

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held October 26, 2021, beginning at 5:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

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

1. **GENERAL FUNCTIONS-OTHER**
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Texas Pledge of Allegiance
 - D. Roll Call
 - E. CISD Vision and Mission Statements 3
 - F. Trustee Ethical Guidelines 4
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**

Presenter: L. Rodriguez

 - A. Recognition of the Canutillo ISD Human Resources Dept. during Texas Education Human Resources Day for their important contributions.
4. **SPECIAL PRESENTATION-OTHER**

Presenter: L. Rodriguez

 - A. Proclamation in honor of U.S. Navy veteran and Canutillo alumnus, retired Rear Admiral Samuel Perez Jr. for his dedication, contributions and service to the country.
5. **PUBLIC HEARING**

Presenter: M. Piekarski/C. Pulley

 - A. Public Hearing regarding the Canutillo ISD's **Financial Integrity Rating System of Texas (FIRST)**. The public is invited to make comments. 11
Presenter: C. Pulley
 1. Consider approval of the Canutillo ISD's Financial Integrity Rating System of Texas (FIRST).

	Presenter: C. Pulley	
6.	BOARD OF TRUSTEE BUSINESS	
	A. Approval of the Board Member Continuing Education Credits for the Oct. 1, 2020 to Oct. 26, 2021 year per BBD Legal.	79
	Presenter: S. Coronado	
7.	CONSENT AGENDA-VOTING	
	A. <i>BUSINESS SERVICES</i>	
	1. Approval of the Meeting Minutes	
	a. Sept. 7, 2021 SBM Minutes	94
	b. Sept. 28, 2021 RBM Minutes	96
	c. Sept. 30, 2021 SBM Minutes	101
	2. Approval of the Monthly Financials	103
	Presenter: C. Pulley	
	3. Approval of the Monthly Warrant List.	104
	Presenter: C. Pulley	
	4. Approval of the Monthly Donations.	105
	Presenter: C. Pulley	
	B. CURRICULUM & INSTRUCTION	
	1. Approval of the El Paso Regional Day School Program for the Deaf between El Paso ISD and Canutillo ISD for the 2021-2022 school year.	108
	Presenter: C. Chambers	
	2. Acceptance of the School Health Advisory Council Annual Report (SHAC).	115
	Presenter: M. Reyes	
	C. <i>HUMAN RESOURCES</i>	
	1. Approval of a board resolution authorizing a one-time lump sum payment as a retention strategy to certain district employees.	168
	Presenter: M. Carrasco	
	2. Approval of an amendment to the 2021-2022 Compensation and Temporary Employment Non-contractual Stipend and Supplemental Pay Schedule.	170
	Presenter: M. Carrasco	
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

Tomorrow's Best Today

Canutillo I.S.D. Vision Statement

Canutillo I.S.D. is the premier district. We lead today to positively impact tomorrow.

Canutillo I.S. D. Mission Statement

Canutillo I.S.D supports and embraces diversity in a multi-cultural society. Our school community thrives in a safe, engaging, inclusive learning environment. We provide equitable opportunities to ensure our future-ready students are inspired to explore, learn, grow and excel.

Street Address:

7965 Artercraft Rd.
El Paso, TX 79932

Mailing Address:

P.O. Box 100
Canutillo, TX 79835

P: (915) 877-7400

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).

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

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.

TRUSTEE ETHICAL GUIDELINES

4. Integrity of Character

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

5. Trustworthiness in Stewardship

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

TRUSTEE ETHICAL GUIDELINES

6. Commitment to Service

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

CANUTILLO A Premier District

2021 FIRST Rating Presentation

Based on 2019-2020 School Year Data

October 26, 2021

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

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Purpose

Primary goal of School FIRST:

- Achieve quality performance in the management of school districts' financial resources
- A goal made more significant due to the complexity of accounting associated with Texas' school finance system

Authority

Developed by TEA as a response to Senate Bill 875 of the 76th Texas Legislature in 1999

- Ratings issued in 2021 cover fiscal year 2020 July 1, 2019 – June 30, 2020
- Based on analysis of staff and student data, as well as budgetary and actual financial data

Relevance

- House Bill 1, 2006, amended the Texas Education Code (TEC), Public School System Accountability, to address in part, the accreditation of school districts
- Under the statute and adopted rules, the TEA will take into consideration a district's School FIRST rating when assigning a final accreditation status



Changes

- In 2007, Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System added 5 Required Disclosures
- This year, 5 new Indicators were added

Determination of Rating

- Final Results Issued 9/08/2021
- Failing To Pass one Critical Indicator will result in automatic Substandard Achievement

20 Indicators

- Five Critical Indicators
- Eleven Solvency Indicators
- Four Financial Competence Indicators

Determination of Rating

- A = Superior Achievement 90-100 Points
- B = Above Standard Achievement 80-89 Points
- C = Meets Standard 70-79 Points
- F = Substandard Achievement <70 Points



Critical Indicators

1. *Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 deadline depending on the school district's fiscal year end date of June 30?*

CISD = Yes



Critical Indicators

2. *Was there an unmodified opinion in the AFR on the financial statements as a whole?*

CISD = Yes

Critical Indicators

3. Was the school district in compliance with the payment terms of all debt agreements at fiscal year end?

CISD = Yes

Critical Indicators

4. Did the school district make timely payments to the Teachers Retirement System (TRS). Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?

CISD = Yes

Critical Indicators

5. Was the total unrestricted net position balance (Net of the accretion of interest for capital appreciation bonds) in the governmental activities column in the Statement of Net Position greater than zero?

NOT RATED

Critical indicator 5 was excluded from the 2019–2020 School Financial Integrity Rating System of Texas (FIRST) rating year ratings due to the impact that Governmental Accounting Standards Board (GASB) Statements No. 74 and 75 had on the unrestricted net position of school districts. GASB 74 required Districts to restate fund balance for their proportionate share of OPEB (Other Post-Employment Benefits)

Solvency Indicators

6. *Was the average change in (assigned and unassigned) fund balances over 3 years less than a 25 percent decrease or did the current year's assigned and unassigned fund balances exceed 75 days of operational expenditures?*

CISD = Yes, Ceiling Passed

Solvency Indicators

7. Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)?

CISD = 105 Days, 10 Points

Solvency Indicators

8. *Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt?*

CISD = 3.00%, 10 points

Solvency Indicators

9. *Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)?*

CISD = Yes, Revenues Exceeded Expenditures, 10 points

Solvency Indicators

10. Did the school district average less than a 10 percent variance (90% to 110%) when comparing budgeted revenues to actual revenues for the last 3 fiscal years?

CISD = 2.16%, 10 points

Solvency Indicators

11. Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency?

CISD = 56.46%, 10 points

Solvency Indicators

12. Was the debt per \$100 of assessed property value ratio sufficient to support future debt repayments?

CISD = 3.68%, 10 points

Solvency Indicators

13. Was the school district's administrative cost ratio equal to or less than the threshold ratio?

Maximum Points = 10.0% or less ratio for 5,619 ADA

CISD Administrative Cost Ratio = **8.87%, 10 points**

Administrative Cost Ratio Formula:

Function 21 + 41

Function 11+12+13+31

Administrative Cost Ratio Comparison

**Administrative Cost Ratio Comparison
With Districts in El Paso County
Based on School Year 2019-2020 Data**

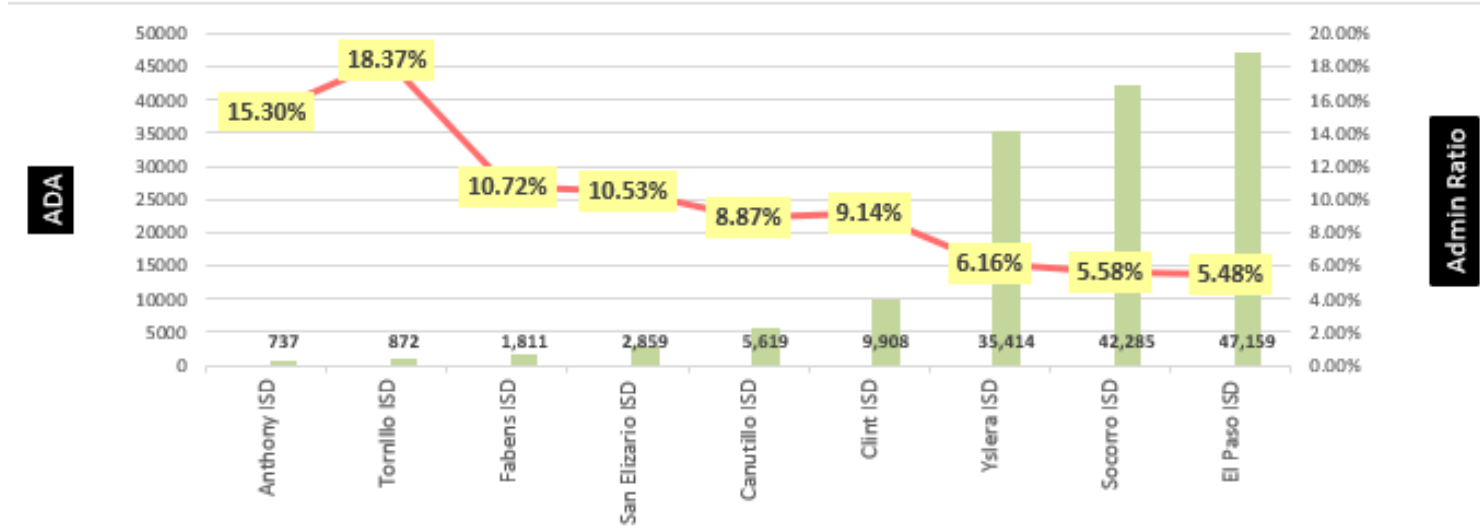
District Name	ADA	Admin Ratio	Points
Anthony ISD	737.489	15.30%	8
Tornillo ISD	871.622	18.37%	4
Fabens ISD	1,811.332	10.72%	10
San Elizario ISD	2,858.844	10.53%	10
Canutillo ISD	5,619.443	8.87%	10
Clint ISD	9,908.316	9.14%	10
Yslera ISD	35,413.634	6.16%	10
Socorro ISD	42,285.311	5.58%	10
El Paso ISD	47,158.565	5.48%	10

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Administrative Cost Ratio Comparison

Administrative Cost Ratio Comparison
With Districts in El Paso County
Based on School Year 2019-2020 Data



Sources: TEA First Ratings Based on 2019-202 School Year Data

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Administrative Cost Ratio Comparison

**Administrative Cost Ratio Comparison
With Comparable ADA Size
Based on School Year 2019-2020 Data**

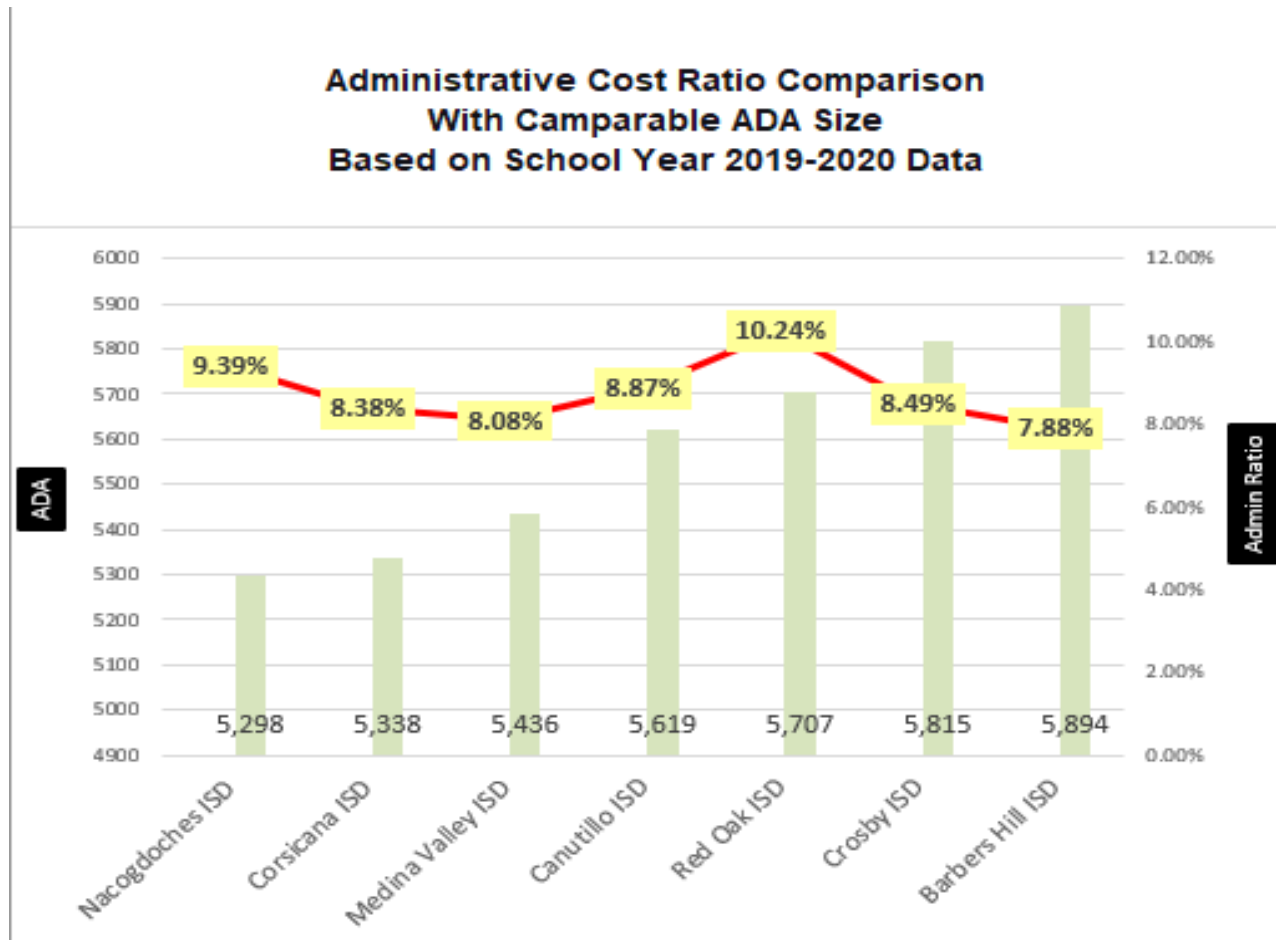
District Name	ADA	Admin	Points
Nacogdoches ISD	5,298.000	9.39%	10
Corsicana ISD	5,338.133	8.38%	10
Medina Valley ISD	5,436.416	8.08%	10
Canutillo ISD	5,619.443	8.87%	10
Red Oak ISD	5,706.520	10.24%	8
Crosby ISD	5,814.666	8.49%	10
Barbers Hill ISD	5,894.205	7.88%	10

Sources: TEA First Ratings Based on 2019-2020 School Year Data

CANUTILLO A Premier District



Administrative Cost Ratio Comparison



Sources: TEA First Ratings Based on 2019-2020 School Year Data

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Solvency Indicators

14. Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)?

CISD = Yes, 10 Points

Solvency Indicators

15. Was the school district's ADA within the allotted range of the district's biennial pupil projection(s) submitted to TEA? If the district did not submit pupil projections to TEA, did it certify TEA's projections?

CISD = Yes, 5 points

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Solvency Indicators

16. Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function?

CISD = Yes, 5 points

Financial Competence Indicators

17. Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds?

CISD = Yes, Passed

Financial Competence Indicators

18. Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds?

CISD = Yes, 10 points

Financial Competence Indicators

19. Did the school district post the required financial information on its website in accordance with Government Code, Local Government Code, Texas Education Code, Texas Administrative Code and other statutes, laws and rules that were in effect at the school district's fiscal year end?

CISD = Yes, 5 points

CANUTILLO A Premier District



Financial Competence Indicators

20. Did the school board members discuss the district's property values at a board meeting within 120 days before the district adopted its budget?

CISD = Yes, Passed

2020 School FIRST Rating

Perfect Score of 100

Rating: A = Superior Achievement



CISD – FIRST Ratings for the Past 10 Years Based on Previous School Year Data

School Year	Rating
2019-2020	A = Superior Achievement
2018-2019	A = Superior
2017-2018	B = Above Standard
2016-2017	B = Above Standard
2015-2016	A = Superior
2014-2015	PASS
2013-2014	Above Standard Achievement
2012-2013	Above Standard Achievement
2011-2012	Superior Achievement
2010-2011	Superior Achievement



**THE PUBLIC IS
INVITED TO PROVIDE
COMMENT**

CANUTILLO A Premier District





Canutillo Independent School District

2021 Annual Financial Accountability Management Report

For the Year Ended June 30, 2020

Dr. Pedro Galaviz, Superintendent

Martha E. Piekarski, Chief Business Officer

Cristina Pulley, Director of Financial Services

Annual Financial Accountability Management Report

§109.1001. Purpose of Financial Accountability Rating System.

The purpose of the financial accountability rating system is to ensure that school districts and open-enrollment charter schools will be held accountable for the quality of their financial management practices and achieve improved performance in the management of their financial resources. The system is designed to encourage Texas public schools to manage their financial resources better in order to provide the maximum allocation possible for direct instructional purposes. The system will also disclose the quality of local management and decision-making processes that affect the allocation of financial resources in Texas public schools. An evaluation of the long-term effectiveness of the system should disclose a measurable improvement in the quality of Texas public schools' financial decision-making processes.

Annual Financial Accountability Management Report



Financial Integrity Rating System of Texas

2010-2021 RATINGS BASED ON SCHOOL YEAR 2019-2020 DATA - DISTRICT STATUS DETAIL

Name: CANUTILLO ISD(071907)	Publication Level 1: 8/4/2021 2:00:38 PM
Status: Passed	Publication Level 2: 8/6/2021 11:10:55 AM
Rating: A = Superior Achievement	Last Updated: 8/6/2021 11:10:55 AM
District Score: 100	Passing Score: 70

#	Indicator Description	Updated	Score
1	<u>Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?</u>	6/8/2021 3:25:45 PM	Yes
2	<u>Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)</u>	6/8/2021 3:25:45 PM	Yes
3	<u>Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the</u>	6/8/2021 3:25:45 PM	Yes

Annual Financial Accountability Management Report

	<u>terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (= person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)</u>		
4	<u>Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies? (If the school district received a warrant hold and the warrant hold was not cleared within 30 days from the date the warrant hold was issued, the school district is considered to not have made timely payments and will fail critical indicator 4. If the school district was issued a warrant hold, the maximum points and highest rating that the school district may receive is 95 points, A = Superior Achievement, even if the issue surrounding the initial warrant hold was resolved and cleared within 30 days.)</u>	7/1/2021 9:02:26 AM	Yes Ceiling Passed
5	This indicator is not being scored.		
			1 Multiplier Sum
6	<u>Was the average change in (assigned and unassigned) fund balances over 3 years less than a 25 percent decrease or did the current year's assigned and unassigned fund balances exceed 75 days of operational expenditures? (If the school district fails indicator 6, the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)</u>	6/28/2021 11:05:39 AM	Ceiling Passed
7	<u>Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition</u>	6/8/2021 3:25:45 PM	10

Annual Financial Accountability Management Report

	<u>and construction)? See ranges below in the Determination of Points section.</u>		
8	<u>Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt? See ranges below in the Determination of Points section.</u>	6/8/2021 3:25:45 PM	10
9	<u>Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days? See ranges below in the Determination of Points section.</u>	6/8/2021 3:25:45 PM	10
10	<u>Did the school district average less than a 10 percent variance (90% to 110%) when comparing budgeted revenues to actual revenues for the last 3 fiscal years?</u>	7/2/2021 1:15:53 PM	10
11	<u>Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency? If the school district's increase of students in membership over 5 years was 7 percent or more, then the school district automatically passes this indicator. See ranges below in the Determination of Points section.</u>	6/8/2021 3:25:47 PM	10
12	<u>Was the debt per \$100 of assessed property value ratio sufficient to support future debt repayments? See ranges below in the Determination of Points section.</u>	6/8/2021 3:25:47 PM	10
13	<u>Was the school district's administrative cost ratio equal to or less than the threshold ratio? See ranges below in the Determination of Points section.</u>	6/8/2021 3:25:47 PM	10
14	<u>Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? If the student enrollment did not decrease, the school district will automatically pass this indicator.</u>	6/8/2021 3:25:48 PM	10

Annual Financial Accountability Management Report

15	<u>Was the school district's ADA within the allotted range of the district's biennial pupil projection(s) submitted to TEA? If the district did not submit pupil projections to TEA, did it certify TEA's projections? See ranges below in the Determination of Points section.</u>	6/8/2021 3:25:48 PM	5
16	<u>Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function? (If the school district fails indicator 16, the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)</u>	6/8/2021 3:25:48 PM	Ceiling Passed
17	<u>Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? (The AICPA defines material weakness.) (If the school district fails indicator 17, the maximum points and highest rating that the school district may receive is 79 points, C = Meets Standard Achievement.)</u>	6/8/2021 3:25:48 PM	Ceiling Passed
18	<u>Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)</u>	6/8/2021 3:25:48 PM	10
19	<u>Did the school district post the required financial information on its website in accordance with Government Code, Local Government Code, Texas Education Code, Texas Administrative Code and other statutes, laws and rules that were in effect at the school district's fiscal year end?</u>	6/8/2021 3:25:48 PM	5
20	<u>Did the school board members discuss the district's property values at a board meeting within 120 days before the district adopted its budget? (If the school district fails indicator 20 the</u>	6/8/2021 3:25:48 PM	Ceiling Passed

Annual Financial Accountability Management Report

maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)

	100 Weighted Sum
	1 Multiplier Sum
	100 Score

DETERMINATION OF RATING

A.	Did the school district fail any of the critical indicators 1, 2, 3, or 4? If so, the school district's rating is F for Substandard Achievement regardless of points earned.								
B.	Determine the rating by the applicable number of points.								
	<table border="1" style="width: 100%;"> <tr> <td>A = Superior Achievement</td> <td style="text-align: right;">90-100</td> </tr> <tr> <td>B = Above Standard Achievement</td> <td style="text-align: right;">80-89</td> </tr> <tr> <td>C = Meets Standard Achievement</td> <td style="text-align: right;">70-79</td> </tr> <tr> <td>F = Substandard Achievement</td> <td style="text-align: right;"><70</td> </tr> </table>	A = Superior Achievement	90-100	B = Above Standard Achievement	80-89	C = Meets Standard Achievement	70-79	F = Substandard Achievement	<70
A = Superior Achievement	90-100								
B = Above Standard Achievement	80-89								
C = Meets Standard Achievement	70-79								
F = Substandard Achievement	<70								

No Rating = A school district receiving territory that annexes with a school district ordered by the commissioner under TEC 13.054, or consolidation under Subchapter H, Chapter 41. No rating will be issued for the school district receiving territory until the third year after the annexation/consolidation.

The school district receives an **F** if it scores below the minimum passing score, if it failed any critical indicator 1, 2, 3, or 4, if the AFR or the data were not both complete, or if either the AFR or the data were not submitted on time for FIRST analysis.

Annual Financial Accountability Management Report

CEILING INDICATORS

Did the school district meet the criteria for any of the following **ceiling indicators** 4, 6, 16, 17, or 20? If so, the school district's applicable maximum points and rating are disclosed below. Please note, an F = Substandard Achievement Rating supersedes any rating earned as the result of the school district meeting the criteria of a ceiling indicator.

Determination of rating based on meeting ceiling criteria.	Maximum Points	Maximum Rating
Indicator 4 (Timely Payments) - School district was issued a warrant hold.	95	A = Superior Achievement
Indicator 6 (Average Change in Fund Balance) - Response to indicator is <i>No</i> .	89	B = Above Standard Achievement
Indicator 16 (PEIMS to AFR) - Response to indicator is <i>No</i> .	89	B = Above Standard Achievement
Indicator 17 (Material Weaknesses) - Response to indicator is <i>No</i> .	79	C = Meets Standard Achievement
Indicator 20 (Property Values and Tax Discussion) - Response to indicator is <i>No</i> .	89	B = Above Standard Achievement

Home Page: [Financial Accountability](#) | Send comments or suggestions to FinancialAccountability@tea.texas.gov

THE TEXAS EDUCATION AGENCY

1701 NORTH CONGRESS AVENUE · AUSTIN, TEXAS, 78701 · (512) 463-9734

Annual Financial Accountability Management Report

Introduction

This is the eighteenth year of School FIRST (Financial Integrity Rating System of Texas), a financial accountability system for Texas school districts developed by the Texas Education Agency (TEA) in response to Senate Bill 875 of the 76th Texas legislature in 1999. Senate Bill (SB) 218, which was passed during the 77th Texas Legislature, Regular Session, 2001, authorized the implementation of a financial accountability rating system, which officially is referred to as School FIRST.

The school district's School FIRST rating is based upon an analysis of staff and student data reported for the 2019-2020 school year, as well as budgetary and actual financial data for the 2020 fiscal year. This law requires each school district to prepare an Annual Financial Accountability Management Report no later than sixty days after the final report is received. The Canutillo Independent School District's (CISD) final rating was officially received on September 8, 2021.

In December 2007, TEA adopted Planning and Accountability, Subchapter EE, Accreditation Status, Standards, and Sanctions. This subchapter, which became effective in January 2008, defined the accreditation statuses of Accredited, Accredited-Warned, Accredited-Probation, and Not Accredited-Revoked and stated how accreditation statuses would be determined and assigned to school districts. Under these rules, TEA will take into consideration a district's School FIRST rating when assigning an accreditation status.

Additionally, district's final School FIRST rating may affect its special education determination status as issued by the TEA Division of Individuals with Disabilities Education Act Coordination.

Many business-related issues are covered in this report. The primary reporting tool, however, is the Financial Integrity Rating System of Texas.

Annual Financial Accountability Management Report

This worksheet was developed by representatives of the Texas Education Agency, the Texas Business & Education Council and the Texas Association of School Business Officials (TASBO). It is administered by TEA and calculated on information submitted to the Agency via each year's PEIMS submission. PEIMS data has always been critical on the student side of the submission, and this rating has added a greater degree of importance to the financial submission.

For this rating year, the worksheet consists of twenty indicators. Five critical indicators are yes/no answers and the other fifteen are on a ten-point scale. A "No" response in indicators #1, #2, #3, #4 or #5 automatically results in a rating of Substandard Achievement.

The Canutillo Independent School District has earned a rating of "Superior Achievement", C I S D passed 20 of the 20 indicators this year with a perfect score of 100. The worksheet itself and a discussion of the individual indicators follow.

Beginning with the 2007 calendar year, four required disclosures were added to the financial management report in accordance with Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System.

Also included in the back of the report is a glossary of terms used within this report. This will assist the reader in understanding the individual indicators and this report.

Please contact Martha E. Piekarski at (915) 877-7515 or Cristina Pulley at (915) 877-7425, if you have any questions or comments.

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OVERVIEW OF THE WORKSHEET

Critical Indicators

Indicators # 1 through #5 are the critical indicators. Any "NO" response in this category is considered to be a signal of fiscal distress. These five critical indicators revolve around the debt compliance, timely TRS payments and the external auditor's report date and findings. If the General Fund and Unrestricted Net Asset balances are greater than zero and the auditors issue an "unqualified" opinion, on time, without any disclosures or internal control issues, the District will pass the critical indicators. For Fiscal Year 2020, the Canutillo Independent School District had an Unassigned General Fund Balance of \$17,441,429 and passed all five indicators.

Solvency

Indicators #6 through #16 addresses solvency including the analysis of the administrative cost ratio. Canutillo Independent School District's administrative cost ratio was 8.87%, earning it 10 points out of the 10. Following are tables reflecting how CISD compares to other Districts in the County, as well as to other Districts in Texas with similar Average Daily Attendance (ADA) rate size.

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Administrative Cost Ratio Comparison With Districts in El Paso County Based on School Year 2019-2020 Data

District Name	ADA	Admin	Points
Anthony ISD	737.489	15.30%	8
Tornillo ISD	871.622	18.37%	4
Fabens ISD	1,811.332	10.72%	10
San Elizario ISD	2,858.844	10.53%	10
Canutillo ISD	5,619.443	8.87%	10
Clint ISD	9,908.316	9.14%	10
Yslera ISD	35,413.634	6.16%	10
Socorro ISD	42,285.311	5.58%	10
El Paso ISD	47,158.565	5.48%	10

Sources: TEA First Ratings Based on 2019-2020 School Year Data

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Administrative Cost Ratio Comparison With Comparable ADA Size Based on School Year 2019-2020 Data

District Name	ADA	Admin	Points
Nacogdoches ISD	5,298.000	9.39%	10
Corsicana ISD	5,338.133	8.38%	10
Medina Valley ISD	5,436.416	8.08%	10
Canutillo ISD	5,619.443	8.87%	10
Red Oak ISD	5,706.520	10.24%	8
Crosby ISD	5,814.666	8.49%	10
Barbers Hill ISD	5,894.205	7.88%	10

Sources: TEA First Ratings Based on 2019-2020 School Year Data

Financial Competence

Indicators #17 through #20 address expenditure variance and the external auditors report on the Annual Financial Report free of material weaknesses. Canutillo Independent School District received the maximum points on these indicators.

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Summary

The Canutillo Independent School District School Board, campus staff, administrators and the community have worked diligently to improve the financial position rating of the Canutillo Independent School District over the past year. This report demonstrates this improvement to all interested parties. We anticipate further improvement in the coming years.

OTHER DATA CONCERNING THE DISTRICT'S OPERATIONS

The purpose of this section of the report is to discuss other aspects of business operations not covered by the indicators, but suggested by law as items of significance meriting discussion. The indicators are a good basic tool with which to assess primary business practices. Administration is always working towards improvement in all aspects of the operation to maximize funds available to campuses for educational purposes and to the ancillary departments that support the campuses.

Financial Strength

The State of Texas recommends discussion of the District's financial strength. This is a difficult topic to address because there are many measures of financial strength, some better than others, and there may not be a consensus as to which one is the best measure. At the Canutillo Independent School District, one significant financial indicator of strength is the District's ability to meet cash flow needs each year without borrowing money. The District has not borrowed funds for operating reasons, which indicates adequate financial strength and liquidity.

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Financial Trends

An analysis of the Canutillo Independent School District over a two-year period from the year ending June 30, 2018 to June 30, 2020, reveals the following trends in the General Fund:

- 1) The District's M&O tax rate decreased slightly to \$1.06835 from \$1.17 per \$100 of valuation and the I&S tax rate remained at \$0.360.
- 2) The District's revenues increased by \$5.0 million from \$63.3 million to \$68.3 million.
- 3) The District's expenditures increased by \$6.4 million from \$60.2 million to \$66.6 million.
- 4) The District's Unassigned Fund Balance increased by \$3.4 million from \$14.0 to \$17.4 million.

The resulting impact on the Districts' fund balance is discussed in further detail below. The administration and staff continue to focus on maximizing every revenue source available while undergoing the ongoing "belt-tightening" on the expenditure side.

Fund Balance

Canutillo Independent School District plans to keep substantial reserves due to the financial uncertainties surrounding school funding, the state's budget issues and other economic factors. For example, construction and utility costs, as well as changes in property tax appraisal values may impact the District's expenditures or revenues.

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When at the optimum level, Canutillo Independent School District would be able to use fund balance to make payroll and pay other operating costs for approximately two months. At year end, the District could have survived about 90 days by using fund balance.

Operating Cost Management

An indicator the State of Texas uses to measure operating cost efficiency is the administrative cost ratio. Texas' formula is mandated by law. Simply, it takes administrative costs and divides them by instructional costs to arrive at a percentage. A district's size determines their allowable administrative cost percentage.

Based on Canutillo Independent School District's size, the maximum allowable administrative cost ratio is 10.0%. Canutillo Independent School District's actual administrative cost ratio for FY 2020 was 8.87%. Administration continues to work to decrease this ratio.

In a time of rising salaries and increased costs, Canutillo Independent School District has held the line on administrative cost increases as a percentage of instructional costs.

The focus of the District has been, and continues to be, to funnel every possible dollar to the campus level to serve the needs of the students first.

Only a small portion of General Fund expenditures is flexible or variable in nature. Salaries and benefits comprise the largest expenditure each year at approximately 85%. Therefore, once those large expenditures are removed from the equation, only a small portion, 15% of the budget remains that can be affected by cost containment methods.

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Supplies, materials, travel, staff development and a few contracted services comprise the remaining expenditures. These costs are referred to as controllable operating costs. For the last several years, the Canutillo Independent School District has consistently spent at least 50% of its total operating expenditures on instruction.

This demonstrates how the District's goal of dedicating operating costs to student achievement has remained a priority.

Personnel Management

The District's longstanding goal is to attract and retain qualified teachers and staff, and to offer a competitive salary and benefits package each year. To obtain this goal, the District has been increasing beginning salaries for teachers, librarians, nurses and counselors. Second to our students' welfare and education, attracting and retaining a quality teaching staff remains a priority at the Canutillo Independent School District.

Debt Management

At year-end, the District had \$96.6 million in long-term liabilities outstanding versus \$102.1 million at the end of 2019. There was an increase of \$24.8 million in new debt in 2019 and debt reductions of \$ 30.4 million.

The District has aggressively managed its debt by competitive bidding to obtain the best interest rates available and by refinancing existing debt for lower rates when in the best interest of the District.

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Cash Management

In prior years, the Financial Integrity Rating System of Texas worksheet contained several criteria specifically targeting cash management procedures. Deferred revenues will be recognized as revenue in a future period once they are classified as earned. As long as the deferred revenue is less than the total of cash and investments, the district is not dipping into future reserves to pay current liabilities. Management of current budgeted expenditure outflows and incoming revenue streams affect the Fund Balance.

Management of liquid assets begins with developing a cash requirement forecast, which balances the need for cash to pay obligations and the timing of the revenue stream. When cash revenues coming into the District will be insufficient to meet expenditure needs, maturities of investments are timed to fill in the gaps. Based on historical patterns and seasonal data unique to Canutillo Independent School District, a projection of how much cash will be needed and approximately, when it will be needed is constructed. The timing of major projects, maintenance, construction, and initiatives planned for the current year and for future periods is also taken into consideration.

The State computes the amount of funding due to our District for the fiscal year and produces a schedule of monthly payments. The calculations are verified (adjusted if necessary) and this revenue stream is matched to the timing of expenditure obligations. The monthly volume of tax revenues varies seasonally, so historical data along with any new variables is combined with the variation in the tax levy from one year to the next to project the cash flow. This projected revenue stream is then compared to the expected expenditures.

The cash requirements forecast governs the timing of investment maturities; however, the type of investments purchased by the District is

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guided by the investment policy found in CDA Legal and CDA Local. The objectives of cash management, in order of importance, are suitability to meet cash requirements, safety (low risk), liquidity, marketability, diversity and yield. Authorized types of investments are described in the policy, and the District chooses which investment type to purchase based on the best rate available for the maturity date, which coincides with the cash requirements.

During Fiscal Year 2020 the District earned interest on interest bearing accounts with the depository bank, and invested funds in several investment pools, to include Texas Class and Lone Star. This mixture provided the portfolio with diversification and sufficient liquidity.

The efficient management of budgets and the Fund Balance has provided an adequate cash flow so that at no time has the District been short of cash when needed. No investment has been sold before its scheduled maturity date, nor has the district been forced to borrow funds to meet cash obligations.

Tax Collections

The tax collections are contracted with the Central Appraisal District through the City of El Paso. The minimum criterion is 98% and currently CISD collections average 98.83% each year.

Budgetary Planning & Financial Allocations

The District's budget process begins in July each year, with the development of the budget calendar. Enrollment projections are determined in December in order to estimate revenues and develop budget allocations for campuses and departments. Funds allocated to campuses based on a number of criteria, including number of students, special populations, performance and type of campus.

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Support departments' allocations are based on zero based budgeting for future years' needs. Special project requests for additional or supplemental funds are considered individually each year.

The budget process is a proactive and highly participatory one. In April, preliminary state and local revenue calculations are made. Decisions are made on special project requests; revenue data is fine-tuned and a final budget is submitted to the Board of Trustees for approval by June 30.

Each campus or department may amend their budget when their plans or needs change after the original budget is adopted. The decentralized style of budget management is required by the State of Texas to a certain degree. Site-based decision making is a method of campus empowerment. Most importantly, it is a system that works best in the long run for all by allowing those close to the situation to allocate resources where they are needed most, especially when those needs are in constant motion.

CERTIFICATIONS AND TRAINING

The Canutillo Independent School District financial staff includes the following members with their certifications and training:

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Chief Business Officer - Martha E. Piekarski, CPA/ CFF, CGMA, RSBA, RTSBA, is a native El Pasoan and a graduate of the University of Texas at Austin. She became a Certified Public Accountant (CPA) in 1986. In 2021, Martha was nominated by the Texas Society of CPA's (TXCPA) to serve at the national level at the prestigious American Institute of Certified Public Accountants (AICPA) Council. Only three Texas CPAs will represent Texas for the three-year term. Martha also serves on the Ethics Committee at the Association of School Business Officials International (ASBO). Other designations Martha has achieved are: Certified in Financial Forensics (CFF), Registered School Business Administrator (RSBA), and Registered Texas School Business Official (RTSBA). She was also a member of the first graduating class of the TASBO Mentoring Program. Martha has several years of industry experience, most recently with General Mills. She was hired by EPISD in April 2002 and began her school district career as an internal auditor. She was promoted to Executive Director in August 2004. Martha received a certificate of achievement from EPISD's Executive Leadership Development Academy. In October of 2014, Martha became Canutillo ISD's Chief Financial Officer after some restructuring.

Director of Financial Services - Cristina Pulley, CPA, RTSBA, is a graduate of the University of Texas at El Paso with a major in Accounting. She became a Certified Public Accountant in 2003 and continues her professional education for a minimum of 40 hours per year to maintain her CPA certificate. She has served as Treasurer for the El Paso TASBO chapter and past vice president. For eight years, she was in public practice with Clifford, Ross, Raudenbush & Cooper LLC where she audited New Mexico governmental entities, including public schools. In February 2012, Cristina was hired by the El Paso Independent School District and began her school district career as a Program Accountant and was later promoted to Financial Analyst. In October 2016, Cristina joined the Canutillo Independent School District as Director of Finance.

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CONCLUSION

The administration believes that the Canutillo Independent School District has sound financial practices when measured by the State of Texas FIRST indicators and measured by the District's own internal analysis. The District has financial challenges ahead such as, completing bond construction on time and within budget, maintaining salaries at a competitive level and increasing the unassigned fund balance. The District is moving in the right direction both financially and educationally.

Needless to say, this has been a team effort. Many thanks are owed to teachers, campus administrators, support staff, the Board of Trustees, central office administrators, volunteers and members of the public who have given valuable input into the budgeting process and in many cases have made sacrifices to assist the District in achieving its current financial position.

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Required Disclosures

In 2007, new reporting requirements became effective for the financial management report that is distributed at the School FIRST public hearing. Per Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing, Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System, the six (6) disclosures explained below must be presented in the School FIRST financial management report.

1. The Superintendent's Employment Contract

A copy of the superintendent's current employment contract at the time of the School FIRST hearing is to be provided. In lieu of publication in the School FIRST financial management report, the school district may choose to publish the superintendent's employment contract on the school's internet site. If published on the Internet, the contract is to remain accessible for twelve months. Dr. Pedro Galaviz' employment contract is published on our website at www.canutillo-isd.org.

Annual Financial Accountability Management Report

2. Reimbursements Received by the Superintendent and Board Members for Fiscal Year 2020:

The spirit of the rule is to capture all "reimbursements" for fiscal year 2020, regardless of the manner of payment, including direct pay, credit card, cash, and purchase order. Reimbursements to be reported per category include:

Meals - Meals consumed out of town and in-district meals at area restaurants (excludes catered meals for board meetings).

Lodging - Hotel charges.

Transportation - Airfare, car rental (can include fuel on rental), taxis, mileage reimbursements, leased cars, parking and tolls.

Motor fuel - ~~Gasoline~~

Other - Registration fees, telephone/ cell phone, internet service, fax machine, and other reimbursements to (or on-behalf of) the superintendent and board members not defined above.

The following chart is a summary the reimbursements for the Superintendent and Board members from July 1, 2019 through June 30, 2020:

**Reimbursements Received by Superintendent and Board Members
July 1, 2019 through June 30, 2020**

	Meals	Lodging	Car Rental	Airfare	Other-Registration	Total
Superintendent						
Pedro Galaviz	275	1,516	591	2,312	227	4,921
Board Members						
Annette Brigham	340	1,465	-	-	1,331	3,136
Sergio Coronado	215	1,746	-	1,160	1,908	5,029
Armando Rodriguez	360	1,038	262	1,628	800	4,088
Laure Searls	340	1,789	-	-	2,317	4,446
Blanca Trout	520	2,307	-	1,225	1,069	5,121
Mary Yglesias	440	1,815	-	807	715	3,777

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3. Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services in Fiscal Year 2020:

Compensation does not include business revenues generated from a family business (farming, ranching, etc..) that have no relationship to school district business are not to be disclosed.

District response: Nothing to disclose.

4. Gifts Received by the Executive Officer(s) and Board Members (and First-Degree Relatives, if any) in Fiscal Year 2020:

An executive officer is defined as the superintendent, unless the board of trustees or the district administration names additional staff under this classification. Gifts received by first-degree relatives, if any, will be reported under the applicable school official.

District response: Nothing to disclose.

5. Business Transactions between School District and Board Members for Fiscal Year 2020:

The summary amounts reported under this disclosure are not to duplicate the items reported in the summary schedule of reimbursements received by board members.

District response: Nothing to disclose.

6. Other Information

Any other information the board of trustees of the school district determines useful.

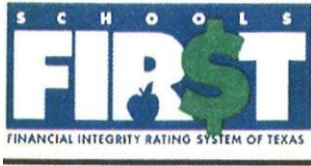
District response: Nothing to disclose.

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CIVIL RIGHTS DISCLOSURE

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District policy of non-discrimination contact: Executive Director for Human Resources, [\(915\) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.](tel:9158777423)

El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, [\(915\) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.](tel:9158777423)



Glossary

Accounting: A standard school fiscal accounting system must be adopted and installed by the board of trustees of each school district. The accounting system must conform to generally accepted accounting principles. This accounting system must also meet at least the minimum requirements prescribed by the state board of education, subject to review and comment by the state auditor.

Ad Valorem Property Tax: Literally the term means "according to value." Ad valorem taxes are based on a fixed proportion of the value of the property with respect to which the tax is assessed. They require an appraisal of the taxable subject matter's worth. General property taxes are almost invariably of this type. Ad valorem property taxes are based on ownership of the property, and are payable regardless of whether the property is used or not and whether it generates income for the owner (although these factors may affect the assessed value).

Adopted Tax Rate: The tax rate set by the school district to meet its legally adopted budget for a specific calendar year.

All Funds: A school district's accounting system is organized and operated on a fund basis where each fund is a separate fiscal entity in the school district much the same as various corporate subsidiaries are fiscally separate in private enterprise. All Funds refers to the combined total of all the funds listed below:

- The General Fund
- Special Revenue Funds (Federal Programs, Federally Funded Shared Services, State Programs, Shared State/local Services, Local Programs)
- Debt Service Funds
- Capital Projects Funds
- Enterprise Funds for the National School Breakfast and Lunch Program

Assessed Valuation: A valuation set upon real estate or other property by a government as a basis for levying taxes.

Assigned Fund Balance: The assigned fund balance represents tentative plans for the future

use of financial resources. Assignments require executive management (per board policy to assign this responsibility to executive management prior to end of fiscal year) action to earmark fund balance for bona fide purposes that will be fulfilled within a reasonable period of time. The assignment and dollar amount for the assignment may be determined after the end of the fiscal year when final fund balance is known.

Auditing: Accounting documents and records must be audited annually by an independent auditor. Texas Education Agency (TEA) is charged with review of the independent audit of the local education agencies.

Beginning Fund Balance: The General Fund balance on the first day of a new school year. For most school districts this is equivalent to the fund balance at the end of the previous school year.

Budget: The projected financial data for the current school year. Budget data are collected for the general fund, food service fund, and debt service fund.

Budgeting: Not later than August 20 of each year, the superintendent (or designee) must prepare a budget for the school district if the fiscal year begins on September 1. (For those districts with fiscal years beginning July 1, this date would be June 20.) The legal requirements for funds to be budgeted are included in the Budgeting module of the TEA Resource Guide. The budget must be adopted before expenditures can be made, and this adoption must be prior to the setting of the tax rate for the budget year. The budget must be itemized in detail according to classification and purpose of expenditure, and must be prepared according to the rules and regulations established by the state board of education. The adopted budget, as necessarily amended, shall be filed with TEA through the Public Education Information Management System (PEIMS) as of the date prescribed by TEA.

Capital Outlay: This term is used as both a Function and an Object. Expenditures for land, buildings, and equipment are covered under Object 6600. The amount spent on acquisitions,



Glossary

construction, or major renovation of school district facilities are reported under Function 80.

Capital Project Funds: Fund type used to account for financial resources to be used for them. Acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds.)

Cash: The term, as used in connection with cash flows reporting, includes not only currency on hand, but also demand deposits with banks or other financial institutions. Cash also includes deposits in other kinds of accounts or cash management pools that have the general characteristics of demand deposit accounts in that the governmental enterprise may deposit additional cash at any time and also effectively may withdraw cash at any time without prior notice or penalty.

Chapter 41: A key "equity" chapter in the Texas Education Code (TEC) is Chapter 41. This chapter is devoted to wealth equalization through the mechanism of recapture, the recovery of financial resources from districts defined by the state as high property wealth. Resources are recovered for the purpose of sharing them with low-wealth districts. Districts that are subject to the provisions of Chapter 41 must make a choice among several options in order to reduce their property wealth and share financial resources.

Committed Fund Balance: The committed fund balance represents constraints made by the board of trustees for planned future use of financial resources through a resolution by the board, for various specified purposes including commitments of fund balance earned through campus activity fund activities. Commitments are to be made as to purpose prior to the end of the fiscal year. The dollar amount for the commitment may be determined after the end of the fiscal year when final fund balance is known.

Comptroller Certified Property Value: The district's total taxable property value as certified by the Comptroller's Property Tax Division (Comptroller Valuation).

Debt Service Fund: Governmental fund type used to account for the accumulation of

resources for, and the payment of, general long-term debt principal and interest.

Debt Services: Two function areas (70 and 71) and one Object (6500) are identified using this terminology "debt services." Function 70 is a major functional area that is used for expenditures that are used for the payment of debt principal and interest including Function 71. Expenditures that are for the retirement of recurring bond, capital lease principal, and other debt, related debt service fees, and for all debt interest fall under Function 71. Object 6500 covers all expenditures for debt service.

Deferred Revenue: Resource inflows that do not yet meet the criteria for revenue recognition. Unearned amounts are always reported as deferred revenue. In governmental funds, earned amounts also are reported as deferred revenue until they are available to liquidate liabilities of the current period.

Effective Tax Rate: Provides the unit with approximately the same amount of revenue it had the year before on properties taxes in both years. A comparison of the effective tax rate to the taxing unit's proposed tax rate shows if there will be a tax increase.

Ending Fund Balance: The amount of unencumbered surplus fund balance reported by the district at the end of the specified school year. For most school districts this will be equivalent to the fund balance at the beginning of the next school year.

Excess (Deficiency): Represents receivables due (excess) or owed (deficiency) at the end of the school year. This amount is recorded as Asset Object 1200.

Existing Debt Allotment (EDA): Is the amount of state funds to be allocated to the district for assistance with existing debt.

Federal Revenues: Revenues paid either directly to the district or indirectly through a local or state government entity for Federally-subsidized programs including the School Breakfast Program, National School Lunch



Glossary

Program, and School Health and Related Services Program. This amount is recorded as Revenue Object 5900.

Fiscal Year: A period of 12 consecutive months legislatively selected as a basis for annual financial reporting, planning, and budgeting. The fiscal year may run September 1 through August 31 or July 1 through June 30.

Foundation School Program (FSP) Status: The Foundation School Program (FSP) is the shared financial arrangement between the state and the school district, where property taxes are blended with revenues from the state to cover the cost of basic and mandated programs. The nature of this arrangement falls in one of the following status categories: Regular, Special Statutory, State Administered, Education Service Center, or Open Enrollment Charter School District.

FTE: Full-Time Equivalent measures the extent to which one individual or student occupies a full-time position or provides instruction, e.g., a person who works four hours a day or a student that attends a half of a day represents a .5 FTE.

Function: Function codes identify the expenditures of an operational area or a group of related activities. For example, in order to provide the appropriate atmosphere for learning, school districts transport students to school, teach students, feed students and provide health services. Each of these activities is a function. The major functional areas are:

- Instruction and Instructional-Related Services
- Instructional and School Leadership
- Support Services - Student
- Administrative Support Services
- Support Services- Non-Student Based
- Ancillary Services
- Debt Service
- Capital Outlay
- 90 Intergovernmental Charges

Fund Balance: The difference between assets and liabilities reported in a governmental fund.

General Administration: The amount spent on managing or governing the school district as an overall entity. Expenditures associated with this functional area are reported under Function 41.

General Fund: This fund finances the fundamental operations of the district in partnership with the community. All revenues and expenditures not accounted for by other funds are included. This is a budgeted fund and any fund balances are considered resources available for current operations.

I&S Tax Rate: The tax rate calculated to provide the revenues needed to cover Interest and Sinking (I&S) (also referred to as Debt Service). I&S includes the interest and principal on bonds and other debt secured by property tax revenues.

Incremental Costs: The amount spent by a school district with excess wealth per WADA on the purchase of attendance credits either from the state or from other school district(s). Expenditures associated with this functional area are reported under Function 92.

Instruction: The amount spent on direct classroom instruction and other activities that deliver, enhance or direct the delivery of learning situations to students regardless of location or medium. Expenditures associated with this functional area are reported under Function 11.

Instructional Facilities Allotment (IFA): (State Aid) Provides assistance to school districts in making debt service payments on qualifying bonds and lease-purchase agreements. Proceeds must be used for the construction or renovation of an instructional facility.

Intergovernmental Charges: "Intergovernmental" is a classification used when one governmental unit transfers resources to another. In particular, when a Revenue Sharing District purchases WADA or where one school district pays another school district to educate transfer students. Expenditures associated with this functional area are reported under Function 90.



Glossary

Investments in Capital Assets, Net of Related Debt: One of three components of net assets that must be reported in both government-wide and proprietary fund financial statements.

Related debt, for this purpose, includes the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of capital assets of the government.

Local & Intermediate Revenues: All revenues from local taxes and other local and intermediate revenues. For specifics, see the definitions for Local Tax and Other Local & Intermediate Revenues. This amount is recorded under Object 5700.

Local Tax: This is all revenues from local real and personal property taxes, including recaptured funds from 1) Contracted Instructional Services Between Public Schools (Function 91) and 2) Incremental Costs associated with Chapter 41 of the Texas Education Code (Function 92).

M&O Tax Rate: The tax rate calculated to provide the revenues needed to cover Maintenance & Operations (M&O). M&O includes such things as salaries, utilities, and day-to-day operations.

Nonspendable Fund Balance: The portion of fund balance that is in non-liquid form, including inventories, prepaid items, deferred expenditures, long-term receivables and encumbrances (if significant). Nonspendable fund balance may also be in the form of an endowment fund balance that is required to remain intact.

Object: An object is the highest level of accounting classification used to identify either the transaction posted or the source to which the associated monies are related. Each object is assigned a code that identifies in which of the following eight major object groupings it belongs:

- 1000 Assets
- 2000 Liabilities
- 3000 Fund Balances
- 5000 Revenue
- 6000 Expenditures/Expenses

- 7000 Other Resources/Non-Operating Revenue/Residual Equity Transfers In
- 8000 Other Uses/Non-Operating Revenue/Residual Equity Transfers Out

Operating Expenditures: A wide variety of expenditures necessary to a district's operations fall into this category with the largest portion going to payroll and related employee benefits and the purchase of goods and services.

Operating Expenditures/Student: Total Operating Expenditures divided by the total number of enrolled students.

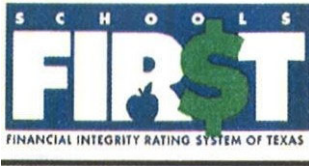
Operating Revenues and Expenses: Term used in connection with the proprietary fund statement of revenues, expenses, and changes in net assets. The term is not defined as such in the authoritative accounting and financial reporting standards, although financial statement preparers are advised to consider the definition of operating activities for cash flows reporting in establishing their own definition.

Other Local & Intermediate Revenues: All local and intermediate revenues NOT from local real and personal property taxes including:

- Revenues Realized as a Result of Services Rendered to Other School Districts
- Tuition and Fees
- Rental payments, interest, investment income
- Sale of food and revenues from athletic and extra/co-curricular activities
- Revenues from counties, municipalities, utility districts, etc.

Other Operating Costs: Expenditures necessary for the operation of the school district that are NOT covered by Payroll Costs, Professional and Contracted Services, Supplies and Materials, Debt Services, and Capital Outlay fall into this category and include travel, Insurance and bonding costs, election costs, and depreciation. This amount is recorded as Expenditure/Expense Object 6400.

Other Resources: This amount is credited to total actual other resources or non-operating



Glossary

revenues received or residual equity transfers in. This amount is recorded under Object 7020.

Payments for Shared Services

Arrangements: Payments made either from a member district to a fiscal agent or payments from a fiscal agent to a member district as part of a Shared Services Arrangement (SSA). The most common types of SSAs relate to special education services, adult education services, and activities funded by the Elementary and Secondary Education Act (ESEA). Expenditures associated with this functional area are reported under Function 93.

Payroll: Payroll costs include the gross salaries or wages and benefit costs for services or tasks performed by employees at the general direction of the school district. This amount is recorded as Expenditure/Expense Object 6100. *(NOTE: Payroll amounts do not include salaries for contract workers, e.g., for food service and maintenance. Therefore, this figure will vary significantly between districts and campuses that use contract workers and those that do not.)*

PEIMS: A state-wide data management system for public education information in the State of Texas. One of the basic goals of PEIMS, as adopted by the State Board of Education in 1986, is to improve education practices of local school districts. PEIMS is a major improvement over previous information sources gathered from aggregated data available on paper reports. School districts submit their data via standardized computer files. These are defined in a yearly publication, the PEIMS Data Standards.

Plant Maintenance & Operations: The amount spent on the maintenance and operation of the physical plant and grounds and for warehousing and receiving services. Expenditures associated with this functional area are reported under Function 51.

Property /Refined ADA: The district's Comptroller Certified Property Value divided by its total Refined ADA.

Property/WADA: The district's Comptroller Certified Property Value divided by its total WADA.

Qualified Opinion: Term used in connection with financial auditing. A modification of the independent auditor's report on the fair presentation of the financial statements indicating that there exist one or more specific exceptions to the auditor's general assertion that the financial statements are fairly presented.

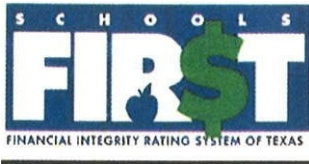
Refined ADA: Refined Average Daily Attendance (also called RADA) is based on the number of days of instruction in the school year. The aggregate eligible days attendance is divided by the number of days of instruction to compute the refined average daily attendance.

Restricted Fund Balance: This is the portion of fund balance that has externally enforceable constraints made by outside parties.

Revenues: Any increase in a school district's financial resources from property taxes, foundation fund entitlements, user charges, grants, and other sources. Revenues fall into the three broad sources of revenues: Local & Intermediate; State; and Federal.

Robin Hood Funds: See Wealth Equalization Transfer.

Rollback Tax Rate: Provides governments other than school districts with approximately the same amount of tax revenue it spent the previous year for day-to-day operations plus an extra 8 percent cushion, and sufficient funds to pay its debts in the coming year. For school districts, the M&O portion of the rollback tax rate allows school districts to add four cents (\$0.04) to the lesser of the prior tax year compressed operating tax rate or the effective M&O rate to generate operating funds. School districts will get to add to the compressed operating rate any additional cents approved by voters at a 2006 or subsequent rollback election, not 8 percent. The rollback rate is the highest rate that the taxing unit may adopt before voters can petition for an election to roll back the adopted rate to the rollback rate. For school districts, no petition is



Glossary

required; it's an automatic election if the adopted rate exceeds the rollback rate.

School Year: The twelve months beginning September 1 of one year and ending August 31 of the following year or beginning July 1 and ending June 30. Districts now have two options.

Special Revenue Fund: A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditures for specified purposes.

State Revenues: Revenues realized from the Texas Education Agency, other state agencies, shared services arrangements, or allocated on the basis of state laws relating to the Foundation School Program Act. This amount is recorded as Revenue Object 5800.

Unassigned Fund Balances: Available expendable financial resources in a governmental fund that are not the object of tentative management plans (i.e., committed or assigned). One primary criterion of rating agencies for school bonds is the relative amount of unassigned fund balance. Bond rating agencies view unassigned fund balances as a reflection of the financial strength of school districts and show concern when district fund balances decrease.

Unqualified Opinion: An opinion rendered without reservation by the independent auditor that financial statements are fairly presented.

Unrestricted Net Asset Balance: The term net asset refers to the amount of total assets less total liabilities. Unrestricted net asset balance refers to the portion of total net assets that is neither invested in capital assets nor restricted.

WADA: A Weighted Average Daily Attendance (WADA) is used to measure the extent students are participating in special programs. The concept of WADA in effect converts all of a school district's students with their different weights to a calculated number of regular students required to raise the same amount of revenue. The greater the number of students

eligible for special entitlements, the greater a school district's WADA will be.

Wealth Equalization Transfer: The amount budgeted by districts for the cost of reducing their property wealth to the required equalized wealth level (Function 91). Sometimes referred to as Robin Hood Funds.

DISCLAIMER

All of the information provided is believed to be accurate and reliable; however, TASSO and TSPRA assume no responsibility for any errors, appearing in this information or otherwise. Further, TASSO and TSPRA assume no responsibility for the use of the information provided.

TRAINING REQUIREMENTS FOR SCHOOL BOARD MEMBERS

Length of Service	Local District Orientation	Intro to TEC	Open Government ³	Cybersecurity	Post-Legislative Update to TEC	Child Abuse Prevention	Evaluating and Improving Student Outcomes (formerly SB 1566)	Team Building	Additional Continuing Education (based on assessed needs)
New Trustees (First Year) ~25 hrs	Local Orientation ² (within 120 days) 3 hrs	(within 120 days) 3 hrs	OMA ³ (within 90 days) 1-2 hrs PIA 1-2 hrs	~1 hr each year	N/A because update is incorporated into Intro to TEC	1 hr every two years	(within 120 days) 3 hrs² every two years	3 hrs² each year with all trustees and superintendent	10 hrs first year
Experienced Trustees (After First Year) 9-16 hrs¹	Can attend, but not required				Sufficient length ~1-2 hrs after each legislative session				5 hrs each year
Providers	School District	ESC	TASB or other registered provider	See Department of Information Resources website	TASB or other registered provider	TASB or other registered provider	TASB or other authorized provider	TASB or other registered provider	TASB or other registered provider

Training Requirements Notes:

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

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

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

OMA: Open Meetings Act

TEC: Texas Education Code

PIA: Public Information Act

SBOE: State Board of Education



TASB Continuing Education Credit Report

10/1/2020 to 10/20/2021

Sergio Coronado - Canutillo ISD

Tenure 14.17 - Last Election 11/3/2020

<u>Topic 1 – Special Required Training</u>	<u>Date earned</u>	<u>Min Hours Required</u>	<u>Completed</u>
Regulatory (SBOE)			
Legal Seminar 2020 - A Virtual Event	Virtual		
What Board Members Need to Know about Sexual Abuse, Sex Trafficking and Other Maltreatment of Child	11/6/2020	1 hr biennially	✓
Post Legislative Conference - 2021	Varies		
Post Legislative Conference - San Antonio (Topic 1 - Special Required Training)	6/19/2021	~1-2 hrs (post-leg)	✓
Non-TASB Provided Training			
Evaluating and Improving Student Outcomes (EISO)	5/22/2021	3 hrs biennially	✓
Statutory (Legislative)			
Cybersecurity	4/30/2021	~1 each year	✓
Open Meetings Act (Required Open Govt Training)	5/22/2021	1-2 hrs (within 90 days)	✓

<u>Topic 2 – Team Building</u> (Minimum 3 hours annually)	<u>Date earned</u>	<u>Hours earned</u>
Non-TASB Provided Training		
Roles and Responsibilities	1/20/2021	4.00
Roles and Responsibilities	9/7/2021	3.00
Total Hours for Topic 2		7.00

<u>Topic 3 – Additional Continuing Education</u>	<u>Date earned</u>	<u>Hours earned</u>
Legal Seminar 2020 - A Virtual Event		
New Title IX Regulations	11/5/2020 02:30 - 03:30 PM	1.00
Board Member Ethics During Times of Controversy	11/5/2020 03:30 - 04:30 PM	1.00
Live Questions and Answers	11/5/2020 05:00 - 06:00 PM	1.00
Legal Update and The Latest on COVID-19	11/6/2020 10:30 - 11:30 AM	1.00
Live Questions and Answers	11/6/2020 12:00 - 01:00 PM	1.00
Summer Leadership Institute San Antonio - 2021		
Could You Last a Month in Poverty?	6/16/2021 05:00 - 08:00 PM	3.00



Sergio Coronado - Canutillo ISD

10/1/2020 to 10/20/2021

Topic 3 – Additional Continuing Education

Date earned

Hours earned

Opening General Session	6/17/2021 08:00 - 09:15 AM	1.00
Diversity, Equity, and Inclusion: What Does This Mean, Exactly?	6/17/2021 09:30 - 10:30 AM	1.00
Let's Talk about Race and Diversity in a Safe Environment	6/17/2021 10:45 - 11:45 AM	1.00
Spinning Tires Sling a Lot of Mud: Having Difficult Conversations without Getting Stuck	6/17/2021 02:30 - 03:30 PM	1.00
Refocusing on your Facilities in a Post-Pandemic Era: A Conversation	6/17/2021 03:45 - 04:45 PM	1.00
Friday Morning General Session	6/18/2021 08:00 - 09:15 AM	1.00
21st Century School Design: From Curriculum to Construction	6/18/2021 09:30 - 10:30 AM	1.00
Keeping the Public in Public Education	6/18/2021 10:45 - 11:45 AM	1.00

Non-TASB Provided Training

Board Development	5/22/2021	10.00
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Total Hours for Topic 3 26.00

ATTN District Personnel: If any trainings are inaccurate or missing, please email cec@tasb.org.

E-Mail: cec@tasb.org

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

TASB Continuing Education Credit Report

10/1/2020 to 10/20/2021

Tristan Hernandez - Canutillo ISD

Tenure 0.87 - Last Election 11/3/2020

<u>Topic 1 – Special Required Training</u>	Date earned	Min Hours Required	Completed
Regulatory (SBOE)			
Non-TASB Provided Training			
Orientation to Texas Education Code	1/16/2021	3 hrs (within 120 days)	✓
Local District Orientation	2/16/2021	3 hrs (within 120 days)	✓
SB 1566 Training	3/30/2021	3 hrs biennially	✓
Evaluating and Improving Student Outcomes (EISO)	5/22/2021	3 hrs biennially	✓
Statutory (Legislative)			
Public Info Act (Required Open Govt Training)	1/6/2021	1-2 hrs (within 90 days)	✓
Open Meetings Act (Required Open Govt Training)	1/6/2021	1-2 hrs (within 90 days)	✓
Cybersecurity	4/5/2021	~1 each year	✓
Open Meetings Act (Required Open Govt Training)	5/22/2021	1-2 hrs (within 90 days)	✓

<u>Topic 2 – Team Building</u> (Minimum 3 hours annually)	Date earned	Hours earned
Non-TASB Provided Training		
Roles and Responsibilities	1/20/2021	4.00
Roles and Responsibilities	9/7/2021	3.00
Total Hours for Topic 2		7.00

<u>Topic 3 – Additional Continuing Education</u>	Date earned	Hours earned
New Board Member Launch - 2021	Virtual	
Catching the Wave: Cycles of Board Work	1/14/2021 08:15 - 09:00 AM	1.00
School Boards Make a Difference	1/14/2021 09:15 - 10:00 AM	0.75
Whose Job Is It Anyway?: Roles and Responsibilities	1/14/2021 10:15 - 11:00 AM	0.75
What I Wish I Knew Then Panel	1/14/2021 11:00 - 12:00 PM	1.00
The Educational Ecosystem in Texas	1/14/2021 01:00 - 02:00 PM	1.00
Focused Regional Roundtables	1/14/2021 02:30 - 03:30 PM	1.00
Mindfulness from the Classroom to the Boardroom	1/14/2021 03:45 - 04:30 PM	0.75



Tristan Hernandez - Canutillo ISD

10/1/2020 to 10/20/2021

Topic 3 – Additional Continuing Education

	Date earned	Hours earned
Summer Leadership Institute Ft Worth - 2021		
	Ft Worth	
A Results-Driven PK–16 Partnership Model: Garland ISD Connects with Texas A&M–Commerce	6/24/2021 09:30 - 10:30 AM	1.00
The Design and Construction Process	6/24/2021 10:45 - 11:45 AM	1.00
The passage of a Bond by '1' Vote for the Educational Shift of a Rural District	6/24/2021 01:15 - 02:15 PM	1.00
What's in Your District's Advocacy Game Plan?	6/24/2021 02:30 - 03:30 PM	1.00
Friday Morning General Session	6/25/2021 08:00 - 09:15 AM	1.00
What Role Should the Community Play in a School District's Advocacy Efforts?	6/25/2021 09:30 - 10:30 AM	1.00
Friends Keep It Real	6/25/2021 01:15 - 02:15 PM	1.00
Reaching Families: On the Ground and in the Cloud	6/25/2021 02:30 - 03:30 PM	1.00
 Non-TASB Provided Training		
Board Development	5/22/2021	10.00
	Total Hours for Topic 3	24.25

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



TASB Continuing Education Credit Report

10/1/2020 to 10/20/2021

Patricia Mendoza - Canutillo ISD

Tenure 4.97 - Last Election 11/3/2020

<u>Topic 1 – Special Required Training</u>	Date earned	Min Hours Required	Completed
Regulatory (SBOE)			
On Demand Training			
*SB 1566: Governance for Improved Student Learning (Biannually Required EISO Training)	1/24/2021	3 hrs biennially	✓
Non-TASB Provided Training			
Orientation to Texas Education Code	1/16/2021	3 hrs (within 120 days)	✓
Local District Orientation	2/16/2021	3 hrs (within 120 days)	✓
Evaluating and Improving Student Outcomes (EISO)	5/22/2021	3 hrs biennially	✓
Statutory (Legislative)			
Open Meetings Act (Required Open Govt Training)	1/4/2021	1-2 hrs (within 90 days)	✓
Public Info Act (Required Open Govt Training)	1/4/2021	1-2 hrs (within 90 days)	✓
Cybersecurity	3/3/2021	~1 each year	✓
Open Meetings Act (Required Open Govt Training)	5/22/2021	1-2 hrs (within 90 days)	✓

<u>Topic 2 – Team Building</u> (Minimum 3 hours annually)	Date earned	Hours earned
Non-TASB Provided Training		
Roles and Responsibilities	1/20/2021	4.00
Roles and Responsibilities	9/7/2021	3.00
Total Hours for Topic 2		7.00

<u>Topic 3 – Additional Continuing Education</u>	Date earned	Hours earned
New Board Member Launch - 2021	Virtual	
Catching the Wave: Cycles of Board Work	1/14/2021 08:15 - 09:00 AM	1.00
Election Detox	1/14/2021 09:15 - 10:00 AM	0.75
Whose Job Is It Anyway?: Roles and Responsibilities	1/14/2021 10:15 - 11:00 AM	0.75
Leading in a Crisis Panel	1/14/2021 11:00 - 12:00 PM	1.00
The Educational Ecosystem in Texas	1/14/2021 01:00 - 02:00 PM	1.00
Focused Regional Roundtables	1/14/2021 02:30 - 03:30 PM	1.00
Mindfulness from the Classroom to the Boardroom	1/14/2021 03:45 - 04:30 PM	0.75



Patricia Mendoza - Canutillo ISD

10/1/2020 to 10/20/2021

Topic 3 – Additional Continuing Education

		Date earned	Hours earned
TASA/TASB Legislative Conference - 2021	Virtual		
TASA/TASB Legislative Conference		3/12/2021	2.50
Virtual Spring Workshop - El Paso - 2021	Virtual		
XG Summit Remix: What Research Says about Effective Boards		5/19/2021 05:00 - 06:00 PM	1.00
Legal Update		5/19/2021 06:15 - 07:15 PM	1.00
Breaking News, Trending Policy Topics Explained		5/19/2021 07:20 - 08:20 PM	1.00
Summer Leadership Institute San Antonio - 2021	San Antonio		
Could You Last a Month in Poverty?		6/16/2021 05:00 - 08:00 PM	3.00
Opening General Session		6/17/2021 08:00 - 09:15 AM	1.00
I Got Elected...Now What?		6/17/2021 09:30 - 11:45 AM	2.25
Civilian Response to Active Shooter Events (CRASE)		6/17/2021 01:15 - 03:30 PM	2.00
Friday Morning General Session		6/18/2021 08:00 - 09:15 AM	1.00
Update on Student Discipline and School Safety		6/18/2021 09:30 - 10:30 AM	1.00
What Is Your Vision?		6/18/2021 10:45 - 11:45 AM	1.00
Board Members and Social Media		6/18/2021 01:15 - 02:15 PM	1.00
Non-TASB Provided Training			
Board Development		5/22/2021	10.00
Total Hours for Topic 3			34.00

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TASB Continuing Education Credit Report

10/1/2020 to 10/20/2021

Salvador Payan - Canutillo ISD

Tenure 2.93 - Last Election 11/3/2020

<u>Topic 1 – Special Required Training</u>	Date earned	Min Hours Required	Completed
On Demand Training			
Child Abuse Prevention: What Board Members Need to Know about Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children	10/19/2021		✓
Regulatory (SBOE)			
Non-TASB Provided Training			
SB 1566 Training	3/30/2021	3 hrs biennially	✓
Evaluating and Improving Student Outcomes (EISO)	5/22/2021	3 hrs biennially	✓
Statutory (Legislative)			
On Demand Training			
Update from the 87th Legislature	10/19/2021	~1-2 hrs (post-leg)	✓
Non-TASB Provided Training			
Cybersecurity	4/30/2021	~1 each year	✓
Open Meetings Act (Required Open Govt Training)	5/22/2021	1-2 hrs (within 90 days)	✓
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<u>Topic 2 – Team Building</u> (Minimum 3 hours annually)	Date earned	Hours earned	
Non-TASB Provided Training			
Roles and Responsibilities	1/20/2021	4.00	
Roles and Responsibilities	9/7/2021	3.00	
		Total Hours for Topic 2	
		7.00	
<hr/>			
<u>Topic 3 – Additional Continuing Education</u>	Date earned	Hours earned	
Non-TASB Provided Training			
Board Development	5/22/2021	10.00	
		Total Hours for Topic 3	
		10.00	

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TASB Continuing Education Credit Report

10/1/2020 to 10/20/2021

Armando Rodriguez - Canutillo ISD

Tenure 16.46 - Last Election 11/3/2020

<u>Topic 1 – Special Required Training</u>	Date earned	Min Hours Required	Completed
On Demand Training			
Texas Open Meetings Act	3/20/2021		✓
Regulatory (SBOE)			
Post Legislative Conference - 2021	Varies		
Post Legislative Conference - San Antonio (Topic 1 - Special Required Training)	6/19/2021	~1-2 hrs (post-leg)	✓
Non-TASB Provided Training			
Evaluating and Improving Student Outcomes (EISO)	5/22/2021	3 hrs biennially	✓
Statutory (Legislative)			
New Board Member Launch - 2021	Virtual		
Public Information Act for School Board Members	1/14/2021	1-2 hrs (within 90 days)	✓
Non-TASB Provided Training			
Cybersecurity	4/29/2021	~1 each year	✓
Open Meetings Act (Required Open Govt Training)	5/22/2021	1-2 hrs (within 90 days)	✓
<hr/>			
<u>Topic 2 – Team Building</u> (Minimum 3 hours annually)	Date earned	Hours earned	
Non-TASB Provided Training			
Roles and Responsibilities	1/20/2021	4.00	
Roles and Responsibilities	9/7/2021	3.00	
	Total Hours for Topic 2		7.00

<u>Topic 3 – Additional Continuing Education</u>	Date earned	Hours earned
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Armando Rodriguez - Canutillo ISD

10/1/2020 to 10/20/2021

Topic 3 – Additional Continuing Education

	Date earned	Hours earned
TASA TASB Convention Virtual - 2020	Virtual	
Opening General Session	10/1/2020 08:30 - 09:15 AM	0.75
Take the Wheel! Steer the Public's Conversations about Your Schools	10/1/2020 09:30 - 10:20 AM	1.00
HB 3: Lessons of Year One and A Look Ahead to the 87th Legislature	10/1/2020 10:30 - 11:20 AM	1.00
Leadership Development Is Critical for the Future of Texas	10/1/2020 01:30 - 02:20 PM	1.00
eXceptional Governance in Action for Student Success	10/1/2020 02:45 - 03:35 PM	1.00
TEA's Response to COVID-19 - Commissioner Mike Morath	10/1/2020 04:00 - 04:45 PM	0.75
Create Your Own Safety NETWORK	10/2/2020 08:00 - 08:50 AM	1.00
Closing General Session	10/2/2020 11:00 - 11:45 AM	0.75
TASB Delegate Assembly - 2020	Virtual	
TASB Delegate Assembly	10/3/2020 02:00 - 06:00 PM	2.50
The XG Summit 2020 - Virtual	Virtual	
Monday General Session	11/9/2020 09:00 - 10:00 AM	1.00
2020 GREAT Scholarship Research Presentation	11/9/2020 10:10 - 11:40 AM	1.25
The Governance Core	11/9/2020 01:00 - 02:00 PM	1.00
The Governance Factor and Kerrville	11/9/2020 02:10 - 02:50 PM	0.75
Interview with Davis Campbell	11/9/2020 03:00 - 04:00 PM	1.00
Local Governance Example: Lockhart ISD	11/10/2020 09:05 - 09:35 AM	0.50
Tuesday General Session	11/10/2020 09:35 - 10:05 AM	0.50
Project MALES	11/10/2020 10:45 - 11:45 AM	1.00
New Board Member Launch - 2021	Virtual	
Catching the Wave: Cycles of Board Work	1/14/2021 08:15 - 09:00 AM	1.00
Election Detox	1/14/2021 09:15 - 10:00 AM	0.75
The Educational Ecosystem in Texas	1/14/2021 01:00 - 02:00 PM	1.00
Focused Regional Roundtables	1/14/2021 02:30 - 03:30 PM	1.00
Mindfulness from the Classroom to the Boardroom	1/14/2021 03:45 - 04:30 PM	0.75
Board Officers' Academy Virtual Event - 2021	Virtual	
Live Q&A	1/15/2021 11:30 - 12:00 PM	0.50
Successfully Working with Challenging Individuals	1/15/2021 01:00 - 01:50 PM	1.00
Focused Discussion Group	1/15/2021 01:50 - 02:30 PM	0.75
Experienced Board Officers Panel	1/15/2021 02:45 - 03:35 PM	1.00
On Demand Training		
Whose Job Is It Anyway? Roles and Responsibilities	1/15/2021	0.75
Catching the Wave: Cycles of Board Work	1/15/2021	1.00
Governance Camp - 2021	Virtual	
Old Games and New Learning	3/3/2021 06:00 - 07:15 PM	1.25



Armando Rodriguez - Canutillo ISD

10/1/2020 to 10/20/2021

Topic 3 – Additional Continuing Education

	Date earned	Hours earned
Leaders Must Still Lead	3/5/2021 09:15 - 10:15 AM	1.00
Student Leadership the Cy-Fair Way	3/5/2021 10:45 - 11:45 AM	1.00
The Show Must Go On!	3/5/2021 01:00 - 02:00 PM	1.00
Civilian Response to Active Shooter Events (CRASE)	3/5/2021 01:30 - 02:30 PM	1.00
140 Years of Inequity in Our Texas Public Schools: How Far Have We Come?	3/5/2021 02:30 - 03:30 PM	1.00
The Design and Construction Process	3/5/2021 02:30 - 03:30 PM	1.00
General Session - Anindya Kundu	3/5/2021 03:30 - 04:30 PM	1.00
TASA/TASB Legislative Conference - 2021	Virtual	
TASA/TASB Legislative Conference	3/12/2021	2.50
Virtual Spring Workshop - El Paso - 2021	Virtual	
XG Summit Remix: What Research Says about Effective Boards	5/19/2021 05:00 - 06:00 PM	1.00
Legal Update	5/19/2021 06:15 - 07:15 PM	1.00
Breaking News, Trending Policy Topics Explained	5/19/2021 07:20 - 08:20 PM	1.00
Summer Leadership Institute San Antonio - 2021	San Antonio	
Could You Last a Month in Poverty?	6/16/2021 05:00 - 08:00 PM	3.00
Opening General Session	6/17/2021 08:00 - 09:15 AM	1.00
Lessons Learned from a Pandemic: What “Emergency” Practices Should Districts Consider Making Perma	6/17/2021 09:30 - 10:30 AM	1.00
Let's Talk about Race and Diversity in a Safe Environment	6/17/2021 10:45 - 11:45 AM	1.00
Friday Morning General Session	6/18/2021 08:00 - 09:15 AM	1.00
Update on Student Discipline and School Safety	6/18/2021 09:30 - 10:30 AM	1.00
How Culturally Proficient Is Your Leadership?	6/18/2021 10:45 - 11:45 AM	1.00
Summer Leadership Institute Ft Worth - 2021	Ft Worth	
Opening General Session	6/24/2021 08:00 - 09:15 AM	1.00
Exacerbated Inequities: The Response of Texas Public School Leaders to Widened Gaps	6/24/2021 09:30 - 10:30 AM	1.00
Promoting Equity: Five Strategies for Addressing Microaggressions and Bias in Schools	6/24/2021 02:30 - 03:30 PM	1.00
Stepping Forward and Back	6/24/2021 03:45 - 04:45 PM	1.00
Friday Morning General Session	6/25/2021 08:00 - 09:15 AM	1.00
A School Board Member’s Guide to Social Media and Brand Building	6/25/2021 09:30 - 10:30 AM	1.00
Building Bridges: College, Career, and Military Readiness Guide to Partnerships	6/25/2021 10:45 - 11:45 AM	1.00
Board Members and Social Media	6/25/2021 01:15 - 02:15 PM	1.00
School Governance Following the 87th Legislative Session	6/25/2021 02:30 - 03:30 PM	1.00
Closing General Session	6/25/2021 03:45 - 04:45 PM	1.00
Non-TASB Provided Training		
Board Development	1/5/2021	1.50
Board Development	4/29/2021	1.00
Board Development	5/22/2021	10.00



Armando Rodriguez - Canutillo ISD

10/1/2020 to 10/20/2021

Total Hours for **Topic 3** **71.50**

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



TASB Continuing Education Credit Report
10/1/2020 to 10/20/2021

Laure Searls - Canutillo ISD
Tenure 18.97 - Last Election 11/3/2020

<u>Topic 1 – Special Required Training</u>	Date earned	Min Hours Required	Completed
Regulatory (SBOE)			
Post Legislative Conference - 2021	Varies		
Post Legislative Conference - Ft Worth (Topic 1 - Special Required Training)	6/26/2021	~1-2 hrs (post-leg)	✓
Statutory (Legislative)			
Non-TASB Provided Training			
Cybersecurity	4/30/2021	~1 each year	✓
<hr/>			
<u>Topic 2 – Team Building</u> (Minimum 3 hours annually)	Date earned	Hours earned	
Non-TASB Provided Training			
Roles and Responsibilities	1/20/2021	4.00	
Roles and Responsibilities	9/7/2021	3.00	
		Total Hours for Topic 2	7.00
<hr/>			
<u>Topic 3 – Additional Continuing Education</u>	Date earned	Hours earned	
TASA/TASB Legislative Conference - 2021	Virtual		
TASA/TASB Legislative Conference	3/12/2021	2.50	
		Total Hours for Topic 3	2.50

ATTN District Personnel: If any trainings are inaccurate or missing, please email cec@tasb.org.

E-Mail: cec@tasb.org

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



TASB Continuing Education Credit Report

10/1/2020 to 10/20/2021

Blanca Trout - Canutillo ISD
Tenure 4.95 - Last Election 11/3/2020

<u>Topic 1 – Special Required Training</u>	<u>Date earned</u>	<u>Min Hours Required</u>	<u>Completed</u>
Regulatory (SBOE)			
Non-TASB Provided Training			
Local District Orientation	2/16/2021	3 hrs (within 120 days)	✓
Evaluating and Improving Student Outcomes (EISO)	5/22/2021	3 hrs biennially	✓
Statutory (Legislative)			
New Board Member Launch - 2021	Virtual		
Public Information Act for School Board Members	1/14/2021	1-2 hrs (within 90 days)	✓
Non-TASB Provided Training			
Cybersecurity	4/1/2021	~1 each year	✓
Open Meetings Act (Required Open Govt Training)	5/22/2021	1-2 hrs (within 90 days)	✓

<u>Topic 2 – Team Building</u> (Minimum 3 hours annually)	<u>Date earned</u>	<u>Hours earned</u>
Non-TASB Provided Training		
Roles and Responsibilities	1/20/2021	4.00
Roles and Responsibilities	9/7/2021	3.00
Total Hours for Topic 2		7.00

<u>Topic 3 – Additional Continuing Education</u>	<u>Date earned</u>	<u>Hours earned</u>
TASB Delegate Assembly - 2020	Virtual	
TASB Delegate Assembly	10/3/2020 02:00 - 06:00 PM	2.50
New Board Member Launch - 2021	Virtual	
Catching the Wave: Cycles of Board Work	1/14/2021 08:15 - 09:00 AM	1.00
Whose Job Is It Anyway?: Roles and Responsibilities	1/14/2021 10:15 - 11:00 AM	0.75
Texas Open Meetings Act	1/14/2021 11:00 - 12:00 PM	1.00
What I Wish I Knew Then Panel	1/14/2021 11:00 - 12:00 PM	1.00
The Educational Ecosystem in Texas	1/14/2021 01:00 - 02:00 PM	1.00
Focused Regional Roundtables	1/14/2021 02:30 - 03:30 PM	1.00
Mindfulness from the Classroom to the Boardroom	1/14/2021 03:45 - 04:30 PM	0.75
TASA/TASB Legislative Conference - 2021	Virtual	
TASA/TASB Legislative Conference	3/12/2021	2.50



Blanca Trout - Canutillo ISD

10/1/2020 to 10/20/2021

Topic 3 – Additional Continuing Education

		Date earned	Hours earned
Virtual Spring Workshop - Huntsville - 2021	Virtual		
Quick Tips for New Board Members		5/5/2021 12:30 - 01:15 PM	0.75
Legal Update		5/5/2021 01:15 - 02:15 PM	1.00
Governance in a Pandemic		5/5/2021 02:20 - 03:20 PM	1.00
Mindfulness from the Classroom to the Boardroom		5/5/2021 03:30 - 04:15 PM	0.75
What Are Your Values? ...Well, What's Your Policy?		5/5/2021 05:15 - 06:15 PM	1.00
Virtual Spring Workshop - El Paso - 2021	Virtual		
XG Summit Remix: What Research Says about Effective Boards		5/19/2021 05:00 - 06:00 PM	1.00
Legal Update		5/19/2021 06:15 - 07:15 PM	1.00
Breaking News, Trending Policy Topics Explained		5/19/2021 07:20 - 08:20 PM	1.00
TASB Board Development Services Webinar Series - 2021	Varies		
Board Officers' Dialogue about Leadership Lessons Learned		7/8/2021 12:00 - 01:00 PM	1.00
TASA TASB Convention - 2021	Dallas, TX		
Field Trip: Texas State Fair		9/24/2021 09:00 - 01:30 PM	3.00
Discipline for Off-Campus Speech: What Did the Supreme Court Say about Cheerleaders, Cyberbullies		9/24/2021 01:00 - 02:00 PM	0.50
Catching up With the Texas Legislature (Topic 3)		9/24/2021 02:15 - 03:15 PM	1.00
Ten Questions to answer about Internal Audit before there is a problem		9/25/2021 07:30 - 08:30 AM	1.00
Legal Update		9/25/2021 08:45 - 09:45 AM	1.00
Second General Session		9/25/2021 10:30 - 12:00 PM	1.00
Delegate Assembly Caucus Lunch		9/25/2021 12:30 - 01:30 PM	0.50
TEA's Response to COVID-19		9/25/2021 04:15 - 05:00 PM	0.75
There's no "I" in TEAM. Learn from the 2021 Honor Board		9/26/2021 08:00 - 09:00 AM	1.00
A Conversation with the 2021 Superintendent of the Year (SOTY)		9/26/2021 09:15 - 10:15 AM	1.00
TASB Board Development Services Webinar Series - 2021	Varies		
Updates on Sexual Health Education: What Trustees Need to Know		10/7/2021 12:00 - 01:00 PM	1.00
Non-TASB Provided Training			
Board Development		5/22/2021	10.00
Total Hours for Topic 3			41.75

ATTN District Personnel: If any trainings are inaccurate or missing, please email cec@tasb.org.

E-Mail: cec@tasb.org

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



1. GENERAL FUNCTIONS

1.A. Call to Order

The meeting was called to order at **5:36 pm** by Board President Coronado.

1.B. Roll Call

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

1.C. Trustee Ethical Guidelines

The Trustees reviewed and discussed Ethical Guideline 6:1 Commitment to Service. I will focus my attention on fulfilling the Boards responsibilities of goal setting, policymaking and evaluation.

2. BOARD OF TRUSTEE BUSINESS-OTHER

2.A. Discussion and possible action regarding the notice of ED SOBI, LLC/Cedar and Vine to operate a business selling alcoholic beverages for on-premises consumption at a location within 1,000 feet of Reyes Elementary School.

It was motioned by Mrs. Trout, seconded by Mr. Rodriguez and passed unanimously to approve the notice of ED SOBI, LLC/Cedar and Vine to operate a business selling alcoholic beverages for on-premises consumption at a location within 1,000 feet of Reyes Elementary School.

3. TRAINING/WORKSHOP

3.A. Discussion and possible action regarding the Canutillo ISD Strategic Plan.

3.A.1. Strategic Planning Purpose.

3.A.2. Strategic Planning Process.

3.A.3. Overview of Committee Work.

3.A.3.a. Beliefs, Vision & Mission.

3.A.3.b. Strand Considerations.

3.A.3.c. Goals and Strategies.

3.A.4. Next Steps.

Item 3.A (3A1 to 3A4) were discussed during a Board Workshop facilitated by Dr. D. Brennan. The board discussed the CISD Strategic Plan in addition to the district's beliefs, vision, and mission statements. The board reviewed and discussed the recommendations of the Strategic Planning Committee. After a lengthy discussion the board agreed to the CISD

Mission and Vision Statements changes suggested by the committee and will be set for adoption at the next regular board meeting.

4. ADJOURNMENT

The meeting adjourned at **8:42 pm** by unanimous consent.

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

1. GENERAL FUNCTIONS-OTHER

1.A. Call to Order.

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

1.B. Pledge of Allegiance

The Pledge of Allegiance was led by Mrs. C. Pulley.

1.C. Texas Pledge of Allegiance

The Texas Pledge was led by Mrs. C. Pulley.

1.D. Roll Call

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

1.E. CISD Vision and Mission Statements

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

1.F. Trustee Ethical Guidelines

The Trustees reviewed and discussed item 5.4 Trustworthiness and Stewardship. 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.

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 asked that her comments be added to the record. Why has a hiring freeze on teachers been placed? Why have teachers been moved around without notice? This has caused classes to be at capacity with the majority of students 1 to 2 years behind. How are teachers expected to get these students caught up with basically no help (with their behavioral problems) and no aides as promised? How is the district going to keep teachers from feeling overwhelmed and how are you going to help students be successful? These decisions were not made in the best interest of the students or teachers. It is about the district's pocketbook and funds. If enrollment is down that much, then maybe, we needed to question why parents are not wanting to return to our district? Next, why does the district continue to discriminate against

unvaccinated community members and staff? At a recent board meeting, it was stated that Canutillo ISD staff had been at herd immunity since the beginning of school, with at least 91% of staff being vaccinated. Somehow this still wasn't enough for you. You continue to discriminate against us. If you are sitting in your seat wondering how you are discriminating please take a look back at the resolution you passed just last month and I quote, "Extend the leave by 5 days for fully vaccinated employees should they become infected with COVID 19." I should ask why don't your unvaccinated employees' matter? Why should we be docked our personal sick days if we get sick with COVID unlike your vaccinated employees because of our beliefs or doctors' orders to not get the vaccine? We should not have to prove to you an exemption or doctors' orders that we are not getting it. It is wrong and you should be ashamed of yourselves for not advocating for the 9% of your staff that is not vaccinated. Not one of you even asked about your unvaccinated people last month, not even one. We matter too. When you, as a board, made that decision, you lost a passionate teacher who never thought she would do anything other than teach and be an advocate for her students. You lost a teacher whose goal is to produce lifelong learners, productive respectful members of society. You lost a teacher who put her heart and soul into what she did. You lost a teacher who is a team player and always willing to help. You lost a teacher who loved what she did with all her heart. You lost me because you didn't care. If you do not start considering the needs of your teachers, all teachers, you will lose many more.

Speaker #2: Mr. J. Joyner asked his comments be added to the record. What pot of money are the flyers and banners (Just for Kids) around town being taken from? Board, please take a look at a book/illustration that can be found at the CHS library entitled Gender Queer. It is not fit for our high school or for any child in the district. Please look at that book and remove it from the library.

Speaker #3: Mr. B. Bernal voiced his concerns with the districts mask mandate. He stated it hinders child development and poses health risks.

3. PUBLIC HEARING

3.A. Approval of the Accelerated Instruction 2021 Summer Education Program Review.
Public Hearing Comments

Dr. Y. Valverde gave a presentation regarding the Accelerated Instruction 2021 Summer Education Program.

Speaker #1: Mrs. B. Barnes asked about substitutes in the classroom and if the goal post would be moved for those people who have the hours but not the certification. She stated this would allow someone with experience to be in the classroom instead of a substitute. Mrs. Rocha stated changes were currently being considered.

4. BOARD OF TRUSTEE BUSINESS

4.A. Discussion regarding Math, Reading and CCMR (College, Career and Military Readiness) Lone Star Governance goals.

An overview and updates regarding Math, Reading and CCMR (College, Career and Military Readiness) Lone Star Governance goals was given by the C&I Department.

4.B. Discussion and possible action regarding Canutillo ISD's new Mission and Vision Statements.

It was motioned by Mr. Rodriguez, seconded by Mrs. Mendoza and passed unanimously to approve the new Canutillo ISD Mission and Vision statement.

4.C. Discussion and possible action regarding Board Team Operating Procedures and district policies.

Mr. Coronado stated he had concerns regarding the wording on page 39 of the Board Team Operating Procedures. He informed the board he had discussed his concerns with legal counsel. The board requested the following changes be made to the Board Team Operating Procedures:

Page 28, Procedures for Identifying, Disclosing and/or avoiding conflicts of interest:

1a through 1d: Revise to third degree for consanguinity and second degree for affinity.

Page 29, Procedures for Identifying, Disclosing and/or avoiding conflicts of interest:

1f, revise as follows:

A Board member voting for or against any measure shall not have directly or indirectly been paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which the Board member was elected or as a reward to secure his or her appointment or confirmation, whichever the case may be.

Page 29, Section 2 Disclosing Conflicts

Section a, revise to

The Board Member will submit a Statement of Conflict to the Board President and Secretary prior to the Board Meeting at which the Board Item relating to the potential conflict is to be discussed.

Delete section b entirely

Section c, revise to:

Before the Board Item relating to the potential conflict is discussed during the board meeting, the Board member will announce that there is a potential conflict.

Page 29, section 3 d, revise as follows:

Ensure that all conflicts, potential conflicts, and disclosures are submitted to the Board Chair and Secretary prior to the Board Meeting at which the Board Item relating to the potential conflict is to be discussed.

It was motioned by Mr. Payan, seconded by Mr. Hernandez, and passed unanimously to approve the above changes to the Board Team Operating Procedures.

In addition, the board asked that a Policy Workshop be held to review district policies.

It was motioned by Mr. Rodriguez, seconded by Mrs. Mendoza, and passed unanimously to approve a Policy Workshop in 2022.

4.D. Discussion and possible action regarding Appointment/Reappointment of El Paso Central Appraisal District Board of Directors.

This item was pulled from the agenda. Mr. Payan's nomination from the last meeting will remain.

4.E. Overview of Board Conferences (June and Sept.).

4.E.1. Overview of the 2021 SLI Conference in San Antonio, TX. June 16 to June 19, 2021

4.E.2. Overview of the 2021 MASBA Annual Conference in San Antonio, TX. Sept. 9-12, 2021.

4.E.3. Overview of the 2021 CUBE Conference in Atlanta, GA. Sept.16-18, 2021.

4.E.4. Overview of the 2021 TASA/TASB txEDCON in Dallas, TX. Sept. 23-26, 2021.

Trustees Coronado, Rodriguez and Mendoza all gave an overview of the conferences they attended (Item 4.E.1 through Item 4.E.4).

5. CONSENT AGENDA-VOTING

5.A. *BUSINESS SERVICES*

5.A.1. Approval of the Meeting Minutes

5.A.1.a. August 5, 2021 Special Board Meeting

5.A.1.b. August 10, 2021 Special Board Meeting

5.A.1.c. August 24, 2021 Regular Board Meeting

5.A.2. Approval of the Monthly Warrant List.

5.A.3. Approval of the Monthly Donations.

5.A.4. Approval of the Budget Amendments.

5.A.5. Approval to Renew the Interlocal Agreement with West Texas Cooperative Region 17 to support day to day purchases for the Child Nutrition Program and ensure cost savings for the 2021-2022 school year.

5.A.6. Approval of Memorandum of Understanding (MOU) between Canutillo ISD and CAFE for fundraising events.

5.B. *CURRICULUM*

5.B.1. Approval of Memorandum of Understanding (MOU) between Canutillo ISD and Texas College Bridge for Development of College Preparatory Courses at Northwest Early College High School

5.B.2. Approval of stipends for four teachers to serve as mentors to 22 teachers seeking National Board Certification.

5.B.3. Approve waiver of tuition costs for Inter-District transfers residing in El Paso County for the 2021-2022 school year.

5.B.4. Approve the Optional Flexible School Day Program Application for the 2021-2022 school year for the Opportunity Academy and Northwest Early College High School.

5.B.5. Approval regarding the adoption of the 2021-2022 Student Handbook and Student Code of Conduct.

Approval of the Consent Agenda

It was motioned by Mr. Rodriguez, seconded by Mrs. Mendoza, and passed unanimously to approve the **Consent Agenda** as presented.

6. EXECUTIVE SESSION

To consult with attorney under 551.071, 551.072 and 551.074 of the Texas Government Code:

The meeting was closed at **7:41 pm** under 551.071, 551.072 and 551.074 of the Texas Government

6.A. Discussion regarding employment and terms of employment for Internal Auditor.

7. NEW BUSINESS (continued); OTHER

The meeting reconvened into Open Session at **8:45 pm**.

7.A. Discussion and possible action regarding employment and terms of employment for Internal Auditor.

It was motioned by Mr. Rodriguez, seconded by Mr. Payan and passed unanimously to continue the employment of the Internal Auditor as discussed in Executive Session.

8. ADJOURNMENT

The meeting adjourned at **8:49 pm** by unanimous consent.

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

1. GENERAL FUNCTIONS

1.A. Call to Order

The meeting was called to order at **5:32 pm** by Board Vice President S. Payan.

1.B. Roll Call

Trustees Hernandez, Mendoza, Payan, and Rodriguez were present.
Trustees Coronado, Searls and Trout were absent.
Mr. Coronado arrived during Executive Session.

1.C. Trustee Ethical Guidelines

The Trustees reviewed and discussed Ethical Guideline 6:2 Commitment to Service. 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.

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:** Bernardo Bernal addressed the board regarding information and statistics on COVID-19.

3. BOARD OF TRUSTEE BUSINESS

4. EXECUTIVE SESSION

The meeting was closed at **5:39 pm** under *Texas Government Code* Sections 551.071 and 551.074.

4.A. The 2020-2021 Evaluation of the Superintendent and the consideration of amendments to the Superintendent's employment contract.

4.A.1. Domains

4.A.1.a. Domain I: Leadership

4.A.1.b. Domain II: Personnel Management

4.A.1.c. Domain III: Administration & Fiscal/Facilities Management

4.A.1.d. Domain IV: Student Management

4.A.1.e. Domain V: Professional Growth and Development.

4.A.1.f. Domain VI: Schools/Community Relations

4.A.1.g. Domain VII: Board/Superintendent Relations

4.A.1.h. Domain VIII: Supervisory Responsibilities

4.A.2. Assessment Tool

5. NEW BUSINESS (CONTINUED)

The meeting reconvened into Open Session at **7:51 pm.**

5.A. Comments and/or results regarding the 2020-2021 annual evaluation of Superintendent.

It was motioned by Mr. Rodriguez, seconded by Mr. Payan, and passed unanimously to approve a 2% raise and a 1-year extension to Dr. Galaviz's contract.

6. ADJOURNMENT

The meeting adjourned at **7:55 pm** by unanimous consent.

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

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Signature of Requester(s)

Signature of Presenter(s)

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):



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):



Board of Trustees

Meeting Date: 09/28/2021

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 September 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

Business Services Approval (Initials) *Date*
10/06/2021

Agenda Summary:

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

District Donations- \$4,654.01

RECOMMENDATION: Administration recommends the acceptance of Donations Report

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

AMOUNT(S) \$4,654.01

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 September 2021 Donations

Board Approval Date: October 26, 2021		Donor Name	Address	Donation	Campus/Department	Purpose of Donation	Value
Elks Lodge 187	2278 Suite C-E Trawood Dr. El Paso, TX 79935		School Supplies and Incentives	Deanna Davenport Elementary School	To support DDE students with school supplies and student incentives; Toiletries, clothes, and other supplies for the CISD Community Closet to support Canutillo's Community	\$ 1,627.97	
Olivia and James Culton	300 Vico Pavia Ln. El Paso, TX 79932		Air Purifier	Jose Damian Elementary School	To assist with clean air quality at classroom	\$ 300.00	
Red Hawks PTO			Cash/Checks	Congressman Silvestre and Carolina Reyes Elementary School	To assist with Teacher Appreciation Week	\$ 135.00	
Bravo, Cadillac of El Paso	6555 Montana Ave El Paso, TX 79925		Cash/Checks	Canutillo High School	To Assist the Athletic Department	\$ 1,000.00	
CHS Flight Dance Boosters	637 Bern Butler El Paso, TX 79932		Dance wear	Canutillo High School	To assist the Flight Dance Team	\$ 821.05	
Reliance Maintenance and Testing (Gabriel Flores)	700 Gold Beach Canutillo, TX 79835		Black Leggings	Canutillo High School	To assist the Flight Dance Team	\$ 415.80	
Antonio Ramos	421 La Florida Dr. Canutillo, TX 79835		Pom Poms	Canutillo High School	To assist the Flight Dance Team	\$ 394.19	
Online Donations (See Attached)						\$ 60.00	
						\$ 4,654.01	

CISD Approved Online September 2021 Donations

Date	Item Name	Sub Total	Purchaser First Name	Purchaser Last Name	Address 1	Address 2	City	State	Zip
9/6/2021	Northwest Early College High School Donations	25.00	Alisia	Muir	5807 Redstone Rim Drive	#902	El Paso	TX	79934
9/9/2021	Northwest Early College High School Donations	5.00	Aime	Limas	7335 Buffalo Way		Canutillo	TX	79835
9/9/2021	Northwest Early College High School Donations	10.00	Aracely	Granados	1236 Ada Lane		El Paso	TX	79932
9/10/2021	Northwest Early College High School Donations	20.00	Omar	Gastelum	7893 Enchanted Range Dr		El Paso	TX	79911
	Total Online Donations	60.00							

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 10/26/2021

Subject/Title for Agenda Posting: Approval of the El Paso Regional Day School Program for the Deaf between El Paso ISD and Canutillo ISD for the 2021-2022 school year

Justification Statement: Due to students who are currently or maybe coded in the future as requiring special education due to being deaf or hard of hearing (DHH). EPISD instructs students with the utilization of sign language in order for students to access the general education curriculum and receive services required by IDEA

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

Staff Responsible:

Carey L. Chambers



Signature of Requester(s)

Carey L. Chambers

Signature of Presenter(s)



Business Services Approval (Initials)

10/19/2021

Date

Agenda Summary:

The Special Education Department is requesting to renew the contract with EPISD in order for students to receive sign language instruction and interpretation services for Free Appropriate Public Education according to Federal Guidelines. For students who are classified as Deaf and/or Hard of Hearing, they require instruction in general education and/or special education classes with the use of sign language and sign language interpreters. At this time, CISD is not able to provide this service as we do not have any personnel who are national interpreters that can teach sign language and provide interpretive services to the special needs population.

RECOMMENDATION: Special Education Department recommends that the board approve the El Paso Regional Day School Program for the Deaf between El Paso ISD and Canutillo ISD for the 2021-2022 school year.

PRIOR BOARD ACTION: Yes AWARDED: 5/23/17 AWARDED AMOUNT: \$49,468.94

AMOUNT(S): \$43,000

ACCOUNT NO(S):
199.11.6229.00.918.23

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
Inter-local agreement

REQUESTING DEPARTMENT:
Special Education

CONSEQUENCES OF NON-APPROVAL:
Special Education students will not receive adequate education as per their IEP

IMPLEMENTATION TIMELINE:
Upon approval for 2021-2022 school year

ATTACHMENT(S): EPISD RDSPD agreement memo, CISD resolution





EL PASO INDEPENDENT
SCHOOL DISTRICT

Superintendent's Office

September 21, 2021

Dr. Pedro Galaviz, Superintendent
Canutillo Independent School District
7965 Artcraft
El Paso, TX 79932

Education Center
6531 Boeing Dr.
El Paso, TX 79925
Phone (915) 230-2577
Fax (915) 230-0575
www.episd.org

Re: El Paso ISD RDSPD Agreement

Dear Dr. Pedro Galaviz:

El Paso ISD has been proud to serve as the Fiscal Agent for the El Paso Regional Day School Program for the Deaf ("RDSPD") for these past years. Last year, we started to work towards revisions to the RDSPD agreement that we believe would be beneficial for the continued operation of the RDSPD. In order for the RDSPD agreement to be updated, we need to know the status of the Consents for Multiple Representation we sent out to each Member District to permit the law firm of Walsh Gallegos Trevino Kyle and Robinson, P.C. to represent the Member Districts collectively regarding a revised agreement. Specifically, we either need (1) the Consent returned, signed by the Board president or designee if authority has been delegated, or (2) a definitive statement that you will use your own legal counsel to review the Agreement.


As outlined in the Consent forms that we have sent out to all Member Districts, this form allows Walsh Gallegos to represent the common interests of the Member Districts in revising the Agreement efficiently, but subject to the restrictions stated in the Consent form itself.

The lack of response that we have received regarding the consents over the past several months has been concerning, and leads El Paso ISD to believe it might not be effectively able to serve as Fiscal Agent in coming years. In accordance with our current agreement, El Paso ISD needs to provide notice to the Member Districts of its intent to withdraw as Fiscal Agent no later than October 1 preceding the last year it intends to serve. If we do not receive responses from the Member Districts regarding the status of signing Consents for Multiple Representation by **September 27, 2021**, El Paso intends to submit its notice to withdraw as Fiscal Agent.

Please note that we do not need all of the Consents to be signed by September 27, 2021, but we do need a response from all of the Members regarding their intent regarding the Consents. We will need all of the Consents to be signed no later than **October 31, 2021** in order for us to have adequate time to move forward with subsequent Board action by the Member Districts to approve and sign the revised agreement before the end of the school year.

If you have any questions regarding this letter, please feel free to reach out to Laurie Enloe, Assistant Superintendent at (915) 230-2852. llenloe@episd.org. As always, we are here to help and want to ensure the success of the RDSPD in coming years.

Thank you,


Vincent A. Sheffield
Interim Superintendent

**CANUTILLO INDEPENDENT SCHOOL DISTRICT RESOLUTION
REGARDING SPECIAL EDUCATION SHARED SERVICES AGREEMENT WITH
THE EL PASO REGIONAL DAY SCHOOL PROGRAM FOR THE DEAF SHARED
SERVICES ARRANGEMENT**

WHEREAS, the Board of Trustees of the Canutillo Independent School District has previously authorized and executed the Shared Services Arrangement Agreement for the El Paso Regional Day School Program for the Deaf;

WHEREAS, the El Paso Regional Day School Program for the Deaf SSA is a cooperative established by and through a Shared Services Agreement of school districts to operate certain aspects of their special education program for students with disabilities under the authority of Section 29.007, Texas Education Code, and Section 791.002 *et seq.* of the Texas Government Code;

WHEREAS, the El Paso Regional Day School Program for the Deaf Shared Services Arrangement is composed of the following school district members: Anthony Independent School District, Burnham Wood Charter School, Canutillo Independent School District, Clint Independent School District, El Paso Independent School District, Fabens Independent School District, Fort Hancock Independent School District, San Elizario Independent School District, Sierra Blanca Independent School District, Socorro Independent School District, Tornillo Independent School District, La Fe Preparatory School, Ysleta Independent School District, Culberson County-Allamore, Independent School District, Vista Del Futuro Charter School (“Member Districts”)

WHEREAS, the El Paso ISD has and continues to serve as the fiscal agent for the El Paso Regional Day School Program for the Deaf Shared Services Arrangement;

WHEREAS, the El Paso Regional Day School Program for the Deaf Shared Services Arrangement is governed by a Management Board comprised of the Superintendent of Schools for each Member District;

WHEREAS, Senate Bill 1376 was passed by the 86th Legislature and repealed Texas Education Code Section 29.007 which read as follows,

School district may enter into a written contract to jointly operate their special education programs. The contract must be approved by the commissioner. Funds to which the cooperating districts are entitled may be allocated to the districts jointly as shared services arrangement units or shared services arrangement funds in accordance with the shared services arrangement districts’ agreement.

WHEREAS, the Texas Education Agency has yet to issue definitive guidance on the implications of the repeal of Section 29.007 but, upon information and belief, will continue to issue funding with the existing Shared Services Agreement for the remainder of the 2020-2021 school year;

WHEREAS, the repeal of Section 29.007 effectively removes Commissioner authority over Shared Services Agreements but the need for special education services for Member Districts still remains and must be planned, executed and ready for students for the 2020-2021 and in future years;

WHEREAS, school districts still maintain the authority to enter into interlocal agreements under the authority of Texas Education Code Sections 11.157 and 11.1511(c)(4) as well as Texas Government Code Annotated Section 791.001 *et seq*;

WHEREAS, given the developing impact of Senate Bill 1376, Member Districts will require the ability to modify its existing Shared Services Agreement to a Interlocal Agreement and will likely also have the future need to make immediate decisions on further changes based on guidance from the Texas Education Agency and, most importantly, need to make prompt decisions to best ensure that there is no interruption of special education services to students for the 2020-2021 and future school years, the Board of Trustees may delegate authority to the Superintendent of Schools to take such current and future action to conform the Shared Services Agreement to an Interlocal Agreement given the change in the law and to prevent the disruption of services to students under the authority of Texas Education Code Section 11.1511(c)(4);

WHEREAS, despite the repeal of Texas Education Code 29.007, the Texas Education Agency still exercises authority over Regional Day School Programs for the Deaf under Texas Education Code Chapter 30, Subchapter D;

WHEREAS, the Texas Education Agency guidance regarding the Regional Day School Programs for the Deaf was revised in Spring 2020 to include language indicating that the Board of Trustees may delegate approval authority to the Superintendent of each Member District;

WHEREAS, on behalf of the Board of Trustees, the Superintendent of Schools is also delegated full authority to represent and make all decisions required as part of the Management Board without need for further approval of the Board of Trustees, with the exception of any changes to the District's participation in same or potential or anticipated litigation;

WHEREAS, the current and future changes to the Shared Services Agreement requires the counsel and services of a law firm so that the new Interlocal Agreement removes state requirements that are no longer applicable, preserves the rights and responsibilities of each party to continue to work in a cooperative manner to acquire personnel, equipment, and contracted services so special education services may be provided to students, transitions ongoing services provided by the El Paso Regional Day School Program for the Deaf Shared Services Arrangement as the change is made from a Shared Services Agreement to an Interlocal Agreement with required legal compliance;

WHEREAS, the law firm of Walsh Gallegos Treviño Russo & Kyle P.C. ("Walsh Gallegos") is requested by the Member Districts for joint representation given the shared common interest in changing the Shared Services Agreement to an Interlocal Agreement and future changes to the Interlocal Agreement as the Texas Education Agency develops future guidance based on the change in law;

WHEREAS, prior written consent of all Member Districts (except for Member Districts represented by other legal counsel), including current clients of the firm, is required to engage the law firm's representation along with acknowledgments by the Member Districts that each:

- a. is not aware of any existing conflict of interest that impacts joint representation (such as pending litigation with another District or adverse interests in the drafting of the Interlocal Agreement, etc.);
- b. will inform the law firm if a conflict of interest or potential conflict of interest arises during the pendency of the joint representation;
- c. agrees to a limited waiver of the attorney-client privilege as to information learned by the law firm as part of its joint legal representation but only as between jointly represented Member Districts and strictly related to its representation regarding the drafting of a new Interlocal Agreement to replace the current Shared Services Agreement and future related revisions (the attorney-client waiver does not apply to third parties or other areas of representation); and
- d. delegates the authority to provide future consents for multiple party legal representation on this matter to the Superintendent of Schools.

WHEREAS, Walsh Gallegos has disclosed that the potential for a conflict of interest may arise in joint representation of clients and that it,

- a. is not aware of a conflict of interest that would prevent the firm from undertaking this representation,
- b. will notify the jointly represented Member Districts and if it becomes aware of a potential or actual conflict of interest, and
- c. will withdraw from this representation upon client request or should an actual conflict of interest arise to include threatened or actual litigation among jointly represented Member Districts with regard to reformation of the Shared Services Agreement;

BE IT RESOLVED THAT, the Board of Trustees approves the following by majority vote:

1. The statements in the Preamble of this Resolution are found to be true and correct;
2. Entering to an Interlocal Agreement based on revisions to the current Shared Services Agreement with other Member Districts for the provision of special education services for students in the 2020-2021 school year and into the future;
3. Delegates and authorizes the Superintendent of Schools;
 - a. Serve and represent the District on the El Paso Regional Day School Program for the Deaf SSA Management Board, with delegated authority to take all necessary program action with the exception of withdrawing the District from membership and anticipated or potential litigation which is reserved for board action;
 - b. Negotiate and approve revisions to the current Shared Services Agreement so that it is changed to an Interlocal Agreement in full conformity with law;

- c. Negotiate and approve future revisions to the new Interlocal Agreement as needed;
 - d. Execute the Interlocal Agreement or future amended Interlocal Agreements without need for action by the Board of Trustees; and
 - e. Provide future written consent to the law firm of Walsh Gallegos for continued or future joint representation on revisions to the Interlocal Agreement;
4. Agrees and approves to retain the law firm Walsh Gallegos Treviño Russo & Kyle P.C. for joint representation of all Member Districts, except for Member Districts represented by other counsel, for legal counsel and service in current and future drafting an Interlocal Agreement; and
 5. Sufficient written notice of the date, time, place and subject of the meeting of the Board of Directors was posted pursuant to Chapter 551, Texas Government Code, and the meeting was open to the public as required by law including the consideration and vote taken related to this Resolution.

APPROVED AND ADOPTED this ____ day of _____, 2021.

By: _____
 _____, President
 Board of Trustees of the Canutillo Independent
 School District

ATTEST:

 _____, Vice President
 Board of Trustees of the Canutillo
 Independent School District

CERTIFICATE FOR RESOLUTION

I hereby certify that the foregoing Resolution was presented to the Board of Trustees of the Canutillo Independent School District during a meeting on _____, 2021. A quorum of the Board of Trustees being then present, it was then duly moved and seconded that the Resolution be adopted, and such Resolution was then adopted according to the following vote:

Ayes: _____

Nays: _____

Abstentions: _____

To certify which, witness my hand and the official seal of the District this _____ day of _____, 2021.

_____, Secretary, Board of Trustees
Canutillo Independent School District

Canutillo Independent School District

7000 5th Street
Canutillo, Texas 79835

Nancy Torres, MS, ABD
Coordinated School Health Facilitator, CSHF

(915) 877-7656
FAX (915) 877-7652
ntorres@canutillo-isd.org

October 26, 2021

Canutillo Independent School District
Superintendent and Members of the Board of Trustees
7965 Artcraft
El Paso, Texas 79932

Dear Dr. Galaviz and Members of the Board of Trustees,

According to EHAA (LEGAL), local SHACs shall submit to the Board, at least annually, a written report that includes:

1. Any SHAC recommendation concerning the District's health education curriculum and instruction or related matters that the SHAC has not previously submitted to the Board;
2. Any suggested modification to a SHAC recommendation previously submitted to the Board;
3. A detailed explanation of the SHAC's activities during the period between the date of the current report and the date of the last prior written report.
4. The Board shall select any instruction relating to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) with the advice of the SHAC.

Furthermore, Texas Education Code (TEC) 28.004 states the SHAC shall establish a physical activity and fitness planning subcommittee to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students, TEC 28.004 (l-1). Additionally, the Board shall determine the specific content of the District's instruction in human sexuality, TEC 28.004 (h).

This annual report will include the activities and accomplishments for the 2020-2021 school year.

Sincerely,

Nancy Torres, MS, ABD
Coordinated School Health Facilitator, CSHF

Katie Guerra
SHAC Chair, Parent

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.

El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.

2020-2021 School Health Advisory Council (SHAC) Annual Report

I. SHAC Meetings

- 4 General session meetings
- 4 Health and Wellness Subcommittee meetings
- 4 Human Sexuality Subcommittee meetings

TOTAL 12 Meetings

Recruitment Efforts

- Parent Liaisons
- SHAC Team
- Staff and Parent Sessions
- Coordinator School Health Facilitator (CSHF) at parent nights/parent meetings
- SHAC conducted meetings via virtual setting, evening hours 2020-2021

52 SHAC members from Canutillo ISD

19 parents or grandparents

* represents more than one campus in table below

130 Coordinated School Health /SHAC Agency members

<u>Campus/Department</u>	<u>Parent (P) / Staff (S)/Administration(A)/Grandparent (GP)</u>
SHAC Chair (2)	Katie Guerra (P)* Nancy Torres (S)*
Childress Elementary (8)	Raul Villanueva (S) Elisa Pavia (S/P)* Isaac Oliva (S) Sonya Villareal (P) Bernardo Barela (P) Lourdes Soliz (S/GP)* Fred Flores (S) Katie Guerra (P)*
Canutillo Elementary (4)	Martin Carrillo (S/P) Yvonne Carrillo (S) Enrique Castanos (S/P)* Imelda Salgado (S)
Davenport Elementary (3)	Kenneth Cooper (S) Peter Carrillo (S) Margarita Solis (S)
Garcia Elementary (4)	Adrian Flores (S) Victor Luces (S) Sonia Cisneros (S/P) Amanda Cereceres (S/P)*
Damian Elementary (3)	Joel Olivias (S/P) Cynthia Coronado (S/P) Magdalena Rodriguez (S)

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Reyes Elementary (4)	Grace Carbajal (S) Cesar Perez (S) Sergio Ledezma (S) Debbie Garcia (S/GP)*
Alderete Middle (5)	Chris Edwards (S/GP)* Martin Arvizuo (S) Jonathan Porras (S) Rose Salgado (S/P) Selena Solis (S)
Canutillo Middle (6)	Karly Dreher (S) Diana Sanchez (S) Enrique Castanos (S/P)* Elsa Romero (S) Dr. Monica Reyes (A/P)* Amanda Cereceres (S/P)*
Canutillo High School (11)	Sonia Frayre (P)* Alex De la Cruz (S/P) Timothy Kirby (S) Armando Almanza (S) Lourdes Soliz (S/GP)* Debbie Garcia (S/GP)* Janet Corral (S) Ana Ortiz (P) Katie Guerra (P)* Chris Edwards (S/GP)* Dr. Monica Reyes (A/P)*
Northwest Early College High School (4)	Kim Cardenas (S) Victor Corral (S) Sonia Frayre (P)* Amanda Cereceres (S/P)*
Student Support Division (13)	Dr. Monica Reyes (A/P)* Nancy Torres (S)* Debbie Garcia (S/GP)* Lydia Hernandez (S) Lindsay Madden (S) Janet Corral (S) Jesus Juarez (S) Loretta Berumen (S) Lucero Hernandez (S) Elisa Pavia (S/P)* Nicole Morales (S) Margarita Abrego (S) Marco Macias (S)

2020-2021 School Health Advisory Council (SHAC) Annual Report

<u>Agency</u>	<u>Member(s)</u>
1. 8-hour Sleep Clinic	
2. Abundant Living Faith Center	
3. Alanon/Alateen	
4. Alcoholics Anonymous	
5. Action for Health Kids	Michelle Smith, Kristen Ortega
6. Aliviane	Adrian Tovar, Adalberto Sanchez
7. Allstate	Rosie Figueroa
8. Anytime Fitness	
9. Alzheimer's Association	Thelma Ramos
10. Amerigroup	Monica Long, Stacy Barnett
11. American Heart Association	Eva Olivas and Amy Newman
12. Amped	
13. Adult Protective Services	Graciela Ortiz
14. Area Agency on Aging	
15. Attorney General	Christine Kruhalski
16. Boys and Girls Club	
17. Blue Cross Blue Shield	Esther Bejarano
18. Braden Aboud Foundation	Cindy Aboud, Gary Aboud
19. Borderland Rainbow Center	Dr. Brenda Risch
20. Border Patrol	
21. CATCH Global Foundation	Joey Walker, Lindsay Edgar
22. Cedar Crest	Matthew Saylor
23. Center Against Sexual and Family Violence	Rose Guerrero, Gissel Ramirez, Clarissa Brito
24. Center of Hope	Raquel Rodriguez
25. Child Crisis Center of El Paso	Rick Martinez
26. Choice Consulting	
27. City of Vinton	
28. Common Threads	Linda Flores
29. Child Protective Services	Marinette Leyva
30. Denta Quest	Nora Rodarte
31. Desert Imagining	Mammogram Mobile Unit
32. Desert Sun Chiropractic	Dr. Michael Ontiveros
33. Dream Weavers	
34. Drug Enforcement Administration	
35. Elks Lodge #187	Teddy Martinez
36. El Pasoans Fighting Hunger	
37. El Paso Behavioral Health	Ebony Plancarte
38. El Paso Center for Children	
39. El Paso Community College	Beth Senger
40. El Paso County Department of Public Health	Elias Gonzalez, Mario Hernandez, Ms. Negron
41. El Paso Diabetes Association	
42. El Paso Mental Health	Lorena Garcia

2020-2021 School Health Advisory Council (SHAC) Annual Report

43. El Paso Health	Adriana Cadena, Mariann Frias
44. El Paso Psychiatric Center	
45. El Paso Sleep Center	Dr. Gonzalo Diaz
46. EP Fitness	Mr. J. Bringas
47. Emergence Health Network	Luis Chavarria, Toni Beltran
48. Farmers Insurance	Mr. Barragan
49. Federal Bureau of Investigations/FBI	Renate Hobson
50. Fit Dance Class	Mayra Esparza
51. Government Employees Credit Union	Elizabeth Quintero
52. Greater El Paso Tennis Association	Rhonda Letz, Jennifer Viramontes
53. Home SAFE	
54. Hospitals of Providence – Teen Health	Priscilla Salcido
55. Immunize El Paso	Ivan Vela
56. Institute for Healthy Living	
57. Job Corp	Marisela Duran
58. Kids Excel	David Sierra
59. La Semilla	Liz Anichini
60. Las Palmas	Women, Teen
61. Legal Shield	Max Padilla
62. Lion's Club	
63. MADD	
64. Marathon Kids	Stefanie Ediger
65. Maximus	Elena Saldana
66. McCrory's Pharmacy	Arturo Lopez
67. National Alliance on Mental Illness/NAMI	Alejandra Valdez
68. National Immigrant Farmers Initiative/NIFI	Jose Gutierrez, Irving Prieto
69. New Mexico Rugby	
70. Nike	David Doherty, Daniela Martinez
71. Office of Border Public Health, THHS/TDSHS	Daniela Marquez
72. Perches	
73. Parents and Friends of Lesbians and Gays /PFLAG	Grace Perez
74. Paso del Norte Children's Development Center	
75. Paso del Norte Health Foundation	Jana Renner
76. Peak	
77. Planet Fitness	
78. Priscilla Terrazas Team	Priscilla Terrazas
79. Project Amistad	
80. Project Bravo	
81. Project Vida	Raquel Chavira, Miriam Vazquez, Reyna Castillo, Sandra Rodriguez, Carmen Zuniga, David Godinez, Aida Ponce

2020-2021 School Health Advisory Council (SHAC) Annual Report

82. Region 19	Wes Temple, Manuel Aldaco, Albert Villa
83. Rio Vista Behavioral Health	Kristin Drake
84. Senator Jose Rodriguez	Xotchitl Rodriguez
85. Sheriff Dept	Jorge Alvollar
86. Smile Life	Ms. Franco
87. Smoke Free El Paso	Annette Torres
88. Social Security Administration	Ray Vigil
89. Southwest Chiropractic	
90. Southwest Dairy Farmers	Cody Lightfoot
91. STAR Counseling	
92. St. Mark's Catholic Church	Father Arturo
93. Superior Healthplan	Emily Torres
94. Superior Vision	Kimberly Dunnham
95. Swanky Smiles	John Loeffler
96. Texas 211	
97. Texas A&M Agrilife	
98. Texas Association for Health, Physical Education, Recreation, and Dance	Rose Haggerty
99. Texas Department of State Health Services	Jorge Alday, Diane Bernal, Pedro Adame
100. Texas Parks and Wildlife	Randy Spradlin, Carly Blankenship, Cappy Smith
101. Texas Rio Grande Legal Aid	Maria Del Carmen Dominguez
102. Texas Star	Elena Saldana
103. Texas Tech	Dr. Jennifer Salinas, Dr. Lee Rosenthol
104. University Medical Center of El Paso/UMC	Pediatrics, Teen, Women
105. UNICEF	
106. United Way	Christina Lamour, Kimberly Cedillo
107. University Connections	James Romero
108. University Medical Center – Health Education	M. Gabriela Rodriguez
109. University of Texas at El Paso – Do the Write Thing	
110. University of Texas at El Paso – Kinesiology	Ana Cisneros
111. University of Texas at El Paso – Mother/Daughter, Father/Son	
112. University of Texas at El Paso – Nursing	Dr. Carla Ellis
113. University of Texas at El Paso – Pharmacy	
114. University of Texas at El Paso - Psychology	Dr. Craig Field

2020-2021 School Health Advisory Council (SHAC) Annual Report

115.	University of Texas at El Paso – Social Work	Rosario Olivera, Alma Armendariz
116.	UT – Houston	Dr. Leah Whigham
117.	Upper Valley Urgent Care	Margarita Nieves, Dr. Carpentar
118.	US Customs	
119.	Valic Financial	Manny Pedroza, Jr.
120.	Welch & Bush Library	
121.	WellCare	Gilberto Enriquez, German Carrasco
122.	West Fund	Lucia Hernandez
123.	West Texas Chiropractic Center	Donna Yudico
124.	West Valley Fire Department	
125.	Wet and Wild Water Safety	
126.	WIC	Erica Garcia
127.	Workforce Solutions	
128.	Youth Impact	Cesar Hernandez
129.	YMCA Westside Family	Valerie Culver-Gabrysiak
130.	YWCA	Annette Torres

II. Health and Wellness Committee

Action for Healthy Kids

- 3rd year grants were awarded – BCE, CE, GE, JDE, AMS, CMS – 6 campuses and 1 district-level @ \$1,000 each to be used for physical activity equipment
- 2nd year – 2 campuses @ \$1,000 each - Canutillo ES, Yvonne Carrillo, Reyes ES, Cesar Perez & one district-level @ \$2,000 to be used for physical activity equipment
- 1st year - \$4,000 district-level
- El Paso Healthy Schools Coalition to include Canutillo ISD, EPISD, YISD through grant funds, while others are welcome (Anthony ISD, San Eli ISD, Socorro ISD, Tornillo ISD) and partnering agencies, United Way, Common Threads, La Semilla, Safe Routes to School, YWCA, UTEP College of Education, Paso del Norte Health Foundation, Healthy and Active Living
- WellSAT – Policy Review – Canutillo ISD score was 44/200 – analyzes local district Wellness Policy – covers 79 policy topics and six focus areas: Nutrition Education, Standards for USDA Child Nutrition Programs and School Meals, Nutritional Standards for Competitive and Other Foods and Beverages, Physical Education and Physical Activity, Wellness Promotion, and Implementing, Evaluation and Communication.
Each focus area is given two scores, each score ranges from 0-100:
 1. Comprehensive – reflects the extent to which recommended area is covered in the policy
 2. Strength – how strongly the content is covered
 Gives us Policy Highlights and Policy Opportunities
 - Canutillo ISD Wellness Policy will be updated with this data and recommendations.

2020-2021 School Health Advisory Council (SHAC) Annual Report

- School Health Index (SHI) - completed at elementary and middle schools - Campus and District Analysis - We are awaiting the final index, but have received confirmation that our district is the only district in the coalition to improve from last year.
 - SHI Criteria: School Wellness Environment, School Meals, Other School Food, Health Education, Physical Education, Physical Activity, Staff Involvement, Family and Community Involvement

Adult/Youth Mental Health First Aid

- Training continued by Coordinated School Health Facilitator and Social Worker
- Due to Covid-19, we will reschedule for more Student Support Services Staff, Garcia Elementary parents, and all counselors, physical education, and health teachers.
- Secured sponsorship to train our new Social Worker and Lead Counselor.

After school Programs – Nike/Tennis

- All 6 elementary schools participated in monthly after school activities to include Nike Days and Greater El Paso Tennis Association (GEPTA) Tennis Days.
- Nike Outlet employees and GEPTA members volunteer their time, while supervised by a CISD employee, to come teach and enjoy physical activities with our CISD students as an afterschool program.
- FREE to our district.

After school – Project Play

- All 6 elementary schools, 15 selected students from each campus will participate in monthly after school activities.
- Students will receive mentorship and leadership to support the selected students
- Calendar is set up for next year to include football, volleyball, basketball, and soccer. It will be revamped due to Covid-19/remote learning and the safety of our students.
- FREE to our district.

Awards

- Teacher of Year – Damian Elementary – Joel Olivas, Physical Education

Awareness Days

Throughout all campuses through Wellness Program and with the Coordinated School Health Calendar

Activities included: 1st day of school photos, welcome back goodies, healthy breakfast, Wellness Google classrooms, spooky mommy treats, 12 days of Christmas, Christmas fitness, door decorating, holiday zoom, autism awareness, Zumba zoom, move challenges, dance and music in PLC's, New Year's resolutions, mug staff activity, hand sanitizers, scavenger hunts, self-care bingo, teacher appreciation, social emotional learning week, egg decorating, pin the tail on the Bunny, shout out teacher bulletin, STAAR rally, end of year check-ins, and Wellness appreciation.

CATCH – Coordinated School Health Teams

Team reports at all elementary and middle school campuses, due at the end of each semester. The model is Whole School Whole Community Whole Child (WSCC).

**Received grant with CATCH Global Foundation from Paso del Norte Health Foundation,

2020-2021 School Health Advisory Council (SHAC) Annual Report

\$50,000 - to be used for trainings and equipment, written/supported by Coordinated School Health Facilitator.

The proposed project will implement the evidence-based CATCH Whole Child Program in all 8 elementary and middle schools in the Canutillo Independent School District (CISD) to improve nutrition, increase physical activity, and create a sustainable culture of health throughout our school community. CATCH, a TEA-approved Coordinated School Health program for Texas schools, targets multiple aspects of a child's learning environment (classroom, physical education, cafeteria, family) and supports cross-sector collaboration to teach and promote a healthy lifestyle. CATCH aligns with the CDC's Whole School, Whole Community, Whole Child model and includes the following components:

- 1) Classroom lessons for each grade level on nutrition and physical activity;
- 2) PE instruction and activities designed to maximize the time spent in moderate-to-vigorous physical activity;
- 3) Guidance and resources for creating a school nutrition environment that promotes healthy foods and reinforces classroom learning;
- 4) The CATCH Coordination Kit which provides a step-by-step guide for engaging the school community; and
- 5) Implementation training, technical assistance, and evaluation support to ensure program fidelity and sustainability.

The foundation for CATCH's coordinated approach is the formation of an interdisciplinary CATCH team on each campus. Using the CATCH Coordination Kit as a guide, the team works to engage the school community, coordinate messages about healthy eating and physical activity across school and home environments, promote healthy foods in the cafeteria, and assist teachers in integrating the CATCH curriculum into their lesson planning.

In 2016, our schools received training and hard copy materials to implement the CATCH PE program component. These resources continue to be used but our teachers would further benefit from online subscription access to the CATCH PE lessons. Having established a familiarity with CATCH, our schools are also ready to begin implementing the full CATCH program as described above. To accomplish this project, we partnered with the CATCH Global Foundation which has a history of supporting CATCH implementations in our region. In addition to providing access to all program materials (classroom and PE lessons, Coordination Kit, Eat Smart cafeteria guide) through their online platform, catch.org, CATCH provided implementation trainings for our campus CATCH teams, ongoing technical assistance including observational/coaching visits, sustainability resources to keep the program going long term, and program evaluation. The CATCH Global Foundation did trainings, surveys, support, and evaluation.

Appendix A.1: How CATCH aligns with the WSCC Model

Appendix A.2: CATCH Global Foundation, Canutillo ISD, CATCH Program Evaluation Summary

- Supported by Coordinated School Health Facilitator.

Center of Hope – Human Trafficking

Presentation on human trafficking, slave labor, debt bondage, law enforcement, safe houses, mental health, and post human trafficking. Presentations were given to CHS Health classes.

Counselors – Coordinated School Health and Health Education in CISD

2020-2021 School Health Advisory Council (SHAC) Annual Report

Partnered with Project Vida with Be Well Initiative (CHS and NWECHS)
Partnered with Project Vida with Teen Health Initiative (CHS and NWECHS)
Partnered with Project Vida with mental health referrals-districtwide
Partnered with Texas Tech Health for Telemedicine Psychiatric Services for students in our DAEP program
Grant awarded to CHS for New Tech Network (NTN) from Bill and Melinda Gates Foundation for college readiness/post-secondary readiness/social emotional support.
SEL Curriculum implementation for PK-12 Counseling Lessons-virtually grades 3-12 with ReThink Education
Collaborated with UTEP Social Work program to utilize social work interns with school counselors (BCE/DDE/NWECHS/AMS/CMS)
Created Self Care Webinar Series for CISD teachers, parents, and students with partner agencies (Peak Behavioral, Texas Tech, El Paso Mental Health)
Completed on site crisis response home visits during remote instruction for students
Implementation of ASCA Model for Multi-Tiered Systems Support (MTSS) for students (whole child approach to counseling/behavioral/mental health)
Social Work Advocacy Awareness Day
Creation of Safety Team-with a focus on Behavioral Threat Assessment
Monitoring of online behavioral and self-harm threats during remote instruction

Trainings

Trauma Informed Care Training (all counselors)
Suicide Prevention/CPS reporting given by counselors to campus staff (all campuses)
Texas Association Concerned with School-aged At-Risk & Parenting (TACSAP) Conference
Crisis Response Training
Grief in the Classroom training for all school counselors and social workers

In progress

Partnership with Rio Vista Behavioral Health for mobile/on-site suicide screenings (MOU in early stages)
Partnership with El Paso Center For Children for direct service referrals
Partnership with El Paso Children's Grief Center for direct service referrals
Creation and implementation of a Student Assistance Program (SAP) referral process for Tier 2/3 intervention for students behavioral/mental health support
Apricot Social Solutions program implementation that will provide a cloud base - case management program that the district social workers and counselors will use
Integration of Panorama Education resource for full PK-12 Social Emotional Learning (SEL) curriculum implementation

- Supported by Lead Counselor and Coordinated School Health Facilitator

CPR Training – Student, Faculty, Staff, and Family

HB – 897

K-12 in curriculum through Physical Education and Health Education

- CPR mannequins for K-12 instruction and teacher/parent/community instruction
- Coordinated School Health grant funded 3 nurses to be able to provide full-certification training to Canutillo ISD.

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- Support by Coordinated School Health Facilitator and Nurse Coordinator

Food Services– SHAC Supported

Breakfast in the Classroom, Grab and Go, Breakfast in Cafeteria
Recess Before Lunch
Summer Programs – breakfast, lunch, and dinner
Feed the Athletes
Dinner Program
Covid-19 mobile and drive-thru meal supports

Flu-Shot Clinics

CISD hosted seasonal flu-shot clinics throughout the District during the months of October and November as a preventative measure to help students and employees develop good health habits and reduce absenteeism.

Kids Excel

Elementary dance program for all 4th graders that integrates academics – reviewed and recommended. The 2020-2021 theme was Social Emotional Learning.

Kids Excel is all about Excellence. By setting a high standard and inspiring children to reach for it, Kids Excel classes build self-confidence and set children up for success. Teaching Artists and Musicians strive to create a dynamic and safe learning environment that encourages each child, regardless of ability, and honest feedback is essential. In this way, the children learn that it is ok to make mistakes and will build confidence and self-esteem through these experiences.

Kids Excel maintains a culture of artistic excellence and endeavor to inspire their teaching professionals by enabling them to share their passions, while honing their individual talents. Through honest self-evaluation and discussion, Kids Excel strives to improve their performance, as an organization and as individuals. Each lesson, class, challenge, failure, and milestone are opportunities for self-evaluation, learning, and improvement.

It is only through hard work, perseverance, and commitment that they effectively deliver this life-changing work. Joyful rigor is the key to success and the NDI methodology, when implemented properly, will take us there!

- Appendix B - 10 – week virtual residency curriculum/lesson plans
- Recommending renewal for 2021-2022, with program evaluation done by Coordinated School Health Facilitator

Partnerships - MOUs/Grants/Funding

- Aliviane
- Kids Excel
- Action for Healthy Kids, grants
- CATCH – Coordinated Approach To Child Health
- Texas Parks and Wildlife – fishing, archery, and rifle program

Physical Education Department - Advanced Certifications

National Board Certification – in progress - BCE - Raul Villanueva & Isaac Oliva
Adapted Physical Education Certification – in progress – JDE – Cynthia Coronado

Presentations and Parent Sessions by Coordinated School Health Facilitator

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Texas Tech University Medical School Students
UTEP Kinesiology
UTEP Social Work

Parent Sessions:

- Healthy Habits
- Hygiene
- Sleep
- Nutrition
- Recess
- Lice
- Washing Hands
- Tobacco
- Wellness
- Physical Activity
- Fitnessgram
- Virtual organization skills – elementary and secondary level

Coordinated School Health Sessions:

- CATCH Program
- Coordinated School Health
- AED/CPR/Choking
- Mental Health First Aid
- Youth Mental Health First Aid

Academics sessions:

- Academic Eggs
- Brain Breaks

Human Sexuality sessions/groups:

- Growing Bodies, Adolescents/Puberty, PFLAG, Borderland Rainbow Center
- AMS – SAFE Club, April Burnett – all-inclusive support group
- CMS – WEB Club, Frankie Brito – Where Everyone Belongs support group
- NWECHS – GSA, Dr. Reyes

Social and Mental Development sessions:

- Growing Bodies
- Recreational Games
- Youth Mental Health Overview
- Coping, Toolbox
- Mindfulness
- Breathing
- Anxiety
- Anger
- Social and Emotional Learning

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NWECHS – Student Wellness/Stress Relieve - Michelle Belli, counselor, Dr. Reyes, teacher

Project Vida August 2020 – July 2021

CANUTILLO NORTHWEST HEALTH CLINIC

- PV promotora office was closed during pandemic, no community programs were implemented.
- Canutillo Clinic was closed, patients were having telehealth services everyday. The navigation system for new and existing patients was carried out by phone. PV navigator was assisting them with registration process, medical appointments, follow-ups, Rx refills
- Canutillo social workers worked together with navigator to assist their clients through the navigation system. All process was by phone, email and zoom meetings.
- The Canutillo Clinic is open **only** for labs and vaccines on Mondays 8 am to 5 pm and Fridays 8 am to 12 pm
- Navigation to assist clients can be in person by appointment only at Canutillo Health Clinic at this time. Patients can be seen in person for medical appointments at the others PV clinics and telehealth.
- On March 2021, community outreach started to promote Canutillo clinic. 1000 flyers were distributed on different businesses in the community.
- Immunization Health Fair – in conjunction with ASL/Migrant Education and Early Childhood Education, supported by Coordinated School Health
- Sports Physicals @ CHS

CANUTILLO TEEN WELLNESS INITIATIVE highlights and accomplishments

Fall 2020:

PVHC implemented two evidence-based programs (EBPs) in CISD middle and high schools in Canutillo, Texas—these EBPs included Making A Difference (*MAD*) in Canutillo MS and Alderete MS Health Education and Positive Prevention Plus (*PPP*) in Canutillo HS and Northwest Early College HS Health Education.

PVHC implemented two EBPs to CISD middle and high school youth during this reporting period. The evaluation team developed this three-pronged approach to notify parents that their child might participate in one of the two EBPs: 1) Evaluators emailed assents forms (referred to as “Registration Forms”) to students—after completing the assent form, the survey software automatically sends to the email address student provided in the form to the parent/guardian; 2) CISD conducted “call outs” through Parent Liaisons per campus; 3) Evaluators mailed physical consent forms.

CISD provided the evaluation team with the contact information for those students enrolled in the identified course (PE/Health). The contact information included 714 students across four schools (475 students at two middle schools and 239 students at two high schools).

Program staff provided a virtual Teacher Toolkit per teacher. The toolkit consisted of implementation materials needed to implement the Evidence-Based Programs (EBPs) virtually (i.e. Making A Difference, *MAD* & Positive Prevention Plus, *PPP*). Program staff received virtual trainings such as: Trauma Informed Care, LGBTQ+ inclusivity, HIPAA, Self-Care Training, Systems Thinking, Communications & Social Media, Impeccable Communication, Facilitation Skills, Professionalism, Public Health Principles, Organizational Awareness, and Public Relations Training provided by PVHC School Based Services.

Evaluation findings indicated that (83%) respondents were satisfied with the program and (66%) were interested in the program “most” or “all of the time.” Only about a third (32.4%) of the

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respondents indicated that the program material was meant for someone like them. Further, a third (33.3%) of *MAD* respondents believed that the material was for someone like them “none of the time”, while only about seven percent (7.4%) of *PPP* respondents indicated the same. Nonetheless, over 80% of all respondents believed that the material was useful (83.7%) and that they learned new things (86.7%). In a teacher focus group session, teachers believed that the program was a good fit for their students and school. These findings suggests most participants and teachers believe the EBPs meet the needs of the Canutillo community.

Spring 2021:

Following the spring semester, one EBP, High School Positive Prevention Plus was implemented in both Canutillo High School and Northwest Early College High School. A total of 173 students were registered, and out of these, 129 students consented in taking part of the EBP curriculums implemented in their Health classes and its surveys. The three-pronged approach was implemented from the Fall into the Spring semester for both campuses.

The parent series was held by PVHC, a total of 17 parents registered and 2 did not consent to the program or its surveys. In completion of the parent series, 6 parents participated in the focus group and out of 8 parents in total completed the post-surveys as the completion of the parent series.

The Youth Leadership Initiative (YLI) retained all of its members from the Fall 2020, from both CHS and NWECHS. Weekly meetings have continued, as the youth took part in a Leadership Series, with a government leadership agency, Excellence In Government (EIG). Pre and post surveys were given to all youth who took part in this series. Nine members also attended the virtual Women Lead Conference given by Gonzaga University. YLI members also took part in a focus group held by UniDos around the significance of completing one’s education. Youth will also take part as presenters for PVHC’s first virtual conference, Vida Talks, in facilitating this two-day workshop with youth serving professionals.

PVHC will bring awareness to the community in educating and promoting the Northwest Canutillo Clinic to the community. This will drive more traffic to the clinic and advise the community of the days and hours of operation. One event in July was intended to take place over the summer in order to do outreach and education for vaccines, or ‘Vacunas para todos.’ In collaboration with CISD, PVHC will be able to bring about awareness to students, parents, and the whole community of PVHC services rendered both via telehealth and in person.

BE WELL INITIATIVE

To increase access to superior quality, dignifies and empowers mental health services in CISD school communities through integrated clinical practice, navigation and mental health education

- The Navigation model aims to reduce barriers and increases access to mental health
- The Navigator model is comprised of three essential roles:
 - Navigator - Access
 - Therapist - Early intervention
 - Outreach Facilitator - Education and community engagement

Be Well has been providing Behavioral Health intervention, access, and education in Canutillo ISD since March 2020 in the Northwest Early College High School.

Prevention – Jesus Juarez/Aliviane

Topics:

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David's Law, Parenting Classes, No Place for Hate, PBIS, Leader in Me, Do the Write Thing
Active Parenting, Texas Attendance Law, Family Code, Positive Discipline

*Aliviane partnership – for students and parents, all campuses and DAEP

Life Skills – Promoting Health and Professional Development

Provided by Aliviane (grades 3, 4, 6) and Prevention (grades 5, 7, 9)

Elementary: Self-esteem, Decision Making, Smoking, Advertising, Stress, Communication, Social Skills, Assertiveness, Bullying, Cyberbullying

Middle School: Project Alert/Truancy Prevention, Smoking Cigarettes and Marijuana, Drinking Consequences and Alternatives, Intro to Pressures, Drugs, Gangs, Social Pressures to Drugs, Resisting Internal and External Pressures to Use Drugs, Practicing Resistance Skills/Inhalant Abuse, Benefits of Not Using Drugs/Smoking Cessation, Anger/Emotional Management, Bullying /Dating Violence

High School: Decision Making, Bullying/Cyberbullying, The Value of Good Health, Risk Taking/Gangs, Substance Abuse (Tobacco/Marijuana), Alcohol and the Media, Healthy Relationships, Dating Violence, Family Communication, Managing Anger

Social Work

School Referrals = 183

Canutillo Community Closet = 20 referrals serviced

Lone Star Cupboard = 24 referrals serviced

Stepper's Closet and School Bin = 4

Adopt a Family = 12

Gift cards from Junior League = 9

St. Mark's Catholic Church - 100 boxes of food, baby food and toiletries donated to our pantry

UTEP Social Work interns – 9 total, placed with Social Worker, Executive Director of Student Support Services, Coordinated School Health Facilitator, and at a few campuses with counselors.

Student Support Services Food Distribution

Partnered with Segovia's and St. Patrick's Cathedral, June and July 2020, served 600 families

Partnered with El Pasoans Fighting Hunger, Martin Luther King Jr. Day – Coordinated School Health Facilitator and Texas Tech University – Volunteer Cares Project

Texas Parks and Wildlife

Received grant for \$50,000

Written / supported by Coordinated School Health Facilitator.

1. Partner with the Ascarate Fishing Club in the 2020 – 2021 school year, to teach K-12 students basic fishing skills to help develop character traits, and provide them with a lifetime activity that will enhance their personal well-being.
2. Collaborate with Texas Parks and Wildlife archery staff to train K-12 students in archery techniques students will obtain performance related skills such as balance and coordination, as well as acquire long-term health benefits.
3. Coordinate with Texas Parks and Wildlife rifle staff to help facilitate a rifle training program for

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Northwest Early College students will have the ability to gain skills which can help obtain college scholarships in University rifle programs. This component was postponed due to Covid-19 and will be done in school year 2021-2022.

These fishing, archery, and air rifle goals are met through fishing, archery, and air rifle curriculum and instruction. Written and physical skills tests will be conducted to ensure knowledge and safety prior to actual performance of these skills in a live coaching area. Fishing, archery, and air rifle equipment are introduced and used to perform these basic physical skills. Skills will be practiced and assessed in physical education classes and with specific individual feedback to ensure the safety of all. Consistency and refinement of skill will be evaluated after practice to maintain high standards. Instructors use a variety of teaching methods to teach students proper strategies and techniques of fishing, archery, and air rifle. These goals are met with the help of experts in the fields of fishing, archery, and air rifle. The Ascarate Fishing Club and the Texas Parks and Wildlife Department are partners in education.

We will rotate fishing equipment to learn about fishing equipment, fishing environments, and fishing safety. Each campus has an archery kit with 10 bows, arrows, and targets. A rifle set is stored at the Lone Star Building to be used at the Champions Recreation Center.

Volunteer Income Tax Assistance Program

14 volunteers, 1 Site Coordinator, 2 assistant coordinators, 1 administrator
4 free sessions with 100 transmitted tax returns.

Total refunds \$213,491 and Earned Income Tax Credit (EITC) \$72,085

Awards

- Site Coordinator of the Week, Ms. Andrea Beltran, Business Education, CHS
- Top Site of the Week

Appendix C – VITA Program – Canutillo ISD, GECU, and United Way

Well-Rounded Education – SHAC Supported Curriculum

With the adoption of ESSA, the term core academic subjects were replaced with a new term, well-rounded education, and expanded to eighteen subjects. Appearing more than twenty times throughout the law, a well-rounded education opens many doors to expand learning opportunities for students.

In ESSA Statute Section 8002, the term "well-rounded education" is defined as: *courses, activities, and programming in subjects such as English, reading or language arts, writing, science, technology, engineering, mathematics, foreign languages, civics and government, economics, arts, history, geography, computer science, music, career and technical education, health, physical education, and any other subject, as determined by the State or local agency, with the purpose of providing all students access to an enriched curriculum and educational experience.*

<https://www.youtube.com/watch?v+dTWp4X0cWX4&feature=youtu.be>

III. Human Sexuality Committee **Programs Updates and Recommendations**

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As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction. State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

IV. Miscellaneous

Grants received (approximately \$644,000)

- Oliver Foundation & Canutillo Elementary Marathon Kids – \$3,000 Martin Carrillo & Coordinated School Health Social Work intern, Alondra Suarez
- Project Vida – Making A Difference and Positive Prevention Plus – continuation at no price to the district
- Action for Healthy Kids Grant - \$7,000 – School Health Coalition
- AFHK Grant - \$1,000 – District – Coordinated School Health, Nancy Torres
- AFHK Grant - \$1,000 – Childress ES – Raul Villanueva & Isaac Oliva
- AFHK Grant - \$1,000 – Canutillo ES – Yvonne Carrillo & Martin Carrillo
- AFHK Grant - \$1,000 – Garcia ES – Victor Luces & Adrian Flores
- AFHK Grant - \$1,000 – Damian ES – Cynthia Coronado & Joel Olivas
- AFHK Grant - \$1,000 – Canutillo MS – Diana Sanchez
- AFHK Grant - \$1,000 – Alderete MS – Aurora De la Cruz
- Superior Health Grant - \$5,000 & \$2,000 – Lone Star – Champion Recreation Center
- CATCH E-cig Curriculum – sponsored by CVS
- Texas Dept. of Agriculture - \$27,000 partner with Nutrition Services, extension due to Covid-19
- Texas Parks and Wildlife - \$50,000 – angler/fishing, archery, and student air rifle, extension due to Covid-19
- Paso del Norte Health Foundation/CATCH Global Foundation - \$50,000
- Canutillo Teen Wellness Initiative ~\$500,000

Board Action Summary

Board Meeting: October 2021

2020-2021 School Health Advisory Council (SHAC) Annual Report

Requested By: 2020-2021 School Health Advisory Council (SHAC)

Action Requested:

The Canutillo SHAC recommends Board approval of the 2020-2021 School Health Advisory Council (SHAC) Report
Kids Excel renewal

Who Has Been Involved?

SHAC Members
SHAC Health and Wellness Committee Members
SHAC Human Sexuality Committee Members
Student Support Services Staff

Action Taken:

Date: October 2021

WHEREAS, the local School Health Advisory Council has considered that local community values are reflected in any recommendations made by the council; and

WHEREAS, the local School Health Advisory Council has considered research concerning the current health, wellness, and human sexuality issues; and

WHEREAS, the health, wellness, and human sexuality programs will continue to promote abstinence and will provide information on decision making; and

NOW, THEREFORE, based on this information, **BE IT RESOLVED** that the Canutillo Independent School District School Health Advisory Council’s Annual Report be recognized and approved;

Approved and adopted the 26th day of October 2021. We, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Canutillo ISD SHAC.

Name of SHAC members:

Katie Guerra	Kim Cardenas
Nancy Torres	Martin Carrillo
Fred Flores	Imelda Salgado
Kenneth Cooper	Debbie Garcia
Grace Carbajal	Isaac Oliva
Sonya Villareal	Bernardo Barela
Karly Dreher	Imelda Solis
Alex De la Cruz	Amanda Cereceres
Monica Reyes	Adrian Flores
Victor Luces	Magdalena Rodriguez
Selena Solis	Chris Edwards

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Lourdes Soliz	Sonia Frayre
Ana Ortiz	Diana Torres
Timothy Kirby	Elisa Pavia
Janet Corral	Victor Corral
Yvonne Carrillo	Raul Villanueva
Sonia Cisneros	Joel Olivas
Cynthia Coronado	Cesar Perez
Sergio Ledezma	Diana Sanchez
Enrique Castanos	Elsa Romero
Jesus Juarez	Lucero Hernandez
Loretta Berumen	Marco Macias
Martin Arvizuo	Jonathan Porras
Armando Almanza	Margarita Abrego

Approved and adopted the 26th of October 2021. We, the undersigned, hereby certify that the foregoing recommendations were duly adopted by the **Canutillo Independent School District Board of Trustees**.

<u>Board Members</u>	<u>Signature</u>
_____ Sergio Coronado, President	_____
_____ Salvador Payan, Vice President	_____
_____ Patsy Mendoza, Secretary	_____
_____ Tristan Hernandez, Trustee	_____
_____ Blanca Trout, Trustee	_____
_____ Armando Rodriguez, Trustee	_____
_____ Laure Searls, Trustee	_____

How CATCH aligns with the WSCC Model:

The CATCH program consists of five main components:

- 1) Classroom lessons for each grade level on nutrition, physical activity, and screen time reduction
- 2) Enhanced PE instruction and activities designed to maximize the time spent in moderate-to-vigorous physical activity
- 3) Guidance and resources for creating a school nutrition environment that promotes healthy foods and reinforces classroom learning
- 4) The CATCH Coordination Kit which ties components 1-3 together and provides a framework for collaboration among administrators, teachers, nutrition staff, parents, and other important stakeholders
- 5) Implementation training, technical assistance, and evaluation support to ensure program fidelity and sustainability.

The CATCH program design is based on the Center for Disease Control and Prevention's Coordinated School Health model as it relates to physical activity and nutrition, and aligns with the updated Whole School, Whole Community, Whole Child (WSCC) model. The key to this alignment is the CATCH Coordination Kit. Unique to the CATCH program (no other program on the market has a similar tool), this resource provides a step-by-step guide for coordinating wellness effort across the campus, district, and into the community. On each campus, a CATCH Champion and team are recruited to spearhead and coordinate program efforts. The CATCH team may include PE & classroom teachers, nutrition services, health services, school administrators, specials teachers, parent leaders, students, and community constituents. Organized into 6-week themes, the coordination kit guides the CATCH team in conducting simple to more complex activities designed to engage the school community and deliver consistent messaging about healthy lifestyles. Examples of activities included in the coordination kit are: Signage promoting GO-SLOW-WHOA, including health messages in daily announcements, sending home parent tip sheets and newsletters, hosting a family/community fun night, planning staff wellness activities, etc.

More specifically, CATCH aligns with the WSCC model as follows:

Health Education

CATCH provides a classroom curriculum for each grade level (K-8) that teaches students to identify, practice and adopt healthy eating and physical activity habits. Each lesson contains detailed instruction for teachers, as well as opportunities for integrating activities into other subject areas such as language arts and math. To meet the needs of different types of learners, a variety of educational strategies are used including individual practice, cooperative learning groups, large discussion groups, educational games, media, skill-building activities, and goal-setting and reinforcement incentives. CATCH curriculum materials address the National Health Education Standards for grades K-8.

Nutrition Environment and Services

CATCH impresses on students key lessons about the nutritional value of various food groups. CATCH uses a stoplight model to break foods out into three groups: GO, SLOW, and WHOA foods. The goal is to eat more GO foods than SLOW foods, and to eat WHOA foods only in very small amounts. GO describes foods that are whole grain, unprocessed fruits and vegetables, lowest in fat, contain no added sugar, and can be eaten daily. SLOW

describes foods that are slightly processed and may have some added salt, fat or sugar. WHOA describes foods that have the highest fat and sugar.

The CATCH Eat Smart Nutrition Program aids child nutrition services staff in grades K-8 providing:

- Healthy menu planning, purchasing, preparation and promotional tips
- An introduction to coordinated school health and facilitation with wellness policy concepts
- Resources for planning healthy school parties, staff & parent functions, and fundraisers
- Useful tips on how to implement GO, SLOW, and WHOA as an aide in helping children choose healthy foods and to promote positive nutrition messages throughout the school and to parents.

Physical Education and Physical Activity

The CATCH PE curriculum is designed to increase the amount of moderate-to-vigorous physical activity children engage in during their PE time to at least 50% (consistent with NASPE guidelines) and encourage students to perform 60 minutes of physical activity every day. Developmentally appropriate activities reinforce movement skills, sports involvement, physical fitness, social development, skill competency, and cognitive understanding about the importance of lifelong physical activity. All CATCH activities are non-elimination and stress the development of valuable social skills including teamwork, cooperation, and respect.

Family Engagement & Community Involvement

CATCH's parent materials encourage parents to teach their children healthy lifestyle skills, become healthy role models, and reinforce in-school learning. CATCH classroom lessons include take home activities for children and parents to do together, reinforcing the importance of supporting children's healthy habits at home. In addition, the Coordination Kit provides various resources for engaging parents and the community including letters home to parents, agenda items for PTA meetings, tips for planning family/community activities, etc.

Employee Wellness

Through strategies and resources provided in the Coordination Kit, CATCH helps school staff to engage in healthy behaviors and act as positive role models for their students. For example, administrators are encouraged to institute a policy in which only healthy snacks are provided for school meetings and "Caught You Being Healthy Postcards" provide a fun and visible way to acknowledge employees who are caught eating healthy foods and exercising.

Social and Emotional School Climate

By coordinating wellness efforts throughout the school community, CATCH creates a culture in which healthy behaviors are encouraged and supported. PE and classroom activities promote cooperation and teamwork and guide students in being positive role models for their peers and families. The original clinical trial for CATCH, as well as subsequent research studies, have shown that exposure to CATCH increases students' perceived social support and self-efficacy for healthy eating and physical activity.

Physical Environment

The goal of CATCH is to create an environment in which healthy behaviors are not only taught, but also encouraged and supported. Schools are often limited in the physical changes they can make due to funding and other restrictions, therefore CATCH encourages modest changes. For example, hanging teacher and student created signage throughout classrooms and hallways to promote CATCH concepts, such as GO-SLOW-WHOA and being a CATCH MVP (**M**ove and stay active, **V**alue healthy eating, **P**ractice healthy habits).

Health Services

An abundant body of research supports the importance of healthy eating and physical activity for maintaining good health, including improved cardiovascular fitness, stronger bones, enhanced emotional wellbeing, and obesity prevention.

Counseling, Psychological, & Social Services

Research has shown that implementing strategies that help students to eat healthy and be physically active can result in fewer behavioral problems, decreased rates of absenteeism, improved cognitive performance, and higher academic achievement.



Canutillo ISD CATCH Program, 2020 – 2021 Evaluation Summary

Project Overview

Funded by the Paso del Norte Health Foundation and in partnership with CATCH Global Foundation, the Canutillo Independent School District (CISD) provided its six elementary and two middle schools with training, materials, and support to implement the evidence-based CATCH Whole Child Wellness Program during the 2020-2021 school year. Anticipated outcomes included: (1) An increase in school messaging about healthy eating and physical activity to student, staff, and parents; (2) An increase in students' consumption of fruits and vegetables; and (3) An increase in student's daily physical activity participation.

CATCH aligns with the CDC's Whole School, Whole Community, Whole Child model and includes the following components: (1) Classroom health and nutrition lessons for each grade level, (2) PE activities designed to maximize the time spent in moderate-to-vigorous physical activity, (3) Guidance and resources for creating a school nutrition environment that promotes healthy foods and reinforces classroom learning, and (4) the CATCH Coordination Kit. On each campus, a CATCH Champion is identified and an interdisciplinary team is formed to lead program efforts. The CATCH Coordination Kit provides the CATCH Champion and team with a step-by-step guide for creating a healthy school environment that reinforces CATCH curriculum concepts and that promotes healthy eating and physical activity through coordinated messaging and activities.

Of note, the 2020-21 school year was exceptionally difficult for many school administrators, teachers, students and families due to the COVID-19 pandemic, and most students spent at least part of the year learning virtually. The results presented below should be interpreted within this context.

Data Collection Timeline

October 2020:	Baseline student survey
January 2021:	CATCH Champion survey
May 2021:	Student survey; CATCH Champion survey

Evaluation Results

CATCH CHAMPION SURVEY

The CATCH Champion Survey was administered in January 2021 and repeated in May 2021. The purpose of the survey is to assess the activities of the CATCH team in support of campus-wide collaboration and implementation of CATCH best practices. As of the January survey, most schools were displaying CATCH signage and other visuals in-school or on social media, communicating health-related messages to the school community, and including health and physical education in their distance learning, however only 3 CATCH Champions described their teams as being active or somewhat active. By May, this number increased to 4, or 50% of schools. Several Champions cited COVID-related barriers including the closing and reopening of schools, adjusting to remote learning, and having less time than usual for planning and collaboration with team members.

Additional results from the May 2021 survey:

- All schools had a CATCH Champion and team with a variety of positions represented (e.g. PE and classroom teachers, administrators, nutrition services staff, health services, parents).
- 2 of the 8 CATCH teams had presented to their faculty on CATCH related topics including Go, Slow, Whoa foods and activity breaks.
- 3 teams had communicated Theme Tasks from the Coordination Kit to all school staff.
- All schools had displayed CATCH signage or other visuals with CATCH messaging in-school, on social media, and/or encouraged families to display at home.
- 6 schools had communicated health-related messages to the whole school community (e.g., CATCH MVP announcements, Go-Slow-Whoa information, CATCH family health tips) via school-wide announcements, social media, parent newsletter, and/or online learning management system.
- All schools reported using the CATCH PE Activity Boxes during PE classes at least some of the time.
- 7 schools reported using the CATCH classroom curriculum (alone or in combination with another health program) to provide nutrition education to students.
- 5 schools had communicated health-related messages to parents via the school website and/or social media.

STUDENT SURVEY

A modified version of the School Physical Activity and Nutrition (SPAN) survey was administered to 4th, 5th, and 6th grade students in CISD’s 8 elementary and middle schools prior to CATCH implementation and again at the end of the school year.

Demographics of Student Survey Participants		
	October 2020	May 2021
Sample (n)	1,099	884
Grade		
4 th grade	210 (19.1%)	170 (19.2%)
5 th grade	335 (30.5%)	287 (32.5%)
6 th grade	554 (50.4%)	427 (48.3%)
Gender		
Male	568 (51.8%)	469 (53.3%)
Female	529 (48.2%)	411 (46.7%)
Race & Ethnicity		
American Indian or Alaskan Native	14 (1.3%)	8 (0.9%)
Asian	3 (0.3%)	3 (0.3%)
Black	37 (3.4%)	33 (3.8%)
Hispanic	750 (69.4%)	626 (71.1%)
Native Hawaiian or other Pacific Islander	4 (0.4%)	1 (0.1%)
White	112 (10.4%)	86 (9.8%)
More than one race or ethnicity	52 (4.8%)	42 (4.8%)
Other	109 (10.1%)	82 (9.3%)
Location taking survey		
At school	151 (13.8%)	491 (55.7%)
At home	924 (84.7%)	384 (43.5%)
Other	16 (1.5%)	7 (0.8%)

Nutrition Outcomes:

- From pre- to post-survey, there was not a significant change in the number of times per day that students reported eating fruits or vegetables.
- There also was not a significant change in mean scale score for healthy food consumption or unhealthy food consumption. Healthy foods

included: baked, grilled, broiled or steamed fish or chicken; nuts; whole grains; beans; vegetables; and fruit. Unhealthy foods included: hamburger meat, hot dogs, sausage, steak, bacon, or ribs; fried meats; French fries or chips; white breads or tortillas; sweet rolls, doughnuts, cookies, brownies, pies, or cake; candy; and frozen desserts.

- There was not a significant change in regular soda and other sugar sweetened beverage consumption. However, there was an increase in diet soda intake.
- There was not a significant change in daily water consumption.

Student Survey Nutrition Outcomes (items refer to the previous day)			
	October 2020 <i>Pre-Survey</i> Mean (SD)	May 2021 <i>Post-Survey</i> Mean (SD)	p
Healthy food scale score	4.96 (3.5)	5.10 (3.9)	.403
Unhealthy food scale score	3.96 (2.7)	4.15 (2.9)	.140
Number of times ate fruit	1.28 (1.0)	1.28 (1.0)	.983
Number of times ate vegetables	2.04 (2.0)	2.15 (2.4)	.279
Number of times drank a glass or bottle of water	2.20 (1.0)	2.20 (1.0)	.834
Number of times drank regular soda	.39 (.7)	.44 (.7)	.103
Number of times drank other sugar sweetened beverages (punch, Kool-Aid, sports drinks, or other fruit-flavored drink)	.70 (.8)	.73 (.9)	.566
Number of times drank diet soda	.11 (.4)	.20 (.6)	<.001*

Physical Activity Outcomes:

- There was a significant increase in the mean number of days per week that students engaged in moderate-to-vigorous physical activity for at least 30 minutes and played outdoors for 30 minutes or more. Additionally, there was an increase in the number of days per week that students did physical activities led by their classroom teacher (not including PE class).

- There was not a significant change in the number of hours per day that students spent watching TV or movies when away from school. There were increases, however, in the number of hours per day that students spent using a computer, tablet, or smartphone for non-school purposes and playing video games.

Student Survey Physical Activity Outcomes (PA items refer to the previous week, Screen time items refer to a usual day)			
	October 2020 <i>Pre-Survey</i> Mean (SD)	May 2021 <i>Post-Survey</i> Mean (SD)	p
Number of days per week did MVPA for at least 30 minutes	2.96 (2.1)	3.43 (2.2)	<.001*
Number of days per week played outside for at least 30 minutes	2.62 (2.3)	3.02 (2.3)	<.001*
Number of days per week did physical activity led by classroom teacher	.96 (1.4)	1.16 (1.6)	.005*
Usual hours per day spent watching TV, DVDs, or movies away from school	2.61 (1.7)	2.67 (1.8)	.416
Usual hours per day spent playing video or computer games away from school	2.21 (1.9)	2.51 (2.0)	<.001*
Usual hours per day spent using a computer, tablet, or smartphone for anything other than school	2.54 (2.0)	2.89 (2.0)	<.001*

KIDS EXCEL 10 WEEK VIRTUAL RESIDENCY CURRICULUM/LESSON PLANS IN REPSONSE TO COVID-19

WEEK ONE – Excellence, Confidence, Diversity

SEL THEMES: Self-Awareness, Social-Awareness

SUPPLEMENTAL CLASSROOM MATERIAL PROVIDED TO TEACHERS:

- Introduce KEEP Team to children
- Greet everyone and ask them to introduce themselves (including classroom teachers) - give one word that describes how they are feeling today
- Excellence (Sample Script in curriculum)
- Warm Up (lyrical)
- Begin Teaching Letter A (Teach A in sign language)
- Ask for Compliments in the Chat Box – Using Kind Words (Sample Script in curriculum)
- Introduce the KEEP Good Bye (Sample Script in curriculum)
- Good Bye

WEEK TWO – Teamwork

SEL THEMES: Building Relationships, Building Community

SUPPLEMENTAL CLASSROOM MATERIAL PROVIDED TO TEACHERS:

- Greet Everyone
- Review Excellence using chat
- Warm Up
- Review A and continue (teach sign language letters as you progress)
- Teamwork
- Good Bye

WEEK THREE – Practicing Mindfulness

SEL THEMES: Self-Management

SUPPLEMENTAL CLASSROOM MATERIAL PROVIDED TO TEACHERS:

- Greet Everyone
- Warm Up
- Continue Teaching Alphabet Soup (Sign Language Letters as you progress)
- Music Time
- Mindfulness with Music (listening Mindfully)
- Dragon Breath Story and Good Bye

WEEK FOUR – The Stage – Learning to Be Confident

SEL THEMES: Confidence

SUPPLEMENTAL CLASSROOM MATERIAL PROVIDED TO TEACHERS:

Greet Everyone

Your Screen is Your Stage – Game/Spatial Awareness

One hand in only, or one leg, then disappear, etc

Move closer, Back away, etc

Jackie’s Game

Warm Up

Continue Teaching Alphabet Soup

Confidence on the Stage (Sample Script in curriculum)

Good Bye

WEEK FIVE – Huddle Up!

SEL THEMES: Social Awareness/Relationships (Celebrating Diversity)

SUPPLEMENTAL CLASSROOM MATERIAL PROVIDED TO TEACHERS:

- Greet Everyone
- HUDDLE UP! – Instead of going into a huddle, children can move toward or away from the screen
- Warm Up
- Continue Teaching Alphabet Soup (Using sign language as you progress)
- Good Bye

WEEK SIX – Music Notes

SEL THEMES: Self-Awareness, Self-Control

SUPPLEMENTAL CLASSROOM MATERIAL PROVIDED TO TEACHERS:

- Greet Everyone
- Music Notes Lesson
- Warm Up
- Continue Teaching Alphabet Soup (Using sign language as you progress)
- Dragon Breath Good Bye (Mindful Listening)

WEEK SEVEN – Confidence Toss

SEL THEMES: Self-Awareness (Confidence)

SUPPLEMENTAL CLASSROOM MATERIAL PROVIDED TO TEACHERS:

Greet Everyone

Review Confidence Discussion from Week Four

Confidence “Toss” – (Sample Script in curriculum) We will have to call on individual children – this is a virtual “toss” since we can’t toss the bean bag to one another.

Continue Teaching Alphabet Soup (Using sign language as you progress)

Good Bye

WEEK EIGHT- Freeze Dance

SEL THEMES: Self-Awareness (Self-Control)

ADDITIONAL CLASSROOM MATERIAL PROVIDED TO TEACHERS:

- Greet Everyone
- Warm Up - Virtual Freeze Dance (Sample Script in curriculum)
Ask Children to Dance until they no longer hear the music – then freeze into a cool pose! A lion, an athlete, a dragon – let their imaginations run wild. The assistant can comment on the cool poses within the class and guess what they are.
- Continue with Alphabet Soup
- Good Bye

WEEK NINE – Being a Leader

SEL THEMES: Decision-Making/Responsibility

ADDITIONAL CLASSROOM MATERIALS PROVIDED TO TEACHERS:

Greet Everyone

Warm Up

Continue with Alphabet Soup

Being a Leader (Sample Script in curriculum)

Good Bye

WEEK TEN – Kind Words

SEL THEMES: Empathy, Diversity

ADDITIONAL CLASSROOM MATERIALS PROVIDED TO TEACHERS:

- Greet everyone and tell them that today we will be performing our alphabet soup for each other. Following each group performance, the “audience” will type compliments in the chat using kind words. Review the “Kind Words” lesson from Week One. Also review

Diversity and remind everyone that we are all different, with different strengths and different opinions – but that is what makes our group so cool! Remind them to always stop and take a few deep “dragon breaths” before reacting when they are angry and to use kind words whenever possible.

- Warm Up
- Performances of Alphabet Soup
- Good Bye

The background of the image is a blurred financial market data screen. It features various stock indices and their values, such as 'OMX18' (OMX ICELAND 8) at 6230.9, 'OMX18' (OMX ICELAND 8) at 28289.06, and 'OMX18' (OMX ICELAND 8) at 1172.94. There are also indicators for 'Buy' and 'Sell' orders. A white line chart is overlaid on the data, showing a fluctuating trend. The text 'Volunteer Income Tax Assistance' and 'VITA Program' is centered in white, serif font.

Volunteer Income Tax Assistance VITA Program

Canutillo ISD, GECU, and United Way

Business Education & Student Support Services



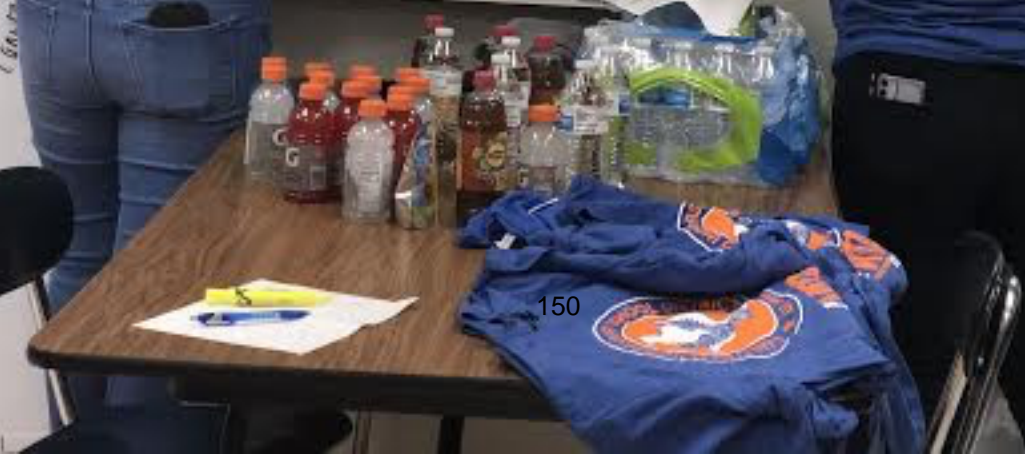
Getting ready to help others

FR@N

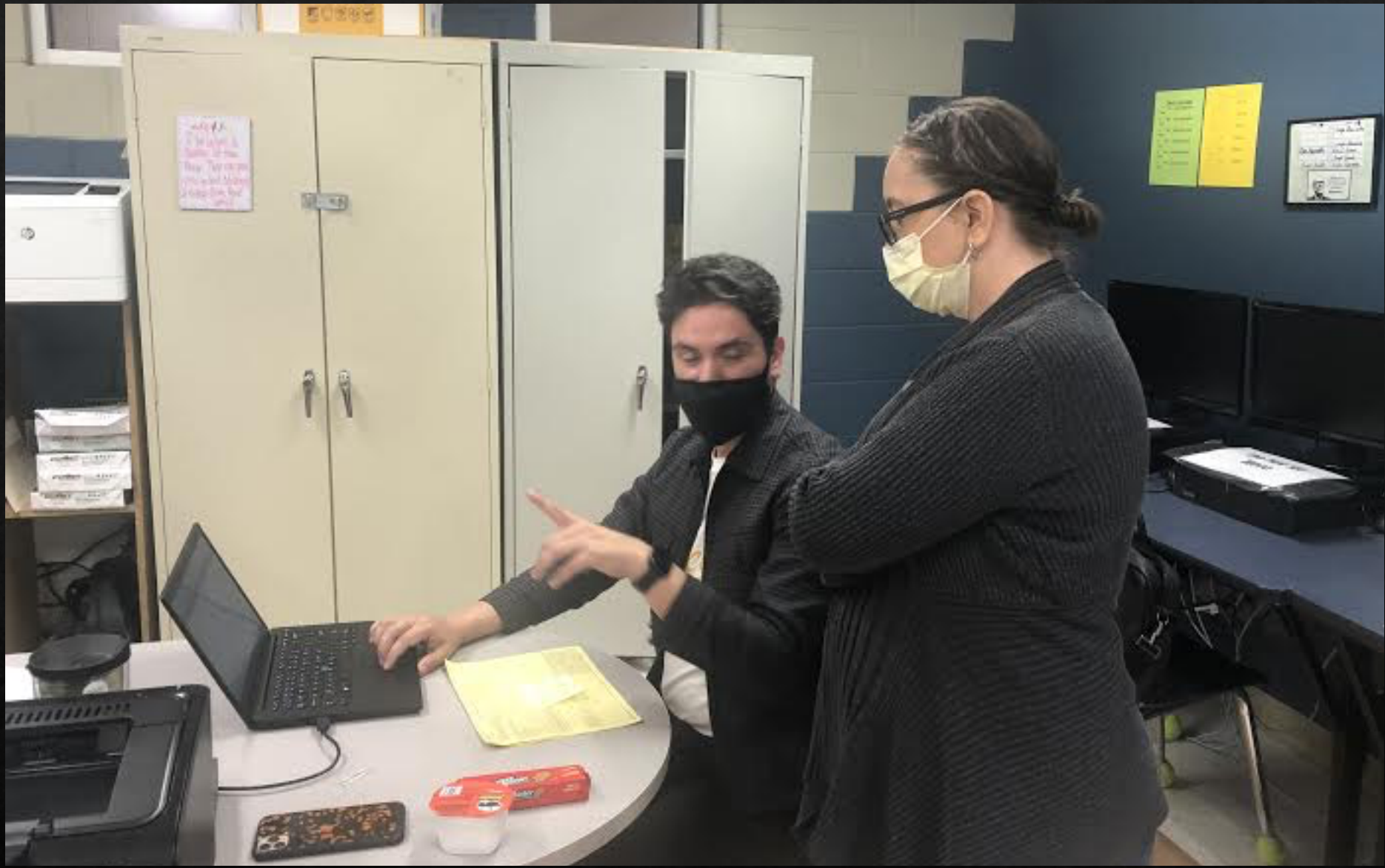


3/21

Advanced	Coaches
3:00	Nancy Jones
4:15	Elizabeth Aguilar
4:25	Arifet Ochao
4:35	Valerie Dobbie
4:45	Alondra Torres
	Christina Sanchez





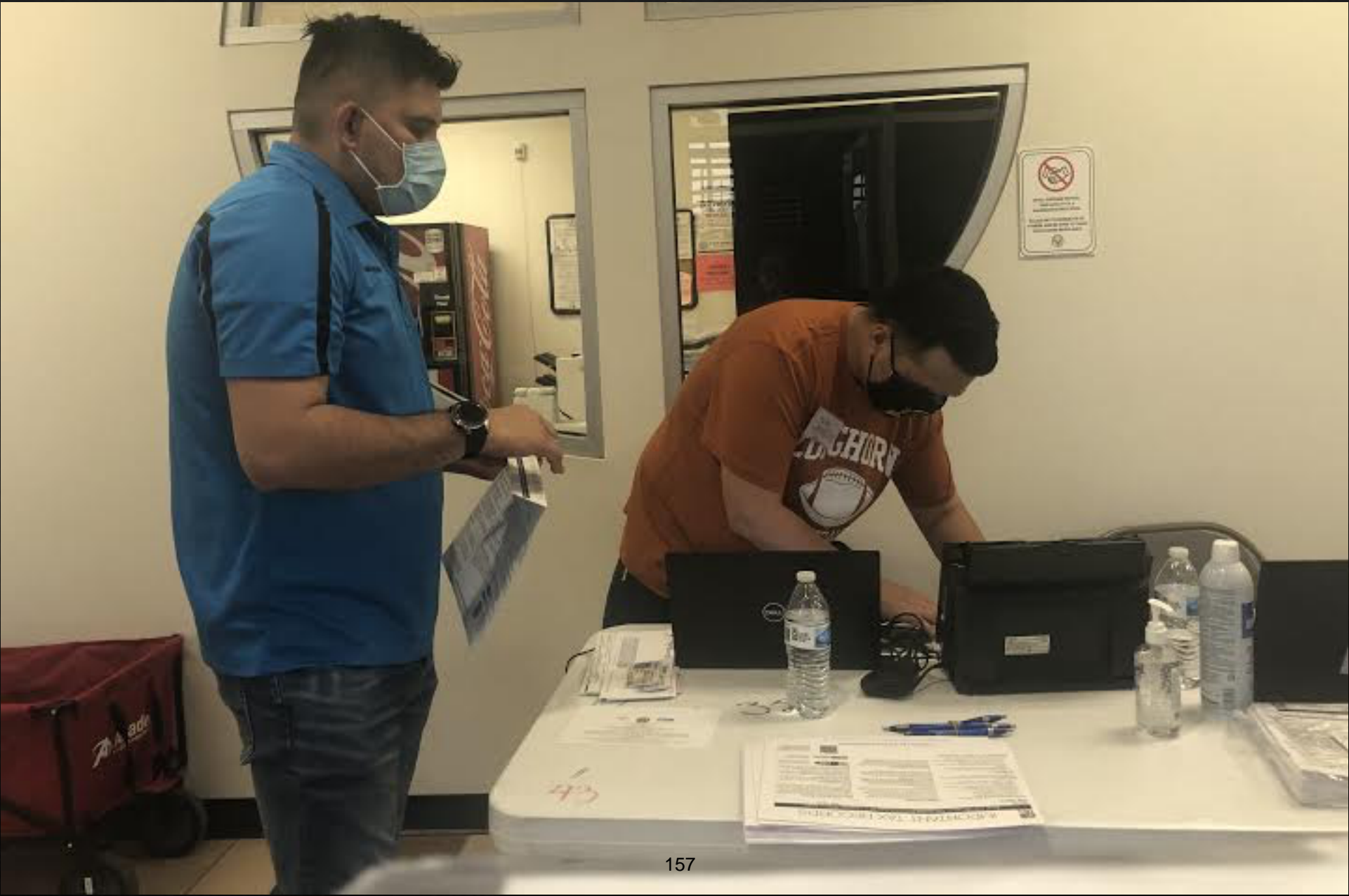


Intake Form Support

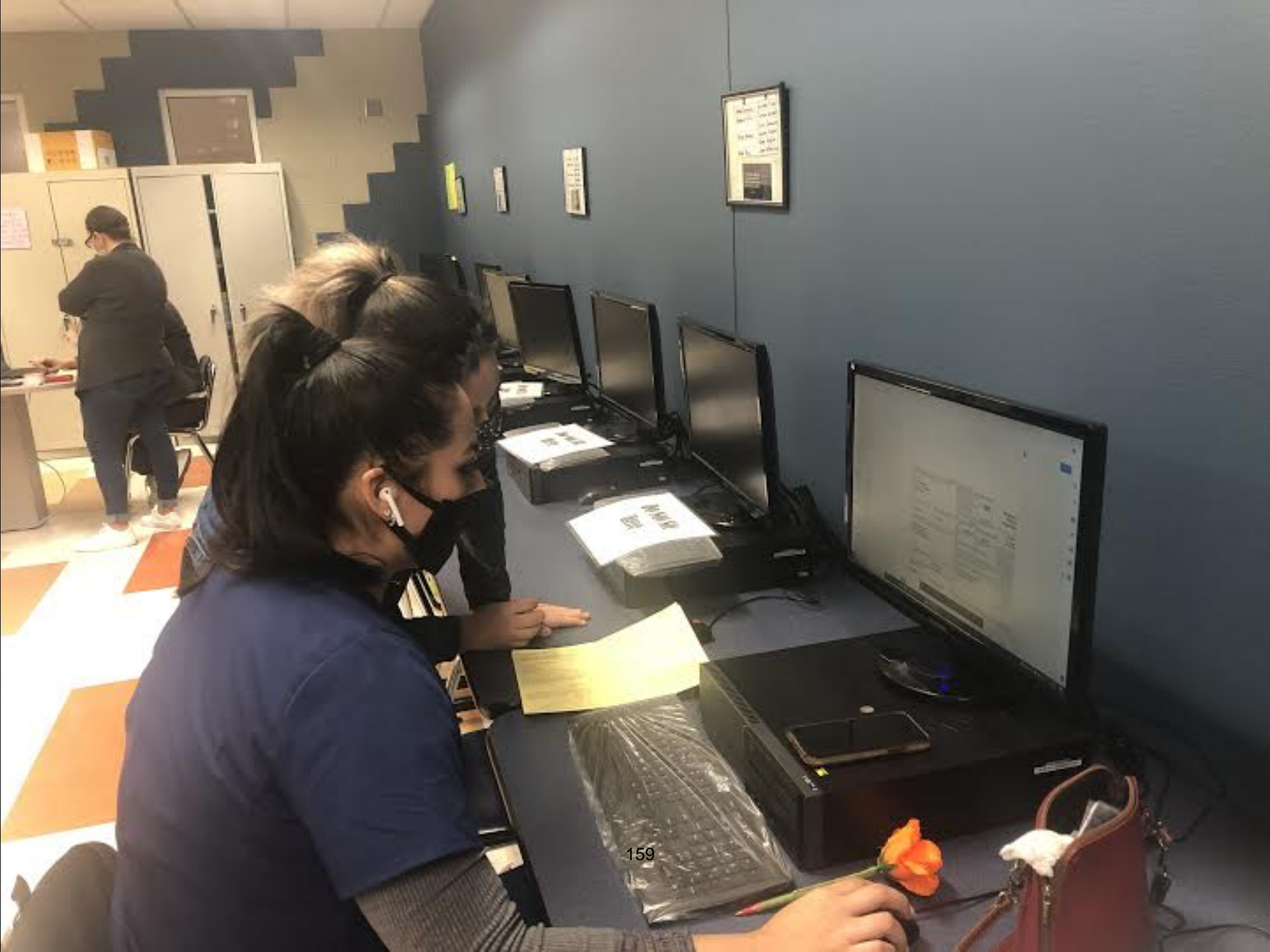


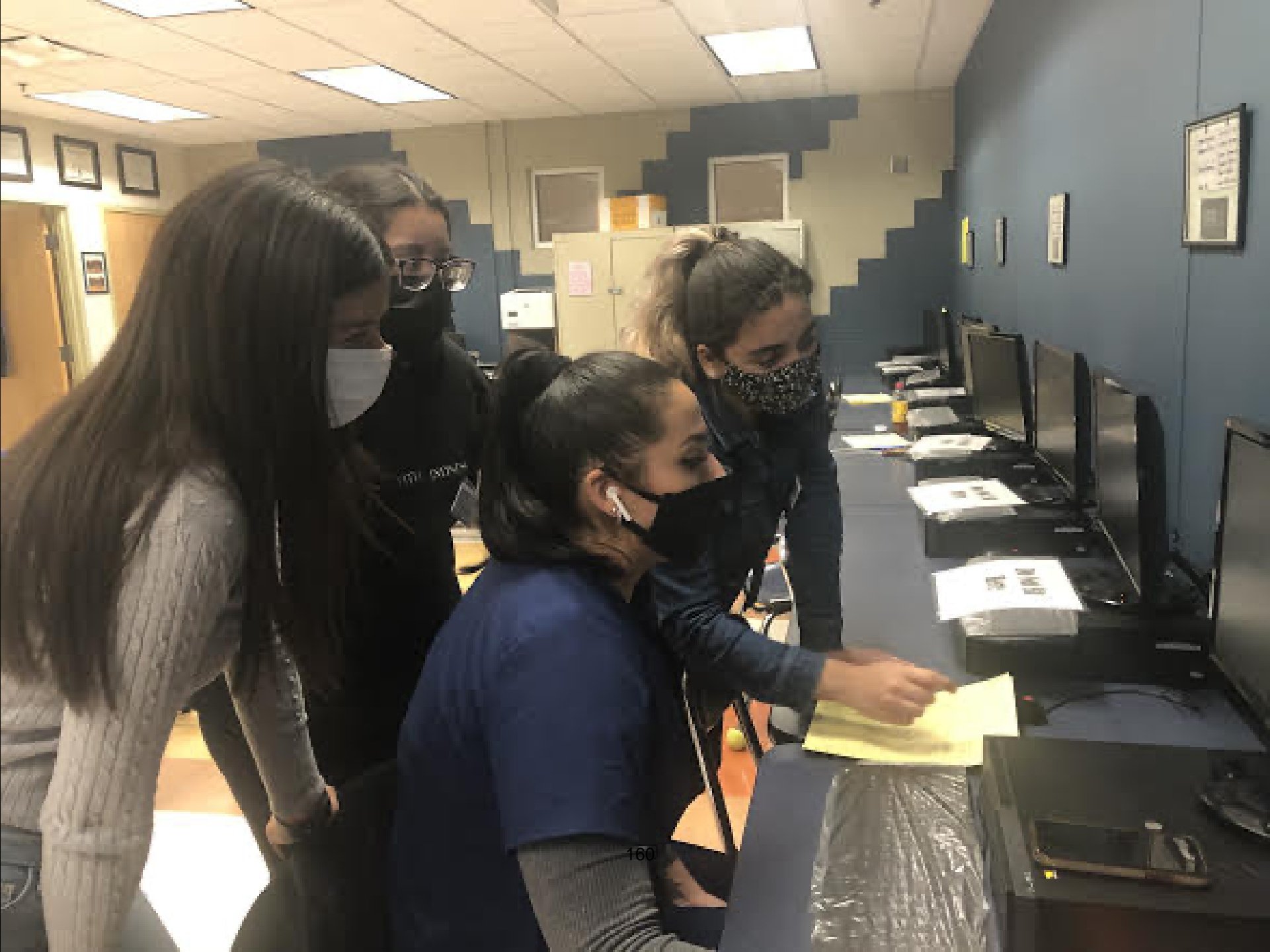
Line up and Wait
for all documents to be scanned





Tax preparation







Numbers

- ◆ 4 free sessions
- ◆ 14 volunteers
- ◆ 100 tax returns
- ◆ Total Refunds - \$213,491
- ◆ Total EITC - \$72,085



Awards

- ◆ Ms. Andrea Beltran - Site Coordinator of the Week for GECU VITA in all El Paso!
- ◆ Thank you for your hard work, your leadership, and dedication to our community. We wouldn't be able to run this program without you, your vision, and your students.

Awards

- ◆ Volunteer Income Tax Assistance program - VITA - TOP SITE OF THE WEEK!
 - ◆ This was one of the hardest, yet most rewarding VITA seasons ever. We want to thank everyone who was involved and supported us along the way. We transmitted 100 returns in 4 days, after a rough Day 1! Our top preparers were two of our amazing CHS students National Technical Honor Society leaders, Becky Gonzalez and Fatima Orpineda. They did more than half of the returns! Thank you again to our Coordinator, Andrea Beltran, who received our first award, to all our quality reviewers, to Ernesto Parada, our Assistant Coordinator, and especially to our newcomers! Hope to see you volunteer next tax season. Our CISD community has appreciated your hard work and dedication!

Opportunities

- ◆ Great for Business Education students
- ◆ Free tax preparation training
- ◆ Volunteer opportunity
- ◆ Service Learning for student organization
- ◆ Use of school and computer lab
- ◆ Central community location
- ◆ Partners in Education

Challenges

- ◇ Manpower
- ◇ No face to face
- ◇ Recruitment

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Discussion and possible action to approve a board resolution authorizing a one-time lump sum payment as a retention strategy to certain district employees.

Justification Statement:

RESOLUTION OF THE CANUTILLO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES AUTHORIZING ONE-TIME EMPLOYEE RETENTION STIPEND.

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Martha Carrasco, Chief Human Resources Officer.

Signature of Requester(s)

Martha Carrasco, Chief Human Resources Officer.

Signature of Presenter(s)

Business Services Approval (Initials)

Date October 2021

Agenda Summary:

Discussion and possible action to approve a board resolution authorizing a one-time lump sum payment as a retention strategy to certain district employees.

RECOMMENDATION: That the resolution is approved by the Board of Trustees as recommended by administration.

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S): As indicated by Financial Services

ACCOUNT

NO(S): As indicated by Financial Services

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

REQUESTING DEPARTMENT:

HUMAN RESOURCES DIVISION

CONSEQUENCES OF NON-APPROVAL:

The district may lose its competitive advantage.

IMPLEMENTATION TIMELINE:

2021-2022 fiscal year

ATTACHMENT(S): Retention Resolution



**RESOLUTION OF THE CANUTILLO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES
AUTHORIZING ONE-TIME PERSONNEL RETENTION STIPEND**

WHEREAS, the Board is authorized under Texas Education Code Section 45.105 to expend Elementary and Secondary School Emergency Relief funds (ESSER) provided by the Texas Education Agency to Canutillo Independent School District for the purposes necessary in the conduct of its public schools, as determined by the Board; and

WHEREAS, the Board acknowledges that a significant number of District employees have been called upon to go above and beyond the call of duty to ensure the success and continuance of District operations due to the COVID-19 Pandemic and its sequelae; and

WHEREAS, the Board finds that the need to maintain ongoing morale in these tumultuous times require that the Board, in some way, recognize the courage and sacrifice of its employees in order to mitigate learning regression in students; and

WHEREAS, the Board seeks to retain its employees, reduce turnover, increase morale, and help employees focus on work-related matters while at work, and believes that a substantial public purpose exists due to existing staffing shortages.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Canutillo Independent School District, in furtherance of the public purpose so stated in this Resolution, that:

- 1) The recitals set forth above are found by the Board to be true and correct.
- 2) All District employees have gone above and beyond the call of duty which contributes to the success of the District's operation and the delivery of instruction since the widespread of the COVID-19 Pandemic in 2020, despite staffing shortages.
- 3) **ELIGIBILITY CRITERIA FOR CURRENTLY ACTIVE DISTRICT EMPLOYEES:**
 - a) Employed in leave-accruing positions, designated full-time or part-time, employed on or before December 15, 2021, shall be entitled to a one-time stipend in the amount of Two Thousand Dollars (\$2,000.00). However, employees who have expressed their intent to Human Resources of retiring or separating from the district prior to the end of their work calendar assignment for the 2021-2022 school year, are ineligible to receive the retention stipend. The amount under this paragraph shall be distributed in lump sum to eligible employees on or before December 30, 2021. The payment of \$2,000 shall be made with the required state and federal deductions.
- 4) **ELIGIBILITY CRITERIA FOR CURRENTLY ACTIVE SUBSTITUTE TEACHERS:**
 - a) Must have worked the equivalent of 90 work days within the 2020-2021 school year; OR
 - b) Must have worked the equivalent of 90 work days since July 1, 2021, through December 15, 2021; AND
 - c) Are active substitute teachers through December 15, 2021.
 - i) A work day is defined by being composed of eight (8) hours
 - d) Eligible Substitute Teachers in accordance to this section, shall be entitled to a one-time stipend in the amount of Two Thousand Dollars (\$2,000.00). The amount under this paragraph shall be distributed in lump sum to eligible Substitute Teachers on or before December 30, 2021. The payment of \$2,000.00 shall be made with the required state and federal deductions.

The above Resolution is passed and adopted this ____ day of _____, 2021 by the Canutillo ISD Board of Trustees.

APPROVED:

ATTEST:

Sergio Coronado, Board President

Patricia Mendoza, Board Secretary

Board of Trustees

Meeting Date: October 2021

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Discussion and possible action regarding an amendment for the 2021 -2022 Compensation and Temporary Employment, Non-contractual Stipend and Supplemental Pay Schedule.

Justification Statement:

Revision to current compensation and stipend listing.

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Martha Carrasco, Chief Human Resources Officer.

Signature of Requester(s)

Martha Carrasco, Chief Human Resources Officer.

Signature of Presenter(s)

Business Services Approval (Initials)

Date October 2021

Agenda Summary:

Discussion and possible action regarding amendment to the 2021-2022 Compensation and Temporary Employment, Non-contractual Stipend and Supplemental Pay Schedule. Administration recommends that the board approve proposed compensation and stipend listing item revisions to be made in order to ensure the district remains competitive.

RECOMMENDATION: That compensation and stipends are approved by the Board of Trustees as recommended by administration.

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S): As indicated by Financial Services

ACCOUNT

NO(S): As indicated by Financial Services

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

REQUESTING DEPARTMENT:

HUMAN RESOURCES DIVISION

CONSEQUENCES OF NON-APPROVAL:

The district may lose its competitive advantage.

IMPLEMENTATION TIMELINE:

2021-2022 fiscal year

ATTACHMENT(S): Martha Carrasco & Stipend Listing and estimated cost.





HUMAN RESOURCES

CANUTILLO A Premier District

2021-2022

Canutillo ISD Temporary Employment, Non-contractual Stipend and Supplemental Pay Schedule

A stipend is an additional amount paid to an employee to compensate for a higher degree, specialized certification, or as an incentive to fill a position in an area of critical need. Position stipends are attached to a position, not to the employee and do not transfer if the employee is reassigned. An employee is subject to reassignment at any time by the superintendent or designee. Stipend assignments may be discontinued at any time. Based on requirements of the Fair Labor Standards Act (FLSA), hourly employees do not qualify for stipend assignments. This stipend schedule applies to the 2021 - 2022 academic school year only. Future salaries cannot be predicted from this schedule.

Extra-Duty / Function Pay	Rate Per Hour
Exempt Personnel	\$23.50
Non-Exempt Personnel	\$ 9.00 12
<u>Exempt Personnel - Teacher (Intercession)</u>	<u>\$35</u>
<u>Non-Exempt Personnel (Paraprofessional) (Intercession) – Duties within job scope)</u>	<u>Regular Hourly rate</u>

This pay option may only be used when the employee works outside their regular work calendar or if duty is not related to employee's job function. Must be pre-approved by Payroll at Supervisor's request. Employees that work more than forty hours in a single work week shall be compensated overtime in accordance with the Fair Labor Standards Act.

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.