

Agenda of Special Meeting

The Board of Trustees Canutillo ISD

A Special meeting of the Board of Trustees of Canutillo ISD will be held March 4, 2021, beginning at 4:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

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

1. **GENERAL FUNCTIONS**
 - A. Call to Order
 - B. Roll Call
 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. **BOARD OF TRUSTEE BUSINESS-OTHER**
 - A. Trustee Ethical Guidelines 3
Presenter: Team of 8
 - B. Facilities Master Plan (FMP) 10
 1. Facilities Master Plan (FMP) Overview
Presenter: FMP Team
 2. Next Steps
Presenter: FMP Team
 - C. Bond
 - D. Discussion and possible action to approve a WorkForce Agreement to host 20 individuals for training and school-based work experience at no cost to the district. 28
Presenter: M. Carrasco
 4. **ADJOURNMENT**
-

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the

section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

TRUSTEE ETHICAL GUIDELINES

CANUTILLO INDEPENDENT SCHOOL DISTRICT

1. Student-Centered Focus

- 1.1 I will be continuously guided by what is best for all students of the District.

TRUSTEE ETHICAL GUIDELINES

2. Equity in Attitude

- 2.1 I will be fair, just, and impartial in all my decisions and actions.
- 2.2 I will accord others the respect I wish for myself.
- 2.3 I will encourage expressions of different opinions and listen with an open mind to others' ideas.

3. Honor in Conduct

- 3.1 I will tell the truth.
- 3.2 I will share my views while working for consensus.
- 3.3 I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in meetings. I will respect the opinions of others and abide by the principle of majority-rule.
- 3.4 I will base my decisions on fact rather than supposition, opinion, or public favor.

4. Integrity of Character

- 4.1 I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- 4.2 I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- 4.3 I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

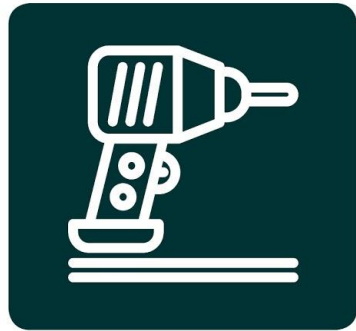
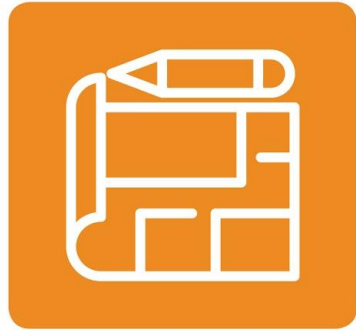
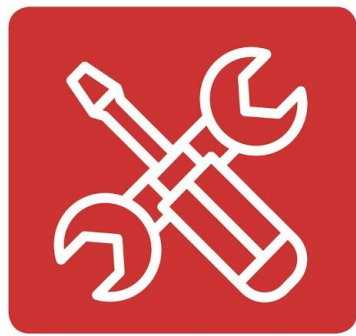
5. Trustworthiness in Stewardship

- 5.1 I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- 5.2 I will strive to involve the community by ensuring that it is fully and accurately informed about our schools and will try to interpret community aspirations to the school staff.
- 5.3 I will work to ensure prudent and accountable use of District resources.
- 5.4 I will recognize that authority rests only with the whole Board assembled in meeting and will make no personal promise to take private action that may compromise my performance or my responsibilities.
- 5.5 I will refer all complaints through the proper 'chain of command' within the system and will act on such complaints at public meetings only when administrative solutions fail.

TRUSTEE ETHICAL GUIDELINES

6. Commitment to Service

- 6.1** I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- 6.2** I will diligently prepare for and attend Board meetings;
I will notify, in advance, either the Board President or the Superintendent when I am unable to attend a Board meeting.
- 6.3** I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- 6.4** I will seek continuing education that will enhance my ability to fulfill my duties effectively.



CANUTILLO A Premier District

Canutillo Grows

FACILITY MASTER PLAN

2021

10
adm

7965 Artcraft | El Paso, TX 79932
915.877.7400 | www.canutillo-isd.org
Follow us on:   



Why are we here?

What is a Facility Master Plan?

What do we need?

How do we pay for this?

How does this affect me?

Community Input



What is a Facility Master Plan?

A diagnostic tool:

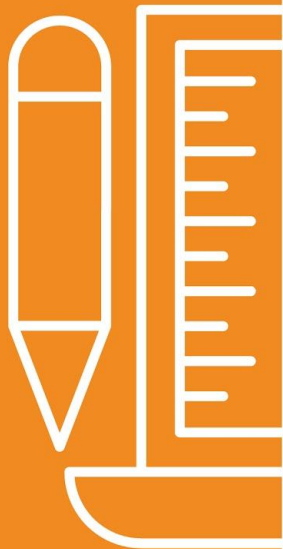
What's the condition of our buildings?

A database:














A source of information for the next five years.

Most importantly, a map:

Where do we go from here?



Initial Site Inspections

Site	Square Footage	Year Built
 Canutillo Elementary	90,637	1998
 Bill Childress Elementary	92,381	1996
 Jose Damian Elementary	85,695	1992
 Deanna Davenport Elementary	68,841	1990
 Gonzalo & Sofia Garcia Elementary	75,610	2008
 Silvestre & Carolina Reyes Elementary	102,097	2015
 Alderete Middle School	161,936	1976/2007/2015
 Canutillo Middle School	174,695	1974/1982/1984
 Canutillo High School	220,250	2005/2008/2015
 Northwest Early College HS	29,400	2008/2015
 Central Office	53,800	1978
 Facilities & Transportation	16,000	1997
 Lone Star Building	93,960	1943



Facility Deficiency Themes Identified



Exterior

- Parking Lots
- Dumpster Aprons
- Shade Structures
- Playfields
- Masonry



Security

- Secured Lobbies
- Doors and Hardware
- Communications in every classroom



Accessibility

- ADA Door Upgrades



Interior

- Ceilings
- Paint
- Flooring
- Millwork



Roofing

- Roof Leaks

Facility Deficiency Themes Identified



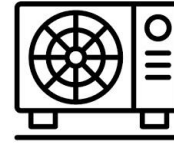
Plumbing

- Water Heaters
- Drinking Fountains



Electricity

- Panels and wiring
- Electrical closet ventilation
- LED Lighting



A/C

- Unit upgrades



Technology

- PA Systems
- Server upgrades
- Infrastructure
- Cyber Security
- Apple devices
- Canutillo Connect



Specialties

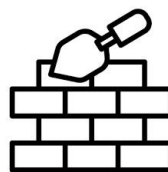
- Signage
- Chalk boards

Future Facility Needs



Remodelings and additions

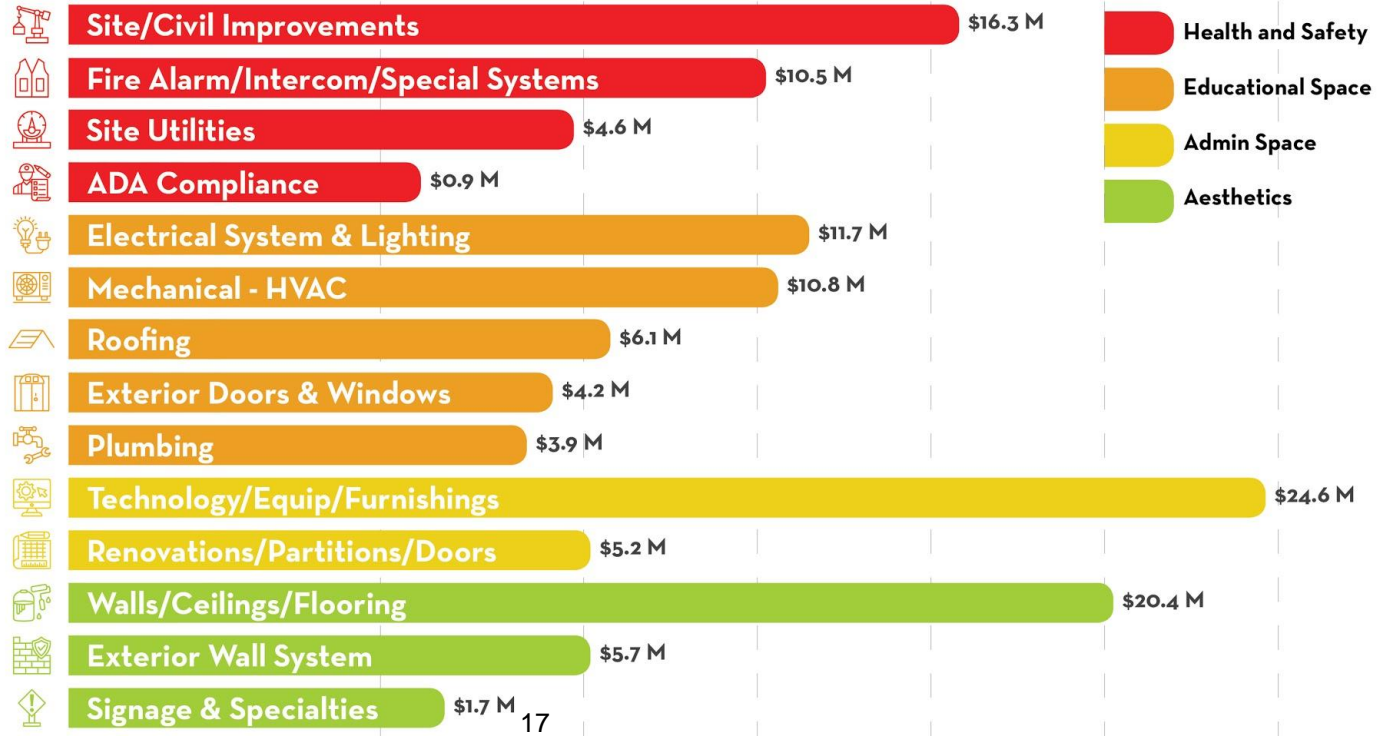
- AMS renovation
- Repurpose old administration & home economic buildings
- District-wide hazmat abatement
- Baseball / softball playfields
- Middle schools football field artificial turf
- Lone Star Building



New Construction

- Career & Technology Education (CTE) Center of Excellence
- Elementary School
- NWECHS permanent classrooms
- Surplus storage facility
- Bus canopies
- Bus driveways, pickup/dropoff
- Multipurpose room for elementary schools

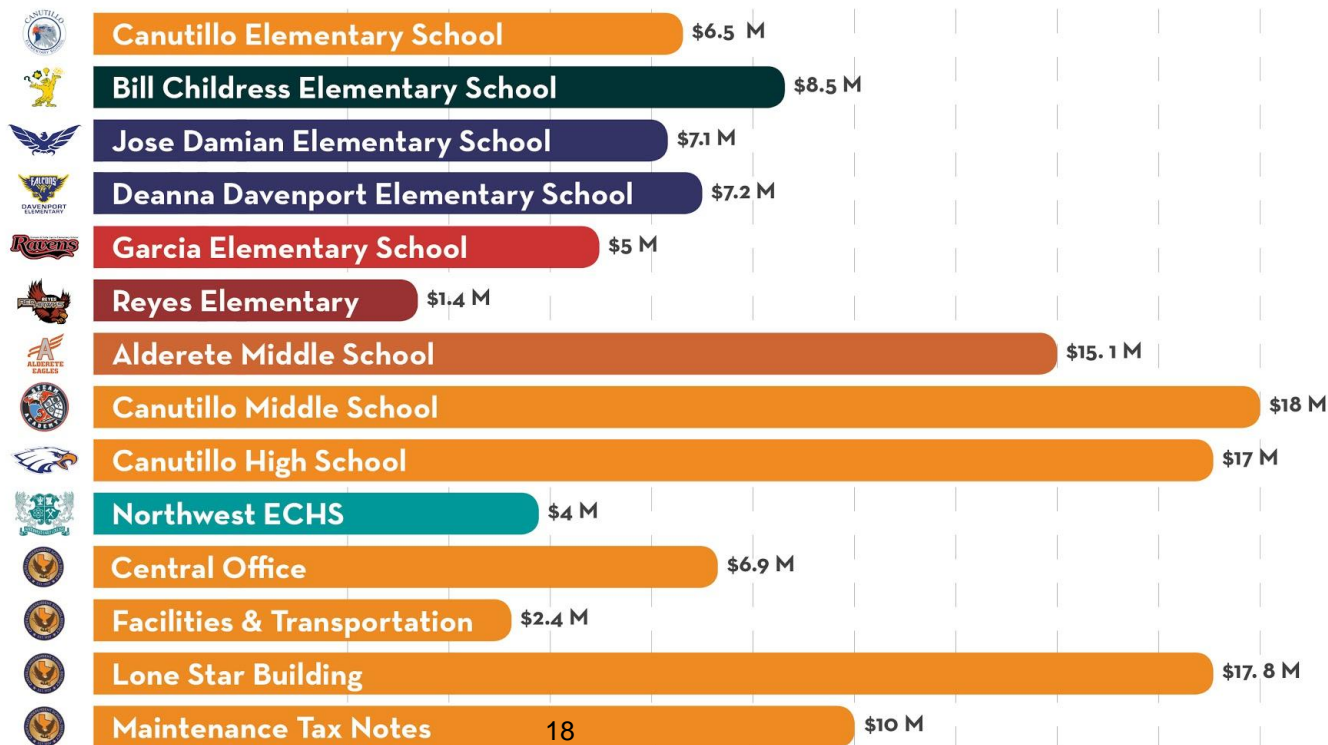
Facility Assessment System Needs



Estimated Total: \$127 Million

*All figures are estimations based on current market conditions.

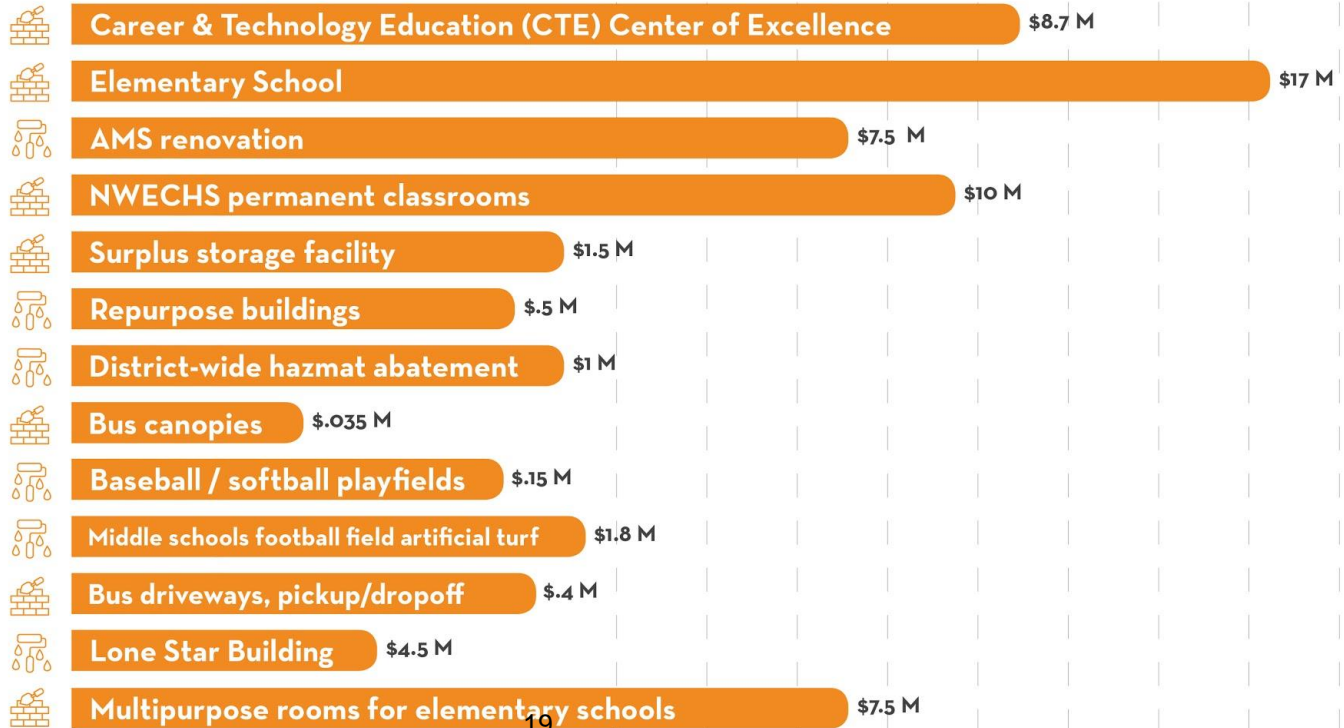
Facility Assessment by Campus



Estimated Total: \$127 Million

*All figures are estimations based on current market conditions.

Future Facility Needs Costs



Estimated Total: \$60.5 Million *All figures are estimations based on current market conditions.

\$187.5 Million Estimated Total



Deferred Maintenance

\$127 M

Future Needs

\$60.5 M

How are we going to pay for this?

**\$187.5
million**



\$0.04 increase



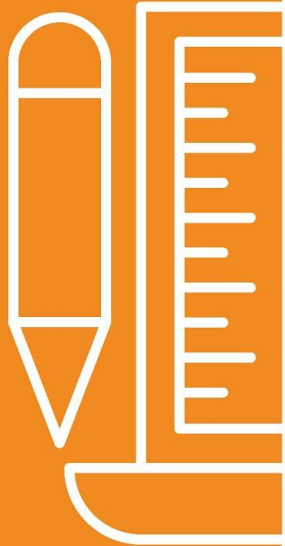
Tax Rate: 1.43

CANUTILLO BOND

How are we going to pay for this?

Year	Tax Rates		Total Tax Rate
	Maintenance	Debt Service	
2015	1.1700	0.360	\$1.53
2016	1.1700	0.360	\$1.53
2017	1.1700	0.360	\$1.53
2018	1.1700	0.360	\$1.53
2019	1.1700	0.360	\$1.53
2020	1.0683	0.360	\$1.43
2021	1.0301	0.360	\$1.39
2022	1.03 (TBD by TEA)	0.400	\$1.43

Impact of Tax Rates on Average Homeowner



Avg, Appraised Value
 Homestead Exemption
 Taxable Value
 Tax Rate Per \$100 Valuation
 Property Tax Levied

	2021	2022 (projected)	
	Value After CAP	Value After CAP	Difference
Avg, Appraised Value	\$175,497	\$179,000 (2% increase in value)	\$3,503
Homestead Exemption	(25,000)	(25,000)	\$ -0-
Taxable Value	\$150,497	\$154,000	\$3,503
Tax Rate Per \$100 Valuation	\$1.3901	\$1.43	\$0.04
Property Tax Levied	\$2,092	\$2,202	\$110

How are we going to pay for this?

	Canutillo Grows		
Tax Rate	1.43		
Change in tax rate (per \$100)	\$0.04		
	\$110/ year	\$9/ month	\$0.30/ day
Total invested	\$187.5 M		

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*All figures are estimations based on current market conditions.

Next Steps



Community Meetings



Assemble Community Bond Accountability Committee (CBAC)



Strategic Plan



Recommend Bond Projects



Board Approval



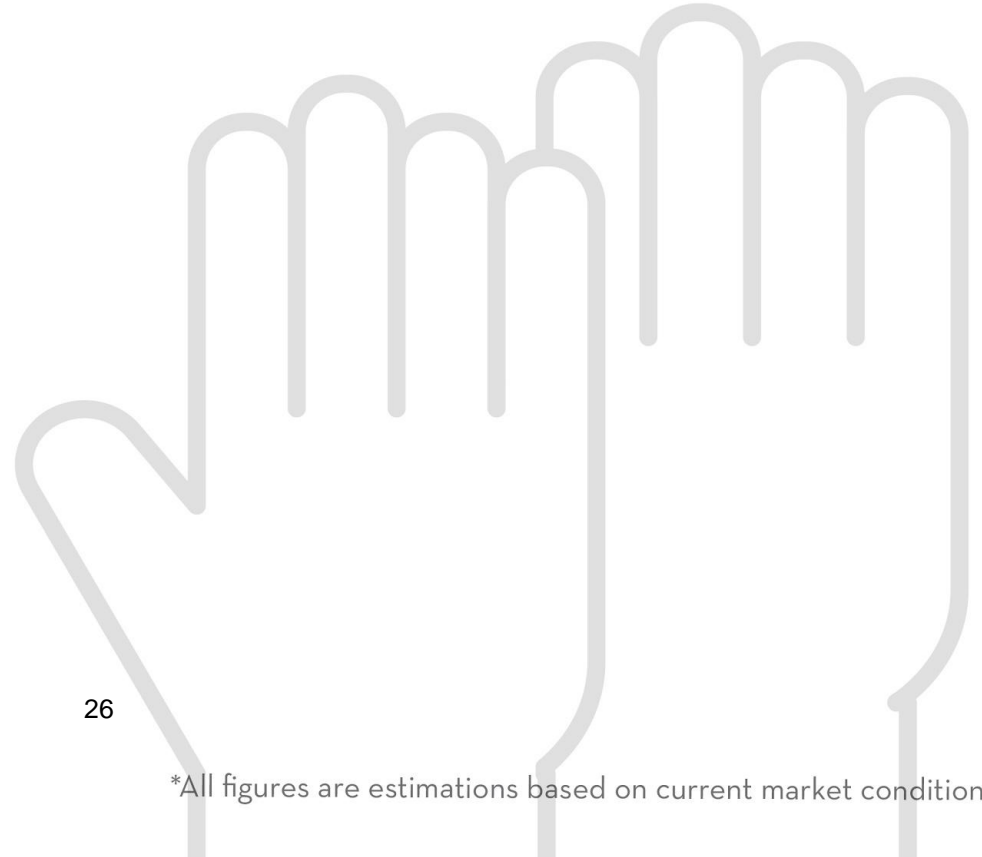
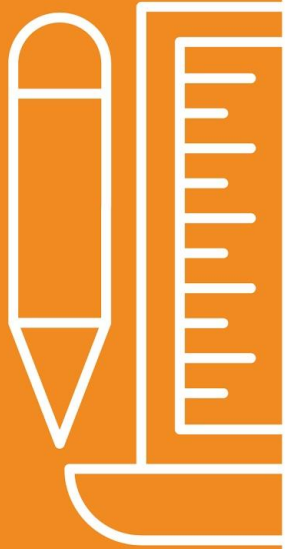
Hiring of Bond Manager



Possible Bond election

*All figures are estimations based on current market conditions.

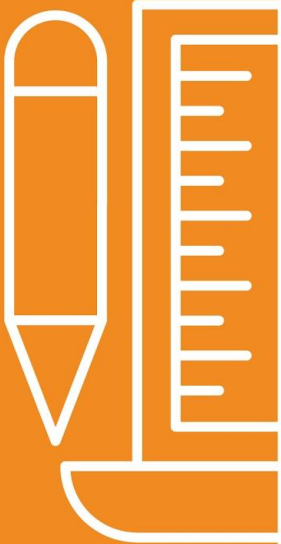
Reflection Map



Questions/comments

Email:

CanutilloGrows@canutillo-isd.org



Board of Trustees

Meeting Date: **March 4 2021**

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

WorkForce Solutions BorderPlex - COVID-19 Aid Team

Justification Statement:

Discussion and recommendation to approve a WorkForce Agreement to host 20 individuals for training and school-based work experience at no cost to the district.

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources

Staff Responsible:

Martha Carrasco, Chief Human Resources Officer

Requester(s)

Business Services Approval (Initials)

Date March 2021

Agenda Summary:

Discussion and recommendation to approve a WorkForce Agreement to host 20 individuals for training and school-based work experience at no cost to the district. WorkForce Solutions BorderPlex will recruit and pay individuals to assist Canutillo ISD

WorkForce Solutions BorderPlex is the employer of record; however, all participants must meet hiring criteria as set forth by TEA.

RECOMMENDATION:That the agreement 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)

REQUESTING DEPARTMENT:

HUMAN RESOURCES - MARTHA CARRASCO

CONSEQUENCES OF NON-APPROVAL: CANUTILLO ISD WILL NOT TAKE ADVANTAGE OF THIS GRANT OPPORTUNITY TO PROVIDE ADDITIONAL STAFF FOR INSTRUCTIONAL AND NON-INSTRUCTIONAL SUPPORT.

IMPLEMENTATION TIMELINE:

2020-2021 SCHOOL YEAR, AS SOON AS POSSIBLE.

ATTACHMENT(S):

YES ; AGREEMENT





WIOA – CHOICES FUNDED EMPLOYMENT & TRAINING PROGRAM

Workforce Solutions Office (Address/Phone):

Worksite Name & Location (Address/Phone):

AGREEMENT PERIOD & PLACEMENT DETAILS

Participant Name: _____ **Participant ID:** _____ **Funding Source:** _____

Start Date: _____ **End Date:** _____

Pay Rate (Hourly): _____ **Maximum Hours:** _____ **Maximum Value:** \$ _____

Job Title: _____

Worksite Location (if different from above): _____

Workday	SUN	MON	TUE	WED	THUR	FRI	SAT
Daily Work Schedule	am	am	am	am	am	am	am
	pm	pm	pm	pm	pm	pm	pm
Total Scheduled Hours Per Week (Not to Exceed 40 Hours):							

Workforce Solutions Representative:

Worksite Location Contact:

Name: _____

Name: _____

Title: _____

Title: _____

Phone: _____

Phone: _____

Email: _____

Email: _____



PARTICIPANT JOB DESCRIPTION & DUTIES

Job Title:

Job Description/Duties:

SEE ATTACHED JOB DESCRIPTION



WORKSITE AGREEMENT

This AGREEMENT is entered into between _____ hereinafter referred to as the work experience/internship “**WORKSITE**,” and **Workforce Solutions Borderplex**, a non-profit corporation organized under the laws of the State of Texas hereafter referred to as “**Workforce Solutions Borderplex**.”

WITNESSETH:

It is the intent of this AGREEMENT to provide **Workforce Solutions Borderplex** and the **WORKSITE** an overview of the administrative and operational structure for the employment component of the work experience/internship program. Working with the targeted populations in the Local Workforce Development Area, **Workforce Solutions Borderplex** has received under contract federal funds to support an area work experience/internship program for eligible participants using non-profit, public and private employer worksites.

WHEREAS, The Congress of the United States has enacted the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 (H.R. 803), hereinafter referred to as the “**ACT**”; and,

WHEREAS, Dynamic Workforce Solutions has entered into a financial agreement with the **Workforce Solutions Borderplex** Workforce Development Board to provide for the delivery of services in local area for the operation of a work experience/internship program, and,

WHEREAS, the Local Area’s plan identifies a need for an employment program offering Work Experience/Internships for eligible and identified participants; and,

WHEREAS, **Dynamic Workforce Solutions** is ready, willing and able to provide payroll services and Workers’ Compensation coverage for this experience for those Participants working at the **WORKSITE** locations as the Employer of Record,

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained in this AGREEMENT, and subject to the terms, conditions and assurances as herein set forth, the parties do hereby agree as follows:

A. GENERAL TERMS

Agreement Period:

The term of this employment shall be for the time period noted as AGREEMENT PERIOD on page 1.

Provisions:

If any provisions of this AGREEMENT are found to be in violation of local, state, or federal rule, law or regulation, the AGREEMENT shall be changed to comply with such law, rule or regulation.

Complaint Procedure:

Participants enrolled in **Workforce Solutions Borderplex** program services shall not be considered employees of the WORKSITE. Should the **WORKSITE** have any dissatisfaction, concern, or complaint about the manner in which the **Workforce Solutions Borderplex** Participants are performing responsibilities under this AGREEMENT, those matters shall be communicated to the designated **Workforce Solutions Borderplex** representative for appropriate action as deemed necessary.

Termination of Agreement:

Given the short-term operating period of work experience/internship programs, this AGREEMENT may be terminated by either party with written notice to the other party or by mutual agreement of both parties within 30 days of receipt of said notice.

Performance of Conditions:

Workforce Solutions Borderplex and the **WORKSITE** certify that all conditions precedent to the valid execution of the AGREEMENT or its parts has been satisfied. **WORKSITE** assures it possesses legal authority to participate in this AGREEMENT.



Laws Applicable:

It is the intent of the parties hereto that the terms and conditions of this AGREEMENT, and the work to be performed hereunder, are subject to the applicable provisions of Federal law, and any rules and regulations lawfully promulgated hereunder, and to all applicable state and local laws, ordinances, rules and regulations.

Compliance with WIOA:

WORKSITE agrees it will comply with the requirements of the Workforce Innovation and Opportunity Act of 2014 (P.L. 113-128), and with regulations and policies promulgated hereunder. Per the terms of this AGREEMENT, the **WORKSITE**, by signing this AGREEMENT, will comply with the following specific requirements required to provide services under the ACT.

- **Maintenance of Effort:** The **WORKSITE** will only provide services under this AGREEMENT, which in the absence of said AGREEMENT would not have been available to the Participants.
- **Non-Displacement of Workers:** The **WORKSITE** certifies that by entering into this AGREEMENT, no permanent full-time employee was displaced from their employment as a result of the terms of this AGREEMENT.
- **Prohibition of Political Activities:** All employees whose employment directly resulted from AGREEMENT funding shall not be involved in any political activities to include candidate and/or campaign support.
- **Lobbying.** The **WORKSITE** shall not use funds and/or human resources to promote or initiate any activity tied to lobbying efforts related to local, state and/or federal politics.
- **Sectarian Activities.** The **WORKSITE** shall not provide employment or training in sectarian activities and/or use contract resources to promote such activities.
- **Union Activities.** The **WORKSITE** shall not use any funds or resources provided under this AGREEMENT to assist, promote or deter union organizing and/or affect a collective bargaining process.

Rights and Remedies Not Waived:

Payment of wages by **Dynamic Workforce Solutions** shall not be construed as a waiver by the **WORKSITE** of their responsibility to provide competent management of Participants in this work-based activity. Although **Dynamic Workforce Solutions** shall be recognized as the employer of record of the Participants, the **WORKSITE** will maintain responsibility for direct supervision to include the maintenance of a safe and healthy working environment for Participants.

B. Responsibilities of Workforce Solutions Services:

1. **Workforce Solutions** shall identify and refer Participants to the **WORKSITE** and shall provide subsequent support and assistance to the **WORKSITE** as needed during the operation of this program:
 - Support of general supervision to include ongoing feedback to both **WORKSITE** and supervisor.
 - Management of critical incidents as the employer of record.
 - Timesheet management to include receipt and processing of said documents.
 - Worksite injury and Workers' Compensation coordination.
 - Review of worksite safety to include compliance with Wage and Hour and Federal/State Labor Law requirements.
2. **Dynamic Workforce Solutions** shall provide check-writing or electronic transfer of payroll services for Participant work activity according to a standard payroll schedule. **Dynamic Workforce Solutions** shall retain personnel files on all with the following contents:
 - Certificate of I-9/Employment Eligibility (DWFS is an "E-Verify" Participating Employer)
 - Copy of Social Security Card
 - Participant Pay Rate
 - Signed Acknowledgement Grievance/Complaint Procedure
 - Consent for Criminal Background Check
 - Pre-Employment Drug Screening Information (or Waiver thereof)
3. **Workforce Solutions** will supply time sheets and performance appraisal templates.
4. **Dynamic Workforce Solutions** shall be considered the employer of record for the Participants placed on worksites per this Agreement and be responsible for all compensation to the Participants for work experience/internship activities at a **WORKSITE** location. In addition, **Dynamic Workforce Solutions** will assume responsibility for Workers' Compensation liability.



5. **Workforce Solutions** will conduct a job analysis prior to the placement of an Employee Participant in work experience/internship, and develop a job description and specifications, if they do not already exist.

C. Responsibilities of WORKSITE:

1. **WORKSITE** assures that **Workforce Solutions Borderplex** Participants will receive meaningful work experience in a fully supervised and safe working environment.
2. **WORKSITE** agrees to provide one (1) **WORKSITE** supervisor for Participants and designate at least a single alternate supervisor. The **WORKSITE** supervisor, whose qualifications are commensurate with the job specifications, shall be present during Employee Participant's hours of work. In addition,
 - **WORKSITE** will comply with the regulations set forth in the Supervisor Handbook.
 - Work hours may vary based on the needs of the **WORKSITE**, **up to 40 hours per week**
 - No Employee Participant shall work for more hours than stipulated under the terms of the AGREEMENT. At no time shall an Employee Participant be required to work, or be compensated for work in excess of 40 hours of work per week. **Any compensation for work that may occur in excess of 40 hours shall be the sole responsibility of the WORKSITE, and paid by the WORKSITE in accordance with applicable laws or regulations governing wages and hours, to include but not limited to rules set forth by the Fair Labor Standards Act (FLSA).**
 - **WORKSITE** shall have sufficient equipment and materials to perform the assigned job and sufficient meaningful work to occupy Employee Participant time during working hours.
 - **WORKSITE** supervisor or alternate supervisor shall sign time and attendance records on a weekly basis, verifying the accuracy of time worked. **WORKSITE** agrees to accept direct financial responsibility for overpayment of wages resulting from negligence and/or misrepresentation of actual time worked.
 - **WORKSITE** supervisor shall meet one-on-one with Employee Participant at least once a week to discuss Employee Participant's progress and complete the performance appraisal as required.
 - **WORKSITE** supervisor shall provide feedback through a Workforce Evaluation form to **Workforce Solutions** Borderplex staff during the participants third week of work experience/internship.
 - **WORKSITE** supervisor shall provide a completion report form to **Workforce Solutions Borderplex** staff once the participants work experience/internship has been completed.
3. **WORKSITE** agrees to post job description, emergency contact information and Child Labor Law poster in the work area of each Employee Participant. An alternate plan in case of inclement weather shall be listed on the job description of any assignment that involves mostly outdoor employment.
4. **WORKSITE** agrees to maintain the confidentiality of any and all information regarding Participants or their immediate families. **WORKSITE** shall not release any information to any other agency, entity, person or business without the specific approval of the Employee Participant's parent or guardian. In the event that **WORKSITE** receives a request under the Texas Public Information Act related to such information, **WORKSITE** agrees to notify Workforce Solutions so that interested parties may contact the Attorney General of Texas regarding the potential release of such information.
5. **Records and Reports:** At such times and in such forms as the Federal Government, State, or the **Workforce Solutions Borderplex** may require, the **WORKSITE** shall furnish statements, records, reports, data, and/or information pertaining to matters covered by the AGREEMENT, or related to implementation of the AGREEMENT.
6. **Project Monitoring and Project Close-Out:** At any time during the term of this AGREEMENT, **WORKSITE** shall permit the Secretary of Labor, the Comptroller General, **Workforce Solutions Borderplex** or their authorized representative to monitor project performance pursuant to the terms of this AGREEMENT.



D. AGREEMENT EXECUTION:

This AGREEMENT shall be executed in three counterparts, each of which shall be deemed to be original and such counterparts shall constitute one and the same instrument. The parties hereto have caused the AGREEMENT to be executed effective on the date last signed by the parties.

Executed by the WORKSITE on this _____ day of _____, 20_____.

Attest:

Signature/Title of Signatory

Printed Name

Executed by Workforce Solutions on this _____ day of _____, 20_____.

Attest:

Workforce Solutions:

Signature/Title of Signatory

Printed Name



WORKSITE AGREEMENT ADDENDUM

As our Workforce Solutions Borderplex training and employment opportunities participants are supported through a federally funded programs, we are required to provide all opportunities of possible funding as well as required to provide a safe and healthy work environment in accordance with the Occupational Safety and Health Act (OSHA) of 1970. As a Worksite Employer for participants of Workforce Solutions Borderplex, please certify that you:

- This addendum is to include work experience/internship and Temporary Disaster Relief Employment opportunities supported for eligible participants using non-profit, public and private employer worksites relating to programs and grants WIOA, CHOICES, and National Dislocated Worker
- Should participant enter Work Experience/Internship opportunity, work hours are not to exceed 40 hours per week.
- Should participant enter into Temporary Disaster Relief Employment opportunity, work hours may vary based on the needs of the WORKSITE, over time is allowable as long as agreement does not exceed 2080 hours.
- Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Encourage workers to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide customers and the public with tissues and trash receptacles.
- Encourage physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices including routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment.
- WSB commits to Provide Personal Protective Equipment (PPE), such as masks and gloves, as needed.
- Maintain policies requiring employees to report when they are sick or experiencing symptoms of COVID-19.
- Notify workers and Dynamic Workforce Solutions if anyone at the worksite is diagnosed with COVID-19



CERTIFICATION OF PROVIDER

The undersigned is an authorized representative of the Worksite Employer and hereby attests that the information set forth above is true and correct, to the best of his/her knowledge.

Signature

Date

Name and Title

Email address

Employer