1% and thus resulting in a higher rate of students being “college, career and military ready”

## College, Career, & Military Readiness CCMR

**Canutillo ISD  
CCMR rating  
score increased  
from 69.5% to  
75.9%**

	State	Region 19	District
<b>Only College Ready (Annual Graduates)</b>			
2018-19	21.1%	24.6%	<b>4.1%</b>
2017-18	28.3%	29.3%	<b>33.0%</b>
<b>Only Career/Military Ready (Annual Graduates)</b>			
2018-19	19.9%	16.9%	<b>26.1%</b>
2017-18	15.5%	14.1%	<b>16.1%</b>
<b>College Ready and Career/Military Ready (Annual Graduates)</b>			
2018-19	31.9%	33.4%	<b>45.7%</b>
2017-18	21.6%	18.7%	<b>20.4%</b>
<b>College, Career, and Military Ready Graduates (Student Achievement)</b>			
<b>College, Career, and Military Ready (Annual Graduates)</b>			
2018-19	72.9%	74.9%	<b>75.9%</b>
2017-18	65.5%	62.2%	<b>69.5%</b>





## Enrollment in Postsecondary Institutions in Texas

Campus Name	Institution	Students
CANUTILLO H S	<b>EL PASO COMMUNITY COLLEGE DIST</b>	83
CANUTILLO H S	<b>U. OF TEXAS AT EL PASO</b>	57
CANUTILLO H S	Other Pub/Ind 4-yr Institution	17
CANUTILLO H S	Other Pub/Ind 2-yr Institution	2
CANUTILLO H S	Not trackable (insufficient data)	18
	Other (out of state Universities or Colleges/Private Career Schools, did not enroll Fall 2019, Entered Workforce)	178
CANUTILLO H S	Total high school graduates	355
NWECHS	<b>U. OF TEXAS AT EL PASO</b>	41
NWECHS	Other Pub/Ind 4-yr Institution	10
NWECHS	Other Pub/Ind 2-yr Institution	3
NWECHS	Not trackable (insufficient data)	5
	Other (out of state Universities or Colleges/Private Career Schools, did not enroll Fall 2019, Entered Workforce)	30
NWECHS	Total high school graduates	89



2018



2019



2020



# What if.....

	Component Score	Scaled Score	Rating
<b>Overall</b>		<b>92</b>	<b>A</b>
<b>Student Achievement</b>		87	B
STAAR Performance	51	82	
College Career and Military Readiness	<b>76</b>	94	
Graduation Rate	<b>95.3</b>	85	
<b>School Progress</b>		92	<b>A</b>
Academic Growth	68	76	
Relative Performance (Eco Dis. 63.9)	<b>63.5</b>	92	
<b>Closing the Gaps</b>	91	92	<b>A</b>



**Report on  
Violent or  
Criminal  
Incidents on  
Campuses**

There are no incidents to  
report for the  
2019-2020 School Year



# PEIMS Financial Reporting

	All Funds	%	Per Student	All Funds	%	Per Student
<b>Operating Expenditures by Function</b>						
Instruction(Function 11,95)	\$37,498,318	55.36%	\$6,026	\$30,104,392,112	56.07%	\$5,558
Instructional Resources & Media Services (Function 12)	\$970,130	1.43%	\$156	\$605,276,429	1.13%	\$112
Curriculum & Staff Development (Function 13)	\$1,471,820	2.17%	\$237	\$1,226,192,940	2.28%	\$226
Instructional Leadership (Function 21)	\$1,134,142	1.67%	\$182	\$878,926,312	1.64%	\$162
School Leadership (Function 23)	\$3,879,986	5.73%	\$623	\$3,188,405,674	5.94%	\$589
Guidance Counseling Services (Function 31)	\$2,079,705	3.07%	\$334	\$2,024,672,783	3.77%	\$374
Social Work Services (Function 32)	\$141,269	0.21%	\$23	\$152,988,674	0.28%	\$28
Health Services (Function 33)	\$926,369	1.37%	\$149	\$556,828,343	1.04%	\$103
Transportation (Function 34)	\$1,683,965	2.49%	\$271	\$1,636,095,662	3.05%	\$302
Food Services (Function 35)	\$4,066,722	6.00%	\$653	\$2,916,390,356	5.43%	\$538
Extracurricular (Function 36)	\$1,727,750	2.55%	\$278	\$1,647,983,294	3.07%	\$304
General Administration (Function 41,92)	\$3,128,593	4.62%	\$503	\$1,746,395,855	3.25%	\$322
Facilities Maintenance & Operations (Function 51)	\$6,164,622	9.10%	\$991	\$5,226,340,714	9.73%	\$965
Security & Monitoring Services (Function 52)	\$810,097	1.20%	\$130	\$558,885,118	1.04%	\$103
Data Processing Services (Function 53)	\$1,616,833	2.39%	\$260	\$956,567,070	1.78%	\$177
Community Services (Function 61)	\$429,989	0.63%	\$69	\$266,098,830	0.50%	\$49
<b>Total Operating Expenditures by Function</b>	<b>\$67,730,310</b>	<b>100.00%</b>	<b>\$10,884</b>	<b>\$53,692,440,166</b>	<b>100.00%</b>	<b>\$9,913</b>



# Thank You

This presentation is now open for Public Discussion



## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

2020-2021 T-TESS / T-PESS Waiver from the educator appraisal requirements.

Justification Statement:

Discussion and recommendation to approve the request for T-TESS / T-PESS waivers for the 2020-2021 academic school year.

Purpose of Agenda Item:

Information  Discussion  Action

Item Type:

Curriculum & Instruction  HumanResources Business Services

Staff Responsible:

Elvia Moreno, Program Compliance Director

Marnie Rocha, Associate Superintendent

*Requester(s)*

Elvia Moreno, Program Compliance Director

Marnie Rocha, Associate Superintendent

*Presenter(s)*

*Business Services Approval (Initials)*

*Date* January 2021

Agenda Summary:

Discussion and recommendation to approve the request for T-TESS and T-PESS waivers for the 2020-2021 academic school year. The waiver request will waive certain portions of the requirements from the educator appraisal system.

Administration will document progress already made and request to waive the following:

**T-TESS** - Formal Observation & Post-Conference [All Teachers]

**Not waived and still required;** Goal submissions, a minimum of three (3) walk-throughs, Student Learning Objective (SLO) submissions, and the Summative Conference.

**T-PESS** - Will only conduct Goals Review and Summative Conference.

RECOMMENDATION: That waiver is approved by the Board of Trustees.

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S): N/A

ACCOUNT NO(S):

N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

N/A

REQUESTING DEPARTMENT:

HUMAN RESOURCES - ELVIA MORENO ; ASSOCIATE SUPERINTENDENT - MARNIE ROCHA

CONSEQUENCES OF NON-APPROVAL: CANUTILLO ISD WILL BE OUT OF COMPLIANCE.

IMPLEMENTATION TIMELINE:

2020-2021 SCHOOL YEAR, AS SOON AS POSSIBLE.

ATTACHMENT(S):

N/A





## OFFICE OF THE SUPERINTENDENT CANUTILLO A Premier District

**From:** Cottrill, Jeffrey <[Jeffrey.Cottrill@tea.texas.gov](mailto:Jeffrey.Cottrill@tea.texas.gov)>  
**Sent:** Monday, January 11, 2021 7:00:18 AM  
**To:** Dr. Armando Aguirre <[aaguirre@ESC19.NET](mailto:aaguirre@ESC19.NET)>  
**Subject:** ESC 19 Inquiry Follow-up

Dr. Aguirre,

This communication outlines the TEA's response to your inquiry (on behalf of the regional school systems) regarding the approaching expiration of the Region 19 School Systems COVID-19 On Campus Attendance Plan.

On November 9, 2020, Region 19 LEAs – in collaboration with TEA – adopted a plan to address the safety of students, teachers, and school staff that, in accordance with agency intent, supports the district while emphasizing the importance of students learning in a classroom setting. The agency has concluded that the plan will expire on January 31, 2021. Effective, February 1, 2021, Region 19 LEAs will be expected to follow the rules and guidance outlined in the [SY 20-21 Attendance Enrollment FAQ](#).

Having access to a free public education is one of the bedrock commitments of the Texas Constitution, and is a moral commitment our state has made to our children. Despite the public health crisis the pandemic has caused, Region 19 leadership and teachers have worked mightily to provide remote learning opportunities for children. Remote instruction has been a tremendously positive experience for some of our students. Beyond that, it is being chosen as a necessity by some of our families. But the evidence is also clear that remote instruction, despite our best efforts, is having a negative impact on many students academically. And it is also clear that there are other, non-academic benefits to students when they attend school in person – including access to healthy meals, direct contact with caring teachers, counseling services, and regular connections to broader social supports.

Protecting our students, families, teachers, and staff is of the utmost importance. In the early weeks and months of the pandemic, lack of clear

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7965 Artercraft Rd.  
El Paso, TX 79932

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

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P: (915) 877-7444  
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[canutillo-isd.org](http://canutillo-isd.org)

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7423 | 7965 Artercraft Dr. | El Paso TX 79932.

information about the virus’s behavior made it difficult to understand whether and how schools could be operated in ways that could appropriately mitigate COVID infection risks. However, we now have a far clearer picture. The mitigation practices that school leaders around the state have embraced – including efforts to keep symptomatic individuals out of the on-campus environment – have brought about extremely low rates of COVID infection on campuses as shown in Texas data maintained on the Department of State Health Services COVID school data dashboard. On top of that, schools now have significant supplies of rapid COVID tests, which when regularly used, can bring infection risk from asymptomatic individuals down dramatically, ensuring the highest levels of health and safety in our schools.

Given what we now know about the virus, as well as the academic, mental, social, and physical risks to students who do not have access to in-person instruction, schools should be open for those families that wish to send their students in every region of the state.

However, we recognize that local leaders still need flexibility, and as such, TEA’s school finance rules have been significantly modified during the pandemic to provide extensive flexibility. Generally, to be funded for those families that choose remote instruction, on-campus instruction must also be made available to all families that request that form of instruction for their children. But there are many caveats to allow for targeted responses.

Ultimately, if local school system leadership deems the situation temporarily unsafe, they are always free to adjust their calendar and shift school later into the year (something many of our districts have already done) so that children still receive the full year’s education to which they are entitled. If a school system wants to be remote-only, local leaders remain in control of that school system and can certainly make that choice, but they must recognize that doing so effectively denies many families they serve access to a free public education, and as a result, they must partially make up that time in order to generate the funding that is meant to serve those students for a full year. We have a constitutional obligation to meet this need of our families across Texas.

With the flexibility provided by the current rules framework, no additional waiver flexibility will be provided at this time. The Region 19 COVID-19 On

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Campus Attendance Plan will continue to be honored up until its expiration on January 31, 2021. **Please ensure that the instructional delivery method chosen by parents/guardians pursuant to the thresholds specified in the plan continue to be honored and that all students have access to on-campus instruction, should they so choose, according to the requirements outlined in the SY 2020-21 Attendance and Enrollment guidance, no later than February 1, 2021.** Any adjustments will have to be consistent with the guidance outlined in the Attendance and Enrollment FAQ. In the event of a violation of guidance, operational minutes will need to be made up to prevent a fractional funding reduction.

If you have any questions or concerns, please do not hesitate in making contact.

Sincerely,

JC

**Jeff Cottrill, Ed.D.**  
Deputy Commissioner  
Governance and Accountability  
512.475.3527  
[jeffrey.cottrill@TEA.Texas.gov](mailto:jeffrey.cottrill@TEA.Texas.gov)  
[TEA.Texas.gov](http://TEA.Texas.gov)



# OFFICE OF THE SUPERINTENDENT

## CANUTILLO A Premier District

Date: January 19, 2021

To: Board of Trustees

Re: Lone Star Governance Training Workshop

The following LSG Board Training Workshops dates have been provided by Ms. Jaloma and Mr. AJ Crabill:

- April 16 and 17, 2021
- May 21 and 22, 2021

The training will be held from 9:00 am to 6:00 pm on both days. Social distancing guidelines will be followed and all participants will be asked to wear masks.

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**Street Address:**  
7965 Artcraft Rd.  
El Paso, TX 79932

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

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(915) 877-7423 | 7965 Artcraft Dr. | El Paso TX 79932.

## 2021 Conferences/Workshops

Month	Conference Name	Dates	Registration Opens	Location	Cost	Notes	Attendees
Jan.	TASB New Board Member Launch	Jan. 14, 2021		Virtual Event	\$225		SC, TH, PM, AR & BT
	Region 19 Intro to the TX Ed Code	Jan. 16, 2021		Virtual Event			TH and PM
Feb.	NSBA Equity Symposium	Feb. 10, 2021		Virtual Event			
	TASA/TASB Legislative Conference	Feb. 23, 2021		Virtual Event			LS and BT
March	Governance Camp	Mar. 3-6, 2021		Virtual Event			
April	NSBA Annual Conf	April 10-12, 2021		Virtual Event			PM
May							
June	SLI	June 16-19, 2021		San Antonio, TX			
	SLI	June 23-26, 2021		Forth Worth, TX			
July	COSA School Law Conf.	July 9, 2021		TASB Headquarters			
Aug.							
Sept.	MASBA	Sept. 9-12, 2021		San Antonio			
	txEDCON TASA/TASB Annual Conference	Sept. 24-26, 2021		Kay Bailey Hutchison, Dallas TX			
Oct.							
Nov.							
Dec.							



## **Remote Meetings During COVID-19**

*Published online in [TASB School Law eSource](#)*

The COVID-19 virus continues to affect school districts around Texas, including disruptions to how school board meetings are normally conducted. While most boards initially returned to in-person board meetings, many boards find themselves scrambling to change meeting plans when one or more board members or essential staff are exposed to the virus.

School boards must consider the notice and other Texas Open Meetings Act (OMA) requirements as they reschedule or shift meetings to a remote format.

### **1. When does the OMA normally allow a board member to join a meeting by phone or videoconference?**

Under the regular (pre-pandemic) OMA, a board meeting may be held by teleconference only if: (1) there is an emergency or public necessity as defined by the OMA, and (2) it is difficult or impossible to convene a quorum of the board at one location Tex. Gov't Code § 551.125(b). Texas Government Code section 551.127 allows meetings of governmental bodies, including school boards, via videoconference, without an emergency, if certain requirements are met. Tex. Gov't Code § 551.127. For example, a quorum of the board must be physically present at one location, unless the school district extends into three or more counties. Tex. Gov't Code § 551.127(b). The location where the presiding officer is physically present must be open to the public during open portions of the meeting. Tex. Gov't Code § 551.127(e). And, a meeting by videoconference must comply with numerous technology requirements, including guidelines set by the [Texas Department of Information Resources](#) (DIR). 1 Tex. Admin. Code §§ 209.1-.11. For more information, see TASB Legal Services' FAQ on [Remote Participation in Board Meetings](#).

### **2. How does the Governor's COVID-19 disaster declaration impact remote participation in board meetings?**

On March 16, 2020, Governor Greg Abbott suspended portions of the OMA to allow telephonic or videoconference meetings and to reduce physical congregations during the COVID-19 disaster. The suspension order is effective until terminated by the Governor or until the disaster declaration is lifted or expires. For more information, see TASB Legal Services' article [Texas Governor Suspends Certain Provisions of Open Meetings Act Due to Coronavirus \(COVID-19\)](#).

The most frequent practical use of the suspension order by school boards during the pandemic has been to hold meetings via Zoom or other online platforms. These platforms are relatively easy to access and cost effective, and they do not need to meet the stricter DIR technical standards when used in compliance with the Governor’s suspension order.

Notice of board meetings conducted under the suspension order must be posted in a manner that looks slightly different from your typical OMA meeting notice. Specifically, the meeting notices for telephonic and videoconference meetings may be posted online only. The posting must still be online continuously for 72 hours, unless the emergency notice exception allows one-hour notice. The online notice must include a toll-free dial-in number or a free-of-charge videoconference link, along with an electronic copy of any agenda packet. The notice should also include any special instructions for members of the public who wish to participate in public comment remotely. See TASB Legal Services’ [Sample Notice/Agenda: Board Meeting by Videoconference or Telephone Call During Disaster Due to COVID-19](#) included in our [COVID-19 resources](#).

### **3. What if we already posted an in-person meeting but suddenly a board member tests positive or is exposed to COVID-19 and needs to join the meeting remotely?**

First, the basic screening procedures recommended by the Center for Disease Control and the Texas Education Agency indicate that a board member or employee who is in a period of quarantine or self-isolation due to the virus should not attend an in-person meeting.

If a quorum of the board is still able to physically meet, the absence of a board member or key staff member will not affect the conduct of school board business. That said, board members and key staff often feel well enough to participate remotely. The board has two options for allowing a board member or employee to attend and participate remotely.

- **Videoconference under OMA:** If the district has videoconference capabilities that meet the DIR guidelines, a board member could join by videoconference under Section 551.127. Using this option does not require the board to allow members of the public to access the meeting through the videoconference link. While public notice that individuals will join a meeting by videoconference is encouraged, the (pre-pandemic) OMA does not specifically require advance notice.
- **Teleconference or videoconference under suspension order:** The board may be able to rely on the Governor’s suspension order to allow the board member to join by teleconference or videoconference. For example, the meeting could be held with a quorum in person and a board member or employee joining through an online platform (like Zoom). This format is sometimes referred to as a “hybrid” meeting. The potential legal issue with this option is that the meeting was originally posted as an in-person meeting, not a remote meeting under the suspension order. No court or other legal

authority has offered guidance about changing to a remote format with less than 72 hours' notice. Consequently, boards deciding to use a remote link with less than 72 hours remaining before the meeting should consult their school attorney.

**4. Can a board member joining a meeting remotely speak and vote like any other member?**

Yes, if a member is joining a lawfully conducted remote meeting either under (pre-pandemic) Section 551.127 for meetings by videoconference or under the Governor's suspension order for teleconference or videoconference, the member is able to participate fully in deliberation and voting like any other member.

**5. Can we post meetings with both a physical location and a remote link?**

Yes, if your community is experiencing community spread of the virus, both members of the board and members of the public may be hesitant to appear in person, even if the meeting is taking place at a physical location. The board may want to consider adding a toll-free remote call in or online link to your meeting notices until the pandemic subsides to support public participation and allow for remote participation by board members and staff.

**6. What if an in-person meeting was posted, but community spread suddenly grows so widespread that a quorum cannot meet safely in person?**

If more than 72 hours remain before the meeting, a revised notice can be posted that meets the posting standards for a remote meeting under the Governor's suspension order.

If less than 72 hours remain before the meeting, and the meeting notice did not already include required information to also hold a remote meeting, then the board should cancel and reschedule the meeting. If the meeting notice already included sufficient notice of an additional remote meeting option that met the 72-hour posting requirement, then the board may proceed to convene remotely without also meeting in person. Of course, increasing communication to the community about this last-minute change will help reduce unnecessary confusion or complaints.

**7. What if the board wants to add a remote link for one or two members without canceling and reposting for a later meeting?**

The Governor's suspension order permits a number of flexibilities to conduct remote meetings to promote public health during the pandemic. The order, however, provides that notice of a meeting under the suspended laws should be posted online continuously for 72 hours and include a toll-free dial-in number or a free-of-charge videoconference link, along with an electronic copy of any agenda packet.

Under ideal circumstances, if a board meeting originally posted for a physical location needs to become hybrid or remote in reliance on the Governor's suspension order, the original meeting would be canceled and a new meeting would be posted online continuously for 72 hours with the necessary details. Technically speaking, the only justification for providing less than 72 hours' notice of the location of a meeting would be an emergency as defined by the OMA.

Needless to say, pandemic circumstances are not always ideal. Your board may encounter a situation in which the board very much wants to keep its original meeting date and time, but for reasons of public health, individuals need to join remotely to prevent the spread of the virus. If you encounter such a circumstance, we encourage you to reach out to your school attorney. The Office of the Attorney General has fielded this question numerous times since the pandemic began, and while the AG attorneys recognize that changing to a remote link with less than 72 hours' notice is not ideal, they emphasize that the purpose of the suspension order is to protect public health without losing public transparency. If, with the blessing of your school attorney, you can move to a hybrid or remote option without sacrificing adequate public notice and public access, the underlying purpose of the suspension order will be fulfilled.

**8. May a professional service provider (such as an architect) consult with the board by videoconference when the board is meeting in person?**

Yes, at a recent public training session, a representative of the attorney general's office informally opined that a governmental body, including a school district, may allow individuals like consultants or contractors, district employees, or auditors to participate remotely in the same manner that members of the public can. If a meeting is happening pursuant to the Governor's suspension order, the individual can address the board through the toll-free call in or online platform. Once meetings return to the pre-pandemic OMA, the individual may join by videoconference (even if the board is meeting in person) as long as the manner of remote participation and open meeting complies with the OMA. See Tex. Gov't Code § 551.127 (outlining videoconference requirements). Until formal or written guidance is issued by the attorney general's office, a board wishing to allow remote participation by individuals not expressly authorized or prohibited by the OMA should only proceed with legal advice about a particular arrangement, including applicable meeting notice and technical requirements.

This document is continually updated, and references to online resources are hyperlinked, [tasb.org/services/legal-services/tasb-school-law-esource/governance/documents/remote-meetings-during-covid-19.pdf](https://tasb.org/services/legal-services/tasb-school-law-esource/governance/documents/remote-meetings-during-covid-19.pdf). For more information on this and other school law topics, visit TASB School Law eSource at [schoollawesource.tasb.org](https://schoollawesource.tasb.org).

*This document is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is not an exhaustive treatment of the law on this subject nor is it intended to substitute for the advice of an attorney. Consult with your own attorneys to apply these legal principles to specific fact situations.*

**Open Meetings Act  
Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its members under Government Code Chapter 551 (Texas Open Meetings Act).

The attorney general may provide the training and may also approve other acceptable sources of training.

The board shall maintain and make available for public inspection the record of its members' completion of the training. The failure of one or more members of the board to complete the training does not affect the validity of an action taken by the board.

*Gov't Code 551.005*

**Public Information  
Act Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its officers and employees under Government Code Chapter 552 (Public Information Act). A board member may designate a public information coordinator to satisfy the training for the board member if the public information coordinator is primarily responsible for administering the responsibilities of the board member or board under the Public Information Act. [See GBAA regarding public information coordinator training] *Gov't Code 552.012*

**SBOE-Required  
Training**

A trustee must complete any training required by the State Board of Education (SBOE). *Education Code 11.159*

The continuing education required under Education Code 11.159 applies to each member of the board and consists of orientation sessions, an annual team-building session with the board and the superintendent, and specified hours of continuing education based on identified needs. To the extent possible, an entire board shall participate in continuing education programs together. *19 TAC 61.1(b), (i)*

The SBOE's framework for governance leadership [see BBD(EX-HIBIT)] shall be distributed annually by the board president to all current board members and the superintendent. *19 TAC 61.1(a)*

No continuing education shall take place during a board meeting unless that meeting is called for the delivery of board member continuing education. Continuing education may take place before or after a legally called board meeting in accordance with Government Code 551.001(4) (definition of "meeting"). *19 TAC 61.1(c)*

Annually, the SBOE shall commend those board-superintendent teams that receive at least eight hours of continuing education in

the continuing education specified at Team Building and Annual Continuing Education below as an entire board-superintendent team.

Annually, the SBOE shall commend those board-superintendent teams that effectively implement the commissioner of education's trustee improvement and evaluation tool developed under Education Code 11.182 [see BG] or any other tool approved by the commissioner.

*19 TAC 61.1(k), (l)*

Reporting

At the last regular board meeting before an election of trustees, the board president shall announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member's election or appointment to the board. The announcement shall state that completing the required continuing education is a basic obligation and expectation of any board member under SBOE rule. The minutes of the last regular board meeting held before an election of trustees must reflect whether each trustee has met or is deficient in meeting the training required for the trustee as of the first anniversary of the date of the trustee's election or appointment. The president shall cause the minutes to reflect the announcement and, if the minutes reflect that a trustee is deficient in training as of the anniversary of his or her joining the board, the district shall post the minutes on the district's internet website within ten business days of the meeting and maintain the posting until the trustee meets the requirements. *19 TAC 61.1(j); Education Code 11.159(b)*

Orientation

*Local District  
Orientation*

Each new board member shall participate in a local district orientation session within one year before or 120 days after the board member's election or appointment. The purpose of this orientation is to familiarize new board members with local board policies and procedures and district goals and priorities. The orientation shall be at least three hours in length for each new board member and, in addition to topics chosen by the district, shall address local district practices in curriculum and instruction, business and finance operations, district operations, superintendent evaluation, and board member roles and responsibilities.

Any sitting board member may attend or participate in the local district orientation.

*19 TAC 61.1(b)(1)(A)*

BOARD MEMBERS  
TRAINING AND ORIENTATION

BBD  
(LEGAL)

<i>Education Code Orientation</i>	A sitting board member shall receive a basic orientation to the Education Code and relevant legal obligations. The orientation shall have special but not exclusive emphasis on statutory provisions related to governing Texas school districts. The orientation shall be delivered by regional education service centers and shall be no less than three hours in length. Topics shall include Chapter 26 (Parental Rights and Responsibilities) and Education Code 28.004 (Local School Health Advisory Council and Health Education Instruction).
New Members	A newly elected or appointed board member shall receive the Education Code orientation within the first 120 days of service.
Current Members	The Education Code orientation shall be open to any sitting board member who chooses to attend.  <i>19 TAC 61.1 (b)(1)(B)</i>
Legislative Updates	After each session of the Texas Legislature, each board member shall receive an update to the basic orientation to the Education Code from a regional education service center or any registered provider. A board member who has attended a basic orientation session given by a service center that incorporates the most recent legislative changes is not required to attend an update. <i>19 TAC 61.1(b)(1)(C)</i>
Team Building	Annually, the entire board, including all board members, shall participate with their superintendent in a team-building session facilitated by a regional education service center or any registered provider. The team-building session shall be at least three hours in length.  The purpose of the team-building session is to enhance the effectiveness of the board-superintendent team and to assess the continuing education needs of the board-superintendent team. The session shall include a review of the roles, rights, and responsibilities of the board as outlined in the framework for governance leadership. The assessment of needs shall be based on the framework for governance leadership [see BBD(EXHIBIT)] and shall be used to plan continuing education activities for the governance leadership team for the year.  <i>19 TAC 61.1(b)(2)</i>
Annual Continuing Education	In addition to the continuing education requirements at Orientation and Team Building above, each board member shall receive additional continuing education on an annual basis in fulfillment of assessed needs and based on the framework for governance leadership. [See BBD(EXHIBIT)] The continuing education may be

provided by a regional education service center or other registered provider. *19 TAC 61.1(b)(3)*

At least 50 percent of the continuing education shall be designed and delivered by persons not employed or affiliated with a board member's school district. No more than one hour of the required continuing education that is delivered by the district may use self-instructional materials. *19 TAC 61.1(h)*

*First Year*

In the first year of service, a board member shall receive at least ten hours of continuing education in fulfillment of assessed needs. Up to five of the required ten hours may be fulfilled through online instruction, provided the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor. *19 TAC 61.1(b)(3)(A)*

*Subsequent Years*

After the first year of service, a board member shall receive at least five hours of continuing education annually in fulfillment of assessed needs. A board member may fulfill the five hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor. *19 TAC 61.1(b)(3)(B)*

*Board President*

A board president shall receive continuing education related to leadership duties of the board president as some portion of the annual requirement. *19 TAC 61.1(b)(3)(C)*

Evaluating Student  
Academic  
Performance

Each board member shall complete continuing education every two years on evaluating student academic performance.

The purpose of the training is to provide research-based information to board members that is designed to support the oversight role of the board of trustees outlined in Education Code 11.1515. [See BAA]

*19 TAC 61.1(b)(4)*

*Authorized Provider*

An authorized provider for training on evaluating student academic performance is a provider who is registered pursuant to 19 Administrative Code 61.1(f) and has demonstrated proficiency in the content required [see Contents, below]. *19 TAC 61.1(b)(4)(C)*

*Contents*

The training on evaluating student academic performance shall be at least three hours in length and include, at a minimum, the following:

1. Instruction in school board behaviors correlated to improved student outcomes with emphasis on inputs, outcomes, and collaborative student outcome goal setting;
2. Instruction in progress monitoring to improve student outcomes with emphasis on progress monitoring practices, formative assessments, interim assessments, and summative assessments; and
3. Instruction in state accountability with emphasis on the Texas Essential Knowledge and Skills, state assessment instruments administered under the Education Code Chapter 39, and the state accountability rating system.

If the training is attended by an entire board and its superintendent, includes a review of local school district data on student achievement, and otherwise meets the requirements described at Team Building above, the training may serve to meet a board member's obligation to receive training described at Team Building and at Evaluating Student Academic Performance, above, as long as the training complies with the Texas Open Meetings Act.

*19 TAC 61.1(b)(4)*

Identifying and Reporting Abuse

The SBOE shall require a trustee to complete every two years at least one hour of training on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children.

Time for Completion

A candidate may complete the training on evaluating student academic performance or identifying and reporting abuse up to one year before the candidate is elected.

A new trustee shall complete the training within 120 days after the date of the trustee's election or appointment.

A returning trustee shall complete the training by the second anniversary of the completion of the trustee's previous training.

*Education Code 11.159(c)(2), (c-2)*

Training Provider

A trustee or candidate may complete the training on evaluating student academic performance or identifying and reporting abuse at a regional education service center or through another authorized provider. *Education Code 11.159(d)*

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**Note:** For cybersecurity training requirements, see CQB(LEGAL).

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# TRAINING REQUIREMENTS FOR SCHOOL BOARD MEMBERS

Length of Service	Local District Orientation	Intro to TEC	Open Government <sup>3</sup>	Cybersecurity	Post-Legislative Update to TEC	Child Abuse Prevention	Evaluating and Improving Student Outcomes (formerly SB 1566)	Team Building	Additional Continuing Education (based on assessed needs)
New Trustees (First Year) <b>~25 hrs</b>	Local Orientation <sup>2</sup> (within 120 days) <b>3 hrs</b>	(within 120 days) <b>3 hrs</b>	OMA <sup>3</sup> (within 90 days) <b>1-2 hrs</b> PIA 1-2 hrs	<b>~1 hr</b> each year	N/A because update is incorporated into Intro to TEC	<b>1 hr</b> every two years	(within 120 days) <b>3 hrs<sup>2</sup></b> every two years	<b>3 hrs<sup>2</sup></b> each year with all trustees and superintendent	<b>10 hrs</b> first year
Experienced Trustees (After First Year) <b>9-16 hrs<sup>1</sup></b>	Can attend, but not required				Sufficient length <b>~1-2 hrs</b> after each legislative session				<b>5 hrs</b> each year
<b>Providers</b>	<b>School District</b>	<b>ESC</b>	<b>TASB</b> or other registered provider	<b>See Department of Information Resources website</b>	<b>TASB</b> or other registered provider	<b>TASB</b> or other registered provider	<b>TASB</b> or other registered provider	<b>TASB</b> or other registered provider	<b>TASB</b> or other registered provider

## Training Requirements Notes:

<sup>1</sup>Required hours after the first year will vary depending on how the Post-Legislative Update, Child Abuse, and Student Achievement and Accountability hours fall for an individual trustee.

<sup>2</sup>Trustees may receive any training online **except** Local Orientation for new board members, Team Building, and Evaluating and Improving Student Outcomes.

<sup>3</sup>**OMA** and **PIA training** is required (outside of SBOE rule) of all elected officials within 90 days of election or appointment. PIA training may be delegated by district policy.

**OMA:** Open Meetings Act  
**TEC:** Texas Education Code  
**PIA:** Public Information Act  
**SBOE:** State Board of Education



**Texas Association of School Boards  
Continuing Education Credit Report Service**

**Canutillo ISD - District # 071907  
Sergio Coronado - ID # 045920  
10/15/2019 to 1/21/2021**

<u><b>Tier 2 - Team Building</b></u>	<u><b>Date earned</b></u>	<u><b>Hours earned</b></u>
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Eithics and Meetings	2/18/2020	1.20
Roles and Responsibilities	1/20/2021	4.00
<b>Total Hours for Tier 2</b>		<b>5.20</b>

<u><b>Tier 3 - Board Development</b></u>	<u><b>Date earned</b></u>	<u><b>Hours earned</b></u>
<b>TASB Provided</b>		
<b>Legal Seminar 2020 - A Virtual Event</b>	Virtual	
New Title IX Regulations	11/5/2020 02:30 - 03:30 PM	1.00
Board Member Ethics During Times of Controversy	11/5/2020 03:30 - 04:30 PM	1.00
Live Questions and Answers	11/5/2020 05:00 - 06:00 PM	1.00
What Board Members Need to Know about Sexual Abuse, Sex Trafficking and Other Maltreatment of Child	11/6/2020 09:30 - 10:30 AM	1.00
Legal Update and The Latest on COVID-19	11/6/2020 10:30 - 11:30 AM	1.00
Live Questions and Answers	11/6/2020 12:00 - 01:00 PM	1.00
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Cybersecurity	4/17/2020	1.00
<b>Total Hours for Tier 3</b>		<b>7.00</b>

ATTN District Personnel: If any trainings are inaccurate or missing, please email [cec@tasb.org](mailto:cec@tasb.org).

E-Mail: [cec@tasb.org](mailto:cec@tasb.org)

TASB Main Number: 800-580-8272 ext. 2453



**Texas Association of School Boards  
Continuing Education Credit Report Service**

**Canutillo ISD - District # 071907  
Tristan Hernandez - ID # 128964  
10/15/2019 to 1/21/2021**

<u><b>Tier 2 - Team Building</b></u>	<u><b>Date earned</b></u>	<u><b>Hours earned</b></u>
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Roles and Responsibilities	1/20/2021	4.00
<b>Total Hours for Tier 2</b>		<b>4.00</b>

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<u><b>Tier 3 - Board Development</b></u>	<u><b>Date earned</b></u>	<u><b>Hours earned</b></u>
<b>TASB Provided</b>		
<b>New Board Member Launch - 2021</b>		
Catching the Wave: Cycles of Board Work	1/14/2021	1.00
School Boards Make a Difference	1/14/2021	0.75
Whose Job Is It Anyway?: Roles and Responsibilities	1/14/2021	0.75
What I Wish I Knew Then Panel	1/14/2021	1.00
The Educational Ecosystem in Texas	1/14/2021	1.00
Focused Regional Roundtables	1/14/2021	1.00
Mindfulness from the Classroom to the Boardroom	1/14/2021	0.75
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Public Info Act (Required Open Govt Training)	1/6/2021	1.00
Open Meetings Act (Required Open Govt Training)	1/6/2021	1.00
<b>Total Hours for Tier 3</b>		<b>8.25</b>

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E-Mail: [cec@tasb.org](mailto:cec@tasb.org)

TASB Main Number: 800-580-8272 ext. 2453



**Texas Association of School Boards  
Continuing Education Credit Report Service**

**Canutillo ISD - District # 071907  
Patricia Mendoza - ID # 041045  
10/15/2019 to 1/21/2021**

<u><b>Tier 2 - Team Building</b></u>	<u><b>Date earned</b></u>	<u><b>Hours earned</b></u>
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Roles and Responsibilities	1/20/2021	4.00
<b>Total Hours for Tier 2</b>		<b>4.00</b>

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<u><b>Tier 3 - Board Development</b></u>	<u><b>Date earned</b></u>	<u><b>Hours earned</b></u>
<b>TASB Provided</b>		
<b>New Board Member Launch - 2021</b>		
Catching the Wave: Cycles of Board Work	1/14/2021	08:15 - 09:00 AM 1.00
Election Detox	1/14/2021	09:15 - 10:00 AM 0.75
Whose Job Is It Anyway?: Roles and Responsibilities	1/14/2021	10:15 - 11:00 AM 0.75
Leading in a Crisis Panel	1/14/2021	11:00 - 12:00 PM 1.00
The Educational Ecosystem in Texas	1/14/2021	01:00 - 02:00 PM 1.00
Focused Regional Roundtables	1/14/2021	02:30 - 03:30 PM 1.00
Mindfulness from the Classroom to the Boardroom	1/14/2021	03:45 - 04:30 PM 0.75
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Open Meetings Act (Required Open Govt Training)	1/4/2021	1.00
Public Info Act (Required Open Govt Training)	1/4/2021	1.00
<b>Total Hours for Tier 3</b>		<b>8.25</b>

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TASB Main Number: 800-580-8272 ext. 2453



**Texas Association of School Boards  
Continuing Education Credit Report Service**

**Canutillo ISD - District # 071907  
Salvador Payan - ID # 121459  
10/15/2019 to 1/21/2021**

<u><b>Tier 2 - Team Building</b></u>	<u><b>Date earned</b></u>	<u><b>Hours earned</b></u>
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Eithics and Meetings	2/18/2020	1.20
Roles and Responsibilities	1/20/2021	4.00
Total Hours for <b>Tier 2</b>		<b>5.20</b>

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<u><b>Tier 3 - Board Development</b></u>	<u><b>Date earned</b></u>	<u><b>Hours earned</b></u>
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Cybersecurity	2/25/2020	1.00
Total Hours for <b>Tier 3</b>		<b>1.00</b>

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TASB Main Number: 800-580-8272 ext. 2453



**Texas Association of School Boards  
Continuing Education Credit Report Service**

**Canutillo ISD - District # 071907  
Armando Rodriguez - ID # 053343  
10/15/2019 to 1/21/2021**

<b><u>Tier 2 - Team Building</u></b>	<b><u>Date earned</u></b>	<b><u>Hours earned</u></b>
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Eithics and Meetings	2/18/2020	1.20
Roles and Responsibilities	1/20/2021	4.00
<b>Total Hours for Tier 2</b>		<b>5.20</b>

<b><u>Tier 3 - Board Development</u></b>	<b><u>Date earned</u></b>	<b><u>Hours earned</u></b>
<b>TASB Provided</b>		
<b>NSBA Advocacy Institute - 2020</b>	Washington, D.C.	
Advocacy Institute - Sunday	2/2/2020	4.00
Advocacy Institute - Monday	2/3/2020	6.25
<b>Region 19 Grassroots Meeting - 2020</b>	El Paso, TX	
Grassroots Meeting - Legislative Update (Tier 3)	2/6/2020 06:00 - 08:00 PM	2.00
<b>Governance Camp - 2020</b>	Galveston, TX	
Thursday General Session	2/27/2020 08:00 - 09:15 AM	1.00
At-Risk Students: Working Together for Their Success	2/27/2020 09:30 - 10:45 AM	1.25
Equity or Inclusion? It All Begins with Releasing Cultural Biases	2/27/2020 01:15 - 02:30 PM	1.25
Transgender Students and Schools	2/27/2020 02:45 - 04:00 PM	1.25
General Session: Student Panel and Scholarship Winners	2/28/2020 08:30 - 09:15 AM	0.75
Student Voice: Live and On the Air!	2/28/2020 09:30 - 10:30 AM	1.00
Dare to Rise Leadership Camp	2/28/2020 11:15 - 12:15 PM	1.00
StuCo Gives Back	2/28/2020 01:15 - 02:15 PM	1.00
Friday General Session	2/28/2020 03:00 - 04:00 PM	1.00
<b>Summer Leadership Institute On Demand - 2020</b>	Virtual	
What Board Members Need to Know about Sexual Abuse, Sex Trafficking, Other Maltreatment of Child	6/27/2020 02:30 - 03:00 PM	1.00
Why and How Latinx Leaders Are Addressing Educational Equity	6/27/2020 02:30 - 03:00 PM	1.00
Insights from Award-Winning Superintendents	6/27/2020 02:30 - 03:00 PM	1.00
Opening General Session: Rick Rigsby	6/27/2020 02:30 - 03:00 PM	1.00
At-Risk Students: Working Together for Their Success	6/27/2020 02:30 - 03:00 PM	1.00
Leveraging Technology to Close the Student Opportunity Gap	6/27/2020 02:30 - 03:00 PM	0.75
Making Informed Facility Decisions	6/27/2020 02:30 - 03:00 PM	0.75
School Boards Make a Difference	6/27/2020 02:30 - 03:00 PM	1.00
Stakeholders In Chief: Holding Ourselves Accountable as the Primary Stakeholder of Our Schools	6/27/2020 02:30 - 03:00 PM	1.00
Coping With Covid: How Students in TX and Around the Nation are Leading in the Face of COVID-19	6/27/2020 02:30 - 03:00 PM	1.00
<b>NSBA CUBE - 2020</b>	varies	



**Texas Association of School Boards  
Continuing Education Credit Report Service**

**Canutillo ISD - District # 071907  
Armando Rodriguez - ID # 053343  
10/15/2019 to 1/21/2021**

<u>Tier 3 - Board Development</u>		<u>Date earned</u>	<u>Hours earned</u>
NSBA CUBE Conference		9/24/2020	6.00
<b>TASA   TASB Convention Virtual - 2020</b>	Virtual		
Superintendent Challenges during COVID-19		9/30/2020	04:00 - 05:00 PM 1.00
Seats at the Table: The Challenges of Overcoming Racism and Achieving Educational Equity		9/30/2020	05:30 - 06:30 PM 1.00
Opening General Session		10/1/2020	08:30 - 09:15 AM 0.75
Take the Wheel! Steer the Public's Conversations about Your Schools		10/1/2020	09:30 - 10:20 AM 1.00
HB 3: Lessons of Year One and A Look Ahead to the 87th Legislature		10/1/2020	10:30 - 11:20 AM 1.00
Leadership Development Is Critical for the Future of Texas		10/1/2020	01:30 - 02:20 PM 1.00
eXceptional Governance in Action for Student Success		10/1/2020	02:45 - 03:35 PM 1.00
TEA's Response to COVID-19 - Commissioner Mike Morath		10/1/2020	04:00 - 04:45 PM 0.75
Create Your Own Safety NETWORK		10/2/2020	08:00 - 08:50 AM 1.00
Closing General Session		10/2/2020	11:00 - 11:45 AM 0.75
<b>TASB Delegate Assembly - 2020</b>	Virtual		
TASB Delegate Assembly		10/3/2020	02:00 - 06:00 PM 2.50
<b>The XG Summit 2020 - Virtual</b>	Virtual		
Monday General Session		11/9/2020	09:00 - 10:00 AM 1.00
2020 GREAT Scholarship Research Presentation		11/9/2020	10:10 - 11:40 AM 1.25
The Governance Core		11/9/2020	01:00 - 02:00 PM 1.00
The Governance Factor and Kerrville		11/9/2020	02:10 - 02:50 PM 0.75
Interview with Davis Campbell		11/9/2020	03:00 - 04:00 PM 1.00
Local Governance Example: Lockhart ISD		11/10/2020	09:05 - 09:35 AM 0.50
Tuesday General Session		11/10/2020	09:35 - 10:05 AM 0.50
Project MALES		11/10/2020	10:45 - 11:45 AM 1.00
<b>New Board Member Launch - 2021</b>	Virtual		
Catching the Wave: Cycles of Board Work		1/14/2021	08:15 - 09:00 AM 1.00
Election Detox		1/14/2021	09:15 - 10:00 AM 0.75
Public Information Act for School Board Members		1/14/2021	09:15 - 10:00 AM 1.00
The Educational Ecosystem in Texas		1/14/2021	01:00 - 02:00 PM 1.00
Focused Regional Roundtables		1/14/2021	02:30 - 03:30 PM 1.00
Mindfulness from the Classroom to the Boardroom		1/14/2021	03:45 - 04:30 PM 0.75
<b>Board Officers' Academy Virtual Event - 2021</b>	Virtual		
Live Q&A		1/15/2021	11:30 - 12:00 PM 0.50
Successfully Working with Challenging Individuals		1/15/2021	01:00 - 01:50 PM 1.00
Focused Discussion Group		1/15/2021	01:50 - 02:30 PM 0.75
Experienced Board Officers Panel		1/15/2021	02:45 - 03:35 PM 1.00
<b>On Demand Training</b>			
Whose Job Is It Anyway? Roles and Responsibilities		1/15/2021	0.75



**Texas Association of School Boards  
Continuing Education Credit Report Service**

**Canutillo ISD - District # 071907  
Armando Rodriguez - ID # 053343  
10/15/2019 to 1/21/2021**

<b><u>Tier 3 - Board Development</u></b>	<b><u>Date earned</u></b>	<b><u>Hours earned</u></b>
Catching the Wave: Cycles of Board Work	1/15/2021	1.00
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Tier 3 Board Development	2/20/2020	19.00
Tier 3 Board Development	4/6/2020	1.00
Tier 3 Board Development	4/13/2020	1.00
Cybersecurity	4/17/2020	1.00
Tier 3 Board Development	4/20/2020	1.00
Tier 3 Board Development	5/4/2020	1.00
Tier 3 Board Development	5/18/2020	1.00
Total Hours for Tier 3		<b>91.50</b>

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E-Mail: [cec@tasb.org](mailto:cec@tasb.org)

TASB Main Number: 800-580-8272 ext. 2453



**Texas Association of School Boards  
Continuing Education Credit Report Service**

**Canutillo ISD - District # 071907  
Laure Searls - ID # 029770  
10/15/2019 to 1/21/2021**

<u><b>Tier 1 - Orientation</b></u>	<u><b>Date earned</b></u>	<u><b>Hours earned</b></u>
<b>TASB Provided</b>		
<b>Region 19 Grassroots Meeting - 2020</b>	El Paso, TX	
Grassroots Meeting - Legislative Update (Tier 1)	2/6/2020	06:00 - 08:00 PM 2.00
Total Hours for <b>Tier 1</b>		<b>2.00</b>
<hr/>		
<u><b>Tier 2 - Team Building</b></u>	<u><b>Date earned</b></u>	<u><b>Hours earned</b></u>
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Ethics and Meetings	2/18/2020	1.20
Roles and Responsibilities	1/20/2021	4.00
Total Hours for <b>Tier 2</b>		<b>5.20</b>
<hr/>		
<u><b>Tier 3 - Board Development</b></u>	<u><b>Date earned</b></u>	<u><b>Hours earned</b></u>
<b>TASB Provided</b>		
<b>NSBA Equity Symposium - 2020</b>	Washington, DC	
Equity Symposium	2/1/2020	3.00
<b>NSBA Advocacy Institute - 2020</b>	Washington, D.C.	
Advocacy Institute - Sunday	2/2/2020	2.75
Advocacy Institute - Monday	2/3/2020	4.00
<b>Governance Camp - 2020</b>	Galveston, TX	
At-Risk Students: Working Together for Their Success	2/27/2020	09:30 - 10:45 AM 1.25
The Intersection of Behavior and Disciplining Students with Disabilities	2/27/2020	11:00 - 12:15 PM 1.25
Student Safety Governance Laws from 2019	2/27/2020	01:15 - 02:30 PM 1.25
Cybersecurity Framework: Preparation, Implementation, and Management	2/27/2020	02:45 - 04:00 PM 1.25
The Reality from Between the Cracks	2/28/2020	09:30 - 10:30 AM 1.00
To This Day...For the Bullied and the Beautiful	2/28/2020	11:15 - 12:15 PM 1.00
Awareness Awaits	2/28/2020	01:15 - 02:15 PM 1.00
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Cybersecurity	3/10/2020	1.00
Total Hours for <b>Tier 3</b>		<b>18.75</b>



**Texas Association of School Boards  
Continuing Education Credit Report Service**

**Canutillo ISD - District # 071907**  
**Laure Searls - ID # 029770**  
10/15/2019 to 1/21/2021

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**E-Mail:** [cec@tasb.org](mailto:cec@tasb.org)

**TASB Main Number:** 800-580-8272 ext. 2453



**Texas Association of School Boards  
Continuing Education Credit Report Service**

**Canutillo ISD - District # 071907  
Blanca Trout - ID # 100627  
10/15/2019 to 1/21/2021**

<u><b>Tier 2 - Team Building</b></u>	<u><b>Date earned</b></u>	<u><b>Hours earned</b></u>
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Eithics and Meetings	2/18/2020	1.20
Roles and Responsibilities	1/20/2021	4.00
<b>Total Hours for Tier 2</b>		<b>5.20</b>

<u><b>Tier 3 - Board Development</b></u>	<u><b>Date earned</b></u>	<u><b>Hours earned</b></u>
<b>TASB Provided</b>		
<b>NSBA Advocacy Institute - 2020</b>	Washington, D.C.	
Advocacy Institute - Sunday	2/2/2020	0.75
Advocacy Institute - Monday	2/3/2020	6.25
<b>Governance Camp - 2020</b>	Galveston, TX	
The Intersection of Behavior and Disciplining Students with Disabilities	2/27/2020	11:00 - 12:15 PM 0.75
Partnerships with a Purpose	2/27/2020	01:15 - 02:30 PM 1.25
Making Family Engagement FAMEous in Education	2/27/2020	02:45 - 04:00 PM 1.25
Youth Mental Health	2/28/2020	11:15 - 12:15 PM 1.00
Mental Health Has Joined the Chat	2/28/2020	01:15 - 02:15 PM 1.00
Friday General Session	2/28/2020	03:00 - 04:00 PM 1.00
<b>A Legal Webinar Series: COVID-19 and Special Populations</b>	Virtual	
It's A New World: Special Education and Section 504 Services During and After COVID-19	5/20/2020	02:00 - 03:00 PM 1.00
<b>TASB Board Development Services Webinar Series - 2020</b>	varies	
Personnel Issues Related to COVID-19 Webinar	5/21/2020	01:00 - 02:00 PM 1.00
<b>On Demand Training</b>		
Virtual Spring Workshop - Child Abuse Prevention: What Board Members Need to Know about Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children	5/29/2020	1.25
<b>TASB Legislative Advisory Council - 2020</b>	varies	
Legislative Advisory Council (LAC) II Meeting	6/19/2020	2.00
<b>TASB Delegate Assembly - 2020</b>	Virtual	
TASB Delegate Assembly	10/3/2020	02:00 - 06:00 PM 2.50
<b>New Board Member Launch - 2021</b>	Virtual	
Catching the Wave: Cycles of Board Work	1/14/2021	08:15 - 09:00 AM 1.00
Public Information Act for School Board Members	1/14/2021	09:15 - 10:00 AM 1.00
Whose Job Is It Anyway?: Roles and Responsibilities	1/14/2021	10:15 - 11:00 AM 0.75
Texas Open Meetings Act	1/14/2021	11:00 - 12:00 PM 1.00
What I Wish I Knew Then Panel	1/14/2021	11:00 - 12:00 PM 1.00



**Texas Association of School Boards  
Continuing Education Credit Report Service**

**Canutillo ISD - District # 071907  
Blanca Trout - ID # 100627  
10/15/2019 to 1/21/2021**

<b><u>Tier 3 - Board Development</u></b>	<b><u>Date earned</u></b>	<b><u>Hours earned</u></b>
The Educational Ecosystem in Texas	1/14/2021 01:00 - 02:00 PM	1.00
Focused Regional Roundtables	1/14/2021 02:30 - 03:30 PM	1.00
Mindfulness from the Classroom to the Boardroom	1/14/2021 03:45 - 04:30 PM	0.75
<b>Other Training</b>		
<b>Non-TASB Provided Training</b>		
Cybersecurity	2/28/2020	1.00
Total Hours for Tier 3		<b>29.50</b>

<b><u>Tier 4 - SB 1566</u></b>	<b><u>Date earned</u></b>	<b><u>Completed</u></b>
<b>Governance Camp - 2020</b>	Galveston, TX	
SB 1566: Governance for Improved Student Learning	2/29/2020	✓
<b>TASB Board Development Services Webinar Series - 2020</b>	varies	
SB1566 Training: Governance for Improved Student Learning Webinar	5/28/2020	✓

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TASB Main Number: 800-580-8272 ext. 2453





# OFFICE OF THE SUPERINTENDENT

## CANUTILLO A Premier District

### MEMORANDUM

TO: Members of the Board of Trustees

FROM: Dr. Pedro Galaviz, Superintendent of Schools

DATE: January 20, 2021

SUBJECT: Annual Board Member Continuing Education Announcement

As required by the State Board of Education (SBOE), President Coronado will announce the status of Board Member Continuing Education for each of our Trustees at the next Regular Board Meeting of January 26, 2021. Completing the required continuing education is a basic obligation and expectation of any board member. This report is from October 15, 2019 to January 20, 2021. Each individual Trustee report is attached as well as an overview of continuing education requirements for school board members.

#### **TRAINING REQUIREMENTS:**

Required hours after the first year will vary depending on how the Post-Legislative Update, Child Abuse and Student Achievement and Accountability hours fall for an individual trustee.

Additional Continuing Education Hours Requirements are as follows:

New Trustee (First Year) - 10 hours

Experienced Trustee (After First Year) – 5 hours

#### **SPECIAL NOTES:**

In order to satisfy the Team Building Workshop requirement all trustees must attend the Team Building Workshop scheduled on January 20, 2021.

#### **ANNUAL BOARD MEMBER CONTINUING EDUCATION ANNOUNCEMENT**

The following Canutillo ISD Trustees have accumulated the following hours:

- Sergio Coronado- 12.20 hours  
All hours have been satisfied
- Salvador Payan- 6.20 hours  
All hours have been satisfied
- Armando Rodriguez- 96.70  
All hours have been satisfied
- Laure Searls- 25.95  
All hours have been satisfied
- Blanca Trout- 34.70  
All hours have been satisfied

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Street Address:  
7965 Artcraft Rd.  
El Paso, TX 79932

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

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P: (915) 877-7444  
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canutillo-isd.org

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

### Newly Appointed Trustees

- Mr. Tristan Hernandez- 12.25 hours
- Mrs. Patricia Mendoza- 12.25 hours

# Meeting Minutes

## December 8, 2020 Special Board Meeting of the Canutillo ISD Board of Trustees.

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A Special meeting of the Board of Trustees of Canutillo ISD will be held December 8, 2020, beginning at 3:00 PM, remotely.

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.

The meeting was called to order at **3:08 pm** by Board President Coronado.

B. Roll Call.

All Trustees were present.

2. BOARD BUSINESS-OTHER

3. EXECUTIVE SESSION

The meeting was closed at **3:11 pm** under Texas Government Code Sections 551.071, 551.072 and 551.074

A. Discussion, review and possible interview of applications/applicants for vacant position on Board of Trustees.

4. NEW BUSINESS (CONTINUED)

The meeting reconvened into Open Session at **4:51 pm.**

A. Discussion and possible action regarding appointment of individual to fill vacant position on Board of Trustees.

It was motioned by Mr. Rodriguez, seconded by Mrs. Mendoza and passed unanimously to have Mr. Tristan Hernandez fill the vacant position on the Canutillo ISD Board of Trustees.

5. ADJOURNMENT

The meeting adjourned at **4:58 pm** by unanimous consent.

Presented to the Board of Trustees for approval on January 26, 2021. The minutes reflect all agenda items in the order as originally posted and do not necessarily reflect the order in which they were discussed.

## Meeting Minutes

### December 15, 2020 Regular Board Meeting of the Canutillo ISD Board of Trustees.

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A Regular Board Meeting of the Board of Trustees of Canutillo ISD will be held Tuesday, December 15, 2020, beginning at 3:00 PM by teleconference.

The teleconference audio can be accessed at the following telephone number: 1-346-248-7799 using the access code 868 2099 2367 and through an audio feed located at <http://www.youtube.com/c/CanutilloISDPremier>. Any member of the public wishing to

comment on an agenda item can send the comments to the following email address:

[BoardQuestions@canutillo-isd.org](mailto:BoardQuestions@canutillo-isd.org). All backup and materials for the meeting can be accessed at the following link: <https://meetings.boardbook.org/Public/Agenda/864?meeting=443701>.

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-OTHER

##### A. Call to Order

The meeting was called to order at **3:08 pm** by Board President Coronado.

##### B. Pledge of Allegiance

The Pledge of Allegiance was led by the Board of Trustees.

##### C. Texas Pledge of Allegiance

The Texas Pledge of Allegiance was led by the Board of Trustees.

##### D. Roll Call

All trustees were present.

##### E. CISD Vision and Mission Statements

The Vision Statement was read by Mr. Hernandez and the Mission Statement was read by Mrs. Mendoza.

#### 2. OPEN FORUM-OTHER

Any member of the community wishing to make a comment during Open Forum can send their comments to the following email address: [BoardQuestions@canutilloisd.org](mailto:BoardQuestions@canutilloisd.org). Comments must be submitted prior to the meeting start time. The Board is not permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.

No Public Comment

### 3. BOARD HONORS

A. Recognition of Reyes Elementary and Alderete Middle Schools for having the highest attendance rate in October & November.

Reyes Elementary and Alderete Middle Schools were recognized for having the highest attendance rate in October & November.

### 4. BOARD OF TRUSTEE BUSINESS

A. Lone Star Governance

1. Discussion regarding Attendance and Enrollment.
2. Discussion regarding Social and Emotional Learning.
3. Discussion regarding College and Career Readiness.
4. Discussion regarding Progress Monitoring.

Mrs. Rocha and her staff gave an overview of the following: Attendance and Enrollment, Social and Emotional Learning, College and Career Readiness and Progress Monitoring. Mr. Rodriguez voiced his concerns regarding instruction, upcoming assessments and financial aid. Mrs. Rocha stated enrollment and attendance had been negatively affected by COVID. Mrs. Mendoza and Mr. Coronado complimented the efforts being made by staff regarding student attendance and engagement. Ms. N. Morales discussed the recent student survey (5<sup>th</sup> to 12<sup>th</sup> grade) that covered the following topics: Engagement, hope, belonging and social and emotional learning. Ms. Morales noted the social and emotional learning scores were low. She gave an overview of the initiatives in place to help students in need: Helpline, ReThink Education SEL (Social Emotional Learning) Curriculum, UTEP Social Work interns, campus staff trained by counselors on Trauma Informed Care, along with suicide awareness and CPS reporting, Texas Tech TTCHAT initiative and Project Vida counseling. Mr. Payan asked if certain student populations were more at risk than others. Ms. Morales stated issues were district-wide. Ms. Morales informed the board that they are having issues regarding high school students (CHS and NWECHS) turning in college applications and staying committed to their FAFSA meetings. Mr. Payan asked about military academies and urged counselors to find more ways to encourage students to apply to them. Mr. Rodriguez stressed the importance of financial aid. Mrs. S. Parker informed the board the following college testing had not been done in the fall due to COVID: SAT, PSAT or ACT. However, the PSAT and SAT would take place in January 2021, the ACT (NWECHS) and SAT (CHS) in March 2021 and AP testing in May 2021. She noted both high schools continued to offer a rich variety of dual credit courses. Mrs. T. Andrews informed the board that CTE certifications were being done remotely. Mrs. Searls wanted to know why certain programs like FCCLA, floral design, graphic design and culinary were being retired. Mrs. Andrews stated she would provide the information in a Thursday Packet. Dr. Kerney shared information regarding progress monitoring through assessments for prekindergarten and kindergarten. Dr. Kerney stated proactive and preventive measures were being taken to ensure every student's success and noted students are performing at their expected level. The Texas Primary Reading Inventory was used to assess performance for grades 1<sup>st</sup> and 2<sup>nd</sup> and she noted students were performing as expected. In grades 3-8 the highest percentages of students were on track to meet grade level expectations in 1st station. Dr. Kerney noted math learning continuity in all grade levels. Unfortunately, she explained that science remote instruction was particularly difficult. Mrs. Arellano informed the board four North West Early College High School (NWECHS) students were in jeopardy of not graduating due to attendance issues. She stated interventions were being made to help them. Mrs. Clapsaddle gave an overview of the interventions taking place at Canutillo High School (CHS). She stated the failure rate was higher than normal but stated the following

initiatives were being implemented to help students: tutoring, TLC and English and Math intervention classes were being built into student's schedules.

## B. COVID-19 Updates

### 1. Discussion regarding ESC 19 Safety Zones.

Mr. Rocha gave an overview of the ESC 19 Safety Zones. Unfortunately, the district had been in the Red Zone for 59 days. The current hospitalization rate was 24%, positivity rate of 9.31 and retransmission rate of 1.10. She informed the board that in order for school to open the hospitalization rate would have to fall below 20% for seven consecutive days. Dr. Galaviz stated he would continue to meet with Region 19 leaders to discuss the safest way to open schools.

### 2. Discussion regarding expense reimbursements.

Mr. Cereceres and Dr. Rico gave updates regarding the following expense reimbursements/grants. TEA Coronavirus Relief Fund (CRF)- Operation Connectivity, the Elementary and Secondary School Emergency Relief Fund (ESSER), the Federal Emergency Management Agency (FEMA) and the Corona Relief Fund – Local Education Agency (CRF-LEA). The grant application has been submitted for the TEA Coronavirus Relief Fund (CRF)- Operation Connectivity. The Elementary and Secondary School Emergency Relief Fund (ESSER) has been submitted for the entitlement of \$1,392,279.00 (was spent accrued and received last year). The Federal Emergency Management Agency (FEMA) was submitted for \$354,649.00. The Corona Relief Fund – Local Education Agency (CRF-LEA) in the amount of \$276,602.00. Mr. Rodriguez asked what would happen with the reimbursement money. Dr. Rico stated the money could be used in the following ways:

- It could go into the general fund (back into the funding source it was taken from)
- It could be reclassified into payroll for essential employees delivering instruction
- It could be reclassified to purchase machines for further instruction

Dr. Rico stated administration chose to put the money into the general fund. Mrs. Trout asked if this money could be used to purchase computers for NWECHS. Mr. Coronado stated that would be up to administration. Mr. Cereceres warned the board that FEMA denial letters were being received by other districts however he remained hopeful some money would be reimbursed.

## C. Audit Plan

### 1. Discussion and possible action to approve current and future Audit Plans.

Mr. Cereceres stated he had met with all trustees regarding the Internal Audit Plan. Mrs. Searls asked that Internal Audit continue to keep the board abreast of all "Hot Line Calls." After a lengthy discussion it was motioned by Mrs. Trout, seconded by Mrs. Mendoza and passed unanimously to refocus the Internal Audit Plan to include the following: Safety and Security Review (modify) and COVID Compliance. The Board requested an Internal Audit Workshop be held as soon as possible.

## D. Facilities Master Plan

### 1. Discussion regarding the Facilities Master Plan.

Mr. Vasquez informed the board that ADM had finished the Facility Assessment System Needs. ADM requested and received board input. Mr. Vasquez informed the board that the deferred maintenance and upgrades totaled \$117,000,000.00. He stated he would like to present these findings to the campuses and community. Mr. Coronado and Mrs. Trout asked that a list of items that are considered dire emergency be presented to the board. Mr. Hernandez asked if the district has considered going "Green." Mr. Vasquez stated the district was moving in that direction. Mrs. Searls asked if the geothermal system

at the high school was included. Mr. Vasquez stated it was not however the system was working as designed. Mr. Rodriguez asked that a meeting should be scheduled with the financial advisors to discuss the Facilities Master Plan.

E. Discussion and possible action regarding Board Continuing Education Hours to include "Team of 8 Training."

Dr. Galaviz informed the board that Leadership ISD was available in January to providing "Team of Eight" Training. Mrs. Searls and Mr. Payan voiced their concerns regarding in person training due to safety concerns (COVID). Dr. Galaviz stated he would work with legal counsel to draft a letter to the state requesting a waiver for in person training. Dr. Galaviz informed the board that Mr. Hernandez and Mrs. Mendoza had been assigned mentors. Mrs. Searls asked if this was something new. She stated if it was, the Board Team Operating Procedures would need to be updated.

## **5. CONSENT AGENDA-VOTING**

### **A. BUSINESS SERVICES**

#### **1. Approval of the Meeting Minutes**

a. November 17, 2020 Regular Board Meeting Minutes

#### **2. Approval of the Monthly Financials**

#### **3. Approval of the Monthly Warrant List.**

#### **4. Approval of the Monthly Donations.**

#### **5. Approval of the Budget Amendments.**

6. Approval of Annual Renewal for VMware from Dell EMC utilizing cooperative contract DIR-TSO-3762 in the amount, not to exceed \$63,598.42.

### **B. CURRICULUM**

1. Approval of the Memorandum of Understanding and Agreement (MOUA) between Aliviane Inc. and Canutillo ISD.

2. Approval of Memorandum of Understanding and Agreement (MOUA) between Project Vida Health Center and the Canutillo ISD.

It was motioned by Mrs. Searls, seconded by Mr. Payan and passed unanimously to approve the Consent Agenda as presented by administration.

## **6. EXECUTIVE SESSION**

The meeting convened into Executive Session at **7:07 pm** under Texas Government Codes Sections 551.071, 551.072 and 551.074.

A. Discussion regarding administration's recommendation for Bill Childress Elementary School Principal.

## **7. NEW BUSINESS (continued); OTHER**

The meeting reconvened into open session at **7:44 pm**.

A. Discussion and possible action regarding administration's recommendation for Bill Childress Elementary Principal.

It was motioned by Mrs. Trout, seconded by Mrs. Mendoza and passed unanimously to approve administration's recommendation of Jonathan Flores as the new Bill Childress Elementary School Principal.

## **ADJOURNMENT**

The meeting adjourned at **7:46 pm** by unanimous consent.

Presented to the Board of Trustees for approval on January 26, 2021. The minutes reflect all agenda items in the order as originally posted and do not necessarily reflect the order in which they were discussed.

# Board of Trustees

Meeting Date: \_\_\_\_\_

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information    Discussion    Action

Item Type:

Curriculum & Instruction    HumanResources    Business Services

Staff Responsible:

\_\_\_\_\_  
*Signature of Requester(s)*

\_\_\_\_\_  
*Signature of Presenter(s)*

*C Pulley*  
*Business Services Approval (Initials)*

\_\_\_\_\_  
*Date*

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):



# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: \_\_\_\_\_

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information  Discussion  Action

Item Type:

Curriculum & Instruction  HumanResources  Business Services

Staff Responsible:

\_\_\_\_\_  
*Signature of Requester(s)*

\_\_\_\_\_  
*Signature of Presenter(s)*

*C Pulley*  
*Business Services Approval (Initials)*

\_\_\_\_\_  
*Date*

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):



# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: \_\_\_\_\_

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information  Discussion  Action

Item Type:

Curriculum & Instruction  HumanResources  Business Services

Staff Responsible:

\_\_\_\_\_  
*Signature of Requester(s)*

\_\_\_\_\_  
*Signature of Presenter(s)*

*C Pulley*  
*Business Services Approval (Initials)*

\_\_\_\_\_  
*Date*

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):





# FINANCIAL SERVICES

## CANUTILLO A Premier District

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

THROUGH: Martha E Piekarski, Chief Business Officer

FROM: Cristina Pulley, Director of Financial Services

DATE: December 31, 2020

SUBJECT: Budget Amendments for December 2020

Budget Amendments submitted are summarized below for your review and consideration.

Admin Cost Ratio Formula:

21 Instructional Leadership + 41 General Administration

11 Instruction + 12 Instructional Resources/Media Services +  
13 Curriculum/Staff Development + 31 Guidance/Counseling Services

**BJE 339549** – This budget amendment will reclassify funds from Function 11 – *Instruction* to Function 13 – *Curriculum/Staff Development* for Learning A-Z curriculum for at-risk students. This budget amendment will have no impact on the admin cost ratio.

BUDGET ACCOUNT NUMBER		CURRENT BUDGET	CHANGE	AMENDED BUDGET
185.13.6411.00.102.30	Employee Travel	\$ 2,000	\$ (2,000)	\$ 0
185.11.6299.97.102.30	Software License	\$ 5,171	\$ 2,000	\$ 7,171

**BJE 339588** – This budget amendment will reclassify funds from Function 13 – *Curriculum/Staff Development* to Function 12 - *Instructional Resources/Media Services* for reading materials. This budget amendment will have no impact on the admin cost ratio.

BUDGET ACCOUNT NUMBER		CURRENT BUDGET	CHANGE	AMENDED BUDGET
185.13.6299.00.102.30	Misc. Contracted Services	\$ 2,000	\$ (2,000)	\$ 0
185.12.6329.00.102.30	Reading Materials	\$ 0	\$ 2,000	\$ 2,000

Street Address:  
7965 Artcraft Rd.  
El Paso, TX 79932

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

P: (915) 877-7516  
F: (915) 877-7524  
canutillo-isd.org

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

**BJE 339589** – This budget amendment will reclassify funds from Function 13 – *Curriculum/Staff Development* to Function 11 – *Instruction* for supplies. This budget amendment will have no impact on the admin cost ratio.

BUDGET ACCOUNT NUMBER		CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.13.6411.00.102.11	Employee Travel	\$ 5,000	\$ (5,000)	\$ 0
199.11.6399.00.102.11	General Supplies	\$ 3,405	\$ 5,000	\$ 8,405

**BJE 339590** – This budget amendment will reclassify funds from Function 13 – *Curriculum/Staff Development* to Function 11 – *Instruction* for supplies. This budget amendment will have no impact on the admin cost ratio.

BUDGET ACCOUNT NUMBER		CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.13.6411.00.102.32	Employee Travel	\$ 1,000	\$ (1,000)	\$ 0
199.13.6499.00.102.32	Misc. Operating Cost	\$ 250	\$ ( 250)	\$ 0
199.11.6399.00.102.32	General Supplies	\$ 972	\$ 1,250	\$ 2,222

**BJE 339666** – This budget amendment will allocate funds from FY20 Assigned Fund Balance for the FY20 underspent Dyslexia allotment to ensure PIC (Program Intent Code) compliance for the current fiscal year. This budget amendment will have a positive impact on the administrative cost ratio by increasing instructional costs.

BUDGET ACCOUNT NUMBER		CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.00.3590.00.000.00	Assigned Fund Balance	\$ 452,000	\$ (42,208)	\$ 409,792
199.11.6399.00.918.37	General Supplies	\$ 2,000	\$ 42,208	\$ 44,208

**BJE 339642**– This budget amendment will allocate additional revenue per grant award letter to the Fresh Fruit and Vegetable Program and corresponding expenditures to Function 35 – *Food Service*. This budget amendment will have no impact on the admin cost ratio.

BUDGET ACCOUNT NUMBER		CURRENT BUDGET	CHANGE	AMENDED BUDGET
101.00.5922.05.000.00	Fresh Fruit & Vegetable Program	\$ (80,000)	\$ (19,375)	\$ (99,375)
101.35.6341.05.909.99	Food	\$ 66,000	\$ 17,375	\$ 83,375
101.35.6342.05.909.99	Non-Food	\$ 7,000	\$ 2,000	\$ 9,000
101.35.6397.05.909.99	Furniture & Equipment	\$ 7,000	\$ 0	\$ 7,000

**BJE 339631**– This budget amendment will allocate funds from Food Service fund balance for a vehicle replacement, carryover items from fiscal year 2020 for projects to improve cafeterias (decorative trim, painting & tables) for Alderete Middle School, Bill Childress Elementary School, Canutillo Elementary School, Deanna Davenport Elementary School and Jose Damian Elementary School. Food Service Department is required to reduce excessive fund balance to an acceptable level of three-month average monthly expenditures. Projected excessive fund balance is \$935,827. This budget amendment will have no impact on the admin cost ratio.

BUDGET ACCOUNT NUMBER		CURRENT BUDGET	CHANGE	AMENDED BUDGET
101.00.3450.00.000.00	Reserve for Food Service	\$ 2,863,130	\$ (671,887)	\$ 2,191,243
101.35.6397.00.909.99	Controlled Assets-Furniture & Equipment	\$ 30,000	\$ 280,292	\$ 310,292
101.35.6631.00.909.99	Vehicles	\$ 0	\$ 83,176	\$ 83,176
101.35.6342.00.909.99	Non Food	\$ 160,000	\$ 50,000	\$ 210,000
101.51.6299.00.909.99	Misc. Contracted Services	\$ 70,000	\$ 391,595	\$ 461,595

# Board of Trustees

Meeting Date: 1/26/2021

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of the UTEP CARES ACT Phase II Grant Internship Program Agreement between Canutillo ISD and the University of Texas at El Paso to participate in placing six Masters Social Work Interns in meaningful career-related experiences within our work site.

Justification Statement: Canutillo ISD and the University of Texas at El Paso shall enter into an interlocal agreement to work together to ensure that both the academic and internship work experiences benefit the Student, UTEP and Canutillo ISD, as the community partner.

Purpose of Agenda Item:  Information  Discussion  Action  
Item Type:  Curriculum & Instruction  Human Resources  Business Services

Staff Responsible: Dr. Monica Reyes, Executive Director, Student Support Services  
Signature of Requester(s) [Signature] 1/11/2021  
Signature of Presenter(s) [Signature] 1/12/2021  
Business Services Approval (Initials) \_\_\_\_\_ Date

Agenda Summary:  
As stated in Board Policy CH (Local), any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Canutillo ISD and the University of Texas at El Paso shall enter into an interlocal agreement to work together to ensure that both the academic and internship work experiences benefit the Student, UTEP and Canutillo ISD, as the community partner.

RECOMMENDATION: Recommendation for Board of Trustees to approve the Internship Program Agreement between Canutillo ISD and the University of Texas at El Paso

PRIOR BOARD ACTION: No AWARDED: N/A AWARDED AMOUNT: N/A

AMOUNT(S): \$0.00

ACCOUNT NO(S): N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)  
Interlocal Agreement

REQUESTING DEPARTMENT:  
Student Support Services

CONSEQUENCES OF NON-APPROVAL:  
The Canutillo school communities will not receive social work services provided by the six UTEP paid internships.

IMPLEMENTATION TIMELINE:  
January 2021 - May 2021

ATTACHMENT(S):  Interlocal Agreement





**UTEP CARES ACT Phase II GRANT  
INTERNSHIP PROGRAM AGREEMENT**

**Between**

Canutillo Independent School District

**and**

**The University of Texas at El Paso**

This Internship Program Agreement (“Agreement”), is between The University of Texas at El Paso (“UTEP”), a Texas State Agency, Texas Public Institution of Higher Education and component institution of The University of Texas System, (“System”), on behalf of its University Career Center (“UCC”) and Center for Community Engagement (“CCE”), with address at 500 W. University Ave, El Paso, TX 79968, and Canutillo Independent School District (“Community Partner”), having its principal office at 7000 5th Street, Canutillo, State of Texas.

WHEREAS, Community Partner operates Student Support Services located at Lone Star Bldg and therein provides student educational and support services;

WHEREAS, UTEP provides various degree programs and desires to provide its students enrolled in such degree programs (“Students”) with experience-based learning through practical work activities structured to meet Student’s interests, abilities and aptitudes, while recognizing the Community Partner must also be concerned with productive activities for Student’s internship experience to be most effective (“Internship”).

WHEREAS, Community Partner desires to cooperate with UTEP through UTEP’s UCC or CCE, in order to establish and implement one or more Internships for Students paid through the UTEP’s Regional CARES Internship Program (“Program”) involving the UTEP Students and the facilities and personnel of the Community Partner.

WHEREAS, CARES Act Phase II funds will be used to support Students in this Program via Internships where Students can engage in meaningful, preferably career-related experiences and enhance their professional development throughout the economic downturn and post-pandemic transition. These Internships are intended to be a temporary placement at Community Partner. UTEP makes no guarantee or promise of budgetary availability beyond the term of the CARES Act funding period during the 2020-2021 Academic year.

NOW THEREFORE, in consideration of the mutual promises herein, UTEP on behalf of its UCC and/or CCE, and Community Partner agree to the following terms and conditions:

1. The purpose of this Program is to assist UTEP Students in participating in meaningful Internships to supplement their education and encourage student **degree completion**.
2. In accordance with the provisions and responsibilities outlined in this Agreement, UTEP UCC or CCE accordingly, and the Community Partner will work together to ensure that both the academic and Internship work experiences arising from the Program are carried out to the satisfaction and benefit of the Students, UTEP, and the Community Partner and

in accordance with applicable laws, rules and regulations.

3. The Parties expressly agree to comply with all applicable UTEP and System rules and regulations regarding Nepotism. Neither Contractor nor Contractor's Student supervisor shall be related to the Student within the second degree by affinity or within the third degree by consanguinity. No relative may supervise nor be involved in any way with the appointment, salary, or promotion of the Student.
4. The Community Partner agrees to:
  - a. Designate a staff member to maintain the relationship and serve as a point of contact for the Program.
  - b. Inform the UCC or CCE as applicable, of available Internship opportunities by posting them in Job Mine (UTEP's official online job board), provide job descriptions, hiring dates, name of supervisor, and other essential information.
  - c. Respond to applicant(s) within a reasonable period of time after referral or interview, and inform the designated Engagement Manager of any UTEP Students that have been selected for participation in the Internship with Community Partner.
  - d. Provide the Students with an orientation regarding Community Partner policies and procedures and the Student's role and responsibilities with the Community Partner.
  - e. Provide the Students with an appropriate onboarding plan, to ensure they are trained on expected procedures, equipment, etc. in relation to their duties.
  - f. Assign work assignments, as much as reasonably possible, to relate to Student's major area of study, and make every reasonable effort to maximize the Student's education during their Internship experience.
  - g. Offer meaningful supervision, mentorship and direction throughout the term of Internship, and conduct periodic analysis of Student's performance.
  - h. Assume sole responsibility for the quality of work and/or services provided by, or performed for/on behalf of the Community Partner.
  - i. Complete the evaluation form provided by UTEP, and/or provide a copy of each Student's performance evaluation to UTEP no later than May 4, 2021.
  - j. Notify UTEP of any changes in the Student's status with Community Partner (i.e., change of title, assignment, or work location), including Student Internship early termination dates, promotions, and adverse employment actions (i.e. termination of internship arising from disciplinary concerns).
  - k. Support Student participation in the Program's Capstone Poster Symposium, which will be part of the Student's educational program.
  - l. Except for acts to be performed by UTEP pursuant to the provisions of this Agreement, Community Partner will furnish the premises, equipment, supplies, qualified personnel, services, supervision and direction, and all other items necessary for the educational experience specified in this Agreement.
  - m. At all times, observe and adhere to Center for Disease Control and Prevention COVID-19 Guidelines, as well as any applicable City, State and Federal law, rule or regulation or ordinance relating to the health, welfare and safety of its employees.
  - n. For any Internship that involves any portion of in-person work, develop a remote-work plan should the need arise to switch to fully remote work.
  - o. At all times, comply with all applicable laws, rules and regulations relating to the Students' employment, including yet not limited to Title IX, and ADA.
5. UTEP agrees to:
  - a. Serve as the employer of record for the intern, paying wages and fringe benefits, meeting regularly with the Students, and providing professional development trainings

- for the Students.
- b. Conduct trainings for the Community Partners related to this Program and all applicable laws, rules and regulations including yet not limited to Title IX and ADA.
  - c. Designate a staff member as the Engagement Manager(s), to maintain the relationship and act as the primary point of contact for the Community Partner.
  - d. Create campus awareness of available Program internship opportunities, and inform Students of the Community Partner's available internship opportunities.
  - e. Provide the Community Partner with access to a pool of Student candidates based on criteria set by the Community Partner; Community Partner will review candidates for eligibility and make final selection of Students to participate in the Internship under this Program.
  - f. Develop criteria for the evaluation of the performance of Students participating in the Program and provide those criteria, with appropriate reporting forms, to the Community Partner personnel and UTEP personnel who are responsible for supervising those Students.
  - g. Upon the Community Partner's request, and within the limits of the Family Educational Rights and Privacy Act of 1974 ("FERPA"), inform the Community Partner of any changes in Student's status (i.e., failure to maintain required Student status at UTEP), and give the Community Partner any feedback from Students regarding their experience in the Program.
  - h. Assist new Community Partners in developing and implementing an Internship Program.
  - i. Maintain communication with the Students and Community Partner throughout the work assignment.
  - j. Provide guidance and trainings to Students as to their participation in the Capstone Poster Symposium.
  - k. Register the Students for a non-credit bearing course that will be noted on the Students' academic transcript establishing their participation in the Program. Course will be graded as a Satisfactory (S) or Non-satisfactory (N).
  - l. Remove a student from the Program when the Community Partner determines that the Student has violated the rules and regulations of the Community Partner; has disclosed information that is confidential by law; or has engaged in conduct that disrupts the activities carried on by the Community Partner or threatens the safety of Community Partner personnel or clients.
6. The Students participating in the Program shall agree to:
- a. Adhere to all applicable laws, rules and regulations, UTEP guidelines, policies and procedures, as well as those of the Community Partner with whom they were selected to participate.
  - b. Inform UTEP of any issues and concerns that arise in the course of the Internship with Community Partner, including yet not limited to departure from the Internship if prior to the end date initially agreed upon between UTEP, Student and Community Partner.
  - c. Submit timesheets on a bi-weekly basis to UTEP, adhering to processing timelines and other applicable laws, rules and regulations.
  - d. Participate in the Capstone Poster Symposium.
  - e. Complete and submit the UTEP Program evaluation at the end of the Program, as well as any evaluation required by the Community Partner.
  - f. Participate in professional development activities and reflection activities as required by UTEP and/or Community Partner to capture the skills developed while participating in the Internship.
  - g. Students will be responsible for their own transportation, meals, and health care while

participating in the Program.

7. For purposes of this Agreement, pursuant to FERPA, UTEP hereby designates Community Partner as a school official with a legitimate educational interest in the educational records of the Students who participate in the Program to the extent that access to the records are required by the Community Partner to carry out the Program. Community Partner agrees to maintain the confidentiality of the educational records in accordance with the provisions of FERPA.
8. This Agreement shall be effective as of the date of last signature below and continue in effect until the end of the Program funding period, anticipated to be May 5, 2021. ("End Date"). This Agreement shall continue to the specified End Date unless one party shall give the other party thirty (30) calendar days prior written notice of intention to terminate. If such notice is given, this Agreement shall terminate: (a) at the end of such thirty (30) calendar days; or (b) when all Students participating in the Program at the time such notice is given have completed their respective Internships under the Program, whichever event occurs last.
9. The parties will comply with all applicable federal, state, and local laws, ordinances, and regulations in the performance of this Program and Agreement. The Program and all related activities shall be conducted in a manner that does not discriminate against any person on a basis prohibited by applicable law, including but not limited to: race, color, national origin, religion, sex, age, veteran status, or disability.
10. The validity, interpretation, performance, and enforcement of this Agreement will be governed by the Constitution and the laws of the State of Texas. The duties and obligations of the parties to this Agreement can or will be performed, in whole or in part, in El Paso County, Texas. The parties agree that although there may be other venues that are proper under applicable law, El Paso County, Texas is a proper venue for the resolution of any dispute relating to or arising out of this Agreement. Any legal proceeding brought in connection with disputes relating to or arising out of this Agreement will be filed and heard in El Paso County, Texas, and each party waives any objection it might raise to such venue and any right it may have to claim that such venue is inconvenient.
11. All activities conducted under this Agreement must be conducted in accordance with the laws, rules, and regulations of the State of Texas and the United States of America.
12. This Agreement constitutes the entire agreement between the parties with respect to the subject matter and no prior or contemporaneous agreement, written or oral, will be effective to vary the terms of this Agreement. No amendment to this Agreement shall be effective unless reduced to writing and signed by an authorized representative of each party.
13. All notices under this Agreement shall be in writing and delivered either by personal delivery or by United States certified mail, return receipt requested. Such notices shall be deemed given when received by such party's designated representative.
14. This Agreement may not be assigned by either party without prior written approval of the other party.

15. A delay in or failure of performance of either party that is caused by occurrences beyond the control of either party shall not constitute default hereunder, or give rise to any claim for damages.
16. Resources for implementation of this Agreement may come from either party, depending upon budgetary availability. Neither party is obligated to expend any resources in connection with this Agreement unless specifically stated otherwise herein. No implementation of any portion of the Agreement may be initiated prior to the written assurance of such budgetary availability to the other party hereto. To the extent any external funding is required by a party in order to implement the Internship Program under this Agreement and funding for such purposes is not appropriated to that party or is not otherwise available to the party, the party shall have no further financial obligations upon such determination. Should either party not have funding to carry out any obligations of a particular internship effort conducted under this Agreement, it shall immediately notify the other party of such fact and of such portions of the Program that may be deemed terminated or modified due to the lack of funding.
17. In no event shall UTEP be liable for actions or omissions of the Community Partner and/or Student or for any loss, claim, damage or liability, of whatsoever kind of nature, which may arise from or in connection with this Agreement or work or actions of the Community Partner and/or Student. Community Partner agrees to hold harmless System, UTEP, their Regents, officers, agents and employees, from any liability, loss or damage they may suffer as a result of claims, demands, costs or judgments against them arising out of the activities to be carried out pursuant to this Agreement and the work or actions performed by the Student and/or Community Partner.

To the extent authorized under the Constitution and laws of the State of Texas, UTEP shall hold Community Partner harmless from liability resulting from UTEP's acts or omissions within the terms of this Agreement; provided, however, UTEP shall not hold Community Partner harmless from any claims, demands, or causes of action arising in favor of any person or entity resulting directly or indirectly from negligence (whether sole, joint, concurring, or otherwise) of Community Partner, its officers, agents, representatives, or employees, or any person or entity not subject to UTEP's direct supervision or control.

18. If any clause or provision of this Agreement is illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby and that in lieu of each clause or provision of this Agreement that is illegal, invalid, or unenforceable, there be added as a part of this Agreement a clause or provision as similar in terms to such illegal, invalid, or unenforceable clause or provision as may be possible and be legal, valid, and enforceable.
19. This Agreement may be executed in more than one counterpart with the same effect as if all parties had executed the same document. Each counterpart will be deemed an original and the counterparts, taken together, will constitute one and the same document.

IN WITNESS WHEREOF, the parties hereto have executed effective as of the date of last signature below.

THE UNIVERSITY OF TEXAS AT EL  
PASO

COMMUNITY PARTNER  
Canutillo ISD

\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
By: Dr. Pedro Galaviz  
Title: Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Board of Trustees

Meeting Date: 1/26/2021

## Executive Summary of Board Agenda Item

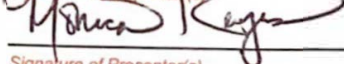
Subject/Title for Agenda Posting: Approval of the Volunteer Income Tax Assistance (VITA) Memorandum of Agreement (MOA) between CISD and United Way of El Paso County to participate in the tax preparation program for VITA services to community members.

Justification Statement: Canutillo ISD and United Way of El Paso County shall enter into an interlocal agreement to collaborate in planning, training, coordinating and excuting the VITA services offered at Canutillo High School.

Purpose of Agenda Item:  Information  Discussion  Action  
Item Type:  Curriculum & Instruction  Human Resources  Business Services

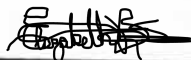
Staff Responsible: Dr. Monica Reyes, Executive Director, Student Support Services

Signature of Requester(s)



1/11/2021

Signature of Presenter(s)



Business Services Approval (Initials)

1/12/2021

Date

### Agenda Summary:

As stated in Board Policy CH (Local), any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Canutillo ISD and United Way of El Paso County shall enter into an interlocal agreement to collaborate in planning, training, coordinating and excuting the VITA services to community members offered at Canutillo High School site.

RECOMMENDATION: Recommendation for Board of Trustees to approve Memorandum of Agreement (MOA) between CISD and United Way of El Paso County

PRIOR BOARD ACTION: Yes      AWARDED: 12/18/18      AWARDED AMOUNT: N/A

AMOUNT(S): \$5000

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)  
Memorandum of Agreement

REQUESTING DEPARTMENT:  
Student Support Services

CONSEQUENCES OF NON-APPROVAL:  
The Canutillo community will not receive free annual tax preparation services provided by Canutillo ISD students, staff and community members.

IMPLEMENTATION TIMELINE:  
January 2021 - April 2021

ATTACHMENT(S): ✓ MOA and Appendix A: VITA Final Report



## Appendix A: VITA Final Report

*To be submitted no later than July 1, 2021.*

Name of Grantee:

---

Main Point of Contact for Funding:

---

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

---

Date of Report: \_\_\_\_\_

Reporting Period:

---

Briefly describe the program activities during this reporting period. (Minimum 100 words)

Number of Volunteers and Staff Trained:

Number of Volunteer and Staff Hours Provided:

Number of VITA Service Sessions Completed:

Number of Individuals/Families Served:

Number of Successful Tax Returns Accepted:

Dollars Returned to Community from Tax Returns through Site:

Number of Social Media Posts to Advertise Sessions:

Additional Outreach to Increase Awareness of VITA Services:

**VOLUNTEER INCOME TAX ASSISTANCE (VITA)  
MEMORANDUM OF AGREEMENT (MOA)**

**United Way of El Paso County  
&  
Canutillo Independent School District**

This Memorandum of Agreement ("MOA" or "AGREEMENT") is effective as of the date of the last signature below, and is entered into as between CANUTILLO INDEPENDENT SCHOOL DISTRICT located at 7000 5<sup>th</sup> Street Canutillo, Texas 79835 and UNITED WAY OF EL PASO COUNTY ("UWEPC"), a nonprofit corporation, located at 100 N. Stanton Street El Paso, Texas 79901. Collectively, Canutillo Independent School District and UWEPC are referred to in this MOA as the "Parties"; individually, each is referred to as a "Party".

This Memorandum of Agreement (MOA) establishes a collaborative partnership between the above entities through December 31, 2021. This document defines the responsibilities of United Way of El Paso County as the Project Sponsor and Canutillo Independent School District as the Implementing Partner with respect to Volunteer Income Tax Assistance (VITA) services provided at Canutillo High School.

As the Project Sponsor, **United Way of El Paso County** will:

- a. Provide one-time, small grant funding to support VITA services offered at Canutillo High School.
- b. Support VITA services by increasing outreach efforts through social media.

As the Implementing Partner, **Canutillo Independent School District**, will:

- a. Plan, coordinate and execute the VITA program at Canutillo High School during the spring of 2021. Host a minimum of 4 sessions to provide VITA services to community members.
- b. Recruit, train and coordinate volunteers to assist in VITA service provision.
- c. Create and disseminate information to Canutillo residents regarding the availability of VITA services.
- d. Communicate in a timely manner regarding planned VITA sessions offered at Canutillo High School.
- e. Contract a facilitator, coordinator, and/or assistant, as necessary, to lead volunteers in provision of VITA services.
- f. Submit a final report to UWEPC in the template provided (Appendix A).
- g. Provide a physical location and/or phone number for easy access to VITA services.

- h. Assess circumstances related to the COVID-19 pandemic to adjust service delivery as necessary to ensure continued operation within recommended health and safety protocols.

### **Funding Parameters:**

Funding will be awarded to Canutillo Independent School District to provide the services described above. One-time funding will not exceed \$5,000 for services rendered during this contract period.

Canutillo Independent School District agrees to serve as the implementing partner for the above mentioned purposes and will not charge an administrative fee for provided services. The receipts and disbursements of VITA service provision made by Canutillo Independent School District, will be accounted for separate and apart from other expenditures.

### **Non-Discrimination & Sexual Harassment**

No person with responsibilities in the operation of the project shall discriminate against any member of the staff or beneficiary of the project with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, gender, disability, political affiliation, marital or parental status, or military service.

Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. The Project Sponsor and Implementing Partner are responsible for violations of the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:

- i. Acts of "quid pro quo," sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether the Project Sponsor or Implementing Partner, their agents, or supervisory employees should have known of the acts.
- ii. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature which have the purpose or effect of creating an intimidating, hostile, or offensive service environment.
- iii. Acts of sexual harassment toward fellow staff members or non-employees, where the Project Sponsor or Implementing Partner, their agents, or supervisory employees knew or should have known of the conduct, unless they took immediate and appropriate corrective action.

**Modifications**

This Memorandum of Agreement may be amended at any time by an agreement in writing executed by authorized representatives of the Project Sponsor and Implementing Partner.

**Termination**

The United Way of El Paso County will use the above provisions to determine continued eligibility of Canutillo Independent School District to serve as Implementing Partner for future VITA services. Failure to comply with any of the roles and responsibilities as outlined in this MOA will result in responsive and corrective action. In this case, the United Way of El Paso County will provide 14 days' notice of termination.

Signatures for MEMORANDUM OF AGREEMENT between the United Way of El Paso County and Canutillo Independent School District.

**Signature**

\_\_\_\_\_  
**DEBORAH A. ZULOAGA**  
**President & CEO**  
**United Way of El Paso County**  
Date \_\_\_\_\_

**Signature**

\_\_\_\_\_  
**DR. PEDRO GALAVIZ**  
**Superintendent**  
**Canutillo Independent School District**  
Date \_\_\_\_\_