

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held June 22, 2021, beginning at 5:30 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
 - B. Pledge of Allegiance
 - C. Texas Pledge of Allegiance
 - D. Roll Call
 - E. CISD Vision and Mission Statements 4
 - F. Trustee Ethical Guidelines 5
2. **OPEN FORUM-OTHER**

Any person wishing to address the Board during the period reserved for public comment at a Board meeting must sign up to be heard, in accordance with District policy BED(LOCAL):

Each participant will be limited to three minutes to make comments to the Board.

The Board is not permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.

For further information on those policies, contact the Superintendent's Administrative Assistant.
3. **BOARD HONORS- OTHER**
 - A. Recognition of Valedictorians and Salutatorians from Canutillo High School and Northwest Early College High School.
 - B. Recognition of District campuses for earning the highest attendance average in the 2020-2021 academic school year.
 - C. Recognition of the Canutillo High School Choir & Band program for qualifying for this year's State U.I.L. Solo & Ensemble Competition.
 - D. CISD is proud to recognize Ernesto Barraza for modeling moral and ethical responsibility and Benjamin Borjas for his gracious gratitude.
 - E. The El Paso County Judge and Commissioners Court announced that July 3rd to August 3rd be declared as a month of Unity and Healing to commemorate the August 3 tragedy at Wal-Mart. 12
4. **PUBLIC HEARING REGARDING ADOPTION OF THE 2021-2022 BUDGET.**

Presenter: M Piekarski/C.Pulley

 - A. Public Hearing Regarding the proposed 2021-22 Annual Budget. The public is invited to attend and provide public comment. 13

B.	Consider Approval of Adoption of 2021-22 Annual Budget.	
5.	PUBLIC HEARING REGARDING CANUTILLO ISD ACADEMIC ACCELERATION PLAN FOR SY '21-22 WITH ESSER III FUNDING.	
A.	Public Hearing regarding Canutillo ISD Academic Acceleration Plan for SY '21-22 with ESSER III Funding. The public is invited to attend and provide public comment.	31
	Presenter: M. Rocha	
6.	BOARD OF TRUSTEE BUSINESS	
A.	Lone Star Governance Calendar (LSG) and Future Planning.	50
	Presenter: M. Rocha	
1.	Discussion regarding the Lone Star Governance Student Outcome Goal 1, GPM1: The percentage of grade K-2 students reading on grade level will increase by 8%.	
2.	Discussion regarding the Lone Star Governance Student Outcome Goal 3 GPM2: By 2022 students in grade 3-9 will increase math and algebra masters level 0-8% by the year 2022.	
3.	Discussion regarding the Lone Star Governance Student Outcome Goal 4, GPM2: By 2022, increase the percentage of TSI passing number in Reading and Math from 35% - 45%.	
B.	Discussion and possible action regarding Nominations for TASB Board Position-Region 19.	64
	Presenter: S. Coronado	
7.	CONSENT AGENDA-VOTING	
A.	<i>BUSINESS SERVICES</i>	
1.	Approval of the Meeting Minutes.	
a.	May 11, 2021 Special Board Meeting Minutes	83
b.	May 25, 2021 Regular Board Meeting Minutes	92
2.	Approval of the Monthly Financials.	97
	Presenter: C. Pulley	
3.	Approval of the Monthly Warrant List.	98
	Presenter: C. Pulley	
4.	Approval of the Monthly Donations.	99
	Presenter: C. Pulley	
5.	Approval of the Budget Amendments.	102
	Presenter: C. Pulley	
6.	Approval of the Investment Resolution - Officer Designation, Training Sources, and Investment Sources and Review and Approval of the Investment Policy.	105
	Presenter: C. Pulley	
7.	Approval of Award Request for Qualifications (RFQ) #2021-02 Hazardous Material Environmental Consultant to Construction & Environmental Consultants, Inc.	133
	Presenter: B. Vasquez	
8.	Approval of Award RFQ 2021-04 Architectural Services to MNK Architects, Inc.	136
	Presenter: B. Vasquez	

9.	Approval to Award Canutillo High School Band Uniforms to DeMoulin Brothers and Company, utilizing Buy Board Cooperative Contract 587-19 for the budgeted amount of \$115,000.00. Presenter: R. Ramos	141
10.	Approval of List of items identified as surplus/salvage for Auction Sales July 15, 2021. Presenter: A. Aguilar	144
11.	Approval of List of items identified as surplus/salvage for Auction Sales August 28, 2021. Presenter: A. Aguilar	147
12.	Approval to Purchase from DocuNav Solutions utilizing BuyBoard cooperative contract 625-20 in the amount of \$132,752.30 Presenter: O. Rico	149
B. CURRICULUM		
1.	Approval of Memorandum of Understanding between Canutillo ISD and UTEP 2021-2022 New Teacher Mentorship Program. Presenter: M. Rocha	173
2.	Approval of Agreement between Canutillo ISD and Region 19 Migrant Education Program. Presenter: M. Rocha/N. Silva	181
3.	Approval to purchase House Bill 3 required Foundation Phonics Programs K-2 Wilson Language Training Corp. Utilizing Socorro ISD Cooperative 199-0331-E1753 in the amount of \$120,857.33. Presenter: D. Kerney	194
4.	Approval to increase the stipend amount for the Bill & Melinda Gates Grant from \$80 per day to \$1000 for the entire training on July 20 and 22, 2021. Presenter: D. Kerney	208
C. HUMAN RESOURCES		
1.	Approval to add Local Board Policy, CKE. 1st Reading. Presenter: M. Carrasco	210
2.	Approval of the 2021-2022 Temporary Employment, Non-contractual Stipend and Supplemental Pay Schedule. Presenter: E. Moreno	215
8. 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.

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

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.



EL PASO COUNTY
STATE OF TEXAS



RESOLUTION

WHEREAS, El Paso was forever changed by the horrific and senseless tragedy that befell our community on August 3, 2019. The pain that was felt in El Paso and across our Border echoed throughout the Nation as we all mourned the beautiful lives that were taken; and,

WHEREAS, as we plan for the unveiling of El Paso County's Healing Garden on August 3, 2021 in honor of those we lost, we call on all entities, organizations, businesses and school districts near and far to join El Paso and participate in a month long series of events in order to light a path toward goodwill, healing and unity; and,

WHEREAS, organizations in El Paso and throughout the Nation are encouraged to organize and promote conversations and activities that provide education on the rich heritage of the Hispanic community, activities that offer connection and unity during a time when many of us are so secluded, as well as activities that may offer support for those healing from past traumas and suffering; and,

WHEREAS, we will work together so that our Healing Garden may become a significant heritage site, and may this initiative allow us to create new ways of dreaming, hoping and telling our story anew; and,

WHEREAS, only in unity can we bring out the best in humanity and overcome the hatred in our society that led to this horrible act. If we teach our children at a young age to be compassionate, accepting, and understanding of the differences that make us so diverse, then they will have the power to truly make a difference in the world and prevent tragedies such as this from happening again; and,

WHEREAS, we made a valiant effort to honor those we lost as our one year anniversary intertwined with a pandemic. This year, we are committed to creating a powerful echo throughout the Nation to honor all those who were impacted.

NOW THEREFORE BE IT RESOLVED, by the El Paso County Judge and Commissioners Court that July 3rd to August 3rd be declared as a:

Month of Unity and Healing

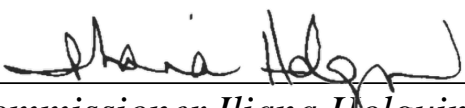
SIGNED, this 8th day of March 2021



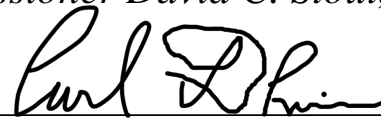
Commissioner Carlos Leon, Pct. 1



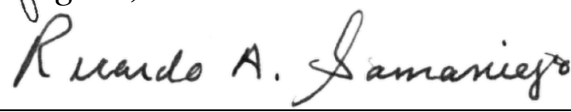
Commissioner David C. Stout, Pct. 2



Commissioner Iliana Holguin, Pct. 3



Commissioner Carl L. Robinson, Pct. 4



County Judge Ricardo A. Samaniego

CANUTILLO A Premier District

Budget Adoption Public Hearing

Fiscal Year 2022

June 22, 2021

7965 Artcraft | El Paso, TX 79932
915.877.7400 | www.canutillo-isd.org

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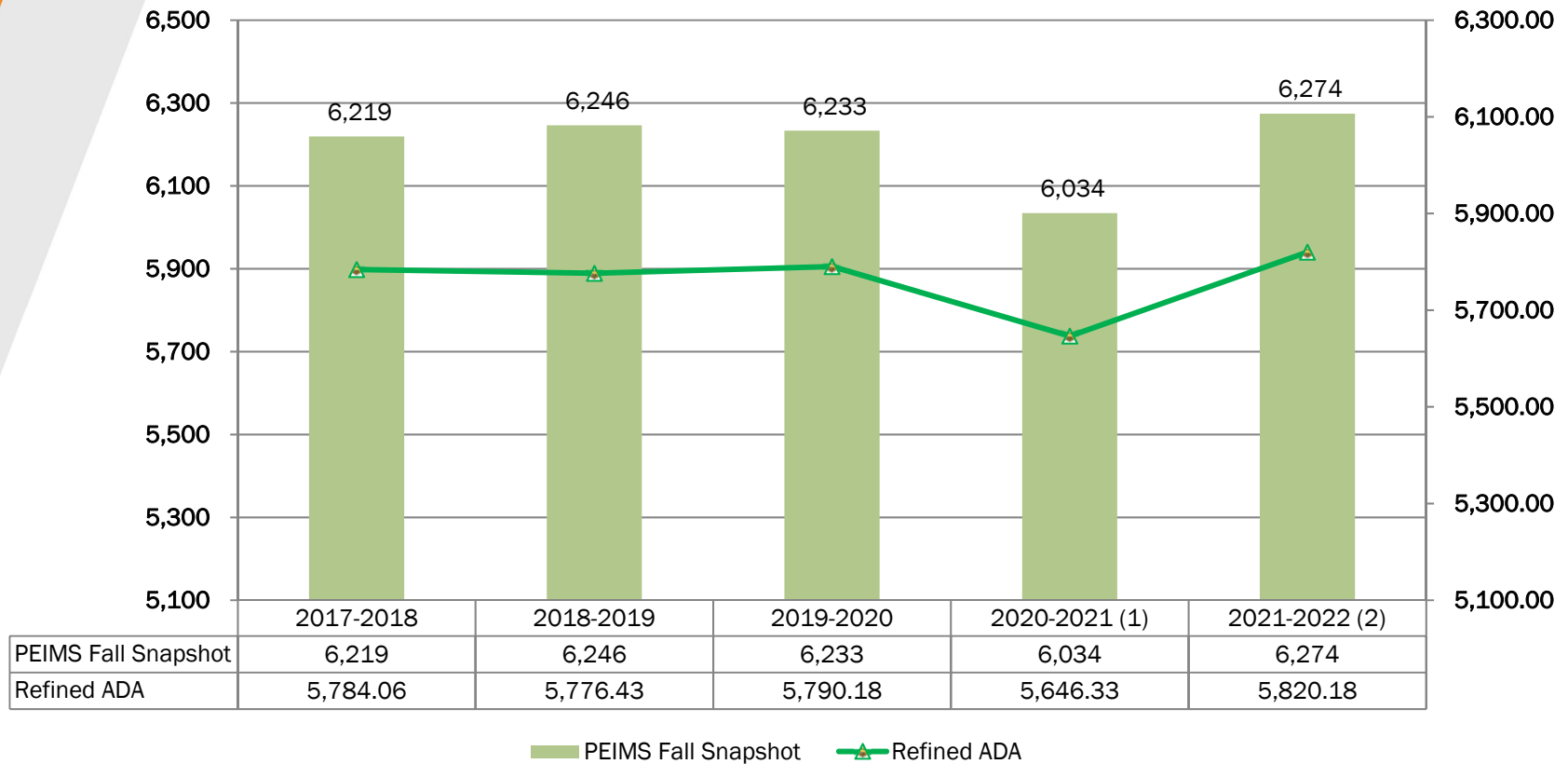


BUDGET PRIORITIES

- **Balanced Budget**
- **2% Compensation Package for Local Funds - \$880,000**
- **Staffing vs Admin Cost Ratio – 11.5**
- **Annual payment for maintenance tax notes - \$1,155,571**
(Assigned Fund Balance – due Aug 2021)
- **COVID Related Expenditures** *(ESSER Funded)*
- **Facilities Maintenance** *(ESSER Funded)*



HISTORICAL DATA ENROLLMENT/ADA



- (1) ADA is projected at 95% of enrollment and on October 2020 snapshot – has not been adjusted for estimated TEA ADA Hold Harmless
- (2) 2022 enrollment is based on recommended projections from Cooperative Strategies Demographic Report



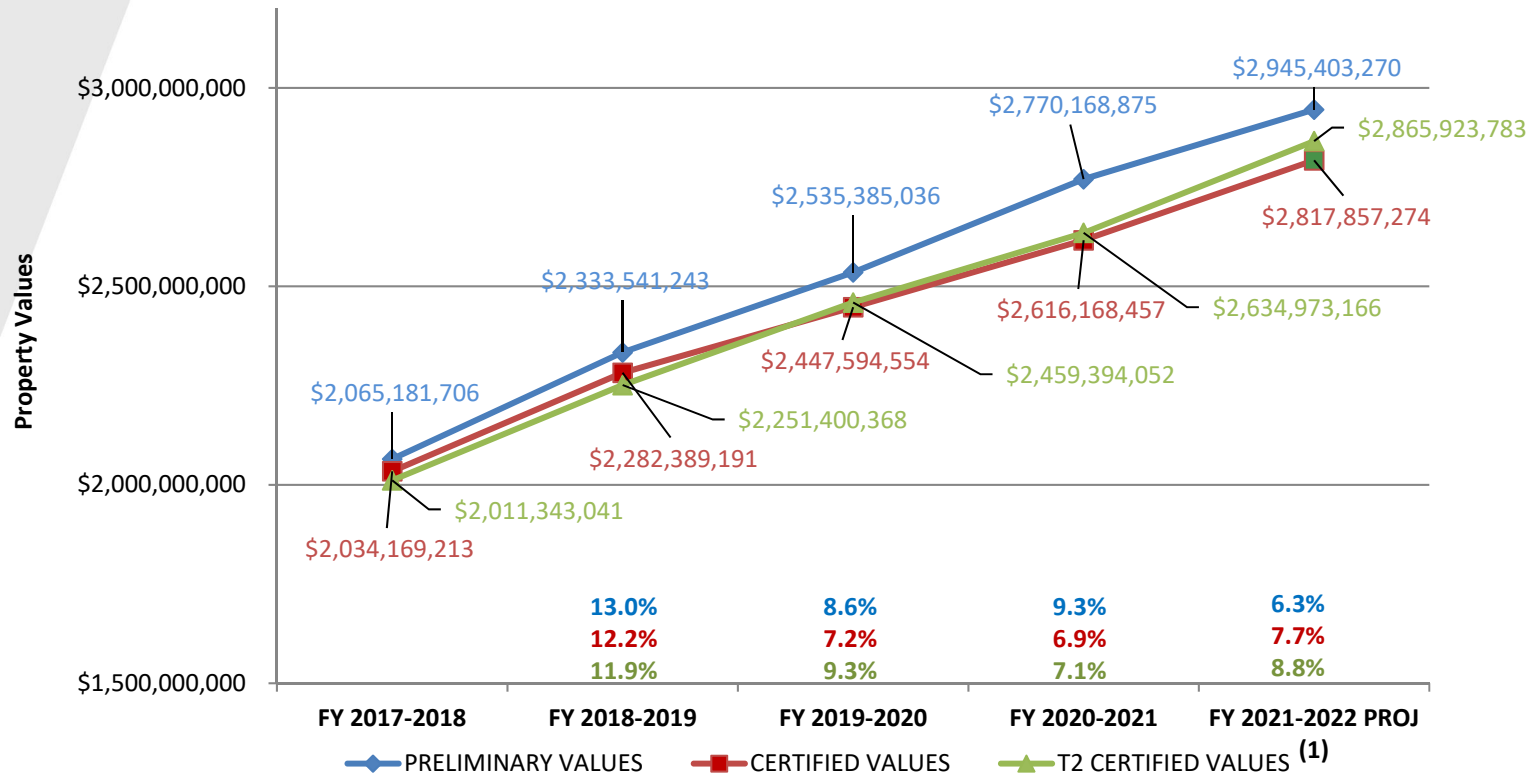
PRELIMINARY FY 2021-2022 ENROLLMENT PROJECTIONS

CAMPUS	2021 ENROLLMENT AT SNAPSHOT	2022 PRELIMINARY BUDGETED ENROLLMENT	2022 DEMOGRAPHIC RECOMMENDED ENROLLMENT	CHANGE SNAPSHOT VS PRELIMINARY	CHANGE SNAPSHOT VS DEMOGRAPHIC
CANUTILLO HIGH SCHOOL	1,471	1,479	1,534	8	63
NORTHWEST EARLY COLLEGE HIGH SCHOOL	388	418	404	30	16
CANUTILLO MIDDLE SCHOOL	696	699	723	3	27
ALDERETE MIDDLE SCHOOL	656	663	657	7	1
CANUTILLO ELEMENTARY	520	529	555	9	35
DAVENPORT ELEMENTARY	284	292	292	8	8
DAMIAN ELEMENTARY	539	568	566	29	27
CHILDRESS ELEMENTARY	393	396	410	3	17
GARCIA ELEMENTARY	493	499	509	6	16
REYES ELEMENTARY	594	592	624	-2	30
TOTAL	6,034	6,135	6,274	101	240

Campuses will be initially budgeted using the Preliminary Enrollment data, however a reserve will be allocated using the recommended Demographic Enrollment and distributed accordingly after FY22 Snapshot in October



PROPERTY TAX VALUE TRENDS



(1) Projected values calculated at an estimated 4.33% decrease from the 2021 preliminary values as of April 30, 2021

(2) Values are expected to be certified on July 25th

CANUTILLO A Premier District



Fiscal Year 2022 Estimated M&O Tax Rate

	2020 Tax Year FY2021 Revenue	2021 Tax Year FY2022 Revenue
Tier 1	\$0.8918	\$0.8404*
Tier 2 (Golden Pennies)	\$0.0800	\$0.0800
Tier 3 (Copper Pennies)	\$0.0583	\$0.0583
Tax Rate	\$1.0301	\$0.9787

*Estimated - TEA will calculate and certify a Tier 1 tax rate by August 5th for adoption in September

CANUTILLO A Premier District



Projected Property Tax Revenues 2021-2022

	FY21	FY22
AVERAGE DAILY ATTENDANCE	5,646.33	5,820.18
PROPERTY TAX RATES:		
MAINTENANCE & OPERATIONS (M&O)	\$1.0301	\$0.9787
INTEREST & SINKING (I&S)	\$0.3600	\$0.3600
TOTAL TAX RATE	\$1.3901	\$1.3387
FY22 PROJECTED PROPERTY VALUES, AT A 4% DECREASE OF THE 2021 PRELIMINARY TAX LEVY VALUE OF \$2,930,731,027 AS OF APRIL 30, 2021	\$2,661,813,179	\$ 2,813,501,785
FY 22 PROJECTED M&O REVENUE = PAV/\$100 x \$0.9787 x 98% COLLECTION RATE	\$26,048,371	\$ 26,985,027
FY22 PROJECTED I & S REVENUE = PAV/\$100 X \$0.36 X 98% COLLECTION RATE	\$9,103,401	\$ 9,926,034
ESTIMATED TOTAL TAX COLLECTIONS	\$35,151,772	\$ 36,911,061

Budget Allocation by Campus Fiscal Year 2022

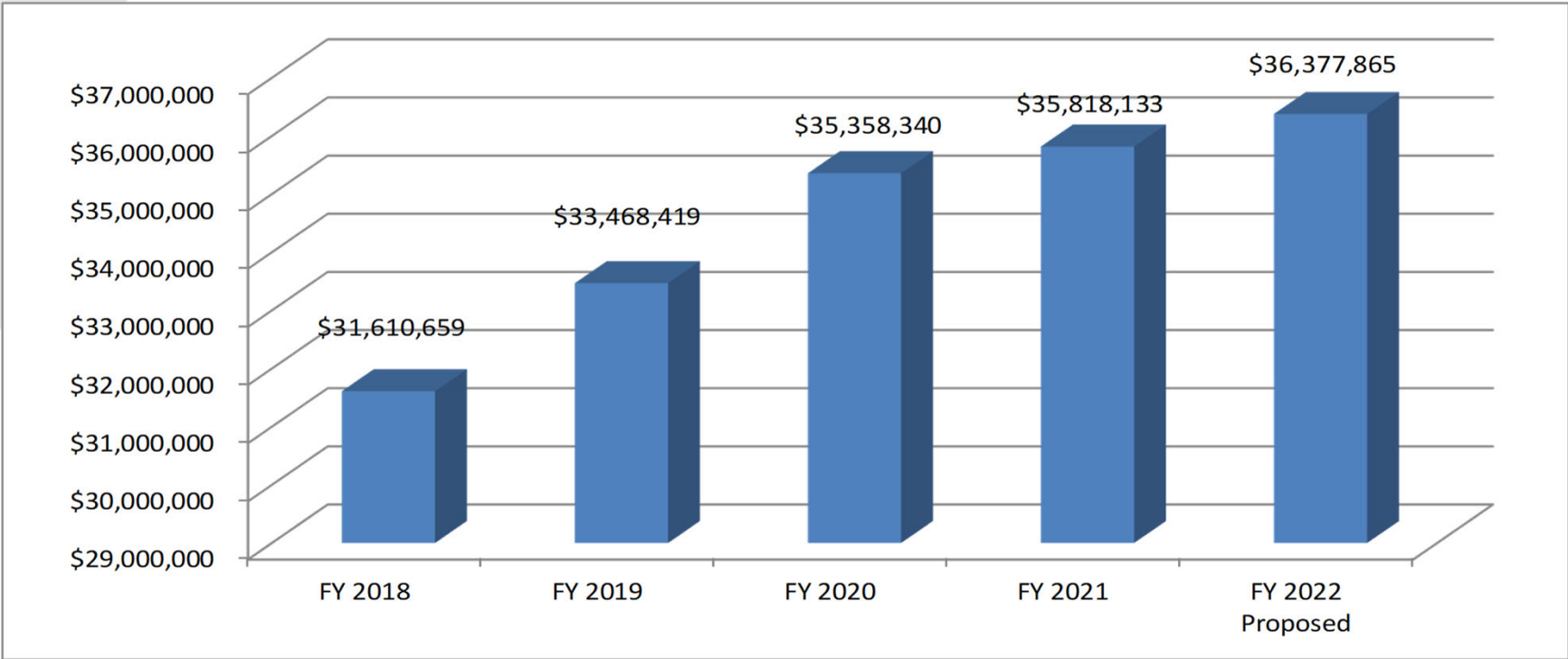
Organization Name	Organization	2020 - 2021 Proposed Personnel	2020-2021 Proposed Operation	2019-2020 Adopted Budget	2021 - 2022 Proposed Personnel	2021 - 2022 Proposed Operation	2020-2021 Proposed Budget	Increase (Decrease)
Canutillo High School	001	9,850,264	573,162	10,423,426	9,970,138	464,983	10,435,120	11,694
Northwest Early College H.S	003	2,213,012	329,577	2,542,589	2,253,139	338,323	2,591,462	48,873
Canutillo Middle School	041	4,232,316	171,227	4,403,543	4,339,743	153,613	4,493,355	89,812
Alderete Middle School	042	4,144,989	196,798	4,341,787	4,199,313	182,130	4,381,443	39,656
Canutillo Elementary	101	3,717,545	123,635	3,841,180	3,764,100	104,192	3,868,291	27,111
Davenport Elementary	102	2,590,957	82,648	2,673,605	2,681,914	50,157	2,732,071	58,466
Damian Elementary	103	3,608,342	83,871	3,692,213	3,657,559	115,942	3,773,501	81,288
Childress Elementary	104	3,014,151	99,046	3,113,197	3,141,593	96,425	3,238,018	124,821
Garcia Elementary	105	3,204,256	68,218	3,272,474	3,254,623	104,199	3,358,822	86,348
Reyes Elementary	106	3,321,914	124,660	3,446,574	3,396,482	176,505	3,572,987	126,413
Summer School/Additional Enrollment	699		87,539	87,539		116,541	116,541	29,002
Total Campuses		\$ 39,897,746	\$ 1,940,381	\$ 41,838,127	\$ 40,658,601	\$ 1,903,011	\$ 42,561,613	\$ 723,486

Average Increase: 1.73%

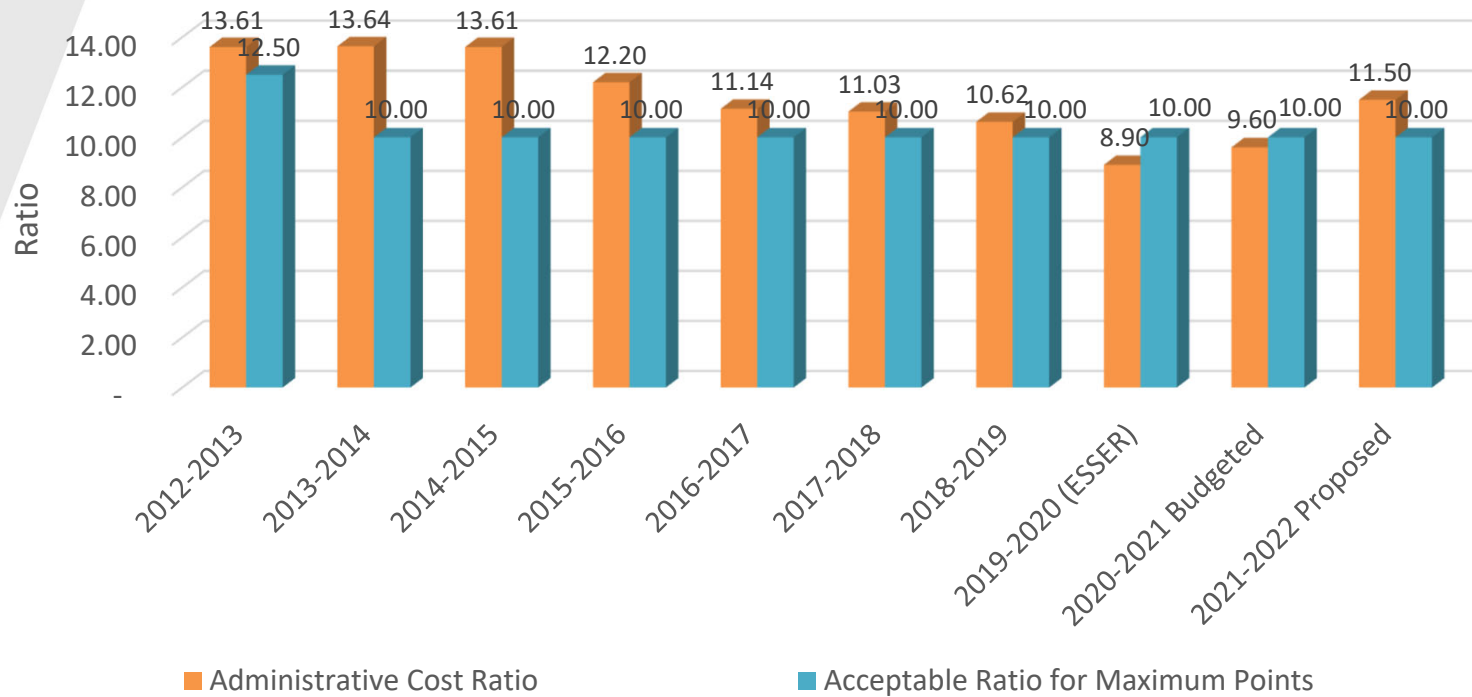


Adopted Budget by Fiscal Year

Function 11 - Instruction



Fiscal 2022 Administrative Cost Ratio



■ Administrative Cost Ratio
 ■ Acceptable Ratio for Maximum Points

Instructional Leadership (21) + General Administration (41)
<hr/> Instruction (11) + Library (12) + Curriculum/Staff Dev (13) + Guidance/Counseling (31)

- ❖ FY 2020 Decrease due to reclassification of District leadership salaries to ESSER I grant, decreasing Function 21 & 41
- ❖ FY 2021 Decrease due the connectivity project and Apple one-to-one devices increasing Function 11 by \$5.7M
- ❖ FY2022 Reflects effect of the transition of grant funded Curriculum & Instruction and Student Support positions to General Fund, adding \$386,164 to Function 21 Instructional Leadership



PROJECTED REVENUES LESS EXPENDITURES FOR FY 2021-2022

GENERAL FUND

(EXCLUDING FOOD SERVICE)

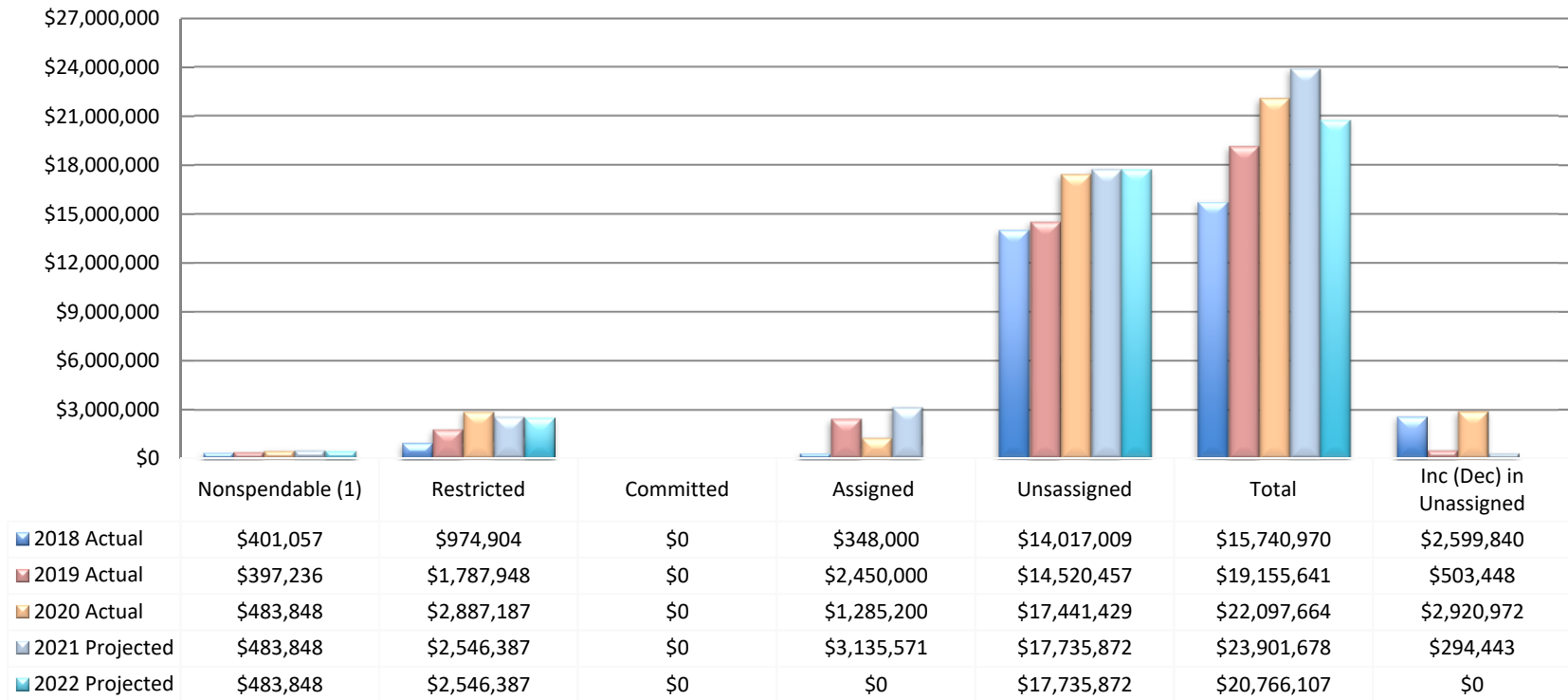
	FY21 Estimated Actual	FY22 Proposed Budget
Local Revenues	\$ 27,346,638	\$ 27,413,927
State Revenues	34,844,291	34,131,616
Federal Revenues (FY22 includes \$1,200,000 ESSER III indirect costs)	1,506,295	2,296,621
Other Sources (Land Sale)	1,200,000	-0-
Other Sources (Maintenance Tax Notes)	<u>10,203,124</u>	<u>-0-</u>
Total Estimated Revenues	75,100,348	63,842,164
Preliminary Proposed Expenditures	<u>(72,883,712)</u>	<u>(63,842,164)</u>
Estimated Revenues Over (Under) Expenditures (\$1,155,571 to be reserved for Aug MTN payment; \$780,000 for CHS, AMS & CMS tracks; \$1,200,000 for future school site)	\$ <u>2,144,814</u>	\$ <u>-0-</u>

Projected Optimum Unassigned Fund Balance for FY21 = \$18,220,928 (90 Days) *(Inflated for Maintenance Tax Note Expenditures)*
 FY21 Projected Ending Unassigned Fund Balance = \$17,735,872 (87 Days)



GENERAL FUND – FUND BALANCES

(INCLUDES FOOD SERVICE)



(1) Nonspendable Fund Balance includes Food Service inventory and prepaids
Optimum Fund Balance (3 Months Average Expenditures) = \$18,220,928
(Inflated for Maintenance Tax Note Expenditures)



Projected Revenue Less Expenditures for 2021-2022 Food Service Fund Only

	FY21 Estimated Actual	FY22 Proposed Budget
Local Revenues	\$ -0-	\$ 67,000
State Revenues	98,869	24,000
Federal Revenues	<u>5,454,024</u>	<u>5,517,000</u>
Total Estimated Revenues	5,552,893	5,608,000
Preliminary Expenditures	<u>(5,893,693)</u>	<u>(5,608,000)</u>
Estimated Revenues Over (Under) Expenditures	\$ <u>(340,800)</u>	\$ <u>-0-</u>

Note: The Food Service Fund is self-sustaining and has a spending plan to adjust Fund Balance below the maximum

Maximum Fund Balance for FY21 = \$1,473,423 (90 Days)
 FY21 Projected Ending Fund Balance (Excluding Inventory) = \$2,546,387 (156 Days)

Projected Revenue Less Expenditures for 2021-2022 Debt Service Fund Only

	FY20 Estimated Actual	FY21 Proposed Budget
Local Revenues	\$ 9,459,898	\$ 9,926,034
State Revenues	171,341	-0-
Other Sources (Refunding)	<u>23,485,064</u>	<u>-0-</u>
Total Estimated Revenues & Other Sources	<u>33,096,303</u>	<u>9,926,034</u>
Preliminary Expenditures	(8,028,010)	(9,926,034)
Other Uses (Refunding)	<u>(23,616,413)</u>	<u>-0-</u>
Total Estimated Expenditures and Other Uses	<u>(31,644,423)</u>	<u>(9,926,034)</u>
Estimated Revenues Over (Under) Expenditures	\$ <u>1,451,880</u>	\$ <u>-0-</u>
Note: The Debt Service Fund is self-sustaining		



Budget Allocation by Function

FUNCTION	DESCRIPTION OF FUNCTION	2020-2021 ADOPTED BUDGET	2021-2022 PROPOSED BUDGET	INCREASE (DECREASE)	PER STUDENT AT PROJECTED ENROLLMENT OF 6,274
11	Instruction	35,818,133	36,377,865	559,732	5,798
12	Instructional Resources & Media Svcs	755,185	765,781	10,596	122
13	Curriculum & Staff Development	770,960	850,110	79,150	135
21	Instructional Leadership	1,096,637	1,110,056	13,419	177
23	School Leadership	4,012,001	4,097,192	85,191	653
31	Guidance, Counseling, & Evaluation Sv	2,249,354	2,339,312	89,958	373
32	Social Work Services	227,407	234,748	7,341	37
33	Health Services	994,613	982,974	(11,639)	157
34	Student Transportation	1,832,522	1,885,829	53,307	301
36	Extracurricular Activities	1,677,105	1,660,107	(16,998)	265
41	General Administration	3,308,372	3,468,247	159,875	553
51	Facilities Maintenance and Operations	6,251,578	6,243,349	(8,229)	995
52	Security and Monitoring Services	965,361	988,908	23,547	158
53	Data Processing Services	1,815,858	1,903,936	88,078	303
61	Community Services	25,450	28,150	2,700	4
71	Debt Service	410,538	419,406	8,868	67
99	Other Intergovernmental Charges	436,196	486,196	50,000	77
M&O BUDGET TOTALS		\$62,647,270	\$63,842,166	\$1,194,896	\$10,175
35	Food Services	4,832,356	5,190,341	357,985	827
51	Facilities Maintenance and Operations	474,644	417,659	(56,985)	67
FOOD SERVICE BUDGET TOTALS		\$5,307,000	\$5,608,000	\$301,000	\$894
71	Debt Service	9,231,006	9,926,034	695,028	1,582
I&S BUDGET TOTALS		\$9,231,006	\$9,926,034	\$695,028	\$1,582

Canutillo Independent School District 2021-2022 Budget Calendar

Activity Description	Month	Owner
Special Board Meeting - Additional Meetings to Discuss Budget Recommendations (as needed)	May	BOT Cabinet FS
Notice to discuss and adopt the budget and the proposed tax rate	June	FS
Fund balance/GASB 54 resolution	June	FS
Publish Notice of Public Meeting to Discuss Budget and Proposed Tax Rate in newspaper	June	FS
Board Meeting Approval of District Budget	June	BOT
Board Meeting Approval of the District's Tax Rate - Based upon certified property values provided by the Central Appraisal District	September	BOT





**THE PUBLIC IS
INVITED TO PROVIDE
COMMENT**



MOTION: TO APPROVE THE 2021-22 PROPOSED BUDGET

FUNCTION	DESCRIPTION OF FUNCTION	2021-2022 GENERAL FUND	2021-2022 FOOD SERVICE FUND	2021-2022 DEBT SERVICE FUND	2021-2022 TOTAL
11	INSTRUCTION	36,377,865			36,377,865
12	INSTRUCTIONAL RESOURCES & MEDIA	765,781			765,781
13	STAFF/CURRICULUM DEVELOPMENT	850,110			850,110
21	INSTRUCTIONAL ADMINISTRATION	1,110,056			1,110,056
23	SCHOOL LEADERSHIP	4,097,192			4,097,192
31	GUIDANCE & COUNSELING SERVICES	2,339,312			2,339,312
32	SOCIAL WORK SERVICES	234,748			234,748
33	HEALTH SERVICES	982,974			982,974
34	STUDENT TRANSPORTATION	1,885,829			1,885,829
35	FOOD SERVICE		5,190,341		5,190,341
36	COCURRICULAR ACTIVITIES	1,660,107			1,660,107
41	GENERAL ADMINISTRATION	3,468,247			3,468,247
51	PLANT MAINTENANCE & OPERATIONS	6,243,349	417,659		6,661,008
52	SECURITY & MONITORING SERVICES	988,908			988,908
53	DATA PROCESSING SERVICES	1,903,936			1,903,936
61	COMMUNITY SERVICES	28,150			28,150
71	DEBT SERVICE	419,406		9,926,034	10,345,440
81	FACILITIES ACQUISITION/CONSTRUCTION	0			0
99	OTHER INTER-GOVERNMENTAL CHARGES	486,196			486,196
BUDGET TOTALS		\$63,842,166	\$5,608,000	\$9,926,034	\$79,376,200





Canutillo ISD | Academic Acceleration Plan for SY '21-22 with ESSER III Funding

Spring 2021

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Topic

Where We Are Now

Where We're Going for SY21-22

How We Will Get There [Implementation Plan]



Reminder: Canutillo ISD is a premier, A-rated district, serves 6K students across 10 campuses

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.



Our community has experienced serious challenges *and* demonstrated resilience associated with COVID-19



Looking ahead, our community will continue to have significant needs across three key areas



Our students have **unfinished learning** from the past 1.5 school years.



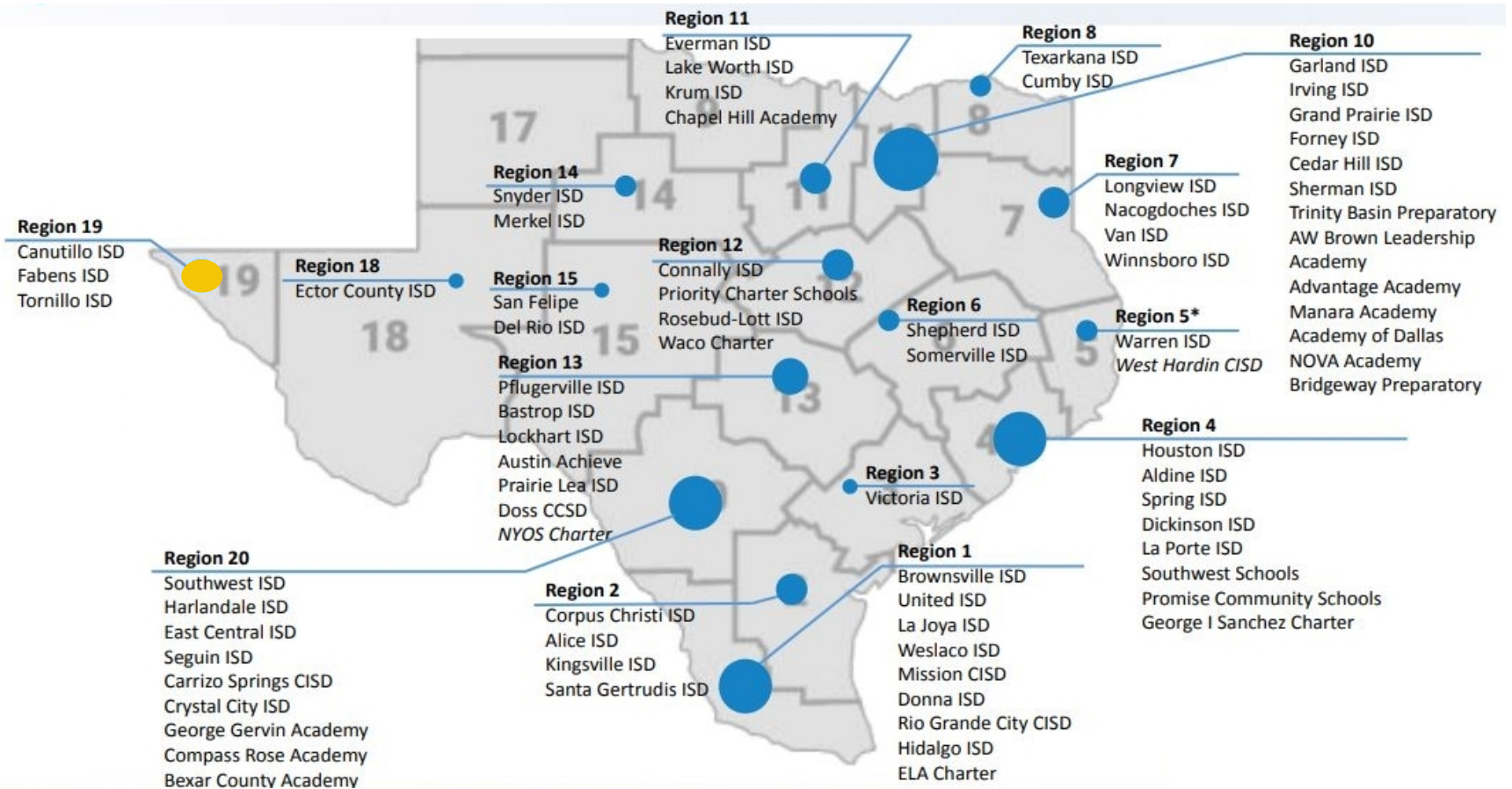
Students and staff have increased **mental health needs**.



There is an **ongoing public health crisis** in our community, state and nation.



To address *unfinished learning*, Canutillo joined the TEA's Resilient Schools Support Program [RSSP]

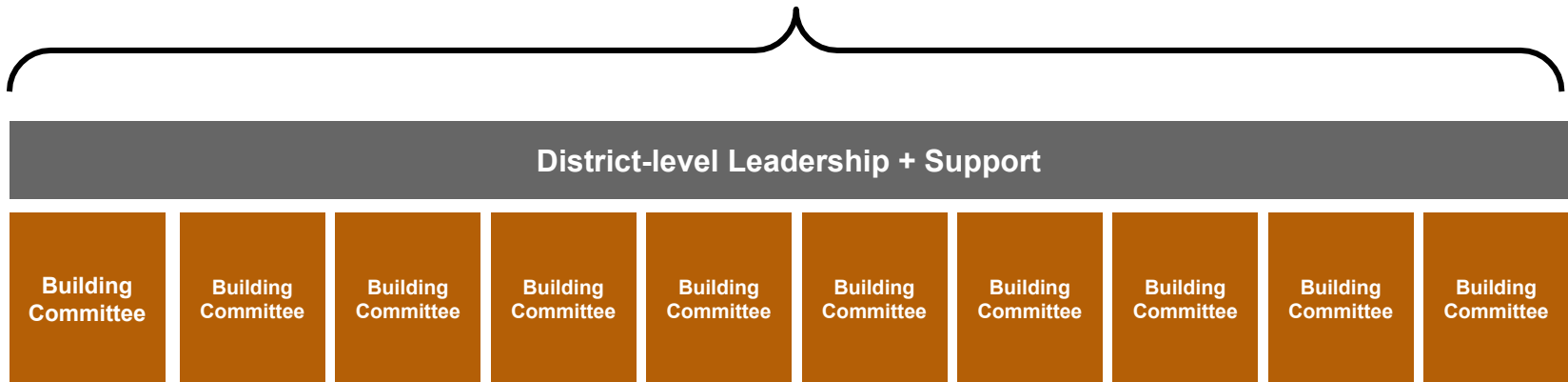


Through RSSP, Canutillo launched a district-wide Academic Acceleration Taskforce

The purpose of this task force was to build a plan to **use research-based strategies to address unfinished learning for SY '21-22.**

The taskforce had **committee members from every campus**, including principals, instructional leaders, teachers, district personnel, and other staff. **Over 1,000 members of the Canutillo community** were interviewed and/or surveyed throughout the process.

Canutillo Academic Acceleration Taskforce



Since April, this taskforce has engaged in a detailed planning process to set us up for success next year

Phase	Essential Question
0. Project Set Up	How will we organize ourselves to do this work?
1. Analyze Student Data	What is the data telling us?
2. Understand Stakeholder Needs	What is our community telling us?
3. Make Key Decisions	What is our high level plan to address our community's needs over the next 12-18 months?
4. Identify Short Term Actions	What needs to happen in the next 1-2 months to make this plan possible?
5. Align to Other Work	How does our Recovery and Acceleration plan connect to other work in our LEA?
6. Share Plan with Community	What have we decided and why?

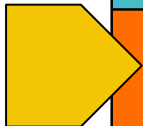


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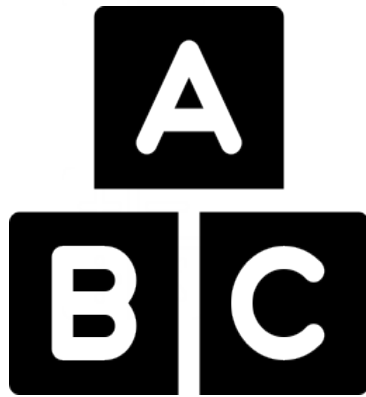
Where We Are Now

Where We Are Going for '21-22

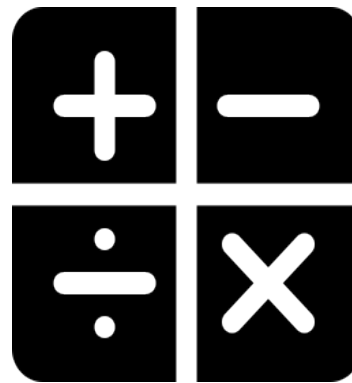
How We Will Get There [Implementation Plan]



Informed by the task force, Canutillo has identified 3 key priority areas for academic acceleration for SY21-22



Address Unfinished Learning through the Science of Reading



Use a Blended Approach to Personalize Math Supports



Build a Plan to Support HS Credit Recovery



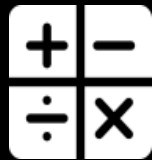
These areas were chosen based on student data, stakeholder input, and national research

Rationale



Science of Reading

- **Strong foundations in literacy** are essential to student success. Our district has made great progress in recent years by using the science of reading to build those foundations.
- However, progress stalled this year. Our **overall proficiency rates** on the ELA STAAR were **lower** than in past years (72% in 2019 vs 62% in 2021).
- **Many stakeholders** felt it will be important to focus on reading next year, with 35% of families and 37% of staff responding that **ELAR would need the most support**.



Blended Math Approach

- Early data from across the country suggests that math (particularly in middle school years) may be **one of the subject areas most significantly impacted by COVID-19 disruptions**.
- This national trend played out in Canutillo, where **overall proficiency rates** on Math STAAR were **lower** than past years (84% in 2019 vs 60% in 2021).
- Across all stakeholder groups, **math was the subject** where **most respondents** felt that students were likely to need the greatest support (selected by 40% of students, 50% of staff, and 46% of families).



HS Credit Recovery

- Research shows those who fall behind in credits early on in HS are **less likely to graduate**.
- Unfortunately, **many of our high schoolers were not on track** to complete their necessary credits this year, with a significant portion failing multiple classes.
- In interviews and surveys with our high school stakeholders, students, families and staff expressed **concerns about catching up**.



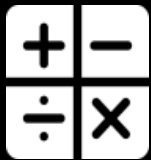
To address each priority areas, we have identified research-based learning acceleration strategies

Learning Acceleration Strategies



Science of Reading

- Train new staff to lead **additional small group instruction** in foundational literacy skills, with particular focus in grades PK-2
- Roll out a **high-quality phonics program** and **adaptive reading software** with fidelity across all elementary schools



Blended Math Approach

- Train all math staff to lead **additional small group instruction** in math, particularly as part of a blended learning instructional model.
- Leverage additional **instructional coaches and MIZ resources** to redesign the math block to support personalized instruction



HS Credit Recovery

- Build in **additional time (i.e. 9th period)** for students to work on credit recovery with support from qualified teachers
- Provide supports to students via the **AVID reading program** and additional **reading interventionist**
- Additional **contract support for TSI**

- **Launch academic tutoring program**, focused on students most in need of learning acceleration



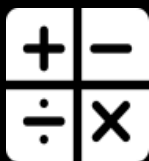
We also strategically aligned our ESSER investments to support each of these priority areas

ESSER Investments



Science of Reading

- Prekindergarten and Kindergarten Aids for all Classrooms
- Reading Language Arts Acceleration and Support Teachers (ES & MS)
- Academic Tutors
- Phonics, Waterford, Reading + Programs for schools



Blended Math Approach

- Prekindergarten and Kindergarten Aids for all Classrooms
- Math Acceleration and Support Teachers (ES & MS)
- Academic Tutors






HS Credit Recovery

- Academic Tutors
- Stipend for 9th period for credit recovery
- Contracted services for TSI
- AVID/Reading Intervention Support
- Parent Liaison



Finally, we have aligned other ongoing and additional programming supports to these priority areas

	Programmatic Supports	
 <p>Science of Reading</p>	<ul style="list-style-type: none">• Reading Academies K-2 (3-5, 2021-2022)• Refresher professional development in Guided Reading, The Writing Academy and Renaissance Learning	<ul style="list-style-type: none">• District guarantees updated and refined
 <p>Blended Math Approach</p>	<ul style="list-style-type: none">• Math Innovation Zones• CREEED Algebra Acceleration Program• Gates' partnership with Middle School Math	
 <p>HS Credit Recovery</p>	<ul style="list-style-type: none">• The Learning Center• The Opportunity Academy• Career pathways	



Additional ESSER Investments

Academic Division

- Science Lab Aides
- Instructional Coaches at RES, JDE, and GES
- Social Workers and Apricot program
- Panorama Social Emotional Learning Curriculum and professional development
- Nearpod, ZOOM, SeeSaw

Operations

- Computer technicians
- Network Engineer
- Data Analyst
- Instructional Technology Coordinators

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Topic

Where We Are Now

Where We Are Going for '21-22

How We Will Get There [Implementation Plan]



Next Steps

June	July	August
<ul style="list-style-type: none">● Continue to Solicit Feedback on this Plan from Stakeholders● Beginning staffing for new positions	<ul style="list-style-type: none">● Final ESSER Plan Submitted to TEA● Launch Detailed Implementation Planning	<ul style="list-style-type: none">● Embed Learning Acceleration Plan into School Systems● Train faculty and staff on new curriculum and initiatives

Thank you to our Academic Acceleration Task Force Leadership Team!

Teresa Clapsaddle
Jessica Arellano
Christopher Judge
Nidia Avila
Jonathan Flores
Marta Strobach
Jesus Barba
Julieta Melendez

Teresa Heimer
Jessica Carrillo
Oscar Rico
Yirah Valverde
Natalie Spalloni
Debra Kerney
Marina Rocha

ESSER III Plan



ACADEMICS

- › ES and MS Reading Acceleration and Support Teachers
- › ES and MS Math Acceleration and Support Teachers
- › Prekindergarten and Kindergarten classroom aides
- › ES and MS Science laboratory aides and science supplies
- › Academic tutors for high dosage tutoring or small group instruction
- › Instructional coaches for non-title campuses
- › NWECHS AVID teacher and TSI tutoring
- › CHS extra duty pay for 9th period credit recovery



SOCIAL EMOTIONAL LEARNING

- › Additional Social Workers
- › Additional Parent Liaisons
- › Panorama SEL program for students and teachers.
- › Professional development for SEL
- › Apricot (Social Work database program)



PROFESSIONAL LEARNING

- › Refresher for Scholastic Guided Reading
- › The Writing Academy “The BAR”
- › Reading Academies for Grades 4 & 5
- › Refresher for Renaissance



SPECIAL POPULATIONS

- › Academic Language Elementary Lead Teacher
- › Special Education Elementary and Secondary Lead Teachers



TECHNOLOGY

- › IT System Technicians
- › Network Engineer
- › Data Analyst for academic reporting
- › Instructional Technology Coordinators
- › Tableau data program



INSTRUCTIONAL MATERIALS

- › Waterford for Prekindergarten
- › Phonics program for elementary
- › 4TellX program for college readiness
- › Reading+ for CHS
- › Nearpod Learning Platform
- › SeeSaw Learning Platform
- › District-wide Zoom



FACILITY IMPROVEMENTS

- › Personal Protective Equipment
- › Replacement of floor decals/new signage
- › Campus classroom furniture upgrades



CURRICULUM & INSTRUCTION

CANUTILLO A Premier District

TO: CISD Board of Trustees and Superintendent Galaviz

FROM: Dr. Debra Y. Kerney, Executive Director of Curriculum & Instruction

DATE: June 14, 2021

RE: Lone Star Governance (LSG) Student Outcome Goal Progress

Pursuant to the Lone Star Governance (LSG) framework, Canutillo ISD administration is required to update the board on student outcome goals in CCMR, mathematics, and reading. District assessments performance data will be presented for discussion at the June 22nd Regular Board Meeting. This information is being provided to board members and district administration to ensure collective awareness toward student outcomes.

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

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

P: (915) 877-7440
F: (915) 877-7527
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 Artcraft Dr. | El Paso TX 79932.

LSG Calendar

Goal 1 By June 2022, students in each grade level 3 -10 will improve reading mastery by 8% increasing master level from 0-8%.			Goal 2 By June 2022, 4 th and 7 th grade students will improve writing master level by 8%, increasing master level from 0-8%			Goal 3 By June 2022, students in each grade level 3-9 will improve math and algebra master level by 8% increasing master level from 0-8%.			Goal 4 By June 2022, seniors will be graduating College, Career, and Military Ready from the component score of 63% to 75%		
2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022

GPM 1

The percentage of grade K – 2 students reading on grade level will increase 8% by year 2022

Texas KEA & Istation

GPM 2

The percentage of grade 3-10 students who will achieve masters level on district reading assessments will increase by 8% in 2022

Istation (3-5)
Renaissance 6-10

GPM 1

The percentage of grade K-2 students writing on grade level using district assessments will increase 8% by 2022.

Writing Samples & Rubrics

GPM 2

By end of 2022, grade 4 & 7 students will increase mastery level writing by 8%.

District Writing Assessment
BOY, MOY, EOY
STAAR Ready

GPM 1

The percentage of K-2 student growth in math concepts on grade level using district math cumulative assessments will increase from 0-8% by the year 2022.

(TKEA & ESTAR/MSTAR)

GPM 2

By 2022 students in grade 3-9 will increase math and algebra masters level 0-8%

Common and District Assessments and
M/STAR

GPM 1

By 2022 increase percentage of graduates earning AP/Dual Credit hours by seniors from 51% to 61%

GPM 2

By 2022, increase percentage of TSI Passing Number in Reading & Math from 35% -45%

GPM 3

The percentage of 12 graders who earned an Industry Certification will increase from 20% to 30%

2019-20	2%	2%	2%	2%	2%	2%	55%	38%	23%
2020-21	6%	6%	6%	6%	6%	6%	58%	41%	26%
2021-22	8%	8%	8%	8%	8%	8%	61%	45%	30%

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Goal 1	October	January	April	July
Goal 2	September	December	March	June
Goal 3	October	January	April	July
Goal 4	November	February	May	August

Superintendent Constraints
 SC 1: Do not allow a rating of Proficient or above on a Principal’s Evaluation and/or Teachers Evaluation if expected growth at campus/classroom is not evident.
 SC 2: Do not allow campus budget equity to create obvious disparity.

Board Constraints
 BC 1: Board members may not remove items from the consent agenda if they have not discussed the item with the superintendent or his/her designee during the previous 7 days.
 BC 2: Board members may not add items to the board agenda without the decision of the board chair or 3 trustees.
 BC 3: The board may not invest less than 50% of its board authorized public meeting minutes per month monitoring progress toward student outcome goals.

LSG

Reading, Math & CCMR Goals



Canutillo Independent School District
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CISD Curriculum & Instruction Team



Dr. Debra Kerney
Executive Director
dkerney@canutillo-isd.org



Sandra Carrillo
Early Childhood Coordinator
scarrillo@canutillo-isd.org



Stacey Parker
Social Studies Coordinator
sparker@canutillo-isd.org



Natalie Spalloni
ELA Coordinator
nspalloni@canutillo-isd.org



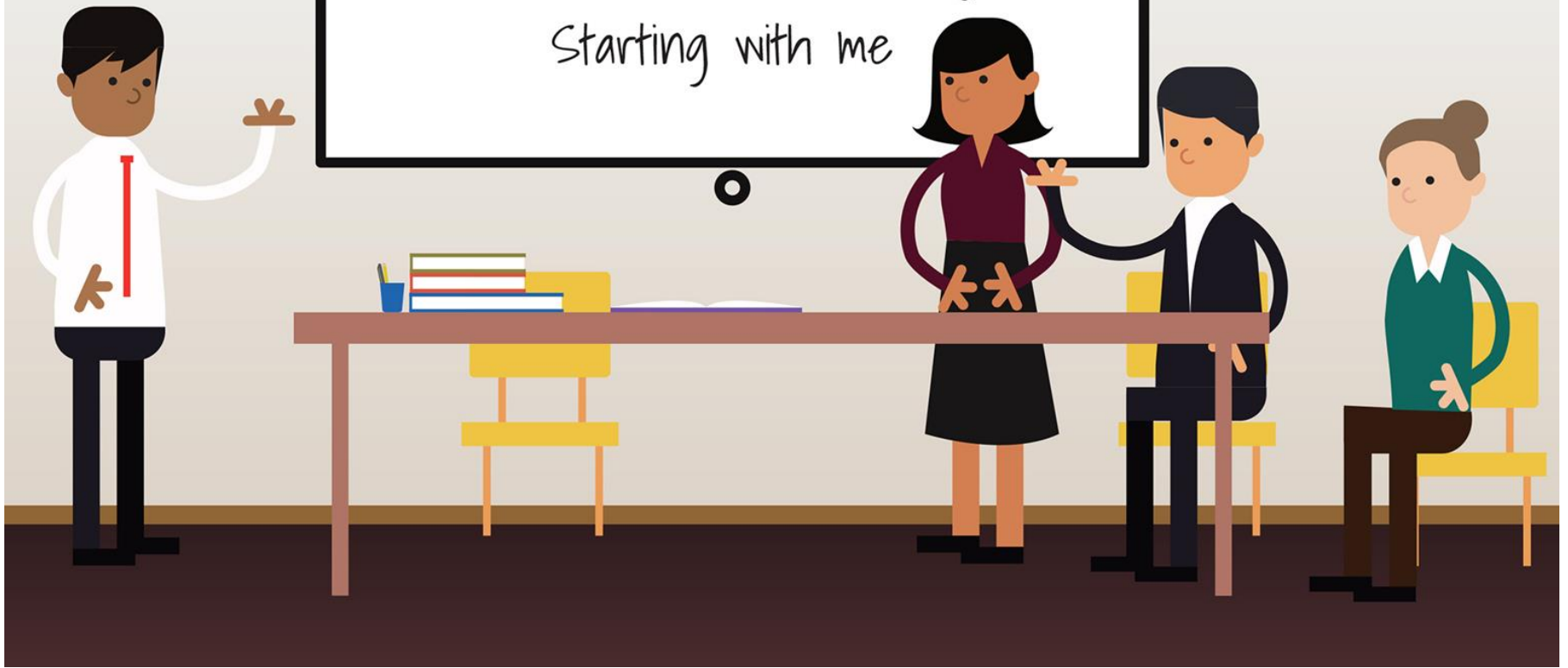
Marlena Zimmerman
Science Coordinator
mmora@canutillo-isd.org



Dr. Yirah Valverde
Math Coordinator
yvalverde@canutillo-isd.org



Student outcomes don't change
until adult behaviors change
Starting with me

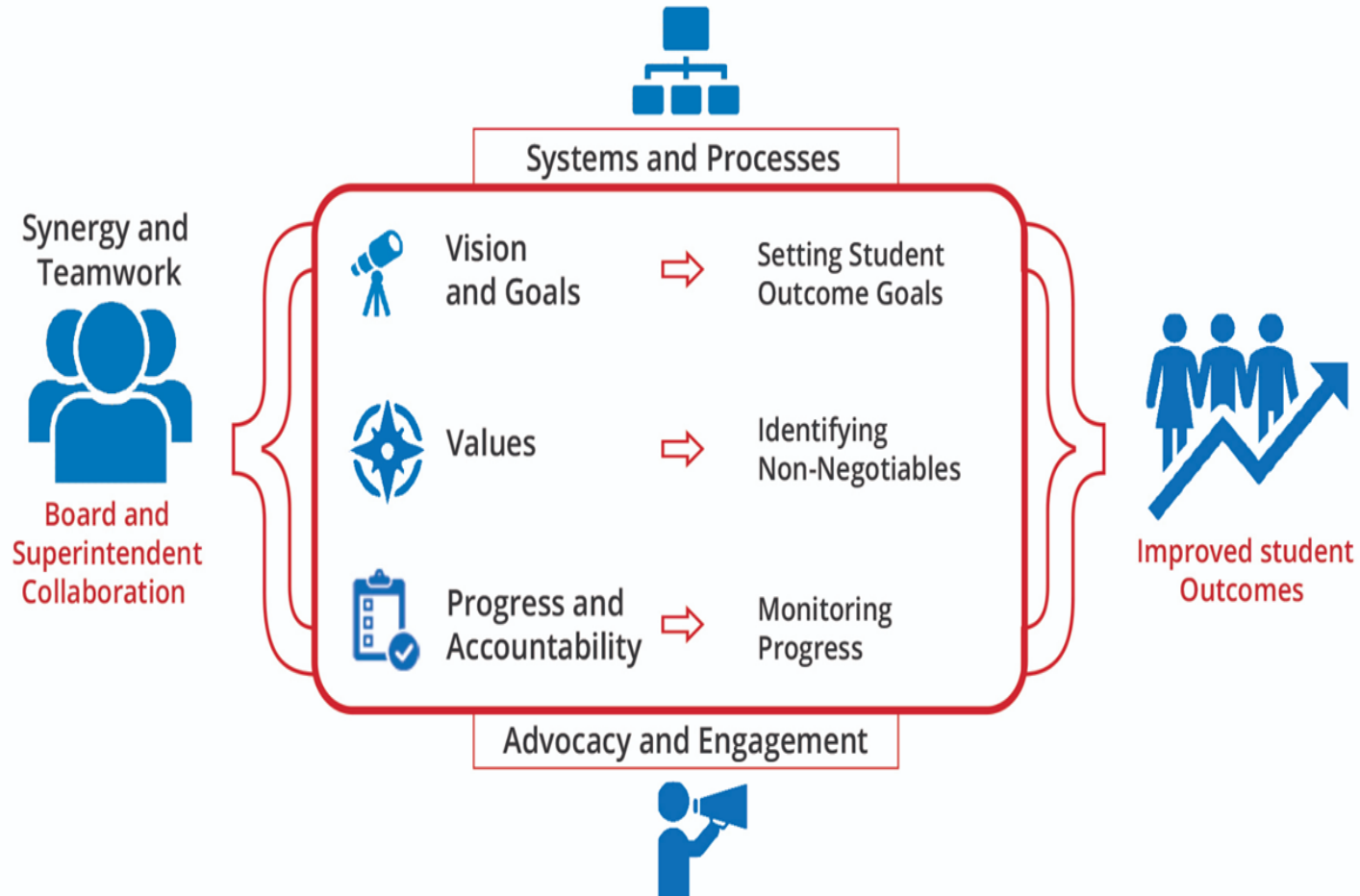


<https://tea.texas.gov/texas-schools/school-boards/lone-star-governance>

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School Board Behaviors That Improve Student Outcomes



<https://tea.texas.gov/texas-schools/school-boards/lone-star-governance>



Goal 1

By June 2022, students in each grade level 3 -10 will improve reading mastery by 8% increasing master level from 0-8%.

	2019 Reading Mastery	2021 Reading Mastery	2022 Reading Goal
Grade 3	33%	17%	33%
Grade 4	19%	13%	21%
Grade 5	25%	31%	39%
Grade 6	14%	8%	16%
Grade 7	25%	18%	26%
Grade 8	28%	19%	29%
English I	9%	10%	18%
English II	4%	7%	15%

Note: 5th grade, English I, and English II all made mastery gains in the midst of virtual and limited in-person instruction.



GPM 1

The percentage of grade K – 2 students reading on grade level will increase 8% by year 2022

Texas KEA
&
Istation

	2019- Istation Reading Tier 1 (Grade Level)	2021-Istation Reading Tier 1 (Grade Level)	2022 Reading Goal
Grade K	48%	31%	39%
Grade 1	63%	46%	54%
Grade 2	69%	54%	62%

Early Childhood Reading Assessments	
PreK	CIRCLE Progress Monitoring
Grade K	Texas KEA
Grade 1	TPRI/Tejas LEE
Grade 2	TPRI/Tejas LEE

This year 1st & 2nd grade teachers administered the TPRI & Tejas LEE for the first time. Included in the table is End of Year data. We hope to increase the percentage of students reading in grade level at the end of the 2022 school year. Teachers in grades K-3 will have completed the Texas Reading Academies. Teachers in grades K-2 will begin implementing a new phonics program which will provide systematic and explicit instruction in foundational reading.



Goal 3

By June 2022, students in each grade level 3-9 will improve math and algebra master level by 8% increasing master level from 0-8%.

	2019 Math Mastery	2021 Math Mastery	2022 Math Goal
Grade 3	24%	7%	24%
Grade 4	13%	8%	13%
* Grade 5	24%	17%	30%
Grade 6	16%	1%	16%
Grade 7	20%	2%	20%
Grade 8	7%	4%	7%
* Algebra I	49%	23%	30%

* Grades 5 and Algebra are strategically supported to transition to middle school and high school respectively.



Mastery in Algebra I
dropped from
49% in 2019
to
23.5% in 2021

GPM 2

By 2022 students in
grade 3-9 will
increase math and
algebra masters level
0-8%

Common and District
Assessments and
M/STAR

Our 2022 goal is to bring
Algebra I back to *State
Recognition* at 30% Mastery



Goal 4

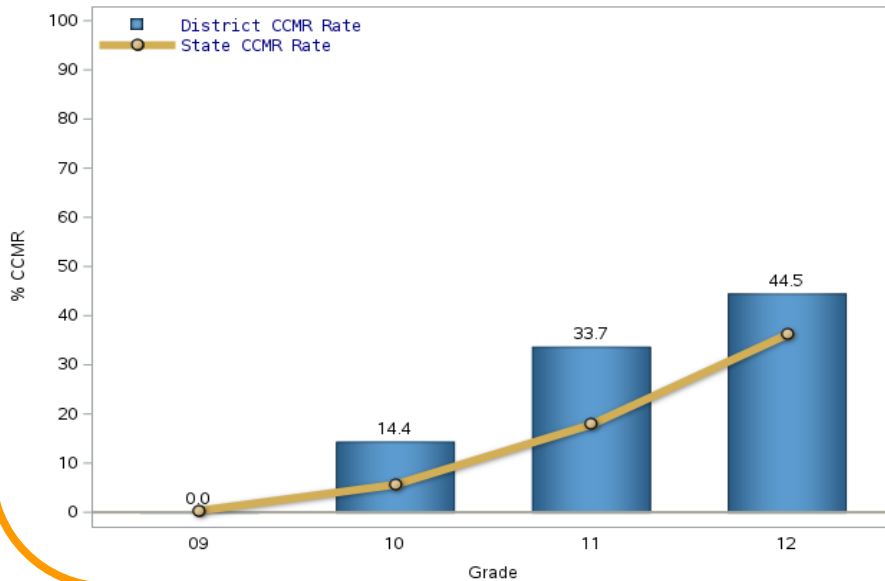
By June 2022, seniors will be graduating College, Career, and Military Ready from the component score of 63% to 75%

2019 CCMR Score: 69.5

2021 CCMR Score: N/A (Pandemic)

2021 CCMR TO DATE

CANUTILLO ISD



Grade Level	CISD % CCM Ready	State % CCM Ready
12	44.5	36.1
11	33.7	17.8
10	14.4	5.6

Current 2021 Data
March 2021
Updated information will become available later in the summer.

GOAL: 75% 2022 Seniors will be graduating CCMR

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GPM 2
 By 2022,
 increase
 percentage of
 TSI Passing
 Number in
 Reading and
 Math from
 35% to 45%

2020-2021	Reading	Math
Grades 9-12	80 of 413	32 of 559
Grade 8	60 of 427	Do Not Take at 8th grade
Student Percent Passing	19% Passed Reading	19% Passed Math

- TSIA changed January 2021 - significantly longer and more complex
- CHS and NWECHS have summer boot camps specifically for TSIA prep
- Advanced Academics Department invited 42 8th grade students to one-on-one TSIA Zoom meetings. Tips and strategies were discussed and students re-tested on June 14.
- 2022 8th graders will be tested on intercession weeks



LSG Next Steps

- The challenges of the pandemic have impacted masters level performance.
- Goals need to be reset based on 2020-2021 performance indicators and TEA assessment updates.
- A board workshop is recommended to review and revise LSG goal targets.



Questions?

Thank you for your support!

Canutillo Independent School District
Excellence Through Integrity and Innovation





TASB NOMINATION FORM

This is to serve as the nomination of a member of our local board to fill a position on the TASB Board of Directors.

CANDIDATE INFORMATION

NAME: _____

SCHOOL DISTRICT: _____

CANDIDATE MAILING ADDRESS: _____

CITY: _____ ZIP: _____

Our school district's board of trustees understands:

1. *Expenses incurred for the candidate to attend the Nominations Committee interview will be the responsibility of the candidate's local school district.*
2. *The local board's nomination of one of its trustees shall be considered the district's endorsement for that Director position.*
3. *A TASB Director's attendance at regular TASB Board meetings is important.*
4. *Lodging and transportation expenses incurred by TASB Directors attending regular spring, summer and December Board meetings are reimbursed by the Association and transportation expenses and three nights' lodging incurred attending the Convention Board meeting are reimbursed by the Association.*

This nomination was approved by our board of trustees at a duly called meeting on _____.
(Date)

Signature of board president or officer *(If candidate is the board president or officer, must be signed by another officer)*

PRINTED NAME: _____

TITLE: _____

WILLINGNESS TO SERVE (To Be Completed By the Candidate)

I, _____, confirm my willingness to serve, if elected, as a member of the TASB Board of Directors for Region _____, Position _____.

Signature of candidate

This form is to be used to nominate a member of your Local Board as a candidate to fill a position on the TASB Board of Directors.

Must be received by TASB on or before June 30, 2021.

Interviews will be held at TASB Headquarters in Austin on September 10-11, 2021.

**RETURN TO: E-mail: boardcommunications@tasb.org
FAX: 512.467.3554**



TASB BOARD CANDIDATE BIOGRAPHICAL SKETCH

TODAY'S DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

BUSINESS PHONE: _____ RESIDENCE PHONE: _____

CELL PHONE: _____ FAX NUMBER (if applicable): _____

We communicate with our Board members primarily via e-mail and the Internet. Please list your preferred active email address.

E-MAIL: _____

SCHOOL DISTRICT: _____

LOCAL TERM EXPIRES: _____ YEARS ON BOARD: _____
(Month/year)

Upon expiration of current term on your local board, will you seek reelection?

Yes ___ No ___

BOARD POSITIONS HELD/DATES: _____

OCCUPATION: _____

CURRENT EMPLOYER: _____ Dates: _____

EDUCATION-HIGH SCHOOL: _____ COLLEGE: _____

OTHER EDUCATION: _____ DEGREES: _____

HOBBIES/SPECIAL INTERESTS: _____

BUSINESS/PROFESSIONAL/CIVIC GROUP MEMBERS (Offices held and dates): _____

ADDITIONAL COMMENTS (Use reverse side if additional space is required.): _____

Please attach a short bio and include a current picture in jpeg format.

Additional Comments: (Use reverse side if additional space is required.)



TASB BOARD CANDIDATE QUESTIONNAIRE

NAME: _____

SCHOOL DISTRICT: _____

POSITION: _____

I affirm that my board has approved my candidacy, and the Nominations Form has been submitted to TASB (or is included) as evidence.

1. What motivates you to serve on the TASB Board?

2. What contributions can you make?

3. Service as a TASB Director is a very rewarding experience, but it is a time-consuming endeavor. Please address your commitment to serve as a Director.

4. Please provide evidence of your leadership abilities.

5. If selected, what are some unique characteristics or perspectives you bring to the Board?

6. Describe the characteristics of a good board member. What are at least three or four behaviors of a good board member?

10. Additional information: What else would you like for us to know about you?

(Signature of candidate)

(Date)

This form is to be used by a candidate interested in filling a position on the TASB Board of Directors.

Must be received by TASB on or before June 30, 2021.

Interviews will be held at TASB Headquarters in Austin on September 10-11, 2021.

**RETURN TO: E-mail: boardcommunications@tasb.org
FAX: 512.467.3554**

INSTRUCTIONS FOR TASB BOARD NOMINATIONS

About the TASB Board of Directors

The TASB Board of Directors is charged with carrying out directives established by the Delegates at the Delegate Assembly. The individual Director is expected to attend four Board meetings a year, with one of the meetings being at the same time as the annual TASA/TASB Convention. In addition, the Director will be asked to serve on a standing committee that will meet, as needed, in conjunction with Board meetings. The Director should be a capable, experienced school board member who can assist in providing the Association with outstanding leadership.

How to Nominate a Candidate to the TASB Board

To nominate an individual from your local school board, please complete the following attached forms:

- A. Active member's nomination and candidate's willingness to serve
- B. Candidate biographical sketch
- C. Candidate questionnaire

The completed materials must be received by TASB no later than Wednesday, June 30, 2021. Nominations that do not meet the deadline cannot be accepted.

TASB will e-mail the nominated individual and the superintendent a confirmation that the forms have been received. If an acknowledgment is not received, contact Lysa Hoelscher at **800.580.8272, extension 2976, or lysa.hoelscher@tasb.org**.

The Next Steps

By July 3, a list of all candidates running for the position will be posted on the TASB website.

The candidate endorsement process runs Saturday, July 3–Tuesday, August 31, 2021. During this time, Active Members may endorse one nominated individual from their TASB regions. If a majority of the Active Members of a region endorse a candidate, that individual will be elected to the TASB Board. If at least 25 percent, but not a majority, of the Active Members of a region endorse a candidate, that individual will be included on the official ballot at the TASB Delegate Assembly.

The Nominations Committee will meet Friday, September 10–Saturday, September 11, at TASB Headquarters in Austin to interview candidates and develop a slate of nominees for the Delegate Assembly. The nominated individual will be notified of the time for the interview. Expenses incurred, including lodging and transportation, for the interview are the responsibility of the individual or his or her school district.

If you have questions or need further information, please contact Lysa Hoelscher at **800.580.8272, extension 2976, or lysa.hoelscher@tasb.org**.

We appreciate your participation in this nomination process.

**Texas Association of School Boards
Board of Directors Nominations—Frequently Asked Questions**

1. *Who elects the TASB Board of Directors?*

The general governing body of TASB is the Delegate Assembly, which meets each fall on the Saturday of the TASA/TASB Convention. One of the responsibilities of the Assembly is to elect the TASB Board of Directors (TASB Board).

2. *Who makes up the Delegate Assembly?*

Each Active Member is eligible to designate a Delegate and Alternate from the local board to represent the board's interests at the Delegate Assembly. Either the Delegate or the Alternate, whichever is present on the floor, is the Active Member's voting representative. Members of the TASB Board and the four Legislative Advisory Council members on the TASB Legislative Committee also are voting representatives on the Assembly floor by virtue of their positions.

3. *What is an Active Member of TASB?*

Active Members are local public school boards and education service center boards that have paid current annual dues.

4. *What is the composition of the TASB Board?*

The 42-member TASB Board is composed of the President, the President-Elect, the Immediate Past President, and members from the 20 TASB Regions, which follow the boundaries of the education service centers. These Directors are elected to staggered three-year terms, with the exception of the President-Elect, President, and Immediate Past President who serve one-year terms in each position. An education service center representative also is a member of the TASB Board, serving as a voting *ex officio* member.

5. *What are the responsibilities of the TASB Board?*

The TASB Board actively promotes the purposes of the Association, oversees its fiscal affairs, and establishes Board policies.

6. *How are TASB Board positions determined, and why do some TASB Regions have more than one representative?*

Representation on the TASB Board is determined by state average daily attendance (ADA). Calculations to determine Board positions are completed each April with ADA data furnished by the Texas Education Agency. The TASB Board has two types of positions: large district and regional.

- a. **Large District Members**—An Active Member with at least 1.25 percent of the total state ADA is entitled to a large district position on the TASB Board. Currently, 10 districts qualify as large district members: Aldine ISD, Austin ISD, Cypress-Fairbanks ISD, Dallas ISD, Fort Bend ISD, Fort Worth ISD, Houston ISD, Katy ISD, North East ISD, and Northside ISD-Bexar County.
- b. **Regional Members**—Each of the 20 TASB Regions have a regional member on the TASB Board. However, a TASB Region will gain another position for each 4.25 percent, or fraction thereof, of the total state ADA after subtracting the ADA of each large district member.

7. *Does a TASB Director have to be a member of a local school board?*

Yes, Directors of the TASB Board must be a member of a local school board that is an Active Member of TASB. Except in the case of the President and the Immediate Past President, a Director of the TASB Board who ceases to be a local school board member automatically vacates his or her position on the TASB Board. The TASB President must be a member of a local board at the time of succession to the office.

8. *How do districts know when to nominate an individual for a position on the TASB Board?*

On or before April 30, the board president, superintendent and superintendent secretary of each Active Member will be notified that a vacancy or expiring term exists for a position in the Active Member's TASB Region. This information also will be posted on the TASB website.

9. *How does an Active Member nominate an individual?*

Active Members have until June 30 to place the name of a local board member in nomination for a position. A nomination is accepted when the following completed nominations forms, provided by the Association, are received by TASB:

- (1) Form A, Active Member's Nomination and Willingness to Serve form
- (2) Form B, Candidate's Biographical Sketch
- (3) Form C, Candidate's Questionnaire

The nomination requires local board action, and Form A must be signed by the board president or other board officer and include the date of board action and the candidate.

Once these materials are received, the board president, candidate, and superintendent will receive an e-mail acknowledging the candidacy, along with information regarding the interview with the TASB Nominations Committee.

10. Can an Active Member nominate more than one individual for a position?

No.

11. Can an individual be a candidate for more than one position?

No.

12. What is the endorsement period, and how does an Active Member endorse a nominated individual?

The endorsement period is open July 3–August 31 and is an opportunity for regions to support, or even elect, a candidate nominated to the TASB Board.

During the endorsement period, an Active Member may endorse the candidacy of a nominated individual from another board within their TASB Region. Active Members must use Form D, Endorsement Form, provided by the Association.

It is important to note that TASB Bylaws require local board action for endorsements. Also, the Nominations Committee cannot accept endorsements acted on before July 3 or those not on the form provided by the Association (Form D, Endorsement Form). Completed endorsement forms must be received in TASB Headquarters on or before August 31.

If a majority of Active Members in an Association Region endorse the same candidate, that candidate is elected to the TASB Board and will take office at the completion of the final official session of the TASA/TASB Convention. If more than 25 percent of Active Members in a Region endorses the same candidate, that candidate will be placed on the slate of nominees presented to the Delegate Assembly.

13. How can candidates contact Active Members in their TASB Regions for endorsements?

Upon request, TASB will provide a mailing list to candidates, at no charge.

14. How are vacancies on the TASB Board filled throughout the year?

The TASB Board can fill vacancies that occur during the year. The board president and superintendent of each Active Member within the affected Region will be notified about the vacancy and the process for nominations. The Nominations Committee will interview all candidates and make a recommendation to the TASB Board. The TASB Board will elect an individual to fill the vacancy until the next Delegate Assembly.

15. What is the TASB Nominations Committee, and what is the committee's role in the Delegate Assembly election process?

The TASB Nominations Committee is composed of Directors on the TASB Board. Eleven

committee members and nine alternates are elected by the Board annually. In the election of the committee, the Board considers school district size, geographic location, wealth per student, and other factors, such as gender and ethnicity.

The Nominations Committee meets prior to the Delegate Assembly to interview nominated individuals in Director races that have not been elected by endorsement by the Regions. The Committee prepares a slate of Director nominees by selecting one or more candidates for each open position.

If a Director candidate has received endorsements from a majority of the Active Members in the TASB Region, that individual is automatically elected to the position and will take office after the final Convention session in the year elected.

If no Director candidate has received a majority of the endorsements, the slate of nominees will include the committee's nominees and also will list any nominated individuals who have received endorsements from at least 25 percent, but less than a majority, of the Active Members within their TASB Region.

16. *Who pays the nominated individual's expenses incurred in attending the interview with the Nominations Committee?*

The candidate's local board typically pays. This is not a TASB expense.

17. *Can someone still run for TASB Director if he or she is not chosen by the Nominations Committee and has not received endorsements from at least 25 percent of the Active Members?*

Yes. Even if a candidate was not selected as a nominee by the Nominations Committee or did not receive at least 25 percent of the endorsements from his or her region, he or she may still run for a Director position on the TASB Board through the delegate nomination process.

A delegate nomination may be made by the candidate's Delegate, provided the following conditions are met: (a) the candidate's completed nomination materials had been submitted to TASB Headquarters by June 30, (b) the candidate interviewed with the Nominations Committee, and (c) the candidate's intent and consent to run for the position by this alternate means is received in TASB Headquarters at least five days before the annual Delegate Assembly.

18. *When are Active Members notified of the official slate of Director and Officer nominees?*

The nominations slate of nominees is sent to all Active Members as soon as feasible after the August 31 deadline for Director candidate endorsements and prior to Delegate Assembly.

Officer nominees are selected by the TASB Board at the Summer Board Meeting.

19. *What happens if a nominee is unable to serve?*

The Nominations Committee, at the call of its chair, will select an alternate Director nominee; and the TASB Board, at the call of its President, will select an alternate Officer nominee. Active Members and their Delegates will be notified of the amended report of the Nominations Committee as soon as feasible, but no later than the opening of the Delegate Assembly.

20. *Can candidates in contested races campaign for Delegate votes?*

Yes, within certain limit, candidates in contested races can campaign for Delegate votes.

- a. *Distribution of Materials***—Candidates are permitted to place a one page biographical document on the Delegate tables prior to start of the Assembly.
- b. *Solicitation of Votes***—Candidates are prohibited from soliciting votes in the vicinity of the Delegate Assembly Hall and at the TASB Board meeting. Other than that, candidates are not prohibited from campaigning elsewhere.
- c. *Campaigning at the Delegate Assembly itself***—Aside from distributing a one-page biographical flier, candidates are prohibited from soliciting votes from Delegates outside of the Assembly hall, at the entrance to the hall, or on the floor of the Assembly.

21. *Will nominees be allowed to speak at the Delegate Assembly?*

Yes, speeches are allowed in contested races and each nominee is given three minutes, in accordance with the standing rules adopted by the Assembly. Contested nominees speak in alphabetical order for each position; however, the recommended nominee speaks last.

22. *At the Delegate Assembly, do Delegates cast their vote for all positions or just those within their TASB Region?*

All Delegates of the Assembly may cast a vote in each contested position.

23. *How are votes cast, tallied, and reported?*

Voting is done by electronic keypads. The Teller Committee supervises the voting and certifies the accuracy of the counts. The Teller Committee Chair reports the results to the Assembly.

24. *How is the Teller Committee selected?*

The TASB President appoints Delegates to serve on the Delegate Assembly Teller Committee. A Delegate from an Active Member that has a nominee on the slate is ineligible to serve on the Teller Committee.

25. How are the winners determined?

The nominee receiving the majority of the votes of the Delegates present and voting shall be elected. If no nominee receives a majority, a run-off election shall be conducted between the two nominees receiving the greater number of votes, and the election shall be repeated for that position as many times as necessary to obtain a majority.

26. When do the terms of newly elected Directors and Officers begin?

The newly elected Directors and Officers (including those Directors elected by endorsement within their regions) begin serving their terms at the end of the final official session of the Convention.

27. When does the TASB Board meet?

The TASB Board meets four times a year (December, spring, summer, and Convention).

28. Who pays the Director's expenses to attend meetings?

In accordance with TASB Board Policy, TASB will reimburse Directors for the following expenses:

1. Expenses incurred while attending the regular December, Spring, and Summer TASB Board Meetings.
2. Transportation expenses and three nights' lodging expenses incurred by Directors attending the regular Convention Board Meeting held in conjunction with the TASA/TASB Convention.
3. Expenses incurred while attending any other meetings of the TASB Board or standing committees.

29. Whom do I contact for more information?

Contact Lysa Hoelscher at 800.580.8272, extension 2976 or lysa.hoelscher@tasb.org.

Excerpt from the Bylaws of the
TEXAS ASSOCIATION OF SCHOOL BOARDS, INC.
(as last amended on September 29, 2018)

ARTICLE VI. BOARD OF DIRECTORS

SECTION 1. ASSOCIATION REGIONS.

The Association Regions shall correspond to the ESC region boundaries.

SECTION 2. QUALIFICATIONS, NOMINATION, ENDORSEMENT, AND ELECTION OF DIRECTORS.

A. Each voting Director shall be a trustee of the governing board of a school district that is an Active Member, except as provided below:

- (1) The President and the Immediate Past President, and
- (2) The ESC ex officio Director, in accordance with Article VI, Section 4F.

B. No Active Member shall have more than one candidate running for a Director position, even if more than one Director position is subject to an expiring term or vacancy within the Active Member's Region. No person shall be a candidate for more than one Director position.

C. For purposes of this section, an Active Member school district with an Average Daily Attendance (ADA) meeting the requirements of Article VI, Section 4C(1) shall be treated as an Association Region and referred to in these Bylaws as a Large District.

D. Nominations and endorsements shall be accepted in accordance with the following requirements, in chronological order within the timeframes and deadlines set out in Board policy:

(1) Active Members in any Association Region in which there are expiring terms or vacancies in Director positions shall be notified, by the date established through Board policy, that the Active Member may nominate one of its trustees as a candidate for a Director position in which the term is expiring or a vacancy exists within the Active Member's Region.

(2) The Nominations Committee's chair, or designee, shall have received the following in writing in the Austin office of the Association by the deadline established through Board policy:

(a) The Active Member's nomination, in such form as required by the Association, which shall include a verification by the Active Member's board president or other board officer as to the date of board action; and

(b) Candidate information required by the Association, which shall include (i) the candidate's written confirmation of his or her intent to be nominated as a candidate and willingness to serve

if elected, (ii) biographical information, and (iii) responses to the questionnaire(s) developed by the Association.

(3) A listing of all candidates running for Director positions shall be sent to the superintendent and board president of each Active Member in each Association Region in which there are any expiring terms or vacancies in Director positions by the date established through Board policy. The candidate listing shall also be posted on the Association's Web site. Candidates, Directors, Delegates, and Active Members shall be subject to any campaign protocols or regulations established through Board policy.

(4) Active Member endorsements of candidates shall be received in the Austin office of the Association by the deadline established through Board policy in order for such endorsements to be considered. An Active Member may endorse only one candidate for each open Director position within its Association Region. Only candidates who have complied with the requirements of Article VI, Section 2D(2), may be endorsed. Endorsements adopted by an Active Member before the Association sends the list of candidates pursuant to Article VI, Section 2D(3), or endorsements that are not on the endorsement form provided by the Association in a given year shall not be accepted. An Active Member's nomination of one of its trustees [Article VI, Section 2D(2)] shall be considered the Active Member's endorsement for that Director position.

(5) If a majority of the Active Members in an Association Region endorses the same candidate, that candidate shall be elected to the Director position and shall take office at the completion of the final official session of the annual convention during the year in which the Director was elected.

(6) If no candidate receives endorsements from a majority of the Active Members in the candidate's Association Region [Article VI, Section 2D(4)], the official annual Delegate Assembly list of nominees shall include the following:

(a) Candidates nominated by the Nominations Committee [Article VIII, Section 2H] and

(b) Candidates receiving endorsements from at least 25 percent but less than a majority of the Active Members in an Association Region.

(7) Thereafter nominations may be made by the candidate's Delegate, provided the following conditions are met:

(a) The candidate's nomination was submitted in compliance with Article VI, Section 2D(2),

(b) The candidate interviewed with the Nominations Committee, unless the Committee waived the need for an interview based on criteria set out in Board policy, and

(c) The candidate's intent and consent to run for the position by this alternate means is received in the Austin office of the Association five days prior to the annual Delegate Assembly.

E. Except for a Director position filled in accordance with Article VI, Section 2D(5), the official annual Delegate Assembly list of nominees shall be prepared by the Nominations Committee as

provided in these Bylaws [Article VIII, Section 2I]. The election shall comply with these Bylaws and any rules and procedures adopted by the Delegate Assembly at the start of the meeting. Such rules and procedures may allow uncontested nominees to be deemed elected without a vote.

F. If there is more than one nominee for a Director position, the nominee receiving the majority of the votes of the Delegates present and voting shall be elected. If no nominee receives a majority vote of the Delegates, a run-off election shall be conducted between the two nominees receiving the greater numbers of votes, and the election shall be repeated for that position as many times as necessary to obtain a majority.

SECTION 3. DUTIES. The Board shall supervise, control, and direct affairs of the Association in accordance with the Articles of Incorporation, Bylaws, beliefs, and Advocacy Agenda approved by the annual Delegate Assembly. The Board shall:

- A. Actively promote the mission, beliefs, and purposes of the Association.
- B. Adopt the Association's budget and have discretion in the disbursement of the Association's funds.
- C. Receive any devise, bequest, donation, or otherwise, either real or personal property, or both, and hold the same absolutely or in trust, and invest, reinvest, and manage the same, and apply said property and the income arising there from to the mission, beliefs, and purposes of the Association.
- D. Establish such Board policies, as it deems appropriate in fulfilling its responsibilities under these Bylaws.
- E. Appoint such agents as it may consider necessary.

SECTION 4. COMPOSITION.

A. The Association's governing body shall be composed of Directors from Large Districts or Association Regions. No Active Member shall have more than one individual serving on the Board.

B. All Directors shall represent their respective Association Regions, except the President, President-Elect, and the Immediate Past President.

C. By virtue of student enrollment, individual Active Members or Association Regions may be eligible for a Director position as follows:

(1)(a) Not more than 14 Active Members shall be entitled to Large District Director positions. To qualify for a Large District Director position, the Active Member shall have had at least 1.25 percent of the total state ADA for two consecutive years. If more than 14 Active Members qualify for Large District Director positions under this provision, the 14 Active Members with the largest ADA shall qualify.

(b) If the Active Member's ADA falls below 1.25 percent of the total state ADA for two consecutive school years, or if an Active Member has qualified for a Large District Director position and that Active Member is no longer one of the 14 school districts with the ADA required under Article VI, Section 4C(1)(a), the Active Member's entitlement to a Large District Director position shall end with the expiration of the current representative's term.

(2)(a) An Association Region shall be entitled to Regional Director positions for each 4.25 percent or fraction thereof of the total state ADA contained within the Association Region for two consecutive years, and after the ADA of each Active Member qualifying for a position by virtue of Article VI, Section 4 C(1), has been subtracted. Notwithstanding the foregoing, an Association Region shall be entitled to no more than three Regional Director positions.

(b) If an Association Region becomes entitled to multiple positions by this provision and, subsequently, for two consecutive years, fails to sustain sufficient ADA for the entitlement, a Regional Director position shall be eliminated as follows:

- i. If a vacancy exists in the Regional Director position, that position shall be eliminated, or
- ii. If there is more than one vacancy in the Regional Director positions, the vacant position with the first expiring term shall be eliminated, or
- iii. If there is no vacancy in the Regional Director positions, the existing position with the first expiring term within the Region shall be eliminated at the end of that term, or
- iv. If there is no vacancy and more than one Regional Director position having the first expiring term in the same year, the position being held by the individual with the least tenure as a Regional Director shall be eliminated at the end of that term, or
- v. If there is no vacancy and more than one Regional Director position having the first expiring term in the same year and being held by individuals with the same tenure, there shall be a drawing of lots to determine which Regional Director position shall be eliminated at the end of the term.

D. All calculations under this section shall be based on ADA data furnished by the Texas Education Agency available as of April 1 preceding the annual Delegate Assembly.

E. The Executive Director shall be a nonvoting ex officio Director and shall not be counted in the quorum of the Board.

F. The ESC boards shall be represented by one voting ex officio Director selected by a process and for a term prescribed by guidelines established by the ESC boards, but shall not be counted in the quorum of the Board.

SECTION 5. DURATION OF OFFICE.

- A. The term of office of each Director shall be three years and shall begin at the completion of the final official session of the annual convention during which the Director was elected by the annual Delegate Assembly.
- B. Terms of Directors shall be staggered to allow, to the extent possible, for the election of one-third of the Directors each year. New Director positions shall be assigned to terms to retain this balance; however, if this is not possible, the assignment of terms shall be decided by drawing of lots.
- C. Upon election to a three-year term, a Director may be reelected to no more than three additional terms. For purposes of determining a Director term limit, service time attaches to the individual and not the Association Region with which the Director is associated.
- D. Upon election or succession to the office of President-Elect, the Director position previously held shall be declared vacant and a successor elected, except as provided in Article VI, Section 4A. Once elected President-Elect, the term limit that applies to a Director position shall no longer apply and shall not prevent the individual from completing the term of one year as President-Elect, one year as President, and one year as Immediate Past President.

SECTION 6. RESIGNATION AND REMOVAL.

- A. A Director may resign by submitting a letter of resignation to the President. The resignation shall become effective upon receipt by the President.
- B. A Director who is absent from three consecutive regularly scheduled Board meetings or from three consecutive regularly scheduled standing committee meetings may be removed from the Director position by a majority vote of all of the Directors. A Large District Director removed pursuant to this section shall be ineligible to serve for the remainder of the term to which the Director was elected.
- C. Any Director may be removed by a two-thirds vote of the Board when, in the Board's judgment, the best interests of the Association would be served by removal.

SECTION 7. MEETINGS.

- A. A Board year or annual period commences at the official close of the annual convention and ends after the same event in the next year. The Board shall hold at least four regular meetings that shall be spread throughout the year, with one taking place during the summer and the last meeting taking place during the week of the annual Delegate Assembly. The Executive Committee of the Board shall determine the dates and locations of the meetings for the upcoming Board year and report the meeting schedule to the Board before the Board year commences. The Board also shall be given 30 days' notice before each regular meeting by electronic means, or by any other means accessible to the Directors.

B. Additional meetings of the Board may be called by the President or by the written request of a majority of the Board, provided that a written notice is sent to each Director at least 10 days before the meeting.

C. A meeting of the Board or a committee may be conducted in person or by alternate means, such as teleconference, videoconference, the Internet, or any other means by which each participant can communicate with all other participants.

SECTION 8. QUORUM AND VOTING.

A. A quorum shall consist of a majority of the Board.

B. Unless otherwise specifically provided by these Bylaws, a majority vote of those present and voting shall govern. No proxy voting shall be permitted.

C. Any action required to be taken at a meeting of Directors, or any action which may be taken at a meeting of the Directors or any committee, may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall have been signed or executed by the number of Directors or committee members as would be necessary to take that action at a meeting at which all of the Directors or members of the committee were present and voted. The Board, by policy or resolution, may increase the number of votes required for an action taken by written consent. A written consent shall be signed or executed and dated by each Director or committee member, and consent may be provided in multiple counterparts. Directors or committee members may provide written consent by facsimile, email (from the email address of record), or any other form of writing which comes from the Director or committee member.

SECTION 9. VACANCIES. By majority vote of those present and voting, the Board may fill vacancies that occur in Director positions by electing an individual to fill the vacancy until the next annual Delegate Assembly, in accordance with Board policy. At that time, a candidate shall be elected by the annual Delegate Assembly to fill the unexpired term in accordance with Article VI, Section 2D.

1. GENERAL FUNCTIONS

1.A. Call to Order

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

1.B. Roll Call

All trustees were present.

1.C. Trustee Ethical Guidelines

The Trustees reviewed and discussed item 5.5 Trustworthiness in Stewardship (Board Team Operating Procedures): I will refer all complaints thorough the proper chain of command within the system and will act on such complaints at public meetings only when administrative solutions fail.

2. OPEN FORUM-OTHER

1. Any member of the community wishing to make a comment during Open Forum can send their comments to the following email address: BoardQuestions@canutillo-isd.org.
2. Comments must be submitted prior to the meeting start time.
3. Each participant will be limited to three minutes to make comments to the Board.
4. The Board is not permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.

In Person Speakers

Speaker #1: Mrs. N. Anizewska addressed the board regarding her concerns with existing racism in the school district (students and teachers). She stated men and women are different and is opposed to locker rooms being shared.

Speaker #2: Mr. J. Arreola addressed the board with concerns regarding Critical Race Theory. He stated CRT does not apply to Hispanics because of our diverse history dating back thousands of years. He stated we should not be criticizing one another or be racist against white people. We are all mixed.

Speaker #3: Ms. B. Carrasco, addressed the board with concerns regarding Critical Race Theory. She stated the 1619 Project is teaching children to be racist. She asked if any grant money from the Biden Administration had been taken by the school conditioned upon teaching 1619 as part of the curriculum?

Speaker #4: Mr. J. Joyner asked that his comments be read into the record. I rise in support of HB 3979 and SB 2202. I would ask that this school board not pass a resolution against those things. Again, I am not for teaching the 1619 Project or Critical Race Theory or any of these things that are being forced upon our kids today. We owe it to our students to focus on policies that

prepare them to educate and also to be competitive participants in higher education and economy and not limit their ideas and opportunity. I agree 100% with this. That is why for the last 15 years I have begged this school board, some of which are still here some of which are new, to implement a biliterate program in Canutillo that will allow our children to be competitive on the worlds stage and get a job right here at home. You guys have turned a deaf ear to me for 15 school years. You want to do something for our kids? You don't need Critical Race Theory. We don't need 1619 Project, we need to teach our children to be biliterate to read and write English and Spanish before they leave this school district. That is something you can do that doesn't cost you a lot of money. You already got the teachers, you already have the books. All I am asking you to do is to do something proactive for the students and not support this resolution against this house bill. I would also ask the district to stop having meetings at 3:00 pm in the afternoon. It is difficult for those of us who work to get here. I am a businessman here and my children graduated from here. We talk about systemic racism. My children both experienced systemic racism in this school district from some of you members that are still on this school board. But you know what, they ignored you. They didn't believe what you said. They went out in the world and became great people that work hard and very successful. My daughter who was whole heartedly discriminated against by some of the school board became Ms. Georgia United States. She has a master degree in sociology and works in Austin TX, not because of this school board in spite of this school board. She came to you guys to ask, "Can I get up at 5:30 am and run track and go and work out" and she was told no because she could be bitten by snakes. So, what did she do? She ran the ditch banks where there's even more snakes because this school board refused to support her in her endeavor. You guys represent us. In all the years I've been here very few of you have ever come to me and say Mr. Joyner what do you think about this issue? Guys you don't own those chairs. You don't own this school board. You are trustees that represent us. How can you represent us if you never talk to us? Please we want to open a dialog. The school district is changing. The make-up is changing and we want to open a dialog so that new people coming in feel welcomed here. So, their kids feel welcomed here. So that Mrs. Anizewska's kids don't go to class where they are being taught being white is bad. That's happening in our school district and it happening on your watch and it up to you to change it. Thank you for your time and thank you for listing to me. I hope you listen and act on what I told you to do and do not pass the resolution against HB 3979 and SB 2202.

Speaker #5: Ms. C. Cassady, addressed the board regarding Project 1619, the United States Constitution, Federalist Papers, Mayflower Compact, SCOTUS, Evolution, Declaration of Independence and the fact our nation was founded under God.

Speaker #6: Ms. D. Cisneros addressed the board regarding her support of HB 3979 and against Critical Race Theory. She asked the board to listen to the community and vote against the resolution against HB 3979 and SB 2202.

Online Comments

Email #1: Mr. L. Villasana wrote the following: CRT is a Marist indoctrination. Is this school board considering including this theory in its curriculum?

Email #2: Mr. M. Stopani wrote the following: I will keep this brief. Critical Race Theory is a cancer to our society and especially to the impressionable young minds of students whose parents are leaving them in trust of the government run schools. We cannot battle "perceived" racism against minorities of color by vilifying whites for their skin color. Teaching CRT does not breed inclusiveness and togetherness for society, but it continues to divide by appearance. Martin Luther

King Jr. had a dream that his children would be judged by the content of their character and not the color of their skin. Critical race theory is the absolute antithesis of this. Do not allow CRT to be taught in schools, let our students learn to love each other for who they are and not for what they look like.

Email #3: Mr. R. Stopani wrote the following: Esteemed CISD Board members, Vote for HB3979, as it is the best defense against turning classrooms into a political battlefield. Any votes against a proposal that bans any racism or discrimination or making ANY child regret what race they are unacceptable, vote in support of HB3979 and SB 2202.

Email #4: Ms. M. Martinez wrote the following: My name is Marie Martinez. I am a mother, Virtual Bible Study Teacher, a Retired United States Marine, volunteer coach for City and Youth Sports, and a concerned citizen of the El Paso, TX School System. I would like the board to consider and vote against not the possible, but certain ramifications of exposing/ teaching elementary, middle school, and high school students what the current political climate is calling” critical race theory”. Critical race theory is a political and harmful perverse agenda, thus should not be taught as fact or hateful religion to our children. This Critical race theory, is nothing more than an occult religion of hate aimed to brain wash Our Children. Our Children should be protected and shield from pushed by those who have a corrupt political agenda, hate America, and American values, and are pushing for the destruction of American Society. Children should be taught sound classic teaching that help America to be the leaders of the Free World, not thrown in the front lines of a political war. We do not consent to have Our Children be bullet sponges, for those who sit back and collect riches off tears of parents who lose their Blessing from Almighty God, due to hours, weeks, months, and years of hateful brainwashing being poured in to them be soulless so-called administrators of a so-called education system. Those individuals, who are pushing or have pushed for Critical Race theory to be taught in any El Paso School district violate the oath of being a teacher or administrator to sound young minds. Sound young minds that are sent to school to learn math, reading, writing, good citizenship, and health. Those who are pushing for Critical Race theory, are also violating the truth that each parent or care taker of those children have when they send their child or young off to school each day. Instead, of push harm polices in El Paso School, I move that we once again have our students taught actual learnings that produce productive members of society. And as productive members of society when they grow up and chose to gain in productive employment, will ensure a civil and productive America for generation to come. Possibilities of which that will not be if Critical Race theory is brainwashed in to loving caring sound minds of our Children. We each have a duty and a responsible to Our Creator GOD Almighty to be a stepping stone up for Our Children and not a stumbling block. Lastly, I call for the immediate resignation of every employee of any office who votes in favor to Critical Race Theory to be taught in any El Paso School whether it be public, private, character, or online. I appreciate the time and effort the school board puts into protecting the safety of our children. I look forward to hearing from you on this matter.

Email #5: Mr. and Mrs. Daniel wrote the following: To Whom it May Concern: As a Tax payer in the El Paso TX area, a parent of school age children and a former educator, I Support HB3979! Do Not vote against this bill. Do Not send out False Information. This bill will Help fight Indoctrination based on politics and race in the classroom. Teach the kids what they need to learn: Math, Writing, Science and American History. Do Not attempt to teach kids the junk which is being spread by the leftist mob.

Email #6: Ms. B. Hatch addressed wrote the following: Members of the Canutillo School Board, I am disheartened and disgusted by the propaganda being shared by some members of this board. According to your agenda online, HB3979 is a bill that limits speech, and we all know that this is far from the truth. Your statements regarding HB3979 and its companion bill SB 2202, state that these bills would “censor teachers and students,” “violate free speech,” “stifle critical thinking and discussions of key social issues,” and “limit student engagement opportunities.” Not only are these accusations wildly unfounded, but the text of said bills negates these very talking points. Considering that whoever wrote that statement has obviously never read HB3979, I will copy and paste a few excerpts here for it to be read into public record: (2) teachers who choose to discuss current events or widely debated and currently controversial issues of public policy or social affairs shall, to the best of their ability, strive to explore such issues from diverse and contending perspectives without giving deference to any one perspective; (5) No teacher, administrator, or other employee in any state agency, school district, campus, open-enrollment charter school, or school administration shall be required to engage in training, orientation, or therapy that presents any form of race or sex stereotyping or blame on the basis of race or sex. This bill, along with its companion SB2202, actually require that a teacher, administrator, or other employee of a state agency, school district, or open-enrollment charter school may not: (B) require or make part of a course the concept that: (i) one race or sex is inherently superior to another race or sex; (ii) an individual, by virtue of the individual's race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously; (iii) an individual should be discriminated against or receive adverse treatment solely or partly because of the individual's race or sex; This excerpt was from SB2202. Your statement reads that “Prohibiting discussion on these important topics will leave Texas students ill-prepared to thoughtfully engage in college and career opportunities that demand a well-rounded education and critical thinking skills.” However, this bill does not prohibit discussion, on the contrary, it just requires that both sides of the argument be heard. To say that this would hurt the student’s future opportunities is absolutely mind blowing. It is actually imperative that the students learn about healthy debate and conflict resolution. If teachers discussed BOTH sides of the arguments, not only would it encourage a student to make up their own mind, but it would also prepare them for dealing with peers who have differing viewpoints in the future. It’s clear that these bills are meant to put an end to the race baiting and false narrative being shared in public schools, and the fact that this board released a statement calling this anti American is a disgrace and an embarrassment. I urge the board to vote against the attack on HB3979 and SB2202. I recommend that both HB3979 and SB2202 be read, in their entirety, into public record.

Email #7: Mr. A. Rogers wrote the following: I fully support representative Toth’s bill to ban critical race theory in the classroom.

Email #8: E. Pourrajabi wrote the following: I’m writing to you in support of HB3979. I believe that we teach our children to love one another, look past our differences, and to appreciate the God given inherent value of every person, regardless of what they look like or how they choose to live. We do not teach our children to judge a person negatively by their skin color, gender, or any other identifier. Lifting up one race or gender or lifestyle over another creates division. The Lord created us to love one another, not to teach hate and bias, which is what Critical Race Theory (and any Critical Theory) does. Please pass HB3979 and allow our educators the ability to encourage our kids - the next generation of this great nation - to love one another and not live with any sort of bias towards another person.

Email #9: Mr. S. Rogers wrote the following: To whom it may concern I'm in full agreement with Mr. Toth and ask that critical race theory is not taught to any person or persons in the world. So in short, I vote no critical race Theory being taught.

Email #10: Ms. D. Cisneros wrote the following: This is a bill that must be passed! We cannot allow CRT to be taught in our schools at no cost! I am a firm believer that we are all equal and no race or sex is higher than the other and unfortunately CRT (Critical Race Theory) teaches this and completely goes against what so many of us have taught our children and have fought to teach our beloved families. In that, we do not judge no one by the color of their skin whatever that may be. This (CRT) theory is Racist and teaches to hate! To hate the other race or color whatever race or color that may be. No longer are we teaching in our schools that which is integrity and honesty and respect, and that we can achieve what we want if we put and set our mind to it. It is being destroyed by this theory and it's an awful shame. We must stand up for what is right, not for what is trending or politically correct. It's about standing for truth and righteousness. It's time to rise for what is right! For in God's eyes we are all of equal value! We all bleed red! I hope and pray you will listen to these emails and Parents/guardians, who are fighting against this because if you allow this to be taught in our schools surely you will be bringing hate and more division to this school district and I know for sure you will lose many, many students because of this. But most important of all you will also loose the respect of many people in our beloved Canutillo neighborhood. I grew up in this place and so love it and it breaks my heart that you all would even consider this theory to be taught in our schools. Many of these teachers are already giving their opinions instead of teaching true history and good morals and respect. Thus, producing many disrespectful children and even young parents who do not know how good we have had it here and the great job past teachers have done and worked hard to teach and loved our children. I hope you pay no mind or attention to teaching CRT in our schools. This is indoctrination and it is wrong and downright so so evil on so many levels. Research, and I mean truly RESEARCH, what CRT really means and what it does and how ultimately, it's all about raising one race higher than the other, it is not what the media and social media and news says that it is. It is time to wake up! Heed the call and stand for what is right.

Email #11: Mr. C. Harrelson addressed wrote the following: I want to plead with you to not allow the promotion of critical race theory in your school district. Yes, we should look honestly at our history in America that has included horrible evils; however, we do not need to promote this theory as it promotes very racist ideologies. For example, it slaps labels on people groups simply BECAUSE of their skin color. It's disappointing that your district recently put out a memo stating that opposition to this is "suppressing free speech." That is a straw man and shows that you have not done the homework to investigate what this racist ideology teaches (it has snuck in under the guise claiming it's 'not racist'). It's one thing to critical test ideas in the classroom, it's another to PROMOTE ideas in the curriculum based on the tribalistic view that what's more important about people is their background or ethnicity rather than that they are image bearers of God- their shared humanity. Yes, people's ethnicity is important, but since we are ALL made in the image of God (Genesis 1:27) and there is only ONE human race (Acts 17:26), we don't need to embrace and promote this ideology that separates people into tribes of "oppressed" (if you are a certain skin color) or "oppressor." People automatically being labelled an 'oppressed' is not very empowering either and it just another form of victim-hood Furthermore, this type of tribalistic thinking is the type of division that we see around World War II. Do we really want to promote more of that and turn our nation against itself? I urge you

to ban the teaching of critical race theory in the Canutillo School district and consider other alternative curriculums like 1176 unites. See <https://1776unites.com/>

Email #12: Ms. P Isais wrote the following: To whom this may concern, My name is Perla Isais and I am a lifelong resident of El Paso and I am very concerned of the opposition the Canutillo school board has taken to HB3979. I am asking the Canutillo school Board to take action and SUPPORT HB 3979. As parents, administrators, school staff, teachers etc. we should teach our children to be victors not victims nor fall to the idea that others based on their sex, race, or religion is superior to them based on these things. Our schools should be filled with proper education that teach our kids to be proud Americans and that they can be successful as unique as they are if they work hard and put in the sacrifice to learn and do better, and not political agendas that indoctrinate our children with the destruction of our western culture or that they would have a better chance if they were or weren't a certain skin color, or if their parents make so much money a year. This is hateful and destructive to our children's young minds. Again, I am asking the school board to support HB 3979.

Email #13: Ms. I Alvarez wrote the following: Please support HB3979. Critical race theory gives students implicit/ unconscious bias training. Critical race theory is destructive and hateful ideology and it should not be implemented into our children in the classrooms.

Email #14: Ms. M. Whetten wrote the following: Board members, First of all, thank you for all that you do for the students of Canutillo ISD. I am taking this opportunity to respond to the district response to HB3979. After reading the parts of the bill that correspond to the response that is attached to the agenda, I did not come to the same conclusions as outlined. From my understanding, this bill does not prevent teachers from discussing current events in the classroom, rather it requires them to present the topics from differing points of view and not favor a particular point of view. In my opinion, this teaches students to think for themselves rather than adopt another individual's opinions and thought process. As my second child is about to be the second in our family of six children to graduate from Northwest Early College High School, it is becoming clear to me how important it is for our teachers to teach their students to think for themselves, to look at all sides of issues, and to form opinions only after having done so. I applaud and appreciate the teachers in our school district from elementary school all the way through high school that have taught my children how to think for themselves and how to listen to others and their views. I believe that this bill is trying to protect that process. I do not believe that it will limit students, rather that it will expand their horizons by ensuring that they are learning many different views about complex issues. I am of course willing to listen and consider other views concerning this bill. Thank you for hearing me out and again, thank you to the school board for your service and for striving to provide the students of Canutillo ISD with opportunity and a quality education. I can attest that you are succeeding in this endeavor.

Email #15: Ms. N. Villalobos wrote the following: As a Canutillo Alumni I support the bill HB3979 as it opposes the Critical Race Theory. I urge you to support it as well. Please take our voice seriously. We stand on truth. We stand on the foundation our founding fathers built, which is truth. Do not let our culture change the values of our students, of our teachers, and of the future of Canutillo independent school district.

Email #16: Ms. I. Cazares wrote the following: As a lifelong Canutillo resident I believe that the children in Canutillo ISD should NOT be taught about systemic racism. These teachings only create hatred in people's minds and hearts. It is not, nor has it ever been the school's responsibility

to teach our kids about this. Statistics show that there is absolutely no scientific proof of it. Hard work gets you ahead in life. A vast majority of our athletes are African-American, making millions of dollars. No matter the skin color, humans have no limits as to how far they can get in life here in the United States of America as long as they are willing to put in the hard work. We even elected a black man as president more than a decade ago! We also have the cities and states that have fallen into believing the systemic race theory and the results are the belief of entitlement and chaos because of it. As parents, who pay taxes to fund public schools, we have a say as to what gets taught to our children. The information that the school district sent out about this subject to the parents is misleading and not true. I believe that there are many parents, dare I say, even the majority, that stand with me. Even the state of Texas stands with all that I have written here as well. We are willing to take a stand against any teaching, indoctrination, and poisoning of our children with systemic racism

Email #17: Ms. E. Macias wrote the following: Hello, My name is Eileen Macias, a Canutillo alum, and now an active, concerned parent of a high school freshman. I am writing to ask the school board to Support HB3979 to oppose and ban critical race theory in the classroom. My family and I do not support this destructive and hateful ideology and are opposed to the implementation of it.

Email #18: Mrs. B. Barnes wrote the following: Good afternoon Board of Trustees, My name is Breanne Barnes. I am a teacher at Garcia Elementary School and a parent of a child at Canutillo Elementary School. I write this letter today to address a few concerns I have. First, I am bringing up the inaccessibility of 3pm board meetings. I would have come and spoke today in person, but I do not get out of school until 3:30. This problem was brought up numerous times in various letters last board meeting. We all have expressed that afternoon board meetings are not accommodating for staff, parents, or community members. We asked last meeting that this time no longer be considered, and then the very next meeting (today's meeting) was scheduled at 3pm again. During the last board meeting, it was stated by a few trustees that you wanted the community more involved and that you wanted to be transparent to not cause any miscommunication. Scheduling board meetings at times that you know are not appropriate for community input gives just the opposite appearance. These times make the community feel like our input is not considered or held with any validity. If you really want your community involved, then listen to us and take our concerns seriously. I am asking for future board meetings (regularly scheduled or special meetings) to be held at 5:30 or 6 so most people can attend after work. If this needs to be discussed for some reason, then please include it on the next board meeting agenda. Secondly, I am concerned about moving all of our nurses to new campuses next year. I do not see the need for this. I can tell you that our nurses have worked EXTREMELY hard this year to build and keep rapport with our students, families, staff, and community even amongst a global pandemic. Building this rapport is not an easy task. It takes so much time for our students to feel comfortable with new people. Our nurse at Garcia has only been here for one year and she is having to move already! Why? My daughter's nurse at Canutillo knows her well. I don't think it is necessary to change them all around. If there is a specific situation where a nurse needs to be moved, then shouldn't we try to see if there is someone who will volunteer to transfer instead of moving everyone? This just seems unnecessary, and I don't feel the best interest of the students and families are being considered. Can this be scheduled on the next board meeting agenda so it can be discussed? Lastly, I am concerned about wanting to reject House Bill 3979. I have read the bill over thoroughly and the talking points that are posted on the agenda. I do not agree with the opinions stated there. I feel

this bill gives teachers and students the freedom to teach and discuss current events "without giving deference to any one specific perspective," race, or sex. I feel it is important to keep our opinions and political perspectives out of the classroom. I feel this bill does just that. I feel this agenda item needs to be tabled tonight and scheduled for a later time to give our community a chance to research it and speak on it so that you are representing your community correctly. I, for one, can say your proposal to reject this bill does not speak for me and many others in this community that I know.

Email #19: Ms. A. Nelson wrote the following: Please utilize this email as my voice to ban the teaching of Critical Race Theory. Indoctrinating our children with this is extremely disturbing and should not be taught in the classroom.

Email #20: Ms. J. Lee wrote the following: As a tax paying citizen of El Paso, I am against having CRT taught in the Canutillo School District. I believe it goes against every value we have as citizens of the United States.

3. BOARD OF TRUSTEE BUSINESS-OTHER

3.A. Discussion and possible action regarding a resolution against HB 3979 and its companion SB 2202 that would prohibit civic engagement opportunities and internships, and leave students unprepared for college and the workforce.

Mr. Coronado suggested discussing this item later on in the meeting to allow for more public comment/input. Mrs. Searls stated she did not agree with delaying action on this item. Mr. Rodriguez stated he had no position on when this item would be discussed but stated a conversation about race needed to happen. Mr. Rodriguez confirmed he put this item on the agenda. Mr. Hernandez wanted clarification regarding what was sent out to the community. It was confirmed by Mr. Coronado that the attachment regarding this item had not been sanctioned by the board. Mrs. Trout stated action on this item should be taken immediately. Mrs. Trout stated she was against this resolution, respected community input and noted the board is here to serve the community. Mr. Hernandez and Mr. Payan both asked for more time to research this agenda item further. Mr. Payan then motioned for this item to be tabled and Mrs. Mendoza seconded his motion. Mr. Rodriguez asked for a workshop (to include the community) regarding race and diversity. He also asked administration to play the video from Texas Impact. Mrs. Searls thanked the community for the passion and involvement. Mr. Coronado stated the community needed a good discussion about these issues and was in favor of a workshop. A video from Texas Impact Presents Lege TV Clips from the Texas Legislature was shown. Rep. James Talarico clarifies aspects of HB 3979, from the House Chamber on May 10, 2021. It was motioned by Mr. Payan, seconded by Mrs. Mendoza and passed unanimously to table this item.

3.B. TRAINING/WORKSHOP

Trustees will participate in a Level 2 Team Building Workshop. Presenter: Region 19/M. Jaloma

3.B.1. ETHICS: Discuss, develop, and draft formal Ethical Standards for School Board Members to present, at a later date, as possible amendments to the Board Operating Procedures.

Ms. Jaloma, ESC 19, held a workshop regarding ETHICS: Discuss, develop, and draft formal Ethical Standards for School Board Members to present, at a later date, as possible

amendments to the Board Operating Procedures. Ms. Jaloma presented the board with possible revisions to their Board Team Operating Procedures:

1. Under Procedures, after Board Member rules of Conduct **add** Maintain relations with other members of the school board- Approved by the Board.
2. Under Communication, Visiting School Campuses and other facilities add more specificity. The Board must give administration a 7 (calendar) day notice before visiting a campus or other facility- Approved by the Board.
3. Under Communication, after Board and Superintendent Communications **add** Board Member Concern About Member Performance- A consensus could not be reached on this item.
4. Preparation for board meeting agenda: conflict of interest procedures-was discussed but not approved by the board.

The trustees were unable to complete their training however Ms. Jaloma stated she would follow up with them at a later date. Ms. Jaloma reminded the board all edits to the Board Operating procedures would have to be done by June 30, 2021.

4. EXECUTIVE SESSION

4.A. Discussion and evaluation of the Internal Auditor.

The meeting was closed at **6:14 pm** under Texas Government Code Sections 551.071 and 551.074.

5. NEW BUSINESS (CONTINUED)

The meeting reconvened into open session at **8:19 pm**.

5.A. Results of the 2020-2021 evaluation of the Internal Auditor.

It was motioned by Mr. Payan, seconded by Mrs. Trout and passed unanimously to approve the results of the evaluation of the internal auditor.

6. ADJOURNMENT

The meeting adjourned at **8:21 pm** by unanimous consent.

Presented to the Board of Trustees for approval on **June 22, 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.

1. GENERAL FUNCTIONS-OTHER

1.A. Call to Order

The meeting was called to order at **5:31** pm by President Coronado.

1.B. Pledge of Allegiance was led by the Board of Trustees.

1.C. Texas Pledge of Allegiance was led by the Board of Trustees.

1.D. Roll Call

Trustees Coronado, Hernandez, Mendoza, Mr. Rodriguez and Trout were present.
Trustees Payan and Searls were absent.

1.E. CISD Vision and Mission Statements

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

1.F. Trustee Ethical Guidelines

The Trustees reviewed and discussed item 2.2 Equity in Attitude (Board Team Operating Procedures): I will accord others the respect I wish for myself.

2. OPEN FORUM-OTHER

Any person wishing to address the Board during the period reserved for public comment at a Board meeting must sign up to be heard, in accordance with District policy BED(LOCAL):

Each participant will be limited to three minutes to make comments to the Board.

The Board is not permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.

For further information on those policies, contact the Superintendent's Administrative Assistant.

Speaker #1: Mrs. B. Barnes, thanked the board for changing the board meeting times. She asked that the option for Open Forum emails be reinstated and also asked that the board reconsider the districts mask requirements. She also had concerns regarding the decision to select Hellas Construction for the track resurfacing.

Speaker #2: Mr. N. Barnes, addressed the board regarding his concerns with the resurfacing of the track and the decision to select Hellas Construction for the job. He stated there was a conflict of interest that could not be overlooked. He also expressed his concerns with the bidding process in general.

Speaker #3: Mrs. A. Whitley expressed her concerns regarding the district's decision that no longer allows Open Forum community emails. She also voiced her concerns with the resurfacing of the track and the company that was awarded the bid (Hellas).

Speaker #4: Ms. H. Taylor thanked the board for changing the board meeting times. She also asked that the board reconsider the districts mask mandate.

Speaker #5: Mrs. E. Perez addressed the board regarding the upcoming bond and the hardship it would cause the Canutillo Community.

Speaker #6: Ms. R. Cordova addressed the board regarding the relocation of nursing staff and asked the board to reconsider the changes.

Speaker #7: Mrs. Ontiveros-Villanueva addressed the board regarding Reyes Elementary and the great job they have done with all their students.

3. BOARD HONORS- OTHER

3.A. 2020-2021 Safe Employee Recognition Campaign - Honor Roll Awards.
Leticia Lozano and Maria De Rosario Fernandez were recognized as the 2020-2021 Safe Employees of the Year.

3.B. Recognition of the nine Congressman Silvestre & Carolina Reyes Elementary School students have been selected to the 2021 Texas Choral Directors Association (TCDA) Elementary Honor Choir.
Nine Congressman Silvestre & Carolina Reyes Elementary School students were honored for being selected to the 2021 Texas Choral Directors Association (TCDA) Elementary Honor Choir.

3.C. Recognition of students who have been awarded CAFE Scholarships.
CAFÉ Scholarship recipients were honored.

4. BOARD OF TRUSTEE BUSINESS

4.A. Budget Workshop Presentation.

A Budget Workshop Presentation was made by Ms. Piekarksi and Mrs. Pulley that provided the following information: Budget Priorities (Balanced Budget, 2% Compensation Package for Local Funds- \$880,000, Staffing vs Admin Cost Ratio- 11.5, Annual payment for maintenance tax notes- \$1,155,571., COVID Related Expenditures and Facilities Maintenance), Historical Data Enrollment/ADA, Preliminary FY 2021-2022 Enrollment Projections, Property Tax Value Trends, Fiscal Year 2022 Estimated M&O Tax Rate, Projected Property Tax Revenues 2021-2022, Budget Allocation by Campus Fiscal Year 2022, Adopted Budget by Fiscal Year Function 11-Instruction, Fiscal 2022 Administrative Cost Ratio, Projected Revenues Less Expenditures for FY 2021-2022 General Fund, General Fund, Fund Balances, Projected Revenue Less Expenditures for 2021-2022 Food Service Fund Only. Projected Revenue Less Expenditures for 2021-2022 Debt Service Fund Only, Budget Allocation by Function and CISD 2021-2022 Budget Calendar. Mr. Coronado asked about funding however due to the legislature being in session Ms. Piekarski was unable to provide definite answers. Mrs. Trout asked for an amortization schedule for the maintenance tax notes.

4.B. Discussion and possible action regarding the 2021-2022 Compensation Maintenance Review.

Ms. Carrasco presented the 2021-2022 Compensation Review that provided the following information/recommendations: Implement pay structure adjustments to align with the market, adopt a general 2% pay increase (GPI) to maintain market position and provide adjustments to address market differences and maintain equity. In addition, a teacher incentive allotment (TIA). Ms. Carrasco informed the board that the district currently had 10 teachers that are nationally board certified. Mr. Rodriguez asked Ms. Carrasco to look into Teach for America and similar programs for board certified teachers. Mrs. Mendoza confirmed with Ms. Carrasco that job fairs are still part of the recruiting process. Mr. Coronado stated he agreed with the states (TX) goal of “60x30.” The state initiative that sets a goal of ensuring that 60 percent of all Texans ages 25-34 will hold a post-secondary degree or certificate by the year 2030. Mr. Coronado and Dr. Galaviz agreed a workshop was needed regarding “60x30.”

It was motioned by Mrs. Trout, seconded by Mr. Rodriguez and passed unanimously to approve a 2% general pay increase to include the payment of the Teacher Incentive Allotment as TRS creditable compensation.

4.C. Discussion and possible action regarding the 2021-2022 Temporary Employment, Non-Contractual Stipend and Supplemental Pay Schedule.

Ms. Carrasco presented the 2021-2022 Temporary Employment, Non-Contractual Stipend and Supplemental Pay Schedule. She stated these changes would not really impact the budget.

It was motioned by Mrs. Trout, seconded by Mr. Rodriguez and passed unanimously to approve the 2021-2022 Temporary Employment, Non-Contractual Stipend and Supplemental Pay Schedule.

4.D. Discussion and possible action regarding the approval of recommendation to award Request for Proposal (RFP) #2021-03 Resurfacing of Running Tracks to Hellas Construction in the amount of \$386,119.03 for Canutillo High School and Vibra Whirl Sports, LTD. In the amount of \$497,730.00 for Alderete Middle and Canutillo Middle Schools in total amount of \$883,849.03.

Mr. Rodriguez stepped out of the meeting at 7:01 pm prior to the discussion of this item and returned at 7:27 pm (beginning of Executive Session).

Mr. Vasquez informed the board that this was a Request for Proposal (RFP), not a hard bid. Per Mr. Vasquez a hard bid would not allow for any negotiations. He stated that the district did not limit the amount of responses. He noted this type of work was technical and very challenging. Although there were several construction companies in the area few had the expertise to do this kind of project. Mrs. Trout had questions regarding why administration would recommend a bid that was so much higher than the others. Mr. Vasquez stated the district was not necessarily looking at the lowest bid. Mrs. Trout asked why the district would choose the highest bid if all vendors were equally qualified? Mr. Vasquez stated after several votes the committee made this decision. Mrs. Trout stated she was in support of the track resurfacing but felt uncomfortable approving this item due to a conflict existing on the board. She asked that the item be tabled or that another RFP be sent out. Ms. Sida explained the RFP process and confirmed it had been done correctly. Mr. Vasquez stated he has been wanting to work on the track deficiencies since 2019. Mrs. Mendoza confirmed with Ms. Sida that the RFP had gone

out twice already. Mr. Coronado and Ms. Piekarski agreed that the longer the district waited to resurface the track the higher the cost would be.

It was motioned by Mr. Hernandez and seconded by Mrs. Mendoza to award Request for Proposal (RFP) #2021-03 Resurfacing of Running Tracks to Hellas Construction in the amount of \$386,119.03 for Canutillo High School and Vibra Whirl Sports, LTD. In the amount of \$497,730.00 for Alderete Middle and Canutillo Middle Schools in total amount of \$883,849.03

Vote:

Mr. Coronado- Yes, Mr. Hernandez- Yes, Mrs. Mendoza- Yes and Mrs. Trout- No
Motion passed.

5. CONSENT AGENDA-VOTING

5.A. BUSINESS SERVICES

5.A.1. Approval of the Meeting Minutes.

5.A.1.a. Approval of the April 27, 2021 Regular Board Meeting Minutes.

5.A.2. Approval of the Monthly Financials.

5.A.3. Approval of the Monthly Warrant List.

5.A.4. Approval of the Monthly Donations.

5.A.5. Approval of the Budget Amendments.

5.A.6. Approval to utilize the option to extend RFP #2017-08 Depository Services with Wells Fargo Bank through June 30, 2023.

5.A.7. Approval to Purchase Data Analytics and Predictive Solutions from 4TELLX, LLC utilizing Region 19 Allied States Cooperative RFP Contract #16-7210 in the amount not to exceed \$66,442.15.

5.B. CURRICULUM

5.B.1. Approval of Presentation of the 2021 Program Evaluation per District Policy BQ (Local).

5.B.2. Approval of purchase from Renaissance to renew Renaissance Learning program that supports Canutillo ISD's Elementary, Middle, and High Schools, utilizing Socorro ISD Cooperative 199-0331-E1901 in the amount of \$101,771.36.

5.B.3. Approval of purchase from Istation (Imagination Station) to renew program that supports our elementary and Middle Schools, utilizing Region 19 Allied States Cooperative 20-7373 in the amount of \$71,862.46

5.B.4. Approval to purchase from Nearpod to renew Nearpod's program that supports our K-12 schools, utilizing Allied States Cooperative 20-7373 in the amount of \$50,050.00.

5.B.5. Approval of purchase from Imagine Learning to renew a math program that supports our elementary and our middle schools, utilizing Allied States Cooperative 19-7351 in the amount of \$56,000.

Consent Agenda

It was motioned by Mrs. Trout, seconded by Mrs. Mendoza and passed unanimously to approve the consent agenda as presented by administration.

6. EXECUTIVE SESSION

The meeting closed at 7:27 pm under Texas Government Code Sections 551.071 and 551.074.

6.A. Discussion regarding termination of the continuing contract of Saul Valenzuela for good cause.

6.B. Discussion regarding non-renewal of the term contract of Giselle Ricci.

6.C. Discussion regarding the recommendation of administration to terminate the probationary contracts of Alyson B. Harrison and Allegra Susanne Artis for good cause.

7. NEW BUSINESS (continued); OTHER

The meeting reconvened at 7:56 pm into Open Session.

7.A. Discussion and possible action to terminate the continuing contract of Saul Valenzuela for good cause.

It was motioned by Mrs. Trout, seconded by Mrs. Mendoza and passed unanimously to terminate the continuing contract of Saul Valenzuela for good cause.

7.B. Discussion and possible action to non-renew the term contract of Giselle Ricci.

It was motioned by Mrs. Trout, seconded by Mrs. Mendoza and passed unanimously to non-renew the term contract of Giselle Ricci.

7.C. Discussion and possible action regarding the recommendation of administration to terminate the probationary contracts of Alyson B. Harrison and Allegra Susanne Artis for good cause.

It was motioned by Mrs. Trout, seconded by Mrs. Mendoza and passed unanimously to terminate the probationary contracts of Alyson B. Harrison and Allegra Susanne Artis for good cause.

8. ADJOURNMENT

The meeting adjourned at 8:04 pm under unanimous consent.

Presented to the Board of Trustees for approval on June 22, 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

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 Pullay

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

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):



Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Acceptance of Donations Report

Justification Statement: Presentation for your review and acceptance of the Donation Report for the month of May 2021

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

Staff Responsible: Cristina Pulley

Signature of Requester(s)

Signature of Presenter(s)

Cristina Pulley 06/08/2021

Business Services Approval (Initials) *Date*

Agenda Summary:

Presentation for your review and acceptance of the Donations Report for the month of May 2021

District Donations- \$36,722.00

RECOMMENDATION: Administration recommends the acceptance of Donations Report

PRIOR BOARD ACTION: Approved AWARDED: N/A AWARDED AMOUNT: N/A

AMOUNT(S) \$36,722.00

ACCOUNT NO(S) N/A

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

REQUESTING DEPARTMENT:
Financial Services Department

CONSEQUENCES OF NON-APPROVAL:
N/A

IMPLEMENTATION TIMELINE:
N/A

ATTACHMENT(S): ✓ Donations Report



CISD Approved May 2021 Donations

Board Approval Date: May 25, 2021						
Donor Name	Address	Donation	Campus/Department	Purpose of Donation	Value	
Debra Valdivieso	2415 Judith Lane Waukesha, WI 53188	Cash/Checks	Canutillo Elementary School	To assist with underserved students	\$ 500.00	
Jennifer Carrillo & Donna Sanchez	6005 Del Valle Espanola El Paso, TX 79932	Cash/Checks	Canutillo High School	To assist with senior activities	\$ 3,216.00	
Patricia Balicki	261 Lindbergh El Paso, TX 79932	Cash/Checks	Canutillo High School-Career and Technical Ed	To assist with FFA Club	\$ 150.00	
Region19	6611 Boeing Drive El Paso, TX 79925	Robotic Arm, Pendant Armor Bumper, Glass Screen Protection	Career and Technical Ed	To be used for STEM Advanced Manufacturing and Machinery (Robotic Program of Study at CHS)	\$ 32,606.00	
Online Donations (See Attached)					\$ 50.00	
					\$ 36,722.00	

CISD Approved Online May 2021 Donations

Date	Item Name	Sub Total	Collected First Name	Collected Last Name	Address	City	State	Zip
05/03/2021	NECHS - Donation for Class of 2021	50.00	Monique	Whetten	789 Maxie Marie	El Paso	TX	79932
	Total Online Donations	50.00						

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)

CPulley
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

FROM: Cristina Pulley, Director of Financial Services

DATE: May 31, 2021

SUBJECT: Budget Amendments for May 2021

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

BC 340582 – This budget amendment will reallocate funds from Function 11 – *Instruction* to Function 13 – *Curriculum Development/Instructional Staff Development* to cover costs associated with NWECHS-(OnRamps) 2020-2021 New Instructor Professional Learning Development. This budget amendment will have no impact on the admin cost ratio.

BUDGET ACCOUNT NUMBER		CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.11.6499.29.003.11	Miscellaneous Operating Expense - Graduation	\$ 12,770	\$ (1,581)	\$ 11,189
199.13.6411.00.003.99	Employee Travel	\$ 1,279	\$ (1,279)	\$ 0
199.13.6499.00.003.11	Miscellaneous Operating Costs	\$ 7,221	\$ 2,860	\$ 4,361

BC 340618 – Budget amendment will allocate funds from the Land Sale Proceeds for selling cost, remaining funds will be reserved for future school site purchase. This budget amendment will have a negative impact on the administrative cost ratio by increasing General Administration costs.

BUDGET ACCOUNT NUMBER		CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.00.7912.00.000.00	Other Resources - Sale of Real and Personal Property	\$ -0-	\$ (1,200,000)	\$ (1,200,000)
199.41.6499.99.999.99	Miscellaneous Operating costs	\$ -0-	\$ 68,000	\$ 68,000

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7965 Artcraft Rd.
El Paso, TX 79932

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Canutillo, TX 79835

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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).

BC 340619 – This budget amendment will re-allocate identified budget savings to cover COVID related expenditures, transportation overage and various facility maintenance expenditures. This budget amendment will have no impact on administrative cost ratio.

BUDGET ACCOUNT NUMBER	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.21.6***.**.***.*** Instructional Leadership	\$ 1,092,752	\$ (89,000)	\$ 1,003,752
199.23.6***.**.***.*** School Leadership	\$ 4,021,649	\$ (127,000)	\$ 3,894,649
199.36.6***.**.***.*** Co-Curricular Activities	\$ 1,711,835	\$ (130,000)	\$ 1,581,835
199.81.6***.**.***.*** Facilities Acquisition/Construction	\$ 2,258,435	\$ (523,400)	\$ 1,735,035
199.51.6***.**.***.*** Maintenance & Operations	\$ 7,986,632	\$ 713,400	\$ 8,700,032
199.33.6***.**.***.*** Health Services	\$ 994,613	\$ 136,000	\$ 1,130,613
199.34.6***.**.***.*** Student Transportation	\$ 1,936,422	\$ 20,000	\$ 1,956,422

BC 340617 – This budget amendment is to re-allocate to various functions as the result of estimated 2020-2021 TRS-On Behalf expenditures. The related expenditures are offset by corresponding revenue matched by the State. This budget amendment will have a no impact on administrative cost ratio.

BUDGET ACCOUNT NUMBER	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.00.5831.00.000.00 TRS on behalf Payments	\$ (2,900,000)	\$ (380,700)	\$ (3,280,700)
199.11.6144.00.999.99 TRS on behalf	\$ 2,196,236	\$ (186,774)	\$ 2,009,462
199.12.6144.00.999.99 TRS on behalf	\$ 31,437	\$ 14,030	\$ 45,467
199.13.6144.00.999.99 TRS on behalf	\$ 31,956	\$ 5,074	\$ 37,030
199.21.6144.00.999.99 TRS on behalf	\$ 46,620	\$ 16,805	\$ 63,425
199.23.6144.00.999.99 TRS on behalf	\$ 209,805	\$ 40,774	\$ 250,579
199.31.6144.00.999.99 TRS on behalf	\$ 118,822	\$ 23,864	\$ 142,686
199.33.6144.00.999.99 TRS on behalf	\$ 28,408	\$ 36,932	\$ 65,340
199.34.6144.00.999.99 TRS on behalf	\$ 35,075	\$ 48,056	\$ 83,131
199.36.6144.00.999.99 TRS on behalf	\$ 55,531	\$ 33,979	\$ 89,510
199.41.6144.00.999.99 TRS on behalf	\$ 62,272	\$ 107,546	\$ 169,818
199.51.6144.00.999.99 TRS on behalf	\$ 26,203	\$ 169,563	\$ 195,766
199.52.6144.00.999.99 TRS on behalf	\$ 12,002	\$ 33,779	\$ 45,781
199.53.6144.00.999.99 TRS on behalf	\$ 49,134	\$ 32,579	\$ 81,713
199.61.6144.00.999.99 TRS on behalf	\$ (3,500)	\$ 4,493	\$ 993

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 Artcraft Dr. | El Paso TX 79932.

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):





FINANCIAL SERVICES

CANUTILLO A Premier District

To: Board of Trustees

From: Cristina Pulley, Director of Financial Services

Date: June 8, 2021

Subject: Approval of Investment Resolution and Investment Policy

The Board of Trustees is required to review and approve the resolution related to District investments annually:

Resolution Approving Independent Sources for Investment Training and Designation of Investment Officers

Texas Government Code 2256.008(a), as amended, requires the investment officer of the District to attend an investment training session not less than once in a two-year period and receive no less than eight hours of instruction relating from an independent source approved by the Board of Trustees. District Policy CDA (LOCAL) also requires the Superintendent or other person(s) designated by Board Resolution to serve as the investment officer of the District.

The resolution names the Chief Financial Officer, Director of Financial Services, and Accountant(s) as the District's Investment Officers. The resolution also includes approval of the following independent sources for investment officer training.

- Texas Association of School Boards
- Texas Association of School Business Officials
- Texas Association of School Administrators
- Texas Municipal League
- Texas Class
- Center for Public Management

In addition, the governing body of the entity shall, at least annually, review, revise and adopt a list of investment sources or qualified brokers that are authorized to engage in investment transactions with the district. All investment sources are licensed to sell in Texas and meet all legal requirements and policies to sell to the district. The listed investment sources below are recommended.

- LOGIC
- First Public – Lonestar
- Texas CLASS-MBIA
- Texpool
- TexSTAR
- Texas Term & Daily
- BBVA Compass Bank
- Wells Fargo Security

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Lastly, the Board of Trustees is required to review and approve the CISD Investment Policy CDA annually. Attached you will find a copy of CDA Policy-Investments (Local & Legal) and the resolution listed above.

If you have any additional questions or concerns, feel free to contact me at your discretion, at 877-7425 or at cpulley@canutillo-isd.org.

Attachments

**RESOLUTION APPROVING INDEPENDENT SOURCES FOR INVESTMENT TRAINING AND DESIGNATION OF
INVESTMENT OFFICERS
FOR THE CANUTILLO INDEPENDENT SCHOOL DISTRICT**

WHEREAS, Canutillo Independent School District (“District”) has been legally created and operates pursuant to the general laws of the State of Texas applicable to independent school districts; and

WHEREAS, the Investment Policy CDA (LOCAL) states the superintendent or other person as designated by Board resolution shall serve as the investment officer of the District; and

WHEREAS, the Texas Association of School Boards (“TASB”), the Texas Association of School Administrators (“TASA”), and the Texas Association of School Business Officials (“TASBO”), Texas Class, Texas Municipal League (TML), and Center for Public Management are independent sources that provide investment training sessions relating to investment responsibilities; and

WHEREAS, the Board of Trustees of the Canutillo Independent School District wishes to approve these independent sources of instruction to provide investment training sessions required by Texas Government Code Section 2256.008(a):

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CANUTILLO INDEPENDENT SCHOOL DISTRICT:

That the Texas Association of School Boards, the Texas Association of School Business Officials, and Texas Association of School Administrators, Texas Class, Texas Municipal League, and Center for Public Management are hereby approved as independent sources of instruction relating to investment responsibilities for the investment officers of this District, as required by Section 2256.008(a), Texas Government Code, as amended.

And that the Chief Business Officer, Director of Finance, and Accountant(s) shall serve as the District’s Investment Officers.

Passed and approved this 22nd day of June, 2021.

CANUTILLO INDEPENDENT SCHOOL DISTRICT

By _____
Sergio Coronado, Board President

Attest:

Patsy Mendoza, Board Secretary

RESOLUTION OF THE BOARD REGARDING REVIEW OF THE INVESTMENT PROGRAM

WHEREAS, Section 2256.005(e) of the Public Funds Investment Act (Texas Government Code Chapter 2256) (the “Act”) requires the Board of Trustees of Canutillo Independent School District (District) to (a) review the District’s investment policy and investment strategies set forth in CDA(LOCAL) not less than annually and (b) adopt this resolution reflecting the Board’s review and recording any changes made to the investment policy or strategies;

WHEREAS, the District’s investment policy for fiscal year 2021-2022 has been presented to the Board for its consideration and approval, as required by the Act; and

WHEREAS, the District’s investment policy for fiscal year 2021-2022 includes no changes from the District’s investment policy for fiscal year 2020-2021.

WHEREAS Government Code 2256.025 requires the Board or a designated investment committee to, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the District.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Canutillo Independent School District has reviewed the District’s investment policy, and hereby adopts the policy for fiscal year 2021-2022 in compliance with the Act.

BE IT FURTHER RESOLVED that, after review of the District’s qualified brokers, the Board of Trustees of Canutillo Independent School District adopts the following list of qualified brokers for fiscal year 2021-2022:

- LOGIC
- First Public – Lonestar
- Texas CLASS-MBIA
- Texpool
- TexSTAR
- Texas Term & Daily
- BBVA Compass Bank
- Wells Fargo Security

Adopted this 22nd day of June, 2021 by the Board of Trustees.

CANUTILLO INDEPENDENT SCHOOL DISTRICT

By _____
Sergio Coronado, Board President

Attest:

Patsy Mendoza, Board Secretary

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All investments made by a district shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all federal, state, and local statutes, rules, or regulations. *Gov't Code 2256.026*

Definitions

Bond Proceeds	"Bond proceeds" means the proceeds from the sale of bonds, notes, and other obligations issued by a district, and reserves and funds maintained by a district for debt service purposes.
Investment Pool	"Investment pool" means an entity created under the Texas Government Code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield.
Pooled Fund Group	"Pooled fund group" means an internally created fund of a district in which one or more institutional accounts of a district are invested.
Separately Invested Asset	"Separately invested asset" means an account or fund of a district that is not invested in a pooled fund group. <i>Gov't Code 2256.002(1), (6), (9), (12)</i>
Pledged Revenue	"Pledged revenue" means money pledged to the payment of or as security for: <ol style="list-style-type: none">1. Bonds or other indebtedness issued by a district;2. Obligations under a lease, installment sale, or other agreement of a district; or3. Certificates of participation in a debt or obligation described by item 1 or 2. <i>Gov't Code 2256.0208(a)</i>
Repurchase Agreement	"Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations, described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds), at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement. <i>Gov't Code 2256.011(b)</i>
Hedging	"Hedging" means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering

into an offsetting position or using a financial agreement or producer price agreement in a correlated security, index, or other commodity.

Eligible Entity

“Eligible entity” means a political subdivision that has:

1. A principal amount of at least \$250 million in outstanding long-term indebtedness, long-term indebtedness proposed to be issued, or a combination of outstanding long-term indebtedness and long-term indebtedness proposed to be issued; and
2. Outstanding long-term indebtedness that is rated in one of the four highest rating categories for long-term debt instruments by a nationally recognized rating agency for municipal securities, without regard to the effect of any credit agreement or other form of credit enhancement entered into in connection with the obligation.

Eligible Project

“Eligible project” has the meaning assigned by Government Code 1371.001 (issuance of obligations for certain public improvements).

Gov’t Code 2256.0207(a)

Corporate Bond

“Corporate bond” means a senior secured debt obligation issued by a domestic business entity and rated not lower than “AA-” or the equivalent by a nationally recognized investment rating firm. The term does not include a debt obligation that, on conversion, would result in the holder becoming a stockholder or shareholder in the entity, or any affiliate or subsidiary of the entity, that issued the debt obligation, or is an unsecured debt obligation. *Gov’t Code 2256.0204(a)*

Written Policies

The board shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

1. A list of the types of authorized investments in which the district’s funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the district;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;

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(LEGAL)

4. Methods to monitor the market price of investments acquired with public funds;
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
6. Procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Government Code 2256.021 [see Loss of Required Rating, below].

Gov't Code 2256.005(a), (b)

Annual Review The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. *Gov't Code 2256.005(e)*

Annual Audit A district shall perform a compliance audit of management controls on investments and adherence to the district's established investment policies. The compliance audit shall be performed in conjunction with the annual financial audit. *Gov't Code 2256.005(m)*

Investment Strategies As an integral part of the investment policy, the board shall adopt a separate written investment strategy for each of the funds or group of funds under the board's control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the district;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the need arises to liquidate the investment before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

Gov't Code 2256.005(d)

Investment Officer A district shall designate by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees as investment officer(s) to be responsible for the investment of its funds consistent

with the investment policy adopted by the board. If the board has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the contracting board's district. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the board retains the ultimate responsibility as fiduciaries of the assets of the district. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the district. Authority granted to a person to invest the district's funds is effective until rescinded by the district or until termination of the person's employment by a district, or for an investment management firm, until the expiration of the contract with the district. *Gov't Code 2256.005(f)*

A district or investment officer may use the district's employees or the services of a contractor of the district to aid the investment officer in the execution of the officer's duties under Government Code, Chapter 2256. *Gov't Code 2256.003(c)*

Investment Training Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act. *Gov't Code 2256.008(c)*

Initial Within 12 months after taking office or assuming duties, the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend at least one training session from an independent source approved by the board or a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008(a)*

Ongoing The treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend an investment training session not less than once in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by a designated investment committee advising the investment officer. *Gov't Code 2256.008(a-1)*

Exception The ongoing training requirement does not apply to the treasurer, chief financial officer, or investment officer of a district if:

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(LEGAL)

1. The district does not invest district funds or only deposits those funds in interest-bearing deposit accounts or certificates of deposit as authorized by Government Code 2256.010; and
2. The treasurer, chief financial officer, or investment officer annually submits to the agency a sworn affidavit identifying the applicable criteria under item 1 that apply to the district.

Gov't Code 2256.008(g)

Standard of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

1. The investment of all funds, or funds under the district's control, over which the officer had responsibility rather than the prudence of a single investment; and
2. Whether the investment decision was consistent with the district's written investment policy.

Gov't Code 2256.006

Personal Interest

A district investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the district shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573 (nepotism prohibition), to an individual seeking to sell an investment to the investment officer's district shall file a statement disclosing that relationship. A required statement must be filed with the board and with the Texas Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

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CDA
(LEGAL)

1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

Gov't Code 2256.005(i)

Quarterly Reports

Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented not less than quarterly to the board and the superintendent within a reasonable time after the end of the period. The report must:

1. Describe in detail the investment position of the district on the date of the report;
2. Be prepared jointly and signed by all district investment officers;
3. Contain a summary statement of each pooled fund group that states the:
 - a. Beginning market value for the reporting period;
 - b. Ending market value for the period; and
 - c. Fully accrued interest for the reporting period;
4. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
5. State the maturity date of each separately invested asset that has a maturity date;
6. State the account or fund or pooled group fund in the district for which each individual investment was acquired; and
7. State the compliance of the investment portfolio of the district as it relates to the investment strategy expressed in the district's investment policy and relevant provisions of the Public Funds Investment Act.

If a district invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the board by that auditor.

Gov't Code 2256.023

Selection of Broker

The board or the designated investment committee shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with a district.

Gov't Code 2256.025

Bond Proceeds

The investment officer of a district may invest bond proceeds or pledged revenue only to the extent permitted by the Public Funds Investment Act, in accordance with:

1. Statutory provisions governing the debt issuance or the agreement, as applicable; and
2. The district's investment policy regarding the debt issuance or the agreement, as applicable.

Gov't Code 2256.0208(b)

Authorized Investments

A board may purchase, sell, and invest its funds and funds under its control in investments described below, in compliance with its adopted investment policies and according to the standard of care set out in this policy. *Gov't Code 2256.003(a)*

In the exercise of these powers, the board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under this authority may not be for a term longer than two years. A renewal or extension of the contract must be made by the board by order, ordinance, or resolution. *Gov't Code 2256.003(b)*

The board may specify in its investment policy that any authorized investment is not suitable. *Gov't Code 2256.005(j)*

Obligations of
Governmental
Entities

The following are authorized investments:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;

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2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the state of Israel;
7. Interest-bearing banking deposits that are guaranteed or insured by the FDIC or its successor, or the National Credit Union Share Insurance Fund or its successor; and
8. Interest-bearing banking deposits other than those described at item 7 above if:
 - a. The funds are invested through a broker with a main office or a branch office in this state that the district selects from a list the board or designated investment committee of the district adopts as required at Selection of Broker above or a depository institution with a main office or a branch office in this state and that the district selects;
 - b. The broker or depository institution selected as described above arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the district's account;
 - c. The full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
 - d. The district appoints as the district's custodian of the banking deposits issued for the district's account the de-

pository institution selected as described above, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating under Rule 15c3-3 (17 C.F.R. Section 240.15c3-3).

Gov't Code 2256.009(a)

*Unauthorized
Obligations*

The following investments are not authorized:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Gov't Code 2256.009(b)

Certificates of
Deposit and Share
Certificates

A certificate of deposit or share certificate is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in Texas and is:

1. Guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor;
2. Secured by obligations described at Obligations of Governmental Entities, above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities described at Unauthorized Obligations, above; or
3. Secured in accordance with Government Code Chapter 2257 (Public Funds Collateral Act) or in any other manner and amount provided by law for the deposits of the district.

Gov't Code 2256.010(a)

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment:

1. The funds are invested by the district through a broker that has its main office or a branch office in this state and is selected from a list adopted by the district as required at Selection of Broker, above or a depository institution that has its main office or a branch office in this state and that is selected by the district;
2. The broker or depository institution selected by the district arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the district;
3. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
4. The district appoints the depository institution selected by the district, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the district with respect to the certificates of deposit issued for the account of the district.

Gov't Code 2256.010(b)

The district's investment policies may provide that bids for certificates of deposit be solicited orally, in writing, electronically, or in any combination of those methods. *Gov't Code 2256.005(c)*

Repurchase
Agreements

A fully collateralized repurchase agreement is an authorized investment if it:

1. Has a defined termination date;
2. Is secured by a combination of cash and obligations described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds);
3. Requires the securities being purchased by the district or cash held by the district to be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or a third party selected and approved by the district; and
4. Is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in Texas.

The term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by a district under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a repurchase agreement by a district.

Gov't Code 2256.011

Securities Lending
Program

A securities lending program is an authorized investment if:

1. The value of securities loaned is not less than 100 percent collateralized, including accrued income;
2. A loan allows for termination at any time;
3. A loan is secured by:
 - a. Pledged securities described at Obligations of Governmental Entities, above;
 - b. Pledged irrevocable letters of credit issued by a bank that is organized and existing under the laws of the United States or any other state, and continuously rated by at least one nationally recognized investment rating firm at not less than A or its equivalent; or
 - c. Cash invested in accordance with Government Code 2256.009 (obligations of governmental entities), 2256.013 (commercial paper), 2256.014 (mutual funds), or 2256.016 (investment pools);
4. The terms of a loan require that the securities being held as collateral be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or with a third party selected by or approved by the district; and
5. A loan is placed through a primary government securities dealer, as defined by 5 C.F.R. Section 6801.102(f), as that regulation existed on September 1, 2003, or a financial institution doing business in this state.

An agreement to lend securities under a securities lending program must have a term of one year or less.

Gov't Code 2256.0115

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Banker's
Acceptances

A banker's acceptance is an authorized investment if it:

1. Has a stated maturity of 270 days or fewer from the date of issuance;
2. Will be, in accordance with its terms, liquidated in full at maturity;
3. Is eligible for collateral for borrowing from a Federal Reserve Bank; and
4. Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least on nationally recognized credit rating agency.

Gov't Code 2256.012

Commercial Paper

Commercial paper is an authorized investment if it has a stated maturity of 365 days or fewer from the date of issuance; and is rated not less than A-1 or P-1 or an equivalent rating by at least:

1. Two nationally recognized credit rating agencies; or
2. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States law or any state.

Gov't Code 2256.013

Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

1. Is registered with and regulated by the Securities and Exchange Commission;
2. Provides the district with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. 80a-1 et seq.); and
3. Complies with federal Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.).

Gov't Code 2256.014(a)

In addition to the no-load money market mutual fund authorized above, a no-load mutual fund is an authorized investment if it:

1. Is registered with the Securities and Exchange Commission;
2. Has an average weighted maturity of less than two years; and
3. Either has a duration of:
 - a. One year or more and is invested exclusively in obligations approved by the Public Funds Investment Act, or
 - b. Less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

Gov't Code 2256.014(b)

Limitations

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Government Code 2256.014(b);
2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Government Code 2256.014(b); or
3. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Government Code 2256.014(a) or (b) in an amount that exceeds ten percent of the total assets of the mutual fund.

Gov't Code 2256.014(c)

Guaranteed
Investment
Contracts

A guaranteed investment contract is an authorized investment for bond proceeds if the guaranteed investment contract:

1. Has a defined termination date;
2. Is secured by obligations described at Obligations of Governmental Entities, above, excluding those obligations described at Unauthorized Obligations, in an amount at least equal to the amount of bond proceeds invested under the contract; and
3. Is pledged to the district and deposited with the district or with a third party selected and approved by the district.

Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested in a guaranteed investment contract with a term longer than five years from the date of issuance of the bonds.

To be eligible as an authorized investment:

1. The board must specifically authorize guaranteed investment contracts as eligible investments in the order, ordinance, or resolution authorizing the issuance of bonds;
2. The district must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;
3. The district must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;
4. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
5. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a guaranteed investment contract by a district.

Gov't Code 2256.015

Investment Pools

A district may invest its funds or funds under its control through an eligible investment pool if the board by rule, order, ordinance, or resolution, as appropriate, authorizes the investment in the particular pool. *Gov't Code 2256.016, .019*

To be eligible to receive funds from and invest funds on behalf of a district, an investment pool must furnish to the investment officer or other authorized representative of the district an offering circular or other similar disclosure instrument that contains the information specified in Government Code 2256.016(b). To maintain eligibility, an investment pool must furnish to the investment officer or other authorized representative investment transaction confirmations and a monthly report that contains the information specified in Government Code 2256.016(c). A district by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds. *Gov't Code 2256.016(b)-(d)*

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Corporate Bonds

A district that qualifies as an issuer as defined by Government Code 1371.001 [see CCF], may purchase, sell, and invest its funds and funds under its control in corporate bonds (as defined above) that, at the time of purchase, are rated by a nationally recognized investment rating firm "AA-" or the equivalent and have a stated final maturity that is not later than the third anniversary of the date the corporate bonds were purchased.

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for the payment of debt service, in corporate bonds; or
2. Invest more than 25 percent of the funds invested in corporate bonds in any one domestic business entity, including subsidiaries and affiliates of the entity.

A district subject to these provisions may purchase, sell, and invest its funds and funds under its control in corporate bonds if the board:

1. Amends its investment policy to authorize corporate bonds as an eligible investment;
2. Adopts procedures to provide for monitoring rating changes in corporate bonds acquired with public funds and liquidating the investment in corporate bonds; and
3. Identifies the funds eligible to be invested in corporate bonds.

The district investment officer, acting on behalf of the district, shall sell corporate bonds in which the district has invested its funds not later than the seventh day after the date a nationally recognized investment rating firm:

1. Issues a release that places the corporate bonds or the domestic business entity that issued the corporate bonds on negative credit watch or the equivalent, if the corporate bonds are rated "AA-" or the equivalent at the time the release is issued; or
2. Changes the rating on the corporate bonds to a rating lower than "AA-" or the equivalent.

Gov't Code 2256.0204

Hedging
Transactions

The board of an eligible entity (as defined above) shall establish the entity's policy regarding hedging transactions. An eligible entity may enter into hedging transactions, including hedging contracts,

and related security, credit, and insurance agreements in connection with commodities used by an eligible entity in the entity's general operations, with the acquisition or construction of a capital project, or with an eligible project. A hedging transaction must comply with the regulations of the federal Commodity Futures Trading Commission and the federal Securities and Exchange Commission.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution by an eligible entity of a hedging contract and any related security, credit, or insurance agreement.

An eligible entity may:

1. Pledge as security for and to the payment of a hedging contract or a security, credit, or insurance agreement any general or special revenues or funds the entity is authorized by law to pledge to the payment of any other obligation.
2. Credit any amount the entity receives under a hedging contract against expenses associated with a commodity purchase.

An eligible entity's cost of or payment under a hedging contract or agreement may be considered an operation and maintenance expense, an acquisition expense, or construction expense of the eligible entity; or a project cost of an eligible project.

Gov't Code 2256.0206

Prohibited
Investments

Except as provided by Government Code 2270 (prohibited investments), a district is not required to liquidate investments that were authorized investments at the time of purchase. *Gov't Code 2256.017*

Note: As an "investing entity" under Government Code 2270.0001(7)(A), a district must comply with Chapter 2270, including reporting requirements, regarding prohibited investments in scrutinized companies listed by the comptroller in accordance with Government Code 2270.0201.

Loss of Required
Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. A district shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating. *Gov't Code 2256.021*

**Sellers of
Investments**

A written copy of the investment policy shall be presented to any business organization (as defined below) offering to engage in an investment transaction with a district. The qualified representative of the business organization offering to engage in an investment transaction with a district shall execute a written instrument in a form acceptable to the district and the business organization substantially to the effect that the business organization has:

1. Received and reviewed the district investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the district and the organization that are not authorized by the district's investment policy, except to the extent that this authorization:
 - a. Is dependent on an analysis of the makeup of the district's entire portfolio;
 - b. Requires an interpretation of subjective investment standards; or
 - c. Relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of a district may not acquire or otherwise obtain any authorized investment described in the district's investment policy from a business organization that has not delivered to the district the instrument required above.

Gov't Code 2256.005(k)-(l)

Nothing in this section relieves the district of the responsibility for monitoring investments made by the district to determine that they are in compliance with the investment policy.

Business
Organization

For purposes of the provisions at Sellers of Investments above, "business organization" means an investment pool or investment management firm under contract with a district to invest or manage the district's investment portfolio that has accepted authority granted by the district under the contract to exercise investment discretion in regard to the district's funds.

Gov't Code 2256.005(k)

Donations

A gift, devise, or bequest made to a district to provide college scholarships for district graduates may be invested by the board as provided in Property Code 117.004 (Uniform Prudent Investor Act),

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unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

Investments donated to a district for a particular purpose or under terms of use specified by the donor are not subject to the requirements of the Public Funds Investment Act. *Gov't Code 2256.004(b)*

**Electronic Funds
Transfer**

A district may use electronic means to transfer or invest all funds collected or controlled by the district. *Gov't Code 2256.051*

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. The investment officer shall be bonded or shall be covered under a fidelity insurance policy. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved
Investment
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month

period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market
Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Funds/Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

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Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Safekeeping and Custody	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
Sellers of Investments	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
Soliciting Bids for CDs	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
Interest Rate Risk	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
Internal Controls	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

Board of Trustees



Meeting Date: 6/22/2021

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Recommendation of Approval to Award Request for Qualifications (RFQ) #2021-02 Hazardous Material Environmental Consultant to Construction & Environmental Consultants, Inc.

Justification Statement: Per Texas Government Code, Chapter 2254.001; the Professional Services Procurement Act, the Request for Qualifications (RFQ) is the method required to obtain professional services

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

Staff Responsible: Bruno Vasquez 
Signature of Requester(s)
Bruno Vasquez 6/14/2021
Signature of Presenter(s)
Elizabeth B. Sida 
Business Services Approval (Initials) 6/14/2021
Date

Agenda Summary:

Per Texas Government Code, Chapter 2254.001; the Professional Services Procurement Act, the Request for Qualifications (RFQ) method was used to request proposals. The District issued an RFQ requesting Statements of Qualifications for professional services to provide hazardous materials consulting services such as asbestos, mold, lead, and others; services to be provide may include, but may not be limited to surveying, testing, abatement plan preparation, indoor air quality studies, and monitoring.

An evaluating committee met on June 10th to review all responses received. Construction & Environmental Consultants, Inc. was the top ranked vendor and is the vendor recommended for award for a one (1) year period, with the option to extend four years (12 months at a time) contingent upon approval by all parties.

RECOMMENDATION: Administration recommends that the Board approve the award to Construction & Environmental Consultants, Inc.

PRIOR BOARD ACTION: NONE AWARDED: AWARDED AMOUNT:

AMOUNT(S): Per state law, unable to select based on price

ACCOUNT NO(S): Various - TBD

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

REQUESTING DEPARTMENT:
Facilities

CONSEQUENCES OF NON-APPROVAL:
Non compliance with state law regarding rules related to professional services

IMPLEMENTATION TIMELINE:
Upon Board Approval

ATTACHMENT(S): RFQ Summary
 Evaluation Average Scores



CANUTILLO INDEPENDENT SCHOOL DISTRICT
 REQUEST FOR PROPOSAL(RFP) #2021-02
 HAZARDOUS MATERIALS CONSULTING SERVICES

AVERAGE SCORES & RANKING	Construction & Environmental Consultants, Inc.	Intertek-PSI	Sun City Analytical, inc.
The offeror's experience	31.67	26.67	26.33
TOTAL # of points	40		
The offeror's technical competence - ability to staff the project including registered/certified professionals and technical staff. Provide copies of credentials, licenses, and resumes	21.67	16.67	13.33
TOTAL # of points	25		
The offerors capability to perform - capability to provide the required services, unique capabilities of firm to perform the services	18.33	17.67	14.67
TOTAL # of points	25		
The past performance of the offeror's team and members of the team, and past experience with Canutillo Independent School District	4.67	4.00	3.33
TOTAL # of points	5		
Other appropriate factors submitted by the team or firm in response to the RFQ, including client references	4.67	4.00	4.33
TOTAL # of points	5		
Total Possible 100 Points	81.00	69.00	62.00
RANKING	134 1	2	3

Event Number	2021-02 Addendum 1	Organization	Canutillo Independent School District
Event Title	Hazardous Materials Consulting Services	Workgroup	Purchasing
Event Description	The Canutillo ISD is hereby requesting State	Event Owner	Elizabeth Sida
Event Type	RFQ	Email	esida@canutillo-isd.org
Issue Date	6/1/2021 07:00:01 PM (MT)	Phone	(915) 877-7426
Close Date	6/10/2021 02:00:00 PM (MT)	Fax	

Responding Supplier	City	State	Response Submitted	Lines Responded	Statement of Qualifications
Construction & Environmental C	El Paso	TX	6/10/2021 01:48:35 PM (MT)	0	
Intertek-PSI	El Paso	TX	6/10/2021 09:12:33 AM (MT)	0	
Sun City Analytical, Inc.	El Paso	TX	6/10/2021 12:01:35 PM (MT)	0	

Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.

Summary: The Facilities Department requested that a formal solicitation be issued to obtain responses from qualified vendors for Hazardous Materials Consulting Services. Per Texas Education Code 2259; the Request for Qualifications (RFQ) is the procurement method used to obtain these services. The RFQ was posted on the districts electronic bidding module. The invitation to bid was sent to the 59 vendors who registered for this commodity, and three (3) vendors submitted a response.

Responding vendors were asked to submit Statements of Qualifications for professional services to provide hazardous materials consulting services such as asbestos, mold, lead, and others; services to be provide may include, but may not be limited to surveying, testing, abatement plan preparation, indoor air quality studies, and monitoring.

The Facilities Department will contract for the above-referenced Consulting Services on an as-needed basis. The District reserves the right to assign any or all Hazardous Materials Projects to the selected offeror. The selected consultant should be prepared and adequately staffed to provide full-services to the District promptly upon requested, including for emergency situations.

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 6/22/2021

Subject/Title for Agenda Posting: Recommendation of Approval to Award RFQ 2021-04 Architectural Services to MNK Architects, Inc.

Justification Statement: Per Texas Government Code, Chapter 2254.001; the Professional Services Procurement Act, the Request for Qualifications (RFQ) is the method required to obtain professional services

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

Staff Responsible:

Bruno Vasquez

Signature of Requester(s)

Bruno Vasquez

Signature of Presenter(s)

Elizabeth B. Sida

Business Services Approval (Initials)

6/14/2021

Date

Agenda Summary:

Per Texas Government Code, Chapter 2254.001; the Professional Services Procurement Act, the Request for Qualifications (RFQ) method was used to request proposals and statement of qualifications from architectural firms for architectural services on various projects throughout the District, on an as needed bases.

A two step evaluation process was conducted to select the Architectural firm deemed to be the best qualified. The first evaluation held on June 9th was to review all responses received. Firms were ranked by each committee member. The committee agreed to interview the top five ranked. Interviews were held on Monday, June 14th. MNK Architects, Inc. was the highest ranked firm, and is the architectural firm recommended for award for a two (2) year period, with the option to extend for three (3) additional years, (12 months at a time).

RECOMMENDATION: Administration recommends that the Board approve the recommendation to award RFQ #2021-04 Architectural Services to MNK Architects, Inc.

PRIOR BOARD ACTION: None AWARDED: AWARDED AMOUNT:

AMOUNT(S): Per state law, unable to select based on price

ACCOUNT NO(S):
Various - TBD

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

REQUESTING DEPARTMENT:
Facilities

CONSEQUENCES OF NON-APPROVAL:
Non compliance with state law regarding rules related to professional services

IMPLEMENTATION TIMELINE:
Upon Board Approval

ATTACHMENT(S): RFQ Summary,
Eval 1 Avg Scores, Eval 2 Average Scores



Event Number 2021-04 Addendum 1
Event Title Architectural Services
Event Description The Canutillo Independent School District is soliciting Statements of Qualifications for Architectural Services in accordance with the Texas Professional Services Procurement Act, Texas Government Code Chapter 2254.
Event Type RFQ
Issue Date 5/28/2021 12:02:17 PM (MT)
Close Date 6/8/2021 02:00:00 PM (MT)

Organization Canutillo Independent School District
Workgroup Purchasing
Event Owner Elizabeth Sida
Email esida@canutillo-isd.org
Phone (915) 877-7426
Fax

Responding Supplier	City	State	Response Submitted	Lines Responded	Statement of Qualification
ADM Group, Inc.	Tempe	AZ	6/8/2021 07:00:38 AM (MT)	0	
Amtech Solutions, Inc.	DALLAS	TX	6/8/2021 08:09:08 AM (MT)	0	
ASA Architects	El Paso	TX	6/4/2021 08:56:04 AM (MT)	0	
Carl Daniel Architects	El Paso	TX	6/8/2021 10:54:12 AM (MT)	0	
Cire3 Architects	El Paso	TX	6/8/2021 10:31:36 AM (MT)	0	
Countryman & Co.	El Paso	TX	6/7/2021 11:56:55 PM (MT)	0	
DR81Architects@gmail.com	El Paso	TX	6/8/2021 01:21:46 PM (MT)	0	
Exigo Architecture	El Paso	TX	6/8/2021 01:05:10 PM (MT)	0	
GA Architecture, Inc	El Paso	TX	6/8/2021 01:39:27 PM (MT)	0	
Huitt-Zollars, Inc.	El Paso	TX	6/8/2021 12:10:30 PM (MT)	0	
IN*SITU ARCHITECTURE (In Situ	El Paso	TX	6/8/2021 12:28:58 PM (MT)	0	
LPA, Inc.	Dallas	TX	6/8/2021 01:37:49 PM (MT)	0	
MNK Architects, Inc.	El Paso	TX	6/7/2021 03:56:40 PM (MT)	0	
Nine Degrees Architecture + De	El Paso	TX	6/8/2021 11:11:52 AM (MT)	0	
Wright & Dalbin Architects	El Paso	TX	6/8/2021 12:20:41 PM (MT)	0	

Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.

Summary: The District invited architects to submit Proposals to provide services for architectural services throughout the District on an as needed basis. Per Texas Education Code 2259; the Request for Qualifications (RFQ) is the procurement method used to obtain these services. The RFQ was posted on the districts electronic bidding module. The invitation to bid was sent to the 93 vendors who registered for this commodity, and fifteen (15) vendors submitted a response.

CANUTILLO INDEPENDENT SCHOOL DISTRICT
 REQUEST FOR QUALIFICATIONS (RFQ) 2021-04 ARCHITECTURAL SERVICES
 STEP 1 - EVALUATE RESPONSES (Statement of Qualification)
 June 10, 2021

AVERAGE RANKING SCORES		ASA Architects	Exigo Architecture	GA Architecture, Inc	Huitt-Zollars, Inc	MNK Architects, Inc.
1 Experience with public school design services or similar types of projects. (25%) Total points = 25		23.7	20.5	23.3	22.5	23.2
2 Past relationship with Canutillo ISD. Total points = 5		0.7	0.8	4.5	3.3	4.7
3 Ability to perform and meet timelines and budgets. Total points = 25		20.8	19.7	20.5	19.0	18.8
4 References. Total points = 10		8.7	9.3	9.5	8.7	8.8
5 Experience with other school districts Total points = 10		8.5	9.5	8.5	8.8	9.0
6 Familiarity with the requirements of the State of Texas, Texas Education Agency, Texas Department of Licensing and Regulation, the County of Total points = 5		4.7	4.7	4.8	4.7	4.7
7 Evaluation of application information provided (completeness) Total points = 5		4.7	4.5	4.7	4.3	3.8
8 Architect's capability to simultaneously work on multiple projects. Total points = 15		11.8	11.5	11.2	11.0	11.7
TOTAL POSSIBLE POINTS 100%		83.5	80.5	87.0	82.3	84.7
		3	5	1	4	2

AVERAGE SCORE		Vendor #1	Vendor #2	Vendor #3	Vendor #4	Vendor #5
The offeror's experience, QAI/QC processes, and how their company profile aligns with CISD's Vision and Mission Statements		24.17	23.17	25.50	22.50	28.33
TOTAL # of points		30				
The offeror's technical competence - ability to staff the project including registered/certified professionals and technical staff. Provide copies of credentials, licenses, and resumes		20.17	21.83	23.67	21.17	23.00
TOTAL # of points		25				
The offeror's capability to perform, including when dealing with aggressive deadlines, capability to provide the required services, unique capabilities of firm to perform the services		19.17	21.50	22.33	22.00	23.67
TOTAL # of points		25				
The past performance of the offeror's team and members of the team, conflict resolution, and past experience with Canutillo Independent School District or other similar entities		10.00	8.50	12.83	8.67	12.67
TOTAL # of points		15				
Other appropriate factors submitted by the team or firm in response to the RFQ, including client references		3.67	3.33	4.17	3.33	4.67
TOTAL # of points		5				
TOTAL SCORE		77.17	78.33	88.50	77.67	92.33
RANKING		5	3	2	4	1

CANUTILLO INDEPENDENT SCHOOL DISTRICT
 REQUEST FOR QUALIFICATION (RFQ) #2021-04 Architectural Services
 JUNE 14, 2021 8:00 AM - 12:00 PM
 REQUESTING DEPARTMENT: FACILITIES

AVERAGE SCORE		Vendor #1	Vendor #2	Vendor #3	Vendor #4	Vendor #5	
		ASA Architects	Exigo Architecture	GA Architecture, Inc	Huitt-Zollars, Inc	MNK Architects, Inc.	
The offeror's experience, QA/ QC processes, and how their company profile aligns with CISD's Vision and Mission Statements		24.17	23.17	25.50	22.50	28.33	
TOTAL # of points		30					
The offeror's technical competence - ability to staff the project including registered/certified professionals and technical staff. Provide copies of credentials, licenses, and resumes		20.17	21.83	23.67	21.17	23.00	
TOTAL # of points		25					
The offerors capability to perform, including when dealing with aggressive deadlines, capability to provide the required services, unique capabilities of firm to perform the services		19.17	21.50	22.33	22.00	23.67	
TOTAL # of points		25					
The past performance of the offeror's team and members of the team, conflict resolution, and past experience with Canutillo Independent School District or other similar entities		10.00	8.50	12.83	8.67	12.67	
TOTAL # of points		15					
Other appropriate factors submitted by the team or firm in response to the RFQ, including client references		3.67	3.33	4.17	3.33	4.67	
TOTAL # of points		5					
TOTAL SCORE		100	77.17	78.33	88.50	77.67	92.33
RANKING		5	3	2	4	1	

Board of Trustees

Meeting Date: 6/22/2021

Executive Summary of Board Agenda Item

Approval to Award Canutillo High School Band Uniforms to DeMoulin Brothers and Company, utilizing Buy Subject/Title for Agenda Posting: Board cooperative contract 587-19 for the budgeted amount of \$115,000.00

Justification Statement: Our uniforms, while still in good shape, usually have a lifespan of 8 years, they are now one year beyond the lifespan. The band is more active now than when we purchase the current uniforms: competing in three to four marching contests, a percussion contest, one or two parades city-wide parades, a full football seasons (which includes two to four additional playoff games), the All-Star Football game, not to mention local events, such as store openings, etc. In total, the band has between 27 and 32 performances in the uniforms during the course of the year.

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

Staff Responsible: Julio Castillo, Dr. Regino Ramos
Signature of Requester(s)
Julio Castillo, Dr. Regino Ramos 6/15/2021
Signature of Presenter(s)
Elizabeth B. Sida 6/15/2021
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. The vendor selection for the purchase of Band Uniforms for Canutillo High School was an extensive process. Four nationally recognized band uniform manufacturers were invited to participate, and all accepted. Virtual meetings were held with each to discuss the district's process. The first step was to obtain design illustrations from each. A design committee compiled by the Director of School of Music reviewed the initial illustrations submitted by each manufacturer, and narrowed it down to the top two (2) illustrations for each. All manufacturers were advised that the illustrations would be posted on the Canutillo ISD website, Canutillo High School's website, as well as Facebook and Twitter to obtain community input. In order to maintain fair and impartial votes, illustrations were posted without disclosing any manufacturer's identity. All manufacturer were asked to ship full uniform samples for evaluation on quality and structure. An evaluation and selection committee, also compiled by the Director of School of Music met on June 8th to evaluate and recommend. The Purchasing Department set up displays of all uniforms and accessories submitted by each manufacturer for a full assessment. A rubric was provided to each evaluating member to score on the quality and is the basis from which the manufacturer was selected for award. DeMoulin Brothers and Company who ranked the highest with the combined rubric and evaluation criteria totals, the manufacturer recommended for award.

RECOMMENDATION: Administration recommends that the Board approve the purchase of Canutillo High School band uniforms from DeMoulin Brothers and Company in the amount not to exceed \$115,000.00

PRIOR BOARD ACTION: None **AWARDED:** **AWARDED AMOUNT:**

AMOUNT(S): \$115,000.00

ACCOUNT NO(S):
199.36.6499.44.924.99

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
Cooperative Contract Buy Board 587-19

REQUESTING DEPARTMENT:
Canutillo Independent School District School of Music

CONSEQUENCES OF NON-APPROVAL:
Current uniforms will be 10 years old this December, this exceeds the usual 8-year out-cycle policies most regional districts have. The wear and tear are now becoming noticeable upon close inspection. The uniforms have already outlived their life expectancy.

IMPLEMENTATION TIMELINE:
Upon Board Approval

ATTACHMENT(S): ✓ Rubric Scores
Average Score



CANUTILLO INDEPENDENT SCHOOL DISTRICT
 REQUEST FOR QUOTE (RFQE) #21-003 MARCHING BAND UNIFORMS FOR CANUTILLO HIGH SCHOOL
 JUNE 8, 2021 @ 5:00pm - 8:00pm
 REQUESTING CAMPUS: CANUTILLO HIGH SCHOOL

	Vendor A	Vendor B	Vendor C	Vendor D
AVERAGE SCORES	Vendor A	Vendor B	Vendor C	Vendor D
1 The Purchase Price	0.0	0.0	0.0	0.0
Total Points - 20				
2 The reputation of the vendor and the vendor's goods and services	7.3	6.7	9.1	9.6
Total Points - 10				
3 The Quality of the vendor's goods and services	8.3	8.6	11.7	12.0
Total Points - 15				
4 The extent to which the vendors goods and service meet the districts needs	9.7	9.1	17.0	17.6
Total Points - 20				
5 The vendor's past relationship with the district	5.0	5.0	5.0	5.0
Total Points - 5				
6 The impact on the ability of the district to comply with laws and rules related to historically utilized businesses	0.0	0.0	0.0	0.0
Total Points - 0				
7 The total long-term cost to the district to acquire the vendor's goods and services	0.0	0.0	0.0	0.0
Total Points - 15				
8 For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner - (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state	0.0	0.0	0.0	0.0
Total Points - 0				
9 Any other relevant factors specifically listed in the request for bids or proposals	9.3	7.7	15.0	14.7
Total Points - 15				
TOTAL POSSIBLE SCORE = 100	39.6	37.1	57.9	58.9
RANKING	3	4	2	1

CANUTILLO INDEPENDENT SCHOOL DISTRICT
Coop REQUEST FOR QUOTE (RFQte) 21-003
Band Uniforms for Canutillo High School

Uniform Selection Rubric **AVERAGE SCORE** **VENDOR A** **VENDOR B** **VENDOR C** **VENDOR D**
Rate on a scale from 1-5. 1 being unacceptable and 5 being highly acceptable.

Sample Uniform(s) Assessments:		Rating:	Rating:	Rating:	Rating:
1	Coat	3	3	4	4
2	Breastplates/Shield	3	3	5	4
3	Bibbers	3	3	4	4
4	Shako	3	1	5	4
5	Shako Wrap	3	1	5	4
6	Plume	1	1	5	4
7	Overall "feel" of the material	2	3	4	5
8	Ease of making adjustments	2	3	4	4

For overall effect you want to assess if the sample uniform(s) have a strong look. Does the design work as a whole, do the breastplates/shields work with the overall design, etc.

		Rating:	Rating:	Rating:	Rating:
9	Overall effect of the sample uniform:	2	3	4	4

Illustrations/Sketches of the New Uniforms:

Look at the design illustrations/sketches to make the following assessments. The design criteria asked that each uniform have three "looks."

Rate on a scale from 1-10. 1 begin unacceptable and 10 being highly acceptable.

Illustration Rating		Rating:	Rating:	Rating:	Rating:
10	Color combinations	6	9	7	5
11	Strength of design	5	9	8	4
12	Will the design still look "fresh" in 5 - 8 years?	5	8	6	4
13	Do the three "looks" work to convey modern and dynamic band program?	6	8	7	4
14	Does each different look say something unique?	4	9	6	4
15	Does it look like "The Eagle Pride Marching Band"?	5	8	7	4
16	Do the shako designs stand out?	7	9	8	5

There are two guiding values/principles that define the Eagle Pride Marching Band Program:

1. What is the word of the day? - "PRIDE!"

What is the word of the year? - "PRIDE!"

What is the name of the Band? "The Eagle PRIDE Marching Band!"

2. What are the three things that we do? "Adapt," "Improvise," and "Overcome" sir!

		Rating:	Rating:	Rating:	Rating:
17	Rate the ability of the design to convey these guiding values:	4	9	7	4
Total Overall score		66	92	96	72
RANKING		4	2	1	3

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 6/22/2021

Subject/Title for Agenda Posting: Recommendation to approve list of items identified as surplus/salvage for Auction Sales to be held at Facilities & Transportation - Location: 7710 Cape Carter Rd. 79835 on July 15, 2021.

Justification Statement: Annual auction of surplus/salvage items listed which are no longer used and do not support district needs.

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

Staff Responsible: Alex Aguilar - Warehouse Coordinator

Signature of Requester(s)

Alex Aguilar

Signature of Presenter(s)

[Signature]

Business Services Approval (Initials)

Date

Agenda Summary:

CI Regulation - School Properties Disposal - Salvage Property as used in Regulations, means personal property (whether or not affixed to real property) that, through use, time, or accident so damaged, used, or consumed that has no value for the purpose for which was originally intended.

Approval is required for disposal of certain items that deemed obsolete/damaged/non repairable, and such. Documentation of items is attached.

As stated in Board Policy CH (Local), any single, budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

RECOMMENDATION: It is the recommendation that the Board of Trustees approve the disposal of such items as indicated on the documentation attached.

PRIOR BOARD ACTION: 2-25-20 AWARDED: N/A AWARDED AMOUNT: N/A

AMOUNT(S): MARKET VALUE

ACCOUNT NO(S): 199.00.7912.00.000.00

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
Use of Auctioneer (Amigo Auctioneers, LLC) 915-540-8913 - TX License 17407

REQUESTING DEPARTMENT:

Warehouse - Finance Asset Management

CONSEQUENCES OF NON-APPROVAL:

Accumulation of items poses a safety concern / disorganization / environmental concern / and growth of unwanted pests and wildlife.

IMPLEMENTATION TIMELINE:

Auction date: July 15, 2021 (10:00 AM - 2:00 PM) - Location: Facilities & Transportation - 7710 Cape Carter Rd. 79835

ATTACHMENT(S):



Salvage Auction July 15, 2021

30 ea	3' Metal or Wooden Doors
1 ea	3' Metal Door Frame
4 ea	Stihl Backpack Blowers
1 ea	Metal 4 Drawer File Cabinet
3 ea	Small Youth Desks
3 pcs	Canvas Canopy w/Metal Frame
1 ea	Basketball Standard and Backboard
1 ea	9' Plastic Slide Section
1 ea	Lg Water Tank (from CHS Field House)
7 ea	Hot Water Heaters
5 ea	Water Fountains
1 ea	Water Pump
1 ea	Water Filter
3 ea	Sinks
2 ea	Water Heaters (from CHS Trainers)
1 ea	Washing Machine
3 ea	Folding Cafeteria Tables (from BCE)
3 ea	Pallets of Dead Batteries and Scrap Wire
1 ea	Work Table
1 ea	Scrap Metal and Steel
9 ea	Wooden Straight Back Chairs
1 ea	Large Stack of Metal Mesh
47 ea	4' (6 bulb) Light Fixtures
3 ea	Office Desk Chairs
15 ea	Evaporative Coolers (Very Bad Shape)

3 ea	Refrigerative A/C Units (Not Working)
3 ea	Pallets of Refrigerator Parts (Food Service)
9 ea	Choir Risers (6')
4 ea	Weight Lifting Benches
1 ea	John Deere Model 7 Backhoe Attachment
1 ea	3 Section Adjustable Wooden Book Case
(plus)	Hundreds of Old Wood Pallets (various sz)
1 ea	14-Passenger White Bus T-304
1 ea	Television
1 ea	Refrigerator
1 ea	DVD Player
1 ea	2005 Ford F350 Diesel Truck

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 6/22/2021

Subject/Title for Agenda Posting: Recommendation to approve list of items identified as surplus/salvage for Auction Sales to be held at Canutillo Middle School (Surplus Warehouse) - Location: 7311 Bosque Rd. 79835 on August 28, 2021.

Justification Statement: Annual auction of surplus/salvage items listed which are no longer used and do not support district needs.

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

Staff Responsible: Alex Aguilar - Warehouse Coordinator

Signature of Requester(s)



Signature of Presenter(s)



Business Services Approval (Initials)

Date

Agenda Summary:

CI Regulation - School Properties Disposal - Salvage Property as used in Regulations, means personal property (whether or not affixed to real property) that, through use, time, or accident so damaged, used, or consumed that has no value for the purpose for which was originally intended.

Approval is required for disposal of certain items that deemed obsolete/damaged/non repairable, and such. Documentation of items is attached.

As stated in Board Policy CH (Local), any single, budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

RECOMMENDATION: It is the recommendation that the Board of Trustees approve the disposal of such items as indicated on the documentation attached.

PRIOR BOARD ACTION: 2-25-20 AWARDED: N/A AWARDED AMOUNT: N/A

AMOUNT(S): MARKET VALUE

ACCOUNT NO(S): 199.00.7912.00.000.00

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
Use of Auctioneer (Amigo Auctioneers, LLC) 915-540-8913 - TX License 17407

REQUESTING DEPARTMENT:

Warehouse - Finance Asset Management

CONSEQUENCES OF NON-APPROVAL:

Accumulation of items poses a safety concern / disorganization / environmental concern / and growth of unwanted pests and wildlife.

IMPLEMENTATION TIMELINE:

Auction date: August 28, 2021 (9:00 AM - 3:30 PM) - Location: Canutillo Middle School - 7311 Bosque Rd. 79835

ATTACHMENT(S):



CISD Auction August - 2021

CANUTILLO DISTRICT

COMPUTERS	
LCD MONITORS	Vehicle - 1996 Ford F450 Box Truck
LAPTOPS	
OVERHEAD PROJECTORS	
STORAGE CARTS	TECHNOLOGY EQUIPMENT SWITCHES
PRINTERS	TECHNOLOGY EQUIPMENT RACKING
SCANNER DESKTOP	
TAPE RECORDERS	
DIGITAL CAMERA'S	
KEY BOARDS	
COMPUTER WIRING	
COMPACT DISKS - WRD	
TABLETS COMPUTER	
2-WAY RADIO'S	
SOUND BARS	
TELEPHONES	
CALCULATORS	
HEADPHONES	
CHAIRS	
PORTABLE STEREO	
VCR	
REFRIGERATOR	
MICROWAVES	
SMART SYSTEM AUDIO PA	
STUDENT DESK	
STUDENT CHAIRS	
SCIENCE DESK	
COMPUTER DESKS	

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of Laserfiche content management platform utilizing BuyBoard Contract #625-20 in the amount of \$132,752.30.

Justification Statement: Laserfiche will eliminate costly file cabinets as well as save space by digitizing all paper documents and improve efficiency for CISD data management.

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

Staff Responsible: Dr. Oscar Rico
Signature of Requester(s)
 Dr. Oscar Rico *Dr. Oscar Rico*
Signature of Presenter(s)
 Elizabeth B. Sida *[Signature]* 6/14/2021
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.

Laserfiche offers document scanning and data capture, search features, metadata modification and workflow automation tools. This solution will enable departments to store and share electronic documents efficiently, securely and cost-effectively, organize all information and streamline daily tasks and collaboration by gathering digital files into a central repository utilizing BuyBoard Contract #625-20.

RECOMMENDATION: The Information Technology Services Department recommends the purchase of Laserfiche through VP Imaging, Inc. dba Docunav Solutions utilizing BuyBoard Contract #625-20.

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

AMOUNT(S): \$132,752.30

ACCOUNT NO(S): 199.53.6299.97.728.99

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
BuyBoard Contract #625-20

REQUESTING DEPARTMENT:
Information Technology Services

CONSEQUENCES OF NON-APPROVAL:
District will run out of space to store student records in paper form.

IMPLEMENTATION TIMELINE:
Immediately upon approval.

ATTACHMENT(S): Vendor Quote



DOCUNAV SOLUTIONS PROPOSAL FOR



DocuNav Contacts:

Michelle Williams
Sales Engineer
(800) 353-2320 x109
mwilliams@docunav.com

Rita Eaves
Business Development
Manager
(469) 287-8778
reaves@docunav.com

Project Overview

Next Steps



Guarantee

- ^Customer's choice, #1 rated provider
- ^Laserfiche is flexible and scalable
- ^22 years of experience, we'll make it work for you!



Quote Approval

- ^Who needs to sign off? Within Budget?
- ^Confirm procurement process
- ^Confirm IT specifications



Kick-Off Call

- ^Introduce Project Manager our team
- ^Formalize full Scope of Work with timelines
- ^Identify key contacts on your team



Project

- ^Work with team with at least weekly check-in calls
- ^Collect change requests as you go to be evaluated



Close Out

- ^Confirm Scope of Work is met
- ^Evaluate change requests w/ decision makers
- ^Survey / evaluate



Next Project or Department

DocuNav Solutions Laserfiche Proposal

RIO License Model

Our proposed DocuNav solution enables clients to automate business processes and cut costs, while providing the foundation for a scalable enterprise-wide document and record management system. Additionally, DocuNav's unrivaled experience and expertise in K-12 Education will ensure a seamless transition to the new, easy-to-use, automated Laserfiche document management system.

Project Scope

Student Records

^Repository Design

Human Resources

^Repository Design

^Streamlined Employee Onboarding

Accounts Payable

^Repository Design

^Automated Invoice Processing

Training (On-Site)

^End-User Training

^Admin Training

Licensing Model: RIO

Full Users:	30
Participant Users:	26
Forms Portal:	Yes

Cost Overview

Total Year 1 Cost	\$132,752.30
Annual Recurring Cost	\$14,919.50

Cost Breakdown

Software Licensing	\$54,302.50
Support	\$14,919.50
Professional Services	\$68,440.00
BuyBoard Discounts	\$4,909.70

***Assumptions: Self-Hosted



VP Imaging, Inc. dba DocuNav Solutions
 8501 Wade Blvd., Suite 1440
 Frisco, TX 75034
 800-353-2320

PROPOSAL



DocuNav Contact:
 Rita Eaves

Date: 2/9/2021
Quote: 23138

SOFTWARE LICENSING (One-Time Cost)

30	ENFPL25-N	Laserfiche Rio Named Full Users (Per user; 25-49 users) Named User pricing includes: Unlimited Laserfiche Servers, Workflow, Mobile, Web Client, Audit Trail, Snapshot, Microsoft Office/Sharepoint, Web Admin Console and Digital Signatures. Pricing effective 01/01/2021	\$1,035.00	\$31,050.00
30	EFRM	Laserfiche Forms (per user)	\$103.50	\$3,105.00
30	ECNC	Laserfiche Connector	\$51.75	\$1,552.50
26	EPAR1	Laserfiche RIO Participant Users 10-49	\$350.00	\$9,100.00
1	IA	Laserfiche RIO Import Agent	\$1,500.00	\$1,500.00
1	EPFRM	Laserfiche Forms Portal Add-on	\$7,995.00	\$7,995.00

ANNUAL SUPPORT AGREEMENT (Recurring Cost)

1	DSA PR	Priority Annual (DSA) DocuNav Solutions Priority Support Agreement: See attached agreement for details.	\$14,919.50	\$14,919.50
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PROFESSIONAL SERVICES

1	DN HR PKG	DocuNav Employee Records Package	\$15,000.00	\$15,000.00
1	DN SP OB PKG	DocuNav Human Resources Onboarding Package	\$10,000.00	\$10,000.00
1	DN FIN PKG	DocuNav Finance Records Package	\$15,000.00	\$15,000.00
8	DN-PST-PP	(Hourly) Pre-Purchased Professional Services Time: DocuNav Solutions Installation, Configuration, Project Management, Stakeholder Meetings or Training Time. *Professional Services time estimate is based upon Appendix A: Project Notes *Pre-purchased block of hours billed at time of order and can be used as needed at any time during the project.	\$180.00	\$1,440.00
1	DN SR PKG	DocuNav Student Records Package	\$15,000.00	\$15,000.00
8	DN-PST-PP	(Hourly) Pre-Purchased Professional Services Time: DocuNav Solutions Installation, Configuration, Project Management, Stakeholder Meetings or Training Time. *Professional Services time estimate is based upon Appendix A: Project Notes *Pre-purchased block of hours billed at time of order and can be used as needed at any time during the project.	\$180.00	\$1,440.00
6	DN CS	(Daily Units) DocuNav Solutions On-Site Consulting/Project Management/Training Services. Training typically includes a team: a professional trainer and a software engineer onsite, enterprise class hands-on guidance in your environment, training documentation and coaching on best practices. Consulting and key stakeholder meetings are often helpful to develop the scope of work and key milestones. On-site units will be billed per person per day. Travel expenses will be quoted and approved before travel is booked.	\$1,760.00	\$10,560.00

DISCOUNTS

1	BuyBoard DSC	DocuNav Solutions Discount (4%-off software) *Please See BuyBoard Contract #625-20	\$(2,172.10)	\$(2,172.10)
1	BuyBoard PST	DocuNav Solutions Discount (4%-off services) *Please See BuyBoard Contract #625-20	\$(2,737.60)	\$(2,737.60)

*Note: All quotes expire 30 days from above date. Please call your DocuNav contact for any changes.

Subtotal	\$132,752.30
Tax	EXEMPT
Total	\$132,752.30

Sign Here

Date

Payment Terms: All payments are Net 60 from date of invoice issued. ~~152~~ Preferred payment method: check or ACH payment. Subscription terms will renew on the anniversary of the date of your DocuNav Annual Support Agreement unless you provide cancellation notice 45 days before the end of the agreement. On-site Professional Services Time: billing rate quoted does not include travel expenses for out of market professional services time. Pre-purchased hours or daily units expire after 3 years from invoice date.

Project Notes & Professional Services Estimate

Proposed Laserfiche Implementation

Please Note:

- 1) Professional Service items listed below are to be used as a guide/summary of how the time quoted is to be allocated
- 2) Project Kick-Off Call to be held prior to start of project to determine detailed project scope, requirements, & goals/deliverables
- 3) DocuNav's Project Team will create detailed Scope of Work to be approved by project stakeholders prior to starting work

Installation & Configuration

Hours Cost

Initial Software Installation:

^Install Laserfiche software on customer's servers (per recommended specifications) and assign user licenses

General Set-Up & Configuration For Human Resources:

FIXED \$15,000.00

- ^Establish security permissions and access rights
- ^Build/Configure initial folder trees and index templates + Create Workflow rules for automated indexing, naming, and filing of documents
- ^Establish database connection to 3rd party application for data-lookup capabilities
- ^Configure Laserfiche Connector integration tool to allow users to search/import documents from within line-of-business applications

General Set-Up & Configuration For Student Records:

FIXED \$15,000.00

- ^Establish security permissions and access rights
- ^Build/Configure initial folder trees and index templates + Create Workflow rules for automated indexing, naming, and filing of documents
- ^Establish database connection to 3rd party application for data-lookup capabilities
- ^Configure Laserfiche Connector integration tool to allow users to search/import documents from within line-of-business applications

Customize SR Package to Registrar Department:

8 \$1,440.00

General Set-Up & Configuration For Accounts Payable:

FIXED \$15,000.00

- ^Establish security permissions and access rights
- ^Build/Configure initial folder trees and index templates + Create Workflow rules for automated indexing, naming, and filing of documents
- ^Establish database connection to 3rd party application for data-lookup capabilities
- ^Configure Laserfiche Connector integration tool to allow users to search/import documents from within line-of-business applications

Customize AP Package to Finance Department:

8 \$1,440.00

Process Automation Projects & Conversion Services

Hours Cost

HR Implementation Package - Employee Onboarding:

FIXED \$10,000.00

^Please see attached implementation package for details

On-Site Training, Consulting, & Project Management

Units Cost

Laserfiche Admin & End-User Training + Project Management/Consulting:

6 \$10,560.00

- ^End-User Training - basic Laserfiche functionality (scanning, importing, indexing, filing, searching, annotations, etc.)
- ^Admin Training - LF administrator functions (assigning user licenses, managing security, creating index templates, editing filing rules, etc.)
- ^Includes detailed Training Documentation, stakeholder meetings, best practice coaching, process modifications, and consulting - as needed & defined by SoW

** Please Note : On-Site Training may consists of a team (Professional Trainer + Software Engineer) on-site at the same time - providing the highest level of expertise, while ensuring efficient & effective knowledge transfer*

Total Professional Services Time Proposed: \$68,440.00

HR Implementation Package: Employee Record Storage

Project Milestone 1

Laserfiche Installation & Standard Configuration

1) Install Laserfiche Components on Servers

- ✓ Laserfiche, Workflow, WebAdmin Console, WebClient, DCC
- ✓ Optional: Forms, WebLink, QuickFields/Agent, ImportAgent, LFDS

2) Configure Installed Components

3) Remote Administration Training

- ✓ Train on licensing, basic administration, & basic server design

Customer Technical Requirements

- ❖ (2-4) Server Standard Design
**If hosted, VPN tunnel to servers so they are seen as internal to the customer's network*
- ❖ VPN Access to Servers
- ❖ SQL on own server or own instance on shared SQL cluster
- ❖ Active Directory
- ❖ Wildcard SSL Certificate
- ❖ Create & manage requested AD groups/accounts
- ❖ Setup maintenance & backups for all servers, drives, and databases
- ❖ Install/configure local scanners
- ❖ Install Laserfiche Client and/or WebClient components

Milestone 1 Timeline:

Weeks 1 – 2

Project Milestone 2

Configure Employee Records Document Storage

1) User Setup & Configuration

- ✓ Configure Security Permissions & Access Rights for up to (20) Named Full Users

2) Repository Design

- ✓ Create "Employee Records" Template containing the following fields:

▪ Document Type <i>(EX: Payroll, New-Hire, Confidential, etc.)</i>	▪ Last Name	▪ Department Name
▪ Document Description <i>(EX: I-9, W-4, Direct Deposit, Disciplinary, etc.)</i>	▪ Employee ID	▪ Position ID
▪ Document Date	▪ Social Security #	▪ Position Name
▪ First Name	▪ Date of Birth	▪ Status
	▪ Hire Date	▪ Fiscal Year
	▪ Term Date	
	▪ Location ID	
	▪ Location Name	
	▪ Department ID	
- ✓ Configure "Employee-Records" volume for document storage
- ✓ Document/Shortcut Level Security based on Active Directory Groups for:

▪ HR	▪ Payroll Confidential	▪ Benefits Confidential
▪ HR Confidential	▪ Benefits	▪ FMLA
▪ Payroll		
- ✓ Records Management Available – Based On:
 - Calendar Year, Fiscal Year, & School Year
 - Document Date, Term Date, & Permanent
 - 1-10 Years, 15 Years, 20-21 Years, 25 Years, 30 Years, 50 Years, 75 Years, 99 Years, & Permanent

Milestone 2 Timeline:

Weeks 3 – 4

Project Milestone 3

Workflow Design & HRIS Integration

1) Workflow Configuration

- ✓ Build filing Workflow to verify data entry, apply Transparent Records Management, & lookup employee information from HRIS to automatically populate index fields
- ✓ View of Employee Information used for filing (linked server to HRIS system provided by customer)
- ✓ Scheduled Workflow to look for changes in filed documents for the following fields (if used):
 - First Name
 - Last Name
 - Date of Birth
 - Hire Date
 - Term Date
 - Status
 - Location ID
 - Location Name

Customer Requirements

- ❖ Provide access to HRIS system and any queries/views/stored procedures to access Employee data

2) Laserfiche Connector

- ✓ Setup Connector to search Laserfiche on 1 screen of HRIS system

3) On-Site Training

- ✓ Train users how to scan, import, SnapShot, index, search, export, email, print, etc. within Laserfiche
**End User Training varies by project – On-Site Training Units/Days are sold separately from package (see quote for details)*

Milestone 3 Timeline:

Weeks 5 – 6

HR Implementation Package: Employee Onboarding

Project Milestone

Streamlined Employee On-Boarding With Laserfiche Forms

1) Build Employee On-Boarding Process (OBP)

- ✓ Started manually per employee based on entering Employee ID
- ✓ Send initial email with link to OBP form containing links to forms
- ✓ As forms are submitted, OBP form updates with status
- ✓ Sends reminder every day to employee for missing forms
- ✓ Can be canceled by appropriate staff at any time

2) Employee On-Boarding Process Reporting

- ✓ Dashboard provides overall status of OBP's in process & completed
- ✓ Custom report provides additional details on OBP's in process

3) Build Associated New Hire Forms

- ✓ Choose 8 forms from list of pre-built forms
- ✓ Forms can go to all employee types or based on the following: Para-Professional, Professional, Auxiliary, Substitute
- ✓ Forms will be customized to show organizations logo, colors, address, phone number, & email address
- ✓ Forms require employee to enter Date of Birth that matches the one for the Employee ID to submit form
- ✓ Standardized location for organization's name will be updated into each form where applicable in
- ✓ Data lookups updated to pull from HRIS system (same view currently being used by "Employee Records" filing)
- ✓ Forms routed to save to Laserfiche upon submission, marked as completed in OBP, and can be setup to notify single email address upon submission
- ✓ Exception is I-9 which routes for Verification by HR prior to be completed

4) On-Site Training

- ✓ Train users how to scan, import, SnapShot, index, search, export, email, print, etc. within Laserfiche
**End User Training varies by project – On-Site Training Units/Days are sold separately from package (see quote for details)*

Customer Requirements

- ❖ Access to HRIS data used by "Employee Records" look-up that includes: Employee ID, First Name, Last Name, Location Name, Date of Birth, Email Address, Employee Type (Para-Professional, Professional, Auxiliary, Substitute)
- ❖ Provide HTML codes for colors (2 colors), .png formatted logo, and address/phone #/email to be shown on all forms
- ❖ Laserfiche licenses for all involved personnel (not employees being on-boarded)

Project Timeline:

2 – 3 Weeks (After Employee Records Is Implemented)

Student Records Implementation Package

Project Milestone 1

Laserfiche Installation & Standard Configuration

1) Install Laserfiche Components on Servers

- ✓ Laserfiche, Workflow, WebAdmin Console, WebClient, DCC
- ✓ Optional: Forms, WebLink, QuickFields/Agent, ImportAgent, LFDS

2) Configure Installed Components

3) Remote Administration Training

- ✓ Train on licensing, basic administration, & basic server design

Customer Requirements

- ❖ (2-4) Server Standard Design
**If hosted, VPN tunnel to servers so they are seen as internal to the customer's network*
- ❖ VPN Access to Servers
- ❖ SQL on own server or own instance on shared SQL cluster
- ❖ Active Directory
- ❖ Wildcard SSL Certificate
- ❖ Create & manage requested AD groups/accounts
- ❖ Setup maintenance & backups for all servers, drives, and databases
- ❖ Install/configure local scanners
- ❖ Install Laserfiche Client and/or WebClient components

Milestone 1 Timeline:
Weeks 1 – 2

Project Milestone 2

Configure Student Records Document Storage

1) User Setup & Configuration

- ✓ Configure Security Permissions & Access Rights for up to (20) Named Full Users

2) Repository Design

- ✓ "Student Records" Template containing the following fields:

▪ Document Type	▪ Student ID	▪ Status
▪ Document Description	▪ Social Security #	▪ School Year
▪ Document Date	▪ Date of Birth	▪ Withdraw Date
▪ First Name	▪ Campus ID	
▪ Last Name	▪ Campus Name	
- ✓ Configure "Student-Records" volume for document storage
- ✓ Document/Shortcut Level Security based on Active Directory Groups for:
 - Student Records
 - Student Records Confidential
 - Campus Student Records
- ✓ Records Management Available – Based On:
 - Calendar Year, Fiscal Year, & School Year
 - Document Date, Withdraw Date, & Permanent
 - 1-10 Years, 15 Years, 20-21 Years, 25 Years, 30 Years, 50 Years, 75 Years, 99 Years, & Permanent

Milestone 2 Timeline:
Weeks 3 – 4

Project Milestone 3

Workflow Design & SIS Integration

1) Workflow Configuration

- ✓ Filing Workflow to verify data entry, apply Transparent Records Management (if applicable), & lookup student information
- ✓ View of Student Information used for filing (linked server to SIS system provided by customer)
- ✓ Scheduled Workflow to look for changes in filed documents for the following fields (if used):
 - First Name
 - Last Name
 - Date of Birth
 - Status
 - Campus ID
 - Campus Name

Customer Requirements

- ❖ Provide access to SIS system and any queries/views/stored procedures to access Student data

2) Laserfiche Connector

- ✓ Setup Connector to search Laserfiche on 1 screen of SIS system

3) On-Site Training

- ✓ Train users how to scan, import, SnapShot, index, search, export, email, print, etc. within Laserfiche
- *End User Training varies by project – On-Site Training Units/Days are sold separately from package (see quote for details)*

Milestone 3 Timeline:

Weeks 5 – 6

Accounts Payable Implementation Package

Project Milestone 1

Laserfiche Installation & Standard Configuration

1) Install Laserfiche Components on Servers

- ✓ Laserfiche, Workflow, WebAdmin Console, WebClient, DCC
- ✓ Optional: Forms, WebLink, QuickFields/Agent, ImportAgent, LFDS

2) Configure Installed Components

3) Remote Administration Training

- ✓ Train on licensing, basic administration, & basic server design

Customer Requirements

- ❖ (2-4) Server Standard Design
**If hosted, VPN tunnel to servers so they are seen as internal to the customer's network*
- ❖ VPN Access to Servers
- ❖ SQL on own server or own instance on shared SQL cluster
- ❖ Active Directory
- ❖ Wildcard SSL Certificate
- ❖ Create & manage requested AD groups/accounts
- ❖ Setup maintenance & backups for all servers, drives, and databases
- ❖ Install/configure local scanners
- ❖ Install Laserfiche Client and/or WebClient components

Milestone 1 Timeline:
Weeks 1 – 2

Project Milestone 2

Configure Accounts Payable Document Storage

1) User Setup & Configuration

- ✓ Configure Security Permissions & Access Rights for up to (20) Named Full Users

2) Repository Design

- ✓ "Accounts-Payable " Template containing the following fields:

▪ Document Type	▪ Vendor ID	▪ PO Date
▪ Document Description	▪ Invoice Number	▪ Contract #
▪ Document Date	▪ PO Number	▪ Fiscal Year
▪ Vendor Name	▪ Invoice Date	▪ Status
- ✓ Configure "Accounts-Payable" volume for document storage
- ✓ Records Management Available – Based On:
 - Calendar Year, Fiscal Year, & School Year
 - Document Date, Termination Date, etc.
 - Specific # of Years or Permanent

Milestone 2 Timeline:
Weeks 3 – 4

Project Milestone 3

Workflow Design & ERP Integration

1) Workflow Configuration

- ✓ Filing Workflow to verify data entry, apply Transparent Records Management (if applicable), & lookup AP information
- ✓ View of AP Information used for filing (linked server to ERP system provided by customer)

Customer Requirements

- ❖ Provide access to ERP system and any queries/views/stored procedures to access Vendor data

2) Laserfiche Connector

- ✓ Setup Connector to search Laserfiche on 1 screen of ERP system

3) On-Site Training

- ✓ Train users how to scan, import, SnapShot, index, search, export, email, print, etc. within Laserfiche
**End User Training varies by project – On-Site Training Units/Days are sold separately from package (see quote for details)*

Milestone 3 Timeline:

Weeks 5 – 6

Optional Add-Ons

Software Licensing Shopping List & Additional Project Estimates

Additional Project Estimates

Process Automation & Advanced Training Options

Process Automation Projects

	Hours	Cost
Paperless Expense Reports: ^Build Expense Report Form for filling out expenses, reporting dollar amounts, attaching receipts, etc. ^Configure Form to perform calculations to determine subtotals, check amounts, approval routes, etc. ^Utilize process modeler & Workflow to automatically route form for approval, send email notifications, file to repository, etc.	40	\$7,200.00
Streamlined Student Transfer Process: ^Build Student Transfer Initiation & Request Forms ^Configure modeler & Workflow to automatically route form for approvals, send email notifications, & file transfer requests to repository	30	\$5,400.00
Paperless Student Enrollment: ^Build up to (3) initial Web-Forms for Student Enrollment Process ^Train LF Admin and/or designated power users to build remaining Student Enrollment Web-Forms ^Configure process modeler & Workflow to automatically route forms for approval, send email notifications, & file to repository	30	\$5,400.00

Advanced Web-Training

	Hours	Cost
Laserfiche Admin And/Or "Power User" Training - Laserfiche Forms Process Automation: ^Forms Designer - build/configure Laserfiche web-forms, set field rules, establish database look ups for auto-populating fields, etc. ^Forms Process Modeler - automatically routing forms for approval, sending email notifications, filing forms to repository, etc. ^Forms Reporting - create reports, monitor operational dashboards, monitor performance dashboards, manage instances, etc.	16	\$2,880.00
Laserfiche Admin And/Or "Power User" Training - QuickFields Session Design: ^QuickFields Session Designer - create sessions, establish classification rules, set zone-OCR data extraction, etc.	8	\$1,440.00
Laserfiche Admin Training - Workflow Designer: ^Build advanced workflows, establish database look-ups, auto-created folder structures, time-based events, automated emails, etc.	16	\$2,880.00

Shopping List

Optional Laserfiche Rio Software Add-Ons

Additional Named Full-User Licenses		Pr/Unit	Discount	Support	Total
ENFPL25	Laserfiche Rio Pilot Named Full Users (Per user; 25-49 users)	\$1,035.00	-\$41.40	\$279.45	\$1,273.05
EFRM	Named User pricing includes the following features: Unlimited Laserfiche Servers, Workflow,				
ECNC	WebAccess, Advanced Audit Trail, Snapshot, E-mail, Forms, and Connector				
ERM					
ENFPL50	Laserfiche Rio Pilot Named Full Users (Per user; 50-99 users)	\$957.95	-\$38.32	\$258.75	\$1,178.38
EFRM	Named User pricing includes the following features: Unlimited Laserfiche Servers, Workflow,				
ECNC	WebAccess, Advanced Audit Trail, Snapshot, E-mail, Forms, and Connector				
ERM					
ENF01	Laserfiche Rio Named Full Users (Per user; 100-199 users)	\$925.75	-\$37.03	\$249.55	\$1,138.27
EFRM	Named User pricing includes the following features: Unlimited Laserfiche Servers, Workflow,				
ECNC	WebAccess, Advanced Audit Trail, Snapshot, E-mail, Forms, and Connector				
ERM					

Participant User Licenses		Pr/Unit	Discount	Support	Total
EPAR1	Laserfiche Rio Participant User (10-49 Users)	\$350.00	-\$14.00	\$105.00	\$441.00
	* <u>User Capabilities</u> : read-only repository access and the ability to submit & approve forms				
EPAR2	Laserfiche Rio Participant User (50-199 Users)	\$290.00	-\$11.60	\$87.00	\$365.40
	* <u>User Capabilities</u> : read-only repository access and the ability to submit & approve forms				

QuickFields Licensing		Pr/Unit	Discount	Support	Total
QC1	Laserfiche RIO Quick Fields Core (Includes Laserfiche RIO Quick Fields, Quick Fields Scripting Kit, and Validation packages for Bar Code, Real-Time Lookup, and Zone OCR)	\$5,000.00	-\$200.00	\$1,350.00	\$6,150.00
QCX	Laserfiche RIO Quick Fields Complete (Includes Laserfiche RIO Quick Fields Core package plus Document Classification, Forms Alignment, Forms Identification, Forms Extractor, Optical Mark Recognition, & Auto Stamp/Redaction/Bates Num.)	\$15,000.00	-\$600.00	\$4,050.00	\$18,450.00
QFA	Laserfiche RIO Quick Fields Agent	\$10,000.00	-\$400.00	\$2,700.00	\$12,300.00

Optional Laserfiche Subscription Software Add-Ons

Participant User Licensing		Pr/Unit	Discount	Support	Total
JPARP 1	Laserfiche Annual Subscription Licensing: Participant User (10-49 Users)	\$112.00	-\$4.48	\$16.80	\$124.32
	* <u>User Capabilities</u> : read-only repository access and the ability to submit & approve forms				
JPARP 2	Laserfiche Annual Subscription Licensing: Participant User (50-199 Users)	\$79.00	-\$3.16	\$11.85	\$87.69
	* <u>User Capabilities</u> : read-only repository access and the ability to submit & approve forms				
JPARP 3	Laserfiche Annual Subscription Licensing: Participant User (200-499 Users)	\$56.00	-\$2.24	\$8.40	\$62.16
	* <u>User Capabilities</u> : read-only repository access and the ability to submit & approve forms				

Education User Licensing		Pr/Unit	Discount	Support	Total
JEDCOM 01	Laserfiche Annual Subscription Licensing: Education Users (Block of 2,000 Licenses)	\$11,095.00	-\$443.80	\$1,664.25	\$12,315.45
	* <u>User Capabilities</u> : provides read-only repository access and the ability to participate in forms processes for accredited educational institutions				

JEDCOM 02	Laserfiche Annual Subscription Licensing: Education Users (Block of 5,000 Licenses) <i>*User Capabilities:</i> provides read-only repository access and the ability to participate in forms processes for accredited educational institutions	\$16,645.00	-\$665.80	\$2,496.75	\$18,475.95
JEDCOM 03	Laserfiche Annual Subscription Licensing: Education Users (Block of 10,000 Licenses) <i>*User Capabilities:</i> provides read-only repository access and the ability to participate in forms processes for accredited educational institutions	\$22,195.00	-\$887.80	\$3,329.25	\$24,636.45
JEDCOM 04	Laserfiche Annual Subscription Licensing: Education Users (Block of 25,000 Licenses) <i>*User Capabilities:</i> provides read-only repository access and the ability to participate in forms processes for accredited educational institutions	\$27,745.00	-\$1,109.80	\$4,161.75	\$30,796.95
JEDCOM 05	Laserfiche Annual Subscription Licensing: Education Users (Block of 50,000 Licenses) <i>*User Capabilities:</i> provides read-only repository access and the ability to participate in forms processes for accredited educational institutions	\$33,295.00	-\$1,331.80	\$4,994.25	\$36,957.45
JEDCOM 06	Laserfiche Annual Subscription Licensing: Education Users (Block of 100,000 Licenses) <i>*User Capabilities:</i> provides read-only repository access and the ability to participate in forms processes for accredited educational institutions	\$44,390.00	-\$1,775.60	\$6,658.50	\$49,272.90
JEDCOM 07	Laserfiche Annual Subscription Licensing: Education Users (Block of 500,000 Licenses) <i>*User Capabilities:</i> provides read-only repository access and the ability to participate in forms processes for accredited educational institutions	\$55,490.00	-\$2,219.60	\$8,323.50	\$61,593.90

**Note: All quotes expire 30 days from above date. Please call your DocuNav contact for any changes.*

Product Descriptions

Laserfiche Rio Software

Laserfiche Server Software for MS SQL

Laserfiche RIO Named Full User Licensing includes unlimited Laserfiche Server software for MS SQL servers. Laserfiche software for archive, search engine, retrieval, display, mark-up, all text OCR, indexing, and workflow. The Laserfiche SQL Server software offers state-of-the-art n-tier architecture, along with an open architecture that promotes integrations with existing and future technologies. The Laserfiche database resides within the Microsoft SQL Server, Microsoft SQL licensing not provided.

Laserfiche Rio Named Full Users

Named User pricing includes the following features: Unlimited Laserfiche Servers, Workflow, WebAccess, Laserfiche Mobile, Digital signatures, Advanced Audit Trail, Snapshot, E-mail. Each Laserfiche Rio Full User is a named license and has the ability to perform all features in the Laserfiche software depending on security rights. Some features are: scan, make folders, move documents, index template fields, OCR, apply annotations, search, view, snapshot "print to" Laserfiche, Email out, participate in workflow events, etc.

Laserfiche Workflow

Laserfiche Workflow is included in Laserfiche RIO Named Full User Licensing. Workflow increases productivity by automating document-centered work processes. An intuitive graphical interface provides easy work process modeling and streamlining. Routing and notification services guarantee smooth workflow despite user error or absence. The Workflow Suite provides the efficiency and security of rules-based routing and monitoring while also supporting ad hoc participation in the workflow environment.

Laserfiche Web Access (WebClient) & Mobile

Laserfiche WebAccess is included in Laserfiche Rio Named Full User Licensing. Web Access is a browser-based document management thin client that provides rapid deployment and simplified administration enterprise-wide. It is a secure gateway between your digital archives and your intranet or the Internet at large. You decide which documents to post, and Web Access automatically creates exact Web page copies of those documents without HTML programming. Comprehensive security measures guarantee the safety of your archives while making appropriate documents accessible via quick search to authorized users. Web Access offers virtually all of the document management capabilities of the standard Laserfiche interface. Staff can search, retrieve, create, move, rename and annotate documents as they would with the standard Laserfiche thick client. Laserfiche Web Access Light, designed for Blackberry, Chrome, Opera and Safari mobile browsers, offers a lightweight Web interface for popular mobile devices, enabling users to search and retrieve documents, as well as approve documents and participate in workflow automation processes, while away from their desktop computers. Laserfiche Mobile allows secure, on-the-go access to Laserfiche documents from smartphones and tablets. Laserfiche Mobile enables organizations to create, upload and manage Laserfiche content on their mobile devices from anywhere in the world.

Laserfiche Advanced Audit Trail

Laserfiche Advanced Audit Trail is included in Laserfiche Rio Named Full User Licensing. Laserfiche Audit Trail maximizes document management by enabling precise tracking of all user/document changes. Now, you can easily monitor who has viewed which documents and when. Whether it's monitoring sensitive case documents that need to remain secure, tracking staff productivity or documenting search activity among public records, Audit Trail enables you to do it all. It also ensures that this information is always readily available through easily discernible audit logs. The Advanced edition of Audit Trail is for customers operating in the most demanding regulatory environments. Besides doing everything that the other two versions of Audit Trail do, it also tracks changes in security settings, so not only what a user is looking at or changing is tracked, but who gave them the right to do so. Searches are also tracked. For additional document security, users can be required to submit reasons for printing and exporting documents. Administrators can force printed documents to have Watermarks applied to them.

Laserfiche Forms

Create custom forms from library of field or selection elements. Apply preset or custom themes, including page logo, colors, buttons, fonts, and more. Configure form elements to dynamically be displayed or hidden depending on user inputs or to be populated with data from external data sources. Automate form-based business processes with decision-making, e-mailing, approvals, and more. Custom form layout and dynamic behavior with CSS and JavaScript. Role-Based Security. Roles allow and restrict access to necessary functions for form submitters, or approvers, form creators, and system administrators. User view of details about all submitted form data. Tasks page allows users to view all of their pending and completed tasks. Administrator views of all submitted forms, process data, and approval history. Publication and Distribution. Distribute forms to audience via login to Forms system, public or secured URL, or embedding into other Web page. Export collected submission data to Microsoft Excel for further analysis or distribution.

Laserfiche Connector

Laserfiche Connector provides a streamlined experience for integrating Laserfiche with line of business applications such as CRM and ERP systems. Laserfiche Connector integrates easily through user-defined hotkeys and embedded icons. Laserfiche Connector allows searching the Laserfiche repository based on fields from third-party applications. Both basic and advanced searching is supported. If only one result is found, the document will automatically open in the Laserfiche Client, Laserfiche Web Access or Laserfiche WebLink. Connector is also capable of launching Laserfiche Scanning and automatically populating metadata for the scanned documents with information from a third-party application.

Laserfiche Import Agent

Laserfiche Rio Import Agent automates document importing and document management within Laserfiche, particularly well-suited to work with multi-function peripherals.

Laserfiche Rio Participant User

A Participant User is for employees that need user authentication to Laserfiche Forms and read-only repository access.

Participant Users Have The Following Capabilities In Laserfiche Forms:

- Authenticated Form Submission & Access To Forms Inbox
- Ability to participate in Forms processes & track submitted/approved Forms

Optional Software Add-Ons

Laserfiche Rio QuickFields Core

Laserfiche RIO Quick Fields Core includes Laserfiche RIO Quick Fields, Quick Fields Scripting Kit, and Validation packages for Bar Code, Real-Time Lookup, and Zone OCR. Laserfiche Quick Fields will allow you to streamline batch processing, automate document sorting and indexing, and eliminate manual data entry costs.

* *Bar-Code Plug-In* : reads bar-codes for automatic separation, filing, & indexing of batch scanned documents. Index fields can be populated from external databases or preassigned data, for less manual data entry.

* *Zone OCR Plug-In* : extracts text from specific zones for automatic sorting & indexing of documents - minimizes repetitive key field entry and streamlines the process of bringing documents into Laserfiche

Laserfiche Rio Quick Fields Complete

Laserfiche RIO QuickFields Complete includes Laserfiche Rio QuickFields, QuickFields Scripting Kit, validation packages for Bar Code, Real-Time Lookup & Zone OCR, Document Classification, Forms Alignment, Forms Identification, Forms Extractor, Optical Mark Recognition, and Auto Stamp/Redaction/Bates Num. Laserfiche Quick Fields will allow you to streamline batch processing, automate document sorting & indexing, and eliminate manual data entry costs.

* *Bar-Code Plug-In* : reads bar-codes for automatic separation, filing, & indexing of batch scanned documents. Index fields can be populated from external databases or preassigned data, for less manual data entry.

* *Zone OCR Plug-In* : extracts text from specific zones for automatic sorting & indexing of documents - minimizes repetitive key field entry and streamlines the process of bringing documents into Laserfiche

* *Document Classification* : allows multiple classes of documents to be processed within a single QuickFields session. The Token Retriever & Collector features allow sending unidentified documents to the repository. With Document Classification, organizations now have the ability to process entire batches of mixed documents in one session.

* *Forms Identification & Alignment* : identifies an image being imported via a master form and repositions an image so it is aligned with the master form, which increases Zone OCR & data extraction accuracy. With Forms Alignment, Quick Fields can re-align skewed forms coming in from a low quality scanner and make it easier for the OCR engine to generate accurate text from them.

* *Optical Mark Recognition* : analyzes regions by recognizing markable features and reporting whether they are marked. With Optical Mark Recognition, Quick Fields can process multiple-choice answer sheets with "bubble fields" and translate them to metadata fields.

Laserfiche Rio QuickFields Agent

Laserfiche Rio QuickFields Agent enables scheduled processing sessions to run without operator intervention, reducing labor costs and optimizing business processes.

Laserfiche Subscription Licensing: Participant Users

A Participant User is for employees that need user authentication to Laserfiche Forms and read-only repository access. Deployment is handled by Laserfiche Directory Server (LFDS).

Participant Users Have The Following Capabilities In Laserfiche Forms:

- Authenticated Form Submission & Access To Forms Inbox
- Ability to participate in Forms processes & track submitted/approved Forms

Laserfiche Subscription Licensing: Education Users

For accredited educational institutions that meet the requirements listed. Provides read-only repository access and ability to participate in forms processes. Deployment is handled by Laserfiche Directory Server (LFDS).

Education Users Have The Following Capabilities In Laserfiche Forms:

- Authenticated Form Submission & Access To Forms Inbox
 - Ability to participate in Forms processes & track submitted/approved Forms
-



DOCUNAV SOLUTIONS PRIORITY SUPPORT AGREEMENT 2020

The cornerstone of the DocuNav Customer Support program is Priority Support Service. Priority Support Service provides expert troubleshooting. Priority Support Service additionally provides you with answers to ensure smooth, productive operation of your system. DocuNav Solutions technical support team consists of expert problem-solvers trained to support customers across their complete Laserfiche / DocuNav solution. They troubleshoot, identify problems, and provide issue resolution—even when the issue is beyond Laserfiche. Support extends to troubleshooting with scanners, security, firewalls, networks, databases, operating systems, virtual machines and interfaces with 3rd party applications. With a Priority Annual DocuNav Support Agreement (PR DSA), you're entitled to the services listed below.

Priority Support Services

You can expect a response from our support team within 4 hours of reporting any issue to start the resolution process. Our PR DSA customers also receive expedited escalation of any issues that are mission critical to minimize system downtime.

All support services start with an e-mail or phone call to the DocuNav support team. Customers should identify valid technical support contacts for their organization and inform DocuNav of their authorized contacts. Authorized contacts should first e-mail or call to report service issues/questions. Emails should be directed to support@docunav.com. The e-mail should include information regarding the issues and/or questions. To speak with the support team, call 800-353-2320, option 3. As our support staff works on your cases, they may bring in additional staff expertise as needed to resolve your issues or answer your questions. We will prioritize incoming email support issues and phone calls for our PR DSA customers (within the 4-hour response time); for example, a system failure will receive a response before a scanning issue.

Priority Support includes:

- 4 Hour Response Time
- Remote Log-in Capabilities
- Support issues are logged into our system and tracked through completion
- Issue escalation to software developers when appropriate
- Annual 4 hour System Review with experienced DocuNav technical staff
- Free enrollment to Laserfiche Certified Professional Program
- Access to certain DocuNav specialized products at no additional charge—to enhance solution
- Access to the Laserfiche Software Assurance Plan (LSAP)

Priority Support Services offers assistance with:

- Installation and operation support services— to verify the software is operational
- Information services— to interpret error messages and suggest corrective actions
- Troubleshooting services across complete solution— to verify issues being addressed (even when issue extends beyond Laserfiche), to suggest problem-solving techniques, to determine work around solutions, to identify and resolve issues with supported peripherals and hardware
- Advice on proper system configuration and general best practices suggestions for Laserfiche Administration

Scheduled After Hours Support:

- After Hours: After 5pm CST/ Before 8am CST Monday-Friday, and Weekend Hours: Saturday- Sunday
- Multiplier is x1.5 regular professional services rate
- Tasks must be scheduled, minimum ½ day when scheduling on-site services

Optional 24/7 365 Days Support:

- DocuNav Priority Support Customers will be provided with support contact information to use for emergency support issues that may arise after normal support hours.
- Emergency Technical Support Access Fee is 10% of Priority DSA
- Multiplier is x3 regular professional services rate
- Support applies **24 Hours/Day, 7 Days/Week, and 365 Days/Year** – No Exclusion

Support hours are Monday - Friday 7:00 a.m. - 5:00 p.m., Central Standard Time, excluding holidays.

DocuNav Service Level Agreement with Respect to 4 Hour Response Time Commitment

In the event DocuNav does not meet the guaranteed four-hour response time commitment for troubleshooting technical support issues, then DocuNav will owe customer a credit back based upon the following:

- Credit owed will be calculated as follows:
 - One full day of support cost per instance (Customer’s Annual DSA Cost / 365 days)
 - Credit is limited to one day per instance
 - Credit to be applied to professional services hours on the next billing period
- Customer’s responsibilities in order for credit to be received include:
 - Customer must notify DocuNav through the above notification channels
 - Email support@docunav.com or call the 800 number and leave a detailed message with direct contact information
 - Customer may not call or email individuals directly for credit to apply

Laserfiche Software Assurance Plan

Your DocuNav PR DSA also includes the Laserfiche Software Assurance Plan (LSAP).

LSAP entitles you to receive access to the [Laserfiche Support Site](#) where you'll find detailed technical information to help you optimize system performance and maximize uptime.

Online Resources Available:

- Knowledge Base articles
- Training Resources
- Forums
- Downloads
- Laserfiche Code Library

Technical Support Team

DocuNav’s technical support team is comprised of implementation experts, technicians, trainers, and software developers. DocuNav’s technical support team is recognized by Laserfiche, as Platinum-Level Certified for their support services. Every one of DocuNav’s multiple support staff members is tested and mandated to retain current certifications across the Laserfiche product suite.

DocuNav Integration Support

DocuNav PR DSA also includes support across all DocuNav integration tools. Your current support contract will allow you direct access to the developers of the integration tools ensuring a knowledgeable response.

Software Updates and Feature Enhancements

Your PR DSA includes comprehensive software assurance plans to help preserve your investment by delivering periodic updates that extend the benefits of the original purchase. These plans include crucial point updates, patches and service packs as released by Laserfiche throughout the year. Another advantage is Laserfiche full version releases are also offered at no additional cost as part of your PR DSA.

All DocuNav software will also follow along the same update schedule. As Laserfiche updates become available, DocuNav will release any necessary updates to DocuNav software ensuring customers maintain seamless compatibility across their solutions.

DocuNav tests all manufacturers' updates and consults with customers on an individual basis. After consultation, DocuNav will make recommendations for each customer's unique system on the optimal timing in the release cycle to consider updating. DocuNav's knowledgeable staff protects and guides customers to the most successful deployment of future updates and enhancements of their solutions.

Internet services and remote access

This service provides our PR DSA clients with remote access to the same quality assistance and advice that they would receive from an on-site visit by one of our technicians. Using remote connectivity, a DocuNav technical staff member can connect to your system and control your screen as you watch and speak with us over the phone. This powerful, interactive technique allows us to assist you in various tasks.

Annual System Review

Annually, a 4-hour remote system review with an experienced DocuNav technical team member has been included with your DocuNav PR DSA. This event can be scheduled by contacting your DocuNav Account Manager and can occur anytime throughout the year of your DocuNav PR DSA. During the annual system review, DocuNav technical staff will analyze the configuration of the existing Laserfiche application server, database, and backup procedures. Additionally, the Laserfiche configuration will be reviewed to include volume structures, folder trees, security and template field creation. Upon completion of the review, DocuNav will provide the customer with documentation detailing the findings as well as best practice recommendations for adjustments that would enhance the solution.

Extended User Education

Using hands-on teaching methods, end-user education courses are held throughout the year to help you design, develop, and maintain your DocuNav solution. Led by experienced teachers, you gain knowledge and expertise of your DocuNav Solution. Optional free webinars covering a variety of topics are also available throughout the year. Whether on-site or remote, the sessions provide improved employee understanding of your system and increased utilization.

DocuNav is now offering access to our growing resource of self-paced courses and labs via our Training Portal. The Portal contains all levels of trainings and tips from entry to expert level. New customers will receive complimentary all-access passes for the key employees based on the number of users purchased (see chart below). Priority Support customers may also access individual courses for other employees that use Laserfiche for a nominal fee. We are also excited to offer special Labs through the portal (coming very soon). These Labs are designed for key employees that will help you implement Laserfiche internally. The Labs will come with Use Cases, demo server access and feedback from our experienced engineers.

Please contact sales@docunav.com for details and the link to the portal.

DocuNav Training Portal Chart	
Laserfiche Named Full User Count	Number of All-Access Passes
20 users or less	1 person
21 – 100 users	2 people
101 – 500 users	4 people
501 + users	8 people

Laserfiche Empower Conference

Laserfiche Empower Conference is an annual educational and networking event with over 3, 000 Laserfiche customers, partners, and IT professionals. As part of your PR DSA, DocuNav will pay conference registration fees for your employees to attend. **We encourage you to sign-up for Empower Registration as early as you can because the number of total registrations we pay for is limited per year.** Please see the chart included below for a breakdown of how many employees per organization are eligible for free conference registration.

Laserfiche Empower Registration Chart	
Laserfiche Named Full User Count	Number of Registrants
21 – 100 users	1 person
101 – 500 users	2 people
501 + users	4 people

How to Register for CPP & Laserfiche Empower Conference

To register employees for the CPP courses and/or the Laserfiche Empower Conference, please email sales@docunav.com.

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of Memorandum of Understanding between Canutillo ISD and The University of Texas at El Paso
New Teacher Mentor Pilot

Justification Statement: The New Teacher Mentor Pilot will train mentor coaches and mentor liaisons to ensure that new teachers are positively impacted with instructional coaching and support.

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

Staff Responsible: Marina Rocha

Signature of Requester(s) Marina Rocha *[Signature]* 6/15/2021

Signature of Presenter(s) Elizabeth B. Sida *[Signature]* 6/15/2021

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.

The District would like to enter into agreement with UTEP for a New Teacher Mentor Pilot. Through this program leadership capacity within the district will be strengthened to provide ongoing support for new teachers as they begin their careers in the teaching profession.

RECOMMENDATION: That the Board approve the Memorandum of Understanding between Canutillo ISD and The University of Texas at El Paso for New Teacher Mentor Pilot.

PRIOR BOARD ACTION: NONE AWARDED: AWARDED AMOUNT:

AMOUNT(S): NA

ACCOUNT NO(S): 255.XX.XXXX.XX.XXX.XX

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

REQUESTING DEPARTMENT:
Associate Superintendent for district wide use

CONSEQUENCES OF NON-APPROVAL:
New teachers would be limited in receiving high quality mentors to help them transition and grow in their new profession.

IMPLEMENTATION TIMELINE:
Upon Board Approval

ATTACHMENT(S): Associate Superintendent Memorandum, UTEP MOU, UTEP Program Agenda



AGREEMENT OF COOPERATION

BETWEEN

Canutillo Independent School

District AND

The University of Texas at El Paso

The University of Texas at El Paso (hereinafter referred to as UTEP), located at 500 West University Avenue, El Paso, TX 79968 and Canutillo Independent School District (CISD), located at 7965 Arcraft, El Paso, TX 79932, USA, enter into an agreement of cooperation to establish a program of exchange and collaboration in areas of interest and benefit to both institutions.

I.

The purposes of the cooperation between UTEP and CISD are as follows:

- This Agreement sets forth the expectations and commitments of UTEP and the sponsor to implement a New Teacher Mentorship Pilot Program (hereafter referred to the “Program”) under the direction of Dr. Clifton Tanabe, Dean, College of Education, that will strengthen early career teachers, increase teacher retention rates, and improve student outcomes.
- The Program description and roles and responsibilities for each partner are detailed in Attachment A. The Parties agree to the terms spelled out in this Agreement and any add-on or amendments as the work progressed, and will obtain the signed endorsement of authorizing officials of the Parties.
- **PARTICIPATING PARTIES**
 - The University of Texas at El Paso (Lead and Advisory Board Member)
 - El Paso Community Foundation (Sponsor and Advisory Board Member)
 - CREEED (Advisory Board Member)
 - Fabens ISD (Pilot Program Site)
 - Canutillo ISD (Pilot Program Site)
 - Tornillo ISD (Pilot Program Site)

II.

To achieve these goals, UTEP and CISD will, insofar as the means of each allow:

- work collaboratively with the New Teacher Center to direct support to new teachers and instructional coaches.
- actively participate to ensure that new teachers are positively impacted by their participation, instructional coaching and leadership capacity within the district is strengthened.

III.

Each institution shall designate a coordinator to oversee and facilitate the implementation of this Agreement. The coordinators, working with other appropriate administrators at the respective institution, shall have the following responsibilities:

- to act as principal contacts for individual and group activities and to plan and coordinate all activities within their institutions as well as with the partner institution;
- to meet periodically to review and evaluate past activities and to work out new ideas for future cooperative agreements.

IV.

This general Agreement of Understanding shall be identified as the parent document of any program agreement executed between the parties. Further agreements concerning any program shall provide details concerning the specific commitments made by each party and shall not become effective until they have been reduced to writing and executed by the duly authorized representatives of the parties. The scope of the activities under this agreement shall be determined by the funds regularly available at both institutions for the types of collaboration undertaken and by financial assistance as may be obtained by either institution from external sources.

V.

Except as may stipulated in any specific program agreement, each institution shall be responsible for expenses incurred by its employees under this agreement. Except as may be stipulated in any specific program agreement.

VI.

Upon approval by each institution, this agreement shall remain in effect for a period of ten (10) years unless terminated earlier by either institution. Such termination by one institution shall be effected by giving the other institution at least ninety (90) days advance written notice of its intention to terminate. If such notice is given, this agreement shall terminate: (a) at the end of such ninety (90) days; or (b) when all students enrolled in a course of study under the agreement at the time such notice is given have completed their respective courses of study under the agreement, whichever event occurs last. Termination shall be without penalty. If this agreement is terminated, neither UTEP nor shall be liable to the other for any monetary or other losses which may result.

EXECUTED by The University of Texas at El Paso and Canutillo Independent School District in duplicate copies, each of which shall be deemed an original.

THE UNIVERSITY OF TEXAS AT EL PASO

CANUTILLO INDPENDENT SCHOOL DISTRICT

By: Roberto Osegueda

By: _____

Title: Vice President for Research

Title: _____

Date: _____

Date: _____

Attachment A

The purpose of the New Teacher Center partnership is to accelerate the effective practice of new teachers, and thus narrow the achievement gap, through its proven results of exceptional instructional coaching. Across the region, NTC will provide professional support and development to a cohort of up to 60 teachers and 4-8 centrally-deployed instructional coaches (hereinafter referred to collectively as “coaches”), 10-12 school leaders, spanning 10-12 El Paso County schools across the county for the 2020-2021 school year. This work will cultivate, sustain, and retain early career educators in El Paso County; develop the leadership capacity of instructional coaches as part of a school-based leadership team; and strengthen instructional leadership across schools to create multiple generations of educators who understand how to leverage their respective ELA curricula and the TEKS as a tool for educational equity

District partners, through this MOU, commit to fully-scaled transformation of a new teacher mentorship program within the district, sharing and transparency of data, and rigorously objective “critical friend” feedback / accountability. Districts are expected to fully scale and fully sustain the transformation goals post-grant funding. To foster the achievement of these outcomes, UTEP and NTC will support districts to implement proven strategies, specifically: a) piloting, b) scale-up and c) post-grant or no-grant cost internalization.

Core New Teacher Mentorship Pilot Goals

The New Teacher Mentorship Pilot described below are expected areas of transformation for districts within the 3-year timeline of the grant.

Goal One: Build new teacher competency to meet the needs of students in the El Paso region.

A highly skilled instructional coach is key to providing new teachers with support that will advance their instructional practice. Coaches practice using multiple data points to assess teacher practice and student learning, and provide meaningful feedback to teachers to support their instruction of the curriculum. The goal is to provide curriculum-aligned support to teachers as they create and sustain optimal learning environments in which the diverse needs of every learner are addressed with an unwavering attention to equity and continuous academic, social, and emotional growth.

- Districts will identify first and second year teachers who will participate in the New Teacher Mentorship Pilot.
- The coaches from the New Teacher Mentorship Pilot will have scheduled access to the participating teachers’ classrooms and planning time.
- New teachers will receive one hour of coaching weekly/biweekly.

Goal Two: Build district capacity to provide effective instructional coaching to new teachers.

Through one year of comprehensive professional learning and on-the-job coaching, district instructional coaches learn the critical knowledge, skills, and tools to initiate and maintain effective mentoring relationships with new teachers that result in substantial learning gains for every student in the classroom. Instructional coaches will understand the learning needs specific to the new teachers and curriculum implementation in their buildings, and establish a vision for how new teachers will use the curriculum and effective teaching practice as tools for academic rigor and educational equity. NTC will work with each district to customize professional learning so that the content aligns to their respective approaches to instructional coaching.

District instructional coaches/mentors will participate in:

- 4 days of Advanced Professional Learning focused on, during which they will develop the instructional leadership skills (e.g., foster collaborative professional cultures; use data to improve teaching and learning; collaborate with stakeholders; advocate for the profession and student learning) to support teachers in creating optimal learning environments in which they:
 - Create emotionally, intellectually, and physically safe environments

- Implement equitable, culturally responsive, and standards-aligned curriculum and instruction to meet the diverse needs of every learner
 - Learn to employ strategic instructional coaching cycles (e.g., Plan/Prepare, Teach/Assess, and Analyze/Reflect) focused on standards, pedagogy, and research to advance teaching practice and student learning aligned to the TEKS
 - Create and maintain collaborative, mutually-accountable professional relationships (e.g., communicate effectively; build effective relationships with stakeholders and colleagues; demonstrate and maintain coach responsibilities, integrity, and ethical conduct) to advance teaching and learning focused on student outcomes with standards-aligned content
 - Advance teaching practice through establishing collaborative, professional relationships that build trust, meet teachers' needs through the use of coaching language and stances, and provide actionable feedback.
- ~~810~~ Mentor Forums over the course of the year to support the year-long application of the professional learning described above. Forums are a mix of online and in-person 2 to 3-hour sessions where NTC staff and UTEP's Lead Coaches supports and extends coaches' /mentors' professional learning and helps them sustain their community of practice.
- In-Field Coaching over the course of the year during which NTC staff and UTEP Lead Coaches will provide highly customized, differentiated supports to coaches and their school leaders via 45 infield coaching days.
 - In-field coaching visits provide an opportunity for NTC and UTEP Lead Coaches to both formatively assess and develop coaches' practice in the schools, and to inform programmatic components in real time as a result of our learnings.
 - Visits provide an opportunity to coach and consult with school leaders about their implementation of the model, the ways in which they support and develop teacher leaders and new teachers, and to support their reflection, problem solving and practice.
 - In-field coaching is also an opportunity for intensive capacity building at the district-level, with the purpose of building leadership capacity and sustainability within each respective district's professional development program.
 - In future years, as a result of explicit capacity building we will provide, we envision each centrally-deployed coach as providing school- based coaches with high-quality professional learning and on-the-job support, in collaboration with school leaders.

Goal Three: Develop committed school leaders who have a deep understanding and working knowledge of the new teacher mentorship pillars and approach.

Coaches and the early career teachers they support do not exist in isolation. Each coach and teacher belongs to a school community, and they are deeply influenced by the quality of instructional leadership in their buildings/districts. Thus, it is critical that school-level leaders at each mentor's school site are instructionally-focused and have the tools to create the conditions for mentor and teacher success.

- School leaders will participate in school leadership development that include:
 - 4 days of Advanced Professional Learning provided by NTC over the course of the academic year
 - In-Field Coaching over the course of the year during which NTC staff and UTEP Lead Coaches will provide highly customized, differentiated supports to coaches and their school leaders
 - 3-days of school leadership development for two cohorts of Quarterly governance meetings with UTEP Lead Coaches to share information regarding progress of program for participating school leaders (Principals and Assistant Principals) where participants:
 - Establish a clear vision of what excellent, standards-aligned instruction looks like in each grade level.
 - Develop the school leadership and coaching capacity to know what to look for in standards-aligned literacy instruction and provide teachers with meaningful feedback to improve their practice using the curriculum as a tool.

- Utilize existing coaching structures to support teachers through a cycle of observation, feedback and targeted support.
- Shape productive and professional cultures for adult learners school-wide
- Learn to maximize the mentoring program in their schools.
- School leaders will ensure that the identified district coaches/mentors are allocated the needed time for trainings and coaching from NTC and UTEP's COE Lead Coaches.

Goal Four: Create sustainable high quality new teacher mentorship in the district

Research and experience make clear that effective school systems engage in a set of deliberate actions that are aligned to the needs of the students they serve. Each action acts like a puzzle piece that collectively creates a clear picture of how the people, activities, and resources within a school system must work together to provide all students the opportunity to engage with rigorous, standards-aligned instruction.

- UTEP and NTC will work with district system level leaders over 5 days to develop strategic plan to sustain the high quality new teacher mentorship that includes the following components:
 - Vision and Expectations
 - Curriculum
 - Assessment
 - Educator Capacity
 - Student Support
 - Accountability
 - Family and Community Partnership
 - Stakeholder Investment

Goal Five: Demonstrate commitment to using data for continuous improvement.

- Districts will be expected to document all new teacher coaching interactions using the Kiano platform, an online instructional coaching toolkit. Kiano will be accessible to district instructional coaches, administration, and UTEP's New Teacher Mentorship Pilot staff.
- District will participate in an annual formative program site-review visit, which will examine the program implementation and outcomes (e.g., quality of teaching by new teachers, quality of instructional coaching by coaches). Results from the site visit will be considered as "critical friend" external review results and will only be reported internally.
- Districts will provide new teacher effectiveness data, including: To ensure and demonstrate the pilot's progress, the district will share the data below in accordance with the applicable federal, state, and local laws, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA).
 - Number of new teachers coached by the pilot program
 - New teacher demographics
 - Enrollment demographics of students taught by new teachers in the pilot
 - Evidence of new teacher proficiency in content knowledge
 - Evidence of new teacher proficiency in disposition/professionalism
 - Evidence of new teacher proficiency in pedagogy
 - New Teacher feedback surveys (BOY, EOY)
 - Campus/district instructional coach & Principal surveys (BOY, EOY)
 - New teacher retention rates
 - Masked K-12 student achievement data linked to new teachers within the district to compare the value-added impact of new teachers in the pilot
 - Historic performance of districts' new teachers
 - Other data points determined by the advisory board

College of Education Role. COE will manage the New Teacher Mentorship Pilot and will work collaboratively with NTC and districts to implement the direct support to new teachers and instructional coaches as well as the yearlong training to build capacity within the district to sustain new teacher mentorship.

COE Responsibilities.

- Hire and supervise the New Teacher Mentorship Pilot Director and Lead Coaches.
- Manage the New Teacher Mentorship Pilot.
- Serve as the direct point of contact for NTC and the districts to schedule trainings.
- Assign the placement of COE Lead Coaches to district/schools to provide direct coaching to new teachers/priority second year teachers and district instructional coaches.
- Provide/coordinate meeting space for the trainings
- Administer the twice-yearly administration of a survey about the effectiveness of the pilot.
- Analyze data from the pilot to document effectiveness.

District Roles and Responsibilities

District Role. The district will be an active participant in the pilot to ensure that new teachers are positively impacted by their participation, instructional coaching and leadership capacity within the district is strengthened, and the district strategically plans to sustain strong mentorship for new teachers in future years.

- Identify first year teachers and priority second year teachers that will participate in the pilot cohort.
- Identified school leaders, district/campus instructional coaches, and new teachers will participate in all aforementioned trainings and coaching sessions.
- Develop a sustainability plan to ensure high quality new teacher mentorship continues after the grant period concludes.
- Commit designated funding outlined below in cash and/or in-kind resources to further the objectives of the program.
- Certify and provide backup documentation for the committed resource expenditures.

Funding

The El Paso Community Foundation and CREEED jointly applied for grant funding from the Prentice Farrar Brown and Aline Ford Brown Foundation within Bank of America to initiate the New Teacher Mentorship Pilot. Funding from this grant has been allocated to UTEP's College of Education for the management of the pilot and the services provided by the New Teacher Center. Each participating district will pay a range of \$500-700 per teacher receiving support during the pilot year to the El Paso Community Foundation's Teacher Pipeline Fund, and each district will work with UTEP and NTC to develop a sustainability plan to continue the work after the grant funding has expired. The specific funding amount per teacher is dependent on his/her designated pathway (number of coaching sessions per month). If the district is awarded funding under TEA's HB3 New Teacher Mentorship Allotment, the district commits to pay 80% of any funding over \$500 per teacher to cover the additional training costs associated with the New Teacher Center.

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)

Maria Silva

Signature of Presenter(s)

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):



EDUCATION SERVICE CENTER REGION 19
MIGRANT EDUCATION PROGRAM
SHARED SERVICES ARRANGEMENT

Superintendent Designee Authorization

As a member of the Education Service Center Region 19 Shared Service Arrangement, I authorize Ms. Barbara O. Amaya, Director Administrative Support at the Education Service Center Region 19, to sign as Superintendent Designee for the District Performance Report.

Ms. Barbara O. Amaya will respond to any questions regarding the Performance Report.

Dr. Pedro Galaviz, Superintendent

Date

MEMORANDUM

To: Dr. Pedro Galaviz, Superintendent
Canutillo ISD

From: Ms. Barbara O. Amaya
ESC 19 Migrant Education Program

Date: May 25, 2021

Subject: Funding Allocation 2021 - 2022

The Texas Education Agency, Division of Formula Funding, Title I, Part C – Migrant planning amount for fiscal year 2022 is \$ 81,862..



Migrant Education Program
6611 Boeing Drive
El Paso, Texas 79925-1010

Phone: (915) 780-5319
Fax: (915) 780-5016
www.esc19.net

COUNTY DISTRICT NO. 071907

AGREEMENT NUMBER: _____

AGREEMENT

BETWEEN THE EDUCATION SERVICE CENTER – R19

AND

CANUTILLO INDEPENDENT SCHOOL DISTRICT

THIS AGREEMENT WILL BE IN EFFECT FOR THE PERIOD

July 1, 2021 through June 30, 2022

**NAME OF PROGRAM: MIGRANT EDUCATION PR
SHARED SERVICES ARRANGEMENT**

**THE AUTHORIZED SIGNATURES BELOW INDICATE ACCEPTANCE OF ALL THE
TERMS OF THIS AGREEMENT.**

Dr. Armando Aguirre
Executive Director
Education Service Center – R19

Dr. Pedro Galaviz
Superintendent
Canutillo Independent School District

Executive Director: Dr. Armando Aguirre
Board of Directors: David Sublasky-Chairman, Fred Sanchez-Vice Chairman, John C. Elder, Secretary,
José Limón-Member, Patricia Ramirez-Member, Melodya Salaices-Member, Blanca Topete-Member,
Kathy Becker-Charter Member

AGREEMENT

TO: CANUTILLO INDEPENDENT SCHOOL DISTRICT

FROM: EDUCATION SERVICE CENTER – REGION 19

SUBJECT: FISCAL AGENT SERVICES FOR THE MIGRANT SHARED SERVICES ARRANGEMENT 2021 - 2022

When duly completed and signed by appropriate authority this agreement between the Canutillo Independent School District and the Education Service Center – Region 19 becomes effective July 1, 2021 through September 30, 2022.

Education Service Center – Region 19 will provide Migrant Education fiscal agent services to Canutillo Independent School district to include the following:

- Annual audit of Shared Services Arrangement (SSA) funds
- Quarterly accounting of expenditures/reports to be submitted to TEA.
- Application preparation
- Preparation of amendments/revisions to SSA budget/program
- Accountability for The New Generation System (NGS) student record database
- Payroll of Migrant Personnel

Canutillo ISD agrees to contribute to the Shared Services Arrangement an amount not to exceed 15% of the total district allocation.

This AGREEMENT is for the dates as specified above and will be renewed only upon mutual consent and agreement. Any digressions from the services to be provided will be only upon mutual consent and agreement.

Dr. Armando Aguirre
Executive Director
Education Service Center – R19

Dr. Pedro Galaviz
Superintendent
Canutillo Independent School District

Agreement for Participation in the ESSA, Title I Part C Migrant
EDUCATION SERVICE CENTER – R19 MIGRANT EDUCATION
SHARED SERVICES ARRANGEMENT

2021 – 2022

In cooperation with the Education Service Center – Region 19, the Canutillo Independent School District agrees to:

1. Provide supporting documentation and input to the fiscal agent on the preparation of the eGrant application.
2. Employ qualified teachers and aides as defined by the guidelines of the Texas Migrant Education Program and provide the fiscal agent with applicable records and data for personnel employed by the Shared Services Arrangement as described in TEA’s Financial Accounting and Reporting System.
3. Place instructional teacher aide(s) under the direct supervision of a certified teacher.
4. Provide release time for all personnel working with the migratory students to attend in service training on a need’s basis.
5. Appoint one person (teacher, aide, or administrator) responsible to complete Electronic Certificate of Eligibility (ECO), and maintain migratory student records, and other necessary data relevant to the program utilizing New Generation System (NGS).
6. Complete and submit results to Region 19 on Comprehensive Needs Assessment upon the request from TEA MEP.
7. Encourage the migrant staff/Migrant Specialist to visit homes of identified students for recruitment and to promote better home/school relations. Appropriate accomplishment of an eligibility of verification sample.
8. Establish a Parent Advisory Council (PAC) whose participants would represent parents of the students being served. Involve the PAC in the planning, implementation, and evaluation of the Migrant Program.
9. Provide pre- and post-test data for all migrant children identified age 3 through grades 12 as needed for the migrant application.
10. Provide ESC with summer instructional data (Project SMART, and any summer instruction).
11. Maintain inventories for all equipment purchased with Title I Part C Migrant Funds. Equipment is to be marked “Title I Part C Migrant – ESSA”. Use equipment and

materials purchased for the project for migratory students, and dispose (if not useful) as required by the program, materials located at the school district will remain as property and responsibility of the school district.

12. Establish salaries of teachers and aides in accordance with local district salary schedule and provide this information to the fiscal agent.
13. Prorate salaries of any personnel hired after the initiation of the project according to the number of days remaining in the school year.
14. Maintain records indicating personnel absences that an adjustment in salary may be made, such adjustments will be deducted from the last salary check for the year.
15. Use Title I Part C Migrant funds to supplement, not supplant, local and state funds.
16. Not request Shared Services Arrangement funding support to exceed maximum funding approved in the application.
17. Refund to the fiscal agent those amounts that must be returned due to audit/monitoring exceptions and cost overruns.
18. Keep the fiscal agent informed of applicable personnel changes and keep payroll records of employees to support data submitted to fiscal agent for reporting purposes.
19. Submit reimbursements on a quarterly basis and provide supporting documentation on all expenditures.

In cooperation with school districts in the Education Service Center – Region 19 Migrant Education Shared Services Agreement, the Education Service Center agrees to:

1. Serve as fiscal agent for the Shared Services Arrangements.
As administrative and fiscal agent designee, ESC R19 is authorized to receive and expend funds for the conduct of this project. ESC R19 is accountable for SSA activities, ensuring that all funds including payments to members of SSAs are expended in accordance with application laws and regulations.
2. Prepare and submit eGrant application, budgets, and amendments to the Texas Education Agency, and keep files on supporting documents provided by participants.
3. Transmit to school district up to 75% of the funds received from the Title 1 Part C, Texas Migrant Program for all monies expended for the operation of the program. Maintain an accurate account of individual school budgets.

4. Coordinate and represent Canutillo ISD in alignment with all MEP project activities (i.e. ACET; AMET; NADSME); information and new policy will be disseminated to district staff.
5. Ensure proper recordkeeping of migratory student eligibility utilizing New Generation System
6. Provide Migrant Coordination service to the school district in the form of:
 - (a) The ESC will serve as a Reviewer and Approver for all COE's for Canutillo ISD Migrant Program, will verify information is complete and correct. The Certificate of Eligibility is an auditable record and has a five-day turnaround timeline.
 - (b) Complete new COE's or renewal during the summer, as needed.
 - Parent Interview
 - COE completion
 - NGS enrollment
7. Professional Development and Technical Assistance in:
 - (a) Planning, implementing, and evaluating migrant education program. Meet on a quarterly basis with district MEP staff to ensure program performance is being met.
 - (b) In-service training for administrators, teachers, aids, recruiters, NGS and counselors.
 - (c) Coordinate and provide overview training to district PEIMS staff regarding NGS data and policy.
 - (d) Identification and Recruitment (ID&R) of eligible migratory students and families.
 1. Assistance in reviewing student eligibility forms and record transfer system forms.
 2. Assistance in the identification and recruitment of migrant students. This includes an annual verification of certificates of eligibility for a sample of eligible students.
 3. Orientation and explanation of the Texas Migrant program to community groups.

(e) New Generation System (NGS) and Migrant Student Information Exchange (MSIX)

1. Will conduct additional reviews for accuracy on the Measurable Program Outcome (MPO) data before submission to TEA.
2. Assist local school district in designing, implementation, and reporting their program evaluation, including NGS student record database.
3. NGS Summer Data Entry for 2021-2022 will be entered by ESC NGS Specialist.
 - Summer enrollments
 - Summer Withdrawals
 - Supplemental
 - Pre/Post Results

(f) ESC will provide additional guidance of the required school district entries listed below by the entry time listed on the NGS/MSIX Manual:

1. Enrollments, Residency Verification
2. Withdrawals
3. Consolidated Student Record
4. Move Notifications
5. Data Requests
6. At-Risk of Non-Promotion
7. Termination Reasons
8. OSY/Dropout
9. PFS Report
10. Continuation of Services
11. Secondary Credit – Spring Semester
12. Recommended Courses for Fall Schedule
13. Not On-Time for Graduation
14. State Assessments
15. Regular Term Coursework for Grades 6-8
16. Supplemental Program Data
17. Special Needs.

(g) ESC will provide additional guidance in the following areas:

- Program description and curriculum for migrant-funded summer school program, to include selection of instructional materials and supplies, utilizing Project SMART.
- Program requirements such as Service Delivery Plan, Priority for Service, A Bright Beginning, Parent Advisory Committee (PAC) Bylaws.
- Data quality control of migrant-specific components of the district PEIMS, NGS and Certificates of Eligibility (COE)

Financial Plan



As part of our Shared Services Arrangement, your district will receive flow through funds for local spending based on the needs identified by your district in a comprehensive needs assessment.

Due to changes in compliance reporting, please provide planned amount for each subcategory of the appropriate object code for the use Title I, Part C Migrant funds.

Budget Allocation Final Amount: \$ \$81,862.00
15% SSA Contribution ESC \$12,279.00
Balance to be budgeted \$69,583.00

Class/Object Code	Title I, Part C Migrant Flow-Through Amount	\$ Amount
6100		
Payroll		
6200		
Contracted		
Services /Misc.		
Contracted		
Services		
6300		
Supplies &		
Materials		
6400		
Travel /		
Other Oper		
Expenses		

MEMORANDUM

TO: Canutillo Independent School District
FROM: Ms. Barbara Amaya, Director, District Administrative Support at ESC Region 19
DATE: May 25, 2021
SUBJECT: Migrant Education Personnel – Salary Employment Information

As fiscal agent for the Migrant Education Program Shared Services Arrangement 2022-2022, the Education Service Center Region 19 business center requests the following information for all of your District Migrant funded personnel.

Name:	% Migrant Funded	Assignment	Grade/ Step	Annual	#Monthly Pay Periods
1.	ANY STAFF BEING PAID OUT OF MIGRANT FUNDS, INFO WILL GO HERE				
2.					
3.					

Certified by: _____
Date: _____

- Appropriate Texas Certificate or waiver if applicable should be on file at the school district for each migrant funded person. Please return this form and mail copies of the certification documents as soon as possible to:

Education Service Center Region 19
Migrant Education Program
6611 Boeing Drive
El Paso, Texas 79925
(915) 780-5319 Fax (915) 780-5016

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

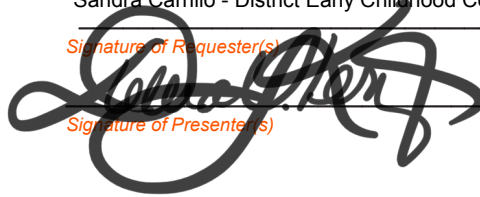
Subject/Title for Agenda Posting: Approval to purchase House Bill 3 required Foundation Phonics Program K-2 through Wilson Language Training Corporation. Utilizing Socorro ISD Cooperative 199-0331-E1753 in the amount of \$120,857.33

Justification Statement: As per House Bill 3 requirements, school districts must implement a phonics curriculum using systematic direct instruction in grades K-3.

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

Dr. Debra Kerney - Curriculum and Instruction Executive Director

Staff Responsible: Sandra Carrillo - District Early Childhood Coordinator

Signature of Requester(s)

Signature of Presenter(s)

Business Services Approval (Initials)

Date

Agenda Summary: House Bill (HB) 3 was passed by the 86th Texas Legislature, 2019, and signed into law by Governor Abbott on June 11, 2019. The following areas within HB3 specifically relate to reading practices:

Reading Standards for Kindergarten through third grade (TEC Sec.0062(a))
Certified Practices --Phonics Curriculum

As per HB3 requirements, school districts must implement a phonics curriculum using systematic direct instruction in grades K-3. Canutillo ISD will begin rolling out the implementation of the Wilson Foundations Phonics Program for Grades K-2 beginning August 2021. Teachers will be properly trained at the beginning of the school year once materials have been purchased and will be provided with on-going support to ensure that the program is effectively implemented with fidelity.

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 good or services are competitively purchased, shall require board approval before a transaction may take place.

RECOMMENDATION: Administration recommends that the Board approves the purchase of the Foundations Phonic Curriculum through as per HB3 requirements

PRIOR BOARD ACTION: N/A AWARDED: AWARDED AMOUNT:

AMOUNT(S): \$120,857.33

ACCOUNT NO(S): 199.11.6299.00.916.11 (Possible Funding through ESSER)

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
Socorro ISD Cooperative 199-0331-E1753

REQUESTING DEPARTMENT:

Curriculum and Instruction

CONSEQUENCES OF NON-APPROVAL: The district will not be in compliance with House Bill 3 requirements under the Reading Standards for Kindergarten through Third Grade (TEC SEC.28.0062(a)) and will not be able to proceed with the implementation of high quality foundational reading Instruction.

IMPLEMENTATION TIMELINE:

Upon Board Approval

ATTACHMENT(S): -Wilson Language Training Corp. Quotes
-Socorro ISD Cooperative 199-0331-E1753 (Pending and additional extension to June 2022)





Wilson Language Training Corp.
47 Old Webster Road
Oxford, MA 01540
(800) 899-8454
(508) 368-2300 Fax
www.wilsonlanguage.com
eorders@wilsonlanguage.com

Quote

Bill To Address:

Canutillo ISD
 PO Box 440
 Canutillo, TX 79835-0440
 US

ShipTo Address:

Canutillo ISD
 PO Box 440
 Canutillo, TX 79835-0440
 US

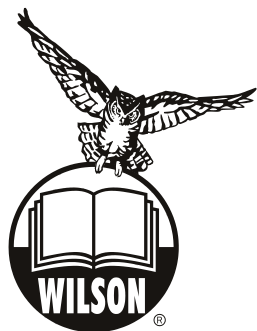
Issued Date: 5/28/2021
 Expiration Date: 6/27/2021
 Quote number: Q1044313
 Customer Number: CANUTILL1000
 Shipping Method: GROUND

Item Number	Quantity	Unit/Measure	Unit Price	Ext. Price
F2FUNCSK (25)	15	Each	\$1,368.50	\$20,527.50
Description: Foundations Classroom Set Level K (1 Teachers Kit & Materials for 25 Students) Second Ed. (5 box set)				
F2FUNCS1 (25)	14	Each	\$1,696.00	\$23,744.00
Description: Foundations Classroom Set Level 1 (1 Teachers Kit & Materials for 25 Students) Second Ed. (5 box set)				
F2FUNCS2 (25)	18	Each	\$1,785.80	\$32,144.40
Description: Foundations Classroom Set Level 2 (1 Teachers Kit & Materials for 25 Students) Second Ed. (5 box set)				
F2FMK2	6	Each	\$1,015.40	\$6,092.40
Description: Foundations Multi-Level Kit K-2 Second Edition (2 box set)				
F2FSDTPK	2	Each	\$346.70	\$693.40
Description: Foundations Student Durables K (10-Pack) Second Edition				
F2SDUPK	2	Each	\$38.50	\$77.00
Description: Foundations Student Durables K (1-Pack) Second Edition				
F2STCTPK	2	Each	\$96.30	\$192.60
Description: Foundations Student Consumables K (10-Pack) Second Edition				
F2STCOPK	2	Each	\$10.70	\$21.40
Description: Foundations Student Consumables K (1-Pack) Second Edition				
MSDEWT E2	66	Each	\$16.10	\$1,062.60
Description: Dry Erase Writing Tablet (Levels K-3) Second Edition				
F2STCTPK	14	Each	\$96.30	\$1,348.20
Description: Foundations Student Consumables K (10-Pack) Second Edition				
F2STCTP1	18	Each	\$144.50	\$2,601.00
Description: Foundations Student Consumables 1 (10-Pack) Second Edition				
F2STCTP2	16	Each	\$144.50	\$2,312.00
Description: Foundations Student Consumables 2 (10-Pack) Second Edition				

To order please reference Quote Number:
Q1044313

All products and pricing are based on the latest information available. Pricing and product availability is valid through the quote expiration date. Sales tax provided with quote is an estimate only. Actual sales tax will be calculated based on the date on the order plus the current tax rates for the ship to address. Quoted pricing will be honored with the Quote Number only.

Subtotal: \$90,816.50
 Shipping/Handling: \$4,540.83
 Sales Tax: \$0.00
Quote Total: \$95,357.33



Wilson works.

Our mission is to provide quality professional learning and ongoing support so that educators have the skills and tools they need to help their students become fluent, independent readers, who are ready to explore the endless possibilities the world of reading has to offer.

Wilson® Professional Learning and Teacher Support COMPASS Plan for 2021-2022

- Foundations® in Tier 1, Grades K-2

To:

Canutillo Independent School District

7965 Arcraft / P.O. Box 100

Canutillo, TX 79932 / 79835

**Sandra Carrillo, Early Childhood and New Teacher Coordinator
Curriculum & Instruction**

scarrillo@canutillo-isd.org

915.877.7409

By:

Ruth Stern, Senior Literacy Advisor

rstern@wilsonlanguage.com

720.975.6136

Sarah Kay, Implementation Administrator

skay@wilsonlanguage.com

508.368.6602

Plan Date: 5/18/2021

Plan Valid Until: 7/17/2021



WILSON® COMPASS PLAN

For CANUTILLO INDEPENDENT SCHOOL DISTRICT

INTRODUCTION

Wilson Language Training® partners with districts to develop a comprehensive implementation and sustainability plan to support teacher knowledge and proficiency that results in increased student success. Our process is called **COMPASS – Wilson's COMprehensive Plans for Achieving Success and Sustainability**, and it is aligned with the scientific principles of implementation science.

COMPASS GOALS

Wilson® is honored to collaborate with **CANUTILLO INDEPENDENT SCHOOL DISTRICT** to implement this one-year COMPASS Plan to strive for the following goals in 2021-2022.

- District and school-based administrators will develop an understanding of successful program implementation with the following supports:
 - Access to the Wilson Implementation Network® – Principal Network (WIN-Prin) a virtual community for principals and administrators implementing Wilson programs with curated resources and live webinars designed to explore key conditions that support successful implementation during early adoption.
- Teachers will participate in professional learning activities as outlined in this implementation plan to deepen content knowledge and increase efficacy and program fidelity, resulting in student success.
- Canutillo Independent School District will continue to work with Wilson to explore future opportunities to build capacity with Facilitator Certification and Trainer Internships to help sustain program implementation long after Wilson Literacy Specialists have provided support.

OVERVIEW OF PROGRAM IMPLEMENTATION IN THE DISTRICT

The district began implementing Foundations® during the 2020-2021 school year.

During the 2021-2022 school year, the district will focus on the implementation of the following Wilson® programs supported with professional learning activities outlined in this implementation plan:

- Six (6) elementary schools in the district will implement Foundations® in Levels K, 1, and 2 as a Tier 1 supplemental foundational skills program.

PROGRAM MATERIALS

Program materials are needed for successful implementation. An estimated cost of the program materials is included in this COMPASS PLAN.



IMPLEMENTATION SUPPORT FOR FOUNDATIONS®

FUNDATIONS INTEGRATED TEACHER SUPPORT



The detailed **Teacher's Manual** includes explicit day-by-day learning plans, specific procedural guidelines, recommendations for differentiating instruction, formative/summative assessments, and Home Support information. The companion **online Learning Community** for Foundations provides vast resources including video demonstrations and animations, extensive printable resources, lesson plan templates, expert tips, assessment trackers, discussion boards, and more.

Available immediately with the purchase of a Teacher's Manual, teachers can join the online companion site at Wilson Academy® (called the Prevention/Early Intervention Learning Community for Foundations).

Schools and districts who are Foundations® customers and are implementing the program will have access to the Foundations Virtual Resource Hub, or FUN HUB™ for short, at no additional cost for the 2021-2022 school year. The FUN HUB is a dynamic web-based membership that includes resources to support educators teaching remotely or in a hybrid setting. The HUB includes "how to" videos by Wilson Literacy experts for **each** new concept introduced in the program, which serves as a powerful professional learning tool for teachers implementing new classroom practices.

FUNDATIONS WORKSHOPS



Each Foundations Level-Specific Launch Workshop is a full-day training. Up to 30 people may attend each workshop. It should be noted that individuals who will be enrolled in Virtual Implementation Support, Intervention Workshop, Facilitator Certification programs, or are part of the Demonstration Schools must complete the corresponding Launch Workshop to be enrolled in those programs.

This implementation plan includes the following:

- Virtual Foundations Level K Launch Workshop (Instructor-Led)
- Virtual Foundations Level 1 Launch Workshop (Instructor-Led)
- Virtual Foundations Level 2 Launch Workshop (Instructor-Led)

FUNDATIONS VIRTUAL IMPLEMENTATION SUPPORT – DEDICATED COHORT



The Virtual Implementation Support program offers support to teachers who are new to Foundations. Teachers are enrolled in a level-specific cohort with a dedicated Wilson Literacy Specialist and attend five (5) live interactive sessions at timely intervals throughout the year. Each teacher can receive two (2) 15-minute, virtual meetings that are one-to-one with his/her dedicated Wilson Literacy Specialist. Content on the online Learning Community for Foundations is curated "just-in-time" and access to a discussion board for the level-specific teachers fosters a community of practice.

A minimum of 10 teachers is required for a level-specific cohort. (Additional fee required beyond 20 participants in a level-specific cohort.) Completion of the corresponding Foundations level-specific workshop is required to participate in the Virtual Implementation Support program.

Principals will have access to ongoing support to foster successful implementation through the WIN-Prin Network – a virtual community for principals and administrators new to implementing Foundations programs with curated resources and live webinars designed to explore key conditions that support successful implementation during early adoption.

This Implementation plan includes the following Virtual Implementation Support – Dedicated Cohorts:

- Level K Virtual Implementation Support - Dedicated Cohort
- Level 1 Virtual Implementation Support - Dedicated Cohort
- Level 2 Virtual Implementation Support - Dedicated Cohort
- WIN-Prin Network for Administrators - Dedicated Cohort

FUNDATIONS® PROFESSIONAL LEARNING ACTIVITY DETAILS

The following chart includes the details of the professional learning activities in this COMPASS Plan. The materials listed in this summary table are the materials that are needed for that specific Professional Learning Activity. The materials are provided unless otherwise noted.

Note: The materials required for program implementation should be purchased separately.

PROFESSIONAL LEARNING ACTIVITY	WHO SHOULD ATTEND	DURATION	MAXIMUM # OF PARTICIPANTS	SCHEDULING/ TIME FRAME	REQUIRED MATERIALS FOR THE PROFESSIONAL LEARNING ACTIVITY
Virtual Foundations Level K Launch Workshop (Instructor-Led)	Grade K: Tier 1 teachers	1 day	30 (minimum 9 teachers) Teacher registration must be done in advance by the district. Each teacher will need to log in from their own device.	Summer/Fall 2021	Course Manuals (workshop handouts) will be shipped to the district for distribution to participants. A Foundations Level K Manual (minimum) would be recommended for each participant. <i>(purchased separately)</i> 1 Foundations Level K Teacher's Kit <i>(provided for workshop)</i>
Virtual Foundations Level 1 Launch Workshop (Instructor-Led)	Grade 1: Tier 1 teachers	1 day	30 (minimum 9 teachers) Teacher registration must be done in advance by the district. Each teacher will need to log in from their own device.	Summer/Fall 2021	Course Manuals (workshop handouts) will be shipped to the district for distribution to participants. A Foundations Level 1 Manual (minimum) would be recommended for each participant. <i>(purchased separately)</i> 1 Foundations Level 1 Teacher's Kit <i>(provided for workshop)</i>
Virtual Foundations Level 2 Launch Workshop (Instructor-Led)	Grade 2: Tier 1 teachers	1 day	30 (minimum 9 teachers) Teacher registration must be done in advance by the district. Each teacher will need to log in from their own device.	Summer/Fall 2021	Course Manuals (workshop handouts) will be shipped to the district for distribution to participants. A Foundations Level 2 Manual (minimum) would be recommended for each participant. <i>(purchased separately)</i> 1 Foundations Level 2 Teacher's Kit <i>(provided for workshop)</i>
Fundations Dedicated Virtual Implementation Support <ul style="list-style-type: none"> Level K Level 1 Level 2 	Tier 1 Foundations Teachers 1 Cohort Level K 1 Cohort Level 1 1 Cohort Level 2	Year-long support with interactive sessions and 1:1 meetings	30 participants per cohort	Scheduled throughout the school year	Note: Please refer to Exhibit A regarding technical and system requirements for Wilson programs
WIN-Prin Network	Principals and administrators supporting Tier 1 Foundations teachers engaged in Virtual Implementation Support	Year-long support with interactive sessions	Maximum determined by WLT	Scheduled throughout the school year	Note: Please refer to Exhibit A regarding technical and system requirements for Wilson programs

COST SUMMARY

Quote Number: PLQ1004265

Wilson District Plan Cost Details	QTY	Unit of Measure	Unit Price	Markdown Amount	Extended Price
Professional Learning					
Wilson Implementation Network (WIN) for Principals	1	Per Event	\$2,000.00	\$2,000.00	\$0.00
Virtual Foundations Level K Launch Workshop (Instructor-Led)	1	Per Event	\$2,500.00	\$0.00	\$2,500.00
Virtual Foundations Level 1 Launch Workshop (Instructor-Led)	1	Per Event	\$2,500.00	\$0.00	\$2,500.00
Virtual Foundations Level 2 Launch Workshop (Instructor-Led)	1	Per Event	\$2,500.00	\$0.00	\$2,500.00
Foundations Level K Virtual Implementation Support – Dedicated Cohort (21-30 participants)	1	Per Event	\$6,000.00	\$0.00	\$6,000.00
Foundations Level 1 Virtual Implementation Support – Dedicated Cohort (21-30 participants)	1	Per Event	\$6,000.00	\$0.00	\$6,000.00
Foundations Level 2 Virtual Implementation Support – Dedicated Cohort (21-30 participants)	1	Per Event	\$6,000.00	\$0.00	\$6,000.00
Total Professional Learning				\$2,000.00	\$25,500.00

PLAN COMMITMENT

Wilson Language Training® is looking forward to partnering with Canutillo Independent School District to implement this COMPASS plan. The district’s commitment is required to secure Wilson® professional learning services and events. Due to circumstances related, but not limited to, the COVID-19 virus, please note that this COMPASS plan may be amended to limit availability of in-person training or substitute remote learning opportunities for professional educators at the discretion of Wilson. In such case, the substituted professional learning would be offered at standard pricing for the services rendered by WLT and scheduled by mutual agreement with your district.

*Please sign and return this page by **JULY 17, 2021** in order to ensure the necessary resources are allocated to implement this plan. We will not be able to guarantee the Professional Learning services and events until we receive the accompanying Service Agreement contract(s) signed by an authorized signatory. We encourage prompt return of Service Agreement (s) to ensure plan implementation.*

Authorized Signature: _____

Print Name/Title: _____ Date: _____

Please fax/email this completed form to:
 Sarah Kay
 Implementation Administrator
 at 508.368.2322 or skay@wilsonlanguage.com

*If your process requires a **criminal background check** prior to providing the professional learning events outlined in this plan, please alert your Implementation Administrator (above).*

EXHIBIT A: TECHNICAL AND SYSTEMS REQUIREMENTS FOR WILSON® PROGRAMS

WINDOWS OPERATING SYSTEM

Optimum performance is dependent upon your computer system and internet connection. The following items are the recommended minimum computer requirements for Windows users:

- Windows 10
- High-speed internet connection
- 1.5 GHz processor or higher is needed to be supported
- 4 GB RAM
- 16 bit or higher; DirectX 9.0 or higher required

MAC OPERATING SYSTEM

Optimum performance is dependent upon your computer system and Internet connection. The following items are the recommended minimum computer requirements for Mac users:

- OS X 10.14 or higher
- High-speed internet connection
- 1.5 GHz processor or higher is needed to be supported
- 4 GB RAM
- 16 bit or higher; DirectX 9.0 or higher required

WEB BROWSER

The following are the current minimum supported browser versions for Wilson Academy:

Windows:

- Internet Explorer 11
- Google Chrome 87.0
- Mozilla Firefox 78.0

Note: Other browsers and versions may still work, but we suggest upgrading your browser to the latest versions of one of these if you encounter any issues.

Mac:

- Safari 14 and up
- Google Chrome 87.0
- Mozilla Firefox 78.0

ADOBE READER (ACROBAT READER DC)

The Adobe Reader DC enables viewing and printing of PDF resources. This plug-in is available with the required browser versions and is available as a free download from the manufacturer's website.

Mac OS X 10.14 or higher may experience issues with Preview, the built-in PDF viewer for Macs.

Windows 10 users may experience issues if using Edge (browser) as the default PDF viewer; users must either right click on the file and choose to "Open with" Adobe Reader or set Adobe Reader as the default program to open .pdf files. Both upgraded and newly purchased Windows 10 machines default to Edge for viewing PDFs, regardless of past settings.

SCREEN RESOLUTION

Screen resolution needs to be a minimum 1024 x 768 or higher to be supported.

AUDIO

A good headset or speakers, and microphone are required. Quiet space with good acoustics is recommended.

VIDEO

A high-quality webcam is strongly recommended. If participating in a WRS Level I Web-based practicum, an external camera is required. One with a flexible neck, such as the Hue HD Webcam, is recommended.

BANDWIDTH

A minimum of 10Mbps Download and Upload are required.

FIREWALL

All destination ports above 1024 are recommended for unrestricted outgoing traffic. Ports 80 and 443 are required for outgoing traffic.

Access to the following internet domains should be allowed: auth0.com; cloudfront.net; doubleclick.net; google-analytics.com; googleapis.com; googletagmanager.com; gstatic.com; msecnd.net; polyfill.io; sproutvideo.com; typekit.net; vids.io; visualstudio.com; wilsonacademy.com; wilsonlanguage.com; zoom.us

These requirements represent minimum specifications for most online meeting software programs and are subject to change in the future.

This Agreement made and entered into this _____ day of _____, 2021 by and between Wilson Language Training Corporation, a corporation duly organized and existing under the laws of Massachusetts and having its principal place of business at 47 Old Webster Road in Oxford, MA 01540 (hereafter called “WLT”) and **Canutillo Independent School District of Canutillo, TX** (hereafter called “Purchaser”).

In consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, WLT has agreed to provide and Purchaser has agreed to purchase the Wilson Professional Learning training events and materials, if any, as identified to occur in the 2021-2022 school year in the Wilson Implementation or Sustainability Plan entered between the parties and as specifically identified below.

Terms & Conditions:

WLT programs and materials are proprietary and subject to copyright and cannot be copied, duplicated or distributed without the prior, expressed written permission of WLT. Title and ownership of Wilson® courses, programs and services shall remain solely with WLT. A license from WLT is required to deliver Wilson® Professional Learning.

PURCHASER AGREES to the extent permitted by law to fully exonerate, indemnify, and hold harmless WLT from and against all claims or actions brought by third parties and all expenses or costs (including attorneys’ fees) incidental to the defense of any such claims or actions based upon or arising out of or in connection with the performance of this Professional Learning Service Agreement, or by conditions created thereby and not caused by the negligence or deliberate misconduct of WLT.

Scheduling of training events is subject to the availability of WLT staff. Scheduled events canceled with less than forty-eight (48) hours advance notice will be invoiced at the full amount. Rescheduling of canceled events will incur additional charges up to the full amount of the event. Either party may cancel the obligation due to circumstances caused by epidemic, pandemic, quarantine restriction, or other public health restriction or advisory, including but not limited to any of the foregoing related to COVID-19. In such case, the cancellation fee shall be waived and the time of performance shall be extended, if possible and at the mutual agreement of the parties, or excused. Ten (10) participants, minimum, are required to establish a dedicated on-site WRS Level I Certification Training cohort. The cohort participants must be identified prior to the scheduled WRS Level I Start-Up Day Workshop. No refund will be offered 30-days after the WRS Level I Start-Up Day Workshop. A \$50 administrative fee would be charged to all participants who withdraw from a program within 30-days. At any time, should the participant count drop below 10 and the district request a dedicated on-site WRS Level I Certification Training, the district will be charged a dedicated service charge.

A maximum number of participants for workshops is thirty (30). Additional participants are subject to WLT approval and an additional fee. For in-person workshops, the school/organization is responsible for providing audio-visual equipment. A web-link, copy or facsimile of any promotional materials created by the Purchaser or its representatives about this program must be provided in advance to and approved by WLT.

Presentations, whether live or virtual, shall not be recorded. If delivering virtual PL, the host shall disable the participants’ ability to record the virtual presentation.

Program Fee. This Agreement binds the Purchaser to the full program fee for Professional Learning and materials, if any, noted below and as billed by WLT. Payment is due net 30 from the invoice. Trainer expenses for domestic locations are included in the cost of the training event(s). Services will not be scheduled until a purchase order, or payment is received. The fee for certification programs, virtual and online learning are due in full at the start of the program. WLT reserves the right to charge an additional fee for special accommodations or logistics necessary to deliver services. This agreement does not apply to the materials identified in the Implementation or Sustainability Plan unless noted below. The cost for the agreed upon Professional Learning, however, has been determined taking into account the anticipated material order identified in the Plan. Should such materials not be purchased by separate purchase order or agreement during the Plan implementation period, WLT reserves the right to adjust the cost of the Professional Learning to the market price at the time of delivery.

Cost Summary:

Quote Number: PLQ1004265

Wilson District Plan Cost Details	QTY	Unit of Measure	Unit Price	Markdown Amount	Extended Price
Professional Learning					
Wilson Implementation Network (WIN) for Principals	1	Per Event	\$2,000.00	\$2,000.00	\$0.00
Virtual Foundations Level K Launch Workshop (Instructor-Led)	1	Per Event	\$2,500.00	\$0.00	\$2,500.00
Virtual Foundations Level 1 Launch Workshop (Instructor-Led)	1	Per Event	\$2,500.00	\$0.00	\$2,500.00
Virtual Foundations Level 2 Launch Workshop (Instructor-Led)	1	Per Event	\$2,500.00	\$0.00	\$2,500.00
Foundations Level K Virtual Implementation Support – Dedicated Cohort (21-30 participants)	1	Per Event	\$6,000.00	\$0.00	\$6,000.00
Foundations Level 1 Virtual Implementation Support – Dedicated Cohort (21-30 participants)	1	Per Event	\$6,000.00	\$0.00	\$6,000.00
Foundations Level 2 Virtual Implementation Support – Dedicated Cohort (21-30 participants)	1	Per Event	\$6,000.00	\$0.00	\$6,000.00
Total Professional Learning				\$2,000.00	\$25,500.00

Billing Options (please select payment/billing method – choose one):

- Provide purchase order for full amount of the Service Agreement; one invoice for full amount of Service Agreement needed
- Provide purchase order for full amount of the Service Agreement; separate invoices needed as services are rendered *(excluding certifications programs, virtual and online learning for which the fee is due in full at the start of the program)*
- Multiple purchase orders will be used to pay for services; separate invoices for each purchase order are needed
- Contract provided by Purchaser. Invoices are sent as services are rendered
- Other; please explain: _____

PAYMENT	<input type="checkbox"/>	PO #:	(AUTHORIZED HARD COPY MUST BE ATTACHED)	<input type="checkbox"/>	CHECK #	(PLEASE ATTACH)

By signing below, the undersigned representative warrants and represents that he or she has full authority to execute this Agreement on Purchaser's behalf and to bind Purchaser to the terms hereof.

SCHOOL DISTRICT

ADDRESS	CITY	STATE	ZIP

PURCHASER'S SIGNATURE		WLT SIGNATURE	
PRINT NAME	PHONE	PRINT NAME Ed Cullinane	PHONE 800.899.8454 x6607
POSITION	DATE	POSITION Director of Finance	DATE



Awarded Reference Report



<u>Vendors Name</u>	<u>Vendor #</u>	<u>Bid Name</u>	<u>Bid Number</u>	<u>Expired Date</u>	<u>Extension Date</u>
Wells Fargo Bank	108957	Underwriter Services	199-0421-E1765	05/16/2019	05/16/2021
Wenger Corporation	105398	Musical Instruments	E2044	04/28/2021	08/28/2021
West Music Company	109388	Musical Instruments	E2044	04/28/2021	08/28/2021
Western Fleet Services, Inc. dba Desert Haven Trailer Company	105408	Miscellaneous Operational Supplies	E1916	11/20/2019	11/20/2021
Western Psychological Services (Wps) (Manson Western, LLC.)	100162	Instructional Materials for Special Education	199-0314-E1835	05/22/2020	05/22/2021
Westfleet (San Loma Inc.)	101444	Automotive Parts	E2103	08/31/2021	
Whataburger	117073	Catering Services	E1938E	07/19/2020	07/19/2021
WhiteBox Learning	115728	Career & Technical Curriculum Equipment & Supplies	199-0327-E1760	05/20/2019	06/20/2021
Wilson Language Training	101913	District Instructional Curriculum	199-0331-E1753	06/25/2019	06/25/2021
Wisco Supply, Inc.	100171	Energy Management Controls, OEM Parts & Equipment	E2004	08/20/2020	08/20/2021
Wofford Truck Parts, Inc.	102797	Automotive Parts	E2103	08/31/2021	
Wolverine Sports, Schoolmasters Science, Schoolmaster Safety (School-Tech Inc.)	100088	Science and Laboratory Equipment	E1953	05/21/2020	05/21/2021
Wood Alternator and Starter Services (Homer J. Wood)	116459	Automotive Parts	E2103	08/31/2021	
Wood Etc. Co.	109707	Instructional Materials for Special Education	199-0314-E1835	05/22/2020	05/22/2021
Woodwind & Brasswind, Inc.	100061	Musical Instruments	E2044	04/28/2021	08/28/2021
Woodwind & Brasswind, Inc.	100061	Sheet Music	E2037	04/22/2023	
Work Zone Uniforms LLC (Sun City Public Safety and Supply)	116216	Career & Technical Curriculum Equipment & Supplies	199-0327-E1760	05/20/2019	06/20/2021
Xello (Anaca Technologies)	102581	District Instructional Curriculum	199-0331-E1753	06/25/2019	06/25/2021
Xtreme Pizza & Wings (Xtreme Pizza Corporation)	117089	Catering Services	E1938E	07/19/2020	07/19/2021
YouthLight Inc.	100362	Instructional Materials for Special Education	199-0314-E1835	05/22/2020	05/22/2021
YouthLight Inc.	100362	Instructional Materials Supplies & Services	E1915	11/20/2020	11/17/2021
Zaner-Bloser, Inc.	101565	District Instructional Curriculum	199-0331-E1753	06/25/2019	06/25/2021
Zaner-Bloser, Inc.	101565	Instructional Materials Supplies & Services	E1915	11/20/2020	11/17/2021
Zekedelgado Mobile Home Transport	117457	Relocation of Portables and Related Services	E2029	03/31/2021	03/31/2022

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval to increase the stipend amount for Bill and Melinda Gates Grant from \$80 per day to \$1,000 for the entire training on July 20 & 22, 2021

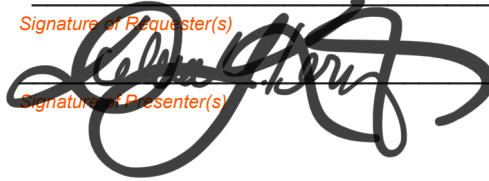
Justification Statement: Math training to support middle school students.

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

Dr. Debra Kerney - Curriculum and Instruction Executive Director

Staff Responsible: Dr. Yirah Valverde - Canutillo ISD Math Coordinator

Signature of Requester(s)



Signature of Presenter(s)

Business Services Approval (Initials)

Date

Agenda Summary: Why Partner with the Gates Foundation?

Math instruction is always evolving, with new approaches to pedagogy, engagement, and technology. Canutillo ISD, Fabens ISD, and Tornillo ISD have recently received a planning grant from Bill & Melinda foundation. The purpose behind this partnership is to meet students and teacher on their math journey, raising student achievement scores and supporting teachers along the way. Designed by the same group of experts who author our GO Math! Middle School adoption. This partnership will support our work in helping teachers to differentiate instruction, building and reinforcing foundational math skills that transfers from the classroom to real life. As a part of this partnership, some of the nation's top math educators will work alongside our math teachers to promote best practices in mathematical teaching and learning.

Summer Institutes:

Go Math! provides a seamless path to ensure that students can access content at appropriate levels of depth and rigor. A wealth of resources for the classroom and beyond provide the tools students need to embrace math and succeed in high-stakes assessments. During this training, teachers will be trained on this curriculum. Additionally, teachers will learn how to balance learning progressions and support standard-based instruction through explanation of best practices and directions detailing how to incorporate the program's components. Unlike other trainings, this event has been planned for the three partnering districts named above and will be delivered by the authors of our Middle School Math adoption.

RECOMMENDATION: The grant suggests a \$1,000 stipend for teachers to attend this training. C & I recommends for this allowable expense to be approved as it will encourage and prepare our middle school math team for our work ahead in the 21-22 school year and beyond.

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: Curriculum and Instruction - Math Department

CONSEQUENCES OF NON-APPROVAL Failing to approve this grant expenditure could result in low attendance for a summer intensive training. Teachers would lose a great opportunity to learn and collaborate with other partnering districts in the region of El Paso.

IMPLEMENTATION TIMELINE: This is a one time training that will be offered on July 20 and July 22, 2021

ATTACHMENT(S): Attached, please find a copy of the flyer to this event.





Calling all middle school math teachers, coaches, instructional specialists, special educators and administrators:

**AS WE KICK OFF THE WORK ACROSS THE THREE DISTRICTS,
JOIN US FOR THIS SUMMER'S**

VIRTUAL PROFESSIONAL DEVELOPMENT SERIES!

Three 90-minute sessions focusing on:

- Engaging in a high-level TX Go Math! task to deepen our understanding of expressions and equations
- Implementing learner-centered routines that increase student talk
- Supporting productive struggle to engage every student

Note: reflections will be expected between sessions.

Choose one of the following time blocks:

- June 15-17 1:30-3:00 pm
- July 20 -22 9:00 – 10:30 am
- July 20-22 1:30-3:00 pm

Register by June 1 by emailing

Dr. Valverde - yvalverde@canutillo-isd.org

You will be compensated for your engagement in the three 90-minute sessions and your reflections.

Read more about the IFL: www.ifl.pitt.edu

Meet the Team from the IFL [here](#).

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: June 2021

Subject/Title for Agenda Posting:

Discussion and recommendation to add Local Board Policy, CKE

Justification Statement:

To add Local Board Policy, CKE- Safety Program / Risk Management /Security Personnel

Purpose of Agenda Item:

Information Discussion Action
 Curriculum & Instruction HumanResources Business Services

Item Type:

Staff Responsible:

Martha Carrasco
Signature of Requester(s)

Chief HR Officer

Martha Carrasco
Signature of Presenter(s)

Chief HR Officer

Business Services Approval (initials)

Date

Agenda Summary:

The addition for Local Board Policy, CKE, focuses on aligning district operations and direction in regards to the Security Department. Currently, there are no policies that govern Security Personnel.

Local Policy affected:

CKE Local

RECOMMENDATION:

That update to policy CKE (Local) goes through 1st and 2nd reading as recommended.

PRIOR BOARD ACTION:

N/A

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:

Superintendent and Chief Human Resources Officer

CONSEQUENCES OF NON-APPROVAL:

Online Policy will not be current.

IMPLEMENTATION TIMELINE:

As soon as possible (1st and 2nd readings are required)

ATTACHMENT(S):

- CKE Local Draft



**District Security
Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a security department and shall employ security officers and commission police officers.

Supervisory
Authority

The Superintendents designee(s) shall be accountable to the Human Resources Division and both shall report to the Superintendent.

Jurisdiction

The jurisdiction of a police officer, a school resource officer, or security personnel shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Police Officer

Police officers employed by the District shall have all the powers, privileges, and immunities of police officers on or off duty within the jurisdiction of the District. Subject to limitations in law, District police officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, District police officers may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.
6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the Superintendent's designee and approved by the Superintendent.
8. Carry out all other duties as directed by the Superintendent's designee or Superintendent.

*Temporary
Assignment*

District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.

Security Guard

For purposes of Section 37.081(d), Education Code, the following law enforcement or security duties are assigned to security officers acting within their District-assigned jurisdiction:

1. All duties included in a written job description, provided, however, that the Superintendent or designee shall ensure that such duties are related to monitoring and ensuring the safety and security of persons and the protection of District property and assisting administration in investigating disciplinary matters that may constitute a crime and are not routine student behavioral or administrative duties better addressed by the campus behavior coordinator or other District employees;
2. Refusing entry to District property or ejecting persons from District property as authorized in accordance with Section 37.105, Education Code [see GKA]; and
3. Protecting District property and the safety and welfare of any person consistent with the District's Multi-hazard Emergency Operations Plan and related training other than active shooter response training for peace officers approved by TCOLE.

Canine Officer

Any canine officer is district property and may be deployed to assist with investigations and searches in accordance with FNF(LEGAL), FNF(LOCAL) DHE(LEGAL), DHE(LOCAL). The Superintendent's designee will comply with all laws and regulations to maintain current and appropriate training relevant to the canine and handler function at the district. Canine Officer Standard Operating Procedures shall be in place as a regulation to this local policy as CKE(REGULATION). CKE(REGULATION) shall be reviewed and approved annually every July by the Superintendent; immediate revisions must be reviewed and approved by the Superintendent accordingly. CKE(REGULATION) shall address the following: Purpose, Policy, Authority and Responsibility, Law Enforcement Canine Deployment, Narcotics, Dog Bite Procedures, Training and Unit Reports, Canine Handler Requirements and Yearly Assignment, General Operational Procedures, Canine Handling Procedures, Uniform and Equipment, Certifications, Trainings, Minimum Canine Specifications.

Vehicles

All vehicles remain district property, and shall be used to fulfill the best interest of the district. As a tool of work, vehicles may be assigned to district employees under the Security Department and shall be picked up and returned on a daily basis at the beginning or end of the respective assignment. The officer handling the Canine Officer may retain the vehicle overnight to transport the Canine Officer [See CNB(LEGAL), CNB(LOCAL), CI(LEGAL), CI(LOCAL)].

Limitations on Non-school Employment

No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior

	<p>written approval from the Superintendent's designee and Superintendent. The written approval must be submitted to Human Resources and retained in the employees personnel file.</p>
<p>Relationship with Outside Agencies</p>	<p>The District's Security Department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The Superintendent's designee and the Superintendent shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.</p>
<p>Video Monitoring</p>	<p>If available, video equipment shall be used on a District Security car for safety purposes whenever the flashing lights on the car are in use.</p>
<p><i>Access to Recordings</i></p>	<p>Recordings shall be considered law enforcement records, shall remain in the custody of the Superintendent's designee, and shall be maintained as required by the department regulations manual and law. A parent or student who wishes to view a video recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]</p>
<p><i>Body-Worn Cameras</i></p>	<p>District officers shall use body-worn cameras only when performing official law enforcement duties and in accordance with the provisions of the District Security department's body-worn camera program. Officers shall receive training on the program, including proper use and operation of cameras. Any District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.</p>
<p>Training</p>	<p>All District officers shall receive at least the minimum amount of education and training required by law.</p>
<p>Department Regulations Manual</p>	<p>To carry out the provisions in this policy, the security department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The Superintendent's designee and the Superintendent shall review the manual annually and make any appropriate revisions. A Standard Operating Procedures manual shall be reviewed and approved annually, or as necessary by the Superintendent.</p>
<p><i>Racial Profiling</i></p>	<p>The Superintendent's designee shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Police officers employed by the District shall not initiate any law enforcement action based on an individual's race, ethnicity, or</p>

national origin.

Use of Force

The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.

High-Speed Pursuit

Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.

Complaints

Complaints against a District officer are subject to policy DGBA(LOCAL) processes, and in addition:

1. Must be submitted to the Human Resources office signed by the person making the complaint.
2. The Human Resources office will provide a copy of complaint and all documentation submitted to: the Superintendent's designee, Superintendent, and the alleged officer(s). The Human Resources office will ensure deadlines of hearing, investigation, and response are compliant and timely.
3. The Superintendent's designee will serve as the initial hearing officer. If the allegation involves the Superintendent's designee, the hearing officer shall be the Superintendent or Superintendent's designee.
4. Findings: A copy of all findings will be provided to: the person that made the complaint, Superintendent's designee, Superintendent, and the alleged officer(s).

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Discussion and possible action regarding the 2021 -2022 Temporary Employment, Non-contractual Stipend and Supplemental Pay Schedule.

Justification Statement:

Revision to current stipend listing.

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Elvia Moreno, Program Compliance Director.

Signature of Requester(s)

Elvia Moreno, Program Compliance Director.

Signature of Presenter(s)

Business Services Approval (Initials)

Date June 2021

Agenda Summary:

Discussion and possible action regarding the 2021-2022 Temporary Employment, Non-contractual Stipend and Supplemental Pay Schedule.

Administration recommends that the board approves proposed stipend listing revision be made to the Mentor Liaison for New & Student Teachers stipends to ensure the district remains competitive. From \$500 to \$1000.

RECOMMENDATION: That redcomendation is approved by the Board of Trustees as recommended by administration.

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT

NO(S): Title II Funds.

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

REQUESTING DEPARTMENT:

Program Compliance and Curriculum and Instruction.

CONSEQUENCES OF NON-APPROVAL:

The district may lose its competitive advantage.

IMPLEMENTATION TIMELINE:

2021-2022 fiscal year.

ATTACHMENT(S): Stipend Listing.



HUMAN RESOURCES

CANUTILLO A Premier District

Teaching / Other Professional Supplement	Amount
Mentor Liaison for New & Student Teachers (1 per campus)*	\$500 1000

Stipends will be paid in (2) payments: ½ per semester

Stipend increase will be coming from 255.11.6118...

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

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

P: (915) 877-7423
F: (915) 877-7525
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 Artcraft Dr. | El Paso TX 79932.