

# Agenda of Regular Meeting

## The Board of Trustees Canutillo ISD

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A Regular meeting of the Board of Trustees of Canutillo ISD will be held January 24, 2023, beginning at 6:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

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

1. **GENERAL FUNCTIONS-OTHER**

- A. Call to Order
- B. Pledge of Allegiance
- C. Texas Pledge of Allegiance
- D. Roll Call
- E. CISD Vision and Mission Statements

4

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**

- A. Honoring of the Canutillo ISD Board of Trustees in Recognition of Texas School Board Appreciation Month

**Presenter:** G. Reveles

4. **BOARD OF TRUSTEE BUSINESS**

- A. Discussion and Recommendation on Possible Next Steps Regarding the Results from the 2023 Canutillo Growth Survey on the State of Facilities in the District

**Presenter:** G. Reveles

- B. Discussion and Possible Action to Appoint a Trustee to the Safety and Security Committee

**Presenter:** P. Mendoza

- C. Discussion and Possible Action to Engage Special Legal Counsel to Review District Insurance Policies and Evaluation and Repair of Roofs

**Presenter:** A. Rodriguez

5. **CONSENT AGENDA-VOTING**

- A. *BUSINESS SERVICES*

- 1. Approval of the Meeting Minutes

a.	Approval of the December 14, 2022 Regular Board Meeting Minutes	6
b.	Approval of the January 9, 2023 Special Board Meeting Minutes	12
2.	Approval of the Monthly Donations	15
	<b>Presenter:</b> C. Pulley	
3.	Approval of the Budget Amendments	18
	<b>Presenter:</b> C. Pulley	
4.	Approval of Region 19 School Board Member and Superintendent Continued Education Service Agreement 2022-2023	20
	<b>Presenter:</b> Dr. P. Galaviz	
B.	<i>CHIEF BUSINESS OFFICER</i>	
1.	Approval of the Designated Finance Accountant as an Additional Authorized Representative with Lone Star Investment Pool for Investment Responsibilities on behalf of Canutillo ISD	24
	<b>Presenter:</b> C. Pulley	
2.	Approval of Updated CFC (LOCAL) Policy <b>2nd Reading</b>	26
	<b>Presenter:</b> C. Pulley	
C.	<i>CURRICULUM AND INSTRUCTION</i>	
1.	Approval of Facility Request Form: Child Evangelism Fellowship of West Texas	30
	<b>Presenter:</b> Dr. D. Kerney	
2.	Approval of Transfer Update	32
	<b>Presenter:</b> Dr. D. Kerney	
D.	<i>HUMAN RESOURCES</i>	
1.	Approval of Stipends for Campus and District Teacher of the Year and Auxillary Employee of the Year Winners	42
	<b>Presenter:</b> M. Carrasco, G. Reveles	
2.	Approval of 2023-24 Academic Calendars for Northwest Early College High School (NWECHS) and Canutillo ISD	44
	<b>Presenter:</b> J. Melendez	
3.	Approval of TASB Localized Policy Update 120 <b>1st Reading</b>	51
	<b>Presenter:</b> M. Carrasco	
6.	<b>EXECUTIVE SESSION</b>	
	<b>To Consult with Attorney Under Sections 551.071, 551.072 and 551.074 of the Texas Government Code:</b>	
A.	Discussion Regarding Update to the Audit Plan; Pursuant to Texas Government Code Section 551.071	
B.	Discussion Regarding Internal Audit Position and Vacancy; Pursuant to Texas Government Code Section 551.074	
7.	<b>NEW BUSINESS (continued); OTHER</b>	
A.	Discussion and Possible Action Regarding Update to the Audit Plan	
B.	Discussion and Possible Action Regarding Internal Audit Position and Vacancy	
8.	<b>ADJOURNMENT</b>	

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

# CANUTILLO A Premier District



## **Vision**

Canutillo ISD is the premier district.  
We lead today to positively impact tomorrow.

## **Mission**

Canutillo ISD 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.

**#BeCanutillo**  
**Tomorrow's<sup>4</sup> Best Today**

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**Re: back up for board meeting**

1 message

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**Marco Dax Flores** <mflores@stormlex.com>  
To: Pedro Galaviz <pgalaviz@canutillo-isd.org>  
Cc: Jessica Martinez <jemartinez@canutillo-isd.org>

Mon, Jan 16, 2023 at 5:30 PM

For the Agenda Item on Roof Assessments:

The properties making up the Canutillo School District were hit with significant hail that occurred on approximately April 26, 2022. The hail was approximately 2 inches in size. Based on this information it may be necessary for the District to file a property insurance claim for hail/wind damages to its schools' roofs. But before the District were to take such action we strongly recommend that they have the roofs inspected by a professional insurance adjuster or storm damage consultant.

The reasons for this are twofold: First, the school district will find out if they may be entitled to significant benefits from its insurance carrier if it turns out the roofs have been damaged. Second, even if the roofs are not damaged based on our inspection, this will give the district peace of mind that the roofs are in good condition and it will make it harder for the insurance company to deny any future claims that may need to be filed based on the existence of pre-existing damages which they often do.

This is a no-risk opportunity for the District to get a roofing damage assessment performed on their buildings free of charge so they know whether it is necessary to file an insurance claim. The District does not need to budget for our services as there is no charge for this service. We are simply performing this service so the District can properly maintain their assets.

Let me know if you have any questions.

Respectfully,



**MARCO D. FLORES**

ATTORNEY AT LAW

Office: (855) 786-7674

Mobile: (214) 621-7249

Location: 3522 Paesanos Pkwy, Suite 301, 78231

Find us online: [Website](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [Twitter](#) | [YouTube](#)

 **STORM DAMAGE LAWYERS**  
FLORES & PELAEZ-PRADA, PLLC

**CONTACT US NOW**  
1-855-STORMS4

[Confidentiality and Anti-signature Statement.](#)

## 1. GENERAL FUNCTIONS-OTHER

### 1.A. Call to Order

The meeting was called to order at **5:33 p.m.**, by Board President Coronado.

### 1.B. Pledge of Allegiance

### 1.C. Texas Pledge of Allegiance

### 1.D. Roll Call

Present: Trustees Barnes (**arrived at 7:27 p.m.**), Borrego, Coronado, Mendoza, Rodriguez, and Zuniga

Student Advisors: Miss Reyes

Absent: Trustee Trout and Student Advisor Miss Mondragon

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

The Vision and Mission Statements were read aloud by Trustee **Zuniga** and Trustee **Borrego**, respectively.

## 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.

Ms. Lupe De la O addressed the board and expressed concerns regarding Board President Coronado.

Mr. Bernardo Bernal addressed the board and expressed various concerns with Canutillo ISD Administration, the Board of Trustees and the Superintendent.

Ms. Sandra Kreps, teacher at Canutillo Elementary School, addressed the board and spoke in support of Ms. Lilia Maldonado, also a teacher at Canutillo Elementary School.

Ms. Christina Maldonado addressed the board and spoke in support of Ms. Lilia Maldonado, teacher at Canutillo Elementary School.

### 3. BOARD HONORS

- 3.A. District Recognition of Out-Going Trustee
- 3.B. Recognition of Bill Childress Elementary School and Reyes Elementary School for their Designation as Purple Star Campuses by the Texas Education Agency
- 3.C. Recognition of Canutillo High School Varsity Football Team for their Outstanding Performance in the Texas State Playoffs
- 3.D. Recognition of Canutillo High School Cross Country Regional and State Tournament Qualifiers

### 4. BOARD OF TRUSTEE BUSINESS

- 4.A. Discussion and Possible Action Regarding Request from Buyer of Reyes Property to Address District Position Concerning Possible Future Liquor License and Sales

This item was moved to be taken into Executive Session for discussion with item 7A.

Mr. Steve Blanco, Legal Counsel for Canutillo ISD presented on the item and stated that a recommendation was given to the Board in closed session.

It was motioned by Trustee **Coronado**, seconded by Trustee **Borrego** and unanimously passed that the District will agree to put it in writing that it will not

issue any objection in the application for sale of liquor and alcoholic beverages in respect to the closing of the Reyes Property.

4.B. Discussion and Possible Action Regarding Conduct of Trustee B. Trout During Canutillo ISD Events to Include Possible Censure of Board Member

Mr. Steve Blanco, Legal Counsel for Canutillo ISD addressed the Board and provided options on how the Board can proceed.

It was motioned by Trustee **Rodriguez**, seconded by Trustee **Mendoza** and unanimously passed to prepare a Resolution for Censure to be presented at the next board meeting. If Trustee Trout apologizes to the student, then no Resolution will be necessary.

5. **CONSENT AGENDA-VOTING**

It was motioned by Trustee **Mendoza**, seconded by Trustee **Borrego** and unanimously passed to approve the consent agenda as presented, with the exception of Item 5B.

5.A. BUSINESS SERVICES

5.A.1. Approval of the Meeting Minutes

5.A.1.a. Approval of the July 26, 2022 Special Board Meeting Minutes

5.A.1.b. Approval of the November 15, 2022 Regular Board Meeting Minutes

5.A.2. Approval of the Monthly Donations

5.A.3. Approval of the Budget Amendments

5.A.4. Acceptance of the Comprehensive Annual Financial Report for the Year Ended June 30, 2022

5.A.5. Approval of Purchase from Apple, Inc., in the amount of \$1,854,925.00, Utilizing Texas DIR Contract DIR-TSO-3789

**5.B. CHIEF BUSINESS OFFICER**

5.B.1. Approval of Updated CFC (LOCAL) Policy 1st Reading

This item was pulled for additional questions by Trustees Mendoza and Rodriguez. Ms. Rachel Lucero, Internal Auditor and Ms. Martha Piekarski, Chief Business Officer, for Canutillo ISD addressed the Board and answered their questions.

No action was taken on this item.

**5.C. HUMAN RESOURCES**

5.C.1. Approval of TASB Policy Update 119 1st Reading

**6. EXECUTIVE SESSION**

The meeting was adjourned into Executive Session at **6:41 p.m.**

To Consult with Attorney Under Sections 551.071, 551.072, 551.074 and 551.076 of the Texas Government Code:

- 6.A. Discussion Regarding Status of Potential Sale of District Owned Real Property Adjacent to Cap Carter; Pursuant to Texas Government Code Sections 551.071 and 551.072
- 6.B. Discussion Regarding Recommendation of Administration to Propose the Termination of the Term Contract of L. Maldonado for Good Cause; Pursuant to Texas Government Code Sections 551.071 and 551.074
- 6.C. Discussion with Internal Auditor Regarding Safety and Security Audit Tasks and Status of Administrative Actions; Pursuant to Texas Government Code Section 551.076
- 6.D. Discussion Regarding Administration's Recommendation for Canutillo Elementary School Principal; Pursuant to Texas Government Code Section 551.074

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

The meeting reconvened into Open Session at **7:57 p.m.**

**7.A. Discussion and Possible Action Regarding Potential Sale of District Owned Real Property Adjacent to Cap Carter**

Mr. Steve Blanco, Legal Counsel for Canutillo ISD presented and stated that there was no action necessary for this item. He stated that the information provided to the Board in closed session was only an update.

**7.B. Discussion and Possible Action Regarding the Recommendation of Administration to Propose the Termination of the Term Contract of L. Maldonado for Good Cause**

Mr. Steve Blanco, Legal Counsel for Canutillo ISD presented and stated that a lengthy discussion was had in closed session regarding this item and his understanding after the discussion was the board would like to take no action on the item. Board President Coronado confirmed that this was the consensus of the Board.

No action was taken.

**7.C. Discussion and Possible Action Regarding Administration's Recommendation for Canutillo Elementary School Principal**

It was motioned by Trustee **Rodriguez**, seconded by Trustee **Mendoza** and passed with five affirmative votes to approve Administration's recommendation of Andrea Esparza as Principal for Canutillo Elementary School.

Trustee Barnes abstained.

## 8. BOARD OF TRUSTEE BUSINESS

### 8.A. Discussion and Possible Action to Elect Officers for the Canutillo ISD Board of Trustees

It was motioned by Trustee **Rodriguez**, seconded by Trustee **Borrego** and passed with five affirmative votes to elect Trustee **Patsy Mendoza** as **Board President**.

Trustee Mendoza abstained.

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It was motioned by Trustee **Zuniga**, seconded by Trustee **Borrego** and unanimously passed to elect Trustee **Armando Rodriguez** as **Vice President**.

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Trustees Zuniga and Trout, respectively, were nominated for the position of Secretary. It was motioned by Trustee **Coronado**, seconded by Trustee **Rodriguez** and passed with five affirmative votes to elect Trustee **Cindy Carrillo Zuniga** as **Secretary**.

Trustee Barnes voted no.

## 9. ADJOURNMENT

The meeting was adjourned at **8:07 p.m.** under unanimous consent.

Presented to the Board of Trustees for approval on **January 24, 2022**. 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 **5:30 p.m.**, by Board President Mendoza.

1.B. Roll Call

Present: Trustees Barnes, Borrego, Mendoza, Rodriguez, Trout and Zuniga

**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.

Mr. John Joyner addressed the board and welcomed the new board members and spoke about concerns he had with Canutillo ISD.

**3. BOARD OF TRUSTEE BUSINESS**

3.A. Introduction of Cabinet Members

Dr. Pedro Galaviz introduced cabinet members to the new board members. Dr. Debra Kerney, Associate Superintendent; Ms. Martha Piekarski, Chief Business Officer; Gustavo Reveles, Communications Director; and Martha Carrasco, Chief Human Resources Officer, gave a brief description of their roles to the board.

3.B. Discussion Regarding Board Operating Procedures, New Board Member Orientation and Training Information

Priscilla Mata, Legal Counsel for Canutillo ISD, presented in regard to local orientation which is a training requirement of new board members.

3.C. Discussion of Lone Star Governance Constraints

Dr. Galaviz presented on this item.

3.D. Discussion and Recommendation to Approve TASB Localized Policy Update 119  
- 2nd Reading

Ms. Martha Carrasco, Chief Human Resources Officer, presented on this item.

It was motioned by Trustee **Trout**, seconded by Trustee **Barnes** and unanimously passed to approve the second reading of TASB Localized Policy Update 119

3.E. Discussion of Potential May 2023 Bond

Mr. Gustavo Reveles, Communications Director, presented on this item and answered questions from the board.

**4. EXECUTIVE SESSION**

The meeting was adjourned into Executive Session at **7:18 p.m.**

To Consult with Attorney Under Sections 551.071 and 551.072 of the Texas Government Code:

4.A. Discussion Regarding the Purchase and Sale of Land

**5. NEW BUSINESS (continued); OTHER**

The meeting reconvened into Open Session at **7:45 p.m.**

5.A. Discussion and Possible Action Regarding the Purchase and Sale of Land

Mr. Steve Blanco, Legal Counsel for Canutillo ISD, addressed the board and stated that there was discussion and an update provided to the board regarding this item in closed session. Mr. Blanco made his recommendation to the board.

It was motioned by Trustee **Borrego**, seconded by Trustee **Trout** and unanimously passed to authorize the Administration, Board President Mendoza, legal counsel and CBRE to complete the transaction for the sale of land adjacent to Reyes

Elementary School on the terms discussed in closed session, which includes the addition of approximately 7,800 square feet necessary to properly convey the tract of land in exchange for certain build out items to be paid at the expense of the buyer and to authorize the Board President to sign necessary documents to close the transaction.

**6. ADJOURNMENT**

The meeting was adjourned at **7:48 p.m.** under unanimous consent.

Presented to the Board of Trustees for approval on **January 24, 2023.** The minutes reflect all agenda items in the order as originally posted and do not necessarily reflect the order in which they were discussed.

DRAFT

# Board of Trustees

Meeting Date: 1/24/2023

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Board acceptance of December 2022 donations report

Justification Statement: Presentation for your review and acceptance of the donations report for donations received in December, 2022

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

Staff Responsible: Cristina Pulley *Cristina Pulley*  
 \_\_\_\_\_  
*Signature of Requester(s)*  
 Cristina Pulley  
 \_\_\_\_\_  
*Signature of Presenter(s)*  
 Elizabeth B. Sida *[Signature]* 1/11/2023  
 \_\_\_\_\_  
*Business Services Approval (Initials)* *Date*

### Agenda Summary:

The Financial Services Department presents the following donations report for donations reported to Finance in the month of December, 2022. There are no web donations to report for this month.

RECOMMENDATION: Administration recommends that the Board accept this donations report as presented

PRIOR BOARD ACTION: YES AWARDED: 12/14/2022 AWARDED AMOUNT:

AMOUNT(S): \$37,466.05

ACCOUNT NO(S): NA

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

REQUESTING DEPARTMENT:  
NA

CONSEQUENCES OF NON-APPROVAL:  
NA

IMPLEMENTATION TIMELINE:  
NA

ATTACHMENT(S): ✓ December Donations Report





**CISD Approved Online December 2022 Donations**

Date	Item Name	Amount	Purchaser First Name	Purchaser Last Name	Address 1	Address 2	City	State	Zip
	NO ONLINE DONATIONS RECEIVED DECEMBER 2022	-							
		-							
	Total Online Donations	-							

# Board of Trustees

## Executive Summary of Board Agenda Item

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

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information  Discussion  Action

Item Type:

Curriculum & Instruction  HumanResources  Business Services

Staff Responsible:

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

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

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

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

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

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

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):





# FINANCIAL SERVICES

## CANUTILLO A Premier District

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Cristina Pulley, Executive Director of Financial Services

DATE: January 3, 2023

SUBJECT: Budget Amendments for December 2022

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

Administrative Cost Ratio Formula:

21 Instructional Leadership + 41 General Administration

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

**BJE 343148** (BOT previously approved BJE #342667 on 8/23/22) - This budget amendment will allocate funds for kitchen equipment, upgrades to campus cafeteria remodels and air conditioning units. This budget amendment will have no impact on the administrative cost ratio.

BUDGET ACCOUNT NUMBER		CURRENT BUDGET	CHANGE	AMENDED BUDGET
101.35.6299.00.909.99	Miscellaneous Contracted Services	\$ 545,000	\$ (375,000)	\$ 170,000
101.51.6299.00.909.99	Miscellaneous Contracted Services	\$ 25,000	\$ 375,000	\$ 400,000

**BJE 343158** – This budget amendment will allocate funds made available due to the closing of the At-Risk Aide position at Reyes Elementary to travel. This budget amendment will have no impact on the administrative cost ratio.

BUDGET ACCOUNT NUMBER		CURRENT BUDGET	CHANGE	AMENDED BUDGET
185.11.6141.35.106.24	Medicare	\$ 1,753	\$ (199)	\$ 1,554
185.11.6142.35.106.24	Health Insurance	\$ 29,948	\$ (1,550)	\$ 28,398
185.11.6143.35.106.24	Workers Compensation	\$ 568	\$ (62)	\$ 506
185.11.6145.35.106.24	Unemployment Compensation	\$ 111	\$ (12)	\$ 99
185.11.6146.35.106.24	Teacher Retirement	\$ 1,870	\$ (99)	\$ 1,771
185.11.6149.35.106.24	TRS Entity Contribution	\$ 1,844	\$ (198)	\$ 1,646
185.13.6411.00.106.24	Travel	\$ 3,000	\$ 2,120	\$ 5,120

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

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

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

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

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7425 | 7965 Arcraft Dr. | El Paso TX 79932.





**Executive Office**  
Dr. Armando Aguirre  
Education Service Center- Region 19  
6611 Boeing Drive  
El Paso, Texas 79925-1010

Phone: 915.780.1919  
Fax: 915.780.5070  
[www.esc19.net](http://www.esc19.net)

September 21, 2022

Dr. Pedro Galaviz, Superintendent  
Mr. Sergio Coronado, Board President  
Canutillo Independent School District  
7965 Artcraft Rd.  
El Paso, Texas 79932

Dear Dr. Galaviz and Mr. Coronado:

The accompanying School Board Member/Superintendent Continuing Education Services Agreement details the services ESC-Region 19 will provide, allowing new and experienced school board members to obtain all continuing education credits required by the Texas Administrative Code, Chapter 61.1. To ensure the adequate and timely delivery of these sessions, the Agreement includes a Conference where board members will be given an opportunity to receive up to six continuing education credits. Embedded throughout the sessions, is time to work as a "Team of 8" on needs identified in the areas of team building, vision, structure, accountability, and advocacy. A follow-up workshop in the spring will allow school board members to receive an additional three credits.

Please review, sign, and submit the Agreement to ESC-Region 19.

We greatly value and appreciate your continued partnership with ESC-Region 19. Our staff remains ready to address any needs or questions that may arise in your district. Please feel free to contact us as needed. We look forward to working together in supporting your board of trustees in their effective and efficient administration of your district.

Sincerely,

Dr. Armando Aguirre  
Executive Director

Enclosures

Executive Director: Dr. Armando Aguirre

Board of Directors: Fred Sanchez-Chairman, Jose M. Limon-Vice Chairman, Blanca Topete-Secretary,  
Adela Carr-Member, Nellie Morales-Member, Patricia Ramirez-Member, Melodya Salaises-Member, David Sublasky-Member



**School Board Member/Superintendent  
Continuing Education Services Agreement  
2022 – 2023**

**PURPOSE:** To annually provide new and experienced regional school board members with all continuing education requirements as described in the Texas Administrative Code, Chapter 61.1.

**BENEFITS:** By providing the opportunity for trustees to obtain all the continuing education locally, district economic efficiency is improved by reducing travel costs and other related fees. Annual verification of school board member continuing education credit hours will be reported to district contacts.

*This Service Agreement, at an annual cost of \$3,500 per School District includes:*

- **Conference for Board Members and Superintendents** that may focus on:
  - **Introduction to the Texas Education Code** for newly elected board members.
  - **Legislative Update** for sitting board members in the year following sessions of the Texas Legislature.
  - **Team Building** to include needs assessment and annual plan for continuing education based on the identified needs. District leadership may select an on-site Tier II training of their choice.
  - **Vision, Structure, Accountability, Advocacy and Unity** continuing education that meets the needs identified in TEA Framework for School Board Development.
  - **Evaluating and Improving Student Outcomes** continuing education that is designed to support the oversight role of the board on evaluating student academic performance; facilitate board plans that set goals for early childhood literacy and mathematics and college, career and military readiness
  - **Identifying and Reporting Abuse and Trafficking** to include identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children.
- **Board Member/Superintendent Leadership** Spring Workshop
- **Far West Texas School Board Association** Membership Dues for 2022 – 2023
- **Superintendent Summit**

Costs for meals and materials provided at the continuing education credit sessions listed above are included in the Service Agreement. Upon request, ESC-Region 19 may provide customized district trainings at an additional cost.

**CONTACT:**

Barbara O. Amaya  
Leadership & Accountability  
(915) 780-5354  
[bamaya@esc19.net](mailto:bamaya@esc19.net)

Terri Escandon  
Leadership & Accountability  
(915) 780-5380  
[tsescandon@esc19.net](mailto:tsescandon@esc19.net)

**SIGNATURES:**

\_\_\_\_\_  
*Superintendent  
Camutillo ISD*

\_\_\_\_\_  
*Dr. Armando Aguirre, Executive Director  
Education Service Center - Region 19*

\_\_\_\_\_  
*School Board President  
Camutillo ISD*



## School Board Member Training

A variety of standard and customized training opportunities are available to meet local school district needs. All trainings are correlated to the statewide standard and/or duties of a school board member.

### Training Sessions Offered:

- Board Member Ethics
- Building Trust in Leadership
- Customized Training
- District and Campus Accountability Systems
- Educator Ethics
- Evaluating and Improving Student Outcomes
- FIRST (Financial Integrity Rating System of Texas) Training
- Goal Setting
- Identifying and Reporting Abuse and Trafficking
- Introduction to the Texas Education Code for new and experienced school board members
- Roles and Responsibilities of School Board Members and Superintendent
- School Board Accountability
- State and Federal Programs
- Team Building
- Texas Principal Evaluation and Support System (T-PESS)
- Texas Teacher Evaluation and Support System (T-TESS)
- Update to the Texas Education Code (after legislative session: length determined by issues addressed in legislation)



# 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)*

\_\_\_\_\_  
*Business Services Approval (Initials)*

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

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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):



**Authorized Representative Add Form**

Name of Participant \_\_\_\_\_

**Addition of Authorized Representative**

The following officers, officials, or employees of the Participant are hereby designated as Authorized Representatives within the meaning of the Inter-local Agreement (Agreement), with full power and authority to execute the Agreement and any other documents, as may be required to deposit money to and withdraw money from the Participant's Lone Star Investment Pool (Lone Star) account from time to time in accordance with the Agreement and the Information Statement and take all other actions deemed necessary or appropriate for the investment of local funds of the Participant:

	Rep #1	Rep #2	Rep #3
Printed Name	_____	_____	_____
Title	_____	_____	_____
E-mail address	_____	_____	_____
Signature	_____	_____	_____

In accordance with Lone Star procedures, an Authorized Representative shall promptly notify Lone Star of any changes in who is serving as Authorized Representative.

In addition to the foregoing Authorized Representative, each Investment Officer of Lone Star appointed by the Lone Star Investment Pool Board of Trustees from time to time is hereby designated as an investment officer of the Government Entity and, as such, shall have responsibility for investing the share of Lone Star assets representing local funds of the Government Entity.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 20Q\_\_.

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

\_\_\_\_\_  
*Printed Name, Board President*

\_\_\_\_\_  
*Printed Name, Board Secretary*

State of Texas,  
County of \_\_\_\_\_

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to  
*(name of notary)* *(name of President and Secretary)*

me (or proved to me on the oath of \_\_\_\_\_) or through \_\_\_\_\_ to be the person(s)  
*(person providing oath)* *(identification item)*

whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20Q\_\_,

(Personalized Seal)

\_\_\_\_\_ 25 \_\_\_\_\_

*Notary Public's Signature*

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Discussion to update the external audit CFC (Local) Policy (First Reading)

Justification Statement: This change is to update CFC local to meet the best practices in selection of external audit firms

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

Staff Responsible: Cristina Pulley, Martha E Piekarski

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

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

*CPulley*  
\_\_\_\_\_  
*Business Services Approval (Initials)*

12/5/2022  
\_\_\_\_\_  
*Date*

Agenda Summary:  
This change is to update CFC Local to meet best practices in selection of external audit firms.

RECOMMENDATION: Update

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

AMOUNT(S): N/A

ACCOUNT NO(S): N/A

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

REQUESTING DEPARTMENT:  
Finance Department

CONSEQUENCES OF NON-APPROVAL:  
The external audit CFC (LOCAL) policy will no be current

IMPLEMENTATION TIMELINE:  
Immediately after 1st and 2nd readings

ATTACHMENT(S):  
External audit CFC (LOCAL) Policy with track changes 26



# Board Policy Manual

## CFC — Accounting: Audits

Legal Framework

**Local Policy**

### Internal Audit

#### Purpose

The Canutillo Independent School District (CISD) has established an internal audit function as an independent, objective assurance and consulting activity designed to add value to and improve the District's operations.

Internal audit shall assist the Board and the administration in accomplishing the District's objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The internal audit function shall further promote an ethical environment based on integrity, fairness, and accountability through open communication, professionalism, and expertise. In addition, it will also help foster quality and continuous improvement within the District.

#### Authority

With stringent regard for safekeeping and confidentiality, authorization is granted to the internal audit office for full and unrestricted access to any of the District's records in any form, physical properties, functions, and personnel necessary to effectively discharge the responsibilities assigned within the legal limits of state, local, and federal law. With approval from District-affiliated organizations, the internal auditor may also review the records and activities of affiliated organizations in conjunction with specific assurance services.

The District's executive director of internal audit shall be selected by and shall report directly to the Board [see BAA and DC]. Administratively, he or she shall report to the Superintendent. On an annual basis, the Board shall conduct the employee performance review of the executive director of internal audit with input from the Superintendent. Staff auditors may be selected by a subset of the Board and shall report directly to the executive director of internal audit. Annual performance evaluations for internal audit staff shall be performed by the executive director of internal audit. In lieu of a vacancy for the executive director of internal audit position, the highest level staff auditor shall report directly to the Board and administratively to the Superintendent. Overall, the internal audit function is a direct report to the Board. This reporting relationship ensures independence and promotes broad audit coverage. It will also ensure adequate consideration of audit reports and appropriate and timely action on audit recommendations.

The internal audit staff is not authorized to:

Perform any operational duties for the District;

Initiate or approve accounting transactions external to the internal audit activity; or

Direct the activities of any District employee not employed by the internal audit activity, except to the extent that such employee(s) has been appropriately assigned to an auditing team or to otherwise assist the internal auditor.

In response to financial or operational exigencies, the Board may temporarily direct the internal audit staff to perform duties outside of the internal audit function, as deemed necessary. Such events shall result in an actual impairment to the internal audit staff's objectivity specific to the affected District operations. As a result, the internal auditor may not provide assurance services to the affected operations for a period of no less than one year following the completion of the temporary reassignment.

#### Responsibility

The internal audit function encompasses the examination and evaluation of the adequacy and effectiveness of the District's system of internal controls and the quality of performance in carrying out assigned responsibilities. It includes:

Developing a flexible annual audit plan using an appropriate risk-based methodology to include any risks or control concerns identified by the Board and/or the administration.

Implementing the annual audit plan, as approved, including any special tasks or projects requested by the Board and/or the administration.

Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.

Reviewing the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations that could have a significant impact on operations and reports and whether the District is in compliance.

Reviewing the means of safeguarding assets, and as appropriate, verifying the existence of such assets.

Reviewing and appraising the economy and efficiency with which resources are employed.

Reviewing operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.

Issuing periodic reports to the Board and the administration summarizing results of audit activities.

Establishing a system to follow-up on reportable conditions in order to ensure that these conditions are satisfactorily addressed and/or resolved by the District administration.

Performing consulting services, beyond internal auditing assurance services, to assist the administration in meeting its objectives. Examples may include facilitation, reviewing process design, training, and advisory services.

Coordinating audit efforts with independent and external auditors, as well as with any outside agency.

Assisting in the investigation of any suspected fraudulent activities within the District.

Establishing a quality assurance program by which the District's internal auditor ensures the quality of operations as well as to ensure the internal auditor function complies with the Institute of Internal Auditors' *Code of Ethics* and *International Standards for the Professional Practice of Internal Auditing*.

Keeping the Board and the administration informed of emerging trends and successful practices in internal auditing.

Annually reviewing and revising the internal audit charter as necessary.

Disclosing to the Board a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities and the best interest of the District.

### External Audit

#### Selection of Audit Firm

The Board shall select an external auditor to conduct an annual financial audit for a one-year period with an option to renew annually for up to three additional years. In accordance with prudent business practices, the District shall conduct a formal request for qualifications after the third renewal for these services. A firm will be selected based on demonstrated competence and qualifications and fair and reasonable prices as required by state law.

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~~The District shall contract with a certified public accounting firm that has sufficient resources and capabilities to audit the financial statements of the District.~~

~~Proposals for audit services shall be solicited as deemed appropriate. However, a rotation of the audit firm will be required at the end of a five-year period.~~

~~The audit firm under contract for the District's audit needs may not be simultaneously engaged to perform other technical or administrative services unrelated to the audit function.~~

CANUTILLO ISD  
CFC(LOCAL)-X  
LDU 2019.02  
DATE ISSUED: 4/9/2019



# OFFICE OF THE ASSOCIATE SUPERINTENDENT

## CANUTILLO A Premier District

### MEMORANDUM

TO: BOARD OF TRUSTEES SUPERINTENDENT GALAVIZ  
FROM: DR. DEBRA Y. KERNEY, ASSOCIATE SUPERINTENDENT  
SUBJECT: FACILITY REQUEST FORM: CHILD EVANGELISM FELLOWSHIP OF WEST TEXAS  
DATE: DECEMBER 1, 2022

---

Canutillo ISD has received a facilities request form from the Child Evangelism Fellowship of West Texas-Rio Grande Chapter requesting use of the cafeteria/multi-purpose room at Garcia Elementary School for after school Good News Club, grades 1-5. As stated in GKD (Regulation) *Requests for use by individuals, groups, or organizations to use facilities or equipment for financial profit, partisan political reasons, religious purposes, or serving the individual or group's self-interest shall be approved by the Board.*

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

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

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P: (915) 877-7475  
F: (915) 877-7523  
[canutillo-isd.org](http://canutillo-isd.org)

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



# CANUTILLO INDEPENDENT SCHOOL DISTRICT FACILITIES REQUEST FORM REQUIRING BOARD APPROVAL

Name: Vicki Johnston - CEF Local Director/Good News Club  
 Address: 838 Bronze Hill Ave Email: vj.cefriogrande@gmail.com  
 Telephone #: (626) 506-9977 Date of Application: 11-30-22  
 Organization: CEF of Wes Texas, Inc. - Rio Grande Chapter  
 Address: PO Box 973016, El Paso, Tx 7997-3016  
 Position of Applicant: Local Director

Indicate length of time you are planning to use facilities:

Date(s): Feb 2, 2023 Time: From 2:45 To 4:45 Thursdays  
once/week

Type of facility requested: Cafeteria/Library/multi purpose room Location/campus: Garcia Elementary

Purpose for use of facilities: After school Good News Club, grades 1-5

Number of Participants: 20 Food be sold during the event: (circle one) Yes  No

*If selling food during the event, a City of El Paso Public Food Establishment Permit must be provided to the associate superintendent's office five (5) business days prior to the event.*

I have read the Rules and Regulations for use of Canutillo ISD building facilities and I will abide by these rules and regulations. I further assure responsibility for the proper care of these facilities.

Sheryl C. Mason, Ph.D. Title 11-30-22  
Applicant signature Title Date

Approved by Principal or Designee <u>Maria J. Allen</u>	Title <u>Principal</u>	Date <u>11/30/2022</u>
--	---------------------------	---------------------------

Custodial Services Required: n/a

Facilities & Transportation Division - Lead Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

Associate Superintendent's Approval [Signature] Date 11/30/22

Board Approved: Yes  No  Date \_\_\_\_\_



# OFFICE OF THE ASSOCIATE SUPERINTENDENT

## CANUTILLO A Premier District

**To:** Board of Trustees and Superintendent Galaviz  
**From:** Dr. Debra Kerney, Associate Superintendent  
**Date:** January 11, 2023  
**Re:** Transfer Update

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Canutillo ISD has monitored the in-state inter-District transfers for the 2022-2023 school year. Students of these families reside in El Paso County, Texas; therefore, we will receive state funding for their attendance in Canutillo ISD.

Please see the attached table for the total number of **intra** (within the district) and **inter** (outside the district) transfers were approved. Also, note that the number of New Mexico “grandfathered” students remains at 4 FDA (REGULATION) attached.

The Associate Superintendent’s Office continues to monitor district transfers during the 2022-2023 school year. In summary a total of 415 attend elementary campuses and 332 attend secondary campuses for a total of **747 Intra/Inter District transfers**.

---

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---

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**TRANSFERS FOR ELEMENTARY SCHOOLS**

Campus	CES	DDE	JDE	BCE	GES	RES	TOTAL
Out of district (Inter)	17	4	46	28	15	26	136
Within district (Intra)	40	5	101	61	38	34	279
Out of state (New Mexico)	0	0	0	0	0	0	0
Total	57	9	147	89	53	60	415

**TRANSFERS FOR MIDDLE SCHOOLS**

Campus	AMS	CMS	TOTAL
Out of district (Inter)	26	43	69
Within district (Intra)	69	36	105
Out of state (New Mexico)	0	2	2
Total	95	81	176

**TRANSFERS FOR HIGH SCHOOL**

Campus	CHS	NWECHS	TOTAL
Out of district (Inter)	117	37	154
Within district (Intra)			
Out of state (New Mexico)	2	0	2
Total	119	37	156

ADMISSIONS:  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

BASIS FOR  
TRANSFER

The associate superintendent shall serve as the superintendent's designee and shall consider all transfer requests on an individual basis.

A nonresident student wishing to transfer into the District shall apply for admission annually by May 1 of the current school year. This shall apply to all new and renewing transfer requests.

A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the school year.

TUITION  
PAYMENT  
IN-STATE

In-State tuition is charged by the District based on an administrative formula. Tuition is paid on the basis of nine equal payments. Tuition payment is due at the beginning of each monthly period (September through May) and becomes delinquent if not paid by the 5<sup>th</sup> day of that period. Monthly tuition payments shall be made to the Division of Financial Services. Unless tuition is paid by the 5<sup>th</sup> day of the month, or satisfactory arrangements are made with the Superintendent, the student shall be dropped.

OUT-OF-STATE

If the student is an out-of-state transfer, the tuition rate shall be fixed at a sum that is approximately equal to the sum that was spent by the District on each student in average daily attendance the preceding school year less the amount received by the District under the Foundation School Program.

Out-of-State transfers enrolled on or before the 2016-2017 school year may continue to attend district schools on a tuition-free basis provided that:

A) The student has no record within the preceding two school years of any disciplinary offenses punishable by out-of-school suspension, disciplinary alternative education program, expulsion, or placement in the Juvenile Justice Alternative Education Program and has not engaged in conduct punishable as a felony.

B) The responsible parent or guardian commit to providing transportation for the student to and from school.

TUITION  
PAYMENT  
AGREEMENT

Tuition payments for educational services rendered to students shall be recorded and submitted to the Financial Services Division. (see Exhibit A)

ADMISSIONS:  
INTERDISTRICT TRANSFERS  
TUITION EXEMPTION  
DISTRICT

FDA  
(REGULATION)

EMPLOYEES

Children of District employees, meaning employees on whose behalf Teacher Retirement System (TRS) contributions are made, may continue to attend district schools on a tuition-free basis provided that:

- A. They were enrolled as a transfer student in the District on or before the 2016-17 school year **and**
- B. They meet the conditions outlined in items Nos.3 and 5 below:
  1. The student is eligible for a free public education in the District, with the exception of residency[see FD (LEGAL)];
  2. The student resides within the State of Texas;
  3. The student has no record within the preceding two school years of any disciplinary offenses punishable by out-of-school suspension, disciplinary alternative education program, expulsion, or placement in the Juvenile Justice Alternative Education Program and has not engaged in conduct punishable as a felony;
  4. Adequate arrangements have been made so that the District shall receive the available state funding attributable to the attendance of the student;
  5. The responsible parent or guardian commit to providing transportation for the student to and from school.

FACTORS

The administration reserves the right to assign and/or reassign a nonresident transfer student to any appropriate District school. A student shall be assigned to a campus upon entry into the District. Transfers are approved to a school where space is available based on campus and program capacity. Inter-district transfer students may be reassigned to a different campus in order to reestablish enrollment balance if an unexpected increase in enrollment on the campus occurs.

TRANSPORTATION

Transportation for the transferring student shall be the responsibility of the parent or guardian.

ADMISSIONS:  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

AFTER SCHOOL  
CARE

District employees shall make arrangements for after school care of his/her child while the employee is still engaged in performance of job-related duties, In addition, a district employee shall not bring his/her child to any type of staff development that is provided through employment. Exceptions can be made by principal approval on an occasional not regular basis.

OUT-OF-COUNTRY

The District will use the following methods to verify the content of courses for which a transfer student has earned credit. 19 TAC 74.26(a)(2).

EVALUATING  
STUDENT  
TRANSCRIPTS

Upon admission to a Canutillo ISD high school, a student may be assigned a temporary grade placement of 9<sup>th</sup> grade pending receipt and review of appropriate documents as stated in FD (LEGAL). The student will be placed in appropriate courses based on the preliminary language assessment given by the English Language Facilitator, and counselor evaluation utilizing student interview and review of documentation to grant credits based on CISD credit matrix.

1. Transcripts will be provided upon student enrollment. If transcripts are not official, credits will not be granted until official transcripts are received.
2. Once official transcripts are received, CISD will act within 20 regular instructional days to grant all approved credits as determined on CISD matrix and make an appropriate class placement. If transcripts are not received within the 30th day after the date a child is enrolled, the counselor will contact the parents/legal guardian and document the request for official transcripts.
3. Student must follow CISD requirements for enrollment as stated in FD (LEGAL) for example:
  - a. Residency
  - b. Immunizations
  - c. Identification

ADMISSIONS:  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

The transcript is evaluated and final credits are assigned by the counselor as approved by the campus administrator. The transcript will be evaluated and documented on the Foreign Transcript Audit Form (Exhibit B). Credits are awarded according to the CISD Matrix (Exhibit C) and if needed, a third party assessment agency will evaluate classes not listed on the CISD Matrix. If a third party evaluation agency grants credit for such course(s), the task force committee will meet to make a final decision to grant such credit.

Credits will be awarded in a consistent, standardized manner utilizing the contents of this official Procedure. All students will be treated in a similar manner regarding the award of credits.

STUDENT  
SCHEDULE

After final official transcript evaluation and grade placement, assigned classes will be adjusted by the counselor based on credits earned. CISD staff charged with the evaluation and necessary adjustments are the counselor and a campus administrator. The designated campus administrator must sign for final approval.

ADMISSIONS:  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

GRADE  
CONVERSION

Grades from a foreign transcript will be evaluated individually and in accordance with the foreign country's passing scale.

Grades from Mexico transcripts will be converted to U. S. grades by using the Grade Conversion Chart for Mexican to U. S. Grades. (See Exhibit A)

All transcript evaluations from foreign countries will require the approval signature from the campus Registrar, EL Facilitator, Parent/Guardian/Student, Counselor, Campus Administrator, Data Entry Clerk and the district's Second Language Services Director.

AWARDING CREDIT

Credits are awarded on successful completion of an academic year and are to be reduced accordingly for partial year enrollment. Credit shall be based on documentation provided (transcripts/ report cards).

- a. 0.5 credit may be awarded for single semester attendance
- b. Award one Foreign Language level credit in the student's language of instruction for each year completed in secondary grades 7-9 (as reflected on the student's transcript). Example: Mexico/ Secundaria first year - award Spanish I; Secundaria second year – award Spanish II; Secundaria third year – award Spanish III. If report card(s) from Mexico only reflect: Secundaria second year, credit for Spanish I may be granted with a "P" (Pass), if Spanish from the second year was successfully completed. For Preparatoria first and subsequent years, credit for appropriate Spanish courses may be granted with a "P", (Pass).
- c. Award credit for those failed courses for which a student successfully completed a credit recovery course in his/her home country. Award the grade earned on the credit recovery course. Example: If a student failed a course in Mexico, they take "exámenes extraordinarios". Credit is awarded based on the grade earned on the "examen extraordinario".
- d. Students may be awarded credit for grades 7-9 by obtaining a certificate of completion from their home country's alternative education completion system or credit by exam. Credit is awarded based on the grade earned by exam. Example: A student coming in from Mexico may be awarded credit for Secundaria by obtaining a certificate of completion from "Secundaria en el sistema abierto para adultos de INEA". The exams taken for credit are referred to as "Diversificado para diagnóstico". Credit is awarded based on the grade earned on the exams.

ADMISSIONS:  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

LPAC

The 20 day timeframe to complete Language Proficiency Assessment Committee (LPAC) decision-making procedures for students whose Home Language Survey (HLS) indicates language other than English will begin immediately upon registration. LPAC will review placement and coursework, and will recommend specific academic interventions and linguistic accommodations for the student as appropriate. Committee members follow LPAC procedures as stated in EHBE Legal Special Programs Bilingual Education/ESL or TAC 89.

ADMISSIONS:  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

PARENT  
NOTIFICATION  
AND  
AGREEMENT

Upon completion of LPAC decision-making, the LPAC Chair will notify the parents/legal guardian regarding outcomes of the process. LPAC Chair must be prepared to provide copy of TEAMS CISD Transcript to parents/legal guardian when given such notification. Parents/legal guardian will receive the student's schedule. Parent signature indicates agreement or disagreement with the LPAC decision. Refer to the Out of Country Student Flowchart for further procedures (Exhibit D and E) and Parent Notification Letter (Exhibit F and G).

PARENTS  
RIGHTS

Parents are encouraged to be part of the enrollment process. Parents have rights designated to them in FNG (LEGAL).

MONITORING

The Principal will monitor and report to the Academic Language Services (ALS) Director when foreign transfer credits are not awarded, and/or appropriate grade reclassifications do not occur within 20 days of the receipt of official foreign transcripts.

REVIEW

Annual review of the regulation and exhibits will be conducted at the end of the school year. Such review will be initiated by CISD Associate Superintendent who is also Chair of the TASK-FORCE committee consisting of High School Principal, Assistant Principal, All Counselors, ALS Director, Internal Auditor, and Executive Director of Curriculum and Instruction.



## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Discussion and possible action regarding stipends for campus and district Teacher of the Year and Auxiliary Employee of the Year winners.

Justification Statement:

Revision to current stipend listing.

Purpose of Agenda Item:

Information  Discussion  Action

Item Type:

Curriculum & Instruction  HumanResources Business Services

Staff Responsible:

Martha Carrasco, Chief Human Resources Officer / Gustavo Reveles, Director of Communications

Signature of Requester(s)

Martha Carrasco, Chief Human Resources Officer / Gustavo Reveles, Director of Communications

Signature of Presenter(s)

Business Services Approval (Initials)

Date January 2023

Agenda Summary:

Discussion and possible action regarding the 2022-2023 Temporary Employment, Non-contractual Stipend and Supplemental Pay Schedule.

Administration recommends that the board approves proposed stipend listing revision to provide each campus teacher of the year a \$500 stipend. Additionally, both District Teacher of the Year winners would receive \$1,000 Stipend

Administration recommends that board approve proposed stipend listing of \$500 for each Auxiliary Employee of The Year Finalist. Additionally, the winner of the Auxiliary Employee of The Year Would Receive a stipend of \$1000

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

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S): as described in stipend listing

ACCOUNT

NO(S): 199.11.6118.08.999.11

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

REQUESTING DEPARTMENT:

Human Resources & Public Information Office.

CONSEQUENCES OF NON-APPROVAL:

The district may lose its competitive advantage.

IMPLEMENTATION TIMELINE:

2022-2023 fiscal year.

Stipend is not retro-active

ATTACHMENT(S): Stipend Listing.





# HUMAN RESOURCES

## CANUTILLO A Premier District

### 2022-2023

### 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 2022-2023 academic school year only. Future salaries cannot be predicted from this schedule.

Teaching / Other Professional Supplement	Amount	
<a href="#">Campus Teacher of the Year (10)</a>	\$500	
<a href="#">District Elementary and Secondary Teacher of the Year (2)</a>	\$1000 <del>500</del>	(*)
<a href="#">Canutillo ISD Region XIX Elementary and/or Secondary Teacher of the Year (1) or (2)</a>	\$500 <del>1000</del>	(*)
<a href="#">Auxiliary Employee of the Year finalist (11)</a>	\$500	
<a href="#">District Auxiliary Employee of the Year (1)</a>	\$1000	
<a href="#">State Teacher of the Year</a>	\$2000	

[\(Paid in one payment at the end of the school year\)](#)

#### Totals Amount(s):

Teacher of the Year Finalist	\$5,000
Auxiliary Employee of the Year	\$5,500
Teacher of the Year Winner	\$2,000
Auxiliary Employee of the Year Winner	\$1,000

#### Potential Funding

Regional Teacher of the year Winner – up to \$2000
State Teacher of the Year Winner – up to \$4,000

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# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: January 2023

Subject/Title for Agenda Posting:

Discussion and possible action regarding the Academic Calendar for school year 2023-24 for NWECHS & CISD

Justification Statement:

Academic Calendar(Calendar B ) for CISD and the NWECHS to be approved for school year 2023-24.

Purpose of Agenda Item:

Information  Discussion  Action

Item Type:

Curriculum & Instruction  HumanResources Business Services

Staff Responsible:

Julieta Melendez - Program Compliance Director

*Signature of Requester(s)*

Julieta Melendez - Program Compliance Director

*Signature of Presenter(s)*

*Business Services Approval (Initials)*

*Date* January 2023

Agenda Summary:

Discussion and possible action to approve the Academic Calendar school year 2023-24 for CISD & NWECHS

District Advisory Committee recommend that the board approves the proposed calendar "Calendar B" based on campus voting - survey results.

Attached are Calendars A & B Survey results from staff, parents and community. Calendars A, B and NWECHS

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

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT

NO(S):

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

REQUESTING DEPARTMENT:

Human Resources - Program Compliance .

CONSEQUENCES OF NON-APPROVAL:

The district may lose its competitive advantage.

IMPLEMENTATION TIMELINE:

School Year 2023-2024

ATTACHMENT(S): Survey results from staff, parents and community. District Calendars A, B & NWECHS



## **District Advisory Committee Voting Results By Campus**

**BCE- B**

**CES- B**

**DDE- B**

**JDE- tied**

**GES- A**

**RES- B**

**AMS- B**

**CMS- B**

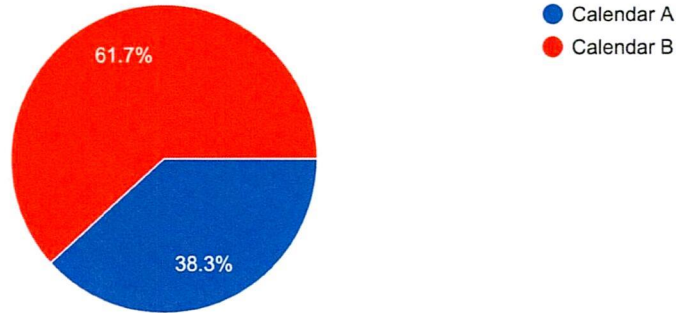
**CHS- B**

**NWECHS-** have their own calendar due to following EPCC class schedule

## Parents:

### 2023-2024 Academic Calendar

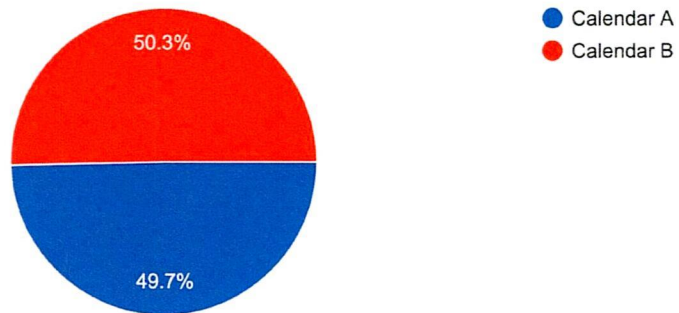
583 responses



## Staff:

### 2023-2024 Academic Calendar

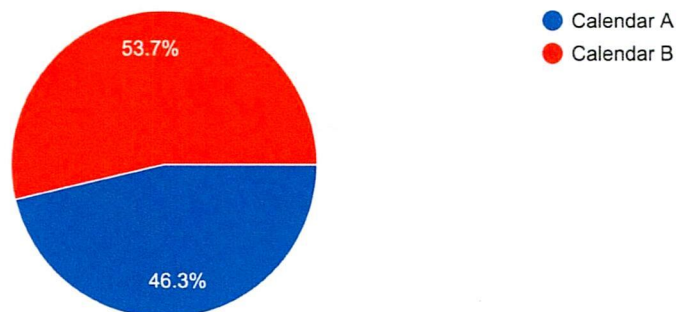
602 responses



## Community:

### 2023-2024 Academic Calendar

445 responses





# Canutillo A Premier District 2023-24 School Calendar Calendario Escolar

## Legend/Claves

- Holiday/District Closure**  
Día Festivo/Distrito Cerrado
- Parent/Teacher Conference**  
Conferencia de padres y maestros
- Campus/District Staff Development**  
Días de desarrollo profesional
- Teacher Work Days/PLC**  
Días hábiles para maestros
- State Testing Window**  
Día de examen
- Intersession** (Week off)  
Intersesión
- First Day of Instruction**  
Primer día de instrucción
- Last Day of Instruction**  
Ultimo día de instrucción
- Grading Period Begins**  
Comienza el periodo de calificaciones
- Grading Period Ends**  
Termina el periodo de calificaciones

## Holidays/Días Festivos

- 4th of July Break/Vacaciones de 4 de julio** 07/3-7
- Labor Day/Día del Trabajo** 09/04
- Fall Intersession/Intersesión de otoño** 10/2-6
- Fall Break/Descanso de otoño** 10/9-13
- Veterans Day/ Día de los Veteranos** 11/10
- Thanksgiving Break/Vacaciones de otoño** 11/20-24
- Winter Break/Vacaciones de invierno** 12/25 - 01/8
- Martin Luther King Day/Día de Martin Luther King** 01/15
- Presidents Day/Día del Presidente** 02/19
- Spring Intersession/Intersesión de primavera** 03/11-15
- Spring Break/Vacaciones de primavera** 03/18-22
- Holiday/Día Festivo** 03/29
- Memorial Day/Día de Conmemoración de los Caídos** 05/27
- Make-up Days/Días de Recuperación de Clase** 11/10 & 03/29

## Nine Weeks Reporting Periods/ Periodos de calificaciones de 9 semanas

- 1st 9-Weeks/1ras 9 semanas** 07-31 - 09/29
- 2nd 9-Weeks/2das 9 semanas** 10/16 - 12/21
- 3rd 9-Weeks/3ras 9 semanas** 01/09 - 03/08
- 4th 9-Weeks/4tas 9 semanas** 03/25 - 06/04

## Parent Teacher Conference (no classes for students)/ Conferencia de padres y maestros (no hay clases para los estudiantes)

- Fall/otoño** 09/20
- Spring/primavera** 02/14

## Early Release Schedule for students only (Emergency)/ Horario de salida temprana para estudiantes solamente (Emergencias)

- Elementary School/Primaria** 11:45 a.m.
- Middle School/Secundaria** 12:15 p.m.
- High School/Preparatoria** 12:45 p.m.

## Staff Misc. Info/Información miscelánea para empleados

- Staff Development/Días de desarrollo profesional** 6 days/días
- Teacher Work Day/** 5 days/días
- Total Teacher Contract/ Total de Días que el maestro esta en contrato** 187 days/días
- Total Instructional Days/ Total de días de instrucción** 174 days/días
- Total Minutes/ Total de minutos** 78,300 minutos/ minutos
- Inclement Weather & Emergencies/ Días para emergencias y clima inclemente** 6 days/días

COVID-19 may alter events and calendar

## Option A

JULY / JULIO 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY / ENERO 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST / AGOSTO 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY / FEBRERO 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

SEPTEMBER / SEPTIEMBRE 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MARCH / MARZO 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER / OCTUBRE 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL / ABRIL 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

NOVEMBER / NOVIEMBRE 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY / MAYO 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

DECEMBER / DICIEMBRE 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE / JUNIO 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

\*Calendar and testing dates are subject to change. Please visit our website at [www.canutilloisd.org](http://www.canutilloisd.org) for most updated information.



# Canutillo A Premier District 2023-24 School Calendar Calendario Escolar

## Legend/Claves

- **Holiday/District Closure**  
Día Festivo/Distrito Cerrado
- **Parent/Teacher Conference**  
Conferencia de padres y maestros
- **Campus/District Staff Development**  
Días de desarrollo profesional
- **Teacher Work Days**  
Días hábiles para maestros
- **State Testing Window**  
Día de examen
- **Intersession (Week off)**  
Intersesión
- **First Day of Instruction**  
Primer día de instrucción
- **Last Day of Instruction**  
Ultimo día de instrucción
- ▶ **Grading Period Begins**  
Comienza el periodo de calificaciones
- ◀ **Grading Period Ends**  
Termina el periodo de calificaciones

## Holidays/Días Festivos

- 4th of July Break/Vacaciones de 4 de julio** 07/3-7
- Labor Day/Día del Trabajo** 09/04
- Fall Intersession/Intersesión de otoño** 10/2-6
- Fall Break/Descanso de otoño** 10/9-13
- Veterans Day/ Día de los Veteranos** 11/10
- Thanksgiving Break/Vacaciones de otoño** 11/20-24
- Winter Break/Vacaciones de invierno** 12/18 - 01/02
- Martin Luther King Day/Día de Martin Luther King** 01/15
- Spring Intersession/Intersesión de primavera** 03/4-8
- Spring Break/Vacaciones de primavera** 03/11-15
- Holiday/Día Festivo** 03/29
- Memorial Day/Día de Conmemoración de los Caídos** 05/27
- Make-up Days/Días de Recuperación de Clase** 11/10 & 03/29

## Nine Weeks Reporting Periods/ Periodos de Calificaciones de 9 semanas

- 1st 9-Weeks/1ras 9 semanas** 07-31 - 09/29
- 2nd 9-Weeks/2das 9 semanas** 10/16 - 12/15
- 3rd 9-Weeks/3ras 9 semanas** 01/03 - 03/1
- 4th 9-Weeks/4tas 9 semanas** 03/18 - 05/30

## Parent Teacher Conference (no classes for students)/ Conferencia de padres y maestros (no hay clases para los estudiantes)

- Fall/otoño** 09/13
- Spring/primavera** 02/14

## Early Release Schedule for students only (Emergency)/ Horario de salida temprana para estudiantes solamente (Emergencias)

- Elementary School/Primaria** 11:45 a.m.
- Middle School/Secundaria** 12:15 p.m.
- High School/Preparatoria** 12:45 p.m.

## Staff Misc. Info/Información miscelánea para empleados

- Staff Development/Días de desarrollo profesional** 4 days/días
- Teacher Work Day/** 8 days/días
- Total Teacher Contract/ Total de Días que el maestro esta en contrato** 187 days/días
- Total Instructional Days/ Total de días de instrucción** 173 days/días
- Total Minutes/ Total de minutos** 77,850 minutes/ minutos
- Inclement Weather & Emergencies/ Días para emergencias y clima inclemente** 5 days/días

COVID-19 may alter events and calendar

## Option B

JULY / JULIO 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY / ENERO 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST / AGOSTO 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY / FEBRERO 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

SEPTEMBER / SEPTIEMBRE 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MARCH / MARZO 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER / OCTUBRE 2023				
M	T	W	T	F
	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL / ABRIL 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

NOVEMBER / NOVIEMBRE 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY / MAYO 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

DECEMBER / DICIEMBRE 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE / JUNIO 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28



# Northwest Early College High School

## 2023-24 School Calendar

### Calendario Escolar

#### Legend/Claves

- **Holiday/District Closure**  
*Día Festivo/Distrito Cerrado*
- **EPCC Holiday**  
*Día festivo en EPCC*
- **NWECHS & EPCC Holiday**  
*Día festivo en NWECHS y EPCC*
- ✶ **Early Release**  
*Salida temprana*
- / **Parent/Teacher Conference**  
*Conferencia de Padres y Maestros*
- **District Staff Development / PLC**  
*Días de desarrollo profesional*
- **Campus Staff Development / PLC / Workday**  
*Días hábiles para maestros*
- **Bridge Program**  
*Orientación para estudiantes de nuevo ingreso*
- **EOC Testing**  
*Exámenes de fin de curso*
- **EPCC Final Exams**  
*Exámenes finales de EPCC*
- ★ **EPCC Commencement**  
*Graduación de EPCC*
- **First Day of Class for 9th grade**  
*Primer día de instrucción para estudiantes en 9no grado*
- **First Day of Class for 10th, 11th & 12th grades**  
*Primer día de instrucción para estudiantes en grados 10, 11 y 12*
- **Last Day of Instruction**  
*Ultimo día de instrucción*
- ▶ **EPCC Semester Starts**  
*Comienza el Semestre de EPCC*
- ◀ **EPCC Semester Ends**  
*Termina el Semestre de EPCC*
- ▶ **NWECHS Grading Period Starts**  
*Comienza el periodo de NWECHS*
- ◀ **NWECHS Grading Period Ends**  
*Termina el periodo de NWECHS*

#### Holidays/Días Festivos

- 4th of July Break/Vacaciones de 4 de julio** 07/03 - 07
- Labor Day/Día del Trabajo** 09/04
- Veterans Day/Día del Veterano** 11/10
- Thanksgiving Break/Vacaciones de otoño** 11/20 - 24
- Winter Break/Vacaciones de invierno** 12/18 - 01/02
- Martin Luther King Day/Día de Martin Luther King** 01/15
- Presidents Day/Día del Presidente** 02/19
- Spring Break/Vacaciones de primavera** 03/11 - 15
- Holiday/Día Festivo** 04/23

#### Nine Weeks Reporting Periods/ Periodo de calificaciones de 9 semanas

- 1st 9-Weeks/1ras 9 semanas** 08/07 - 10/06
- 2nd 9-Weeks/2das 9 semanas** 10/09 - 12/14
- 3rd 9-Weeks/3ras 9 semanas** 01/08 - 03/08
- 4th 9-Weeks/4tas 9 semanas** 03/18 - 05/16

#### Parent Teacher Conference / Conferencia de padres y maestros

- Fall/otoño** 10/11
- Spring/primavera** 03/20

#### Student Early Release Dates/Días de salida temprana solamente para estudiantes

- All Students/ Todos los Estudiantes** 10/11 & 3/20
- Early Release Schedule for students only/ Horario de salida temprana para estudiantes solamente** 11:50 a.m.

#### Staff Misc. Info/Información miscelánea para empleados

- Staff Development/Días de desarrollo profesional** 7 days/días
- Teacher Work Days/Días de Trabajo** 8 days/días
- Total Teacher Contract/ Total de Días que el maestro esta en contrato** 187 days/días
- Total Minutes/ Total de minutos** 77.423
- Inclement Weather & Emergencies/ Días para emergencias y clima inclemente** 4

JULY / JULIO 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY / ENERO 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST / AGOSTO 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY / FEBRERO 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

SEPTEMBER / SEPTIEMBRE 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MARCH / MARZO 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20/*	21	22
25	26	27	28	29

OCTOBER / OCTUBRE 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11/*	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL / ABRIL 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

NOVEMBER / NOVIEMBRE 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY / MAYO 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

DECEMBER / DICIEMBRE 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE / JUNIO 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

\*Calendar and testing dates are subject to change. Please visit our website at [www.canutillo-isd.org](http://www.canutillo-isd.org) for most updated information.



# Board of Trustees

Meeting Date: January 2023

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Discussion and recommendation to approve TASB Localized Policy Update 120

Justification Statement:

To update local policies online through TASB Update 120

Purpose of Agenda Item:

Information  Discussion  Action

Item Type:

Curriculum & Instruction  Human Resources  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* January 2023

Agenda Summary:

Policy Update 120

Local Policies affected: BBB, CB, CKC, FFI, FNG, FO

RECOMMENDATION: That TASB Policy Update 120 goes through 1st and 2nd reading, respectively.

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT *N/A*

NO(S): *N/A*

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

REQUESTING DEPARTMENT:

*Human Resources*

CONSEQUENCES OF NON-APPROVAL:

*Online Policy will not be current*

IMPLEMENTATION TIMELINE:

*immediately after 1st and 2nd Readings required*

ATTACHMENT(S): Policy List, Policy Comparison Packet, Explanatory Notes.



Instruction Sheet  
TASB Localized Policy Manual Update 120

**Canutillo ISD**

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
BBB	(LOCAL)	Replace policy	Revised policy
CB	(LOCAL)	Replace policy	Revised policy
CKC	(LOCAL)	Replace policy	Revised policy
FFI	(LOCAL)	No policy enclosed	See explanatory note
FNG	(LOCAL)	Replace policy	Revised policy
FO	(LOCAL)	Replace policy	Revised policy



## (LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

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**Note:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

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For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

BOARD MEMBERS  
ELECTIONS

BBB  
(LOCAL)

<b>Membership</b>	The Board shall consist of seven members.
<b>Method of Election</b>	Election of Board members shall be at large.
<b>Election Date</b>	General election of board members shall be on the November uniform election date.
<b>Terms and Election Schedule</b>	<p>Board members shall be elected for four-year terms, with elections conducted biennially, as follows:</p> <p>The election of three Board members shall be held in <del>2018, 2022,</del> 2026, 2030, 2034, and in four-year intervals thereafter.</p> <p>The election of four Board members shall be held in <del>2020,</del> 2024, 2028, 2032, and in four-year intervals thereafter.</p>
<b>Method of Voting</b> Plurality	The candidates receiving the highest number of votes for the number of <del>seats</del> positions with expiring terms shall be elected.

**Grants and Awards**

The Superintendent shall be authorized to:

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the District's operations;
2. Approve commitment of District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the District budget approved by the Board; and
3. Approve grant and award amendments as necessary.

The District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The Superintendent shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the District is complying with requirements for state and federal grants and awards.

[See CAA, CBB]

**Federal Awards**

Public Notice and Input

The District shall provide public notice of federal grant applications through an information item at a Board meeting and by publishing information on the District's website. The District shall make available opportunities for public input as required by law or the granting agency.

Plan Approval

Approval of required grant and award plans shall be by the Superintendent.

Conflict of Interest

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. [See CBB]

In addition, each employee, Board member, or agent of the District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" shall have the same meaning as "family member" as described in Chapter 176 of the Government Code. [See BBFA]

For purposes of this policy, "partner" shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Gifts and Gratuities

Employees, Board members, and agents of the District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept:

1. Any single item with a value at or above \$50; ~~or \$50; or~~
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

[See BBFA, BBFB, CBB, DBD. In the event of a violation of these requirements, see CAA and DH.]

**Emergency  
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency; ~~and~~
3. Response to a nearby train derailment, as applicable; and
- ~~3-4.~~ Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

## Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

### Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints [within the scope of Section 504, including complaints](#) concerning identification, evaluation, or educational placement of a student with a disability, ~~within the scope of Section 504~~ shall be submitted in accordance with FB and the procedural safeguards handbook.
9. [Complaints within the scope of the Individuals with Disabilities Education Act, including complaints](#) ~~Complaints~~ concerning identification, evaluation, educational placement, or discipline of a student with a disability, ~~within the scope of the Individuals with Disabilities Education Act~~ shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with [the EF series](#).

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Notice to Students and Parents**

The District shall inform students and parents of this policy through appropriate District publications.

**Guiding Principles**

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling  
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating  
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

### **Level Two**

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **Level Three**

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par-

STUDENT RIGHTS AND RESPONSIBILITIES  
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ent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**Student Code of Conduct**

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

**Extracurricular Standards of Behavior**

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

**“Parent” Defined**

Throughout the Student Code of Conduct and discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

**General Discipline Guidelines**

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student’s age;
  - c. The frequency of misconduct;
  - d. The student’s attitude;
  - e. The potential effect of the misconduct on the school environment;
  - f. Requirements of Chapter 37 of the Education Code; and
  - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

**Corporal Punishment**

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

**Physical Restraint**

**Note:** [A District employee may restrain a student with a disability who receives special education services only in accordance with law. \[See FOF\(LEGAL\)\]](#)

Within the scope of an employee’s duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.

3. Protect property from serious damage.

~~3.4.~~ Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

~~4. Control an irrational student.~~

~~5.1. Protect property from serious damage.~~

~~A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]~~

**Video and Audio Monitoring**

Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.

The District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

Access to Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

# Explanatory Notes

## TASB Localized Policy Manual Update 120

### Canutillo ISD

#### **BBB(LOCAL) BOARD MEMBERS: ELECTIONS**

To eliminate the potential for confusion about the district's method of election, we recommend replacing the term "positions" with the more general term "seats" at Method of Voting.

We have also updated obsolete election years listed in the policy.

#### **CB(LOCAL) STATE AND FEDERAL REVENUE SOURCES**

As recommended by TEA, newly recommended text requires the district to give public notice of federal grant applications by providing information at board meetings and publishing information on the district's website. The new text also affirms that the district will comply with requirements for receiving public input regarding such applications.

Further, the policy authorizes the superintendent to approve the plan for use of the grant or award. If the board retains authority to approve any plans for use of federal grants, please contact your policy consultant for appropriate revisions.

#### **CKC(LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS**

Education Code 37.108(d) requires a district's multihazard emergency operations plan to include responding to a train derailment near a district school if a district facility is within 1,000 yards of a railroad track. New recommended local policy text incorporates this requirement into the list of procedures that must be addressed.

The *Legal Issues in Update 120* memo describes common legal concerns and best practices specific to [this policy's topic](#).

#### **FFI(LOCAL) STUDENT WELFARE: FREEDOM FROM BULLYING**

District bullying policies must address prevention and mediation of bullying incidents and comply with minimum standards adopted by TEA. TEA recently issued updated [Proposed Minimum Standards for Bullying Prevention Policies and Procedures](#) for public comment from October 28 through November 28, 2022. Policy Service will recommend local policy revisions following publication of the final TEA minimum standards.

#### **FNG(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES**

Revisions to this local policy are recommended at Other Complaint Processes to:

- Clarify how special education complaints are addressed.
- Encompass all instructional resources policies.
- Reference the required hearing procedure for eligibility disputes under school nutrition programs.

The *Legal Issues in Update 120* memo describes common legal concerns and best practices specific to [this policy's topic](#).

#### **FO(LOCAL) STUDENT DISCIPLINE**

Recommended revisions to this local policy are to clarify circumstances when restraint may be used generally and to more prominently address restraint of a student who receives special education services.

BOARD MEMBERS  
ELECTIONS

BBB  
(LOCAL)

<b>Membership</b>	The Board shall consist of seven members.
<b>Method of Election</b>	Election of Board members shall be at large.
<b>Election Date</b>	General election of board members shall be on the November uniform election date.
<b>Terms and Election Schedule</b>	Board members shall be elected for four-year terms, with elections conducted biennially, as follows:  The election of three Board members shall be held in 2026, 2030, 2034, and in four-year intervals thereafter.  The election of four Board members shall be held in 2024, 2028, 2032, and in four-year intervals thereafter.
<b>Method of Voting</b> Plurality	The candidates receiving the highest number of votes for the number of seats with expiring terms shall be elected.



**Grants and Awards**

The Superintendent shall be authorized to:

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the District's operations;
2. Approve commitment of District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the District budget approved by the Board; and
3. Approve grant and award amendments as necessary.

The District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The Superintendent shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the District is complying with requirements for state and federal grants and awards.

[See CAA, CBB]

**Federal Awards**

Public Notice and  
Input

The District shall provide public notice of federal grant applications through an information item at a Board meeting and by publishing information on the District's website. The District shall make available opportunities for public input as required by law or the granting agency.

Plan Approval

Approval of required grant and award plans shall be by the Superintendent.

Conflict of Interest

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. [See CBB]

In addition, each employee, Board member, or agent of the District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" shall have the same meaning as "family member" as described in Chapter 176 of the Government Code. [See BBFA]

For purposes of this policy, “partner” shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Gifts and Gratuities

Employees, Board members, and agents of the District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept:

1. Any single item with a value at or above \$50; or
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

[See BBFA, BBFB, CBB, DBD. In the event of a violation of these requirements, see CAA and DH.]

**Emergency  
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.



**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint  
Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
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14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Notice to Students and Parents**

The District shall inform students and parents of this policy through appropriate District publications.

**Guiding Principles**

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

**General Provisions**

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Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling  
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating  
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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(LOCAL)

**Untimely Filings** All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

**Costs Incurred** Each party shall pay its own costs incurred in the course of the complaint.

**Complaint and Appeal Forms** Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

### **Level Two**

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **Level Three**

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par-

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ent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.



**Student Code of Conduct**

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

**Extracurricular Standards of Behavior**

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

**“Parent” Defined**

Throughout the Student Code of Conduct and discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

**General Discipline Guidelines**

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student’s age;
  - c. The frequency of misconduct;
  - d. The student’s attitude;
  - e. The potential effect of the misconduct on the school environment;
  - f. Requirements of Chapter 37 of the Education Code; and
  - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

**Corporal Punishment**

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

**Physical Restraint**

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**Note:** A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

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Within the scope of an employee’s duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.

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2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

**Video and Audio Monitoring**

Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.

The District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

Access to Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

