

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held June 19, 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. **BOARD HONORS**
 - A. Recognition of the Alderete Middle School Cheerleading Team for earning the Grand Champions Trophy and earning first place at the Cheer & Dance/Drill Team America Competition in San Antonio this spring.
Presenter: G. Reveles
 - B. Recognition of Canutillo High School and Northwest Early College High School graduates who received a scholarship from the Canutillo Alumni Foundation for Education (CAFÉ).
Presenter: G. Reveles
3. **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.
4. **PUBLIC HEARING**
 - A. Public Hearing Regarding the Proposed 2023-24 Annual Budget. The public is invited to attend and provide public comment. 5
Presenter: M. Piekarski, C. Pulley
 - B. Discuss and Take Possible Action Regarding the Approval of the 2023-24 Annual Budget
Presenter: M. Piekarski, C. Pulley
5. **BOARD OF TRUSTEE BUSINESS**

A.	Discussion and Possible Action to Approve Canutillo ISD Strategic Plan Balanced Scorecard 2023-24 to Include: New Belief Statements, Mission & Vision Statements, and Priorities & Performance Objectives.	36
6.	CONSENT AGENDA-VOTING	
A.	Annual report of district membership with various Cooperative and Inter-local Programs that support the districts day to day purchasing operations Presenter: Elizabeth B. Sida	37
B.	<i>BUSINESS SERVICES</i>	
1.	Approval of the Meeting Minutes	
a.	Approval of the May 23, 2023 Regular Board Meeting Minutes	39
2.	Approval of the Monthly Financials Presenter: C. Pulley	42
3.	Request for Approval to renew Interlocal Agreement with ESC Region 19 Interlocal Agreement to support day to day purchases for Child Nutrition Department Presenter: Marco Macias	78
4.	Approval of Memorandum of Agreement between Canutillo ISD and Paso del Norte Health Foundation Presenter: Dr. Monica Reyes/Nancy Torres	80
5.	Approval to Award of RFP# 2023-08 Playground Protective Surfacing, to Altitude Recreation Inc, in the amount of \$395,190.00 for playgrounds at CES, DDES, GES, JDES, and RES. Presenter: Bruno Vasquez	84
6.	Approval of Professional Services Contract between Canutillo ISD and TNTP Inc for Academic Year 2023-2024 Presenter: Jesica Arellano	85
7.	Approval of Memorandum of Understanding between Canutillo ISD and Actions for Healthy Kids in Partnership with the Paso del Norte Health Foundation Presenter: Dr. Monica Reyes/Nancy Torres	95
8.	Approval of the Investment Resolution - Officer Designation, Training Sources, and Investment Sources and Review and Approval of the Investment Policy Presenter: C. Pulley	101
9.	Approval of the Monthly Donations Presenter: C. Pulley	
a.	May 2023 Donations Report Presenter: Cristina Pulley	129
10.	Approval of the Budget Amendments Presenter: C. Pulley	131
C.	<i>CURRICULUM AND INSTRUCTION</i>	
1.	Approval of Interlocal Agreement between Canutillo ISD and UT Austin for 23-24 OnRamps Program Presenter: Jesica Arellano	136

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|--|---|-----|
| 2. | Approval of Interlocal Agreement Between EPCC and Career Technology Education for P-TECH
Presenter: T. Andrews / Donna Gray | 158 |
| 3. | Approval of Memorandum of Understanding and Agreement between Canutillo ISD and Aliviane Inc. Start date Sept. 1, 2023 through Sept. 1, 2024.
Presenter: Dr. M. Reyes | 171 |
| 4. | Approval of Texas Education Agency application for the Optional Flexible School Day Program (OFSDP) for school year 2023-2024.
Presenter: Dr. M. Reyes | 175 |
| D. <i>HUMAN RESOURCES</i> | | |
| 1. | Approval of TASB Localized Policy Update 121 1st Reading. and Update to Local Policy BF | 200 |
| 7. EXECUTIVE SESSION | | |
| To Consult with Attorney Under Sections 551.071, and 551.074 of the Texas Government Code: | | |
| A. Discussion regarding safety and security assessments, processes and devices under Tex. Gov't Code § 551.076 | | |
| B. Discussion Regarding Administration's Recommendation for Canutillo High School Principal; Pursuant to Texas Government Code Section 551.074 | | |
| C. Discussion Regarding Internal Audit Position; Pursuant to Texas Government Code Section 551.074
Presenter: M. Carrasco | | |
| 8. NEW BUSINESS (continued); OTHER | | |
| A. Discussion and possible action regarding Administration's recommendation for Canutillo High School Principal
Presenter: M. Carrasco | | |
| B. Discussion and Possible Action Regarding Internal Audit Position
Presenter: M. Carrasco | | |
| 9. ADJOURNMENT | | |

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

CANUTILLO A Premier District



Vision

Canutillo ISD is 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's⁴ Best Today



Budget Adoption Fiscal Year 23-24

June 19, 2023

Fiscal Year 2024 Unknowns

- Tax Collections
- Tax Values
- Tax Compression Rate
- State Funding Formula
- Enrollment
- Attendance Rates
- New Legislation

Fiscal Year 2024 “Knowns”

- Deficit – Alligator Budget
- Recurring Expenditures - Salaries
- Non-sustainable
- FIRST Rating - Accreditation
- Enrollment Decline
- Attendance Rates
- New Legislation – Special Session

PROJECTED REVENUES LESS EXPENDITURES FOR FY 2023-2024
GENERAL FUND
(EXCLUDING CHILD NUTRITION AND **NO NEW EXPENDITURES**)

**Presented:
March 28, 2023**

	FY23 Estimated Actual	FY24 Proposed Budget
Local Revenues	\$ 30,280,286	\$ 32,160,217
State Revenues	29,222,751	28,835,887
Federal Revenues	2,296,623	1,270,000
Other Sources (Land Sales)	<u>1,600,000</u>	<u>-0-</u>
Total Estimated Revenues	63,399,660	62,266,104
Preliminary Expenditures Before Adding Budget Priorities	<u>(66,770,389)</u>	<u>(68,601,400)</u>
Estimated Revenues Over/(Under) Expenditures	\$ <u>(3,370,729)</u>	\$ <u>(6,335,296)</u>
Expenditures Budgeted from Fund Balance	\$ 5,233,287	
<i>FY23: \$2.4M Prior Year Carryover Items</i> <i>\$1.2M Maintenance Tax Note Payment</i> <i>\$1.7M New Instructional FTE's</i>		

Optimum Unassigned Fund Balance for FY24 = \$16,767,468 (90 Days)
FY24 Projected Ending Unassigned Fund Balance = \$9,724,614 (52 Days)

**BUDGET ITEMS TO BE CONSIDERED FOR A
BALANCED BUDGET**

Loss of ESSER Indirect Cost Revenue	\$1.3M
Temporary ESSER Positions Originally Funded by General Fund	\$2.2M
Additional Instructional FTE's - FB	\$1.7M
Maintenance Tax Note Payment	\$1.2M
Total	\$6.4M

Budget Development

❖ Budget Cuts

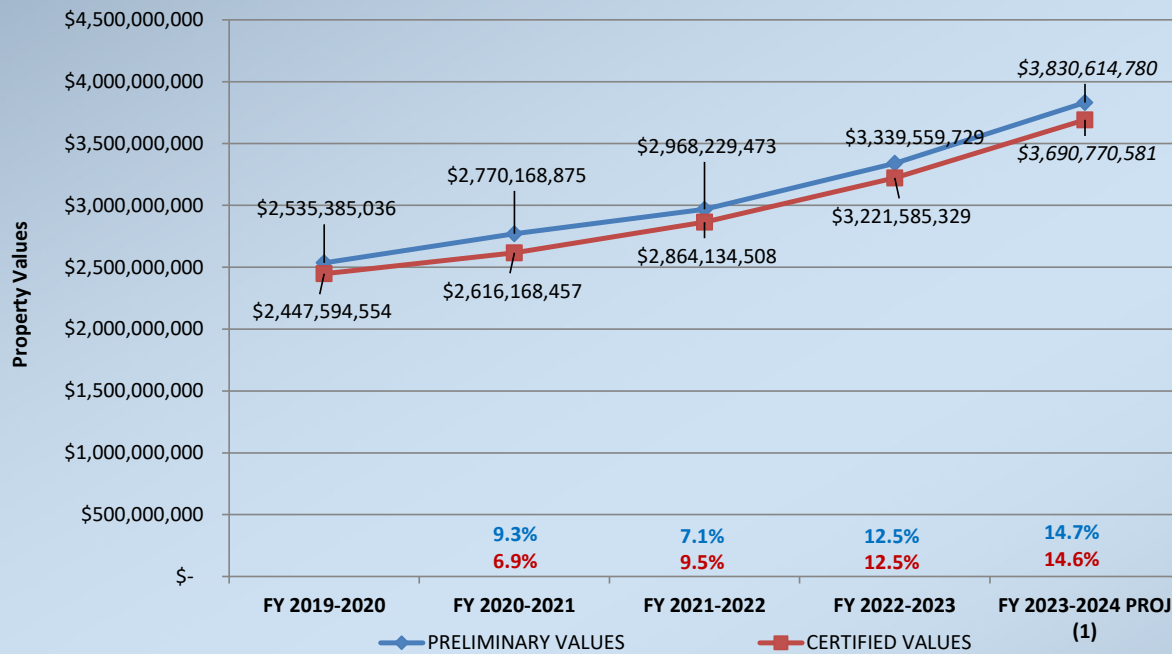
- Departments = \$1,055,310
 - 50% Reduction of FY23 Adopted Travel/Professional Development Registration Fees
 - 50% Reduction of FY23 Adopted Miscellaneous Costs
 - 100% Reduction of FY23 Adopted Controlled Assets (Technology, Furniture and Equipment)
 - 100% Reduction of discretionary/emergency funds used to cover unexpected items as they come up during school year
- Campuses = \$67,680
 - Average FY23 Attendance rate applied to per capita campus allotments

Budget Development

❖ Additional Considerations

- ESSER III remaining = \$742,000
 - 19 Kinder Aides
 - 5 Pre-K Aides
- Safety Allotment increase = \$????
 - Current allocation = \$60,000
 - Increased to \$15,000/campus = \$150,000
 - Also \$10/Average Daily Attendance

Property Tax Value Trends



(1) Projected values calculated at an estimated 3.7% decrease from the 2023 preliminary values as of April 22, 2023

Fiscal Year 2024 Estimated M&O Tax Rate

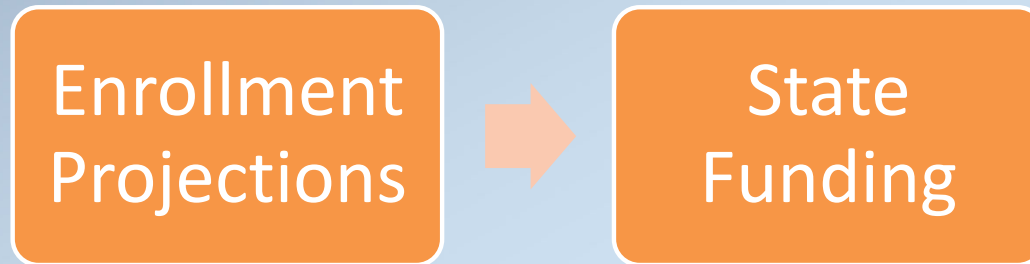
	2022 Tax Year FY2023 Revenue	2023 Tax Year FY2024 Revenue
Tier 1	\$0.8046	\$0.7556*
Tier 2 (Golden Pennies)	\$0.0800	\$0.0800
Tier 3 (Copper Pennies)	\$0.0583	\$0.0583
Tax Rate	\$0.9429	\$0.8939

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

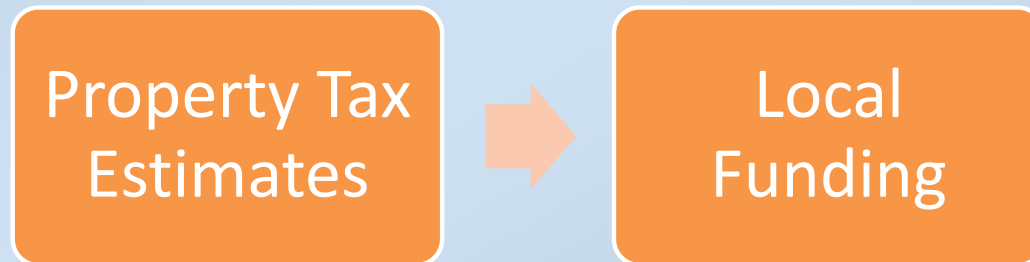
Projected Property Tax Revenues Fiscal Year 2024

	FY23	FY24
PROPERTY TAX RATES:		
MAINTENANCE & OPERATIONS (M&O)	\$0.9429	\$0.8939
INTEREST & SINKING (I&S)	\$0.3600	\$0.3600
TOTAL TAX RATE	\$1.3029	\$1.2539
FY24 PROJECTED PROPERTY VALUES, AT A 3.7% DECREASE OF THE 2023 PRELIMINARY TAX LEVY VALUE OF \$3,773,602,118 AS OF APRIL 22, 2023	\$3,285,629,979	\$ 3,633,978,840
FY 24 PROJECTED M&O REVENUE = PAV/\$100 x \$0.8939 x 98.5% COLLECTION RATE	\$29,617,586	\$ 31,996,875
FY24 PROJECTED I & S REVENUE = PAV/\$100 X \$0.36 X 98.5% COLLECTION RATE	\$11,308,019	\$ 12,886,089
ESTIMATED TOTAL TAX COLLECTIONS	\$40,925,605	\$ 44,882,964

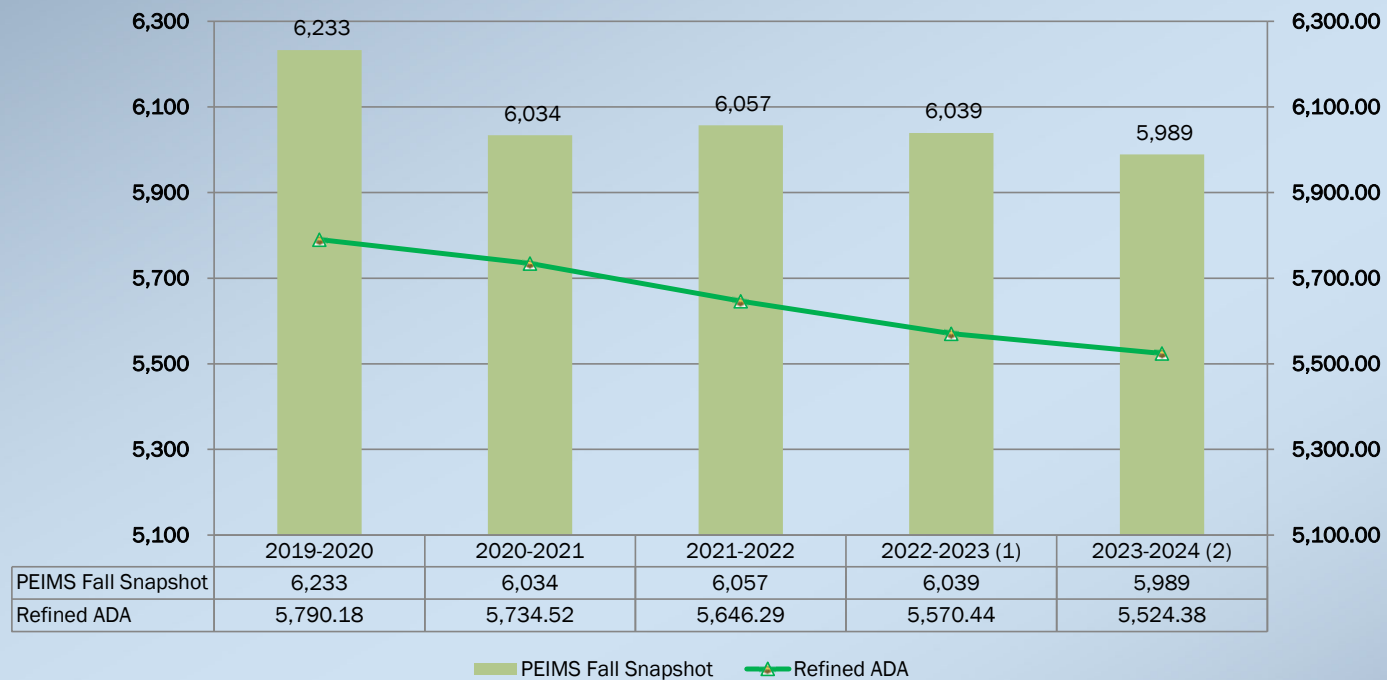
Estimating Revenues



As property tax revenue grows, state funding decreases and the opposite effect applies as well.



Historical Enrollment/ADA



- (1) ADA is projected at 94% of enrollment and on October 2022 snapshot
- (2) 2024 enrollment is based on the 2023 rollover for grades K-12 and prior years enrollment for grades EE-PK and 94% attendance rate

Preliminary 2024 Enrollment Projections

CAMPUS	2023 ENROLLMENT AT SNAPSHOT	2024 PRELIMINARY ENROLLMENT	CHANGE
CANUTILLO HIGH SCHOOL	1,624	1,597	(27)
NORTHWEST EARLY COLLEGE HIGH SCHOOL	361	406	45
CANUTILLO MIDDLE SCHOOL	700	705	5
ALDERETE MIDDLE SCHOOL	596	625	29
CANUTILLO ELEMENTARY	519	502	(17)
DAVENPORT ELEMENTARY	302	294	(8)
DAMIAN ELEMENTARY	512	504	(8)
CHILDRESS ELEMENTARY	398	388	(10)
GARCIA ELEMENTARY	461	431	(30)
REYES ELEMENTARY	566	537	(29)
TOTAL	6,039	5,989	(50)

Enrollment projections for 2024 are based on the rollup by grade level from the 2023 snapshot, enrollment grades EE – K remained constant

FY24 Revenue Projections

Attendance Rate	Original Projection	Updated Projection
	94%	96%
State Revenue	\$25,585,887	\$26,474,175
Variance		\$888,288

*FY 22-23 Average as of May 5, 2023 = 93.91%

Budget Scenarios

Presented:
May 23, 2023

	No Raise	3%/4% Raise	3%/5% Raise
Revenues <i>(96% Attendance Rate)</i>	\$63,762,550	\$63,762,550	\$63,762,550
*Expenditures	\$66,349,190	\$68,169,330	\$68,703,023
Net Surplus <i>(Deficit)</i>	\$(2,586,640)	\$(4,406,781)	\$(4,940,473)

* Expenditure amounts do not include any budget request or additional needs identified for FY24

Projected Fund Balance

FY23 Beginning Fund Balance		\$	21,186,376
Estimated Revenues	65,600,621		
Estimated Expenditures	<u>(69,372,356)</u>		
Net Revenues over Expenditures			(3,771,735)
Health Care Fund Infusion			<u>(1,000,000)</u>
FY23 Ending Fund Balance		\$	<u>16,414,641</u>
Nonspendable (Inventory/Prepaid Items)		\$	605,737
Restricted (Maintenance Tax Notes)			524,535
Assigned (Technology Refresh Plan)			1,750,000
Unassigned			<u>13,534,369</u>
FY23 Ending Fund Balance		\$	<u>16,414,641</u>
1 Day Fund Balance		\$	190,061
Optimum Fund Balance (90 Days)		\$	17,105,512
Actual Days			71

Presented:
May 23, 2023
Did not include
additional positions

Fund Balance Projections

	No Raise	3%/4% Raise	3%/5% Raise
Projected Ending FY23 Unassigned Fund Balance	\$13,534,369	\$13,534,369	\$13,534,369
Net Surplus (Deficit)	\$(2,586,640)	\$(4,406,781)	\$(4,940,473)
Projected Ending FY24 Unassigned Fund Balance	\$10,947,729	\$9,127,588	\$8,593,896
Days of Fund Balance*	60	49	46

*Optimum Fund Balance = 90 Days

Budget Development

- ❖ Additional Reductions after Compensation Plan \$1,480,000
 - Additional reductions to employee travel, furniture, controlled assets
 - Removed hospitality, shirts, appreciations, awards, refreshments
 - Postponed Apple refresh \$750,000
 - Delayed new bus \$130,000
 - Not included – FMP, Convocation, Employee Gala, Bond Election

FY24 Budget Priorities

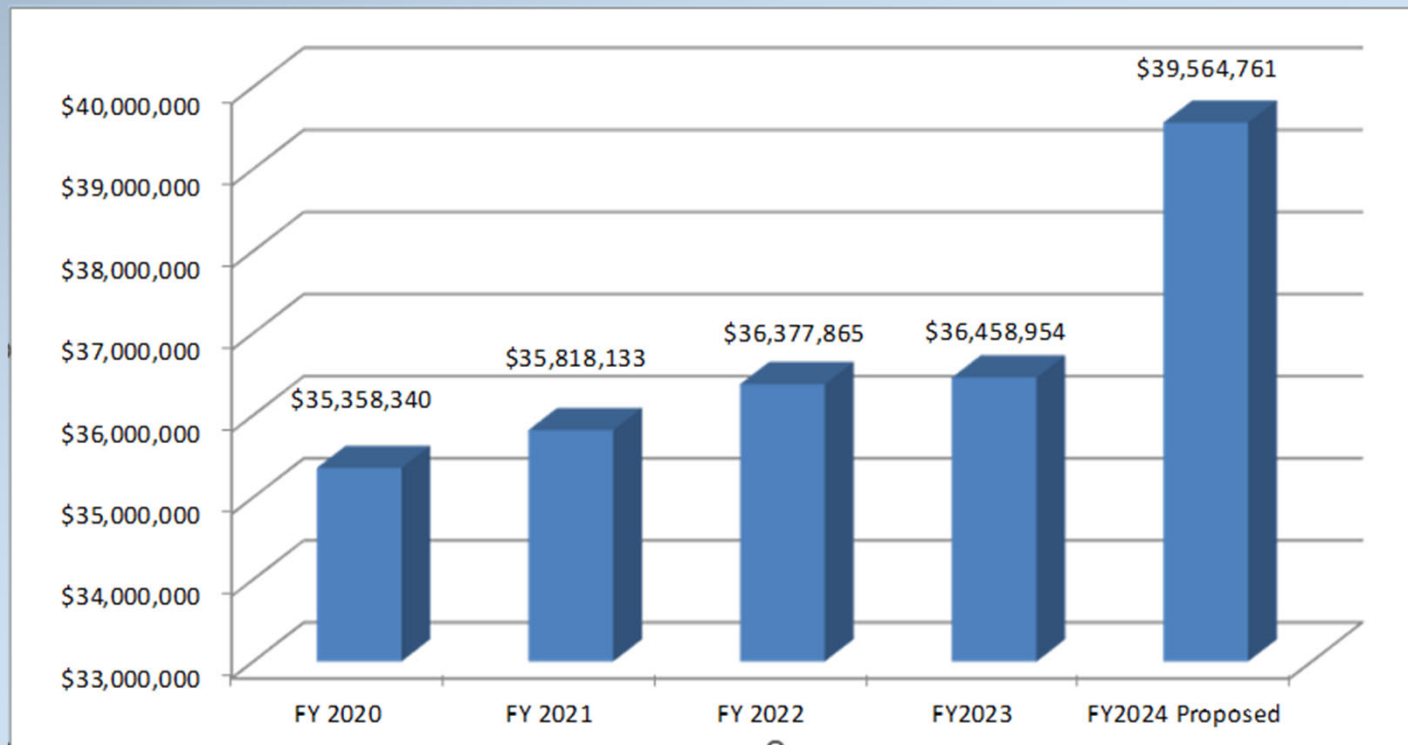
- Maintenance Tax Notes Payoff \$8.2M (\$1.2M Annual Payment)
- 3% & 5% Compensation Package
- ~~Facilities Maintenance Requests~~
- ~~Health Care Fund Reserve – \$1.3M?~~
- ~~Apple Refresh \$750,000 (8-Year Plan)~~
- ~~Balanced Budget: Revenues – Expenditures?~~

**Note: Land sales are not considered
Central Office move not budgeted**

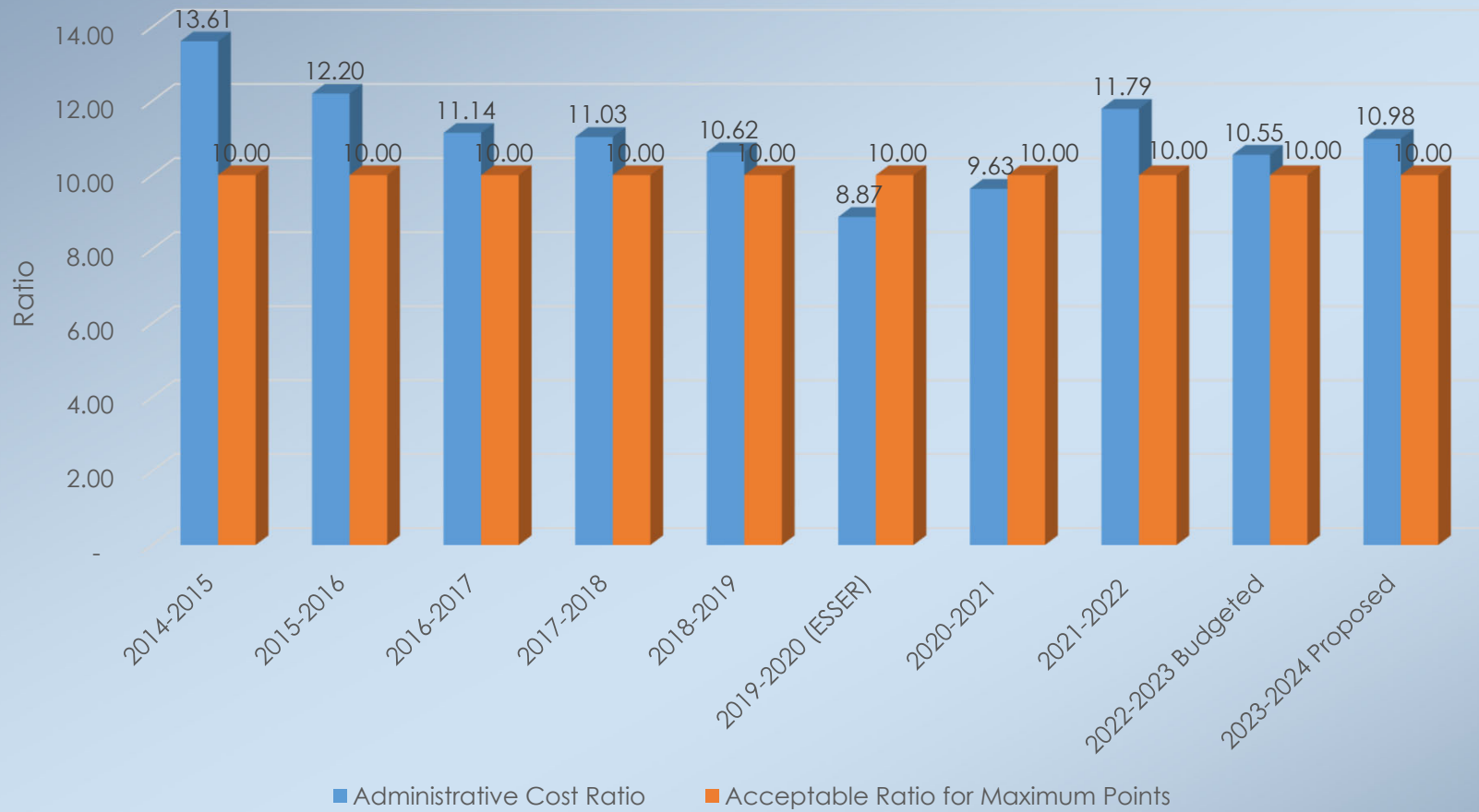
FY 2024 Proposed Budget Allocation by Campus- 3/5% Raise

Organization Name	Organization	2022 - 2023 Adopted Personnel	2022 -2023 Adopted Operation	2022-2023 Adopted Budget	2023 - 2024 Proposed Personnel	2023 -2024 Proposed Operation	2023-2024 Proposed Budget	Increase (Decrease)
Canutillo High School	001	10,077,629	357,941	10,435,570	11,030,760	509,447	11,540,207	1,104,637
Northwest Early College H.S	003	2,384,534	329,604	2,714,138	2,659,156	328,303	2,987,459	273,321
Canutillo Middle School	041	4,365,798	186,842	4,552,640	4,902,300	190,208	5,092,508	539,868
Alderete Middle School	042	4,282,364	165,141	4,447,505	4,704,041	130,210	4,834,251	386,746
Canutillo Elementary	101	3,488,458	88,090	3,576,548	3,799,350	76,448	3,875,798	299,250
Davenport Elementary	102	2,361,169	52,668	2,413,837	2,468,640	58,165	2,526,805	112,968
Damian Elementary	103	3,365,642	70,853	3,436,495	3,960,828	66,463	4,027,291	590,796
Childress Elementary	104	3,169,230	77,419	3,246,649	3,413,648	52,809	3,466,457	219,808
Garcia Elementary	105	2,854,549	58,586	2,913,135	3,465,558	77,952	3,543,510	630,375
Reyes Elementary	106	3,616,212	134,246	3,750,458	3,712,771	128,664	3,841,435	90,977
Summer School/Additional Enrollment	699	-	-	-	-	-	-	0
Total Campuses		\$39,965,585	\$ 1,521,390	\$41,486,975	\$ 44,117,052	\$ 1,618,669	\$45,735,721	\$ 4,248,746
		96%	4%		96%	4%	Net Average:	10.24%

Adopted Budget by Fiscal Year Function 11 - Instruction



Fiscal 2024 Administrative Cost Ratio



Instructional Leadership (21) + General Administration (41)

Instruction (11) + Library (12) + Curriculum/Staff Dev (13) + Guidance/Counseling (31)

PROJECTED REVENUES LESS EXPENDITURES FOR FY 2023-2024 GENERAL FUND (EXCLUDING CHILD NUTRITION)

	FY23 Estimated Actual	FY24 Proposed Budget
Local Revenues	\$ 31,964,619	\$ 32,768,375
State Revenues	29,795,141	29,724,175
Federal Revenues	2,610,474	1,270,000
Other Sources (Land Sales)	<u>1,675,370</u>	<u>-0-</u>
Total Estimated Revenues	66,045,604	63,762,550
Preliminary Expenditures Before Adding Budget Priorities	<u>(70,462,227)</u>	<u>(69,700,663)</u>
Estimated Revenues Over/(Under) Expenditures	<u>\$ (4,416,623)</u>	<u>\$ (5,938,117)</u>
Expenditures Budgeted from Fund Balance	\$ 5,233,287	
<i>FY23: \$2.4M Prior Year Carryover Items</i> <i>\$1.2M Maintenance Tax Note Payment</i> <i>\$1.7M New Instructional FTE's</i>		

Optimum Unassigned Fund Balance for FY24 = \$17,186,465 (90 Days)
FY24 Projected Ending Unassigned Fund Balance = \$7,475,901 (40 Days)

Projected Revenue Less Expenditures for 2023-2024 Child Nutrition Fund Only

	FY23 Projected Actual	FY24 Proposed Budget
Local Revenues	\$ 84,313	\$ 88,000
State Revenues	45,203	-0-
Federal Revenues	<u>5,850,000</u>	<u>5,259,957</u>
Total Estimated Revenues	5,979,516	5,347,957
Preliminary Expenditures	<u>(6,855,893)</u>	<u>(5,347,957)</u>
Estimated Revenues Over (Under) Expenditures	\$ <u>(876,377)</u>	\$ <u>-0-</u>

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

Maximum Fund Balance for FY24 = \$1,318,674 (90 Days)
FY24 Projected Ending Fund Balance (Excluding Inventory) = \$2,999,451 (205 Days)

Projected Revenue Less Expenditures for 2023-2024 Debt Service Fund Only

	FY23 Projected Actual	FY24 Proposed Budget
Local Revenues	\$ 11,611,141	\$ 13,206,089
State Revenues	386,757	172,927
Other Sources (Refunding)	<u>-0-</u>	<u>-0-</u>
Total Estimated Revenues & Other Sources	<u>11,997,898</u>	<u>13,379,016</u>
Preliminary Expenditures	(6,458,805)	(13,379,016)
Other Uses (Defeasance)	<u>(2,929,516)</u>	<u>-0-</u>
Total Estimated Expenditures and Other Uses	<u>(9,388,321)</u>	<u>(13,379,016)</u>
Estimated Revenues Over (Under) Expenditures	\$ <u>2,609,577</u>	\$ <u>-0-</u>
Note: The Debt Service Fund is self-sustaining		

Maximum Fund Balance for FY24 = \$6,316,429 (Current Year's Debt Service P&I and Fees)
 FY24 Projected Ending Fund Balance = \$15,583,203

Budget Allocation by Function

FUNCTION	DESCRIPTION OF FUNCTION	2022-2023 ADOPTED BUDGET	2023-2024 PROPOSED BUDGET	INCREASE (DECREASE)	PER STUDENT AT PROJECTED ENROLLMENT OF 5,989
11	Instruction	36,458,954	39,564,761	3,105,807	6,606
12	Instructional Resources & Media Svcs	807,047	821,137	14,090	137
13	Curriculum & Staff Development	679,330	1,009,169	329,839	169
21	Instructional Leadership	551,263	1,229,905	678,642	205
23	School Leadership	4,301,593	4,286,836	(14,757)	716
31	Guidance, Counseling, & Evaluation Sv	2,292,739	2,600,543	307,804	434
32	Social Work Services	232,710	313,236	80,526	52
33	Health Services	1,034,331	1,078,193	43,862	180
34	Student Transportation	2,085,193	1,907,450	(177,743)	318
36	Extracurricular Activities	1,734,047	1,697,932	(36,115)	284
41	General Administration	3,729,956	3,547,290	(182,666)	592
51	Facilities Maintenance and Operations	5,384,230	7,054,146	1,669,916	1,178
52	Security and Monitoring Services	1,173,486	1,274,155	100,669	213
53	Data Processing Services	1,963,037	2,383,847	420,810	398
61	Community Services	28,754	17,333	(11,421)	3
71	Debt Service	428,534	428,534	0	72
81	Facilities Acquisition and Construction	30,000	0	(30,000)	0
99	Other Intergovernmental Charges	486,196	486,196	0	81
M&O BUDGET TOTALS		\$63,401,400	\$69,700,663	\$6,299,263	\$11,638
35	Child Nutrition	5,461,473	4,881,349	(580,124)	815
51	Facilities Maintenance and Operations	480,527	466,608	(13,919)	78
CHILD NUTRITION BUDGET TOTALS		\$5,942,000	\$5,347,957	(\$594,043)	\$893
71	Debt Service	11,536,505	13,379,016	1,842,511	2,234
I&S BUDGET TOTALS		\$11,536,505	\$13,379,016	\$1,842,511	\$2,234

Canutillo Independent School District 2023-2024 Budget Calendar

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

Planning For Funding Shortage FY 2024

- No additional raises for this biennium
- Newly approved personnel will be cut
- Programming cuts
- Reduction in Force (RIF)
- Lack of bond funds will result in addressing facility needs versus additional personnel and raises
- Maintenance Tax Notes will continue to be paid from M&O until refinanced by the successful passage of a bond
- Cash flow shortage - sell short-term bonds for 120-day loan
- Closing a campus
- No staff travel

Options for Budget Adoption

Move forward with compensation and additional positions approved in May

- Adopt a deficit budget of \$5.9M
- Results in an estimated 40 Days Unrestricted Fund Balance

Move forward with compensation approved in May except for new positions \$1.1M savings

- Adopt a deficit budget of \$4.8M
- Results in an estimated 47 Days Unrestricted Fund Balance

Approve a new compensation package without raises or additional positions

- Adopt a deficit budget of \$1.9M
- Results in an estimated 65 Days Unrestricted Fund Balance

Questions

Public Comment

MOTION: TO APPROVE THE 2022-23 PROPOSED BUDGET

FUNCTION	DESCRIPTION OF FUNCTION	2023-2024 GENERAL FUND	2023-2024 FOOD SERVICE FUND	2023-2024 DEBT SERVICE FUND	2023-2024 TOTAL
11	INSTRUCTION	39,564,761			39,564,761
12	INSTRUCTIONAL RESOURCES & MEDIA	821,137			821,137
13	STAFF/CURRICULUM DEVELOPMENT	1,009,169			1,009,169
21	INSTRUCTIONAL ADMINISTRATION	1,229,905			1,229,905
23	SCHOOL LEADERSHIP	4,286,836			4,286,836
31	GUIDANCE & COUNSELING SERVICES	2,600,543			2,600,543
32	SOCIAL WORK SERVICES	313,236			313,236
33	HEALTH SERVICES	1,078,193			1,078,193
34	STUDENT TRANSPORTATION	1,907,450			1,907,450
35	FOOD SERVICE		4,881,349		4,881,349
36	COCURRICULAR ACTIVITIES	1,697,932			1,697,932
41	GENERAL ADMINISTRATION	3,547,290			3,547,290
51	PLANT MAINTENANCE & OPERATIONS	7,054,146	466,608		7,520,754
52	SECURITY & MONITORING SERVICES	1,274,155			1,274,155
53	DATA PROCESSING SERVICES	2,383,847			2,383,847
61	COMMUNITY SERVICES	17,333			17,333
71	DEBT SERVICE	428,534		13,379,016	13,807,550
81	FACILITIES ACQUISITION/CONSTRUCTION	0			0
99	OTHER INTER-GOVERNMENTAL CHARGES	486,196			486,196
BUDGET TOTALS		\$69,700,663	\$5,347,957	\$13,379,016	\$88,427,636

Canutillo ISD Strategic Plan Balanced Scorecard 2023-2028

In Canutillo ISD, We Believe:

- › **STUDENTS** are empowered to think critically and engage civically and empathetically, as they meet the challenges of building a better world.
- › **PARENTS** and **FAMILIES** are welcomed into our schools and District, with meaningful opportunities to actively engage in supporting the social, emotional, and academic needs of their students.
- › **FACULTY** and **STAFF MEMBERS** are respected and valued as dedicated leaders and continuous learners in the educational process.
- › **CAMPUS ADMINISTRATORS** build authentic, inclusive, and supportive relationships within their school community through mutual respect and trust.
- › **THE SUPERINTENDENT** and **CENTRAL OFFICE STAFF** are active and engaged listeners who are accountable for ensuring equitable, efficient, and transparent utilization of district resources.
- › **THE BOARD OF TRUSTEES** are a unified team who holds each other accountable, treats each other with respect, and represents the district with integrity and honesty.

Mission

We provide Equitable Opportunities to ensure our future-ready students are empowered to Explore, Learn, Grow, and Excel.

Vision

LEAD today. IMPACT tomorrow.

Priorities & Performance Objectives

STUDENT SUCCESS

- › Student Safety & Well-Being
- › Academic Growth
- › College Career Military Readiness

STAFF SUCCESS

- › Staff Safety & Well-Being
- › Professional Learning & Quality Staff
- › Staff Satisfaction

COMMUNITY ENGAGEMENT AND PARTNERSHIPS

- › Family Engagement
- › Community Partnerships
- › Customer Satisfaction

FISCAL AND OPERATIONAL SYSTEMS

- › Fiscal Responsibility
- › Strategic Allocation of Resources
- › Planning for Growth
- › Well Maintained Facilities

TECHNOLOGY RESOURCES

- › Apple Refresh 1:1
- › Wireless access/Testing
- › Infrastructure/Safety
- › Community Connectivity

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Signature of Requester(s)

Signature of Presenter(s)

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):



CANUTILLO INDEPENDENT SCHOOL DISTRICT
LIST OF INTERLOCALS AND COOPERATIVES

Interlocal Agreement	Established	Membership Fee
El Paso ISD Interlocal Agreement	2/21/2017	None
Socorro ISD Interlocal Agreement	2/21/2017	None
Ysleta ISD Interlocal Agreement	4/21/2010	None

Cooperative Contracts	Established	Membership Fee
1GPA - 1Government Procurement Alliance	1/25/2019	None
Allied States Cooperative, Region 19	12/13/2001	None
Central Texas Purchasing Alliance (Round Rock)	9/17/2018	\$150.00 annually
E&I Cooperative Services	9/4/2012	None
Equalis Group	6/28/2022	None
Fort Worth Independent School District Procurement Card Svcs)	2/12/2019	
Harris County Department of Education - Choice Partners	1/29/2001	None
Houston Galveston Area Council of Governments (H-GAC)	2/5/2001	None
National Coopeartive Purchasing Alliance	3/22/2022	None
OMNIA Partners	8/25/2020	None
Purchasing Cooperative of America	8/26/2021	None
Region 2 - GoodBuy	3/22/22	None
Region 6 - EPIC 6		None
Region 8 -Texas Interlocal Purchasing Systems (TIPS USA)	5/6/2008	None
Region 12 E cudcation Service Center - State of Texas Co-op *	Unknown	None
Region 14 - National Cooperative Purchasing Alliance	4/7/2022	None
Region 16 - TexBuy	11/9/2016	None
Region 17 - West Texas Food Service Cooperative	1/27/2022	Annual Renewal None
Region 18 Education Service Center *	Unknown	None
Region 20 - 2013 Purchasing Cooperative	8/25/2020	None
Region 20 - PACE	8/25/2020	None
Sourcewell (formerly National Joint Powers Alliance)	8/25/2020	None
Southeast Texas Purchasing Cooperative	3/22/2022	None
Texas Comptroller of Public Accounts - TxSmartBuy	11/9/2016	None
Texas Comptroller of Public Accounts - Texas Multiple Award Schedule (TXMAS)	11/9/2016	None
Texas Department of Information Resources (DIR)	Unknown	None
Texas Association School Business - BuyBoard	2/13/2007	None
Tarrant County Cooperative Purchasing, Fort Worth	5/24/22	None

1. GENERAL FUNCTIONS-OTHER

1.A. Call to Order

The meeting was called to order at **4:00 p.m.** by Board President Mendoza.

1.B. Pledge of Allegiance

1.C. Texas Pledge of Allegiance

1.D. Roll Call

Present: Trustee Barnes, Mendoza, Simental, Trout and Zuniga

Trustee Borrego and Rodriguez informed President Mendoza they would not be attending.

1.E. CISD Vision and Mission Statements

2. BOARD HONORS

2.A. Recognition of the Northwest Early College eSports Team for Earning the UIL State Championship in the Texas eSports League State Meet

2.B. Recognition of the Alderete Middle School Art Students who Earned First Place in the Green Hope Project's Trash to Treasure Environmental Art Contest

2.C. Recognition of Canutillo High School Student Leslie Reyes and Northwest Early College High School Student Aitiana Mondragon for Their Service to the District as Student Advisors to the CISD Board of Trustees

2.D. Recognition of Northwest Early College High School for Earning the Designation of 2023 America's Best School from the National Center for Urban School Transformation

3. 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. Carol Cassidy addressed the board regarding on Governor Abbot school choice in Texas parents having the choice where they want their kids to attend school. She also addressed the board on what students are being taught on health.

Mr. Ross More addressed the board regarding the 5% compensation for employees.

Ms. Sonia Frayre addressed the board on concerns with a committee named Shack and Project Vida having interactions with students.

Ms. Lisa H. Aranda addressed the board regarding the need for IT technicians at the campuses.

Mr. Frankie C. Brito addressed the board regarding the need and value of IT technicians at the campuses.

4. BOARD OF TRUSTEE BUSINESS

4.A. Discussion and Possible Action Regarding a Resolution Supporting Public Education

It was motioned by Trustee Simental and seconded by Trustee Zuniga and passed with 4 affirmative votes to approve resolution as presented.

Trustee **Barnes** voted no

Trustee Trout wanted her reasons to be noted as to why she voted yes for the resolution. She stated during the meeting the district needs to allocate for 6000 students. The students need certified teachers that can provide mental health as well as needing certified teachers to teach the students with disabilities. Help educate the students on drugs.

4.B. Hold Team Building and Evaluating and Improving Student Outcomes (EISO) Training as Required by Statute Provided by MoakCasey, LLC, to Include Introduction to the Balanced Scorecard

5. SPECIAL PRESENTATION-OTHER

5.A. Fiscal Year 2024 Budget Update Presentation

5.B. Discussion and Possible Action Regarding the 2023-2024 Compensation Maintenance Review

It was motioned by Trustee Trout and seconded by Trustee Barnes for recommendation number two on the compensation packet and passed unanimously with five affirmative votes .

5.C. Discussion and Possible Action Regarding Plan to Address Criteria for Hiring Personnel and Assignment of Personnel of Hard-to-Fill Positions

It was motioned by Trustee Trout and Seconded by Trustee Simental to approve as represented with the addition of a social worker position and passed unanimously with five affirmative votes.

6. CONSENT AGENDA-VOTING

6.A. BUSINESS SERVICES

6.A.1. Approval of the Meeting Minutes

6.A.1.a. Approval of the April 25, 2023 Regular Board Meeting Minutes

6.A.1.b. Approval of the May 3, 2023 Special Board Meeting Minutes

6.A.2. Approval of Monthly Financials

6.A.3. Approval of Donations Report for April 2023

6.A.4. Approval of Budget Amendments

6.A.5. Approval to Award RFP 2023-10 Bank Depository to Wells Fargo Bank, N.C.

6.A.6. Approval of the Quarterly Investment Report for the Quarter Ended March 31, 2023

6.B. *CURRICULUM AND INSTRUCTION*

6.B.1. Approval of Annual Career and Technical Education Program Evaluation

6.B.2. Approval of Innovative Course Titles from College Board

6.B.3. Approval of Program Evaluation Report 2023

6.B.4. Approval of Interlocal Agreement between the Texas Behavioral Science and Policy Institute University of Texas at Austin and Canutillo ISD for FUSE

6.C. *HUMAN RESOURCES*

6.C.1. Approval of Revision to 2022-2023 Canutillo ISD Temporary Employment, Non-Contractual Stipend and Supplemental Pay Schedule

6.C.2. Approval of TASB Localized Policy Update 120 **2nd Reading.**

It was motioned by **Trustee Trout** and seconded by **Trustee Simental** and passed unanimously to approve the consent agenda as presented.

7. **ADJOURNMENT**

The meeting was adjourned at **720 p.m.** under unanimous consent.

Presented to the Board of Trustees for approval on **June 19,2023.** The minutes reflect all agenda items in the order as originally posted and do not necessarily reflect the order in which they were discussed.

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Signature of Requester(s)

Signature of Presenter(s)

CPulley
Business Services Approval (Initials)

Date

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

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

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):



CANUTILLO A Premier District

Report to Board of Trustees Monthly Financials (DRAFT)

May 31, 2023

7965 Artcraft | El Paso, TX 79932
915.877.7401 | www.canutillo-isd.org
Follow us on:   



Table of Contents

	Pages
Supplement - Account Code Scheme	A-1
Supplement - Account Codes	A-2
Financial Statements:	
Monthly Financial Dashboard	1
General Fund Budget vs Actual	2
Food Service	10
State Comp Ed Fund	11
Operating Fund	12
Debt Service	13
Health Insurance	14
Special Revenue Fund	15
Cash Flow	18
Ad Valorem Tax Year 2022-2023	
Tax Collection Analysis	21
Comparative Tax Collection	22
Profit/Loss Statement:	
Health Insurance	23
Supplementary Information:	24
Student Enrollment Report	
Student Attendance Rate	

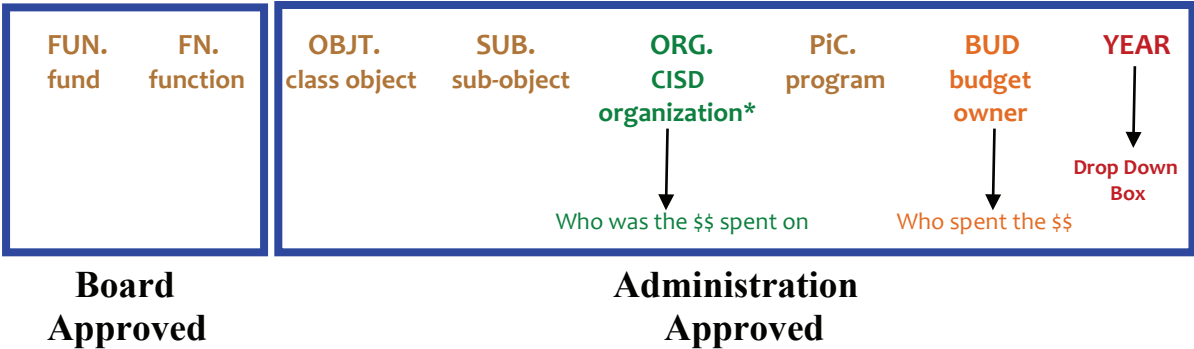
**CANUTILLO INDEPENDENT SCHOOL DISTRICT
ACCOUNT COMPONENTS FOR CAMPUSES AND
DEPARTMENTS
FISCAL YEAR 2022-2023**

ACCOUNT CODING SCHEME

199.11.6112.00.001.11

**199 - FUND
11 – FUNCTION
6112 – CLASS OBJECT
00 – SUB-OBJECT
001 – ORGANIZATION
11 – PROGRAM CODE**

TEAMS ACCOUNT CODE



*Note: With the exception of organizations 726-749 (PEIMS – 750) and 800-997 (PEIMS – 999), CISD organization represents the PEIMS organization. The account element “year” appears in a drop down box rather than as an element of the account string, if more than one year is available.

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
ACCOUNT CODES**

FUND		FUNCTION	
101	Food Service	11	Instruction
185	State Compensatory Education - SCE	12	Instructional Resources and Media Svc
199	Local Operating - General	13	Curriculum Development/Instructional Staff Development
211	Title I, Part A	21	Instructional Leadership
212	Title I, Part C - Migrant	23	School Leadership
224	IDEA Part B Formula	31	Guidance/Counseling Service
225	IDEA Part B Preschool	32	Social Work Service
242	Summer Feeding Program	33	Health Service
244	Perkins V Grant	34	Student (Pupil) Transportation
255	Title II, Part A - TPTR	35	Foodservice
263	Title III, Part A LEP	36	Co curricular/Extracurricular Activity
266	ESSER I- Cares Act	41	General Administration
272	Medicaid Administrative Cost	51	Plant Maintenance/Operations
277	Coronavirus Relief - Cares Act	52	Security/Monitoring Service
281	ESSER II- American Rescue Plan	53	Data Processing Service
282	ESSER III- American Rescue Plan	61	Community Service
289	Federally Funded Discretionary Grant	71	Debt Service
397	Advanced Placement	81	Facilities Acquisition
410	State Instructional Materials	99	Governmental Charges
429	State Discretionary Grant		
461	Campus Activity Funds		
486	Wells Fargo STEM-Power		
487	CREED Accelerated Certification Program		
489	Fruit & Veggie Grant- Chef Ann Foundation		
599	Debt Service		
691	Bond Capital Projects (Series 2006)		
692	Bond Capital Projects (Series 2011)		
693	Bond Capital Projects (Series 2013)		
753	Insurance		
865	Student Activity Funds		

OBJECT CODE			
6112.13	Substitutes - Staff Development	6329	Reading Materials
6112.96	Substitutes - Duty Related/Not Staff Development	6339	Testing Materials
6117.05	Extra Duty Pay - Professional	6341	Food
6117.13	Extra Duty Pay - Professional Staff Development	6342	Non Food
6118	Stipends	6344	USDA Donated Commodities
6119	Salaries	6349	Food Service Supplies
6121.06	Overtime Pay	6395	Supplies - Automotive Parts
6126.03	Academic Tutor Pay	6396	General Supplies - Tools
6128.05	Extra Duty Pay - Hourly	6397	Controlled Assets - Furniture and Equipment
6128.07	Excess Hour Pay - Transportation	6398	Controlled Assets - Technology
6128.13	Extra Duty Pay - Hourly Staff Development	6399	General Supplies
6129	Salaries- Hourly	6411	Travel - Employees & Registrations
6211	Legal Services	6411.89	In-City Mileage
6212	Audit Services	6412	Travel - Students
6213	Tax Appraisal/Collection	6419	Travel - Non-Employees
6219	Professional Services	6429	Insurance
6221	Staff Tuition - Higher Education	6439	Election Costs
6229	Tuition/Transfer Payments	6491	Statutorily Required Public Notices
6239	Education Service Center Services	6494	Transportation Charges
6249	Contracted Maintenance and Repair	6495	Membership Dues
6255	Utility - Garbage Disposal	6497	Postage
6256	Utilities - Electric	6498	Cost of Goods Sold
6257	Utilities - Telephone & Telecommunication Charges	6499	Miscellaneous Operating Costs
6258	Utilities - Water, Wastewater Treatment & Sanitation	6499.01	Board Funded Field Trips
6259	Utilities - Gas	6511	Bond Principal
6269	Rental - Copy Machine Leases	6513	Long-Term Loan Principal
6291	Consulting Services	6519	Debt Principal
6297	Printing	6521	Interest on Bonds
6299	Miscellaneous Contracted Services	6523	Interest
6299.97	Software Licences	6599	Other Debt Service Fees
6315	Custodial Supplies - Departments	6619	Land Purchase/Improvements
6316	Custodial Supplies - Elementary School	6629	Bldg Purchase/Construct/Improvement
6317	Custodial Supplies - Middle School	6631	Vehicles over \$5000
6318	Custodial Supplies - High School	6636	Capital Assets - Tech Equip & Software > than \$5000
6319	Other Supplies-Maintenance	46639	Capital Assets - Furniture/Equipment > \$5000
6321	Textbooks	6649	Capital Assets - Other

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
ACCOUNT CODES**

SUB-OBJECT		ORGANIZATION
Alphabetical List	Numerical List	
27 Advanced Placement	01 Indirect Costs	001 Canutillo High School
10 Art	09 Department Head	003 Northwest Early College H.S.
51 Athletic Director	10 Art	041 Canutillo Middle School
22 Band	11 English	042 Alderete Middle School
66 Baseball	12 Speech	101 Canutillo Elementary
59 Basketball - boys	13 Journalism	102 Davenport Elementary
58 Basketball - girls	14 Choir	103 Damian Elementary
97 Board Priority	15 Reading	104 Childress Elementary
39 Campus Special Ed	16 Foreign Language	105 Garcia Elementary
54 Cheerleaders	17 Modern Dance	106 Reyes Elementary
14 Choir	18 Social Studies	699 Summer School
38 CHS Decathlon	19 Math	701 Superintendent
56 Cross Country	21 Science	702 Board of Trustees
09 Department Head	22 Band	703 Tax Costs
31 Disciplinary AEP	23 Physical Education	726 Human Resources
88 District Declared Emergency	24 School Improvement	727 Financial Services
11 English	25 Substitute Custodians	728 School Resources
26 E-Rate	26 E-Rate	729 Textbooks
45 E-Rate Reimbursement	27 Advanced Placement	730 Public Relations
57 Football	28 Mother/Daughter	731 Internal Auditor
16 Foreign Language	29 Graduation	732 Associate Superintendent
65 Golf - boys	30 The Learning Center	733 Governmental Relations
63 Golf - girls	31 Disciplinary AEP	734 Chief Financial Officer
29 Graduation	32 Pregnancy Rel Svc	801 Life Skills for Student Parents
41 Health	33 Leadership	806 Adult Literacy
36 Hi-Q	35 RTI	909 Foodservice
89 In city Mileage Reimb	36 Hi-Q	910 Pupil Transportation
01 Indirect Costs	37 TLC Dual Credit	912 External Funding
13 Journalism	38 CHS Decathlon	913 Big Brother/Big Sister
33 Leadership	39 Campus Special Ed	914 Warehouse
19 Math	40 Summer School	915 Facilities
17 Modern Dance	41 Health	916 Curriculum and Instruction
28 Mother/Daughter	43 Wellness	917 Career & Technology Education
69 MS Athletic Uniforms	44 School of Music	918 Special Education
23 Physical Education	45 E-Rate Reimbursement	919 Academic Language Svcs
32 Pregnancy Rel Svc	50 Tennis	920 Student Support Division
15 Reading	51 Athletic Director	921 Testing and Assessment
35 RTI	53 Soccer - girls	922 District Security Services
92 Safety	54 Cheerleaders	923 DAEP
24 School Improvement	55 Volleyball - girls	924 School of Music
44 School of Music	56 Cross Country	925 Athletics
21 Science	57 Football	951 CISD Health Insurance
90 SHAC	58 Basketball - girls	999 District Wide
61 Soccer - boys	59 Basketball - boys	
53 Soccer - girls	60 UIL	
18 Social Studies	61 Soccer - boys	
68 Softball - girls	62 Track - girls	
12 Speech	63 Golf - girls	
25 Substitute Custodians	64 Track - boys	
40 Summer School	65 Golf - boys	
50 Tennis	66 Baseball	
30 The Learning Center	67 Trainer	
37 TLC Dual Credit	68 Softball - girls	
64 Track - boys	69 MS Athletic Uniforms	
62 Track - girls	88 District Declared Emergency	
67 Trainer	89 In city Mileage Reimb	
60 UIL	90 SHAC	
55 Volleyball - girls	92 Safety	
98 Wastewater Treatm	97 Software Licences	
43 Wellness	98 Wastewater Treatm	
		PROGRAM
		11 Basic Education
		21 Gifted/Talented
		22 Career & Technology
		23 Special Education
		24 Comp Ed Non-Campus
		25 Bilingual Education
		26 Alternative Education Prg
		28 Disciplinary AEP
		30 Comp Ed Campus Activities
		32 Pre-Kindergarten
		33 Pre-K - Special Ed
		34 Pre-K - Comp Ed
		35 Pre-K - Bilingual
		36 Early Education Allotment
		37 Dyslexia
		38 College, Career & Military Readiness
		43 Dyslexia SPED
		91 Athletics
		99 Undistributed

Canutillo Independent School District

Monthly Financial Dashboard

May 2023

		<u>Change</u>
Weekly Enrollment:	5/31/2023	5,976
Prior Year:		6,045
		(69)
Weekly Attendance:	5/31/2023	93.66%
Goal:		94.72%
		-1.06%

Monthly Tax Collections:	5/31/2023	219,909	
Prior Year:	2022	(219,690)	
Prior Year:	2021	120,973	
Average:		40,397	
Y-T-D Tax Collections:	5/31/2023	41,130,574	98.47%
Prior Year:	2022	37,535,683	101.82%
Prior Year:	2021	36,546,626	104.17%
Average:		38,404,294	101.49%

<u>Year-to-Date</u>		<u>Revenues</u>	<u>Expenditures</u>	<u>Net</u>
Child Nutrition	5/31/2023	\$ 2,854,204	5,721,914	(\$2,867,710)
Prior Year:	2022	5,710,383	5,340,892	369,491
Variance:		<u>(2,856,179)</u>	<u>381,022</u>	<u>(3,237,201)</u>
Health Care:	5/31/2023	\$ 7,598,802	8,758,146	(\$1,159,344)
Prior Year:	2022	7,350,038	8,036,750	(686,712)
Variance:		<u>248,764</u>	<u>721,396</u>	<u>(472,632)</u>
General Fund:	5/31/2023	\$ 57,612,707	64,256,261	(\$6,643,554)
Prior Year:	2022	53,006,246	61,414,436	(8,408,190)
Variance:		<u>4,606,461</u>	<u>2,841,825</u>	<u>1,764,636</u>

<u>Year-to-Date</u>		<u>Budget</u>	<u>Expenditures</u>	<u>Available</u>
Title I:	5/31/2023	\$ 1,751,206	1,235,287	\$515,919
Prior Year:	2022	3,525,193	3,174,013	4,997,005
Variance:		<u>(1,773,987)</u>	<u>(1,938,726)</u>	<u>(4,481,086)</u>
Special Revenues:	5/31/2023	\$ 24,313,586	18,173,946	\$6,139,640
Prior Year:	2022	24,385,783	14,234,033	10,823,446
Variance:		<u>(72,197)</u>	<u>3,939,913</u>	<u>(4,683,806)</u>

Canutillo Independent School District General Fund Budget vs Actual May 31, 2023

Sept-June target % = 78%
12 month target % = 75%

■ = On Target
■ = Fast Receive
■ = Slow Receive

REVENUE ACCOUNT	APPROVED BUDGET	CURRENT MONTH REVENUES	REVENUES	REMAINING BUDGET AMOUNT	% BUDGET RECEIVED	ESTIMATED REVENUE	ESTIMATED SURPLUS/DECIFIT
LOCAL:							
TAXES, CURRENT YEAR LEVY	\$30,231,260	\$115,233	\$29,791,126	(\$440,134)	99%	\$29,968,086	(\$263,174)
TAXES, PRIOR YEARS	100,000	11,075	(159,148)	(259,148)	-159%	(150,000)	(250,000)
TAXES, PENALTY & INTEREST	80,000	32,298	147,354	67,354	184%	147,354	67,354
FOOD SERVICE ACTIVITY	60,000	3,865	41,580	(18,420)	69%	41,580	(18,420)
FOOD SERVICE CATERING	6,000	17,827	42,733	36,733	712%	42,733	36,733
TUITION & FEES	1,500	0	0	(1,500)	0%	0	(1,500)
EARNINGS-TEMP DEP/INVEST	27,000	99,280	450,416	423,416	1668%	714,416	687,416
REVENUE-RENT-BUILDINGS	8,400	0	4,900	(3,500)	58%	4,900	(3,500)
MISCELLANEOUS REVENUE	80,000	129	67,979	54,321		68,000	(12,000)
FEDERAL REVENUES - E-RATE	160,000	0	0	(160,000)	0%	1,145,446	985,446
REVENUE-ATHLETIC ACTIVITY	40,000	0	66,417	26,417	166%	66,417	26,417
Total Local:	30,794,160	279,707	30,453,357	(274,461)	99%	32,048,932	1,254,772
STATE:							
REVENUE-PER CAPITA	\$2,543,434	\$245,887	\$1,817,987	(\$725,447)	71%	\$3,554,444	\$1,011,010
REVENUE-FOUNDATION ENTITLE	25,112,302	1,000,400	19,108,541	(6,003,761)	76%	22,723,426	(2,388,876)
REVENUE-FOUNDATION PROGRAM	0	0	0	0	0%	0	0
REVENUE-FOOD SERVICE	24,000	0	24,311	311	101%	45,203	21,203
TRS ON-BEHALF BENEFIT	3,250,000	264,841	3,517,271	267,271	108%	3,517,271	267,271
Total State:	30,929,736	1,511,128	24,468,110	(6,461,626)	79%	29,840,344	(1,089,392)

**Canutillo Independent School District
General Fund Budget vs Actual
May 31, 2023**

Sept-June target % = 78%
12 month target % = 75%

■ = On Target
■ = Fast Receive
■ = Slow Receive

REVENUE ACCOUNT	APPROVED BUDGET	CURRENT MONTH REVENUES	REVENUES	REMAINING BUDGET AMOUNT	% BUDGET RECEIVED	ESTIMATED REVENUE	ESTIMATED SURPLUS/DECIFIT
FEDERAL:							
REVENUE-R O T C	\$70,000	\$0	\$57,902	(\$12,098)	83%	\$70,000	\$0
FEDERAL REVENUES - TEA	1,376,623	307,329	434,771	(941,852)	32%	1,404,000	27,377
SCHOOL BREAKFAST PROGRAM	2,000,000	0	1,741,550	(258,450)	87%	2,000,000	0
SCHOOL LUNCH PROGRAM	3,473,000	0	2,995,948	(477,052)	86%	3,473,000	0
USDA COMMODITIES	377,000	0	0	(377,000)	0%	377,000	0
REVENUE-SHARS-MEDICAID	850,000	0	1,136,474	286,474	134%	1,136,474	286,474
Total Federal:	8,146,623	307,329	6,371,645	(1,774,978)	78%	8,460,474	313,851
OTHER SOURCES:							
BOND PROCEEDS	\$0	\$0	\$0	\$0	0%	\$0	\$0
DISCOUNT ON BOND ISSUANCE	0	0	0	0	0%	0	0
SALE OF REAL AND PERSONAL PROPERTY	532,855	0	1,672,391	(1,139,536)	100%	1,675,370	1,142,515
Total Other Sources:	532,855	0	1,672,391	(1,139,536)	100%	1,675,370	1,142,515
Total Revenues:	\$70,403,374	\$2,098,163	\$62,965,503	(\$9,650,601)	89%	\$72,025,120	\$1,621,746

**Canutillo Independent School District
General Fund Budget vs. Actual
May 31, 2023**

■ = On Target
■ = Fast Spending
■ = Slow Spending

Sept-June target % = 70%
 12 month target % = 75%

ACCOUNT CODE BY FUNCTION	CURRENT BUDGET	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BUDGET AMOUNT	% BUDGET USED	PROJECTED EXPENDITURES	Preliminary Estimated Savings (Deficiency)
11 INSTRUCTION								
PAYROLL COSTS	\$35,796,851	\$4,310,502	\$34,346,062	\$0	\$1,450,789	96%	\$35,989,082	(\$192,231)
PROF. & CONTRACTED SERVICES	918,638	35,490	665,173	74,302	179,164	80%	918,638	0
MATERIALS & SUPPLIES	1,403,626	69,529	2,580,694	127,057	(1,304,125)	193%	2,887,751	(1,484,125)
OTHER OPERATING EXPENSES	249,713	13,704	173,053	53,516	23,145	91%	249,713	0
CAPITAL OUTLAY - LAND,BLDG,EQUIP	131,183	20,685	98,471	32,094	618	100%	131,183	0
INSTRUCTION	38,500,011	4,449,910	37,863,452	286,968	349,590	99%	40,176,367	(1,676,356)
12 INSTR RESOURCES & MEDIA								
PAYROLL COSTS	722,751	79,074	696,446	0	26,305	97%	732,412	(9,661)
PROF. & CONTRACTED SERVICES	41,759	731	42,848	1,170	(2,258)	105%	44,017	(2,258)
MATERIALS & SUPPLIES	42,359	4,717	35,296	6,831	233	99%	42,359	0
OTHER OPERATING EXPENSES	178	0	178	0	0	100%	178	0
INSTR RESOURCES & MEDIA	807,047	84,522	774,767	8,000	24,280	97%	818,966	(11,919)
13 STAFF DEVELOPMENT-CURRICULUM/INSTRUCTION								
PAYROLL COSTS	458,106	67,833	426,379	0	31,727	93%	469,406	(11,300)
PROF. & CONTRACTED SERVICES	35,550	0	17,750	0	17,800	50%	22,550	13,000
MATERIALS & SUPPLIES	14,964	193	7,328	3,806	3,830	74%	14,964	0
OTHER OPERATING EXPENSES	197,511	2,629	89,178	62,292	46,041	77%	197,511	0
STAFF DEVELOPMENT-CURRICULUM/INSTRUCTION	706,131	70,655	540,636	66,098	99,397	86%	704,431	1,700
21 INSTRUCTIONAL ADMIN								
PAYROLL COSTS	480,127	42,540	395,027	0	85,100	82%	439,733	40,394
PROF. & CONTRACTED SERVICES	32,652	38	27,350	4,954	347	99%	32,652	0
MATERIALS & SUPPLIES	18,523	322	15,924	153	2,446	87%	18,523	0
OTHER OPERATING EXPENSES	46,381	1,772	35,194	11,188	0	100%	51,542	(5,161)
INSTRUCTIONAL ADMIN	577,683	44,672	473,495	16,295	87,893	85%	542,450	35,233

**Canutillo Independent School District
General Fund Budget vs. Actual
May 31, 2023**

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12 month target % = 75%

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ACCOUNT CODE BY FUNCTION	CURRENT BUDGET	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BUDGET AMOUNT	% BUDGET USED	PROJECTED EXPENDITURES	Preliminary Estimated Savings (Deficiency)
23 SCHOOL LEADERSHIP								
PAYROLL COSTS	3,989,170	385,491	3,592,166	0	397,003	90%	3,958,066	31,103
PROF. & CONTRACTED SERVICES	60,682	999	45,860	12,685	2,137	96%	60,682	0
MATERIALS & SUPPLIES	187,594	3,757	42,310	500	144,783	23%	47,594	140,000
OTHER OPERATING EXPENSES	64,148	3,357	39,694	17,395	7,059	89%	64,148	0
SCHOOL LEADERSHIP	4,301,593	393,604	3,720,030	30,580	550,983	87%	4,130,490	171,103
31 GUIDANCE & COUNSELING SVC								
PAYROLL COSTS	2,286,491	235,817	2,111,873	0	174,619	92%	2,275,254	11,238
PROF. & CONTRACTED SERVICES	43,983	0	40,677	2,252	1,054	98%	43,983	0
MATERIALS & SUPPLIES	26,792	1,603	20,973	3,636	2,182	92%	26,792	0
OTHER OPERATING EXPENSES	43,386	5,623	18,096	14,276	11,014	75%	43,386	0
GUIDANCE & COUNSELING SVC	2,400,652	243,043	2,191,619	20,164	188,869	92%	2,389,415	11,238
32 SOCIAL WORK SERVICES								
PAYROLL COSTS	214,660	20,665	196,383	0	18,277	91%	217,048	(2,388)
PROF. & CONTRACTED SERVICES	1,044	76	3,904	267	(3,126)	399%	4,170	(3,126)
MATERIALS & SUPPLIES	4,556	3,141	4,125	471	(40)	101%	4,596	(40)
OTHER OPERATING EXPENSES	8,450	12	534	7,857	59	99%	8,450	0
SOCIAL WORK SERVICES	228,710	23,894	204,946	8,595	15,169	93%	234,264	(5,554)
33 HEALTH SERVICES								
PAYROLL COSTS	1,003,385	96,236	857,118	0	146,267	85%	927,939	75,446
PROF. & CONTRACTED SERVICES	10,110	0	9,704	0	406	96%	10,110	0
MATERIALS & SUPPLIES	17,128	70	15,667	446	1,015	94%	17,128	0
OTHER OPERATING EXPENSES	3,708	0	3,514	0	194	95%	3,708	0
HEALTH SERVICES	1,034,331	96,306	886,003	446	147,882	86%	958,885	75,446

**Canutillo Independent School District
General Fund Budget vs. Actual
May 31, 2023**

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ACCOUNT CODE BY FUNCTION	CURRENT BUDGET	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BUDGET AMOUNT	% BUDGET USED	PROJECTED EXPENDITURES	Preliminary Estimated Savings (Deficiency)
34 STUDENT TRANSPORTATION								
PAYROLL COSTS	1,482,454	151,804	1,416,147	0	66,307	96%	1,500,330	(17,876)
PROF. & CONTRACTED SERVICES	150,748	5,596	116,607	27,291	6,850	95%	150,748	0
MATERIALS & SUPPLIES	285,402	20,717	246,352	35,404	3,646	99%	285,402	0
OTHER OPERATING EXPENSES	117,917	251	(40,117)	2,399	155,635	-32%	(65,117)	183,034
CAPITAL OUTLAY - LAND,BLDG,EQUIP	235,508	0	0	235,508	0	100%	235,508	0
STUDENT TRANSPORTATION	2,272,029	178,368	1,738,988	300,602	232,439	90%	2,106,870	165,159
35 FOOD SERVICE								
PAYROLL COSTS	2,470,811	227,175	2,108,767	0	362,044	85%	2,186,666	284,145
PROF. & CONTRACTED SERVICES	195,000	5,381	119,350	46,037	29,613	85%	195,000	0
MATERIALS & SUPPLIES	3,183,662	118,098	2,305,035	384,006	494,622	84%	3,183,662	0
OTHER OPERATING EXPENSES	112,000	224	30,644	43,007	38,349	66%	112,000	0
CAPITAL OUTLAY - LAND,BLDG,EQUIP	850,000	324,081	489,146	447	360,407	58%	850,000	0
FOOD SERVICE	6,811,473	674,959	5,052,942	473,497	1,285,034	81%	6,527,328	284,145
36 COCURRICULAR ACTIVITIES								
PAYROLL COSTS	1,117,986	257,823	898,639	0	219,347	80%	958,832	159,154
PROF. & CONTRACTED SERVICES	96,338	857	83,978	5,890	6,470	93%	96,338	0
MATERIALS & SUPPLIES	189,977	7,865	104,378	20,547	65,051	66%	149,977	40,000
OTHER OPERATING EXPENSES	378,349	15,916	232,544	150,468	(4,664)	101%	383,013	(4,664)
CAPITAL OUTLAY - LAND,BLDG,EQUIP	0	0	0	0	0	0%	0	0
COCURRICULAR ACTIVITIES	1,782,649	282,461	1,319,540	176,905	286,204	84%	1,588,159	194,490
41 GENERAL ADMINISTRATION								
PAYROLL COSTS	2,874,727	264,573	2,500,623	0	374,104	87%	2,772,676	102,051
PROF. & CONTRACTED SERVICES	489,665	38,745	508,918	116,593	(135,846)	128%	625,511	(135,846)
MATERIALS & SUPPLIES	98,683	2,348	59,850	23,252	15,582	84%	98,683	0
OTHER OPERATING EXPENSES	434,931	55,236	354,823	78,647	1,460	100%	434,931	0
GENERAL ADMINISTRATION	3,898,006	360,902	3,424,214	218,492	255,300	93%	3,931,801	(33,795)

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ACCOUNT CODE BY FUNCTION	CURRENT BUDGET	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BUDGET AMOUNT	% BUDGET USED	PROJECTED EXPENDITURES	Preliminary Estimated Savings (Deficiency)
51 PLANT MAINT & OPERATIONS								
PAYROLL COSTS	2,546,034	216,057	2,233,707	0	312,327	88%	2,454,608	91,426
PROF. & CONTRACTED SERVICES	3,033,879	102,929	2,380,782	412,406	240,692	92%	3,033,879	0
MATERIALS & SUPPLIES	770,379	42,131	530,084	232,416	7,879	99%	770,379	0
OTHER OPERATING EXPENSES	466,052	3,111	459,263	5,313	1,476	100%	537,576	(71,524)
CAPITAL OUTLAY - LAND,BLDG,EQUIP	98,538	0	38,411	0	60,127	39%	38,411	60,127
PLANT MAINT & OPERATIONS	6,914,882	364,228	5,642,247	650,135	622,500	91%	6,834,853	80,029
52 SECURITY & MONITORING SVC								
PAYROLL COSTS	1,120,781	99,974	1,019,833	0	100,948	91%	1,116,610	4,171
PROF. & CONTRACTED SERVICES	106,869	9,898	224,948	18,169	(136,248)	227%	243,117	(136,248)
MATERIALS & SUPPLIES	30,479	3,211	41,527	35,417	(46,465)	252%	76,944	(46,465)
OTHER OPERATING EXPENSES	26,394	8,172	24,863	1,000	531	98%	26,394	0
CAPITAL OUTLAY - LAND,BLDG,EQUIP	0	0	0	0	0	100%	0	0
SECURITY & MONITORING SVC	1,284,523	121,255	1,311,171	54,586	(81,234)	106%	1,463,065	(178,542)
NEED BUDGET TRANSFER								
53 DATA PROCESSING SERVICES								
PAYROLL COSTS	1,270,095	118,830	1,133,006	0	137,089	89%	1,256,759	13,336
PROF. & CONTRACTED SERVICES	909,005	18,052	734,212	173,369	1,424	100%	909,005	0
MATERIALS & SUPPLIES	29,464	3,991	19,346	10,365	(246)	101%	29,710	(246)
OTHER OPERATING EXPENSES	41,773	17	22,808	15,267	3,698	91%	41,773	0
CAPITAL OUTLAY - LAND,BLDG,EQUIP	37	0	1,190	85	(1,238)	100%	1,275	(1,238)
DATA PROCESSING SERVICES	2,250,374	140,890	1,910,562	199,086	140,727	94%	2,238,522	11,852
61 COMMUNITY SERVICES								
PAYROLL COSTS	13,626	5,675	11,441	0	2,185	84%	12,802	824
PROF. & CONTRACTED SERVICES	0	0	(170)	170	0	0%	0	0
MATERIALS & SUPPLIES	2,379	0	2,051	0	328	86%	2,379	0
OTHER OPERATING EXPENSES	10,767	190	6,791	2,349	1,627	85%	10,767	0
COMMUNITY SERVICES	26,772	5,864	20,114	2,519	4,139	85%	25,948	824

**Canutillo Independent School District
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71 DEBT SERVICES								
DEBT SERVICE	1,582,484	0	1,582,483	0	1	100%	1,582,484	0
DEBT SERVICES	1,582,484	0	1,582,483	0	1	100%	1,582,484	0
81 FACILITIES ACQUISITION/CONSTRUCTION								
CAPITAL OUTLAY - LAND,BLDG,EQUIP	1,787,556	48,349	932,413	95,813	759,330	58%	1,028,226	759,330
FACILITIES ACQUISITION/CONSTRUCTION	1,787,556	48,349	932,413	95,813	759,330	58%	1,028,226	759,330
99 OTHER INTERGOVERNMENTAL CHARGES								
TAX APPRAISAL & COLLECTION	486,196	99	388,554	151,060	(53,418)	111%	539,614	(53,418)
OTHER INTERGOVERNMENTAL CHARGES	486,196	99	388,554	151,060	(53,418)	111%	539,614	(53,418)
Total Budgeted Expenditures:	\$77,653,102	\$7,583,982	\$69,978,175	\$2,759,841	\$4,915,086	94%	\$77,822,138	(\$169,036)
Revenue Over Expenditures	(\$7,249,728)		(\$7,012,672)				(\$5,797,019)	\$1,790,782
SUMMARY MAY FY 2023								
PAYROLL COSTS	\$57,848,055	\$6,580,068	\$53,943,618	\$0	\$3,904,437	93%		
PROF. & CONTRACTED SERVICES	6,125,920	218,792	5,021,888	895,554	208,478	97%		
MATERIALS & SUPPLIES	6,305,967	281,694	6,030,941	884,307	(609,280)	110%		
OTHER OPERATING EXPENSES	2,201,658	110,213	1,451,060	464,974	285,624	87%		
DEBT SERVICE	1,582,484	0	1,582,483	0	1	100%		
CAPITAL OUTLAY - LAND,BLDG,EQUIP	3,102,822	393,116	1,559,631	363,947	1,179,244	62%		
OTHER INTERGOVERNMENTAL CHARGES	486,196	99	388,554	151,060	(53,418)	111%		
Total Budgeted Expenditures:	\$77,653,102	\$7,583,982	\$69,978,175	\$2,759,841	\$4,915,086	94%		

**Canutillo Independent School District
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ACCOUNT CODE BY FUNCTION	CURRENT BUDGET	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	REMAINING BUDGET AMOUNT	% BUDGET USED	PROJECTED EXPENDITURES	Preliminary Estimated Savings (Deficiency)
SUMMARY MAY FY 2022								
PAYROLL COSTS	\$56,360,281	\$5,757,709	\$53,084,623	\$0	\$3,275,659	94%		
PROF. & CONTRACTED SERVICES	5,769,669	324,246	4,856,417	921,006	(7,754)	100%		
MATERIALS & SUPPLIES	5,906,231	340,770	4,276,749	979,623	649,859	89%		
OTHER OPERATING EXPENSES	2,114,278	168,941	1,402,933	489,478	221,867	90%		
DEBT SERVICE	1,574,977	307,053	1,574,976	0	1	100%		
CAPITAL OUTLAY - LAND,BLDG,EQUIP	3,354,679	137,484	1,081,857	1,029,128	1,243,694	63%		
OTHER INTERGOVERNMENTAL CHARGES	486,196	121,338	478,820	4,130	3,246	99%		
Total Budgeted Expenditures:	\$75,566,311	\$7,157,540	\$66,756,373	\$3,423,365	\$5,386,573	79%		
SUMMARY VARIANCE								
PAYROLL COSTS	\$1,487,773	\$822,360	\$858,995					
PROF. & CONTRACTED SERVICES	356,251	(105,454)	165,472					
MATERIALS & SUPPLIES	399,736	(59,077)	1,754,192					
OTHER OPERATING EXPENSES	87,380	(196,840)	(123,916)					
DEBT SERVICE	7,507	(307,053)	7,507					
CAPITAL OUTLAY - LAND,BLDG,EQUIP	(251,856)	255,632	477,775					
OTHER INTERGOVERNMENTAL CHARGES	0	(121,239)	(90,266)					
Total Budgeted Expenditures:	\$2,086,791	\$288,330	\$3,049,758					

Prepared by: Sandra Dea & Elvira Monzon
Reviewed by: Cristina Pulley

**Canutillo Independent School District
Financial Statement
101 - Food Service
May 31, 2023**

<i>FUND</i>	<i>OBJECT</i>	<i>TITLE</i>	<i>AMENDED BUDGET</i>	<i>ENCUMBRANCE</i>	<i>YEAR TO DATE REVENUE</i>	<i>BALANCE AVAILABLE</i>	<i>PERCENTAGE USED</i>
101	5700	Local Revenue	68,000		134,301	(66,301)	198%
101	5800	State Revenue	24,000		0	24,000	0%
101	5900	Federal Revenue	5,850,000		2,719,903	3,130,097	46%
101	7900	Other Sources	0		0	0	0%
REPORT TOTAL			\$5,942,000		\$2,854,204	\$3,087,796	48%

<i>FUND</i>	<i>OBJECT</i>	<i>TITLE</i>	<i>AMENDED BUDGET</i>	<i>ENCUMBRANCE</i>	<i>YEAR TO DATE EXPENDITURES</i>	<i>BALANCE AVAILABLE</i>	<i>PERCENTAGE USED</i>
101	6100	Payroll	2,566,338	0	2,187,953	378,385	85%
101	6200	Contracted Services	856,000	125,806	624,776	105,417	88%
101	6300	Supplies	3,278,662	402,180	2,370,522	505,960	85%
101	6400	Other Operating	112,000	43,007	30,644	38,349	66%
101	6600	Capital	929,000	447	508,019	420,534	55%
REPORT TOTAL			\$7,742,000	\$571,441	\$5,721,914	\$1,448,645	81%

<i>FUND</i>	<i>FUNCTION</i>	<i>TITLE</i>	<i>AMENDED BUDGET</i>	<i>ENCUMBRANCE</i>	<i>YEAR TO DATE EXPENDITURES</i>	<i>BALANCE AVAILABLE</i>	<i>PERCENTAGE USED</i>
101	35	Food Service	6,811,473	473,497	5,052,942	1,285,034	81%
101	51	Plant Maintenance	930,527	97,944	668,972	163,611	82%
REPORT TOTAL			\$7,742,000	\$571,441	\$5,721,914	\$1,448,645	81%

**Canutillo Independent School District
Financial Statement
185 - Compensatory Education
May 31, 2023**

FUND	OBJECT	TITLE	AMENDED BUDGET	ENCUMBRANCE	YEAR TO DATE REVENUE	BALANCE AVAILABLE	PERCENTAGE USED
185	5800	State Revenue	3,184,026		2,140,248	1,043,778	67%
REPORT TOTAL			\$3,184,026		\$2,140,248	\$1,043,778	67%

FUND	OBJECT	TITLE	AMENDED BUDGET	ENCUMBRANCE	YEAR TO DATE EXPENDITURES	BALANCE AVAILABLE	PERCENTAGE USED
185	6100	Payroll	2,770,185	0	2,459,627	310,559	89%
185	6200	Contracted Services	102,268	636	98,732	2,901	97%
185	6300	Supplies	179,682	42,321	139,770	(2,409)	101%
185	6400	Other Operating	45,017	40,288	20,424	(15,695)	135%
REPORT TOTAL			\$3,097,153	\$83,245	\$2,718,552	\$295,355	90%

FUND	FUNCTION	TITLE	AMENDED BUDGET	ENCUMBRANCE	YEAR TO DATE EXPENDITURES	BALANCE AVAILABLE	PERCENTAGE USED
185	11	Instructional	2,662,304	40,780	2,351,166	270,358	90%
185	12	Instructional Resources	0	1,300	(1,300)	0	0%
185	13	Curriculum & Instruction	95,234	26,216	63,723	5,295	94%
185	21	Instructional Admin	32,129	6,355	25,902	(128)	100%
185	31	Guidance & Counseling	79,427	0	74,684	4,743	94%
185	32	Social Work Services	228,059	8,595	204,377	15,087	93%
REPORT TOTAL			\$3,097,153	\$83,245	\$2,718,552	\$295,355	90%

**Canutillo Independent School District
Financial Statement
199 - General Fund
May 31, 2023**

FUND	OBJECT	TITLE	AMENDED BUDGET	YEAR TO DATE REVENUE	BALANCE AVAILABLE	PERCENTAGE USED
199	5700	Local Revenue	30,742,601	30,320,649	425,116	99%
199	5800	State Revenue	27,721,710	21,649,122	6,072,588	78%
199	5900	Federal Revenue	2,296,623	1,629,147	667,476	71%
199	7900	Other Sources	532,855	1,672,391	(1,139,536)	314%
REPORT TOTAL			\$61,293,789	\$55,271,308	\$6,025,645	90%

FUND	OBJECT	TITLE	AMENDED BUDGET	ENCUMBRANCE	YEAR TO DATE EXPENDITURES	BALANCE AVAILABLE	PERCENTAGE USED
199	6100	Payroll	52,511,531	0	49,296,038	3,215,493	94%
199	6200	Contracted Services	5,653,848	925,420	4,686,934	41,494	99%
199	6300	Supplies	2,847,623	444,613	3,520,649	(1,117,639)	139%
199	6400	Other Operating	2,044,641	387,095	1,399,992	257,554	87%
199	6500	Debt Service	1,582,484	0	1,582,483	1	100%
199	6600	Capital	2,173,822	363,500	1,051,612	758,711	65%
REPORT TOTAL			\$66,813,949	\$2,120,627	\$61,537,708	\$3,155,613	95%

FUND	FUNCTION	TITLE	AMENDED BUDGET	ENCUMBRANCE	YEAR TO DATE EXPENDITURES	BALANCE AVAILABLE	PERCENTAGE USED
199	11	Instructional	35,837,707	246,189	35,512,286	79,232	100%
199	12	Instructional Resources	807,047	6,700	776,067	24,280	97%
199	13	Curriculum & Instruction	610,897	39,882	476,913	94,102	85%
199	21	Instructional Admin	545,554	15,703	447,592	82,258	85%
199	23	School Administration	4,301,593	34,352	3,720,030	547,210	87%
199	31	Guidance & Counseling	2,321,225	23,941	2,116,935	180,349	92%
199	32	Social Work Services	651	0	569	82	87%
199	33	Health Services	1,034,331	446	886,003	147,882	86%
199	34	Student Transportation	2,272,029	302,762	1,738,988	230,278	90%
199	36	Cocurricular Activities	1,782,649	176,905	1,319,540	286,204	84%
199	41	General Administration	3,898,006	218,492	3,424,214	255,300	93%
199	51	Plant Maintenance	5,984,355	552,191	4,973,275	458,889	92%
199	52	Security	1,284,523	54,586	1,311,171	(81,234)	106%
199	53	Data Processing	2,250,374	199,086	1,910,562	140,727	94%
199	61	Community Services	26,772	2,519	20,114	4,139	85%
199	71	Debt Service	1,582,484	0	1,582,483	1	100%
199	81	Facilities Acquisition	1,787,556	95,813	932,413	759,330	58%
199	99	Governmental Charges	486,196	151,060	388,554	(53,418)	111%
REPORT TOTAL			\$66,813,949	\$2,120,627	\$61,537,708	\$3,155,613	95%

**Canutillo Independent School District
Financial Statement
599 - Debt Service
May 31, 2023**

FUND	OBJECT	TITLE	AMENDED BUDGET		YEAR TO DATE REVENUE	BALANCE AVAILABLE	PERCENTAGE USED
599	5700	Local Revenue	11,378,154	1,240	11,605,597	(227,443)	102%
599	5800	State Revenue	158,351		386,757	(228,406)	0%
599	7900	Other Sources	0		0	0	0%
REPORT TOTAL			\$11,536,505		\$11,992,354	(\$455,849)	104%

FUND	OBJECT	TITLE	AMENDED BUDGET	ENCUMBRANCE	YEAR TO DATE EXPENDITURES	BALANCE AVAILABLE	PERCENTAGE USED
599	6500	Debt Service	11,536,505	0	6,458,805	5,077,700	56%
599	8900	Other Sources	0	0	2,929,516	(2,929,516)	0%
REPORT TOTAL			\$11,536,505	\$0	\$9,388,321	\$2,148,184	81%

FUND	FUNCTION	TITLE	AMENDED BUDGET	ENCUMBRANCE	YEAR TO DATE EXPENDITURES	BALANCE AVAILABLE	PERCENTAGE USED
599	0	Other Uses		0	2,929,516	(2,929,516)	0%
599	71	Debt Service	11,536,505	0	6,458,805	5,077,700	56%
REPORT TOTAL			\$11,536,505	\$0	\$9,388,321	\$2,148,184	81%

**Canutillo Independent School District
Financial Statement
753 - CISD Health Insurance
May 31, 2023**

FUND	OBJECT	TITLE	AMENDED BUDGET		YEAR TO DATE REVENUE	BALANCE AVAILABLE	PERCENTAGE USED
753	7900	Other Sources	1,010,000		39,695	970,305	4%
753	5700	Local Revenue	9,053,280		7,559,107	1,494,174	83%
REPORT TOTAL			\$10,063,280		\$7,598,802	\$2,464,478	76%

FUND	OBJECT	TITLE	AMENDED BUDGET	ENCUMBRANCE	YEAR TO DATE EXPENDITURES	BALANCE AVAILABLE	PERCENTAGE USED
753	6200	Contracted Services	8,146,780	3,150	8,334,020	(190,390)	102%
753	6400	Other Operating	916,500		424,127	492,373	46%
REPORT TOTAL			\$9,063,280	\$3,150	\$8,758,146	\$301,984	97%

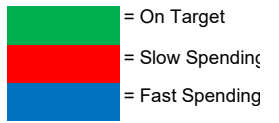
FUND	FUNCTION	TITLE	AMENDED BUDGET	ENCUMBRANCE	YEAR TO DATE EXPENDITURES	BALANCE AVAILABLE	PERCENTAGE USED
753	41	General Administration	9,063,280	3,150	8,758,146	301,984	97%
REPORT TOTAL			\$9,063,280	\$3,150	\$8,758,146	\$301,984	97%

**Canutillo Independent School District
Special Revenue Report
May 31, 2023**



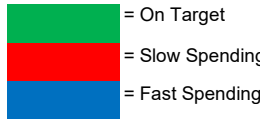
FUND	PROG. YEAR	PROGRAM TITLE	PROGRAM PERIOD	APPROVED BUDGET	TOTAL EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE	ACTUAL SPEND	TARGET SPEND	PROGRAM MANAGER
211	2023	Title I-Part A								
		Title I-Part A Adult Literacy	07/01/2022-09/30/2023	24,084	22,520	0	1,564	94%	92%	M. Reyes
		Title I-Part A Alderete Middle School	07/01/2022-09/30/2023	150,992	130,382	0	20,610	86%	92%	N. Avila
		Title I-Part A Canutillo Elementary	07/01/2022-09/30/2023	161,040	147,645	50	13,345	92%	92%	A. Esparza
		Title I-Part A Canutillo High School	07/01/2022-09/30/2023	354,123	260,528	495	93,100	74%	92%	C. Marrufo
		Title I-Part A Canutillo Middle School	07/01/2022-09/30/2023	153,842	136,933	1,071	15,838	90%	92%	C. Judge
		Title I-Part A Childress Elementary	07/01/2022-09/30/2023	103,244	74,889	150	28,205	73%	92%	M. Varela
		Title I-Part A Curriculum/Instruction	07/01/2022-09/30/2023	0	0	0	0	0%	92%	J. Arrellano
		Title I-Part A Damian Elementary	07/01/2022-09/30/2023	107,157	74,681	20,038	12,438	88%	92%	A. Aranda
		Title I-Part A Davenport Elementary	07/01/2022-09/30/2023	125,130	110,201	5,820	9,108	93%	92%	G. Montanez
		Title I-Part A District Wide	07/01/2022-09/30/2023	128,513	270	0	128,243	0%	92%	J. Arrellano
		Title I-Part A Early College High School	07/01/2022-09/30/2023	65,940	37,545	3,472	24,923	62%	92%	F. Clark
		Title I-Part A External Funding	07/01/2022-09/30/2023	77,094	69,547	0	7,547	90%	92%	J. Melendez
		Title I-Part A Garcia Elementary	07/01/2022-09/30/2023	74,312	45,548	0	28,764	61%	92%	M. Alarcon
		Title I-Part A Student Support Division	07/01/2022-09/30/2023	99,796	83,504	3,366	12,926	87%	92%	M. Reyes
211	2023	Title I-Part A		1,625,267	1,194,193	34,463	396,611	76%	92%	
212	2023	Title I-Part C Migrant								
		Title I-Part C Migrant Academic Language Svcs	07/01/2022-09/30/2023	116,938	41,094	5,209	70,635	40%	92%	N. Silva
		Title I-Part C Migrant Summer School	07/01/2022-09/30/2023	9,001	0	100	8,901	1%	92%	N. Silva
212	2023	Title I-Part C Migrant		125,939	41,094	5,309	79,536	37%	92%	
224	2023	IDEA-Part B Formula								
		IDEA-Part B Formula Alderete Middle School	07/01/2022-09/30/2023	233,986	126,576	0	107,410	54%	92%	E. Moreno
		IDEA-Part B Formula Canutillo Elementary	07/01/2022-09/30/2023	35,865	24,691	0	11,174	69%	92%	E. Moreno
		IDEA-Part B Formula Canutillo High School	07/01/2022-09/30/2023	390,823	337,299	0	53,524	86%	92%	E. Moreno
		IDEA-Part B Formula Canutillo Middle School	07/01/2022-09/30/2023	95,430	20,351	0	75,079	21%	92%	E. Moreno
		IDEA-Part B Formula Childress Elementary	07/01/2022-09/30/2023	41,686	28,849	0	12,837	69%	92%	E. Moreno
		IDEA-Part B Formula Garcia Elementary	07/01/2022-09/30/2023	225,686	168,685	0	57,001	75%	92%	E. Moreno
		IDEA-Part B Formula Special Education Dept.	07/01/2022-09/30/2023	341,394	118,184	0	223,210	35%	92%	E. Moreno
224	2023	IDEA-Part B Formula		1,364,870	824,635	0	540,235	60%	92%	
225	2023	IDEA-Part B Preschool								
		IDEA-Part B Preschool Special Education Dept.	07/01/2022-09/30/2023	12,983	6,765	654	5,563	57%	92%	E. Moreno
225	2023	IDEA-Part B Preschool		12,983	6,765	654	5,563	57%	92%	
244	2023	Carl Perkins Voc-Ed Grant								
		Carl Perkins Voc-Ed Grant Canutillo High School	07/01/2023-08/15/2023	47,345	44,579	1,888	878	34%	92%	T.Andrews
		Carl Perkins Voc-Ed Grant Career & Technology Education	07/01/2023-08/15/2023	5,957	5,901	0	56	99%	92%	T.Andrews
		Carl Perkins Voc-Ed Grant Early College High School	07/01/2023-08/15/2023	9,755	5,186	766	3,802	61%	92%	T.Andrews
244	2023	Carl Perkins Voc-Ed Grant		63,057	55,667	2,654	4,736	92%	92%	

**Canutillo Independent School District
Special Revenue Report
May 31, 2023**



FUND	PROG. YEAR	PROGRAM TITLE	PROGRAM PERIOD	APPROVED BUDGET	TOTAL EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE	ACTUAL SPEND	TARGET SPEND	PROGRAM MANAGER
255	2023	Title II-Part A Teacher/Principal								
		Title II-Part A Teacher/Principal Alderete Middle	07/01/2022-09/30/2023	16,153	2,247	13,905	1	100%	92%	J. Arrellano
		Title II-Part A Teacher/Principal Canutillo Elementary	07/01/2022-09/30/2023	6,265	1,127	0	5,138	18%	92%	J. Arrellano
		Title II-Part A Teacher/Principal Canutillo High School	07/01/2022-09/30/2023	22,717	11,057	0	11,660	49%	92%	J. Arrellano
		Title II-Part A Teacher/Principal Canutillo Middle	07/01/2022-09/30/2023	7,265	1,679	0	5,586	23%	92%	J. Arrellano
		Title II-Part A Teacher/Principal Childress Elementary	07/01/2022-09/30/2023	6,265	2,646	1,710	1,909	70%	92%	J. Arrellano
		Title II-Part A Teacher/Principal Curriculum/Instruction	07/01/2022-09/30/2023	144,982	98,052	10,938	35,992	75%	92%	J. Arrellano
		Title II-Part A Teacher/Principal Damian Elementary	07/01/2022-09/30/2023	6,265	2,113	1,467	2,686	57%	92%	J. Arrellano
		Title II-Part A Teacher/Principal Davenport Elementary	07/01/2022-09/30/2023	6,265	3,090	3,366	(191)	103%	92%	J. Arrellano
		Title II-Part A Teacher/Principal Early College High School	07/01/2022-09/30/2023	35,004	31,468	3,535	0	100%	92%	J. Arrellano
		Title II-Part A Teacher/Principal Garcia Elementary	07/01/2022-09/30/2023	6,265	1,761	4,615	(111)	102%	92%	J. Arrellano
		Title II-Part A Teacher/Principal Reyes Elementary	07/01/2022-09/30/2023	6,265	1,750	4,544	(29)	100%	92%	J. Arrellano
		Title II-Part A Teacher/Principal Summer School	07/01/2022-09/30/2023	153	0	0	153	0%	92%	J. Arrellano
255	2023	Title II-Part A Teacher/Principal		263,864	156,990	44,079	62,794	76%	92%	
263	2023	Title III-Part A LEP								
		Title III-Part A LEP Academic Language Svcs	07/01/2022-09/30/2023	260,806	155,037	18,625	87,144	67%	92%	N. Silva
		Title III-Part A LEP Academic Language Svcs Summer	07/01/2022-09/30/2023	8,000	1,625	934	5,441	32%	92%	N. Silva
263	2023	Title III-Part A LEP		268,806	156,662	19,560	92,584	66%	92%	
279	2021	TCLAS-Federal								
		TCLAS-Federal	11/12/2021-08/31/2024	1,826,521	776,200	2,115	1,048,206	43%	55%	D. Kerney
279	2021	Instructional Continuity Grant		1,826,521	776,200	2,115	1,048,206	43%	55%	
281	2021	CRRSA-ESSER II								
		Coronavirus Response and Relief Supplemental Appropriations	03/01/2020-09/30/2023	4,773,168	4,527,647	0	245,521	95%	88%	M Piekarski
281	2021	CRSSA-ESSER II		4,773,168	4,527,647	-	245,521	95%	88%	
282	2021	American Rescue Plan-ESSER III								
		ARP-ESSER III	03/01/2020-09/30/2024	10,719,858	8,933,798	353,667	1,432,392	87%	68%	D. Kerney
282	2021	American Rescue Plan-ESSER III		10,719,858	8,933,798	353,667	1,432,392	87%	68%	
284	2022	ARP-IDEA Formula								
		ARP-IDEA Formula	07/01/2021-09/30/2023	243,413	112,032	86,625	44,756	82%	88%	E. Moreno
284	2022	ARP-IDEA Formula		243,413	112,032	86,625	44,756	82%	88%	
285	2022	ARP-IDEA Preschool								
		ARP-IDEA Preschool	07/01/2021-09/30/2023	12,366	6,729	0	5,637	54%	92%	E. Moreno
285	2022	ARP-IDEA Preschool		12,366	6,729	-	5,637	54%	92%	

**Canutillo Independent School District
Special Revenue Report
May 31, 2023**



FUND	PROG. YEAR	PROGRAM TITLE	PROGRAM PERIOD	APPROVED BUDGET	TOTAL EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE	ACTUAL SPEND	TARGET SPEND	PROGRAM MANAGER
289	2023	Federal Special Grant								
		Title IV-Part A SSAEP - Summer School	07/01/2022-09/30/2023	71,340	1,255	3,505	66,580	7%	92%	J. Arrellano
		Title IV-Part A SSAEP - Career & Technology Education	07/01/2022-09/30/2023	13,330	3,797	0	9,533	28%	92%	J. Arrellano
		Title IV-Part A SSAEP - Alderete Middle School	07/01/2022-09/30/2023	4,000	0	0	4,000	0%	92%	J. Arrellano
		Title IV-Part A SSAEP -Canutillo Elementary School	07/01/2022-09/30/2023	2,000	0	0	2,000	0%	92%	J. Arrellano
		Title IV-Part A SSAEP - Canutillo Middle School	07/01/2022-09/30/2023	5,000	0	0	5,000	0%	92%	J. Arrellano
		Title IV-Part A SSAEP -Childress Elementary School	07/01/2022-09/30/2023	2,000	0	0	2,000	0%	92%	J. Arrellano
		Title IV-Part A SSAEP -Curriculum and Instruction	07/01/2022-09/30/2023	56,664	8,391	0	48,273	15%	92%	J. Arrellano
		Title IV-Part A SSAEP -Damian ElementarySchool	07/01/2022-09/30/2023	2,000	0	0	2,000	0%	92%	J. Arrellano
		Title IV-Part A SSAEP -Davenport Elementary School	07/01/2022-09/30/2023	2,000	0	0	2,000	0%	92%	J. Arrellano
		Title IV-Part A SSAEP -Garcia Elementary School	07/01/2022-09/30/2023	2,000	0	0	2,000	0%	92%	J. Arrellano
		Title IV-Part A SSAEP - Reyes Elementary School	07/01/2022-09/30/2023	2,000	0	0	2,000	0%	92%	J. Arrellano
		Title IV-Part A SSAEP - Student Support Services	07/01/2022-09/30/2023	29,000	14,611	7,476	6,912	76%	92%	J. Arrellano
289	2023	Federal Grant		191,334	28,055	10,981	152,298	20%	92%	
410	2023	State Instructional Materials								
		State Instructional Materials District Wide		1,195,692	993,675	345	201,672	83%	92%	A. Aguilar
410	2023	State Instructional Materials		1,195,692	993,675	345	201,672	83%	100%	
410	2022	State Instructional Materials								
		State Instructional Materials District Wide		407,482	0	5,796	401,686	1%	92%	A. Aguilar
410	2022	State Instructional Materials		407,482	0	5,796	401,686	36%	92%	
429	2023	State Grants								
		LASO Strong Foundation Literacy Framework	03/01/2023-04/30/2025	200,000	0	0	200,000	0%	0%	J. Arrellano
		Strong Foundation Math Framework, Cycle 1	09/14/2022-04/30/2025	93,949	70,000	790	23,159	75%	26%	J. Arrellano
		Dyslexia Grant	11/16/2022-08/31/2023	3,800	0	0	3,800	0%	70%	E. Moreno
		Blended Learning Execution Grant	06/24/2021-05/31/2023	98,351	100,032	0	(1,681)	102%	100%	J. Arellano
		TCLAS-State	11/12/2021-05/31/2024	252,478	3,200	28,154	221,124	12%	60%	D. Kerney
		Blended Learning Planning Grant-MIZ	10/23/2020-05/31/2023	120,388	113,591	0	6,797	94%	100%	J. Arellano
429	2023	State Grants		768,966	286,823	28,944	453,199	12%	60%	
487	2022	CREED								
		CREED Math and Literacy Grant-Canutillo Middle School	01/01/2023-06/30/2024	225,000	38,519	0	186,481	17%	28%	J. Arellano
		CREED Math and Literacy Grant-Alderete Middle School	01/01/2023-06/30/2024	225,000	34,461	0	190,539	15%	28%	J. Arellano
487	2022	CREED		450,000	72,980	0	377,020	36%	28%	
Total Expenditures				24,313,586	18,173,946	595,193	5,544,447			

Prepared by: Ricardo Porras
Reviewed by: Christina Pulley

Cash Flow - May 31, 2023

	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	ACTUAL NOVEMBER	ACTUAL DECEMBER	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	PROJECTED JUNE	TOTALS
GENERAL FUND													
<i>Beginning Cash Balance</i>	\$ 15,074,490	\$ 18,059,503	\$ 14,994,480	\$ 13,874,382	\$ 13,815,924	\$ 13,963,712	\$ 22,999,459	\$ 25,251,138	\$ 26,542,175	\$ 23,459,871	\$ 20,047,632	\$ 15,366,820	
RECEIPTS													
Texas Class - M&O Tax Collections	0	0	28,479	219,587	1,633,825	14,146,569	8,485,996	4,948,305	338,433	80,487	0	0	29,881,682
Deposits - Wells Fargo	88,059	574,640	183,422	298,203	224,499	102,801	137,448	1,263,161	2,299,799	144,936	165,186	50,000	5,532,155
Texas Class - Interest	361	505	597	1,065	4,213	18,956	68,916	82,807	70,792	47,019	30,556	12,222	338,009
Logic - Interest Income	96	126			224	299	253	0	0	488	250	253	1,989
Lonestar - Interest Income	8,177	18,389	16,705	20,005	23,168	15,825	7,784	10,567	18,856	26,590	32,713	32,713	231,491
TexPool - Interest Income	13	19	21	26	31	36	38	0	0	42	42	42	311
TexStar - Interest Income		12	14	14	25	27	27	26	0	30	30	30	211
State Revenue - Available School Fund	264,946	416,098	293,307	250,422	253,781	377,900	123,353	123,353	759,006	252,661	0	409,544	3,524,371
State Revenue - Foundation Fund	3,064,345	3,539,839	5,650,331	4,645,341	2,444,737	0	0	0	0	1,509,939	1,246,287	2,004,983	24,105,802
Other State/Federal Revenue	0	3,879								0	0	0	3,879
Federal Revenue- Food Service	0	69,581		592,321	564,167	686,809	302,434	491,844	527,345	355,534	546,985	376,093	4,513,112
Increase in Cash	\$ 3,425,998	4,623,089	6,172,875	6,026,984	5,148,421	15,349,145	9,126,296	6,920,316	4,014,231	2,417,725	2,022,050	2,885,881	68,133,012
DISBURSEMENTS													
Payroll	2,999,849	3,135,422	3,229,247	3,255,523	3,289,741	3,246,479	3,318,516	3,316,206	3,373,377	3,309,890	3,770,887	3,770,887	40,016,023
NM Withholding Tax	3,927	3,279	2,869	2,875	3,123	2,965	2,962	3,030	0	4,344	0	8,688	38,061
Life Insurance	12,862	12,793	12,249	12,328		12,390	12,528	26,943	13,774	13,914	13,728	13,728	157,236
TRS Payment	598,261	522,863	529,893	565,675	585,275	570,669	575,401	572,412	571,356	590,459	567,364	567,364	6,816,993
IRS Payment	366,422	376,104	378,381	391,688	388,586	194,843	564,689	368,899	386,703	369,099	508,364	508,364	4,802,143
Sec 125 Flex Spending	13,007			12,693	13,058	13,262	13,147	14,725	14,725	14,625	14,560	14,560	138,360
Sec 125 Disbursement/Annuities	70,249	141,437	124,638	117,516	112,168	154,626	140,910	109,111	121,861	113,657	118,455	118,455	1,443,083
Payroll Decrease in Cash	\$ 4,064,578	4,191,899	4,277,278	4,358,298	4,391,951	4,195,234	4,628,153	4,411,325	4,481,796	4,415,988	4,993,357	5,002,045	53,411,900
WF General Oper Check Disbursement	924,566	6,211,764	2,077,774	1,411,028	994,306	1,175,069	1,322,972	908,590	1,327,677	738,046	2,822,501	738,046	20,652,340
Payables Cash Disbursements				1,141	2,150	0						0	3,291
American Express / BOA	71,856	53,692	76,241	101,343	72,691	92,884	58,089	107,104	155,670	284,452	23,306	99,577	1,197,086
Commerce Bank Purchasing Card	341,781		226,392	178,628	195,471	145,760	381,370	182,058	386,513	390,028	287,526	295,324	3,543,884
Lease/ MTN Payment		1,030,875	115,721					123,075		312,812	0	0	1,582,483
Misc Expenditures	12,218	9,893	6,376	5,058	5,342	10,602	5,973	8,620	9,963	4,911	3,328	7,783	90,066
Operating Decrease in Cash	\$ 1,350,422	7,839,256	2,386,783	1,812,920	1,269,961	1,424,316	1,768,404	1,329,447	1,879,822	1,730,249	3,136,661	1,140,910	27,069,150
Total Decrease in Cash	\$ 5,415,000	12,031,155	6,664,060	6,171,218	5,661,911	5,619,550	6,396,556	5,740,772	6,361,619	6,146,237	8,130,018	6,142,955	80,481,050
Revenue - Federal Programs LoneStar	5,680,154	5,040,636	36,069	761,906	1,343,354	391,849	212,445	1,108,034	57,374	866,272	2,267,655	866,272	18,632,019
Transfer to/from Debt Service													0
Transfer to/from Construction													0
Transfer to/from Health Insurance	(706,139)	(697,593)	(664,982)	(676,130)	(682,077)	(1,085,698)	(690,505)	(996,541)	(792,291)	(550,000)	(840,499)	(840,499)	(9,222,952)
Transfer to/from Food Service													0
Total Other Uses / Transfers	\$ 4,974,015	4,343,043	(628,913)	85,775	661,278	(693,849)	(478,060)	111,493	(734,917)	316,272	1,427,156	25,773	9,409,067
Net Change in Cash	\$ 2,985,013	(3,065,024)	(1,120,098)	(58,458)	147,788	9,035,747	2,251,679	1,291,037	(3,082,304)	(3,412,239)	(4,680,813)	(3,231,302)	(2,938,972)
Ending Cash Balance	\$ 18,059,503	14,994,480	13,874,382	13,815,924	13,963,712	22,999,459	25,251,138	26,542,175	23,459,871	20,047,632	15,366,820	12,135,518	

	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	ACTUAL NOVEMBER	ACTUAL DECEMBER	PROJECTED JANUARY	PROJECTED FEBRUARY	PROJECTED MARCH	ACTUAL APRIL	ACTUAL MAY	PROJECTED JUNE	TOTALS
DEBT SERVICE FUND													
<i>Beginning Cash Balance in Bank</i>	\$ 10,555,185	\$ 10,568,921	\$ 8,312,479	\$ 5,325,097	\$ 5,422,319	\$ 6,062,755	\$ 11,488,861	\$ 14,776,673	\$ 12,612,095	\$ 12,792,864	\$ 12,875,765	\$ 12,932,500	
RECEIPTS													
Transfer In													0
I&S Tax Collections- Texas Class	0		10,201	82,620	622,738	5,399,657	3,237,486	1,888,907	128,524	29,911	0	0	11,400,044
State Revenue													0
Lone Star- Interest	1,726	2,428	2,591	3,258	3,880	4,430	4,629	4,366	4,950	4,982	5,379	5,379	48,000
Texas Class-Interest Income	13,010	14,708	12,947	11,344	14,317	22,019	45,697	43,826	47,295	48,007	51,356	51,356	375,883
Increase in Cash	\$ 14,736	\$ 17,136	\$ 25,739	\$ 97,221	\$ 640,936	\$ 5,426,106	\$ 3,287,812	\$ 1,937,099	\$ 180,770	\$ 82,901	\$ 56,735	\$ 56,735	\$ 11,823,927
DISBURSEMENTS													
Transfer out								0	0	0	0	0	0
Principal Bond								3,899,825	0	0	0	0	3,899,825
Interest								201,253	0	0	0	0	201,253
Debt Fees	1,000	2,273,578	3,013,121	0	500	0	0	600	0	0	0	0	5,288,798
Decrease in Cash	\$ 1,000	\$ 2,273,578	\$ 3,013,121	\$ 0	\$ 500	\$ 0	\$ 0	\$ 4,101,678	\$ 0	\$ 0	\$ 0	\$ 0	\$ 9,389,876
Net Change in Cash	\$ 13,736	\$ (2,256,442)	\$ (2,987,381)	\$ 97,221	\$ 640,436	\$ 5,426,106	\$ 3,287,812	\$ (2,164,578)	\$ 180,770	\$ 82,901	\$ 56,735	\$ 56,735	\$ 2,434,051
<i>Ending Cash Balance</i>	\$ 10,568,921	\$ 8,312,479	\$ 5,325,097	\$ 5,422,319	\$ 6,062,755	\$ 11,488,861	\$ 14,776,673	\$ 12,612,095	\$ 12,792,864	\$ 12,875,765	\$ 12,932,500	\$ 12,989,236	
FOOD SERVICE FUND													
<i>Beginning Cash Balance in Bank</i>	\$ 2,658,766	\$ 2,662,134	\$ 2,671,226	\$ 2,681,205	\$ 2,689,571	\$ 2,705,093	\$ 2,715,863	\$ 2,729,059	\$ 2,741,512	\$ 2,753,397	\$ 2,766,837	\$ 2,781,091	
RECEIPTS													
Wells Fargo- Cash Food Service	120	4,523	5,102	2,235	8,218	2,431	4,483	4,235	2,569	4,070	4,131	4,131	46,247
Transfer In													0
LoneStar - Interest	3,248	4,570	4,877	6,131	7,303	8,338	8,713	8,218	9,317	9,370	10,124	10,124	90,334
Miscellaneous Income													0
Increase in Cash	\$ 3,368	\$ 9,093	\$ 9,979	\$ 8,366	\$ 15,522	\$ 10,770	\$ 13,196	\$ 12,453	\$ 11,886	\$ 13,440	\$ 14,255	\$ 14,255	\$ 136,580
DISBURSEMENTS													
Food													0
Miscellaneous Exp													0
Transfer Out													0
Decrease in Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Net Change in Cash	\$ 3,368	\$ 9,093	\$ 9,979	\$ 8,366	\$ 15,522	\$ 10,770	\$ 13,196	\$ 12,453	\$ 11,886	\$ 13,440	\$ 14,255	\$ 14,255	\$ 136,580
<i>Ending Cash Balance in Bank</i>	\$ 2,662,134	\$ 2,671,226	\$ 2,681,205	\$ 2,689,571	\$ 2,705,093	\$ 2,715,863	\$ 2,729,059	\$ 2,741,512	\$ 2,753,397	\$ 2,766,837	\$ 2,781,091	\$ 2,795,346	
HEALTH INSURANCE FUND													
<i>Beginning Cash Balance in Bank</i>	\$ 1,969,195	\$ 1,927,639	\$ 1,687,703	\$ 1,658,401	\$ 1,612,531	\$ 1,542,645	\$ 1,636,811	\$ 1,411,552	\$ 1,665,358	\$ 1,554,039	\$ 1,500,689	\$ 1,589,325	
RECEIPTS													
Transfer from General Fund- Premium	706,139	697,593	664,982	676,130	682,077	1,085,698	690,505	996,541	792,291	550,000	840,499	840,499	9,222,952
LoneStar - Interest	2,814	3,009	3,123	3,926	4,677	5,339	5,580	5,262	5,966	6,000	6,483	6,483	58,661
Increase in Cash	\$ 708,953	\$ 700,602	\$ 668,105	\$ 680,056	\$ 686,753	\$ 1,091,037	\$ 696,085	\$ 1,001,803	\$ 798,257	\$ 556,000	\$ 846,982	\$ 834,016	\$ 9,281,613
DISBURSEMENTS													
Admin Fees	112,672	109,585	105,009	112,275	107,105	108,175	110,890	64,544	117,762	115,658	115,941	115,941	1,295,557
Claims	637,837	830,953	592,398	613,651	649,534	888,696	810,453	683,453	791,814	493,692	642,405	642,405	8,277,290
Decrease in Cash	\$ 750,508	\$ 940,538	\$ 697,407	\$ 725,925	\$ 756,639	\$ 996,871	\$ 921,344	\$ 747,997	\$ 909,576	\$ 609,350	\$ 758,346	\$ 758,346	\$ 9,572,847
Net Change in Cash	\$ (41,556)	\$ (239,936)	\$ (29,303)	\$ (45,869)	\$ (69,886)	\$ 94,166	\$ (225,259)	\$ 253,806	\$ (111,319)	\$ (53,350)	\$ 88,636	\$ 75,670	\$ (304,200)
<i>Ending Cash Balance</i>	\$ 1,927,639	\$ 1,687,703	\$ 1,658,401	\$ 1,612,531	\$ 1,542,645	\$ 1,636,811	\$ 1,411,552	\$ 1,665,358	\$ 1,554,039	\$ 1,500,689	\$ 1,589,325	\$ 1,664,995	

	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	ACTUAL NOVEMBER	ACTUAL DECEMBER	PROJECTED JANUARY	PROJECTED FEBRUARY	PROJECTED MARCH	PROJECTED APRIL	PROJECTED MAY	PROJECTED JUNE	TOTALS
CONSTRUCTION SERVICE FUND													
<i>Beginning Cash Balance in Bank</i>	\$ 17,230	\$ 17,256	\$ 17,292	17,330	17,378	17,434	17,499	17,566	17,630	17,702	17,774	17,853	
RECEIPTS													
Lone Star-Construction Interest	6	8	9	11	13	15	16	15	17	17	18	18	163
Lone Star-Construction 2013 Interest	19	27	29	36	43	50	52	49	55	56	60	60	537
Logic Const 2013-Interest	1	1											2
Increase in Cash	<u>\$ 26</u>	<u>36</u>	<u>38</u>	<u>47</u>	<u>57</u>	<u>65</u>	<u>67</u>	<u>64</u>	<u>72</u>	<u>73</u>	<u>78</u>	<u>78</u>	<u>701</u>
DISBURSEMENTS													
Construction Payments													0
Transfer to/from General Fund													0
Miscellaneous													0
Decrease in Cash	<u>\$ 0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Change in Cash	<u>\$ 26</u>	<u>36</u>	<u>38</u>	<u>47</u>	<u>57</u>	<u>65</u>	<u>67</u>	<u>64</u>	<u>72</u>	<u>73</u>	<u>78</u>	<u>78</u>	<u>701</u>
<i>Ending Cash Balance in Bank</i>	\$ 17,256	17,292	17,330	17,378	17,434	17,499	17,566	17,630	17,702	17,774	17,853	17,931	

**Canutillo Independent School District
Analysis of Tax Collection
May 31, 2023**

<i>FUND</i>	<i>OBJECT</i>	<i>DESCRIPTION</i>	<i>TAX DEPOSITS</i>
199	5711	Current Year Taxes	121,996
	5712	Prior Year Taxes	14,228
	5719	Penalty & Interest	23,564
TOTAL DEPOSITS TO FUND 199			159,788
599	5711	Current Year Taxes	46,578
	5712	Prior Year Taxes	4,869
	5719	Penalty & Interest	8,675
TOTAL DEPOSITS TO FUND 599			60,122
GRAND TOTAL			219,909

Reviewed by: Cristina Pulley
Prepared by: Leticia Ekery

**Canutillo Independent School District
M&O and I&S Comparative Tax Collection Report
May 31, 2023**

	FISCAL YEAR 2020-2021	CUMULATIVE % PER MONTH	FISCAL YEAR 2021-2022	CUMULATIVE % PER MONTH	FISCAL YEAR 2022-2023	CUMULATIVE % PER MONTH	AVERAGE
Total Collections Budgeted M&O and I&S	\$ 34,967,684		\$ 37,313,235		\$ 41,769,414		
Taxes Collected as of:							
July	115,388	0.33%	(121,843)	-0.33%	(198,137)	-0.47%	(68,197)
August	95,011	0.60%	96,671	-0.07%	150,255	-0.11%	113,979
September	(38,152)	0.49%	62,671	0.10%	57,155	0.02%	27,225
October	389,093	1.61%	250,066	0.77%	630,364	1.53%	423,174
November	2,471,466	8.67%	1,942,000	5.98%	2,057,522	6.46%	2,156,996
December	17,221,051	57.92%	19,220,368	57.49%	22,140,609	59.46%	19,527,343
January	11,313,453	90.28%	9,135,461	81.97%	11,870,804	87.88%	10,773,239
February	3,971,353	101.63%	6,406,467	99.14%	4,049,994	97.58%	4,809,271
March	655,392	103.51%	640,246	100.85%	436,202	98.62%	577,280
April	231,598	104.17%	123,266	101.18%	(284,103)	97.94%	23,587
May	120,973	104.52%	(219,690)	100.60%	219,909	98.47%	40,397
June	29,565	104.60%	206,533	101.15%			
Total Collections to Date	\$ 36,576,191		\$ 37,742,215		\$ 41,130,574		
Balance of Taxes Due	(1,608,507)		(428,980)		638,840		
Percent Collected to Date	104.60%		101.15%		98.47%		

Reviewed by: Cristina Pulley
Prepared by: Leticia Ekery

**Canutillo Independent School District
Fiscal Year Revenue and Expense Report
Health Care Fund - 753
As May 31, 2023**

	FY 2020-2021		FY 2021-2022		CURRENT YEAR FY 2022-2023
Health Premiums	\$ 6,797,411	\$	8,045,163	\$	7,559,107
Earnings from Investments	-		6,809		39,695
Total Revenues	\$ 6,797,411	\$	8,051,972	\$	7,598,802
Health Claims Paid	\$ 6,943,303	\$	8,034,812	\$	7,880,626
Stop/Loss Coverage	870,357		825,478		315,423
Administration/Misc Fees	628,970		655,814		562,098
Total Expenses	\$ 8,442,630	\$	9,516,104	\$	8,758,146
Year to Date Balance	<u>\$ (1,645,219)</u>	<u>\$</u>	<u>(1,464,132)</u>	<u>\$</u>	<u>(1,159,345)</u>

Year Ended Balance:

FY 2023 Estimated Fund Balance	\$ (356,935)
FY 2022 Fund Balance	\$ 802,410
FY 2021 Fund Balance	\$ 2,260,003
Minimum Target Reserve	\$ 1,535,604

Prepared by: Yvonne Coupland
Reviewed by: Cristina Pulley

2022-2023 CISD WEEKLY ENROMMENT/

	Grade	8/5	8/12	8/19	8/26	9/2	9/9	9/16	9/23	9/30	10/21	10/28	11/4
CES	EE	1	1	1	0	0	0	0	0	0	0	0	0
	PK	37	37	38	39	39	39	39	39	40	40	40	40
	KG	61	63	64	64	64	64	64	64	64	64	64	65
	1st	80	83	82	81	81	83	83	83	83	82	82	82
	2nd	82	82	83	83	85	85	85	85	85	84	84	84
	3rd	76	76	76	76	78	77	76	76	76	75	75	75
	4th	95	93	92	92	93	92	93	93	93	93	93	93
	5th	80	82	81	81	82	82	81	81	81	81	81	81
CES TOTAL	512	517	517	516	522	522	521	521	522	519	519	520	
DDE	EE	5	4	3	3	3	2	2	2	2	2	2	2
	PK	18	18	18	18	19	20	20	19	19	19	19	19
	KG	41	41	42	41	42	42	41	42	42	40	42	41
	1st	45	45	46	49	50	50	50	50	50	51	50	51
	2nd	40	40	41	42	42	42	43	43	43	43	43	43
	3rd	42	43	43	43	43	42	42	43	42	42	42	42
	4th	59	59	59	59	59	59	59	58	58	57	56	57
	5th	47	48	48	48	48	49	48	47	47	48	48	48
DDE TOTAL	297	298	300	303	306	306	305	304	303	302	302	303	
JDE	EE	2	4	4	4	4	5	5	6	6	6	6	6
	PK	39	38	38	38	38	38	39	39	39	40	41	41
	KG	78	78	76	76	76	75	76	75	76	75	76	77
	1st	72	74	76	76	76	75	75	75	75	74	74	74
	2nd	78	78	78	78	78	78	77	77	77	77	77	78
	3rd	77	79	79	79	81	81	80	80	80	78	78	78
	4th	75	77	77	77	76	76	76	76	76	76	76	76
	5th	83	86	85	85	85	85	85	84	84	83	84	85
JDE TOTAL	504	514	513	513	514	513	513	512	513	509	512	515	
BCE	EE	0	0	0	0	0	0	0	0	0	0	0	0
	PK	41	41	41	41	41	41	40	39	39	39	40	40
	KG	53	53	52	53	52	52	51	51	51	52	52	52
	1st	61	62	63	63	63	64	65	65	65	65	65	65
	2nd	58	61	62	61	60	60	60	61	61	62	62	62
	3rd	61	61	61	62	62	62	62	62	62	62	61	61
	4th	50	52	52	51	52	53	54	54	54	56	56	56
	5th	59	62	63	62	62	62	62	62	62	63	62	62
BCE TOTAL	383	392	394	393	392	394	394	394	394	399	398	398	
GES	EE	4	3	3	3	0	0	0	10	11	13	13	0
	PK	22	24	24	25	25	27	27	27	27	27	26	40
	KG	54	54	53	54	54	55	55	56	55	55	55	55
	1st	54	54	54	54	54	54	56	57	57	57	57	55
	2nd	73	73	73	73	73	73	72	72	72	72	71	70
	3rd	63	62	61	61	61	62	62	63	63	64	64	62
	4th	89	91	90	90	90	91	92	91	91	92	90	90
	5th	85	85	86	86	86	86	85	85	85	85	85	86
GES TOTAL	444	446	444	446	443	448	449	461	461	465	461	458	
RES	EE	7	6	6	6	6	0	0	0	0	0	0	0
	PK	36	36	36	36	39	38	39	39	39	39	39	39
	KG	65	67	67	67	67	67	67	67	67	66	66	66
	1st	83	83	83	83	83	83	83	83	83	82	82	82
	2nd	90	91	91	91	91	91	91	91	90	88	88	88
	3rd	96	97	98	98	98	98	98	98	97	96	96	96
	4th	103	102	102	102	101	102	102	102	101	100	100	100
	5th	95	95	95	95	95	95	95	95	95	95	95	95
RES TOTAL	575	577	578	578	580	574	575	575	572	566	566	566	
CMS	6th	255	249	250	251	251	251	250	250	249	249	250	251
	7th	223	224	224	224	224	224	223	223	223	222	224	224
	8th	230	230	230	229	229	229	226	226	225	224	226	226
	CMS TOTAL	708	703	704	704	704	704	699	699	697	695	700	701
AMS	6th	178	179	181	181	183	183	185	188	187	186	185	185
	7th	210	211	211	211	211	214	215	216	216	217	216	217
	8th	196	196	195	194	194	197	198	197	196	195	195	194
	AMS TOTAL	584	586	587	586	588	594	598	601	599	598	596	596
C	9th	425	427	454	487	488	487	521	521	519	520	518	515
	10th	476	468	454	427	430	431	413	414	415	415	416	415

H	11th	382	373	360	364	365	364	359	360	360	361	357	354
	12th	362	349	348	341	343	343	332	332	332	331	333	331
S	CHS TOTAL	1645	1617	1616	1619	1626	1625	1625	1627	1626	1627	1624	1615
N W E C H S	9th		111	111	111	111	111	111	111	111	110	109	108
	10th		89	89	90	89	89	89	89	88	88	88	88
	11th		94	94	95	95	95	95	95	95	95	94	94
	12th		70	70	70	70	70	70	70	70	70	70	70
	NECHS TOTAL		364	364	366	365	365	365	365	364	363	361	360
2022-2023 TOTAL		5652	6014	6017	6024	6040	6045	6044	6059	6051	6043	6039	6032

*NWECHS first day of school is August 8, 2022

ATTENDANCE REPORT

11/10	11/18	12/2	12/9	12/16	1/6	1/13	1/20	1/27	2/3	2/10	2/17	2/24
0	0	0	0	0	0	0	0	0	0	0	0	0
41	41	41	40	39	38	39	39	39	39	39	39	39
65	66	66	67	66	67	67	67	67	66	66	67	65
81	81	81	81	81	81	81	81	80	80	80	80	80
85	85	85	84	84	84	85	85	84	84	84	85	86
74	75	75	75	75	75	75	75	76	76	75	75	75
93	93	93	93	93	92	92	93	93	93	93	93	93
81	82	82	80	79	80	80	80	81	81	81	81	81
520	523	523	520	517	517	519	520	520	519	518	520	519
2	2	0	0	0	0	0	0	0	0	0	0	0
20	20	21	22	22	21	20	22	22	23	22	23	23
42	42	42	41	41	41	39	39	38	38	38	38	38
51	50	50	49	49	50	50	50	50	50	49	48	48
44	43	42	43	43	43	44	44	44	44	44	44	44
42	42	42	41	41	42	42	42	42	41	42	41	41
57	58	57	58	58	58	58	58	59	59	59	58	58
50	50	50	51	51	50	50	50	50	49	49	49	49
308	307	304	305	305	305	303	305	305	304	303	301	301
6	7	8	9	9	9	10	10	10	10	10	12	12
41	43	44	44	42	41	41	41	42	40	40	40	40
77	77	77	77	77	77	78	77	77	77	76	76	75
74	74	74	74	73	73	73	73	73	73	74	74	73
77	77	78	78	78	79	81	81	81	81	80	80	79
79	79	80	80	79	78	78	78	78	78	78	78	78
76	76	76	76	76	76	77	77	77	77	76	76	77
87	88	89	89	87	88	89	88	89	89	89	89	89
517	521	526	527	521	521	527	525	527	525	523	525	523
0	0	0	0	0	0	0	0	0	0	0	0	0
40	40	40	41	41	41	41	41	41	41	41	42	42
52	53	54	54	54	54	54	54	54	55	55	55	55
65	65	66	66	66	66	66	67	67	68	68	69	69
62	62	61	61	60	60	60	60	60	59	60	60	60
61	61	61	61	61	61	61	61	61	61	61	62	62
56	56	57	57	57	57	57	56	56	57	57	57	57
61	61	61	61	61	61	62	62	62	62	62	62	62
397	398	400	401	400	400	401	401	401	403	404	407	407
0	0	0	0	0	0	0	0	0	0	0	0	0
40	37	38	38	39	43	49	50	49	49	49	49	49
55	54	53	53	53	52	53	52	52	52	51	51	51
55	55	54	54	54	52	53	52	52	52	52	52	52
70	70	70	70	70	68	67	66	66	66	66	66	66
61	61	61	60	60	60	59	60	60	60	60	60	60
90	89	90	90	90	89	90	91	91	90	90	91	91
85	85	85	85	84	84	83	83	81	81	82	82	82
456	451	451	450	450	448	454	454	451	450	450	451	451
0	0	0	0	0	0	0	0	0	0	0	0	0
39	39	39	39	39	41	41	41	41	41	41	41	42
65	65	65	65	65	66	67	67	67	67	67	67	67
80	80	80	80	80	80	82	82	82	81	81	83	84
87	87	88	88	88	90	91	91	91	91	92	92	93
96	95	95	95	95	95	95	95	95	96	97	98	98
99	99	99	99	99	99	100	100	100	100	100	100	102
96	96	97	97	97	97	97	98	99	98	98	98	98
562	561	563	563	563	568	573	574	575	574	576	579	584
251	250	251	251	251	251	252	251	251	250	250	251	250
223	223	224	224	224	226	226	225	225	225	227	227	227
226	226	226	226	226	226	227	228	228	228	227	227	227
700	699	701	701	701	703	705	704	704	703	704	705	704
187	189	186	187	185	183	183	184	184	183	183	182	183
217	216	217	217	217	214	213	211	211	211	211	210	211
192	191	190	189	188	186	186	185	187	187	186	187	189
596	596	593	593	590	583	582	580	582	581	580	579	583
516	516	516	516	515	518	512	512	509	506	505	506	505
415	414	413	413	413	415	412	414	414	412	412	410	409

355	354	354	352	352	355	343	343	343	344	341	332	332
331	330	330	330	330	332	339	338	338	337	337	347	348
1617	1614	1613	1611	1610	1620	1606	1607	1604	1599	1595	1595	1594
108	108	108	108	108	106	106	106	106	105	104	104	104
88	88	88	88	88	88	88	88	88	88	88	88	88
94	94	94	94	94	94	94	94	94	94	94	94	94
70	70	70	70	70	70	70	70	70	70	70	70	70
360	360	360	360	360	358	358	358	358	357	356	356	356
6033	6030	6034	6031	6017	6023	6028	6028	6027	6015	6009	6018	6022

3/3	3/24	3/31	4/6	4/14	4/20	4/28	5/5	5/12	5/19	5/26	Average	Budget	Variance
0	0	0	0	0	0	0	0	0	0	0			
38	37	37	37	36	36	36	36	36	36	36			
64	64	64	64	64	64	64	64	64	64	64			
80	80	79	79	79	79	79	80	80	80	80			
85	84	83	83	83	83	82	82	82	83	83			
75	75	75	76	75	75	75	76	76	76	76			
92	92	92	92	90	90	90	90	90	90	90			
80	79	77	77	78	78	77	77	75	75	75			
514	511	507	508	505	505	503	505	503	504	504	515	529	(14)
0	0	0	0	0	0	0	0	0	0	0			
23	23	23	23	23	23	23	23	23	23	23			
38	38	38	38	38	38	38	38	38	38	38			
48	47	47	47	46	46	46	46	46	46	46			
44	43	43	43	43	43	43	43	43	43	43			
41	41	41	41	41	41	41	41	41	41	41			
58	57	57	57	57	57	58	58	58	57	57			
49	49	49	49	48	48	48	48	48	48	48			
301	298	298	298	296	296	297	297	297	296	296	302	292	10
12	13	13	13	15	15	15	15	15	15	15			
40	41	41	40	40	40	40	40	40	40	40			
74	74	74	74	74	74	74	74	74	73	73			
73	73	73	73	73	73	73	73	73	73	73			
79	80	80	78	77	78	79	79	79	78	78			
78	77	77	75	74	75	75	75	75	75	75			
77	78	78	78	78	78	77	78	78	78	77			
89	89	89	89	88	88	88	88	88	88	88			
522	525	525	520	519	521	521	522	522	520	519	519	568	(49)
0	0	0	0	0	0	0	0	0	0	0			
42	42	42	41	41	41	41	41	41	41	41			
55	55	55	55	55	55	55	55	55	55	55			
69	69	68	68	68	69	69	69	69	69	69			
60	60	60	61	62	62	62	62	62	62	62			
62	63	62	61	61	61	61	61	61	61	61			
57	57	57	57	57	57	57	57	57	57	57			
62	63	63	62	62	62	62	62	62	62	62			
407	409	407	405	406	407	407	407	407	407	407	401	396	5
0	0	0	0	0	0	0	0	0	0	0			
49	48	48	48	48	49	49	49	49	49	49			
52	54	54	54	54	53	53	53	53	53	52			
52	53	53	53	53	53	53	53	53	53	53			
66	66	66	66	66	66	66	66	66	66	66			
60	60	60	60	60	60	60	59	59	59	59			
91	91	91	91	91	91	91	91	91	91	91			
82	82	82	82	82	82	82	82	82	82	82			
452	454	454	454	454	454	454	453	453	453	452	452	499	(47)
0	0	0	0	0	0	0	0	0	0	0			
42	42	43	43	43	43	43	43	43	43	43			
66	66	65	65	64	64	64	65	65	65	65			
83	83	83	84	84	84	84	84	84	84	84			
93	93	92	92	92	92	92	93	93	93	93			
98	98	98	98	97	97	97	97	97	97	97			
101	100	100	100	100	100	100	100	100	99	99			
98	98	98	98	97	97	97	97	97	97	97			
581	580	579	580	577	577	577	579	579	578	578	574	592	(18)
251	250	251	251	251	252	252	252	252	252	251			
229	230	230	229	229	229	229	230	230	229	229			
227	227	227	227	227	227	226	225	225	225	225			
707	707	708	707	707	708	707	707	707	706	705	704	699	5
182	182	182	182	182	182	182	182	182	182	182			
211	212	211	210	210	209	209	209	209	210	211			
188	188	187	190	190	189	190	191	191	191	191			
581	582	580	582	582	580	581	582	582	583	584	587	663	(76)
504	501	498	498	498	498	498	500	499	498	498			
408	409	409	406	406	405	405	404	403	402	401			

331	331	331	320	320	320	318	316	314	310	308			
347	348	348	359	358	358	360	360	361	364	368			
1590	1589	1586	1583	1582	1581	1581	1580	1577	1574	1575	1605	1,479	126
104	104	104	104	104	104	104	104	104	104	104			
88	88	88	88	88	88	88	88	88	88	88			
94	94	94	94	94	94	94	94	94	94	94			
70	70	70	70	70	70	70	70	70	70	70			
356	356	356	356	356	356	356	356	356	356	356	359	418	(59)
6011	6011	6000	5993	5984	5985	5984	5988	5983	5977	5976	6017	6135	(118)



CISD STUDENT ATTENDANCE RATE 2022-2023

Elementary Campuses

CAMPUS	1 ST 9WKS 8/01-09/30	2 ND 9WKS 10/17-12/16	3 RD 9WKS 1/04-3/24	4 TH 9WKS 3/27-5/26	SNAPSHOT DAY OCT 28	Cumulative per campus
BCE (104)	95.35%	93.27%	93.92%	94.55%	95.77%	94.32%
CES (101)	95.38%	93.00%	93.87%	94.58%	94.89%	94.26%
DDE (102)	94.26%	93.74%	94.30%	93.56%	96.75%	93.98%
GES (105)	94.26%	92.17%	94.37%	94.53%	92.30%	93.80%
JDE (103)	94.38%	92.08%	93.42%	93.81%	91.30%	93.62%
RES (106)	95.32%	95.14%	95.25%	95.49%	97.08%	95.31%

ADA STATE REPORTED ABSENCES

Secondary Campuses

CAMPUS	1 ST 9WKS 8/01-09/30	2 ND 9WKS 10/17-12/16	3 RD 9WKS 1/04-3/24	4 TH 9WKS 3/27-5/26	SNAPSHOT DAY OCT 28	Cumulative per campus
AMS (042)	95.12%	94.26%	95.13%	94.84%	94.80%	95.08%
CMS (041)	94.14%	92.21%	94.49%	93.47%	94.43%	93.85%
NWECHS (003)	95.39%	96.38%	96.25%	96.35%	94.74%	96.43%
CHS (001)	92.58%	91.61%	91.97%	91.60%	91.50%	92.46%

DISTRICT PER 9WKS: 94.21% 92.95% 93.87% 93.72%

DISTRICT-CUMULATIVE: 93.93%

Board of Trustees

Meeting Date: 6/19/2023

Executive Summary of Board Agenda Item

Request for Approval to Renew Interlocal Agreement with ESC Region 19 Interlocal Agreement to support day to day purchases for the Child Nutrition Department and ensure cost savings for 2023-2024 School Year

Justification Statement: Without the continued association with the ESC Region 19 Interlocal Agreement, the Child Nutrition Department will not be able to utilize the discounts and benefits the interlocal agreement provides to the district. If a district participates in a cooperative or interlocal agreement, it satisfies any law requiring it to seek competitive bids.

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

Staff Responsible: 
Signature of Requester(s)

Signature of Presenter(s)

Business Services Approval (Initials) *Date*

Agenda Summary:

The interlocal Agreement is one (1) of the approved methods of purchasing allowed under Texas Education Code §44.031 and Texas Government Code Chapter 791. Per CH (Legal) a district may participate in a cooperative purchasing program with another local government of this state or another state or with a local cooperative organization of this state or another state. A school district may participate in multiple cooperatives after its Board of Trustees adopts resolutions authorizing participation.

The Child Nutrition Department requests that the Board approve the interlocal agreement with Education Service Center Region 19 to continue supporting day to day purchases for the Child Nutrition programs, taking advantage of the cooperative's goal in obtaining substantial savings on specific items for member districts through volume purchasing for the 2023-2024 school year. ESC Region 19 also intends to comply with Education Department General Administrative Regulations (EDGAR), ensuring that the district will be in full compliance with EDGAR requirements. The ESC Region 19 requires that an interlocal agreement be approved by each participating district on a yearly basis

RECOMMENDATION: It is recommended by administration that the Board approve the renewal of the interlocal agreement with ESC Region 19 for the 2023-2024 year

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S): N/A

ACCOUNT NO(S): N/A

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

REQUESTING DEPARTMENT:
Child Nutrition

CONSEQUENCES OF NON-APPROVAL:
District will not benefit from the discounts provided as well as not satisfying the State of Texas purchasing requirements

IMPLEMENTATION TIMELINE:
July 1, 2023

ATTACHMENT(S): ✓ Region 19 Education Service Center - Interlocal Agreement for USDA/TDA Products & Services



Region 19 Education Service Center - Interlocal Agreement For USDA/TDA Products & Services

This agreement is entered into by and between Education Service Center Region 19 (ESC 19) and Canutillo ISO (govt. agency) pursuant to the authority granted by Title 7, Chapter 791, Interlocal Cooperation Acts of The Texas Government Code and Chapter 8 of The Texas Education Code.

I. Term of Contract: The term of this contract shall be from the date of acceptance by authorized Canutillo ISO (govt. agency) personnel until any changes that affect the operation of said contract. The participating party(ies) may with mutual agreement among all other participating parties, rescind the contract with a thirty (30) day written notice, contingent upon no changes to the funding or policy as stated herein.

II. Statement of Services to be Performed:

Role of the ESC 19:

1. Serve as the fiscal agent for ASC. As such, all personnel employed by the Coordinating Center will be employees of the Region 19 Education Service Center, subject to ESC 19's policies and procedures.
2. Issue appropriate ASC bid(s), including the development of bid specifications, posting of legal notices, awarding of bids, etc. on behalf of ASC. All compliant solicitations will be conducted according to USDA/TDA regulations.
3. Request technical assistance support services from participating government agency designees for communication purposes with the participating schools in their respective regions (e.g., letters, flyers, phone calls, etc.)
4. Determine the annual estimated membership for solicitations. Government agency membership requests mid contract will be evaluated for inclusion based on contract spend and quantity availability.
5. Provide members with all documentation after bid award showing compliance with regulations.

Role of the Participating Government Agencies:

1. Provide technical assistance support services to the ESC 19 through time and effort, travel, facilitating meetings, copying, postage, and other expenses as necessary for the regional operations of ASC.
2. Commit to annual membership and usage information. Exercising the 30 day clause may result in future exclusion from participation.
3. Participate in the gathering of product information, estimated usage and other duties as assigned by the ASC Lead for the common good of the members.
4. Provide ASC with a monthly report of all orders received including detailed information on what is ordered, quantities and total spend for the purchase. Report should reference a purchase order number if applicable. This reporting is required for compliance for regulations.
5. All members are responsible for ensuring the cooperative operates in accordance with USDA Procurement standards. Individual members will not use Child Nutrition Program funds to pay invoices for goods or services that were improperly procured.
6. Provide a designated person(s) responsible to coordinate with ASC Lead to ensure compliance. Designee: Marco Macias

III. Authorization:

Executed on this _____ day, _____, 20__.

Region 19 Education Service Center

6611 Boeing Drive, El Paso, TX 79925

Government Agency: Canutillo ISO

Address: 7965 Aircraft + El Paso TX 7993

Armando Aguirre, Ed D.

Executive Director
Title

79

Authorized Signature

Superintendent of Schools
Title

Board of Trustees

Meeting Date: 6/19/2023

Executive Summary of Board Agenda Item

Memorandum of Agreement between Canutillo ISD and Paso del Norte Health Foundation

Subject/Title for Agenda Posting:

Justification Statement: This MOA will provide additional resources and training to expand nutrition education through a variety of coordinated school health components to include physical education, health education, nutrition services and parent family engagement.

Purpose of Agenda Item:

- Information Discussion Action
 Curriculum & Instruction Human Resources Business Services

Item Type:

Staff Responsible:

Monica Reyes

Signature of Requester(s)

Dr. Monica Reyes/N. Torres

5/22/2023

Signature of Presenter(s)

Elizabeth B. Sida *Elizabeth Sida*

6/5/2023

Business Services Approval (Initials)

Date

Agenda Summary:

This memorandum of agreement provides professional development for campus wellness teams, Child Nutrition staff, and physical education/health education teachers. The grant fund will also provide a two year subscription for the CATCH curriculum materials focused on the grade levels of Kinder to 8. Strategies to make students aware of their fruit and vegetable consumption will encourage students to make healthier choices. Through the grant, efforts will be to develop nutrition messaging and communications for students and families.

Administration recommends the approval of MOA between CISD and Paso Del Norte Health Foundation

RECOMMENDATION:

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

AMOUNT(S): \$41,360.00

ACCOUNT NO(S):

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

~~N/A~~ Memorandum of Agreement

REQUESTING DEPARTMENT:

Student Support Services Department

CONSEQUENCES OF NON-APPROVAL:

The loss of additional resources and training to expand nutrition education through a variety of coordinated school health components to include physical education, health education, nutrition services and parent family engagement.

IMPLEMENTATION TIMELINE:

School year 2023-2024

ATTACHMENT(S): ✓ Cover letter and MOA document





May 17, 2023

Dr. Pedro Galaviz
Superintendent
Canutillo Independent School District
7000 Fifth St.
Canutillo, TX 79835

Dear Dr. Galaviz:

I am pleased to inform you that the Paso del Norte Health Foundation Board of Directors approved a grant in the amount of \$41,360.00 to the Canutillo Independent School District for Canutillo, CATCH on to Healthy Eating! program.

A Memorandum of Agreement (MOA) is included with this document. To complete the grant award process, please use the DocuSign system to sign and return the MOA. This letter does not substitute for the signed MOA and no expenses should be incurred until the agreement is signed and returned. After signing the MOA, a copy will be emailed to you for your records.

We look forward to collaborating with you on this program to help promote health and prevent disease in the Paso del Norte region. If you have any questions about this grant, please contact Jana Renner at (915) 218-2616.

Sincerely,

Tracy J. Yellen
CEO

cc: File
2459

**MEMORANDUM OF AGREEMENT FOR:
TEXAS SCHOOL DISTRICTS**

This Memorandum of Agreement (**MOA**) is by and between Paso del Norte Health Foundation (**Health Foundation**) and Canutillo Independent School District (**Grantee**). The grant period begins on 7/1/2023 and ends on 6/30/2024.

Agreement:

This grant is awarded for a charitable purpose for Grantee to implement the Canutillo, CATCH on to Healthy Eating! (**Program**). The grant total is for \$41,360.00, and is subject to the following:

- 1) Grantee agrees to perform the Program presented in Grantee's proposal, which is incorporated into this MOA by reference.
- 2) Grantee agrees to submit (a) [a] progress report[s] and (b) a final report, each of which must include a financial report, to the Health Foundation using the Health Foundation's online grant system unless otherwise directed by the Health Foundation.

The Health Foundation may not release payments until all required reports documenting the purpose of the grant are received and approved by the Health Foundation. It is Grantee's responsibility to ensure compliance with report requirements to prevent delays in payments. All required reports must be submitted according to the following schedule:

Requirement	Due Date	Associated Payment
Signed MOA	6/9/2023	\$20,680.00
Progress & Financial Report	1/22/2024	\$20,680.00
Final & Financial Report	7/22/2024	\$0.00

- 3) The Health Foundation reserves the right to discontinue, modify, or withhold any payments that have not been made or to require a partial refund of any payments that have been made under this MOA if the Health Foundation finds that such action is necessary: (a) because Grantee has not fully complied with the terms and conditions of this MOA; (b) to protect the purposes or objectives of this grant; (c) to protect the Health Foundation; or (d) Grantee loses its tax-exempt status. Additionally, this grant could be re-evaluated in remote, adverse economic situations. The Health Foundation will notify Grantee immediately after it discovers any problems or concerns of non-compliance.
- 4) All grant funds not used by Grantee for the purposes of the Program remain the property of the Health Foundation. Unused grant funds must be returned to the Health Foundation at the end of the grant period unless otherwise directed by the Health Foundation in writing. The Health Foundation is not responsible for (a) costs outside of the approved grant budget or scope of work; or (b) over expenditures.
- 5) Any changes in the approved grant budget, including the addition or deletion of budget categories, must be submitted in writing for consideration by the Health Foundation.
- 6) All materials developed for the Program must recognize the Health Foundation as specified in the "Graphic Standards & Grantee Communication Guidelines," which is found on the Health Foundation's website, www.pdnhf.org.
- 7) Grantee agrees to allow the Health Foundation to use all information about the Program, including (a) the grant amount and purpose, (b) photographs, (c) materials, (d) logos or trademarks, or (e) other information about Grantee, in any Health Foundation communication.

- 8) The Health Foundation reserves the right at any time to review, audit, or request reasonable access to any or all of Grantee's financial records. Grantee agrees to provide reasonable access to requested records to the Health Foundation.
- 9) Funds provided through this MOA shall not be used to lobby, influence the outcome of any election, or carry on any voter registration drive. (See below for definition of lobbying).

"Lobbying shall mean intervening in any election or supporting or opposing any political party or candidate for public office or engaging in any lobbying not permitted by IRC § 501(c)(3) or, if applicable, IRC §§ 501(h) and 4911."

- 10) As between the parties hereto, each party will be solely responsible for liability arising from personal injury, including death, or damage to property, arising from the act or failure to act of the respective party or of its officials, agents, and employees pursuant to this Agreement. The liability of the Grantee shall be subject to sovereign immunity and the applicable limitations of the Texas Tort Claims Act, Chapter 101, Texas Civil Practice & Remedies Code, and any amendments thereto. The liability of the Health Foundation shall be subject to the immunities and limitations of the laws of the State of Texas, where applicable.

Agreement is accepted by signing below.

"Health Foundation"
Paso del Norte Health Foundation

"Grantee"
Canutillo Independent School District

By: _____
Tracy J. Yellen, CEO

By: _____
Dr. Pedro Galaviz, Superintendent

Date: _____

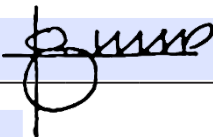
Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Award of RFP# 2023-08 – Playground protective surfacing, to Altitude Recreation Inc, in the amount of \$395,190.00 for playgrounds at CES, DDES, GES, JDES, and RES.

Justification Statement: In accordance with CH (Local): "...Any single, budgeted purchase of goods and services that costs \$100,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place..."

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

Staff Responsible:  Bruno Vasquez 6/ 6/2023
Signature of Requester(s)
Signature of Presenter(s)
Elizabeth B. Sida 6/6/2023
Business Services Approval (Initials) *Date*

Agenda Summary:
Canutillo ISD issued a solicitation to purchase and install playground protective surfaces for CES, DDES, GES, JDES, and RES' playgrounds because the existing materials are deteriorated beyond repair and pose a safety risk to students.
The Administration assembled a selection committee to review three responses. CISD invited the community to join the selection committee, but nobody attended.

RECOMMENDATION: Administration recommends approval of the proposal received from Altitude Recreation Inc, for playground protective surfacing in the amount of \$395,190.00

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

AMOUNT(S): \$395,190.00

ACCOUNT NO(S): Fund Balance

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

REQUESTING DEPARTMENT: Facilities Department

CONSEQUENCES OF NON-APPROVAL: Risk of injury, closure of damaged playgrounds.

IMPLEMENTATION TIMELINE: Upon approval

ATTACHMENT(S): X Scoring sheet, Vendor Quote Summary



Board of Trustees

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of Professional Services Contract between Canutillo ISD and TNTP, Inc. for Academic Year 2023 - 2024

Justification Statement: As recipients of the LASO Strong Foundations Literacy Framework Grant, we must partner with an Approved Provider, TNTP, Inc., to complete the work as specified by the grant. The grant requires that we partner with an Approved Provider and allocate 70% of the grant funding to pay for our Approved Providers services.

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

Staff Responsible: *Jessica Arellano*
Signature of Requester(s)
Jessica Arellano

Elizabeth B. Sida 6/5/2023
Signature of Presenter(s) *Date*
Business Services Approval (Initials)

Agenda Summary:

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

Canutillo ISD was awarded the LASO Strong Foundations Literacy Framework Grant to build a district-wide literacy framework during the 2023 -2024 academic year. The grant award in the amount of \$200,000.00 stipulates that Canutillo ISD must partner with an Approved Provider responsible for guiding us through training, planning and development of a literacy framework for our district. The grant requires 70% of funding to be paid to the Approved Provider for their work on this project. The Curriculum and Instruction Department is requesting board approval for \$140,000.00 to be paid to our Approved Provider, TNTP, Inc., over the course of the grant project cycle. These payments will be made in six installments as phases of the work are completed. This total cost is in line with TEA requirements as stated in the grant agreement.

RECOMMENDATION: To approve the professional services contract between Canutillo ISD and TNTP, Inc. TNTP will serve as the Approved Provider for the LASO Strong Foundations Literacy Framework Grant.

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

AMOUNT(S): District portion \$140,000.00

ACCOUNT NO(S):

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

Professional Services Contract

REQUESTING DEPARTMENT:

Curriculum and Instruction Department

CONSEQUENCES OF NON-APPROVAL:

We will not fulfill our obligations to TEA to execute the LASO Strong Foundations Literacy Framework Grant work we have agreed to complete.

IMPLEMENTATION TIMELINE: June 1, 2023 - January 31, 2024

ATTACHMENT(S):
1) Grant Award Letter
2) Professional Services Contract
3) TNTP Scope of Work Documentation



**CANUTILLO INDEPENDENT SCHOOL DISTRICT
REQUEST FOR QUOTE TABULATION**



Quote Summary/Cost Analysis

Prepared by: Shawn Leggett and Jesica Arellano

Campus/Department: Curriculum and Instruction

Description: LASO Strong Foundations Literacy Framework Grant Approved Provider Selection. TEA provides a list of approved providers we can vet to assist us with the implementation of our grant process. We vetted these organizations using several tools made available to us through TEA.			
Vendor A TNTP,Inc	Vendor B The Meadows Center for Preventing Educational Risk	Vendor C Bellwether Education Partners	Vendor D ESC- Region 19
COST 70% of grant award	COST 70% of grant award	COST 70% of grant award	COST 70% of grant award
COST \$140,000.00	COST \$140,000.00	COST \$140,000.00	COST \$140,000.00

Recommended vendor for award: TNTP,Inc

Justification for award: TNTP,Inc. has generated a body of research that is cited in much of the material TEA provides for school districts to examine. TNTP,Inc. is well aligned to the vision and mission of TEA in regards to research based instructional strategies, high-impact tutoring and the use of High Quality Instructional Materials.

Instructions: Note the person who has prepared the summary and the Campus/Department who requested the quotes. Description must detail the need and purpose of the quotes. List vendors from whom quotes were obtained. List vendors total cost quoted. You must complete the recommended vendor for award and the justification/reason you are recommending that vendor.

Quote tabulation **MUST** be submitted to purchasing along with all quotes obtained.

Strong Foundations Proposal to Canutillo Independent School District

April 2023



Introduction

TNTP believes our nation’s public schools can offer *all* children an excellent education. A national nonprofit founded by teachers, TNTP helps school systems end educational inequality. Leveraging our twenty-five years of experience, TNTP works with its partners to provide students with rich educational experiences that prepare them to pursue their goals. TNTP has been a committed partner in the effort to improve public education in Texas since 2001. We specialize in providing school districts in Texas with solutions to their most pressing challenges in the areas of talent and academics - including through TEA grant programs including CRIMSI, R SSP, TCLAS and Strong Foundations. Additionally, TNTP serves as a strategic partner to TEA for Strong Foundations, including serving as their design partner for the Research Based Instructional Strategies (RBIS). Subsequently, TNTP has led training and coaching for all Strong Foundations Planning Grant TA Providers to ensure high-quality RBIS trainings for all participating districts. During Cycle 1 of Strong Foundations, TNTP supported school districts in West Texas including El Paso ISD and Clint ISD with the creation of a Literacy Framework, and we would be excited to partner with Canutillo ISD to create a Literacy Framework that serves as a guidepost for improving student outcomes in the district.

Strategy Overview

During Strong Foundations Cycle 1, TNTP partnered with 11 districts statewide to develop a research-based math or literacy instructional framework - a critical lever in improving instructional quality and system-level coherence. TNTP will provide foundational planning supports to our partners in support of developing a Math or Literacy framework, including project management support to meet all requirements of the Strong Foundations Planning Grant.

While we support districts through a standardized set of grant activities, we tailor our approach to meet the unique needs and contexts of each client. Across our diverse portfolio of Strong Foundations clients, we have received a 96% approval rating from our clients' Leadership Teams and Committees - and seen a measurable increase in their belief that all students can meet grade-level standards.

<p>Prepare for Launch <i>June</i></p>	<ul style="list-style-type: none"> • Build relationships and context regarding district instructional frameworks, supports, and practices • Develop a roadmap for a collaborative framework development process • Support district leaders to onboard a grant core leadership team and develop ongoing stakeholder engagement practices to address the change management required when implementing a new framework
<p>Engage in Collective Learning <i>July - September</i></p>	<ul style="list-style-type: none"> • Collaborate with Leadership Team to customize the Research Based Instructional Strategies (RBIS) training in light of client context • Design and deliver collective learning series to build shared knowledge and mindsets across key stakeholders • Support core team with distilling key takeaways from collective learning to inform framework development
<p>Develop Framework and Implementation Plan <i>October - December</i></p>	<ul style="list-style-type: none"> • Facilitate stakeholder engagement and key decision-making activities to support framework development • Support Leadership Team with assessing curriculum, professional learning practices, and coaching structures and tools in alignment with new framework and provide strategic recommendations for improvement

Sample Task Plan

Phase	Goal	Task List	MONTH
Prepare for Launch	Establish critical relationships between LEA leadership & TNTP project team	Conduct introductory meeting between TNTP Partner, TNTP Director & prioritized senior leaders within LEA	June
		Identify most significant motivating factors for LEA participating in Math & Literacy Framework Grant, as well as any concerns or reservations that may exist	
	Internalize current and historical LEA instructional frameworks, supports and related practices.	Identify any additional TEA-supported initiatives or external supports LEA is currently engaged with or has historically engaged with that may influence how TNTP supports the LEA through this grant	
		Internalize current and former approaches to change management within the LEA and identify how these experiences may impact how key LEA stakeholders perceive the change management process TNTP co-leads throughout the partnership	
		TNTP requests readily available artifacts of current/historical instructional framework and practices	
		TNTP team reviews artifacts for purpose of project team's onboarding to current/historical state within LEA	
Phase 1: Build a Roadmap	Envision success by aligning on key goals of partnership	TNTP leads partnership kickoff meeting for Leadership Team, including review of criteria of a strong instructional framework and aligned examples from other LEAs in Texas.	June
		TNTP leads SF Framework Leadership Team Retreat, including "Blue Lake ISD" case study session to help LEA team envision how the entire process of instructional improvement can be anchored by a clear instructional framework.	
		Collaboratively set goals for duration of partnership that are anchored in multi-year aspirations for instructional improvement.	
	Build "Leadership Team" to serve as LEA's Committee to lead Framework Development Process	During "kickoff meeting," TNTP partners with LEA to identify ideal "Leadership Team" participants	
		Prior to Framework Planning Retreat, LEA leaders confirm "Leadership Team" roster & invite Leadership Team to Framework Planning Retreat	
		During Framework Planning Retreat, TNTP builds culture amongst "Leadership Team" and invests "Leadership Team" in their leading role in improving long-term academic outcomes across the LEA	
	Collaboratively plan Framework Development Process aligned to established best practices yet customized to unique LEA preferences.	During Framework Planning Retreat, TNTP presents established best practices for creating an Instructional Framework	
		During Framework Planning Retreat, LEA & TNTP collaboratively customize best practices to create LEA-specific Framework Development Process	

		As follow up from retreat, TNTP creates codified "Framework Development Process"	
	Create and norm on final decision making process that will be used to decide upon final Math or Literacy Framework.	During Framework Planning Retreat, LEA & TNTP collaboratively determine final decision making process that will be utilized to create Framework	
		As follow up from retreat, TNTP creates codified "LEA Decision Making Process"	
	Submission of Deliverables to TEA	Submit "LEA Committee" deliverable to TEA	
		Submit "LEA Framework Development" deliverable to TEA	
		Submit "LEA Decision making process" deliverable to TEA	
Phase 2: Build a Communications Plan	Develop and Align on Communications Plan	Align with LEA on role of communications strategy within change management process	June - July
		Collaborate with LEA to establish key stakeholder groups beyond "Leadership Team"	
		Collaborate with LEA to create aligned communication plan for each stakeholder group	
		Establish systems for stakeholder coaching and education throughout Framework development process	
		Conduct "Leadership Team" meeting to revise and finalize communications strategy	
	Submission of Deliverables to TEA	Submit final LEA Communications Plan	
Phase 3: Customize & Facilitate Collective Learning Series	Customize Scope & Sequence	TNTP presents "Leadership Team" with standard Collective Learning scope & sequence and receives LEA input	July - September
		TNTP finalizes LEA-specific Collective Learning scope & sequence based on "Leadership Team" feedback	
	Internalize RBIS	TNTP facilitates content RBIS full sessions for LEA "Leadership Team" and Committee to ground Framework in research	
	Explore Power of Instructional Framework	TNTP facilitates Implementation RBIS training and revisits Blue Lake ISD case study to ensure LEA "Leadership Team" realigns on purpose of instructional vision in driving programmatic change in service of improved student outcomes	
		TNTP designs and facilitates session demonstrating how LEAs within Texas have leveraged their instructional Framework to serve as the clear "why" behind system-wide decisions and as a vector for aligning system-wide practices	
	Design & Deliver Customized Trainings	Based on "Leadership Team" input, TNTP designs additional LEA-specific sessions for Collective Learning series	
TNTP facilitates additional LEA-specific sessions for Collective Learning series			

	Stamp Key Takeaways	TNTP designs and facilitates debrief session to distill key takeaways from Collective Learning Series that LEA "Leadership Team" and "Committee" desire to see in Instructional Framework	
	Submission of Deliverables to TEA	Submit Collective Learning Series scope & sequence	
		Submit exit tickets and exit ticket results for all sessions	
		Submit attendance tracker	
Phase 4: Develop Framework	Draft Instructional Framework	Review TEA rubric that will be used to evaluate math or literacy framework	October - November
		TNTP collaboratively plans Framework Draft Retreat with LEA to customize process to LEA preferences	
		TNTP facilitates Framework Draft Retreat, culminating in a cohesive draft of an Instructional Framework	
	Gather Stakeholder Input	Draft of Instructional Framework shared with "Committee" and other stakeholder groups, in alignment with Communications Plan	
		Feedback from key stakeholder groups is synthesized by TNTP and presented to "Leadership Team"	
	Establish Instructional Framework	TNTP facilitates Framework Finalization Meeting to determine final Framework language based on stakeholder input	
		LEA makes formal decision for adopting new Framework in alignment with agreed upon "LEA decision making process"	
	Submission of Deliverables to TEA	Submit evidence of Superintendent/CAO written approval of adopting new Framework	
Submit approved Framework along with TNTP evaluation of framework using TEA instructional framework rubric			
Phase 5: Implement Framework	Develop Collective Knowledge	TNTP trains Leadership Team on best practices regarding district instructional management and implementation planning.	November - December
		TNTP trains Leadership Team on best practices regarding district assessment strategy.	
	Assess Current Practices vs. New Framework	Collaboratively with "Leadership Team," TNTP evaluates current LEA decisions and practices in the area of curriculum / HQIM against the newly adopted Framework	
		Collaboratively with "Leadership Team," TNTP evaluates current LEA decisions and practices in the area of professional learning against the newly adopted Framework	
		Collaboratively with "Leadership Team," TNTP evaluates current LEA decisions and practices in the area of coaching structures / tools against the newly adopted Framework	
		TNTP facilitates synthesis meeting with "Leadership Team" to distill overall findings from assessment of current practices to identify current areas of alignment to new Framework and identify areas not currently aligned to new Framework	

	Generate Recommendations	Based on alignment analysis, TNTP facilitates meeting for LEA to collaboratively set implementation priorities that define the highest-leverage steps that will be taken to move current practices towards new Framework	
		TNTP distills Framework, analysis of current practices & LEA implementation priorities into one-page memo	
		One-page memo shared with prioritized key stakeholder groups in alignment with Communications Plan	
	Submission of Deliverables to TEA	Submit one-page memo on LEA implementation priorities	
		Complete summary tracker outlining LEA's plan of what to change/implement to align current practices to final Framework	
Codify & Advise	Chart the Path to Success	TNTP partners with LEA to identify TEA initiatives to participate in that provide opportunity to accelerate LEA progress towards alignment with new Framework	
		TNTP drafts, revises and finalizes "case study" to support LEA change management and communication efforts	
	Submission of Deliverables to TEA	Submit case study	
		Review all project deliverables to ensure final exemplars are shared along with analysis of strengths / opportunities for improvement	

Staffing

Diversity, equity, and inclusion are critical priorities for TNTP's success. We take an equity-centered approach to our work, where we strive to ensure equally high outcomes for all students, and to remove the predictability of success or failure that currently correlates with any social or cultural factors. As an organization, we work to ensure that all kids have the opportunity to succeed in school and life and work to disrupt inequities at every level of the education system. Internally, we work to shape an organizational culture that is people-centered and takes an asset-based approach to leveraging the diverse talents of our team and works to position all our staff towards success.

Each TNTP project leverages the support of a central team of specialists who are among the nation's best thinkers in their respective areas of expertise. While official project members will be assembled upon contract award, we anticipate this project team will consist of a Partner, Director, and Senior Manager. Below you can find a brief description of each team member's contribution.

Partner: The Partner provides strategic advisory throughout the engagement and co-leads the stakeholder engagement and district level support around professional learning plan. The Partner will manage the relationship with central office leaders to ensure successful delivery of services and provide team and project oversight.

Director: The Director will oversee planning, implementation, and evaluation of all components of the services and supports TNTP will provide. The Director will oversee design and successful delivery of all professional development for participants and facilitators, as well as other supports provided.

Senior Manager: As senior leaders of the scope of work, the Senior Managers will manage and execute the strategy and are responsible for the team's delivery of results as well as innovative solutions and achievement of goals.

Relevant Experience

Throughout our 25 years of experience, TNTP has provided vision-setting, executive coaching, and strategic advising to many of our partners. Below please find examples from recent projects.

TNTP began working with **Aldine ISD** in 2019 to assist district educational teams to improve literacy across the district. TNTP supported professional development across multiple levels of district leadership and worked with leadership to improve reading scores by helping to select and implement rigorous, aligned materials. TNTP established a district literacy task force that participated in TNTP's five-month long course of the science of reading, followed by a three-month collaborative effort to draft a vision and framework for literacy instruction. This framework was then implemented in a pilot program of Intensive Literacy Sites that introduced elementary and middle school students to quality curricular and instructional materials meant to accelerate student learning. Additionally, TNTP worked with Aldine ISD to solidify systems and to promote best practices in bilingual and ESL classrooms. This was done through diagnostic surveys that assessed the beliefs and understanding about research-based bilingual instruction and programming which was followed by facilitation of monthly learning sessions with the bilingual task force to deepen understanding of current research and best practices in bilingual instruction. TNTP then facilitated the creation of an implementation plan for bilingual instruction that includes a shared vision and framework and a bilingual teacher and leader professional development plan. As a result of the work with Aldine ISD, the district has added capacity to promote strong academic systems and processes throughout their academic work. Moving forward, TNTP's work with Aldine will support the creation of math-focused instructional materials, the development of curricular visions for science and social studies, and continued progress monitoring of the literacy vision.

Beginning in June 2020, TNTP partnered with **Edgewood ISD (San Antonio)** to build on the district’s existing strengths in five major focus areas, including improving the academic experience for students, increasing communication with all stakeholders, creating a more inclusive environment, developing a comprehensive talent strategy, and improving and creating data processes and systems. In addition to advising the district on their Covid-19 restart plan, TNTP and Edgewood worked together to develop a vision for literacy instruction and engaging families to support reading instruction at home. To bring this vision to fruition, TNTP and EISD aligned on three strategic priorities. Using these strategies as guideposts for the collaboration, TNTP’s support included training sessions for instructional leaders and teachers focused on monitoring the vision, planning, and actual practice; the planning and facilitation of observational walkthroughs and debriefs to provide teachers with real-time data; and the implementation of a Parent Literacy Academy (PLA) that utilizes personalized literacy profiles for each student. TNTP also conducted surveys to monitor student engagement to inform district decisions moving forward and determine how families are using knowledge gained from PLA at home to support student learning. In the 2021-22 school year, we have expanded our partnership to support EISD’s strategic planning process. In this first year, we have supported EISD leadership to reflect on the district’s current state, listen and learn from key stakeholders, and develop student-centered goals. As a result of this initial work, TNTP has collaborated with EISD to draft a strategic plan for ongoing stakeholder feedback.

Project Budget

While project timelines are customizable, our plan is to complete the scope of work across eight months (**June 2023 – January 2024**), including the eighth months for project closeout and to allow for a buffer within the project timeline. We anticipate spending the bulk of the project budget on personnel costs for the TNTP Project Team to complete the scope of work. Additional program expenses are inclusive of the anticipated travel costs for the team members as well as training materials. We anticipate travel costs to support travel for TNTP staff to join the Canutillo ISD team on site throughout the course of the project.

PROJECT BUDGET

Program Staff	\$115,000
Program Expenses	\$25,000
Total Cost	\$140,000

Conclusion

TNTP is incredibly excited about the opportunity to partner with Canutillo Independent School District to develop a Literacy Framework through the TEA Strong Foundations Planning Grant. We would be honored to work alongside CISD’s leadership team to prioritize students’ wellbeing, and ensure that best practices are implemented in a way that is both positive and sustainable. For more information, please reach out to Lars Nelson (lars.nelson@tntp.org), one of our Texas-based Partners at TNTP. We look forward to continuing the conversation about this potential partnership. Thank you for your time and consideration.

Board of Trustees

Meeting Date: 6/19/2023

Executive Summary of Board Agenda Item

Memorandum of Understanding between Canutillo ISD and Actions for Healthy Kids in Partnership with the
Subject/Title for Agenda Posting: Paso del Norte Health Foundation

Justification Statement: This MOU will provide additional technical support and networking to improve CISD's coordinated school health components to include wellness, School Health Advisory Council (SHAC), physical education, health education, nutrition services and parent family engagement.

Purpose of Agenda Item:
Item Type:

- Information
- Discussion
- Action
- Curriculum & Instruction
- Human Resources
- Business Services

Staff Responsible:



Signature of Requester(s)

Dr. Monica Reyes/N. Torres

5/22/2023

Signature of Presenter(s)

Elizabeth B. Sida *Elizabeth Sida*

6/5/2023

Business Services Approval (Initials)

Date

Agenda Summary:

This memorandum of understanding provides training and resources for the implementation of the coordinated school health program in Canutillo ISD. Resources will include the analysis and implementation of district policies pertaining to wellness and recess. Free program materials, supplies and technical assistance will be provided as part of the Healthy Schools Coalition. Grant funds will be used for physical activity equipment and SHAC support.

RECOMMENDATION: Administration recommends the approval of MOU between CISD and Actions for Healthy Kids in Partnership with the Paso Del Norte Health Foundation

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

AMOUNT(S): \$1,000.00

ACCOUNT NO(S):

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

REQUESTING DEPARTMENT:
Student Support Services Department

CONSEQUENCES OF NON-APPROVAL:
The loss of training and resources for the implementation of the coordinated school health program in Canutillo ISD.

IMPLEMENTATION TIMELINE:
School year 2023-2024

ATTACHMENT(S): ✓ MOU document



District Partnership Terms and Conditions

2023 Calendar Year Project

Action for Healthy Kids in Partnership with the Paso del Norte Health Foundation

This Action for Healthy Kids (AFHK) District Grant Terms and Conditions is between Action for Healthy Kids and Canutillo ISD (furthermore referred to as DISTRICT). The purpose of this document is to establish the terms and conditions under which AFHK has awarded a grant to DISTRICT.

Article I: Scope

The District Grant Terms and Conditions applies to the grant award made to DISTRICT in 2023. These grant dollars specifically support district engagement and staff participation in the 2023 calendar project with AFHK and the Paso Del Norte Foundation to include time for attending meetings/trainings and work done that supports enhanced school health and wellness infrastructure, programs, policies and practices. This agreement runs from June 1, 2023 to January 31, 2024.

Article II: Grant Award

AFHK agrees to award funds to DISTRICT pending receipt of signed District Grant Terms and Conditions due May 30, 2023. AFHK reserves the right to rescind the grant award in the event of non-compliance with the District Grant Terms and Conditions. In the unlikely event that the funder supporting this work does not make timely grant payments to Action for Healthy Kids, we reserve the right to reduce the amount of your grant and/or change the schedule of payments accordingly. DISTRICT agrees to comply with such reasonable procedures established by AFHK as requirements for this grant. The grant period will be from June 1, 2023 – January 31, 2024.

Article III: Grant Communications

DISTRICT agrees to comply with AFHK's logo and Communications Guidelines (see Appendix A) for all grant-related materials, including but not limited to program materials, presentations, announcements, press releases, and curricula. DISTRICT agrees to notify AFHK prior to releasing any media or public relations outreach materials related to this grant-funded project. Prior to distribution, AFHK reserves the right to review and approve all press releases and materials developed by DISTRICT.

District grants AFHK the unrestricted right to use photographs, video, film or other media (collectively "Promotional Media") taken of the DISTRICT's location, its personnel or staff, by or on behalf of AFHK at any time during the project which is the subject of this Terms and Conditions. AFHK, the Project sponsors, organizers or their assigns have permission to use the Promotional Media for any legitimate purpose, including but not limited to social media, editorial, trade, advertising, web site or any other promotional purposes without restriction and without DISTRICT's inspection or approval. DISTRICT hereby releases AFHK and their representatives and assigns from all claims and liability relating to said Promotional Media.

AFHK reserves the right to utilize school success stories/Promotional Media as needed, including assigning the right to AFHK funding partners to use school success stories/Promotional Media, for purposes of promoting AFHK strategic goals. DISTRICT agrees to obtain and keep Promotional Media release forms completed for students in promotional media provided to AFHK by DISTRICT. DISTRICT

may use their own Promotional Media release form, or AFHK's for this purpose. AFHK reserves the right to publish evaluation findings in peer-reviewed journals. Under no circumstance will any school's name be identified in these publications.

Article IV: Grant Deliverables

By accepting this grant, DISTRICT agrees to use the grant funds as outlined below. In the event that your DISTRICT cannot use grant funds for the purposes described in the application, you must notify AFHK immediately. DISTRICT agrees to accomplish the proposed project specific outcomes outlined below.

- Commit to participating in the project through January 2024.
- Designate a primary contact person to be the point of contact for AFHK.
- Identify a district team (perhaps your existing SHAC) to participate in quarterly updates with AFHK including: Child Nutrition Director, Director of Physical Education, Director of School Nursing, Family Support Specialist/Family and Community Engagement Department and parents. (NOTE: These updates can be collective meetings or meetings with individual departments.)
- For new districts, sharing your Local School Wellness Policy for review with AFHK within 30 days of signing T&C. For returning districts, sharing your Local School Wellness Policy with AFHK if changes have been made since the last wellness policy review.
- Support school-level assessments of policy implementation.
- Assist schools in completing the AFHK School Health Index to determine alignment with Wellness Policy.
- Identify best training option for district needs on health and wellness and promote attendance within district (e.g. parent workshop, SHAC training, Wellness Policy training).
- Participation in a regional community-school wellness coalition.
- Work to improve existing wellness policy around nutrition and physical activity based on recommendations from WELLSAT analysis.
- Work with AFHK Project Coordinator to create a success story by December 31, 2023.

AFHK reserves the right to audit grant programs and budgets as needed.

Article V: AFHK Resources

Throughout the grant term, AFHK will provide the following resources to DISTRICT to support this effort:

- An analysis of your Local School Wellness Policy and expert recommendations to align with national best practice policies.
- \$1,000 in grant funds for participation in Healthy Schools Coalition.
- Training for your School Health Council and school health teams.
- School-level support for implementation of wellness policies.
- Free program materials and supplies from AFHK.
- In-depth technical assistance from AFHK.
- Training and resources via phone, email, and webinars to provide technical assistance to DISTRICT and grant implementation team (including school staff, administrators and parent/community volunteers).

- Suggestions for opportunities and improvements included in district’s WellSAT assessment analysis scorecard.
- Opportunities to share ideas and best practices with other granted districts and schools.
- Successes from other funded districts and schools.

Article VI: Reporting Requirements

Reports on the above deliverables must be submitted to AFHK as follows:

- June 15, 2023 – Submit/Sign Terms and Conditions (grant funds awarded upon completion and receipt).
- Monthly throughout project – In-person or monthly phone calls with AFHK representative.
- Yearly submission of Local School Wellness Policy (required for new districts within 30 days of signing T&C and any returning district if changes have been made since the last wellness policy review).
- Schools within funded districts complete the School Health Index yearly.
- Districts complete a year-end report.

DISTRICT agrees to the *District Grant Terms and Conditions* to implement the above deliverables as stated in DISTRICT’s proposed plan.

To electronically submit your official signature, please sign below.

Grant payments will not be cut until signed District Partnership Memorandum of Understanding has been submitted by your district.

All signed District Partnership Memorandums of Understanding must be submitted by June 15, 2023.

Contact Michelle Smith, State Coordinator, msmith@actionforhealthykids.org with questions.

The Partner District agrees to the *District Partnership Memorandum of Understanding* to implement the above deliverables.

AGREED:

On behalf of Action for Healthy Kids:

(Signature)

Date

By: _____
(Printed Name)

(Title)

On behalf of DISTRICT:

District Primary Contact:

(Signature)

Date

By: _____
(Printed Name)

(Title)

APPENDIX A

Action for Healthy Kids® Logo Usage Guidelines

Please adhere to these usage guidelines for the Action for Healthy Kids logo.

- Use the official Action for Healthy Kids (AFHK) [full-color logo](#) or [black and white logo](#).
- The AFHK logo cannot be used to promote or endorse any brand or product.
- If you create new materials with the AFHK logo on it please contact the appropriate AFHK [State/Project Coordinator](#) with details of how and where the logo will be used.
- The AFHK logo should only be used as a part of messaging that is consistent with AFHK's mission to mobilize family-school partnerships to prepare kids to be healthy in body and mind.
- Persons, schools and organizations who use the AFHK logo automatically agree to adhere to the logo usage guidelines as specified above.
- Any questions concerning the use of the AFHK logo should be directed to ContactUs@ActionforHealthyKids.org.

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Signature of Requester(s)

Signature of Presenter(s)

C Pulley
Business Services Approval (Initials)

Date

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

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

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):





FINANCIAL SERVICES

CANUTILLO A Premier District

To: Board of Trustees
From: Cristina Pulley, Executive Director of Financial Services
Date: June 7, 2023
Subject: Approval of Investment Resolution and Investment Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

Attachments

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

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

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

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

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

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

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

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

Passed and approved this 19th day of June, 2023.

CANUTILLO INDEPENDENT SCHOOL DISTRICT

By _____
Patsy Mendoza, Board President

Attest:

Cindy Zuniga, Board Secretary

RESOLUTION OF THE BOARD REGARDING REVIEW OF THE INVESTMENT PROGRAM

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

WHEREAS, the District's investment policy for fiscal year 2023-2024 has been presented to the Board for its consideration and approval, as required by the Act; and

WHEREAS, the District's investment policy for fiscal year 2023-2024 includes no changes from the District's investment policy for fiscal year 2022-2023.

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

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Canutillo Independent School District has reviewed the District's investment policy, and hereby adopts the policy for fiscal year 2023-2024 in compliance with the Act.

BE IT FURTHER RESOLVED that, after review of the District's qualified brokers, the Board of Trustees of Canutillo Independent School District adopts the following list of qualified brokers for fiscal year 2023-2024:

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

Adopted this 19th day of June, 2023 by the Board of Trustees.

CANUTILLO INDEPENDENT SCHOOL DISTRICT

By _____
Patsy Mendoza, Board President

Attest:

Cindy Zuniga, Board Secretary

Table of Contents	Definitions	2
	Bond Proceeds.....	2
	Investment Pool.....	2
	Pooled Fund Group	2
	Separately Invested Asset	2
	Pledged Revenue.....	2
	Repurchase Agreement.....	2
	Hedging.....	2
	Corporate Bond	3
	Written Policies	3
	Annual Review	4
	Annual Audit	4
	Investment Strategies.....	4
	Investment Officer	4
	Investment Training	5
	Standard of Care	6
	Selection of Broker	8
	Bond Proceeds.....	8
	Authorized Investments	8
	Obligations of Governmental Entities.....	8
	Certificates of Deposit and Share Certificates.....	10
	Repurchase Agreements	11
	Securities Lending Program	12
	Banker's Acceptances	13
	Commercial Paper.....	13
	Mutual Funds.....	13
	Guaranteed Investment Contracts	14
	Investment Pools.....	15
	Corporate Bonds	16
	Hedging Transactions.....	16
	Prohibited Investments	17
	Loss of Required Rating	17
	Sellers of Investments	18
	Business Organization.....	18
	Donations	18
	Electronic Funds Transfer	19

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

Definitions

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

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

Eligible Entity

“Eligible entity” means a political subdivision that has:

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

Eligible Project

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

Gov’t Code 2256.0207(a)

Corporate Bond

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

Written Policies

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

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

OTHER REVENUES
INVESTMENTS

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

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

Annual Review

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

Annual Audit

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

Investment
Strategies

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

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

Gov't Code 2256.005(d)

Investment Officer

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

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

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

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

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

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

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

OTHER REVENUES
INVESTMENTS

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

Gov't Code 2256.008(g)

Standard of Care

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

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

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

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

Gov't Code 2256.006

Personal Interest

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

OTHER REVENUES
INVESTMENTS

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

Gov't Code 2256.005(i)

Quarterly Reports

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

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

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

Gov't Code 2256.023

Selection of Broker

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

Gov't Code 2256.025

Bond Proceeds

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

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

Gov't Code 2256.0208(b)

Authorized Investments

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

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

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

Obligations of
Governmental
Entities

The following are authorized investments:

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

OTHER REVENUES
INVESTMENTS

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

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

Gov't Code 2256.009(a)

*Unauthorized
Obligations*

The following investments are not authorized:

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

Gov't Code 2256.009(b)

*Certificates of
Deposit and Share
Certificates*

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

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

Gov't Code 2256.010(a)

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

OTHER REVENUES
INVESTMENTS

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

Gov't Code 2256.010(b)

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

Repurchase
Agreements

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

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

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

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

Gov't Code 2256.011

Securities Lending
Program

A securities lending program is an authorized investment if:

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

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

Gov't Code 2256.0115

OTHER REVENUES
INVESTMENTS

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Banker's
Acceptances

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

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

Gov't Code 2256.012

Commercial Paper

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

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

Gov't Code 2256.013

Mutual Funds

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

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

Gov't Code 2256.014(a)

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

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

Gov't Code 2256.014(b)

Limitations

A district is not authorized to:

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

Gov't Code 2256.014(c)

Guaranteed
Investment
Contracts

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

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

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

To be eligible as an authorized investment:

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

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

Gov't Code 2256.015

Investment Pools

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

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

OTHER REVENUES
INVESTMENTS

CDA
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Corporate Bonds

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

A district is not authorized to:

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

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

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

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

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

Gov't Code 2256.0204

Hedging
Transactions

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

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

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

An eligible entity may:

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

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

Gov't Code 2256.0206

Prohibited
Investments

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

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

Loss of Required
Rating

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

**Sellers of
Investments**

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

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

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

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

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

Business
Organization

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

Gov't Code 2256.005(k)

Donations

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

OTHER REVENUES
INVESTMENTS

CDA
(LEGAL)

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

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

**Electronic Funds
Transfer**

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

Investment Authority

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

**Approved
Investment
Instruments**

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

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

Safety

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

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

**Investment
Management**

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

**Liquidity and
Maturity**

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

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

Diversity

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

**Monitoring Market
Prices**

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

**Monitoring Rating
Changes**

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

Funds/Strategies

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

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

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

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

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

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

Annual Review

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

Annual Audit

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

Board of Trustees

Meeting Date: 6/19/2023

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Board acceptance of May 2023 donations report

Justification Statement: Presentation for your review and acceptance of the donations report for donations received the month of May 2023.

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

Staff Responsible: Cristina Pulley *Cristina Pulley* 06/06/2023

Signature of Requester(s)
 Cristina Pulley

Signature of Presenter(s)
 Elizabeth B. Sida *[Signature]* 6/6/2023

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 May, 2023. This report also includes web donations received May, 2023.

Administration recommends that the Board accept this donations report as presented

RECOMMENDATION:

PRIOR BOARD ACTION: Yes AWARDED: NA AWARDED AMOUNT: NA
 5/23/2023
 AMOUNT(S): \$8,704.85

ACCOUNT NO(S): NA

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

REQUESTING DEPARTMENT:
N/A

CONSEQUENCES OF NON-APPROVAL:
N/A

IMPLEMENTATION TIMELINE:
N/A

ATTACHMENT(S): May 2023 Donations Report



Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

Information Discussion Action

Item Type:

Curriculum & Instruction HumanResources Business Services

Staff Responsible:

Signature of Requester(s)

Signature of Presenter(s)

CPulley
Business Services Approval (Initials)

Date

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

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

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S):





FINANCIAL SERVICES

CANUTILLO A Premier District

TO: Board of Trustees
 Dr. Pedro Galaviz, Superintendent

FROM: Cristina Pulley, Executive Director for Financial Services

DATE: June 12, 2023

SUBJECT: Budget Amendments for May 2023

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

BC 344060 - This budget amendment will re-allocate identified budget savings to ensure spending compliance within budgeted functions. This budget amendment will have a positive impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.23.6399.99.999.99	General Supplies	\$ 144,273	\$ (190,000)	\$ (45,727)
199.36.6399.99.999.91	General Supplies	\$ 61,913	\$ (124,000)	\$ (62,087)
199.36.6118.00.001.99	Stipend	\$ 76,900	\$ (50,000)	\$ 26,900
199.11.6119.01.999.99	Salaries	\$ 860,574	\$ 55,000	\$ 915,574
199.12.6112.00.999.99	Substitutes	\$ -	\$ 19,000	\$ 19,000
199.13.6119.00.916.99	Salaries	\$ 139,679	\$ 8,000	\$ 147,679
199.32.6119.01.999.99	Salaries	\$ -	\$ 10,000	\$ 10,000
199.52.6119.01.999.99	Salaries	\$ 111,037	\$ 172,000	\$ 283,037
199.53.6398.99.728.99	Controlled Assets - Technology	\$ -	\$ 35,000	\$ 35,000
199.41.6119.01.999.99	Salaries	\$ 91,319	\$ 10,000	\$ 101,319
199.99.6213.00.703.99	Tax Collection/Appraisal	\$ 486,196	\$ 55,000	\$ 541,196

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

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

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

BC 344061 - This budget amendment will re-allocate budget for capital lease expenditures to principal and interest as required under GASB 87. This budget amendment will have a negative impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.11.6119.01.999.99	Salaries	\$ 860,574	\$ (113,000)	\$ 747,574
199.31.6119.01.999.99	Salaries	\$ 177,737	\$ (15,000)	\$ 162,737
199.33.6119.01.999.99	Salaries	\$ -	\$ (65,000)	\$ (65,000)
199.34.6429.00.999.99	Insurance	\$ 103,227	\$ (130,000)	\$ (26,773)
199.35.6121.10.909.99	Overtime Compensation	\$ -	\$ (10,000)	\$ (10,000)
199.41.6119.01.999.99	Salaries	\$ 91,319	\$ (17,000)	\$ 74,319
199.51.6119.01.999.99	Salaries	\$ 154,624	\$ (70,000)	\$ 84,624
199.53.6119.01.999.99	Salaries	\$ -	\$ (90,000)	\$ (90,000)
199.81.6629.00.999.99	Building Purchase/ Construction/Improvements	\$ 1,281,121	\$ (740,000)	\$ 541,121
199.71.6512.00.999.99	Principal on Lease Payments	\$ -	\$ 1,250,000	\$ 1,250,000

BC 344062 - This budget amendment is to re-allocate to various functions as the result of estimated 2022-2023 TRS-On Behalf expenditures. The related expenditures are offset by corresponding revenue matched by the State. This budget amendment will have a no impact on administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.21.6144.00.999.99	TRS On-Behalf	\$ 59,636	\$ (29,830)	\$ 29,806
199.51.6144.00.999.99	TRS On-Behalf	\$ 213,207	\$ (68,000)	\$ 145,207
199.11.6144.00.999.99	TRS On-Behalf	\$ 2,000,212	\$ 300,000	\$ 2,300,212
199.23.6144.00.999.99	TRS On-Behalf	\$ 251,218	\$ 860	\$ 252,078
199.31.6144.00.999.99	TRS On-Behalf	\$ 136,941	\$ 7,960	\$ 144,901

199.41.6144.00.999.99	TRS On-Behalf	\$ 134,900	\$ 42,610	\$ 177,510
199.52.6144.00.999.99	TRS On-Behalf	\$ 53,165	\$ 14,400	\$ 67,565
199.00.5831.00.000.00	TRS On-Behalf Payments	\$ (3,250,000)	\$ (268,000)	\$ (3,518,000)

BC 344063 - This budget amendment will provide funding from reserved assigned fund balance for the refresh of student Apple devices. This budget amendment will have a positive impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.00.3590.00.000.00	Assigned Fund Balance	\$ 2,612,619	\$ (360,000)	\$ 2,252,619
199.11.6398.26.999.11	E-Rate Controlled Assets-Technology	\$ 500,000	\$ 360,000	\$ 860,000

BC 344064- This budget amendment will allocate budget for the recording of capital assets and related financing resources in compliance of GASB 87 & 96. This budget amendment will have a positive impact on the administrative cost ratio.

Budget Account Number		Current Budget	Change	Amended Budget
199.11.6654.00.999.99	Furniture Equipment	\$ -	\$ 222,983	\$ 222,983
199.21.6654.00.999.99	Furniture Equipment	\$ -	\$ 27,302	\$ 27,302
199.23.6654.00.999.99	Furniture Equipment	\$ -	\$ 121,433	\$ 121,433
199.31.6654.00.999.99	Furniture Equipment	\$ -	\$ 21,945	\$ 21,945
199.35.6654.00.999.99	Furniture Equipment	\$ -	\$ 2,496	\$ 2,496
199.41.6654.00.999.99	Furniture Equipment	\$ -	\$ 35,490	\$ 35,490
199.51.6654.00.999.99	Capital Outlay Furniture & Equipment	\$ -	\$ 4,991	\$ 4,991
199.52.6654.00.999.99	Furniture Equipment	\$ -	\$ 3,298	\$ 3,298
199.53.6654.00.999.99	Furniture Equipment	\$ -	\$ 4,991	\$ 4,991
199.61.6654.00.999.99	Furniture Equipment	\$ -	\$ 9,188	\$ 9,188
199.00.7913.00.999.99	Other Financing Resources	\$ -	\$ (454,117)	\$ (454,117)

199.11.6658.00.999.99	SBITA Asset	\$ -	\$ 797,645	\$ 797,645
199.21.6658.00.999.99	SBITA Asset	\$ -	\$ 27,567	\$ 27,567
199.23.6658.00.999.99	SBITA Asset	\$ -	\$ 32,648	\$ 32,648
199.31.6658.00.999.99	SBITA Asset	\$ -	\$ 107,640	\$ 107,640
199.36.6658.00.999.99	SBITA Asset	\$ -	\$ 31,200	\$ 31,200
199.41.6658.00.999.99	SBITA Asset	\$ -	\$ 163,582	\$ 163,582
199.51.6658.00.999.99	SBITA Asset	\$ -	\$ 41,861	\$ 41,861
199.52.6658.00.999.99	SBITA Asset	\$ -	\$ 160,000	\$ 160,000
199.53.6658.00.999.99	SBITA Asset	\$ -	\$ 2,192,455	\$ 2,192,455
199.00.7913.00.999.99	Other Financing Resources	\$ -	\$ (3,729,343)	\$ (3,729,343)

BC 344055- This budget amendment will allocate funds to cover 2023 Cash Defeasance for Tax Refunding of the 2012 and 2014 Bonds. This budget amendment will have no impact on the administrative

Budget Account Number		Current Budget	Change	Amended Budget
599.00.3480.00.000.00	Restricted/Retirement Long Term Debt	\$ -	\$ (3,004,516)	\$ (3,004,516)
599.00.8949.00.999.99	Other Uses - Escrow Deposit	\$ -	\$ 2,929,516	\$ 2,929,516
599.71.6599.00.999.99	Other Debt Fees	\$ -	\$ 75,000	\$ 75,000

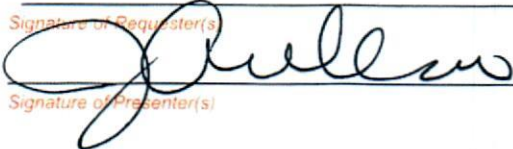
Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Cooperating Program Agreement and Data Sharing Agreement 23-24 OnRamps dual-enrollment program through UT Austin

Justification Statement: Participation in the OnRamps program allows Northwest Early College High School to offer additional college courses to their students. The course is taught by both UT Austin Professor and a NWECHS teacher. Students receive college credit from UTA and high school credit from NWECHS

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

Staff Responsible: Jesica Arellano - Curriculum and Instruction Executive Director

Signature of Requester(s)

Signature of Presenter(s)
Elizabeth B. Sida *Elizabeth Sida* 6/5/2023
Business Services Approval (Initials) *Date*

Agenda Summary:

Providing OnRamps courses to Northwest ECHS students allows them to earn additional college credit. OnRamps is part of the University Texa at Austin program. The credit earned is accepted by many universitites across the state. Currently, NWECHS uses OnRamps to offer Chemistry to its students. OnRamps courses also count towards our state CCMR measures.

RECOMMENDATION: C&I recommends the agreement with OnRamps. Without it Northwest Early College students will miss on opportunities to earnUTAustin Credit.

PRIOR BOARD ACTION: yes AWARDED: 6-29-22 AWARDED AMOUNT:

AMOUNT(S): \$249/student or 199/student + reduced lunch - includes resources

ACCOUNT NO(S): local - pic 38, campus

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

REQUESTING DEPARTMENT:
Curriculum and Instruction

CONSEQUENCES OF NON-APPROVAL:
Without the OnRamps program, NWECHS cannot offer the advanced science courses many students will benefit from.

IMPLEMENTATION TIMELINE:
Upon Approval

ATTACHMENT(S): UT Austin OnRamps Interlocal Agreement 136



**Interlocal Agreement
Between
The University of Texas at Austin
and
Canutillo ISD**

FOR THE 2023-2024 ONRAMPS PROGRAM

This Interlocal Agreement (Agreement) with an Effective Date of June 1, 2023, is entered on the Effective Date by Canutillo ISD (CISD) and The University of Texas at Austin (“UT Austin”), on behalf of its OnRamps program, collectively referred to as the Parties.

Contracting Parties:

Receiving Party (CISD)
Canutillo ISD
6701 S Desert Blvd
El Paso, TX 79932

Performing Party The University of Texas at Austin
OnRamps
2616 Wichita St, Ste 101
Austin, TX 78712

WHEREAS, UT Austin and CISD are collaborating to offer eligible high school students the opportunity to enroll in college courses while attending high school and simultaneously receive academic credits from UT Austin and their CISD high school(s).

WHEREAS, eligible students will be able to participate in a dual enrollment, distance education program called OnRamps.

NOW THEREFORE, in consideration of the mutual promises herein contained, the Parties agree as follows:

1. Interlocal

The Texas Interlocal Cooperation Act, Government Code, §791.001, *et seq.* allows local governments and institutions of higher learning to contract with each other for governmental functions and services, including all or part of a function in which the Parties are mutually interested. This Agreement constitutes an “interlocal contract” within the meaning of and as authorized by the Texas Interlocal Cooperation Act. The purpose of the Agreement is to provide “governmental functions or services,” as therein defined. Each party represents it has authority to enter into the Agreement and does so by action of its governing body. To the extent any party pays for the performance of governmental functions or services, the party will make those payments from current revenues available to that party.

2. Nature of OnRamps

UT Austin and CISD enter into this Agreement to implement OnRamps by offering distance college courses through a dual-enrollment model, as well as high school teacher training and professional learning. OnRamps offers high school students the opportunity to earn high school credits from CISD and college credits from UT Austin through a distance education course.

CISD and UT Austin will share the responsibility to implement the OnRamps program. By entering into this Agreement for the delivery of distance college courses, CISD becomes an active participant in ensuring the effectiveness and quality of the implementation of OnRamps at CISD.

3. Fees and Payments

Enrollment Fees:

The cost of the OnRamps course materials, technical support and course implementation support outlined in this Agreement for CISD will be defined on a per-student, per-course basis.

CISD is paying a subsidized rate. Subject to available funding, during the 2023-2024 school year, the fee of \$249 (or \$199 for students identified by TEA as eligible for free or reduced-price meals or other economic disadvantage), per student and per course is subsidized to \$149 (or \$99 for students identified by TEA as eligible for free or reduced-price meals or other economic disadvantage). Enrollment cost subsidies are paid for by OnRamps and applicable state appropriations. Private, parochial, and out-of-state schools are not eligible for the subsidized rate.

The OnRamps enrollment fee is assessed for each student registered in each OnRamps course on the enrollment census date which will be determined and communicated on or before June 1, 2023. The program fee includes access to course materials, technology tools, and credit eligibility evaluation. Refunds will not be given at the end of a course for any reason, including if a student is not eligible to earn college credit in the course.

Professional Learning and Development (PLD) Fee:

The cost of OnRamps professional learning and development will be assessed on a per-teacher basis according to the fee schedule in Exhibit C. This fee includes professional learning and development services, course materials, technology tools, and technical assistance required for implementation during the entire term of this agreement, including Summer Professional Learning Institute (PLI), academic year PLIs, virtual conferences, virtual learning modules, virtual communities of practice, professional development assignments, and access to individual virtual coaching. If CISD or the CISD high school teacher joins after the conclusion of Summer PLI, the total fee is still required based upon the status of the teacher at student census.

The Professional Learning Development fee does not include lodging, transportation, or teacher substitute cost. If a PLI is held in person, a lodging fee may be charged in addition to the PLD fee.

CISD is responsible for paying within 30 days of receipt of any undisputed invoice.

All checks should be made payable to The University of Texas at Austin. Payments should be mailed and/or delivered to:

The University of Texas at Austin
OnRamps
2616 Wichita St, Ste 101
Austin, TX 78712

4. Scope of Work and Responsibilities

Responsibilities to implement OnRamps distance college courses will be shared by CISD and OnRamps. CISD is an active participant in ensuring the effectiveness and quality of OnRamps implementation at its facilities. The Parties agree to provide the following, collectively referred to as the “Services.”

4.1 Responsibilities of OnRamps

Enrollment and Records

- A. Provide an online registration process for high school students to enroll in OnRamps courses (as listed in Exhibit A fully incorporated by this reference) through the OnRamps student information system (OnRamps Portal).
- B. Maintain, as part of routine educational effectiveness evaluation at UT Austin, OnRamps student educational records, including registration, enrollment, orientation, and course evaluation data for purposes of administering, implementing, and improving the program and providing official reporting to UT Austin and CISD. OnRamps engages in additional data sharing with UT Austin departments as defined in the data sharing agreement between Parties, attached and incorporated herein.
- C. Record grades on UT Austin transcripts for students who are eligible for and accept college credit for the distance college course.
- D. Support documentation of distance college course credit, including enrollment and non-enrollment confirmation letters and assistance in securing official transcripts.

Curriculum and Instruction

- E. Provide UT Austin faculty and academic staff to develop and define college-level course materials and curriculum and assume oversight of distance college courses.
- F. Deliver instructional materials via distance education. All college course-related materials will be available to the student through unique login in Canvas Learning Management System (Canvas LMS).
- G. Administer OnRamps distance college courses via a dual enrollment model. UT Austin faculty and academic course staff ensure comparability of distance college courses to campus-based courses and are approved by UT Austin Department Chairs and supported by Deans. All OnRamps students register for semester- or year-long courses.
 - a. Semester-long and year-long course college enrollment information

- i. Students must complete a series of required assignments and summative assessments as published in the college syllabus that are designed, designated, and evaluated by UT Austin faculty and college Instructors of Record to earn college credit.
 - ii. Students must earn a passing grade (D- or above) on the designated portion of the course determined by the UT Austin Instructor of Record to be eligible to earn college credit in the OnRamps distance college course.
 - iii. Eligible students who earn a passing grade (D- or above) in the college course may accept or decline their college credit.
 - iv. College credits earned and accepted by eligible students are reported to the University Registrar for official transcription.
 - v. Eligible students who accept college credit will have an official UT Austin transcript showing the letter grade earned in the course.
 - b. Additional year-long course college enrollment information
 - i. A student who does not earn a passing grade (D- or above) at the point of eligibility determination may be determined to be eligible if the student meets the Texas Success Initiative (TSI) exemption criteria for that course. TSI exemption criteria are detailed in each college course syllabus for which TSI exemption may be used.
- H. Provide technology and support services necessary for teaching and learning in OnRamps courses and program implementation:
 - a. Maintain servers operated by or hosted on OnRamps's web-based Canvas LMS.
 - b. Provide access and training on the Canvas LMS for every OnRamps student to access course content and instructional experiences.
 - c. Provide online and phone-based technical support for OnRamps teachers, students, and UT Austin faculty using the curriculum when that support is not provided through Canvas LMS.
 - d. Provide access to teleconference functions in Canvas LMS or other commensurate distance technology with consultants available to students for writing consultation related to distance college course writing assignments in Rhetoric 306 and Rhetoric 309J.
 - e. Provide a student orientation module in Canvas LMS for all OnRamps courses that details program enrollment, student academic integrity, and FERPA rights.
 - f. Provide information in the OnRamps Portal or through email notifications related to distance college course enrollment activities, including registration, eligibility, credit type selection, credit status, and official transcript requests.
 - g. Provide information on procedures for submitting and resolving complaints, grade appeals, information requests, and other inquiries related to participation in OnRamps.

Professional Development and Support

- I. Deliver professional learning to CISD teachers who implement the OnRamps course. Teachers implementing an OnRamps course are required to participate in and complete all OnRamps professional learning and development program components.

- a. 2023 Summer PLI will be delivered by OnRamps using distance education and virtual learning technologies. Summer PLI is required for all OnRamps high school teachers.
- b. Academic year PLIs will consist of two one-day PLIs for new and returning participating teachers delivered virtually during the fall and spring semesters. OnRamps may also provide optional in-person PLI sessions at pre-determined regional sites. CISD teachers are required to participate in and fully complete the one-day workshop during each semester in which the teacher delivers an OnRamps course, regardless of whether the course will be offered in the subsequent year.
- c. Virtual conferences for implementing CISD new and returning teachers held up to eight times per year.
- d. CISD teacher participants will be credited with continuing professional education hours for the hours of documented attendance.
- J. Deliver professional learning and development opportunities specific to administrative and counselor roles and functions to CISD and its administration based on advance scheduling and availability of OnRamps staff.
- K. Deliver in-person or virtual presentations and/or workshops to CISD staff and community members regarding the OnRamps program overview, implementation, and strategies for success based on advance scheduling and availability of OnRamps staff.
- L. OnRamps will hire and assign a qualified course coordinator for each course offered. The coordinator will serve as the content expert and point of contact and support for the high school teacher.
- M. Provide ongoing, one-on-one feedback and guidance to the high school teacher.
- N. Provide virtual coaching access to each OnRamps high school teacher to support course implementation and enhance their professional practice.

Institutional Effectiveness

- O. Provide feedback regarding course implementation to UT Austin faculty and academic staff, as well as CISD high school teachers and administrators. OnRamps will provide updates through regularly identified reporting schedules to the identified CISD Main Contact and, as needed, regarding the status of OnRamps course and professional learning and development implementation, based on regular review of program data, including communication with the OnRamps CISD high school teacher(s) and student performance and engagement data.
 - a. OnRamps staff will inform CISD administration of any serious concerns regarding CISD or campus implementation of the OnRamps course pertaining to quality and fidelity. If CISD implementation of the OnRamps course is deemed unsatisfactory, OnRamps reserves the right to deny the opportunity to offer the OnRamps course in the future or to require a replacement high school teacher.
 - b. A CISD high school teacher deemed by OnRamps to be unsatisfactorily implementing the course will be given the opportunity to bring course implementation into alignment with OnRamps expectations and be provided individual coaching and support as available through the course staff, OnRamps

PLIs, a virtual community of practice, and ongoing communication. Should the high school teacher's implementation of OnRamps continue to be unsatisfactory or without improvement in OnRamps' sole discretion, OnRamps will notify CISD, who will use its best efforts to identify an alternate high school teacher, and CISD will work with OnRamps to continue implementation of the course with the alternate high school teacher. OnRamps reserves the right to deny any unsatisfactorily performing teacher the opportunity to offer the course in the future.

- c. Should OnRamps deem an OnRamps CISD high school teacher as not compatible with or not in the best interest of the program in OnRamps' sole discretion, OnRamps will notify CISD who will work with OnRamps to continue the course through an alternate teacher.
- d. Any person performing Services under this Agreement on behalf of OnRamps must be actively employed or eligible for employment by UT Austin and may not be on administrative or medical leave. UT Austin must comply with applicable criminal background check requirements for their respective faculty, staff, and employees performing Services under this Agreement. If UT Austin becomes aware that one of its faculty, staff, or employees performing Services does not meet these requirements, a representative of the OnRamps program must inform the CISD district contact.

Extended Student Absences [subject to CISD policies]

- P. In a case where a student is removed from their home campus and assigned to an alternative campus the CISD point of contact, campus principal and/or the high school teacher of the campus must notify the OnRamps Associate Director for Partnerships or the OnRamps help desk known as "OnRamps Support". Information needs to include the length of the placement to determine if the student will continue in the enrolled OnRamps course. If the alternative placement is longer than seven (7) school days, then the following is required:
 - a. The administrator, OnRamps CISD high school teacher, and OnRamps course staff will work together to determine if the student has the opportunity to continue the course at the alternative campus. If determined the student will not have the appropriate instruction and access to the course, the student will be dropped from the OnRamps course.
 - i. If this occurs prior to the identified course census date, then the CISD will not be invoiced for this student.
 - ii. If the student is enrolled in a year-long OnRamps course, the student will be dropped from the OnRamps course, the Canvas LMS system, and a schedule change will be made for the student's high school schedule. If the student is enrolled in History or Rhetoric, the student will be dropped from the course for the semester in which the student is taking the course (fall or spring). If the student is taking History or Rhetoric in the fall, the student will have the opportunity to enroll in History or Rhetoric in the spring, if the student returns to the home campus in time for registration at the beginning of spring instruction.

- Q. In a case where a student is hospitalized or removed from instruction or the school setting for longer periods due to illness, accident, or other circumstance, the CISD point of contact, campus principal and/or the high school instructor must notify the OnRamps Associate Director of Partnerships or OnRamps Support immediately to determine if eligibility for enrollment may continue, which decision will be made by OnRamps on its sole discretion.

4.2 Responsibilities of CISD [subject to CISD policies and applicable law]

- A. Implement one or more OnRamps courses.
- a. Assign a(n) CISD contact responsible for overseeing implementation of OnRamps high school course(s) and participating in meetings designated for CISD administration with OnRamps staff.
 - i. This CISD contact will provide up-to-date contact information for CISD and its campus administration. In the event there is a change in administration at CISD or at its campuses, the CISD contact will update the OnRamps Portal.
 - b. OnRamps syllabi and course content may not be used to satisfy the requirements for third party evaluation, including AP curriculum.
 - c. In the case of Introduction to Rhetoric: Reading, Writing and Research and Reading and Writing the Rhetoric of American Identities, the UT Austin Department of Rhetoric and Writing:
 - i. Prohibits the OnRamps courses from being offered as an AP English course.
 - ii. Requires a cap of 25 students per section with a limit of two (2) sections per teacher for a maximum of 50 students. Alternatively, a teacher may have 60 students distributed in three (3) or more sections. With approval, the cap of 60 students may be exceeded in exceptional circumstances at OnRamps' sole discretion.
- B. Recruit high school teacher(s) with appropriate qualifications to teach the OnRamps course(s), consistent with CISD policies.
- a. Minimum requirements for all OnRamps CISD high school teachers include:
 - i. Bachelor's degree in the discipline or a related field.
 - ii. One (1) or more years of teaching experience in the relevant course or a higher-level course (e.g. calculus for pre-calculus).
 - iii. Completed annual OnRamps teacher application.
 - iv. Obtain a UT EID in order to access Canvas LMS, the OnRamps Portal, and other systems required for implementation of the OnRamps program. OnRamps will provide the designated OnRamps teacher privileged access to student information and other systems through the UT EID. OnRamps may suspend, terminate, or revoke OnRamps teacher access to its systems through the EID affiliation at OnRamps sole discretion. The EID affiliation with OnRamps will be revoked if this agreement is terminated or if an OnRamps CISD high school teacher can no longer complete the course.
 - v. Successful completion of required tasks before the start of Summer PLI, including, but not limited to, completion of FERPA training module provided by OnRamps. Tasks will be determined and shared by the OnRamps professional learning and development staff in advance of Summer PLI. CISD high school teachers approved on a conditional basis

may be required to complete additional tasks. Any high school teacher who does not complete the required self-directed or Summer PLI tasks may not be eligible to implement an OnRamps course. The decision to admit or deny such teacher and any accompanying conditions will be determined by the Associate Director of Instructional Innovation and Implementation and Managing Director at their discretion.

- vi. Attendance and successful completion of Summer PLI, all required academic year PLIs, monthly virtual conferences or virtual learning modules, and professional development assignments.
 - 1. OnRamps CISD high school teachers must participate in the entire Summer PLI and complete all assigned work including pre-, during, and post-PLI.
 - 2. CISD teachers are required to participate in and fully complete both academic year PLIs in which the teacher delivers an OnRamps course, regardless of whether the course will be offered in the subsequent year. Each Fall and Spring PLI will provide up to eight hours of continuing professional education hours.
 - 3. Completion of the minimum requirements and number of virtual coaching uploads over the course of the academic year as described in the Instructor Handbook is required.
- vii. Review communication from OnRamps course staff in weekly newsletters and respond accordingly to routine requests.
- viii. Adhere to guidelines regarding OnRamps course content intellectual property. CISD is responsible for informing teachers that they do not have a license to use any OnRamps provided materials outside of the scope of this agreement.
- ix. Deliver OnRamps instructional materials through the OnRamps instance of Canvas LMS or designated platforms as specified in the OnRamps Technology Manual.
- b. Additional requirements for OnRamps returning CISD teachers include:
 - i. Successful implementation of OnRamps course during the previous academic year according to requirements under section D below.
- C. Ensure OnRamps CISD high school teachers and students have the necessary resources to implement the program with fidelity, including, but not limited to:
 - a. Access to the OnRamps Portal and Canvas LMS. Participating CISD campuses will work with the OnRamps support team to ensure their campus and students can fully access the OnRamps Portal and Canvas LMS.
 - b. Access to computer, internet, and URLs in approved allow lists, as specified by OnRamps, and adhere to requirements outlined in the most recent OnRamps Technology Manual.
 - c. Scheduled access to technology that meets the specifications defined by OnRamps for each course. This includes regular in-class and out-of-class, one-to-one (1:1) access to computers and the internet to view materials and complete and submit assignments, quizzes, tests, and exams, and the following technology for specific course implementation (as applicable).

- d. Graphing calculators or graphing calculator functions as specified in the most recent OnRamps Technology Manual.
 - e. Audio/visual projection and/or whiteboard.
 - f. Copy/scanning services to duplicate some course materials and distribute to students in the OnRamps course and upload assignments.
 - g. Required lab materials for BIO 106M, CH 104M, CH 102N, GEO302E, and PHY 102M.
 - h. The Chemistry course(s) must be offered in a lab setting that meets the Texas Education Agency standard with minimal viable components including an eyewash station, vent hood, and equipment required for student implementation of the lab course including use and disposal of the required chemical list.
- D. Ensure OnRamps CISD high school teachers implement the program with fidelity, including the following requirements:
- a. Adhere to Texas Administrative and Education Code, including the Educators' Code of Ethics (19 TAC Chapter 247).
 - b. Ensure students complete the OnRamps registration process and student orientation, including creating a UT EID, and creating a profile and registering in the OnRamps Portal, within the first three weeks of school.
 - c. Administer and facilitate OnRamps-required assignments and assessments without alteration through the OnRamps instance of Canvas LMS.
 - d. Use Canvas LMS to assign and grade high school work as specified by OnRamps course staff.
 - e. Participate in professional learning and development activities, including Summer PLI, academic year PLIs, video conferences, virtual learning modules, virtual communities of practices and uploads of classroom video, and ongoing opportunities during each semester in which they teach the OnRamps course. To facilitate teacher participation in the academic year PLIs, CISD agrees to pay the cost of substitute teachers for the days the teacher will attend the academic year PLIs.
 - f. Maintain regular communication via email, phone, video web conferencing, etc. with OnRamps course coordinator and other staff regarding the success and challenges of implementation, responding in a timely manner to requests for information, including turning in any requested documentation to evaluate student progress or success by specified deadlines.
 - g. Notify OnRamps of CISD high school teacher absences that exceed four or more consecutive class days or of teacher resignations using the provided form in the case when the teacher cannot self-report.
- E. Ensure students register for OnRamps courses to meet program requirements, including:
- a. Recruit and approve students to participate in OnRamps courses.
 - b. Ensure students enrolled in the OnRamps program meet the minimum academic requirements for each course as shown in Exhibit A.
 - c. Ensure students complete the OnRamps registration process and student orientation, which includes creating a UT EID, and creating a profile and registering in the OnRamps Portal, within the first three weeks of school.

- a. All high school teachers must cancel their registration in writing at least one week prior to any in-person PLI or will pay 100% of fees for room/board and meals for which those charges apply, if applicable. CISD will be invoiced for all high school teachers who are registered on the day three weeks prior to the event starting and will pay such invoices within thirty (30) days.
 - b. If a high school teacher registers for Summer PLI and is unable to attend, the teacher must communicate this change to the OnRamps Professional Learning and Development team via OnRamps Support in writing at least one week prior to the start of Summer PLI. The district contact may coordinate with OnRamps to identify an appropriate replacement. Fees will be assessed based on teachers who complete Summer PLI.
 - c. In the event of an emergency about which OnRamps staff and the teacher's principal are notified, a teacher may arrange to make up as much as 20% of Summer PLI and still be eligible to teach the OnRamps course. OnRamps CISD high school teachers who miss more than 20% of Summer PLI, regardless of the reason, will be on probationary status and their approval to serve as an OnRamps high school teacher will be evaluated by OnRamps on a case-by-case basis.
- D. If a high school teacher attends Summer PLI, and the course for which the teacher is trained is not offered for the school year, CISD will be:
- a. Charged the full fee based on whether they are new or returning, for Summer PLI.
 - b. All materials provided to CISD for the course must be returned to OnRamps within 30 days.

6. Educational Records and Data Sharing

- A. CISD and OnRamps create, maintain, and manage their own educational records for students and teachers. OnRamps maintains all educational records created as a result of the OnRamps program consistent with FERPA, as well as applicable UT Austin policy defined in Chapter 9 of the General Catalog of UT Austin, subchapter 9-100 through 9-400, and any applicable law. In order to provide the OnRamps program and related services to CISD and for CISD's accountability reporting purposes, OnRamps requires specific student information from CISD. All such records are provided the same security as those outlined in this section 6.C, section 7, and the Data Sharing Agreement, and will not be sold or shared with external sources except as allowed by law. See Exhibit B Data Sharing Agreement which sets terms and conditions for the exchange by the Parties of data needed to support the OnRamps program.
- B. Following UT Austin's Institutional Review Board standards and policy, as applicable, OnRamps may obtain and maintain data and/or feedback about student and teacher experiences with the program for the purpose of understanding outcomes and program improvements.
- C. For legitimate educational interests, OnRamps will facilitate the exchange of information among institutions, OnRamps high school teachers, OnRamps faculty and staff, and CISD contacts 1) pertaining to students' progress toward the opportunity to earn college credit; 2) to verify student accommodations under IDEA and/or Section 504; 3) to facilitate early intervention and support student success; 4) pertaining to whether college credit is earned, accepted, and/or declined; 5) to facilitate accurate recordkeeping; and 6) to address academic integrity issues. If either party obtains access to CISD and/or UT

Austin records or record systems protected under FERPA, each party agrees to adhere to the provisions of FERPA. While in possession of FERPA records and data, only persons authorized to access the student data related to the OnRamps program will be granted access consistent with FERPA.

7. Governmental Function, Immunity, Record Protection, and Criminal History

The Parties agree that the performance of this Agreement is for the purpose of performing governmental functions and that, in all things related to this Agreement, Parties are performing governmental functions as defined by the Texas Interlocal Cooperation Act. Nothing herein or in the performance of this Agreement shall be construed as a waiver of sovereign/governmental immunity or similar rights. Parties agree that neither party waives any immunity or defense that would otherwise be available to it pursuant to the Texas Tort Claims Act or other applicable statutes, laws, rules or regulations against claims arising from the exercise of its powers or functions. No provision of this Agreement that imposes an obligation or restriction on CISD or UT Austin not otherwise permitted by applicable law shall be enforceable. Records relating to this Agreement may be subject to disclosure pursuant to the Texas Public Information Act, Section 552.001 et. seq. of the Texas Government Code.

Each party agrees that if it received information or records concerning any student, it shall not disclose the same except as permitted by the Family Educational Rights and Privacy Act a/k/a FERPA (20 U.S.C. 1232(g)). FERPA is specifically referenced in the Texas Public Information Act as an exception to records that are subject to disclosure to the public (Texas Government Code 552.001 et seq.).

8. Indemnity

The Parties expressly agree that, except as provided herein, no party shall have the right to seek indemnification or contribution from the other party for any losses, costs, expenses, or damages directly or indirectly arising, in whole or part, from this Agreement.

9. Term and Termination

This Agreement is effective on June 1, 2023, no matter the date fully executed by both Parties and covers a period beginning June 1, 2023 and ending August 31, 2024. This Agreement cannot be renewed or extended.

Either party may, without penalty, terminate this Agreement at the end of any budget period of such party during the term if funds required to fulfill this Agreement have not been appropriated, and with written notice to the other party. Such notice shall be effective thirty (30) calendar days from the date of receipt.

Either party may terminate this Agreement without cause upon thirty (30) days' advance written notice of termination to the other party. CISD agrees any amounts owed for Services rendered through the termination date and properly invoiced will be promptly paid upon notice of termination and in accordance with the provisions of Chapter 2251, Texas Government Code.

10. Ownership of Intellectual Property

UT Austin and the OnRamps program shall solely own all intellectual property rights in or relating to OnRamps, including all written materials, study guides, course materials, syllabi, and assessments prepared under the program (“Materials”). Intellectual property rights means any rights or titles to inventions, discoveries, concepts, methods, processes, data, trade secrets, branding, trademarks, copyrights, computer programs and related documentation, or works of authorship fixed in a medium of expression of any kind whether or not patentable, copyrightable, or eligible for registration as a trademark, as well as applications for any such rights. There are no implied licenses; CISD agrees and understands that it may not copy, modify, share, distribute, or display any Materials without the prior written permission of UT Austin and the OnRamps program.

11. Contractual Relationship

Nothing contained herein shall be construed as creating an employer/employee relationship, a partnership, a joint venture or joint obligations between the Parties. Each party retains the right to conduct its business as it sees fit. The Parties shall, at all times, be deemed independent contractors/entities.

12. Notice to Parties

Except as otherwise provided by this Section, notices, consents, approvals, demands, requests or other communications provided or permitted under this Agreement, will be in writing and will be sent via certified mail, hand delivery, overnight courier, facsimile transmission (to the extent a facsimile number is set forth below), or email (to the extent an email address is set forth below) as provided below, and notice will be deemed given 1) if delivered by certified mail, when deposited, postage prepaid, in the United States mail, or 2) if delivered by hand, overnight courier, facsimile (to the extent a facsimile number is set forth below) or email (to the extent an email address is set forth below), when received:

CISD at:

Canutillo ISD
6701 S Desert Blvd
El Paso, TX 79932

UT Austin at:

Darrell Bazzell, Senior Vice President and Chief Financial Officer
101 Inner Campus Dr, Ste 102
Austin, TX 78712

With a copy to:

OnRamps
2616 Wichita St, Ste 101
Austin, TX 78712
Email: sp.contracts@austin.utexas.edu

or such other address as later provided by a party through written notice to the other party.

13. Venue; Governing Law

This Agreement, all of its terms and conditions, all rights and obligations of the Parties, and all claims arising out of or relating to this Agreement, will be construed, interpreted and applied in accordance with, governed by and enforced under, the laws of the State of Texas.

14. Mutual Negotiation

This Agreement has been prepared at the joint request, direction, and construction of the Parties, at arms' length, and shall be construed without favor to any party.

15. Amendment and Assignment

Any changes to this Agreement may only be made by mutual written agreement of the Parties. This Agreement may not be assigned by either party without the express written consent of the other party. Any attempt to assign without such consent shall be void, and shall be deemed a material breach of this Agreement.

16. Survival

A party shall remain obligated to the other party under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of this Agreement.

17. Cybersecurity Training Program

During the term and any renewal of this Agreement, each party shall comply with Texas Government Code Chapter 2054 concerning cybersecurity for state agencies and local government, and to the extent applicable verify compliance to the other party.

18. Access by Individuals with Disabilities

Performing Party represents and warrants (**EIR Accessibility Warranty**) the electronic and information resources and all associated information, documentation, and support Performing Party provides to Receiving Party under this Agreement (**EIRs**) comply with applicable requirements set forth in [1 TAC Chapter 213](#) and [1 TAC Section 206.70](#) (ref. [Subchapter M, Chapter 2054, Texas Government Code](#)). To the extent Performing Party becomes aware the EIRs, or any portion thereof, do not comply with the EIR Accessibility Warranty, then Performing Party represents and warrants it will, at no cost to Receiving Party, either 1) perform all necessary remediation to make EIRs satisfy the EIR Accessibility Warranty or 2) replace the EIRs with new EIRs that satisfy the EIR Accessibility Warranty. If Performing Party is unable to do so, Receiving Party may terminate this Agreement and, within thirty (30) days after termination, Performing Party will refund to Receiving Party all amounts Receiving Party paid under this Agreement.

Performing Party will provide all assistance and cooperation necessary for the performance of accessibility testing conducted by Receiving Party or Receiving Party's third party testing resources as required by [1 TAC Section 213.38\(g\)](#).

19. Payment of Debt or Delinquency to the State

Pursuant to [Sections 2107.008](#) and [2252.903](#), *Government Code*, any payments owing to Performing Party under this Agreement may be applied directly toward any debt or

delinquency Performing Party owes the State of Texas or any agency of the State of Texas, regardless of when it arises, until paid in full.

20. Signatory Representations

Receiving Party represents and warrants that it has all necessary power and has received all necessary approvals to execute and deliver this Agreement, and the individual executing this Agreement on behalf of Receiving Party has been duly authorized to act for and bind Receiving Party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as shown below.

Receiving Party
Canutillo ISD

Performing Party
The University of Texas at Austin

Signature:

Signature:

Name:

Name:

Title:

Title:

Date:

Date:

Exhibit A
OnRamps Courses

OnRamps Course Name	UT Austin Course Code	TCCNS Equivalency	Texas Core Code	Required Prerequisites	Recommended Prerequisites
Foundations of Arts and Entertainment Technologies	AET 304	-	050	-	Graphic Design
Introductory Biology I	BIO 311C	BIOL 1306	030	Credit in TEKS-based Biology & TEKS-based Chemistry	-
Lab for Introduction to Biology I	BIO 106M	BIOL 1106	-	Credit in TEKS-based Biology & TEKS-based Chemistry	-
Principles of Chemistry I (Lecture)	CH 301	CHEM 1311	030	Credit in Algebra I	-
Introduction to Chemical Practices I (Lab)	CH 104M	CHEM 1111	-	Credit in Algebra I	-
Principles of Chemistry II (Lecture)	CH 302	CHEM 1312	030	Credit in Chemistry	-
Introduction to Chemical Practices II (Lab)	CH 104N	CHEM 1112	-	Credit in Chemistry	-
Computer Science: Thriving in Our Digital World	CS 302	-	093	Credit in Algebra I	Credit or concurrent enrollment in Algebra II
Introduction to Economics	ECO 304K	ECON 2302	080	-	Credit or concurrent enrollment in Algebra II
Earth, Wind, and Fire: An Introduction to Geoscience	GEO 302E	-	030	Credit in Biology and Chemistry or IPC and Chemistry	-
United States, 1492-1865	HIS 315K	HIST 1301	060	Credit or concurrent enrollment in English II	-

OnRamps Course Name	UT Austin	TCCNS	Texas	Required	Recommended
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	Course Code	Equivalency	Core Code	Prerequisites	d Prerequisites
United States Since 1865	HIS 315L	HIST 1302	060	Credit or concurrent enrollment in English II	-
College Algebra	M 301	MATH 1314	-	Credit in Algebra I	Credit in Geometry
Discovery Precalculus: Preparation for Calculus	M 305G	MATH 2312	020	Credit in Algebra II & Geometry	-
Mechanics, Heat, and Sound	PHY 302K	PHYS 1301	030	Credit in Algebra I & Geometry	Credit in Algebra II or Precalculus
Lab for Mechanics, Heat, and Sound	PHY 102M	PHYS 1101	-	Credit in Algebra I & Geometry	Credit in Algebra II or Precalculus
Electromagnetism, Optics, and Nuclear Physics	PHY 302L	PHYS 1302	030	Credit in TEKS-based Physics, Algebra II, & Geometry	Credit in PHY 302K, AP Physics I, Honors Physics, PHYS 1301, or Precalculus
Introduction to Rhetoric: Reading, Writing, and Research	RHE 306	ENGL 1301	010	Credit in English I & English II	-
Reading and Writing the Rhetoric of American Identities	RHE 309J	ENGL 1302	010	Credit in English I & English II	-
Elementary Statistical Methods	SDS 301	MATH 1342	020	Credit in Algebra I	Credit in Algebra II & Geometry
Quantum Computing	PHY 309L	PHYS 1307	030	Credit in Algebra I & Geometry	Credit in Algebra II or Precalculus

Exhibit B
Data Sharing Agreement

**DATA SHARING AGREEMENT
BY AND BETWEEN
Canutillo ISD
AND
ONRAMPS
AT THE UNIVERSITY OF TEXAS AT AUSTIN**

Pursuant to this Data Sharing Agreement and underlying Interlocal, Canutillo ISD (CISD) agrees to provide individual student-level data to OnRamps at The University of Texas at Austin (UT Austin) for the purpose of implementing, billing, and evaluating the OnRamps dual enrollment program and informing OnRamps students of academic opportunities at UT Austin. CISD hereby appoints OnRamps as a legitimate educational official of CISD in accordance with the Family Educational Rights and Privacy Act (FERPA). Likewise, OnRamps hereby appoints CISD as a legitimate educational official of OnRamps in accordance with FERPA. OnRamps agrees to provide individual student-level data to CISD for the purpose of evaluation, accountability, and student record-keeping. The terms of this Data Sharing Agreement are in effect until August 31, 2024 unless terminated in writing by one or both Parties.

1. Data type and exchange timeline

CISD Designee for Student Data and OnRamps will coordinate data exchange for all OnRamps program participants for the 2023-2024 academic year, as follows:

Responsible Party	Time Period	Type of Data
OnRamps	August 2023 – July 2024	<p>Throughout the academic year OnRamps will provide information about student enrollments, including course rosters, college course eligibility status, and final grades. Access to the district portal will be limited to pre-identified campus and CISD personnel who must obtain a UT Electronic Identification and password in order to access the portal.</p> <p>The following enrollment and performance data is provided throughout the academic year, as information becomes available.</p> <ul style="list-style-type: none"> • Course enrollments • Eligibility status • Eligibility letter grade • Final letter grade • Credit decision (credit accepted or declined) • University transcript grade

		<ul style="list-style-type: none"> • Student qualifying status for OnRamps reduced course enrollment fee • Student qualifying status for accommodations under IDEA or Section 504 • Student orientation completion status
CISD	December 2023 – February 2024	<p>In order for OnRamps to identify students who qualify for the reduced course enrollment fee, OnRamps must obtain Student State IDs.</p> <p>CISD will provide Student State IDs for all enrolled students.</p> <p>Based on the Student State IDs, the Texas Education Agency (TEA) identifies students who are eligible for a) free or reduced-price meals or b) other economic disadvantage criteria based on PEIMS data (codes 01, 02, or 99). OnRamps then applies the reduced enrollment fee to these students' enrollments.</p> <ul style="list-style-type: none"> • TEA-assigned TX-UNIQUE-STUDENT-ID (StudentUnique ID)
CISD	May 2024 – July 2024	<p>In order for OnRamps to engage in ongoing learning about student experiences, high school grades are exchanged.</p> <ul style="list-style-type: none"> • High school grade in OnRamps course, semester 1 • High school grade in OnRamps course, semester 2 • High school grade in OnRamps course, cumulative

2.Data protection

All data will be exchanged using secure systems and in an encrypted, password protected electronic format by CISD and OnRamps.

OnRamps endeavors that in all reports, electronic or otherwise, derived from information made available under this Data Sharing Agreement, all data shall be aggregated in such a way that no individual will be identified directly or by deduction. OnRamps further endeavors that the data elements will not be released to a third party without written parental or student (as applicable) consent.

While in possession of this data, both Parties shall permit access only to employees and contractors authorized to assist in the implementation or evaluation of OnRamps or other UT Austin program to have access to the data. Both Parties agree to store the data in an encrypted format, in a secure area and to prevent unauthorized access.

UT Austin will return to CISD and/or destroy all personally identifiable data when the study is complete.

3. Information shared with TEA

- Rosters of individual students, including student state ID, for all students enrolled in an OnRamps course at fall or spring census to determine student eligibility for reduced course fee, AND
- Rosters of individual students, including student state ID, for students who complete an OnRamps course for the purpose of calculating state accountability and other required state performance reporting and metrics.

Exhibit C
OnRamps Teacher Professional Learning and Development Fee Schedule

Pursuant to Section 3.0, the following per-teacher fee will be assessed at the conclusion of Summer PLI. A professional learning and development fee will be assessed for teachers who are implementing one or more OnRamps courses at the time of student census but did not attend Summer PLI and for whom no prior fee was assessed. Individual situations not described below will be evaluated on a case-by-case basis.

OnRamps teachers may only implement a maximum of two 3-hour courses.

OnRamps teacher professional learning and development fees will be evaluated on an annual basis.

Instructor Status	Year Instructor First Implemented OnRamps Course(s)	Number of Courses Implemented in AY 2023-2024	PLI Fee Assessed for Instructor
New Instructor	2023-2024	One	\$850
Returning Instructor	2022-2023 or prior with no gap years	One	\$550
New Instructor for one course; Returning Instructor for one course	One course in 2023-2024; One course in 2022-2023 or prior with no gap years	Two	\$850
Returning Instructor for two courses	Two courses in 2022-2023 or prior with no gap years	Two	\$550

Board of Trustees

Meeting Date: 6/19/2023

Executive Summary of Board Agenda Item

Recommendation of approval of Memo of Understanding (MOU) between Canutillo ISD and El Paso Community College for P-TECH Criminal Justice Academy

Justification Statement: MOU will allow P-TECH criminal justice students the opportunity to take college courses at EPCC and earn the required credits for an Associate's Degree in Criminal Justice plus three Criminal Certificate courses.

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

Staff Responsible: Donna Gray
Signature of Requester(s)
Donna Gray
Signature of Presenter(s)
Elizabeth B. Sida 6/5/2023
Business Services Approval (Initials) *Date*

Agenda Summary:
Goal 3: Enhance Student Character & Drive Towards a Career/Profession that benefits the community with diverse career experiences. (Performance Obj.#3)
Goal 5: CISD will develop a CISD foundation to enrich student learning opportunities. prepare students for college, help struggling students succeed, and support teaching excellence.
RATIONALE: MOU will allow P-TECH criminal justice students the opportunity to take college courses at EPCC and earn the required credits for an Associate's Degree in Criminal Justice plus three Criminal Certificate courses.

RECOMMENDATION: It is recommended that the Board of Trustees approve the Memo of Understanding (MOU) between Canutillo ISD and El Paso Community College.

PRIOR BOARD ACTION: n/a **AWARDED:** n/a **AWARDED AMOUNT:** n/a

AMOUNT(S): n/a

ACCOUNT NO(S):

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

REQUESTING DEPARTMENT:
Canutillo High School, CTE Department

CONSEQUENCES OF NON-APPROVAL:
Canutillo ISD will not be allowed to continue with the P-TECH Criminal Justice program until an MOU between EPCC & Canutillo ISD is approved therefore, this requirement is a non-negotiable component of the state's P-TECH blueprint

IMPLEMENTATION TIMELINE:
immediate

ATTACHMENT(S): EPCC Interlocal Agreement



Interlocal Agreement
between El Paso County Community College District
and Canutillo Independent School District
for the Development and Support of Canutillo ISD Criminal Justice
P-TECH Academy



This Interlocal Agreement (the “Agreement”) is made and entered into between El Paso County Community College District (EPCC) and Canutillo Independent School District (Canutillo ISD) (collectively, the “Parties”) for the purpose of the development and support of a Pathways in Technology Early College High School (P-TECH or P-TECH Program) at Canutillo HS effective as of this _____ day of _____ 2023.

1. Recitals

WHEREAS, EPCC and Canutillo ISD desire to collaborate for the development and support of a P-TECH school authorized by Sections 29.551 – 29.557 of the Texas Education Code; and

WHEREAS, the P-TECH model provides students the opportunity to earn a high school diploma and college credit towards an Associate Degree, postsecondary certificate, or industry certification, as well as authentic work experiences designed to prepare students for positions in their field;

WHEREAS, Canutillo ISD Criminal Justice P-TECH Academy will be located at 6675 South Desert Blvd., El Paso, TX 79932 with a total enrollment of no more than one hundred (100) students;

WHEREAS, the Parties intend this Agreement to serve as an Articulation Agreement under Section 29.551 of the Texas Education Code;

WHEREAS, EPCC and Canutillo ISD are authorized to enter into this Agreement pursuant to Section 791.001, Texas Government Code, and

WHEREAS, this Agreement will provide efficiencies and cost savings to EPCC and Canutillo ISD and will benefit the students and taxpayers of EPCC and Canutillo ISD;

NOW, THEREFORE, for and in consideration of the recitals, agreements, and covenants set forth herein, the Parties hereby agree as follows:

2. Mission Statement

The P-TECH will provide a select population of Canutillo ISD students a unique educational opportunity to attend both high school and college in a special campus environment that will challenge students to excel in their academic and personal endeavors. Students will follow a course of study that will combine high school courses and postsecondary courses to enable students to earn a high school diploma and college course credits towards an Associate Degree, postsecondary certificate, or industry certification within four years of entering high school. EPCC and Canutillo ISD will collaborate with private sector partners in industry to develop and provide students relevant work experience and access to work-based training and education. P-TECH will provide participating students flexibility in class scheduling and academic mentoring to achieve these objectives.

3. Term

The term of this Agreement is for five (5) years commencing on _____ and concluding on _____, unless terminated earlier pursuant to paragraph 18 hereof.

4. Definitions

- A. **College Courses for Dual Credit** are those courses for which students receive both high school and College credit and are taught in a variety of delivery modes:
 - (i) At the P-TECH by a Canutillo ISD teacher credentialed by EPCC;
 - (ii) At the EPCC campus taught by an EPCC faculty member;
 - (iii) Through a distance learning course taught by an EPCC faculty member.
- B. **College Courses for College Credit** courses are those courses for which students receive College credit only. These courses do not have a high school equivalent and therefore cannot be offered for high school credit or dual credit. These courses are taught by an EPCC faculty member at the college campus, through a distance education class, or in some circumstances at the P-TECH school campus.
- C. **Program of Study** means Programs of Study comprised of courses leading to an Associate degree, two-year postsecondary certificate, or industry certification.
- D. **Degree** means an associate degree, two-year postsecondary certificate, or industry certification from EPCC in a Program of Study.
- E. **P-TECH Sections** are courses for dual credit taught in a high school that are designated for P-TECH students who have satisfactorily met the prerequisite Texas Success Initiative Assessment (TSIA2) scores for that course, if appropriate.

5. Academic Plan

An academic plan developed by EPCC and Canutillo ISD will enable each student to earn a high school diploma and an associate degree, postsecondary certificate, or industry certification. High School and College credit will be earned through College courses for dual credit. P-TECH will administer all applicable statewide assessment instruments under Subchapter B, Chapter 39 of the Texas Education Code. Both high school and College credit will be transcribed immediately upon a student's completion of the course.

- A. **College Curriculum.** EPCC will have full control over faculty assignments, faculty credentials, and faculty evaluations for all dual credit sections as it pertains to College courses. EPCC will have full control over the College curriculum, College syllabi, and College textbook selection. P-TECH teachers will comply with any EPCC Student Learning Outcomes and Core Curriculum assessments and interventions as required by the College disciplines. EPCC will not provide classes that only meet high school requirements.
- B. **Grading Periods and Policies.** P-TECH students will adhere to the grading periods and policies of EPCC for dual credit and College credit courses, but will adhere to the grading periods and policies of Canutillo ISD, as well as the district calendar, for high school credit courses.
- C. **Courses of Study.** The P-TECH will primarily provide courses of study that meet the requirements of an associate degree, postsecondary certificate, or industry certification and the Distinguished Level of Achievement diploma in the following endorsement categories: STEM, Business and Industry, Public Services, Arts and Humanities, and Multidisciplinary Studies. Students will also have the opportunity to earn an embedded certificate of completion. Enrollment into high demand or clinical courses may be contingent upon availability.
- D. **Curriculum Alignment.** A curriculum crosswalk, similar to the form set forth below in Appendix A, will be developed for the purpose of granting each student the opportunity to earn a high school diploma and college course credit towards an associate degree, postsecondary certificate, or industry certification in the Program of Study within four years of first entering high school. The curriculum alignment will be reviewed annually by the P-TECH Advisory Committee, and updates will be documented in the annual Texas Education Agency (TEA) P-TECH re-designation application.

E. Instructional Materials. Textbooks for P-TECH students will be provided by Canutillo ISD. All other instructional materials for College credit courses and research activities will be provided jointly by EPCC and Canutillo ISD at no charge to the students. In all cases, Canutillo ISD will provide those items typically required for purchase by students. College courses for dual credit taught on the high school campus will require dual credit faculty with EPCC approved credentials to teach the College courses and to handle the appropriate lab equipment at the high school campus. For College courses for dual credit only, EPCC will provide supplies/consumables typically provided as part of the curriculum.

F. Instructional Calendar. P-TECH students will follow the instructional calendar for both EPCC and Canutillo ISD as it relates to enrolled coursework. Students enrolled in high school only courses only will attend classes on days outlined in the Canutillo ISD Instructional Calendar. Students enrolled in College courses for dual credit or College credit courses will attend classes on days outlined in the EPCC Instructional Calendar.

G. Student Enrollment and Attendance Policies. P-TECH students are required to meet Canutillo ISD attendance requirements for all dual credit and high school courses and the EPCC attendance requirements for all College credit courses taught by an EPCC credentialed instructor.

6. General Roles and Responsibilities

A. EPCC. EPCC will be responsible for:

- i) Admitting qualified students into EPCC;
- ii) Providing the appropriate classrooms, facilities, tools and equipment for college credit courses at the EPCC campus appropriate for each identified Program of Study;
- iii) Hiring and supervising EPCC faculty and staff;
- iv) Providing professional development opportunities for the P-TECH instructors credentialed by EPCC
- v) Providing College courses as appropriate and;
- vi) Transcribing College credit immediately upon a student's completion of the course.

B. Canutillo ISD. Canutillo ISD will be responsible for:

- i) Recruiting students;
- ii) Providing and maintaining the appropriate classrooms, facilities, tools, and equipment;
- iii) Hiring and supervising P-TECH faculty and staff;
- iv) Developing and delivering the high school curriculum;
- v) Operating and maintaining the P-TECH Program;
- vi) Transcribing high school credit immediately upon a student's completion of the course.

C. JOINT RESPONSIBILITIES. EPCC and Canutillo ISD will be responsible for:

- i) Aligning the high school and College courses;
- ii) Sharing in the scheduling of College courses for the P-TECH;
- iii) Advising students throughout their collegiate academic experience;
- iv) Developing memoranda of understanding with regional industry or business partners;
- v) Providing joint professional development opportunities.

D. INDUSTRY OR BUSINESS PARTNER(S). A memorandum of understanding with Industry or business partners will provide that such partners will be responsible for:

- i) Providing P-TECH students with access to work-based training and education;
- ii) Participating in P-TECH Advisory Committee meetings;
- iii) Sharing industry knowledge and expertise to help enhance student learning;
- iv) Providing business facility tours, job shadowing, and internship opportunities to students and prospective students where available/applicable;

- v) Giving a P-TECH student who receives work-based training or education from the partner under the P-TECH program first priority in interviewing for any jobs for which the student is qualified that are available upon the student's completion of the program.

7. Use of Facilities.

A. Buildings and Site. Canutillo ISD will house P-TECH at the following site:

Canutillo ISD Criminal Justice P-TECH Academy will be located at 6675 South Desert Blvd., El Paso, TX 79932

The space will include core learning classrooms, a library, learning resources, and administrative and student support areas. All P-TECH classes will be located in a dedicated and contiguous space or stand-alone building adjacent to the main building. Construction and installation, maintenance, utilities, and operation will be at Canutillo ISD's sole expense.

B. Safety and Health. In case of a health emergency on the P-TECH campus, the Canutillo ISD Emergency Operations Plan will be followed. If the health emergency occurs on the EPCC campus, the ECHS Emergency Plan will be followed. EPCC police will be the first responder but will not be responsible for providing other than life-saving health care for any P-TECH student.

8. Staffing. All Canutillo ISD Criminal Justice P-TECH Academy staff shall be exclusive employees of Canutillo ISD ("Canutillo ISD staff"). There will be no joint employment relationship between EPCC and Canutillo ISD of any Canutillo ISD staff. Canutillo ISD shall exclusively pay all salaries and provide benefits to all Canutillo ISD Staff. Except as otherwise provided herein, EPCC shall have no responsibility to control, discipline, hire, terminate, compensate, or provide benefits to any of the Canutillo ISD Staff.

Credentials of prospective P-TECH teachers who will teach College courses will be pre-screened by the appropriate EPCC administrator. EPCC discipline faculty will be invited to serve on P-TECH teacher hiring committees. For those areas in which dual credit classes will be offered, P-TECH will hire teachers who can meet EPCC credentialing requirements.

The P-TECH will staff the schools with the following personnel, provided, however, that until the maximum enrollment is reached, Canutillo ISD shall provide a staff sufficient to deal with the then current enrollment:

- A P-TECH Assistant Principal, shared with the comprehensive high school;
- A Counselor, shared with the comprehensive high school;
- The appropriate number of highly qualified teachers based on enrollment and/or curriculum needs;
- A Nurse, shared with the comprehensive high school;
- A Secretary, shared with the comprehensive high school;
- A Clerk, shared with the comprehensive high school;
- A PEIMS clerk/register, shared with the comprehensive high schools;
- A Security Guard, shared with the comprehensive high schools;
- A Campus Technologist, shared with the comprehensive high schools;
- A Librarian, shared with the comprehensive high schools.

Maximum enrollment for Canutillo ISD Criminal Justice P-TECH Academy is 25 students. The staffing will comply with EPCC's Enrollment Optimum but strive for a limit of twenty-five (25) students per class.

P-TECH's Counselors will be responsible for overseeing every P-TECH student's degree plan requirements once the plan has been approved by the EPCC counselor.

The appropriate P-TECH/EPCC Dean will serve on the hiring committees for P-TECH's administrative positions.

EPCC discipline faculty will serve on the P-TECH's teacher-hiring committees. For those areas in which onsite dual credit classes will be offered, P-TECH will hire teachers who can meet EPCC credentialing requirements. College courses for dual credit can only be taught by qualified instructors credentialed by EPCC. All applicants must follow and meet Canutillo ISD hiring procedures and requirements.

In the event EPCC provides the instructor for a College course for dual credit, cost sharing will be done according to the most recent Dual Credit Partnership Agreement, except when P-TECH students take courses at an EPCC campus.

9. Professional Development of Staff

Canutillo ISD Criminal Justice P-TECH Academy shall be responsible for professional development of all full-time and part-time staff assigned to the P-TECH, including, and without limitation, staff development aimed at working with technology and at-risk students. P-TECH faculty, at Canutillo ISD's cost, will participate in the professional development activities of EPCC and the agency designated by the Texas Education Agency (TEA) to provide P-TECH with school leadership coaching and technical assistance.

10. Student Services

- A. Student Services Provided by Canutillo ISD.** Except as expressly set forth herein, Canutillo ISD shall provide student services for the students in P-TECH, including health services, counseling services, tutorial services, transportation, food service, all high school books and teaching materials, and all College textbooks (see Section 5.E.). By July 1 of each year, Canutillo ISD will submit all graduated seniors' final high school transcripts, with the official graduation date, through the Texas Records Exchange (TREx) system. Paper copies will not be accepted.
- B. Student Services Provided by EPCC.** In addition to on-site resources provided by Canutillo ISD at the P-TECH, P-TECH students will be issued an EPCC ID by the end of the first semester of their freshman year and will have open access to EPCC's online library databases, materials, and resources. P-TECH students will have access to on-campus and online EPCC tutoring centers, Academic Computer Services labs, and libraries. EPCC will provide the designated P-TECH Librarians with appropriate log-ins access to EPCC Library resources. EPCC Librarians will provide training to designated P-TECH Librarians on available EPCC resources. P-TECH students will have access to all EPCC student services and privileges, including participation in student government and student clubs. The EPCC counselor will be the lead source of information for college counseling. Once the degree plan has been approved by the EPCC counselor, the P-TECH school counselor will be responsible for overseeing every P-TECH student's degree plan requirements. The P-TECH school counselor will work closely with the EPCC counselor on the P-TECH students' degree plans. Upon mutual agreement, EPCC will conduct enrollment registration for all qualified students who have met all requirements and have requested enrollment in College courses for dual credit and College credit courses. An enrollment after EPCC's Census Date and a three-peat fee will be assessed in accordance to the current Dual Credit Partnership Agreement. Students who choose to transfer to another school after census date may be allowed to remain in an online course but will have to withdraw from a course for Dual Credit taught at the high school.
- C. Codes of Conduct.** P-TECH students will adhere to all the requirements of the Canutillo ISD Code of Conduct and state law applicable to public school students. Students will have the rights and responsibilities defined in the EPCC Code of Conduct, EPCC Catalog, EPCC Student Handbook, and the EPCC Board Policies and College Procedures. In the event of any inconsistency between the Canutillo ISD Code of Conduct and the EPCC Code of Conduct, the Canutillo ISD Code of Conduct and applicable provisions of Chapter 37 of the Texas Education Code will be used. Students enrolled in a course for Dual Credit who are placed in an alternative school will be withdrawn from the course but may be allowed to remain in the P-TECH program upon returning to the high school campus.
- D. Transportation.** Transportation to the P-TECH campus or to the EPCC campus for a Program of Study course will be at the sole discretion of Canutillo ISD and not the responsibility of EPCC. Canutillo ISD will ensure bus routes for students to and from their homes to the P-TECH campus during fall, spring, and summer terms.
- E. Major Sports and University Interscholastic League (UIL) Activities.** As a school within a school, P-TECH students will be allowed to participate in major sports and UIL sponsored activities.

11. Enrollment in College Courses

- A. Placement Exams.** As a prerequisite to enrollment in College courses, each student shall apply for and be admitted to EPCC and shall successfully complete appropriate placement exams, where required. EPCC shall provide support and guidance to assist students in the application process and the taking of placement exams. Students with disabilities needing accommodations will contact the EPCC Center for Students with Disabilities (CSD) to arrange a meeting with a CSD Counselor. The placement exam will be administered at the high school that complies with EPCC's CSD-approved accommodations.
- B. Prerequisites.** P-TECH students must meet the prerequisite for any College course for which they register; no waivers for such prerequisites will be granted. A course designated as dual credit may not be open to students who have not yet met the prerequisite for such course; students who have not met the prerequisite may not be in attendance in the same classroom.
- C. Business Holds.** P-TECH students will be enrolled in EPCC courses upon the timely receipt of all the pre-registration/advising documentation by the EPCC Admissions and Registration DC/ECHS Specialist. If a P-TECH student has a hold preventing registration such as, but not limited to, "business hold or required documentation," the student will not be enrolled in the class and a notation will be made to the roster and returned back to the designated individual at Canutillo ISD Criminal Justice P-TECH Academy. P-TECH administration (Principal, Assistant Principal, or Counselor) will be notified and will be responsible for assisting the student in clearing the hold. Once the hold has been removed, the P-TECH designee must add the student once more to the enrollment roster requesting enrollment once again.
- D. Degree Plans.** P-TECH students will only take dual credit or College credit courses toward their EPCC degree or certificate plan, whether such classes are taught at the P-TECH campus or at the EPCC campus. P-TECH students will be advised on the transferability of all College credit offered and earned.
- E. State Assessment Testing.** The P-TECH Assistant Principal will be responsible for informing the designated EPCC Dean of all mandatory assessment testing dates. P-TECH students will be responsible for informing EPCC instructors of dates for all mandatory assessment testing and for ensuring that missed work is completed.
- F. High School Graduation.** Upon high school graduation, P-TECH students who have not yet graduated with their degree or certificate may continue to pursue their degree plan at EPCC, but will assume all financial responsibility.
- G. College Graduation.** After P-TECH students graduate with their degree or certificate, they may continue to take College courses at EPCC, but they will assume all financial costs.
- H. EPCC Dual Credit Policy and Procedures.** In all cases, College courses for dual credit will adhere to EPCC's College Procedure GH-2 "High School Dual Credit Program Requirements."
- I. Application of Americans with Disabilities Act Amendments Act and Section 504 of the Rehabilitation Act of 1973.** To the extent this Agreement and the services provided under the Agreement are subject to the Americans with Disabilities Act Amendments Act and/or Section 504 of the Rehabilitation Act of 1973, EPCC and Canutillo ISD agree to take any steps necessary to comply with the provisions of these laws. Coordination of services under the Agreement, enrollment of students, and any necessary accommodations will be managed by the EPCC Center for Students with Disabilities (CSD). Appropriate accommodations will be determined by an EPCC CSD Counselor based upon individual needs and requirements of the required program of study. Accommodations will be provided by Canutillo ISD. Accommodations for special education students enrolled in dual credit and College courses must adhere to EPCC's accommodations policy.

12. Fees, Tuition, and Testing Fees for College Courses

EPCC shall waive tuition and fees for College credit courses for each P-TECH student enrolled in such courses, provided, however, that such courses are related to that student's official degree plan. An exception to this is Open Educational Resource (OER) fees, which will not be waived if the student is enrolled in a section using OER materials rather than a traditional textbook (see also Section 5.E., above). In these cases, Canutillo ISD is responsible for the OER fee. Canutillo ISD is also responsible for the First Day Adoption (FDAY) fee for those courses that offer this option and for which students have not opted out. Canutillo ISD will also fund placement testing fees. Other fees may apply, as outlined in the most recent Dual Credit Partnership Agreement.

13. Recruitment and Selection of Students

Canutillo ISD shall be solely responsible for recruiting and selecting students for the P-TECH Program. An attempt will be made to recruit students from each Canutillo ISD middle school. Priority will be given to those who are at risk of dropping out of high school or who wish to accelerate completion of the high school program including first-generation college-goers, low-income students, and Emergent Bilingual Students. Other slots may be granted to out-of-district transfers, if available. Remaining unused slots will be granted to underrepresented groups targeted for recruitment to include, but not limited to, Hispanic and African Americans. Recruiting efforts will include:

- A. Creation of a P-TECH website that provides recruitment and admission information with links to the EPCC homepage, EPCC Library homepage, and the EPCC Dual Credit/Program homepage;
- B. Distribution of recruitment/admission packets to middle school students in the school district;
- C. Meetings with middle school counselors to introduce and explain the concept of the TEA blueprint;
- D. Student/parent meetings at all middle school campuses to explain the opportunities and commitment required of P-TECH students;
- E. Presentation of recruitment and admission information in a bilingual mode.

Recruitment materials will be reviewed by the steering committee in the planning year to ensure it meets TEA Blueprint and EPCC co-branding guidelines. EPCC Dual Credit Counseling and Administration will participate in parent and information sessions upon request.

Admission to the P-TECH Program will be open to no more than 25 students per cohort at Canutillo ISD Criminal Justice P-TECH Academy served by Canutillo ISD. Criteria for admission to the P-TECH Program will allow 8th grade students to apply. In special circumstances, additional 9th graders who meet the criteria for the P-TECH will be allowed to apply for any available openings in the cohort, not to exceed the maximum of 25 students. These additional students will not be included in the cohort's college graduation rate, but any postsecondary degree or certificate they earn will count toward the P-TECH's total awards.

14. Collecting and Sharing Data

EPCC and Canutillo ISD agree to collect data associated with the P-TECH required for reporting purposes and to share the data with the appropriate agencies or needed for internal purposes for use by either entity. EPCC and Canutillo ISD Research departments will be the primary point of contact for all data collection for their respective institutions. In addition, EPCC and Canutillo ISD agree to share any data required for the successful completion of the P-TECH students' graduation plans. When applicable, EPCC's Institutional Review Board (IRB) will be consulted when requesting and sharing data or conducting research. When selected, the P-TECH will participate in student success, faculty satisfaction surveys, and other local or national surveys administered to EPCC students. EPCC and Canutillo ISD will collect and review the following aggregated/disaggregated data: number of credit hours taken and earned; GPAs; state assessment results; SAT/ACT/PSAT; TSIA2 readiness by grade level; qualifications of P-TECH staff; and location(s) where courses are taught. Provisions for implementing program improvements will be based on the collection, review, and sharing of the following data: EPCC data; Canutillo ISD data; articulation of high school students in four-year colleges/universities and level of entry and enrollment/retention rates; leaver codes and attrition rates, by grade level; and other data relevant to student academic achievement, success, and well-being.

FERPA: For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), EPCC hereby designates Canutillo ISD as a college official with a legitimate educational interest in the educational

records of the students who participate in the P-TECH Program to the extent that access to the records are required by Canutillo ISD to carry out the Program; and, Canutillo ISD hereby designates EPCC as a school official with a legitimate educational interest in the educational records of the Students who participate in the P-TECH Program to the extent that access to the records are required by EPCC to carry out the Program. Both Parties agree to maintain the confidentiality of the educational records in accordance with the provisions of FERPA.

15. Advisory Committee

An Advisory Committee comprised of representatives from EPCC and the Canutillo ISD will meet at least quarterly to facilitate communication, evaluate instructional and programmatic activities, identify issues and challenges, make recommendations, and enhance collaboration. The Advisory Committee shall make reports periodically to their respective boards or appropriate administrators. Specifically, the committee will meet in order to discuss:

- A. Operational Processes; Curriculum Processes; Curriculum; Technology and Recruitment; External Funding; Facilities; Marketing; Research;
- B. Problems or concerns;
- C. Effective coordination between EPCC and Canutillo ISD;
- D. Student meetings at all middle school campuses to explain the opportunities and commitment required of P-TECH students;
- E. Community informational meetings for students/parents interested in the P-TECH.

Members of the Advisory Committee may include: EPCC Dual Credit and Early College High Schools (DC/ECHS) Associate Director (Student Services), EPCC Designated Dean, EPCC Dean of DC/ECHS, EPCC ECHS Counseling Coordinator, EPCC Counselor, the P-TECH Principal, the P-TECH Assistant Principal, the P-TECH Counselor, Canutillo ISD Central Office personnel, and others as invited to participate.

The Advisory Committee shall address the School's Scope & Sequence plan, the overall quality and outcomes from the college courses and other aspects of the School, the School's budget, and other issues related to the relationship between the Parties. The Advisory Committee is empowered to suggest revisions to this Agreement on matters of the School's program focus.

16. Early College High School Leadership Council

Representatives from the Advisory Committee, in addition to EPCC and Canutillo ISD senior administrators, will be members of the Early College High School Leadership Council ("ECHSLC"). Members of the ECHSLC may also include TEA and UTEP Representatives, EPCC President, EPCC Vice President of Instruction and Workforce Education, and EPCC Vice President of Student and Enrollment Services. The purpose of the ECHSLC is to provide a forum for the discussion of topics and issues of common interest and concern across all El Paso area Early College High Schools. Additionally, when appropriate, the ECHSLC will facilitate the coordination of activities and events and ensure consistency in operation, while still allowing for the individuality of each school. This group meets biannually.

17. Marketing and Co-branding

The P-TECH Program is a strong and beneficial partnership between EPCC and Canutillo ISD and will be co-branded accordingly. EPCC and P-TECH logos will appear jointly and prominently on all media/marketing materials, school marquee, verbal and non-verbal messaging, and anywhere else the program is visible. The logos must be of the same size and in high profile locations. Canutillo ISD and P-TECH will state, "The P-TECH Program is a partnership between EPCC and Canutillo ISD," when speaking, presenting, or discussing the initiative, as well as in all written materials, including, but not limited to: news releases, website content, promotional materials, social media, or other content. Signage, banners, and other displays should prominently demonstrate the partnership and should include EPCC and its logo. Except for written materials on jointly pre-approved P-TECH letterhead, masthead, or digital material posted in a jointly pre-approved format, these materials will need to be reviewed and approved by EPCC's Marketing/Community Relations Department and the Dean of DC/ECHS. Each party reserves the right to approve major signage, banners and other displays that will be displayed outside the EPCC Campus to the general public. EPCC supplied logos, banners, or flags will be displayed in each classroom used to teach P-TECH students. Canutillo is responsible for ensuring that departments producing, as well as appropriate administrators, faculty, and staff, are aware of the marketing and co-

branding requirements. Media/marketing materials that do not reflect appropriate co-branding may have to be taken down and redone to properly reflect required marketing and co-branding.

18. Renewal or Termination

Upon completion of the term of this Agreement, it shall be automatically renewed for successive terms of one (1) year each unless EPCC or Canutillo ISD shall give notice of nonrenewal at least ninety (90) days prior to the end of the initial term or ninety (90) days prior to the end of any renewal term. Notwithstanding the foregoing, either EPCC or Canutillo ISD shall have the right to terminate this Agreement with or without cause at any time during the initial term upon written notice to the other party. In the event of termination during the initial term of this Agreement, the effective date of termination shall be as of June 30, following the notice. It is the intent of the Parties that no termination shall be made during the middle of the school year which will disrupt the academic progress for the P-TECH students, unless the Parties mutually agree. In the event of termination, the P-TECH will continue operation through the 11th grade cohort's scheduled graduation from the P-TECH. Services to enrolled 9th and 10th grade students may be continued through graduation of those cohorts by agreement. While in the process of discontinuing operation, the P-TECH may not enroll any additional students in grades that have been phased out but will continue to meet all the required design elements and provide full support for all students enrolled in the P-TECH.

19. Liability of EPCC and Canutillo ISD

This Agreement is not intended to alter or reallocate any defense or immunity presently authorized by law, or to create or transfer any liability arising under the law. EPCC and Canutillo ISD shall each bear any liability or risk of loss for claims arising from the acts or omissions of their respective employees and agents. Each party agrees that it shall be responsible for its own officers, agents, and employees who are performing duties under this Agreement, and neither shall be liable or responsible for the acts or omissions of the other's officers, agents or employees. Canutillo ISD shall bear sole responsibility and liability for any claims by its students arising from acts, omissions, and negligence attributed to Canutillo ISD. EPCC and Canutillo ISD expressly maintain all rights of governmental immunity or sovereign immunity from litigation or liability to the extent provided by applicable law.

20. Miscellaneous

- A. Integrated Agreement.** This Agreement constitutes the entire agreement of the Parties respecting the subject matter described herein and supersedes all prior agreements or understandings, whether written or oral.
- B. Terminology.** The term "Partner" as used herein shall be construed as figurative only and shall not imply or in any way suggest the existence of formation of a Partnership venture or relationship between the Parties that imposes on them the legal duties or obligations of Partners.
- C. Notices.** Any notice authorized or required to be given under this Agreement shall be delivered or sent to the Parties at the following addresses:

El Paso Community College
P.O. Box 20500
El Paso, TX 79998
Attn: President

Canutillo Independent School District
7965 Artcraft Rd.
El Paso, TX 79932
Attn: Superintendent

All notices required to be given hereunder shall be in writing, and shall be served in person upon the party to be notified or upon its agent, or shall be mailed by certified or registered mail or deposited with a nationally recognized overnight carrier, postage prepaid, to the address shown above. Any notice mailed in the manner set forth in this Section shall be deemed received by the party to whom it is addressed when deposited in such manner with the United States Postal Service or said overnight carrier.

- D. Compliance with Laws and Regulations.** The Parties shall comply with all applicable local, state, and federal laws, ordinances, regulations, and orders.
- E. Governing Law.** This Agreement is to be performed in El Paso County, Texas, and is governed by the Constitution and the laws of the State of Texas. The venue of any suit arising from this Agreement shall be in El Paso County, Texas. The Parties hereby irrevocably submit generally and unconditionally for themselves and in respect of their property to the jurisdiction of any state court, or any United States federal court, sitting in the City

of El Paso, El Paso County, Texas, over any suit, action, or proceeding arising out of or relating to this Agreement.

- F. Assignment Prohibited.** This Agreement, its rights, duties, and responsibilities, may not be assigned without the prior written agreement of the Parties.
- G. Alternate Dispute Resolution.** The Parties agree to utilize mediation, prior to resorting to litigation, to attempt to resolve any claim for breach of contract by either party that cannot be resolved in the ordinary course of business.
- H. Counterparts.** This Agreement is being executed in multiple counterparts, each of which shall constitute an original and all of which together shall constitute but one and the same instrument.
- I. Payments.** Any party paying for the performance of governmental functions or services rendered by the other party must make these payments from current revenues available to the paying party.

Signed and approved effective as of the date shown above.

EPCC:
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

By: _____
William Serrata, Ph.D., President

Approved as to form:

General Counsel, EPCC

Canutillo ISD:
CANUTILLO INDEPENDENT SCHOOL DISTRICT

By: _____
Pedro Galaviz, Ph.D., Superintendent

Approved as to form:

General Counsel, Canutillo ISD

Appendix A



CANUTILLO INDEPENDENT SCHOOL DISTRICT
Canutillo High School P-TECH
Crosswalk - Associate of Arts



Sequence of Courses is Subject to Change

9th Grade High School: Fall				
PEMS	9th Grade	Credits	EPCC Course	Credits
3220100	Pre-AP English I	0.5		
3100507	Pre-AP Algebra I	0.5		
3010207	Pre-AP Biology	0.5		
A3360200	AP Human Geography	0.5		
3270100	Elective/Intersections	0.5	EDUC 1300	3
3440100	Spanish I	0.5		
13029300	Law Enforcement I	0.5		
9750001	Lifetime Fitness	0.5	HEA 1100	1
Total Credits		4		4
9th Grade High School: Spring				
PEMS	9th Grade	Credits	EPCC Course	Credits
3220100	Pre-AP English I	0.5		
3100507	Pre-AP Algebra I	0.5		
3010207	Pre-AP Biology	0.5		
A3360200	AP Human Geography	0.5		
3159602	Music Appreciation -	0.5	MUS 1306 (ex)	3
3440100	Spanish I	0.5		
3250100	Fine Arts (Theater Arts II)	0.5	DRAM 1310	3
13029300	Law Enforcement I	0.5		
Total Credits		4		3
9th Grade High School: Summer				
PEMS	9th Grade	Credits	EPCC Course	Credits
	TSI Intervention (if needed)			
Total Credits		0		
10th Grade High School: Fall				
PEMS	10th Grade	Credits	EPCC Course	Credits
3220200	Pre-AP English 2	0.5		
3100600	Pre-AP Algebra 2	0.5		
3040000	Pre-AP Chemistry	0.5		
3340400	World History	0.5		
3250100	Fine Arts (Theater Arts II)	0.5		
13029400	DC Law Enforcement II	0.5	CRJ 1301	3
3440200	Spanish II	0.5		
3810100	Health	0.5		
Total Credits		4		3
10th Grade High School: Spring				
PEMS	10th Grade	Credits	EPCC Course	Credits
3220200	Pre-AP English 2	0.5		
3100600	Pre-AP Algebra 2	0.5		
3040000	Pre-AP Chemistry	0.5		
3340400	World History	0.5		
13029400	DC Law Enforcement II	0.5	CRJ 2328	3
3241400	DC Prof Careers	0.5	SDH 1321	3
3440200	Spanish II	0.5		
Flexive	Fine Arts	0.5		
Total Credits		4		6
Total Credits				
				4HEFT
11th Grade High School: Fall				
PEMS	11th Grade	Credits	EPCC Course	Credits
33203300	DC English III	0.5	ENG 1301	3
3100700	Pre-AP Geometry	0.5		
13029500	Forensic Science	0.5		
3340100	DC US History	0.5	HST 1301	3
13029700	Correctional Services	0.5	CRJ 2313	3
3380000	Elective	0.5	PHI 2306	3
Flexive	Criminal Investigations	0.5	CRJ 1306	3
Flexive	Elective	0.5		
Total Credits		4		15
11th Grade High School: Spring				
PEMS	11th Grade	Credits	EPCC Course	Credits
33203300	DC English III	0.5	ENG 1301	3
3100700	Pre-AP Geometry	0.5		
13029500	Forensic Science	0.5		
3340100	DC United States History	0.5	HST 1301	3
13029700	Correctional Services	0.5		
3330100	DC US Government	0.5	GOVT 2305	3
13029500	Criminal Investigations	0.5	CRJ 1310	3
Flexive		0.5		
Total Credits		4		12
12th Grade High School: Fall				
PEMS	12th Grade	Credits	EPCC Course	Credits
3220400	AP English Literature	0.5		
3101100	Precalculus/Business Math	0.5	MATH 1314 or 1324	3
3040100	DC Geology/Astronomy/Anatomy	0.5	ASTR 1303/1101	4
3330100	DC US Government	0.5		
3380000	DC Texas Government SSPE	0.5	GOVT 2306	3
13030100	Practicum in Law & Public Safety	1		
Total Credits		2.5		13
12th Grade High School: Spring				
PEMS	12th Grade	Credits	EPCC Course	Credits
3220400	AP English 4	0.5		
3101100	Precalculus	0.5		
3350100	DC Psychology	0.5	PSYC 3301	3
13030100	Practicum in Law & Public Safety	1		
3040100	DC Geology/Astronomy/Anatomy	0.5	ASTR 1304/1104	4
3310300	Teach	0.5		
Total Credits		7		7
Total High School Credits		31.5	Total EPCC Credits	60



CANUTILLO INDEPENDENT SCHOOL DISTRICT
 Canutillo High School P-TECH
 Crosswalk - Certificate



Sequence of Courses is Subject to Change

8th Grade High School: Fall		Law Enforcement Certificate		
PEIMS	8th Grade	Credits	EPCC Course	Credits
3220100	Pre-AP English I	0.5		
3100507	Pre-AP Algebra I	0.5		
3010207	Pre-AP Biology	0.5		
A3360200	AP Human Geography	0.5		
3270100	Elective/Intervention	0.5		
3440100	Spanish I	0.5		
13029300	Law Enforcement I	0.5		
PE500051	Lifetime Fitness	0.5		
	Total Credits	4		0
9th Grade High School: Spring		Law Enforcement Certificate		
PEIMS	9th Grade	Credits	EPCC Course	Credits
3220100	Pre-AP English I	0.5		
3100507	Pre-AP Algebra I	0.5		
3010207	Pre-AP Biology	0.5		
A3360200	AP Human Geography	0.5		
3135600	Music Appreciation -	0.5	MUSI 1306	3
3440100	Spanish I	0.5		
3250100	Fine Arts (Theater Arts I)	0.5		
13029300	Law Enforcement I	0.5		
	Total Credits	4		3
8th Grade High School: Summer		Law Enforcement Certificate		
PEIMS	8th Grade	Credits	EPCC Course	Credits
	TSI Intervention (if needed)			
	Total Credits	0		0
10th Grade High School: Fall		Law Enforcement Certificate		
PEIMS	10th Grade	Credits	EPCC Course	Credits
3220200	Pre-AP English 2	0.5		
3100600	Pre-AP Algebra 2	0.5		
3040000	Pre-AP Chemistry	0.5		
A3370100	World History	0.5		
3250100	Fine Arts (Theater Arts I)	0.5		
13029400	DC Law Enforcement II	0.5	CRU 1301	3
3440200	Spanish II	0.5		
3810100	Health	0.5		
	Total Credits	4		3
10th Grade High School: Spring		Law Enforcement Certificate		
PEIMS	10th Grade	Credits	EPCC Course	Credits
3220200	Pre-AP English 2	0.5		
3100600	Pre-AP Algebra 2	0.5		
3040000	Pre-AP Chemistry	0.5		
A3370100	World History	0.5		
13029400	DC Law Enforcement II	0.5	CRU 2328	3
3241400	DC Prof Comm	0.5	SPCH 1321	3
3440200	Spanish II	0.5		
Elective	Fine Arts	0.5		
	Total Credits	4		6
11th Grade High School: Fall		Law Enforcement Certificate		
PEIMS	11th Grade	Credits	EPCC Course	Credits
3220300	DC English 3	0.5	ENGL 1301	3
3100700	Pre-AP Geometry	0.5		
13029500	Forensic Science	0.5		
3340100	DC US History	0.5		
13029700	DC Correctional Services	0.5		
3380002	Elective	0.5		
13029550	Criminal Investigation	0.5		
Elective	Law Enf. Cert		CRU 2323	3
	Total Credits	3.5		6
11th Grade High School: Spring		Law Enforcement Certificate		
PEIMS	11th Grade	Credits	EPCC Course	Credits
3220300	DC English 3	0.5		
3100700	Pre-AP Geometry	0.5		
13029500	Forensic Science	0.5		
3340100	DC United States History	0.5		
13029700	Correctional Services	0.5		
3330100	DC US Government	0.5		
13029550	Criminal Investigations	0.5	CRU 1306	3
Elective	Law Enf. Cert		CRU 2314	3
	Total Credits	3.5		6
12th Grade High School: Fall		Law Enforcement Certificate		
PEIMS	12th Grade	Credits	EPCC Course	Credits
3220400	AP English Literature	0.5		
3101100	Precalculus/Business Math	0.5		
3060100	DC Geography/Astronomy/Anatomy	0.5		
3330100	DC US Government	0.5		
3380002	DC Texas Government 55PTS	0.5	GOVT 2306	3
13030100	Practicum in Law & Public Safety	1		
	Law Enf. Cert		HMSY 1337	3
	Total Credits	3.5		6
12th Grade High School: Spring		Law Enforcement Certificate		
PEIMS	12th Grade	Credits	EPCC Course	Credits
3220400	AP English 4	0.5		
3101100	Precalculus	0.5		
3350100	DC Psychology	0.5		
13030100	Practicum in Law & Public Safety	1		
3060100	DC Geography/Astronomy/Anatomy	0.5		
3310100	Econ	0.5		
	Total Credits	3.5		0
	Total High School Credits	30	Total EPCC Credits	30



MEMORANDUM OF UNDERSTANDING & AGREEMENT

Aliviane, Inc. is committed to providing comprehensive substance use and other mental health disorder services for residents living in West Texas (Region 10), which includes the counties of El Paso, Brewster, Culberson, Jeff Davis, Hudspeth, and Presidio. To accomplish these goals, we must rely on community resources to provide much needed services that are beyond the scope of this organization and/or to augment the services provided by Aliviane, Inc. **This document represents a record of agreement to provide individuals with program services listed below between Aliviane, Inc. programs and the following partnering agency:**

Name of Partnering Agency/Organization/ School/Program:

Canutillo Independent School District

Aliviane, Inc. applicable program services:

- | | | | | |
|--|---|--------------------------------|---|---|
| <input checked="" type="checkbox"/> PRIDES | <input checked="" type="checkbox"/> PRC Region 10 | <input type="checkbox"/> HMHL | <input type="checkbox"/> WCR | <input type="checkbox"/> YRRC |
| <input type="checkbox"/> PRIDES - Rural | <input type="checkbox"/> EPAPC | <input type="checkbox"/> AOPC | <input type="checkbox"/> CCC | <input checked="" type="checkbox"/> RBI |
| <input checked="" type="checkbox"/> Strengthening Families | <input checked="" type="checkbox"/> PADRE | <input type="checkbox"/> OTC | <input type="checkbox"/> Por Mi Familia | <input type="checkbox"/> RCOP-I |
| <input checked="" type="checkbox"/> IMASTAR | <input type="checkbox"/> PATH | <input type="checkbox"/> YFOPC | <input type="checkbox"/> RSS | <input type="checkbox"/> PPW |

Description of services provided by Aliviane Inc.

General Description	Specific Deliverables
<p>Youth Prevention Indicated Program (YPI) IMASTAR may provide prevention services to youth at risk of substance use and adults referred.</p>	<p>Services include age appropriate ATOD virtual or online presentations; Information Dissemination to children, and families; Alternative Online Activities; Problem Identification and Referral as requested from parents; Prevention services will include participation in community events.</p>
<p>Youth Prevention Selective (YPS) Strengthening Families may provide prevention services to youth ages 12-17 years of age and adults referred.</p>	<p>Services include age appropriate ATOD virtual or online presentations; Information Dissemination to children, and families; Alternative Online Activities; Problem Identification and Referral as requested from parents; Prevention services will include participation in community events.</p>
<p>Youth Prevention Universal Program (YPU) PRIDES may provide prevention services to all youth and adults referred.</p>	<p>Services include age appropriate ATOD virtual or online presentations; Information Dissemination to children, and families; Alternative Online Activities; Problem Identification and Referral as requested from parents; Prevention services will include participation in community events.</p>
<p>Rural Border Intervention (RBI) may provide ATOD</p>	<p>Rural Border Intervention can provide indicated services to identified youth and family members. RBI</p>

<p>activities, information dissemination during health fairs and scheduled events. Problem identification and referrals as needed.</p> <p>PADRES Program may provide parenting awareness and drug risk education services for at-risk families, overdose prevention and tobacco cessation education as indicated on the participant's assessment.</p> <p>El Paso Advocates for Prevention Coalition will work towards the prevention and reduction of the illegal and harmful use of alcohol, Marijuana, tobacco, and prescription drugs, (to include other drugs) in El Paso County, amongst youth and adults, by promoting and conducting community-based and evidence-based prevention strategies with key stakeholders.</p> <p>PRC program provides the community with substance use events, data, and information to mitigate the use of illicit substances in our community for all ages.</p>	<p>can and will provide education skills using evidence-based curriculum and can participate in coalition collaboration. Case Management services can be provided problem identification, assessment, and referral and follow up, as necessary.</p> <p>Services include transportation and supervision of the participants' children during activities as needed. Parenting classes and case management services, including screening, assessments, service plans, referrals, and referral follow-ups and financial assistance to qualified individuals.</p> <p>Services include conducting prevention services activities through the coalition. Implement the combination of information dissemination, alternative activities, community based process, environmental strategies, shift related to policies, practices, norms and community condition.</p> <p>Services include data sharing, substance use presentations, Regional Needs Assessment, tobacco compliance checks, tobacco law education, mass media, promotion of substance use related events, social media posting, and referrals.</p>
<input checked="" type="checkbox"/> Referral <input checked="" type="checkbox"/> Transportation <input type="checkbox"/> Communication	<input checked="" type="checkbox"/> Financial Assistance <input checked="" type="checkbox"/> Case Management <input checked="" type="checkbox"/> Presentations/Sessions

Description of services provided by Partnering Agency/Organization/School/Program

General Description	Specific Deliverables
<p>Provide coordinating support for Aliviane prevention presentations, information dissemination, alternative activities, evidence-based curriculum services, health fairs and community events, by allowing Prevention Specialist to work in their virtual or online classrooms and students.</p>	<p>Support for prevention education curriculum, adult and youth presentations and information dissemination, virtually or in person</p>
<input type="checkbox"/> Referral <input type="checkbox"/> Transportation <input type="checkbox"/> Communication	<input type="checkbox"/> Financial Assistance <input type="checkbox"/> Case Management <input type="checkbox"/> Presentations/Sessions

This MOUA indicates that a referral relationship exists and will abide by the Occupations Code, Title 3, Subtitle A, Chapter 102, Subchapter A, Sec. 102.001. This MOUA does not indicate any contract, liability, or endorsement between both partnering entities. Both entities will mutually provide information regarding services provided, admission and eligibility criteria, non-duplication of services, and any other information necessary for effective placement of individuals within the guidelines of client confidentiality as

specified by State and Federal laws and regulations, specifically the Federal Regulations on Confidentiality of Alcohol and Substance Abuse Patient Records (Federal Register, General Provisions Title 42, Chapter 1, Part 2), Health Insurance Portability and Accountability Act (HIPAA), and any other requirements as mandated by existing protocols.

This MOUA recognizes that referred individuals are responsible for any fees or payments if any apply. Aliviane, Inc. has no liability or responsibility for such fees or payments, unless arranged in advance, in writing, by an official of Aliviane, Inc. with authority to authorize such payment. This agreement will be in effect for one year from the date of full execution or may be terminated by either entity with thirty (30) days written notice.

Signature: _____

Name: Dr. Pedro Galaviz
Title: Superintendent of Schools
Entity: Canutillo ISD
Phone: 915-877-7444
Email: pgalaviz@canutillo-isd.org

Signature: _____

Name: Ivonne Tapia, MA, LCDC, LPC-S, ACPS
Title: Chief Executive Officer
Entity: Aliviane, Inc.
Phone: 915-782-4000
Email: itapia@aliviane.org

Start Date: 09-1-2023 End Date: 09-1-2024
MOUA Renewal Required 1-Year after Start Date*

Form ID: ADM-MOUA-01
2020

Board of Trustees

Meeting Date: June 19, 2023

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of Texas Education Agency application for the Optional Flexible School Day Program (OFSDP) for school year 2023 -2024

Justification Statement: The OFSDP allows districts to provide flexible hours and days of attendance for students who meet at least one of the requirements of the Texas Education Code §29.0822(a).

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

Staff Responsible: *[Signature]*
Signature of Requester(s)

[Signature]
Signature of Presenter(s)

Sonia Gomez 06/12/2023
Business Services Approva (Initials) *Date*

RECOMMENDATION: Administration recommends that the board approve the Texas Education Agency application for the Optional Flexible School Day Program for school year 2023-2024.

PRIOR BOARD ACTION: Approved AWARDED: 9/27/22 AWARDED AMOUNT: none

AMOUNT(S): N/A

ACCOUNT NO(S): N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
Texas Education Agency program application

REQUESTING DEPARTMENT:
Student Support Services

CONSEQUENCES OF NON-APPROVAL:
The Opportunity Academy students will not receive ADA under the OFSDP application.

IMPLEMENTATION TIMELINE:
School year 2023-2024

ATTACHMENT(S): TEA program application



Texas Education Agency



APPLICATION

Updated April 2022

Optional Flexible School Day Program (OFSDP)

2023- 2024 School Year

ELIGIBLE APPLICANTS: The Texas Education Agency (TEA) will make available to eligible school districts and open-enrollment charter schools an application form that must be completed and submitted annually to the TEA for approval.

Definition of Program Provisions

Eligible Students

A student in any grade level is eligible to participate in an OFSDP authorized under the TEC, §29.0822, if the student is:

- at risk of dropping out of school, as defined by the TEC, §29.081,
- attending a campus implementing an approved innovative campus plan,
- attending a TEA-designated ECHS as defined by the TEC, §29.908, P-TECH, or ICIA,
- attending a community-based dropout recovery education program, as defined by the TEC, §29.081(e-1) or (e-2), or
- not meeting attendance requirements under the TEC, §25.092, resulting in denied credit for one or more classes in which the student has been enrolled.

AND

There must be an agreement in writing to the student's participation:

- by the student, if the student is over 18 years of age; or
- by the student and the student's parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

Assessment

The student must take the required state assessments specified under the TEC, §39.023, during the regularly scheduled assessment calendar.

Participation in University Interscholastic League (UIL)

A student enrolled in an OFSDP under the TEC, §29.0822, may participate in a competition or other activity sanctioned or conducted under the authority of the University Interscholastic League (UIL) only if he or she meets all UIL eligibility criteria.

Attendance Credit

A student attending an OFSDP under the TEC, §29.0822, may be counted in average daily attendance (ADA) for purposes of funding under the TEC, Chapters 46, 48, and 49, only for the actual number of contact hours the student receives, not to exceed 720 hours or 43,200 minutes per 12-month period. Students enrolled in the traditional program for part of the year and the OFSDP program for part of the year may not earn more than one ADA.

Board Approval

The board of trustees of a school district must include the OFSDP as an item on a regular agenda for a board meeting. Board of trustees of a school district must discuss the progress of the program before approving the program and applying to operate an OFSDP (see Appendix Two).

Continuation or Revocation of Program Authorization

Applications are approved for a period of one (1) school year. Continuation of the approval for the OFSDP will be contingent on the demonstrated success of the program. Determination of success will include a review and analysis of data provided in the mandatory final progress report(s). The commissioner of education may revoke authorization for participation in the OFSDP after consideration of relevant factors, including performance of students participating in the program on assessment instruments required under the TEC, Chapter 39; the percentage of students participating in the program who graduate from high school; and other criteria agreed to in the application and adopted by the commissioner of education. A decision to revoke approval of the program by the commissioner of education is final and may not be appealed.

Reporting Requirements

Following approval of the application, the applicant may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. When requested, reports will require applicants to disclose the overall progress of the students in the program, the number of students enrolled in the program (disaggregated by ethnicity, age, gender, and socioeconomic status), the number of students graduating from high school (disaggregated by ethnicity, age, gender, and socioeconomic status), and additional criteria selected by the applicant and agreed to by the commissioner. The TEA will provide notice to applicants and additional instructions for completion of reports at least 45 days before the date a report is due, or as soon as possible, in order to give school districts and charter schools adequate time to prepare and submit the reports to the TEA. The TEA may request additional reports as necessary to monitor and assess progress of students participating in the program.

Provisions of Agreement

Article I – Parties to Agreement

This agreement is entered into by and between the Texas Education Agency, an agency of the State of Texas, hereinafter referred to as the "TEA," and

Canutillo Independent School District

(Legal Name of School District or Open-Enrollment Charter School)

located at

7965 Artcraft, El Paso, Texas 79932

(Physical Address)

hereinafter referred to as "district."

Article II – Period of Agreement

The period of the agreement, as detailed by participating campus in **Appendix 5**, is for a maximum of one (1) school year plus an additional thirty (30) school days if the district is applying for credit recovery. **Note that the agreement term is subject to annual renewal.**

Article III – Purpose of Agreement

The district must perform all the functions and duties set out in the agreement, the authorizing program statute, and applicable regulations.

Article IV – Reporting Requirements

The district may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. The TEA may request additional reports as necessary to monitor and assess progress of students participating in the program.

Article V – General and Special Provisions to the Agreement

Attached hereto and made a part hereof by reference is each of the provisions indicated below with an "X" beside it:

- Appendix One, Assurances
- Appendix Two, Board Approval
- Appendix Three, Attendance and Compliance Procedures of Proposed Program (Attach PDF File)
- Appendix Four, Contact Sheet
- Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement (Attach Excel File)

Article VI – Application Process

- For questions or assistance regarding this application, email opflex@tea.texas.gov or call 512-463-9294.
- Applications should be submitted 30 days prior to the start of the program. Start date(s) on Appendix 5 should be at least thirty (30) days after the application is submitted.
- Applications submitted by July 15th should be approved by August 15th.
- Email the complete application and attachments to: opflex@tea.texas.gov.
- Email subject line should indicate: OFSDP Application - District Name, County District Number

Article VII – Agreement

AGREED and accepted on behalf of the school district or open-enrollment charter school to be effective on the earliest date written above by a person authorized to bind the district.

Typed Name Dr. Pedro Galaviz _____ Authorized Signature _____
Typed Title Superintendent of Schools _____

Appendix One Assurances

The definition of terms of the application applies to this Appendix One, Assurances. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix One. All information requested must be included with this form.

The district agrees to enroll only eligible students to participate in an OFSDP authorized under this application. A student is eligible to participate in an OFSDP authorized under the TEC, §29.0822, if:

1. the student meets one of the following conditions:
 - the student is at risk of dropping out of school, as defined by the TEC, §29.081; or
 - the student is attending a campus implementing an approved innovative campus plan; or
 - the student is attending a community-based dropout recovery education program, as defined by the TEC, §29.081(e-1) or (e-2); or
 - the student is attending a campus with an approved early college high school program designation as defined by the TEC, §29.908; or
 - the student, as a result of attendance requirements under the TEC, §25.092, will be denied credit for one or more classes in which the student has been enrolled.

and

2. there is an agreement in writing to the student’s participation
 - by the student, if the student is over 18 years of age; or
 - by the student and the student’s parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

The district agrees:

1. to administer mandatory assessment instruments during the regular assessment cycle to students enrolled in OFSDPs;
2. to ensure all instructional materials and facilities are comparable or exceed the required standards for students in similar programs;
3. that the students participating in an OFSDP will not be isolated from other academic and vocational programs of the school district and that all students will have access to school counselors for pre- and post-entry counseling, academic or personal counseling, and career counseling;
4. to provide faculty and administrators with baccalaureate or advanced degrees, highly qualified staff, and certified teachers as required by 19 Texas Administrative Code §129.1027 for the program;
5. to adopt a policy that does not penalize students participating in an OFSDP in accordance with the 90% rule (TEC, §25.092[a]) or the 75% to 90% rule for class credit (TEC, §25.092[a-1]);
6. to adopt a policy to require students to attend regularly scheduled instruction for the OFSDP with penalties for nonattendance including filing truancy charges, if appropriate;
7. to track the number of minutes the student receives instruction each day and to comply with applicable sections of the Student Attendance Accounting Handbook.

8. to comply with all reporting requirements established by the TEA;
9. not to discriminate based on disability, race, color, national origin, religion, or sex; and
10. to prohibit a student participating in an OFSDP from participating in a competition or other activity sanctioned or conducted under the authority of the UIL unless the student meets all UIL eligibility requirements.

AGREED and accepted terms and conditions of Appendix One on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Patsy Mendoza, Board President, (915) 877-7444

Name, Title, and Telephone Number of School Board President

Signature of School Board President

Date

Dr. Pedro Galaviz, Superintendent of Schools, (915) 877-7444

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School

Date

Appendix Two
Board Approval

The definition of terms of the application applies to this Appendix Two, Board Approval. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Two. All information requested must be included with this form.

1. The board of trustees of the school district or the governing board of the open-enrollment charter school **agrees to include the OFSDP as an item on the agenda** concerning the proposed application.

2. The board of trustees of the school district or the governing board of the open-enrollment charter school must discuss the progress of the program before applying to operate an OFSDP.

The proposed OFSDP application was on the agenda and discussed at the board meeting conducted on:

Month: June

Day: 19

Year: 2023

Time: 6 p.m.

Location: 7965 Artcraft, El Paso, Texas 79932

Agreed and accepted on behalf of the school district or open-enrollment charter school by persons authorized to bind the district.

Patsy Mendoza, Board President, (915) 877-7444

Name, Title, and Telephone Number of School Board President

Signature of SchoolBoard President

Date

Dr. Pedro Galaviz, Superintendent of Schools, (915) 877-7444

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

Signature of Person Authorized to Bind the District or Charter School

Date

Appendix Three

Attendance and Compliance Procedures of Proposed Program

The definition of terms of the application applies to this Appendix Three, Attendance and Compliance Procedures of Proposed Program. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit a separate PDF document to concisely provide the information below, labeled with the corresponding number, for Appendix Three. All information requested must be included with this form and should be reviewed by the District PEIMS Coordinator prior to submission.

1. Describe the program goals and objectives.
2. Indicate the proposed schedule offered to students participating in the OFSDP, including days of the week and times.
3. Provide an outline of staff positions and resource personnel (teachers, administrators, counselors, support staff, etc.) associated with the program. Include contact hours each staff position will be obligated to the program.
4. Describe the procedures for identifying students, including how the school confirms and documents student eligibility and obtaining student and parental consent for OFSDP participation.
5. Indicate the estimated number of OFSDP students that will be served per teacher.
6. **If** the OFSDP program will offer special education, career and technology education, pregnancy related services or bilingual education, indicate how services will be provided, the teacher certification standards in each program area, and how services will comply with the Student Attendance Accounting Handbook.
7. OFSDP requires a teacher of record to record the actual number of students’ instructional minutes on any given day. Explain the following:
 - a. How the classroom teacher will verify the number of instructional minutes a student receives each day.
 - b. How the district will make sure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.
 - c. How the district will ensure that students transferring from the traditional program (ADA Codes 0-6) to OFSDP (ADA Codes 7-8) will not generate more than one ADA in total for the school year and that students will not receive more than 10,800 minutes per course. It is recommended that the district apply the following formula to determine the maximum OFSDP minutes a student is eligible = (Calendar School Days - Traditional Days Present) x 240.
 - d. How the district will ensure that students are not coded in a traditional program on the same day that the student is accumulating OFSDP instructional minutes.
 - e. How the district will ensure that attendance practices and records comply with Sections 2.2.3 and 11.6 of the Student Attendance Accounting Handbook.
 - f. How Student Detail Audit reports for the OFSDP track will be reviewed and certified each six-week attendance reporting period.

NOTE: absences and days present do not exist in the OFSDP

8. If eligible OFSDP students participate in a credit recovery program offered in the summer, funding is limited to the attendance necessary for the student to recover class credit. Please describe how attendance will be monitored to ensure additional minutes are not reported for funding.
9. **If** students are attending a community-based dropout recovery education program offered online as defined by TEC, §29.081 (e-2), must include the following:
 - a. Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state.
 - b. Describe the individual learning plan or process used to monitor each student's progress.
 - c. Indicate how students will be served by an academic coach and local advocate.
 - d. Indicate the date of the month that monthly student progress reports will be provided to the student's school district.
 - e. Describe the educational software utilized and explain how the software will track and certify the number of instructional minutes each student receives each day.

Appendix Four
Contact(s) Sheet

The definition of terms of the application applies to this Appendix Four, Contact(s) Sheet. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Four. All information requested must be included with this form.

District Contact(s) for the Application

District/Charter School Superintendent:	Dr. Pedro Galaviz
Mailing Address:	7965 Artcraft
City, State, Zip Code:	El Paso, Texas 79932
Telephone Number:	(915) 877-7444
Email Address:	pgalaviz@canutillo-isd.org

District PEIMS Coordinator:	Leticia Martinez
Email Address:	lmartinez@canutillo-isd.org

OFSDP Contact Name:	Dr. Debra Kerney
Email Address:	dkerney@canutillo-isd.org

OFSDP Contact Name:	Deborah M.Garcia
Email Address:	dgarcia@canutillo-isd.org

NOTE: Most of the contact for the approved OFSDP is done via email. A valid email address(es) must be submitted on this form. Provide the full name(s) of the person(s) who is (are) the email contact(s) to ensure that the TEA has accurate information.

Appendix Five
Participating Campuses, Student Eligibility, and Period of Agreement

The definition of terms of the application applies to this Appendix Five, Participating Campuses, Student Eligibility, and Period of Agreement. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

Page limit: Submit no additional pages for Appendix Five. All information requested must be included with this template and submitted in a separate Excel file.

Download and complete Appendix 5, which can be found on the [OFSDP webpage](#) under the *Applications and Templates* section.

Once completed, email the following to OPFLEX@tea.texas.gov:

1. The application (in PDF file format)
2. Appendix Three (in PDF file format)
3. Appendix Five (in MS Excel file format)

***All file names should include the district/charter school’s name**

Appendix Three- Attendance and Compliance Procedures

1. Program Goals and Objective

- The purpose of The Opportunity Academy is to accommodate our dropout students that may have the following:
 - challenges in a traditional educational setting,
 - are now parents and need to work,
 - At Risk students that have been denied credit for classes due to failed attendance requirements in a traditional setting
 - did not complete high school within their graduation cohort
 - have not succeeded to obtain the academic credits required to graduate.
- The Opportunity Academy offers an innovative instructional model, which will provide students:
 - a flexible schedule to work independently,
 - earn high school credits,
 - prepare for state exams, and
 - graduate
- Students are responsible for their own learning; however, students are provided one-on-one assistance when necessary. Students take an active role in setting their personal goals when interviewed for The Opportunity Academy through the Student Success Team (Executive Director of Student Support, Counselor, At Risk Case Manager, Supplemental Services Educator, Intervention Specialist, parent and student.) This approach is also self-paced with clear quantifiable objectives. TOA implements Computer Based Instruction and employs the PLATO Learning Online Curriculum Program that has been aligned to state and national learning standards. Students will be accessing the online curriculum at the Lone Star Building campus, under the instruction of the teacher of record.

2. Schedule

- 180 School Instructional days, July 30, 2023 – May 30, 2024, (Monday through Friday, 8:00 am – 4:30 pm)
- Summer Credit Recovery classes (Monday through Friday, 8:00 am – 4:30 pm)

3. Staff Positions/Personnel

All staff are the employees of Canutillo Independent School District. Every teacher is certified by the Texas Education Agency. Faculty and staff meet all Texas Education Agency requirements.

- Dr. Monica Reyes *Executive Director of Student Support Services, 8:00 am – 5:00 pm Monday – Friday*

- Supervise and facilitate and direct TOA program. Examine student data and review earned credits.
 - Meet with students during intake process and throughout their continued participation in the program.
- Deborah M. Garcia *At Risk Case Manager, 8:00 am – 5:00 pm Monday – Friday*
 - Co-Facilitate meetings with parents, staff, and students. Prepare student data, review transcripts, and evaluate credit criteria.
 - Calculations of credit loss due to attendance
 - Meet with students during intake process and throughout their continued participation in the program.
- Angelina Cardiel *Supplemental Services Educator, 8:00 am – 4:30 pm Monday – Friday,*
- Vacant *At Risk Aide, 8:00 am – 4:30 pm Monday – Friday*
 - Facilitate access to curriculum program. Maintain student online curriculum program data. Communicate students' progress with stakeholders such as counselors and administration, document and process credits earned. Enter grades in Grade Book for Progress Report and Report Card based on specified criteria.
 - Provide life skills to integrate into the community to become successful and self-sustained both inside and outside of the educational environment.
 - Responsible for developing various interesting teaching methods and instructional methods that are beneficial to the students.
 - Teacher to student ratio is 1 to 28.
 - Implement and monitor procedures. Actively monitor TOA students assuring that all students remain on task within their assigned lessons.
 - Provide academic intervention to students as needed in appropriate subject areas.
 - Provides services to include individual and/or group tutoring.
 - Administering of checking out and in of lab supplies from students: headphones, calculators, etc.
 - Take attendance daily. Document and inform At Risk Case Manager of excessive tardiness and absences.
 - Provide essential supervision to the students in educational requirements.
- Maria Villarreal *Director of Student and Community Services, 8:00 am – 4:30 pm Monday – Friday*
 - Evaluate transcripts for cohorts prior to 2015.
 - Evaluates student's testing history.
 - Determines student's eligibility for Individual Graduation Committee for cohorts prior to 2015
 - Provides supervision to student's plan of courses to be taken.

- Margarita Abrego *DAEP Counselor*, 7:30 am – 4:00 pm Monday – Friday
- Canutillo High School Counselors, 8:00 am – 4:30 pm Monday – Friday
 - Refer students to TOA program.
 - Examine transcripts and provide classes needed.
 - Evaluate credits earned.
- Annette Gonzalez *Intervention Specialist*, 8:00 am – 4:30 pm Monday – Friday
 - Interview and refer students to TOA. Facilitate meetings with students, parents, counselors, and TOA staff.
 - Meet with students during intake process and throughout their continued participation in the program.

4. Identifying Students' Eligibility

Counselors identify students that are behind on credits and/or having difficulty attending traditional school hours. A referral to the Intervention Specialist is made and the student documentation are reviewed. The Intervention Specialist, Counselor, and Administrator meet to decide admission into TOA. At that point, parents and student speak with Intervention Specialist to offer options.

Eligibility/Consent Student/Parental Consent

The Opportunity Academy holds a Student Study Team (SST) meeting for all referred students to the program. Students that attend the Academy and are over the age of eighteen will provide self-consent. Those students eighteen and under will need to have a parent consent form signed. Student and parent (when applicable) will go through possible Social/Behavioral, Health and Academic strengths and deficiencies intake to meet the student's needs. Program regulations and contracts are also provided to students and parents. The SST committee determines the student's credits and goals during the meeting while participation in TOA program.

5. Estimated TOA Enrollment

The teacher for The Opportunity Academy (TOA) will serve approximately 70 students within the school year and 28 students per teacher.

6. Other Services

6a. Special Education. Students who receive special education services will be given instruction and services according to their Individual Education Plan (IEP). As developed through the Admission, Review, and Dismissal (ARD) meetings, the TOA teacher who serves as the general education teacher ensures the IEPs for students are followed. As outlined in the Student Attendance Accounting Handbook, mainstreamed special education services are not reported to generate special education funding.

6b. Career and Technology Education (CTE). TOA implements computer-based instruction and employs the PLATO Learning Online Curriculum which is aligned to the state and national standards. TOA students are able to take career and technology education courses offered within the PLATO system to receive course credit. We do not generate contact hours as there is no regularly scheduled direct instruction by a certified CTE teacher in TOA program.

6c. Pregnancy-Related Services (PRS). Our district offers PRS once students are identified. Support services include Compensatory Education Home Instruction (CEHI) during prenatal and postpartum periods, childcare, transportation, counseling services, health services and government referrals in accordance to the Student Attendance Accounting Handbook. The TOA teacher serves as the CEHI teacher for all TOA students identified needing pregnancy-related services. On the first day of CEHI instruction, the High School Registrar will remove the student from the TOA Calendar 2 with ADA code 7.

6d. English Language (EL) Services. Our district offers English Language (EL) services within our TOA program. However, the TOA program is not considered an ESL program. The TOA teacher provides services through the English Language Proficiency Standards (ELPS) strategies while delivering content instruction to TOA EL students.

7. Attendance

7a. Daily attendance is recorded in the district's student management system TEAMS, by the TOA classroom teacher for all students enrolled. The teacher of record keeps daily attendance logs with the actual number of student instructional minutes. The classroom teacher will certify the student's minutes by signing the logs daily. TOA classroom teachers serve approximately a total of 70 students within the entire school year. To comply with the Texas Education Code, at no time are there more than 28 students enrolled per classroom and served at The Opportunity Academy.

7b. If a student attends less than 45 minutes a day, the student will not be reported for funding to the attendance clerk and not be reported to TSDS for that day. The TOA teacher records the student not present in her records to ensure cross-checking.

7c. The High School Registrar enrolls students into TOA Calendar 2 with ADA code 7. The instructional minutes are recorded into TEAMS Optional Flexible School Program Attendance Worksheet by the district PEIMS Specialist. The students will not receive more than 10,800 minutes per course and the maximum OFSDP minutes a student is eligible for is outlined in the following formula $[180 - (\text{Traditional Days Present}) \times 240]$.

7d. To ensure students are not coded in both a traditional and OFSDP instructional program, the High School Registrar enrolls students into TOA Calendar 2 with ADA code 7.

7e. Every six weeks, student daily reports are generated by the district PEIMS Specialist and verified by the Canutillo High School Attendance Clerk and Principal in compliance

with Section 11.6 of the Student Attendance Handbook. Daily phone calls are made to students that are absent. Students sign a contract of expectations when they begin to attend TOA. After ten consecutive absences and repeated efforts to locate the student have been unsuccessful, the student may be dropped (FEA local).

7f. Each six weeks the OFSDP records will be reviewed and certified by the teacher.

8. Credit Recovery Program offered in the Summer

During the summer credit recovery of TOA, we will only enroll eligible students needing to regain course credit that was lost due to insufficient attendance. Daily attendance is recorded in the district's student management system TEAMS, by the TOA classroom teacher for all students enrolled. The teacher of record keeps daily attendance logs with the actual number of student instructional minutes. In addition, we are using a QR code system for students to sign in and we generate a daily report with the student instructional minutes. The classroom teacher will certify the student's minutes by signing the logs daily. The TOA classroom teacher will serve a maximum of 28 students during the summer TOA program.

[Total # of school days x 90% requirement] - Total # of Traditional days present- OFSDP calculated days present (which would be calculated by total# of OFSDP minutes/240 minutes) = # of days needed to recover. The # of days needed to be recovered x OFSDP one day of 4 hours = Total # of hours needed to regain course credit that was lost due to insufficient attendance.

If a student attends less than 45 minutes a day, the student will not be reported for funding to the attendance clerk and not be reported to TSDS for that day. The TOA teacher records the student not present in her records to ensure cross-checking.

The High School Registrar enrolls students into TOA Calendar 2 with ADA code 7 for the Summer Credit Recovery Program.

Attendance records will be reviewed and certified by the teacher.

9. Community- Based Dropout Recovery Program

TOA students do not attend a community-based dropout recovery education program.

Optional Flexible School Day Program (OFSDP) - Appendix 5

Insert 6-Digit District Number

School Year [Click here to enter the school year](#)

Nine Digit District and Campus Number	Campus Name	Eligibility Designation							Estimated Students Participating	School Year Period of Agreement				Summer Period of Agreement			
		1	2	3	4	5	6	7		Program Start Date	Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day	Summer Program Start Date	Summer Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day
071907001	CANUITILLO H S	1			5				70	7/31/2023	5/30/2024	MTWTFH	450	6/3/2024	6/14/2024	MTWTFH	450
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Summer Period of Agreement
Reported in TSDS PEIMS Extended Collection 4

****Credit Recovery - Designation 5**

Summer period of agreement should not exceed 30 days or extend past July 31st.

School Year Period of Agreement
Reported in TSDS PEIMS Summer Collection 3

Program start date must be 30 days after application submission.

Program end date must not exceed the last day of the regular school calendar.

Eligibility Designation

1 = TEC §29.081 At-Risk Students
 2 = TEC §25.092 Minimum Attendance
 3 = TEC §29.908 Early College High School Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4
 4 = TEC §39A.107 Campus Turnaround Plan
 5 = Credit Recovery**
 6 = TEC §29.081(e-1) Campus Dropout Recovery
 7 = TEC §29.081(e-2) Online Dropout Recovery

Board of Trustees

Meeting Date: June 2023

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting:
Discussion and recommendation to approve TASB Localized Policy Update 121
and Update to Local Policy BF

Justification Statement:
To update local policies Online through TASB Update 121 and Update to Local Policy BF

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

Staff Responsible: Martha Carrasco, Chief Human Resources Officer

Signature of Requester(s)

Martha Carrasco, Chief Human Resources Officer

Signature of Presenter(s)

Business Services Approval (Initials)

Date June 2023

Agenda Summary: [Policy Update 121](#)

Local Policies affected: [CFB](#), [CLB](#), [COA](#), [CRF](#), [CVA](#), [CVB](#), [DEA](#), [FD](#), [FFI](#)

Policy Update recommended by Administration: [BF Local](#)

RECOMMENDATION: That [TASB Policy Update 121](#) and [Update to Policy BF Local](#) go 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](#). [Policy BF Local](#)



Instruction Sheet
TASB Localized Policy Manual Update 121

Canutillo ISD

Code	Type	Action To Be Taken	Note
CFB	(LOCAL)	Replace policy	Revised policy
CLB	(LOCAL)	Replace policy	Revised policy
COA	(LOCAL)	Replace policy	Revised policy
CRF	(LOCAL)	Replace policy	Revised policy
CVA	(LOCAL)	Replace policy	Revised policy
CVB	(LOCAL)	Replace policy	Revised policy
DEA	(LOCAL)	Replace policy	Revised policy
FD	(LOCAL)	Replace policy	Revised policy
FFI	(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.

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 make formatting changes appear tracked, even though the text remains the same.

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.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529	800.580.1488

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be ~~\$5,000~~\$5,000.

The Superintendent shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

Integrated Pest Management Program

The District is committed to following integrated pest management (IPM) guidelines as required by Chapter 1951 of the Occupations Code and Title 4, Chapter 7 of the Administrative Code in all pest control activities that take place on District property.

Definition

IPM is a pest management strategy that relies on accurate identification and scientific knowledge of target pests, reliable monitoring methods to assess pest presence, preventative measures to limit pest problems, and thresholds to determine when corrective control measures are needed. Under IPM, whenever economical and practical, multiple control tactics shall be used to achieve the best control of pests. These tactics shall ~~possibly~~ include, but are not limited to, the judicious use of pesticides.

Standards

The District's IPM program shall govern the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities, including residential property primarily used as student housing.

IPM Coordinator

The Superintendent shall designate the IPM coordinator(s), who shall be registered with the Texas Department of Agriculture. The IPM coordinator(s) shall receive training in accordance with law and shall provide training to District employees, as necessary.

Application Time Frame

The IPM coordinator(s), in addition to the responsibilities set out in CLB(LEGAL), shall coordinate with appropriate District administrators or other designated and trained employees regarding pesticide or herbicide applications in accordance with law. The IPM coordinator(s) shall determine when an emergency situation exists and an exception to the 48-hour notice requirement may be made.

No Unauthorized Application

If the IPM coordinator is a licensed applicator, the IPM coordinator may apply pesticides in accordance with law. No other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a District facility, including residential property primarily used as student housing, without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's IPM program.

Procurement

The Superintendent shall oversee the use of federal child nutrition funds to procure appropriate goods and services necessary for providing food service to students and shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to comply with all state and federal requirements for use of these funds.

[See CO(LEGAL) and COA(LEGAL)]

Geographic Preference

The Board delegates to the ~~Superintendent~~ child nutrition director the authority to determine whether the District will apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products and to:

1. Specify the types of products for which any geographic preference will be applied; and
2. Define the geographic area to be preferred for each applicable product.

INSURANCE AND ANNUITIES MANAGEMENT
UNEMPLOYMENT INSURANCE

CRF
(LOCAL)

**Reasonable
Assurance**

The District shall issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following school year. [See DCD and DCE]

FACILITIES CONSTRUCTION
COMPETITIVE BIDDING

CVA
(LOCAL)

Specifications

The Superintendent ~~or designee~~ shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.

Bid Process

All bids shall be submitted in sealed envelopes, plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

Safety Record

If the District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be defined as a bidder's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder's insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.

FACILITIES CONSTRUCTION
COMPETITIVE SEALED PROPOSALS

CVB
(LOCAL)

Specifications

The Superintendent ~~or designee~~ shall prepare a request for proposals for any construction project for which competitive sealed proposals are sought.

Process

All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposal and the time of the deadline for submission. Proposals shall be opened at the time specified. All offerors shall be invited to attend the proposal opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

Withdrawal and
Late Proposals

Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered.

Proposal
Acceptance

The District may reject any and all proposals.

Safety Record

If the safety record of offerors is considered in selecting a proposal, the record shall be defined as an offeror's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the offeror's insurance carrier, and a loss history covering all lines of insurance coverage carried by the offeror.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The ~~Superintendent or designee shall classify~~ classification of each job title within the compensation plan shall be based on the qualifications, duties, and market value of the position.

Advanced Degree

When a professional employee completes a master's or doctorate degree in his or her teaching field or area of work responsibility prior to September 1, a pay increase based on the degree shall begin at that time; for degrees completed in December, a prorated pay increase for the employee shall begin in January.

Creditable Service

~~Employees~~ An employee who ~~are~~ is receiving workers' compensation wage benefits and who ~~have~~ has no available paid leave shall not earn creditable years of service while absent from duty.

In order to accrue a creditable year of service, an employee must be employed for at least 90 full-time days or the equivalent.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or ~~bimonthly~~ semi-monthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. ~~The Superintendent or designee shall determine~~ Any pay adjustments for individual employees, shall be determined within the approved budget following established procedures.

~~Mid-Year~~ Midyear
Pay Increases

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Noncontract
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See EB for the authority to close schools]

Premium Pay
During Disasters

Nonexempt employees who are required to work ~~during to mitigate the reason for~~ an emergency closing ~~for a disaster, as declared by a federal, state, or local official or the Board,~~ shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. ~~All other nonexempt employees who are required to work during an emergency closing shall be paid their regular rate of pay.~~

Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent ~~or designee~~ shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

Canutillo ISD
071907

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Persons Age 21 and Over	The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.
Registration Forms	The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.
Proof of Residency	At the time of initial registration and on an annual basis thereafter In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.
Minor Living Apart	A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.
Person Standing in Parental Relation	
Misconduct	A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.
Exceptions	Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.
Extracurricular Activities	The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.
Nonresident Student in Grandparent's After-School Care	The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent. The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.
"Accredited" Defined	For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

Grade-Level Placement

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

Transfer of Credit

Accredited Texas Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or Nonaccredited Schools

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

Transition Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to ~~determine transfer of~~ ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See EI]

Withdrawal

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Minimum Standards	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action	
Bullying	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Explanatory Notes

TASB Localized Policy Manual Update 121

Canutillo ISD

CFB(LOCAL) ACCOUNTING: INVENTORIES

Revisions regarding the capitalization threshold are based on amended guidance from *GASB Implementation Guide 2021-1*, Question 5.1, regarding the capitalization of assets with individual acquisition costs below the threshold if the assets in the aggregate are significant. The amended guidance applies to reporting periods beginning after June 15, 2023.

CLB(LOCAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: MAINTENANCE

Administrative Code rules regarding integrated pest management (IPM) were amended to include district-owned residential property among the district facilities subject to the IPM requirements. Although the changes to the rules add "residential property" to the buildings and grounds subject to IPM requirements, it is our understanding from the Texas Department of Agriculture that this inclusion is intended to apply only to district-owned residential property that is primarily used as student housing. As requested by TDA, revisions include such residential property among the district facilities subject to the district's IPM program.

COA(LOCAL) FOOD AND NUTRITION MANAGEMENT: PROCUREMENT

Based on information received from the district, the enclosed revision is recommended to update the position of the employee responsible for determining whether the district will apply a geographic preference when procuring certain products.

CRF(LOCAL) INSURANCE AND ANNUITIES MANAGEMENT: UNEMPLOYMENT INSURANCE

There are no significant revisions to the text on reasonable assurance; however, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

CVA(LOCAL) FACILITIES CONSTRUCTION: COMPETITIVE BIDDING

Policy BJA(LOCAL) authorizes the superintendent to delegate responsibilities to other employees of the district as permitted by law; thus, it is not necessary to include a reference to the superintendent's designee at Specifications. In addition, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

CVB(LOCAL) FACILITIES CONSTRUCTION: COMPETITIVE SEALED PROPOSALS

As noted above, policy BJA(LOCAL) authorizes the superintendent to delegate responsibilities to other employees of the district as permitted by law; thus, it is not necessary to include a reference to the superintendent's designee at Specifications. In addition, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

DEA(LOCAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN

To eliminate the possibility of confusion about the frequency of pay, we recommend replacing *bimonthly* with the more specific and widely used *semi-monthly*. Other revisions are recommended for policy style and to clarify the circumstances under which certain employees will receive premium pay during an emergency closing for a disaster.

If the district no longer wants to provide premium pay for nonexempt employees who are required to work during an emergency closing for a disaster, please contact your policy consultant for appropriate revisions to this policy.

Explanatory Notes

TASB Localized Policy Manual Update 121

Canutillo ISD

The [Legal Issues in Update 121](#) memo describes common legal concerns and best practices specific to this policy's topic.

FD(LOCAL)

ADMISSIONS

Recommended revisions to this policy at Transition Assistance reflect the repeal and replacement of an Administrative Code provision regarding awarding credit to a student who is homeless or in substitute care. Under the new rule, a district must adopt a policy to ensure credit has been awarded appropriately prior to enrollment. Other changes provide greater flexibility for the district with regard to requiring proof of residency by removing specific requirements and referring to administrative regulations.

The [Legal Issues in Update 121](#) memo describes common legal concerns and best practices specific to this policy's topic.

FFI(LOCAL)

STUDENT WELFARE: FREEDOM FROM BULLYING

The [Minimum Standards for Bullying Prevention](#), completed by TEA on January 31, 2023, include a requirement for policy provisions on reporting bullying incidents. Existing policy language addresses reporting by students and staff. The enclosed revisions are recommended to address the new minimum standards.

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be \$5,000.

The Superintendent shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

**Integrated Pest
Management
Program**

The District is committed to following integrated pest management (IPM) guidelines as required by Chapter 1951 of the Occupations Code and Title 4, Chapter 7 of the Administrative Code in all pest control activities that take place on District property.

Definition

IPM is a pest management strategy that relies on accurate identification and scientific knowledge of target pests, reliable monitoring methods to assess pest presence, preventative measures to limit pest problems, and thresholds to determine when corrective control measures are needed. Under IPM, whenever economical and practical, multiple control tactics shall be used to achieve the best control of pests. These tactics shall include, but are not limited to, the judicious use of pesticides.

Standards

The District's IPM program shall govern the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities, including residential property primarily used as student housing.

IPM Coordinator

The Superintendent shall designate the IPM coordinator(s), who shall be registered with the Texas Department of Agriculture. The IPM coordinator(s) shall receive training in accordance with law and shall provide training to District employees, as necessary.

Application Time
Frame

The IPM coordinator(s), in addition to the responsibilities set out in CLB(LEGAL), shall coordinate with appropriate District administrators or other designated and trained employees regarding pesticide or herbicide applications in accordance with law. The IPM coordinator(s) shall determine when an emergency situation exists and an exception to the 48-hour notice requirement may be made.

No Unauthorized
Application

If the IPM coordinator is a licensed applicator, the IPM coordinator may apply pesticides in accordance with law. No other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a District facility, including residential property primarily used as student housing, without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's IPM program.

Procurement

The Superintendent shall oversee the use of federal child nutrition funds to procure appropriate goods and services necessary for providing food service to students and shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to comply with all state and federal requirements for use of these funds.

[See CO(LEGAL) and COA(LEGAL)]

Geographic Preference

The Board delegates to the child nutrition director the authority to determine whether the District will apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products and to:

1. Specify the types of products for which any geographic preference will be applied; and
2. Define the geographic area to be preferred for each applicable product.

INSURANCE AND ANNUITIES MANAGEMENT
UNEMPLOYMENT INSURANCE

CRF
(LOCAL)

**Reasonable
Assurance**

The District shall issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following school year. [See DCD and DCE]

FACILITIES CONSTRUCTION
COMPETITIVE BIDDING

CVA
(LOCAL)

Specifications

The Superintendent shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.

Bid Process

All bids shall be submitted in sealed envelopes, plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

Safety Record

If the District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be defined as a bidder's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder's insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.

FACILITIES CONSTRUCTION
COMPETITIVE SEALED PROPOSALS

CVB
(LOCAL)

Specifications

The Superintendent shall prepare a request for proposals for any construction project for which competitive sealed proposals are sought.

Process

All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposal and the time of the deadline for submission. Proposals shall be opened at the time specified. All offerors shall be invited to attend the proposal opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

Withdrawal and
Late Proposals

Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered.

Proposal
Acceptance

The District may reject any and all proposals.

Safety Record

If the safety record of offerors is considered in selecting a proposal, the record shall be defined as an offeror's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the offeror's insurance carrier, and a loss history covering all lines of insurance coverage carried by the offeror.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The classification of each job title within the compensation plan shall be based on the qualifications, duties, and market value of the position.

Advanced Degree

When a professional employee completes a master's or doctorate degree in his or her teaching field or area of work responsibility prior to September 1, a pay increase based on the degree shall begin at that time; for degrees completed in December, a prorated pay increase for the employee shall begin in January.

Creditable Service

An employee who is receiving workers' compensation wage benefits and who has no available paid leave shall not earn creditable years of service while absent from duty.

In order to accrue a creditable year of service, an employee must be employed for at least 90 full-time days or the equivalent.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or semi-monthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. Any pay adjustments for individual employees shall be determined within the approved budget following established procedures.

*Midyear Pay
Increases*

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Noncontract
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See EB for the authority to close schools]

Premium Pay
During Disasters

Nonexempt employees who are required to work to mitigate the reason for an emergency closing shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. All other nonexempt employees who are required to work during an emergency closing shall be paid their regular rate of pay.

Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

Persons Age 21 and Over

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

Registration Forms

The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.

Proof of Residency

In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency. The District may investigate stated residency as necessary.

Minor Living Apart

Person Standing in Parental Relation

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

Misconduct

A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

Exceptions

Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.

Extracurricular Activities

The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

Nonresident Student in Grandparent's After-School Care

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.

"Accredited" Defined

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

Grade-Level Placement

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the

grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

**Nonaccredited
Schools**

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

Transfer of Credit

**Accredited Texas
Public Schools**

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

**Other Accredited or
Nonaccredited
Schools**

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a non-accredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

**Transition
Assistance**

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See EI]

Withdrawal

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Minimum Standards	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action	
Bullying	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.



(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.

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 make formatting changes appear tracked, even though the text remains the same.

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.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529	800.580.1488

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be ~~\$5,000~~\$5,000.

The Superintendent shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

**Integrated Pest
Management
Program**

The District is committed to following integrated pest management (IPM) guidelines as required by Chapter 1951 of the Occupations Code and Title 4, Chapter 7 of the Administrative Code in all pest control activities that take place on District property.

Definition

IPM is a pest management strategy that relies on accurate identification and scientific knowledge of target pests, reliable monitoring methods to assess pest presence, preventative measures to limit pest problems, and thresholds to determine when corrective control measures are needed. Under IPM, whenever economical and practical, multiple control tactics shall be used to achieve the best control of pests. These tactics shall ~~possibly~~ include, but are not limited to, the judicious use of pesticides.

Standards

The District's IPM program shall govern the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities, including residential property primarily used as student housing.

IPM Coordinator

The Superintendent shall designate the IPM coordinator(s), who shall be registered with the Texas Department of Agriculture. The IPM coordinator(s) shall receive training in accordance with law and shall provide training to District employees, as necessary.

Application Time
Frame

The IPM coordinator(s), in addition to the responsibilities set out in CLB(LEGAL), shall coordinate with appropriate District administrators or other designated and trained employees regarding pesticide or herbicide applications in accordance with law. The IPM coordinator(s) shall determine when an emergency situation exists and an exception to the 48-hour notice requirement may be made.

No Unauthorized
Application

If the IPM coordinator is a licensed applicator, the IPM coordinator may apply pesticides in accordance with law. No other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a District facility, including residential property primarily used as student housing, without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's IPM program.

Procurement

The Superintendent shall oversee the use of federal child nutrition funds to procure appropriate goods and services necessary for providing food service to students and shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to comply with all state and federal requirements for use of these funds.

[See CO(LEGAL) and COA(LEGAL)]

Geographic
Preference

The Board delegates to the ~~Superintendent~~ child nutrition director the authority to determine whether the District will apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products and to:

1. Specify the types of products for which any geographic preference will be applied; and
2. Define the geographic area to be preferred for each applicable product.

INSURANCE AND ANNUITIES MANAGEMENT
UNEMPLOYMENT INSURANCE

CRF
(LOCAL)

**Reasonable
Assurance**

The District shall issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following school year. [See DCD and DCE]

Specifications

The Superintendent ~~or designee~~ shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.

Bid Process

All bids shall be submitted in sealed envelopes, plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

Safety Record

If the District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be defined as a bidder's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder's insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.

FACILITIES CONSTRUCTION
COMPETITIVE SEALED PROPOSALS

CVB
(LOCAL)

Specifications	The Superintendent or designee shall prepare a request for proposals for any construction project for which competitive sealed proposals are sought.
Process	All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposal and the time of the deadline for submission. Proposals shall be opened at the time specified. All offerors shall be invited to attend the proposal opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.
Withdrawal and Late Proposals	Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered.
Proposal Acceptance	The District may reject any and all proposals.
Safety Record	If the safety record of offerors is considered in selecting a proposal, the record shall be defined as an offeror's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the offeror's insurance carrier, and a loss history covering all lines of insurance coverage carried by the offeror.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The ~~Superintendent or designee shall classify~~ classification of each job title within the compensation plan shall be based on the qualifications, duties, and market value of the position.

Advanced Degree

When a professional employee completes a master's or doctorate degree in his or her teaching field or area of work responsibility prior to September 1, a pay increase based on the degree shall begin at that time; for degrees completed in December, a prorated pay increase for the employee shall begin in January.

Creditable Service

~~Employees~~ An employee who ~~are~~ is receiving workers' compensation wage benefits and who ~~have~~ has no available paid leave shall not earn creditable years of service while absent from duty.

In order to accrue a creditable year of service, an employee must be employed for at least 90 full-time days or the equivalent.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or ~~bimonthly~~ semi-monthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. ~~The Superintendent or designee shall determine~~ Any pay adjustments for individual employees, shall be determined within the approved budget following established procedures.

~~Mid-Year~~ Midyear
Pay Increases

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Noncontract
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See EB for the authority to close schools]

Premium Pay
During Disasters

Nonexempt employees who are required to work ~~during to mitigate the reason for~~ an emergency closing ~~for a disaster, as declared by a federal, state, or local official or the Board,~~ shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. ~~All other nonexempt employees who are required to work during an emergency closing shall be paid their regular rate of pay.~~

Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent ~~or designee~~ shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

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COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Persons Age 21 and Over	The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.
Registration Forms	The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.
Proof of Residency	At the time of initial registration and on an annual basis thereafter In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.
Minor Living Apart	A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.
Person Standing in Parental Relation	
Misconduct	A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.
Exceptions	Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.
Extracurricular Activities	The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.
Nonresident Student in Grandparent's After-School Care	The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent. The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.
"Accredited" Defined	For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

Grade-Level Placement

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

Transfer of Credit

Accredited Texas Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or Nonaccredited Schools

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

Transition Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to ~~determine transfer of~~ ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See EI]

Withdrawal

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Minimum Standards

In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action	
<i>Bullying</i>	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
<i>Improper Conduct</i>	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

Organization

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

Legally referenced policies are not adopted by the Board.

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

Terms

The terms "Trustee" and "Board member" are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for District name terminology.]

Harmony with Law

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

Policy Development

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent.

Official Policy Manual

The Board shall designate one copy of the local policy manual as the official policy manual of the District. The official copy shall be kept in the central administration office, and the Superintendent shall be responsible for its accuracy and integrity and shall maintain a historical record of the District's policy manual.

Adoption and Amendment

~~Proposed local policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Emergency adoption, however, may occur in one meeting if special circumstances demand an immediate response.~~

[Proposed local policies or amendments introduced and recommended by the Administration shall be reviewed and approved by the Board at a scheduled meeting.](#)

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

TASB Localized
Updates

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.