Agenda of Regular Meeting

The Board of Trustees
Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held August 25, 2026, 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.

Although one or more board members may participate by video conference call, a quorum of the Board of Trustees will be physically present at this location for purposes of this meeting and in conformance with the Texas Open Meetings Act. One or more of the vendors being considered at this meeting may appear through video conference call/Microsoft Teams/Zoom. Any such presentation will be visible and audible to anyone attending the open meeting.

1. **GENERAL FUNCTIONS-OTHER**
   - A. Call to Order
   - B. Roll Call
   - C. Pledge of Allegiance
   - D. Texas Pledge of Allegiance
   - E. CISD Vision and Mission Statements 6
2. **BOARD HONORS**
   - A. Swearing in of Mia Valle from Canutillo High School and Ines Andrade from Northwest Early College High School as the 2026-27 Student Advisors to the CISD Board of Trustees.
     Presenter: Gustavo 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. **SPECIAL PRESENTATION-OTHER**
   - A. Quarterly Update from PROCEDEO 7
     Presenter: Ernesto Ortiz / PROCEDEO
   - B. 2026 A-F District and Campus Accountability Ratings Report 44
     Presenter: Jessica Harrison
5. **BOARD OF TRUSTEE BUSINESS**
   - A. Discussion and Possible Action to Award Request for Proposal (RFP) 2027-046 Self-Funded Medical, Pharmacy Benefit Management, 59

Specific Stop Loss Insurance, Near Site Clinic, HSA and COBRA Administration Or Individual Coverage Health Reimbursement Arrangement (ICHRA)
Presenter: Veronica Campbell/Julie Uranga/Natalie Haskett

B. Discussion and Possible Action for Approval on School Health Advisory Council (**SHAC**) Annual Report and Presentation 84
Presenter: Julie Scott & Dr. Monica Reyes

C. Discussion and Possible Action to Approve Change Order No. 1 . Providing an Eighty-four (84) Days Contract Time Extension to Guaranteed Maximum Price (GMP) for Canutillo Elementary School, RFQ #2025-02B, Project No. 101-001 to Banes General Contractors. 98
Presenter: Ernesto Ortiz / PROCEDEO

D. Discussion and Possible Action to Approve Canutillo ISD Police Department Reserve Program 99
Presenter: Chief Fernando Martinez

E. Discussion and Possible Action for Approval for the 2026-2027 School Year, to Delegate Authority to the Superintendent to Obligate the School District to Pay Recapture Under Chapter 49 of the Texas Education Code 117
Presenter: Cristy Pulley

F. Discussion and Posible Action to Approve Contract for November 3, 2026 General Election With the El Paso County Elections Office. 124
Presenter: Steve Blanco

G. Discussion and Possible Action to Approve, Ratify Commitment, and Authorize Payment for 2024 Bond Program Professional Services provided to Canutillo Independent School District 132
Presenter: Veronica Campbell/Gustavo Reveles

H. Discussion and Possible Action to Approve, Ratify Commitment, and Authorize Payment for Movable Signage Provided to Canutillo ISD at Jose Damian Elementary Campus 175
Presenter: Veronica Campbell/Dr. Oscar Rico

I. Discussion and Possible Action to Approve Agreement with GeoComm School Safety Indoor Mapping Solutions 179
Presenter: Chief Fernando Martinez

J. Discussion and Possible Action for Approval of Agreement of Population and Survey Analysts (PASA) Two-Year Demographic Review and Enrollment Planning Services 226
Presenter: Dr. Oscar Rico/ Veronica Campbell

K. Discussion and Possible Action for Approval of Singlewire Visitor Aware Visitor Manager and Safety Manager for District Locations 252
Presenter: Fernando Martinez/ Veronica Campbell

L. Discussion and Possible Action of the Optional Flexible School Day Program (OFSDP) Application for the 2026-2027 School Year and Program Presentation of The Opportunity Academy (TOA) 265
Presenter: Dr Monica Reyes

6. **CONSENT AGENDA-VOTING**

A. *BUSINESS SERVICES*

1. Approval for the renewal of Interlocal Agreement/ Property & Casualty Insurance Coverage through USI 300
   Presenter: Julieta Melendez
2. Approval of Ratification of the After-the-fact Approval of the Memorandum of Understanding Between EDWELL, Inc., a Federal Department of Labor Registered Apprenticeship Program, and Canutillo ISD to Serve as Administrator and Sponsor of the K-12 Teacher Appreciation Program. 384
   Presenter: Veronica Campbell/ Dr. Jesica Arellano
3. Approval of the Policy CFB (Local) Update 396
   Presenter: Cristy Pulley
4. Approval of Self-Certification to Increase Micro-Purchase Threshold for Federal Grant Programs 399
   Presenter: Cristy Pulley/Veronica Campbell
5. Approval of Interlocal Agreement Between El Paso MHMR D/B/A Emergence Health Network and Canutillo ISD 404
   Presenter: Dr. Monica Reyes/ Veronica Campbell
6. Approval of Resolution Authorizing El Paso Central Appraisal District Representation in the Property Value Study Process 420
   Presenter: Cristy Pulley
7. Approval of the Designation of Finance Accountant as an Additional Authorized Representative with Lone Star Investment Pool for Investment Responsibilities on Behalf of Canutillo ISD 423
   Presenter: Cristy Pulley
8. Approval of the Investment Report for the Year and Quarter Ended June 30, 2026. 425
   Presenter: Cristy Pulley

B. *CURRICULUM AND INSTRUCTION*

1. Approval of the 2026-2027 Juvenile Justice Alternative Education Program (**JJAEP**) Interlocal Agreement with the El Paso County Juvenile Board and Canutillo ISD 435
   Presenter: Dr. Monica Reyes
2. Approval of the Memorandum of Understanding Between Canutillo ISD and Aliviane Inc 557
   Presenter: Dr Monica Reyes
3. Approval of Administration's Submission and Application for Waiver to TEA for School Systems Actively Working With Pre-K Partners to Meet the 85% Pass-Through Rate. 562
   Presenter: Dr. Jesica Arellano
4. Approval of Child Evangelism Fellowship of West Texas, Rio Grande Chapter, Good News Club-Jose Damian Elementary School 574
   Presenter: Dr. Debra Kerney

5. Approval of Child Evangelism Fellowship of West Texas, Rio Grande Chapter, Good News Club-Bill Childress Elementary School 576
   Presenter: Dr. Debra Kerney
6. Approval of Child Evangelism Fellowship of West Texas, Rio Grande Chapter, Good News Club-Garcia Elementary School 578
   Presenter: Dr. Debra Kerney
7. Approval of Child Evangelism Fellowship of West Texas, Rio Grande Chapter, Good News Club-Canutillo Elementary School 580
   Presenter: Dr. Debra Kerney
8. Approval of Memorandum of Understanding: Texas Reading Academies ESC 19 Implementation 582
   Presenter: Shawn Legget

C. *HUMAN RESOURCES*

1. Approval of Student Support Stipends Lead PE Teacher and Lead Health Ed Teacher 593
   Presenter: Martha Carrasco
2. Approval of Revisions to Local Policy CQD —Technology Resources Artificial Intelligence 596
   Presenter: Martha Carrasco
3. Approval of Academic Services Division Stipend for Gifted & Talented Teachers 600
   Presenter: Martha Carrasco

7. **EXECUTIVE SESSION**
   To Consult with Attorney Under Sections 551.071 of the Texas Government Code:

   (A certified agenda or recording of a closed meeting is confidential and is not available to the public except by court order. A person who knowingly and without lawful authority makes a certified agenda or recording public commits a Class B misdemeanor. Any exceptions will be communicated in accordance with applicable policies and regulations)

   A. Discussion Regarding 3-Year Safety and Security Audit
      Presenter: Chief Fernando Martinez
8. **NEW BUSINESS (continued); OTHER**
   A. Discussion and Possible Action Regarding 3-Year Safety and Security Audit
      Presenter: Chief Fernando Martinez
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.

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CANUTILLO INDEPENDENT SCHOOL DISTRICT

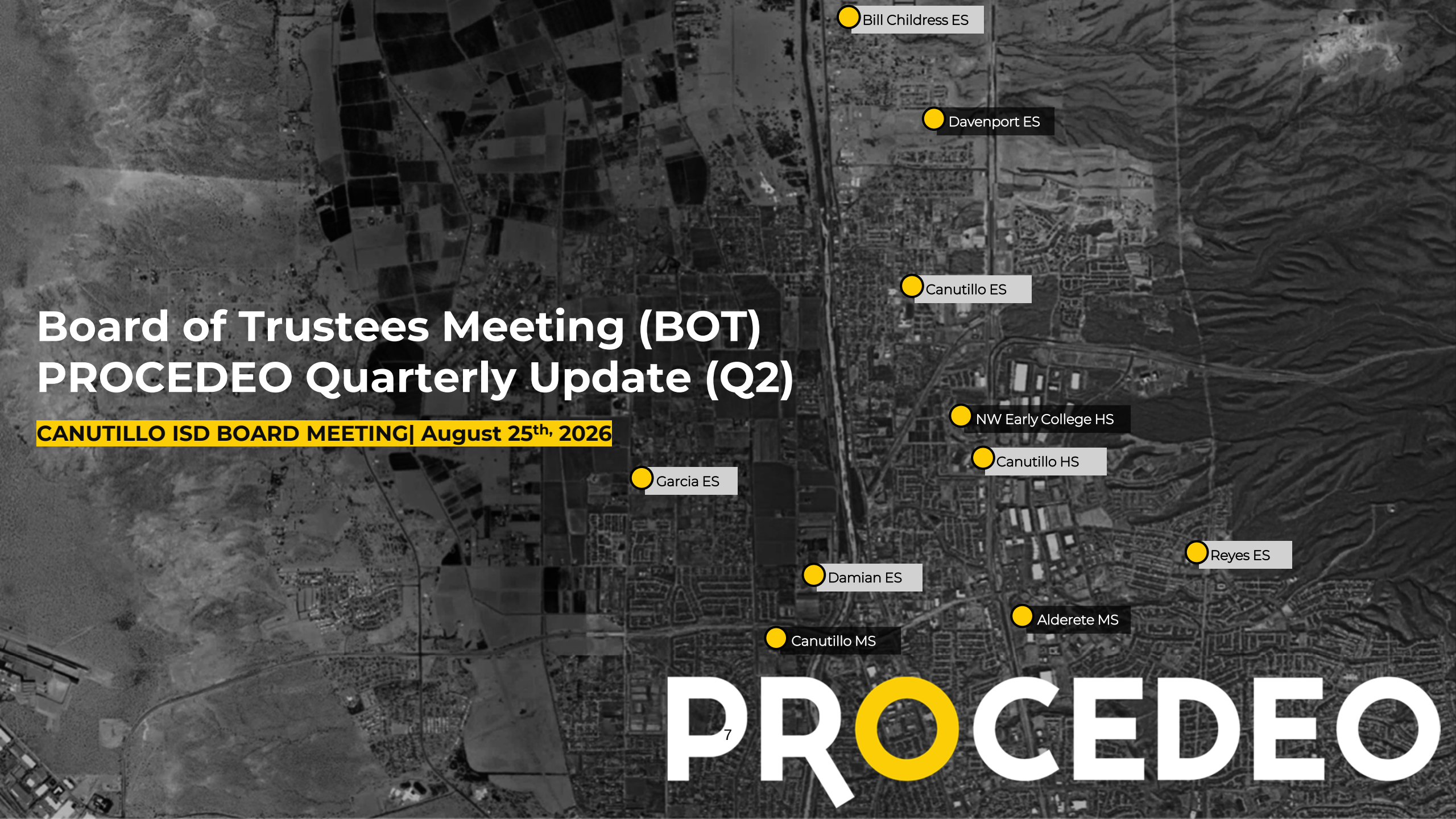
Mission

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

Vision

LEAD today. IMPACT tomorrow.

#VivaCanutillo



Board of Trustees Meeting (BOT)
PROCEDEO Quarterly Update (Q2)

CANUTILLO ISD BOARD MEETING| August 25th, 2026

PROCEDEO

2024 Bond Program Status- Program Status Update

PROCEDEO

Since our Last Quarterly Update...



Board Meetings

04/21 Project Closeout for GMP #1 for CMS , RFQ # 2025-02B

06/23 Final Acceptance of Work and Final Payment RFQ #2025-02B for Reyes Elementary



Construction

Commissioning, punch list items, City/County inspections on renovation projects

Site work, foundation, structure dry-in, MEP and side improvements on new construction projects



Community Engagement

04/29 Virtual Community Meeting

05/01 CAFÉ Golf Tournament

06/01 CBAC Meeting

07/25 Board Site Tour

07/29 Reyes Elementary Ribbon Cutting

April 21, 2026 — July 31, 2026

Quarter 2- Community Engagement

Celebrating a New Beginning







Quarter 2- Community Engagement

Interactive Boards in Action





Board Sites Tour





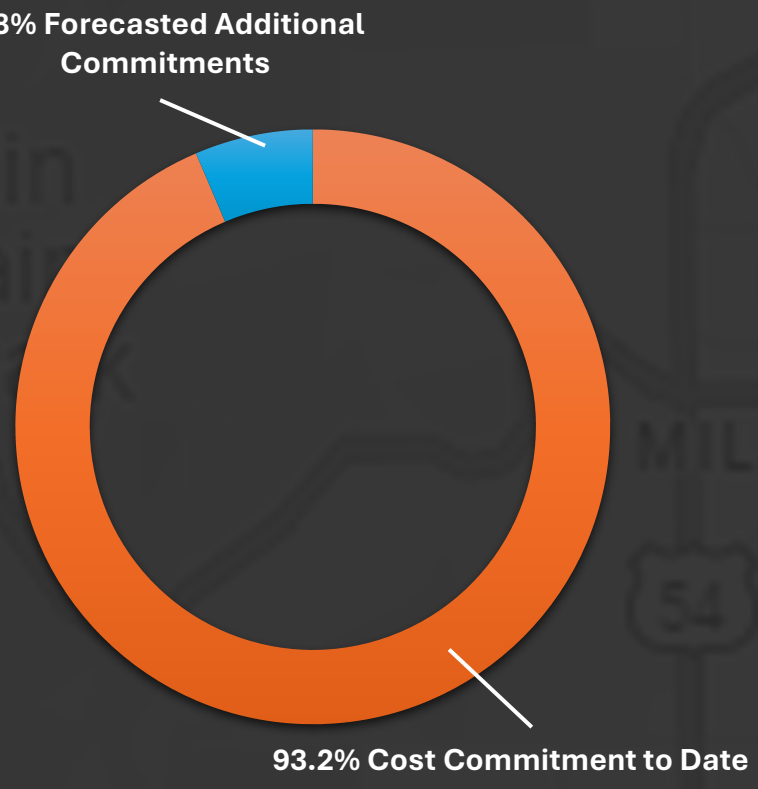




2024 Bond Program Status – Overall Budget

4yr	10	$379M
2024-2028	PROJECTS	PROPOSITION A

CATEGORY	Budget Managed by PROCEDEO	Total
New Facilities/Renovations for 10 Projects	$ 379,333,994	$ 379,333,994
Interest Earned to Date		$ 5,857,598
Canutillo ISD 2024 Bond Program Total	$ 379,333,994	$ 385,191,591
Encumbered to Date		$230,562,919
Amount Paid to Date		$128,450,642
Forecasted Additional Commitments		$20,089,947
Interest Earned to Date		$5,857,598
Program Contingency		$230,485
Total		**$ 385,191,591**



2024 Bond Program Status – Budget per Project

PROCEDEO

Project #	Project	Budget	Paid to Date	Encumbered	Unencumbered
RENOVATIONS/UPGRADES					
001-001	Canutillo HS	$ 16,296,859	$ 11,565,500	$3,722,195	$ 1,009,165
101-001	Canutillo ES	$ 9,475,988	$ 6,281,172	$ 2,443,160	$ 751,656
104-001	Childress ES	$7,618,292	$ 5,782,443	$ 1,427,747	$ 408,102
103-001	Damian ES	$ 7,247,550	$ 5,444,295	$1,331,690	$ 471,565
105-001	Garcia ES	$ 6,301,606	$ 4,225,167	$ 1,740,307	$ 336,132
106-001	Reyes ES	$ 1,985,964	$ 1,840,067	$ 73,882	$ 72,014
999-001	District Security Upgrades	$ 2,101,510	$ 2,020,242	$79,511	$ 1,758
NEW CONSTRUCTION					
003-001	NW Early College HS	$ 40,466,122	$ 6,489,063	$ 32,184,828	$ 1,792,230
041-001	Canutillo MS	$ 106,862,621	$ 28,083,303	$ 73,668,872	$ 5,110,446
042-001	Alderete MS	$ 106,824,603	$ 29,640,875	$ 72,917,393	$ 4,266,335
102-001	Davenport ES	$ 73,922,395	$ 27,078,516	$ 40,973,335	$ 5,870,545
PROGRAM CONTINGENCY					
	Program Contingency	$ 230,485	$ 0	$ 0	$ 230,485
Totals		**$ 379,333,994**	**$ 128,450,642**	**$ 230,562,919**	**$ 20,320,432**

2024 Bond Program Status – Timeline per Project

PROCEDEO

Project	Schedule Updates
Canutillo HS	Construction Start: Aug 2025
Canutillo ES	Construction Start: Aug 2025
Childress ES	Construction Start: Jul 2025
Damian ES	Construction Start: Jul 2025
Garcia ES	Construction Start: Jul 2025
Reyes ES	Construction Start: Aug 2025
NW Early College HS	Construction Start: Feb 2026
Alderete MS	Construction Start: Nov 2025
Canutillo MS	Construction Start: Nov 2025
Davenport ES	Construction Start: Sep 2025



999-001 District Security Upgrades

Project Type	**Renovation**
Contractor	UDT / CMAR
Total Project Size	District Wide
Tentative Completion Date	August 2026

General Scope

Safety & Security Upgrades Include:

- 1-to-1 Camera Replacements
- New Cameras at Campus Blind Spots
- Webex District Security System for District Emergency Response Accessible via New Phones, App, & Wi-fi Calling
- Secure Entry Vestibule Upgrade
- District Security Assessment

General Scope

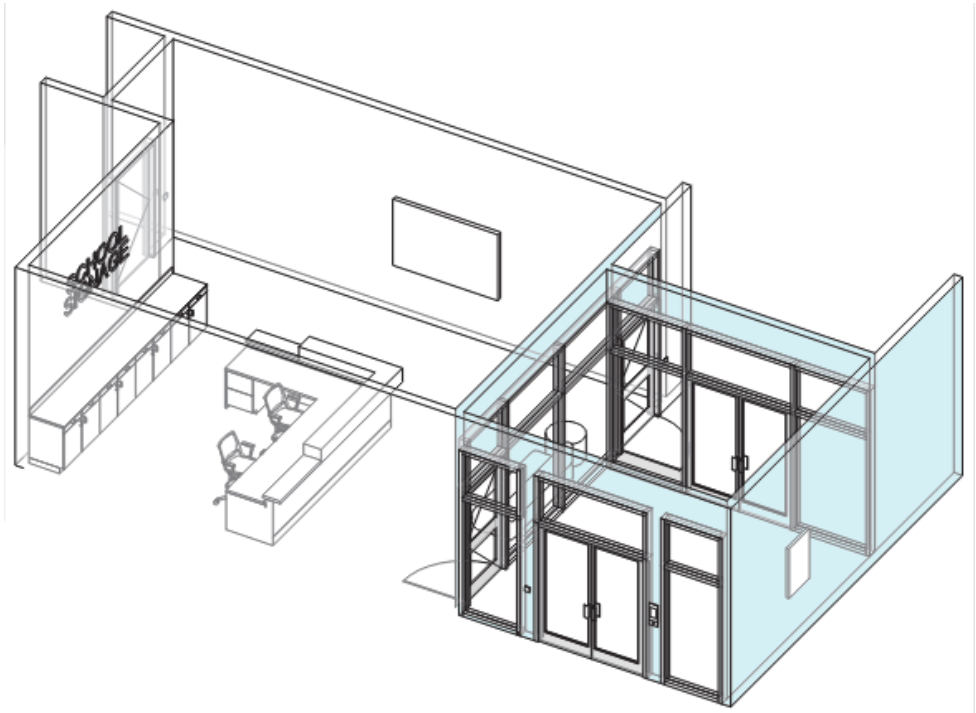
Technology Upgrades Include:

- Interactive White Boards at all Classrooms and throughout Campuses – Fixed and/or Movable

Security Upgrades*

Total Budget	$ 2,101,510

***Security upgrades for Webex, Access Control, and licensing district-wide**



CISD Design Guidelines - Typical Secure Vestibule Upgrade

Project Updates

	Update	Wi-Fi	Cameras	Webex–Phase 1	Webex–Phase 2	IWB	Vestibule
1	Reyes ES	Complete	Complete	Complete	Complete	Complete	
2	Damian ES	Complete	Complete	Complete	Complete	Complete	Complete
3	Garcia ES	Complete	Complete	Complete	Complete	Complete	Complete
4	Childress ES	Complete	Complete	Complete	Complete	Complete	Complete
5	Canutillo ES	Complete	Complete	Complete	Complete	Complete	Complete
6	Canutillo HS		Complete	Complete	Complete	Complete	Complete
7	Exst. Alderete MS*	--	--	Complete	Complete		--
8	Exst. Canutillo MS*	--	--	Complete	Complete		--
9	Exst. Davenport ES*	--	--	Complete	Complete		--
10	Exst. NWECHS*	--	--	Complete	Complete		--

***Existing projects added to comply with TEA safety/security requirements**

PROCEDEO

001-001 Canutillo HS (1 of 3)

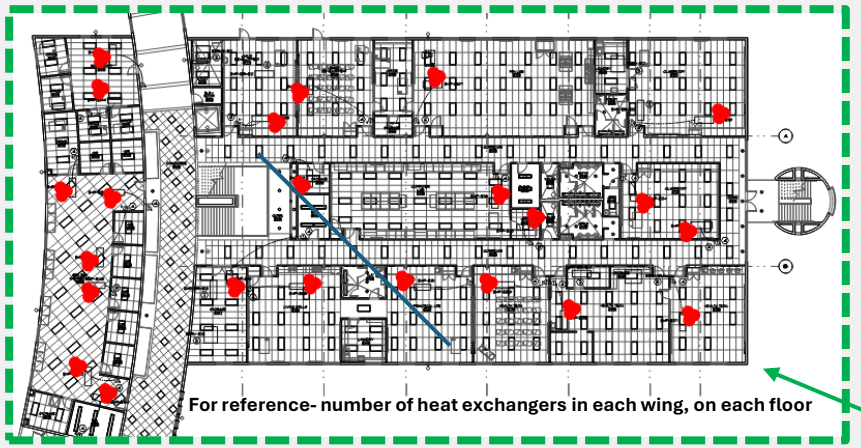
Project Type	**Renovation**
Architect	GA Architecture
Contractor (CMAR)	AO GC
Total Project Size	80,000 SF
Tentative Construction Start	August 2025
Tentative Substantial Completion	May 2027
Total Budget	$16,296,859
CMAR GMP	$11,776,699

General Scope

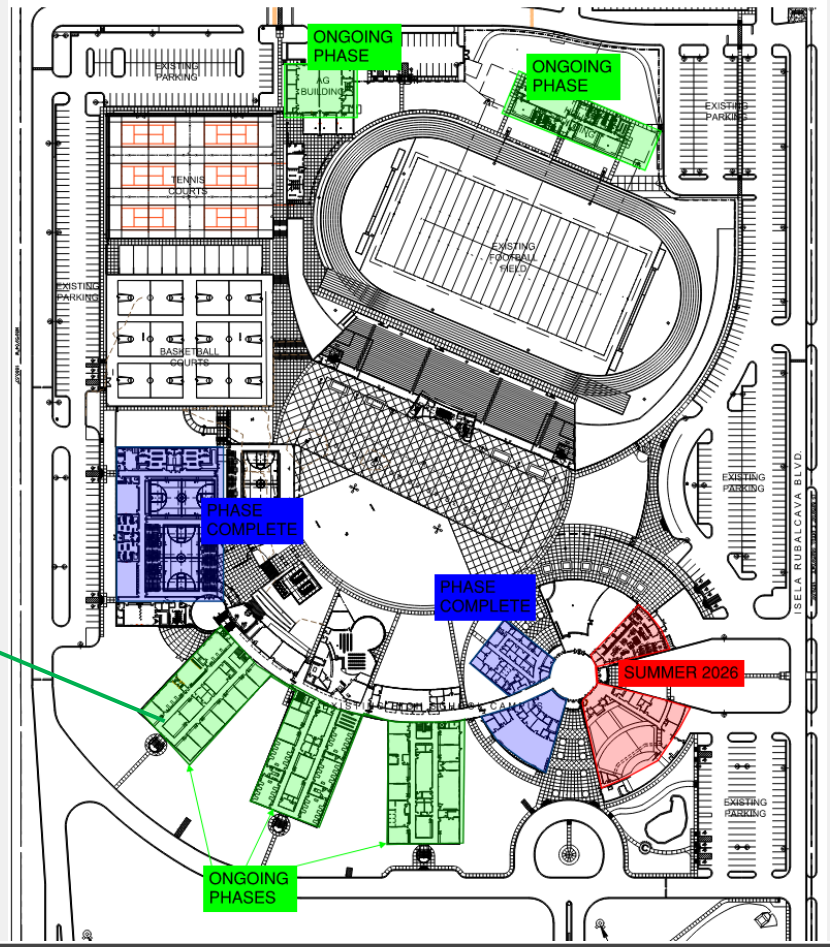
- Safety & Security – Vestibule, PA/Fire Alarm/Security Cameras/Access Control System Upgrades
- Roofing Repairs, Metal Roof & Canopies
- New Cooling Towers, Boilers, Heat Pumps, Replace Evaporative Cooling System
- CTE Upgrades
- New Wireless Access Points
- New Softball/Baseball Playfields Lighting

Alternate Items

- Fine Arts Striping
- Plaza Exterior Lighting
- Replace Storefront Gaskets



2nd Quarter Focus Areas



Project Updates

	Update
1	**Demolition of the existing heat pump units in Areas E, G, and H has been completed.** Installation of the new heat pump units is currently underway, with crews progressing through equipment placement, mechanical connections, and system integration
2	**Construction of the CTE Room** continues to advance. Mechanical, electrical, and plumbing (MEP) rough-in activities have been completed, flooring installation is finished, and crews have begun constructing and installing the exterior door assembly
3	**TPO roofing installation has been completed throughout the campus**, providing a fully installed roofing system across all designated buildings. The completed roof system establishes a weather-tight building envelope and supports the transition to remaining interior construction activities.
4	**Controls synchronization and commissioning activities are underway for the new Trane HVAC units.** Crews are integrating the equipment with the building automation system (BAS), verifying communication between system components

001-001 Canutillo HS (2 of 3)





001-001 Canutillo HS (3 of 3)



TPO roofing complete


Support welding; steel reinforcement for RTU


Installation of roof top unit curbs

101-001 Canutillo ES (1 of 3)

Project Type	**Renovation**
Architect	GA Architecture
Contractor (CMAR)	Banes General Contractors
Total Project Size	80,000 SF
Tentative Construction Start	August 2025
Tentative Substantial Completion	July 2026
Total Budget	$ 9,475,988
CMAR GMP	$ 6,503,467

General Scope

- Safety & Security Upgrades – Vestibule, Fire Alarm/PA/Emergency Notification Systems, Security Cameras & Access Control
- Network Infrastructure & Wireless Access Points
- Replace HVAC Units
- New Roofing & Repairs to Parapets

Alternate Items

- Replace Carpet with LVT
- Exterior Paint
- New Basketball Court

2nd Quarter Focus Areas



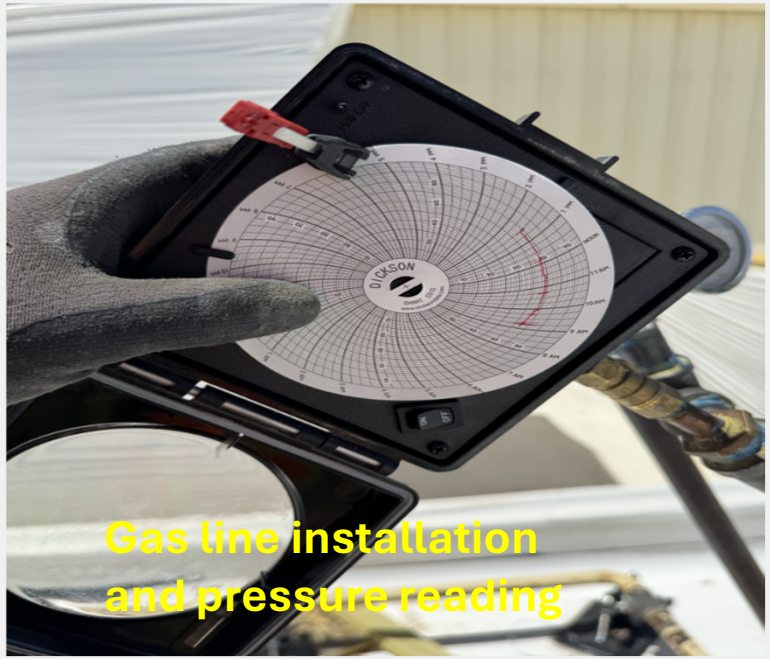
Project Updates

	Update
1	**Plumbing crews continue installation of the gas distribution and condensate drain lines in Phase 3.** Work includes routing and connecting piping to support the new mechanical equipment and ensure proper system operation
2	**Electrical crews have begun rough-in activities for the fire alarm and public address (PA) systems.** Installation of conduit, device boxes, wiring pathways, and associated infrastructure is underway
3	**Installation of luxury vinyl tile (LVT) flooring** continues throughout the classrooms in **Phase 3**. Flooring crews are progressing room by room, completing surface preparation, material installation, and finish work
4	**Demolition activities in the administration area and removal of rooftop units (RTUs) in Phase 5** are ongoing. Crews continue selective demolition and equipment removal to prepare the area for upcoming mechanical upgrades

101-001 Canutillo ES (2 of 3)


LVT Phase 3


Demo Phase 5 RTU



Gas line installation and pressure reading

101-001 Canutillo ES (3 of 3)







104-001 Childress ES (1 of 3)

Project Type	**Renovation**
Architect	Mijares-Mora Architects
Contractor (CMAR)	Jordan Foster Construction
Total Project Size	80,000 SF
Tentative Construction Start	July 2025
Tentative Substantial Completion	September 2026
Total Budget	$ 7,618,292
CMAR GMP	$ 5,438,859

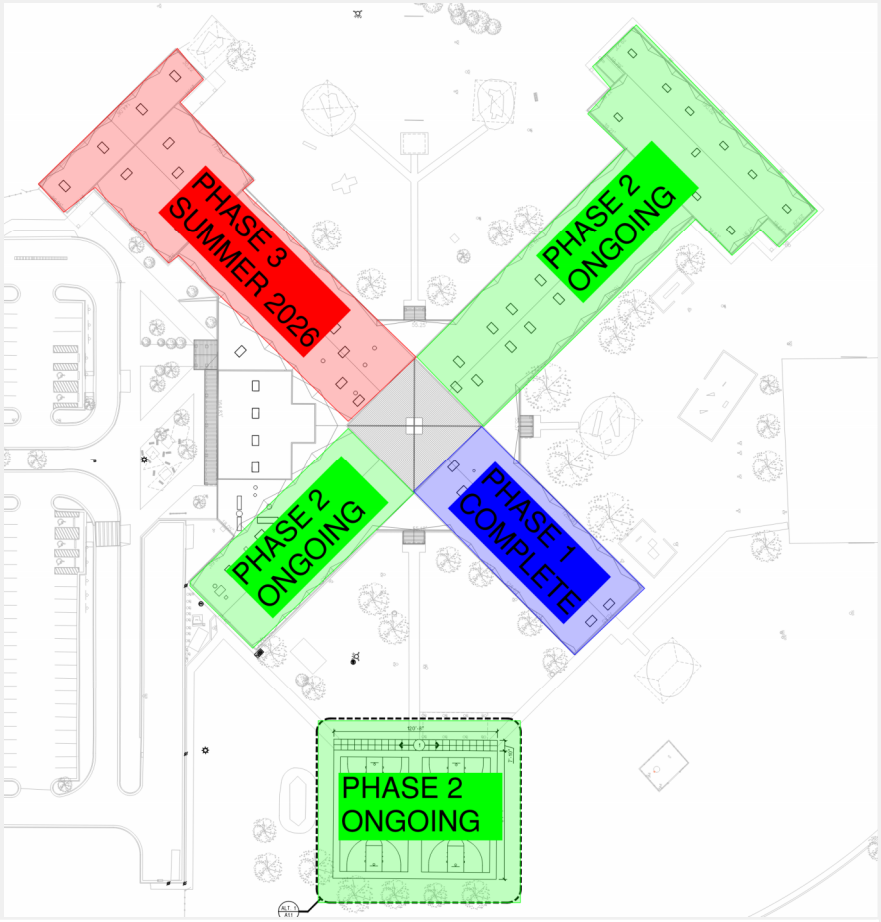
General Scope

- Safety & Security Upgrades – Vestibule, Fire Alarm/PA/Emergency Notification Systems, Security Cameras & Access Control
- Roof Maintenance – Sealants & Walk Pad
- New HVAC Units
- Infrastructure Upgrades – Network Switches & Cabling, Wi-Fi

Alternates

- Replace Carpet Flooring with LVT
- New Basketball Court

2nd Quarter Focus Areas



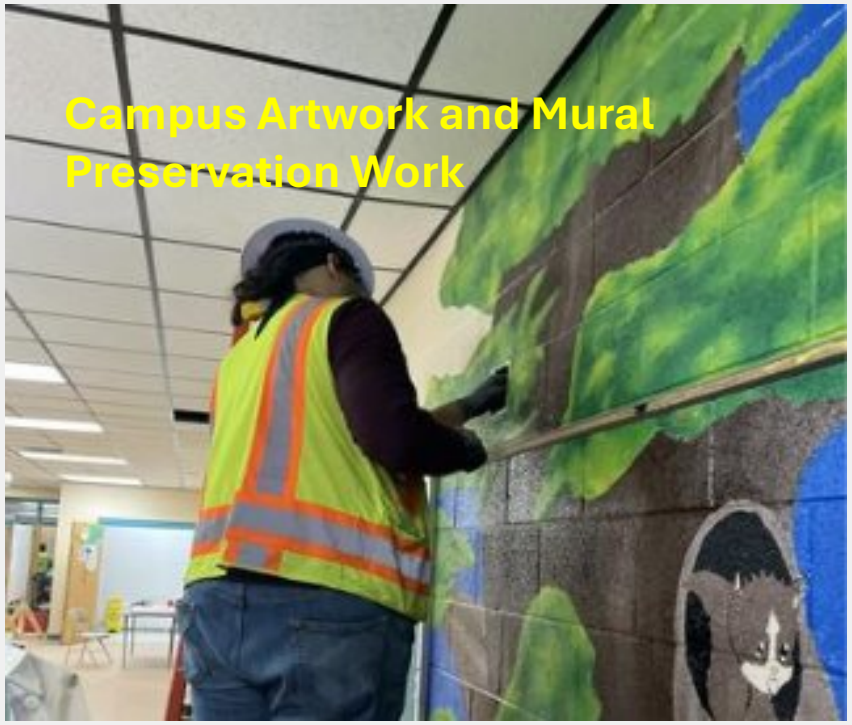
Project Updates

	Update
1	**Installation of the new rooftop unit (RTU) and associated gas line at BCE has been completed.** The new mechanical system infrastructure is now in place to support the upgraded HVAC equipment, positioning the project for system startup, testing, and commissioning activities
2	**Interior painting has been completed throughout the campus.** Finish work is now substantially complete in all designated areas, enhancing the overall appearance of the renovated spaces
3	**Striping of the new basketball court has been completed**, and the facility has been officially turned over to **CISD** for immediate use. The court is fully prepared for athletic activities while remaining closeout work continues in other project areas
4	**Contingency funding has been approved for the installation of luxury vinyl tile (LVT) flooring in the library**, an enhancement that was not included in the original scope of work (SOW). This approved addition will improve the durability and aesthetics of the library space

104-001 Childress ES (2 of 3)



Room Flooring Prep Phase



Campus Artwork and Mural Preservation Work

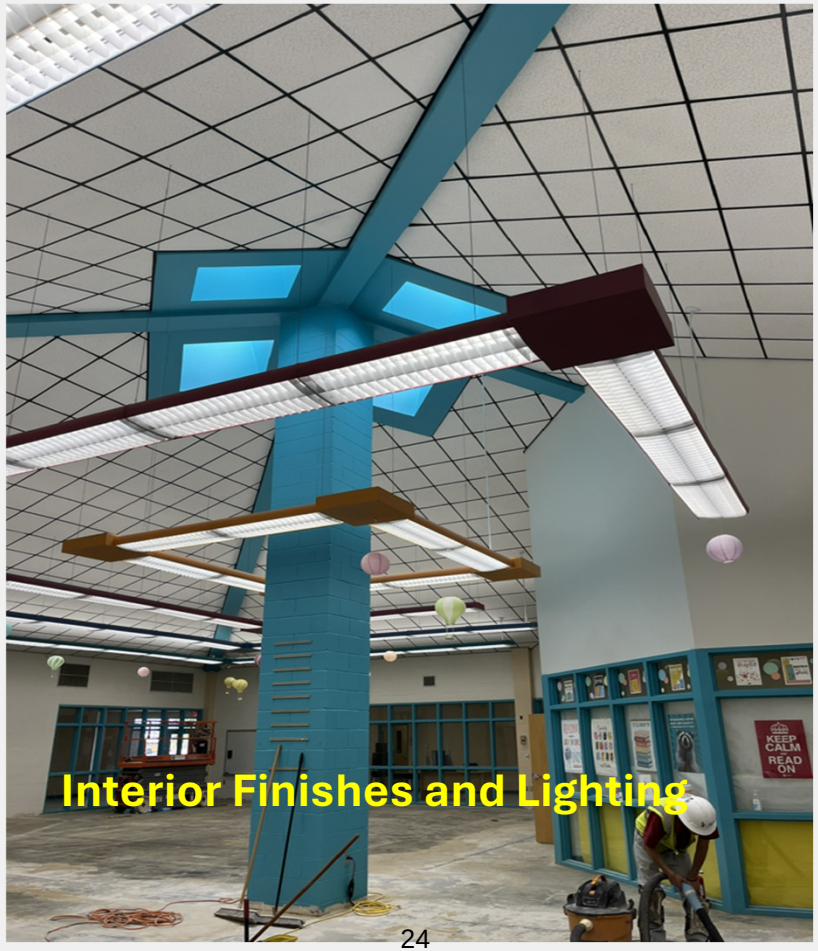


Interior Flooring Installation

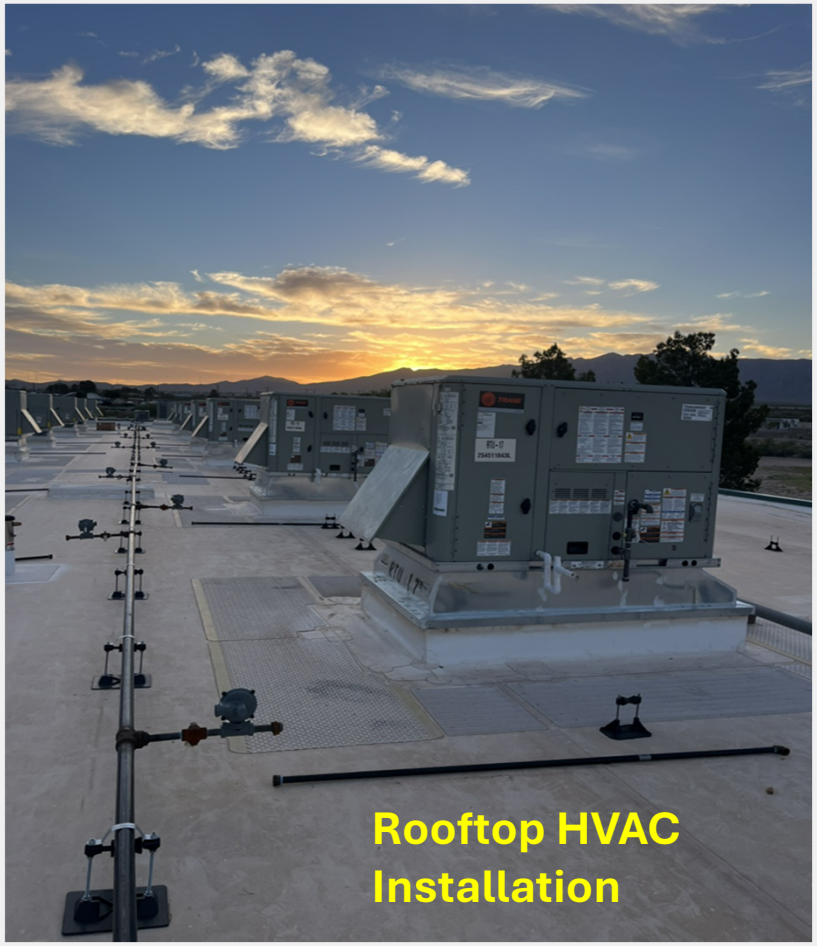
104-001 Childress ES (3 of 3)



Gymnasium Overhead Electrical Work



Interior Finishes and Lighting


Rooftop HVAC Installation

103-001 Damian ES (1 of 3)

Project Type	**Renovation**
Architect	Mijares-Mora Architects
Contractor (CMAR)	Jordan Foster Construction
Total Project Size	80,000 SF
Tentative Construction Start	July 2025
Tentative Substantial Completion	September 2026
Total Budget	$ 7,247,550
CMAR GMP	$ 5,309,800

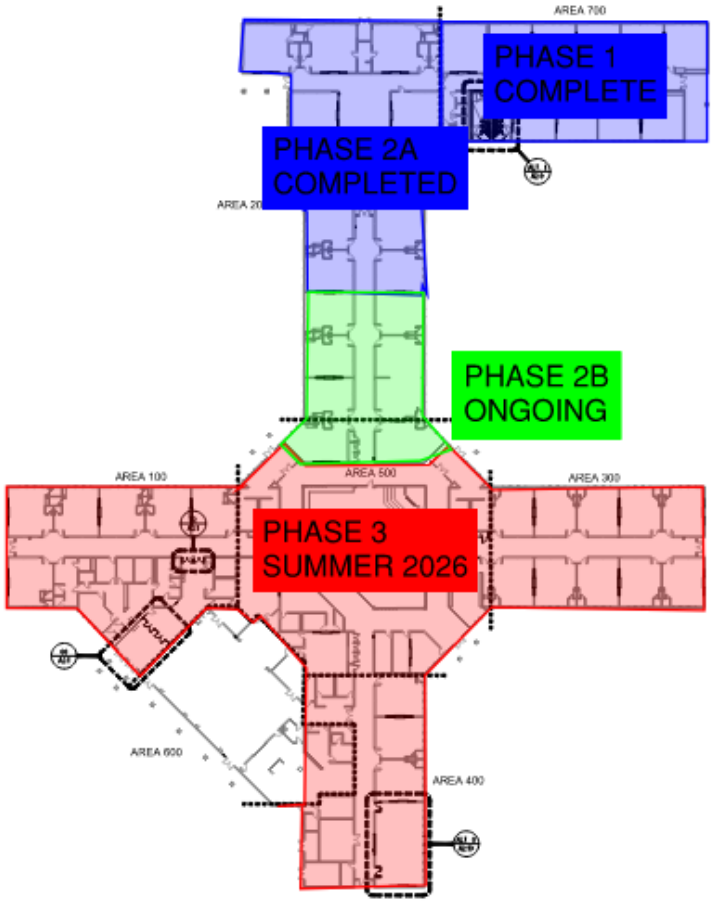
General Scope

- Safety & Security Upgrades – Vestibule, Fire Alarm/PA/Emergency Notification Systems, Security Cameras & Access Control
- Roof Maintenance – Sealants & Walk Pad
- New HVAC Units
- Infrastructure Upgrades – Network Switches & Cabling, Wi-Fi

Alternates

- Additional Student Restrooms
- Repair Existing Gypsum
- New Multipurpose
- Remove Existing Sealant at Control Joints
- CO Detectors (AHJ Directive)

2nd Quarter Focus Areas



Project Updates

	Update
1	**Installation of the new gas distribution piping** continues as plumbing crews advance the system throughout the project. Work includes routing, securing, and connecting gas lines to support the new mechanical equipment
2	**Fire Alarm and Public Address (PA) system rough-in activities** continue in **Phase 4**. Electrical crews are installing conduit, device boxes, wiring pathways, and associated infrastructure
3	**Modifications to the CMU walls in the 100 Wing** have begun to accommodate new door openings and framing. Crews are patching and reinforcing the masonry walls while installing new drywall, window glazing, and door assemblies
4	**Demolition of existing rooftop unit (RTU) electrical power and plumbing connections** has commenced in the **300, 400, and 600 Wings**. Crews are removing existing utility services and associated infrastructure to prepare the areas for installation of the new HVAC systems

103-001 Damian ES (2 of 3)

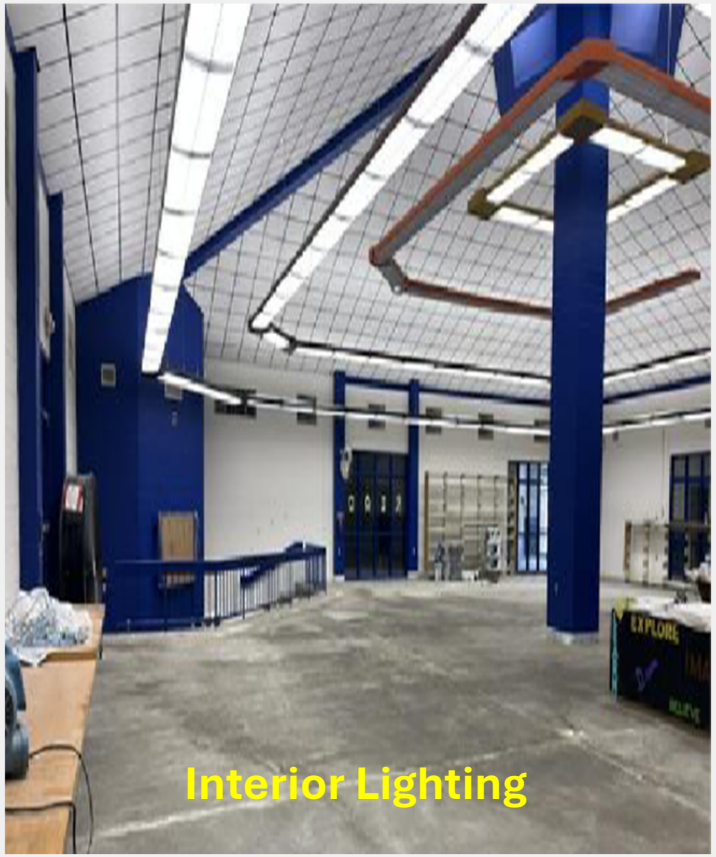

Interior Door Frame Installation


Rooftop RTU Condensate Piping


HVAC Electrical Commissioning


Electrical Panel Rough-In

103-001 Damian ES (3 of 3)







105-001 Garcia ES (1 of 3)

Project Type	**Renovation**
Architect	Mijares-Mora Architects
Contractor (CMAR)	Jordan Foster Construction
Total Project Size	80,000 SF
Tentative Construction Start	July 2025
Tentative Substantial Completion	September 2026
Total Budget	$ 6,301,606
CMAR GMP	$ 4,359,485

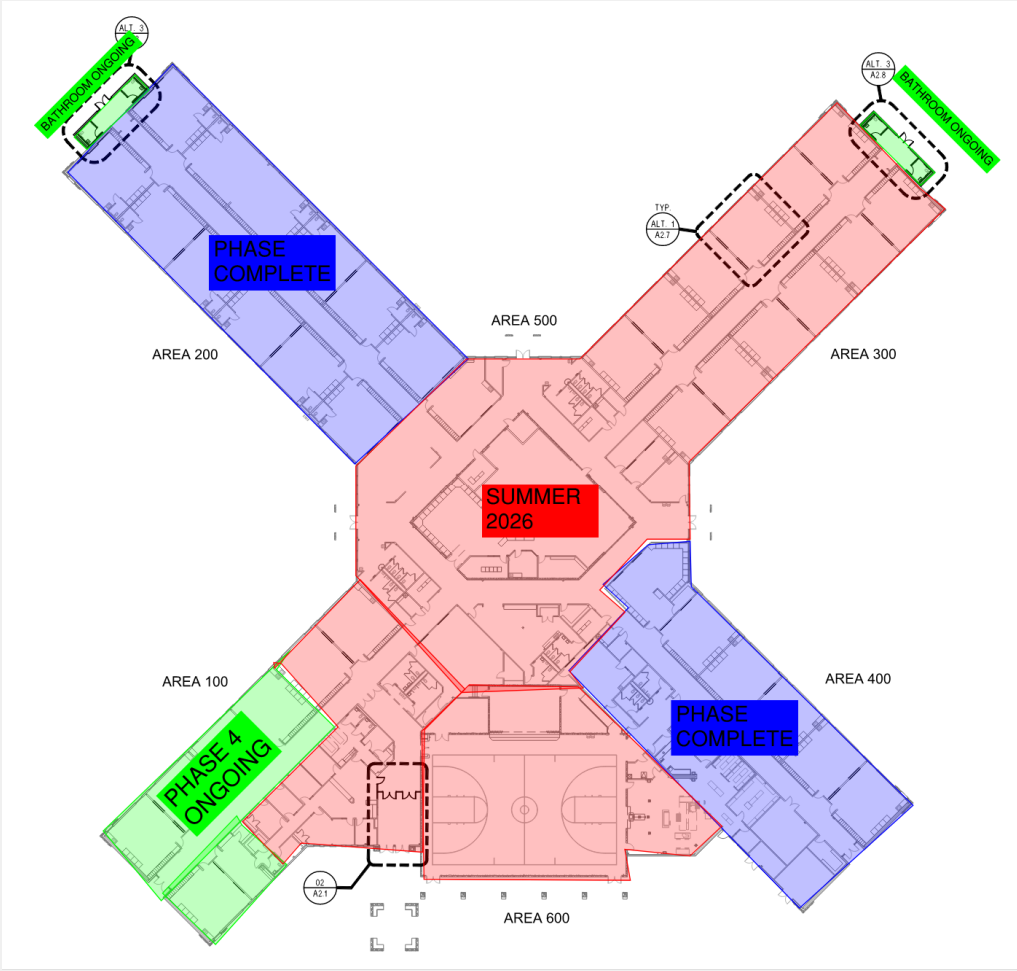
General Scope

- Safety & Security Upgrades – Vestibule, Fire Alarm/PA/Emergency Notification Systems, Security Cameras & Access Control
- Roof Maintenance – Sealants & Walk Pad
- New HVAC Units
- Infrastructure Upgrades – Network Switches & Cabling, Wi-Fi

Alternates

- New Instructional Technology Classroom
- Replace All Water Heaters
- Additional Staff Restrooms
- New Speaker System at Gym
- New Pedestrian Gate at Westside Dr.
- Repaint Select Interior Spaces
- Replace Playground Canopies
- CO Detectors (AHJ Directive)

2nd Quarter Focus Areas



Project Updates

	Update
1	**EIFS installation at the new restroom facilities has been completed**, providing the finished exterior wall system for the building addition. Interior work continues with sheetrock installation as crews advance wall finishes in preparation for taping, texturing, and painting
2	**Startup and commissioning of the rooftop units (RTUs) in Phase 5 have been completed.** Mechanical systems have been tested and verified for proper operation
3	**Construction of the new secure vestibule at the main entrance has begun.** Crews are performing demolition, framing, and initial installation activities
4	**Installation of the new playground canopies has been completed throughout the campus.** The completed canopy systems provide permanent shade structures

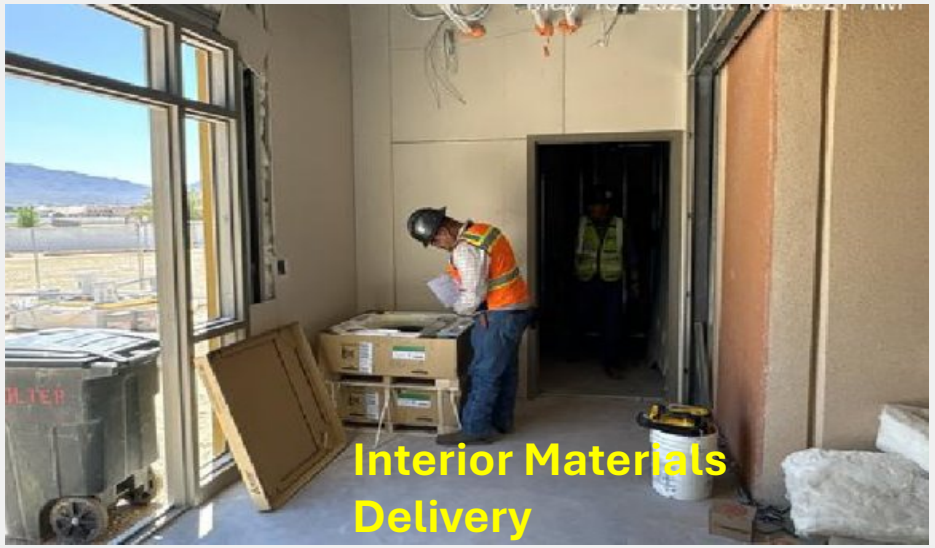
105-001 Garcia ES (2 of 3)







105-001 Garcia ES (3 of 3)


Interior Materials Delivery


Storefront Frame


Playground Shade Canopy Installation

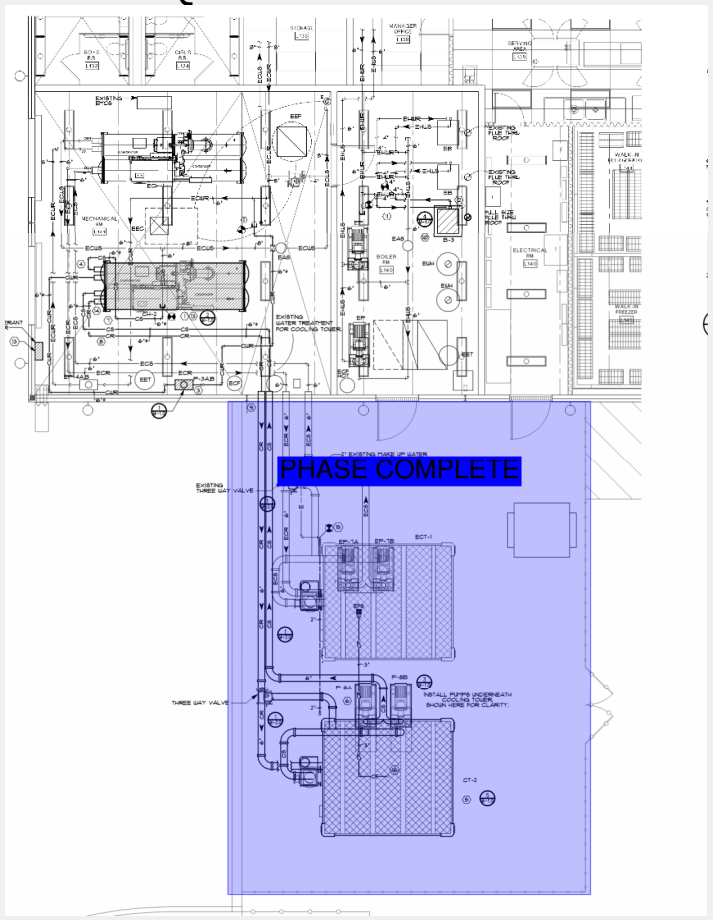
106-001 Reyes ES (1 of 1)

Project Type	**Renovation**
Architect	GA Architecture
Contractor (CMAR)	Banes General Contractors
Total Project Size	80,000 SF
Tentative Construction Start	August 2025
Tentative Substantial Completion	April 2026
Total Budget	$ 1,985,964
CMAR GMP	$ 1,069,486

General Scope

- Safety & Security Upgrades
- MEP Backup Chiller & Cooling Tower
- Upgrade Network Switches & Cabling, Security Cameras
- New Instructional Technology
- Wireless Upgrades

2nd Quarter Focus Areas



Project Updates

	Update
1	**Certificate of Acceptance** issued to Banes GC
2	**Project Closeout** documents being generated by Banes GC
3	**End user training** executed with CISD
4	**Board approved retainage release**

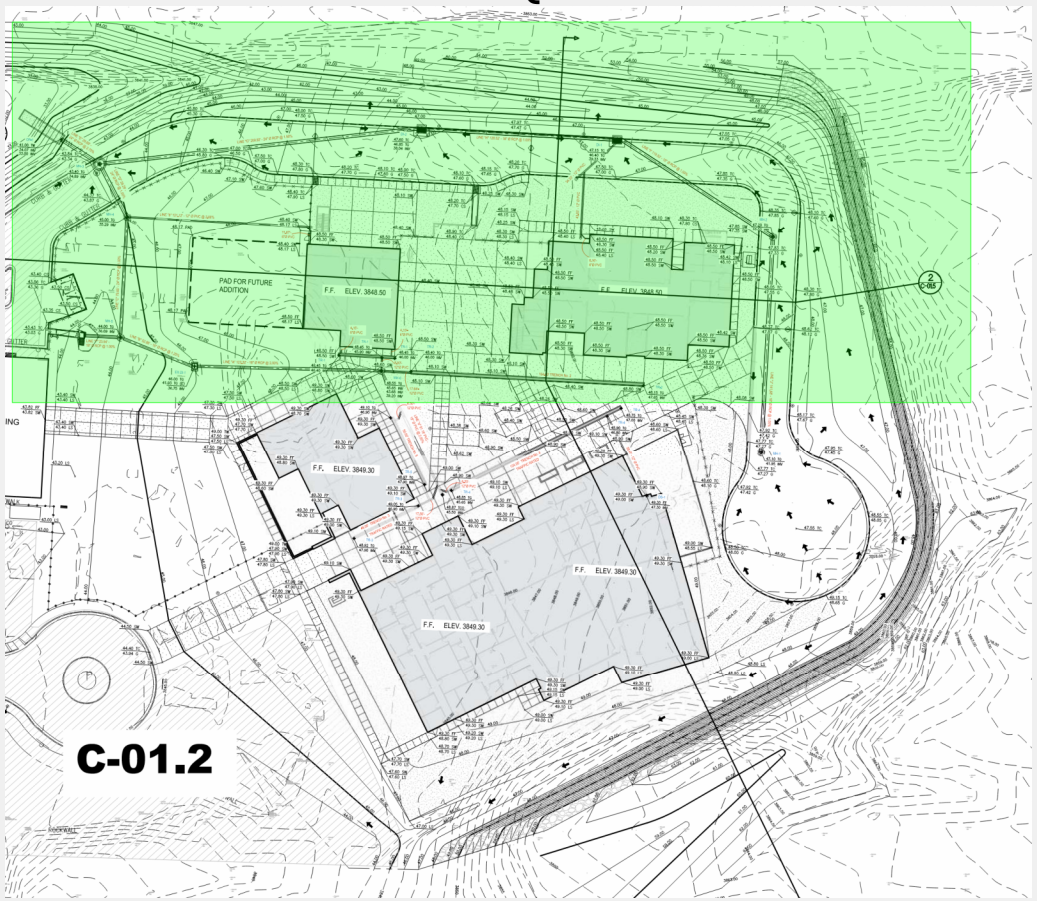
003-001 NW Early College HS(1 of 2)

Project Type	**Renovation**
Architect	MNK Architects
Contractor (CMAR)	Jordan Foster Construction
Total Project Size	45,000 SF
Tentative Construction Start	September 2025
Tentative Substantial Completion	August 2027
Total Budget	$ 40,466,122
CMAR GMP	$ 34,623,863

General Scope

- The proposed design includes the construction of 31,140 SF of Academic / Classrooms building, 4,732 SF of Fine Arts / Multipurpose building, 8,583 SF of Administration building, 3,704 SF of Athletics building, and 14,748 SF Science Building

2nd Quarter Focus Areas



Project Updates

	Update
1	**Utility coordination efforts** with EPE, TGS, and EPWU are actively underway. Project teams continue collaborating to finalize service requirements, with utility design and routing to follow
2	**Layout activities** for the footings at Building Pad A are in progress as crews establish control points and verify footing locations in preparation for foundation construction. Backfilling operations at the ponding area also continue to achieve the required grades
3	**Excavation** at Building Pad B is ongoing, with crews advancing earthwork while simultaneously installing associated underground utilities. Work includes trenching, utility placement, and site preparation to support the next phase of building construction.

003-001 NW Early College HS(2 of 2)





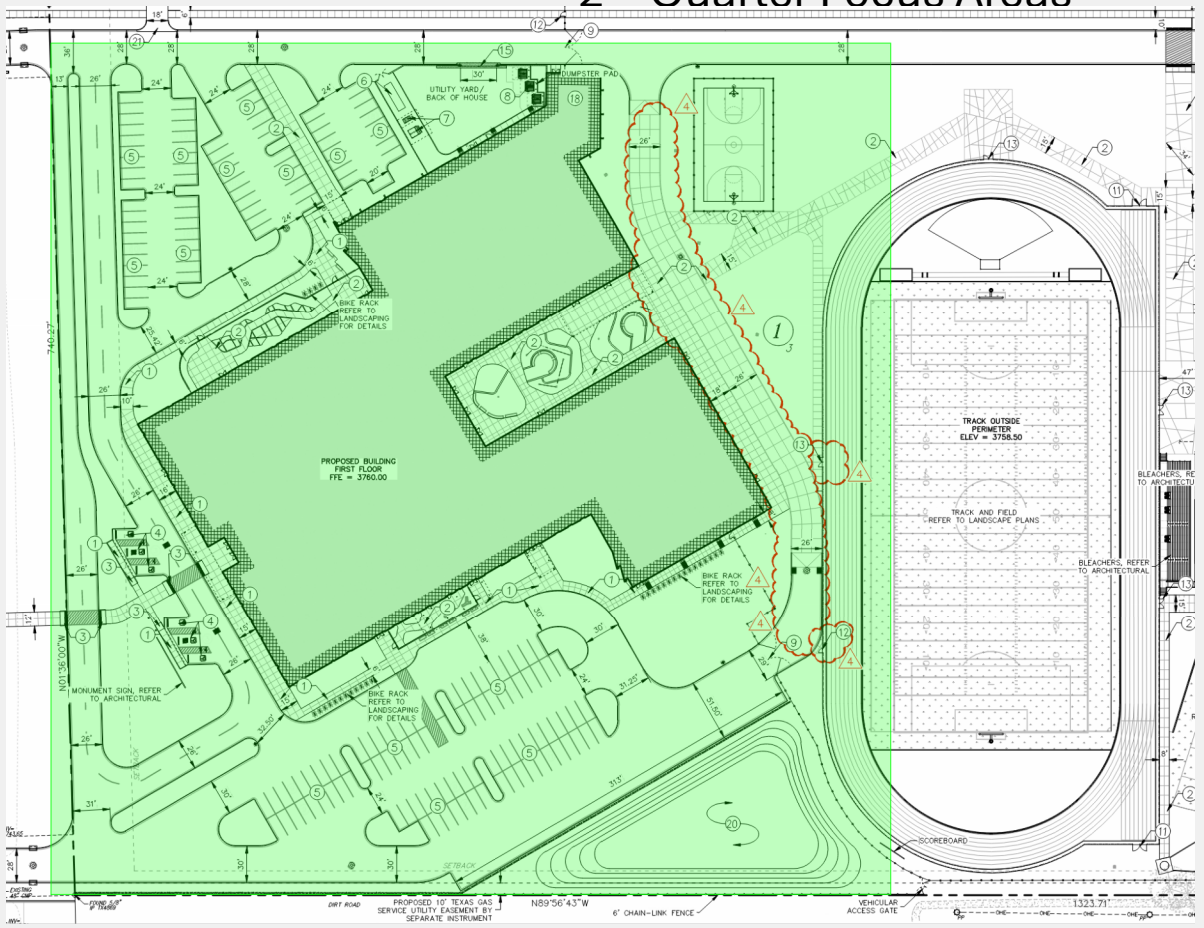
041-001 Canutillo MS(1 of 3)

Project Type	**New Construction**
Architect	DLR Group
Contractor (CMAR)	Banes General Contractors
Total Project Size	165,000 SF
Tentative Construction Start	November 2025
Tentative Substantial Completion	Late 2027/Early 2028
Total Budget	$ 106,862,621
CMAR GMP	$ 84,724,951

General Scope

- New state-of-the-art 21st Century Learning Facility: Cafeteria, Library, Gymnasium, Admin, Collaboration Spaces, Special Education, New Playfields, New Parking, Bus Loop

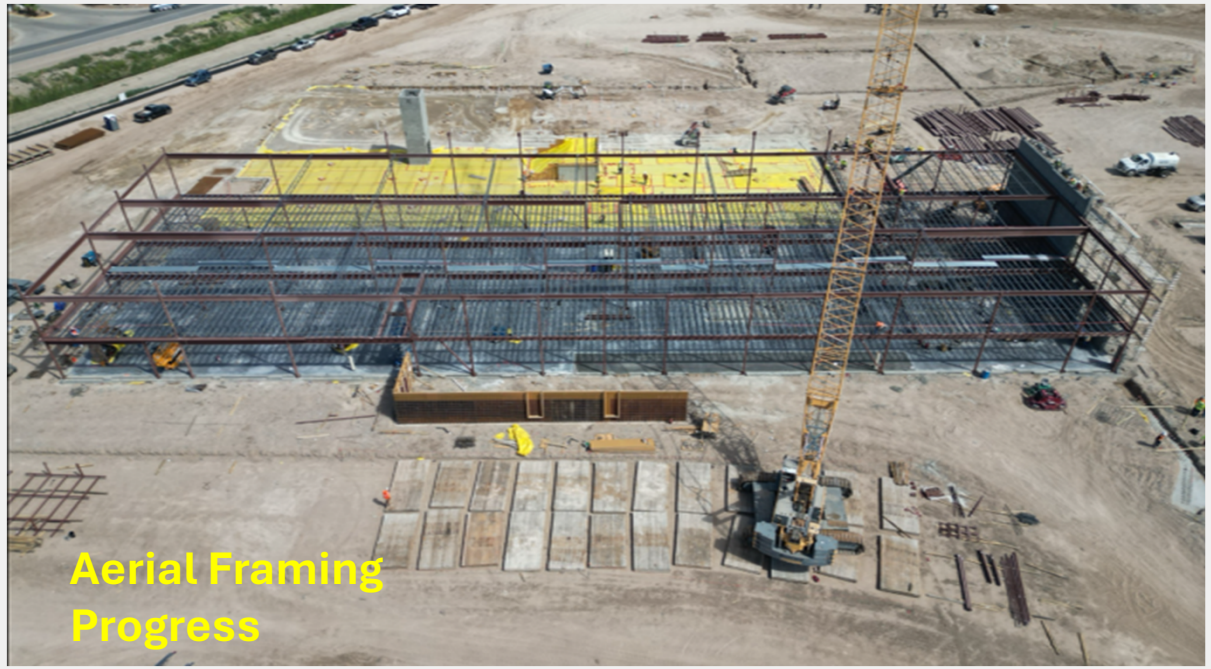
2nd Quarter Focus Areas



Project Updates

	Update
1	**Backfilling operations** at Building Pads B and D continue using approved select fill material. Placement and compaction activities are progressing in accordance with project specifications
2	**Formwork installation** for the brick ledger at Area C and the main stairways is currently underway. Crews are preparing the forms to support upcoming concrete placement
3	**Earthwork activities** for the Field House and ball fields remain ongoing. Crews continue with excavation, grading, and site preparation to establish design elevations
4	**CMU wall construction** for the locker rooms is actively progressing. Masonry crews are erecting the concrete masonry unit walls to advance the structural enclosure of the locker room facilities.

041-001 Canutillo MS(2 of 3)





041-001 Canutillo MS(3 of 3)





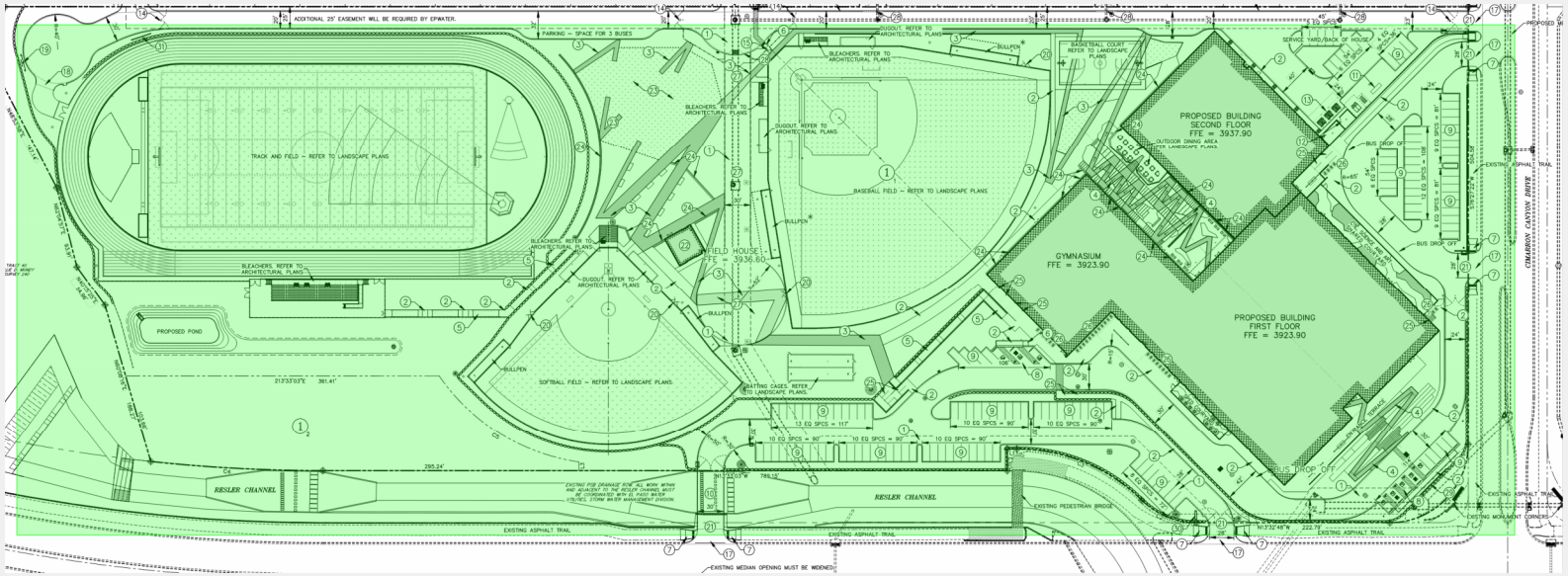
042-001 Alderete MS(1 of 3)

2nd Quarter Focus Areas

Project Type	**New Construction**
Architect	DLR Group
Contractor (CMAR)	Banes General Contractors
Total Project Size	165,000 SF
Tentative Construction Start	November 2025
Tentative Substantial Completion	Late 2027/Early 2028
Total Budget	$ 106,824,603
CMAR GMP	$ 84,434,160

General Scope

- New state-of-the-art 21st Century Learning Facility: Cafeteria, Library, Gymnasium, Admin, Collaboration Spaces, Special Education, New Playfields, New Parking, Bus Loop



Project Updates

	Update
1	**Retaining wall over-excavation** and native soil blending activities have been completed in select sections of the project. These areas have been prepared in accordance with geotechnical recommendations
2	**CMU wall construction** continues to make steady progress as masonry crews advance wall installation in accordance with the project schedule
3	**Construction of spread footings and continuous footings** is ongoing at Building Pads A, B, and C. Foundation work continues with excavation, reinforcing steel placement, formwork, and concrete placement
4	**Construction of Segmental Wall No. 6** is progressing with block installation currently underway. At the same time, excavation for Segmental Wall No. 11 is in progress as crews prepare the foundation and subgrade for wall construction.

042-001 Alderete MS(2 of 3)



Aerial View of Concrete Block Wall Construction



Segmental Block Wall Installation for Walls #1, #10, and #11

042-001 Alderete MS(3 of 3)



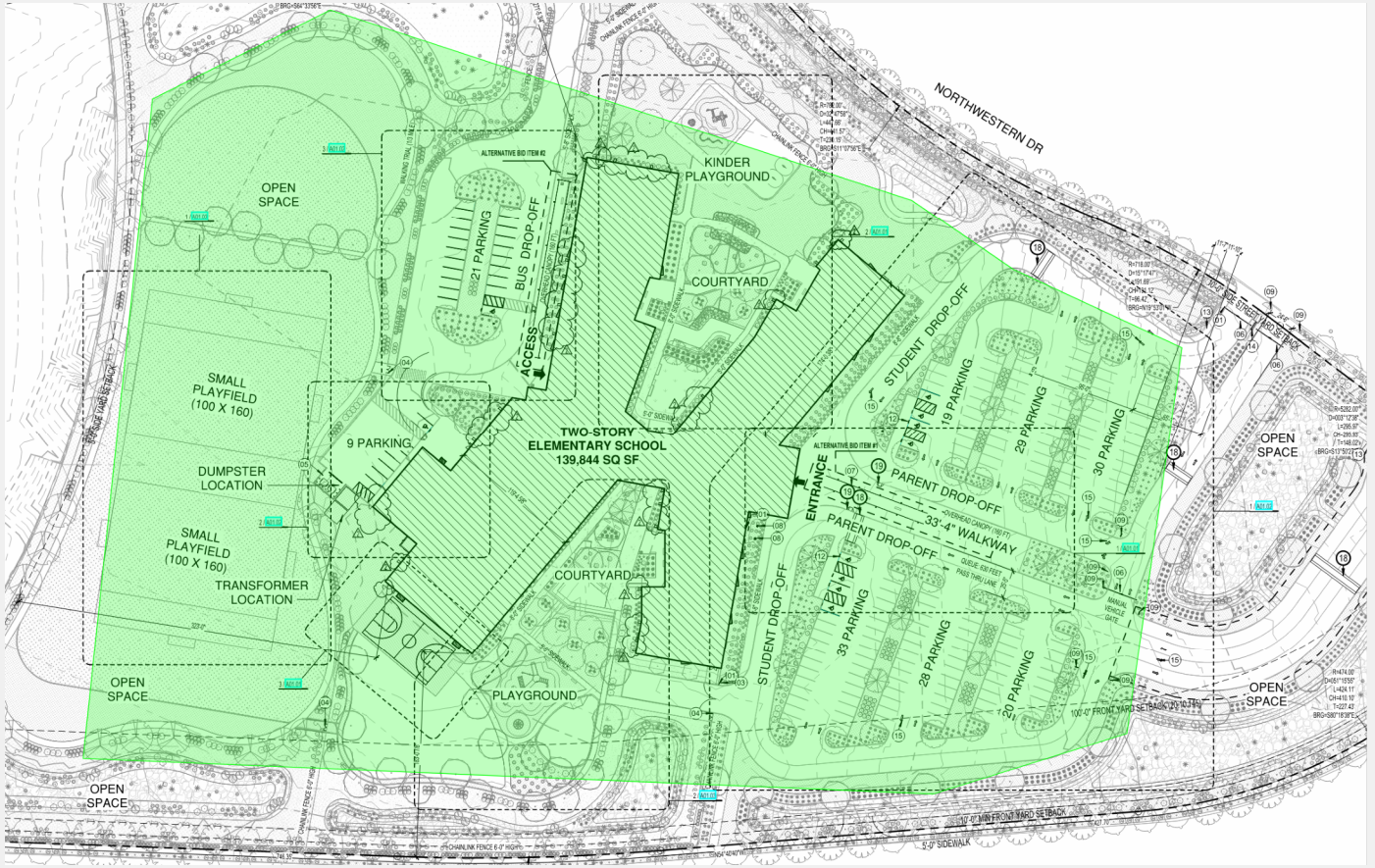
102-001 Davenport ES(1 of 3)

Project Type	**New Construction**
Architect	Pfluger Architects
Contractor (CMAR)	LDCM Solutions
Total Project Size	119,000 SF
Tentative Construction Start	September 2025
Tentative Substantial Completion	July 2027
Total Budget	$ 73,922,395
CMAR GMP	$ 52,421,113

General Scope

- New state-of-the-art 21st Century Learning Facility to include 36 TEA (Texas Education Agency) Flexibility Level 3-4 classrooms, collaborative learning spaces, and grade-level neighborhoods, all with a strong emphasis on outdoor connections.

2nd Quarter Focus Areas



Project Updates

	Update
1	**Tilt-wall panel erection** has been completed for Building C, establishing the primary exterior wall system and defining the building envelope. Crews continue with panel alignment, bracing, and connection activities
2	**Foundation concrete placement** at Building D has been completed. The building foundation is now in place, providing the structural base for upcoming vertical construction
3	**Structural steel erection** has commenced in Area C2, with crews installing primary steel framing members. Welding operations are underway in Area D, completing structural connections
4	**Interior construction activities in Area C** continue to progress with framing, HVAC ductwork installation, electrical rough-in, and plumbing rough-in occurring concurrently. These coordinated trades are advancing the building's interior systems in preparation for subsequent wall finishes, inspections, and final build-out.

102-001 Davenport ES(2 of 3)







102-001 Davenport ES(3 of 3)




PROCEDEO

Board of Trustees

Meeting Date: 8/25/26

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: 2026 A-F District and Campus Accountability Ratings Report

Justification Statement: Report and discussion regarding the districts academic accountability ratings results under the Texas Education Acency A-F Accountability System for 2026.

Purpose of Agenda Item: ☑ Information ☑ Discussion ☐ Action

Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☐ Business Services

Staff Responsible: Jessica Harrison, Director of Assessment & Accountability

Signature of Requester(s)

8/11/26

Signature of Presenter(s)

Business Services Approval (Initials) *Date*

Agenda Summary:

Formal presentation to the Canutillo ISD Board and Community on Canutillo's 2026 A-F ratings results by district and campus. Review of domain performance that includes student achievement, school progress, and closing the gaps. Celebrate the success of campuses that met or exceeded ratings goal and identify approaches being taken for campuses that require intervention and support.

RECOMMENDATION: Information only, no action required.

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 ISD

2026 A-F Accountability

Breakdown of District and Campus Performance

Released August 2026

District Overall Performance

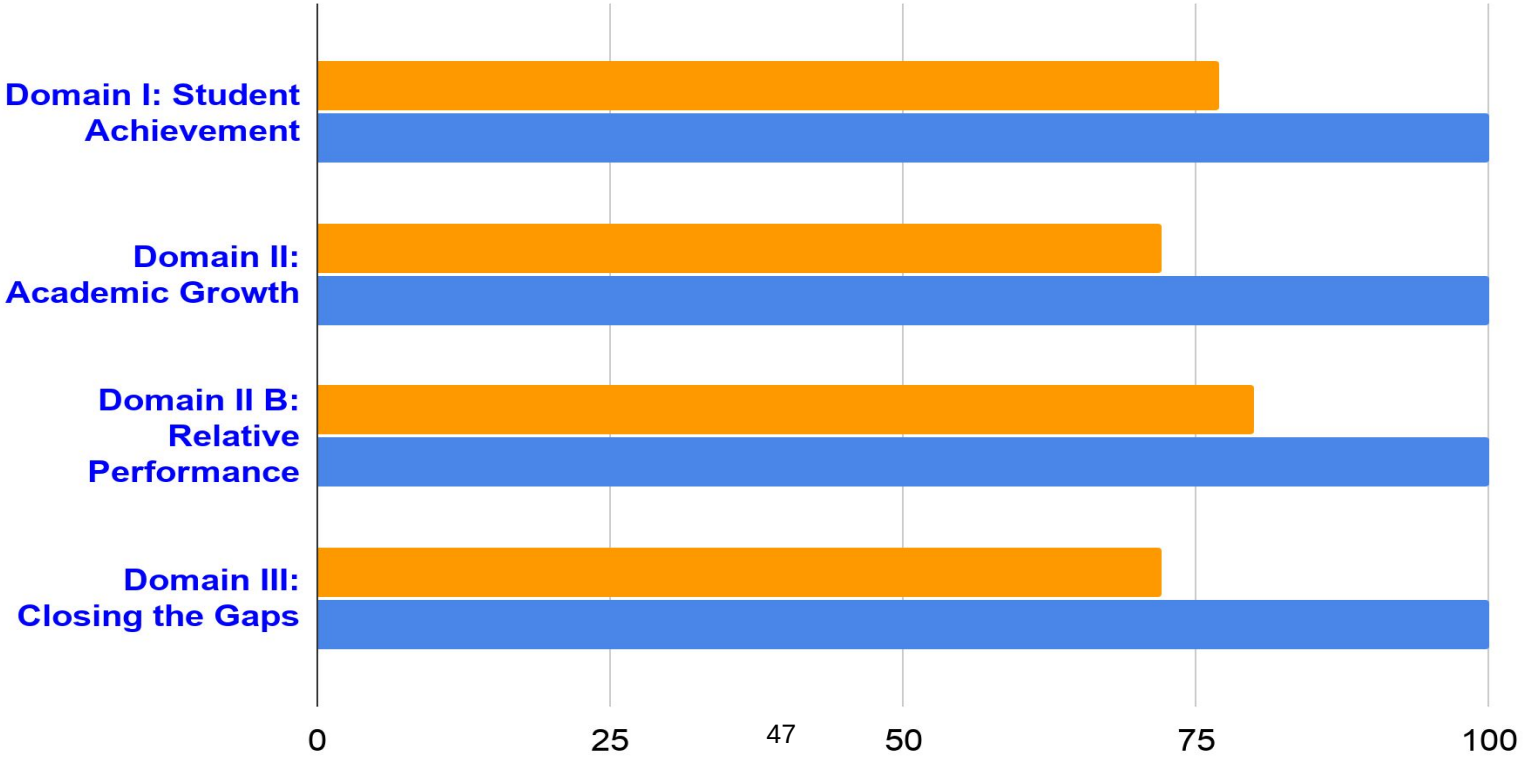
78

Overall Rating: Grade C

Overview

- Serves 5,604 Students
- 10 Campuses
- 68.1% Economically Disadvantaged

District A-F Performance by Domain



District Rating Overview

District	Overall Score	Student Achievement	CCMR	Academic Growth	Relative Performance	Closing the Gaps
2026	**78 (C)**	**77 (C)**	**71%**	**72 (C)**	**80 (B)**	**72 (C)**
2025	78 (C)	77 (C)	76%	73 (C)	79 (C)	75 (C)

District College, Career, & Military Readiness: 2026

Overall Rate

71%

of district students successfully met CCMR criteria

College Readiness

52.3%
TSI Reading & Math

26.8%
Dual Credit Coursework

24.6%
AP Examinations

16.6%
Associate Degree

6.3%
On Ramps Course

Career Readiness

17.0%
IBC plus Concentrator or Completer

3.8%
Sp.Ed. Advanced Diploma

2.2%
IEP Workforce Ready

Military Readiness

4.5%
US Military Enlistment

District College, Career, & Military Readiness: 2025

Overall Rate

76%

of district students successfully met CCMR criteria

College Readiness

53.3%
TSI Reading & Math

31.1%
Dual Credit Coursework

20.7%
AP Examinations

18%
Associate Degree

4.7%
On Ramps Course

Career Readiness

44%
IBC plus Concentrator or Completer

4.4%
Sp.Ed. Advanced Diploma

1.8%
IEP Workforce Ready

Military Readiness

0%
US Military Enlistment

Elementary School Campus Ratings Overview

Campus	Overall Score	Student Achievement	Academic Growth	Relative Performance	Closing the Gaps
Childress EL	**80 (B)**	**76**	**73**	**82**	**74**
2025	82 (B)	73	82	79	83
Canutillo EL	**83 (B)**	**77**	**68**	**85**	**77**
2025	85 (B)	77	81	85	86
Davenport EL	**85 (B)**	**72**	**87**	**79**	**81**
2025	93 (A)	71	95	77	88

Elementary School Campus Ratings Overview

Campus	Overall Score	Student Achievement	Academic Growth	Relative Performance	Closing the Gaps
Damian EL	**77 (C)**	**75**	**79**	**77**	**73**
2025	84 (B)	77	82	82	87
Garcia EL	**67 (D)**	**70**	**55**	**66**	**59**
2025	82 (B)	72	80	72	86
Reyes EL	**92 (A)**	**91**	**91**	**85**	**93**
2025	92 (A)	91	92	84	93

Middle School Campus Ratings Overview

Campus	Overall Score	Student Achievement	Academic Growth	Relative Performance	Closing the Gaps
Alderete MS	**84 (B)**	**80**	**70**	**88**	**73**
2025	81 (B)	77	70	83	76
Canutillo MS	**70 (C)**	**73**	**60**	**75**	**57**
2025	72 (C)	73	64	72	71

High School Campus Ratings Overview

Campus	Overall Score	Student Achievement	CCMR Rate	Academic Growth	Relative Performance	Closing the Gaps
Northwest	**97 (A)**	**97**	**100**	**85**	**97**	**97**
2025	97 (A)	97	100	85	97	98
Canutillo	**73 (C)**	**71**	**64**	**70**	**76**	**67**
2025	71 (C)	72	70	64	75	60

Canutillo HS College, Career, & Military Readiness 2026

Campus CCMR Rate
64%

TSI Reading & Math
42.7%

AP Exam Success
15.2%

Dual Credit Coursework
11.1%

Total Graduates
368

On Ramps Completion
0.8%

IBC Plus Concentrator
18.8%

Military Enlistment
5.4%

Northwest College, Career, & Military Readiness 2026

Campus CCMR Rate
100%

TSI Reading & Math
97.5%

AP Exam Success
68.4%

Dual Credit Coursework
100%

Total Graduates
79

Associate Degree Completion
93.7%

On Ramps Completion
31.6%

IBC Plus Concentrator
8.9%

Distinction Designations 2026

Northwest 2 Distinctions ⭐⭐
Science, Postsecondary Readiness

RES 2 Distinctions ⭐⭐
Mathematics, Academic Growth, Closing the Gaps

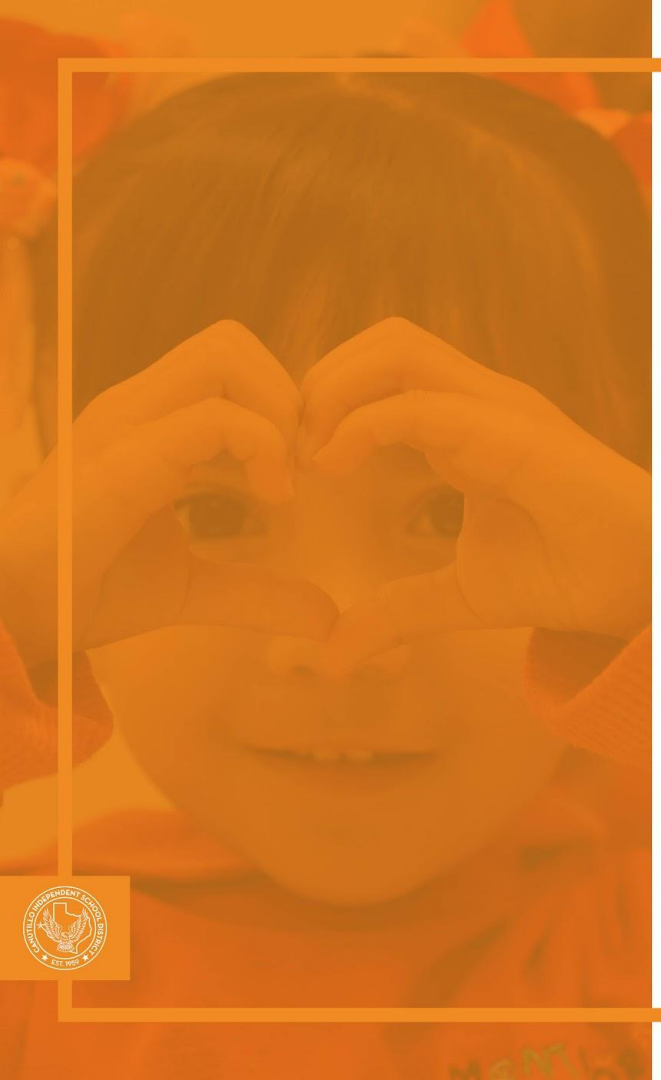
CES 3 Distinctions ⭐⭐⭐
Reading/Language Art, Science, Postsecondary Readiness

DDE 2 Distinctions ⭐⭐
Science, Academic Growth

AMS 3 Distinctions ⭐⭐⭐
Science, Social Studies, Postsecondary Readiness

JDE 1 Distinction ⭐
Science

BCE 2 Distinctions ⭐⭐
Mathematics, Postsecondary Readiness



Strategic Priorities

1. Target Key Campus Needs

Focus on critical improvement areas: CMS (CSI label) and GES (D rating)

2. Elevate Core Academic Performance

Accelerate proficiency and baseline growth in Reading Language Arts (RLA) and Mathematics.

3. Strengthen Subgroup Support

- Enhance language acquisition frameworks for Emergent Bilingual (EB) students.
- Deliver tailored IEP supports and targeted interventions for Special Education learners.

Board of Trustees

Meeting Date: 08/26/2026

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Consideration, Discussion and Possible Action to Award Request for Proposal (RFP) 2026-046 Self Funded Medical, Pharmacy Benefit Management, Specific Stop Loss Insurance, Near Site Clinic, HSA and COBRA Administration or Individual Coverage Health Reimbursement Arrangement (ICHRA)

Justification Statement: The District has benefited from current Aetna contract award. Due to the insurance market increasing making it less affordable for CISD staff. Administration advertised for these services through an RFP complying with CHS (Local)) and to secure the best value for the district..

Purpose of Agenda Item: ☐ Information ☑ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☑ HumanResources ☐ Business Services

Staff Responsible: Veronica Campbell/ Julie Uranga

Signature of Requester(s)

Veronica Campbell/ Julie Uranga

Signature of Presenter(s)

CP — *Business Services Approval (Initials)*

08/17/2026 — *Date*

Agenda Summary:

On June 23, 2026 Administration presented responses received for solicitation RFP 2026-046 Self -Funded Medical, Pharmacy! Benefit Management, Specific Stop Loss Insurance, Near Site Clinic, HSA and COBRA Administration. At that time, Administration recomended that the Board of Trustees approve to enter into negotiations to secure a contract with the hightest ranked vendor. Additionally, if negotiations were not successful or determined that the response presented by the hightest ranked vendor was not the best value then Administration would propose an alternate solution and present the proposed! alternate solution to the Board of Trustees at an upcoming meeting after a District Survey and meeting with the Benefits! Committee were completed as directed by the Board of Trustees.

On July 31, 2026, Administration completed the Health Insurance Survey. On August 12, 2026 Administration coordinated the Benefits Committee Meeting.

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

RECOMMENDATION:

Administration recommends discussion and action on RFP 2026-046. If RFP 2026-046 is not award, consideration of ICHRA solution

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S):

ACOUNT NO(S):

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

Formal Solicitiation (RFP 2026-046)

REQUESTING DEPARTMENT:

Human Resources

CONSEQUENCES OF NON-APPROVAL:

Only have one (1) year left on current HR Benefits Contract expires December 2027

IMPLEMENTATION TIMELINE:

ATTACHMENT(S): ✓

Original Evlaution Score Sheet & Gallagher Responses Presentation (Provided June 23, 2026)
Gallegher Presentation provided to Benefits Committee
Local Districts -Benefits Comparisions

Overall Evaluation Score Sheet

Procurement type RFP 2026-046 Self Funded Medical, Pharmacy Benefit Management, Specific Stop Loss Insurance, Near Site Clinic, HAS, COBRA

Campus/Dept: Human Resources

(In alphebetical order)		Vendor #1	Vendor #2	Vendor #3
Overall Evaluation Score Sheet		Aetna	Blue Cross Blue Shield	Cigna
Purchase Price				
TOTAL# of points	**30**	29.60	21.00	19.00
Reputation of the Proposer's Goods and Services				
TOTAL# of points	**10**	8.20	8.20	6.60
The Quality of the Proposer's Goods or Services to Include technical solution				
TOTAL# of points	**15**	13.40	11.60	9.80
The extent to which the goods or services meet the District's needs				
TOTAL# of points	**15**	14.00	10.80	9.80
Past Relationship with the District				
TOTAL# of points	**5**	4.00	4.00	0.60
The impact on the ability of the district to comply with laws and rules related to historically underutilized businesses				
TOTAL# of points	**0**			
The long-term cost to the district to acquire the vendor's goods or services				
TOTAL# of points	**25**	23.60	11.00	12.00
TOTAL SCORE	**100**	92.80	66.60	57.80

Evaluation Completed by Committee on June 8, 2026

Canutillo ISD Benefit RFP

June 23rd, 2026

Gallagher

Insurance | Risk Management | Consulting

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RFP Methodology

Questionnaire

- Overall review of carriers and services offered is completed
- Evaluation of carriers' ability to manage the District's plans and needs is conducted

Discount Analysis (Completed during BAFO)

- Discounts are evaluated based on our Uniform Discount Standard (UDS) database
- Savings or costs are then evaluated from a percent and dollar impact viewpoint

Fee Analysis

- Administration fees are analyzed

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Medical and Pharmacy Projection

	1/1/2026 - 12/31/2026	1/1/2026 - 12/31/2026	1/1/2027 - 12/31/2027	1/1/2027 - 12/31/2027	1/1/2027 - 12/31/2027
Financial Category	**Budget**	**Latest Estimate**	**Projection**	**Alternative 1**	**Alternative 2**
Scenario Description			**No Changes**	**BCBS[2]**	**Cigna[2]**
Medical Trend		**9.0%**	**9.0%**	**9.0%**	**9.0%**
RX Trend		**11.00%**	**11.00%**	**11.0%**	**11.0%**
Stop Loss Deductible	**$175,000**	**$175,000**	**$175,000**	**$175,000**	**$175,000**
Average Subscribers	477	477	477	477	477
PEPM Variable Costs					
Medical Cost (Net ISL)		$643.86	$701.81	$686.95	$711.30
Pharmacy Cost (Net ISL)		$432.56	$478.94	$487.13	$485.50
PEPM Variable Total		**$1,076.42**	**$1,181.95**	**$1,174.08**	**$1,196.79**
PEPM Fixed Costs					
Administrative Fee[a]		$36.50	$35.50	$63.44	$59.56
ISL Stop-Loss Fee[(1)]		$188.67	$242.81	$242.81	$242.81
Rx Rebates		-$90.07	-$102.48	-$80.20	-$121.51
Rx Admin Fee		$2.20	$1.33	$8.94	$11.12
PEPM Fixed Costs Total		**$137.30**	**$177.16**	**$235.00**	**$191.97**
PEPM Total Gross Cost	**$990.58**	**$1,213.72**	**$1,359.11**	**$1,409.08**	**$1,388.77**
Annual Total Gross Cost	**$5,670,000**	**$6,947,000**	**$7,780,000**	**$8,066,000**	**$7,949,000**
PEPM Employee Contributions	$267.58	$267.58	$267.58	$267.58	$267.58
Annual Employee Contributions	$1,532,000	$1,532,000	$1,532,000	$1,532,000	$1,532,000
PEPM Total Net Cost	**$723.00**	**$946.14**	**$1,091.53**	**$1,141.50**	**$1,121.19**
Annual Total Net Cost	**$4,138,000**	**$5,416,000**	**$6,248,000**	**$6,534,000**	**$6,418,000**
Annual					
Δ Change vs. 2026 Gross Budget		$1,277,000	$2,110,000	$2,396,000	$2,279,000
Δ Change vs. Latest Estimate			$833,000	$1,119,000	$1,002,000
PEPM					
Δ Change vs. 2026 Gross Budget		$223.14 | 22.5%	$368.53 | 37.2%	$418.50 | 42.2%	$398.19 | 40.2%
Δ Change vs. Latest Estimate			$145.39 | 12.0%	$195.36 | 16.1%	$175.05 | 14.4%

(1) Stop Loss Fees are Illustrative

(2) Early Termination Fee for PBM contract is $5.00 per Member

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Recommendations

Medical	Pharmacy	Stop Loss	COBRA	HSA
Aetna	Aetna (CVS Caremark)	Aetna	Aetna (Inspira)	Aetna (Inspira)
No Employee Disruption	Integration with Medical	Integration with Medical	Integration with Medical	Integration with Medical
Cross border care (Mexico)	Increased Pharmacy rebates Updated termination language	Claims over the Stop Loss level are covered immediately, not reimbursed.		

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Appendix

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Respondents

Carrier	AM Best Rating	Line of Coverage	Status
Aetna	A/XV	Medical, Rx, Stop Loss, HSA, COBRA	BAFO
BPP Admin	NR	COBRA, HSA	Initial
BCBSTX	A+/XV	Medical, Rx, Stop Loss	BAFO
Cigna	A/XV	Medical, Rx, HSA	BAFO
Care ATC	NR	Near Site Clinic	Initial
Curative	A-	Medical, Rx	Uncompetitive
Gulf Coast Educators	NR	HSA	Initial
NBS	NR	COBRA, HSA	Initial
RxBenefits	NR	Rx	Initial
TEB	NR	COBRA, HSA	Initial
TASC	NR	COBRA, HSA	Initial
Wex	NR	COBRA, HSA	Initial

*While Gallagher does not guarantee the financial viability of any health insurance carrier or market, it is an area we recommend that clients closely scrutinize when selecting a health insurance carrier. There are a number of rating agencies that can be referred to including, A.M. Best, Fitch, Moody's, Standard & Poor's, and Weiss Ratings (The Street.com). Generally, agencies that provide ratings of Health Insurers, including traditional insurance companies and other managed care organizations, reflect their opinion based on a comprehensive quantitative and qualitative evaluation of a company's financial strength, operating performance and market profile. However, these ratings are not a warranty of an insurer's current or future ability to meet its contractual obligations.

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Thank You!

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Gallagher

Insurance | Risk Management | Consulting

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Canutillo ISD Board Meeting

August 25, 2026

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Gallagher

A self-funded plan means we're all in it together

Contributions flow into the health plan fund and are used to pay claims.

Canutillo ISD Contributions + **Employee Contributions** = **Health Plan Fund**

used to pay for

- **DV** Doctor Visits
- **Rx** Prescription Claims
- **LI** Labs & Imaging
- **ER** Emergency Care
- **HC** Hospital Claims

The cost of the plan is directly connected to medical and prescription claims paid from the plan fund.

By working together and making informed healthcare decisions, employees can help maintain a strong and sustainable health plan.

This summary is for general information only. Official plan documents govern.

Current Plan Design

Schedule of Benefits	Aetna CDHP Tier 1	Aetna CDHP Tier 2	Aetna Basic Tier 1	Aetna Basic Tier 2
Deductible (Median)	$3,500 / $7,000	$7,000 / $14,000	$4,000 / $12,000	$10,000 / $20,000
Out-of-Pocket Maximum (Median)	$5,000 / $10,000	$10,000 / $20,000	$8,150 / $16,300	$10,000 / $20,000
Coinsurance	Plan pays 80%	Plan pays 60%	Plan pays 70%	Plan pays 50%
Office Visits PCP/Specialist	80% after Ded / 80% after Ded	60% after Ded / 60% after Ded	$35 / $70 copay	$50 / $100 copay
Urgent Care	80% after Ded	60% after Ded	$75 copay	$100 copay
Emergency Room	80% after Ded	60% after Ded	70% after $500	70% after $500
Telemedicine Copay	80% after Ded	60% after Ded	$35 copay	$50 copay
Pharmacy	coinsurance	coinsurance	copays	copays
(Generic, Preferred, Non-preferred, Specialty)	90% after Ded / 90% after Ded / 80% after Ded / 60% after Ded	90% after Ded / 90% after Ded / 80% after Ded / 60% after Ded	$0 / $10 / $50 / $150	$0 / $10 / $50 / $150

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Plan Design Option

Cost Mitigation

Schedule of Benefits	Aetna CDHP Tier 1	Aetna CDHP Tier 2	Aetna Basic Tier 1	Aetna Basic Tier 2
Deductible (Median)	$4,500 / $9,000	$8,000 / $16,000	$4,000 / $12,000	$10,000 / $20,000
Out-of-Pocket Maximum (Median)	$6,000 / $12,000	$11,000 / $20,000	$8,150 / $16,300	$10,000 / $20,000
Coinsurance	Plan pays 60%	Plan pays 60%	Plan pays 70%	Plan pays 50%
Office Visits PCP/Specialist	60% after Ded / 60% after Ded	60% after Ded / 60% after Ded	$35 / $70 copay	$50 / $100 copay
Urgent Care	60% after Ded	60% after Ded	$75 copay	$100 copay
Emergency Room	60% after Ded	60% after Ded	70% after $500	70% after $500
Telemedicine Copay	60% after Ded	60% after Ded	$35 copay	$50 copay
Pharmacy	coinsurance	coinsurance	copays	copays
(Generic, Preferred, Non-preferred, Specialty)	90% after Ded / 90% after Ded / 80% after Ded / 60% after Ded	90% after Ded / 90% after Ded / 80% after Ded / 60% after Ded	$0 / $10 / $50 / $150	$0 / $10 / $50 / $150

Employee Increase	Budget Impact
133%	Budget Neutral ($7k deficit)

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Rates

	Current			Renewal Plan Year – Option 2		
Coverage Tier	**Employee**	**Employer**	**Gross Rates**	**Employee**	**Employer**	**EE + ER**
CDHP						
Employee Only	$110.85	$723.00	$833.85	$135.93	$723.00	$858.93
Employee + Spouse	$591.45	$723.00	$1,314.45	$1,378.08	$723.00	$2,101.08
Employee + Ch(ren)	$439.49	$723.00	$1,162.49	$1,024.01	$723.00	$1,747.01
Employee + Family	$862.37	$723.00	$1,585.37	$2,009.32	$723.00	$2,732.32
Basic Plan						
Employee Only	$228.64	$723.00	$951.64	$532.73	$723.00	$1,255.73
Employee + Spouse	$651.52	$723.00	$1,374.52	$1,518.04	$723.00	$2,241.04
Employee + Ch(ren)	$498.39	$723.00	$1,221.39	$1,161.25	$723.00	$1,884.25
Employee + Family	$921.27	$723.00	$1,644.27	$2,146.56	$723.00	$2,869.56

Thank you

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General Disclaimers

Coverage Disclaimer

This proposal is an outline of the coverages proposed by the carrier(s) based upon the information provided by your company. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. See the policies and contracts for actual language. This proposal is not a contract and offers no contractual obligation on behalf of GBS. Policy forms for your reference will be made available upon request.

Renewal / Financial Disclaimer

This analysis is for illustrative purposes only, and is not a proposal for coverage or a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. See your policy or contact us for specific information or further details in this regard.

Legal

The intent of this analysis is to provide you with general information regarding the status of, and/or potential concerns related to, your current employee benefits environment. It should not be construed as, nor is it intended to provide, legal advice. Laws may be complex and subject to change. This information is based on current interpretation of the law and is not guaranteed. Questions regarding specific issues should be addressed by legal counsel who specializes in this practice area.

Anthony ISD

2026-27 TRS-ActiveCare Plan Highlights Sept. 1, 2026 – Aug. 31, 2027

TRS ACTIVECARE

All TRS-ActiveCare participants have **three plan options**. Each includes a wide range of wellness benefits.

How to Calculate Your Monthly Premium

Total Monthly Premium
− Your Employer Contribution
= **Your Premium**

Ask your Benefits Administrator for your district's specific premiums.

Being Healthy is Easy

- $0 preventive services
- One-on-one health coaches
- Weight loss programs and nutrition
- TRS Virtual Health
- **Member Rewards is even better. Now** you'll get a check when you use Member Rewards and choose low-cost, high-quality doctors and facilities – up to $599* per tax year.
- Airrosti Remote Recovery gives you in-home virtual physical therapy to relieve common aches and pains at no cost.*

** Eligibility rules may apply.*

See the Annual Enrollment Guide for more details.

Mental Health

You have in-office and virtual benefits:

- TRS-ActiveCare Primary Plan: $30 copay for office visits or $0 with Teladoc
- TRS-ActiveCare Primary+ Plan: $15 copay for office visits or $0 with Teladoc
- TRS-ActiveCare HD Plan: 30% coinsurance after deductible or $42 with Teladoc
- TRS-ActiveCare 2 Plan: $20 copay for office visits or $12 with Teladoc

	TRS-ActiveCare Primary	TRS-ActiveCare Primary+	TRS-ActiveCare HD
Plan Summary	• Lowest premium of the three available plans • Copays for doctor visits before you meet your deductible • Statewide network • Primary Care Provider referrals required to see specialists • Not compatible with a Health Savings Account • No out-of-network coverage	• Highest premium of the three available plans • Copays for many services and drugs • Lower deductible than the HD and Primary plans • Statewide network • Primary Care Provider referrals required to see specialists • Not compatible with a Health Savings Account • No out-of-network coverage	• Higher premium of the three available plans • Must meet your deductible before plan pays for non-preventive care • Nationwide network with out-of-network coverage • No requirement for Primary Care Providers or referrals • Compatible with a Health Savings Account
Monthly Premiums			
Employee Only	$475	$560	$495
Employee and Spouse	$1,283	$1,458	$1,337
Employee and Children	$808	$952	$842
Employee and Family	$1,615	$1,848	$1,683
Plan Features			
Type of Coverage	In-Network Coverage Only	In-Network Coverage Only	In-Network / Out-of-Network
Individual/Family Deductible	$2,500/$5,000	$1,200/$2,400	$3,400/$6,800 / $6,800/$13,600
Coinsurance	You pay 30% after deductible	You pay 20% after deductible	You pay 30% after deductible / You pay 50% after deductible
Individual/Family Maximum Out of Pocket	$8,050/$16,100	$6,900/$13,800	$8,300/$16,600 / $20,500/$41,000
PCP Required	Yes	Yes	No
Doctor Visits			
Primary Care	$30 copay	$15 copay	You pay 30% after deductible / You pay 50% after deductible
Specialist	$70 copay	$70 copay	You pay 30% after deductible / You pay 50% after deductible
Immediate Care			
Urgent Care	$50 copay	$50 copay	You pay 30% after deductible / You pay 50% after deductible
Emergency Care	You pay 30% after deductible	You pay 20% after deductible	You pay 30% after deductible
TRS Virtual Health-RediMD™	$0 per medical consultation	$0 per medical consultation	$30 per medical consultation
TRS Virtual Health-Teladoc®	$12 per medical consultation	$12 per medical consultation	$42 per medical consultation
Prescription Drugs			
Drug Deductible	Integrated with medical	$200 deductible per participant (brand drugs only)	Integrated with medical
Generics (31-Day Supply/90-Day Supply)	$15/$45 copay; $0 copay for certain generics	$15/$45 copay	You pay 20% after deductible; $0 coinsurance for certain generics
Preferred (Max does not apply if brand is selected and generic is available)	You pay 30% after deductible	You pay 25% after deductible ($100 max)/ You pay 25% after deductible ($265 max)	You pay 25% after deductible
Non-preferred	You pay 50% after deductible	You pay 50% after deductible	You pay 50% after deductible
Specialty (31-Day Max) Call 1-844-367-6108 to see if your specialty medication is covered by SaveOnSP.	You pay 30% after deductible; $0 if SaveOnSP eligible	You pay 20% after deductible ($500 max); $0 if SaveOnSP eligible	You pay 20% after deductible
Insulin Out-of-Pocket Costs	$25 copay for 31-day supply; $75 for 61- to 90-day supply	$25 copay for 31-day supply; $75 for 61- to 90-day supply	You pay 25% after deductible

This plan is closed to new enrollees. Current TRS-ActiveCare 2 participants can stay enrolled.

TRS-ActiveCare 2
• Closed to new enrollees • Current enrollees can choose to stay in the plan • Lower deductible • Copays for many services and drugs • Nationwide network with out-of-network coverage • No requirement for Primary Care Providers or referrals

Total Premium	Employer Contribution	Your Premium
$1,013		
$2,402		
$1,507		
$2,841		

In-Network	Out-of-Network
$1,000/$3,000	$2,000/$6,000
You pay 20% after deductible	You pay 40% after deductible
$7,900/$15,800	$23,700/$47,400
No	

Tier 1: $20 copay Tier 2: $40 copay	You pay 40% after deductible
Tier 1: $55 copay Tier 2: $85 copay	You pay 40% after deductible

$50 copay	You pay 40% after deductible
You pay a $250 copay plus 20% after deductible	
$0 per medical consultation	
$12 per medical consultation	

$200 brand deductible
$20/$45 copay
You pay 25% after deductible ($40 min/$80 max)/ You pay 25% after deductible ($105 min/$210 max)
You pay 50% after deductible ($100 min/$200 max)/ You pay 50% after deductible ($215 min/$430 max)
You pay 30% after deductible ($200 min/$900 max); $0 if SaveOnSP eligible
$25 copay for 31-day supply; $75 for 61- to 90-day supply

Clint ISD

2026/2027 MEDICAL PLAN OPTIONS Effective Sept. 1, 2026	TRS-ActiveCare Primary (BCBS of TX Network) HMO	TRS-ActiveCare Primary+ (BCBS of TX Network) HMO	TRS-ActiveCare HD (BCBS of TX Network) PPO	
Plan Features	• Lowest premium of all three plans • Copays for doctor visits before you meet your deductible • Statewide network • Primary Care Provider (PCP) referrals required to see specialists • Not eligible for a Health Savings Account (HSA) • No out-of-network coverage	•Lower deductible than the HD and Primary plans •Copays for many services and drugs •Higher premium •Statewide network • PCP referrals required to see specialists •Not eligible for Health Savings Account (HSA) •No out-of-network coverage	• Compatible with a Health Savings Account (HSA) • Nationwide network with out-of-network coverage • No requirement for PCPs or referrals • Must meet your deductible before plan pays for non-preventive care	
Monthly Employee Premium Portion				
Employee only	$154	$239	$174	
Employee and Spouse	$962	$1,135	$1,016	
Employee and Child(ren)	$487	$631	$521	
Employee and Family	$1,294	$1,527	$1,362	
Plan Summary				
Type of Coverage	In-Network Coverage Only	In-Network Coverage Only	In-Network	Out-of-Network
Individual/Family Deductible	$2,500/$5,000	$1,200/$2,400	$3,400/$6,800	$6,800/$13,600
Coinsurance	You pay 30% after deductible	You pay 20% after deductible	You pay 30% after deductible	You pay 50% after deductible
Individual/Family Max Out of Pocket	$8,050/$16,100	$6,900/$13,800	$8,300/$16,600	$20,500/$41,000
Network	Statewide Only Network	Statewide Only Network	Nationwide Network	
Primary Care Provider (PCP) Required	Yes	Yes	No	
PCP Referral to Specialist Required	Yes	Yes	No	
Doctor Visits				
Preventive Care	**$0 Copay**	**$0 Copay**	**$0 Copay**	
Primary Care	**$30 Copay**	**$15 copay**	You pay 30% after deductible	You pay 50% after
Specialist	**$70 Copay**	**$70 copay**	You pay 30% after deductible	You pay 50% after
Immediate Care Facilities				
Urgent Care	$50 copay	$50 copay	You pay 30% after deductible	You pay 50% after
Emergency Care	You pay 30% after deductible	You pay 20% after deductible	You pay 30% after deductible	
Hospital Services	You pay 30% after deductible	You pay 20% after deductible	You pay 30% after deductible	You pay 50% after
RediMD Virtual Health	$0 per consultation	$0 per consultation	$30 per consultation	
Teladoc Virtual Health	$12 per consultation	$12 per consultation	$42 per consultation	
Prescription Drug Benefits (Express Scripts)				
Rx Drug Deductible	Integrated with medical	$200 brand deductible	Integrated with medical	
Generics	30 day $15/90 day $45 copay; $0 Copay for certain generics	30 day $15/90 day $45 copay	You pay 20% after deductible; $0 coinsurance for certain generics	
Preferred Brand	You pay 30% after deductible	You pay 25% after deductible	You pay 25% after deductible	
Non-Preferred Brand	You pay 50% after deductible	You pay 50% after deductible	You pay 50% after deductible	
Specialty	$0 if SaveOnSP eligible; You pay 30% after deductible	$0 if SaveOnSP eligible; You pay 30% after deductible	You pay 20% after deductible	
Insulin Out-of-Pocket Costs	$25 copay for 31-day supply; $75 for 61-90 day supply	$25 copay for 31-day supply; $75 for 61-90 day supply	You pay 25% after deductible	

Healthcare Plan Rate Sheet Full District Contribution (24 Checks)
January 1, 2027 to December 31, 2027

	Total	EPISD Contribution	Employee Monthly Cost	Employee Semi-Monthly Cost
EPISD CDHP				
Employee Only	$811.00	**$616.78**	$194.22	$97.11
Employee & Spouse	$1,728.78	**$616.78**	$1,112.00	$556.00
Employee & Child(ren)	$1,233.78	**$616.78**	$617.00	$308.50
Employee & Family	$2,074.78	**$616.78**	$1,458.00	$729.00
EPISD Traditional PPO				
Employee Only	$951.78	**$616.78**	$335.00	$167.50
Employee & Spouse	$1,847.78	**$616.78**	$1,231.00	$615.50
Employee & Child(ren)	$1,343.78	**$616.78**	$727.00	$363.50
Employee & Family	$2,239.78	**$616.78**	$1,623.00	$811.50

UMC East Clinic Partners With SISD!

$10
Employee Health Care Visits









University Medical Center of El Paso (UMC) and the Socorro Independent School District (SISD) are proud to launch a new joint initiative to make health care more accessible and affordable for SISD employees.

Now offering primary care visits for just $10!

What's included:

- Appointments with dedicated nurse practitioners
- Personalized, high-quality, patient-centered care
- Easy access and $10 copay

Important details:

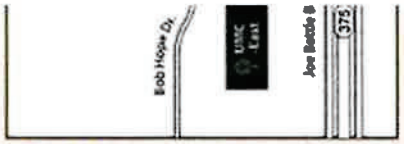
- Appointments preferred; walk-ins also acceptable
- Call to schedule: (915) 521-7691
- Available: Mon.– Sat., 7:30 a.m. to 6 p.m.

Prescriptions can be filled at any

UNIVERSITY MEDICAL CENTER OF EL PASO

SOCORRO INDEPENDENT SCHOOL DISTRICT

We encourage SISD employees to take advantage of this valuable benefit as part of our continued commitment to your health and well-being.



Aetna Medical Premiums

Medical Monthly Premiums		
	CDP	Copayment Plan
Employee Only	$0.00	$282.02
Employee + Spouse	$404.92	$928.65
Employee + Children	$260.38	$726.53
Employee + Family	$838.52	$1,535,92

The district will contribute $555 per employee per month for all eligible employees who elect to enroll in the copayment plan.

The district will contribute $644.41 for the EO option on the CDP plan and $655 for ES, EC and FA on the CDP plans.

	SISD HEALTH PLANS IN-NETWORK BENEFITS			
	CDP		COPAYMENT PLAN	
	Tier 1	Tier 2	Tier 1	Tier 2
	ACO	PPO	ACO	PPO
In-network Benefits	Hospitals of Providence Affiliates Only	All other Aetna Providers	Hospitals of Providence Affiliates Only	All other Aetna Providers
Individual Deductible (In-Network)	$4,500	$5,000	$2,000	$4,000
Family Deductible (In-Network)	$9,000	$10,000	$4,000	$6,000
Coinsurance (In-Network)	0%	20%	20%	40%
Individual Maximum Out of Pocket (In-Network)	$4,500	$6,000	$6,000	$9,000
Family Maximum Out of Pocket (In-Network)	$9,000	$12,000	$12,000	$18,000
Office Visit Copay - Primary/Specialist	0% after deductible	20% after deductible	$40/$65	$50/$75
Urgent Care	0% after deductible	20% after deductible	$75	$100
Emergency Use of Emergency Room	0% after deductible	20% after deductible	10% after deductible and $250 copay	10% after deductible and $250 copay
Hospitalization (In-Network)	0% after deductible	20% after deductible	10% after deductible and $200 inpatient per confinement copay	40% after deductible and $300 inpatient per confinement copay
Prescription (Generic/Pref/Non Pref/Spec)	$10/$35/$55 for preventive formulary drugs only, all other drugs are subject to deductible or coinsurance	$10/$35/$55 for preventive formulary drugs only, all other drugs are subject to deductible or coinsurance	$10/$75/$120	$10/$75/$120

TRS-ActiveCare has a network of doctors and hospitals that span all the way to the Rio Grande.



TRS-ActiveCare **Plan Highlights** 2024

TRS ACTIVECARE
TEACHER RETIREMENT SYSTEM OF TEXAS

Learn the Terms.

- **Premium:** The monthly amount you pay for health care coverage.
- **Deductible:** The annual amount for medical expenses you're responsible to pay before your plan begins to pay its portion.
- **Copay:** The set amount you pay for a covered service at the time you receive it. The amount can vary by the type of service.
- **Coinsurance:** The portion you're required to pay for services after you meet your deductible. It's often a specified percentage of the costs; i.e. you pay 20% while the health care plan pays 80%.
- **Out-of-Pocket Maximum:** The maximum amount you pay each year for medical costs. After reaching the out-of-pocket maximum, the plan pays 100% of allowable charges for covered services.

2024 TRS-ActiveCare Plan Highlights April 1, 2024 – Aug. 31, 2024

TRS ActiveCare

How to Calculate Your Monthly Premium

Total Monthly Premium
− Your District and State Contributions
= **Your Premium**

Ask your Benefits Administrator for your district's specific premiums.

Wellness Benefits at No Extra Cost*

Being healthy is easy with:

- $0 preventive care
- 24/7 customer service
- One-on-one health coaches
- Weight loss programs
- Nutrition programs
- Ovia™ pregnancy support
- TRS Virtual Health
- Mental health benefits
- And much more!

**Available for all plans. See the benefits guide for more details.*

Rx Benefits!

- Express Scripts is your pharmacy benefits manager!
- Certain specialty drugs are $0 through SaveOnSP.

All TRS-ActiveCare participants have **three plan options**. Each includes a wide range of wellness benefits.

	TRS-ActiveCare Primary	TRS-ActiveCare Primary+	TRS-ActiveCare HD
Plan Summary	• Lowest premium of all three plans • Copays for doctor visits before you meet your deductible • Statewide network • Primary Care Provider (PCP) referrals required to see specialists • Not compatible with a Health Savings Account (HSA) • No out-of-network coverage	• Lower deductible than the HD and Primary plans • Copays for many services and drugs • Higher premium • Statewide network • PCP referrals required to see specialists • Not compatible with a Health Savings Account (HSA) • No out-of-network coverage	• Compatible with a Health Savings Account (HSA) • Nationwide network with out-of-network coverage • No requirement for PCPs or referrals • Must meet your deductible before plan pays for non-preventive care

Monthly Premiums	Total Premium	Your Premium	Total Premium	Your Premium	Total Premium	Your Premium
Employee Only	$ 659	$	$773	$	$676	$
Employee and Spouse	$1,780	$	$2,012	$	$1,826	$
Employee and Children	$1,121	$	$1,315	$	$1,150	$
Employee and Family	$2,241	$	$2,553	$	$2,300	$

Plan Features				
Type of Coverage	In-Network Coverage Only	In-Network Coverage Only	In-Network	Out-of-Network
Individual/Family Deductible	$2,500/$5,000	$1,200/$2,400	$3,000/$6,000	$5,500/$11,000
Coinsurance	You pay 30% after deductible	You pay 20% after deductible	You pay 30% after deductible	You pay 50% after deductible
Individual/Family Maximum Out of Pocket	$7,500/$15,000	$6,900/$13,800	$7,500/$15,000	$20,250/$40,500
Network	Statewide Network	Statewide Network	Nationwide Network	
PCP Required	Yes	Yes	No	

Doctor Visits				
Primary Care	$30 copay	$15 copay	You pay 30% after deductible	You pay 50% after deductible
Specialist	$70 copay	$70 copay	You pay 30% after deductible	You pay 50% after deductible

Immediate Care				
Urgent Care	$50 copay	$50 copay	You pay 30% after deductible	You pay 50% after deductible
Emergency Care	You pay 30% after deductible	You pay 20% after deductible	You pay 30% after deductible	
TRS Virtual Health-RedMD℠	$0 per medical consultation	$0 per medical consultation	$30 per medical consultation	
TRS Virtual Health-Teladoc®	$12 per medical consultation	$12 per medical consultation	$42 per medical consultation	

Prescription Drugs			
Drug Deductible	Integrated with medical	$200 deductible per participant (brand drugs only)	Integrated with medical
Generics (31-Day Supply/90-Day Supply)	$15/$45 copay; $0 copay for certain generics	$15/$45 copay	You pay 20% after deductible; $0 coinsurance for certain generics
Preferred	You pay 30% after deductible	You pay 25% after deductible	You pay 25% after deductible
Non-preferred	You pay 50% after deductible	You pay 50% after deductible	You pay 50% after deductible
Specialty (31-Day Max)	$0 if SaveOnSP eligible; You pay 30% after deductible	$0 if SaveOnSP eligible; You pay 30% after deductible	You pay 20% after deductible
Insulin Out-of-Pocket Costs	$25 copay for 31-day supply; $75 for 61-90 day supply	$25 copay for 31-day supply; $75 for 61-90 day supply	You pay 25% after deductible

At a Glance	Primary
Premiums	Lowest
Deductible	Mid-range
Copays	Yes
Network	Statewide network
PCP Required?	Yes
HSA-eligible?	No

At a Glance	Primary+
Premiums	Higher
Deductible	Low
Copays	Yes
Network	Statewide network
PCP Required?	Yes
HSA-eligible?	No

At a Glance	HD
Premiums	Lower
Deductible	High
Copays	No
Network	Nationwide network
PCP Required?	No
HSA-eligible?	Yes



Compare Prices for Common Medical Services

REMEMBER: Call a Personal Health Guide (PHG) any time 24/7 to help you find the best price for a medical service. Reach them at **1-866-355-5999**.

Benefit	TRS-ActiveCare Primary	TRS-ActiveCare Primary+	TRS-ActiveCare HD	
	In-Network Only	In-Network Only	In-Network	Out-of-Network
Diagnostic Labs*	Office/Indpendent Lab: You pay $0	Office/Indpendent Lab: You pay $0	You pay 30% after deductible	You pay 50% after deductible
	Outpatient: You pay 30% after deductible	Outpatient: You pay 20% after deductible		
High-Tech Radiology	You pay 30% after deductible	You pay 20% after deductible	You pay 30% after deductible	You pay 50% after deductible
Outpatient Costs	You pay 30% after deductible	You pay 20% after deductible	You pay 30% after deductible	You pay 50% after deductible
Inpatient Hospital Costs	You pay 30% after deductible	You pay 20% after deductible	You pay 30% after deductible	You pay 50% after deductible ($500 facility per day maximum)
Freestanding Emergency Room	You pay $500 copay + 30% after deductible	You pay $500 copay + 20% after deductible	You pay $500 copay + 30% after deductible	You pay $500 copay + 50% after deductible
Bariatric Surgery	Facility: You pay 30% after deductible	Facility: You pay 20% after deductible	Not Covered	Not Covered
	Professional Services: You pay $5,000 copay + 30% after deductible	Professional Services: You pay $5,000 copay + 20% after deductible		
	Only covered if rendered at a BDC+ facility	Only covered if rendered at a BDC+ facility		
Annual Vision Exam (one per plan year; performed by an ophthalmologist or optometrist)	You pay $70 copay	You pay $70 copay	You pay 30% after deductible	You pay 50% after deductible
Annual Hearing Exam (one per plan year)	$30 PCP copay $70 specialist copay	$30 PCP copay $70 specialist copay	You pay 30% after deductible	You pay 50% after deductible

Pre-certification for genetic and specialty testing may apply. Contact a PHG at **1-866-355-5999 with questions.*

CANUTILLO INDEPENDENT SCHOOL DISTRICT
Student Support Services

TO: Board of Trustees
Dr. Josue Borrego, Superintendent

FROM: Dr. Monica Reyes, Executive Director, Student Support Services
Mrs. Julie Scott, SHAC Parent Chair

DATE: August 6, 2026

SUBJECT: Board Agenda Item: School Health Advisory Council (SHAC) Annual Report and Presentation

As per board policy, the Student Support Services Department will present the School Health Advisory Council (SHAC) Annual Report. This report communicates the 2025-2026 efforts and recommendations addressing meetings and activities throughout the district.

This report does require board action of recognition and approval as stated in policy EHAA (Legal).

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

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

P: (915) 877-7650
F: (915) 877-7665
canutillo-isd.org

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).
For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division (915) 877-7650 | 7965 Artcraft Rd. | El Paso TX 79932.

Canutillo Independent School District

7965 Artcraft Rd
El Paso, Texas 79932

(915) 877-7650
FAX (915) 877-7652
mreyess@canutillo-isd.org

Dr. Monica Reyes
Executive Director, Student Support Services

August 25, 2026

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

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

According to EHAA (LEGAL), a board shall establish a local school health advisory council (SHAC) to assist the district in ensuring that local community values are reflected in the district's health education instruction. Education Code 28.004(a) [See BDF regarding composition of the SHAC and FFA regarding federal wellness requirements.]

According to BDF, in addition to its other duties, the SHAC shall submit to the board, at least annually, a written report that includes:

1. Any SHAC recommendation concerning the district's health education curriculum and instruction or related matters that the SHAC has not previously submitted to the board;
2. Any suggested modification to a SHAC recommendation previously submitted to the board;
3. A detailed explanation of the SHAC's activities during the period between the date of the current report and the date of the last prior written report; and
4. Any recommendations made by the physical activity and fitness planning subcommittee.

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

This annual report will include the activities and accomplishments for the 2025-2026 school year.

Sincerely,

Dr. Monica Reyes
Executive Director, Student Support Services

Julie Scott
SHAC Chair and Parent

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

2025-2026 School Health Advisory Council (SHAC) Report

I. SHAC Regular Meetings

A. 4 General session meetings (4 meetings required per year by law)

1. October 21, 2025
2. December 8, 2025
3. February 9, 2026
4. April 13, 2026

B. SHAC Committees Meetings

1. Health & Wellness Committee
   a) Coordinators (acting)
      (1) Sandra Day (Parent)
      (2) Julie Scott (Parent)
   b) December 8, 2025
   c) January 14, 2026
   d) April 1, 2026
2. Bullying & Mental Health
   a) Bullying Committee Coordinator
      (1) Jesus Juarez, District Prevention Specialist (Staff)
   b) Mental Health Committee Coordinator
      (1) Dayanira Carrillo, District Social Worker (Staff)
   c) November 19, 2025
   d) January 14, 2026
   e) April 1, 2026

II. SHAC Executive Committee Officers

A. Chair - Julie Scott (parent)
B. Secretary - Sandra Day (parent)
C. Parliamentarian - Christina Figueroa (parent/staff)
D. SHAC District Representative

1. Dr. Monica Reyes, Executive Director of Student Support Services - (parent/staff)

III. SHAC Recruitment 2025-2026 Efforts

A. Flyers – print and digital
B. SHAC Website:
https://www.canutillo-isd.org/departments/student-support-services/holistic-health/shac
C. Campus Parent Liaisons
D. Campus SHAC representatives
E. Campus Announcements through Blackboard
F. SHAC bulletin boards – one per campus
G. Open forum - Invitation to community and School Board Members to send representatives

IV. Members

A. Total: 56 participants
B. 12 - parents or grandparents
C. 7 - staff who are parents
D. 21 - staff members
E. 6 - administrators
F. 2 - administrators who are parents

G. 4: community or agency members
H. 4: students

*represents more than one campus in table below

CANUTILLO ISD SCHOOL HEALTH ADVISORY COUNCIL

Campus/Department	***Parent (P) / Staff (S)/Administration(A)/Grandparent (GP)***
SHAC Chair (1) SHAC Secretary (1)	Julie Scott (P)* Sandra Day (P)*
Childress Elementary (4)	Isaac Oliva (S) Jo Maria Rodriguez (P) Anayan Sanchez (P) Leslie Adkins (P)
Canutillo Elementary (1)	Carolina Quinonez (S)
Davenport Elementary (0)	Efran Pucido (S) Lyslie Barraza (S)
Garcia Elementary (1)	Victor Luces (P/S)*
Damian Elementary (2)	Jose Gomez (S) Jennifer Guerrero (P/S)*
Reyes Elementary (2)	Veronica Vasquez (S/P)* Sandra Day (P)* Gabriela Barraza (S)
Alderete Middle (5)	Teresita Parra (S) Toney Moreno (P) Christina Figueroa (P/S)* Esther Alzaga (P/S)* Jennifer Guerrero (P)*
Canutillo Middle (7)	Angelica Placencia (P/S)* Justin Balanciere (S) Alma Ramos (S) Andrea Esparza (S/P) Christopher Scott (P)* Julie Scott (P)* Veronica Vasquez-Ramos (S/P)*
Canutillo High School (10)	Aaron Bajek (S) Jenny Patino (A) Dr. Monica Reyes (P/S)* Amber Whitley (P)* Sandra Day (P)* Julie Scott (P)* Angelica Placencia (P/S)* Christina Figueroa (P/S)* Michelle Belli (S) Christopher Scott (P)* Edgar Green (P) Vincent Rosario (Student) Lyakke Ofung (Student) Cristian Green (Student) Leo Flores (Student)

Northwest Early College High School (1)	Esther Alzaga (P/S)*
Student Support Services/Nutrition/Admin (29)	Dr. Monica Reyes (P/A)* Marcos Macias (A- Nutrition) Daya Carrillo (S) Jocelyn Cepeda (S) Leah Lopez (S) Jesus Juarez (S) Jennifer Carrera (S) Christina Figueroa (P/S)* Jesica Arellano (A) Fernando Martinez (A) Lorenzo Leyva (S) Efren Pucido (S)
Agency/Community (4)	Kristin Ortega- Action for Healthy Kids Priscilla Cortez- Alliviane Maiya Landeros- Alliviane Valerie Flores- El Paso Children's Guidance Center

V. Goals of SHAC

A. Committee Goals

1. Mental Health
   - **a)** What is being done for our teachers for mental health?
   - **b)** Trends happening at each campus
2. Bullying
   - **a)** Gather data and present
3. Health Education/Wellness
   - **a)** Vaping Prevention/Intervention/Post-vention
   - **b)** First Offenders Program
   - **c)** Increase Parent engagement

VI. Committee Highlights

A. Bullying
   1. Updates and Review of data

B. Mental Health
   1. Climate Survey, Fall 2025
   2. SEL Bowl 5.0
   3. Mental Health Coalition
   4. Paso del Norte Health Foundation Grant (PdNHF)
      a) HB 1481 Cell Phone Ban Evaluation Grant
   5. Stronger Connections Grant
   6. Mental Health Awareness Grant
      a) Adult Mental Health First Aid
      b) Youth Mental Health First Aid
      c) Teen Mental Health First Aid
   7. Discussion of new Counselors Curriculum

a) Presentation by Everfi
b) Review of Panorama, Skillstreaming, and ReThink

C. Health / Wellness
1. Collaborated with Action for Healthy Kids and PdNHF - Kristen Ortega
a) Vaping Policy development
b) Student Support Services, Prevention Specialist, Mr. Jesus Juarez, and Chief Martinez working on First Offenders Program
(1) Promise Program
c) Vape Sensors at High School
d) Presentation of New Police Dog Officer Coby

Action for Healthy Kids

Since 2018, Canutillo ISD has been part of the El Paso Healthy Schools Coalition. Action for Healthy Kids has been a huge support for health and wellness in our district. In the past, they have provided financial grants and consistently offered guidance and support. The coalition has sponsored networking with other districts and community agencies in the El Paso Region.

Filming:

Action for Healthy Kids has finalized video clips highlighting Canutillo ISD in components of Coordinated School Health in nursing, recess, and physical education.

Wellness Policy Training

This year, Action for Healthy Kids and the Department of Agriculture co-presented on the updates and status of district wellness policies. A district/SHAC team from Canutillo ISD participated in the process of how to update and write the current wellness policy under FFA (Local).

Regional SHAC

- Action for Healthy Kids created a Regional SHAC so that the El Paso Region school districts could gather to discuss concerns, issues, and to support districts that are facing concerns with student and staff wellness. Mrs. Julie Scott and Dr. Monica Reyes served on a panel for one of the Regional SHAC meetings discussing the implications and implementation of HB 1481: Cell Phone Ban.

Texas Coordinated School Health Partnership meeting

- Action for Healthy Kids and Texas Department of State Health Services created a Texas wide SHAC collaboration for school districts all across Texas to discuss current events pertaining to SHAC and student health. It is a monthly online meeting to network and collaborate with other school districts in Texas.

Adult/Youth Mental Health First Aid & Rethink Mental Health Suite Curriculum

Grant awarded to Canutillo ISD and UTEP Social Work Department. Grant will end September 2026.

- This grant is supported by our Student Support Services Department.
- The Canutillo ISD Social Emotional Bowl (SEL Bowl 5.0) on November 10, 2025 brought professional development to our teachers, staff, and administrators. The focus was Adult

Mental Health First Aid training. Canutillo ISD had 16 Adult MHFA Trainers, and along with other agencies' trainers, we conducted the professional development for our staff.

- This grant also supports the Rethink curriculum (Mental Health Suite) used by Physical Education/Health teachers and CISD Counselors.

After-school Program – Nike Days

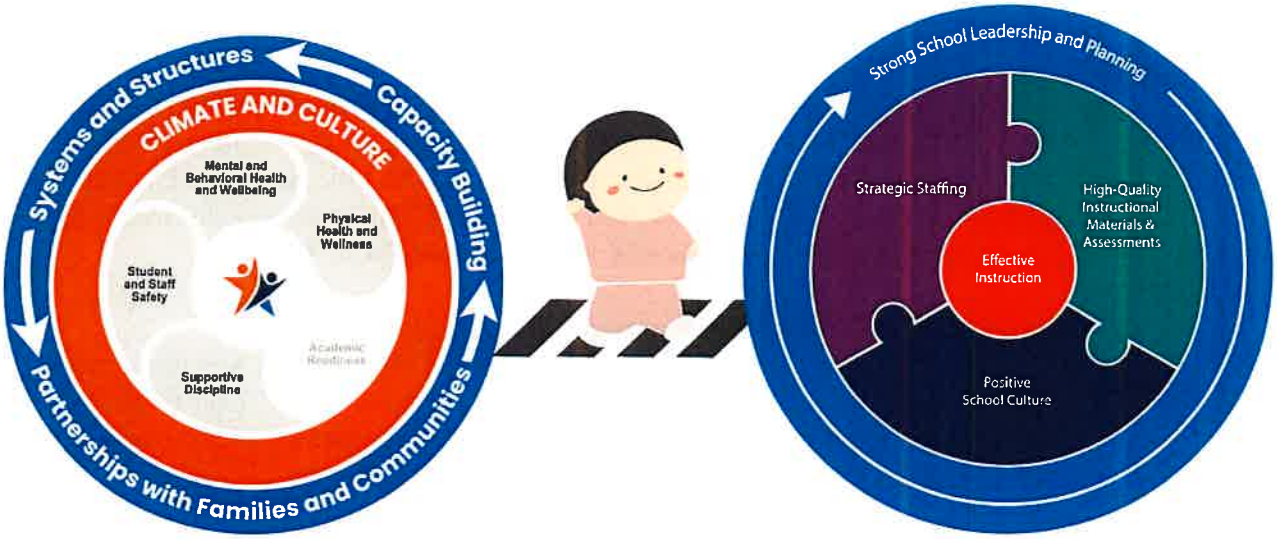
- All six elementary schools participated in after-school activities with Nike Outlet employees who volunteer their time (while supervised by CISD employees) to teach and enjoy physical activities with our CISD students as an after-school program.
- This is FREE to our district.

Bullying Presentations

- The Prevention Specialist, Mr. Jesus Juarez, provided presentations on bullying and prevention to CHS athletes and their parents.

Campus Climate Survey

- Through the Stronger Connections Grant, all campuses received a free campus climate survey that was conducted anonymously in Fall 2025.
- As part of our ongoing efforts to foster a positive and supportive school climate and culture within our schools, the Texas Center for Students Supports (TCSS) has partnered with the Texas Institute for Excellence in Mental Health (TIEMH) to develop the Stronger Connections Climate Survey. This survey is a vital tool for gathering insights from students, staff, and families, helping the district to better understand our current school climates, identify strengths, and pinpoint areas needing improvement.
- Please see climate survey results below for all campuses.



Elementary Student Survey (3rd-5th Grade)														
	24-25 BCE (151)	25-26 BCE (103)	24-25 CES (237)	25-26 CES (180)	24-25 GES (157)	25-26 GES (170)	24-25 RES (281)	25-26 RES (265)	24-25 DDE (130)	25-26 DDE (96)	24-25 JDE (187)	25-26 JDE (135)	24-25 Average	25-26 Average
Climate Total	3.40	3.50	3.30	3.30	3.30	3.30	3.30	3.40	3.30	3.30	3.30	3.40	3.32	3.37
School Connectedness & Belonging	3.40	3.40	3.40	3.30	3.30	3.30	3.30	3.30	3.40	3.20	3.30	3.40	3.35	3.32
Staff-Student Relationships	3.70	3.70	3.60	3.60	3.60	3.70	3.50	3.60	3.60	3.60	3.50	3.60	3.58	3.63
Peer Relationships/Prosocial Behavior	3.30	3.30	3.10	3.10	3.00	3.10	2.90	3.10	3.10	3.00	3.00	3.10	3.07	3.12
Family Involvement/ Engagement	3.60	3.70	3.60	3.60	3.50	3.60	3.60	3.60	3.40	3.50	3.70	3.60	3.57	3.60
Academic Culture and Learning Environment	3.70	3.80	3.70	3.70	3.70	3.60	3.60	3.70	3.60	3.70	3.60	3.70	3.65	3.70
Discipline and Behavioral Expectations	3.30	3.50	3.20	3.20	3.30	3.20	3.10	3.30	3.10	3.30	3.20	3.30	3.2	3.30
School Safety	3.60	3.70	3.50	3.60	3.60	3.60	3.50	3.60	3.50	3.50	3.50	3.70	3.53	3.62
Peer Conflict/Bullying	2.80	3.10	2.50	2.80	2.60	2.70	2.50	3.00	2.60	2.70	2.50	2.80	2.58	2.85
Building Skills		3.4		3.30		3.50		3.40		3.4		3.5		3.41

Elementary Staff Survey														
	24-25 BCE (42)	25-26 BCE (44)	24-25 CES (46)	25-26 CES (57)	24-25 GES	25-26 GES (58)	24-25 RES	25-26 RES (56)	24-25 DDE (15)	25-26 DDE (34)	24-25 JDE (50)	25-26 JDE (46)	24-25 Average	25-26 Average
Climate Total	3.20	3.40	3.30	3.50		3.40		3.70	3.50	3.40	3.40	3.50	3.36	3.48
Staff Connectedness & Morale	3.20	3.30	3.30	3.60		3.40		3.80	3.60	3.50	3.50	3.70	3.4	3.55
Administrative Support	2.90	3.10	3.30	3.60		3.30		3.80	3.40	3.30	3.50	3.70	3.28	3.47
Staff-Student Relationships	3.30	3.50	3.30	3.50		3.30		3.70	3.70	3.70	3.50	3.60	3.44	3.55
Peer relationships/prosocial	3.20	3.30	3.20	3.50		3.20		3.50	3.50	3.40	3.30	3.40	3.28	3.38
Staff-Family Relationships	3.30	3.40	3.40	3.50		3.40		3.70	3.40	3.50	3.60	3.70	3.44	3.53
Family Involvement/Engagement	3.20	3.10	3.20	3.40		3.30		3.80	3.10	3.00	3.40	3.50	3.26	3.35
Physical Environment	3.10	3.20	3.20	3.50		3.10		3.70	3.40	3.50	3.30	3.30	3.3	3.38
Academic Culture/Learning Environment	3.20	3.30	3.30	3.50		3.40		3.70	3.40	3.50	3.30	3.60	3.32	3.5
Discipline & Behavioral Expectations	2.80	3.30	3.20	3.30		3.30		3.60	3.40	3.30	3.30	3.40	3.2	3.37
School Safety	3.20	3.40	3.40	3.50		3.50		3.80	3.60	3.50	3.50	3.70	3.44	3.57
Peer Conflict & Bullying	3.20	3.40	3.30	3.30		3.30		3.60	3.50	3.40	3.40	3.40	3.32	3.4
Substance Use	3.60	3.90	3.30	3.70		3.90		3.90	3.80	4.00	3.70	3.90	3.6	3.88
Services		3.10		3.50		3.30		3.60		3.20		3.70		3.4
Mental Health		3.10		3.30		3.20		3.60		3.30		3.80		3.38

Elementary Family Survey														
	24-25	25-26	24-25	25-26	24-25	25-26	24-25	25-26	24-25	25-26	24-25	25-26		
	BCE (7)	BCE (103)	CES (52)	CES (63)	GES (19)	GES (85)	RES (60)	RES (198)	DDE (13)	DDE (40)	JDE (80)	JDE (289)	24-25 Average	25-26 Average
Climate Total	3.20	3.60	3.30	3.50	3.60	3.50	3.50	3.70	3.50	3.6	3.60	3.60	3.45	3.58
School Connectedness & Belonging	3.50	3.70	3.40	3.60	3.50	3.50	3.60	3.70	3.70	3.6	3.70	3.70	3.53	3.63
Staff-Student Relationships	3.20	3.60	3.20	3.50	3.50	3.40	3.30	3.60	3.60	3.5	3.50	3.70	3.42	3.55
Parent-staff Relationships	3.10	3.50	3.20	3.40	3.50	3.30	3.30	3.50	3.40	3.5	3.50	3.60	3.33	3.47
Family Involvement/ Engagement	3.50	3.70	3.40	3.80	3.60	3.70	3.60	3.80	3.60	3.7	3.60	3.80	3.55	3.75
Physical Environment	2.80	3.80	3.50	3.70	3.90	3.80	3.70	3.90	3.70	3.8	3.70	3.80	3.55	3.80
Academic Culture & Learning Environment	3.40	3.70	3.50	3.60	3.70	3.60	3.50	3.70	3.70	3.8	3.70	3.70	3.58	3.68
Discipline and Behavioral Expectations	2.70	3.60	3.30	3.60	3.50	3.50	3.40	3.60	3.60	3.7	3.60	3.70	3.35	3.62
School Safety	3.30	3.50	3.50	3.60	3.70	3.60	3.60	3.70	3.70	3.6	3.70	3.60	3.58	3.60
Peer Conflict/Bullying	2.70	3.10	2.70	3.10	3.20	3.10	3.20	3.40	3.00	3.2	3.20	3.10	3.00	3.17
Substance Use	3.40	3.40	3.20	3.40	3.60	3.60	3.60	3.70	3.20	3.5	3.70	3.40	3.45	3.50
Mental Health		3.4		3.2		3.2		3.4		3.4		3.6		3.36

Campus Climate Survey Data Comparison Student Survey										
	24-25	25-26	24-25	25-26	24-25	25-26	24-25	25-26		
	CHS (648)	CHS (181)	NECHS (115)	NECHS (112)	AMS (465)	AMS (316)	CMS (289)	CMS (55)	24-25 District Average	25-26 District Average
Climate Total	2 8	2 9	3 1	3 2	2 9	2 9	3 1	3 1	2 98	3 03
School Connectedness & Belonging	2 9	2 9	3	3 1	3	2 7	3 1	2 9	3 00	2 90
Staff-Student Relationships	2 8	3 1	3 1	3 2	3	3 1	3 2	3 4	3 03	3 20
Peer Relationships/Prosocial Behavior	2 7	2 9	3	3 2	2 7	2 8	2 8	3	2 80	2 98
Family Involvement/ Engagement	3 4	3 5	3 5	3 5	3 4	3 5	3 6	3 6	3 48	3 53
Physical Env	2 9	2 9	2 9	3	2 9	2 9	3 1	3	2 95	2 95
Academic Culture and Learning Environment	2 8	2 9	3 1	3 2	3 1	3	3 2	3 2	3 05	3 08
Discipline and Behavioral Expectations	2 9	3	3 2	3 3	3 2	3 2	3 4	3 5	3 18	3 25
School Safety	2 9	3 1	3 1	3 3	3	3	3 2	3 3	3 05	3 18
Peer Conflict/Bullying	2 3	2 5	2 9	3	2 4	2 4	2 5	2 6	2 53	2 63
Substance Use	2 4	2 4	3 3	3 4	3	2 9	2 9	3 1	2 90	2 95
Mental Health & Well Being	2 7	3 1	3	3 1	3	2 9	3 1	3 2	2 95	3 08
Building Skills	2 6		3		3 1		3 2		2 98	

Staff Survey										
	24-25	25-26	24-25	25-26	24-25	25-26	24-25	25-26		
	CHS (45)	CHS (62)	NECHS (15)	NECHS (16)	AMS (56)	AMS (53)	CMS (40)	CMS (27)	24-25 District Average	25-26 District Average
Climate Total	2 4	2 4	3 2	3 1	3 2	3 2	3	3	2 95	2 9
Staff Connectedness & Morale	2 3	2 3	3 2	3 1	3 4	3 4	3 2	3	3 03	3 0
Administrative Support	2 1	1 8	3	2 6	3 3	3 3	2 9	3	2 83	2 7
Staff-Student Relationships	2 7	2 7	3 3	3 2	3 3	3 3	3 1	3 2	3 10	3 1
Peer relationships/prosocial	2 7	2 6	3 2	3 4	3 1	3	3	2 9	3 00	3 0
Staff-Family Relationships	2 8	2 8	3 4	3 3	3 4	3 4	3 3	3 3	3 23	3 2
Family Involvement/Engagement	2 5	2 5	3 3	3 1	3 2	3 2	3 1	3 1	3 03	3 0
Physical Environment	2 6	2 4	3 2	3 1	3 3	3 2	3	2 9	3 03	2 9
Academic Culture/LEarning Environment	2 6	2 7	3 4	3 5	3 3	3 4	3 1	3 2	3 10	3 2
Discipline & Behavioral Expectations	2 2	2	2 9	2 9	3 2	3	3	3 1	2 83	2 8
School Safety	2 5	2 3	3 3	2 7	3 4	3 4	3 3	3 1	3 13	2 9
Peer Conflict & Bullying	2 4	2 4	3 1	3 2	3 1	3 1	2 8	2 9	2 85	2 9
Substance Use	1 7	1 7	3	2 8	3	3	2 7	2 2	2 60	2 4
Services		2 5		3 2		3 3		3 2		3 1
Mental Health		2 7		3 6		3 2		3 1		3 2

Family Survey										
	24-25	25-26	24-25	25-26	24-25	25-26	24-25	25-26		
	CHS (46)	CHS (124)	NECHS (4)	NECHS (15)	AMS (133)	AMS (43)	CMS (10)	CMS (15)	24-25 District Average	25-26 District Average
Climate Total	2.8	2.9	3.1	3.3	3.2	3.1	3	3.1	3.03	3.10
School Connectedness & Belonging	3.2	3	2.9	3.4	3.4	3.2	3.2	3.2	3.18	3.20
Staff-Student Relationships	2.8	2.9	3.3	3.1	3.2	3	2.9	2.9	3.05	2.98
Parent-staff Relationships	2.7	2.9	3.1	3.1	3.1	3	2.9	2.6	2.95	2.90
Family Involvement/ Engagement	3.3	3.2	3.2	3.5	3.3	3.4	3	3.4	3.20	3.38
Physical Environment	3.3	3.3	3.8	3.2	3.5	3.4	3.5	3.2	3.53	3.28
Academic Culture & Learning Environment	3.1	3.1	3.3	3.4	3.4	3.3	3	3.3	3.20	3.28
Discipline and Behavioral Expectations	2.6	2.9	3.4	3.2	3.3	3.1	3	3.1	3.08	3.08
School Safety	3	3.1	3.3	3.6	3.4	3.2	3.2	3.3	3.23	3.30
Peer Conflict/Bullying	2.1	2.5	2.4	3	2.6	2.4	2.2	2.1	2.33	2.50
Substance Use	1.9	2.2	2.8	3.1	2.8	2.7	2.6	2.7	2.53	2.68
Mental health		2.8		3.2		3		2.8		2.95

CPR Training – Students, Faculty, Staff, and Families

- HB 897, enacted in 2013, mandates CPR and AED training for students in Texas public schools, specifically in grades 7-12, according to the Texas Legislature Online. The bill requires students to receive this training at least once before graduation, and it allows school administrators to waive the requirement for students with disabilities. The bill mandates that the State Board of Education (SBOE) require instruction in CPR and AED use for students in grades 7-12. The training must incorporate psychomotor skills, ensuring students have practical experience with mannequins. The CPR/AED instruction can be provided as part of any course, not just health classes.
- This is supported in the K-12 curriculum through Physical Education and Health Education with CPR mannequins for instruction to students, as well as to teachers, parents, and community members. This initiative was supported by Student Support Services and the Nurse Coordinator.
- CPR trainings across the district included:
    - CISD staff certified in CPR/AED to include all nurses and coaches, and other interested employees - 38 staff
    - TOA, CHS, HOSA, and AMS Medical Academy Students certified in CPR/AED - 59 students
    - AMS 7th grade Health Classes trained in CPR/AED
    - CMS Parent University CPR/AED certification classes

Human Sexuality*

- As a part of the district's curriculum, students receive instruction on human sexuality. The The School Health Advisory Council (SHAC) is involved with reviewing and selecting course materials for such instruction. State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:
    - Present abstinence from sexual activity as the preferred choice of behavior concerning all sexual activity for unmarried persons of school age;
    - Devote more attention to abstinence from sexual activity than to any other behavior;
    - Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity.

- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases.

**No new programs to be approved at this time. We are using the Canutillo ISD adopted and state-approved health textbook and any already Board approved programs as a supplemental source.*

Student Support Services - Dr. Monica Reyes

- Presented on the 89th Legislative Session to parents and community
- School Health Index* Presentation
  - Action for Healthy Kids supports the collection of the School Health Index (SHI). The SHI is a research-based assessment tool that helps you understand which school health policies and best practices your school or district has or does not have in place to support healthy students and to prepare them to learn. The SHI includes key questions on various school health topics from the CDC's version of the School Health Index to provide your school with a shorter, easy-to-complete assessment. AFHK's newly expanded SHI addresses health topic areas consistent with the Whole School, Whole Community, Whole Child (WSCC) model and puts a greater emphasis on Whole Child health by adding in Social and Emotional Climate questions, as well as increasing the focus of how families play a key role in improving childhood health behaviors and development.
  - The WSCC model places students at the center and emphasizes the role of the community in supporting the school, the connections between health and academic achievement, and the importance of evidence-based school policies and practices. AFHK's SHI also includes cross-cutting questions that address policies and practices that support multiple health topics. Action for Healthy Kids will send a report for each campus to review.
  - SHI Criteria: School Wellness Environment, School Meals, Other School Food, Health Education, Physical Education, Physical Activity, Staff Involvement, Family and Community Involvement.

** The School Health Index will be a SHAC action item for the 2026-2027 school year.*

Alivianne Presentation - Pricilla Cortez

- This presentation was to provide updated information on our joint partnership. SHAC voted to renew and refresh our partnership for mental health support to our district. Alliviane reaches our 3rd - 9th grade students throughout the district. Alliviane teaches life skills curriculum, prevention education, and positive action curriculum.
- Memorandum of Understanding and Agreement must be annually approved by the Board of Trustees.

Smoke Free Paso del Norte - Kristen Ortega

- This presentation was to provide information on a community resource. The Paso del Norte Health Foundation (PdNHF) and Action for Healthy Kids leverages and invests in initiatives, programs, and policies to promote health and prevent disease in the

Paso del Norte region. The focus is on smoking and vaping. The Health and Wellness committee will continue to work with Ms. Ortega on the district Vaping Policy and addressing SHAC's health/wellness goals.

Health and Wellness Policy - Dr. Monica Reyes, District and Campus SHAC Members, and Parent SHAC member

- Team members included: Dr. Monica Reyes, Nurse Coordinator Jennifer Carrera, Health Teacher Aaron Bajek, Health Teacher Justin Balanciere, Nutrition Director Marco Macias, PE Coach Isaac Oliva, PE Coach Jose Gomez, and Parent Julie Scott
- In Spring 2026, the team reviewed and revised the district Health and Wellness policies. The updated revisions will be reviewed for feedback by PE/Health Educators, SHAC, and Cabinet before presented to the Board of Trustees for approval.

Student Health Presentation - Vincent Rosario, Lyakke Ofung, Christian Green, and Leo Flores

- Four Canutillo High School Students from Coach Bajek's health class presented on the nutritional content and dissatisfaction on the snack selections in the vending machines located at CHS. They did a survey of 100 students on campus of their opinions on the offerings and knowledge of snacks.
- SHAC worked with the students, the nutrition department, and the vendor to make the suggested recommendations to the vending machines.
- The changes in the vending machines were implemented and sold out within weeks of the change. The students were excited for the changes and collaboration with the district.

Board Action Summary

Board Meeting: August 25, 2026

Requested By: 2025-2026 School Health Advisory Council (SHAC)

Action Requested:

The Canutillo ISD SHAC recommends Board approval of the 2025-2026 annual School Health Advisory Council (SHAC) report.

Date of Action Taken: August 25, 2026

Future Action Items:

- Adoption of the CISD Wellness Policies
- District Vaping Policy

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

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

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

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

Approved and adopted the 25th day of August, 2026. We, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Canutillo ISD SHAC.

SHAC members

Approved and adopted the 25th of August 2026. We, the undersigned, hereby certify that the foregoing recommendations were duly adopted by the Canutillo Independent School District Board of Trustees.

Board Members	Signature
Sergio Martinez, President	
Lily Maldonado, Vice President	
Cindy Zuniga, Secretary	
Breanne Barnes, Trustee	
Lucy Borrego, Trustee	
Caroline Ortega, Trustee	
Armando Rodriguez, Trustee	

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 8/25/2026

Subject/Title for Agenda Posting: Approval of Change Order No. 1 for Canutillo Elementary School, RFQ #2025-02B, Project No. 101-001, providing an eighty-four (84) days contract time extension with no increase to the Guaranteed Maximum Price (GMP).

Justification Statement: An eighty-four (84) day contract time extension to Banes General Contractor is requested to provide adequate time for the Contractor to complete additional project scope incorporated into the work.

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: On August 19, 2025, the Board of Trustees approved the Guaranteed Maximum Price (GMP) for Construction Manager-at-Risk (CMAR) Renovation Services at Canutillo Elementary School (CES), RFQ 2025-02B, with Banes General Contractors.

During the execution of the project, the Owner (CISD) requested the incorporation of additional scope that was already included in the original plans and specifications as an additive alternate but was not included in the original contract award. The work is therefore consistent with the original project design and intent.

The incorporation of this alternate scope will result in no increase to the original CISD Board of Trustees-approved contract amount, as the work will be funded through available project buyout savings and contingency within the approved contract.

Therefore, the Administration recommends Board approval to extend the contract completion date to October 23, 2026, to allow for completion of the previously designed alternate scope, with no change to the approved Contract Sum.

The proposed extension will allow the District to complete this additional improvement utilizing existing project buyout savings and available project contingency, both of which are included within the previously approved GMP. The additional scope will result in no increase to the approved GMP, and the total Contract Sum will remain unchanged.

RECOMMENDATION: Administration recommends approval of the contract time extension through October 23, 2026, to complete the additional scope and maximize the use of available project funds for the benefit of Canutillo Elementary School.

PRIOR BOARD ACTION: Yes AWARDED: 08/19/2025 AWARDED AMOUNT: $6,508,467.46

AMOUNT(S): No Additional Cost

ACCOUNT NO(S): 694.81.6629.09.101.99

REQUESTING DEPARTMENT:
Operations

CONSEQUENCES OF NON-APPROVAL:
Non-approval will have an impact on the timeline of the project.

IMPLEMENTATION TIMELINE:
Upon Board Approval

ATTACHMENT(S): ✔
Change Order No. 1

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: _8/24/2026____

Subject/Title for Agenda Posting: Canutillo ISD Police Department Reserve Program

Justification Statement: The Law Enforcement Reserve Program will provide additional trained personnel to support the District's law enforcement needs during emergencies, special events, staffing shortages, and other situations requiring increased security resources.

Purpose of Agenda Item: ☐ Information ☑ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☐ Business Services

Staff Responsible: Chief Fernando Martinez

Signature of Requester(s)

Fernando Martinez

Signature of Presenter(s)

Business Services Approval (Initials) *Date*

Agenda Summary:

Administration request for School Board approval to establish a Law Enforcement Reserve Program to enhance campus safety, provide operational support, and strengthen the District's emergency response capacity.

RECOMMENDATION: Staff recommends that the School Board approve the establishment of the Law Enforcement Reserve Program and authorize implementation in accordance with District policies and applicable laws.

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S): $0.00

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
None Needed

REQUESTING DEPARTMENT:
Canutillo ISD Police Department

CONSEQUENCES OF NON-APPROVAL:

Failure to approve the Reserve Program, the District may have limited law enforcement capacity during emergencies, staffing shortages, and high-demand events, potentially resulting in slower response and reduced operational flexibility.

IMPLEMENTATION TIMELINE:

Immediate upon Board approval and background investigations of applicants

ATTACHMENT(S): ✔



Canutillo ISD Police Department

Reserve Officer Program

Supporting School Safety Through Reserve Police Officers

Purpose: Texas law now allows school districts to utilize reserve police officers to strengthen school security and emergency response capabilities.

- This provides districts with an additional tool to improve safety, increase officer availability, and support compliance with state school security requirements.

What Are School District Reserve Officers?

1. Authorized Under the Texas Education Code 37.0816

    A. Reserve Officers

- Are appointed by the School District Police Chief
- Must hold a Texas Peace Officer License
- Serve at the discretion of the Chief of Police
- Can be activated when additional law enforcement presence is needed
- May be authorized to exercise peace officer authority while serving the district

Key Point: Reserve officers expand a district's safety resources without requiring the same staffing commitments as full-time officers

Benefits to the School District

1. Improved Safety and Security
   - ➔ Increased officer presence on campuses
   - ➔ Additional staffing during emergencies
   - ➔ Enhanced coverage for special events, athletic contest, graduations, and large gatherings (CHS Parade)
   - ➔ Greater flexibility during staffing shortages
   - ➔ Faster response capability during critical incidents
   - ➔ Supports compliance with Texas school safety expectations

Many Texas districts continue to face challenges recruiting and retaining law enforcement personnel. Reserve officers can help bridge staffing gaps while measuring a visible security presence.

Financial Advantages

Cost Effective Security Enhancement

- Ability to utilize retired officers and experienced law enforcement professionals
- Increased staffing without budget expansion
- Able to hire from within when position available

Potential Use: School events, emergency operations, campus patrol support.

Texas districts are under pressure to provide armed security on campuses while managing

Bond Requirements for Each Officer

BOND REQUIREMENT

- As a condition of appointment and continued service, each Reserve Peace Officer shall obtain and maintain a surety bond in an amount determined by the Chief of Police and approved by the Superintendent. The bond shall be issued by a company authorized to conduct business within the State of Texas and shall remain in effect throughout the officer's appointment.

Responsibility for Cost

- Unless otherwise authorized in writing by the District, all costs associated with obtaining, maintaining, renewing, or replacing the required bond shall be the sole responsibility of the Reserve Officer.
- Proof of bond coverage shall be provided to the Department prior to appointment, activation, or reactivation.

Recommendation

Consider Authorizing a Reserve Officer Program

Benefits Include:

- Stronger campus security
- Expanded emergency response capability
- Greater staffing flexibility
- Cost-effective use of district resources
- Support for student, staff, and visitor safety

Proposed Action: Authorize the School District Police Chief to develop a Reserve Police Officer Program under Texas Education Code 37.0816 and present implementation guidelines to the Board for approval.

	Canutillo Independent School District Police Department	
	Chapter 20 – Reserve Officer Program	
	Effective Date: 09/01/2026	Replaces: New Policy
	Approved by: Fernando Martinez - *Chief of Police*	
	Reference:	

Chapter 20

Reserve Officer Program

PURPOSE

The purpose of this policy is to establish the qualifications, appointment procedures, authority, responsibilities, training requirements, supervision, activation procedures, discipline, and operational standards governing Reserve Peace Officers serving with the Canutillo Independent School District Police Department (CISDPD).

I. POLICY

This policy is adopted pursuant to the authority granted under Texas Education Code §37.081, §37.0816, Texas Occupations Code Chapter 1701, Texas Commission on Law Enforcement (TCOLE) regulations, and all applicable federal, state, and local laws.

The Reserve Officer Program is intended to supplement the Department's full-time law enforcement staffing during emergencies, special events, school
functions, critical incidents, staffing shortages, and other circumstances determined necessary by the Chief of Police

The Canutillo ISD Police Department may establish and maintain a Reserve Peace Officer Program consisting of qualified Texas Peace Officers appointed by the Chief of Police and approved by the Board of Trustees, Superintendent or designee as authorized by law.

Reserve Officers shall serve at the discretion of the Chief of Police and may be removed at any time without cause.

Reserve Officers are not employees of the district unless specifically hired under a separate employment agreement approved by the district.

Nothing within this policy shall create a property interest, employment right, or contractual entitlement to appointment, activation, compensation, promotion, or continued service.

II. DEFINITIONS

A. Active Status
A Reserve Officer who has met all training, qualification, and participation requirements and is eligible for activation.

B. Inactive Status
A Reserve Officer temporarily removed from operational assignments due to administrative, training, medical, disciplinary, or other reasons.

C. Reserve Peace Officer
A person licensed by TCOLE as a Peace Officer and appointed by the Chief of Police pursuant to Texas Education Code §37.0816.

D. Activation
The official authorization by the Chief of Police or designee for a Reserve Officer to perform law enforcement duties.

E. Duty Status
Periods during which a Reserve Officer is authorized to exercise peace officer authority on behalf of CISDPD.

III. AUTHORITY OF RESERVE OFFICERS

Reserve Officers appointed under this policy shall possess all powers, privileges, duties, and immunities granted to Texas Peace Officers while acting within the course and scope of authorized assignments.

Reserve Officers may:

- Enforce state criminal laws.
- Enforce District policies where authorized.
- Conduct investigations.

- Detain and arrest offenders.
- Issue citations.
- Conduct traffic enforcement.
- Respond to emergencies.
- Participate in threat assessments.
- Assist in active shooter response.
- Perform security operations.

Reserve Officers shall only exercise police authority when:

- Activated by the Department; or
- Acting pursuant to written authorization issued by the Chief of Police.

Nothing in this policy limits a peace officer's authority under Texas law when acting under independent legal authority.

IV. APPOINTMENT REQUIREMENTS

Minimum Qualifications

- Hold a current TCOLE Peace Officer License.
- Be in good standing with TCOLE.
- Possess a valid Texas Driver License.
- Successfully complete a background investigation.
- Successfully pass psychological screening if required.
- Successfully pass firearms qualification.
- Have no felony convictions.
- Have no Class B misdemeanor convictions within the preceding ten
- years.
- Have no history of dishonorable discharge from military service.
- Have no sustained findings of serious misconduct.
- Preference may be given to:
- Retired peace officers.
- Former school district officers.
- Current peace officers employed by other agencies.

- Officers possessing advanced TCOLE certifications.

V. BOND REQUIREMENT

As a condition of appointment and continued service, each Reserve Peace Officer shall obtain and maintain a surety bond in an amount determined by the Chief of Police and approved by the Superintendent. The bond shall be issued by a company authorized to conduct business within the State of Texas and shall remain in effect throughout the officer's appointment.

VI. Responsibility for Cost

- Unless otherwise authorized in writing by the district, all costs associated with obtaining, maintaining, renewing, or replacing the required bond shall be the sole responsibility of the Reserve Officer.
- Proof of bond coverage shall be provided to the Department prior to appointment, activation, or reactivation.

VII. Failure to Maintain Bond

- Failure to obtain or maintain the required bond shall result in immediate suspension of reserve status and may result in removal from the Reserve Officer Program.
- No Reserve Officer shall be activated, assigned, or permitted to perform law enforcement duties on behalf of the Canutillo Independent School District Police Department while the required bond is expired, canceled, suspended, or otherwise not in full force and effect.

VIII. Verification

- The Department may require proof of bond coverage at any time and may conduct periodic audits to ensure compliance.
- Reserve Officers shall immediately notify the Chief of Police if their bond is canceled, modified, suspended, or subject to any claim.

IX. Minimum Bond Amount

- The minimum bond amount shall be **$10,000** or such higher amount as established by the Chief of Police through written directive.

X. APPLICATION PROCESS

Applicants shall submit:

- Department application.
- Resume.
- TCOLE license documentation.
- Driver license.
- Training records.
- Firearms qualification records.
- Personal history statement.

The Chief may require:
- Oral interview.
- Background investigation.
- Polygraph examination.
- Psychological evaluation.
- Medical examination.

Appointment remains solely at the discretion of the Chief of Police.

XI. OATH OF OFFICE

Prior to activation, each Reserve Officer shall:
- Take the Oath of Office.
- Execute all required District documents.
- Sign policy acknowledgments.
- Receive departmental identification.

XII. TRAINING REQUIREMENTS

Prior to independent assignment, Reserve Officers shall complete all training required by:
- TCOLE.
- Texas Education Code.
- District policy.
- Department directives.

Required Initial Training:
- School-Based Law Enforcement Course.
- Active Shooter Response.
- ALERRT Training.
- ICS-100.
- ICS-200.
- NIMS Training.
- Child Abuse Reporting.
- Juvenile Law.
- Threat Assessment Procedures.

- De-escalation Training.
- Mental Health Response.
- Emergency Operations Plan Familiarization.

Annual Training:

- Reserve officers shall complete all annual training required of full-time officers unless waived by the Chief.

XIII. FIREARMS AUTHORIZATION

Reserve Officers may carry firearms only after:

- Department approval.
- Successful qualification.
- Completion of Department firearms training.
- Reserve Officers shall qualify:
- At least annually.
- Upon issuance of a new firearm.
- Whenever directed by the Department.

Only Department-approved firearms may be carried while serving in an official capacity.

XIV. UNIFORMS AND EQUIPMENT

The Chief shall determine:

- Uniform standards.
- Equipment authorization.
- Badge issuance.
- Identification requirements.
- Reserve Officers shall:
- Maintain professional appearance.
- Wear approved uniforms when assigned.
- Display Department identification while on duty.

XV. ACTIVATION

Reserve Officers may be activated for:

- Campus assignments.
- School events.
- Athletic events.
- Graduations.
- Emergencies.
- Critical incidents.
- Staffing shortages.

- Security operations.
- Special details.

Activation may occur through:
- Direct notification.
- Department scheduling systems.
- Emergency call-out procedures.

Reserve Officers may decline activation unless otherwise obligated under a separate employment agreement.

XVI. CHAIN OF COMMAND

Reserve Officers shall operate under the direct supervision of:
1. Chief of Police
2. Lieutenant
3. Sergeant
4. Assigned Supervisor

Reserve Officers shall comply with all lawful orders.

XVII. DUTIES

Reserve Officers may perform:
- Patrol functions.
- Security functions.
- Criminal investigations.
- Traffic enforcement.
- Crowd management.
- Emergency response.
- School safety operations.
- Threat assessment participation.
- School event security.

Reserve Officers shall not independently assume investigative responsibility for major criminal investigations unless authorized by the Chief.

XVIII. STUDENT INTERACTIONS

Reserve Officers shall recognize that schools are unique environments. Officers shall:
- Use the least intrusive law enforcement intervention appropriate.
- Consider developmental and age-related factors.
- Coordinate with administrators when practical.

- Avoid involvement in routine disciplinary matters absent criminal
- conduct or safety concerns.

XIX. USE OF FORCE

Reserve Officers shall comply with all Department Use of Force policies.
Force shall be:

- Objectively reasonable.
- Necessary.
- Proportional.
- Consistent with state and federal law.

Any use of force shall be reported immediately.

XX. OFF-DUTY AUTHORITY

The Chief may authorize Reserve Officers to exercise peace officer authority while off-duty.

Written authorization shall specify:

- Geographic limitations.
- Firearms authority.
- Identification requirements.
- Reporting requirements.

Absent written authorization, reserve authority is limited to periods of activation.

XXI. VEHICLE OPERATIONS

Reserve Officers shall not operate Department vehicles unless authorized.

Authorized operators shall:

- Maintain valid licenses.
- Complete emergency vehicle training.
- Follow Department pursuit policies.
- Conduct vehicle inspections.

XXII. COMPENSATION

Reserve Officers may serve:

- As volunteers.
- As paid part-time employees.
- Under temporary employment agreements.

Compensation shall be established by District-approved pay schedules. Nothing in this policy guarantees compensation.

XXIII. PERFORMANCE STANDARDS

Reserve Officers shall maintain:

- TCOLE licensing.
- Firearms proficiency.
- Required training.
- Professional conduct.
- Physical capability to perform assigned duties.

Failure to maintain standards may result in suspension or removal.

XXIV. DISCIPLINE

Reserve Officers are subject to all Department policies.

Disciplinary action may include:

- Counseling.
- Written reprimand.
- Suspension.
- Inactive status.
- Removal from the program.
-

Grounds include:

- Policy violations.
- Misconduct.
- Criminal conduct.
- Failure to maintain qualifications.
- Conduct unbecoming a peace officer.
- Failure to complete training.

XXV. SEPARATION

A Reserve Officer may be separated by:

- Resignation.
- Expiration of appointment.
- Loss of TCOLE license.
- Failure to meet qualifications.
- Removal by the Chief of Police.
-

Upon separation, the officer shall immediately surrender:

- Badge.
- Identification.

- Equipment.
- Uniform items as directed.

XXVI. LIABILITY AND IMMUNITY

Reserve Officers acting within the course and scope of authorized duties shall be afforded protections, immunities, and legal defenses available under Texas law to peace officers and governmental employees. Nothing in this policy expands or limits immunity provided by law.

XXVII. CHIEF'S AUTHORITY

The Chief of Police retains sole authority to:

- Appoint Reserve Officers.
- Activate Reserve Officers.
- Suspend Reserve Officers.
- Remove Reserve Officers.
- Establish operational procedures.
- Modify Reserve assignments.
- Determine staffing needs.

All Reserve Officer service is at the pleasure of the Chief of Police and subject to the operational needs of the Canutillo Independent School District Police Department.

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Recommendation to delegate authority to the Superintendent to obligate the school district to pay recapture under Chapter 49 of the TEC

Justification Statement: Recommend approval for the 2026-2027 school year, to delegate contractual authority to obligate the school district under Texas Education Code (TEC) 11.1511 (c) (4) to the superintendent, solely for the purpose of obligating the district to under TEC, 48.257 and TEC, Chapter 49, Subchapters A and D, and the rules adopted by the commissioner of education as authorized under TEC, 49.006, to also include approval of the Agreement for the Purchase of Attendance Credit or the Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding)

Purpose of Agenda Item: ☐ Information ☐ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☑ Business Services

Staff Responsible: Cristina Pulley, Chief Financial Officer

Signature of Requester(s)

Signature of Presenter(s)

CPulley — *Business Services Approval (Initials)*

8/14/2026 — *Date*

Agenda Summary:

Recommend approval for the 2026-2027 school year, to delegate contractual authority to obligate the school district under Texas Education Code (TEC) 11.1511 (c) (4) to the superintendent, solely for the purpose of obligating the district to under TEC, 48.257 and TEC, Chapter 49, Subchapters A and D, and the rules adopted by the commissioner of education as authorized under TEC, 49.006, to also include approval of the Agreement for the Purchase of Attendance Credit or the Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding)

BOARD REQUIRED MOTION:
For the 2026-2027 school year, we delegated contractual authority to obligate the school district under Texas Education Code (TEC) §11.1511(c)(4) to the superintendent, solely for the purpose of obligating the district under TEC, §48.257 and TEC, Chapter 49, Subchapters A and D, and the rules adopted by the commissioner of education as authorized under TEC, 49.006. This included approval of the Agreement for the Purchase of Attendance Credit, the Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding) or the Agreement for Purchase of Attendance Credit and Netting Chapter 48 Funding.

RECOMMENDATION: Recommendation to delegate authority to the Superintendent to obligate the school district to pay recapture under Chapter 49 of the TEC

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

AMOUNT(S): N/A

ACCOUNT NO(S): N/A

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

REQUESTING DEPARTMENT:
Financial Services Department

CONSEQUENCES OF NON-APPROVAL:
The District will not be in compliance of with required to TEA process to pay recapture and in turn will not be able to adopt a tax rate

IMPLEMENTATION TIMELINE:
September 1, 2026

ATTACHMENT(S): ✔ TEA Notification Letter, Purchase of Attendance Credit (Netting Chapter 48 Funding)

Texas Education Agency

Commissioner Mike Morath

1701 North Congress Avenue • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • tea.texas.gov

July 15, 2026

To the Administrator Addressed:

Subject: Notification of Local Revenue Level in Excess of Entitlement for School Year 2026-2027

Background

Pursuant to Texas Education Code (TEC),[1] §§48.257 and 49.004, this letter notifies your district of the determination by the Texas Education Agency (TEA or agency) that your district's Tier One local share under TEC, §48.256, will exceed the district's entitlement under TEC, §48.266(a)(1), less the district's distribution from the state available school fund, and/or the district's Tier Two local share described by TEC, §48.266(a)(5)(B), will exceed the amount described by TEC, §48.202(a-1)(2), for school year 2026-2027. This allows your district to move forward with preparation for an election under TEC, Chapter 49, if necessary.

Estimates

As established in TEC, §48.269, determinations for districts subject to recapture are based on estimates of enrollment for school year 2026-2027 and estimated property values for tax year 2026. Because the agency does not yet have final state certified property values for tax year 2026, the agency is using 2025 state certified property values increased by 3.60% in accordance with the 2026-2027 General Appropriations Act.

Determination

Based on these estimates, your district's estimated local yield per penny per student in weighted average daily attendance (WADA) exceeds the Tier Two (level two) guaranteed yield of $49.72. Your district will be required to reduce its excess local revenue level for the 2026-2027 school year using one or more of the statutory options available.

The enclosed report provides information about the calculations affecting your district. It calculates Tier One and Tier Two (level two) excess local revenue, as established in TEC, §48.257.

S

[1] Except as noted, statutory citations refer to the Texas Education Code, as amended by the 89th Texas Legislature, Regular Session 2025.

Options to Reduce Local Revenue in Excess of Entitlement

A district with local revenue in excess of entitlement has the following five options available to reduce the district's revenue level under TEC, Chapter 49:

1) Consolidation with another district as provided by Subchapter B;
2) Detachment of territory as provided by Subchapter C;
3) Purchase of average daily attendance credit as provided by Subchapter D ("Option 3");
4) Education of nonresident students as provided by Subchapter E ("Option 4"); and/or
5) Tax base consolidation with another district as provided by Subchapter F.

Districts have historically selected Option 3. Successful elections conducted under TEC, former Chapter 41, carry over into TEC, Chapter 49.

Provisions in TEC, §48.257(c), allow districts to offset the reduction of excess local revenue against TEC, Chapter 48 funds. All districts will have the option to use state aid calculated under TEC, Chapter 48, that is not described by TEC, §48.266(a)(3) as an offset to their attendance credit for purposes of reducing their local revenue level. Districts using this option are required to submit the District Intent/Choice Selection form and complete an Option 3 netting contract, which can be found in the *Options and Procedures for Local Revenue in Excess of Entitlement 2026-2027School Year* and on the Excess Local Revenue webpage.

To avoid any delays in the approval of the Agreement for the Purchase of Attendance Credit or the Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding), it is recommended that your district's school board delegate authority to obligate the school district under TEC, Chapter 49, to the superintendent, and the superintendent would then submit the contract via the Excess Local Revenue (ELR) module of the online Foundation School Program (FSP) system in Texas Education Agency Login (TEAL). **Contracts must be submitted through the FSP ELR module to ensure a complete and auditable record.**

Additional information about elections, as well as sample ballot proposition language, is provided in the *Options and Procedures for Local Revenue in Excess of Entitlement 2026-2027 School Year*. You may also wish to call the Office of the Texas Secretary of State at 1-800-252-8683 or visit that office's website at http://www.sos.state.tx.us/ for assistance with election calendars and procedures.

Action Required

Upon receipt of this letter, your district must submit the district intent/choice selection form through the Excess Local Revenue module of the online FSP system to TEA, indicating which option the district intends to use to reduce local revenue in excess of entitlement for school year 2026-2027. According to TEC, §49.004(c), as a district that has been notified of local revenue in excess of entitlement, your district may not adopt a tax rate for tax year 2026 until the Commissioner of Education certifies that your district has reduced the district's local revenue level in excess of entitlement to the level established under TEC, §48.257. The agency will certify your district's compliance upon review of your district's intent/choice selection

form, and **approval is contingent upon** TEA's determination of the district's maximum compressed tax rate via the Local Property Value Survey (LPVS) module.

The LPVS module of the FSP system in TEAL is scheduled to open on July 18, 2026, and close on August 1, 2026. The agency will use the locally estimated property growth rates to calculate estimates of comptroller-certified property values used for state funding purposes (i.e., "T2" property values) and then calculate and make available the maximum compressed Tier One tax rates (MCRs) in August of 2026. **Districts must wait until receiving both the agency's approval of the district intent *and* the agency's determination of the district's MCR before proceeding with tax rate adoption.**[2]

For detailed information on all the procedures your district is required to follow to reduce local revenue in excess of entitlement, the *Options and Procedures for Local Revenue in Excess of Entitlement 2026-2027 School Year*, will be available on the TEA Excess Local Revenue webpage in the coming months.

Final Determination Regarding Payment of Excess Local Revenue

TEA will make a final determination regarding the payment of excess local revenue using the district's final enrollment, entitlement and local share under TEC, Chapter 48, final state certified property values for tax year 2026, adopted maintenance and operations (M&O) tax rate for tax year 2026, and M&O taxes collected by your district in 2027.

For more information, please see the Excess Local Revenue webpage, or contact Akila Jagadeesan in the State Funding Division at (512) 463-9979 or recapture@tea.texas.gov.

Sincerely,

Sara Kohn

Sara Kohn, CPA, RTSBA
Executive Director of State Funding, Forecasting, and Fiscal Analysis

SK/ak
Enclosure

[2] Except as allowable under provisions contained in Senate Bill 2 of the 89th Texas Legislature, Second Called Session 2025.

TEXAS EDUCATION AGENCY: Division of State Funding
Official Notification to districts: 2026-2027 SCHOOL YEAR
Local Revenue in Excess of Entitlement

CDN=071907 DISTRICT NAME=CANUTILLO ISD

REPORT 1: TIER ONE EXCESS REVENUE	
(A) Tier One Entitlement	$49,080,672
(B) ASF Allotment	$3,532,696
(C) Estimated 2026 State Certified District Property Value (DPV)*	$3,915,211,059
(D) Tier One Tax Rate	0.6074
(E) Local Fund Assignment = DPV * Tier One Tax Rate / 100	$23,780,992
(F) Tier One Excess Local Revenue = E -(A-B)	$0
(G) Compressed M&O Tax Collections	$22,387,700
(H) Adjustment for collections if (G-F-(A-B)) < 0	($0)
(I) Tier One Excess Local Revenue after adjustment for collections = F+H	$0
==========	
==========	
REPORT 2: TIER TWO LEVEL TWO EXCESS REVENUE	
(A) Tier Two Guaranteed Yield under 48.202(f)	$49.72
(B) Estimated 2026 State Certified District Property Value	$3,915,211,059
(C) Estimated 2026-2027 Chapter 48 WADA	7,345.470
(D) Estimated Chapter 48 2026-2027 local yield per penny per WADA***	$53.30
(E) Tier Two Level Two Entitlement	$2,005,040
(F) Tier Two Level Two Local Revenue	$2,149,451
(G) If F-E is greater than 0, then Excess Revenue** = F-E	$144,411

*Note 1: The 2026 DPV is estimated by applying the comptroller growth assumption of 1.036 percent to the 2025 tax year DPV.
**Note 2: Calculated values are estimates until data items are final.
***Note 3: District exceeds Tier Two Guaranteed Yield of $49.72
Run date 9JUL26

Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding)

This agreement is entered into pursuant to the Texas Education Code (TEC), Chapter 49, Subchapters A and D, and rules adopted by the commissioner of education as authorized by the TEC, §49.006. The purpose of this agreement is to enable the district to reduce its local revenue level to a level not to exceed the level established under TEC, §48.257 for the school year.

The school year to which this agreement applies is 2026-2027 (the "school year").

The agreement is for Canutillo Independent School District School District ("the district"), with a county-district number of 071907, to purchase attendance credit from the state for the school year.

The local revenue level in excess of entitlement will be based on the commissioner's estimate of the cost of credit as determined under TEC, §49.153, using the district's projected maintenance and operations tax revenue that exceeds the level established under TEC, §48.257. Provisions in the TEC, §48.257(c), allow districts to offset the reduction of excess local revenue against state aid under Chapter 48, Education Code, that is not described by TEC, §48.266(a)(3) for the school year. A district that is subject to the reduction in excess local revenue agrees to offset its obligations against state aid in accordance with the provisions specified in the TEC, §48.257(c).

When near-final data are available following the close of the school year to which this agreement applies, the district's entitlement under Chapter 48 will be recalculated. If the district's state aid under Chapter 48, Education Code, that is not described by TEC, §48.266(a)(3) is less than the cost of recapture as determined by the commissioner in accordance with the TEC, §49.153, using near-final data, the district will be required to have an election and the recapture balance will be recovered in accordance with TEC, §48.272, by withholding subsequent allocations of state funds or requiring and obtaining a refund.

The actual cost of credit for the school year will be determined by the commissioner in accordance with the TEC, §49.153, when final data on the district's maintenance and operations tax revenue that exceeds the level established under TEC, §48.257 is available.

The cost of purchased attendance credit will be reduced for county appraisal district costs. The reduction will be computed in accordance with the TEC, §49.157. If the reduction exceeds the cost for the school year, the difference will be carried forward and applied to each subsequent year's cost until the total amount of the reduction has been exhausted.

Date: _____

Signature of President, Board of Trustees

Date:

Signature of Secretary, Board of Trustees

Signature of Superintendent

Dr. Josue Borrego

Date:

Typed Name of Superintendent

Date:

Signature of Commissioner of Education or Designee

)
) **JOINT ELECTION SERVICES CONTRACT**
COUNTY OF EL PASO)

This is a **JOINT ELECTION SERVICES CONTRACT ("Contract")** pursuant to Texas Election Code Sec. 271.002 et seq. This Contract is made this _____ day of _____ 2026 by and between **Canutillo Independent School District, Texas ("CANUTILLO ISD")** and El Paso County Texas, ("the County".)

1. RECITALS. **CANUTILLO ISD** is a political subdivision situated wholly within El Paso County, Texas. CANUTILLO ISD has scheduled an Election for November 3, 2026 in conjunction with the Statewide General Election to be held on the same date. The County and **CANUTILLO ISD** have determined it is in the public interest that the County and **CANUTILLO ISD** conduct a joint election. Therefore the following **Joint Election Services Contract** is made and entered into for the purpose of conducting the election and any resulting runoff election jointly in the election precincts which can be served by common polling places.

2. DUTIES AND SERVICES OF CONTRACTING OFFICER.

All services to be performed by the County may be delegated to the County Elections Administrator. The Elections Administrator shall serve as Early Voting Clerk. The County shall perform the duties and furnish the services and equipment listed below. The County shall:

(a) Furnish to CANUTILLO ISD certain election services and equipment needed by **CANUTILLO ISD** in connection with holding an election on **November 3, 2026**

(b) Provide training of judges, alternate judges, and clerks, including deputy early voting clerks;

(c) Prepare lists and submit names of persons suggested for appointment as presiding election judges, alternate judges, and judge of the central counting station;

(d) Prepare lists and submit names of persons suggested for appointment as deputy early voting clerks;

(e) Serve as manager of the central counting station or appoint a substitute manager;

(f) Arrange for the use of polling places in the election and runoff election if necessary;

(g) Program or arrange to have the ballot programmed;

(h) Set ballot order as follows: Utility Districts, School Districts, Municipal Districts, Federal Races, State Races, County Races

(i) Procure and distribute necessary election supplies, and distribution of ballots;

(j) Assemble and edit lists of registered voters to be used in conducting the election, in conformity with the boundaries of **CANUTILLO ISD** and the election precincts established for the election;

(k) Procure, prepare, and distribute election equipment, transport equipment to and from the polling places for early voting and Election Day, and issue election supplies to the precinct judges.

(l) Supervise the conduct of early voting;

(m) Conduct one or more election schools and notify the election judges and clerks of the time, date, and location of the schools;

(n) Arrange for use of a central counting station and for the tabulating personnel and equipment needed at the counting station and assist in preparing the programs and test materials for tabulation of the ballots to be used with electronic voting equipment;

(o) Arrange to publish legal notice of the date, time and place of the testing of the electronic tabulating equipment, and conduct the testing in accordance with Texas Election Code chapters 127.001 et seq. and chapter 129.001 et seq. and in accordance with Texas Secretary of State advisories;

(p) Supervise the handling and disposition of election returns, voted ballots, and tabulate unofficial returns and assist in preparing the tabulation for the official canvass;

(q) Provide general information services for voters and election officers;

(r) Assist in providing general overall supervision of the election;

(s) Provide for the storage of election records as provided by law;

(t) Provide **CANUTILLO ISD** with a precinct by precinct roll of registered voters in a mutually agreed upon format;

(u) If requested by **CANUTILLO ISD**, prepare the unofficial tabulation of precinct results on election night;

(v) Submit election night returns to the Secretary of State, in a format to be described by the Texas Secretary of State and in accordance with Election Code Chapter 68, if applicable; and

(w) Certify that a criminal background check on all employees, including temporary employees, that may program, test, perform maintenance, transport equipment, or perform technical support on the voting system equipment for CANUTILLO ISD has been performed.

(x) The County shall provide the requested services by and through its County Election Administrator (the "Contracting Officer").

3. DUTIES AND SERVICES OF **CANUTILLO ISD.**

CANUTILLO ISD shall:

(a) Adopt an order appointing the County Elections Administrator as Early Voting Clerk as required above;

(b) Prepare appropriate documents for establishing the precinct and polling places;

(c) Prepare all election orders, resolutions, notices, and other pertinent documents for adoption for execution by the appropriate **CANUTILLO ISD** officer or body, and take all actions necessary under law and in accordance with this Contract for calling the election, appointing the presiding judges, alternate judges, judge of the central counting station, and other election officers, establishing precincts and polling places, handling contests, canvassing the returns and declaring the results;

(d) Approve the tabulating supervisor and assistants and central counting station manager, recommended by the Elections Administrator;

(e) Prepare and publish required election notices as required by law;

(f) Deliver and certify to the Elections Administrator as soon as possible but not later than **sixty days** before the election, the names, issues, or referenda which are to be printed on the ballot or ballot labels with the exact spelling that is to be used;

(g) Provide the services necessary to translate any election documents into Spanish as required;

(h) Pay any additional costs incurred by the Elections Administrator if a recount for the election is required, or the election is contested in any manner;

(i) Return all surplus election supplies to the Elections Administrator;

(j) Prepare any submission on voting changes which may be required to be submitted to the U.S. Department of Justice under the Federal Voting Rights Act of 1965, as amended;

(k) Pay **75%** of Elections Administrator's estimated costs no later than sixty **(60)** days before Election Day;

(l) Pay the balance of conducting the election and additional costs, within thirty days from the receipt of an invoice from the Elections Administrator.

4. COST OF SERVICES.

CANUTILLO ISD shall pay for the above services, supplies and equipment in accordance with the estimated cost schedule attached to this Contract (EXHIBIT A) which is mutually agreed upon.

5. CANCELLATION OF ELECTION OR SERVICES

(a) In the event that **CANUTILLO ISD** cancels the election pursuant to section 2.081 of

The Texas Election Code, or for any other reason, **CANUTILLO ISD** will pay the **County** for all direct and actual expenses such as payroll and election expenses, including the administrative fee, the **County** incurred in relation to providing the services for this election up until the time of cancellation, and for any other direct and actual expenses the **County** incurs as a result of the cancellation. **CANUTILLO ISD** will send payment to the **County** within thirty (30) days from receipt of an invoice from the Elections Administrator.

6. GENERAL TERMS AND CONDITIONS.

(a) A total of eight (8) precincts, plus thirty-nine (39) permanent early voting

stations, and one hundred twenty-two (122) polling locations will be used for conducting the election.

(b) **CANUTILLO ISD** acknowledges that the County may enter into a similar Joint Election Service Contract with other political subdivisions in the same county for the same election date. During early voting a voter will be eligible to vote at any one of the early voting locations and mobile voting locations, if any. CANUTILLO ISD agrees to share common polling places with the other political subdivision(s) as determined by the County and in accordance with the costs as allocated by the County.

(c) Nothing in this Contract shall authorize or permit a change in the officer with whom the place at which any document is to be filed, the place at which a function is to be carried out, or other nontransferable functions as specified by the Election Code.

(d) The Elections Administrator shall file copies of this contract with the County Judge and the County Auditor of El Paso County.

(e) Neither party may assign, in whole or in part, any interest they may have in the agreement.

(f) Nothing in this agreement imposes any duty on the County to maintain or repair the facilities or cure any premise defects of the property on which polling locations are located.

(g) Neither **CANUTILLO ISD** nor any employee of CANUTILLO ISD is an agent, or employee of the Elections Administrator and neither Elections Administrator nor any employee thereof is an agent or employee of **CANUTILLO ISD**. This agreement does not and shall not be construed to entitle either party or any of their respective employees, if applicable, to any benefit, privilege, or other amenities of employment by the other party.

(h) **CANUTILLO ISD** and the County, reserve and do not waive, their rights of sovereign immunity and similar rights, immunities and rights of their officials and employees, and their employees/officials' rights under the Texas Tort Claims Act.

(i) Venue is in El Paso County, Texas.

Canutillo Independent School District

_____

COUNTY OF EL PASO, TEXAS

_____

Ricardo A. Samaniego
County Judge

EXHIBIT A

Elections Department
500 E. San Antonio Ave. Suite 314
El Paso, Texas 79901
Phone (915) 273-3597
Fax (915) 273-3574
www.epcountyvotestx.gov

Canutillo ISD
November 2026

Estimate

Payroll		
1. Central Counting Station	$	967.77
2. Early Voting	$	14,519.83
3. Election Day	$	3,901.13
4. Staff Overtime	$	1,950.00
5. Temporary Help	$	3,911.49
6. Training	$	939.06
Payroll Total	$	26,189.28

Election Expenses		
7. Election Tabulation Software and Supplies	$	289.57
8. Ballots: Activation Cards, Mail, Provisional, Curbside and Sample	$	3,030.72
9. Publication of Notices	$	215.60
10. Parking Garage Judges and Clerks	$	50.05
11. Delivery and Pickup of Touchscreens- Early Voting and Election Day	$	2,753.41
12. Internet Connections /Cellphones	$	1,613.30
Early Voting		
13. Poll Pads	$	248.97
14. Security Seals- Early Voting	$	82.45
15. Kits- Early Voting	$	108.11
16. Utilities- Early Voting Locations	$	21.56
17. Touchscreen Voting Machines- Early Voting	$	21,156.74
Election Day		
18. Poll Pads	$	595.58
19. Security Seals- Election Day	$	93.94
20. Kits- Election Day	$	338.18
21. Touchscreen Voting Machines- Election Day	$	5,515.82
Election Expenses Total	$	36,114.00
Subtotal	$	62,303.28
Administrative Fees 10%	$	6,230.33
Grand Total	$	68,533.61

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 08/26/2026

Subject/Title for Agenda Posting: Consideration and Possible Approval to Ratify Commitment and Authorize Payment for 2024 Bond Program Professional Services provided to Cantuillo Independent School District

Justification Statement: Board action is necessary to authorize payment in order to settle the outstanding balance and comply with CH (Local) and 2024 Bond Project Payments

Purpose of Agenda Item: ☐ Information ☐ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☐ Business Services

Staff Responsible: Gustavo Reveles / Veronica Campbell

Signature of Requester(s)

Signature of Presenter(s)

CP — 08.17.2026

Business Services Approval (Initials) — *Date*

Agenda Summary:

During the Fiscal Year 2024-2025, Request for Proposal (RFP) #2025-19 Culture and Canutillo ISD Way was awarded in May 2025 in the amount of $98,500 . Additionally the terms of the contract award included miscellaneous expenses (such as video production costs out of pocket communication expenses and printing costs) which were incurred by Firm in providing the services covered by the Agreement and were to be billed at cost. The outstanding miscellaneous expenses the invoice owed is $ 5,658.20. This brings the total awarded amount to $104,158.20. Under Texas Education Code 44.031 and District Policy CH (Local), all purchases must follow established purchasing procedures and receive proper authorization prior to encumbering district funds. This commitment was made outside of the established purchasing threshold of $100,000 allowed under CH (Local) in Fiscal Year 2024-2025.

Following a review of the transaction, staff verified that:

1. The services were received, and the vendor provided verifiable invoice to confirm miscellaneous expenses incured at cost and for the amount of $5,658.20
2. The pricing is fair and reasonable and with in market rates with an awarded bid issued under RFP 2025-19.
3. The vendor complied with the agreed and awarded terms and conditions of the RFP.

RECOMMENDATION:

Board action is required to ratify the committment and authorize payment to settle the outstanding balance.

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

None

AMOUNT(S):

$5,658.20

ACCOUNT NO(S):

2024 Bond Funds

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

RFP 2025-19

REQUESTING DEPARTMENT:

Public Information Office & Financial Services

CONSEQUENCES OF NON-APPROVAL:

Invoice will remain unpaid

IMPLEMENTATION TIMELINE:

ATTACHMENT(S): ✓

Invoice
Work completed by Deuster

DEUTSER
CONSULTANTS + CREATORS

Invoice

Date: 05/04/2026
Invoice #: I-06542-1

Bill To:
Canutillo Independent School District
7965 Artcraft Rd.
El Paso, TX 79932

Payment Terms	Due Date	Message
	05/11/2026	Balance from Invoice I-06542 dated August 12, 2025 with interest.

Description	Qty	Unit	Unit Price	Line Total
Billable Expenses: Balance billed in Invoice I-06542 for travel to workshop in El Paso	1	Each	$5,099.87	$5,099.87
Interest: Interest at 18% per annum as allowed under Section IV(C) of agreement dated April 22, 2025; calculated through May 11, 2026	1	Each	$558.33	$558.33
			TOTAL	$5,658.20

Please make all checks payable to Deutser LLC and mail to:

5847 San Felipe Street, Suite 2500
Houston, TX 77057

or remit payment via ACH:

ABA: 111000614
Account: 765162727

PURCHASE ORDER

Canutillo Independent School District

Attn: Accounts Payable
PO Box 100
Canutillo, TX 79835

BLANKET/PROJECT PURCHASE ORDER NUMBER
25003560

Date: 06/23/25

VENDOR: 767793368

TO: Deutser LLC
5847 San Felipe Dr
Suite 2500
HOUSTON, TX 77057

SHIP TO: Canutillo Independent School
7965 Artcraft Rd
El Paso, TX 79932

ATTN:
Vendor Fax: 713-212-0700
Vendor Fax:
Vendor Email:

REC. LOC: Financial Services
REC. GRP: Financial Services

LINE#	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC	TAX	FREIGHT	TOTAL
1	1.00000			49,250.00		0.00	0.00	49,250.00
	2024 CISD Bond Program - Professional services within a changing education environment to articulate strategic changes to establish a new positioning line and develop updated brand elements and creative concepts. Section 1: Branding and Communications. Section 2: Culture and Canutillo ISD Way Contract: RFP 2025-19							
1	1.00000			49,250.00		0.00	0.00	49,250.00
	2024 CISD Bond Program - Professional services within a changing education environment to articulate strategic changes to establish a new positioning line and develop updated brand elements and creative concepts. Section 1: Branding and Communications. Section 2: Culture and Canutillo ISD Way Contract: RFP 2025-19							

TOTAL 98,500.00

INSTRUCTIONS TO VENDORS

1. Reference all Packages, Packing Slips & Invoices on PO Number
2. Ship Prepaid
3. FOB Destination Only
4. Invoice in Duplicates; Attn: Accounts Payable
5. No Back Orders or C.O.D. Shipments Allowed
6. Ship Only to Address on Purchase Order
7. Tax Exempt EIN-74-6028038
8. Price Increases must be Pre-Approved

THIS PURCHASE ORDER IS NOT BINDING UNLESS SIGNED BY AN AUTHORIZED DISTRICT OFFICIAL.

This Purchase Order is subject to Canutillo ISD's purchase order terms and conditions. All vendors have agreed to such terms as part of the vendor packet submission and approval. The terms and conditions can be viewed on our website at : www.canutillo-isd.org.

Canutillo Independent School District

Bond Survey Report

JUNE 2025

Table of Contents

Executive Summary 3

Internal Survey – Quantitative Findings 4

External Survey – Quantitative Findings 10

Internal Survey – Qualitative Findings 16

External Survey – Qualitative Findings 20

Appendix 24

Executive Summary

This report summarizes feedback from Canutillo ISD's internal and external bond perception surveys, which gathered both quantitative and qualitative input from staff, families, and community members as the district approaches one year since the 2024 bond was passed. Participants included faculty, staff, administrators, parents, residents, alumni, and students. Together, this data provides a clear snapshot of sentiment towards the bond across the district and the broader community.

While some respondents pointed to visible signs of progress, such as land purchases and new school planning, many expressed concerns about delays, unclear communication, and a lack of trust in how funds are being used. Others raised questions about whether current efforts reflect the priorities of students, educators, and the larger community.

Across both internal and external responses, several key themes consistently emerged:

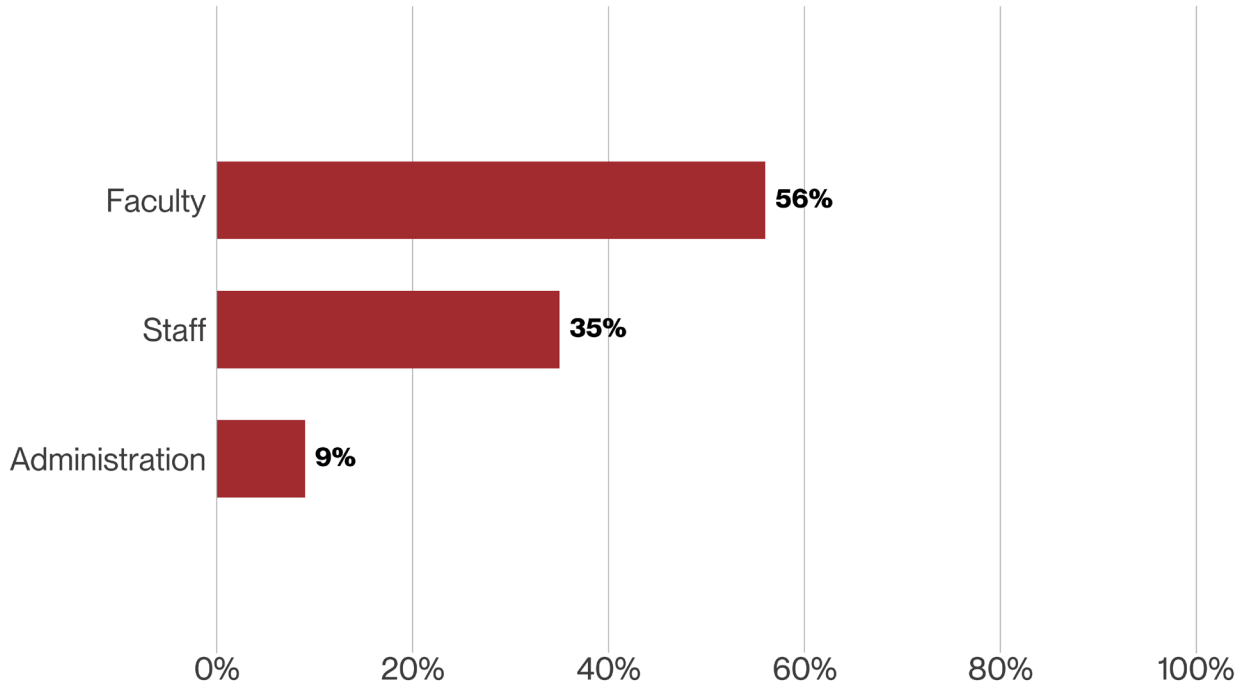
- **Visible Progress and Priorities:** While some respondents noted effective use of funds for land purchases and school construction, others expressed concern about delays and limited progress of on-the-ground improvements.
- **Bond Messaging and Trust:** Respondents voiced frustration over campaign promises tied to saving teachers, which many felt were not honored, contributing to a sense of mistrust.
- **Transparency and Financial Oversight:** Respondents across groups emphasized the need for clearer financial reporting, regular updates, and greater accountability around how bond dollars are being spent.
- **Engagement and Access:** Many respondents expressed a desire for more inclusive outreach, better communication channels, and broader opportunities for families and staff to offer feedback on bond progress.
- **Student and Teacher Impact:** Concerns emerged that bond investments were not adequately addressing classroom needs, staff retention, or student supports, particularly considering ongoing layoffs and large class sizes.
- **Perceptions of Mismanagement:** A significant number of respondents pointed to perceived issues of leadership ethics, conflicts of interest, and financial decisions that appear to favor the administration over the community's educational priorities.

These shared concerns highlight opportunities for the district to strengthen communication, rebuild trust, and ensure future bond-related efforts are more closely aligned with community and staff expectations.

Internal Survey – Quantitative Findings

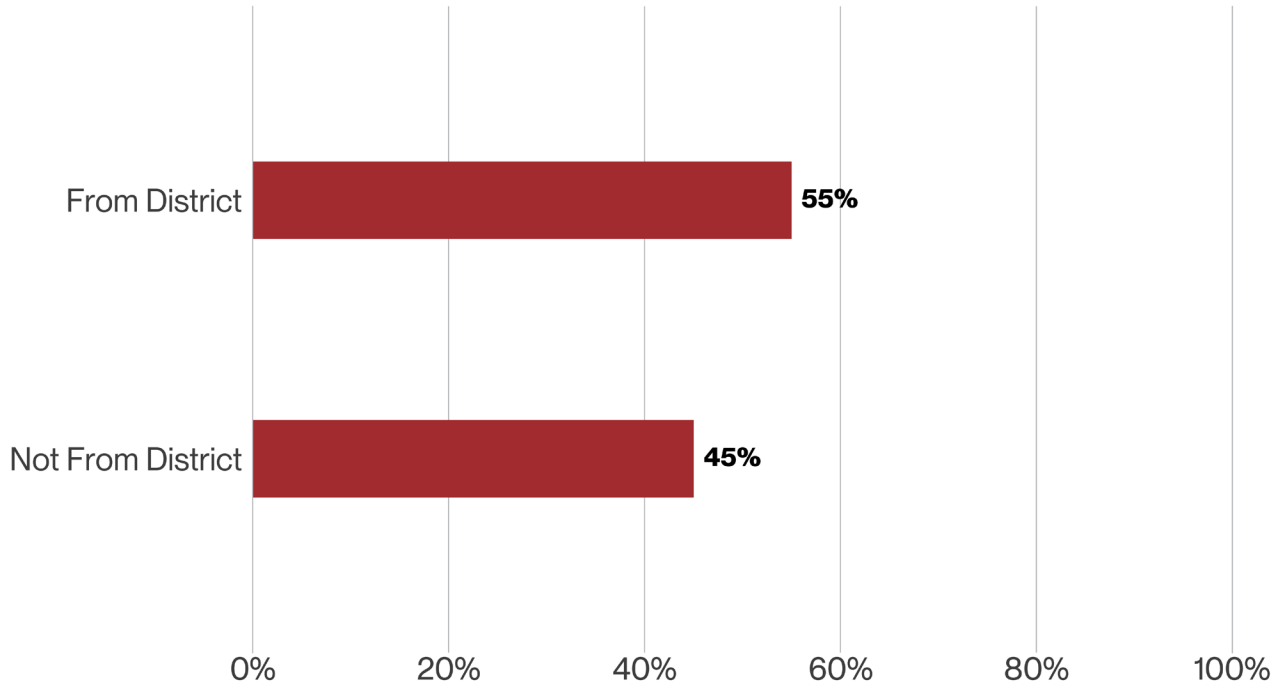
ROLE

What is your role in Canutillo ISD?



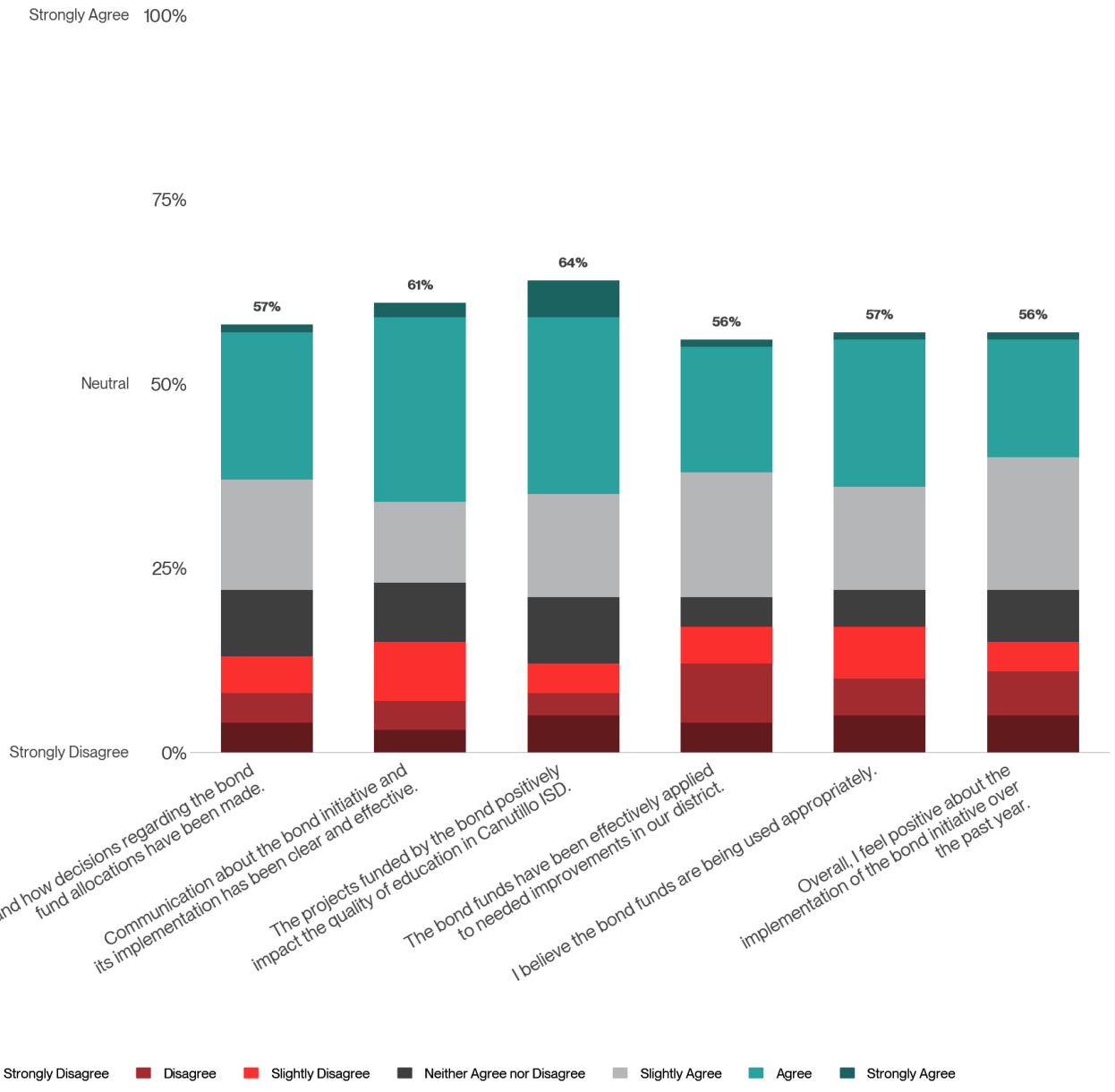
LOCATION

Do you live in the district?



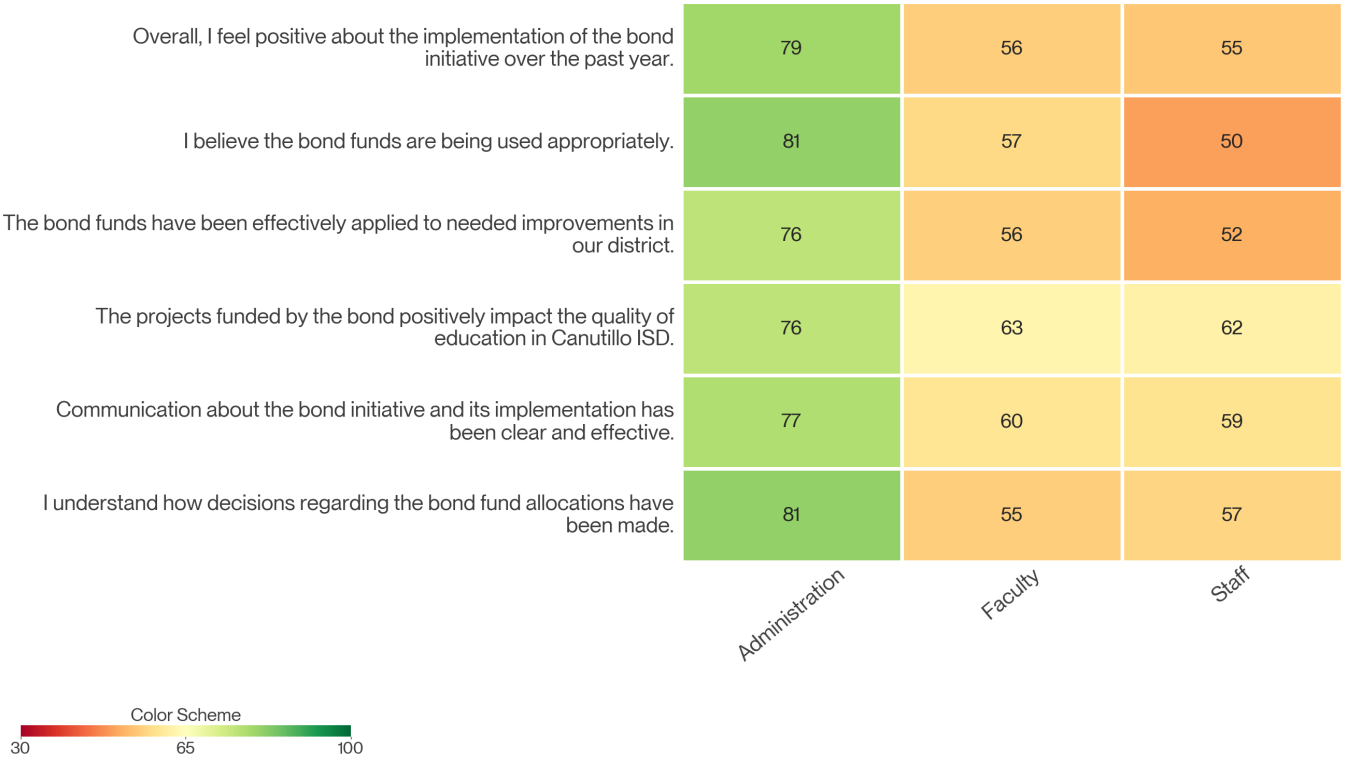
ALL RESPONDENTS

Bond Survey Items



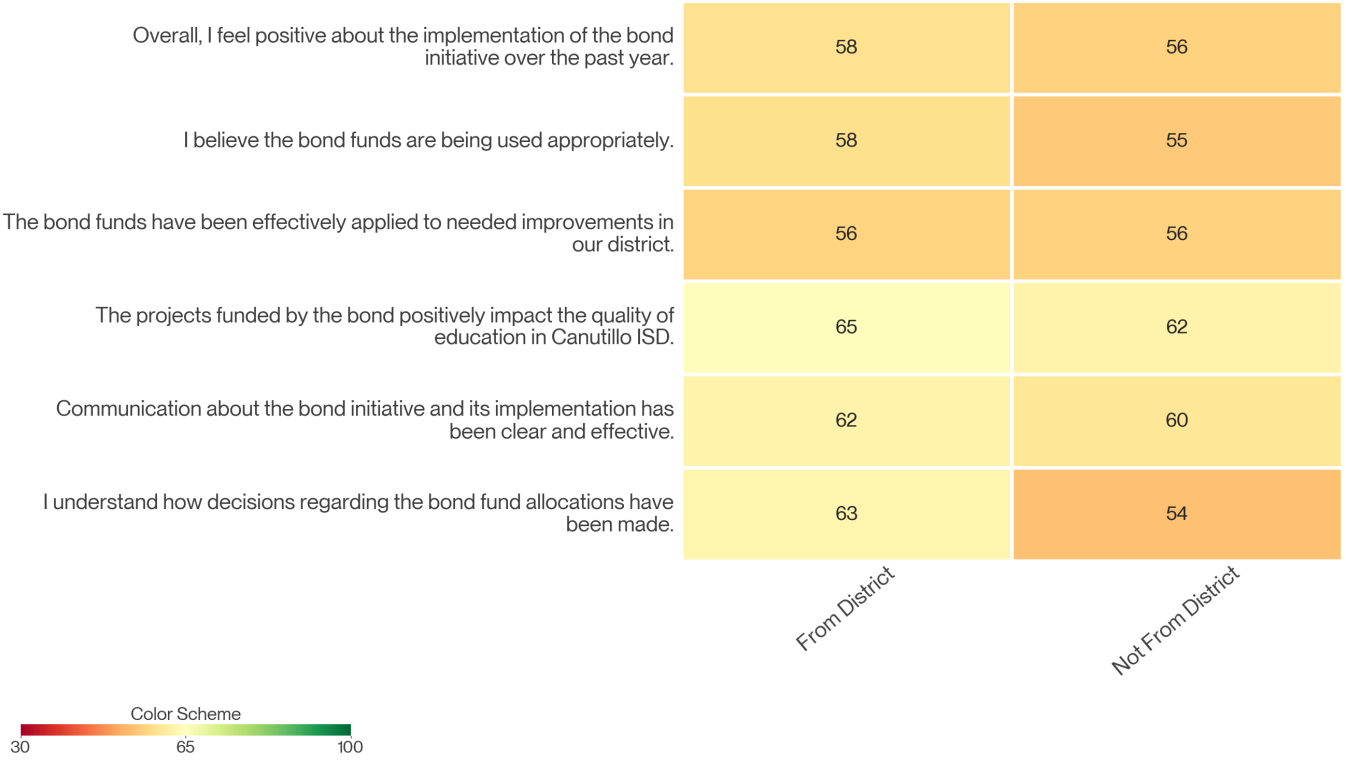
ROLE

Bond Survey Items



LOCATION

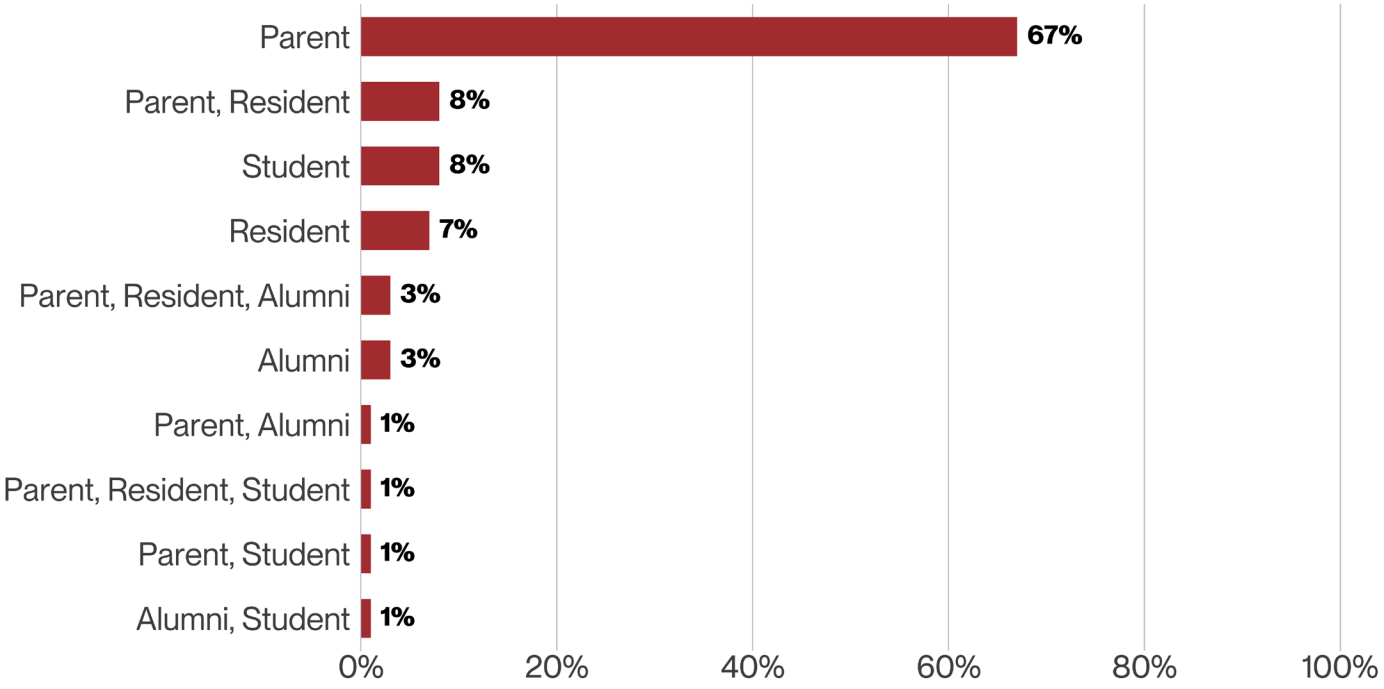
Bond Survey Items



External Survey – Quantitative Findings

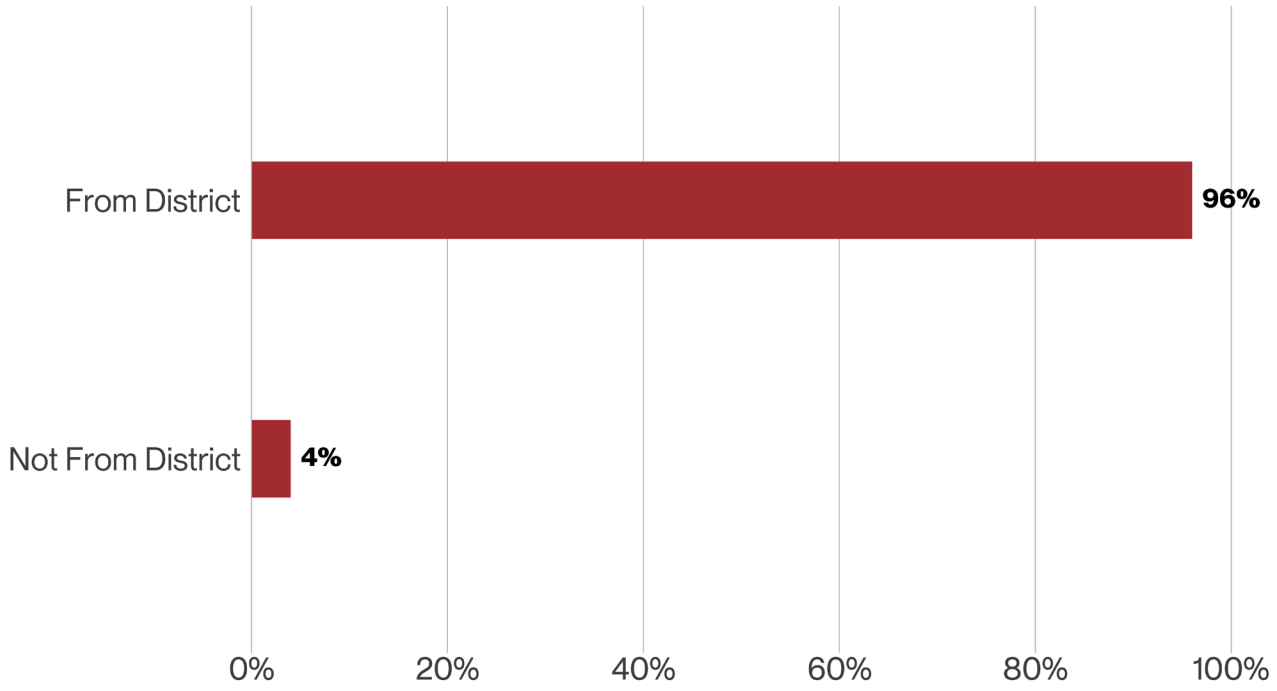
CONSTITUENTS

Please select all options that describe your connection to Canutillo ISD.



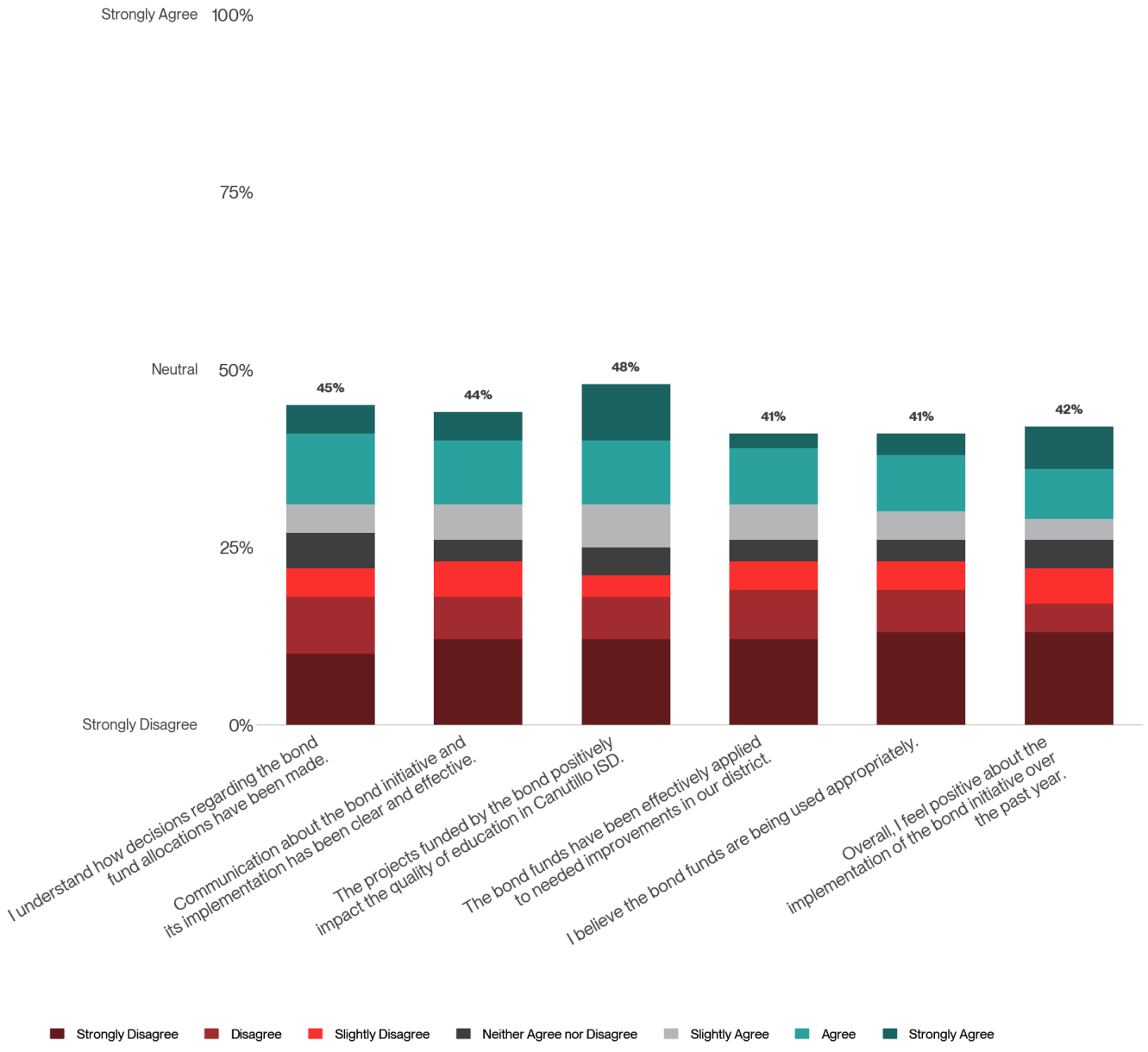
LOCATION

Do you live in the district?



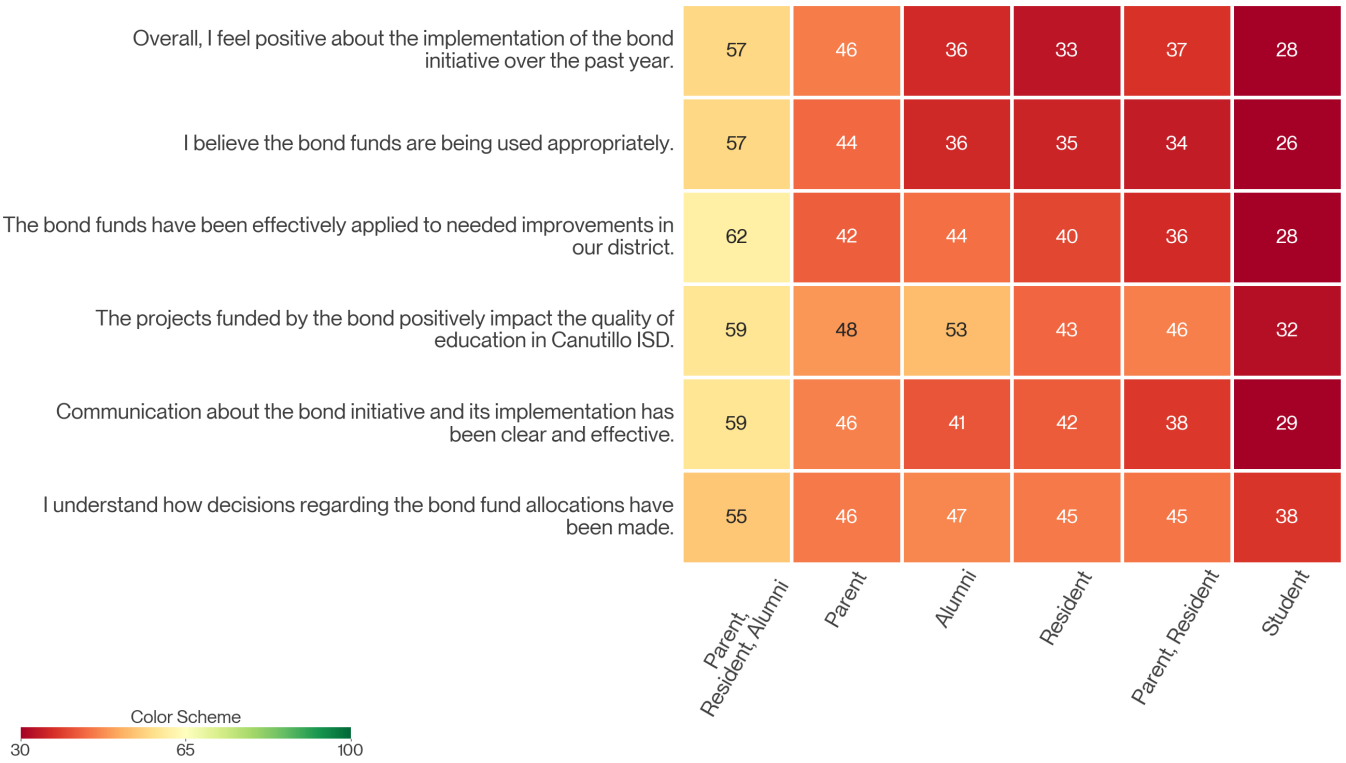
ALL RESPONDENTS

Bond Survey Items



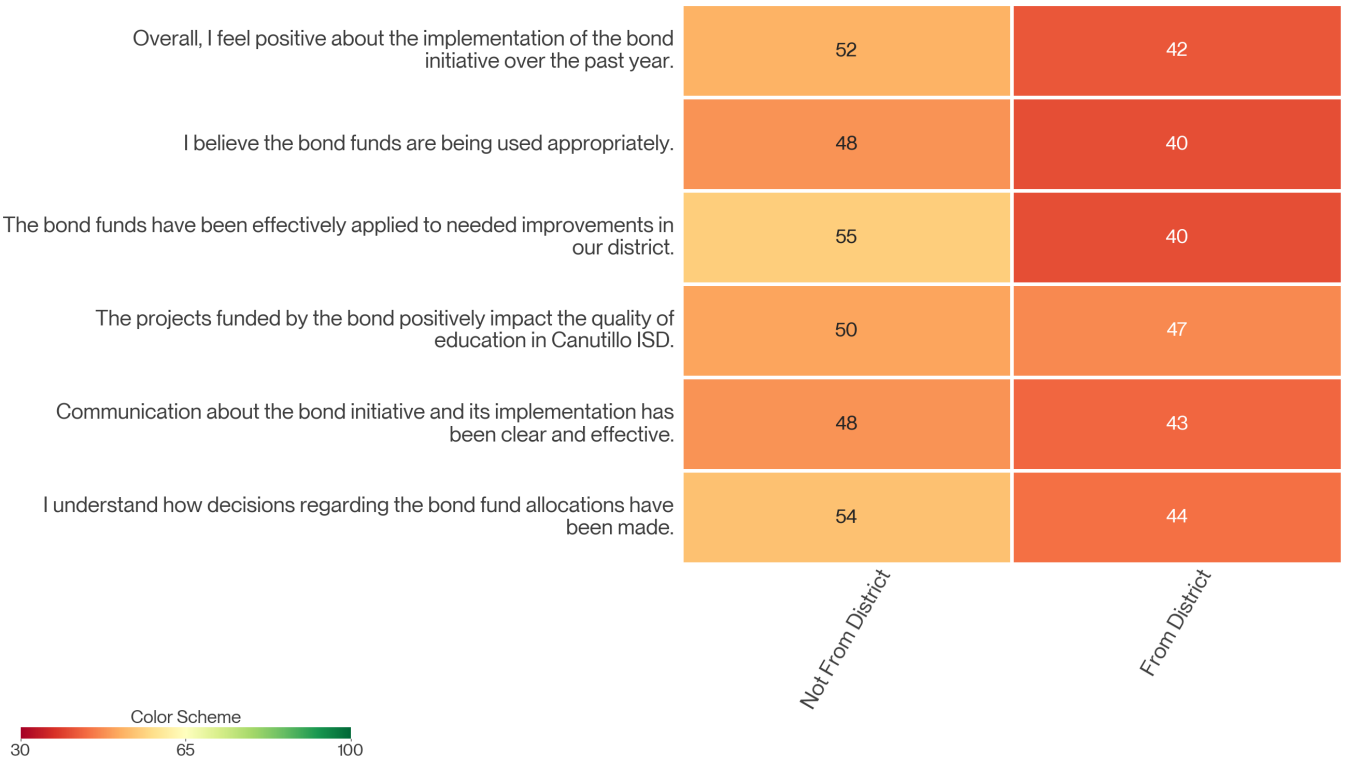
CONSTITUENTS

Bond Survey Items



LOCATION

Bond Survey Items



Internal Survey – Qualitative Findings

Themes – Internal Survey

Effective Bond Uses

The purchase of land, planning to build new schools, and addressing campus needs through maintenance and upgrades were seen as the most effective uses of the bonds so far. Respondents highlight land acquisition, safety improvements, HVAC and roof repairs, and updated lighting for athletic fields as positive steps for the district.

Quotes:

- *"The purchase of the land in areas that are critical for the district."*
- *"Updating some of the aging infrastructure at the high school."*
- *"Using the money for campus safety and security and HVAC/roof repairs."*
- *"Baseball and softball lighting. THANK YOU!!!"*

Transparent Communication

Respondents expressed frustration with the lack of visible action and updates about bond progress. Some shared that they are unsure how the money is being used and many called for more transparency around progress, delays, and decision-making. Many emphasized the need for delivering visible results to rebuild trust.

Quotes:

- *"If there are delays, address those publicly, don't keep it a secret…be completely transparent about the good and the bad as these projects progress."*
- *"I think many are still confused as to what the money is being used for."*
- *"Trust is lost. If you want to fix this then show us. Actions speak louder than words. Show staff that you all care."*
- *"You got the money, but there don't seem to be results…Get to work actually completing projects."*

Community Involvement

Solutions were proposed to increase transparency and community involvement, such as holding meetings at more accessible times and using QR codes, flyers, and before-and-after photos to share updates. Many emphasized the importance of keeping the community actively updated throughout projects.

Quotes:

- *"Possibly sharing before/after photos to prove the improvements at ALL affected campuses would help tremendously."*
- *"Hold meetings when people AREN'T working. 10 am and 3:30pm are times when very few people can meet."*
- *"Maybe put QR code updates in businesses in Canutillo that a person could scan, which would provide real-time updates on the bond initiatives in the district."*
- *"Hosting meetings where employees and the community can provide feedback and have it taken into consideration is highly effective. This provides an opportunity for all voices to be heard. Making the meetings more known in the area via mail and flyers would be useful."*

Spending Priorities

Respondents questioned the decision to invest in new campuses while the district remains in deficit. Many expressed frustrations over spending priorities, believing that funds should support teachers and students rather than facilities or administration. These concerns reflect overall doubts about the district's financial oversight.

Quotes:

- *"Many faculty and staff have lost their jobs when their livelihoods depend on their positions and income just so the district can build new buildings…Furthermore, building brand new campuses is a WASTE of money. How does this better the students' education? Students gain knowledge and receive their education from the teachers who teach quality content and provide quality education."*
- *"Central Office has been remodeled, and the Bond money needs to be allocated to support students' academic challenges, not administration perks."*
- *"Think of the students and staff first, they should be the priority."*

Bond Messaging

Messaging that connected the bond to saving teacher jobs and supporting students was a major point of frustration. Many felt the campaign promises did not align with the outcomes, especially with recent teacher layoffs. The gap between what was promised and how funds are being used has contributed to growing mistrust.

Quotes:

- *"I believe the bond's message was 'vote for the bond, save our teachers' was EXTREMELY misleading."*
- *"The bond campaign used the slogan, 'save our teachers, save our schools.' to get votes. But yet still cut hard working educators who work directly with students. No one, and I mean no one, in central office or anywhere for that matter in this district fights for teachers. No one."*
- *"I believe it lied. A portion of the bond was that teachers were not in danger of losing their jobs. Feel like a lot of people were misled."*

Bond Misconceptions

Several respondents noted ongoing confusion about how bond funds can be used. Some believed the bond could cover Canutillo ISD's budget deficit or prevent teacher layoffs. Clarifying these misconceptions will be important for rebuilding trust in the community.

Quotes:

- *"Many people feel that the Bond funds should be used to offset the budget deficit but they don't know that can't happen."*
- *"Externally, people are still confused about the nature of the bond and they do not realize that the bond money can only be used for construction and maintenance, not salaries."*
- *"People don't understand that the letting go of teachers has nothing to do with the bond."*

External Survey – Qualitative Findings

Themes – External Survey

Project Visibility

Many community members reported seeing little-to-no evidence that bond funds are being put to use. Respondents expressed confusion and frustration over the absence of updates, delayed projects, and a general lack of transparency around construction timelines. This lack of visible action has contributed to skepticism about whether the district is delivering on its promises.

Quotes:

- *"I still can't see clearly where the bond funds have been used."*
- *"I would have liked to see a project under construction."*
- *"There hasn't been a clear time frame laid out for the new schools."*
- *"The delays are unacceptable, especially when school is about to start."*
- *"It has not been very clear. As part of staff, we are unsure when our renovations will start—dates are being changed constantly."*

School Construction

Several respondents identified the construction of new schools and related planning as the most visible and effective bond-related effort. These projects were seen as addressing growth in neighborhoods like Cimarron and Enchanted Hills and preparing for future enrollment. While not universally praised, this was one of the few areas where respondents recognized progress.

Quotes:

- *"The opening of the middle school to come help serve the growing community in Cimarron, Paseo Del Norte and Enchanted Hills Community."*
- *"New middle school campuses at new locations."*
- *"Providing schools in neighborhoods that are growing."*
- *"Building a new middle school and upgrading existing school buildings."*

Bond Messaging

Many respondents were frustrated by bond campaign messaging that suggested it would help "save teachers" or prevent layoffs. With staffing cuts and financial issues following the bond's passage, these promises were perceived as misleading or dishonest. This disconnect between messaging and reality deepened feelings of mistrust toward district leadership.

Quotes:

- *"The district advertised the bond as a way to 'save our teachers'...it was misleading."*
- *"During the campaign some of the narrative was aimed towards 'saving Canutillo teachers,' but now it turns out the bond had nothing to do with teachers."*
- *"This was supposed to better the education of our students but I do not see this happening."*
- *"The bond was supposed to save the district and eliminate its established debt."*

Transparent Communication

Respondents repeatedly called for greater transparency in how bond funds are being spent. Suggestions included monthly financial reports, itemized spending updates, and more honest communication about delays or setbacks. Many expressed that better information would rebuild trust and make the process more accountable to the public.

Quotes:

- *"There needs to be better transparency on how bond money is being used."*
- *"Publish all contracts associated with the bond projects or accurate cost data of what was spent and how."*
- *"Make financial records easily accessible online."*
- *"There are no clear accounts—we need a statement of account each month on how they spend the bond."*
- *"Better communication as to how funds are being allocated."*

Community Engagement

Many felt that current communication efforts don't reach enough people or offer meaningful opportunities for input. Suggestions included better use of social media, flyers, neighborhood outreach, and public meetings held outside of work hours. Respondents emphasized that community engagement is critical to restoring confidence and improving decision-making.

Quotes:

- *"Send texts and emails including a link of information or summary of bond expenditures."*
- *"Monthly emails with a summary on what was done during the month to show progress."*
- *"Establish a community oversight committee for bond funds."*
- *"Hold monthly public updates on projects and spending."*
- *"Go to neighborhoods—not just the rich neighborhoods but the low class too."*

Student and Teacher Needs

A common concern was that bond spending prioritized facilities and administration over teachers and students. Respondents pointed to teacher layoffs, large class sizes, and the lack of classroom resources as evidence that student needs are not being centered. Many suggested redirecting funds to better support instruction, extracurriculars, and staff retention.

Quotes:

- *"The classrooms are overfilled and we have a shortage of teachers."*
- *"You got all this money and yet class sizes are increasing."*
- *"Fancy schools do not mean better education. Better teachers and staff do."*
- *"KIDS FIRST—not just buildings."*
- *"Invest time in programs, classes, and retaining good teachers."*

Mismanagement and Corruption

A significant number of respondents voiced concerns about unethical behavior, mismanagement, and personal gain among district leadership. These perceptions of corruption and self-interest have led to widespread distrust in how the bond has been implemented.

Quotes:

- *"Buying land and paying the superintendent to retire isn't good use of taxpayer money."*
- *"Someone on the board is pocketing that money."*
- *"This is public corruption plain and simple."*
- *"The contractors… should not have any type of relationship with board members."*
- *"They approved in November 2024 a 6-month salary severance clause. The district is already doing bad financially and they knew that before approving that clause."*

Appendix

Appendix – Internal Survey

INTERNAL SURVEY – THEMES BY QUESTIONS

In your view, what has been the most effective use of bond funds so far?

School Construction

The purchase of land and building new schools are seen as the most effective uses of bond funds so far. Many referenced acquiring land and property, designing campuses, and planning new facilities as useful investments for Canutillo ISD.

Quotes:

- *"It seems the funds are being put toward useful facilities."*
- *"Plans to create and build new schools."*
- *"The purchase of the land in areas that are critical for the district."*

Campus Improvements

Maintenance, safety upgrades, and new installations were noted as effective uses of bond funds. Respondents mentioned improvements such as Wi-Fi upgrades, HVAC and roof repairs, and updated security. Many also appreciated the new baseball and softball field lights, as well as ongoing maintenance to support aging infrastructure.

Quotes:

- *"Updating some of the aging infrastructure at the high school."*
- *"Using the money for campus safety and security and HVAC/roof repairs."*
- *"Baseball and softball lighting. THANK YOU!!!"*

Visibility and Understanding

Some respondents expressed uncertainty about how bond funds have been used so far. Several noted ineffective use of bonds and a lack of completed projects. Others mentioned confusion about what the bond is funding or felt it was too early to assess its impact.

Quotes:

- *"I don't know as we haven't seen improvements done yet."*
- *"I think many are still confused as to what the money is being used for."*
- *"I have not seen any effective uses of the bond funds thus far."*

How would you describe your overall feelings regarding how the district has navigated the bond initiative?

Communication and Community Involvement

Many respondents shared positive feelings about how the district has communicated the bond initiative. Several mentioned clear communication, transparency, and efforts to involve the community through meetings and updates. However, some expressed concerns about withholding information and meetings being held at difficult times for people to attend.

Quotes:

- *"I think the district has done a wonderful job explaining the Bond. I feel like I get a lot of information about it."*
- *"I like how the community is involved in the process and the district being transparent in navigating this initiative."*
- *"Not enough communication, not everyone can attend meetings so you should share information openly on your social media accounts or websites."*

Project Management

Some respondents shared positive views about the district's planning, timeliness, and potential impact for the future. However, a larger portion of respondents raised concerns about project management, delays, the district's budget deficit, and new building location choices, all contributing to mistrust.

Quotes:

- *"I strongly believe we are on the correct pathway to achieve our objective when it comes to building for the future."*
- *"The traffic that already exists, compounded with additional buildings, staff, students, cars, buses, etc. Obviously, it was never thought out and CONSIDERED IN THE BOND PLANNING SPENDING!"*
- *"Better planning to have bulk of remodeling in summer rather than displacing teachers and students. Not looking forward to a chaotic start of the 2025/2026 school year."*
- *"There's been a lot of talk, but very little action. Has any project actually broken ground? Didn't the original timeline for the Northwest building originally involve construction by now?"*

Bond Messaging

Respondents expressed frustration with the messaging that tied the bond to saving teachers and supporting students. Many felt misled by campaign slogans and shared concerns about teacher layoffs, impact on students, and spending on central office. These perceived contradictions have contributed to mistrust and disappointment.

Quotes:

- *"I believe the bond's message was 'vote for the bond, save our teachers' was EXTREMELY misleading."*
- *"Iffy, it feels counter intuitive that we are building new schools but laying off teachers and personnel."*
- *"The bond campaign used the slogan, 'save our teachers, save our schools.' to get votes. But yet still cut hard working educators who work directly with students. No one, and I mean no one, in central office or any where for that matter in this district fights for teachers. No one."*

Spending Priorities

Many questioned the decision to build new campuses while the district remains in a deficit, expressing frustration over spending priorities and project costs. Some also pointed to administrative expenses as signs of poor financial oversight. These concerns have contributed to doubts about the district's financial management and ability to recover the budget deficit.

Quotes:

- *"Ridiculous to have a 400-million-dollar bond advertised in 2024 as a way to 'get our district out of the multi million-dollar deficit' and then to not use the bond to get the district out of the deficit and solely use the funds to build brand new campuses is stupidity."*
- *"Many faculty and staff have lost their jobs when their livelihoods depend on their positions and income just so the district can build new buildings…Furthermore, building brand new campuses is a WASTE of money. How does this better the students' education? Students gain knowledge and receive their education from the teachers who teach quality content and provide quality education."*
- *"Central Office has been remodeled, and the Bond money needs to be allocated to support students' academic challenges, not administration perks."*

Are there any misconceptions or inaccurate narratives about the bond initiative you've heard of? Please explain.

Deficits and Salaries

Respondents pointed to misconceptions about how bond funds can be used. Many shared that people believe the bond should cover the district's deficit, prevent job cuts, or fund teacher salaries and raises. These misunderstandings have caused confusion and frustration, making it important to clarify what bonds can and cannot be used for.

Quotes:

- *"Many people feel that the Bond funds should be used to offset the budget deficit but they don't know that can't happen."*
- *"Externally, people are still confused about the nature of the bond and they do not realize that the bond money can only be used for construction and maintenance, not salaries."*
- *"People don't understand that the letting go of teachers has nothing to do with the bond."*

Vendor Selection

Some respondents raised concerns about the fairness of the business selection process for bond projects. Several mentioned hearing that companies were chosen before bids were submitted, selected vendors had ties to board members, or decisions were being made for personal gain. Others expressed disappointment that more local businesses were not included and called for greater clarity around vendor selection.

Quotes:

- *"The process of choosing companies for bond projects not being fair. It is said that we know who we are choosing before people even submit their info."*
- *"I have heard that some of the businesses selected through the bidding process are not local and have ties to those in charge of the bond."*
- *"I'm concerned not enough local businesses have been considered and selected for many of the projects, especially the new buildings."*
- *"There are those that think the bond decisions are being done behind closed doors and spreading the narrative that certain board members are getting rich off the bonds."*

Do you have any specific recommendations for how Canutillo ISD can better communicate the impact and value of the bond initiative to the community?

Transparency and Updates

Respondents emphasized the need for transparent and consistent updates about bond progress. Specifically, there were requests for clear timelines, honest public explanations for any delays, and information on where the money is being spent and why. Others expressed frustration and urged the district to show visible action to rebuild trust. Transparency and action were seen as key to restoring confidence in the bond initiative.

Quotes:

- *"If there are delays, address those publicly, don't keep it a secret…be completely transparent about the good and the bad as these projects progress."*
- *"Get to work actually completing projects and let the community know the status of each project as time goes on."*
- *"Trust is lost. If you want to fix this then show us. Actions speak louder than words. Show staff that you all care."*
- *"Be more transparent about who is chosen for projects and why/what costs."*

Communication Channels

Many recommended using emails, social media, news outlets, and phone calls more consistently, while avoiding costly mailers. Others emphasized the need for more accessible public meetings, better outreach at community events, and tools like FAQs or QR codes to keep people informed. Involving families, local businesses, and stakeholders in the process was seen as critical to building stronger connections and trust.

Quotes:

- *"Maybe put QR code updates in businesses in Canutillo that a person could scan, which would provide real-time updates on the bond initiatives in the district."*
- *"Hosting meetings where employees and the community can provide feedback and have it taken into consideration is highly effective. This provides an opportunity for all voices to be heard. Making the meetings more known in the area via mail and flyers would be useful."*
- *"Make stronger and positive connections with local media. While Canutillo ISD is building for the future other school districts are actually closing schools."*
- *"Hold meetings when people AREN'T working. 10 am and 3:30pm are times when very few people can meet."*

Do you have any additional comments, suggestions, or concerns regarding the bond initiative or its impact on the district?

Student and Teacher Needs

The timing and impact of bond projects on students and staff were a concern for some. Comments pointed to construction beginning during the school year, causing unnecessary disruption to teaching and learning. Others highlighted the need to follow through on commitments, reduce administrative focus, and keep support for teachers and students as the district's top priority.

Quotes:

- *"Focus on the primary purpose a public school was created to achieve. Educate Students! TOP (Administration) heavy needs to be REDUCED."*
- *"Do better, be better. Don't be a leader if you don't expect to be called out or challenged. Think of the students and staff first, they should be the priority."*
- *"Why will the project start until September when we are trying to teach. Why is it going to take so long, and staff need to be moving around to different room with students? It's going to have impact on student learning."*

Enrollment Challenges

Some questioned whether new facilities alone would be enough to attract or retain students, especially in light of staff layoffs. Others challenged the district's narrative around declining enrollment, pointing to growth in surrounding neighborhoods and calling for more investment in recruitment and quality personnel.

Quotes:

- *"I am concerned that the new facilities alone will not be enough to draw new enrollment. What effects do our current cuts (eliminating programs/staff) have on our future?"*
- *"Enrollment continues to drop. We will have brand new facilities, less kids which means less staff. How can this be positive for the humble people of Canutillo?"*
- *"Investing more in recruiting and routine quality personnel."*

Board Leadership

A few respondents noted that board member mindset plays a role in the success of the bond initiative. Some felt that certain board members need to show more positivity and belief in the community. Others emphasized the importance of school leaders actively championing the bond to build trust and unity across campuses.

Quotes:

- *"First change the mentality of some of the board members. They need to be more positive and believe in the community."*
- *"Be sure that both principals and assistant principals should be champions of this bond and initiatives, and I feel my admin team hasn't done a good job of that."*

Progress Updates

Communicating visible progress was a key suggestion from several respondents. Ideas included sharing before-and-after photos, detailed timelines, and clear updates on projects. These efforts were seen as important for helping the community understand what the bonds are being used for, recognize the impact of the bond, and stay engaged throughout the process.

Quotes:

- *"Many community members may not understand the technicalities of what is going on, and how important it was to pass. Possibly sharing before/after photos to prove the improvements at ALL affected campuses would help tremendously."*
- *"Continue to keep the community as involved and informed as possible!"*
- *"Thoroughly explain the bond improvements at Canutillo High School. Specifically, a timeline."*

Project Follow-Through

Respondents emphasized the need for the district to take visible action and deliver on promises made during the bond campaign. Comments reflected urgency around getting projects started, showing results, and maintaining public trust. Lack of progress was seen as a risk to future community support.

Quotes:

- *"You got the money, but there don't seem to be results…Get to work actually completing projects."*
- *"Just keep your promises. If you are looking out for the best interest of our kids. Stand firm and follow through before making those decisions."*
- *"Just get started and work quickly."*

Administrative Spending

Concerns were raised about spending priorities, particularly related to the Central Office. Respondents questioned the use of funds on non-essential materials and furnishings, especially given the district's financial deficit. Suggestions include scaling back Central Office investments to ensure resources are focused on student and teacher needs.

Quotes:

- *"If projects are already over cost, then lay off with the high-end furnishings, or the upgrades to Central Office. Last I remember, CO was NOT part of the bond."*
- *"Use it on what its needed and NOT on trips for Central Office staff."*
- *"If the cost of the new schools will increase then start removing non-essential material. As mentioned during board meetings, we are now in a deficit with the cost of new builds."*

Appendix – External Survey

EXTERNAL SURVEY – THEMES BY QUESTIONS

In your view, what has been the most effective use of bond funds so far?

School Construction

Many respondents pointed to the construction of new schools as the most visible result of bond spending. These projects were described as necessary to serve growing neighborhoods and keep up with future enrollment needs. Some also mentioned land purchases and planning efforts that are underway.

Quotes:

- *"The opening of the middle school to come help serve the growing community in Cimarron, Paseo Del Norte and Enchanted Hills Community."*
- *"New middle school campuses at new locations."*
- *"Providing schools in neighborhoods that are growing."*
- *"Buying the land to begin construction."*

Visibility and Understanding

Visible outcomes from the bond remain unclear. Some respondents noted that their campuses had not received any updates, while others expressed uncertainty about what, if any, work had been completed. The lack of clear communication or noticeable improvements left many unsure about the bond's impact so far.

Quotes:

- *"I haven't seen any changes."*
- *"I still can't see clearly where the bond funds have been used."*
- *"Hard to say. I would have liked to see a project under construction."*
- *"Has not affected the high school. Therefore, don't know how effective it is."*
- *"The only visual verification I have is the baseball lights at CHS."*

Athletic Facility Lighting

Lighting for athletic fields was one of the most frequently mentioned projects. Respondents said it helped reduce missed class time for student-athletes and allowed for better scheduling. In some cases, this was the only improvement people felt they had seen completed.

Quotes:

- *"Softball and baseball field lights. This helped athletes not miss so much classroom time due to games having to be scheduled earlier due to lack of lighting! This helped in academics and athletics."*
- *"The installation of the softball and baseball field lights."*
- *"Softball/baseball field lights at CHS."*
- "Only quality of life improvement that comes to mind are the lights on the baseball field at CHS"

General Repairs and Upgrades

Respondents mentioned a variety of campus upgrades, including flooring replacements, new security systems, and other building repairs. These projects were seen as necessary and helpful in maintaining aging facilities.

Quotes:

- *"The repairs needed at elementary schools."*
- *"Replacing carpets with vinyl flooring has been a hit!"*
- *"Repairing schools that are already in place."*
- *"Security upgrades with cameras and new phone systems."*

Spending Priorities

Concerns were raised about how bond funds were being allocated, especially regarding administrative uses. A number of respondents questioned whether the spending prioritized student needs or campus improvements.

Quotes:

- *"Only seen the administration building updated."*
- *"The district building, in my opinion, did not need a remodeling. Why does it always feel like the admin benefits from this bond but not the students."*
- *"They approved in November 2024 a 6-month salary severance clause. The district is already doing bad financially and they knew that before approving that clause. How is that effective?"*
- *"Not much of anything, because the children should be prioritized more than the Administration Office."*
- *"I believe nothing had been used for the benefit of the student and/or staff."*

How would you describe your overall feelings regarding how the district has navigated the bond initiative?

Financial Mismanagement

A significant number of respondents expressed frustration and distrust toward the district's handling of bond funds. Many felt that decisions favored administrative interests over student needs and questioned the ethics behind certain financial choices. Perceptions of corruption, financial mismanagement, and a lack of transparency were frequent and strongly worded.

Quotes:

- *"There are ulterior motives for this bond initiative."*
- *"My feelings are that there is a lot of corruption in the district."*
- *"I don't agree with how it's been navigated due to the losing of teachers and programs."*
- *"Cutting down in staff does not make sense."*
- *"The school wonders why they're in debt and use the money in a dumb way."*
- *"It's frustrating and disappointing to see that while classrooms go without essential supplies, those in higher positions seem to benefit financially from these bond measures."*

Communication Efforts

Some respondents felt the district had made a sincere effort to communicate about the bond. They cited community meetings, website updates, and inclusion in planning efforts. However, most also expressed reservations, pointing to issues with timing, outreach, or transparency. A few mentioned that meetings were difficult to attend or that some leaders had withheld information.

Quotes:

- *"They have done a great job keeping people informed on the status and stages for each initiative."*
- *"It seems that not everything has been disclosed to the community before an action is taken."*
- *"The district is trying to be more transparent, which is a positive. That is my impression so far."*
- *"I still feel the transparency is lacking significantly."*
- *"Better communication as to how funds are being allocated."*

Project Planning

While a few respondents praised the district's planning and vision, a larger group voiced concerns about delays, lack of visible progress, or decisions that seemed poorly thought out. Some questioned the timing of construction, the pace of progress, and the decision-making around school locations.

Quotes:

- *"It has not been very clear. As part of staff, we are unsure when our renovations will start—dates are being changed constantly."*
- *"I am nervous they will run out of funds before completing the building improvements at JDE."*
- *"Knowing that construction at CES will not possibly begin until mid-September is worrying since school will be in full session."*
- *"Please move forward with the construction at CES during the summer. Expedite this process."*

Are there any misconceptions or inaccurate narratives about the bond initiative you've heard of?

Bond Messaging

Several respondents expressed frustration with the way the bond was promoted, particularly around the message that it would "save teachers." Many recalled hearing this claim during the campaign and felt misled when teacher layoffs and budget issues followed. The gap between the messaging and the outcome contributed to feelings of betrayal and mistrust toward district leadership.

Quotes:

- *"The district advertised the bond as a way to 'save our teachers'...it was misleading"*
- *"During the campaign some of the narrative was aimed towards 'saving Canutillo teachers,' but now it turns out the bond had nothing to do with teachers."*
- *"This was supposed to better the education of our students but I do not see this happening."*
- *"The bond was supposed to save the district and eliminate its established debt."*

Financial Conflicts

Many respondents voiced concerns about unethical behavior or favoritism in the handling of bond funds. Specific claims included conflicts of interest, personal financial gain among board members or administrators, and project decisions that seemed to benefit leadership rather than students or schools. These perceptions contributed significantly to public distrust.

Quotes:

- *"How the horse farm was acquired for the junior high school and how there is a monopoly on construction."*
- *"I have heard that... those with the most power in the district have used some of the bond money for their own personal gain instead of using the money wisely."*
- *"The contractors... should not have any type of relationship with board members."*

Do you have any specific recommendations for how Canutillo ISD can better communicate the impact and value of the bond initiative to the community?

Transparent Communication

Many respondents felt strongly that the district needs to provide clearer and more consistent updates about how bond funds are being spent. Participants expressed frustration over vague or delayed information and recommended specific improvements such as itemized spending breakdowns, monthly progress updates, and clearer public records.

Quotes:

- *"There needs to be better transparency on how bond money is being used."*
- *"Publish all contracts associated with the bond projects or accurate cost data of what was spent and how."*
- *"There are no clear accounts—we need a statement of account each month on how they spend the bond."*
- *"As a concerned member of the Canutillo community, I believe it's time for serious improvement in how the school district communicates with the public and manages bond funds."*
- *"Send better tracking of goals and achievements and how they're tracking against budget."*

Communication Channels

Respondents stressed the need for using multiple platforms to reach families and residents who may not attend board meetings or regularly visit the district website. Suggestions included text alerts, email summaries, school newsletters, social media posts, and printed mail. The underlying concern was that current communication does not reach enough people and is often not accessible or timely for the broader community.

Quotes:

- *"Newsletters, school social media, direct mail."*
- *"Send texts and emails including a link of information or summary of bond expenditures."*
- *"Post on Instagram. Maybe once excitement slows down from graduation, share Procedeo's IG updates."*
- *"Create a website or page explaining how the bonds are used."*
- *"Monthly emails with a summary on what was done during the month to show progress."*

Community Engagement

A recurring recommendation was for the district to increase community involvement in oversight and decision-making. Several respondents proposed forming advisory or oversight committees that include residents and parents. Others called for more public meetings, improved bilingual outreach, and stronger efforts to meet people where they are, including in lower-income neighborhoods that may feel disconnected from district decisions.

Quotes:

- *"Establish a community oversight committee for bond funds."*
- *"They should have more meetings with the employees and parents—not just scheduled meetings for hearings."*
- *"Go to neighborhoods—not just the rich neighborhoods but the low class too."*
- *"Call the news, let the community know of small and big changes as they happen in all the different campuses."*
- *"Get the community involved."*

Do you have any additional comments, suggestions, or concerns regarding the bond initiative or its impact on the district?

Mismanagement and Corruption

Frustration with district leadership came through clearly in a large number of responses. Accusations included misuse of bond funds, conflicts of interest, and unethical behavior by administrators and board members. Many felt the bond process lacked integrity and benefited the wrong people.

Quotes:

- *"Fire the entire board and start from scratch."*
- *"Get rid of the fraudulent activities."*
- *"This is public corruption plain and simple."*
- *"Remove those members whose only best interest is their own financial pockets."*
- *"Why does the administration always benefit, not the students?"*

Student Needs

Several respondents said the bond has not led to meaningful improvements for students. They felt funds have gone toward construction and central office upgrades rather than directly enhancing education. Specific concerns included teacher layoffs and a lack of classroom resources. Respondents offered suggestions for redirecting bond funds toward academics, extracurriculars, and student-centered supports.

Quotes:

- *"The classrooms are overfilled and we have a shortage of teachers."*
- *"Fancy schools do not mean better education. Better teachers and staff do."*
- *"KIDS FIRST—not just buildings."*
- *"Invest time in programs, classes, and retaining good teachers."*
- *"Bond money should go toward learning tools and real-world skill programs."*

Community Trust

Many respondents pointed to a disconnect between the district and the community. They called for detailed financial reporting, more honesty in planning, and a greater role for the public in decisions about bond implementation. Some felt that updates were either vague or insufficient and suspected that community feedback was being ignored.

Quotes:

- *"What's the point of communicating if you still do whatever you want?"*
- *"I thought we would get a vote on where new schools would be built."*
- *"The opinion of the community and taxpayers counts, yet the district never listens."*
- *"There are no clear accounts. We need a monthly statement of how the bond is being spent."*

Delays and Execution

Concerns about the pace and planning of bond projects were common. Some questioned why visible work hadn't started over summer break, while others felt timelines had not been clearly communicated. A few pointed out that delays had led to lost time that could have been used to make real progress. Respondents said they expected to see physical improvements sooner given the size and urgency of the bond.

Quotes:

- *"Why are we wasting these 8 weeks doing no renovations?"*
- *"I would have liked to see a project under construction."*
- *"The delays are unacceptable, especially when school is about to start."*
- *"Still waiting to see some actual improvement from the bond."*
- *"There hasn't been a clear time frame laid out for the new schools."*


DEUTSER

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 08/26/2026

Subject/Title for Agenda Posting: Consideration and Possible Approval to Ratify Commitment and Authorize Payment for movable signage provided to Canutillo ISD at Jose Damian Elementary Campus

Justification Statement: Board action is necessary to authorize payment in order to settle the outstanding balance and comply with CH (Local) and 2024 Bond Project Payments

Purpose of Agenda Item: ☐ Information ☐ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☑ Business Services

Staff Responsible: Dr. Oscar Rico / Veronica Campbell

Signature of Requester(s)

Signature of Presenter(s)

CP

Business Services Approval (Initials) *Date*

Agenda Summary:

During the Fiscal Year 2024-2025, goods and services totaling $7,230 were ordered and recievied by Canutillo ISD from Westside Welding, Inc without a valid purchase order or prior documented authorization from the District Purchasing Department. Additionally, Purchase Order 25002538 was issued to this vendor in March 2025 for $95.980. Under Texas Education Code 44.031 and District Policy CH (Local), all purchases must follow established purchasing procedures procedures and received proper authorization prior to encubmering district funds. Because thiscommitment was made oustide the scope of the established purchasing authority under Policy CH (local) at the time and with the threshold at $100,000, the District had no legal obligation to pay at the time the goods and services were rendered when no proper authorization was in place.

Following a review of the transaction, staff verified that:

1. The goods and services were received, verified, and utilized for legitimate district purposes
2. The pricing is fair, reasonable and within market rates and vendor holds an awarded Region 19 Contract # 22-7434
3. The vendor acted in good faith based on instructions from district personnel.

RECOMMENDATION:

Board action is required to ratify the committment and authorize payment to settle the outstanding balance.

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

None

AMOUNT(S):

$7,230

ACCOUNT NO(S):

2024 Bond Funds

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

Region 19 Coopertive Purchasing Contract # 22-7434

REQUESTING DEPARTMENT:

Operations & Financial Services

CONSEQUENCES OF NON-APPROVAL:

Invoice will remain unpaid

IMPLEMENTATION TIMELINE:

Upon Board of Trustees Approval

ATTACHMENT(S): ✓

PO #25002538
Westside Weldidng Inc documentation

PURCHASE ORDER

Canutillo Independent School District

Attn: Accounts Payable
PO Box 100
Canutillo, TX 79835

PURCHASE ORDER NUMBER
25002538

Date: 03/27/25

VENDOR: 52040

TO: Westside Welding Inc
141 El Chanate Dr
CANUTILLO, TX 79835

SHIP TO: Canutillo Independent School
7965 Artcraft Rd
El Paso, TX 79932

ATTN:
Vendor Fax: 915-877-5345
Vendor Fax: 915-877-3545
Vendor Email:

REC. LOC: Administration Building
REC. GRP: Administration Building

LINE#	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC	TAX	FREIGHT	TOTAL
1	2.00000	Each		15,760.00	0.00	0.00	0.00	31,520.00
	Contract: Region 19 #22-7434 Fabricate 8'x16' Steel portable sign frame structure out of 2'x2'x3/16 square tubing frame with adjustable legs. As per drawing with 8'x16' sub from covered. All around with 16-gauge steel welded cover. Includes paint (Canutillo orange color) for CMS. Special Instructions: Please send a copy of the invoice to David Martinez @ davidmartinezjr@procedeogroup.com							
2	2.00000	Each		15,760.00	0.00	0.00	0.00	31,520.00
	Fabricate 8'x16' Steel portable sign frame structure out of 2'x2'x3/16 square tubing frame with adjustable legs. As per drawing with 8'x16' sub from covered. All around with 16-gauge steel welded cover. Includes paint (Canutillo orange color) for AMS.							
3	2.00000	Each		15,760.00	0.00	0.00	0.00	31,520.00
	Fabricate 8'x16' Steel portable sign frame structure out of 2'x2'x3/16 square tubing frame with adjustable legs. As per drawing with 8'x16' sub from covered. All around with 16-gauge steel welded cover. Includes paint (Canutillo orange color) for DDE.							

Reprint

INSTRUCTIONS TO VENDORS

1. Reference all Packages, Packing Slips & Invoices on PO Number
2. Ship Prepaid
3. FOB Destination Only
4. Invoice in Duplicates; Attn: Accounts Payable
5. No Back Orders or C.O.D. Shipments Allowed
6. Ship Only to Address on Purchase Order
7. Tax Exempt EIN-74-6028038
8. Price Increases must be Pre-Approved

THIS PURCHASE ORDER IS NOT BINDING UNLESS SIGNED BY AN AUTHORIZED DISTRICT OFFICIAL.

This Purchase Order is subject to Canutillo ISD's purchase order terms and conditions. All vendors have agreed to such terms as part of the vendor packet submission and approval. The terms and conditions can be viewed on our website at : www.canutillo-isd.org.

4	1.00000	Each	1,420.00	0.00	0.00	0.00	1,420.00

Removable wheels and spinet
1 set of 2 wheels

TOTAL **95,980.00**

Reprint

INSTRUCTIONS TO VENDORS

1. Reference all Packages, Packing Slips & Invoices on PO Number
2. Ship Prepaid
3. FOB Destination Only
4. Invoice in Duplicates; Attn: Accounts Payable
5. No Back Orders or C.O.D. Shipments Allowed
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Westside Welding Inc.
141 El Chanate Dr
Canutillo, TX 79835
9158775345
mike@westsideweldinginc.com

Estimate

ADDRESS
Canutillo ISD
P.O. BOX 1007710/CapCarter Rd
Canutillo, TX 79835

ESTIMATE # 8730
DATE 07/30/2025

DESCRIPTION	QTY	RATE	AMOUNT
Jose Damian Elementary _____ Material and labor to fabricate movable signs as per customer request. Frames are made out of 2" x 2" x 1/4" square tube with receiving tube for legs and 2-1/2" x 2-1/2" x 1/4" square tube. Adjustable legs are made out of 2" x 2" x 3/16" square tube. Sign plate is 1/4" steel plate.			
Sign Frame 4'x 8'	1	7,230.00	7,230.00

Due to increasing costs out of our control please note that prices are subject to change daily

SUBTOTAL	7,230.00
TAX	0.00
TOTAL	**$7,230.00**

Accepted By

Accepted Date

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 08/24/2026

Subject/Title for Agenda Posting: Approval of GeoComm School Safety Indoor Mapping Solution

Justification Statement: In accordance with Texas House Bill 33 (Uvalde Strong Act) which explicitly enforces new school high-quality digital mapping data as per Texas Education Code 37.108 and House Bill 3 the Texas Education Agency (TEA) erquires that school districts must adhere to speccfic digital formatting and mapping standards.. Approval of the GeoComm School Safety Solution to develop and maintain detailed digital indoor safety maps of District facilities. The solution is designed to enhance emergency preparedness and first-responder situational awareness by providing accurate indoor maps containing room locations, entrances and exits, and critical public safety points of interest.

Purpose of Agenda Item: ☐ Information ☑ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☐ Business Services

Staff Responsible: Chief Fernando Martinez

Signature of Requester(s)

Chief Fernando Martinez Dr. Oscar Rico V.Campbell

Signature of Presenter(s)

CP

Business Services Approval (Initials) *Date*

Agenda Summary:

Administration recommends approval of a three-year agreement with Geo-Comm, Inc. for implementation of the GeoComm School Safety Solution. The project will create detailed GIS-based indoor safety maps of District facilities to improve emergency preparedness, situational awareness, and coordination with first responders. This approval will align with Texas House Bill 33 (the "Uvalde Strong Act) and Texas Education Code requirement to specific digital formatting and mapping standards.

The project includes indoor school map development, on site floor-plan creation services, implementation of the GeoComm School Map Viewer and School Map Data Manager, training, data hosting, map maintenance, and ongoing access to the District's digital safety maps. Maps will identify rooms, building levels, entrances and exits, and critical public safety points of interest such as AEDs, fire extinguishers, fire alarm control panels, security cameras, utility shutoffs, and other emergency response information.

The solution also allows school safety map information to be distributed to authorized public safety applications through GeoComm's Public Safety Content Library, providing first responders and emergency communications personnel with enhanced location information when responding to incidents at District facilities.

RECOMMENDATION: Administration recommends tthe approval the GeoComm School Safety Solution agreement with Geo-Comm, Inc. for a three-year term in the total amount of $60,953.00, utilizing TIPS Contract #24020301, as presented.

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S): $60,953

ACCOUNT NO(S):

,

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

TIPS Cooperative Contract #24020301

REQUESTING DEPARTMENT:

Facilities / Operations

CONSEQUENCES OF NON-APPROVAL:

Failure to approve the agreement would delay implementation of standardized digital indoor safety maps for District facilities and limit the availability of

IMPLEMENTATION TIMELINE:

Implementation will begin following Board approval and execution of the agreement. GeoComm will coordinate project implementation, data collection, onsite floor-plan creation, application configuration, training, map development, and delivery with District personnel.

ATTACHMENT(S): ✓ GeoComm School Safety Proposal – July 30, 2026
GeoComm School Safety Solution Project Agreement #410714

Pricing

Prices are valid for a period of 90 days.

Total does not include sales tax. Applicable taxes will be determined upon contract signing.

Canutillo ISD, TX is responsible for paying all sales taxes.

Pricing provided is based on TIPS contract #24020301.

GeoComm Indoor Safety K-12 Solution

Description	MSRP Pricing	TIPS Pricing
One Time Fee		
• GeoComm Indoor Safety Solution, standard subscription: Year 1 Subscription – includes Indoor Map Build (TIPS Product #: SS5) • Floor Plan Creation Services – includes floor plan creation services when no resources are available for Indoor Map Build (TIPS Product #: SS8)	$79,300	$77,516
Discount:	N/A	($32,163)
One-Time Fee Total:	**$79,300**	**$45,353**
Optional Annual Subscription Fees		
GeoComm Indoor Safety Solution, standard subscription (Year 2) (TIPS Product #: SS6)	$18,200	$17,791
Discount:	N/A	($9,991)
Year 2 Subtotal:	**$18,200**	**$7,800**
GeoComm Indoor Safety Solution, standard subscription (Year 3) (TIPS Product #: SS6)	$18,200	$17,791
Discount:	N/A	($9,991)
Year 3 Subtotal:	**$18,200**	**$7,800**
Optional Annual Subscription Total:	**$36,400**	**$15,600**
Optional 3-year Contract Total:	**$115,700**	**$60,953**

Notes:

Pricing is based on TIPS contract #24020301.

Customer will be provided with an opportunity to review and accept final indoor builds before project completion.

Subscriptions beyond the one-time, year one are optional. The final contract will be for an agreed upon term.

Pricing is subject to increases at the sole discretion of GeoComm annually as a result in changes in market conditions including the Consumer Price Index and inflation. Notice of price increase would be provided at least 30 days prior to the start of each contract year.

Contracts resulting from this proposal will be based on GeoComm's standard terms and conditions located here: GeoComm Contract Terms & Conditions.

If customer issues a purchase order before contract execution, the following Terms and Conditions shall apply: GeoComm Contract Terms & Conditions.

Attachment A – Site List

Site Name	Site Address
Bill Childress Elementary School	7700 Cap Carter Rd., Canutillo, TX
Facilities and Maintenance	7710 Cap Carter Rd., Canutillo, TX
Jose J. Alderete Middle School	801 Talbot Rd., Canutillo, TX
Canutillo High School	6675 S. Desert Blvd., Canutillo, TX
Canutillo Middle School STEAM Academy	7311 Bosque Rd., Canutillo, TX
Congressman Silvestre & Carolina Reyes Elementary	7440 Northern Pass, Canutillo, TX
Deanna Davenport Elementary School	8401 Remington Dr, Canutillo, TX 79835
Gonzalo and Sofia Garcia Elementary School	6550 Westside Dr, El Paso, TX 79932
Jose H. Damian Elementary School	6300 Straha Rd., Canutillo, TX
Northwest Early College High School	6701 South Desert Blvd., Canutillo, TX
Central Office	7965 Artcraft Road, El Paso, TX
Canutillo Elementary School	651 Canutillo Ave., Canutillo, TX

Veronica Campbell <vcampbell@canutillo-isd.org>

Digital Mapping

1 message

Fernando Martinez <femartinez@canutillo-isd.org> Wed, Aug 19, 2026 at 12:13 PM
To: Veronica Campbell <vcampbell@canutillo-isd.org>

Texas House Bill 33 (the "Uvalde Strong Act") explicitly enforces new school safety mandates. Under this law and expanded Texas school safety updates, school districts must ensure that their emergency response mapping is provided to every applicable emergency service district. [1, 2]

The overarching mandate for schools to provide high-quality digital mapping data is heavily anchored in Texas Education Code §37.108 and House Bill 3. To remain compliant with the Texas Education Agency (TEA) rules, school districts must adhere to specific digital formatting and mapping standards. [1, 2]

Key Requirements for Digital Mapping Compliance

- Format and Interoperability: Maps must be formatted in a CAD/911-compatible digital layout that can be easily shared and integrated with emergency dispatch systems. [1, 2]
- Field-Verified Data: Building layouts and coordinates must be physically cross-referenced and accurate rather than relying on outdated construction blueprints. [1, 2, 3]
- Detailed Asset Labeling: Digital maps must explicitly label all key facility locations, including rooms, doors, access points, and critical life safety assets (like utility shut-offs or medical equipment). [1]
- Door-Numbering Systems: Exterior doors must use an electronic numbering layout that matches physical labels on site. This layout must be shared across the Department of Public Safety (DPS), local 9-1-1 dispatch, and local law enforcement. [1]
- Physical Walk-Throughs: Districts are required to host and provide local emergency personnel the opportunity to perform a physical walk-through of the facilities using the provided digital maps to confirm layout accuracy. [1]

Implementation and Enforcement

Compliance with these digital mapping rules is monitored through the TEA's Office of School Safety and Security. Standardized data uploads and threat tracking are managed natively via the Sentinel digital system, which also governs required safety audits. Non-compliance can lead to formal state investigations or enforcement actions from the Texas School Safety Center (TxSSC

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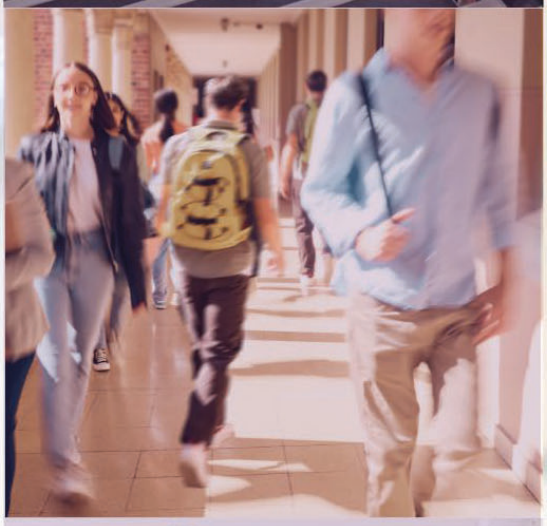
Fernando Martinez | **Chief of Police**

Canutillo Independent School District Police Department

Office: 915.877.6650 Safety@canutillo-isd.org

Cell: 210.336.9857









GEOCOMM

GeoComm School Safety

Proposal for

Canutillo Independent School District, Texas

July 30, 2026

Company Overview

GeoComm Background

GeoComm was founded in Minnesota on May 18, 1995, to provide local governments with turnkey emergency 9-1-1 software and Geographic Information Systems (GIS) services. Over the last 30 years, GeoComm has been a proven and trusted partner for local, regional, statewide, and military agencies in forty-nine states, helping protect more than one hundred million people. Over the years, our team has successfully completed twenty-three statewide GIS projects across the country.

Today, GeoComm has a national reputation as a leading provider of public safety GIS systems, including mission critical systems to route emergency calls to the appropriate 9-1-1 call center, map the caller's location on a call taker or dispatcher map, and guide emergency responders to the scene of the emergency on mobile displays within police, fire, and ambulance vehicles.

GeoComm also offers solutions for interior mapping to enable improved indoor location for public safety and other uses. Our team is creating and securely managing indoor maps for key buildings across communities, including schools, universities, government buildings, hospitals, and many other building types. Additionally, GeoComm has built technology to create a dispatchable location from z-axis measurements at any location in the United States. These GeoComm technologies enable enhanced situational awareness for first responders and safety professionals by creating a visual representation of indoor locations.

GeoComm Industry Leadership Experience

GeoComm has a dedicated staff focused on using GIS for a positive impact on our communities. Our focus and commitment to the industry is strong and is evidenced by this continual involvement in industry standards. GeoComm is involved in the Association of Public Safety Communications Officials (APCO), National Emergency Number Association (NENA) including as a member or co-chair of multiple workgroups, the Industry Council for Emergency Response (iCert), the National States Geographic Information Council (NSGIC) and the Urban and Regional Information Systems Association (URISA) now known as the Geospatial Professionals Network.

In 2024, GeoComm became an inaugural sponsor of the National Association of School and Campus Police Chiefs, which will provide training, advocacy, and collaboration opportunities for school safety leaders.

Also in 2024, GeoComm received Esri's GIS for Good Award for an exceptional achievement after completing a statewide school mapping project for the State of Iowa. This project consisted of developing detailed campus maps across over 1,400 schools, along with onsite visits to each facility where we conducted LiDAR scanning and floor plan verification. GeoComm staff collected information about the location of 100,000 indoor points of interest that are critical to the safety of students and staff in the K-12 environment, such as fire extinguishers, AEDs, entrances and exits. The result is all participating school districts and private schools now have

highly precise indoor maps that provide actionable location information for public safety emergency response, as well as software tools for managing the map data, and interacting with the maps for safety planning and response.

Esri Partnership

In 2011, GeoComm became a Platinum Partner program member in the Esri Partner Network (EPN), the highest of the Esri partner programs. GeoComm is one of only 18 Esri partners worldwide with this designation. As a Platinum EPN Partner, GeoComm and Esri collaborate closely on advancing and maximizing the use of GIS in public safety and 9-1-1 programs for reducing response times, saving lives, and protecting property. In addition, we have advanced Esri platform technical support and case escalation including hot fixing should it be needed for this project.

Lastly, GeoComm was recently awarded both the State and Local Government (SLG) as well as the Indoor GIS Specialty designations. These designations were earned by demonstrating the alignment and technical abilities with Esri in both the SLG industry and Indoor GIS.

GeoComm School Safety Background

During times of school emergencies, seconds truly do make a difference, and indoor mapping is a critical tool for quick and effective action from first responders and public safety agencies, including state and local law enforcement. Powered with knowledge of the indoors, first responders can more effectively plan, respond, and manage all types of emergencies that occur on school grounds.

GeoComm School Safety is a dynamic & scalable mapping solution which leverages the latest Esri ArcGIS technology to support **faster response times** to school emergencies.

GeoComm School Safety Overview

GeoComm School Safety is a digital mapping solution designed to support faster response to school emergencies. This solution provides detailed indoor maps of schools and surrounding grounds, along with critical information needed by school safety authorities, public safety agencies, and first responders for streamlining and reducing response times to emergencies inside schools.

School Maps created by GeoComm include the layout of the school along with surrounding school grounds, while incorporating key information needed by emergency first responders to plan for and respond to an emergency. GeoComm School Safety combined with our partner network, is a game changer for schools by enabling locations of a 9-1-1 call or the press of a panic button to be displayed on a detailed map of the school.

By empowering school safety personnel and local first responders with up-to-the-minute, highly precise and accurate location information and school maps, GeoComm School Safety will help save lives of staff and students while minimizing negative outcomes.

GeoComm Data Security

GeoComm has built a cloud-native platform leveraging state-of-the-art technology that is designed to meet the unique needs of our customers. The security of our solutions and the data entrusted to us is paramount. GeoComm does the following:

- Employs industry best practices to ensure the security of systems and data
- Protects our customers' data through robust security and data privacy controls that meet the National Institute of Standards and Technology (NIST) standards
- Leverages both internal and external teams to proactively asses and mitigate risk.
- All GeoComm employees have robust background checks, and are required to annually perform certification to access the FBI's Criminal Justice Information System (CJIS), and complete training for the Family Educational Rights and Privacy Act (FERPA).



Scope of Work

Geo-Comm, Inc. (GeoComm) proposes to develop indoor maps of buildings on the following sites for Canutillo ISD, TX, as well as deliver the required applications as described in the scope of work.

- The full list of sites included will be listed in Attachment A – Site List.

The scope can include auxiliary buildings where district staff or students are present in the scope of service, such as district offices, but those sites must be identified before contract signing.

GeoComm School Safety Overview

GeoComm School Safety is a digital mapping solution designed to support faster response to school emergencies. GeoComm School Safety includes:

- GeoComm School Maps
- GeoComm School Map Viewer
- GeoComm School Map Data Manager

GeoComm School Maps

GeoComm School Maps are GIS maps built using the Esri Indoors schema for maximum interoperability, and while typically used in 2D views, the maps are built 3D ready.

Features in the school map include:

- Interior room polygons identified by name/number, and color coded by use type
- Locations of elevators, escalators, stairs, and interior doors
- Additional point locations for emergency response such as Automated External Defibrillator (AED), fire extinguisher, fire riser, and security camera locations
- GIS Data attribution for points, lines, and polygons that includes address data formatted to comply with Next Generation 9-1-1 GIS requirements
- Additional data as required by local funding requirements
- Building footprints, with exterior entrances and exits clearly defined

GeoComm School Maps are produced by converting floor plans, usually accessed via the building engineer, facilities department, or architect. These files are then processed with GeoComm technology that is protected with the following patents.

- SYSTEM AND METHODS FOR THREE-DIMENSIONAL VOLUMETRIC INDOOR LOCATION GEOCODING (US10,928,202)
- SYSTEM AND METHODS FOR LARGE SCALE AUTOMATED INDOOR MAP DATA GEOREFERENCING (US11,190,902)

These patented inventions enable GeoComm to produce high quality indoor maps of buildings such as schools quickly, and ensures the maps are compatible with new and emerging 9-1-1 caller location systems that now include indoor mapping and z-axis (vertical) measurements.

GeoComm supports processing the following file types when resources are available:

- DWG or other Computer Aided Drawing (CAD) based file
- PDF, PNG, or JPG files created from CAD or other engineering software that are drawn to scale and show all building lines/features to be digitized
- LiDAR scan outputs created through GeoComm's Floor Plan Creation Service, if purchased

With a subscription to GeoComm School Safety, Indoor Maps can be updated via requests made through the Indoor Map Data Manager. Updates to the map will be made monthly to ensure the latest data is available to users of the applications and first responders that rely on the information.

School Map Specifications

The School Map built by GeoComm is built in a GIS format following the Esri Indoors data model, which enables interoperability with mapping applications across public safety, supports multiple use cases, and is designed to be updated frequently as the buildings change.

Available Layers:

- Sites (polygon)
- Facilities (polygon)
- Levels (polygon)
- Walls (line)
- Rooms (Polygon)
- Points of Interest (Point)

The scope of the school map build consists of the following types of Points of Interest. When there are specific grant funding requirements to include additional data, GeoComm must be informed, and the requirements added to the contract.

- AEDs
- Electrical Shutoff
- Elevators
- Emergency Exits, with labels if available
- Exterior Entrance Locations, with labels if available
- Fire Alarm Control Panels

- Fire Department Connections (FDCs)
- Fire Extinguishers
- Fire Hydrant
- Fire Risers
- First Aid Kits
- Gas Main
- Hazardous Material Storage Locations
- Key Box
- Keycard Readers
- Restrooms
- Roof Access Points
- Security Camera Locations
- Stairs
- Water Shutoff Valve

During maintenance, there are additional types of points of interest that can be requested via the ‘Add POI’ tools in the School Map Data Manager.

Compatibility with School Safety and Public Safety Applications

GeoComm Indoor Maps are compatible with applications in use by public safety agencies without requiring a fee to access data, or the procurement of any new software. The way this is accomplished is through secure Application Program Interface (API) access via GeoComm’s Public Safety Content Library and File Exports. Available exports include formats that can be opened with standard open-source file readers.

GeoComm will support data integration activities with local agencies' current application providers by providing a path to connect to the GeoComm Indoor Maps API for no cost to the customer or the application provider, or by providing the appropriate file exports as defined below.

Public Safety Content Library

With the GeoComm Public Safety Content Library, a secure cloud service hosted on Amazon Web Services, school maps can be distributed via API to authorized applications to improve public safety. The end users of the applications are authorized to use the maps to plan for and respond to emergencies.

Examples of public safety applications integrated with the Public Safety Content Library include RapidSOS, Intrado, RapidDeploy, and GeoComm Maps. With integrations in these mapping systems, GeoComm School Maps are made available to Public Safety Answering Points (PSAPs), also known as 911 Centers, that serve communities across the United States.

School Safety applications that integrate into the Public Safety Content Library extend the GeoComm School Safety solution to further enhance the security position of a school.

One example includes ZeroEyes, an AI based gun detection system. When combined with GeoComm's School Maps, the system provides pinpoint, rich data on the location of a threat.

A second example is CrisisGo. CrisisGo provides the iResponse system for Alerting and Crisis Communications. By leveraging GeoComm's School Maps, panic press locations, safety check-ins, and other features are enriched with detailed location data, which enables more efficient and effective protocols for school safety.

GeoComm staff are ready to support additional integrators should there be applications in use by local public safety agencies or school safety officials that are not yet integrated.

File Exports

When a system in use by a customer does not integrate with the Public Safety Content Library, file exports can be selected by the customer.

GeoComm can provide a variety of different file formats depending on the customer specific needs for viewing and use in existing public safety applications. The file formats delivered include:

- MMPK
- File geodatabase
- PDF

Example types of applications that customers have integrated files into include video management systems, panic button applications, computer aided dispatch, and several other systems.

Additionally, self-service PDF creation and printing of the school maps is available from the School Map Viewer.

Compatibility with Next Generation 911

GeoComm ensures compatibility with Next Generation 911 systems by enhancing the Indoors data based on the Civic Location Data Exchange Format (CLDXF) standards, which are managed by the National Emergency Number (NENA). CLDXF defines the US profile of the Internet Engineering Task Force (IETF) Presence Information Data Format-Location Object (PIDF-LO) to provide a format for easily exchanging civic location records.

Compatibility with ArcGIS Indoors

GeoComm builds Indoor Maps using the Esri Indoors data model to enable use of the data in best-in-class indoor applications for safety and security, asset and facilities management, space management and occupant experience. This data fits the requirements of a wide variety of needs.

To enable use of the data in ArcGIS Indoors, a file geodatabase can be requested that can then be loaded into ArcGIS Indoors. The delivery of data proposed in this scope does not include building a routing network into the data, which is required for some functions on ArcGIS Indoors.

If routing features in ArcGIS Indoors will be used, and GeoComm should deliver the routing network, the customer can request expanding the scope of the service to include delivery of a routable indoor map.

GeoComm School Map Data Manager

GeoComm School Map Data Manager is an easy-to-use drag-and-drop interface that enables end users to provide new public safety points of interest, indicate required changes to the map, rename rooms, and upload new source materials.

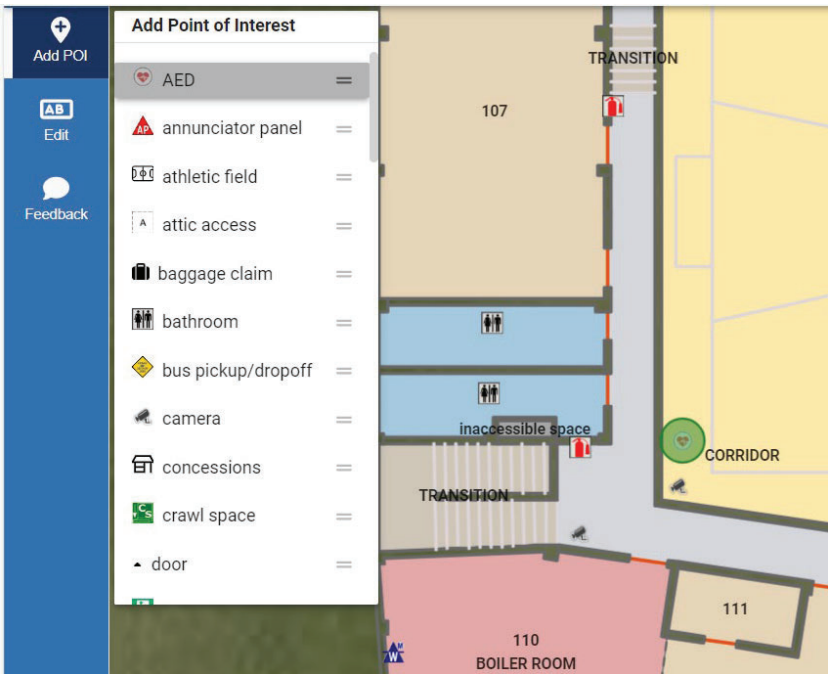


Figure 1- Customers can add points of interest to efficiently maintain their maps using the Map Data Manager.

Buildings change over time, and ensuring the sustainability of indoor mapping is of utmost importance. With the School Map Data Manager, the individuals closest to the changes will be able to quickly request changes that are efficiently made available to public safety, without requiring a new school map build or GeoComm to come back onsite.

Scenarios where quick turnaround on changes will be important is when entrances are renumbered, or new points of interest are installed.

In the Map Data Manager, users can filter points of interest to specific types of data, such as reviewing the location of all camera locations across a site.

Ultimately, this tool enables a lower overall cost for maintaining the maps and ensures that individuals onsite are empowered to request changes as soon as they happen.

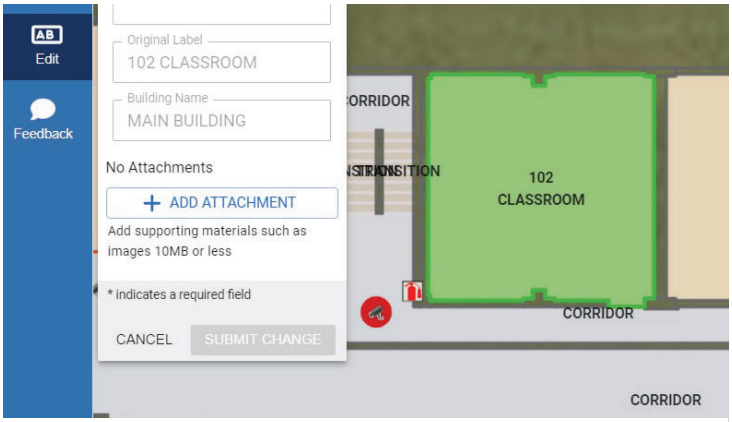


Figure 2 - Rooms and Points of Interest can be relabeled directly by the customers for efficient availability of updates to public safety.

Access to the Map Data Manager and authority to request map updates is maintained by the contracting School District, private school administration or public safety agency. The number of users is unlimited.

GeoComm School Map Viewer

GeoComm School Map Viewer is a web-based application that end users can employ to view and interact with the School Map, which enables schools to take advantage of the GIS data in the School Map.

Map Navigation

Users can navigate to specific indoor maps using a building selector with a list of sites and facilities, or by panning around the map to a specific location. The specific floor displayed is driven by the floor selector. Unlike a static PDF, GeoComm school maps enable dynamic display, with layers and labels being shown and hidden at specific zoom levels to ensure readability and utility of the data.



Figure 3- Filter the GIS data by response type.

Users have options to display the data over background layers that include the Esri World Imagery Service and Open Street Maps.

Search and Filter

Users can query the map using the Search function to quickly identify and highlight the locations of key aspects of the School Map Data. This includes:

- Site Names



Figure 4 - Query the GIS data to quickly display the correct sites, rooms, and points of interest.

- Room Numbers and Names
- Point of Interest types

When a query result is displayed, the user can see additional information about that data. For example, a query for a room name will also display the building name, floor level, and wing.

Filtering points of interest helps ensure that School Maps have all the details they need yet can be adjusted to only display the information needed for specific situations. In the Map Viewer, the filter is set up by response type to allow a one-click filter for points that are relevant for Fire, Law, and Medical responses.

Shared Markup

Shared Markup is used to share geographic locations along with notes and attachments. Any data added as Shared Markup is visible to all other users of the Map Viewer, which enhances situational awareness for all users. Examples of how this function can be used includes:

- Adding images of key areas of the building, such as a photo of an exterior entrances
- Marking safety equipment that needs to be repaired, such as a door lock that is improperly working
- Marking the location of hazards, such as a wasp nest
- Marking temporary information for events, such as the location of a soccer match onsite or a temporary barrier that is set up

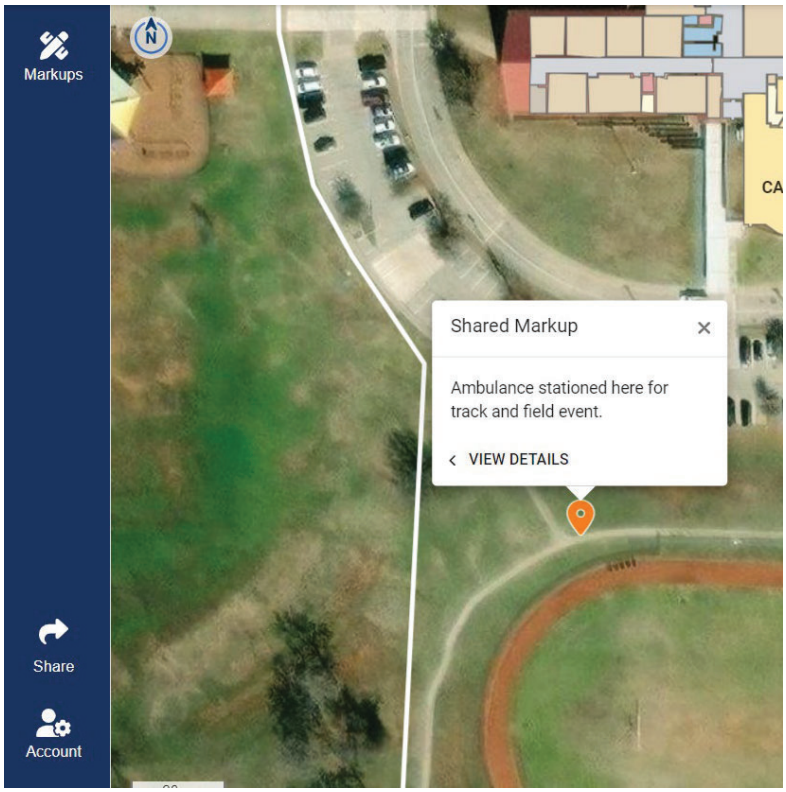


Figure 5- Example shared markup showing the location of an ambulance stationed for an event.

It is up to the customer to decide on their Standard Operating Procedure on how the Shared Markup is used by the onsite teams.

The list of users who have access to the School Map Viewer is maintained by the contracting public safety agency or school district to ensure secure access only to authorized users. The number of users is unlimited.

Optional Services

GeoComm offers optional services to assist with successful use of the data. These services are designed to ensure accurate floor plan outputs, and accessibility of indoor mapping to all facilities.

Floor Plan Verification

When the Floor Plan Verification service is selected, GeoComm will work on the school site to verify submitted floor plan data and ensure that the final map accurately reflects features in and around the building.

During verification, the most common items that the team notes onsite include:

- Changes to entrance and exit labels
- Room label changes
- Notation of additional spaces
- Small scale mobile LiDAR scans for multi-room remodels
- Additional points of interest

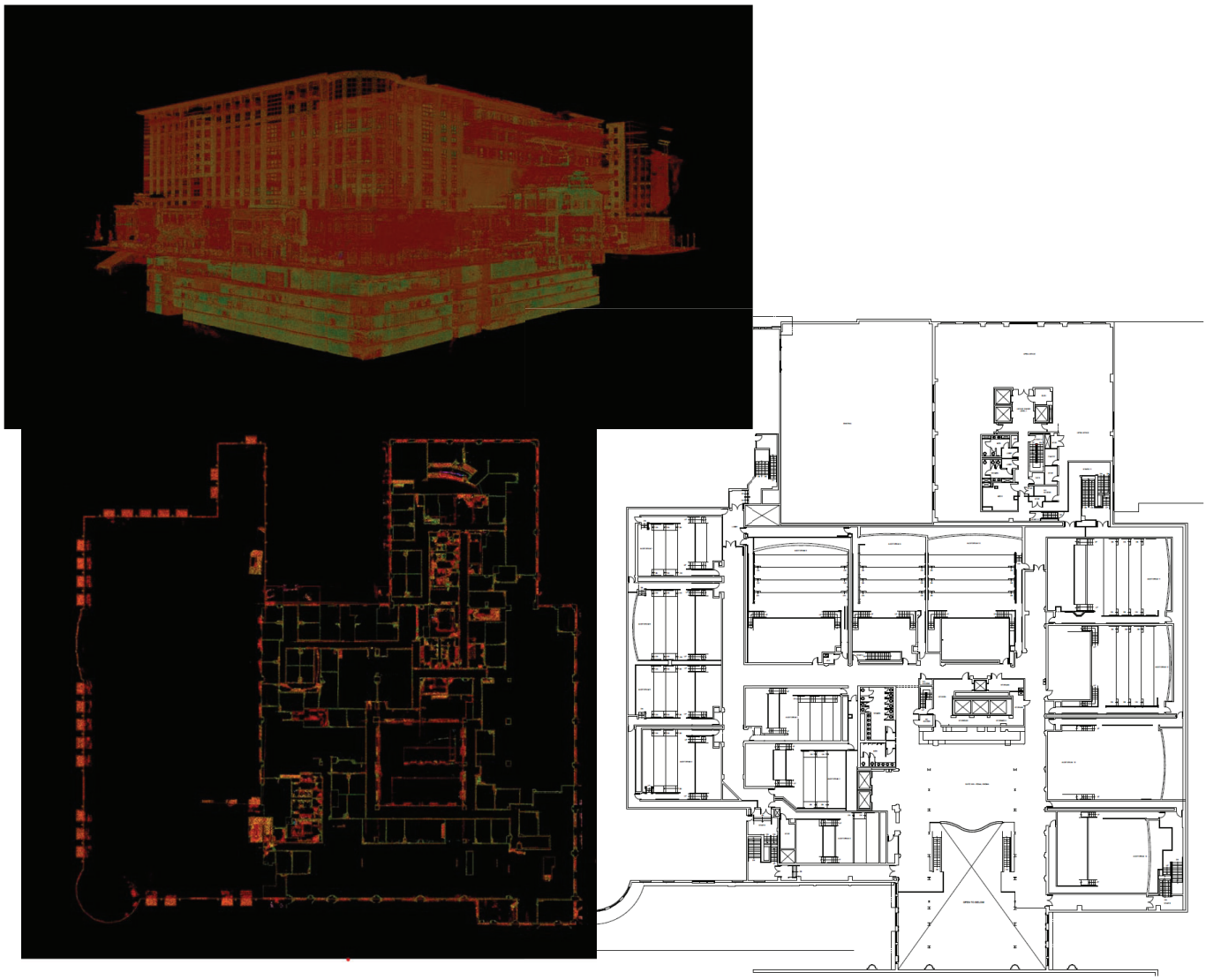
The full list of points of interest and building details that will be collected onsite is listed in the School Maps Specification section. A few examples of items not typically included in the original floor plans are fire extinguishers and AEDs.

Instead of opting for this service, customers can lower project costs by choosing to use the School Map Data Manager to verify and submit changes to the map.

Floor Plan Creation

When there are no current or accurate digital floor plan resources available, the customer can select the Floor Plan Creation service.

GeoComm will use on-site LiDAR scanning and other available technology to create an accurate floor plan that will be converted to an indoor map. During data collection, GeoComm uses photo attribution to identify Public Safety point of interest locations that will be applied to the map data.



System Onboarding & Data Delivery

The activities conducted for fulfilling a School Safety implementation include:

- Project Implementation Meeting
- Data Collection
- Complete Onsite Services
- Implementation of Applications
- Map Delivery
- School Safety Subscription Services

Project Implementation Meeting

After contract signing, GeoComm's assigned project manager will contact the primary contact for the customer to set up a project implementation meeting. During the meeting, GeoComm will review the project deliverables and timeline, and review customer responsibilities to ensure a successful project.

Data Collection

GeoComm uses a secured data collection of floor plans that will be used for data conversion. Requirements are available here: GeoComm Indoor Maps Terms of Use and GeoComm Indoor Maps integration into RapidSOS Portal.

For configuration of the Gateway, GeoComm will provide:

- Usernames and passwords
- Upload instructions and instructional video access

Through the system, customers upload files for each floor of each building that will be converted into a School Map. When the Floor Plan Creation Service is contracted, data collected onsite will be used for the School Map build, but out of date or low-quality source materials can still be uploaded for reference.

Onsite Services (when contracted)

When either Floor Plan Creation Service or Floor Plan Verification Service are selected, GeoComm will coordinate with the customer for the onsite service activities. Onsite contacts for each site will be the main resource for scheduling activities. The expectation is that the entirety of each onsite service will be conducted in one trip with each site being within 30 miles of another site, unless otherwise specified before contract signing.

Software Implementation

Implementation for the Map Viewer and Map Data Manager begins as soon as the first School Map Builds are completed. GeoComm will set up an individual with the Canutillo ISD, TX as an

administrator on the account, who can assign additional users and administrators, add users to the system, and assign permissions. Access to specific school maps can be restricted by site.

GeoComm staff will conduct administrative training and Map Data Manager Training as well as training on the use of Map Viewer and Map Data. The best practice will be to assign and include super-users, who can then train other users in the customer organization.

Ongoing Training

GeoComm will make available written and video training resources to ensure successful use of the Map Viewer and Map Data Manager. All users of School Safety will also be invited to participate in regular training webinars throughout their subscription period.

School Map Build and Delivery

Files suitable for conversion will be converted into an indoor map. Specific requirements on the files that can be used are described in the Customer Responsibilities section.

School Maps will be attributed with room number or name and public safety points of interest based on provided source files, as specified in the School Map Specifications section.

Before delivery to the customer and publication to the Public Safety Content Library, all school maps are reviewed with internal automated and manual quality control processes to ensure accuracy and utility of the data.

Data Delivery

Upon Map Build completion, School Maps will be made available in the Map Viewer and Map Data Manager.

Additionally, School Maps will be published to the Public Safety Content Library to be accessible via the Indoor Maps API in a GeoJSON or Vector Tile format.

A highlighted integration that provides secure indoor map access is through the RapidSOS Unite, a free software program available to Public Safety Answering Points (PSAPs), also known as 9-1-1 Centers, that is used in communities across the United States.

If requested, completed indoor maps can be delivered in a file. Supported formats are:

- MMPK
- File geodatabase
- PDF

When a PDF is exported for printing, the scale of the display will be based on the extent of the facility footprint. A PDF export of a complete site map is not included in the scope of service.

School Safety Subscription Services

GeoComm School Safety subscriptions begin when the School Map Build is completed.

For the term of the active subscriptions, GeoComm customer support and Terms of Use are outlined here: GeoComm Indoor Maps Terms of Use. Customers own the data contained within the school map, and they agree to license the data to GeoComm or authorized public safety third party app providers for distribution to local first responders and public safety agencies.

GeoComm School Safety subscription includes the following services:

- School Safety Application Support and Training
- School Maps Features Updates
- Public Safety Content Library
- File Updates
- Indoor Maps Data and Platform Updates
- Data Integrity Measures

A description of each service is provided below.

School Safety Application Support and Training

- Technical support is available for the School Map Viewer and the School Map Data Manager. Support terms and a contact form for our support team is available here: School Safety Technical Support - GeoComm : GeoComm
- Access to ongoing training, including support videos, support manuals, and live training webinars

School Maps Features Updates

- The customer may request changes to any indoor map features during their active subscription period via the School Map Data Manager or by submitting updated source materials.
  - Monthly changes to room labels and/or room names
  - Monthly changes or additions to locations of public safety structures
  - Monthly changes to structural features, including interior remodels

Public Safety Content Library

- Distribution to Public Safety via the Public Safety Content Library will continue throughout the subscription period.

File Updates

- During the subscription period, GeoComm will deliver an updated file on an up to quarterly basis if changes within the building are made and additional file delivery has been requested.
  - Supported file formats are listed in the Data Delivery section above.

Indoor Maps Data and Platform Updates

- GeoComm will perform data/platform updates to ensure high availability of the public safety grade Indoor Maps Data. Software and security updates will be regularly performed to ensure the data and platform remain highly available.

Data Integrity Measures

- School Maps services include data integrity processes and procedures to ensure an accurate map is available to public safety. The policy is maintained and communicated to the primary contact for the building(s) periodically.

Indoor Maps Subscription Exclusions

- School Maps services are limited to those described above. Subscriptions include relocation of internal walls and additions of new floor spaces but does not include a complete rebuild of a school or new school buildings.
- When over 50% of an interior space is remodeled across an entire building, it is considered a complete rebuild and requires a year one subscription for those schools.
- Additional spaces, such as new schools, district offices, or other spaces that need to be mapped but are not in the original scope would also require a new year one subscription to be mapped.

Customer Responsibilities

It is requested that Canutillo ISD, TX provide the following general project support:

- Provide pertinent project information and documentation as requested, including a specific list of buildings on each campus
- Assign a project coordinator who will be available for communication throughout the project and can assist lining up customer resources and activities
- To ensure the project proceeds on schedule, the customer agrees to provide the required resources, review deliverables, and confirm acceptance of completed work within the agreed-upon timelines. Delays in meeting these responsibilities may result in adjusted project timelines and/or additional costs.

In addition to the general project support above, Canutillo ISD, TX will be responsible for providing the following project specific resources that meet requirements for each resource type:

- Identify users for the GeoComm School Map Data Manager and provide names and email addresses to GeoComm.
- Identify an administrator for the School Map Viewer and School Map Data Manager accounts, including a name and an email address.
- The assigned account administrator will use an admin portal to manage access to the School Map Viewer or School Map Data Manager, including assigning additional users and administrators, adding users to the system, and assign permissions. Access to specific school maps can be restricted by site.
- Canutillo ISD, TX will identify super-users that will field questions and basic support questions from users of the applications and conduct internal training and support. The super users will be expected to be the primary contacts for GeoComm technical support. Super-users can be the same individuals as the account administrators.
- Identify Standard Operating Procedures for use of the Map Viewer and Map Data Manager, such as expectations for the types of shared markup to be added and viewed by users.
- When the Floor Plan Creation Service or the Floor Plan Verification Service is selected, the following responsibilities are critical for successful implementation.
    - Identify and share an onsite contact for each site, who can coordinate scheduling a visit.
    - At each site, make staff available to schedule our visit, and accompany GeoComm staff while onsite. Alternatively, a master key that enables access to all onsite spaces can be provided.
- Engage with local first responders on applications compatible with the GeoComm Indoor Map.
- Upon project completion, sign project completion certificate that attests:
    - Indoor map builds are accepted as built.
    - All deliverables agreed to have been satisfied.
- Review, understand, and agree to the Indoor Maps terms of service found here: GeoComm Indoor Maps Terms of Use, Subscription and Software Support and Maintenance Terms, and GeoComm Software Authorized Users Terms of Use.

GeoComm School Safety Solution Project Agreement

This Agreement is made by and between Canutillo Independent School District ("Customer") organized under the laws of the state of Texas and **Geo-Comm, Inc.** ("GeoComm") a Minnesota corporation with its principal offices at 1100 West St. Germain Street, Suite 300, St. Cloud, MN, 56301.

GeoComm's certified staff of Emergency Number Professionals (ENPs), GIS Professionals (GISPs), and Project Management Professionals (PMPs) have a proven track record of delivering on GeoComm's services and solution implementation projects in 50 states nationwide and is willing to provide services to the Customer.

The parties agree to the following:

Section 1 – Scope of Work
Upon execution of Agreement, GeoComm will provide solutions and services as described in the exhibits.

Section 2 – Pricing and Payment Terms
Customer will pay GeoComm $60,953.00 plus applicable sales taxes* as further described in Exhibit A - Pricing. Pricing is based on TIPS contract #24020301.

Customer agrees to pay GeoComm on the following payment schedule:

- $45,353.00 Invoiced net 30 on contract signing
- $7,800.00 Invoiced net 30 on commencement of year two maintenance services
- $7,800.00 Invoiced net 30 on commencement of year three maintenance services

Year-one subscription services commence upon GeoComm providing usernames and passwords to Customer.

**If entity is tax exempt please email tax exemption certificate to dhaus@geocomm.com.*

Section 2.1 – Disputed Invoice
If Customer disputes any part of an invoice, then Customer must notify Supplier in writing as to the specific amounts contested and the reasons for such dispute on or before the Due Date of the invoice. Customer agrees to pay in a timely fashion and in accordance with Section 2 – Pricing and Payment Terms of the Agreement any part of an invoice that is not disputed.

Section 2.2 - Late Payment for Undisputed Invoice
Customer shall pay the amounts indicated in the Agreement for the Services delivered by GeoComm. Unless otherwise specified in this Agreement, GeoComm may invoice the Customer for the amounts specified in Section 2 – Pricing and Payment Terms upon their acceptance. Customer shall pay GeoComm the full amount of such invoices in U.S. Dollars via Electronic Funds Transfer (EFT) within thirty (30) days of the date of the invoice (Due Date). Except for any amounts reasonably disputed by Customer in writing, GeoComm may assess, and Customer shall be liable to pay a late charge at a rate of one and one-half percent (1.5%) per month or the highest rate permitted by law, whichever is less, on all unpaid amounts from the Due Date until paid in full.

Section 3 – Standards of Work
GeoComm agrees that the performance of work described in this Agreement and pursuant to this Agreement shall be done in a professional manner and shall conform to employ the care and skill ordinarily used by members of GeoComm's profession.

Section 4 – Changes in the Work
The Customer may, at any time by written order, make changes within the general scope of the work including but not limited to, revisions of, additions to, or subtractions from, or portions of the work. If any change order causes an increase or decrease in the cost of or time required for the performance of any part of the work under this Agreement, an Amendment/Addendum will be done and signed by both parties.

Section 5 – Excusable Delays
Neither GeoComm nor the Customer shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties.

Section 6 – Disclaimer of Warranties and Limitation of Liability
To the fullest extent permitted by applicable law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of GeoComm and GeoComm's officers, directors, partners, employees and consultants, and any of them, to the Customer and anyone claiming by or through the Customer, for any and all claims, losses, costs or damages, including attorneys' fees and costs of any nature whatsoever or expenses resulting from or in any way related to this Agreement, including the solutions and services delivered by GeoComm hereunder or the use thereof by Customer, shall not exceed the total compensation received by GeoComm in fees under this Agreement. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by applicable law.

Except as specifically represented herein, the goods and services provided by GeoComm pursuant to this agreement are **"AS" IS" AND, TO THE EXTENT PERMITTED BY APPLICABLE LAW, WITHOUT ANY WARRANTY OR CONDITION, EXPRESS, IMPLIED OR STATUTORY, AND GEOCOMM SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OF TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT. GEOCOMM DISCLAIMS LIABILITY FOR ERRORS OR OMISSIONS IN CONTENT; ANY IMPLIED WARRANTY ARISING FROM COURSE OF DEALING OR USAGE OF TRADE; AND ANY OBLIGATION, LIABILITY, RIGHT, CLAIM OR REMEDY IN TORT, WHETHER OR NOT ARISING FROM NEGLIGENCE.**

Section 7 – Disclaimer of Patent License
Nothing contained in this Agreement shall be deemed to grant, either directly or by implication, estoppels or otherwise, any license under any patents or patent applications of GeoComm. Except, the Customer shall have the normal non-exclusive royalty-free license to use that is implied or otherwise arises by operation of law in the sale of a software license.

Section 8 – Software User Terms of Use
"GeoComm Software Authorized Users Terms of Use" found at www.geocomm.com/legal applies to this Agreement.

Section 9 – Termination
Either party, upon thirty (30) days written notice to the other party, may terminate an Agreement for violation of the terms and failure to cure any deficiency within a reasonable time after notice thereof. In the event of termination for just cause by the Customer, GeoComm shall refund all amounts received to that point. In the event of termination for just cause by GeoComm, the Customer shall forfeit any funds paid. If statutory funding is cancelled, the Customer may terminate agreement and shall only be liable for services provided prior to termination.

Section 10 – Relationship of Parties
The parties understand that GeoComm is an independent contractor and not an employee of the Customer. The Customer will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit for the benefit of GeoComm as a function of this agreement.

Section 11 – Insurance
GeoComm has comprehensive general liability and workers compensation insurance for both personal injury and property damage with limits no less than those required under Customer State law. Minimum limits for GeoComm liability insurance shall be in the amount of $2,000,000 for any number of claims arising out a single occurrence under a single limit or combined limit or excess umbrella general liability insurance policy.

GeoComm waives any rights to recover damages from the Customer for any injuries that GeoComm and/or its employees may sustain while performing services under this agreement that are in any way a result of the negligence of GeoComm or its employees or agents

Section 12 – Data Confidentiality
GeoComm agrees to review, examine, inspect or obtain Customer data only for the purposes described in this agreement, and to at all times hold such information confidential. The obligation to protect the confidentiality of confidential information disclosed to the other party shall extend for a period of seven (7) years following disclosure and shall survive early termination of this Agreement. All data, whether digital or hardcopy, provided to GeoComm by the Customer shall remain the legal property of the Customer, and shall not be distributed, sold or utilized by GeoComm for any purposes other than those defined in this Agreement, without the express permission of the Customer.

Section 13 – Records Retention and Availability
GeoComm agrees that the Customer, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of GeoComm and involve transactions relating to this Agreement. GeoComm agrees to maintain these records for a period of seven (7) years from the date of termination of this Agreement.

Section 14 – Notices
All notices under this agreement shall be mailed to the physical address listed below.

Canutillo Independent School District
Fernando Martinez, Chief of Police
7965 Artcraft Rd
El Paso, TX 79932
Phone: (210) 336-9857
Email: femartinez@canutillo-isd.org

Geo-Comm, Inc.
Brian Jacobson, Chief Financial Officer
1100 West St. Germain Street, Suite 300
St. Cloud, MN 56301
Phone: (320) 240-0040
E-mail: bjacobson@geocomm.com

Section 15 – Entire Agreement
This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.

Section 16 – Severability
If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it becomes valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

Section 17 – Laws to be Observed
GeoComm will, at its expense, obtain all permits and licenses, pay all fees, and comply with all federal, state and local laws, ordinances, rules, regulations and orders applicable to GeoComm's personnel and performance of this Agreement. GeoComm has an Affirmative Action Plan in place to ensure nondiscrimination and fair hiring practices.

Section 18 - Applicable Law
If there is any dispute concerning this Agreement, the laws of the Customer's state will rule if required by customer's funding or legal policy, otherwise the State of Minnesota laws will apply.

Section 19- Subcontractors
GeoComm reserves the right to engage subcontractors for the fulfillment of services outlined in this agreement, provided the subcontractors meet the standards and qualifications agreed upon by both parties. GeoComm shall remain fully responsible for the performance and deliverables of any subcontractors engaged under this agreement.

Section 20 – Authorization of Both Parties

GeoComm	
Signature	
Print Name	Brian Jacobson, CFO
Date	07/30/2026

Customer	
Signature	
Print Name	
Purchase Order # (if required)	
Date	

GeoComm School Safety Solution

Description	MSRP Price	TIPS Price
• GeoComm Indoor Safety Solution, standard subscription: Year 1 Subscription – includes Indoor Map Build (TIPS Product #: SS5) • Floor Plan Creation Services – includes floor plan creation services when no resources are available for Indoor Map Build (TIPS Product #: SS8)	$79,300.00	$77,516.00
GeoComm Indoor Safety Solution, standard subscription (Year 2) (TIPS Product #: SS6)	$18,200.00	$17,791.00
GeoComm Indoor Safety Solution, standard subscription (Year 3) (TIPS Product #: SS6)	$18,200.00	$17,791.00
	Year 1 Additional TIPS Discount	($32,163.00)
	Year 2 Additional TIPS Discount	($9,991.00)
	Year 3 Additional TIPS Discount	($9,991.00)
	Contract Total:	**$60,953.00**

Notes: Pricing is based on TIPS contract #24020301.

Subscription services commence upon GeoComm providing usernames and passwords to Customer.

Following initial term and including any advance renewal orders, pricing is subject to increases at the sole discretion of GeoComm annually as a result in changes in market conditions including the Consumer Price Index and inflation. Written notice of price increase would be provided at least 30 days prior to the start of each contract year.

Price does not include sales tax. Customer is responsible for paying applicable sales taxes. If Customer is tax exempt, provide copy of tax exemption certificate to Contracts@geocomm.com

System Onboarding and Data Delivery

GeoComm will complete the following implementation tasks:

- Project Implementation Meeting
- Data Collection
- Onsite Floor plan Creation Services
- Application Implementation
- Training
- Map Build and Delivery

Project Implementation Meeting

The GeoComm project manager will contact Customer's primary contact to schedule the project implementation meeting. During the meeting, GeoComm will review the project deliverables and timeline, and review customer responsibilities to ensure a successful project.

Data Collection

GeoComm uses secure data collection of floor plans to be used for data conversion. Through the system, customers upload files for each floor of each building to be converted into a School Map.

GeoComm will provide customer with usernames and passwords. In addition, instructions for data upload procedures and access to instructional videos will be provided.

Onsite Floor Plan Creation Services

GeoComm will coordinate with Customer for onsite services. Onsite contacts for each site will be the main resource for scheduling activities. The entirety of each onsite service will be conducted in one trip with each site being within 30 miles of another site, unless otherwise specified before contract signing.

GeoComm will use on-site LiDAR scanning and other available technology to create an accurate floor plan that will be converted to an indoor map. During data collection, GeoComm uses photo attribution to identify Public Safety point of interest locations that will be applied to the map data.

Application Implementation

Implementation for the Map Viewer and Map Data Manager begins as soon as the first School Map Builds are completed. GeoComm will set up Customer representative as an administrator on the account. Administrator will assign additional system users and administrators, add users to the system, and assign permissions. Access to specific school maps can be restricted by site.

Training

GeoComm will provide Administrative and Data Manager Application training. In addition, Map Viewer and map data user training will be provided. The best practice will be to assign and include super-users, who can then train other users in the customer organization.

GeoComm will make available written and video training resources to ensure successful use of the Map Viewer and Map Data Manager. All users of School Safety will also be invited to participate in regular training webinars throughout their subscription period.

Map Build and Delivery

Files suitable for conversion will be converted into an indoor map. Specific requirements for suitable source files are described in Exhibit C - Customer Responsibilities.

Maps will be attributed with room number or name and public safety points of interest based on provided source files. All maps will undergo quality control processes to ensure the accuracy and utility of the data before they are delivered to Customer and published to the Public Safety Content Library.

Upon Map Build completion, Maps will be made available in the Map Viewer and Map Data Manager. In addition, Maps will be published to the Public Safety Content Library to be accessible via the Indoor Maps API in a GeoJSON or Vector Tile format.

Upon request from Customer, indoor maps can be delivered in MMPK, file geodatabase, and PDF formats. When a PDF is exported for printing, the scale of the display will be based on the extent of the facility footprint.

School Maps Maintenance and Data Hosting Services

School Maps Maintenance and Data Hosting Services include the following:

Service	Description
School Safety Application Support	Technical support is available for the School Map Viewer and the School Map Data Manager. Support terms and a contact form for our support team are available at School Safety Technical Support - GeoComm : GeoComm
School Safety Application Training	Access to ongoing training, including support videos, support manuals, and live training webinars
School Maps Features Updates	Customer may request changes to any indoor map features during their active subscription period via the School Map Data Manager or by submitting updated source materials. Changes can include: • Monthly changes to room labels and/or room names • Monthly changes or additions to locations of public safety structures • Monthly changes to structural features, including interior remodels
Public Safety Content Library	Distribution to Public Safety via the Public Safety Content Library will continue throughout the subscription period.
File Updates	GeoComm will deliver an updated file on an up to quarterly basis if changes within the building are made and additional file delivery has been requested. File formats are limited to MMPK, file geodatabase, and PDF formats.
Indoor Maps Data and Platform Updates	GeoComm will perform data/platform updates to ensure high availability of the public safety grade Indoor Maps Data. Software and security updates will be regularly performed to ensure the data and platform remain highly available.
Data Integrity Measures	A data integrity processes and procedures policy is in place to ensure an accurate map is available for public safety operations. The policy is

Service	Description
	maintained and periodically communicated to the primary building contact.

Indoor Maps Subscription Exclusions

School Maps services are limited to those described above. Subscriptions include relocation of internal walls and additions of new floor spaces but does not include a complete rebuild of a school or new school buildings.

When over 50% of an interior space is remodeled across an entire building, it is considered a complete rebuild and requires a new subscription for those facilities.

Additional spaces, such as new schools, district offices, or other spaces that need to be mapped but are not in the original scope require a new subscription to be mapped.

Exhibit C – Customer Responsibilities

Customer is responsible for satisfying the following project requirements. To ensure the project stays on time and within budget, it is critical Customer satisfies requirements in a timely manner.

General Project Requirements

- Provide pertinent project information and documentation as requested, including a specific list of buildings on each campus
- Assign a project coordinator who will be available for communication throughout the project and can assist lining up customer resources and activities
- Review, understand, and agree to the Indoor Maps terms of service found here: https://indoor.content.geocomm.cloud/termsofservice
- Identify and share an onsite contact for each site who will coordinate scheduling onsite visit.
- Make staff available to accompany GeoComm staff while onsite. Alternatively, provide a master key which enables access to all onsite spaces.
- Upon project completion, sign project completion certificate attesting:
  - Indoor map builds are accepted as built.
  - All deliverables agreed to have been satisfied.

Applications Requirements

- Identify an administrator for the School Map Viewer and School Map Data Manager accounts, including a name and an email address.
- Identify super-users to field questions and basic support questions from application users and conduct internal training and support. Super users will be expected to be the primary contacts for GeoComm technical support. Super-users can be the same individuals as the account administrators.
- Identify Map Viewer and Map Data Manager Standard Operating Procedures such as expectations for the types of shared markup to be added and viewed by users.

Exhibit D – Project Deliverables

Upon project completion, GeoComm will provide the following deliverables:

General Project Deliverables

- General project support
- Project schedule
- Regular status reports and conference calls
- GeoComm School Safety Standard Solutions:
  - One time School Map Build service for the facilities listed below
  - School Map Viewer Subscription – Three (3) year term
  - School Map Data Manager Subscription –Three (3) year term
- Onsite Floor Plan Creation Services for the facilities listed

Map Data Deliverables

GeoComm is committed to developing indoor maps of all buildings on the school grounds of the facilities listed below. Maps will include the following layers and points of interest:

Layers

- Sites (polygon)
- Facilities (polygon)
- Levels (polygon)
- Walls (line)
- Rooms (polygon)
- Points of Interest (point)

Points of Interest

- AEDs
- Electrical Shutoff
- Elevators
- Emergency Exits, with labels if available
- Exterior Entrance Locations, with labels if available
- Fire Alarm Control Panels
- Fire Department Connections (FDCs)
- Fire Extinguishers
- Fire Hydrant
- Fire Risers
- First Aid Kits
- Gas Main
- Hazardous Material Storage Locations
- Key Box
- Keycard Readers
- Restrooms
- Roof Access Points
- Security Camera Locations
- Stairs

Facilities

School Name	Address
Bill Childress Elementary School	7700 Cap Carter Rd., Canutillo, TX 79821
Facilities and Maintenance	7710 Cap Carter Rd., Canutillo, TX 79821
Jose J. Alderete Middle School	801 Talbot Rd., Canutillo, TX 79835
Canutillo High School	6675 S. Desert Blvd., Canutillo, TX 79932
Canutillo Middle School STEAM Academy	7311 Bosque Rd., Canutillo, TX 79835
Congressman Silvestre & Carolina Reyes Elementary	7440 Northern Pass, Canutillo, TX 79911

School Name	Address
Deanna Davenport Elementary School	8401 Remington Dr, Canutillo, TX 79835
Gonzalo and Sofia Garcia Elementary School	6550 Westside Dr, El Paso, TX 79932
Jose H. Damian Elementary School	6300 Strahan Rd., Canutillo, TX 79932
Northwest Early College High School	6701 South Desert Blvd., Canutillo, TX 79932
Central Office	7965 Artcraft Road, El Paso, TX 79932
Canutillo Elementary School	651 Canutillo Ave., Canutillo, TX 79835

GeoComm School Safety Solution Project Agreement

This Agreement is made by and between Canutillo Independent School District ("Customer") organized under the laws of the state of Texas and **Geo-Comm, Inc.** ("GeoComm") a Minnesota corporation with its principal offices at 1100 West St. Germain Street, Suite 300, St. Cloud, MN, 56301.

GeoComm's certified staff of Emergency Number Professionals (ENPs), GIS Professionals (GISPs), and Project Management Professionals (PMPs) have a proven track record of delivering on GeoComm's services and solution implementation projects in 50 states nationwide and is willing to provide services to the Customer.

The parties agree to the following:

Section 1 – Scope of Work
Upon execution of Agreement, GeoComm will provide solutions and services as described in the exhibits.

Section 2 – Pricing and Payment Terms
Customer will pay GeoComm $60,953.00 plus applicable sales taxes* as further described in Exhibit A - Pricing. Pricing is based on TIPS contract #24020301.

Customer agrees to pay GeoComm on the following payment schedule:

- $45,353.00 Invoiced net 30 on contract signing
- $7,800.00 Invoiced net 30 on commencement of year two maintenance services
- $7,800.00 Invoiced net 30 on commencement of year three maintenance services

Year-one subscription services commence upon GeoComm providing usernames and passwords to Customer.

**If entity is tax exempt please email tax exemption certificate to dhaus@geocomm.com.*

Section 2.1 – Disputed Invoice
If Customer disputes any part of an invoice, then Customer must notify Supplier in writing as to the specific amounts contested and the reasons for such dispute on or before the Due Date of the invoice. Customer agrees to pay in a timely fashion and in accordance with Section 2 – Pricing and Payment Terms of the Agreement any part of an invoice that is not disputed.

Section 2.2 - Late Payment for Undisputed Invoice
Customer shall pay the amounts indicated in the Agreement for the Services delivered by GeoComm. Unless otherwise specified in this Agreement, GeoComm may invoice the Customer for the amounts specified in Section 2 – Pricing and Payment Terms upon their acceptance. Customer shall pay GeoComm the full amount of such invoices in U.S. Dollars via Electronic Funds Transfer (EFT) within thirty (30) days of the date of the invoice (Due Date). Except for any amounts reasonably disputed by Customer in writing, GeoComm may assess, and Customer shall be liable to pay a late charge at a rate of one and one-half percent (1.5%) per month or the highest rate permitted by law, whichever is less, on all unpaid amounts from the Due Date until paid in full.

Section 3 – Standards of Work
GeoComm agrees that the performance of work described in this Agreement and pursuant to this Agreement shall be done in a professional manner and shall conform to employ the care and skill ordinarily used by members of GeoComm's profession.

Section 4 – Changes in the Work
The Customer may, at any time by written order, make changes within the general scope of the work including but not limited to, revisions of, additions to, or subtractions from, or portions of the work. If any change order causes an increase or decrease in the cost of or time required for the performance of any part of the work under this Agreement, an Amendment/Addendum will be done and signed by both parties.

Section 5 – Excusable Delays
Neither GeoComm nor the Customer shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties.

Section 6 – Disclaimer of Warranties and Limitation of Liability
To the fullest extent permitted by applicable law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of GeoComm and GeoComm's officers, directors, partners, employees and consultants, and any of them, to the Customer and anyone claiming by or through the Customer, for any and all claims, losses, costs or damages, including attorneys' fees and costs of any nature whatsoever or expenses resulting from or in any way related to this Agreement, including the solutions and services delivered by GeoComm hereunder or the use thereof by Customer, shall not exceed the total compensation received by GeoComm in fees under this Agreement. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by applicable law.

Except as specifically represented herein, the goods and services provided by GeoComm pursuant to this agreement are **"AS" IS" AND, TO THE EXTENT PERMITTED BY APPLICABLE LAW, WITHOUT ANY WARRANTY OR CONDITION, EXPRESS, IMPLIED OR STATUTORY, AND GEOCOMM SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OF TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT. GEOCOMM DISCLAIMS LIABILITY FOR ERRORS OR OMISSIONS IN CONTENT; ANY IMPLIED WARRANTY ARISING FROM COURSE OF DEALING OR USAGE OF TRADE; AND ANY OBLIGATION, LIABILITY, RIGHT, CLAIM OR REMEDY IN TORT, WHETHER OR NOT ARISING FROM NEGLIGENCE.**

Section 7 – Disclaimer of Patent License
Nothing contained in this Agreement shall be deemed to grant, either directly or by implication, estoppels or otherwise, any license under any patents or patent applications of GeoComm. Except, the Customer shall have the normal non-exclusive royalty-free license to use that is implied or otherwise arises by operation of law in the sale of a software license.

Section 8 – Software User Terms of Use
"GeoComm Software Authorized Users Terms of Use" found at www.geocomm.com/legal applies to this Agreement.

Section 9 – Termination
Either party, upon thirty (30) days written notice to the other party, may terminate an Agreement for violation of the terms and failure to cure any deficiency within a reasonable time after notice thereof. In the event of termination for just cause by the Customer, GeoComm shall refund all amounts received to that point. In the event of termination for just cause by GeoComm, the Customer shall forfeit any funds paid. If statutory funding is cancelled, the Customer may terminate agreement and shall only be liable for services provided prior to termination.

Section 10 – Relationship of Parties
The parties understand that GeoComm is an independent contractor and not an employee of the Customer. The Customer will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit for the benefit of GeoComm as a function of this agreement.

Section 11 – Insurance
GeoComm has comprehensive general liability and workers compensation insurance for both personal injury and property damage with limits no less than those required under Customer State law. Minimum limits for GeoComm liability insurance shall be in the amount of $2,000,000 for any number of claims arising out a single occurrence under a single limit or combined limit or excess umbrella general liability insurance policy.

GeoComm waives any rights to recover damages from the Customer for any injuries that GeoComm and/or its employees may sustain while performing services under this agreement that are in any way a result of the negligence of GeoComm or its employees or agents

Section 12 – Data Confidentiality
GeoComm agrees to review, examine, inspect or obtain Customer data only for the purposes described in this agreement, and to at all times hold such information confidential. The obligation to protect the confidentiality of confidential information disclosed to the other party shall extend for a period of seven (7) years following disclosure and shall survive early termination of this Agreement. All data, whether digital or hardcopy, provided to GeoComm by the Customer shall remain the legal property of the Customer, and shall not be distributed, sold or utilized by GeoComm for any purposes other than those defined in this Agreement, without the express permission of the Customer.

Section 13 – Records Retention and Availability
GeoComm agrees that the Customer, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of GeoComm and involve transactions relating to this Agreement. GeoComm agrees to maintain these records for a period of seven (7) years from the date of termination of this Agreement.

Section 14 – Notices
All notices under this agreement shall be mailed to the physical address listed below.

Canutillo Independent School District
Fernando Martinez, Chief of Police
7965 Artcraft Rd
El Paso, TX 79932
Phone: (210) 336-9857
Email: femartinez@canutillo-isd.org

Geo-Comm, Inc.
Brian Jacobson, Chief Financial Officer
1100 West St. Germain Street, Suite 300
St. Cloud, MN 56301
Phone: (320) 240-0040
E-mail: bjacobson@geocomm.com

Section 15 – Entire Agreement
This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.

Section 16 – Severability
If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it becomes valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

Section 17 – Laws to be Observed
GeoComm will, at its expense, obtain all permits and licenses, pay all fees, and comply with all federal, state and local laws, ordinances, rules, regulations and orders applicable to GeoComm's personnel and performance of this Agreement. GeoComm has an Affirmative Action Plan in place to ensure nondiscrimination and fair hiring practices.

Section 18 - Applicable Law
If there is any dispute concerning this Agreement, the laws of the Customer's state will rule if required by customer's funding or legal policy, otherwise the State of Minnesota laws will apply.

Section 19- Subcontractors
GeoComm reserves the right to engage subcontractors for the fulfillment of services outlined in this agreement, provided the subcontractors meet the standards and qualifications agreed upon by both parties. GeoComm shall remain fully responsible for the performance and deliverables of any subcontractors engaged under this agreement.

Section 20 – Authorization of Both Parties

GeoComm	
Signature	
Print Name	Brian Jacobson, CFO
Date	07/30/2026

Customer	
Signature	
Print Name	
Purchase Order # (if required)	
Date	

Exhibit A – Pricing

GeoComm School Safety Solution

Description	MSRP Price	TIPS Price
• GeoComm Indoor Safety Solution, standard subscription: Year 1 Subscription – includes Indoor Map Build (TIPS Product #: SS5) • Floor Plan Creation Services – includes floor plan creation services when no resources are available for Indoor Map Build (TIPS Product #: SS8)	$79,300.00	$77,516.00
GeoComm Indoor Safety Solution, standard subscription (Year 2) (TIPS Product #: SS6)	$18,200.00	$17,791.00
GeoComm Indoor Safety Solution, standard subscription (Year 3) (TIPS Product #: SS6)	$18,200.00	$17,791.00
	Year 1 Additional TIPS Discount	($32,163.00)
	Year 2 Additional TIPS Discount	($9,991.00)
	Year 3 Additional TIPS Discount	($9,991.00)
	Contract Total:	**$60,953.00**

Notes: Pricing is based on TIPS contract #24020301.

Subscription services commence upon GeoComm providing usernames and passwords to Customer.

Following initial term and including any advance renewal orders, pricing is subject to increases at the sole discretion of GeoComm annually as a result in changes in market conditions including the Consumer Price Index and inflation. Written notice of price increase would be provided at least 30 days prior to the start of each contract year.

Price does not include sales tax. Customer is responsible for paying applicable sales taxes. If Customer is tax exempt, provide copy of tax exemption certificate to Contracts@geocomm.com

System Onboarding and Data Delivery

GeoComm will complete the following implementation tasks:

- Project Implementation Meeting
- Data Collection
- Onsite Floor plan Creation Services
- Application Implementation
- Training
- Map Build and Delivery

Project Implementation Meeting

The GeoComm project manager will contact Customer's primary contact to schedule the project implementation meeting. During the meeting, GeoComm will review the project deliverables and timeline, and review customer responsibilities to ensure a successful project.

Data Collection

GeoComm uses secure data collection of floor plans to be used for data conversion. Through the system, customers upload files for each floor of each building to be converted into a School Map.

GeoComm will provide customer with usernames and passwords. In addition, instructions for data upload procedures and access to instructional videos will be provided.

Onsite Floor Plan Creation Services

GeoComm will coordinate with Customer for onsite services. Onsite contacts for each site will be the main resource for scheduling activities. The entirety of each onsite service will be conducted in one trip with each site being within 30 miles of another site, unless otherwise specified before contract signing.

GeoComm will use on-site LiDAR scanning and other available technology to create an accurate floor plan that will be converted to an indoor map. During data collection, GeoComm uses photo attribution to identify Public Safety point of interest locations that will be applied to the map data.

Application Implementation

Implementation for the Map Viewer and Map Data Manager begins as soon as the first School Map Builds are completed. GeoComm will set up Customer representative as an administrator on the account. Administrator will assign additional system users and administrators, add users to the system, and assign permissions. Access to specific school maps can be restricted by site.

Training

GeoComm will provide Administrative and Data Manager Application training. In addition, Map Viewer and map data user training will be provided. The best practice will be to assign and include super-users, who can then train other users in the customer organization.

GeoComm will make available written and video training resources to ensure successful use of the Map Viewer and Map Data Manager. All users of School Safety will also be invited to participate in regular training webinars throughout their subscription period.

Map Build and Delivery

Files suitable for conversion will be converted into an indoor map. Specific requirements for suitable source files are described in Exhibit C - Customer Responsibilities.

Maps will be attributed with room number or name and public safety points of interest based on provided source files. All maps will undergo quality control processes to ensure the accuracy and utility of the data before they are delivered to Customer and published to the Public Safety Content Library.

Upon Map Build completion, Maps will be made available in the Map Viewer and Map Data Manager. In addition, Maps will be published to the Public Safety Content Library to be accessible via the Indoor Maps API in a GeoJSON or Vector Tile format.

Upon request from Customer, indoor maps can be delivered in MMPK, file geodatabase, and PDF formats. When a PDF is exported for printing, the scale of the display will be based on the extent of the facility footprint.

School Maps Maintenance and Data Hosting Services

School Maps Maintenance and Data Hosting Services include the following:

Service	Description
School Safety Application Support	Technical support is available for the School Map Viewer and the School Map Data Manager. Support terms and a contact form for our support team are available at School Safety Technical Support - GeoComm : GeoComm
School Safety Application Training	Access to ongoing training, including support videos, support manuals, and live training webinars
School Maps Features Updates	Customer may request changes to any indoor map features during their active subscription period via the School Map Data Manager or by submitting updated source materials. Changes can include: • Monthly changes to room labels and/or room names • Monthly changes or additions to locations of public safety structures • Monthly changes to structural features, including interior remodels
Public Safety Content Library	Distribution to Public Safety via the Public Safety Content Library will continue throughout the subscription period.
File Updates	GeoComm will deliver an updated file on an up to quarterly basis if changes within the building are made and additional file delivery has been requested. File formats are limited to MMPK, file geodatabase, and PDF formats.
Indoor Maps Data and Platform Updates	GeoComm will perform data/platform updates to ensure high availability of the public safety grade Indoor Maps Data. Software and security updates will be regularly performed to ensure the data and platform remain highly available.
Data Integrity Measures	A data integrity processes and procedures policy is in place to ensure an accurate map is available for public safety operations. The policy is

Service	Description
	maintained and periodically communicated to the primary building contact.

Indoor Maps Subscription Exclusions

School Maps services are limited to those described above. Subscriptions include relocation of internal walls and additions of new floor spaces but does not include a complete rebuild of a school or new school buildings.

When over 50% of an interior space is remodeled across an entire building, it is considered a complete rebuild and requires a new subscription for those facilities.

Additional spaces, such as new schools, district offices, or other spaces that need to be mapped but are not in the original scope require a new subscription to be mapped.

Exhibit C – Customer Responsibilities

Customer is responsible for satisfying the following project requirements. To ensure the project stays on time and within budget, it is critical Customer satisfies requirements in a timely manner.

General Project Requirements

- Provide pertinent project information and documentation as requested, including a specific list of buildings on each campus
- Assign a project coordinator who will be available for communication throughout the project and can assist lining up customer resources and activities
- Review, understand, and agree to the Indoor Maps terms of service found here: https://indoor.content.geocomm.cloud/termsofservice
- Identify and share an onsite contact for each site who will coordinate scheduling onsite visit.
- Make staff available to accompany GeoComm staff while onsite. Alternatively, provide a master key which enables access to all onsite spaces.
- Upon project completion, sign project completion certificate attesting:
  - Indoor map builds are accepted as built.
  - All deliverables agreed to have been satisfied.

Applications Requirements

- Identify an administrator for the School Map Viewer and School Map Data Manager accounts, including a name and an email address.
- Identify super-users to field questions and basic support questions from application users and conduct internal training and support. Super users will be expected to be the primary contacts for GeoComm technical support. Super-users can be the same individuals as the account administrators.
- Identify Map Viewer and Map Data Manager Standard Operating Procedures such as expectations for the types of shared markup to be added and viewed by users.

Exhibit D – Project Deliverables

Upon project completion, GeoComm will provide the following deliverables:

General Project Deliverables

- General project support
- Project schedule
- Regular status reports and conference calls
- GeoComm School Safety Standard Solutions:
  - One time School Map Build service for the facilities listed below
  - School Map Viewer Subscription – Three (3) year term
  - School Map Data Manager Subscription –Three (3) year term
- Onsite Floor Plan Creation Services for the facilities listed

Map Data Deliverables

GeoComm is committed to developing indoor maps of all buildings on the school grounds of the facilities listed below. Maps will include the following layers and points of interest:

Layers

- Sites (polygon)
- Facilities (polygon)
- Levels (polygon)
- Walls (line)
- Rooms (polygon)
- Points of Interest (point)

Points of Interest

- AEDs
- Electrical Shutoff
- Elevators
- Emergency Exits, with labels if available
- Exterior Entrance Locations, with labels if available
- Fire Alarm Control Panels
- Fire Department Connections (FDCs)
- Fire Extinguishers
- Fire Hydrant
- Fire Risers
- First Aid Kits
- Gas Main
- Hazardous Material Storage Locations
- Key Box
- Keycard Readers
- Restrooms
- Roof Access Points
- Security Camera Locations
- Stairs

Facilities

School Name	Address
Bill Childress Elementary School	7700 Cap Carter Rd., Canutillo, TX 79821
Facilities and Maintenance	7710 Cap Carter Rd., Canutillo, TX 79821
Jose J. Alderete Middle School	801 Talbot Rd., Canutillo, TX 79835
Canutillo High School	6675 S. Desert Blvd., Canutillo, TX 79932
Canutillo Middle School STEAM Academy	7311 Bosque Rd., Canutillo, TX 79835
Congressman Silvestre & Carolina Reyes Elementary	7440 Northern Pass, Canutillo, TX 79911

School Name	Address
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Jose H. Damian Elementary School	6300 Strahan Rd., Canutillo, TX 79932
Northwest Early College High School	6701 South Desert Blvd., Canutillo, TX 79932
Central Office	7965 Artcraft Road, El Paso, TX 79932
Canutillo Elementary School	651 Canutillo Ave., Canutillo, TX 79835

The Interlocal Purchasing System

Purchasing Made Personal

Printed: August 19, 2026

www.geocomm.com

GeoComm

EMAIL PO & VENDOR QUOTE TO: TIPSPO@TIPS-USA.COM

PO AND QUOTE MUST REFERENCE VENDOR'S TIPS CONTRACT NUMBER
ATTACH PO AS A PDF - ONLY ONE PO (WITH QUOTE) PER ATTACHMENT

PAYMENT TO

ADDRESS	**1100 West St. Germain Street, Suite 300**
CITY	**St. Cloud**
STATE	**MN**
ZIP	**56301**

TIPS CONTACT

NAME	**Charlie Martin**
PHONE	**(866) 839-8477**
FAX	**(866) 839-8472**
EMAIL	**tips@tips-usa.com**

DISADVANTAGED/MINORITY/WOMAN BUSINESS ENTERPRISE: N HUB: N

SERVING STATES

AL | AK | AZ | AR | CA | CO | CT | DE | DC | FL | GA | HI | ID | IL | IN | IA | KS | KY | LA | ME | MD | MA | MI | MN | MS | MO | MT | NE | NV | NH | NJ | NM | NY | NC | ND | OH | OK | OR | PA | RI | SC | SD | TN | TX | UT | VT | VI | VA | WA | WI | WY | PR

Overview

Geo-Comm Inc dba GeoComm, creator and deliverer of locally authoritative indoor and outdoor Geographic Information Systems (GIS) data for mission critical applications, is a Granite Partners company and headquartered in St. Cloud, Minnesota. The company was founded in 1995 by Tom Grones and Dan Rudningen to provide local governments with turnkey emergency 9-1-1 development services, bringing together 9-1-1 communications and GIS. In the early start up days, GeoComm's big innovation was putting the location of a 9-1-1 call on a map in the 9-1-1 call center. This was a major innovation that infused the company when cell phones began proliferating throughout the country and the FCC mandated that those calls needed to be mapped in front of 9-1-1 call-takers. Today, GeoComm's public safety systems route emergency calls to the appropriate 9-1-1 call center, map the caller's location on a call taker or dispatcher map, and guide emergency responders to the scene of the accident on mobile displays within police, fire, and ambulance vehicles. In addition, as agencies across the country transition to a Next Generation 9-1-1 environment, GeoComm, recognizing the importance of consistent and accurate GIS data for accurate 9-1-1 call routing, provides a variety of GIS services and solutions aimed at empowering entities to collaborate, edit, quality control, merge, analyze, and automate packaging and provisioning of GIS data for public safety systems. More recently, GeoComm's innovative solutions are enhancing emergency response situational awareness by empowering emergency responders with a visual representation of indoor spaces for key buildings in their response areas and by converting raw z-axis position measurements into a dispatchable location. During times of school emergencies, seconds truly do make a difference, and indoor mapping is a critical tool for quick and effective action from first responders and public safety agencies, including state and local law enforcement. Powered with knowledge of the indoors, first responders can more effectively plan, respond, and manage all types of emergencies that occur on school grounds. GeoComm School Safety is a game changer for schools and public safety by nearly instantaneously linking a 9-1-1 call or press of a panic button to designated school personnel and law enforcement onsite or in close proximity, displaying the caller's location on a detailed

indoor map of the school and alerting others to the incident. This digital mapping solution leverages the latest Esri ArcGIS technology to support faster response to school emergencies, providing detailed indoor maps of schools and surrounding grounds, along with critical information needed by school safety authorities, public safety agencies, and first responders for streamlining and reducing response times to emergencies inside schools. In addition, in schools where there are multiple floors, a floor level of the 9-1-1 caller location can be provided. By empowering school safety personnel and local first responders with up-to-the-minute, highly precise and accurate location information and school maps, including indoors, GeoComm School Safety will help save lives of staff and students while minimizing negative outcomes. Over the last 29 years, GeoComm has completed twenty-three statewide projects in nineteen different states and has grown to serve local, regional, statewide, military, and K-12 schools in forty-nine states, helping keep more than 100 million people safe.

AWARDED CONTRACTS

"View EDGAR Doc" on Website

Contract	Commodity	Exp Date	EDGAR
24020301	Fire, Firearm, and Active Shooter Safety and Security Solutions (NON-JOC)	04/30/2027	Yes

CONTACTS BY CONTRACTS

24020301

Name	Title	Phone	Email
Matthew Hayes	Sales Operations Manager	(320) 281-2178	mhayes@geocomm.com
Larry Warner	Territory Sales Manager	(320) 281-2196	lwarner@geocomm.com
Debbie Haus	Admin Fee	(320) 281-2125	dhaus@geocomm.com
Sadie Duncomb	PO Contact	(320) 281-2130	sduncomb@geocomm.com

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 07-23-2024

Subject/Title for Agenda Posting: Approval of Population and Survey Analysts (PASA) Two-Year Demographic Review and Enrollment Planning Services Agreement

Justification Statement: Approval of a two-year professional services agreement with Population and Survey Analysts (PASA) to conduct a comprehensive Demographic Review. The engagement will provide the District with updated enrollment projections, demographic and housing development analysis, enrollment mobility and market intelligence, attendance zone planning support, financial modeling, and strategic communications advisory services to support long-range facilities, enrollment, staffing, and operational planning.

Purpose of Agenda Item: ☐ Information ☑ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☐ Business Services

Staff Responsible: Dr . Oscar Rico

Signature of Requester(s)

Dr. Oscar Rico Veronica Campbell

Signature of Presenter(s)

Business Services Approval (Initials) *Date*

Agenda Summary:

Approval of a two-year agreement with Population and Survey Analysts (PASA) for demographic, enrollment, and long-range planning services. During Year One, PASA will conduct a comprehensive Demographic Review that includes GIS and land-use analysis, historical and current student enrollment analysis, housing and development projections, a ten-year enrollment forecast, campus-level enrollment projections, and attendance zone planning recommendations.

The engagement also incorporates specialized services from datience IQ for enrollment mobility, competitive market and financial intelligence, and VV Sopher Consulting for strategic communications advisory services. During Year Two, PASA will complete a Demographic Update using current enrollment and development data to refresh the District's enrollment projections and support continued planning.

The two-year engagement will provide the District with consistent, data-driven information to inform decisions regarding enrollment trends, facility utilization, attendance boundaries, staffing, long-range facilities planning, and other enrollment management strategies.

RECOMMENDATION: Administration recommends the approval of the two-year professional services agreement with Population and Survey Analysts (PASA) for the 2026–2027 and 2027–2028 school years in the total amount of $99,600, as presented

PRIOR BOARD ACTION: no AWARDED: AWARDED AMOUNT:

AMOUNT(S): $99,600 over 2 years

ACCOUNT NO(S):

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

N/A – Easement Agreement (3 Addtional Comparable Agreements, Only 1 Zonda could provide quoted pricing)

REQUESTING DEPARTMENT:

Deputy superintendent's office

CONSEQUENCES OF NON-APPROVAL:

Failure to approve the agreement would limit the District's access to updated demographic, enrollment, housing development, and enrollment mobility projections needed to support data-driven decisions regarding long-range facilities planning, attendance boundaries, staffing, facility utilization, and

IMPLEMENTATION TIMELINE:

Immediate upon Board approval and execution of agreement.

ATTACHMENT(S): ✔ Population and Survey Analysts (PASA) Statement of Work – Two-Year Demographic Review and Update, 2026–2027 and 2027–2028, including incorporated subcontractor scopes.

Statement of Work
Demographic Review
Canutillo ISD
2026-27
Year One of Two-Year Project

Population and Survey Analysts ("PASA") welcomes the opportunity to partner with Canutillo ISD ("District") and conduct a Demographic Review in 2026-27. This Statement of Work outlines the specific tasks, deliverables, conditions, and associated costs for the Demographic Review.

Population and Survey Analysts ("PASA") will serve as the primary contractor for this engagement. PASA will coordinate and manage the work of specialized subcontractors engaged on this project to ensure alignment among demographic forecasting, enrollment intelligence, financial modeling, and communications strategy.
Subcontractor scopes attached and incorporated herein include:
- datience'IQ– Enrollment Mobility & Market Intelligence
- VV Sopher Consulting – Strategic Communications Advisor

PASA WORK PRODUCT: 2026-27 School Year

BACKGROUND DATA COLLECTION

- Develop and maintain a Geographic Information System (GIS) mapping database that includes, but is not limited to, the following data layers: appraisal district parcel ownership, floodplain boundaries, municipal zoning and future land use plans, annexation boundaries and plans, city and regional thoroughfare plans, subdivisions and multifamily developments, oil and gas infrastructure, aerial imagery, and detailed street networks.
- Collect and analyze background data on key economic indicators, including major employers, workforce dynamics, unemployment rates, real estate market trends, and recent patterns in new housing development.

CURRENT AND PAST STUDENT POPULATION

- Geocode current and historical student data to enable spatial analysis of enrollment patterns over time.
- Analyze recent enrollment trends by quantifying student population gains and losses across residential developments.
- Calculate students-per-household ratios for major subdivisions and multifamily communities to inform localized enrollment forecasting.
- Assess the impact of private, charter, and other non-traditional educational institutions on district enrollment by evaluating enrollment shifts and patterns.

FUTURE STUDENT POPULATION

- Conduct a focused review of current and anticipated land use data to evaluate the development landscape within the District and assess the potential of large, undeveloped tracts within the District.
- Generate housing projections for subdivisions, multifamily developments, and undeveloped parcels based on land use trends, development activity, and stakeholder input.
- Construct a District-specific student projection model to estimate annual enrollment by planning unit over a ten-year horizon.
- Produce a Ten-Year Enrollment Forecast, including baseline, reduced, and accelerated growth scenarios, projecting student enrollment by grade level, districtwide, for each of the next ten years.
- Estimate campus-level enrollment by grade for the following academic year, incorporating considerations such as student transfers, specialized programs, and campus-specific characteristics. These projections are intended to support operational and staffing decisions.

ATTENDANCE ZONE PLANNING

- Align ten-year student population projections with existing school capacities to identify potential areas of underutilization, overcrowding, or other structural imbalances across the District.
- Develop data-driven attendance zone planning recommendations that evaluate the alignment of projected student populations with existing school boundaries and capacities. This analysis may include identifying areas where attendance zone modifications, grade-level realignments, new campus openings, or other enrollment

management strategies should be considered to promote efficient facility utilization and balanced enrollments. *PASA will work collaboratively with the District to address emerging priorities identified during the Review.*

REPORTING

- Produce a written report detailing the findings, methodologies, and projections of the Demographic Review.
- Present the review findings in two formal settings: a virtual meeting with the District administration and a virtual presentation to the Board of Trustees, providing context, key insights, and opportunities for discussion.

TIMELINE: 2026-27 School Year

PASA will commence data collection in October 2026 and finalize the data by January 2027. Upon conclusion of the Review, PASA will deliver the data to the Board and/or the District administration. PASA is committed to presenting the findings within two months of completing the Review to ensure data integrity, consistency, and timeliness. Ideally, this would result in the final report being delivered to the Administration or Board of Trustees in February 2027. Any adjustments to this timeline will require mutual written agreement.

DELIVERABLES: 2026-27 School Year

- Ten (10) bound hard copies and one (1) PDF of the full Demographic Review report
- Ten (10) hard copies and one (1) PDF of the Development Overview map
- One (1) PDF of the Long-Range Plan
- Slide deck presented to the Administration/Board of Trustees
- Excel versions of any tables in the Demographic Review, as requested

NOTES

- The Projections Model is the proprietary property of PASA and will not be released to the District. All data developed during this project remains the property of Population and Survey Analysts and may be used for other purposes.
- PASA's GIS deliverables are proprietary and constitute intellectual property. The District is granted a limited, non-transferable license to reproduce and use PASA's GIS deliverables solely for internal purposes, provided that proper attribution to PASA is maintained on all distributed materials.
- The costs listed in this Statement of Work are valid so long as a contract is signed by July 15, 2026. After this date, the timeline and costs are subject to change.

INTEGRATED SUBCONTRACTOR SERVICES

As part of this two-year engagement, PASA will coordinate with the following subcontractors to provide integrated analytical and strategic services aligned to the District's facilities and enrollment planning efforts.

datience'IQ– Enrollment Mobility & Financial Intelligence
datience'IQ will provide enrollment mobility analysis, competitive market analytics (charter/private/virtual), attrition segmentation, and financial modeling tied to enrollment shifts. These services will run concurrently with PASA's demographic modeling to ensure unified enrollment assumptions and fiscal projections.

VV Sopher Consulting – Strategic Communications Advisory
VV Sopher will provide communications strategy development and advisory services to support the translation of demographic and facilities findings into a unified narrative for leadership, Board, and community stakeholders.

Detailed scopes for datience'IQ and VV Sopher Consulting are attached as Exhibits A and B and are incorporated by reference into this Statement of Work.

Statement of Work
Demographic Review
Canutillo ISD
2026-27
Year One of Two-Year Project

DISTRICT REQUIREMENTS: 2026-27 School Year

PASA requests the data below from the District for use in the Demographic Review. As the accuracy and quality of enrollment projections depend on quality and timely data, the District is encouraged to ensure the requested information and data is updated, accurate, and timely provided to PASA.

District Facilities Capacity Information

- Capacity information for each facility
- Current and/or future attendance zone boundaries in a digital format (KMZ/KML, shapefile, or geodatabase), if available. If digital files are not available, PDF maps
- All current and planned facilities/sites in a digital map format (KMZ/KML, shapefile, or geodatabase), if available
- Anything else that needs to be updated since the previous study, including changes to existing facilities, construction of new facilities, and/or land purchases

Residential Development and Land Use

- Any current information the District has available on plats, as well as names/contacts of any developers, builders, or real estate experts whom PASA should contact for the Review.

District Enrollment

- Enrollment counts as of October 2026 from the most recent PEIMS submission (Disaggregation Report with grade disaggregation showing the number of currently enrolled students for each grade)

Student Address Files

Student address files containing all students enrolled on the following date(s):

- PEIMS Snapshot Oct 2026
- PEIMS Snapshot Oct 2025
- PEIMS Snapshot Oct 2024

These data files must include as many of the fields listed below as possible. PASA will protect and preserve the confidentiality of all educational records and personally identifiable information in compliance with FERPA and District policy. The current student data file must be updated to reflect all student changes for the current school year, including the removal of withdrawn students and the addition of all newly enrolled students, to ensure the file is accurate and up to date.

- Campus Number
- Student ID Number
- Street Address (Physical Residence)
- City
- Zip Code
- Grade Level
- PK3 vs. PK4 Designation (when applicable)
- Tuition-Based Prekindergarten Flag (when applicable)
- Date of Birth
- Race
- Ethnicity
- Free/Reduced-Price Meal Eligibility Code
- Bilingual Program Code
- Primary Home Language Code
- Transfer from Another School District Indicator (if available)
- Special Program Participation Indicator/Flag (Magnet, Virtual, SPED, etc.)

Please ensure the data has been fully updated for this school year and that all addresses reflect the most current residence information.

- Special program indicators should be complete, accurate, and current. This includes, but is not limited to, Free/Reduced-Price Meal eligibility, bilingual participation, virtual enrollment, prekindergarten program participation, magnet and academy programs, and any other specialized instructional programs. If a program does not have its own campus identification number (e.g., a virtual program, academy, or bilingual program offered at a different campus), the student's participation in that program should be included in the data file.
- Historical student data files should reflect enrollment as of the annual PEIMS Snapshot Date rather than end-of-year enrollment. Student counts, both overall and by grade level, should closely align with the corresponding PEIMS Disaggregation Report for that snapshot.
- Please include documentation or code definitions for any fields that use local coding structures or abbreviations.

Statement of Work
Demographic Update
Canutillo ISD
2026-27
Year Two of Two-Year Project

PASA WORK PRODUCT: 2027-28 School Year

The Demographic Update is designed to provide revised enrollment projections without duplicating the full scope of the research conducted in a comprehensive Demographic Review. In select years, particularly the year immediately following a full Review, this streamlined update offers sufficient data to support the District's short-term planning needs, such as attendance zone adjustments or staffing allocations. By leveraging recently collected data and maintaining continuity in demographic trends, this approach enables the District to make informed decisions while demonstrating fiscal responsibility and prudent stewardship of public resources.

STUDENT POPULATION PROJECTIONS UPDATE

- Geocode the current student population to establish an accurate spatial distribution of enrollment as of the current year.
- Reassess the impact of private, charter, and other non-traditional educational institutions on current enrollment patterns, identifying any notable shifts in student retention or competition since the 2026–27 Demographic Review.
- Conduct a high-level review of recent and ongoing housing development to adjust the assumptions and projections originally developed in the 2026–27 Demographic Review.
- Integrate annual growth assumptions from the 2026–27 Demographic Review with the updated geocoded student data to ensure continuity and consistency in projection methodology.
- Update the Districtwide Enrollment Forecast to provide revised projections for the next nine years, reflecting the most recent enrollment trends and development activity.

REPORTING

- Prepare a concise written report summarizing the findings and updated projections from the Demographic Review Update.
- Revise the Long-Range Facilities plan if applicable.
- Present the update in one virtual meeting with either the Board of Trustees or District Administration, including key takeaways and implications for the Demographic Update.

TIMELINE: 2027-28 School Year

- PASA plans to begin work on the Update in February 2028 and finalize the data in March 2028.

DELIVERABLES: 2027-28 School Year

- One (1) PDF of the Demographic Review Update report, inclusive of updated maps and data tables reflecting the revised enrollment projections.
- Slide deck presented to the Administration/Board

NOTES

- The Projections Model is the proprietary property of PASA and will not be released to the District. All data developed during this project remains the property of Population and Survey Analysts and may be used for other purposes.
- PASA's GIS deliverables are proprietary and constitute intellectual property. The District is granted a limited, non-transferable license to reproduce and use PASA's GIS deliverables solely for internal purposes, provided that proper attribution to PASA is maintained on all distributed materials.
- The Update will not include the comprehensive, in-depth research and analysis conducted as part of the full 2026–27 Demographic Review. It is intended as a streamlined projection refresh based on established methodologies and current-year data.
- The costs listed in this Statement of Work are valid so long as a contract is signed by July 15, 2026. After this date, the timeline and costs are subject to change.

Statement of Work
Demographic Update
Canutillo ISD
2026-27
Year Two of Two-Year Project

DISTRICT REQUIREMENTS: 2027-28 School Year

PASA requests the data below from the District for use in the Demographic Update. As the accuracy and quality of enrollment projections depend on high-quality, timely data, the District is encouraged to ensure that the requested information and data are updated, accurate, and provided to PASA in a timely manner.

District Facilities Capacity Information

- Capacity information for each facility
- Anything else that needs to be updated since the previous Review, including changes to existing facilities, construction of new facilities, and/or land purchases

District Enrollment

- Enrollment counts as of October 2027 from the most recent PEIMS submission (Disaggregation Report with grade disaggregation showing the number of currently enrolled students for each grade)

Student Address Files

Student address files containing all students enrolled on the following date(s):

- PEIMS Snapshot Oct 2027

These data files must include as many of the fields listed below as possible. PASA will protect and preserve the confidentiality of all educational records and personally identifiable information in compliance with FERPA and District policy. The current student data file must be updated to reflect all student changes for the current school year, including removing withdrawn students and adding newly enrolled students, to ensure the file is accurate and up to date.

- Campus Number
- Student ID Number
- Street Address (Physical Residence)
- City
- Zip Code
- Grade Level
- PK3 vs. PK4 Designation (when applicable)
- Tuition-Based Prekindergarten Flag (when applicable)
- Date of Birth
- Race
- Ethnicity
- Free/Reduced-Price Meal Eligibility Code
- Bilingual Program Code
- Primary Home Language Code
- Transfer from Another School District Indicator (if available)
- Special Program Participation Indicator/Flag (Magnet, Virtual, SPED, etc.)

Please ensure the data has been fully updated for this school year and that all addresses reflect the most current residence information.

- Special program indicators should be complete, accurate, and current. This includes, but is not limited to, Free/Reduced-Price Meal eligibility, bilingual participation, virtual enrollment, prekindergarten program participation, magnet and academy programs, and any other specialized instructional programs. If a program does not have its own campus identification number (e.g., a virtual program, academy, or bilingual program offered at a different campus), the student's participation in that program should be included in the data file.
- Historical student data files should reflect enrollment as of the annual PEIMS Snapshot Date rather than end-of-year enrollment. Student counts, both overall and by grade level, should closely align with the corresponding PEIMS Disaggregation Report for that snapshot.
- Please include documentation or code definitions for any fields that use local coding structures or abbreviations.

PRICING AND PAYMENT TERMS

TOTAL COST:	**$99,600**
Portion of Cost Due in 2026-27:	$49,800
Portion of Cost Due in 2027-28:	$49,800

Note: The total contract amount includes PASA services as well as coordinated subcontractor services provided by datience'IQ and VV Sopher Consulting as outlined in the attached Exhibits.

TWO-YEAR CONTRACT STRUCTURE AND SCOPE

This Statement of Work ("SOW") is structured as a two-year engagement. The District agrees to contract for and receive:

- Year One: PASA will conduct a comprehensive Demographic Review analyzing enrollment trends, housing development, and future enrollment projections to support long-range district planning. During this phase, datience'IQ will provide advanced enrollment intelligence and analytics related to student mobility, alternative education participation, and data validation, while VV Sopher Consulting will develop a strategic communications framework to support leadership messaging and stakeholder engagement as planning scenarios are evaluated.
- Year Two: PASA will prepare a Demographic Update incorporating new data, revised development activity, and refreshed enrollment projections. datience'IQ will continue providing analytical dashboards and enrollment intelligence updates, while VV Sopher Consulting will provide advisory support to help refine messaging and maintain stakeholder alignment as planning considerations move toward implementation.

Execution of this SOW constitutes the District's commitment to both the Year One Demographic Review and the Year Two Demographic Update, which together represent a single, integrated scope of work designed to provide continuity, consistency, and comparability of analysis across years.

The total cost of this two-year engagement reflects the combined price of the Year One Demographic Review and the Year Two Demographic Update. For budgeting and invoicing purposes, the total contract amount is split evenly between the two years, with one-half of the total contract price invoiced in Year One and the other half in Year Two. This pricing structure is offered in recognition of the District's two-year commitment and the efficiencies gained through continuity of data, methodology, and staff involvement.

EARLY TERMINATION

The pricing structure in this agreement is contingent upon completion of the full two-year engagement. If the District elects to terminate this agreement for any reason prior to completion of the Year Two Demographic Update, then the District will be invoiced for work completed up to the date of termination and the remaining portion of the Year One Demographic Review, VV Sopher and datience'IQ services that were deferred as part of the combined two-year pricing arrangement, $28,780.

ADDITIONAL ATTENDANCE ZONE PLANNING – As Needed

- Collaborate with District administrators to develop additional attendance zone scenarios based on evolving priorities, feedback, or planning needs.
- Services beyond the scope of this Demographic Review will be provided on an as-needed basis and billed according to the rates listed below, contingent upon prior request or written authorization from the District.

ADDITIONAL SERVICES – As Needed

Tasks requested by the School District beyond the scope of this Statement of Work will be billed at the following rates. These additional costs are typically associated with long-range planning, attendance zone planning, bond planning, or additional presentations.

In-person meetings	$2,500/mtg
Remote presentations (via Zoom, Teams, etc.)	$1,000/mtg
Professional tasks	$380/hr
GIS-related tasks	$210/hr

Statement of Work
Demographic Review & Update
Canutillo ISD
2026-27 & 2027-28

ACKNOWLEDGEMENTS

This confirms the agreement by which Canutillo ISD ("District") is engaging Population and Survey Analysts ("PASA") to perform a Demographic Review in 2026-27 and a Demographic Update in 2027-28. Population and Survey Analysts ("PASA") will serve as the primary contractor for this engagement.

Subcontractor scopes attached and incorporated herein include:
Exhibit A: datience'IQ– Enrollment Mobility & Market Intelligence
Exhibit B: VV Sopher Consulting – Strategic Communications Advisor

Compensation

As compensation for services rendered, the School District will pay PASA $99,600, split evenly over the two years, with one-half of the total contract price invoiced in Year One and the other half invoiced in Year Two.

Invoice Schedule

2026-2027
20% at the end of month 1
20% at the end of month 2
20% at the end of month 3
40% upon completion of the Deliverables

2027-2028
50% at the end of month 1
50% upon completion of the Deliverables

Project Timeline

PASA expects to conduct the Review during August 2026 – January 2027 and the Update during February 2028 - March 2028. These timelines can be modified to meet the School District's needs.

Considerations

PASA's characteristic approach to Demographic Studies is to gather a wide array of data based on each district's unique intricacies. Enrollment projections are professional opinions and conclusions, and PASA makes every effort to make them as accurate as reasonably possible. However, PASA cannot guarantee enrollment projections. Enrollment projections are formulated based on assumptions drawn from information available at the time of the Review. These assumptions, clearly outlined and deliberated in the report, encompass a wide range of factors, including economic indicators, housing trends, historical enrollment data, birth rates, and the opening of charter/private schools. Furthermore, educational factors determined by the District are also given due consideration. Finally, information and data quality are essential. The District should take special care to ensure data and information provided to PASA is as complete, up-to-date, and accurate as possible. Given this comprehensive approach, it's essential for District staff to consistently evaluate and scrutinize PASA's enrollment forecasts to address the district's evolving needs effectively.

Liability and Disclaimer

The District acknowledges that enrollment projections provided by PASA are professional opinions and conclusions based on information and assumptions gathered at a specific point in time and are subject to change due to the dynamic nature of various factors. As a result, the District understands that PASA cannot guarantee the enrollment projections. projections. Therefore, to the fullest extent authorized under the Constitution and Laws of the State of Texas, the District agrees to waive and release PASA from all liability and decline to pursue legal action in the event the enrollment projections fail to align with actual enrollment figures.

Stacey Tepera

Stacey Tepera, President
Population and Survey Analysts
Date: 6/29/26

_____

Dr. Oscar Rico, Deputy Superintendent
Canutillo ISD
Date:_____

All-Inclusive Education Intelligence Suite

Quarterly Scope of Services — 2026-2027 & 2027-2028

Canutillo Independent School District

Superintendent of Schools: **Dr. Josue D. Borrego**
Current Enrollment: **5,620 Students**

Prepared by

Eric Penrod
Founder | CEO, datience'IQ
epenrod@datienceiq.com | (512) 627-2251

Every child deserves to be known, valued, and educated to the height of their ability: never left to chance, but lifted by design.

datience'IQ

All-Inclusive Education Intelligence Suite

Quarterly Scope of Services | Canutillo ISD | 2026-2027 & 2027-2028

datience'IQ delivers a comprehensive, flat-fee portfolio of geospatial intelligence, advanced analytics, and targeted engagement tools—no add-ons, no hidden costs. The engagement is structured across four quarters aligned with the academic calendar, ensuring actionable intelligence arrives when district leadership needs it most.

Service Pillar	Scope
Lost Learners	Year-round leaver analysis and recovery intelligence targeting students coded as dropouts (98), unaccounted, or residing within boundaries but not enrolled. Includes BOY, MOY, and EOY leaver cycles with geospatial dashboards.
BoundaryInsight	Identifies students attending charter, private, or homeschool programs plus emerging learners (ages 0–4) using address/device data, census records, and daycare mapping to drive early family engagement and enrollment growth.
TalentMatch Pro	Data-driven educator recruitment platform built on 2M+ TEA certification records. Enables proactive candidate filtering by certification, geography, experience, and commute—updated annually each October.
VoterInsight	Voter behavior and demographic analysis for bond and public initiative campaigns, including historical voter files, turnout mapping, precinct segmentation, and bond passage likelihood modeling.
DataSure	Expert data cleaning, correction, and standardization services ensuring PEIMS accuracy, address validation, duplicate resolution, and compliance-ready datasets.

Quarter	Period	Key Deliverables	Strategic Focus
Q1	Aug–Oct	Local Businesses Dashboard; BOY Leaver Analysis + Dashboard; DataSure Dashboard; Homeschool Dashboard; Historical Leaver/Newcomer Analysis + Dashboard; Charter & Private School Intelligence Suite (6 products)	Establish the analytical baseline: map student attrition, validate data integrity, and quantify competitive threats from charter, private, and homeschool alternatives.
Q2	Nov –Jan	Emerging PreK-Kinder Analysis + Dashboard; TalentMatch Pro Database + Dashboard	Forward-looking strategy: identify early childhood enrollment pipeline opportunities and deploy proactive educator recruitment intelligence.
Q3	Feb–Apr	MOY Leaver Analysis + Dashboard; Eligible Voter Analysis + Dashboard; Bond Likelihood Analysis	Mid-year monitoring and civic analytics: track in-year attrition and deliver precinct-level voter intelligence to support bond planning.
Q4	May–Jul	EOY Leaver Analysis + Dashboard (incl. pending 98s); Custom Analysis & Dashboards (ongoing)	Year-end reconciliation: complete the annual enrollment intelligence cycle and establish the strategic baseline for the following year.

datience'IQ

Enrollment Intelligence Services

Annual Scope of Services

Quarterly Deliverable Schedule

2026-2027 & 2027-28 Engagement Period

Note: Year Two services will continue the same quarterly cadence established during Year One, providing updated analyses, dashboards, and strategic intelligence using the most current available data.

Every child deserves to be seen.

QUARTER 1: Foundation & Beginning-of-Year Intelligence

August – October 2026

Quarter 1 establishes the analytical foundation for the engagement. Immediately upon the start of the school year, datience'IQ delivers real-time business landscape intelligence and comprehensive beginning-of-year leaver analyses. As PEIMS snapshot data becomes available, the team layers in data quality assurance, homeschool tracking, historical enrollment trend modeling, and competitive intelligence on charter and private school activity—equipping district leadership with an immediate and actionable picture of where students are going, why, and what market forces are at play.

Deliverable	Target Date	Scope & Description
Local Businesses Dashboard	August 15, 2026	An interactive geospatial dashboard mapping active businesses within and adjacent to district boundaries. This tool helps leadership understand economic development patterns, identify areas of commercial growth that may correlate with residential expansion, and inform strategic conversations around enrollment projections and community partnerships.
BOY Leaver Analysis	September 1, 2026	A comprehensive beginning-of-year student leaver analysis identifying every student who left the district's enrollment rolls between the prior EOY snapshot and the current school year. The analysis categorizes leavers by destination type (charter, private, homeschool, neighboring district, or out-of-area), maps their geographic distribution, and quantifies the revenue impact of each leaver segment to inform targeted re-engagement strategies.
BOY Leaver Dashboard	September 1, 2026	An interactive companion dashboard to the BOY Leaver Analysis, enabling district stakeholders to filter and explore leaver data by campus, grade level, destination type, and geography. The dashboard provides at-a-glance metrics on total attrition, revenue impact, and spatial clustering patterns that highlight which neighborhoods and campuses are most affected.
DataSure Dashboard	September 15, 2026	A data quality assurance dashboard that cross-references PEIMS enrollment records against known leaver destinations and coding anomalies. DataSure flags potential leaver code misclassifications, missing withdrawal records, and students who may still appear on district rolls despite having enrolled elsewhere—helping districts improve PEIMS accuracy and protect per-pupil funding allocations.
Homeschool Dashboard	October 1, 2026	A dedicated analytics dashboard tracking students who have withdrawn to homeschool status. This tool maps homeschool withdrawal concentrations, identifies grade-level trends, and provides longitudinal comparisons to help districts understand the magnitude and trajectory of homeschool attrition within their community.
Historical Leaver & Newcomer Analysis	October 1, 2026	A multi-year longitudinal analysis of student mobility patterns, examining both outbound leavers and inbound newcomers over three or more academic cycles. This analysis reveals persistent enrollment trends, identifies whether attrition is accelerating or stabilizing, and pinpoints the feeder patterns and destination corridors that drive net enrollment change.
Historical Leaver & Newcomer Dashboard	October 1, 2026	An interactive dashboard presenting historical leaver and newcomer trends with year-over-year comparison capabilities. District leaders can explore mobility data across time, campus, and geography to identify emerging shifts in enrollment composition and evaluate the long-term effectiveness of retention initiatives.
Charter & Private School Webpage Dashboard	October 1, 2026	A competitive intelligence dashboard that aggregates and monitors enrollment-related information published on charter and private school websites operating within or near district boundaries. This tool tracks application windows, waitlist announcements, expansion plans, and

Deliverable	Target Date	Scope & Description
		marketing positioning to keep district leadership informed of competitive activity in real time.
Charter School Analysis	October 1, 2026	A deep-dive analytical report on charter school competition within the district's enrollment zone. The analysis examines charter school enrollment growth trajectories, student draw patterns by campus and grade level, geographic overlap with district attendance zones, and the demographic profile of students choosing charter alternatives—quantifying the competitive threat and identifying the highest-risk campuses.
Charter School Dashboard	October 1, 2026	An interactive geospatial dashboard visualizing charter school locations, enrollment volumes, growth rates, and student draw areas relative to district boundaries. The dashboard enables leadership to monitor charter market penetration by geography and evaluate where competitive pressure is most acute.
Private School Analysis	October 1, 2026	A comprehensive analysis of private school enrollment dynamics within the district's service area. This report maps private school locations, estimates enrollment volumes by institution, identifies the demographic and geographic profile of families choosing private education, and assesses the tuition landscape to understand competitive positioning and potential vulnerability to voucher or ESA policy changes.
Private School Dashboard	October 1, 2026	An interactive dashboard presenting private school competitive intelligence alongside district enrollment data. Stakeholders can explore private school density, estimated enrollment, tuition bands, and geographic draw patterns to assess the scope of private school competition across the district footprint.

QUARTER 2: Early Childhood, Talent Intelligence & Mid-Year Monitoring

November 2026 – January 2027

Quarter 2 shifts focus to forward-looking strategic areas: early childhood pipeline analysis, educator workforce intelligence, and mid-year enrollment monitoring. The Emerging PreK-Kinder Analysis identifies neighborhoods with growing populations of enrollment-eligible children, enabling proactive outreach and capacity planning. TalentMatch Pro provides a searchable intelligence database of certified Texas educators to support strategic hiring. Meanwhile, mid-year leaver tracking ensures the district maintains continuous visibility into student departures as the year progresses.

Deliverable	Target Date	Scope & Description
Emerging PreK-Kinder Analysis	December 1, 2026	A spatial demographic analysis identifying neighborhoods and census block groups with high concentrations of children approaching PreK and Kindergarten enrollment age. The analysis layers birth data estimates, housing development trends, and historical enrollment capture rates to forecast emerging demand and highlight areas where proactive recruitment could yield the greatest enrollment gains.
Emerging PreK-Kinder Dashboard	December 1, 2026	An interactive geospatial dashboard visualizing the emerging early childhood population across the district. Leadership can explore PreK-Kinder-eligible population density, campus proximity, and historical capture rates to inform decisions around early childhood program placement, marketing, and family engagement investments.
TalentMatch Pro Database	December 1, 2026	A comprehensive, searchable database of Texas-certified educators built from TEA certification records encompassing 2+ million rows of staff and credential data. TalentMatch Pro enables districts to identify qualified educator candidates by certification area, geographic proximity, experience level, and current employment status—transforming the district's approach to teacher recruitment from reactive job postings to proactive talent intelligence.
TalentMatch Dashboard	December 1, 2026	An interactive dashboard layered on top of the TalentMatch Pro Database, providing district HR and talent acquisition teams with visual search, filtering, and mapping tools to identify and prioritize educator candidates. The dashboard surfaces certification gaps, geographic talent pools, and workforce pipeline metrics to support data-driven hiring strategies.

QUARTER 3: Mid-Year Intelligence, Voter Analytics & Bond Strategy

February – April 2027

Quarter 3 delivers mid-year enrollment monitoring and introduces a suite of civic analytics tools designed to support bond planning and community engagement. The MOY Leaver Analysis captures students departing during the school year, while the Eligible Voter Analysis and Bond Likelihood modeling provide district leadership with precinct-level intelligence on voter composition, turnout propensity, and bond passage probability—essential for informed election strategy and community communication planning.

Deliverable	Target Date	Scope & Description
MOY Leaver Analysis	February 1, 2027	A mid-year student leaver analysis capturing all students who have withdrawn from district enrollment between the BOY snapshot and the current mid-year reporting period. This analysis identifies real-time attrition patterns, flags campuses experiencing elevated mid-year departures, and categorizes destinations to determine whether departures are driven by competition, mobility, or policy-related factors.
MOY Leaver Dashboard	February 1, 2027	An interactive dashboard presenting mid-year leaver data with campus-level drill-down, destination analysis, and geographic heat mapping. This tool enables leadership to monitor in-year attrition as it unfolds and take timely corrective action where student losses are concentrated.
Eligible Voter Analysis	March 1, 2027	A comprehensive analysis of the registered voter population within district boundaries, segmented by precinct, voting history, demographic profile, and propensity to vote in school district elections. This deliverable provides the statistical foundation for understanding the district's electoral landscape and identifying which voter segments are most likely to support or oppose bond and tax rate elections.
Voter Dashboard	March 1, 2027	An interactive precinct-level dashboard enabling district leadership and communications teams to explore voter registration data, historical turnout rates, and demographic composition across the district's electoral geography. The dashboard supports scenario modeling for voter outreach prioritization and election strategy development.
Bond Likelihood Analysis	March 1, 2027	A predictive analytics model estimating the probability of bond passage across various election scenarios. The analysis incorporates historical election results, voter turnout modeling, demographic propensity scoring, and precinct-level sentiment indicators to project passage likelihood under different turnout assumptions—providing leadership with data-driven guidance for bond package sizing, timing, and community engagement strategy.

QUARTER 4: End-of-Year Reconciliation & Continuous Support

May – July 2027

Quarter 4 closes the annual engagement cycle with comprehensive end-of-year enrollment reconciliation. The EOY Leaver Analysis captures all student departures through the final PEIMS snapshot, including pending Leaver Reason Code 98 students whose destinations remain unresolved. This final deliverable completes the full-year enrollment intelligence picture and positions the district to enter the following school year with a clear understanding of net enrollment change, persistent attrition patterns, and strategic priorities for the year ahead.

Deliverable	Target Date	Scope & Description
EOY Leaver Analysis (incl. pending 98s)	June 1, 2027	A comprehensive end-of-year student leaver analysis encompassing all withdrawals through the final PEIMS reporting period. This analysis includes students coded with Leaver Reason Code 98 (other/pending verification), investigates unresolved coding to improve accuracy, and delivers a complete accounting of annual enrollment attrition by destination, campus, grade, and geography—serving as the definitive enrollment intelligence baseline for the upcoming year.
EOY Leaver Dashboard (incl. pending 98s)	June 1, 2027	An interactive year-end dashboard presenting the full scope of annual student attrition, including pending Code 98 students. District stakeholders can compare BOY, MOY, and EOY leaver patterns side by side, assess full-year revenue impact, and identify persistent attrition corridors to inform strategic planning and budget forecasting for the next academic cycle.
Other Analysis & Dashboards	Ongoing	Custom analytical products and dashboards developed on an as-needed basis throughout the engagement. These may include ad hoc enrollment scenario modeling, boundary adjustment impact analysis, demographic forecasting, school board presentation materials, or any additional data intelligence deliverables requested by district leadership to address emerging strategic questions.

CONSOLIDATED DELIVERY TIMELINE

Target Date	Deliverables
August 15, 2026	Local Businesses Dashboard
September 1, 2026	BOY Leaver Analysis + Dashboard
September 15, 2026	DataSure Dashboard
October 1, 2026	Homeschool Dashboard; Historical Leaver & Newcomer Analysis + Dashboard; Charter & Private School Webpage Dashboard; Charter School Analysis + Dashboard; Private School Analysis + Dashboard
December 1, 2026	Emerging PreK-Kinder Analysis + Dashboard; TalentMatch Pro Database + Dashboard
February 1, 2027	MOY Leaver Analysis + Dashboard
March 1, 2027	Eligible Voter Analysis + Dashboard; Bond Likelihood Analysis
June 1, 2027	EOY Leaver Analysis + Dashboard (incl. pending 98s)
Ongoing	Custom Analysis & Dashboards as requested

datience'IQ

Austin, Texas

Every child deserves to be seen.

Unless otherwise noted, the deliverables, analyses, dashboards, and reporting schedule described for the 2026–2027 engagement will be repeated during the 2027–2028 engagement using updated district, demographic, and enrollment data.

VERONICA V. SOPHER
COMMUNICATIONS EXPERT

from Veronica V. Sopher K-12 Education Consulting

Survey Sampling + Community Engagement Strategy

Veronica V. Sopher K-12 Education Consulting Team's Responsibilities:

Community engagement strategy
Open public meeting facilitation framework
Survey design refinement (perception-focused)
Sampling communication strategy
Data narrative development
Leadership messaging + trust-building
Integration of survey findings with community narrative

Community Facilitation & Narrative Synthesis Partner

Our Core Role
While PASA provides statistical rigor and enrollment projections, our team provides:

Expert facilitation of structured community conversations
Thematic synthesis of qualitative input
Integration of survey findings with public perception
Clear narrative development for board and leadership decision-making

We specialize in helping districts move from:
"We gathered feedback" to "*We understand what this means and how to respond."*

I. Community Engagement Framework

Objective
Support PASA's projection work by gathering structured, meaningful qualitative input before and during statistically significant sampling.

Enrollment conversations require skilled facilitation to produce insight rather than noise.

Our team brings extensive experience leading high-stakes district conversations related to transitions, enrollment shifts, program changes, and public perception.

Our Approach
Each open public meeting will be:

- Purpose-driven and consistently structured
- Facilitated using a standardized protocol across all six segments
- Designed to extract comparable insights
- Documented using structured listening tools

Meeting Deliverables

- Standardized facilitation guide
- Slide deck aligned to PASA's projections
- Guided discussion protocols
- Moderator support
- Structured documentation templates

Our Responsibilities

1. Pre-Meeting Communications Strategy

Messaging framework introducing the enrollment projections project
Segment-specific communication toolkits
FAQ development to clarify purpose and process
Superintendent + board talking points

2. Open Public Meeting Design

For each of the six middle school-aligned segments:

Standardized facilitation guide
Slide deck template aligned to PASA's data
Discussion prompts focused on:
Residential decision-making drivers
Economic considerations
Neighborhood school preference
Transportation vs. proximity
Choice program perceptions
Grade band experience

Structured listening capture system

We ensure meetings are structured for insight, not open-mic frustration.

II. Statistically Significant Survey Support

PASA will design and validate the statistically significant sampling process.

Our team ensures the survey aligns with the themes emerging from community dialogue and is clearly understood by participants.

A. Survey Instrument Refinement

Language clarity review
Perception-based question framing
Alignment between meeting themes and survey design
Neutral wording review to protect credibility

B. Sampling Communication Strategy

Clear explanation of how statistically significant sampling works
Public-facing graphics explaining representativeness
Transparency messaging to build confidence

C. Participation Strategy

Segment-based outreach campaign
Multi-channel reminder cadence
Equity lens to reach underrepresented groups

III. Data Narrative & Reporting

This is where our expertise is most differentiated. Many districts gather feedback, but few systematically code and synthesize it. We specialize in translating community sentiment into strategic insight.

Deliverables:

Segment-level community perception summaries
District-wide narrative synthesis
Board-ready presentation deck
Executive messaging brief for superintendent

Focus Areas:

Alignment or disconnect between perception and projected trends
Drivers influencing residential and school choice decisions
Areas of reputational strength or vulnerability
Messaging implications moving forward

IV. Integration of Quantitative + Qualitative Findings

PASA provides the projections. We integrate those projections with lived community experience.

Deliverables

- Segment-level perception summaries
- District-wide narrative synthesis
- Executive briefing memo
- Board-ready presentation deck
- Superintendent talking points

We help leadership answer:

- What is influencing residential mobility?
- What drives school selection decisions?
- Where does perception align or diverge from projected trends?
- What strategic communication adjustments are necessary?

V. Leadership Communication & Trust Support

Enrollment discussions can create uncertainty.

Our team provides:

- Anticipatory Q&A development
- Community rollout messaging
- Board communication guidance
- Framing language to reduce misinterpretation

Our role ensures findings are presented clearly, calmly, and strategically.

Conclusion

In partnership with PASA's demographic and statistical expertise, our team will design and implement a structured community engagement and survey communications strategy that ensures statistically valid sampling is paired with meaningful community voice. Our approach ensures clarity, consistency, and trust throughout the process.

1900 Kirkwood Blvd. W, #300
Southlake, TX 76092

August 5, 2026

Canutillo ISD
Dr. Oscar Rico
7965 Artcraft
El Paso, TX 79932
915-877-4000
Sent via email: orico@canutillo-isd.org

Subject: 2026-27 and 2027-28 Demographic Study and Attendance Zone Planning

Dear Dr. Oscar Rico,

Metrostudy, Inc. dba Zonda Intelligence, a Delaware limited liability company, is pleased to present this agreement to provide demographic services to **CANUTILLO ISD.**

1. SCOPE OF WORK

The following is a summary of the services that will be completed to provide you with the demographic report.

Demographic Study 2026-27…estimated completion date week of 01/15/2027……$21,000.00

- Analyze existing demographics and enrollment history for all attendance levels.
- Provide ten-year enrollment forecast by campus and grade level.
- Geo-code student database to assess current attendance patterns.
- Review single family and multi-family building patterns.
- Housing research including new starts, closings, developed vacant lots and future lots.
- Future and existing multifamily tracking.
- Single family and multifamily yield analysis.
- Deed transaction report and analysis.
- 1 review meeting and 1 board presentation

Attendance Zone Project…estimated completion date week of 01/15/2027……..…$20,000.00

- ZE will utilize GIS software to build attendance zones using forecasted enrollment.
- Review race, ethnicity and economic disadvantaged percentages based on scenarios.
- Assist administration with planning sessions to review options.
- Student Impact reports.
- New electronic maps with updated approved attendance zones.

Demographic Study 2027-28 update estimated completion date week of 02/15/2028…$15,000.00

- Update demographics and enrollment history for all attendance levels.
- Adjust ten-year enrollment forecast by campus and grade level.

- Geo-code student database to assess current attendance patterns.
- Review single family and multi-family building patterns.
- Update housing research including new starts, closings, developed vacant lots and future lots.
- Update future and existing multifamily tracking.
- Single family and multifamily yield analysis.
- Deed transaction report and analysis.
- 1 review meeting and 1 board presentation

2. DELIVERABLES AND TIMING

Our consultants will review and present a demographic report that includes both written findings and key illustrative exhibits such as regional economic conditions, enrollment patterns, housing data and comparisons, enrollment projections and key takeaways. We anticipate delivering a draft of the demographic report to be reviewed with the administrative team by the consultant within 6-8 weeks after receiving the requested student data. If needed, the consultant will present the demographic report at a scheduled and agreed upon date after the review has been completed. The presentation may be recorded, virtual or in person.

3. FEE REQUIREMENTS

Fees. The fees for the scope of work under this Agreement are **$56,000.00**. Such fees include one review of the draft report and one presentation annually. Additional in-person meetings will be charged separately.

THE FEES DO NOT INCLUDE SALES, USE, EXCISE OR ANY OTHER GOVERNMENT TAXES OR FEES. If Client claims tax-exempt status, Client shall provide proof of such status prior to invoicing. If Client is not tax-exempt, Client shall be solely responsible for paying all applicable taxes and fees.

One Time Billing. An invoice will be emailed to the district's contact within 30 days of completion of this signed agreement.

Payment. Please remit payment to Zonda Intelligence, P.O. Box 846075, Los Angeles, CA 90084.

Termination Prior to Research Completion. If for some reason the Client decides to end this engagement before completion, upon written notification, Zonda Intelligence will stop work immediately and bill for work completed to date.

4. TERMS AND CONDITIONS

General. Client is responsible for timely, accurately and completely providing Zonda Intelligence with all material information known to Client or any of its Representatives (including, without limitation, regarding Client's plans and expectations) that reasonably could be expected to affect our services hereunder,

the Report or the realization of results projected in the Report. No guarantee is made regarding the Report or any result or outcome projected therein. There will usually be differences between projected and actual results and outcomes, and the differences may be material. Nothing in this Agreement or the Report, express or implied, is intended to or shall confer upon any person, other than the named parties to this Agreement and their successors and permitted assigns, any right, benefit or remedy of any nature whatsoever under or by reason of this Agreement or the Report.

Limitations of Liability. In no event shall Zonda Intelligence or any of its parents, subsidiaries, affiliates, directors, officers, employees, contractors, agents, licensors and suppliers (collectively, the "Research Group") be liable, whether a claim be in tort, contract, or otherwise, for any of: (a) any indirect, special, incidental, reliance, consequential (including lost profits or revenue), exemplary, punitive, loss or similar damages arising out of or relating to this Agreement, any services rendered by Zonda Intelligence hereunder or any other subject matter hereof, even if Zonda Intelligence has been apprised of the possibility thereof; and (b) damages, including but not limited to attorneys' fees, exceeding, in the aggregate for all claims arising out of or relating to this Agreement, any services rendered by Zonda Intelligence hereunder or any other subject matter hereof, the total professional fees paid by Client and received by Zonda Intelligence pursuant to this Agreement. It is further understood and agreed that the Research Group shall not be liable for any claim in the event that Zonda Intelligence is not: (i) notified promptly by Client upon Client becoming aware of the existence of such claim, and (ii) given a reasonable opportunity to cure or mitigate such claim if possible. It is understood and agreed that this Limitations of Liability paragraph shall survive the termination of this Agreement and Zonda Intelligence' engagement hereunder. The foregoing limitations shall apply notwithstanding any failure of essential purpose of any remedy.

Relationship of Parties. Zonda Intelligence shall serve as an independent contractor to Client, and under no circumstances shall Zonda Intelligence be, or be deemed to be, a partner, agent, servant, distributor or employee of Client in relation to performance hereunder.

Entire Agreement. etc. This Agreement sets forth the entire agreement and understanding of Zonda Intelligence and Client regarding the subject matter hereof and supersedes any and all prior and contemporaneous agreements and understandings between the parties with respect to such subject matter. No modification or waiver of any terms of this Agreement shall be valid and binding unless agreed to in writing by Zonda Intelligence and Client. A waiver of any specific term hereof shall not be deemed to constitute a waiver of any other term hereof, nor shall a waiver of any one or more occasions be deemed to imply or constitute a waiver of the same or any other term on any other occasion. Client may not assign or delegate this Agreement, in whole or in part, whether by operation of law or otherwise, without the prior written consent of Zonda Intelligence.

Counterparts; Signatures. This Agreement and any amendments, waivers or supplements to this Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original. Facsimile copies of signatures, however delivered (including, without limitation, via email), shall be deemed equally binding as originals.

5. ACCEPTANCE

We look forward to working with you. The signed Agreement may be returned via e-mail.

Respectfully submitted,

Trent Smith
Director of Business Development, Zonda Demographics
817.739.8035
tsmith@zondahome.com

AGREED AND ACCEPTED:

Client accepts this Agreement by the signature below:

CANUTILLO ISD

Signature: _____

Print Name: _____

Print Title: _____

Date: _____

Board of Trustees

Meeting Date: 08/24/2026

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of Singlewire Visitor Aware Visitor Manager and Safety Manager for District locations

Justification Statement: Approval of a three-year subscription for Singlewire Visitor Aware Visitor Manager and Safety Manager to strengthen the District's visitor management, campus safety, and emergency preparedness capabilities. The solution will provide the District with a centralized platform to support visitor management and safety operations across 11 District locations.

Purpose of Agenda Item: ☐ Information ☑ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☐ Business Services

Staff Responsible: Chief Fernando Martinez

Signature of Requester(s)

Chief Fernando Martinez Dr. Oscar Rico

Signature of Presenter(s)

Business Services Approval (Initials) *Date*

Agenda Summary:

Administration recommends approval of a three-year subscription for Singlewire Visitor Aware Visitor Manager and Safety Manager for 11 District locations. The purchase includes Visitor Aware Visitor Manager, Visitor Aware Safety Manager, and JumpStart implementation services.

The implementation will enhance the District's safety and security infrastructure by providing a centralized technology platform for visitor management and campus safety operations. The system will support the District's ongoing efforts to improve situational awareness, standardize safety processes across facilities, and provide staff with technology tools to support a safe and secure learning environment.

The three-year subscription provides Visitor Manager and Safety Manager licensing for 11 locations and includes the initial JumpStart service necessary to support implementation of the Visitor Aware platform.

RECOMMENDATION: Administration recommends that the Board of Trustees approve the purchase of a three-year subscription for Singlewire Visitor Aware Visitor Manager and Safety Manager, including JumpStart implementation services, from GAIN Innovation, L

PRIOR BOARD ACTION: none AWARDED: AWARDED AMOUNT:

AMOUNT(S): $86,197.83

ACCOUNT NO(S):

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

DIR Cooperative Contract DIR-CPO-5347

REQUESTING DEPARTMENT:

Police Department

CONSEQUENCES OF NON-APPROVAL:

Failure to approve the purchase would delay implementation of the District's enhanced visitor management and safety management platform and limit the District's ability to standardize these safety and security processes across District facilities.

IMPLEMENTATION TIMELINE:

Immediate upon Board approval and execution of agreement.

ATTACHMENT(S): ✔ GAIN Innovation, LLC – Singlewire Software Quote #20260716-001
DIR Contract ; Additional summary

GAIN Innovation, LLC.
1320 Arrow Point Dr.
Suite 501 #TW104
Cedar Park, TX 78613

Al Zayed
azayed@gain-i.com
915-7305502

Canutillo ISD
7965 Artcraft
El Paso, TX 79932

Chief Fernando Martinez
femartinez@canutillo-isd.org

Quote ID: 20260810-100A
Date: August 10, 2026
Valid Until: **August 29, 2026**

Pricing Provided for Budgetary Purposes

#	QTY	SKU	Description	MRSP	Extended Price	Total
1	11	SS-3YR-VV	Visitor Aware Visitor Manager per campus	$ 2,400.00	$ 2,133.50	$ 23,468.50
2	11	SS-3YR-CM	Visitor Aware Safety Manager per campus	$ 2,200.00	$ 1,849.03	$ 20,339.33
3	1	SS-PS-JS-VA-3	Visitor Aware Jumpstart professional service	$ 5,000.00	$ 4,440.00	$ 4,440.00
4	11	QL-810WC Combo	Brother Label Printer with 10 DK-2251 Label rolls	$ 730.00	$ 615.00	$ 6,765.00
5	11	SCACR-1D2D	Scanavicar 1D2D handheld scanner	$ 199.00	$ 169.00	$ 1,859.00
6	11	Mount-it-Custom	Mount-ot Antitheft Ipad mount Stand with POE and Ethernet	$ 825.00	$ 575.00	$ 6,325.00
7	11	ITG-PS-VAKSK	ITG Professional Services (mounting, installation, testing).	$ 2,400.00	$ 1,575.00	$ 17,325.00
8	11	ITG-TRG-EU	ITG Campus Personnel Enablement (2 sessions, 2 HRs each)	$ 900.00	$ 516.00	$ 5,676.00

Subtotal: **$ 86,197.83**
Per Campus Cost: $ 7,836.17

Terms and Conditions:

FOB: Destination
Net 30
3.5% surcharge for Credit Card Payment
GAIN accepts check or ACH payments
ETA subject to Global Logistics Constraints

IPADs Are provided by the District

Does not include any services related to RapidID integration
Prices includes cabling, setup, and require client acceptance per campus
Optional Bus Manager Solution is available

Singlewire Information Solutions

Enhancing Safety, Security, Emergency Communication, and Visitor Management

Visitor Manager

Singlewire Visitor Manager provides Canutillo ISD with a more secure and efficient process for managing visitors, volunteers, and guests across the district.

- **Fast and Secure Visitor Screening**
  - Screens visitors and volunteers within seconds.
  - Helps ensure individuals entering district facilities are properly identified and authorized.
  - Provides a consistent visitor-management process across campuses.
- **Enhanced Security Screening**
  - Checks visitors against national databases before granting access.
  - Helps identify potential safety concerns before an individual enters a campus.
  - Provides staff with additional information to support informed access decisions.
- **Streamlined Event Check-In**
  - Allows schools to pre-register and pre-approve guests for large events.
  - Reduces wait times and congestion during high-attendance events.
  - Allows staff to focus on security and customer service rather than manual check-in procedures.
- **Improved Visitor Tracking**
  - Provides greater visibility into who is on campus at any given time.
  - Supports accountability during emergencies and evacuations.
  - Helps campuses maintain organized visitor records.
- **Flexible Technology Integration**
  - Allows the district to leverage hardware that best fits the needs of each campus.
  - Supports integration with existing technology and infrastructure where appropriate.
  - Provides flexibility as the district's security and communication needs evolve.

Safety Manager

Singlewire Safety Manager provides Canutillo ISD with centralized tools to plan, document, and manage safety preparedness and emergency response activities across the district.

- **District-Wide Drill Management**

    - Schedule and assign required safety drills across campuses.
    - Establish consistent expectations for drill completion and documentation.
    - Help administrators monitor upcoming and completed drills.
- **Digital Compliance Records**
    - Maintain centralized digital records of safety drills and preparedness activities.
    - Reduce reliance on paper-based documentation.
    - Provide documentation that can demonstrate compliance with district, state, and safety requirements.
    - Make records easier for administrators to access when needed.
- **Student Location and Accountability**
    - Maintain student location information to support emergency response.
    - Help administrators quickly determine where students and staff should be located during an emergency.
    - Support a more organized and efficient reunification process following an incident.
- **Emergency Preparedness**
    - Centralize important safety information and preparedness activities.
    - Help campuses establish consistent emergency procedures.
    - Provide administrators with better visibility into district-wide preparedness.
- **Anonymous Safety Reporting**
    - Allow students, staff, and community members to report concerns anonymously.
    - Help identify potential threats before they escalate.
    - Give district administrators another resource for addressing safety concerns proactively.
- **Improved District Coordination**
    - Provide a centralized approach to managing safety information across the district.
    - Help district and campus administrators coordinate preparedness efforts.
    - Support consistent safety practices across all Canutillo ISD campuses.

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STATE OF TEXAS

DEPARTMENT OF INFORMATION RESOURCES

CONTRACT FOR PRODUCTS AND RELATED SERVICES

Carahsoft Technology Corporation

1 INTRODUCTION

1.1 Parties

This contract for Google Branded Products and Related Services (this "Contract") is entered into between the State of Texas, acting by and through the Department of Information Resources (hereinafter "DIR") with its principal place of business at 300 West 15th Street, Suite 1300, Austin, Texas 78701, and Carahsoft Technology Corporation a Maryland For-Profit Corporation (hereinafter "Successful Respondent"), with its principal place of business at 11493 Sunset Hills Road, Suite 100 Reston, Virginia 20190.

1.2 Compliance with Procurement Laws

This Contract is the result of compliance with applicable procurement laws of the State of Texas. DIR issued a solicitation on the Comptroller of Public Accounts' Electronic State Business Daily, Request for Offer (RFO) DIR-CPO-TMP-575, on June 9, 2023, for Google Branded Products and Related Services (the "RFO"). Upon execution of all Contracts, a notice of award for DIR-CPO-TMP-575 shall be posted by DIR on the Electronic State Business Daily.

1.3 Order of Precedence

A. For transactions under this Contract, the order of precedence shall be as follows:
   1. this Contract;
   2. Appendix A, Standard Terms and Conditions;
   3. Appendix B, Successful Respondent's Historically Underutilized Businesses Subcontracting Plan;
   4. Appendix C, Pricing Index;
   5. Exhibit 1, RFO DIR-CPO-TMP-575, including all Addenda; and
   6. Exhibit 2, Successful Respondent's Response to RFO DIR-CPO-TMP-575, including all Addenda.

Docusign Envelope ID: C68B04C9-D1C9-40AC-88C5-1855801B202D

Each of the foregoing documents is hereby incorporated by reference and together constitute the entire agreement between DIR and Successful Respondent.

1.4 Definitions

Capitalized terms used but not defined herein have the meanings given to them in **Appendix A, Standard Terms and Conditions**.

2 TERM OF CONTRACT

The initial term of this Contract shall be up to two (2) years commencing on the date of the last signature hereto (the "Initial Term"), with one (1) optional two-year renewal and one (1) optional one-year renewal (each, a "Renewal Term"). Prior to expiration of the Initial Term and each Renewal Term, this Contract will renew automatically under the same terms and conditions unless either party provides written notice to the other party at least sixty (60) days in advance of the renewal date stating that the party wishes to discuss amendment or non-renewal.

3 OPTION TO EXTEND

Successful Respondent agrees that DIR may require continued performance under this Contract at the rates specified in this Contact following the expiration of the Initial Term or any Renewal Term. This option may be exercised more than once, but the total extension of performance hereunder shall not exceed ninety (90) calendar days. Such extension of services shall be subject to the requirements of the Contract, with the sole and limited exception that the original date of termination shall be extended pursuant to this provision. DIR may exercise this option upon thirty (30) calendar days written notice to the Successful Respondent.

4 PRODUCT AND SERVICE OFFERINGS

Products and services available under this Contract are limited to the technology categories defined in Request for Offer DIR-CPO-TMP-575 for Google Branded Products and Related Services. At DIR's sole discretion, Successful Respondent may incorporate changes or make additions to its product and service offerings, provided that any changes or additions must be within the scope of the RFO.

Docusign Envelope ID: C68B04C9-D1C9-40AC-88C5-1855801B202D

5 PRICING

5.1 Pricing Index

Pricing to Customers shall be as set forth in **Appendix C, Pricing Index**, and shall include the DIR Administrative Fee (as defined below).

5.2 Customer Discount

A. The minimum Customer discount for all products and services will be the percentage off List Price (as defined below) or MSRP (as defined below), as applicable, as specified in **Appendix C, Pricing Index**. Successful Respondent shall not establish a List Price or MSRP for a particular solicitation. For purposes of this Section, "List Price" is the price for a product or service published in Successful Respondent's price catalog (or similar document) before any discounts or price allowances are applied. For purposes of this Section, "MSRP," or manufacturer's suggested retail price, is the price list published by the manufacturer or publisher of a product and available to and recognized by the trade.

B. Customers purchasing products or services under this Contract may negotiate additional discounts with Successful Respondent. Successful Respondent and Customer shall provide the details of such additional discounts to DIR upon request.

C. If products or services available under this Contract are provided at a lower price to: (i) an eligible Customer who is not purchasing those products or services under this Contract, or (ii) to any other customer under the same terms and conditions provided for the State for the same products and services under this contract, then the price of such products and services under this Contract shall be adjusted to that lower price. This requirement applies to products or services quoted by Successful Respondent for a quantity of one (1), but does not apply to volume or special pricing purchases. Successful Respondent shall notify DIR within ten (10) days of providing a lower price as described in this Section, and this Contract shall be amended within ten (10) days to reflect such lower price.

5.3 Changes to Prices

A. Subject to the requirements of this section, Successful Respondent may change the price of any product or service upon changes to the List Price or MSRP, as

Docusign Envelope ID: C68B04C9-D1C9-40AC-88C5-1855801B202D

applicable. Discount levels shall not be subject to such changes, and will remain consistent with the discount levels specified in this Contract.

B. Successful Respondent may revise its pricing by publishing a revised pricing list, subject to review and approval by DIR. If DIR, in its sole discretion, finds that the price of a product or service has been increased unreasonably, DIR may request that Successful Respondent reduce the pricing for the product or service to the level published before such revision. Upon such request, Successful Respondent shall either reduce the pricing as requested, or shall remove the product or service from the pricing list for this Contract. Failure to do so will constitute an act of default by Successful Respondent.

5.4 Shipping and Handling

Prices to Customers shall include all shipping and handling fees. Shipments will be Free On Board Customer's Destination. No additional fees may be charged to Customers for standard shipping and handling. If a Customer requests expedited or special delivery, Customer will be responsible for any additional charges for expedited or special delivery.

6 DIR ADMINISTRATIVE FEE

A. Successful Respondent shall pay an administrative fee to DIR based on the dollar value of all sales to Customers pursuant to this Contract (the "DIR Administrative Fee"). The amount of the DIR Administrative Fee shall be seventy-five hundredths of a percent (0.75%) of all sales, net of returns and credits. For example, the administrative fee for sales totaling $100,000 shall be $750.

B. All prices quoted to Customers shall include the DIR Administrative Fee. DIR reserves the right to increase or decrease the DIR Administrative Fee during the term of this Contract, upon written notice to Successful Respondent without amending this Contract. Any increase or decrease in the DIR Administrative Fee shall be incorporated in the price to Customers.

7 INTERNET ACCESS TO CONTRACT AND PRICING INFORMATION

In addition to the requirements listed in **Appendix A, Section 7.2, Internet Access to Contract and Pricing Information**, Successful Respondent shall include the following with its webpage:

Docusign Envelope ID: C68B04C9-D1C9-40AC-88C5-1855801B202D

A. A current price list or mechanism to obtain specific contract pricing;
B. MSRP/list price or DIR Customer price;
C. Discount percentage (%) off MSRP or List Price;
D. Warranty policies; and
E. Return policies.

8 USE OF ORDER FULFILLERS

8.1 Authorization to Use Order Fulfillers

Subject to the conditions in this Section 8, DIR agrees to permit Successful Respondent to utilize designated order fulfillers to provide products, services, and support resources to Customers under this Contract ("Order Fulfillers").

8.2 Designation of Order Fulfillers

A. Successful Respondent may designate Order Fulfillers to act as the distributors for products and services available under this Contract. In designating Order Fulfillers, Successful Respondent must be in compliance with the State's Policy on Utilization of Historically Underutilized Businesses. DIR and Successful Respondent will agree on the number of Order Fulfillers that are Historically Underutilized Businesses as defined by the CPA.
B. In addition to the required Subcontracting Plan, Successful Respondent shall provide DIR with the following Order Fulfiller information: Order Fulfiller name, Order Fulfiller business address, Order Fulfiller CPA Identification Number, Order Fulfiller contact person email address and phone number.
C. DIR reserves the right to require Successful Respondent to rescind any Order Fulfiller participation or request that Successful Respondent name additional Order Fulfillers should DIR determine it is in the best interest of the State.
D. Successful Respondent shall be fully liable for its Order Fulfillers' performance under and compliance with the terms and conditions of this Contract. Successful Respondent shall enter into contracts with Order Fulfillers and use terms and conditions that are consistent with the terms and conditions of this Contract.
E. Successful Respondent may qualify Order Fulfillers and their participation under the Contract provided that: i) any criteria is uniformly applied to all potential Order Fulfillers based upon Successful Respondent's established, neutrally applied criteria, ii) the criteria is not based on a particular procurement, and iii) all Customers are supported under the criteria.

Docusign Envelope ID: C68B04C9-D1C9-40AC-88C5-1855801B202D

F. Successful Respondent shall not prohibit any Order Fulfiller from participating in other procurement opportunities offered through DIR.

8.3 Changes in Order Fulfiller

Successful Respondent may add or remove Order Fulfillers throughout the term of this Contract upon written authorization by DIR. Prior to adding or removing Order Fulfillers, Successful Respondent must make a good faith effort to revise its Subcontracting Plan in accordance with the State's Policy on Utilization of Historically Underutilized Businesses. Successful Respondent shall provide DIR with its updated Subcontracting Plan and the Order Fulfillers information listed above.

8.4 Order Fulfiller Pricing to Customer

Order Fulfiller pricing to the Customer shall be in accordance with Section 5.

9 NOTIFICATION

All notices under this Contract shall be sent to a party at the respective address indicated below.

If sent to the State:

Lisa Massock or Successor in Office
Chief Procurement Officer
Department of Information Resources
300 W. 15th St., Suite 1300
Austin, Texas 78701
Phone: (512) 475-4700
Email: lisa.massock@dir.texas.gov

If sent to Successful Respondent:

Robert Moore
Vice President
Carahsoft Technology Corporation
11493 Sunset Hills Road, Suite 100
Reston, Virginia 20190
Phone: (703) 871–8504
Email: Robert.Moore@carahsoft.com

Docusign Envelope ID: C68B04C9-D1C9-40AC-88C5-1855801B202D

10 SOFTWARE LICENSE

10.1 Software License Agreement

A. Customers acquiring software licenses under this Contract shall hold, use, and operate such software subject to compliance with the Software License Agreement. Customer and Successful Respondent may agree to additional terms and conditions that do not diminish a term or condition in the Software License Agreement, or in any manner lessen the rights or protections of Customer or the responsibilities or liabilities of Successful Respondent. Successful Respondent shall make the Software License Agreement terms and conditions available to all Customers at all times.

B. Compliance with the Software License Agreement is the responsibility of the Customer. DIR shall not be responsible for any Customer's compliance with the Software License Agreement.

11 CONFLICTING OR ADDITIONAL TERMS

A. The terms and conditions of this Contract shall supersede any additional conflicting or additional terms in any additional service agreements, statement of work, and any other provisions, terms, conditions, and license agreements, including those which may be affixed to or accompany software upon delivery (sometimes called shrink-wrap or click-wrap agreements), and any linked or supplemental documents, which may be proposed, issued, or accepted by Successful Respondent and Customer in addition to this Contract (such additional agreements, "Additional Agreements"), regardless of when such Additional Agreements are proposed, issued, or accepted by Customer. Notwithstanding the foregoing, it is Customer's responsibility to review any Additional Agreements to determine if Customer accepts such Additional Agreement. If Customer does not accept such Additional Agreement, Customer shall be responsible for negotiating any changes thereto.

B. Any update or amendment to an Additional Agreement shall only apply to Purchase Orders for the associated product or service offering after the effective date of such update or amendment; provided that, if Successful Respondent has responded to a Customer's solicitation or request for pricing, any subsequent update or amendment to an Additional Agreement may only apply to a resulting

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Purchase Order if Successful Respondent directly informs such Customer of such update or amendment before the Purchase Order is executed.

C. Successful Respondent shall not require any Additional Agreement that: i) diminishes the rights, benefits, or protections of Customer, or that alters the definitions, measurements, or method for determining any authorized rights, benefits, or protections of Customer; or ii) imposes additional costs, burdens, or obligations upon Customer, or that alters the definitions, measurements, or method for determining any authorized costs, burdens, or obligations upon Customer.

D. If Successful Respondent attempts to do any of the foregoing, the prohibited documents will be void and inapplicable to this Contract or the Purchase Order between Successful Respondent and Customer, and Successful Respondent will nonetheless be obligated to perform such Purchase Order without regard to the prohibited documents, unless Customer elects instead to terminate such Purchase Order, which in such case may be identified as a termination for cause against Successful Respondent.

12 AUTHORIZED EXCEPTIONS TO APPENDIX A, STANDARD TERMS AND CONDITIONS

No exceptions have been agreed to by DIR and Successful Respondent.

(Remainder of this page intentionally left blank.)

Docusign Envelope ID: C68B04C9-D1C9-40AC-88C5-1855801B202D

This Contract is executed to be effective as of the date of last signature.

Carahsoft Technology Corporation

Authorized By: DocuSigned by: Madeline Hall FE11DF05DCCE4BD...

Name: Madeline Hall

Title: Contracts Manager

Date: 7/18/2024 | 8:03 AM CDT

The State of Texas, acting by and through the Department of Information Resources

Authorized By: DocuSigned by: Lisa Massock EACA16B7EFC6463...

Name: Lisa Massock

Title: Chief Procurement Officer

Date: 7/29/2024 | 8:10 AM CDT

Office of General Counsel: DS MR

Date: 7/29/2024 | 7:56 AM CDT

CANUTILLO INDEPENDENT SCHOOL DISTRICT
Student Support Services

Executive Summary

TO: Board of Trustees
Dr. Josue Borrego, Superintendent

FROM: Dr. Monica Reyes, Executive Director, Student Support Services

DATE: August 7, 2026

SUBJECT: Discussion and Possible Action of the Optional Flexible School Day Program (OFSDP) Application for the 2026-2027 School Year and Program Presentation of The Opportunity Academy (TOA)

Agenda Summary:

The Optional Flexible School Day Program (OFSDP) allows Canutillo ISD 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). The goal of the program is to improve graduation rates for students who are in danger of dropping out of school, have dropped out, or are behind in course credits needed to graduate on time. The Opportunity Academy (TOA) is the program that gives our students and student leavers the platform to stay in the Canutillo District and continue their education through a non-traditional setting designed to close missing credit gaps, support credit recovery, and guide non-traditional students toward high school graduation.

Benefits:

The program's overall effectiveness is highlighted by its strong completion and stable graduate output over time. Even with annual fluctuations in overall enrollment and Individual Graduation Committees (IGCs), graduate numbers have remained steady—consistently yielding between 17 and 26 total graduates (including summer completers) each year. For the 2025-2026 school year, TOA students completed 317 courses, and 921 courses in the past four years. TOA continues to focus on refining operational efficiencies, transforming staff collaboration, and maximizing educational resources to ensure every enrolled student achieves their graduation goals.

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

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

P: (915) 877-7650
F: (915) 877-7665
canutillo-isd.org

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

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7433 | 7965 Artcraft Rd. | El Paso TX 79932.

Optional Flexible School Day Program Application

Fields marked with an asterisk (*) are required.

This is the official Optional Flexible School Day Program (OFSDP) Application Form. All required fields must be completed, and all attachments must be included in this submission. **Emailed documents will not be accepted.**

Applications should be submitted 30 days prior to the start of the program. Start date(s) listed in the spreadsheet upload should be at least thirty (30) days after the application is submitted.

For questions or assistance regarding this application, email opflex@tea.texas.gov or visit the OFSDP website.

School System Name *

Canutillo Independent School District

School System CDN *

Enter your 6-Digit CDN (no dashes)

071907

Mailing Address *

7965 Artcraft Rd

City *

El Paso

State *

TX

Zip Code: *

79932

Superintendent's Name: *

Dr. Josue Borrego

Superintendent's Email Address: *

jborrego@canutillo-isd.org

School System Phone Number: *

+1 (915) 877-7444

District PEIMS Coordinator Name: *

Karina Anchieta

Email Address: *

kanchieta@canutillo-isd.org

OFSDP Contact Name: *

Dr. Debra Kerney

Email Address: *

dkerney@canutillo-isd.org

OFSDP Contact Name: *

Dr. Monica Reyes

Email Address: *

mreyes@canutillo-isd.org

Attendance and Compliance Procedures of Proposed Program

1. What type of OFSDP program is the school system applying for? (Select all that apply)

At-Risk Students

The student is at risk of dropping out of school, as defined by TEC, §29.081.

☑

Minimum Attendance

Students that do not meet the attendance requirements under the TEC, §25.092, will be denied credit for one or more classes in which the student has been enrolled without retaking the class. Funding for attendance is limited to that which is necessary for the student to recover class credit.

☑

Early College High School

The student is attending a campus that has been designated by the Texas Education Agency (TEA) as an Early College High School (ECHS), as defined by the TEC, §29.908, Pathways in Technology Early College High School (P-TECH), as defined by the TEC, §29.553, or Industry Cluster Innovative Academy (ICIA).

☐

Campus Turnaround Plan

The student is attending a campus implementing an approved innovative campus plan, as defined by TEC, §39A.107.

☐

Credit Recovery

Credit recovery classes may be offered during the summer recess for students who have not earned a full ADA during the regular school year. For an eligible OFSDP student attending summer OFSDP classes for credit recovery, funding for attendance is limited to that which is necessary for the student to recover class credit.



Campus Dropout Recovery

The student is attending a community-based dropout recovery education program, as defined by the TEC, §29.081 (e-1), in which courses are offered on-campus 100% of the time. To be eligible for this designation, the campus will be designated by TEA as an Alternative Education Campus (AEC) of Choice - Dropout Recovery School. More information can be found on the Performance Reporting Division website.



Remote/Hybrid Dropout Recovery

The student is attending a community-based dropout recovery education program, as defined by the TEC, §29.081 (e-2). A dropout recovery program can be offered for students to work in a remote or hybrid setting, only if the campus is designated by TEA as an Alternative Education Campus (AEC) of Choice - Dropout Recovery School and meets the requirements of TEC, §29.081 (e-2). More information can be found on the Performance Reporting Division website.



Please ensure that all questions below are addressed for each selected program type and for each campus listed in the OFSDP spreadsheet.

2. Describe the program goals and objectives. (The goals and objectives must align with the type of OFSDP program that is planned to be offered). *

The purpose of the Opportunity Academy (TOA) 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 in obtaining the academic credits required to graduate

The Opportunity Academy (TOA) 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. This approach is also self-paced with clear quantifiable objectives. TOA implements Computer Based Instruction and employs the Edmentum Learning Online Curriculum Program that has been aligned to state and national learning standards. Students will be accessing the online curriculum at Canutillo High School (Room K113), under the instruction of the teacher of record.

3. Provide the proposed schedule offered to students participating in the OFSDP, specifying days of the week and times courses are available. If the program is proposed at more than one campus, include the full proposed schedule for each campus location. *

-180 School Instructional days, August 3, 2026 - May 27, 2027 (Monday through Friday, 8:00 am - 4:30 pm)

-Summer Credit Recovery classes (Monday through Friday, 8:00 am - 4:30 pm)

4. 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. *

-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 the intake process and throughout their continued participation in the program.
-Facilitate access rights to curriculum program.
-Maintain student online curriculum program data.
-Communicate students' progress with stakeholders such as counselors and administration, systematize credits earned.
-Enter grades in Gradebook for Progress Report and Report Card based on specified criteria.
-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.
-Responsible for developing various interesting teaching methods and instructional methods that are beneficial to the students.
-Facilitate access rights to curriculum program. Maintain student online curriculum program data. Communicate students' progress with stakeholders such as counselors and administration, systematize credits earned. Enter grades in Gradebook for Progress Report and Report Card based on specified criteria.

Lluvia Rivera, At-Risk Aide 8:00 am – 4:30pm, Monday – Friday
-Take attendance daily. Document and inform SES supervisor of excessive tardiness and absences.
-Provide essential supervision to the students in educational requirements.
-Provide life skills to integrate into the community to become successful and self-sustained both inside and outside of the educational setting.
-Provide academic intervention to students as needed in appropriate subject areas.
-Provides services to include individual and/or group tutoring.
-Facilitate access rights to curriculum program.

Canutillo High School Counselors, 8:00 am - 4:30 pm, Monday - Friday
-Refer students to TOA program
-Examine transcripts and provide classes needed.
-Michelle Belli- Last names A-E
-Robert Radecki- Last names F-L
-Susana Elias- Last Names M-Q
-Luz Rojas- Last Names- R-Z

Immanuel Lothamer, Intervention Specialist 8:30 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 the intake process and throughout their

5. Describe the procedures for identifying students, including how the school confirms and documents student eligibility and obtains student and parental consent for OFSDP participation. (Student or parental consent is required in writing) *

Counselors identify students that are behind on credits, having difficulty attending traditional school hours and environment. A referral to the Intervention Specialist is made. At-risk checklist and documentation is reviewed. Intervention Specialist, Counselor, and campus administrator, then meet to make a decision. At that point parent and student speak with the 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 eighteen and over the age of eighteen will provide self-consent. Those students under eighteen 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 participating in the TOA program.

6. Indicate the estimated number of OFSDP students that will be served per teacher. (The student–teacher ratio for in-person dropout recovery programs must not exceed 28:1. For elementary grade levels, the ratio is limited to 22:1. Districts of Innovation campuses may be eligible for applicable exceptions.) *

The teacher for The Opportunity Academy (TOA) will serve approximately 70 students within the school year, with no more than 1:28 teacher student ratio.

7. Describe the district's plan for serving students in the OFSDP should the need arise for special education, career and technical education (CTE), pregnancy-related services, and/or bilingual/ESL education. The response must include: *

- How services will be provided;
- Required teacher certifications in each program area; and
- How services will comply with the Student Attendance Accounting Handbook.

Special Education
Students who receive special education services will be given instruction and services according to the Individual Education Plan (IEP). As developed through the Admission, Review and Dismissal (ARD) meetings, the TOA teacher who serves as the general education teacher to ensure 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.

Career and Technology Education (CTE)
TOA implements computer-based instruction and employs the Edmentum 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 Edmentum system to receive course credit. We do not generate contact hours as there is no regularly scheduled direct instruction by a certified CTEA teacher in TOA program.

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 with 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.

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. The TOA teacher has an ESL certification.

☑ The district assures that if a student participating in the OFSDP is receiving Compensatory Education Home Instruction (CEHI, homebound instructional services) for pregnancy, the student's instructional code will be transitioned from OFSDP to the appropriate traditional coding for the duration of the CEHI placement. The student will not be reported as participating in OFSDP during any period in which CEHI services are provided. *

8. OFSDP requires a teacher of record to record the actual number of students' instructional minutes on any given day. Explain how the classroom teacher verifies the number of instructional minutes a student receives each day. (Absences and days present do not exist in OFSDP) *

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 students instructional minutes. The classroom teacher will certify the student's minutes by signing the logs daily. The TOA classroom teacher and aide 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 in the classroom and served at The Opportunity Academy.

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 the records to ensure cross-checking.

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 [175 - (Traditional Days Present) X 240].

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.

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 Accounting 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).

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

9. Describe how the district will ensure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding. *

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 the records and spreadsheet to ensure cross-checking.

10. Explain 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. (Note: 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) *

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 [175 - (Traditional Days Present) X 240].

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. A spreadsheet will be shared between district, program and high school campus to maintain current and accurate

11. Describe 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. *

Student Attendance Accounting Handbook

Daily attendance is recorded in the district's student management system TEAMS, by the TOA classroom teacher for all students enrolled. The teacher will use a digital sign-in attendance tracking system to provide a real-time, time-stamped digital audit trail to enforce state attendance rules. The teacher also keeps daily attendance logs with the actual number of students instructional minutes. The classroom teacher will certify the student's minutes by signing the logs daily.

Credit Recovery Program Offered in the Summer

12. Will eligible OFSDP students participate in a credit recovery program offered in the summer? *

Credit recovery classes may be offered during the summer recess for students who have not earned a full ADA during the regular school year. For an eligible OFSDP student attending summer OFSDP classes for credit recovery, funding for attendance is limited to that which is necessary for the student to recover class credit. The Summer Period of Agreement (Credit Recovery) section should only include dates after the regular school year, should not exceed 30 days, and may not extend past July 31st. A student cannot earn more than the equivalent of one ADA in a year.

- (●) Yes
- ( ) No

If yes, 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. *

[illegible] 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 will use a digital sign-in attendance tracking system to provide a real-time, time-stamped digital audit trail to enforce state attendance rules. The teacher will also keep daily attendance logs with the actual number of students 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.

Campus Dropout Recovery Education Program

13. Will the school system offer a community-based dropout recovery education program as defined by TEC, §29.081(e-1) or (e-2)? *

TEC, §29.081(e-1) or (e-2)

- ○ Yes
- ◉ No

Remote/Hybrid Dropout Recovery Program

14. Will the district offer a dropout recovery program in a remote or hybrid setting, as defined by TEC, §29.081 (e-2)? *

TEC, §29.081 (e-2)

- ○ Yes
- ◉ No

Participating Campuses, Student Eligibility, and Period of Agreement

15. Attach a completed OFSDP campus designation spreadsheet that includes all participating campuses. *

OFSDP Campus Designation Spreadsheet

Guidance: Use form attachment section below to attach file. This section is immediately after question 18 in the form.

☑

Board Approval

16. Attach a copy of the local school board's official minutes showing approval to operate an OFSDP program. *

Guidance: Use form attachment section below to attach file. This section is immediately after question 18 in the form.



17. Summarize the information presented to the board during the OFSDP approval meeting regarding program operations and compliance with 19 TAC §129.1027(h), including performance indicators, disaggregated student data, annual performance goals reviewed in an open meeting, and data-driven continuation decisions. *

The Opportunity Academy (TOA) serves as a dedicated, student-first alternative pathway within Canutillo ISD, designed to close missing credit gaps, support credit recovery, and guide non-traditional students toward high school graduation. Driven by a core belief in giving 100% effort, TOA delivers educational equity through flexible scheduling, small class sizes, and a supportive, collaborative environment.

Performance Goals focus on increasing total annual course completions for the 2026–2027 school year while maintaining high academic fidelity, establish individualized instructional timelines of student enrollment to reduce time-to-credit completion for students with multi-course deficits, and maintain an annual graduation-to-enrollment yield (including summer completers) across each school year to ensure program retention, student pacing, and completion standards remain high.

Program data from 2021 through 2026 demonstrates an extraordinary surge in student productivity, driven by knowledgeable faculty and staff teamwork. Course completions grew by over 117%, jumping from 146 completed courses in 2022 to 317 courses in 2026. This rise reflects a growing trend of enrolled students entering the program with larger credit deficits, requiring them to complete more courses per person and spend increased instructional time in the TOA lab. Despite these heavier academic workloads, student retention and academic progress have remained exceptionally strong across all subject areas and summer school offerings.

The program's overall effectiveness is highlighted by its strong completion and stable graduate output over time. The percentage of graduates relative to total TOA enrollment has consistently increased in recent school years, reaching up to 53%. Even with annual fluctuations in overall enrollment and Individual Graduation Committees (IGCs), graduate numbers have remained steady—consistently yielding between 17 and 26 total graduates, to include summer completers each year. Looking ahead, TOA continues to focus on refining operational efficiencies, transforming staff collaboration, and maximizing educational resources to ensure every enrolled student achieves their graduation goals.

Signed Authorization

18. Attach a copy of the OFSDP agreement, signed by all required parties. *

OFSDP Agreement
Guidance: Use form attachment section below to attach file.

☑

Files Attachment Section:

You will upload the following attachments here:

1. **OFSDP Campus Designation Spreadsheet**
2. **Board Approval**
3. **OFSDP Agreement**

File Upload *



Drop your files here

Browse

OFSDP Assurances

The applicant shall check all assurances below to confirm awareness of and understanding of responsibilities established herein.

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



The district assures the board of trustees of the school district, or the governing board of the open-enrollment charter school will discuss the progress of the program before applying to operate an OFSDP. *



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: *

TEC, §29.0822

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 assures that it will administer all mandatory assessment instruments during the regular assessment cycle to students enrolled in the OFSDP. *

☑

The district assures that all instructional materials and facilities provided to students in the OFSDP will be comparable to, or exceed, the required standards for students in similar programs. *

☑

The district assures that students participating in an OFSDP will not be isolated from other academic and vocational programs and will have access to school counselors for pre-entry and post-entry counseling, academic or personal counseling, and career counseling. *

☑

The district assures that faculty and administrators assigned to the OFSDP will meet all qualification requirements, including holding baccalaureate or advanced degrees, being highly qualified, and possessing appropriate certification as required by TAC, §129.1027. *

TAC, §129.1027



The district assures that it will adopt and implement 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)). *

TEC, §25.092(a)
TEC, §25.092(a-1)



The district assures that it will adopt a policy requiring students to attend regularly scheduled instruction in the OFSDP and will apply penalties for nonattendance, including filing truancy charges when appropriate. *



The district assures that it will accurately track the number of instructional minutes each student receives daily and will comply with all applicable sections of the Student Attendance Accounting Handbook. *



The district assures that it will comply with all reporting requirements established by the TEA. *



The district assures that it will not discriminate on the basis of disability, race, color, national origin, religion, or sex in the operation of the OFSDP. *



The district assures that students participating in an OFSDP will be prohibited from participating in competitions or activities sanctioned or conducted under the authority of the University Interscholastic League (UIL) unless all UIL eligibility requirements are met. *



The district assures that procedures will be implemented to ensure students are not coded as participating in a traditional instructional program on any day for which OFSDP instructional minutes are earned. *



The district assures that Student Detail Audit and related six-week attendance and academic reports for the OFSDP track will be generated, reviewed, and certified during each six-week attendance reporting period. *



The district assures that procedures are in place to offer and provide students with appropriate referrals for mental health services, including access to school-based supports and external community resources, as needed. *



The district assures that when a remote or hybrid dropout recovery program is provided by a third-party provider, monthly student progress reports will be submitted to the student's school district by a designated date each month. *



The district assures that an in-person student engagement center is available to students participating in a remote or hybrid dropout recovery program provided by a third-party provider and that its location and purpose are clearly defined to support OFSDP student instruction, engagement, and access to services. *



Period of Agreement

The period of the agreement, as detailed by participating campuses in the uploaded spreadsheet, 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. *



Purpose of Agreement

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



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 the progress of students participating in the program. *



Official Submission

By submitting this document, the applicant acknowledges and affirms that all information and assurances contained in this application are accurate and complete to the best of their knowledge. The applicant further agrees to comply with all applicable laws, regulations, and program requirements associated with this application. This submission shall constitute a binding commitment to uphold the assurances provided.

Upon submission of this application, an authorized representative acknowledges and accepts its terms on behalf of the school district or open-enrollment charter school, with such acceptance becoming effective upon approval by the TEA.

Date Signed: *

08/26/2026

Revision Contact Form

We will need you to provide a valid **public school system email** below in case your application needs to be revised.

We will not be able to process your application if you do not provide a valid public school system email.

Public School System Email *

chernandez@canutillo-isd.org

☐ Send me a copy of my responses

Submit

Powered by smartsheet

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Optional Flexible School Day Program (OFSDP) - Campus Designation Spreadsheet

071907 School Year 2026-2027

Students may not be reported with more than one ADA in total on the 42400 Basic Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4

Eligibility Designation
1 = TEC §29.081 At-Risk Students
2 = TEC §25.092 Minimum Attendance
3 = TEC §29.908 Early College High School
4 = TEC §39A.107 Campus Turnaround Plan
5 = Credit Recovery**
6 = TEC §29.081(e-1) Campus-Based Dropout Recovery Program
7 = TEC §29.081(e-2) Remote/Hybrid Dropout Recovery Program

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.

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.

Nine Digit District and Campus Number	Campus Name	1	2	3	4	5	6	7	Estimated Students Participating	Program Start Date	Program End Date	Proposed Days: SUMTWTHFS	Minutes Offered Per Day	Summer Program Start Date	Summer Program End Date	Proposed Days: SUMTWTHFS	Minutes Offered Per Day
071907001	CANUTILLO H S	1				5			70	9/24/2026	5/27/2027	MTWTHF	450	6/1/2027	6/11/2027	MTWTHF	450
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Optional Flexible School Day Program (OFSDP)

The Opportunity Academy (TOA) 2025-2026

2026-2027 Application to Texas Education Agency

Dr. Monica Reyes, Executive Director
Mrs. Angelina Cardiel, Supplemental Services Educator

Student Support Services Department
August 25, 2026

INTRODUCTION

At The Opportunity Academy, we:

- ❑ foster cooperative thinking
- ❑ closing the missing credits gap
- ❑ further student progress
- ❑ foster a student-first mindset
- ❑ graduate students from high school

Eligible Students (Texas Education Code (TEC) §29.0822)

- The student is at risk of dropping out of school (TEC, §29.081); or
- The student, as a result of attendance requirements (TEC, §25.092), will be denied credit for one or more classes in which the student has been enrolled;
- The student is attending a school with an approved early college high school program designation; or
- The student is attending an academically unacceptable campus implementing a campus turnaround plan approved by the commissioner (TEC 39A Subchapter C); or
- The student is attending a community-based dropout recovery education program [TEC, §29.081 (e-1) or(e-2)]. and
- The student, if less than 18 years of age and not emancipated by marriage or court order, and the student's parent, or person standing in parental relation to the student, agree in writing to the student's participation.

Primary Goals of TOA

What is The Opportunity Academy?

- ❏ It is a computer-based instruction (CBI) lab that provides students with options and resources to obtain high school credit.
- ❏ It is a curriculum program (Edmentum / PLATO Learning Online) that has been aligned to state and national learning standards.
- ❏ Personalized educational experience to build around each student's individual needs and graduation requirements.

Purpose of TOA

- ❏ TOA serves our community students with a credit recovery program.
- ❏ Through this alternative instructional model, students will be provided a flexible schedule to work independently to earn high school credits, prepare for state exams, and graduate.
- ❏ TOA provides education equally to all students.

Benefits of TOA

- ❏ Students get to participate in Canutillo High School's graduation ceremony the year they complete their courses and pass all EOC/STAAR assessments.
- ❏ There is a flexible schedule that work around student's busy life.
- ❏ Students work at their own pace.
- ❏ Small class size.
- ❏ Very friendly and helpful staff.
- ❏ Offer summer school in all subject areas.

Summary of Progress

Annual Growth for the 2025-2026 School Year



AREAS OF FOCUS

Area of Focus:	Data:
Enrolled for TOA 2021/2022	48
Number of courses completed in 2021/2022	
Number of IGCs 2021/2022	9
Number of graduates 2021/2022	23

Area of Focus:	Data:
Enrolled for TOA 2022/2023	55
Number of courses completed in 2022/2023	146
Number of IGCs in 2022/2023	11
Number of graduates in 2022/2023	19
Number of estimated summer graduates	*5*

Area of Focus:	Data:
Enrolled for TOA 2023/2024	39
Number of courses completed in 2023/2024	186
Number of IGCs 2023/2024	3
Number of graduates 2023/2024	17
	294

Area of Focus:	Data:
Enrolled for TOA 2024/2025	36
Number of courses completed in 2024/2025	272
Number of IGCs 2024/2025	5
Number of graduates 2024/2025	19

Area of Focus:	Data:
Enrolled for TOA 2025/2026	49
Number of course completed in 2025/2026	317
Number of IGCs 2025/2026	9
Number of graduates 2025/2026	23
Number of summer graduates	3

Area of Focus: Data

CONCLUSION

- Course offerings have expanded aggressively, especially between 2022 and 2026.
- The percentage of graduates based on TOA enrollment has increased from 35% to 44% to 53% respectively in the last three school years.
- There is a significant increase of TOA students that require more courses to complete to meet graduation requirements. The more courses that need to be completed, the more time a student spends in TOA.
- Graduation numbers remain fairly consistent, suggesting academic performance and retention are stable despite fluctuations in enrollment and IGCs.

SUMMARY

- At The Opportunity Academy, we believe in giving 100%.
- By using our educational resources, we help organize students to reach their graduation goals.
- We thrive because our faculty and staff are knowledgeable and partake in great teamwork behind our students' progress.
- Efficiencies will come from integrity and proactively transforming how we all collaborate in the best interest of our CISD students that attend TOA.



Angelina Cardiel

Supplemental Service Educator

The Opportunity Academy: TOA

CEHI/PRP/PEP

Student Support Services

Canutillo High School

6675 Dessert Blvd

El Paso, TX 79932

acardiel@canutillo-isd.org

Work: (915) 877-7655

Lluvia Rivera

At-risk Aide

The Opportunity Academy: TOA

Student Support Services

Canutillo High School

6675 Dessert Blvd,

El Paso, TX 79932

lrivera@canutillo-isd.org

Work: (915) 877-7655

Dr. Monica Reyes

Executive Director

Student Support Services

7965 Artcraft Rd.

El Paso, TX 79932

mreyes@canutillo-isd.org

Work: (915) 877-7650

Optional Flexible School Day Program Agreement

This document must be fully completed and signed by the school system's Board President and Superintendent. The signed document must be uploaded into the OFSDP Smartsheet application. This document is a required component of the OFSDP application submission.

Canutillo ISD

Legal Name of School District or Open-Enrollment Charter School

7965 Artcraft Rd. El Paso, TX 79932

Physical Address

Board Agreement

All information requested must be included with this form. The school district or open-enrollment charter school hereinafter called "district" does hereby certify and agree to the following conditions of the agreement.

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: August

Day: 25

Year: 2026

Time: 6:00 PM

Location: 7965 Artcraft Rd. El Paso, TX 79932

The board reviewed the OFSDP program and application and approved the submission on behalf of the school district or open-enrollment charter school by authorized representatives.

Sergio Martinez, President

Name, Title, and Telephone Number of School Board President

8/25/2026

Signature of School Board President — Date

298

Authorized School System Official

On behalf of the school district or charter school, I hereby certify that the district/charter will implement and operate the OFSDP in accordance with Texas Education Code (TEC) §29.0822, 19 Texas Administrative Code (TAC) §129.1027, the Student Attendance Accounting Handbook, and all applicable guidance, forms, and instructions issued by the Texas Education Agency (TEA) for the applicable school year.

I certify that the information submitted in connection with this application is true and correct and the district/charter will fully comply with all application assurances, applicable laws, rules, and TEA guidance governing the Optional Flexible School Day Program.

Dr. Josue Borrego, Superintendent, 915-877-7444

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

8/25/26

Signature of Person Authorized to Bind the District or Charter School — Date

Board of Trustees

Meeting Date: August 2026

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval for the renewal of Interlocal Agreement/Property & Casualty Insurance Coverage through USI

Justification Statement:

Purpose of Agenda Item: ☐ Information ☑ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☑ HumanResources ☐ Business Services

Staff Responsible: Julieta Melendez-Director of HR & Risk Management

Signature of Requester(s)

Julieta Melendez-Director of HR & Risk Management

Signature of Presenter(s)

Business Services Approval (Initials)

August 2026

Date

Agenda Summary: For Approval to renew Interlocal Agreement/Property & Casualty Insurance Coverage through USI

RECOMMENDATION: For approval of USI interlocal Agreement for the provision of insurance coverages

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: Human Resources

CONSEQUENCES OF NON-APPROVAL: Non Approval will result in a lapse of coverage for the district

IMPLEMENTATION TIMELINE: School Year 2026-2027

ATTACHMENT(S): Insurance Renewal Summary, Proposal, Fleet Schedule, Statement of Values

Canutillo Independent School District

26-27 Renewal Insurance Summary

Coverage	2026 - 2027 Insurance Carrier	Premiums 2025/2026	Premiums 2026/2027	Limits	Coverages	Deductibles
Property	Liberty Mutual Insurance Co. **09/01/2026 to 09/01/2027**	$555,345	$497,721 -10%	$500,000,000 $345,880,402 $35,940,286 $5,000,000 $2,000,000 $2,000,000	Policy Limit Real Property Personal Property Extra Expense Earthquake Flood **(See policy for full list of coverages)**	All Locations $50,000 $100,000 $100,000 Hail/Wind Deductible: 2% Per unit of insurance, minimum of $500,000 Named Storm: 2% Per unit of insurance, minimum of $500,000
Inland Marine	Liberty Mutual Insurance Co. **09/01/2026 to 09/01/2027**	Included	Included	$166,635 ACV $100,000	Physical Damage Mobile Equipment or Tools Newly Acquired Mobile Equipment or Tools You Own or You Rent	$1,000
Crime	Liberty Mutual Insurance Co. **09/01/2026 to 09/01/2027**	$2,524	$2,524 0%	$500,000 $500,000 $500,000 $500,000 $500,000	Inside the Premises - Theft of Money and Securities Money Orders and Counterfeit Money Outside the Premises Employee Theft - Per Loss Forgery or Alteration	$2,500 $2,500 $2,500 $2,500 $2,500
General Liability	Liberty Mutual Insurance Co. **09/01/2026 to 09/01/2027**	$40,844	$43,410 6%	$2,000,000 $2,000,000 $1,000,000 $1,000,000 $100,000 No Coverage $1,000,000 $3,000,000 $1,000,000 $1,000,000 $500,000 $500,000 $5,000 $500,000 $500,000 $500,000 $25,000 Included Included Included Included $25,000 Included $25,000 Included Included Included $1,000,000 $1,000,000 $1,000,000 $1,000,000 $25,000	General Aggregate Limit Products/ Completed Operations Limit Personal and Advertising Injury Limit Each Occurrence Limit Damage to Premises Rented to You Medical Expense Limit Employee Benefits Liability Employee Benefits Aggregate **Cyber Suite** First Party Annual Aggregate Limit Third Party Annual Aggregate Limit Forensic IT Review Sublimit Legal Review Sublimit Public Relations Sublimit Regulatory Fines and Penalties Sublimit PCI Fines and Penalties Sublimit Loss of Business Sublimit Cyber Extortion Sublimit Per Occurrence Cyber Extortion Data Compromise Response Expenses Computer Attack Misdirected Payment Fraud Misdirected Payment Fraud Sublimit Per Occurrence Computer Fraud Computer Fraud Sublimit Per Occurrence Data Compromise Liability Network Securty Liability Electronic Media Liability **Sexual Misconduct** Each Sexual Misconduct Aggregate Sexual Misconduct **Violent Event Response** Each Violent Event Limit - Response Expenses and Loss Aggregate Limit - Response Expense and Loss Each Person Limit - Loss	$1,000 Bodily Injury and Property Damage $1,000 Retroactive Date: 09/01/2021 $10,000 Cyber Suite Deductible $10,000
Law Enforcement Liability	Liberty Mutual Insurance Co. **09/01/2026 to 09/01/2027**	$7,999	$19,998 150%	$1,000,000 $1,000,000 $100,000	Each Wrongful Act Aggregate Non-Monetary Relief Defense Coverage	$10,000 Retroactive Date: None. Claims Made Inception Date: 09/01/2021
Educators Legal Liability	Liberty Mutual Insurance Co. **09/01/2026 to 09/01/2027**	$33,895	$36,723 8%	$1,000,000 $1,000,000 $100,000	Each Wrongful Act Aggregate Non-Monetary Relief Defense Coverage	$10,000 Retroactive Date: 09/01/2021 Claims Made Inception Date: 09/01/2021 $10,000

Canutillo Independent School District

26-27 Renewal Insurance Summary

Coverage	2026 - 2027 Insurance Carrier	Premiums 2025/2026	Premiums 2026/2027	Limits	Coverages	Deductibles
Automobile with Garagekeepers	Liberty Mutual Insurance Co. **09/01/2026 to 09/01/2027**	$136,945	$144,548 6%	$1,000,000 $1,000,000	Liability Comprehensive Collision Hired Liability	Symbol 1 Symbol 2 - Actual Cash Value or Cost of Repair Symbol 2 - Actual Cash Value or Cost of Repair
Excess Liability	Liberty Mutual Insurance Co. **09/01/2026 to 09/01/2027**	$10,720	$12,327 15%	$1,000,000 $1,000,000 $1,000,000 $250,000	Each Occurrence Limit General Aggregate Limit Products - Completed Operations Aggregate Limit Crisis Management Expense Aggregate Limit	$0 Self Insured Retention
Workers' Compensation	Texas Mutual Insurance Co. **09/01/2026 to 09/01/2027**	$170,964	$165,221 -3%	$1,000,000 $1,000,000 $1,000,000	Bodily Injury by Accident Bodily Injury by Disease Policy Limit Bodily Injury by Disease Each Employee Experience Modifier 0.82	
Total Premium All Lines		**$959,236**	**$922,472**			

Canutillo Independent School District



Property & Casualty Renewal Proposal
09-01-2026 to 09-01-2027

Phillip Briscoe
Cristy Urquidi, CISR
Account Representative: Anapaula Rodriguez
Date Prepared: August 10, 2026

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Table of Contents

About USI Insurance Services 3
Service Team 4
Premium Summary 5
Liberty Mutual Insurance Company 6
Texas Mutual Insurance Company 58
Agency Bill Payment Options and Procedures 64
USI Disclosures 65
USI Privacy Notice 66
Insurance Carrier Ratings 68
InsurLink Client Portal 69
CertVault℠ for Certificate Delivery 70
Required Signature Pages 71

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

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About USI Insurance Services

USI is a leading insurance brokerage and consulting firm delivering property and casualty, employee benefits, personal risk, program and retirement solutions to large risk management clients, middle market companies, smaller firms and individuals. Headquartered in Valhalla, New York, USI connects over 10,500 industry-leading professionals from approximately 200 offices to serve clients' local, national and international needs. USI has become a premier insurance brokerage and consulting firm by leveraging the USI ONE Advantage®, an interactive platform that integrates proprietary and innovative client solutions, networked local resources and expertise, and enterprise-wide collaboration to deliver customized results with positive, bottom line impact. USI attracts best-in-class industry talent with a long history of deep and continuing investment in our local communities. For more information, visit usi.com.

The USI ONE Advantage

What truly distinguishes USI as a leading insurance brokerage and consulting firm is the USI ONE Advantage, a game-changing value proposition that delivers clients a robust set of risk management and benefit solutions and exclusive resources with financial impact. USI ONE® represents **Omni, Network, Enterprise**—the three key elements that create the USI ONE Advantage and set us apart from the competition.



Omni – USI's Proprietary Analytics

Omni, which means "all," is USI's one-of-a-kind solutions platform—real time, interactive, dynamic and evolving, and customized for each client. Built in-house by USI subject matter experts, Omni captures the experience of more than 500,000 clients, thousands of professionals and over 150 years of business activity through our acquired agencies into targeted, actionable solutions across property & casualty, employee benefits, personal risk and retirement. Omni features over a thousand solutions, case studies, work products and detailed analysis across industry verticals in a single dashboard. USI consultants input the client's personalized data into Omni – highlighting their business, employees, and risks. The results feature client specific recommendations with quantified financial impact and the ability to analyze alternative scenarios with the touch of a button.

Network – USI's Local and National Resources

USI has made a very large investment in local resources and technical expertise, with more than 10,000 professionals networked nationally to build strong vertical capabilities and integrated account teams. Our local and regional experts ensure account team availability, hands-on service, and ongoing diligent follow-through so we can deliver on the solutions we customize for our clients.

Enterprise – USI's Team Based Strategic Planning

USI's enterprise planning is a disciplined, focused, analysis centered on our client's issues and challenges. Highly consultative meetings integrate USI's Omni analytics with our broad resource network to build a risk management strategy aligned with client business needs. Our enterprise process is a proven method for identifying, quantifying and minimizing client risk exposures.

The USI ONE Advantage—our Omni knowledge engine, with our Network of local and national resources, delivered to our clients through our Enterprise planning process gives USI fundamentally different solutions, the resources to deliver, and a process to bring superior results to our clients.

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Service Team

USI Insurance Services, LLC

303 N. Oregon, Ste 310, El Paso, TX 79901

(915) 544-3111 www.usi.com

Producers

Your **Producer** is **Phillip Briscoe**

Direct Number: (915) 534-9412

E-Mail: Phillip.Briscoe@usi.com

Account Management Team

Your **Commercial Lines Team Leader** is **Cristina Urquidi**

Direct Number: (915) 534-9456

E-Mail: Cristy.Urquidi@usi.com

Your **Senior Associate Acct Rep** is **Anapaula Rodriguez**

Direct Number: (915) 534-9424

E-Mail: Anapaula.Rodriguez@usi.com

Additional USI Contacts

Your **Claims Advocate Primary** contact is **Kyna Santiago**

Direct Number: (915) 534-9476

E-Mail: Kyna.Santiago@usi.com

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Premium Summary

Coverage	Expiring Premium	Renewal Premium
	Liberty Mutual Texas Mutual	Liberty Mutual Texas Mutual
Property (Flood, Earthquake, EB)	$555,345	**$497,721**
Inland Marine	Included	**Included**
Crime	$2,524	**$2,524**
General Liability	$40,844	**$43,410**
Cyber Suite	Included	**Included**
Law Enforcement Liability	$7,999	**$19,998**
Educators Legal Liability	$33,895	**$36,723**
Automobile w/ Garagekeepers	$136,945	**$144,548**
Excess Liability	$10,720	**$12,327**
Workers' Compensation	$170,964	**$165,221**
Total Annual Premium	$959,236	**$922,472**

Binding Requirements:

- Client Authorization to Bind signed by the insured
- Signed TRIA Form
- Signed Texas Mutual – Deductible Election form (if applicable)
- Signed Statement of Values and Fleet Schedule

Payments:

- Liberty Mutual (Agency Bill – Full Payment due by September 15th)
- Texas Mutual (Direct Bill – Payment due direct carrier)

Note:
In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.

Higher limits may be available. Please contact us if you would like a quote for higher limits.

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Liberty Mutual Insurance Company

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Property

Premium Details

Underwriting Company: **Liberty Mutual Fire Insurance Company**
Rating Plan: **Not Applicable**
Named Insured: **Canutillo Independent School District**

Premium Type	Premium Amount
Estimated Premium	
Excluding premium for certified act(s) of terrorism (TRIA)	$492,389
Certified act(s) of terrorism (TRIA)	$5,332
	$0
Total Estimated Premium	**$497,721**

The premiums shown for State or Municipal Taxes, Surcharges or Other are estimates only and are subject to adjustment. Final numbers will be reflected on the actual policy.

If you change your coverage election for "certified act(s) of terrorism" (TRIA), the Total Estimated Premium amount shown on the proposal will be recalculated.

*Terrorism Risk Insurance Act

Insured Property Values

Description of Property	Insurable Values
Real Property	$345,880,402
Personal Property	$35,940,286
Total	**$381,820,688**

A properly executed Loss of Income Worksheet must be received within 30 days of binding. Additional premium may be required at that time.

Property

Limits of Insurance

Coverages	Limits of Insurance*
Policy Limit	$500,000,000
Insurance applies on a BLANKET basis only to a coverage or type of property shown below for which a Limit of Insurance is shown below, and then only at the Covered Locations for which a value for such coverage is shown below or for locations subsequently reported to and insured by us.	See Statement of Values
All locations	
Real Property and Personal Property	$377,968,405
Extra Expense	$5,000,000
11.15	
Real Property and Personal Property	$100,000
11.8	
Real Property and Personal Property	$100,000
13.4	
Real Property and Personal Property	$110,000
12.1	
Real Property and Personal Property	$142,250
11.21	
Real Property and Personal Property	$100,000
11.7	
Real Property and Personal Property	$100,000
11.6	
Real Property and Personal Property	$100,000
11.14	
Real Property and Personal Property	$100,000
11.3	
Real Property and Personal Property	$100,000
11.26	
Real Property and Personal Property	$100,000
11.19	

Continued on next page...

Property

Limits of Insurance

Coverages	Limits of Insurance*
Real Property and Personal Property	$100,000
14.2	
Real Property and Personal Property	$146,828
4.3	
Real Property and Personal Property	$100,000
11.1	
Real Property and Personal Property	$100,000
11.9	
Real Property and Personal Property	$100,000
11.22	
Real Property and Personal Property	$100,000
11.13	
Real Property and Personal Property	$100,000
11.23	
Real Property and Personal Property	$100,000
11.24	
Real Property and Personal Property	$100,000
11.25	
Real Property and Personal Property	$100,000
11.18	
Real Property and Personal Property	$295,221
11.20	
Real Property and Personal Property	$100,000
11.2	
Real Property and Personal Property	$100,000
4.2	
Real Property and Personal Property	$110,000
14.3	
Real Property and Personal Property	$146,828
11.5	
Real Property and Personal Property	$100,000

Continued on next page...

Property

Limits of Insurance

Coverages	Limits of Insurance*
11.4	
Real Property and Personal Property	$100,000
11.17	
Real Property and Personal Property	$291,156
13.5	
Real Property and Personal Property	$110,000
11.12	
Real Property and Personal Property	$100,000
11.10	
Real Property and Personal Property	$100,000
11.16	
Real Property and Personal Property	$100,000
11.11	
Real Property and Personal Property	$100,000

*Limits of Insurance apply in any one occurrence, unless otherwise stated.

Valuation Provision:

Replacement cost (subject to limitations) applies to covered property.

Valuation Exception(s):	Covered Locations
Real Property Actual Cash Value applies to Covered Locations:	4.2, 4.3, 11.10, 11.1, 11.11, 11.12, 11.13, 11.14, 11.15, 11.16, 11.17, 11.18, 11.19, 11.2, 11.20, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 11.9, 12.1, 13.4, 13.5, 14.2, 14.3
Personal Property Actual Cash Value applies to Covered Locations:	4.2, 4.3, 11.10, 11.1, 11.11, 11.12, 11.13, 11.14, 11.15, 11.16, 11.17, 11.18, 11.19, 11.2, 11.20, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 11.9, 12.1, 13.4, 13.5, 14.2, 14.3
Actual Cash Value - Roof(s) applies to Covered Locations:	11.1 - 11.27

Property

Equipment Breakdown

Coverage or Covered Equipment	Limits of Insurance*
All Locations	
Covered Equipment	Equipment Breakdown Cause of Loss applies to all Covered Locations
Extra Expense	Equipment Breakdown Cause of Loss applies to all Covered Locations

*Limits of Insurance are in any one Equipment Breakdown Accident, unless otherwise stated

Coverage Extensions	Limits of Insurance*
All Locations	
Ammonia Contamination	$250,000
Expediting Expense	$250,000
Hazardous Substances Contamination other than Ammonia	$250,000
Spoilage	$250,000

*Limits of Insurance are in any one Equipment Breakdown Accident, unless otherwise stated

Property

Catastrophe Coverages

Coverage	Limits of Insurance*
Earthquake Coverage	
Total Earthquake Policy Period Limit of Insurance is the maximum amount payable in this policy for all covered loss or damage for the Cause of Loss Earthquake regardless of the number of occurrences during the Policy Period	$2,000,000
All Earthquake losses in the following States, Territory, Earthquake Hazard Zones or specific Covered Locations as described below are included in and not in addition to the Total Earthquake Policy Period Limit of Insurance	
All Locations	$2,000,000 Policy Period
AK, CA, HI	Excluded
Pacific NW Zone	Excluded
New Madrid - Zone 1 and Zone 2	Excluded
Nevada	Excluded
Puerto Rico	Excluded
Flood Coverage	
Total Flood Policy Period Limit of Insurance is the maximum amount payable in this policy for all covered loss or damage for the Cause of Loss Flood regardless of the number of occurrences during the Policy Period	$2,000,000
All Flood losses in the following Flood Hazard zones are included in and not in addition to the Total Flood Policy Period Limit of Insurance.	
All Locations	$2,000,000 Policy Period
Flood Hazard - Low	$2,000,000 Policy Period
Flood Hazard - High	Excluded
Flood Hazard - Moderate	$1,000,000 Policy Period

*Limits of Insurance are in any one occurrence, unless otherwise stated

Property

Industry Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Educational Institutions	
Animals	$25,000 $1,500 any one animal
Broadened Covered Location Distance	1250 feet
Classroom Chemical Spills	$50,000 in any one policy period
Fire Protective Equipment Recharging	Real Property limit applicable in any one policy period
Land Improvement	$100,000
Miscellaneous School Property at School Sponsored Events Away from a Covered Location	$100,000
Personal Effects of your Students	$100,000 max in any one policy period $5,000 any one student

*Limits of Insurance are in any one occurrence, unless otherwise stated

Property

Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Accounts Receivable	$250,000
Arson Reward	$50,000
Contract Penalties	$25,000
Course of Construction	
Physical Damage	$500,000
Number of consecutive days that Physical Damage applies	90 days
Cyber Incident	$25,000
Debris Removal	$250,000
Windblown Debris	$50,000
Deferred Payments	$50,000
Electronic Data	$25,000
Errors and Omissions	$250,000
Exhibitions, Expositions, Trade Shows, Fairs	$100,000
Fire Department Service Charges	$25,000
Fine Arts	
Physical Damage	$100,000
For any one item	$10,000
Fungus, Wet Rot, Dry Rot or Bacteria	
Physical Damage	$250,000
Extra Expense	Included in Fungus PD limit
Number of consecutive days that Extra Expense applies	180 days
Installation of Personal Property	$250,000
Lock and Key Replacement	$50,000
Mobile Equipment or Tools	
Mobile Equipment or Tools will be valued at	Actual Cash Value (ACV)
Physical Damage	$166,635 As Per Schedule on File
Newly acquired Mobile Equipment or Tools you own or you rent	$100,000

Continued on next page...

Property

Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Miscellaneous Unnamed Locations	
Physical Damage	$100,000
Business Income	EXCLUDED
Causes of Loss Flood	Does not apply
Causes of Loss Earth Movement	Does not apply
Causes of Loss Earthquake	Does not apply
Newly Acquired Locations	
Physical Damage	$2,500,000
Number of consecutive days that Physical Damage applies	180 days
Extra Expense	Included in Newly Acquired Locations PD limit
Causes of Loss Flood	Does not apply
Causes of Loss Earth Movement	Does not apply
Causes of Loss Earthquake	Does not apply
Ordinance or Law	
Demolition & Increased Cost of Construction	$500,000
Value of the Undamaged Portion of Real Property	INCLUDED
Personal Effects of Employees	
Physical Damage	$100,000
For any one employee	$10,000
Pollutant Clean Up Expense	
Physical Damage	$100,000
Protection and Preservation of Property	
Physical Damage	$100,000
Number of consecutive days that Physical Damage applies	30 days
Professional Fees	$250,000
Salespeople Personal Property	$50,000
Transit	

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Property

Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Personal Property	$100,000
Trees, Shrubs, Plants	
Physical Damage	$250,000
For any one item	$10,000
Utility Services	
Coverage for Above Ground and Underground Transmission Lines:	
Physical Damage	EXCLUDED
Physical Damage	$250,000
Causes of Loss Cloud	Applies
Causes of Loss Internet	Applies
Causes of Loss Power Supply	Applies
Causes of Loss Communication Supply	Applies
Causes of Loss Water Supply	Applies

*Limits of Insurance are in any one occurrence, unless otherwise stated

Time Element Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Attraction Property	EXCLUDED
Contingent Property	
Actual loss of Extra Expense incurred due to loss or damage at Contingent Properties within the coverage territory	EXCLUDED
Actual loss of Extra Expense incurred due to loss or damage at Contingent Properties outside of the coverage territory	EXCLUDED
Causes of Loss Named Storm	Does not apply

Continued on next page...

Property

Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Causes of Loss Flood	Does not apply
Causes of Loss Earth Movement	Does not apply
Causes of Loss Earthquake	Does not apply
Causes of Loss Equipment Breakdown Accident	Does not apply
Crisis Event Caused By Violent Crime	
Crisis Event Extra Expense	$250,000
Number of consecutive days that Crisis Event Extra Expense applies	30 days
Civil or Military Authority	
Extra Expense	INCLUDED
Coverage Period:	30 days
Coverage Radius Distance:	1 miles
Qualifying Period:	72 hours
Causes of Loss Flood	Does not apply
Causes of Loss Earth Movement	Does not apply
Causes of Loss Earthquake	Does not apply
Ingress/Egress	
Extra Expense	$50,000
Number of consecutive days that Extra Expense applies	30 days
Coverage Radius Distance:	1 miles
Qualifying Period:	24 hours
Causes of Loss Named Storm	Does not apply
Causes of Loss Flood	Does not apply
Causes of Loss Earth Movement	Does not apply
Causes of Loss Earthquake	Does not apply
Secondary Contingent Property	

Continued on next page...

Property

Coverage Extensions

Coverage Name	Limits of Insurance, Limits of Coverage Period or Insurance, Coverage Radius Period or Coverage Radius*
Actual loss of Extra Expense incurred due to loss or damage at Secondary Contingent Property within the coverage territory	EXCLUDED
Actual loss of Extra Expense incurred due to loss or damage at Secondary Contingent Property outside of the coverage territory	EXCLUDED
Causes of Loss Named Storm	Does not apply
Causes of Loss Flood	Does not apply
Causes of Loss Earth Movement	Does not apply
Causes of Loss Earthquake	Does not apply
Causes of Loss Equipment Breakdown Accident	Does not apply

*Limits of Insurance are in any one occurrence, unless otherwise stated

Property

Endorsements

Form Name	Form Number	Limits of Insurance and/or Deductibles(s)*
Actual Cash Value Roofs	LPP 3000 12 21	See Endorsement
Roof Surfacing Cosmetic Loss Exclusion	LPP 4005 12 21	See Endorsement
Cap On Losses From Certified Act(s) Of Terrorism	LPP 1034 12 21	
Cause Of Loss - Earthquake	LPP 2002 12 23	
Equipment Breakdown - Cause Of Loss	LPP 2005 12 21	
Cause of Loss - Flood	LPP 2006 12 23	
Liberty Mutual Property Protector - Educational Institutions	LPP 5002 12 21	

*Limits of Insurance are in any one occurrence, unless otherwise stated

Refer to Draft Policy for additional endorsements not shown

Property

Deductibles & Waiting Period

Policy

Coverage Name	Deductible Amount*
All Locations	
All locations	$50,000

*Deductibles apply in any one occurrence unless otherwise stated.

Catastrophe Coverage

Coverage Name	Deductible Amount*
Earthquake	
All locations	$100,000
Flood	
All locations	$100,000
Flood Hazard - Low	$50,000
Flood Hazard - Moderate	$100,000
Named Storm	
All Locations	2% Per Unit of Insurance Subject to a minimum deductible of $500,000
Water Damage	
All Locations	$50,000 at each Covered Location
Hail/Windstorm other than Named Storm	
All Locations	2% Per Unit of Insurance Subject to a minimum deductible of $500,000

*Deductibles apply in any one occurrence unless otherwise stated.

Equipment Breakdown

Coverage Name	Deductible Amount*

*Deductibles apply in any one occurrence unless otherwise stated.

Coverage Extensions

Coverage Name	Deductible Amount*
Mobile Equipment or Tools	
Mobile Equipment or Tools	$1,000

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Property

Deductibles & Waiting Period

Coverage Name	Deductible Amount*
Newly acquired Mobile Equipment or Tools you own or you rent	
Newly acquired Mobile Equipment or Tools you own or you rent	$1,000

*Deductibles apply in any one occurrence unless otherwise stated.

Crime

Premium Details

Underwriting Company: **Employers Insurance Company of Wausau**
Rating Plan: **Guaranteed Cost**
Named Insured: **Canutillo Independent School District**

Premium	
Estimated Premium	$2,524
Taxes, Assessments & Surcharges	$0
Total Estimated Premium with Taxes, Assessments & Surcharges	**$2,524**

Coverages	Limits of Insurance	Deductibles
Inside the Premises - Theft of Money and Securities	$500,000	$2,500
Money Orders and Counterfeit Money	$500,000	$2,500
Outside the Premises	$500,000	$2,500
Employee Theft - Per Loss	$500,000	$2,500
Forgery Or Alteration	$500,000	$2,500

Any other requested coverages not included will require further discussion prior to providing.

Crime

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Reporting A Commercial Claim 24 Hours A Day	CNI 90 11 07 18	
Annual Meeting Notice	LIL 90 04 06 13	
Common Policy Declarations	IC0002 03 05	
Crime Declarations	EY DS 01 03 13	
Exclusion of Terrorism	EY 07 01 04 19	
Form Inventory	IC 00 42 07 09	
Government Crime Policy (Loss Sustained Form)	CR 00 27 08 13	
Have a Complaint or Need Help?	SNI 42 03 07 23	
Liberty Mutual Group Privacy Notice	SNI 04 01 06 24	
Notice To Policyholders-Restriction Of Coverage	CNC 90 02 04 19	
Political Subdivision Alliance of Texas	SNI 42 04 09 20	
Texas Changes	EY 99 29 02 25	
U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice To Policyholders	IL P 001 01 04	

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

General Liability

Premium Details

Underwriting Company: **LM Insurance Corporation**
Rating Plan: **Guaranteed Cost**
Named Insured: **Canutillo Independent School District**

Premium	
Estimated Coverage Premium	$8,831
Estimated Endorsement Premium	$33,920
Total Estimated Premium	$42,751
Terrorism Risk Insurance Act (TRIA) Premium	$659
Taxes, Assessments & Surcharges	$0
Total Estimated Premium with TRIA, Taxes, Assessments & Surcharges*	**$43,410**

*TRIA Premium, Taxes, Surcharges & Assessments are estimates and are subject to change based upon coverage changes, exposure changes, and/or written premium.
May be subject to audit.

Coverages	Limits of Liability
General Aggregate Limit	$2,000,000
Products/ Completed Operations Limit	$2,000,000
Personal and Advertising Injury Limit	$1,000,000
Each Occurrence Limit	$1,000,000
Damage to Premises Rented to You (or any premises)	$100,000
Medical Expense Limit (any one person)	No Coverage
Employee Benefits Liability*	$1,000,000
Employee Benefits Aggregate*	$3,000,000

* Employee Benefits Liability Retroactive Date: 9/1/2021

Deductible Liability Insurance

Deductibles	
Deductible Program	Deductible Liability Insurance
Bodily Injury and Property Damage	$1,000

Deductible is applied to Premises/Operations and Products/Completed Operations

General Liability

Forms & Endorsements

Common Policy Form

Form Name	Form Number	Fill-Ins
Common Policy Conditions	IL 00 17 11 98	
Inventory Coverage Forms/Parts, Endorsements, Enclosures	IC 00 42 07 09	

Coverage

Form Name	Form Number	Fill-Ins
Amendment Of Insured Contract Definition	CG 24 26 04 13	
Commercial General Liability Coverage Form	CG 00 01 04 13	
Corporal Punishment	CG 22 67 10 93	
Cyber Suite Coverage Endorsement	LC 32 747 02 20	**Fill-In**: Cyber Suite Annual Aggregate Limit: First Party Annual Aggregate Limit: $1,000,000 Third Party Annual Aggregate Limit: $1,000,000 Cyber Suit Deductible Per Occurrence: $10,000 Data Compromise Response Expenses: Included Forensic IT Review Sublimit: $500,000 Legal Review Sublimit: $500,000 Public Relations Sublimit: $5,000 Regulatory Fines and Penalties Sublimit: $500,000 PCI Fines and Penalties Sublimit: $500,000 Computer Attack: Included Loss of Business Sublimit: $500,000 Public Relations Sublimit: $5,000 Cyber Extortion: Included Cyber Extortion Sublimit Per Occurrence: $25,000 Misdirected Payment Fraud: Included

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General Liability

Forms & Endorsements

Form Name	Form Number	Fill-Ins
		Misdirected Payment Fraud Sublimit Per Occurrence: $25,000 Computer Fraud: Included Computer Fraud Sublimit Per Occurrence: $25,000 Data Compromise Liability: Included Network Security Liability: Included Electronic Media Liability: Included
Employee Benefits Liability Coverage	CG 04 35 12 07	**Retroactive Date**: 09/01/2021 **Aggregate Limit**: $3,000,000 **Deductible**: 1000 **Limit**: $1,000,000
Non-Cumulation Of Liability (Same Occurrence)	LC 25 13 08 08	
Personal And Advertising Injury - Occurrence Redefined	LC 29 06 08 08	
Personal And Advertising Injury Redefined - Definition Of Publication	LC 29 04 08 08	
Premium Responsibility	LC 99 36 02 13	
Public Entity Immunity And Tort Cap Preservation Endorsement	LIL 90 09 05 17	
Sexual Misconduct Liability Coverage	LC 32 428 07 21	**Fill-In**: Sexual Misconduct Liability (Occurrence) Each Sexual Misconduct: $1,000,000 Aggregate Sexual Misconduct: $1,000,000 Sexual Misconduct Liability Deductible:$10,000
Texas Disclosure Form	LC 99 13 03 11	**"Other" (Y/N)** : N

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

General Liability

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Texas School Amendatory Endorsement	LC 32 464 07 18	
Violent Event Response Coverage For Schools	LC 32 462 02 20	**Fill-In**: Each Violent Event Limit - Response Expenses and Loss: $1,000,000 Aggregate Limit - Response Expense and Loss: $1,000,000 Each Person Limit - Loss: $25,000

Declaration

Form Name	Form Number	Fill-Ins
Commercial General Liability Declarations	LC 00 04 08 12	
Declarations Extension Schedule	LCS 00 02 05 12	
Declarations Extension Schedule - Classification Descriptions	LCS 00 01 05 12	
Declarations Extension Schedule - Miscellaneous Charges	LCS 00 03 05 12	

Deductible

Form Name	Form Number	Fill-Ins
Deductible Liability Insurance	CG 03 00 01 96	**Per Occurrence Combined Bodily Injury & Property Damage Liability**: $1,000

Notice to Policyholder

Form Name	Form Number	Fill-Ins
Have A Complaint Or Need Help?	SNI 42 03 07 23	
Important Information Regarding Cyber Suite Claims Reporting and Response and Risk Control Services and Risk Control Services	CNL 90 17 04 24	

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

General Liability

Form Name	Form Number	Fill-Ins
Liberty Mutual Group Privacy Notice	SNI 04 01 06 24	
Policyholder Disclosure Terrorism Risk Insurance Act	SNI 90 02 01 20	
Political Subdivision Alliance of Texas	SNI 42 04 09 20	
Texas Notice - Notification Of The Availability Of Loss Control Information/Services	SNI 42 02 02 24	
U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice To Policyholders	IL P 001 01 04	

Other Exclusion

Form Name	Form Number	Fill-Ins
Asbestos Exclusion	LC 21 01 06 05	
Cyber Suite Amendatory Endorsement	LC 21 201 12 23	
Discrimination Exclusion	LC 21 04 06 05	
Exclusion - Access Or Disclosure of Confidential or Personal Material or Information	CG 21 06 12 23	
Exclusion - Coverage C Medical Payments	CG 21 35 10 01	**All Premises and Classifications.**: All Premises and Classifications.
Exclusion - Cyber Incident	CG 40 35 12 23	
Exclusion - Firearms	LC 21 155 08 18	
Exclusion - Law Enforcement Professional Liability	LC 21 110 08 18	
Exclusion - Silica (Schools)	LC 21 111 02 14	
Exclusion - Trampolines	LC 21 112 02 14	

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

General Liability

Form Name	Form Number	Fill-Ins
Exclusion - Violation of Law Addressing Data Privacy	CG 00 69 12 23	
Fungi or Bacteria Exclusion (Legionella Bacterium Excluded)	LC 21 91 09 12	
Land or Earth Movement Exclusion	LC 21 64 08 07	
Lead Exclusion	LC 21 06 06 07	
Nuclear Energy Liability Exclusion Endorsement (Broad)	IL 00 21 09 08	

Policy Cover

Form Name	Form Number	Fill-Ins
Participating Provision	LIL 90 05 06 13	

State Mandatory

Form Name	Form Number	Fill-Ins
Texas Changes	CG 01 03 06 06	
Texas Changes - Cancellation And Nonrenewal Provisions For Casualty Lines And Commercial Package Policies	IL 02 75 11 13	
Texas Changes - Duties	IL 01 68 03 12	
Texas Changes - Employment Related Practices Exclusion	CG 26 39 12 07	

TRIA Exclusions

Form Name	Form Number	Fill-Ins
Alaska Exclusion Of Punitive Damages Related To A Certified Act Of Terrorism	CG 26 93 01 15	

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

General Liability

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Arkansas Exclusion Of Punitive Damages Related To A Certified Act Of Terrorism	CG 26 86 01 15	
Cap On Losses From Certified Acts Of Terrorism	CG 21 70 01 15	
Exclusion Of Punitive Damages Related To A Certified Act Of Terrorism	CG 21 76 01 15	

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

School Leaders Errors Omissions

Premium Details

Underwriting Company: **Liberty Mutual Fire Insurance Company**
Rating Plan: **Guaranteed Cost**
Named Insured: **Canutillo Independent School District**

Coverages	Premium
School Leaders Errors & Omissions (SLEO) Premium	$36,359
Non-Monetary Relief Defense Coverage	Included
Terrorism Risk Insurance Act (TRIA) Premium	$364
Total Estimated Premium with TRIA, Taxes, Assessments & Surcharges*	**$36,723**

*TRIA Premium, Taxes, Surcharges & Assessments are estimates and are subject to change based upon coverage changes, exposure changes and/or final written premium.
May be subject to audit.

Coverages	Limits of Liability	Deductibles
Each Wrongful Act	$1,000,000	$100,000
Aggregate	$1,000,000	-
Non-Monetary Relief Defense Coverage	$100,000	$100,000

This insurance does not apply to "wrongful acts" committed prior to the **Retroactive Date: 09/01/2021. Claims-made Inception Date: 09/01/2021.**

School Leaders Errors Omissions

Form Name	Form Number	
Amendment of Other Insurance Condition	LC 24 33 02 14	
Annual Meeting Notice	LIL 90 04 06 13	
Cap On Losses From Certified Acts Of Terrorism	LC 21 128 05 17	
Common Policy Conditions	IL 00 17 11 98	
Declarations Extension Schedule	LCS 00 02 05 12	
Declarations Extension Schedule - Classification Descriptions	LCS 00 01 05 12	
Declarations Extension Schedule - Miscellaneous Charges	LCS 00 03 05 12	
Deductible Insurance - Non-Monetary Relief Claims	LC 03 50 02 20	
Defense Erodes Deductible - Monetary Damages Claims	LC 03 71 12 23	
Exclusion - Access or Disclosure of Confidential or Personal Material or Information	LC 21 174 08 24	
Exclusion - Cyber Incident	LC 21 203 12 23	
Exclusion - Eminent Domain, Inverse Condemnation, Adverse Possession	LC 21 113 02 14	
Exclusion - Firearms	LC 21 153 08 18	
Exclusion - Law Enforcement Professional Liability	LC 21 115 08 18	
Exclusion - Recording And Distribution Of Material In Violation Of Law	LC 21 175 12 21	
Exclusion - Tax Assessment	LC 21 114 02 14	

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

School Leaders Errors Omissions

Form Name	Form Number	
Exclusion - Violation of Law Addressing Data Privacy	LC 21 204 12 23	
Exclusion Of Punitive Damages Related To A Certified Act Of Terrorism	LC 21 130 05 17	
Form Inventory	IC 00 42 07 09	
Have a Complaint or Need Help?	SNI 42 03 07 23	
Insured Mailer	CNI 90 04 01 12	
Liberty Mutual Group Privacy Notice	SNI 04 01 06 24	
Policyholder Disclosure Terrorism Risk Insurance Act	SNI 90 02 01 20	
Political Subdivision Alliance of Texas	SNI 42 04 09 20	
Producer Mailer	CNI 90 05 01 12	
Public Entity Immunity And Tort Cap Preservation Endorsement	LIL 90 09 05 17	
School Leaders Errors and Omissions Liability Coverage Form	LC 00 12 02 20	
School Leaders Errors and Omissions Liability Declarations	LC 00 18 07 20	
Texas Changes	LC 32 445 02 20	
Texas Changes - Cancellation and Nonrenewal	LC 32 726 02 20	
Texas Notice - Notification Of The Availability Of Loss Control Information/Services	SNI 42 02 02 24	
U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice To Policyholders	IL P 001 01 04	

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

Law Enforcement Liability

Premium Details

Underwriting Company: **Liberty Mutual Fire Insurance Company**
Rating Plan: **Guaranteed Cost**
Named Insured: **Canutillo Independent School District**

Coverages	Premiums
Law Enforcement / Security Guards Personal Liability Premium	$19,800
Non-Monetary Relief Defense Premium	Included
Terrorism Risk Insurance Act (TRIA) Premium	$198
Total Estimated Premium with TRIA, Taxes, Assessments & Surcharges*	**$19,998**

*TRIA Premium, Taxes, Surcharges & Assessments are estimates and are subject to change based upon coverage changes, exposure changes and/or final written premium.
May be subject to audit.

Coverages	Limits of Liability	Deductibles
Each Wrongful Act	$1,000,000	$10,000
Aggregate	$1,000,000	-
Non-Monetary Relief Defense Coverage	$100,000	N/A

The insurance does not apply to "wrongful acts" committed prior to the **Retroactive Date: None.**
Claims-made Inception Date: 9/1/2021.

Law Enforcement Liability

Form Name	Form Number	
Annual Meeting Notice	LIL 90 04 06 13	
Cap On Losses From Certified Acts Of Terrorism	LC 21 128 05 17	
Common Policy Conditions	IL 00 17 11 98	
Declarations Extension Schedule	LCS 00 02 05 12	
Declarations Extension Schedule - Classification Descriptions	LCS 00 01 05 12	
Declarations Extension Schedule - Miscellaneous Charges	LCS 00 03 05 12	
Exclusion - Access or Disclosure of Confidential or Personal Material or Information	LC 21 174 08 24	
Exclusion - Cyber Incident	LC 21 203 12 23	
Exclusion - Firearms	LC 21 154 08 18	
Exclusion - Recording And Distribution Of Material In Violation Of Law	LC 21 175 12 21	
Exclusion - Violation of Law Addressing Data Privacy	LC 21 204 12 23	
Exclusion Of Punitive Damages Related To A Certified Act Of Terrorism	LC 21 130 05 17	
Form Inventory	IC 00 42 07 09	
Have a Complaint or Need Help?	SNI 42 03 07 23	
Insured Mailer	CNI 90 04 01 12	
Law Enforcement Professional Liability Coverage Form	LC 00 13 02 20	
Law Enforcement Professional Liability Declarations	LC 00 16 02 20	

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

Law Enforcement Liability

Form Name	Form Number	
Liberty Mutual Group Privacy Notice	SNI 04 01 06 24	
Non-Monetary Relief Defense Coverage	LC 99 49 02 20	
Policyholder Disclosure Terrorism Risk Insurance Act	SNI 90 02 01 20	
Political Subdivision Alliance of Texas	SNI 42 04 09 20	
Producer Mailer	CNI 90 05 01 12	
Public Entity Immunity And Tort Cap Preservation Endorsement	LIL 90 09 05 17	
Texas Changes	LC 32 445 02 20	
Texas Changes - Cancellation and Nonrenewal	LC 32 726 02 20	
Texas Notice - Notification Of The Availability Of Loss Control Information/Services	SNI 42 02 02 24	
U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice To Policyholders	IL P 001 01 04	

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

Commercial Auto

Premium Details

Underwriting Company: **Liberty Mutual Fire Insurance Company**
Rating Plan: **Guaranteed Cost**
Named Insured: **Canutillo Independent School District**

Premium	
Estimated Premium	$144,008
Taxes, Assessments & Surcharges	$540
Michigan Catastrophic Claims Association (MCCA)	$0
Total Estimated Premium with Taxes, Assessments & Surcharges	**$144,548**

May be subject to audit.

Coverages	Symbols	Limits	Deductibles	Premium
Liability	01	$1,000,000	N/A	$113,060
Personal Injury Protection	N/A	N/A	N/A	N/A
Added Personal Injury Protection	N/A	N/A	N/A	N/A
Auto Medical Payments	N/A	N/A	N/A	N/A
Uninsured Motorist	N/A	N/A	N/A	N/A
Underinsured Motorist	N/A	N/A	N/A	N/A
Physical Damage				
Comprehensive	02	Actual Cash Value or Cost of Repair	Various	$12,155
Collision	02	Actual Cash Value or Cost of Repair	Various	$16,200
Towing and Labor	N/A	N/A	N/A	N/A
Hired Liability	N/A	$1,000,000	N/A	$1,972
Hired Physical Damage				
Comprehensive	N/A	N/A	N/A	N/A
Collision	N/A	N/A	N/A	N/A
Endorsements	N/A	Various	Various	$621

Commercial Auto

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Alaska Exclusion of Terrorism Above Minimum Statutory Limits	CA 23 88 10 13	
Alaska Exclusion of Terrorism Involving Nuclear, Biological or Chemical Terrorism Above Minimum Statutory Limits	CA 23 89 10 13	
Annual Meeting Notice	LIL 90 04 06 13	
Business Auto Coverage Form	CA 00 01 10 13	
Business Auto Declarations	AC 00 03 02 13	
Business Auto Declarations Extension Schedule - Hired or Borrowed Autos and Nonowned Autos	ACS 00 03 11 11	
Changes In Your Policy	AC 00 30 10 13	
Changes in Item Two of the Declarations - Physical Damage Coverages	ACS 00 25 04 13	
Common Policy Conditions	IL 00 17 11 98	
Exclusion of Terrorism	CA 23 84 01 06	
Exclusion of Terrorism	CA 23 84 10 13	
Exclusion of Terrorism Above Minimum Statutory Limits	CA 23 86 01 06	
Exclusion of Terrorism Above Minimum Statutory Limits	CA 23 86 10 13	
Exclusion of Terrorism Involving Nuclear, Biological or Chemical Terrorism	CA 23 85 01 06	
Exclusion of Terrorism Involving Nuclear, Biological or Chemical Terrorism	CA 23 85 10 13	

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Commercial Auto

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Exclusion of Terrorism Involving Nuclear, Biological or Chemical Terrorism Above Minimum Statutory Limits	CA 23 87 01 06	
Exclusion of Terrorism Involving Nuclear, Biological or Chemical Terrorism Above Minimum Statutory Limits	CA 23 87 10 13	
Forms Inventory	ACS 00 26 04 13	
Garagekeepers Coverage	CA 99 37 10 13	**Primary Insurance?**: Y
Garagekeepers Schedule	ACS 99 07 11 16	
Have A Complaint Or Need Help?	SNI 42 03 07 23	
Insured Mailer	CNI 90 04 01 12	
Item 3 - Schedule of Covered Autos You Own	ACS 00 24 04 13	
Liberty Mutual Group Privacy Notice	SNI 04 01 06 24	
Manuscript Endorsement	102	**Title**: SNI 42 04 09 20
Named Insured Endorsement	AC 84 13 01 11	**Named Insured**: Canutillo Independent School District
Nuclear Energy Liability Exclusion Endorsement (Broad)	IL 00 21 09 08	
Producer Mailer	CNI 90 05 01 12	
Professional Services Not Covered	CA 20 18 10 13	
Public Entity Immunity And Tort Cap Preservation Endorsement	LIL 90 09 05 17	
Public Transportation Autos	CA 24 02 10 13	
School Business Auto Extension Endorsement	AC 84 52 12 16	

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Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

Commercial Auto

Forms & Endorsements

Form Name	Form Number	Fill-Ins
State Application of Terrorism Exclusion Endorsements	AC 84 27 08 15	
State Application of Terrorism Exclusion Endorsements Involving Nuclear, Biological Or Chemical Terrorism	AC 84 26 08 15	
Summary of Required State Surcharges	ACS 00 27 04 13	
Temporary Substitute Auto - Physical Damage Insurance	AC 84 73 01 16	
Texas Assault, Battery, Abuse or Molestation Exclusion	AC 20 04 11 16	
Texas Changes	CA 01 96 10 13	
Texas Changes-Cancellation And Nonrenewal	CA 02 43 11 13	
Texas Motor Vehicle Crime Prevention Authority Fee	SNA 42 02 08 19	
Texas Notice - Notification Of The Availability Of Loss Control Information/Services	SNI 42 02 02 24	
Texas Notice To Insurance Claimants For Motor Vehicle Repairs	SNA 42 03 11 23	
Texas Personal Injury Protection Coverage	PIP TX 01 01 09	
Texas Public or Livery Passenger Conveyance, Transportation Network and On-Demand Delivery Services Exclusion	CA 05 06 11 20	
U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice To Policyholders	IL P 001 01 04	
Washington Exclusion of Terrorism	CA 23 92 10 13	

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Commercial Auto

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Washington Exclusion of Terrorism Involving Nuclear, Biological or Chemical Terrorism	CA 23 93 10 13	

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

Umbrella

Premium Details

Underwriting Company: **Liberty Insurance Corporation**
Rating Plan: **Guaranteed Cost**
Named Insured: **Canutillo Independent School District**

Premium	
Estimated Coverage Premium	$12,085
Terrorism Risk Insurance Act (TRIA) Premium	$242
Taxes, Assessments & Surcharges	$0
Total Estimated Premium with TRIA, Taxes, Assessments & Surcharges*	**$12,327**

*TRIA Premium, Surcharges & Assessments are estimated and are subject to change based upon coverage changes, exposure changes, and/or written premium. May be subject to audit.
Tax calculation for the purpose of KY will be calculated at time of binding.

Coverage	Limits of Liability
Each Occurrence Limit	$1,000,000
General Aggregate Limit	$1,000,000
Products - Completed Operations Aggregate Limit	$1,000,000
Self-Insured Retention - Each Occurrence	$0

Umbrella

Underlying Schedule

Underlying Schedule	Limits	Writing Company & Effective Date
General Liability		
Each Occurrence	$1,000,000	LM Insurance Corporation *09/01/2026 - 09/01/2027*
General Aggregate	$2,000,000	
Products/Completed Operations Aggregate	$2,000,000	
Personal & Advertising Injury Limit	$1,000,000	
Law Enforcement Liability		
Each Wrongful Act	$1,000,000	Liberty Mutual *09/01/2026 - 09/01/2027*
Aggregate	$1,000,000	
School Leaders Errors & Omissions		
Each Wrongful Act	$1,000,000	Liberty Mutual *09/01/2026 - 09/01/2027*
Aggregate	$1,000,000	
Employee Benefits Liability		
Each Employee	$1,000,000	Liberty Mutual *09/01/2026 - 09/01/2027*
Aggregate	$3,000,000	
Sexual Misconduct Liability		
Each Sexual Misconduct	$1,000,000	Liberty Mutual *09/01/2026 - 09/01/2027*
Aggregate Sexual Misconduct	$1,000,000	

Umbrella

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability Exclusion - With Limited Bodily Injury Exception	LCU 21 85 01 18	
Access or Disclosure of Confidential or Personal Material or Information Exclusion	LCU 21 84 12 23	
Cap On Losses From Certified Acts Of Terrorism	LCU 60 04 01 18	
Commercial Liability - Umbrella Coverage Form	LCU 00 01 01 18	
Commercial Liability - Umbrella Declarations	LCU 00 02 01 18	
Crisis Management Coverage	LCU 04 11 01 18	**Liberty Mutual Preferred Public Relations Vendor**: Weber Shandwick **Liberty Mutual Claims**: 1-800-362-0000 **Crisis Management Expense Aggregate Limit**: $250,000
Cyber Incident Exclusion	LCU 21 222 12 23	
Damage First Occurring Prior To Policy Period Exclusion	LCU 21 47 01 18	
Declarations Extension - Named Insured	LCU 99 05 01 18	**Item 1. Named Insured of the Declarations is amended as follows**: Canutillo Independent School District
Employer's Liability Exclusion	LCU 21 12 01 18	
Exterior Insulating Finish System (EIFS) Exclusion	LCU 21 138 01 18	
Firearms Exclusion - Schools	LCU 21 159 08 18	

Continued on next page...

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

TRIA: See the Terms & Conditions section for a list of endorsements that will be added to your policy depending on whether TRIA is accepted or rejected.

Umbrella

Forms & Endorsements

Form Name	Form Number	Fill-Ins
Foreign Liability Limitation	LCU 24 09 09 19	
Fungi or Bacteria Exclusion (Legionella Bacterium Excluded)	LCU 21 203 11 22	
Have a Complaint or Need Help?	SNI 42 03 07 23	
Land Or Earth Movement Exclusion	LCU 21 137 01 18	
Lead Exclusion	LCU 21 122 01 18	
Liberty Mutual Group Privacy Notice	SNI 04 01 06 24	
Non-Cumulation Of Liability (Same Occurrence)	LCU 25 09 01 18	
Participating Provision	LIL 90 05 06 13	
Personal and Advertising Injury Redefined - Definition of Publication	LCU 29 19 04 22	
Policyholder Disclosure Terrorism Risk Insurance Act	SNI 90 02 01 20	
Political Subdivision Alliance of Texas	SNI 42 04 09 20	
Public Entity Immunity And Tort Cap Preservation	LCU 22 04 01 18	
Punitive Damages Related To A Certified Act Of Terrorism Exclusion	LCU 60 06 01 18	
Schedule of Forms and Endorsements	LCS 00 16 10 23	**Form Number/Edition Date**: **Title**:
School Amendatory Endorsement	LCU 04 20 02 20	

Continued on next page...

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

TRIA: See the Terms & Conditions section for a list of endorsements that will be added to your policy depending on whether TRIA is accepted or rejected.

Umbrella

Form Name	Form Number	Fill-Ins
School Law Enforcement Professional Liability Coverage Limitation (Claims Made)	LCU 32 209 02 20	**Claims-Made Inception Date**: 09-01-2021 **Retroactive Date**:
School Leaders Errors And Omissions Liability Coverage Limitation(Claims-Made)	LCU 32 201 12 22	**Retroactive Date**: 09-01-2021 **Claims-Made Inception Date**: 09-01-2021
Schools - Auto Coverages Exclusion	LCU 21 107 01 18	
Schools-Unlawful Discrimination Limitation	LCU 04 38 04 22	
Sexual Misconduct Liability Coverage Limitation	LCU 32 181 07 21	
Silica Or Silica-Related Dust Exclusion	LCU 21 19 01 18	
Texas Changes - Cancellation And Nonrenewal	LCU 02 25 01 18	
Texas Changes - Claims Handling Procedures	LCU 32 41 01 18	
Texas Disclosure Form	SNU 42 01 01 18	
Total Pollution Exclusion	LCU 26 01 01 18	
Trampoline Exclusion	LCU 21 106 01 18	
Underlying Coverage Requirement For Certified Acts Of Terrorism	LCU 60 01 01 18	
Unmanned Aircraft Exclusion	LCU 21 90 01 18	
Violation of Law Addressing Data Privacy Exclusion	LCU 21 223 12 23	

Note: Endorsement numbers listed above may be replaced with/or used in conjunction with State Specific endorsements. The forms listed on this proposal are not all inclusive of the forms that will be included in the published policy.

TRIA: See the Terms & Conditions section for a list of endorsements that will be added to your policy depending on whether TRIA is accepted or rejected.

Umbrella

Estimated Exposures

Estimated Exposures		
Revenue		$15,000
Students		5,618
Power Units		
	Private Passenger Type	0
	Light Trucks	0
	Medium Trucks	0
	Heavy Trucks	0
	Extra Heavy Trucks	0
	Tractor	0
	Total:	0

The Liberty Mutual Advantage

Experience the Liberty Mutual Difference.

Industries evolve. Market conditions shift. Risks change. That's why you need the stable partnership of a global leader with strength in every corner. When you work with Liberty Mutual you can expect industry-leading coverages delivered by a team that is empowered to provide a superior experience. With experts in underwriting, risk control, claims, and more, we harness innovation to address your concerns at each touch point. Look to Liberty if you value long-term partnership and want a carrier with the expertise and stability to adapt as your business changes.

The Liberty Mutual Advantage

Financial Strength
Working with a Fortune 100 company, you get the advantage of more: more industry-leading resources and deeper expertise in more areas, including outstanding access to quality care and powerful return-to-work strategies and risk control strategies.

Industry Expertise
With 100+ years in business, we have deeply earned experience in your industry. At every touch point – from how we underwrite to how we manage claims – we have the experience you need. It's our business to know your business. Our experts understand the challenges you face and are ready to help mitigate risk at every level.

A Superior Customer Service Experience
Work with engaged, responsive professionals, from onboarding to claims management. We collaborate constantly to ensure your program is designed and operating for optimal results. We back this with technologies that maximize agility and efficiency — plus the steadfastness of an established partner. Count on us to stay focused on you.

Industry-leading Claims Handling
Our specialized approach leads to better outcomes and a better overall experience. Superior claims experience enabled by unparalleled focus on exceptional people, innovation and harnessing data to put your business ahead.

Advanced Risk Control and Engineering*
We can help lower your total cost of risk by providing access to resources that can help you identify exposures and practical ways to mitigate them. You benefit from relevant insights and practical programs that address your areas of greatest loss, such as workplace injuries, product recalls, and property damage.

*Our risk control services are advisory only. We assume no responsibility for management or control of customer safety activities nor implementation of recommended corrective measures.

Services

Providing you with a great experience is important to us. Here are some of the services that you'll receive when you join us:

Account Management Services

- Designated Account Management Team
- Seamless onboarding to Liberty Mutual
  - Policy number assignment and signature documents
  - Claim intake procedures
  - Policy issuance
  - Quick action on state reporting and posting notices
  - Set up and training for Liberty Mutual's online portal and Risk Management Information System
- Facilitation/Navigation of a smooth claims experience by quickly addressing questions and resolving issues

Claims Services

- 24 Hour Emergency Claims Service Center
- 24 Hour Claim Reporting – Internet & Telephonic
- Claimant and Customer contact on Liability Bodily Injury claims in 1 business day
- Injured Worker, Employer, and Medical Provider contact on WC Indemnity claims
- Claims Acknowledgements within 24 hours
- Comprehensive Liability and/or Compensability Investigations
- Customer Specific Location Coding for WC
- Designated National Claims Service Teams
- Notification of relevant claims team changes
- Fraud Investigations and Handling
- Index Bureau Reporting
- On-line Medical Provider Referral Service
- Catastrophic Case Management Unit available for WC when referral is needed
- Second Injury Fund Recovery for WC
- Notification of reserve changes equal to or exceeding $20,000
- Notification of settlements equal to or exceeding $20,000

Litigation Management Services

Liberty Mutual reserves the right to retain and direct legal counsel:
Liberty Mutual Staff Counsel or Managed Panel Counsel will be used unless otherwise directed by Liberty Mutual or agreed upon.
A Defense Cost Containment fee (3.2% of paid) will be charged when any non-Liberty Mutual Staff Counsel is retained.

Services

Risk Control Services

On-demand Risk Control resources including:

- Risk Control Consulting Center
- Access to comprehensive safety and health resources through Liberty Mutual SafetyNet* (an online destination for safety tools, training, and resources)

*Liberty Mutual SafetyNet access is not provided for standalone umbrella policies unless requested by the insured and approved by Liberty Mutual.

Technology Services

- Access to Liberty Mutual's online portal to include:
  - Account and billing information
  - Risk control services and medical providers
  - Reporting and tracking claim activity through RISKTRAC

- Access to RISKTRAC, Liberty Mutual's Risk Management Information System
  - View adjuster claim notes and monitor activity
  - Create watch lists to keep track of important claims
  - Set alerts to be notified of reserve and payment activity

Please speak with your Underwriter if additional services are needed.

Terms & Conditions

This proposal is valid for 60 days from the Date of Proposal or until the Effective Date (whichever is earlier) and is solely an estimate of premium, based on the information provided, and all amounts are subject to change. This proposal does not bind or provide actual coverage and is not an offer of insurance. Specific terms of coverage, exclusions, and limitations are contained solely in a completed insurance policy for which a premium has been paid.

This proposal may vary from your original request for coverage. Please review the proposal carefully for any variances. The terms, conditions and premiums included in this proposal contemplate the sale or renewal of all the quoted insurance lines. Electing to buy or renew only some of the lines of coverage may result in changes to the terms, conditions and premiums of the remaining insurance lines.

We are willing to provide only the coverage described by this document. This document is a proposal to provide coverage based solely on these specifications. We will not be bound or obligated by proposals, specifications, or requests prepared by any other party. Further, this coverage is not bound until expressly accepted, in writing, by a Liberty Mutual Insurance employee who is authorized to bind these coverages. Finally, this document is not a policy of insurance. Coverage will be determined by the terms and conditions of the policy or policies issued by us. This document was created and distributed to you solely for information purposes only. You must look to and rely upon the full terms and conditions of the policy to determine the nature and extent of coverage.

To learn more about Liberty Mutual's privacy policy, go to libertymutual.com/privacy

This proposal and any policy or contract that may be issued pursuant to this proposal, is based on the information you or your authorized representative provided regarding named and additional insureds. In the event that individuals, entities, vessels or countries that have a direct or indirect interest in the quoted insurance coverage are subject to U.S. or foreign financial sanctions laws, or appear on any domestic or foreign list of persons with whom we are prohibited from doing business or conferring financial benefit, Liberty Mutual Insurance reserves the right to amend this proposal or to withdraw it in its entirety; and, in the event a policy of insurance or a contract for other benefits is issued by us prior to or after learning that any subject persons or entities appear on the prohibited list, or otherwise are identified in connection with an economic sanctions program, Liberty Mutual Insurance reserves the right to declare any such issued policy or contract null, void and without legal or binding effect, such voiding to be effective from the otherwise effective date of such issued policy or contract and regardless of whether any circumstance has arisen, or there has been an occurrence since such issuance that would be material to the duties and responsibilities set forth in such policy or contract.

Terms & Conditions

Property: Offer of Coverage for "Certified Acts of Terrorism"

This proposal includes an offer of coverage for "Certified Acts of Terrorism" (as defined by the Terrorism Risk Insurance Act).

You can elect to:

- Accept the offer of coverage at the indicated premium as stated in this Proposal, or
- Reject the offer of coverage for "Certified Acts of Terrorism".

If you reject this coverage, then an exclusion for "Certified Acts of Terrorism" (as defined by the Terrorism Risk Insurance Act) will apply.

Please refer to the Terrorism Insurance Premium Disclosure within this proposal and return the completed Terrorism Coverage Election Form to the Liberty Mutual Underwriting Team listed in the insurance proposal.

Quote Stipulations

We reserve the right, but are not required, to inspect any location insured hereunder. This proposal is subject to favorable inspections and compliance with any recommendations made as a result of such inspections. We stress that inspections are not made for life safety, but for the sole purpose of our property underwriting. Not all hazards and conditions are evaluated. It is not to be inferred from our visits that all hazards are under control nor that the properties and operations are safe or healthful or are in compliance with laws, rules, or regulations.

We have provided a draft property policy to help you make an informed decision regarding your insurance needs, but it is for informational purposes only and is not a final policy of insurance. Your coverage will be determined only by the terms and conditions of a final policy and not by the linked draft policy.

A properly executed SOV and, if applicable, Loss of Income Worksheet must be received within 30 days of binding. Additional premium may be required at that time.

All policy coverages, terms, and conditions are subject to applicable State Amendatory Endorsements.

If the Named Insured's signature is required for any of the policies or coverages included in this proposal, they must be signed by the proposed Named Insured and returned to us by the effective date of the policy, or within 30 days of receipt, whichever is later. Failure to execute and return any required signature documents within the specified time frame may result in withdrawal of the proposed payment plan, or cancellation or rescission where allowed by law, and/or coverage changes and corresponding premium increase(s) required by law as a result of not having signed forms.

Services

Terms & Conditions

These services are provided during the effective period, unless otherwise specified. Services will convert to our standard claims and other services, except as otherwise agreed in writing or stated below, if:

1) all of the policies described, including any renewals and rewrites of those policies, are cancelled or non-renewed by you or by us,
2) losses are projected to exceed a rating plan maximum, or
3) you become insolvent or file for bankruptcy.

We may modify our standard services at any time without notice.

Claim Service Definitions

Notification: the formal act of alerting the customer/broker when a specific claim action is taking place. Specific actions can include but are not limited to Nurse Case Manager, Field Investigation, Surveillance, Third Party, Reserves and Settlement. No response from customer is required in order for Claims to proceed with their action plan.

Risk Control Services

Our risk control service is advisory only and does not include:

- Providing for the health and safety of your employees or the public
- Managing or controlling your safety activities or implementing recommended corrective measures
- Identifying all hazards
- Warranting that requirements of any federal, state, or local law, regulation, or ordinance have or have not been met.

To order a jurisdictional inspection contact LMEBInspections@libertymutual.com or 877-526-0020.

Regulatory Service Requirements

After the effective date of this policy, we may be required to provide certain services (e.g., managed care) or to re-classify/re-code certain services - under the policy in accordance with filed rating and statistical plans. If this happens, we will align the charges with the filed rating and statistical plans (e.g., medical loss, indemnity loss, allocated loss adjustment expense, or unallocated loss adjustment expense).

Terms & Conditions

Risk Management Information Systems (RMIS)

You will have access to certain claims information ("DATA") from the electronic data processing files of the member companies of the Liberty Mutual Insurance. This DATA pertains to claims made against some of the insurance policies or claims service agreements issued to you by our member companies through the risk management information systems (collectively "RMIS").
Access to DATA or media is based on your ongoing acceptance of the terms and conditions listed on the portal used to access RMIS, as well as the following:

- We do not warrant that operation of the RMIS or the DATA provided will be error-free. We make no warranties, express or implied, and further, we DISCLAIM THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- You understand and agree that the limit of our liability for any cause of action arising from, or related in any way to RMIS and/or DATA, is for direct damages only. We are not liable to you for any indirect, consequential, punitive, or special damages of any kind or nature.

To the extent that we provide DATA to you through RMIS and/or through any other means or media otherwise, the following terms shall apply:

a. We and you (the "Parties") shall comply with all laws and regulations governing the confidentiality, security, transmission, retransmission, copying, disclosure, and use of information pertaining to individuals, including but not limited to any medical information or non-public information as individually identifiable medical information and non-public, protected personal information of persons as defined in applicable law or regulation.

b. Access to RMIS is restricted to employees for whom the applicable subscription fees have been paid. You shall restrict access to RMIS and DATA to those employees who may lawfully access and use such information unless they agree otherwise in writing.

c. You shall instruct all employees accessing RMIS and DATA with regard to the obligations imposed under paragraphs a. and b. and ensure that your employees fully comply.
Each party agrees to defend, indemnify, and hold harmless the other party and its officers, directors, subsidiaries, affiliates, and employees from and against any third-party claims* that the party seeking indemnification may suffer or incur that arises out of:

- Any allegation that the other party's possession of or access to DATA violates any statute or regulation
- Any allegation that the other party's treatment or use of any DATA including, by way of example and not limitation, the transmission, retransmission, communication, or other publication of such DATA, was negligent, grossly negligent or intentionally improper
- The other party's breach of any representation or other obligation arising under this agreement with regard to DATA or RMIS

*Claims collectively refers to losses, damages, suits, fees, judgments, costs, and expenses, including reasonable attorneys' fees, made by the directors, officers, and employees of the party responsible for indemnification.

Terms & Conditions

The party seeking indemnification will:

- Promptly let the other party know in writing of any claim for which it is seeking indemnification
- Forward to the other party all documents in its possession related to the matter

Failure to provide prompt notice of a claim for indemnification will not prevent the party's claim for indemnification unless the other party is negatively impacted.

With regard to DATA and RMIS provided according to this section, your obligations and ours will survive indefinitely regardless of the termination of our partnership, any insurance policy, this or any other agreement between the parties.

Broker/Third-Party Access

If you want to extend access to RMIS and/or DATA to your broker/consultant or any third party, they must enter into a separate agreement with us that includes the terms and conditions of such access

New Mexico Limitation Of Uninsured/Underinsured Motorist Coverage

On October 4, 2021, the New Mexico Supreme Court issued an opinion titled Crutcher v., Liberty Mutual Insurance Company et al (No. S-1-SC-37478). As a result of the Court's decision, we are required to provide the following clarification of the limitation of Uninsured/Underinsured Mototrist Coverage (UM/UIM). In the event of a loss from a motor vehicle accident in which the total reimbursement you receive from the other parties' insurance policies is equal to or in excess of your UM/UIM limit, you may not have any UIM coverage available to you.

An Underinsured Motorist is NOT simply a motorist who does not have sufficient insurance coverage to pay for all of your injuries and/or damages. Rather, an Underinsured Motorist is an operator of a motor vehicle for which the sum of the Limits Of Liability under all bodily injury liability insurance applicable at the time of the accident is less than the Limits Of Liability under all Uninsured/Underinsured Motorist Coverage applicable to you. This means that if you have the same amount of Underinsured Motorist Coverage that an at fault driver carries in liability limits, you may not have any Underinsured Motorist Coverage available to you. For example, if you receive $25,000 in liability bodily injury benefits from an at fault driver and you have $25,000 per person in UM/UIM Coverage available to you under your own or someone else's policy, you may not receive any benefits for UIM Coverage under the Policy because that driver would most likely not be an Underinsured Motorist. Similarly, if you received $50,000 in liability bodily injury benefits from the at fault driver and you have a total of $50,000 per person in UM/UIM Coverage available to you under your own or someone else's policy, you may not receive any benefits for UIM Coverage under your policy(ies) because that driver would most likely not be an Underinsured Motorist. This is because under New Mexico law, Underinsured Motorist Coverage pays the 'gap' between the at fault driver's liability insurance limits and the limits of Underinsured Motorist Coverage available to you. It does not pay the 'excess' of damages you suffer that are above the at fault driver's liability limits – only the difference between that person's liability limits and the limits of all Underinsured Motorist Coverage available to you, if there is any difference.

Please note that the above example applies only to situations inlvolving UIM coverage and not UM coverage.

Therefore, it is very important to consider this when selecting UM/UIM coverage limits.

Terms & Conditions

Umbrella Terrorism Risk Insurance Act, Including all Amendments, ("TRIA" or the "Act")

If you ACCEPT TRIA: The following endorsements will be added to your policy:

Underlying Coverage Requirement for Certified Acts of Terrorism - LCU 60 01

Cap on Losses from Certified Acts of Terrorism - LCU 60 04

Punitive Damages Related to a Certified Act of Terrorism Exclusion - LCU 60 06

Punitive Damages Related to a Certified Act of Terrorism Exclusion - LCU 60 10
(This endorsement applies only in Arkansas.)

If you REJECT TRIA: The following endorsement will be added to your policy:

Certified Acts of Terrorism Exclusion - LCU 60 05

Please note TRIA does not apply to Commercial Automobile.

Umbrella Important Considerations:

Please read this proposal carefully, as the terms and conditions may differ from those in the submission.

We reserve the right to amend premium, terms & conditions or withdraw the proposal if underlying carriers, pricing or terms change. All underlying carriers must be rated A- V or better by A.M. Best.

Underlying policy numbers must be received upon binding for policy issuance.

The Terrorism Risk Insurance Act offer letter is included in this document.

Copies of all non-Liberty Mutual underlying policies must be received within 60 days of binding.

To learn more about Liberty Mutual's privacy policy,
go to: https://www.libertymutualgroup.com/about-lm/corporate-information/privacy-policy

Terrorism Insurance Premium Disclosure

This notice contains important information about the Terrorism Risk Insurance Act and its effect on your policy. Please read it carefully.

The premium charge for coverage for "Certified Acts of Terrorism" will appear in this Proposal as a separate line item charge. If you choose to accept this proposal, you will have the opportunity to reject this coverage and premium charge. This offer applies to all lines except Workers Compensation, Crime, Professional Liability and Commercial Automobile.

The Terrorism Risk Insurance Act

The Terrorism Risk Insurance Act, including all amendments ("TRIA" or the "Act"), establishes a program to spread the risk of catastrophic losses from certain acts of terrorism between insurers and the federal government. If an individual insurer's losses from "certified acts of terrorism" exceed a specified deductible amount, the government will generally reimburse the insurer for a percentage of losses (the "Federal Share") paid in excess of the deductible, but only if aggregate industry losses from such acts exceed the "Program Trigger". An insurer that has met its insurer deductible is not liable for any portion of losses in excess of $100 billion per calendar year. Similarly, the federal government is not liable for any losses covered by the Act that exceed this amount. If aggregate insured losses exceed $100 billion, losses up to that amount may be pro-rated, as determined by the Secretary of the Treasury.
Beginning in calendar year 2020, the Federal Share is 80% and the Program Trigger is $200,000,000.

Mandatory Availability of Coverage For "Certified Acts of Terrorism"

TRIA requires insurers to make coverage available for any loss that occurs within the United States (or outside of the U.S. in the case of U.S. missions and certain air carriers and vessels), results from a "certified act of terrorism" AND that is otherwise covered under your policy.

A "certified act of terrorism" means:

[A]ny act that is certified by the Secretary [of the Treasury], in consultation with the Secretary of Homeland Security, and the Attorney General of the United States

i. to be an act of terrorism;
ii. to be a violent act or an act that is dangerous to –
    I. human life;
    II. property; or
    III. infrastructure;
iii. to have resulted in damage within the United States, or outside of the United States in the case of –
    I. an air carrier (as defined in section 40102 of title 49, United States Code) or United States flag vessel (or a vessel based principally in the United States, on which United States income tax is paid and whose insurance coverage is subject to regulation in the United States); or
    II. the premises of a United States mission; and
iv. to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

Texas Mutual Insurance Company

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

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TexasMutual®

Underwriting Quote Sheet
Summary Page
Applicant copy

Quote no.	Quote issue date	Proposed coverage period
Q005013467	8/3/26	9/1/26 to 9/1/27

Applicant
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PO BOX 100
CANUTILLO TX 79835-0100

Underwriter
Kailyn Gum

Phone
(915) 544-3111

Fax
(866) 494-6822

Producer
47743
USI INSURANCE SERVICES LLC
303 N OREGON ST STE 310
EL PASO TX 79901-1317

Quote generated in Austin,TX

Entity Government Entity

Group

SIC code
8211 Elementary and secondary schools

Part one: workers' compensation insurance

Premium quote summary - Texas only

See attached **Premium Calculation**

	Payroll	Premium
Total payroll and estimated manual premium	49,073,192.00	251,504.00

Prorate factor 1.00

	Out-of-Network		In-Network	
	Factor	**Amount**	**Factor**	**Amount**
Increased Limits Factor 1,000,000/1,000,000/1,000,000	0.014	3,521.00	0.014	3,521.00
Experience Modifier		(45,905.00)		(45,905.00)
Schedule Modifier		0.00		0.00
Healthcare Network Option			0.12	(25,094.00)
Premium Discount	0.105	(21,958.00)	0.103	(18,955.00)
Expense Constant		150.00		150.00
Estimated annual premium		187,312.00		165,221.00

Minimum premium 172.00

Audit frequency Annual

Part two: employers' liability insurance

	Standard
Bodily injury by accident	$1,000,000.00
Bodily injury by disease policy limit	$1,000,000.00
Bodily injury by disease each employee	$1,000,000.00

Endorsements made part of this quotation

See attached **Endorsement Schedule**

Notice of terrorism insurance coverage

Coverage for acts of terrorism is already included in workers' compensation policies. Losses resulting from certified acts of terrorism, as defined under the Terrorism Insurance Act of 2002, as amended ("the Act"), would be partially reimbursed by the U.S. Government. If the aggregate industry Insured Losses occurring in any calendar year exceed $200,000,000, the U.S. Government would pay 80% of our Insured Losses that exceed our Insurer Deductible. The Act provides an annual cap on liability that limits the U.S. Government's payment as well as our liability for any amount of losses from certified acts of terrorism that, in the aggregate for the industry, exceeds $100,000,000,000 in a calendar year. The portion of your quoted premium that is attributable to coverage for acts of terrorism is $0 and does not include any charges for the portion of losses covered by the U.S. Government under the Act.

PO Box 12058, Austin, TX 78711-2058
texasmutual.com | (800) 859-5995 | Fax (800) 359-0650

TexasMutual®

Quote no.	Quote issue date	Proposed coverage period
Q005013467	8/3/26	9/1/26 to 9/1/27

Underwriting Quote Sheet
Out-of-Network Premium Calculation

Applicant copy

Class codes for primary applicant

State	Location	Code	Classification	Premium basis total estimated annual remuneration	Rate per $100 of remuneration	Estimated annual premium
9/1/26 to 9/1/27						
42	00001	8868	School: Independent District-Professional Employees	42,628,172.00	0.318	135,558.00
42	00001	9101	School: Independent District-All Other Employees & Drivers	6,445,020.00	1.799	115,946.00
			Estimated manual premium			251,504.00
		9812	Increased Limits Factor 1,000,000/1,000,000/1,000,000		0.014	3,521.00
		9898	Experience Modifier of 0.82		0.820	(45,905.00)
		9889	Schedule Modifier			0.00
		0063	Premium Discount		0.105	(21,958.00)
		0900	Expense Constant			150.00
			Total payroll and Texas total premium	$49,073,192.00		$187,312.00

PO Box 12058, Austin, TX 78711-2058
texasmutual.com | (800) 859-5995 | Fax (800) 359-0650

TexasMutual®

Quote no.	Quote issue date	Proposed coverage period
Q005013467	8/3/26	9/1/26 to 9/1/27

Underwriting Quote Sheet
Endorsement Schedule
Applicant copy

Endorsements

TM LRC 2008	Limited Reimbursement for Texas Employees Injured in Other Jurisdictions
TM MV 2011	Mutuals - Membership and Voting Notice
TM PC 2003	Policy Conditions Endorsement
WC 00 00 00 C	Policy Conditions Form
WC 00 00 01 B	Policy Coverage Document (Declarations Page)
WC 00 04 06	Premium Discount Endorsement
WC 00 04 14 A	Notification of Change in Ownership Endorsement
WC 00 04 22 C	Terrorism Risk Insurance Act Coverage Endorsement
WC 00 04 25	Experience Rating Modification Factor Revision Endorsement
WC 42 03 01 L	Texas Amendatory Endorsement
WC 42 04 08 A*	Network Discount Endorsement

* Only applicable if In-Network option purchased

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TexasMutual®

Helping Build a Stronger Texas

We are an insurance company, but many employers think of us more as a partner in workplace safety and effective claim management.

Our customer service philosophy is to provide personalized attention that exceeds your expectations. Consider what you will get for your premium dollar:

A Partner in Loss Prevention

- On site safety surveys and recommendations by consultants who know your business
- Loss run reports that help you analyze loss trends
- Access to a library of safety videos, posters, and brochures, many available in Spanish
- Seminars on workplace safety and the return to work process
- Help with special issues, such as ergonomics, industrial hygiene, and OSHA compliance

Zero Tolerance for Fraud

- Investigation of suspected claim fraud
- Coordination with prosecutors statewide to obtain convictions
- A proven track record of fraud convictions

Effective Claims Management and Cost Control

- Professionals on staff to handle all aspects of claim management and cost control:
  - A designated regional service team with expertise in your industry
  - Rehabilitation nurses and a provider relations team that works to get the right care for your injured workers
  - A catastrophic injury team to work with severely injured workers
  - A special unit that handles maritime claims (HSWCA, OCSLA, and Jones Act)
  - Specialists who audit medical bills
  - Subrogation specialists who recover millions from third parties responsible for injuries

Information at Your Fingertips

- Toll-free numbers for claim reporting and general information
- An easy-to-use reference notebook with full instructions on coverage notices, injury reporting, and tips on cost control

Competitive Quotes **Other States Coverage** **Safety Groups** **Deductibles**

TO THE AGENT OR BROKER: Our regional marketing teams are available to present more about these services to your clients and your staff.

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TexasMutual®

Medical Network Selection from Texas Mutual

Through Texas Mutual's medical network, eligible policyholders have access to high quality providers with proven success treating workers' comp-related injuries and illnesses. Those who choose Texas Mutual's medical network also receive a network discount, and many other benefits that help to create a positive experience for employers and their injured workers.

Why choose the Texas Mutual network?

Quality of care

- Injured employees select their treating doctor from among the network's occupational health care providers who are focused on helping workers recover and return to a productive life.
- Our providers have been carefully selected and have a proven track record of quality care.
- Network medical providers have access to Texas Mutual training resources and Medical Director expertise to help them better understand the uniqueness of on-the-job injuries.
- Medical case managers work with health care providers, injured workers and employers to identify and facilitate return-to-work opportunities.

Financial benefits

- Policyholders who choose Texas Mutual's medical network receive a network discount.
- On average, injured workers return to work sooner than non-network patients, resulting in lower than average indemnity benefits and medical costs compared with non- network policies.
- The network's return-to-work focus helps improve productivity and reduce other costs associated with workplace accidents.

Employers must notify employees of network requirements for the network provisions to take effect. For more information on the Texas Mutual's medical network, visit texasmutual.com.

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Agency Bill Payment Options and Procedures

We appreciate the opportunity to service your insurance needs. We believe good credit relationships are established by making our clients aware in advance of the terms of our payment procedures.

Our basic payment policy is that all payments are due on or before the effective date of coverage. The following Agency Bill payment methods are available.

- Check prior to effective date
- Online payment through ePayPolicy prior to effective date
- Insurance Company payment plan, if available

Additional premium invoices during the policy term are payable upon receipt. (Additional premiums may be premium financed under certain circumstances, please contact your insurance representative to determine eligibility).

You will receive a monthly statement of your account. Client statements are processed and mailed on the 15th of each month. Policies with payments past due are subject to cancellation for non-payment of premium. This is a serious situation as your insurer may refuse to reinstate coverage even if payment is made after cancellation.

Accounts are subject, but not limited to, reasonable attorney fees, interest, collection fees and/or court costs incurred in connection with collection of past due balances.

Payments: To ensure accurate application of all premiums, return the remittance copy of the invoice with your payment or use ePayPolicy to electronically send your payment. If we cannot identify the applicable invoice being paid, payments will be left unapplied or applied to your oldest balance.

Credits: After USI receives the return premium from the carrier(s), the funds can be applied to your account or returned to you. If your account is premium financed and the contract has not been paid in full, the funds will be returned to the Premium Finance Company. Receipt of funds from the carrier(s) can take up to 90 days.

These payment procedures will apply for all policy renewals or future business written.

If you have any questions concerning our payment procedures or any other matters pertaining to account payments, please feel free to contact our Regional Accounts Receivable Staff Accountant at 855-874-0004.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only; it is not a binder and does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

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USI Disclosures

Direct Bill DISCLOSURE: The Insurance Company operates independently for the financing of your insurance premium. Your agreement to finance this premium is directly with the insurance company and not USI Insurance Services.

If payment is not received by the due date, the insurance company could cancel your insurance policy(s) for non-payment of premium. The insurance company has the right to honor the cancellation date and **NOT** offer reinstatement or rewrite the insurance coverage.

We are not in a position to make monthly reminders or verify that your payment was received. Please take the necessary action to avoid possible cancellation of your insurance policy(s) which you are paying directly to the insurance company.

Information Concerning Our Fees: As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. Our compensation for placement of insurance coverage, unless otherwise specifically negotiated and agreed to with our client, is customarily based on commission calculated as a percentage of the premium collected by the insurer and is paid to us by the insurer. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

Document Delivery DISCLOSURE: USI strives to make your interactions with us easy and efficient. Therefore, we intend to deliver your policy and all policy-related documents electronically through our InsurLink client portal or through email. If you do not wish to receive these documents electronically or if you would like a paper copy of any or all documents at no cost to you, please notify your client service representative in writing. If your email or electronic contact information changes, please notify your client service representative in writing.

Reviewing Client Contracts DISCLOSURE: As a service to our clients, upon their request, USI will review those portions of your contract regarding the insurance and indemnity requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.

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USI Privacy Notice

Our Privacy Promise to You
USI provides this notice to you, our customer, so that you will know what we will do with the personal information, personal financial and health information (collectively referred to as the "protected information") that we may receive from you directly or receive from your health care provider or receive from another source that you have authorized to send us your protected information. We at USI are concerned about your privacy and assure you that we will do what is required of us to safeguard your protected information.

What types of information will we be collecting?
USI collects information from you required both for our business and pursuant to regulatory requirements. Without it, we cannot provide our products and services for you. We will be collected protected information about you from:

- Applications or other forms, such as name, address, Social Security number, assets and income, employment status and dependent information;
- Your transactions with us or your transactions with others, such as account activity, payment history, and products and services purchased;
- Consumer reporting agencies, such as credit relationships and credit history. These agencies may retain their reports and share them with others who use their services;
- Other individuals, businesses and agencies, such as medical and demographic information; and
- Visitors to our websites, such as information from on-line forms, site visitorship data and on-line information collection devices, commonly called "cookies."

What will we do with your protected information?
The information USI gathers is shared within our company to help us maximize the services we can provide to our customers. We will only disclose your protected information as is necessary for us to provide the insurance products and services you expect from us. USI does not sell your protected information to third parties, nor does it sell or share customer lists.

We may also disclose all of the information described above to third parties with which we contract for services. In addition, we may disclose your protected information to medical care institutions or medical professionals, insurance regulatory authorities, law enforcement or other government authorities, or to affiliated or nonaffiliated third parties as is reasonably necessary to conduct our business or as otherwise permitted by law.

Our Security Procedures
At USI, we have put in place the highest measures to ensure the security and confidentiality of customer information. We will handle the protected information we receive by restricting access to the protected information about you to those employees and agents of ours who need to know that information to provide you with our products or services or to otherwise conduct our business, including actuarial or research studies. Our computer database has multiple levels of security to protect against threats or hazards to the integrity of customer records, and to protect against unauthorized access to records that may harm or inconvenience our customers. We maintain physical, electronic, and procedural safeguards that comply with federal and state regulations to safeguard all of your protected information.

Our Legal Use of Information
We retain the right to use ideas, concepts, know-how, or techniques contained in any nonpublic personal information you provide to us for our own purposes, including developing and marketing products and services.

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Your Right to Review Your Records

You have the right to review the protected information about you relating to any insurance or annuity product issued by us that we could reasonably locate and retrieve. You may also request that we correct, amend or delete any inaccurate information by writing to us at the above address.

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Insurance Carrier Ratings

As a service to our clients, USI is furnishing an assessment by a financial rating service of the insurance companies included in our proposal. We are including the legends used by this service.

All ratings are subject to periodic review, therefore, it is important to obtain updated ratings from each service. Should you desire further information concerning the financial statements of any of the insurance companies being proposed, so that you can make your own assessment of the financial strength of the companies being offered, it is available from USI at your request.

USI has made no attempt to determine independently the financial capacity of the insurance companies that we are including in our proposal as we believe the nationally recognized services are better equipped to comment.

A. M. BEST RATINGS

A++ & A+	Superior	**D**	Poor
A & A-	Excellent	**E**	Under Regulatory Supervision
B++ & B+	Good	**F**	In Liquidation
B & B-	Fair	**S**	Rating Suspended
C++ & C+	Marginal	**NR**	Not Rated

FINANCIAL SIZE CATEGORY
(In $ Thousands)

Class I	Less than		1,000
Class II	1,000	to	2,000
Class III	2,000	to	5,000
Class IV	5,000	to	10,000
Class V	10,000	to	25,000
Class VI	25,000	to	50,000
Class VII	50,000	to	100,000
Class VIII	100,000	to	250,000
Class IX	250,000	to	500,000
Class X	500,000	to	750,000
Class XI	750,000	to	1,000,000
Class XII	1,000,000	to	1,250,000
Class XIII	1,250,000	to	1,500,000
Class XIV	1,500,000	to	2,000,000
Class XV	2,000,000	to	or greater

RATING "NOT ASSIGNED" CLASSIFICATIONS

NR-1 Insufficient Data
NR-2 Insufficient Size and/or Operating Experience
NR-3 Rating Procedure Inapplicable
NR-4 Company Request
NR-5 Not Formally Followed

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InsurLink Client Portal

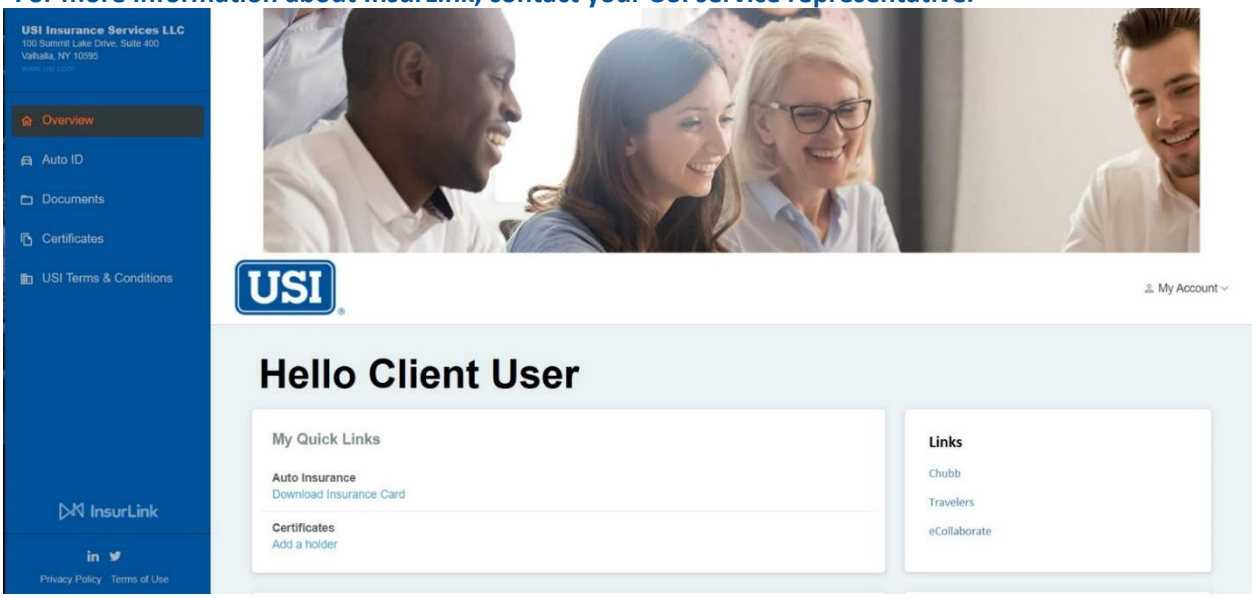
InsurLink, USI's secure, interactive portal for client collaboration and self- service resources, helps streamline the administration of your insurance program with efficient, environmentally friendly, paperless transactions.

InsurLink enables you to manage your program online in seamless collaboration with your USI service team 24 hours a day, 7 days a week.

With our user-friendly, intuitive software you can:

- View and reprint Certificates of Insurance.
- Generate and issue Certificates of Insurance quickly and accurately.
- Reprint and replace Auto ID cards.*
- View policies, endorsements and other key documents.
- Share documents with your USI service team

For more information about InsurLink, contact your USI service representative.



Get our mobile app for Android or Apple and access your InsurLink client portal on the go!

**Limitations in NY and NJ*

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CertVault℠ for Certificate Delivery

USI utilizes CertVault℠, a cloud-based system for storage and secure delivery of certificates of insurance to your certificate holders.

Benefits of CertVault℠

- ✓ Supports USI's go-green initiative by eliminating printed and mailed certificates.
- ✓ Provides faster delivery than standard printing and mailing.
- ✓ Reduces your contact with Holders by providing them with self-service access to obtain issued certificates.
- ✓ Provides USI with a reliable reporting mechanism to identify Holders that have taken delivery of certificates, as well as Holders that have not retrieved their issued certificates. *(This data can be used to facilitate a review of the Holder list prior to renewal).*
- ✓ Protects your information by delivering your certificates securely with Blockchain Technology to ensure authenticity.



Certificate Delivery Process for Holders

When USI issues a certificate for one of your Holders, they are sent a CertVault℠ registration letter via email or regular mail.

After registration is completed, the Holder representative can view only their certificate on the CertVault℠ platform.

Client Copies of Certificates

You will continue to receive copies of certificates issued on your behalf via the method requested (email or regular mail).

For More Information

If you have any questions, please contact your USI Account Management Team.

For more information about CertVault℠, contact your USI service representative.

"Certvault℠" is a service mark of Patra Corporation

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Required Signature Pages

Client Authorization to Bind

Important Information - Coverage cannot be bound when severe weather is threatening regardless of the expiration date.

After careful consideration of your proposal dated August 10, 2026, we accept your insurance program as presented with the following exceptions, changes, and/or recommendations:

Package Renewal Quote

- Liberty Mutual ☐ Please bind

Workers' Compensation Renewal Quote

- Texas Mutual ☐ Please bind

Client Signature

Date Signed

Canutillo Independent School District

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A.M. Best JUA and Unrated Notification – Texas Mutual

The events of 2001 have brought many changes and challenges to the international insurance market. These changes in the market have affected the ability of all brokers to locate insurance coverage at a scope and cost of insurance placed in prior years. In addition, insurance carriers have suffered significant losses that may jeopardize their financial stability.

As a matter of policy, USI endeavors to obtain quotations and indications from insurance companies who meet or exceed the USI minimum guidelines for A.M. Best Ratings of companies. Due to the current insurance market conditions, USI has increased its minimum standard for insurers to A-. A.M. Best's current rating scale is attached.

USI bases its guidelines upon ratings issued by A.M. Best Company ("Best"). Best is a recognized publisher of information concerning insurer financial conditions. It rates insurers based on many factors, including financial stability. An insurance company's financial conditions, can of course, affect its ability to pay claims.

You are insured with Texas Mutual Insurance. However, Texas Mutual Insurance is not rated by Best. We are providing you with this information so you can make an informed buying decision as to whether you wish to place your coverage with State Fund.

Please sign below and return to us to acknowledge your agreement to placement with Texas Mutual Insurance.

If you would prefer to explore possible placement with another carrier, please contact our office immediately. Please be advised that another carrier may have more restrictive terms, increased premium, increased deductibles or other terms not present with your current carrier.

AGREED TO:

Canutillo ISD

_____

(Title – Must be Corporate Officer)

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TexasMutual®

Workers' Compensation and Employer's Liability Policy

DNE-1A

Applicant copy

Quote number	Quote issue date	Proposed coverage period
Q005013467	8/3/26	9/1/26 to 9/1/27

Deductible Notice of Election

Texas law permits an employer to obtain workers' compensation insurance with a deductible. The insurance applies only to benefits payable under Texas workers' compensation law. When a deductible is elected, the policyholder is required to reimburse the insurance carrier for benefits payable under the law up to the deductible amount and a credit is applied to the policy. Premium credits are determined based on the deductible selected and the hazard group. The hazard group is determined by the classification that produces the largest amount of estimated Texas standard premium.

You are not required to choose a deductible. If you do choose one, your insurance company will pay the deductible amount for you, but you must reimburse the insurance company within 30 days after they send you notice that payment is due. If you fail to reimburse the insurance company, they may cancel the policy upon ten days written notice, and any resulting premium may be applied to the deductible amount owed.

If a deductible amount is desired, please indicate below.

☐ Yes, I want a deductible of (select only one):

1. _____ per accident
2. _____ per claim
3. _____ medical only

applied to benefits payable under the Texas Workers' Compensation Law. I understand that the company will pay the deductible amount and seek reimbursement **Monthly** (monthly, quarterly or other)

☐ No, I do not want a deductible applied to benefits payable under the Texas Workers' Compensation Law.

☐ Yes, I do want a deductible policy, but am unable to obtain one for the following reason: _____

The deductible plans have been explained to me.

Signature and Title	Date
Employer Name (print or type)	Address

Texas Mutual Insurance Company	Q005013467	9/1/26
Insurance Company	Policy No.	Effective Date

PO Box 12058, Austin, TX 78711-2058
texasmutual.com | (800) 859-5995 | Fax (800) 359-0650

TERRORISM COVERAGE ELECTION FORM

Canutillo Independent School District
P.O. Box 100
Canutillo TX 79932

Effective: 09/01/2026

Please indicate your election to accept or reject this offer below:

☐ I hereby elect to purchase coverage for "certified acts of terrorism" for the policy period for $5,332.

☐ I hereby reject this offer of coverage for the policy period. I understand that by rejecting this offer, I will have no coverage for losses arising from “certified acts of terrorism”.

Mandatory Premium Disclosure Statement

Fire insurance is mandatory in some states. The premium charge for fire losses that result from "certified acts of terrorism" and occur in states that require this coverage is $0 and is included in the total premium amount shown above. This mandatory premium will be charged whether you accept or reject terrorism coverage.

Policyholder Acknowledgement

I hereby acknowledge that I have received notice of TRIA, the federal share of compensation for "certified acts of terrorism," the premium charge for losses covered by TRIA, and the Company’s limit of liability should losses covered by TRIA exceed $100 billion.

_____ _____
Policyholder/Applicant Signature Date

_____
Policyholder/Applicant Signature

The summary of the Act and the coverage under your policy contained in this notice is necessarily general in nature. Your policy contains specific terms, definitions, exclusions and conditions. In case of any conflict, your policy language will control the resolution of all coverage questions. Please read your policy carefully.

If you have any questions regarding this notice, please contact your sales representative or agent.

Commercial Auto

Fleet Schedule

Valid 17 digit VINs are required for all vehicles regardless of state; however, it is mandatory due to DMV requirements that correct VINs be provided in the following states: AR, AZ, CT, GA, KS, KY, LA, MA, MD, ME, NC, NH, NM, NY, OR, PA, PR, and UT. We are unable to issue the policy until complete VINs are received and resolved.

#	VIN	Class Code	Vehicle Type	Model Year	Vehicle Make	Vehicle Model	Garaging City	Garaging State	Garaging Zip	Cost New	Comprehensive Deductible	Collision Deductible	AL Premium	APD Premium
1	3FTRF17202MA15004	01499	Light Truck	2002	FORD	TRUCK	CANUTILLO	TX	79835	$ 15,000	$ 2,500	$ 2,500	$ 685	$ -
2	3FTRF17272MA15002	01499	Light Truck	2002	FORD	TRUCK	CANUTILLO	TX	79835	$ 15,000	$ 2,500	$ 2,500	$ 685	$ -
3	1FT8W3CT5CEC31542	01499	Light Truck	2012	FORD	TRUCK	CANUTILLO	TX	79835	$ 44,610	$ 2,500	$ 2,500	$ 946	$ 139
4	1GNKRFED1DJ201216	01499	Light Truck	2013	CHEVROLET	TRUCK	CANUTILLO	TX	79835	$ 30,510	$ 2,500	$ 2,500	$ 932	$ 102
5	1GNSC5E0XDR322417	01499	Light Truck	2013	CHEVROLET	TRUCK	CANUTILLO	TX	79835	$ 43,870	$ 2,500	$ 2,500	$ 968	$ 162
6	3C63RRGL9JG394559	01499	Light Truck	2018	DODGE	TRUCK	CANUTILLO	TX	79835	$ 41,323	$ 2,500	$ 2,500	$ 1,065	$ 297
7	1GAHG39RXY1177493	21499	Medium Truck	2000	CHEVROLET	TRUCK	CANUTILLO	TX	79835	$ 30,000	$ 2,500	$ 2,500	$ 738	$ -
8	3D6WR26D96G145882	01499	Light Truck	2006	DODGE	TRUCK	CANUTILLO	TX	79835	$ 20,504	$ 2,500	$ 2,500	$ 781	$ -
9	3FRNF75Y56V251997	01499	Light Truck	2006	FORD	TRUCK	CANUTILLO	TX	79835	$ 50,000	$ 2,500	$ 2,500	$ 884	$ 92
10	1GNSC5E09ER192499	01499	Light Truck	2014	CHEVROLET	TRUCK	CANUTILLO	TX	79835	$ 33,000	$ 2,500	$ 2,500	$ 942	$ 121
11	1FDBF2A62EEB67195	01499	Light Truck	2014	FORD	TRUCK	CANUTILLO	TX	79835	$ 27,233	$ 2,500	$ 2,500	$ 915	$ 80
12	1FTYR2CM1JKA78683	01499	Light Truck	2018	FORD	VAN	CANUTILLO	TX	79835	$ 34,000	$ 2,500	$ 2,500	$ 1,025	$ 222
13	1FDNF7DC9MDF05577	01499	Light Truck	2021	FORD	TRUCK	CANUTILLO	TX	79835	$ 83,175	$ 2,500	$ 2,500	$ 1,281	$ 604
14	1FDBF2A62CEB17989	21499	Medium Truck	2012	FORD	TRUCK	CANUTILLO	TX	79835	$ 35,000	$ 2,500	$ 2,500	$ 921	$ 118
15	1FTMF1CM1BKD38471	01499	Light Truck	2011	FORD	TRUCK	CANUTILLO	TX	79835	$ 14,666	$ 2,500	$ 2,500	$ 806	$ -
16	1FTNF1CFXBKD53041	01499	Light Truck	2011	FORD	TRUCK	CANUTILLO	TX	79835	$ 14,666	$ 2,500	$ 2,500	$ 806	$ -
17	1FTNE1EW0CDA10986	01499	Light Truck	2012	FORD	TRUCK	CANUTILLO	TX	79835	$ 14,666	$ 2,500	$ 2,500	$ 815	$ -
18	1FTNE1EW2CDA10987	01499	Light Truck	2012	FORD	TRUCK	CANUTILLO	TX	79835	$ 14,666	$ 2,500	$ 2,500	$ 815	$ -
19	1FTNE1EW4CDA10988	01499	Light Truck	2012	FORD	TRUCK	CANUTILLO	TX	79835	$ 14,666	$ 2,500	$ 2,500	$ 815	$ -
20	1FT7W2A68CEA45206	01499	Light Truck	2012	FORD	TRUCK	CANUTILLO	TX	79835	$ 14,666	$ 2,500	$ 2,500	$ 815	$ -
21	1FTMF1CM5BKD38473	01499	Light Truck	2011	FORD	TRUCK	CANUTILLO	TX	79835	$ 14,666	$ 2,500	$ 2,500	$ 806	$ -
22	1FTMF1CM3BKD38469	01499	Light Truck	2011	FORD	TRUCK	CANUTILLO	TX	79835	$ 14,666	$ 2,500	$ 2,500	$ 806	$ -
23	1FTYR2CM1JKA83656	01499	Light Truck	2018	FORD	VAN	CANUTILLO	TX	79835	$ 34,956	$ 2,500	$ 2,500	$ 1,025	$ 222
24	1FTEW1CB9KKD03664	01499	Light Truck	2019	FORD	TRUCK	CANUTILLO	TX	79835	$ 40,509	$ 2,500	$ 2,500	$ 1,097	$ 335
25	2D8HN44H28R127508	01499	Light Truck	2008	DODGE	VAN	CANUTILLO	TX	79835	$ 21,150	$ 2,500	$ 2,500	$ 800	$ 4
26	3N1AB8BV0LY283051	7398	Private Passenger	2020	NISSAN	PP	CANUTILLO	TX	79835	$ 19,804	$ 2,500	$ 2,500	$ 923	$ -
27	3N1AB8BV4LY309926	7398	Private Passenger	2020	NISSAN	PP	CANUTILLO	TX	79835	$ 19,804	$ 2,500	$ 2,500	$ 923	$ -
28	3N1AB8BV6LY309099	7398	Private Passenger	2020	NISSAN	PP	CANUTILLO	TX	79835	$ 19,804	$ 2,500	$ 2,500	$ 923	$ -
29	JN1BJ1CVXLW552614	01499	Light Truck	2020	NISSAN	PP	CANUTILLO	TX	79835	$ 25,569	$ 2,500	$ 2,500	$ 1,056	$ 250
30	4UZABPCS48CY70344	6184		2008	THOMAS BUILT	BUS	CANUTILLO	TX	79835	$ 65,588	$ 2,500	$ 2,500	$ 1,196	$ 154
31	4UZABPCS68CY70345	6184		2008	THOMAS BUILT	BUS	CANUTILLO	TX	79835	$ 65,588	$ 2,500	$ 2,500	$ 1,196	$ 154
32	1BAKGC5A7AF274683	6184		2010	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 97,781	$ 2,500	$ 2,500	$ 1,196	$ 164
33	1BAKGC5A0AF268661	6184		2010	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 97,781	$ 2,500	$ 2,500	$ 1,196	$ 164
34	1BAKGCPA1AF277883	6184		2010	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 84,000	$ 2,500	$ 2,500	$ 1,196	$ 154
35	1BAKCCPA5BF275793	6184		2011	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 88,360	$ 2,500	$ 2,500	$ 1,196	$ 154
36	1BAKGCPA2BF282205	6184		2011	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 110,000	$ 5,000	$ 5,000	$ 1,196	$ 167
37	1BAKCCPA5BF281965	6184		2011	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 97,415	$ 2,500	$ 2,500	$ 1,196	$ 164
38	1BAKGCPA2CF288555	01499	Light Truck	2012	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 86,770	$ 2,500	$ 2,500	$ 1,060	$ 331
39	1BAKCCPA7BF281966	6183		2011	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 85,000	$ 2,500	$ 2,500	$ 1,020	$ 154
40	1BAKGCPA2CF288556	01499	Light Truck	2012	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 86,770	$ 2,500	$ 2,500	$ 1,060	$ 331
41	1BAKBCPA2CF283337	6183		2012	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 85,000	$ 2,500	$ 2,500	$ 1,020	$ 154
42	1BAKGCPA8CF288558	01499	Light Truck	2012	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 86,770	$ 2,500	$ 2,500	$ 1,060	$ 331
43	1BAKCCPA2CF288549	01499	Light Truck	2012	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 95,635	$ 2,500	$ 2,500	$ 1,060	$ 331
44	1BAKGCPAXCF288559	01499	Light Truck	2012	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 86,770	$ 2,500	$ 2,500	$ 1,060	$ 331

Commercial Auto

Fleet Schedule

Valid 17 digit VINs are required for all vehicles regardless of state; however, it is mandatory due to DMV requirements that correct VINs be provided in the following states: AR, AZ, CT, GA, KS, KY, LA, MA, MD, ME, NC, NH, NM, NY, OR, PA, PR, and UT. We are unable to issue the policy until complete VINs are received and resolved.

#	VIN	Class Code	Vehicle Type	Model Year	Vehicle Make	Vehicle Model	Garaging City	Garaging State	Garaging Zip	Cost New	Comprehensive Deductible	Collision Deductible	AL Premium	APD Premium
45	1BAKCCPA0CF288548	01499	Light Truck	2012	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 95,635	$ 2,500	$ 2,500	$ 1,060	$ 331
46	1C4GP45R95B442182	7398	Private Passenger	2005	CHRYSLER	PP	CANUTILLO	TX	79835	$ 20,000	$ 2,500	$ 2,500	$ 710	$ -
47	1C4GP45R15B441995	7398	Private Passenger	2005	CHRYSLER	PP	CANUTILLO	TX	79835	$ 20,000	$ 2,500	$ 2,500	$ 710	$ -
48	1FTNF2A55AEA28326	01499	Light Truck	2010	FORD	TRUCK	CANUTILLO	TX	79835	$ 18,823	$ 2,500	$ 2,500	$ 812	$ 4
49	1GB3G3BGXB1171036	6184		2011	CHEVROLET	BUS	CANUTILLO	TX	79835	$ 51,380	$ 2,500	$ 2,500	$ 1,196	$ 120
50	YE2CC12B142046512	6184		2004	VAN HOOL	BUS	CANUTILLO	TX	79835	$ 250,000	$ 15,000	$ 15,000	$ 1,196	$ 323
51	1BAKGCPA0CF288554	01499	Light Truck	2012	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 86,770	$ 2,500	$ 2,500	$ 1,060	$ 331
52	1BAKCCPA9DF294883	6183		2013	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 98,330	$ 2,500	$ 2,500	$ 1,020	$ 165
53	1BAKGCPA6CF288557	01499	Light Truck	2012	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 86,770	$ 2,500	$ 2,500	$ 1,060	$ 331
54	1BAKCCPA7DF294882	6183		2013	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 98,330	$ 2,500	$ 2,500	$ 1,020	$ 165
55	1BAKGCPA1CF288563	01499	Light Truck	2012	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 95,635	$ 2,500	$ 2,500	$ 1,060	$ 331
56	1BAKCCPA4EF300915	6182		2014	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 98,730	$ 2,500	$ 2,500	$ 914	$ 165
57	1BAKGCPAXCF288562	01499	Light Truck	2012	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 86,770	$ 2,500	$ 2,500	$ 1,060	$ 331
58	1BAKGCPA6CF288560	01499	Light Truck	2012	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 86,770	$ 2,500	$ 2,500	$ 1,060	$ 331
59	1BAKGCPA8CF288561	01499	Light Truck	2012	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 86,770	$ 2,500	$ 2,500	$ 1,060	$ 331
60	4UZABRDT2FCGH5776	6184		2015	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 85,640	$ 2,500	$ 2,500	$ 1,196	$ 154
61	4UZABRDT2GCGR2194	6184		2016	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 102,759	$ 2,500	$ 2,500	$ 1,196	$ 217
62	4DRBUC8NXHB452919	6184		2017	INTL	BUS	CANUTILLO	TX	79835	$ 125,000	$ 2,500	$ 2,500	$ 1,196	$ 275
63	4UZABRFC8JCJH0991	6184		2018	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 100,352	$ 5,000	$ 5,000	$ 1,196	$ 234
64	4UZABRFC3KCJY3119	6182		2019	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 102,422	$ 5,000	$ 5,000	$ 914	$ 249
65	4UZABRFC3LCLP3696	6184		2020	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 287
66	4UZABRFC0MCML1443	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
67	4UZABRFC1MCML1449	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
68	4UZABRFC6MCML1446	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
69	4UZABRFC9MCML1442	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
70	4UZABRFC5MCML1437	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
71	4UZABRFCXMCML1448	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
72	4UZABRFC7MCML1441	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
73	4UZABRFCXMCML1451	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
74	4UZABRFC9MCML1439	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
75	4UZABRFC7MCML1438	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
76	4UZABRFC4MCML1445	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
77	4UZABRFC5MCML1440	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
78	4UZABRFC8MCML1450	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
79	4UZABRFC8MCML1447	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
80	4UZABRFC2MCML1444	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 106,630	$ 5,000	$ 5,000	$ 1,196	$ 298
81	4UZABRFCXMCMK9912	6184		2021	FREIGHTLINER	BUS	CANUTILLO	TX	79835	$ 103,900	$ 5,000	$ 5,000	$ 1,196	$ 291
82	1GB3GSBG6K1172064	6184		2021	THOMAS BUILT	BUS	CANUTILLO	TX	79835	$ 103,900	$ 5,000	$ 5,000	$ 1,196	$ 291
83	1GB3GSBG3K1173091	6184		2021	THOMAS BUILT	BUS	CANUTILLO	TX	79835	$ 103,900	$ 5,000	$ 5,000	$ 1,196	$ 291
84	1HA3GSBG3KN004365	6184		2019	CHEVROLET	NAVISTAR	CANUTILLO	TX	79835	$ 103,900	$ 5,000	$ 5,000	$ 1,196	$ 251
85	1GTEC14W1XZ533708	01499	Light Truck	1999	GMC	TRUCK	CANUTILLO	TX	79835	$ 28,000	$ 2,500	$ 2,500	$ 714	$ -
86	1FTNE24W47DB09517	01499	Light Truck	2007	FORD	VAN	CANUTILLO	TX	79835	$ 14,758	$ 2,500	$ 2,500	$ 750	$ -
87	1FTNE24W67DB09518	01499	Light Truck	2007	FORD	VAN	CANUTILLO	TX	79835	$ 14,886	$ 2,500	$ 2,500	$ 750	$ -
88	1FDUF4GT5CEA82074	21499	Medium Truck	2012	FORD	TRUCK	CANUTILLO	TX	79835	$ 43,369	$ 2,500	$ 2,500	$ 939	$ 139

Commercial Auto

Fleet Schedule

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#	VIN	Class Code	Vehicle Type	Model Year	Vehicle Make	Vehicle Model	Garaging City	Garaging State	Garaging Zip	Cost New	Comprehensive Deductible	Collision Deductible	AL Premium	APD Premium
89	1FTBR1C85LKB59370	01499	Light Truck	2020	FORD	VAN	CANUTILLO	TX	79835	$ 35,250	$ 2,500	$ 2,500	$ 1,108	$ 355
90	W006X4X067756	69499	Trailer	2002	JOHN DEERE	TRAILER	CANUTILLO	TX	79835	$ 6,585	$ 2,500	$ 2,500	$ 156	$ -
91	4P5D7102X81122932	6184		2008	PJ	TRAILER	CANUTILLO	TX	79835	$ 6,682	$ 2,500	$ 2,500	$ 1,196	$ 26
92	1WC200R2X52054136	69499	Trailer	2005	WELLSCARGO	TRAILER	CANUTILLO	TX	79835	$ 9,075	$ 2,500	$ 2,500	$ 179	$ -
93	3N1CN8DV3ML908201	7398	Private Passenger	2021	NISSAN	VERSA	CANUTILLO	TX	79835	$ 20,224	$ 2,500	$ 2,500	$ 940	$ 34
94	3N1CN8DV8ML910185	7398	Private Passenger	2021	NISSAN	VERSA	CANUTILLO	TX	79835	$ 20,224	$ 2,500	$ 2,500	$ 940	$ 34
95	1FT7W2BN4MED52539	01499	Light Truck	2021	FORD	F-250 SUPER DUTY	CANUTILLO	TX	79835	$ 48,220	$ 2,500	$ 2,500	$ 1,194	$ 456
96	1FTBR1C89LKA68781	01499	Light Truck	2020	FORD	TRUCK	CANUTILLO	TX	79835	$ 36,500	$ 2,500	$ 2,500	$ 1,108	$ 355
97	1FMJU1HTXLEA46130	01499	Light Truck	2020	FORD	TRUCK	CANUTILLO	TX	79835	$ 41,895	$ 2,500	$ 2,500	$ 1,129	$ 385
98	4DRBUC8N8RB128482	6184		2024	IC	BUS	CANUTILLO	TX	79835	$ 109,200	$ 5,000	$ 5,000	$ 1,196	$ 382
99	4DRBUC8NXRB128483	6184		2024	IC	BUS	CANUTILLO	TX	79835	$ 109,200	$ 5,000	$ 5,000	$ 1,196	$ 382
100	1BAKGCUA1TF817157	6184		2025	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 378,869	$ 10,000	$ 10,000	$ 1,196	$ 1,155
101	1BAKGCUA3TF817158	6184		2025	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 378,869	$ 10,000	$ 10,000	$ 1,196	$ 1,155
102	1BAKGCUA1TF817160	6184		2025	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 378,869	$ 10,000	$ 10,000	$ 1,196	$ 1,155
103	1BAKGCUA9TF819108	6184		2025	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 378,869	$ 10,000	$ 10,000	$ 1,196	$ 1,155
104	1BAKGCUA7TF819107	6184		2025	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 378,869	$ 10,000	$ 10,000	$ 1,196	$ 1,155
105	1BAKGCUA3TF819105	6184		2025	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 98,330	$ 10,000	$ 10,000	$ 1,196	$ 312
106	1BAKGCUA5TF819106	6184		2025	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 378,869	$ 10,000	$ 10,000	$ 1,196	$ 1,155
107	1BAKGCUA5TF817159	6184		2025	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 378,869	$ 10,000	$ 10,000	$ 1,196	$ 1,155
108	1GB3G3BG5C1104054	6184		2025	BLUEBIRD	BUS	CANUTILLO	TX	79835	$ 378,869	$ 10,000	$ 10,000	$ 1,196	$ 1,155

Signature

Date

Property

Statement of Values

Policy Name: Canutillo Independent School District
Policy Number:
Effective: 9/1/2026-9/1/2027

Prepared on: 07/06/2026 at 09:36AM ET

This Statement of Values reflects each and every location you have reported to us that is to be insured along with associated values. For accuracy, the domestic addresses provided have been standardized to meet USPS guidelines.

All reported values are certified to be 100% and reflect the desired valuation basis. The reported Loss of Business income and loss of rents values are 100% of the estimated values for the 12 months following the date of this report.

Locations designated as unscheduled ("U") are subject to the applicable Limit(s) of Liability provided in the policy for unscheduled locations. Foreign locations coded as "M" are subject to the applicable Limit(s) of Liability specified on the Foreign Locations - Extension of Territorial Condition form, if attached to the policy.

Definitions

Unscheduled - U (applicable to RM Select policies only)
All Other Personal Property - Furniture & Fixtures, Improvements & Betterments, Signs, Tools, Electronic Data Processing, Property in the Open, Property of Others
Mobile Equipment or Tools - Equipment off premises, contractror's equipment

Loc #	Location Name	Insureds Complete Street Address	City	County	State/ Province	Country	Zip Code	Building	Inventory/ Stock & Supplies	Machinery & Equipment	All Other Personal Property	Dies & Patterns	Mobile Equipment or Tools	Fine Arts	Loss of Business Income	Loss of Rent	Total TIV
1.1	CMS ROTCWEIGHT ROOM	7311 Bosque Rd	Canutillo	El Paso	TX	US	79835	$1,654,736	$0	$0	$148,882	$0	$0	$0	$0	$0	**$1,803,618**
1.10	BLEACHERS	7311 Bosque Rd	Canutillo	El Paso	TX	US	79835	$92,000	$0	$0	$0	$0	$0	$0	$0	$0	**$92,000**
1.11	BLEACHERS PRESSBOX	7311 Bosque Rd	Canutillo	El Paso	TX	US	79835	$115,000	$0	$0	$0	$0	$0	$0	$0	$0	**$115,000**
1.12	GREENHOUSE	7311 Bosque Rd	Canutillo	El Paso	TX	US	79835	$23,000	$0	$0	$5,000	$0	$0	$0	$0	$0	**$28,000**
1.13	CTE AG BUILDING	7311 Bosque Rd	Canutillo	El Paso	TX	US	79835	$1,858,400	$0	$0	$200,000	$0	$0	$0	$0	$0	**$2,058,400**
1.2	SURPLUS WAREHOUSE	7311 Bosque Rd	Canutillo	El Paso	TX	US	79835	$1,012,647	$0	$0	$163,583	$0	$0	$0	$0	$0	**$1,176,230**
1.3	FORMER ADMIN BUILDING A	7311 Bosque Rd	Canutillo	El Paso	TX	US	79835	$575,000	$0	$0	$96,530	$0	$0	$0	$0	$0	**$671,530**
1.4	FORMER ADMIN BUILDING B	7311 Bosque Rd	Canutillo	El Paso	TX	US	79835	$805,000	$0	$0	$88,221	$0	$0	$0	$0	$0	**$893,221**
1.5	MAIN BUILDING	7311 Bosque Rd	Canutillo	El Paso	TX	US	79835	$41,474,750	$0	$0	$4,090,993	$0	$0	$0	$0	$0	**$45,565,743**
1.6	WASTEWATER TRTMENT PLANT	7311 Bosque Rd	Canutillo	El Paso	TX	US	79835	$676,532	$0	$0	$0	$0	$0	$0	$0	$0	**$676,532**
1.7	TRACK IMPROVEMENT	7311 Bosque Rd	Canutillo	El Paso	TX	US	79835	$247,250	$0	$0	$0	$0	$0	$0	$0	$0	**$247,250**
1.8	CONCESSION STD	7311 Bosque Rd	Canutillo	El Paso	TX	US	79835	$77,927	$0	$0	$1,000	$0	$0	$0	$0	$0	**$78,927**
1.9	STADIUM LIGHTS	7311 Bosque Rd	Canutillo	El Paso	TX	US	79835	$115,000	$0	$0	$0	$0	$0	$0	$0	$0	**$115,000**
2.1	ALDERETE MS MAIN	801 Talbot Ave	Canutillo	El Paso	TX	US	79835	$22,933,300	$0	$0	$2,267,000	$0	$0	$0	$0	$0	**$25,200,300**
2.2	SCIENCE WINGLIBRARY	801 Talbot Ave	Canutillo	El Paso	TX	US	79835	$7,024,200	$0	$0	$1,088,296	$0	$0	$0	$0	$0	**$8,112,496**

Property

Statement of Values

Loc #	Location Name	Insureds Complete Street Address	City	County	State/ Province	Country	Zip Code	Building	Inventory/ Stock & Supplies	Machinery & Equipment	All Other Personal Property	Dies & Patterns	Mobile Equipment or Tools	Fine Arts	Loss of Business Income	Loss of Rent	Total TIV
2.3	NEW GYM	801 Talbot Ave	Canutillo	El Paso	TX	US	79835	$5,855,800	$0	$0	$300,000	$0	$0	$0	$0	$0	**$6,155,800**
2.4	ALDERETE MS FB CONCESS	801 Talbot Ave	Canutillo	El Paso	TX	US	79835	$241,500	$0	$0	$2,196	$0	$0	$0	$0	$0	**$243,696**
2.5	ALDERETE MS FB TURF	801 Talbot Ave	Canutillo	El Paso	TX	US	79835	$287,500	$0	$0	$0	$0	$0	$0	$0	$0	**$287,500**
2.6	ALDERETE MS FB TRACK	801 Talbot Ave	Canutillo	El Paso	TX	US	79835	$161,000	$0	$0	$0	$0	$0	$0	$0	$0	**$161,000**
2.7	ALDERETE MS FB FENCING	801 Talbot Ave	Canutillo	El Paso	TX	US	79835	$27,209	$0	$0	$0	$0	$0	$0	$0	$0	**$27,209**
2.8	ALDERETE MS FB BLEACHERS	801 Talbot Ave	Canutillo	El Paso	TX	US	79835	$38,065	$0	$0	$0	$0	$0	$0	$0	$0	**$38,065**
2.9	ALDERETE MS FB SCOREBOAR	801 Talbot Ave	Canutillo	El Paso	TX	US	79835	$6,350	$0	$0	$0	$0	$0	$0	$0	$0	**$6,350**
3.1	CANUTILLO ELEM MAIN	651 Canutillo Ave	Canutillo	El Paso	TX	US	79835	$21,192,200	$0	$0	$1,908,000	$0	$0	$0	$0	$0	**$23,100,200**
3.2	CES RESTROOM BUILDING	651 Canutillo Ave	Canutillo	El Paso	TX	US	79835	$138,000	$0	$0	$0	$0	$0	$0	$0	$0	**$138,000**
4.1	DAVENPORT ELEM	8401 Remington Dr	Canutillo	El Paso	TX	US	79835	$18,745,000	$0	$0	$1,648,111	$0	$0	$0	$0	$0	**$20,393,111**
4.2	PORTABLEA	8401 Remington Dr	Canutillo	El Paso	TX	US	79835	$100,000	$0	$0	$10,000	$0	$0	$0	$0	$0	**$110,000**
4.3	PORTABLEB	8401 Remington Dr	Canutillo	El Paso	TX	US	79835	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
5.1	DAMIAN ELEM	6300 Strahan Rd	El Paso	El Paso	TX	US	79932	$20,771,300	$0	$0	$1,781,826	$0	$0	$0	$0	$0	**$22,553,126**
6.1	CHILDRESS ELEM	7700 Cap Carter Rd	Vinton	El Paso	TX	US	79821	$22,982,750	$0	$0	$2,022,162	$0	$0	$0	$0	$0	**$25,004,912**
7.1	ADMINISTRATION	7965 Artcraft Rd	El Paso	El Paso	TX	US	79932	$11,327,500	$0	$0	$1,466,532	$0	$0	$0	$0	$0	**$12,794,032**
8.1	CANUTILLO HS MAIN	6675 S DESERT RD	EL PASO		TX	US	79932	$57,440,200	$0	$0	$8,771,817	$0	$0	$0	$0	$0	**$66,212,017**
8.10	BB SCOREBOARD	6675 S Desert Blvd	El Paso	El Paso	TX	US	79932	$17,250	$0	$0	$0	$0	$0	$0	$0	$0	**$17,250**
8.11	CAMPUS LIGHTING	6675 S Desert Blvd	El Paso	El Paso	TX	US	79932	$143,750	$0	$0	$0	$0	$0	$0	$0	$0	**$143,750**
8.12	TENNIS COURTS	6675 S Desert Blvd	El Paso	El Paso	TX	US	79932	$103,500	$0	$0	$0	$0	$0	$0	$0	$0	**$103,500**
8.13	FB BLEACHERPRESBOX	6675 S Desert Blvd	El Paso	El Paso	TX	US	79932	$747,500	$0	$0	$0	$0	$0	$0	$0	$0	**$747,500**
8.14	FB LIGHTSPOLES	6675 S Desert Blvd	El Paso	El Paso	TX	US	79932	$207,000	$0	$0	$0	$0	$0	$0	$0	$0	**$207,000**
8.15	TRACKS	6675 S Desert Blvd	El Paso	El Paso	TX	US	79932	$172,500	$0	$0	$0	$0	$0	$0	$0	$0	**$172,500**
8.16	FB SCOREBOARD	6675 S Desert Blvd	El Paso	El Paso	TX	US	79932	$23,000	$0	$0	$0	$0	$0	$0	$0	$0	**$23,000**
8.17	HS MARQUEE	6675 S Desert Blvd	El Paso	El Paso	TX	US	79932	$39,860	$0	$0	$0	$0	$0	$0	$0	$0	**$39,860**

Property

Statement of Values

Loc #	Location Name	Insureds Complete Street Address	City	County	State/ Province	Country	Zip Code	Building	Inventory/ Stock & Supplies	Machinery & Equipment	All Other Personal Property	Dies & Patterns	Mobile Equipment or Tools	Fine Arts	Loss of Business Income	Loss of Rent	Total TIV
8.18	GEOTHERMAL SYSTEM	6675 S Desert Blvd	El Paso	El Paso	TX	US	79932	$626,750	$0	$0	$0	$0	$0	$0	$0	$0	**$626,750**
8.2	AG SHOP	6675 S DESERT RD	EL PASO		TX	US	79932	$3,576,500	$0	$0	$407,349	$0	$0	$0	$0	$0	**$3,983,849**
8.3	CHS FIELDHOUSE	6675 S DESERT RD	EL PASO		TX	US	79932	$2,699,050	$0	$0	$384,483	$0	$0	$0	$0	$0	**$3,083,533**
8.4	CHS GYM	6675 S DESERT RD	EL PASO		TX	US	79932	$13,756,300	$0	$0	$232,937	$0	$0	$0	$0	$0	**$13,989,237**
8.5	TICKET BOOTH	6675 S DESERT RD	EL PASO		TX	US	79932	$34,969	$0	$0	$0	$0	$0	$0	$0	$0	**$34,969**
8.6	TURF	6675 S DESERT RD	EL PASO		TX	US	79932	$920,000	$0	$0	$0	$0	$0	$0	$0	$0	**$920,000**
8.7	BLEACHERS PRESSBOX	6675 S DESERT RD	EL PASO		TX	US	79932	$747,500	$0	$0	$0	$0	$0	$0	$0	$0	**$747,500**
8.8	FB FIELD FENCES	6675 S Desert Blvd	El Paso	El Paso	TX	US	79932	$230,000	$0	$0	$0	$0	$0	$0	$0	$0	**$230,000**
8.9	BB DUGOUTS	6675 S Desert Blvd	El Paso	El Paso	TX	US	79932	$115,000	$0	$0	$0	$0	$0	$0	$0	$0	**$115,000**
9.1	GARCIA ELEM	6550 Westside Dr	El Paso	El Paso	TX	US	79932	$18,241,300	$0	$0	$2,614,558	$0	$0	$0	$0	$0	**$20,855,858**
10.1	MAINTRANSPORTATION	7710 Cap Carter Rd	Vinton	El Paso	TX	US	79821	$2,881,900	$0	$0	$300,000	$0	$0	$0	$0	$0	**$3,181,900**
11.10	PORTABLEJ	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.1	PORTABLEA	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.11	PORTABLEK	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.12	PORTABLEL	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.13	PORTABLEM	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.14	PORTABLEN	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.15	PORTABLEO	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.16	PORTABLEP	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.17	SCIENCE PORTABLEA	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$223,396	$0	$0	$67,760	$0	$0	$0	$0	$0	**$291,156**
11.18	SCIENCE PORTABLEB	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$223,396	$0	$0	$71,825	$0	$0	$0	$0	$0	**$295,221**
11.19	PORTABLEQ	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.20	PORTABLER	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.2	PORTABLEB	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.21	PORTABLES	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.22	PORTABLET	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.23	PORTABLEU	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.24	PORTABLEV	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**

Property

Statement of Values

Loc #	Location Name	Insureds Complete Street Address	City	County	State/ Province	Country	Zip Code	Building	Inventory/ Stock & Supplies	Machinery & Equipment	All Other Personal Property	Dies & Patterns	Mobile Equipment or Tools	Fine Arts	Loss of Business Income	Loss of Rent	Total TIV
11.25	PORTABLEW	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.26	PORTABLEX	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.27	NECHS	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$2,042,400	$0	$0	$47,400	$0	$0	$0	$0	$0	**$2,089,800**
11.3	PORTABLEC	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.4	PORTABLED	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.5	PORTABLEE	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.6	PORTABLEF	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.7	PORTABLEG	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.8	PORTABLEH	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
11.9	PORTABLEI	6701 S Desert Blvd	El Paso	El Paso	TX	US	79932	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	**$100,000**
12.1	PORTABLE	6800 Strahan Rd	El Paso	El Paso	TX	US	79932	$132,250	$0	$0	$10,000	$0	$0	$0	$0	$0	**$142,250**
13.1	LONE STAR BUILDING	7000 5th St	Canutillo	El Paso	TX	US	79835	$14,123,150	$0	$0	$1,080,000	$0	$0	$0	$0	$0	**$15,203,150**
13.2	CANUTILLO ELEM	7000 5th St	Canutillo	El Paso	TX	US	79835	$15,503,715	$0	$0	$1,465,962	$0	$0	$0	$0	$0	**$16,969,677**
13.3	DEAP	7000 5th St	Canutillo	El Paso	TX	US	79835	$862,500	$0	$0	$84,207	$0	$0	$0	$0	$0	**$946,707**
13.4	COTTAGE 1	7000 5th St	Canutillo	El Paso	TX	US	79835	$100,000	$0	$0	$10,000	$0	$0	$0	$0	$0	**$110,000**
13.5	COTTAGE 2	7000 5th St	Canutillo	El Paso	TX	US	79835	$100,000	$0	$0	$10,000	$0	$0	$0	$0	$0	**$110,000**
14.1	REYES ELEM	7440 Northern Pass Dr	El Paso	El Paso	TX	US	79911	$26,586,850	$0	$0	$3,000,000	$0	$0	$0	$0	$0	**$29,586,850**
14.2	Reyes Elementary School Portable Classroom 1	7440 Northern Pass Dr	El Paso	El Paso	TX	US	79911	$100,000	$0	$0	$46,828	$0	$0	$0	$0	$0	**$146,828**
14.3	Reyes Elementary School Portable Classroom 2	7440 Northern Pass Dr	El Paso	El Paso	TX	US	79911	$100,000	$0	$0	$46,828	$0	$0	$0	$0	$0	**$146,828**
Total								$345,880,402	$0	$0	$35,940,286	$0	$0	$0	$0	$0	**$381,820,688**

We certify that this is a complete and true statement of our values as of the reporting date and that the values provided are reported on the same basis as each type of property would be valued according to the policy valuation provisions in the event of a loss.

Signature of Insured or Authorized Employee _____ Date _____

Board of Trustees

Meeting Date: August 25,2026

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: The administration recommends that the Board ratify the after-the-fact approval of the Memorandum of Understanding between EDWELL, Inc., a Federal Department of Labor registered Apprenticeship Program, and Canutillo ISD to serve as the administrator of the K-12 Teacher Apprenticeship Program

Justification Statement: The Board of Trustees did not hold a meeting in July 2026, this Memoranduem of Understanding was to be submitted by August 1, 2026. to EDWELL, Inc. Item did not make the June 2026 Board Agenda Item submission timeline.

Purpose of Agenda Item: ☐ Information ☐ Discussion ☑ Action

Item Type: ☑ Curriculum & Instruction ☐ HumanResources ☐ Business Services

Staff Responsible: Dr. Jesica Arellano / Veronica Campbell

Signature of Requester(s)

Signature of Presenter(s)

CP

Business Services Approval (Initials) *Date*

Agenda Summary:

The purpose of the Memorandum of Understanding is to establish terms and conditions with Edwell, Inc in partnerships with Canutillo ISD to administer the Program and delivery of on the job training to support the standards and competencies outlined to support the selected Apprentices' develoment and to preparation to become a high quality teacher as required by the Department of Labor's Office of Apprenticeship.
This Memorandum of Understanding's purpose is to affirm the Parties' commitment to the advancement of the Program and set forth of the Parties' respective rights and responsibilities. Edwell, Inc commits to active engagement through collaborative planning, professional learning communitie,and assistance activities to support the design, implementation, and continous improvement of the GrowYour Own Teacher apprenticeship pathway. This is part of a speccial option by the Texas Education Agency to fund this support valued at $75,000

RECOMMENDATION: Administration recommends that the Board of Trustees ratify the after-the-fact approval fo the MOU between EDWELL, Inc. and Canutillo ISD as presented.

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

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

REQUESTING DEPARTMENT:
Curriculum and Instruction

CONSEQUENCES OF NON-APPROVAL:
Canutillo ISD will have to organize and oversee it program in its entirety

IMPLEMENTATION TIMELINE:
2026-2027 School Year

ATTACHMENT(S): ✓

MEMORANDUM OF UNDERSTANDING (MOU)

K-12 Teacher Registered Apprenticeship Program for Employer Partner and Related Professional Services

This Memorandum of Understanding ("MOU" or "Agreement"), made as of _____, is entered into by edwell, Inc. ("Program Sponsor" or "Sponsor"), a Federal Department of Labor (sometimes "DOL") Registered Apprenticeship Program Sponsor, who shall serve as administrator and sponsor of the Canutillo ISD K-12 Teacher Apprenticeship Program, a Registered Teacher Apprenticeship Program ("Apprenticeship Program" or "the Program") to be established at Canutillo ISD ("Employer" or "Employer Partner"), a local education agency and employer partner for the Program. Program Sponsor and Employer shall sometimes individually be referred to as Party and collectively be referred to as the "Parties."

WHEREAS the Parties desire to establish an agreement that will ensure the provision of high-quality pathways to develop K-12 Teacher Talent Pipelines designed to support Employer and apprentices identified by Employer participating in the Program ("Apprentices"), as registered with the Department of Labor's Office of Apprenticeship; and

WHEREAS the Parties are committed to delivering high-quality on-the-job training to the apprentices that aligns with the standards of selected providers of Related Technical Instruction ("RTI"), including but not limited to Institutions of Higher Education, Alternative Certification Programs or other consultants approved by Employer, who are organizations that support Apprentices earning their degree and certification, as set forth by the Texas Education Agency, ensuring that the Program's curriculum and instruction meet Texas' rigorous requirements for educator preparation and certification; and

WHEREAS Program Sponsor represents it is a fully qualified and certified program sponsor, authorized by the DOL and under all applicable federal and state laws to sponsor and administer the Program consistent with the terms set forth herein and is qualified to provide all professional services set forth herein; and

WHEREAS the Parties are dedicated to elevating the demand for high-quality talent and are committed to sustaining a relationship that focus on the holistic development of the Apprentices.

NOW, THEREFORE, the foregoing recitals are fully incorporated in the Agreement below, and in recognition of the Parties' mutual promises and the shared vision to foster a transformative educational experience, the Parties hereby agree as follows:

I. Purpose

The purpose of this MOU is to establish the terms and conditions under which the Program Sponsor, working with Employer Partner will administer the Program and administer the delivery of on-the-job training to support the standards and competencies outlined within to support the selected Apprentices' development and preparation to become a high-quality teachers as required by the Department of Labor's Office of Apprenticeship. This Agreement's purpose is to affirm the Parties' commitment to the advancement of the Program and set forth each of the Parties' respective rights and responsibilities.

This Agreement is intended to reflect the core values and structure inherent in the five pillars of successful apprenticeship models. The Parties' collaborative efforts are designed to ensure they maintain:

A. Collaborative Financial Stewardship: Financial stewardship is paramount to the Program's sustainability and efficacy. To achieve this, the Parties will engage collectively in proactively seeking and applying for grants, scholarships, and other funding opportunities that align with the Program's goals. The Parties will also collaborate on grant proposals, leveraging combined expertise to secure funding, establish effective utilization strategies to maximize educational impact, and engage in regular financial reviews.

Additionally, sharing resources and maintaining open communication will be explored to foster innovation and prudent management. Grants awarded to the Sponsor and/or Employer as respective beneficiaries, to the extent applicable, or their Apprentices, may require action and accountability of the Parties as outlined in the grant deliverables. Employer reserves sole discretion to enter into any related grant agreements and to evaluate the terms of same. Sponsor and Apprentices may not enter into grant or other agreements that impact or bind the Employer in any way without first obtaining written authorization from Employer.

B. Structured Learning: Through outside providers and/or internal resources, deliver a comprehensive curriculum that combines theoretical knowledge with practical skills, aimed at fostering a robust understanding of effective teaching practices.

C. On-the-Job Training ("OJT"): Ensure that Apprentices receive hands-on, experiential learning under the mentorship of experienced educators within real-world educational settings, as part of their required RTI.

D. Reward for Skill Gains: Recognize and compensate Apprentice advancements in both knowledge and skill application, aligning incentives with each stage of professional development.

E. A National Occupational Credential: Culminate in the achievement of a recognized teaching credential that validates the Apprentice's capability and readiness to excel in the education field.

By embracing these pillars, the Parties aim to create a supportive, structured pathway that empowers aspiring teachers, enriches the educational landscape, and upholds the integrity and quality of the teaching profession. Employer retains all authority and shall make all decisions in its sole discretion related to employment or any Apprentice, including hiring, termination, promotion and enforcement of all Employer personnel policies and practices. Notwithstanding any provision herein to the contrary, this Agreement and all activities of Sponsor and Employer under this Agreement shall be subject to applicable Employer's personnel, educational and other policies and practices.

II. Term of the MOU

The term of this MOU shall begin on the date the last signature is executed and shall continue for a period of one year and will automatically renew each year unless amended or terminated in accordance with the provisions herein.

III. Defining Our Relationship

The success of the Program hinges on clear communication, well-defined expectations, and the strong collaboration of the Parties. This section lays out the specific roles and responsibilities that each Party—the Program Sponsor, and the Employer Partner—will uphold. The Parties, as applicable, will enter separate agreements with RTI Providers (colleges, universities or alternative certification programs). By explicitly delineating these duties, we aim to foster a transparent and effective working relationship that facilitates the growth and development of our Apprentices.

A. Program Sponsor

i. Program Standards. Oversee and administer the Apprenticeship Program, as the Program Sponsor and facilitate a Program Steering Committee (defined below) and Apprentice Committee (defined below), within the Employer Consortium (defined below) to ensure all Program standards and components reflect employer-driven strategies and training goals to establish high-quality talent pipelines for K-12 Teacher preparation and development. The Employer Consortium is an informal group of employer partners working with Program Sponsor, organized by Sponsor to facilitate collaboration by employer partners to collectively support and enhance the collective and individual

programs of the participating employer sponsors. Employer sponsors are not contractually bound to one another and Sponsor is not authorized to bind Employer Sponsor in relation to the Employer Consortium. The Program Steering Committee and Apprentice Committee are informal committees that shall be formed by Sponsor as part of the Employer Consortium to facilitate the consortium's collaborative efforts. Sponsor shall provide proposed written Program Standards to Employer for Employer's approval prior to the implementation of the Program.

ii. Registration and Compliance. Ensure the Program is registered with the appropriate state or federal apprenticeship agencies, including the DOL, and complies with all applicable state and federal laws, regulations and standards. This includes adherence to any federal and/or state reporting and compliance requirements and accurate maintenance of Program records to uphold the Program's integrity. The Program Sponsor will ensure access to a data tracking software and RAPIDS for monitoring and managing all necessary information, including competency-based training requirements as required by the Department of Labor (DOL) and Local Workforce Board. All data sharing between parties will comply with FERPA regulations to maintain the confidentiality and security of student information. Sponsor shall provide copies of all proposed applications and any appropriate correspondence to Employer in advance prior to submitting same.

iii. Maintain and Coordinate Relationships: Maintain and expand relationships with RTI Providers. This includes successfully securing additional parties who value the program's purpose and goals, ensuring long-term sustainable programming that supports the development of high-quality teachers. Coordinate between the RTI Providers and Employer Partner to facilitate the successful delivery of both the educational and on-the-job training components of the apprenticeship. Sponsor shall provide any proposed contracts between Employer and such other parties working with Employer in advance for Employer's review and written approval.

iv. OJT. The Program Sponsor serves as a provider of OJT-Related Training and, accordingly, will collaborate with Employer for OJT Implementation and facilitation. The Sponsor ensures that OJT, "microcredential" training resources are readily accessible and aligned to competency program standards and can be effectively implemented by the Employer.

v. Talent Acquisition. Provides resources and information to support employer-initiated recruitment strategies to support localized program goals.

vii. Sustainability. Develop and implement strategies to ensure the long-term sustainability of the Apprenticeship Program, including securing ongoing funding and resources, fostering mutually beneficial relationships to support Employer Partner in achieving their internal sustainability goals. Engages and coordinates with Local Workforce Board for access to WIOA funding for eligible Apprentices. All grant applications and agreements shall be submitted in advance to Employer for review and written approval of same prior to submission.

viii. Funding Eligibility Maintenance. Facilitate and coordinate the maintenance of eligibility for Workforce Innovation and Opportunity Act (WIOA) funding and communicate process timelines, and resources and technical assistance to support completion of this process for each Apprentice. This includes providing and paying for training, tuition, and related expenses on behalf of eligible Apprentices to RTI providers (colleges, universities or alternative certification providers) and employers subcontracted to implement OJT requirements with funds allocated per Apprentice within their training award from workforce development partners. All grant applications and agreements shall be submitted in advance to Employer for review and written approval of same prior to submission.

ix. Advocacy and Public Relations. Engage in public relation efforts to elevate the teaching profession and share program success.

B. Employer Partner

i. Program Standards. Maintain compliance with provisions of the Apprenticeship Program standards to ensure Apprentices meet the Program requirements, earn compensation for skill gains, and are assigned an RTI partner that meets the individual needs of the Apprentice while ensuring accountability for maintaining grades and successfully completing all of the Program components, provided that all such activities shall be subject to Employer's applicable policies and practices.

ii. Talent Acquisition. Initiates and engages in recruiting and hiring Apprentices for employment and placement based on and subject to Employer's relevant policies and practices, making best efforts to identify a qualified pool of candidates for the Apprenticeship Program that meets the Employer's needs. The talent acquisition process outlined must be engaged at least once per calendar year, unless otherwise communicated in writing and agreed upon by both the Sponsor and Employer. All employment and personnel decisions shall be made by Employer in its sole discretion.

iii. OJT, Placement and Mentorship. With the assistance of Sponsor and subject to Employer's applicable policies and practices, provide Apprentices with on-the-job training aligned with the Program Standards and competencies. OJT is tailored to the Apprentice's current role and complements the RTI Provider's courses. OJT is required on a monthly basis and proficiency must be demonstrated using a defined rubric. Each Apprentice will be assigned an on-ramp (program level) based on previously earned credit and college experience. There are a total of four (4) on-ramps that have OJT resources aligned to Program standards. If an Apprentice accelerates the RTI requirements related to their bachelor's degree, their on-ramp placement will only adjust at the start of a new semester as defined by the Employer Partner. Each Apprentice must have a mentor or success coach during on-ramps 1-3, with a recommended ratio of 50:1 to support continuous development and the implementation of the microcredential training. During on-ramp 4, the Employer Partner will assign a mentor teacher to support the Apprentice for a year-long residency experience as outlined in the Approved Registered Apprenticeship Program. Additionally, the assigned mentor must meet the requirements as outlined by the RTI Provider partnership agreement, provided such agreement is subject to prior written approval by Employer.

iv. Performance Evaluation and Program Progression. Evaluate Apprentice performance in the workplace and provide feedback to both the Apprentice and the Sponsor on progression within the Program to foster continuous improvement and development as necessary.

v. Communication: Maintains open communication with the Sponsor and RTI providers regarding any Apprentice changes within 5 (five) business days to ensure transparency and effective Program management, provided that such deadline may be extended if reasonably necessary based on individual circumstances.

vi. Program Records and Compliance**:** Adherence to federal reporting and compliance requirements and accurate maintenance of the Program records to uphold the Program's integrity. Data management and training will be conducted in the designated software application and RAPIDS to track metrics required by the Department of Labor (DOL)/State Apprenticeship Agency and Local Workforce Board. All data sharing between parties will comply with FERPA regulations to maintain the confidentiality and security of student information.

vii. Financial Stewardship: Financial stewardship is paramount to the Program's sustainability and efficacy. To achieve this, the Parties will engage collectively in proactively seeking and applying for grants, scholarships, and other funding opportunities that align with the Program's goals, provided that Employer retains sole discretion to enter into any such agreement. We will also collaborate on grant proposals, leveraging our combined expertise to secure funding, establish effective utilization strategies to maximize educational impact, and engage in regular financial reviews. Additionally, we will explore sharing resources and maintain open communication to foster innovation and prudent management.

viii. Sustainability and Economic Mobility. Ensure the sustainability of the Program by managing internal budgets and internal funding strategies that support the sustainability of the Program that meets the talent acquisition needs of the employer, including low-cost/no-cost pathways for teacher certification. Support Apprentices in achieving economic mobility by providing opportunities for career advancement and increased earning potential through the Apprenticeship Program.

ix. Safety and Compliance. Maintain a safe working environment and adheres to all occupational safety and health regulations, ensuring the well-being of all Apprentices.

C. RTI Providers

RTI providers play a crucial role as a partner of the Apprenticeship program by performing the following actions.

i. The RTI provider develops curriculum in alignment with the Texas Administrative Code, Title 40, Part 20, Chapter 221, ensuring it is relevant for the teacher certification process and meets our program's standards. They provide qualified instructors who deliver engaging, relevant, and effective technical instruction to Apprentices.

ii. Additionally, the RTI provider regularly assesses Apprentices' progress and communicates this to Employer Partners and, when applicable, the Program Sponsor. They work closely with Employer Partners and the Program Sponsor to arrange class schedules and events that enhance the Apprentices' learning experience without disrupting their work environment.

iii. Moreover, the RTI provider ensures accurate maintenance of program records, compliance with regulatory requirements, and proper data management. They utilize designated software to track required metrics and ensure all data sharing complies with FERPA regulations, safeguarding student information.

Subsequent agreements with RTI providers, selected by the Employer, will be executed to further outline the RTI partnership terms, subject to review and prior written approval of such agreements by Employer.

IV. Logo Use and Branding

Each Party reserves the right to control the use of its name, logo, trademarks, and any other identifying marks ("Marks") in every respect and no intellectual property of either Party is by this Agreement transferred to the other Party. Each Party agrees to obtain prior express written permission from the other before such usage, except as otherwise permitted under this Agreement. The use of Marks shall be consistent with any communicated guidelines or directions. In the event of termination or expiration of this Agreement, each Party shall remove the other Party's information from its website and cease use of the other Party's Marks.

V. Data Sharing

The Parties agree to share Apprentice information and data as necessary for the administration of the Program and for fulfilling reporting requirements to the Department of Labor or other regulatory bodies ("Apprentice Data"). Apprentice Data sharing shall be conducted in full compliance with applicable privacy laws.

The Parties acknowledge that Apprentice Data may include student education records protected by the Family Educational Rights and Privacy Act (FERPA). For the purposes of this Agreement, Sponsor and Employer Partner may each be considered a "school official" with "legitimate educational interests" (as those terms have been defined under FERPA and its implementing regulations) in such education records as applicable. This designation is limited to the extent necessary for Sponsor and the RTI Provider to fulfill their obligations under this Agreement. Edwell shall be considered a School Official for purposes of FERPA to the extent necessary to carry out the terms of this Agreement.

Each Party agrees to implement and maintain appropriate and industry-standard safeguards to prevent unauthorized access to or use of Apprentice Data.

Each Party agrees to ensure that access to Apprentice Data is limited to individuals authorized by this Agreement and who require such information to perform their Program duties.

Each Party agrees to notify each other promptly of any breach or suspected breach of confidentiality or data security concerning Apprentice Data.

Each Party agrees to execute any additional agreements or documents as may be necessary to facilitate the lawful sharing of Apprentice Data in accordance with this Agreement.

VI. Employer Consortium and Fiscal Responsibilities

edwell is committed to ensuring that participation in the Registered Apprenticeship Program (RAP), which is edwell's collective program involving the full Employer Consortium, provides value to districts and employers without becoming a financial burden. While there may be a fee structure, as agreed to in advance by the Parties, associated with participation, edwell will actively collaborate with Employer Partner to identify and secure philanthropic and external funding, including workforce development resources and grants, to minimize or fully offset costs whenever possible. Membership in the Employer Consortium is required for all participating employer partners in the RAP. Consortium membership provides access to comprehensive technical assistance to support employer program implementation, including meeting Department of Labor–approved competency-based training requirements, leveraging available funding opportunities, and utilizing a suite of program resources designed to ensure long-term success and sustainability.

edwell has secured and will continue to pursue philanthropic and external funding to support Employer Consortium membership fees through June 2027. Beginning with the 2027–2028 school year, membership rates will be renegotiated directly with each employer. Fees will be based on district enrollment and the number of apprentices within each employer's program. edwell remains committed to minimizing costs for employer partners and will continue to pursue philanthropic and external funding opportunities, including local workforce board programs and grants, to offset consortium fees, training, and tuition-related expenses. All membership fees and cost structures will be reviewed annually to ensure continued affordability and alignment with available funding. Notwithstanding any other provision herein to the contrary, no membership fee or any other costs shall be owed by Employer Sponsor under this Agreement without Employer's prior written approval.

The following outlines the fiduciary responsibilities and financial arrangements between the Program Sponsor and the Employer as we work together to secure philanthropic and external funding to support sustainability of the Program.

A. Program Sponsor will collaborate with Employer Partner annually to access eligible WIOA funding, which may include ETP, grants or Employer directed reimbursement opportunities.

D. Program Sponsor will pay approved RTI partners directly for allowable expenses such as tuition, books and fees, using WIOA or other eligible funding as approved for the Education Training Provider/Program Sponsor for the associated Workforce Board. Funding allocations will be reviewed annually in alignment with the Apprentice eligibility and local workforce board approvals.

E. Employer Partners or an independent training provider identified by the Employer and approved by the Program Sponsor may invoice the Program Sponsor for any related training that is subcontracted for implementation and facilitation for Apprentices who are eligible for WIOA funding as approved for the Education Training Provider/Program Sponsor for the associated Workforce Board.

F. Employer agrees to reimburse any funding that is required to be returned on behalf of an Apprentice who exits the program prior to the end of the Program year, provided that any agreement including such requirement of Employer Sponsor is subject to Employer Sponsor's prior written approval. Upon notification from the Employer, the Program Sponsor will communicate with the Employer any amount required to be reimbursed and subsequently be responsible for refunding this amount to the issuing agency.

VII. Non-discrimination

The Parties will not discriminate against any individual based on race, religion, creed, color, gender, sexual orientation, age, disability, veteran status, national origin, or other protected status or characteristic.

VIII. Confidentiality and Intellectual Property

All Parties agree to maintain the confidentiality of any proprietary or confidential information received from the other party during the term of this MOU or in connection with the Program. Confidential information shall not be disclosed to any third parties without prior written consent, except as required by law or as necessary for the performance of the Program. One Party may from time to time gain access to the other Party's Confidential Information. "Confidential Information" means all information disclosed by one Party to the other Party which is in tangible form and designated as confidential or is information, regardless of form, which a reasonable person would understand to be confidential given the nature of the information and circumstances of disclosure, including but not limited to the pricing terms, product plans and designs, business processes, and security notifications. Notwithstanding the foregoing, Confidential Information shall not include information that (a) was already known to the receiving Party at the time of disclosure by the disclosing Party; (b) was or is obtained by the receiving Party from a third party not known by the receiving Party to be under an obligation of confidentiality with respect to such information; (c) is or becomes generally available to the public other than by violation of this Agreement or another valid agreement between the Parties; or (d) was or is independently developed by the receiving Party without the use of the disclosing Party's Confidential Information. Neither Party may disclose the other Party's Confidential Information to a third party without the prior express written consent of the other Party. Each Party agrees that it will protect the Confidential Information of the other Party from unauthorized use, access, or disclosure in the same manner that the Party would use to protect its own confidential and proprietary information of a similar nature and in any event with no less than a reasonable degree of care. Notwithstanding the forgoing, either Party may disclose information to the extent required by law, such as to comply with a validly issued subpoena or a public information act request, provided that prior to such compliance the producing party shall provide the other Party notice of such production to allow the other Party an opportunity to seek available relief. Nothing herein shall have the effect of transferring any intellectual property rights of either Party.

Neither party by entering into this agreement shall transfer its intellectual property to the other party. The Parties shall refrain from using, distributing, reproducing, or creating derivative works from the other Parties' intellectual property without the express written permission of edwell.

The Employer agrees that it may use resources and materials provided by edwell only during the Term of this Agreement. Upon termination of this Agreement, the Employer must return or destroy any proprietary materials

belonging to edwell. Furthermore, the Employer agrees not to reproduce any intellectual materials or resources provided by edwell. without express written consent.

Both Parties agree to respect and protect the other Party's intellectual property rights and will notify the other Party of any unauthorized use or infringement that may come to its attention. Each Party agrees to implement appropriate safeguards to prevent unauthorized access to or use of proprietary information.

IX. Termination

This MOU may be terminated by either party for convenience upon 90 days written notice to the other party , provided that the Agreement's Term, in such case, shall survive until the end of the then current academic year and further provided that Employer in its sole discretion can direct Sponsor to cease activities under this Agreement at any time. Notwithstanding the forgoing, either Party may terminate this Agreement if the other Party materially breaches the terms and conditions of this MOU or fails to fulfill the obligations set forth herein. Upon termination for convenience, both parties agree to pay any outstanding monies owed within thirty (30) days from the date of the effective date of termination. In the event of termination, all Parties shall ensure that all confidential Apprentice information is handled in a manner consistent with the confidentiality provisions of this MOU and any applicable laws and regulations.

X. No Waiver of Immunity

The execution of this MOU and the performance of Canutillo ISD of any of its obligations hereunder do not, and are not intended to, waive, or relinquish, and Canutillo ISD shall not waive or relinquish, any governmental, sovereign immunity or defense from or to liability or prosecution available to Canutillo ISD, its directors, officers, employees, or agents under federal or Texas laws.

XI. Relationship of the Parties/Independent Contractor Status

It is the intention of the parties that each be independent contractors and not employees, agents, partners, or joint venturers of the other. Nothing in this MOU shall be interpreted or construed as creating or establishing the relationship of employer and employee between Canutillo ISD and edwell, Inc. or any employee, volunteer, or agent of edwell, Inc. or shall anything in this MOU be construed as creating or establishing a joint venture or business partnership between Canutillo ISD and edwell, Inc. or any employee, volunteer or agent of edwell, Inc. edwell, Inc. assumes full responsibility for the actions of its staff, participants, visitors, employees, agents, representatives, personnel, contractors, subcontractors, invitees, and licensees while performing any services incident to this MOU, and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholdings), workers' compensation, disability benefits, and like requirements and obligations.

XII. Governing Law

This MOU shall be governed by and construed in accordance with the laws of the State of Texas without regard to its conflicts of laws provisions. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of or relating to this MOU shall be a court of competent jurisdiction in El Paso County, Texas.

XIII. Severability

If any provision of this Agreement is declared to be invalid or unenforceable by a court of competent jurisdiction, such determination will not affect the validity or enforceability of any other part or provision of this Agreement.

XIV. Assignment

Neither Party shall assign or otherwise transfer this Agreement or its rights or obligations under this Agreement, whether by operation or law or otherwise, without the other Party's prior written consent.

XV. Authority

Each Party represents and warrants that it has all requisite power and authority to enter into this Agreement to perform its obligations under this Agreement.

XVI. Notices

Notices sent to either Party shall be effective when delivered to the email address of the Party representative set forth in this Article; or one (1) day after being sent by overnight courier to the physical address of the Party set forth in this Article; or upon delivery via certified mail – return receipt requested to the physical address of the Party set forth in this Article.

To edwell, Inc.:

Representative:
Address:
Email:

To Canutillo ISD:

Representative:
Address:
Email:

XVII. No Third-Party Beneficiaries

Neither Party intends that this Agreement shall benefit or create any right or cause of action in or on behalf of any person or entity other than the Parties.

XVIII. Israel/Terrorist Organization/Anti-Boycott/Discrimination

A. Pursuant to Texas Government Code Chapter 2271, edwell represents and warrants to Canutillo ISD that edwell does not boycott Israel and will not boycott Israel during the term of this Agreement.

B. edwell verifies and affirms that it is not a foreign terrorist organization as identified on the list prepared and maintained by the Texas Comptroller of Public Accounts. If edwell has misrepresented its inclusion on the Comptroller's list such omission or misrepresentation will void this Agreement.

C. edwell represents and warrants to Canutillo ISD that edwell does not boycott energy companies as contemplated by Chapter 809 of the Government Code and will not boycott energy companies during the term of this Agreement.

D. edwell represents and warrants to Canutillo ISD that the edwell does not discriminate against firearm and ammunition companies and trade associations as contemplated by Chapter 2274 of the Government Code and will not so discriminate during the term of this Agreement

XIX. Entire Agreement

This Agreement, including attachments hereto, constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior or contemporaneous communications and proposals, whether oral or written, between the Parties.

XX. Amendments

This MOU may be amended only by a written agreement duly executed by authorized representatives of both Parties.

[Signatures appear on the following page]

[Signatures page for the Memorandum of Understanding with an Effective Date of _____]

IN WITNESS WHEREOF The Parties, to this MOU, through their duly authorized representatives, have executed this Memorandum of Understanding as of the Effective Date of the _____ day of _____ 2026.

edwell, Inc., K-12 Teacher Registered Apprenticeship Program Sponsor

By: _____ Date: _____

Kristi Kirschner
President

Canutillo Independent School District

By: _____ Date: _____

Name:
Title:

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: _____

Subject/Title for Agenda Posting: Discussion and recommendation to approve update to policy CFB (Local)

Justification Statement: To update policy CFB (Local)

Purpose of Agenda Item: ☑ Information ☐ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☑ Business Services

Staff Responsible: Cristina Pulley, Chief Financial Officer

Signature of Requester(s)

Signature of Presenter(s)

Business Services Approval (Initials) *Date* 8/14/24

Agenda Summary:

Update CFB (Local) policy to increase capitalization threshold from $5,000 to $10,000 as required by TEA Financial Accountability System Resource Guide FASRG Module 1.

RECOMMENDATION: Administration recommends approval of the increase to capitalization threshold in policy CFB (Local)

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)
N/A

REQUESTING DEPARTMENT:
Financial Services Department

CONSEQUENCES OF NON-APPROVAL:
Non-compliance with TEA standard

IMPLEMENTATION TIMELINE:
N/A

ATTACHMENT(S): ✓ Updated CFB (Local) Policy

Capitalization Threshold

The capitalization threshold for purposes of classifying individual capital assets shall be ~~$5,000~~.$10,000

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.

1.2.4.3 Capitalization of Assets

Purchased capital assets must always be capitalized if:

- the unit cost of the asset is $10,000 or more, and
- the useful life of the capital asset is estimated at one year or more.

However, your school district may wish to establish accounting policies with a lower capitalization limit for items recorded as capital assets. A district may capitalize assets whose individual acquisition costs are less than the threshold for an individual asset if those assets in the aggregate are "significant."[48] In addition, your district may wish to maintain accountability for certain assets even if they do not meet the district's capitalization policy. For example, certain audiovisual or computer equipment may not be capitalized (i.e., not recorded as a capital asset), but a listing of such assets and their location may be maintained for control and accountability purposes.

The capitalization threshold for assets purchased with federal funds must comply with the guidelines in the OMB's Compliance Supplement. With no establishment of a capitalization threshold for lease assets by GASB or TEA, a school district may set its own capitalization threshold for lease assets. Right to use lease assets measured less than the capitalization threshold should be accounted for in the same manner as a short-term lease.

A lessee should recognize a right to use leased asset at the commencement of the lease term, unless the lease is a short-term lease or falls below the capitalization threshold. The lease asset should be measured at the amount of the initial measurement of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs.

The lessee should amortize the lease asset in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset. However, if the lease contains an option to purchase that the lessee is reasonably certain to exercise, the lease asset should be amortized over the useful life of the underlying asset. The notes to financial statements should include a description of leasing arrangements, the amount of lease assets recognized, and a schedule of future lease payments to be made. A district must ensure that the notes to the financial statements include a statement ensuring that any leases not recognized as lease assets in the notes to the financial statements were not recognized as lease assets because they fell below the capitalization threshold.

A subscription asset should be amortized in a systematic and rational manner over the shorter of the subscription term or the useful life of the underlying IT assets. The amortization of the subscription asset should be reported as an outflow of resources (for example, amortization expense), which may be combined with depreciation expense related to other capital assets for financial reporting purposes.

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[48] GASB Implementation Guide No. 2021-1, *Implementation Guidance Update—2021*

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: August 25,2026

Subject/Title for Agenda Posting: Consider and Approve Self-Certification to Increase Micro-Purchase Threshold for Federal Grant Programs

Justification Statement:
Increase of the Federal Grant Programs Micro-Purchase Threshold from $50,000 to $100,000 Pursuant to EDGAR (2 CFR 200.320)and Senate Bill 1173 and Texas Edcuation Code 44.031

Purpose of Agenda Item: ☐ Information ☐ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☐ Business Services

Staff Responsible: Cristina Pulley Veronica Campbell

Signature of Requester(s)

Signature of Presenter(s)

CP 08.17.2026

Business Services Approval (Initials) *Date*

Agenda Summary:
Under the Federal Uniform Guidance/Education Department General Administration Regulations (EDGAR) federal procurement regulations (2CFR 200.320 (a)(1)(iv)), a local education agency (LEA) may self-certify a higher micro-purchase threshold up to $50,000 or the maximum limit allowable under state law, whichever is higher. Under Texas Senate Bill 1173 (89th Regular Session) amending Texas Education Code 44.031, the state threshold requireing formal competitive procurement for school districts was raised from $50,000 to $100,000.

Because state law allows procurements under $100,000 without formal competetive bidding, federal regulations allow the District to self-certify its micro-purchase threshold up to $100,000 aligning state and federal procurement flexibilities.

RECOMMENDATION:
Approve the self-certification inccrease for federal grant micro-purchases threshold from $50,000 to $100,000

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:
No prior Action for this threshold Increase.

AMOUNT(S):

ACCOUNT NO(S):

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

REQUESTING DEPARTMENT:
Financial Services

CONSEQUENCES OF NON-APPROVAL:
None. The theshold will remain as is at $50,000 but will provide less flexibility for grant funded purchases.

IMPLEMENTATION TIMELINE:

ATTACHMENT(S): ✓
TEA Memo
CISD MicroPurchase Resolution for Approval

Texas Education Agency

To the Administrator Addressed

Commissioner Mike Morath

1701 North Congress Avenue • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • tea.texas.gov

DATE:	**September 25, 2025**
SUBJECT:	**Federal Grant Threshold Changes**
CATEGORY:	**Funding Implications**
NEXT STEPS:	**Share with appropriate finance, grants, and federal program staff**

Effective October 1, 2025, the rules that govern federal procurement of goods and services (the Federal Acquisition Regulations in 48 CFR Part 2, Subpart 2.1) will be revised to reflect the cost of inflation. These revised rules include changes to definitions, including procurement-related thresholds that will apply to school systems with federal grants if local action is taken, especially in conjunction with the passage of Senate Bill (SB) 1173, 89th Regular Session, 2025, which allows for procurements up to $100,000 without requiring some form of competition as outlined in the Financial Accountability System Resource Guide (FASRG).

Specific Changes

Two specific changes may impact and give greater flexibility to school systems if local policy and procedures are changed to reflect the following changes.

- *The new micro-purchase threshold will be $15,000 (previously $10,000).* The federal grant regulations (2 CFR §200.320) still allow for the school system to self-certify a higher threshold (see below).
- *The new simplified acquisition threshold will be $350,000 (previously $250,000).* This can increase the purchasing threshold when the school system is required to implement a formal procurement process of sealed bids or vendor proposals.

The local school system may choose whether to implement these higher procurement thresholds mid-grant year by the processes outlined below, or may choose to continue to follow the current federal grant procurement policy and procedures. Please see the attachment section for detailed information on how to implement these higher thresholds in the school system.

Note that all federal procurement policies and procedures must be followed for all federal grant procurements, whether implementing these new thresholds or not.

Attachment: How to Implement the Federal Changes

Micro-purchase Threshold

For school systems not self-certifying an allowed higher micro-purchase threshold, the previous $10,000 threshold, as stated in the school system's local policy and procedures, remains the most restrictive and must be followed until the local policy and procedures are updated to reflect the new $15,000 threshold.

For eligible school systems that do self-certify a higher micro-purchase threshold, the previous board-approved self-certified threshold that is codified in the local policy and procedures remains the most restrictive and must be followed until the following processes are completed.

- The local board must approve the reasoning for and the higher self-certified threshold and document the approval in local board minutes. Note that the school system does not notify TEA if you are following the statutory threshold of $15,000 (previously $10,000), as the statutory threshold is already approved for the school system.
- The school system must revise and update local policy and procedures to include the higher threshold, and
- The school system must notify TEA of the higher threshold through the Department of Grant Compliance and Administration's EDGAR Connect system.

Once all three of these actions are completed, the school system may begin implementing the higher threshold.

The self-certified threshold process will be as follows:

- Self-certified thresholds from $15,001 to $49,999 will continue to only require notification to TEA through the EDGAR Connect system.
- Self-certified thresholds of $50,000 to $99,999 will require the following documentation to be uploaded with the notification through the EDGAR Connect system.
    - Proof of eligibility,
        - low risk grantee as stated in the most recent federal audit (this is written by the external auditor and is not TEA's annual risk assessment status), or
        - internal organizational risk assessment that identifies, mitigates, and manages financial risk (the assessment must address all three areas of identification, mitigation, and management of risk).
    - Local board minutes documenting the approved threshold policy, and
    - Local policy reflects the new threshold and the reason the higher threshold is needed.

Simplified Acquisition Threshold

For school systems that wish to implement the higher simplified acquisition threshold, the previous $250,000 threshold that is codified in the local procurement policy and procedures remains the most restrictive and must be followed until the following processes are completed.

- The school system must revise and update local policy and procedures to include the higher threshold, and
- The local board must approve the updated procurement policy, which reflects the higher threshold, and document the approval in local board minutes.

Once both actions are completed, the school system may begin implementing the higher threshold.

Contact Information

For any questions regarding the implementation of updated federal regulations or federal grant procurement requirements, please email Cory Green (cory.green@tea.texas.gov) and Nick Davis (nick.davis@tea.texas.gov) in the Department of Grant Compliance and Administration.

Attachment: Most Restrictive Procurement Rules and Regulations

Purchases, including purchasing cooperatives, must demonstrate compliance with the most restrictive procurement requirements:

Amount	State Requirements	EDGAR Requirements
$1-$15,000 Aggregate	TEC, §44.031 – no formal requirements, suggests policy	**§200.320(a)(1) micro-purchase – reasonable cost, and, as practicable, equally distributed among vendors**
$15,001-$99,999 Aggregate	TEC, §44.031 – no formal requirements, suggests policy	**§200.320(a)(2) simplified acquisition – price quotes from an adequate number of vendors**
$100,000-$350,000 Aggregate	**TEC, §44.031, requirements (choose best option for school system)** **1. Competitive bidding** **2. Competitive sealed proposals** **3. RFP** **4. Interlocal contract** **5. RFQ** **6. Reverse auction** **7. Formation of political subdivision corporation**	§200.320(a)(2) simplified acquisition – price quotes from an adequate number of vendors
$350,001+	TEC, §44.031, requirements (choose best option for school system) 1. Competitive bidding 2. Competitive sealed proposals 3. RFP 4. Interlocal contract 5. RFQ 6. Reverse auction 7. Formation of political subdivision corporation	**§200.320(b)(1) sealed bids and proposals; (b)(2) IFB, RFP, or RFQ only** **§200.324 LEA is required to conduct cost or price analysis on all procurements.**
Non-Competitive/Sole Source	TEC, §44.031 – Sole source allowed if existence of a patent, copyright, secret process, or monopoly.	**§200.320(c) Noncompetitive Proposal:** **1. Micro-purchase** **2. Available from a single source** **3. Public exigency or emergency** **4. Prior Approval by authorized agency (TEA)** **5. No competition – only one bid/proposal received after attempting competition**

Denotes the most restrictive rules that must be followed.

2026-2027

Canutillo Independent School District

Self-Certification of Increased Micro-Purchase Threshold

WHEREAS, Pursuant to Board Policy CH (Local), the Board has authorized the Superintendent to develop purchasing procedures to implement the requirements of state and federal law. Further, the District's Board of Trustee has delegated authority to the Superintendent to make budgeted purchases of goods and services costing less than $100,000

WHEREAS, Pursuant to 2 CFR § 200.320(a)(l)(iv), a non-Federal entity may self-certify a Micro Purchase Threshold up to $100,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with 2 CFR §200.334.

THEREFORE, Canutillo ISO self-certifies that effective July 1. 2026, and for fiscal year 2026-2027, its Micro Purchase Threshold, as defined by 2 CFR 200.320(a)(l)(ii), is hereby increased to $99,999.99. Unless otherwise required by the District's internal purchasing regulations or controls, purchases up to the Micro Purchase Threshold may be purchased without soliciting competitive price or rate quotations if the District considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly.

This self-certification is based on the following justification, as recognized and authorized by 2 CFR §200.320(a)(l)(iv)(C):

> **Texas law generally permits public school districts to make non-competitive purchases for goods or services valued less than $50,000 in the aggregate, as set forth in Texas Education Code §44.031(a).**

In any instance where Texas or other federal law imposes a requirement to competitively procure any good or service costing less than $100.000,00, or where Texas or other federal law imposes more stringent purchasing standards or procedures than set forth in 2 CFR Part 200, the District will continue to follow the more restrictive legal requirement.

APPROVED BY:

Board President Signature: _____

Printed Name:_____

Signature: _____

Dr. Josue Borrego , Superintendent of Schools

Canutillo Independent School District

Date:

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: _____

Subject/Title for Agenda Posting: Approval Of Interlocal Agreement between El Paso MHMR D/BA Emergence Health Network and Canutillo ISD.

Justification Statement: This interlocal Agreement is a partnership between Canutillo ISD and Emergence Health Network to provide school based behavioral health services and counseling to CISD students.

Purpose of Agenda Item: ☐ Information ☐ Discussion ☑ Action

Item Type: ☑ Curriculum & Instruction ☐ Human Resources ☑ Business Services

Staff Responsible: Dr. Monica Reyes, Executive Director Student Support Services

Signature of Requester(s)

Signature of Presenter(s) 5/5/2026

Business Services Approval (Initials) *Date*

Agenda Summary:

Student Support Services is requesting approval of the Interlocal Agreement by the Board of Trustees to allow Emergence Health Network to provide school based behavioral health services to CISD students and families. Based on the students' referral and needs. Emergence Health will provide counseling and services at their school campuses for convenient accessibility and to maintain attendance at school.

RECOMMENDATION: Administration recommends that the Board of Trustees approves the Interlocal Agreement with Emergence Health Network.

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

AMOUNT(S): N/A

ACCOUNT NO(S): N/A

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

REQUESTING DEPARTMENT: Student Support Services Department

CONSEQUENCES OF NON-APPROVAL: CISD students and families will not receive the school based behavioral health services and counseling.

IMPLEMENTATION TIMELINE: Three Years beginning on June 1, 2026, and ending on May 30, 2029.

ATTACHMENT(S): MOU Interlocal agreement and Exhibit A

CANUTILLO INDEPENDENT SCHOOL DISTRICT
FINANCIAL SERVICES DIVISION/PURCHASING

Contract Routing and Approval Form

FOR PURCHASING OFFICE USE ONLY			
Contract Request Received		Assigned Contract No	
Routed for Internal Approval		Contract Fully Executed	
Routed for Vendor Approval		Notification To Proceed	

CONTRACT APROVAL PROCESS: **1.** All agreements **shall** be routed through the purchasing office. **2.** Purchasing will review for compliance and determine procurement method(s). **3.** Be advised that some agreements may require Legal Counsels review **4.** Following final review, purchasing will route for additional signature(s), either district personnel and/or supplier. to ensure receipt of fully executed documents. **5.** Purchasing will notify requestor when process has been completed.

NO SERVICES SHALL COMMENCE WITHOUT AN EXECUTED AGREEMENT AND AN APPROVED PURCHASE ORDER

IT IS THE REQUESTORS RESPONSIBILITY TO SUBMIT ALL DOCUMENTS PERTAINING TO THE SERVICE REQUESTED WITH AMPLE TIME TO ALLOW FOR FULL PROCESS. MUST INCLUDE Vendor agreement, vendor quote, vendor terms, any other docs related to the service, etc. This Contract Routing and Approval form is required to ensure we have the information needed to route documents for the necessary signatures.

THIS FORM MUST BE COMPLETED BY THE REQUESTING CAMPUS/DEPARTMENT

Must check off Contract Type: ☐ Professional Service ☐ Contracted Services ☐ Vendor Agreement ☐ Term Contract ☐ Interlocal ☐ Lease Agreement ☑ MOU ☐ MOA ☐ Construction ☐ Other _____

Campus/Department: Student Support Services

Campus/Department Contact person: Dr. Monica Reyes, Executive Director

Contact Number: 915-877-7650 Requestors email: mreyes@canutillo-isd.org

Contract Title: Interlocal Agreement between El Paso MHMR D/B/A Emergence Health Network and Canutillo

Contract Description: Provide school based helath services to CISD students and families. Emergence Health will provided counseling and services at their school campuses for convenient accessibility and to maintain attendance at school.

VENDOR INFORMATION – MUST PROVIDE ALL INFORMATION LISTED BELOW: Required to obtain all necessary signatures.

Vendor/Company Name: El Paso MHMR D/B/A Emergence Health Network

Vendor Full Address: 201 E. Main,Suite 600 El Paso, Texas 79901

Name of Representative: Kristi D. Daugherty representatives' email: kdaugherty@ehnelpaso.org

Rep. Office Phone: 915-887-3410 Rep Mobile Number: 915-887-3410

Vendor's Authorized Signer: Kristi D. Daugherty Signer's email: kdaugherty@ehnelpaso.org

Contract Amount: N/A Funding Source: N/A

Account No(s): N/A

Anticipated Start Date: June 1, 2026 End Date: May 30, 2029

Is this a New Agreement? ☑ Yes ☐ No

Is this Agreement a renewal? ☑ Yes ☐ No If yes; specify the reason for renewal, what is it replacing? replacement due to the end of a three-year contract

Agreement Term: Three years Does agreement term include renewal options? ☐ Yes ☑ No

If yes, specify renewal options: _____

Does agreement require Insurance coverage? ☐ Yes ☑ No **If yes, route agreement to Human Resources department for review, and to provide the necessary insurance requirements.**

Human Resources staff review: _____ Date: _____

By signing this approval request form, I, the budget authority confirm that the agreement attached has been reviewed and all necessary documents pertaining to this agreement are being submitted.

Budget Authority Signature: _____ Date: 5/7/2026

☑ **Attachments: Must submit vendor agreement and all pertaining documents, quotes, etc., with this routing form.**

Purchasing review: _____

INTERLOCAL AGREEMENT
BETWEEN
CANUTILLO INDEPENDENT SCHOOL DISTRICT
AND
EL PASO MHMR D/B/A
EMERGENCE HEALTH NETWORK

FOR SCHOOL BASED BEHAVIORAL HEALTH SERVICES

This Interlocal Agreement ("Agreement") is entered into on June 1, 2025 ("Effective Date"), by Canutillo Independent School District ("CISD") and El Paso MHMR d/b/a Emergence Health Network ("EHN"), the Local Mental Health Authority ("LMHA") for El Paso County, Texas, collectively referred to as the Parties.

WHEREAS, EHN and CISD are partnering to offer current CISD students who receive services from EHN the option to receive behavioral health services at their school campus;

WHEREAS, EHN and CISD wish to establish and define their respective responsibilities for the provision of counseling, campus use, and support services for students, families, and unaccompanied homeless students;

WHEREAS, EHN and CISD will cooperate to plan, develop, and implement support services within their respective spheres of authority and responsibility for unaccompanied homeless youth in order to conserve public funds and promote efficiency in the rendering of services; and

WHEREAS, CISD is allowing EHN to provide services on CISD campuses only to make the services more convenient and accessible for students, but CISD does not itself provide these services, nor does it endorse, recommend, oversee, approve, or otherwise control these EHN services. EHN alone provides the services which are separate and apart from the educational services offered by;

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

I. Interlocal

A. The Texas Interlocal Cooperation Act, Government Code, §791.001, et seq. allows local governments 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.

II. Consideration

A. This Agreement outlines the roles of each party in facilitating school based, full- scope behavioral health services provided by EHN. Consideration for the Agreement consists of the services/resources provided by each of the Parties as described below, all of which will enhance and make accessible mental health services for students and families in the CISD and EHN community, to the mutual benefit of both Parties.

III. CISD Services and Responsibilities

A. Within ten business days of the Agreement's Effective Date, CISD shall provide EHN with the name and contact information of the CISD counseling and advising staff person designated as the responsible CISD liaison to EHN.

B. CISD liaison shall work with EHN staff to start the EHN case management and counseling program at all CISD schools. CISD will work with EHN for potential expansion of sites as needed, consistent with available resources for each of the Parties.

C. CISD will work with EHN to:

1. Provide minimally two appropriate spaces (room/office) with record storage at each school campus where EHN will serve students and provide behavioral health services (school-based center). Once spaces are identified, CISD will provide keys within five business days for the designated EHN office spaces at each campus to EHN school based staff. Any furnishings and equipment provided by EHN shall remain property of EHN during and after the Term of this Agreement. Such furnishings and equipment shall carry an inventory tag denoting property of EHN. Usage of EHN purchased furniture and equipment is not permitted to be used by CISD staff unless permission has been requested to the Director of Clinical Services and approved. If two spaces are not made available for EHN staff, it is understood EHN will not be able to provide the service at that campus due to the districts' inability to provide EHN with required privacy standards.

2. For the duration of the program, EHN is responsible for ensuring the EHN school-based center and record storage comply with the Health Insurance Portability Accountability Act ("HIPAA"). The EHN school-based center should allow for confidential interviews; have limited exposure, i.e. windows; have a desk, small table, four chairs; and be made available to EHN Monday through Friday.

3. CISD will confirm on an annual basis that the designated office spaces at EHN school-based sites is not accessible by campus district staff besides custodial and campus administrative staff such as the principal and assistant-principal. Restricting access to designated EHN office spaces at each campus allows the protection of student's confidential information.

4. Provide space within the school-based center where EHN can set up a secure file cabinet for storage of files. EHN will keep any confidential information for students in a locked

cabinet in the school-based center. As cases are closed, files will be transported to an EHN non-campus location and securely stored.

5. Provide housekeeping/maintenance for the EHN school-based center during its hours of operation when EHN staff is present (with no students).

6. Provide access to CISD WiFi for EHN to access EHN portal.

7. Provide EHN with space for small copier to be kept in the workspace, which copier will be provided by EHN or the site will allow the EHN to make copies on the site's copier.

8. Other than the school-based center and initial referral, no CISD email, phone, devices, staff or other resources will be used by or for EHN in conjunction with arranging and providing EHN services.

9. Provide a referral process for students and families about EHN services.

10. EHN will be permitted to post EHN self-referral service posters at each campus site to increase access points to EHN services.

Further:

11. If based upon the presentations and information CISD has received from EHN regarding its services, a student appears to be an appropriate candidate for the program under grant criteria, the CISD school counselor, social worker or case manager will contact the parent/guardian to provide information about the program. If interested, the parent/guardian will sign the EHN consent form. The school counselor, social worker or case manager will submit the referral and consent form to EHN for review and staff assignment. EHN will conduct an intake that includes the student and the parent/guardian to determine the type and level of service needed. (See Referral Process Flowchart attached, **Exhibit B**.) In addition, the MTSS process will be followed when working with CISD students. (Attached as **Exhibit C**)

12. The referral process will include written release of information and/or disclosure of records. EHN shall request authorization in writing from the student and their parent or guardian.

D. CISD liaison shall facilitate access to CISD staff through various communication methods (newsletters, fliers, meetings, electronic mail, electronic media, etc.) to educate and inform CISD staff, students and families about EHN counseling services and other EHN services for vulnerable youth and families (such as street outreach, emergency shelter for homeless and runaway youth ages 11-17, housing for youth and young adults, counseling for crime victims, foster care, and foster care for victims of sex trafficking).

E. To build early patient volume, CISD shall work with EHN to facilitate on-campus services for students, currently receiving treatment from EHN at outpatient locations, who are interested in receiving these services on CISD campuses.

F. CISD will coordinate with EHN staff to provide services for students before school, after school, or with parental consent limited pull-out during selected periods (e.g. electives, advisory, community circle, etc.) with campus input to minimize disruption for the students and campus.

G. CISD acknowledges EHN is responsible to bill and receive reimbursement from any third party pay source for any services provided pursuant to this Agreement. Under no circumstance will CISD be responsible for payment of any EHN service received by a student or family through this program. CISD does not claim any rights to reimbursement that EHN may receive from third parties for services provided pursuant to this Agreement.

H. Should EHN seek funding opportunities through grants or other mechanisms for expanding the school-based program on CISD campuses, CISD will assist with these efforts by providing letters of support when requested.

I. CISD will provide EHN staff training and support materials regarding CISD safety protocols for each of the campuses which EHN is providing on-site school-based services.

J. CISD liaison will notify on an annual basis the district campus principals which EHN is providing on-site school-based services to allow the inclusion of designated EHN point of contact(s) to the district campus list serv and master calendar. This will allow designated EHN point on contact(s) for each school-based site to be aware of campus announcements, events, safety drills, testing dates, etc. to support minimal academic disruption and minimize the need for campus staff to communicate necessary information which impacts the care of students receiving EHN school-based services.

K. CISD and EHN will collaborate on an annual basis to identify and agree on a process to pull out students who are enrolled and receiving EHN school-based services. EHN recognizes that each campus site may have unique needs for this process. EHN will work with each campus site to confirm that the pull-out process is efficient and will minimize disruptions to the school climate

IV. EHN Services and Responsibilities

A. Within ten business days of the Agreement's Effective Date, EHN shall provide CISD with the name and contact information of the EHN staff person designated as the responsible EHN liaison to CISD.

B. EHN shall provide written materials in both English and Spanish for CISD distribution and make at least one presentation or tabling during lunch per month throughout CISD, in locations agreed upon by EHN and CISD, in order to educate and inform CISD staff, students and families about EHN behavioral health services and other support for at-risk, runaway, homeless, and victimized youth. EHN will be allowed to present on the school-based mental health referral process to school staff twice a semester during professional learning center (PLC), faculty meetings, teacher workshop, professional development (PD) etc.

1. EHN will collaborate with CISD and other project partners to ensure the linkage and delivery of services that respond to student and family needs (including, but not limited to, social services and mental health services).

2. On a quarterly basis, EHN agrees to submit statistical information to CISD identifying the number of students referred, the number of assessments made, and the number of students receiving services. An EHN summary of program activities for the school year will be submitted annually by June 30th and will include aggregate student information required for service delivery, program planning, research and evaluation purposes, in accordance with and to the extent allowed by the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g; 34 CFR Part 99) and other applicable law.

3. With parental consent, CISD and EHN will collaborate in clinical information exchange with the goal of creating an inter-disciplinary approach between the school system, the mental health providers and the home. EHN staff will participate in MTSS meetings and other student focused meetings such as Student Study Team ("SST"), 504 and Admission, Review, Dismissal ("ARD") meetings.

C. EHN specifically agrees that none of its materials or representations will indicate or imply any relationship between the services of the respective Parties other than those specifically delineated in this Agreement. All presentations and written materials shall clearly differentiate between services of CISD and services of EHN. EHN agrees to include or post a specific and conspicuous disclaimer statement at each EHN school-based center and in all presentations and written materials as follows: "The services of EHN are wholly separate and apart from the services provided by CISD. Although some students may be served by EHN on CISD campuses, CISD does not endorse, recommend, oversee, or approve the services provided by EHN."

D. EHN shall ensure its staff is appropriately screened and trained (to include criminal screening required by law and Canutillo ISD) in order to be on CISD campuses and have the credentials appropriate for the services performed as dictated by this Agreement, EHN funding requirements, and operating standards.

1. EHN will provide CISD liaison with copies of EHN staff credentials, resume, and background verification. These records will be updated annually.
2. EHN will follow established CISD referral protocols for suicide outcry. EHN staff will collaborate with campus counseling and administration teams, social workers and other Student Support Services staff for appropriate CISD protocols.

E. EHN shall assign at least one employee with the appropriate clearance, education, experience, licensing, and/or certification(s) to provide on-campus assessment, therapy, skills training, and family support services to CISD students referred to EHN. Should patient volume dictate, EHN shall, with CISD input, assess and adjust EHN staffing for the services.

F. EHN shall provide the full scope of behavioral health services to students at the designated

school-based center, before school, after school, or limited pull-out with parental consent during selected periods (e.g. electives, advisory, community circle, etc.) with campus input to minimize disruption, while ensuring compliance with HIPAA and other applicable law. Either on CISD premises or at EHN clinical locations, EHN will offer counseling services with a full menu of services up to and including telepsychiatry.

1. EHN agrees that any information obtained concerning students served by EHN will remain confidential. EHN agrees not to disclose any information concerning said persons without written authorization from the student/ parents/guardians, and only for purposes directly connected with the administration of the services, or as may be required by applicable law, such as HIPAA, FERPA, Mental Health and developmental Disabilities Confidentiality Act, mandated abuse and neglect reporting.

G. EHN shall provide services to students, to the extent the student's legally authorized representative (or in the case of a student treated as an adult, the student him/herself consents to services and said adult student is qualified for service line or services are appropriate and feasible under certain grant provisions) and EHN determines services to be appropriate. EHN shall not provide services to any student who refuses services or whose legally authorized representative does not authorize services.

H. EHN shall collect referral and consent forms at the time on the student's intake.

I. EHN shall ensure its staff is present at each school-based center to tend to students and families who receive services pursuant to this Agreement.

J. EHN shall minimize disruption for the student and campus when providing services pursuant to this Agreement. Service hours will be clearly noted on all EHN promotional items.

K. EHN shall accommodate families that prefer to receive services at EHN's non- campus locations and accommodate, subject to any legal restrictions, families with CISD students who are homebound.

L. EHN acknowledges it is responsible to bill and receive reimbursement from third party pay sources for any services provided pursuant to this Agreement. **EHN RELEASES AND HOLDS CISD HARMLESS FROM PAYMENT FOR ANY EHN SERVICE RECEIVED BY A STUDENT OR FAMILY THROUGH THIS PROGRAM.** EHN's billing for services (professional and technical components) will include the specific street address as recorded by the United States Postal Service for any school-based locations. The notation of the school address on any payment information is for administrative purposes only and does not entitle CISD to any of the funding obtained by EHN for services.

M. EHN may periodically provide training in mental health to CISD students, parents, and/or educators and staff as part of this program and as appropriate for specific populations. EHN will collaborate with CISD to tailor trainings (e.g. social and emotional development, educational information about risk and protective factors for mental health, substance abuse and violence prevention). Mental health services will include access to mental health awareness and literacy by way of presentations. These trainings will clearly indicate the

services are provided solely by EHN and are separate and distinct from services provided by CISD. Any written components of the training will include the disclaimer listed in section IV.C. above.

N. EHN will provide parents or adult students (and said adult student is qualified for service line or services are appropriate and feasible under certain grant provisions) accepting its services on CISD campuses with a consent form allowing disclosure of confidential information between CISD and EHN regarding the provision of EHN services and any educational services that CISD may want to consider on behalf of the student(s). New consents will be generated and offered by EHN for each school year applicable under this Agreement. **EHN will obtain required release of information form by the parent/guardian to facilitate communication between EHN and CISD staff.**

O. Other than consents for disclosure of confidential information as stated in section N above, EHN will not be provided with access to confidential student records maintained by CISD.

P. EHN agrees to ensure that parents/adult students (and said adult student is qualified for service line or services are appropriate and feasible under certain grant provisions) are provided and agree to the "Acknowledgement and Agreement to Scope of Emergence Health Network Services" prior to the provision of any services by EHN, which acknowledgement is incorporated as **Exhibit A** to this Agreement.

V. Confidentiality

A. The Parties shall abide by strict confidentiality regulations that govern the release of information and shall not disclose to a third party/outside entity the identity of a victim and/or specifics regarding the victim's circumstances unless required to do so by state or federal law, without written consent of the victim or victim's parent or legal guardian. After the victim or victim's parent or legal guardian has signed a consent form for the release of information, the Parties may release information for the purposes of referral, treatment, intervention, service/service coordination.

B. EHN, its employees and personnel, shall maintain confidentiality of patient information as required by applicable law, including HIPAA.

C. EHN agrees that if it receives information or records concerning any student, it shall not disclose the same except as permitted by FERPA. EHN further agrees that, if applicable, it shall comply at its sole expense with the requirements of Section 22.0834 of the Texas Education Code, "Criminal History Record Information Review of Certain Contract Employees," any applicable rule(s) adopted by the Texas Commissioner of Education, CISD Board Policies and other policies and requirements of such statute and rule(s), and will ensure that no covered person with a disqualifying criminal history performs services under this Agreement.

D. Records relating to this Agreement may be subject to disclosure pursuant to the Texas Public Information Act, Chapter 552, Texas Government Code.

VI. Term and Termination

A. This Agreement will be in effect for THREE (3) years beginning on June 1, 2026, and ending on May 31, 2029, subject to any limitations set forth herein, unless terminated in accordance with this section. This Agreement may be extended beyond the original term by a mutual renewal written agreement signed by Parties.

B. Termination:

1. 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.

2. CISD may terminate this Agreement with thirty (30) days written notice for convenience or should space /resources no longer be available to house the EHN services.

3. This Agreement may be terminated by mutual written agreement of the Parties upon such terms as agreed.

4. Parties may immediately terminate this Agreement for cause pursuant to breach of any term of this Agreement.

VII. Contractual Relationship

A. Nothing contained herein shall be construed as creating an employer/employee relationship, a partnership, a joint venture or joint obligations between the parties hereto. Each party retains the right to conduct its business as it sees fit. EHN (and its employees) shall, at all times, be deemed an independent contractor.

B. Any furnishings and equipment provided by EHN shall remain property of EHN during and after the Term of this Agreement. Such furnishings and equipment shall carry an inventory tag denoting property of EHN.

VIII. Reservation of Rights, Immunity and Governmental Function

A. 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 Tort Claims 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 EHN not permitted by applicable law shall be enforceable.

IX. General Provisions

A. Disputes. If any dispute concerning any fact, interpretation, allowable costs, etc. arise during performance of this Agreement, reasonable efforts shall be made to resolve said dispute(s) through informal discussions between the Parties.

B. 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.

C. Entire Agreement. This Agreement and any subsequent amendments constitute the entire and only agreement between the Parties relating to the matters described herein, and supersedes all prior agreements and discussions, whether written or oral. Unless expressly stated, this Agreement confers no rights on any person(s) or business entity(s) that is not a party hereto.

D. Notice to Parties. Any notice required by this Agreement shall be given by prepaid first-class certified mail, return receipt requested to:

CISD at:

Dr. Monica Reyes
Executive Director Student Support Services
Canutillo ISD
P.O. Box 100
Canutillo, TX 79835

With a copy to:

EHN at:

Kristi D. Daugherty
Chief Executive Officer
Emergence Health Network
201 E. Main, Suite 600
El Paso, Texas 79901

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

E. Choice of Law and Venue; Statute of Limitations. For the purpose of determining the place of agreement and the law governing same, this Agreement is entered into in the County of El Paso, State of Texas and shall be governed by the laws of the State of Texas. The laws of the State of Texas shall govern in determining any evidentiary privileges claimed by the parties. Venue for all causes of action arising

from or in connection with this Agreement shall be in El Paso County, Texas. The parties agree that the statute of limitations as prescribed under Texas law, including but not limited to Texas Civil Practice and Remedies Code chapter 16 (herein, the "Statute of Limitations"), shall govern. Any language prescribing a period less than the Statute of Limitations shall be of no effect.

F. No Indemnification. 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.

G. Binding Effect. This Agreement, and every provision thereof, shall be binding upon and shall insure to the benefit of the Parties and their respective successors and permitted assigns.

H. No Waiver. The consent or waiver, express or implied, by a party to a breach of any provision, or the failure, or apparent failure, of either party at any time to require performance by the other of any provision of this Agreement, shall in no way affect the right of such party to require performance of that provision or any other provision of this Agreement.

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

J. Contract Language. Wherever the context shall require, the singular shall include the plural, and the female gender shall include the male, the neutral, and vice versa. This Agreement may be executed in original or facsimile signatures, in multiple counterparts. The headings, captions, and arrangements used in this Agreement are for convenience only and shall not affect the interpretation of this Agreement.

K. Severability. All agreements and covenants contained in this Agreement are severable. Any provision, or part thereof, of this Agreement held by a court of competent jurisdiction to be illegal, invalid or unenforceable shall not impair or invalidate the remainder of this Agreement and the effect thereof shall be confined to the provision, or part thereof, so held to be illegal, invalid or unenforceable. In lieu of any provision so held, there will be added a provision that preserves the intention of the unenforceable provision and complies with the law.

L. Warranty of Capacity to Execute Contract. The person signing this Agreement on behalf of each party warrants they have the authority to do so and to bind their respective party to this Agreement.

M. 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.

N. Public Information Act. EHN is a political subdivision of the State of Texas and is governed by the Texas Public Information Act, Chapter 552, Texas Government Code. The Parties acknowledge and agree that EHN shall only be obligated to perform its duties under this section and this Agreement in compliance with the Texas Public Information Act. To the extent to which some duties hereunder are not in conformity with the requirements of the Texas Public Information Act, EHN shall be relieved of said duties without penalty or further liability. In the event either party receives a request under the Texas Public Information Act for Confidential Information it shall immediately notify the other party and confer on whether disclosure should be opposed. It is expressly agreed that EHN may request a determination from the Attorney General of the State of Texas in regard to the application of the Texas Public Information Act to the requested information and whether the information is to be made available to the public. It is further agreed that EHN, its officers and employees, shall have the right to rely on the determinations of the Texas Attorney General, and that EHN, its officers and employees shall have no liability to CISD for disclosure to the public in reliance on a decision by the Attorney General. Nothing in this agreement shall require EHN or CISD to violate the terms of the Texas Public Information Act.

O. Force Majeure. Neither party shall be responsible for any delay, damage, failure, or inability to perform resulting from causes not within the control of the party and which the party is unable to prevent through reasonable diligence.

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

[SIGNATURES ON NEXT PAGE]

CANUTILLO INDEPENDENT SCHOOL DISTRICT

_____
Dr. Josue D. Borrego
Superintendent of Schools

Date: _____

EL PASO MHMR D/B/A EMERGENCE HEALTH NETWORK

_____
Kristen Daugherty, LCSW-S, MBA
Chief Executive Officer

Date: _____

EXHIBIT A

Acknowledgement and Agreement to Scope of Emergence Health Network Services

I have opted to access the services of Emergence Health Network ("EHN") to provide counseling services on behalf of my child, _____ on _____ campus, or on behalf of myself as an adult student. I acknowledge these services are provided by EHN alone and are separate and apart from the educational services offered by Canutillo ISD (CISD). I understand that no employee/employer relationship exists between CISD and EHN, and CISD does not endorse, recommend, oversee, approve, or otherwise control these services. I understand that EHN is providing services on CISD premises only in order to make the services more convenient and accessible for me and/or my child.

Additionally, if I have signed a consent form to allow CISD to permit disclosure of confidential information with EHN, I understand and agree this consent does not create an obligation or guarantee of the frequency, nature, or extent of the collaboration between CISD and EHN. Furthermore, I understand that CISD will not be incorporating EHN's methodology into my child's (my) education at Canutillo ISD.

I further acknowledge the presence of EHN on my child's (my) campus to provide separate and independent counseling services does not mean CISD believes counseling services are required for my child (me) to receive an education from CISD. If I believe that my child needs (I need) counseling or other support services from CISD, I will contact _____ at _____.

I hereby consent and agree to my student's (my) participation in this service, and I acknowledge that I have read and understand the parameters of this service. Furthermore, in consideration for this opportunity, I hereby release and disclaim any and all claims or causes of action against CISD, including its employees, officers, agents, and assignees arising from my child's (my) participation in the EHN counseling services, and I agree that CISD does not endorse or recommend these services for my child's (my) education.

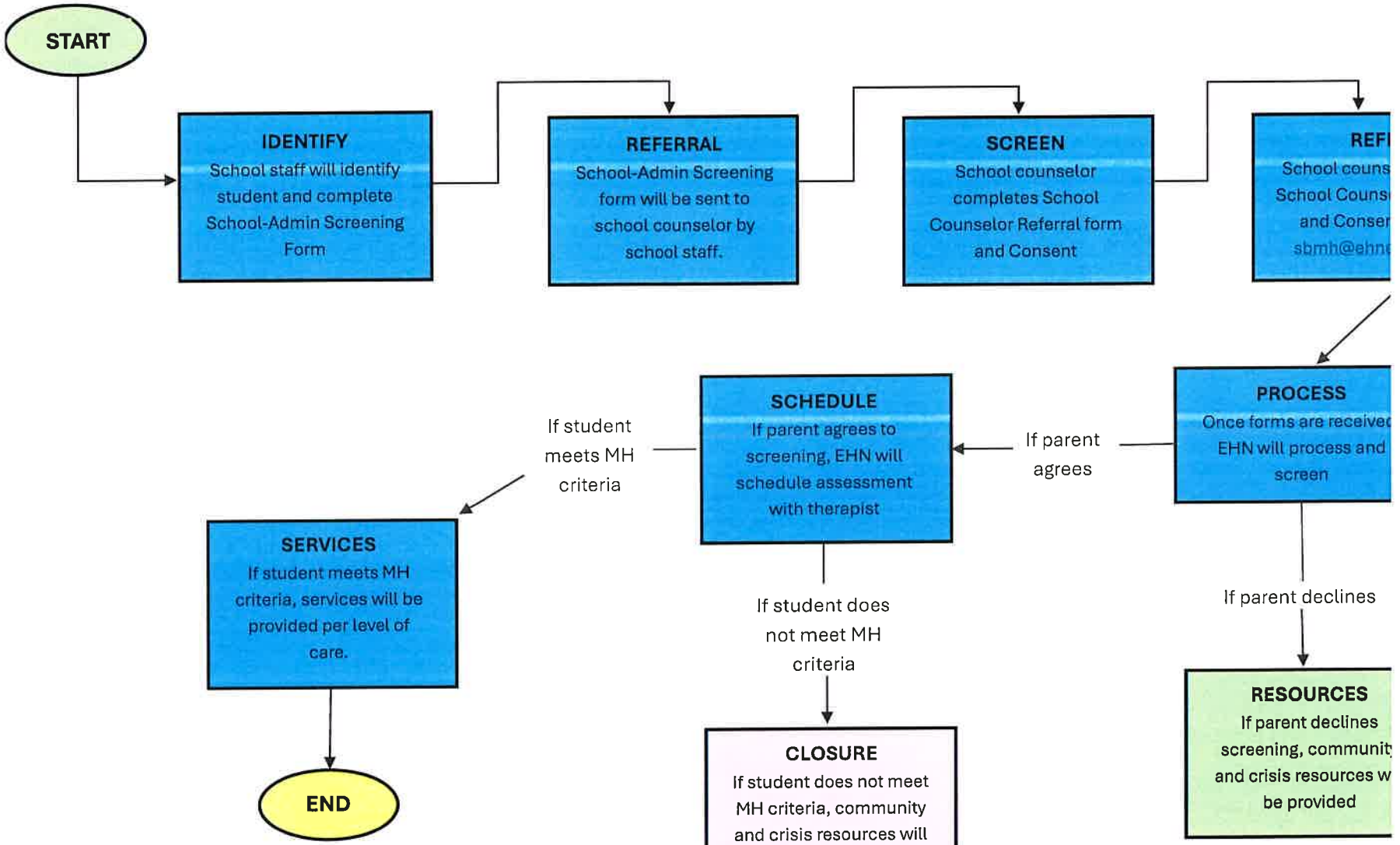
_____ _____

Name of Parent/Adult Student Date

(Adult student is someone 18 years or older still enrolled as a student who is qualified for service line or services are appropriate and feasible under certain grant provisions.)

PROCESS WORKFLOW

School-Based Mental Health Program



Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Recommendation to approve resolution authorizing El Paso Central Appraisal District representation in the property value study process

Justification Statement: Recommendation to approve resolution authorizing El Paso Central Appraisal District to act if the State Comptroller Property Value Study places the school district outside of the confidence level

Purpose of Agenda Item: ☐ Information ☐ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☑ Business Services

Staff Responsible: Cristina Pulley, Chief Financial Officer

Signature of Requester(s)

Signature of Presenter(s)

CPulley — *Business Services Approval (Initials)*

8/14/2026 — *Date*

Agenda Summary:

Texas Administrative code Title 34, Part 1, Chapter 9, Subchapter L. Rule 9.4302 Paragraph (e) (2)

A chief appraiser or other employee of an appraisal district that appraises property for a school district protesting the comptroller's property value study findings may not be designated as the agent for the protesting school district unless:
(A) the governing body of the appraisal district authorizes the chief appraiser or other employee of the appraisal district to act as agent for the protesting school district;
(B) the governing body of the protesting school district authorizes the chief appraiser or other employee of the appraisal district to act as agent for the school district; and
(C) the superintendent of the protesting school district signs the petition representing that the chief appraiser or other employee of the appraisal district has been properly authorized pursuant to this subchapter and the laws of the State of Texas to act as agent for the school district

RECOMMENDATION: Recommendation to approve resolution authorizing El Paso Central Appraisal District representation in the property value study process

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

AMOUNT(S): N/A

ACCOUNT NO(S): N/A

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

REQUESTING DEPARTMENT:
Financial Services Department

CONSEQUENCES OF NON-APPROVAL:
The District will not have representation should the State Comptroller's Property Value Study be outside the confidence level

IMPLEMENTATION TIMELINE:
Upon Approval

ATTACHMENT(S): ✔ Resolution

August 5, 2026

Subject: Action Requested: Resolution Authorizing EPCAD Representation in the Property Value Study Process

Dear Superintendent and Board Chair:

The El Paso Central Appraisal District (EPCAD) requests that your school board pass a resolution to allow EPCAD to act if the State Comptroller's Property Value Study (PVS) places the school district outside of the confidence level.

This resolution will grant EPCAD the authority to act only if necessary to defend EPCAD's values in your district. Please submit the resolution no later than **October 1, 2026**. Your resolution will then be included on the EPCAD Board's **November 19, 2026**, meeting agenda.

Attached is a copy of Rule 9.4302 and a sample resolution.

If you have any questions, please contact Mr. Rick Medina, Director of Administrative Services, at 915-780-2083, or you may contact me at 915-780-2088.

Thank you,

Dinah L. Kilgore

Dinah L. Kilgore
Executive Director/Chief Appraiser

5801 TROWBRIDGE DR.
EL PASO, TEXAS 79925-3346
O: 915.780-2000

DINAH L. KILGORE, RPA
EXECUTIVE DIRECTOR
CHIEF APPRAISER

BOARD OF DIRECTORS

TANNY BERG
SERGIO CORONADO
ALFRED GONZALEZ
RUBEN P. GONZALEZ
SHANE HAGGERTY
JACK LOVERIDGE
EDUARDO M
LAURE SEAF
JACKIE YOR

RESOLUTION AUTHORIZING REPRESENTATION IN THE PROPERTY VALUE STUDY PROCESS

WHEREAS, the Texas Comptroller's Office has published preliminary findings of taxable value for Canutillo Independent School District for tax year 2026; and

WHEREAS, Canutillo Independent School District desires to protest such preliminary value findings pursuant to Texas Government Code§§ 403.303 and 34 Texas Administrative Code§§ 9.4301-9.4317; and

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

1. The El Paso Central Appraisal District is hereby designated as Canutillo Independent School District 's agent for all property tax matters related to protesting the Texas Comptroller's preliminary findings of taxable value for tax year 2026

2. The Superintendent of Canutillo Independent School District is authorized to submit all documents and forms necessary to evidence such designation, as required by law.

This Resolution was adopted upon a motion made by Trustee_____,seconded by Trustee_____,and approved by a vote of _____in favor and _____opposed on this 25th day of August, 2026.

_____
Sergio Martinez, Board President

_____
Cindy Zuniga, Board Secretary

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Recommendation to approve the designation of Finance Accountant as an additional authorized representative with Lone Star Investment Pool for investment responsibilities on behalf of Canutillo ISD

Justification Statement: In accordance with Lone Star Investment Pool procedures, an authorized representative shall notify Lone Star of any changes in who is serving as an authorized representative. The authorized officials mentioned within the authorized representative add form must be approved by the Board of Trustees.

Purpose of Agenda Item: ☐ Information ☐ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☑ Business Services

Staff Responsible: Cristina Pulley, Chief Financial Officer

Signature of Requester(s)

Signature of Presenter(s)

CPulley 8/14/2026

Business Services Approval (Initials) *Date*

Agenda Summary:

The officer, official, or employee of the participant is hereby designated as an Authorized Representative within the meaning of the Inter-local Agreement with full power and authority to execute the Agreement and any other documents, as may be required to deposit money and withdraw money from the Participant's Lone Star Investment Pool (Lone Star) account from time in accordance with the Agreement and the Information Statement and take all other actions deemed necessary or appropriate for the investment of local funds of the Participant.

The authorized official mentioned within the authorized representative add form must be approved by the Board of Trustees prior to any transaction.

RECOMMENDATION: Recommendation to approve the designation of Finance Accountant as an authorized representative for investment responsibilities on behalf of Canutillo ISD

PRIOR BOARD ACTION: Approved AWARDED: AWARDED AMOUNT:

AMOUNT(S): N/A

ACCOUNT NO(S): N/A

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

REQUESTING DEPARTMENT:
Financial Services Department

CONSEQUENCES OF NON-APPROVAL:
Financial transactions needed to operate the District will be limited

IMPLEMENTATION TIMELINE:
Upon Approval

ATTACHMENT(S): ✔ Lone Star Investment Pool Authorized Representative Add Form

Authorized Representative Add Form

Name of Participant Canutillo ISD *Participant Number* 71907

Addition of Authorized Representative

In order to either (i) carry out the role of Investment Officer for the Participant or (ii) aid the Investment Officer of the Participant in the execution of his or her duties pursuant to Texas Government Code, Section 2256.003(c), as the case may be, the following officers, officials, employees, or contractors of the Participant are hereby designated as Authorized Representatives within the meaning of the Investment Agreement (Agreement). These designated Authorized Representatives have full power and authority to execute the Agreement and any other documents, as may be required to deposit money to and withdraw money from the Participant's Lone Star Investment Pool (Lone Star) account from time to time in accordance with the Agreement and the Information Statement, and take all other actions deemed necessary or appropriate for the investment of local funds of the Participant:

	Rep #1	Rep #2	Rep #3
Printed Name	Rosa Emma Granados		
Title	Accountant		
E-mail address	rgranados@canutillo-isd.org		
Signature			

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

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

PASSED AND APPROVED this 25th **day of** August **, 20** 26 **.**

By: _____ By: _____

Sergio Martinez — *Printed Name, Board President*

Cindy Zuniga — *Printed Name, Board Secretary*

State of Texas, County of _____.

Before me,_____, on this day personally appeared_____, and _____
(name of notary) *(name of President)* *(name of Clerk/Secretary)*

known to me (or proved to me on the oath of_____) or through_____to be the person(s)
(person providing oath) *(identification item)*

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

Given under my hand and seal of office this_____day of_____, 20____.

(Personalized Seal)

_____
Notary Public's Signature

If you have any questions, call the Lone Star Investment Pool at 800-758-3927 for assistance.
Please return the completed form to **customer.service@lonestarinvestmentpool.com** or fax **512-452-7842.**
Keep the original for your files.

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Report to the Board of Trustees - Investment Report For the Year and Quarter ended June 30, 2026

Justification Statement: Presentation to the Board of Trustees on the Quarterly Investment Report for the Year and Quarter Ended June 30, 2026

Purpose of Agenda Item: ☑ Information ☐ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☑ Business Services

Staff Responsible: Cristina Pulley, Chief Financial Officer

Signature of Requester(s)

Signature of Presenter(s)

CPulley *Business Services Approval (Initials)*

8/14/2026 *Date*

Agenda Summary:

Presentation for your review and acceptance of the Quarterly Investment Report

RECOMMENDATION: Acceptance of the Quarterly Investment Reports

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S): N/A

ACCOUNT NO(S):

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

Various

REQUESTING DEPARTMENT:

Financial Services Department

CONSEQUENCES OF NON-APPROVAL:

Non-compliance with the Investment Policy and Public Funds Investment Act (Chapter 2256)

IMPLEMENTATION TIMELINE:

N/A

ATTACHMENT(S): ✔ Investment Report

CANUTILLO A Premier District

TO: Board of Trustees
Dr. Josue Borrego, Superintendent

FROM: Cristina Pulley, Chief Financial Officer

DATE: August 5, 2026

SUBJECT: Annual Comprehensive Investment Report for Fiscal Year 2026

Introduction

This report presents a comprehensive overview of the investment program and activity of the Canutillo Independent School District for the year ended June 30, 2026. The Public Funds Investment Act requires quarterly reporting of investment activity and balances (both book and market values). In addition to quarterly reporting, district policy CDA-Local requires a written year end investment report to be presented to the Board of Trustees.

The investment objectives of safety, liquidity, and maturity levels that are sufficient to meet anticipated cash requirements is what drives the investment activity. For fiscal year 2025-2026, the District maintained its investments in investment pools and governmental investment pools with Logic, Lone Star, Texas Class, Texpool, TexSTAR and UMB. The portfolio within these investment pools includes Money Market, Commercial Paper, U.S. Treasury Securities, Government Obligation, and Repurchase Agreements.

Analysis of Investment Performance

The focus of the investment program is the safety, liquidity and maturity of invested funds. Funds must be available to meet daily cash requirements as well as short and long-term needs. Maximizing investment yields are only considered after the other investments' goals have been met. Investment yields are reported for the fiscal year ending June 30, 2026.

The District ended the first quarter with $92,917,610 in investment funds. In the second quarter, this amount increased to $108,364,190 mainly resulting from tax collections during the month of December. In the third quarter the amount increased to $158,245,148 due to interest earned, increases in market value and additional bond funds were transferred into Construction Investment accounts. The District ended the fourth quarter with $123,100,667 million in investment funds. The decrease was primarily attributable to bond-related expenditures and the seasonal decline in property tax collections following the peak collection period earlier in the fiscal year.

At the beginning of the fiscal year, the average interest yield was 4.24%. In the fourth quarter, the investment rate decreased to an average of 3.84% due to the increase in the market rates. Total interest revenue for the fiscal year totaled $4,558,296.

General Fund

General Fund investments are restricted by payroll pay dates and accounts payable check runs, since payments for all funds are initially paid out of this fund. Transfers are made as needed from the pools to the checking bank account to cover cash disbursements. The investment balance in the General Fund ended the year with an average investment yield of 3.7275%. The average investment balance in the General Fund started with $8.372 million invested, increased to $16.426 million in the second quarter and ended the year with a balance of $5.2 million. Revenues during the year came mainly from property taxes and from state funds. The highest peak was mostly due to collection of property taxes in November and December.

Debt Service Fund

The Debt Service Fund ended with an average investment yield of 3.7746%. The ending investment balance in the Debt Service Fund increased from $8.609 million to $11.491 million. The bulk of property taxes were deposited in December, January, and February. The high cash balance was needed to pay the August and February debt payments of $8.870 million and $9.816 million, respectively and a defeasance of $2 million. Debt payments due on February 15th and August 15th dates must be considered when making investment decisions in the Debt Service Fund.

Food Service Fund

The Food Service Fund balance increased from $16,493 to $16,985. The generated interest revenue for the fourth quarter was $161 invested in a yield of 3.8200%.

Health Insurance Fund

The Health Insurance fund ended with an average investment yield of 3.8200%. The ending investment balance increased minimally from $3,968 to $4,086. The total interest revenue in the fourth quarter was $39.

Construction Projects Fund

The Construction Projects Fund ended the fiscal year with an average investment yield of 3.8350%. The fund balance increased from $75,914,573 at the beginning of the fiscal year to $106,306,336 at year-end, an increase of $30.4 million. Interest revenue earned during the fourth quarter totaled $1,652,323. The increase in investment balance was primarily due to proceeds received from 2026 bond issuances, offset by payments for bond construction projects. During the fourth quarter UMB construction investments were transferred into the Lonestar construction investment account, due to the declining yeilds and fees in the UMB investment account.

Conclusion

The District will continue to monitor yields in longer term investments. Daily yields have decreased due to the decrease of rates in equity markets. The investment rating for all five investment pools is "AAA" rates. The District utilizes and will continue to utilize governmental investment pools and fixed maturity investments whenever available. As the district's investment officers, we will continue to seek investment opportunities after investment safety, liquidity, and maturity are considered. The investment portfolio is in compliance with the Public Funds Investment Act and the Board's investment policy requirements throughout the year. The District faced a challenging year in maintaining balanced-budget measures which included budget cuts, student program eliminations and staff reductions; these challenges were taken into consideration as they affected the overall amounts that were invested.

Cristina Pulley, Chief Financial Officer

Ricardo Porras, Assistant Director of Financial Services

Elvira Monzon-Uscanga, Accountant

Rosa Emma Granados, Accountant

CANUTILLO A Premier District

TO: Board of Trustees
Dr. Josue Borrego, Superintendent

FROM: Cristina Pulley, Chief Financial Officer

DATE: August 5, 2026

SUBJECT: Quarterly Investment Report for June 30, 2026

The attached report of investments for the Canutillo Independent School District for the quarter ending June 30, 2026 is in full compliance with the Investment Policy and strategy as established for the District with the Public Funds Investment Act (Chapter 2256).

Approved by:

Cristina Pulley, Chief Financial Officer

Ricardo Porras, Assistant Director of Financial Services

Elvira Monzon-Uscanga, Accountant

Rosa Emma Granados, Accountant

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

Canutillo Independent School District
Quarterly Summary of Investments
June 30, 2026

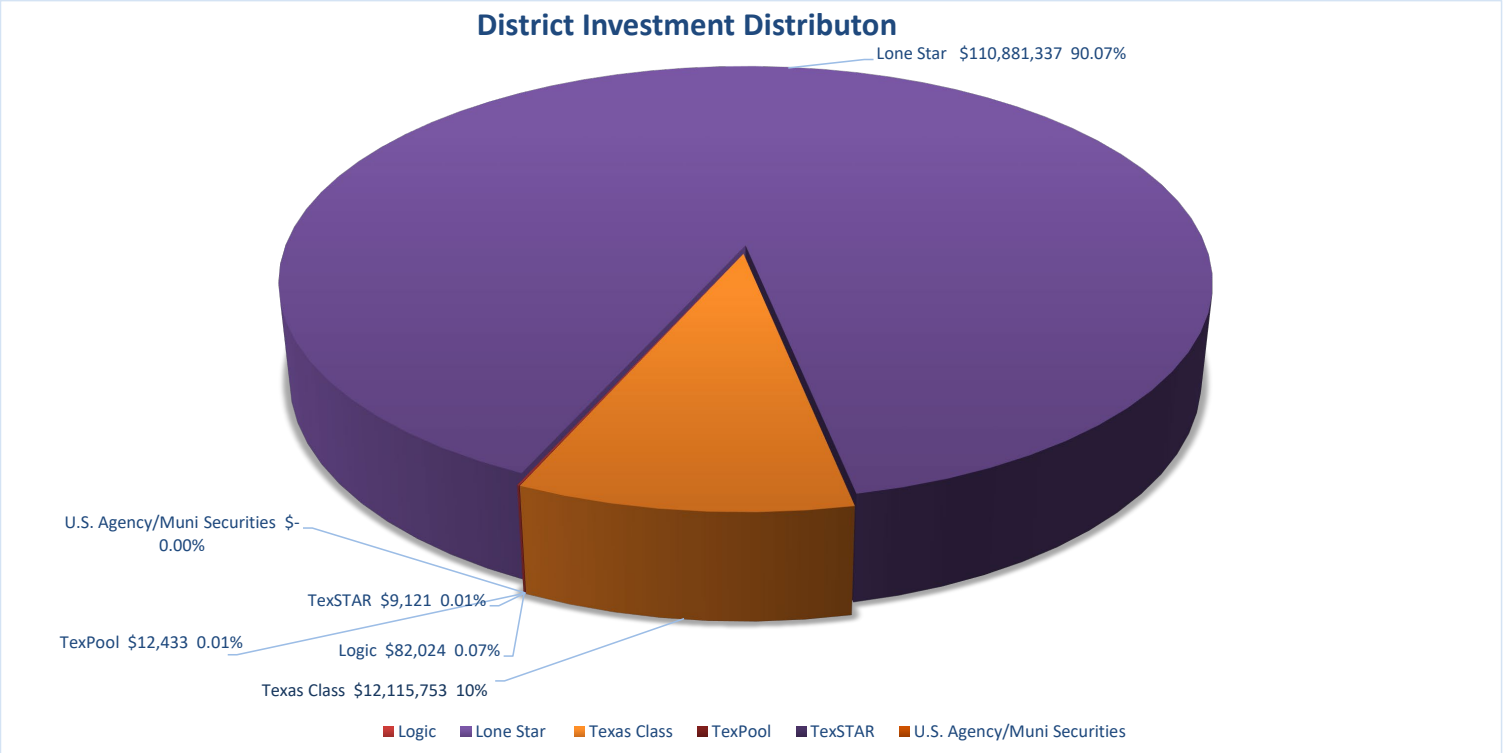
Description	Maturity Date	Current Month Interest Rate	6/30/2026 Book Value	6/30/2026 Market Value	3/31/2026 Book Value	3/31/2026 Market Value	Quarterly Accrued Interest	Book Value Increase/Decrease
Operating Fund								
Logic	On Demand	3.7528%	$ 82,024	$ 82,024	$ 81,260	$ 81,260	$ 764	$ 764
Lone Star Corporate COFP	On Demand	3.8200%	2,921,987	2,921,987	3,210,192	3,210,192	36,991	(288,205)
Lone Star Corporate COF	On Demand	3.7800%	-	-	626	626	3	(626)
Texas Class	On Demand	3.7666%	2,256,857	2,256,857	13,781,544	13,781,544	67,606	(11,524,687)
TexPool	On Demand	3.6241%	12,433	12,433	12,320	12,320	112	112
TexSTAR	On Demand	3.6216%	8,923	8,923	8,843	8,843	80	80
Subtotal		3.7275%	$ 5,282,223	$ 5,282,223	$ 17,094,784	$ 17,094,784	$ 105,556	$ (11,812,562)
Debt Service Fund								
Lone Star Corporate	On Demand	3.8200%	$ 1,631,942	$ 1,631,942	$ 1,616,510	$ 1,616,510	$ 15,433	15,433
Texas Class	On Demand	3.7666%	9,858,896	9,858,896	11,673,080	11,673,080	109,012	(1,814,184)
TexSTAR	On Demand	3.6216%	199	199	197	197	2	2
Subtotal		3.7746%	$ 11,491,037	$ 11,491,037	$ 13,289,786	$ 13,289,786	$ 124,446	$ (1,798,749)
Food Service Fund								
Lone Star Corporate	On Demand	3.8200%	$ 16,985	$ 16,985	$ 16,825	$ 16,825	$ 161	$ 161
Health Insurance Fund								
Lone Star Corporate	On Demand	3.8200%	$ 4,086	$ 4,086	$ 4,048	$ 4,048	$ 39	39
Construction (Bond) Fund								
Lone Star 2025	On Demand	3.7800%	**106,306,336**	106,306,336	50,703,793	50,703,793	732,111	55,602,543
U.S. Agency/Muni Securities	On Demand	3.8900%	-	-	77,135,912	77,205,025	920,212	(77,205,025)
Subtotal		3.8350%	$ 106,306,336	$ 106,306,336	$ 127,839,705	$ 127,908,818	$ 1,652,323	$ (21,602,481)
Total Investments		**3.7954%**	**$ 123,100,667**	**$ 123,100,667**	**$ 158,245,148**	**$ 158,314,261**	**$ 1,882,525**	**$ (35,213,593)**

Portfolio Weighted Average Maturity					S&P Credit
Asset	Book Value	Days to Maturity	Weighted Average Maturity (WAM)	Maturity Date of Each Asset	Ratings as of: 6/30/2026
Logic	82,024	1	0.001	6/30/2026 Liquid pool, due on demand	AAAm
Lone Star	110,881,337	1	0.901	6/30/2026 Liquid pool, due on demand	**AAAf/S1+**
Texas Class	12,115,753	1	0.098	6/30/2026 Liquid pool, due on demand	AAAm
TexPool	12,433	1	0.000	6/30/2026 Liquid pool, due on demand	**AAAm**
TexSTAR	9,121	1	0.000	6/30/2026 Liquid pool, due on demand	AAAm
U.S. Agency/Muni Securities	0	1	0.000	6/30/2026 SLGS, due on demand	A-1/AAAm
	$ 123,100,667		**1.000**		

Canutillo Independent School District
Quarterly Summary of Investments
June 30, 2026

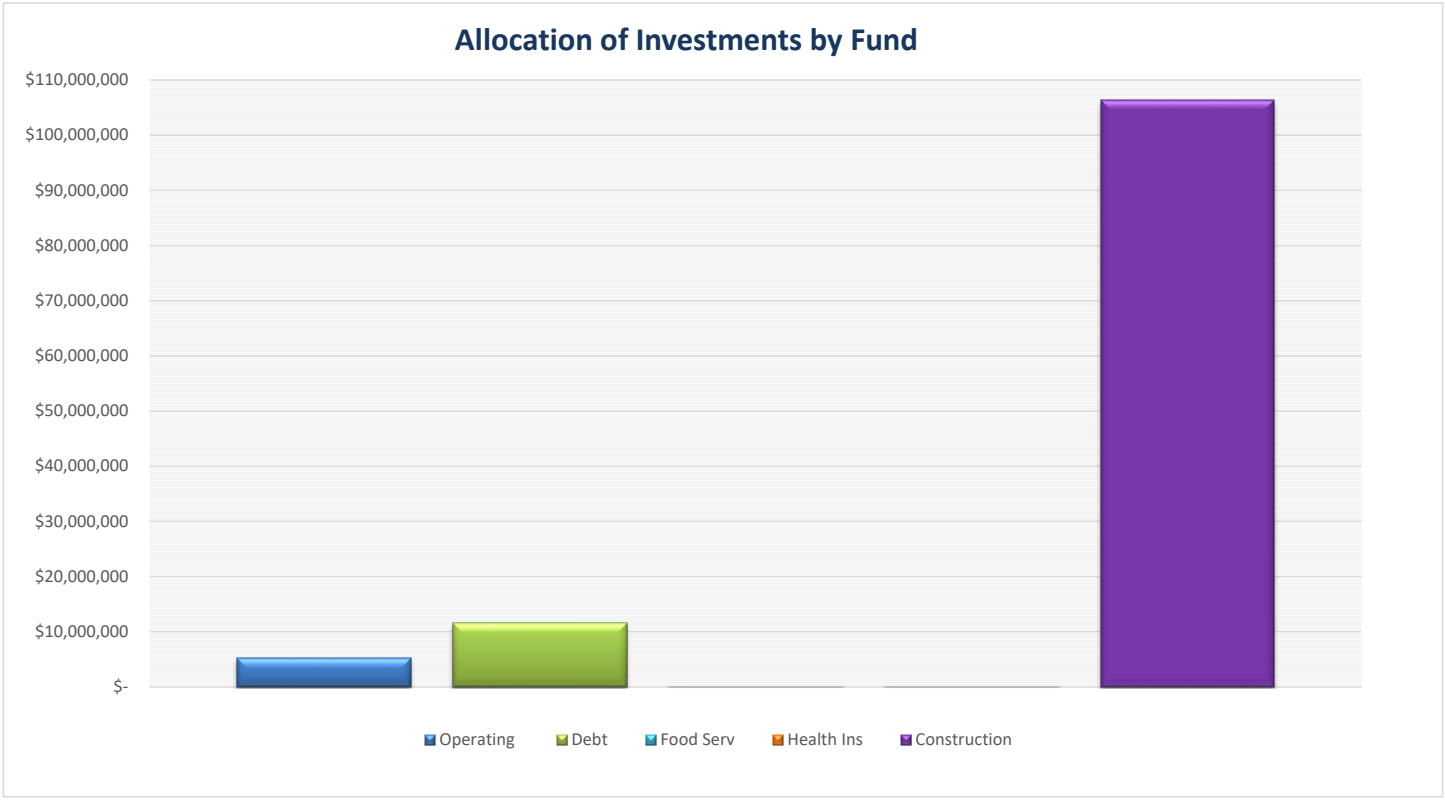
AAA is the highest Issuer Credit Rating assigned by Standar & Poor's
(m is for Money Market, f is for Fund, and S1+designates low volatility)

Investment		Amount	Percentage
Logic	$	82,024	0.07%
Lone Star	$	110,881,337	90.07%
Texas Class	$	12,115,753	9.84%
TexPool	$	12,433	0.01%
TexSTAR	$	9,121	0.01%
U.S. Agency/Muni Sec	$	-	0.00%
Total	$	123,100,667	100.00%



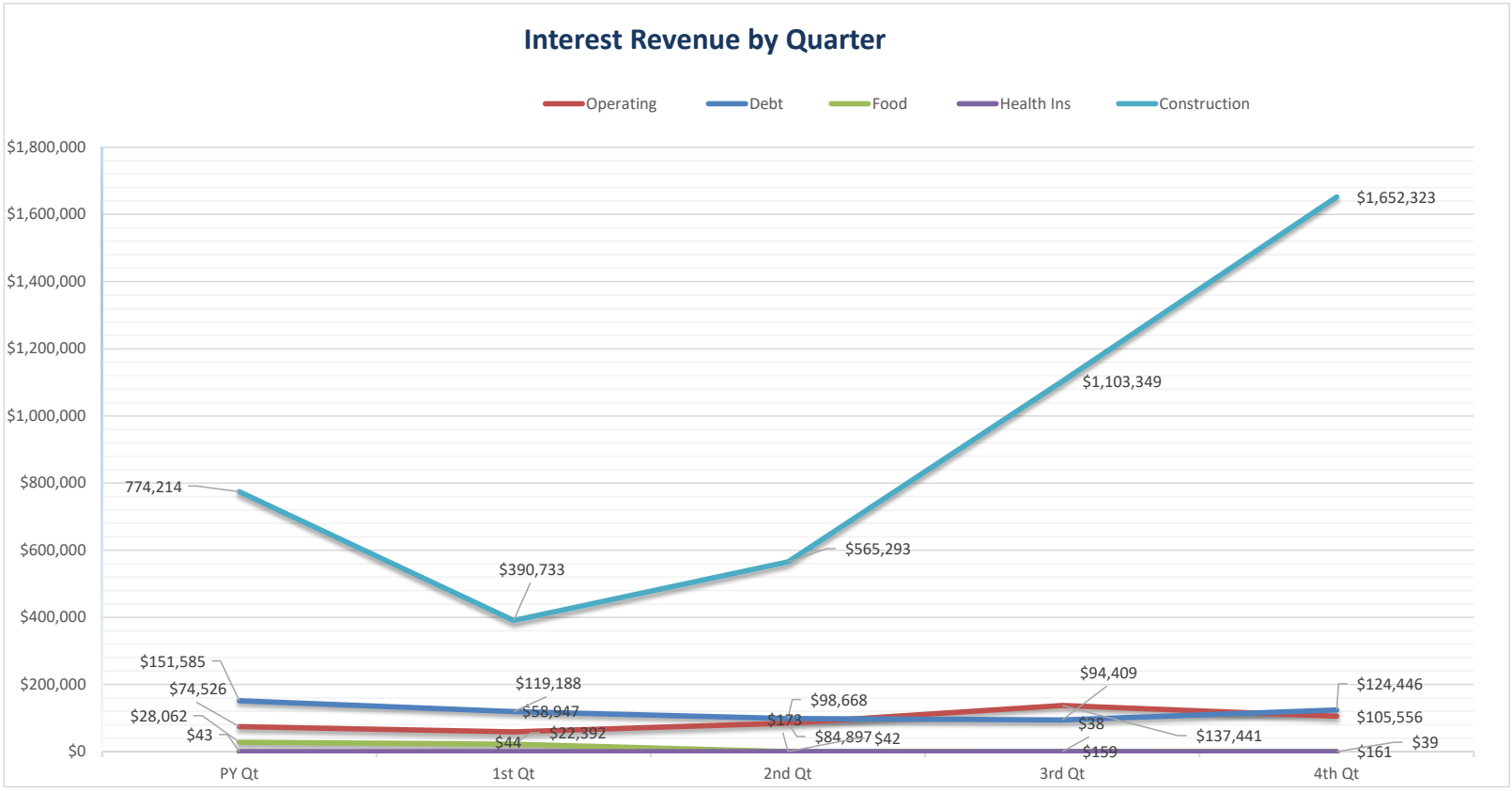
Canutillo Independent School District
Quarterly Summary of Investments
June 30, 2026

Fund		Amount	Percentage
Operating	$	5,282,223	4.29%
Debt	$	11,491,037	9.33%
Food Serv	$	16,985	0.01%
Health Ins	$	4,086	0.00%
Construction	$	106,306,336	86.36%
Total	$	123,100,667	100.00%



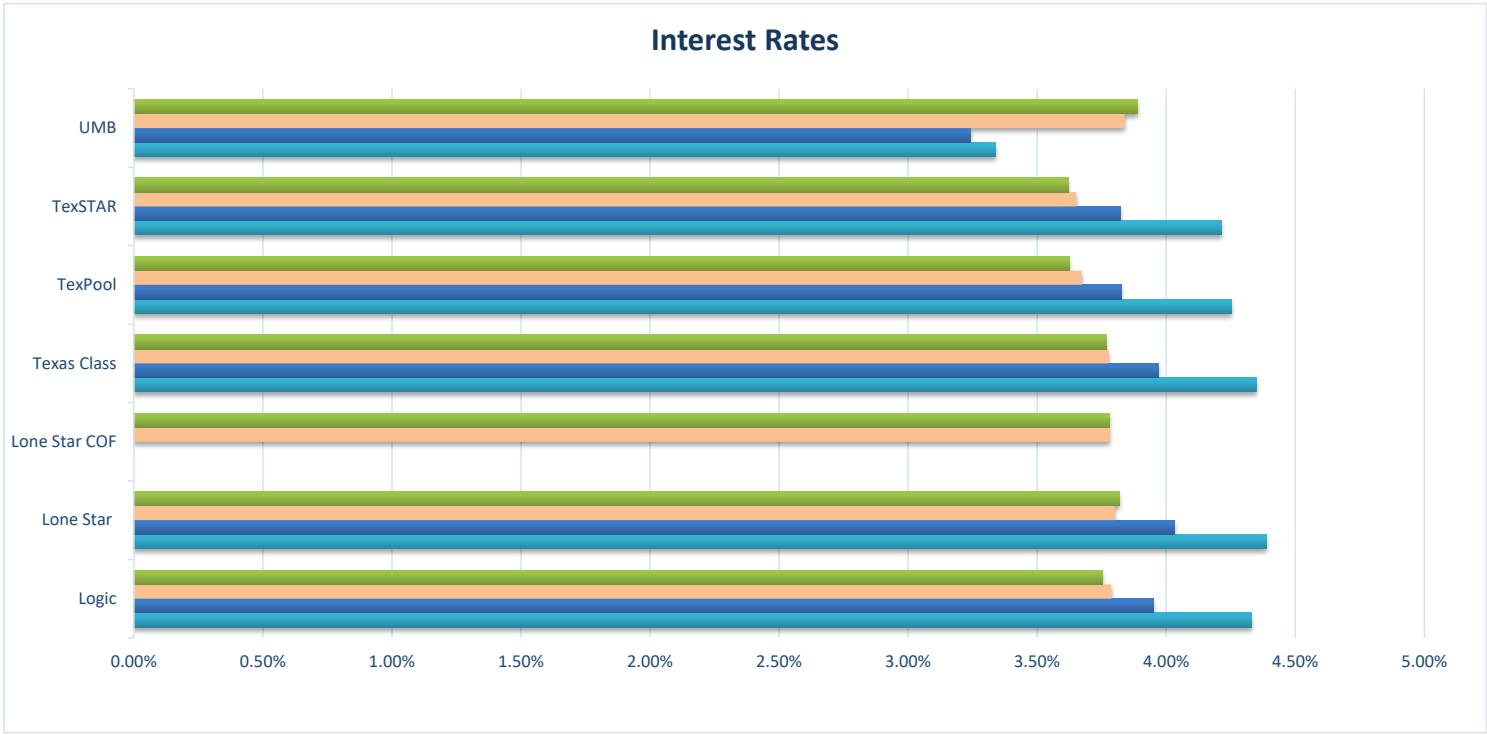
Canutillo Independent School District
Quarterly Summary of Investments
June 30, 2026

Interest	PY Qt	1st Qt	2nd Qt	3rd Qt	4th Qt
Operating	$ 74,526	$ 58,947	$ 84,897	$ 137,441	$ 105,556
Debt	$ 151,585	$ 119,188	$ 98,668	$ 94,409	$ 124,446
Food	$ 28,062	$ 22,392	$ 173	$ 159	$ 161
Health Ins	$ 43	$ 44	$ 42	$ 38	$ 39
Construction	774,214	$ 390,733	$ 565,293	$ 1,103,349	$ 1,652,323
Total	$ 1,028,430	$ 591,303	$ 749,072	$ 1,335,396	$ 1,882,525



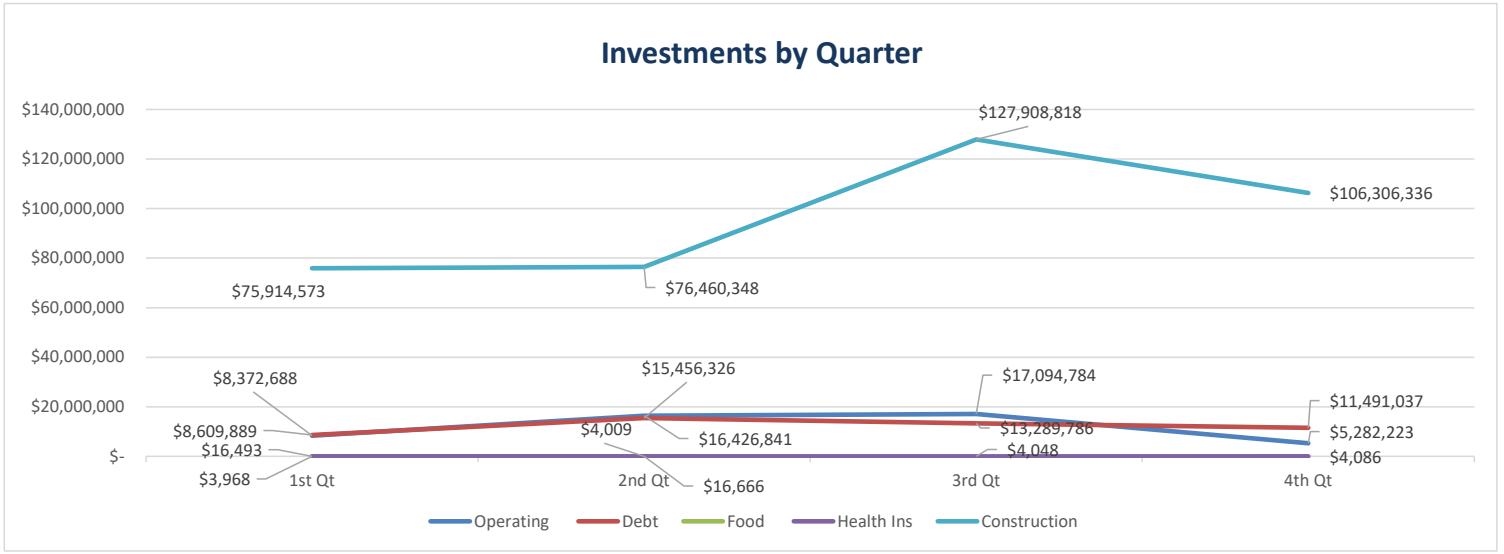
Canutillo Independent School District
Quarterly Summary of Investments
June 30, 2026

Investment	1st Qt	2nd Qt	3rd Qt	4th Qt
Logic	4.33%	3.95%	3.79%	3.75%
Lone Star	4.39%	4.03%	3.80%	3.82%
Lone Star COF			3.78%	3.78%
Texas Class	4.35%	3.97%	3.78%	3.77%
TexPool	4.25%	3.83%	3.67%	3.62%
TexSTAR	4.21%	3.82%	3.65%	3.62%
UMB	3.34%	3.24%	3.84%	3.89%
Average	4.24%	3.90%	3.85%	3.80%



Canutillo Independent School District
Quarterly Summary of Investments
June 30, 2026

Fund	1st Qt	2nd Qt	3rd Qt	4th Qt
Operating	$ 8,372,688	$ 16,426,841	$ 17,094,784	$ 5,282,223
Debt	$ 8,609,889	$ 15,456,326	$ 13,289,786	$ 11,491,037
Food	$ 16,493	$ 16,666	$ 16,825	$ 16,985
Health Ins	$ 3,968	$ 4,009	$ 4,048	$ 4,086
Construction	$ 75,914,573	$ 76,460,348	$ 127,908,818	$ 106,306,336
Total	$ 92,917,610	$ 108,364,190	$ 158,314,261	$ 123,100,667



Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Recommendation to approve the interlocal agreement between Canutillo ISD and El Paso County Juvenile Justice Alternative Education Program (JJAEP) for the 2026-2027 school year.

Justification Statement: Per FODA (Legal), the district and the county shall enter into a joint Interlocal Agreement for students who have been placed in JJAEP to receive grade level instruction.

Purpose of Agenda Item: ☐ Information ☐ Discussion ☑ Action

Item Type: ☑ Curriculum & Instruction ☐ HumanResources ☑ Business Services

Staff Responsible: Dr. Monica Reyes, Executive Director, Student Support Services

Signature of Requester(s)

Signature of Presenter(s) 8/12/2026

Business Services Approval (Initials) *Date*

Agenda Summary:

Per FODA (Legal), the district and the county shall enter into a joint Interlocal Agreement for students who have been placed in JJAEP to receive the continuation of grade level instruction.

RECOMMENDATION: It is Administration's recommendation to approve the Interlocal Agreement with El Paso County Juvenile Justice Alternative Education.

PRIOR BOARD ACTION: Yes AWARDED: 9/29/25 AWARDED AMOUNT: N/A

AMOUNT(S): N/A

ACCOUNT NO(S): N/A

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

Interlocal Agreement

REQUESTING DEPARTMENT:
Student Support Services Department

CONSEQUENCES OF NON-APPROVAL:

Students will not be placed in JJAEP as required under the Texas Education Code, Chapter 37 and will not have the opportunity to receive grade level instruction.

IMPLEMENTATION TIMELINE:

2026-2027 school year

ATTACHMENT(S): Interlocal Agreement between Canutillo ISD and the El Paso County Juvenile Justice Alternative Education and Exhibits A Through H Exhibit G-1, AND Signature Page

CANUTILLO INDEPENDENT SCHOOL DISTRICT
FINANCIAL SERVICES DIVISION/PURCHASING

Contract Routing and Approval Form

FOR PURCHASING OFFICE USE ONLY			
Contract Request Received		Assigned Contract No	
Routed for Internal Approval		Contract Fully Executed	
Routed for Vendor Approval		Notification To Proceed	

CONTRACT APROVAL PROCESS: **1.** All agreements **shall** be routed through the purchasing office. **2.** Purchasing will review for compliance and determine procurement method(s). **3.** Be advised that some agreements may require Legal Counsels review **4.** Following final review, purchasing will route for additional signature(s), either district personnel and/or supplier. to ensure receipt of fully executed documents. **5.** Purchasing will notify requestor when process has been completed.

NO SERVICES SHALL COMMENCE WITHOUT AN EXECUTED AGREEMENT AND AN APPROVED PURCHASE ORDER

IT IS THE REQUESTORS RESPONSIBILITY TO SUBMIT ALL DOCUMENTS PERTAINING TO THE SERVICE REQUESTED WITH AMPLE TIME TO ALLOW FOR FULL PROCESS. MUST INCLUDE Vendor agreement, vendor quote, vendor terms, any other docs related to the service, etc. This Contract Routing and Approval form is required to ensure we have the information needed to route documents for the necessary signatures.

THIS FORM MUST BE COMPLETED BY THE REQUESTING CAMPUS/DEPARTMENT

Must check off Contract Type: ☐ Professional Service ☐ Contracted Services ☐ Vendor Agreement ☐ Term Contract ☐ Interlocal ☐ Lease Agreement ☑ MOU ☐ MOA ☐ Construction ☐ Other _____

Campus/Department: Student Support Services

Campus/Department Contact person: Dr. Monica Reyes, Student Support Director

Contact Number: 915-877-7650 Requestors email: mreyes@canutillo-isd.org

Contract Title: Interlocal Agreement with El Paso County Juvenile Justice Alternative Education Program

Contract Description: Grade level instruction services provided by El Paso County And Ysleta ISD for students who are placed in the JJAEP .

VENDOR INFORMATION – MUST PROVIDE ALL INFORMATION LISTED BELOW: Required to obtain all necessary signatures.

Vendor/Company Name: El Paso County JJAEP

Vendor Full Address: 6400 Delta Drive, El Paso, Tx 79905

Name of Representative: Ramon E. Hernandez representatives' email: Ram.Hernandez@epcountytx.gov

Rep. Office Phone: (915) 273-3491 Ext. 2110 Rep Mobile Number: (915) 549-6450

Vendor's Authorized Signer: Honorable Judge Selina Saenz Signer's email: se.saenz@epcounty.com

Contract Amount: N/A Funding Source: N/A

Account No(s): N/A

Anticipated Start Date: 08/03/2026 End Date: 08/03/2027

Is this a New Agreement? ☑ Yes ☐ No

Is this Agreement a renewal? ☐ Yes ☐ No If yes; specify the reason for renewal, what is it replacing? School Year 2026-2027

Agreement Term: 1 year Does agreement term include renewal options? ☐ Yes ☑ No

If yes, specify renewal options: _____

Does agreement require Insurance coverage? ☐ Yes ☑ No **If yes, route agreement to Human Resources department for review, and to provide the necessary insurance requirements.**

Human Resources staff review: _____ Date: _____

By signing this approval request form, I, the budget authority confirm that the agreement attached has been reviewed and all necessary documents pertaining to this agreement are being submitted.

Budget Authority Signature: _____ Date: 8/12/2026

☑ **Attachments: Must submit vendor agreement and all pertaining documents, quotes, etc., with this routing form.**

Purchasing review: _____

IN WITNESS WHEREOF, THE PARTIES EXECUTE THIS AGREEMENT:

ATTEST: **CANUTILLO INDEPENDENT SCHOOL DISTRICT**

By:_____
Board Secretary

By:_____
Mr. Sergio Martinez, Board President

Date:_____

Date:_____

IN THE STATE OF TEXAS
COUNTY OF EL PASO

INTERLOCAL AGREEMENT FOR THE ESTABLISHMENT AND OPERATION OF THE EL PASO COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM PURSUANT TO CHAPTER 37 OF THE TEXAS EDUCATION CODE

This Interlocal Agreement is made by and between the El Paso County Juvenile Board, hereinafter referred to as the "**Board**", and the Ysleta Independent School District, hereinafter referred to as "YISD", and the Ysleta Board of Trustees, hereinafter referred to as the "**YISD Board**"; and the following school districts: El Paso Independent School District, Anthony Independent School District, Canutillo Independent School District, Socorro Independent School District, Fabens Independent School District, San Elizario Independent School District, Tornillo Independent School District, and Clint Independent School District, hereinafter collectively referred to as the "**Districts**" and individually as a "**Participating District**." These parties enter into this Agreement for the purpose of establishing their respective responsibilities for the operation of the Juvenile Justice Alternative Education Program ("**JJAEP**"). Nothing in this Agreement shall be construed to create a direct contractual relationship between any Participating District and YISD in its capacity as the provider of JJAEP educational services.

1. PURPOSE

The purpose of this Agreement is to provide for the establishment, by the Board, of a JJAEP approved by the Texas Juvenile Justice Department ("**TJJD**") and operated by the YISD, for eligible students of the Participating Districts, as permitted by Texas Education Code § 37.011(e). This Agreement serves to establish a unified system of operational, programmatic, and educational standards for the JJAEP as required under Texas Education Code § 37.011(e) and Title 37, Texas Administrative Code, Chapter 348. The JJAEP shall serve only students enrolled in the Participating Districts who have been expelled from school for conduct for which expulsion is mandatory under Texas Education Code § 37.007(a), (d), and (e). The El Paso County Juvenile Probation Department shall administer funding for such placements in accordance with applicable TJJD requirements. The El Paso County JJAEP is dedicated to providing a safe, inclusive, and productive educational environment for these students, with the academic mission of enabling them to perform at grade level while empowering them to achieve both academic and personal development.

The program shall be located at YISD's Cesar Chavez Academy, 7814 Alameda Avenue, El Paso, Texas, 79915 ("**JJAEP Campus**"), unless relocated pursuant to Section 25 of this Agreement ("**Change of Campus Location**").

2. DUTIES OF THE JUVENILE BOARD AND JJAEP ADMINISTRATOR

For purposes of this Agreement, the Diversionary and JJAEP Programs Supervisor of the El Paso County Juvenile Probation Department, or his/her designee, shall serve as the JJAEP Administrator

and shall be responsible for performing all duties assigned to the JJAEP Administrator under this Agreement and applicable TJJD standards.

For the provision of JJAEP services, and in consideration of YISD's operation of the educational component of the JJAEP, the Juvenile Board, by and through the County of El Paso, agrees to compensate YISD at the daily rate approved by TJJD for each YISD or Participating District student enrolled in the JJAEP. Payments shall be made using state-appropriated funds from TJJD for the applicable school year, along with any pass-through funding provided by the Participating Districts. TJJD funding may also include settle-up funds resulting from unexpended year-end balances. It is understood by YISD that the daily rate of compensation for educational services is determined by the State of Texas and may be subject to change throughout the year. Payments shall be made to the attention of YISD's Chief Financial Officer on a quarterly basis, with the first payment due on or before December 15 of the applicable school year. All amounts due under this Agreement shall be paid no later than sixty (60) days following the conclusion of the respective school year.

The Board and the JJAEP Administrator shall monitor program compliance and performance. An annual JJAEP Performance Review shall be conducted following the conclusion of each school year and prior to the start of the subsequent school year to evaluate the effectiveness of the JJAEP. Additionally, an annual JJAEP Management Review of operational practices shall be completed. The JJAEP Administrator shall provide copies of both reports to the YISD School Board President, Trustees, and Superintendent within thirty (30) days following review by the Juvenile Board.

3. DUTIES OF YISD AND THE DISTRICTS

YISD shall provide the facilities, personnel, and services necessary to operate the JJAEP on behalf of the Board in accordance with the Texas Administrative Code, Chapter 348 and the Texas Education Code § 37.011(e). The educational components of the JJAEP shall be subject to the policies adopted by the YISD Board. YISD shall implement the programmatic and procedural components of the JJAEP as outlined in the El Paso County Juvenile Probation Department's JJAEP Policies, Procedures, and Standards, as well as the applicable requirements of Title 37, Texas Administrative Code, Chapter 348. Based on current building code capacity limitations, YISD shall not be required to enroll more than thirty (30) students in the JJAEP at any one time one time ("**capacity**").

YISD agrees to continue providing the personnel and services necessary to operate the JJAEP, including the implementation of a Continuity of Operations Plan ("**C.O.O.P.**") to ensure uninterrupted educational services in accordance with the Texas Education Code, Texas Education Agency requirements, Title 37, Texas Administrative Code, Chapter 348, the Texas Juvenile Justice Department standards, guidance from the Department of Public Health, and directives issued by the Local Health Authority. The C.O.O.P. must address potential modifications to JJAEP educational services in the event of a pandemic, natural disaster, or other emergency affecting normal operations. YISD further agrees to provide a copy of the YISD JJAEP Plan of Action prior to the start of the 2026-2027 school year. This plan shall include details regarding instructional delivery methods (synchronous, asynchronous, traditional, hybrid, or online), student and staff safety procedures, transportation procedures, meal service procedures, student search procedures, attendance

recordkeeping procedures, and other operational components necessary to maintain continuity of services. YISD shall provide updates to the JJAEP Plan of Action as revisions occur throughout the school year.

Each Participating District, including YISD, agrees to comply with the requirements of this Agreement, the El Paso County Juvenile Probation Department's JJAEP Policies, Procedures, and Standards, and the applicable provisions of the Texas Administrative Code in support of the successful transition of students to and from the JJAEP.

4. TERMS OF PLACEMENT DUE TO EXPULSION

To be eligible for expulsion and subsequent placement in the JJAEP, a Participating District must expel a student who commits a mandatory expulsion offense as defined under Texas Education Code § 37.007(a), (d), or (e), regardless of whether the offense occurred on or off school property. A complete list of applicable **MANDATORY EXPULSIONS OFFENSE CODES** is included in (**EXHIBIT "A")**, attached hereto. Furthermore, to be accepted for placement in the JJAEP, the student must be expelled for a minimum of seventy-five (75) school days. The maximum expulsion term shall not exceed one hundred eighty (180) school days, except in cases involving a firearm, for which the maximum term shall be one (1) calendar year. Expulsion terms beyond one (1) calendar year may only occur in accordance with applicable state law and Participating District policy. While Texas Education Code § 37.011(k)(3) permits placement in a JJAEP based on serious misbehavior, as defined in Texas Education Code § 37.007(c), the Board and YISD shall only accept students who have been expelled for mandatory offenses listed in Exhibit A.

To be placed in JJAEP, a student must be at least ten (10) years of age and enrolled in the sixth (6th) grade or higher. Prior to making a JJAEP placement recommendation, the Participating District shall consider all applicable mitigating factors, exhaust all appeals, and explore all available Disciplinary Alternative Education Programs (DAEP) placements options. The Participating District acknowledges and agrees that eligible elementary students who are ten (10) years of age and enrolled in the sixth (6th) grade may be placed at Cesar Chavez Academy's Middle School and receive educational services alongside middle school students. Such placement shall not exceed twenty (20) school days, and enrollment of any elementary school student shall not require YISD to add or reassign staff to meet teacher-to-student ratios at secondary level. All Participating Districts acknowledge and accept that YISD may, but is not required to, separate middle school students from high school students enrolled in the JJAEP.

The Participating District shall provide a copy of the expulsion notice and all required documentation to the El Paso County Juvenile Probation Department pursuant to Texas Education Code § 37.007 and the Texas Family Code § 52.041 no later than two (2) school days after the final appeal hearing has concluded and the expulsion has been upheld. Failure to provide the required documentation shall result in the student remaining in the Participating District's Disciplinary Alternative Education Program. The expulsion packet must include the expulsion notice, parent/guardian notification, and the following student information: student name, date of birth, student ID number, TSDS number, Law Enforcement Agency (LEA) report number, expulsion term with specific end date, review date,

and any applicable special program documentation, including Special Education or Section 504 records.

Upon formal acceptance into the JJAEP by the JJAEP Administrator or Designee, the Participating District shall immediately provide all required school withdrawal and educational records, including transcripts and any special education documents, to the JJAEP Campus. This will facilitate the development of an appropriate educational plan within three (3) school days of the JJAEP acceptance. Required school records are outlined in the **JJAEP SCHOOL RECORDS REQUEST FORM (EXHIBIT "B").**

The Participating District and the JJAEP Campus shall collaborate to ensure completion of the JJAEP intake process within seven (7) to ten (10) school days following formal acceptance. This process is intended to minimize delays in a student's attendance or access to educational services. Although a student may be accepted into the JJAEP, actual enrollment may be delayed due to capacity limitations or other special circumstances. In such cases, the parties shall provide a minimum of three (3) school days advance notice prior to the scheduled intake. If a student remains in the sending district's DAEP while pending intake or while on the JJAEP waiting list, those days shall be credited towards the student's JJAEP total placement term.

If a student is expelled and accepted into the JJAEP but does not enroll due to withdrawal by a parent/guardian, the student shall remain eligible for JJAEP placement upon re-enrollment in a local school district. However, the expelling school district must hold a new expulsion hearing, issue a new expulsion order, and submit a complete expulsion packet before placement may occur. Participating Districts shall adhere to the guidelines established under Texas Education Code §§ 37.302, 37.303, 37.304, 37.305, 37.306, 37.307, 37.308, 37.309, 37.310, and 37.311 for students placed in a JJAEP as a result of an offense requiring sex offender registration. Additionally, all Participating Districts shall also adhere to the expulsion term guidelines outlined in this Agreement.

In the event that JJAEP enrollment reaches ninety (90%) of its approved capacity, a waiting list shall be established for consideration of additional placements. While on the waiting list, Participating Districts may assign expelled students to their respective DAEPs. Students shall be accepted into the JJAEP in the order they are placed on the waiting list, provided that a minimum of forty-five (45) school days remain in the student's expulsion term. Students expelled for acts of violence or firearm-related offenses shall be given priority placement on the waiting list and may be accepted into the JJAEP up to the approved capacity limit.

The JJAEP shall not accept new referrals within the last three (3) weeks of YISD's instructional school year. Referrals submitted during this period may be denied placement or, at the discretion of the JJAEP Administrator, considered for placement during the following academic year. In either case, the referred student shall remain the responsibility of the Participating District, which shall continue placement in its DAEP until the student is formally accepted into the JJAEP.

Students who engage in conduct during the summer break that would otherwise qualify for mandatory expulsion and placement in the JJAEP under Texas Education Code § 37.007(a), (d), or

(e) may be considered for placement in the JJAEP during the subsequent school year. In such cases, the Participating District shall conduct all required disciplinary proceedings and submit the required referral documentation to the JJAEP Administrator. Placement shall be subject to the eligibility requirements, capacity limitations, and enrollment procedures established by this Agreement.

5. SPECIAL CIRCUMSTANCES AFFECTING LENGTH OF PLACEMENT

YISD agrees to provide capacity for up to thirty (30) students at the JJAEP. However, the Parties agree that special circumstances may arise if the JJAEP reaches ninety percent (90%) of its capacity, or if any single Participating District accounts for more than sixty-seven percent (67%) of total student enrollment. Under such conditions, YISD may limit the length of an individual student's placement at the JJAEP to a maximum of one hundred (100) school days, with the required seventy-five (75) placement review held at an earlier date mutually agreed upon by the JJAEP Administrator and the Participating District. These placement limitations shall not apply to students expelled for offenses involving firearms or those who, as determined by the Participating District and with the concurrence of the JJAEP Administrator, pose an ongoing threat to the safety of other students or district employees. In the event a student enrolled in the JJAEP commits an infraction that violates the YISD or JJAEP Student Code of Conduct, YISD reserves the right to take disciplinary action in accordance with the JJAEP Student Code of Conduct. Such action may result in an extension of the student's term of expulsion and continued placement at the JJAEP.

6. TERMS OF EXIT

A student shall be exited from the JJAEP upon the earliest occurrence of any of the following: completion of court-ordered supervision or deferred prosecution terms and conditions, completion of the expulsion term that resulted in the student's placement in the JJAEP, a decision by the Participating District to remove the student from JJAEP placement following a review hearing, decline or dismissal of the charge associated with the student's JJAEP placement by the Court or Prosecutor, withdrawal from the JJAEP by the student's parent/guardian, or withdrawal due to "Inactive" Status following thirty (30) consecutive school days on non-attendance. Except in cases where a parent, guardian, or custodian initiates the withdrawal, the JJAEP shall notify the student's parent, guardian, or custodian in writing of the student's withdrawal prior to the effective date of withdrawal, unless the withdrawal date is not known in advance. The JJAEP shall maintain documentation of such notification.

The Participating District agrees to attend and collaborate with YISD in the JJAEP Exit Transition Meeting to jointly develop a written exit plan and transition plan to support the student's reintegration into his or her home school. The transition planning shall include an academic review consisting of courses attended, credits earned and pending, attendance records, discipline reports, identified follow-up areas, state assessment, and IOWA skills test scores (Pre and Post). As part of the JJAEP Exit Transition Meeting, the Participating District agrees to initiate the student's return schedule, identify strategies to be implemented upon reentry to the home school, and coordinate support through the Communities In Schools (if applicable), the graduation coach, at-risk coordinator, counselor, or other designated staff responsible for re-entry services. To ensure a smooth transition and support long-term success, the JJAEP Exit Transition Meeting shall occur prior to the student's

withdrawal from the JJAEP and shall include the student's home campus administrator or designee, YISD campus administrator or designee, the assigned Juvenile Probation Officer or JPD representative, the student, and the student's parent or guardian.

For students expelled and placed in the JJAEP for a term of seventy-five (75) school days or more, Participating Districts agree to attend a placement review as requested by the JJAEP to evaluate eligibility for early removal based on academic progress, behavioral performance, successful participation in programming, and other relevant factors. Placement reviews may occur at any time during the student's placement in the JJAEP. On a case-by-case basis, the JJAEP may also conduct placement reviews for returning students who were carried over from the previous school year and are being considered for an early release due to demonstrated progress or other qualifying circumstances. The JJAEP shall facilitate such placement review hearings and coordinate efforts with the student's home district and campus.

For students expected to satisfy all graduation credit requirements and state-mandated graduation requirements while enrolled in the JJAEP, the Participating District shall collaborate with YISD to ensure the student is provided with the opportunity to graduate on time. This collaboration shall include verification of the student's academic status, coordination of final credit evaluations, provision of all necessary documentation, and assistance with graduation-related planning. Because the JJAEP does not award diplomas or conduct graduation ceremonies, students who become eligible for graduation while enrolled in the JJAEP shall be returned to their home campus or otherwise released to the Participating District for graduation purposes. The Participating District shall be responsible for verifying graduation eligibility, awarding credit, issuing the diploma, and facilitating the student's participation in all applicable graduation activities and ceremonies.

The Participating District and YISD shall work collaboratively to ensure all necessary supports are in place to facilitate the successful completion of the student's high school education and transition from the JJAEP.

Each Participating District acknowledges that student reintegration procedures may vary based on local district policy, administrative guidelines, and individual student circumstances. Unless otherwise determined by the Participating District, students exiting the JJAEP shall return to their home campus. However, the Participating District may consider placement at an alternative campus, transfer to another school within the district, or other educational placement deemed appropriate to support the student's successful transition, continued academic progress, and overall educational needs.

7. CURRICULUM AND ATTENDANCE

YISD shall provide a JJAEP to serve students referred by YISD and Participating Districts. The JJAEP shall operate in full compliance with all applicable requirements under Chapter 37 of the Texas Education Code, rules adopted by the State Board of Education, Chapter 348 of the Texas Administrative Code, and the Texas Juvenile Justice Department. This includes, but is not limited to, providing a curriculum in English Language Arts, Mathematics, Science, Social Studies, Self-

Discipline, and a High School Equivalency Program that meets the requirements of Texas Administrative Code, Chapter 348.206 (b)(3), as well as administering assessment instruments in accordance with Subchapter B, Chapter 39 (State Assessment) of the Texas Education Code. All students enrolled in the JJAEP shall participate in statewide assessments as required under Section 39.023 of the Texas Education Code. YISD and the Participating Districts agree to the use of the online version of the Iowa Test of Basic Skills (ITBS), a nationally standardized achievement test, and the development of an individualized academic plan based on ITBS results to meet each student's educational needs. Students enrolled in the JJAEP for a minimum of seventy-five (75) school days shall be administered a pre-test within ten (10) school days of enrollment. Students enrolled for at least sixty-five (65) school days shall be administered a post-test prior to exiting the JJAEP.

YISD shall collaborate with students and their parents/guardians to review academic progress at least twice during the student's JJAEP placement and to establish a specific graduation plan for high school students. At a minimum, academic reviews shall be conducted at the time of the JJAEP Intake and during the JJAEP Exit Transition Meeting. During the intake meeting, YISD shall require the participation and input of the student's corresponding counselor, assistant principal, or other designated representative from the Participating District to support decisions regarding grade retention or promotion in accordance with applicable law and YISD policy. YISD reserves the right to conduct additional transition or grade placement conferences when necessary to determine appropriate grade promotion, particularly for students placed in the JJAEP near the conclusion of the school year.

The JJAEP shall operate for a minimum of seven (7) hours per instructional day over one hundred eighty (180) school days, totaling at least 75,600 instructional minutes annually. Instructional minutes may include lunch periods and transition time but shall not include early release days, inclement weather days, or other approved waiver days. A JJAEP student shall be considered present for attendance purposes when the student attends at least four (4) hours of instructional time in a school day. Attendance shall be documented and verified through daily sign-in sheets and official attendance records for each enrolled JJAEP student. A student may be placed on inactive status when the student is detained or incarcerated, absent for a minimum of ten (10) consecutive school days, reported as a runaway, experiencing an extended illness or medical condition, or admitted to an inpatient treatment facility. Time spent on inactive status shall not be counted as either absent or present for JJAEP reporting purposes. Students who remain on inactive status for thirty (30) consecutive school days shall be withdrawn from the JJAEP on the thirty-first (31st) consecutive inactive day. The Participating District shall be notified in writing when a student is placed on inactive status and again prior to the student's withdrawal from the JJAEP due to exceeding the thirty (30) consecutive school days inactive status limit.

The JJAEP shall provide the El Paso County Juvenile Probation Department with monthly attendance records for all enrolled students. YISD agrees to complete and submit the **JJAEP MONTHLY ACTIVITY REPORT (MAR) (EXHIBIT "C")** no later than the third (3rd) calendar day of each month. If the third (3rd) calendar day falls on a weekend or holiday, the report shall be submitted on the next business day. YISD acknowledges that subsequent payments under this Agreement are contingent upon the data reported in the JJAEP attendance records and the Monthly Activity Report (MAR).

Participating Districts agree to invite a representative of the JJAEP Campus to attend the student's ARD or section 504 Committee meeting as a non-consensus participant. The Participating District shall provide reasonable advance notice of the meeting to both the JJAEP Campus Administrator and the JJAEP Administrator. As such, the JJAEP Campus Administrator or designee shall make reasonable efforts to attend such meetings, as participation is critical to planning for the student's educational, behavioral, and related service needs and ensuring continuity of services upon placement in the JJAEP.

For all students receiving special education services who are placed in the JJAEP, the Participating District shall provide the JJAEP with a complete copy of the student's most recent Admission, Review, and Dismissal (ARD) report. This documentation must include the full and current ARD meeting report, the manifestation determination ARD documentation, and the most recent special education eligibility evaluation.

The Participating District shall remain responsible for ensuring compliance with all procedural safeguards and requirements under IDEA and Section 504 during the student's placement in the JJAEP. If JJAEP staff suspect that a student who has not previously been identified under IDEA may be eligible for special education services, the JJAEP shall promptly notify and refer the student to the student's home district for consideration of an evaluation in accordance with applicable state and federal laws and regulations. The home district shall retain responsibility for conducting the evaluation and determination eligibility.

9. ENGLISH AS A SECOND LANGUAGE (ESL) SERVICES

The JJAEP, in collaboration with the student's sending Participating District, shall ensure that students identified as Emergent Bilingual (EB) or students eligible for English as a Second Language (ESL) services receive instructional support and accommodations appropriate to their language proficiency needs. The determination of eligibility, placement, accommodations, and required language support services shall be made by the student's Language Proficiency Assessment Committee (LPAC) in accordance with applicable federal and state laws. Such determination must be supported by documented assessment data and reflected in the student's educational records.

The Sending Participating District shall provide the JJAEP with copies of all current LPAC documentation, language proficiency assessment results, accommodation plans, and any other records necessary to ensure continuity of services upon the student's enrollment in the JJAEP. All LPAC decisions and service plans shall be maintained in the student's educational record and implemented by the JJAEP to the extent required by law.

10. TRANSPORTATION SERVICES

Transportation of students attending the JJAEP shall be the sole and exclusive responsibility of the student's Sending Participating District. Under no circumstances shall the JJAEP or the Educational Fiscal Agent be responsible for transporting students referred by Participating Districts. While YISD may elect to provide transportation for its own students to the JJAEP, YISD shall have no obligation to provide transportation to or from the JJAEP for students enrolled from other school districts. This

responsibility includes transportation required as a related service under a student's Individualized Education Program (IEP), Section 504 Plan, or any other educational service plan.

Before a student is recommended or referred for placement at the JJAEP, the Participating District must evaluate the student's access to reliable transportation and must develop a written transportation plan. This transportation plan is a required condition of placement and must be completed and confirmed prior to initiating the referral process. The transportation plan must acknowledge and align with the YISD's board approved instructional calendar **(EXHIBIT "H")**, including all professional development days, early release days, holiday closures, inclement weather delays or closures, intersessions, Spring Break, and the start and end of the instructional year. Participating Districts are solely responsible for making necessary adjustments to their transportation plans to account for any calendar differences or conflicts with YISD.

The Participating District shall be responsible for notifying the student's parents or guardians of the initial transportation plan prior to placement and for communicating any subsequent changes in a timely manner. If transportation issues arise after placement and interfere with the student's ability to attend the JJAEP, the Participating District shall promptly convene a meeting with the student's parent or guardian, JJAEP Administrator, and any other appropriate parties to develop corrective actions. If transportation barriers cannot be resolved within a reasonable period of time and continue to prevent regular attendance, the JJAEP Administrator may recommend the student's withdrawal from the JJAEP and return the student to the Participating District for alternative placement, educational services, or other action deemed appropriate by the Participating District.

11. POLICY, PROCEDURES, AND STUDENT CODE OF CONDUCT

YISD shall implement the programmatic, operational, and procedural components of the JJAEP in accordance with the **EL PASO COUNTY JJAEP POLICIES, PROCEDURES, AND STANDARDS**, attached hereto as **(EXHIBIT "D").** All references within Exhibit D to the "JJAEP Campus" shall refer specifically to the YISD's JJAEP Campus, including its operations and staff, unless the context clearly indicates otherwise. YISD shall establish, implement, and enforce the **EL PASO COUNTY JJAEP STUDENT CODE OF CONDUCT (EXHIBIT "E")** as a supplement to, but not a replacement for, the YISD Student Code of Conduct. This requirement is consistent with Texas Education Code § 37.001 and mandated by Texas Education Code § 37.011(c).

YISD, the JJAEP Campus, the JJAEP Administrator, and representatives of the Participating Districts agree to actively participate in collaborative efforts to support the effective operation of the JJAEP. Such efforts shall include, at a minimum, quarterly meetings to review program performance, discuss areas of concern, provide updates, address challenges, evaluate compliance requirements, consider legislative or regulatory changes affecting the JJAEP, and identify opportunities for program improvement. The parties further agree that these collaborative conversations may be used to review and recommend revisions to the El Paso County JJAEP Policies, Procedures, and Standards, the El Paso County JJAEP Student Code of Conduct, and the El Paso County JJAEP Interlocal Agreement. All such documents must be approved by the El Paso County Juvenile Board, the YISD Board of Trustees, and the School Boards of all Participating Districts, and must be

submitted to the Texas Juvenile Justice Department (TJJD) in accordance with applicable regulations.

12. JJAEP EDUCATIONAL STAFF

JJAEP educational staff shall be employees of YISD and shall be subject to all applicable YISD personnel policies, procedures, and the YISD Employee Code of Conduct. YISD further agrees to comply, as its sole expense, with Section 22.0834 of the Texas Education Code ("Criminal History Record Information Review of Certain Contract Employees"), along with applicable rules adopted by the Texas Commissioner of Education, High School/College Board policies, and other related regulations. YISD shall certify that all employees assigned to the JJAEP, including "Covered Employees" do not possess a "Disqualifying Criminal History" as defined under applicable law. YISD shall ensure that all JJAEP staff, including temporary, seasonal, substitute employees, and volunteers have successfully completed and passed a criminal background check **prior to having any "direct" contact with JJAEP students**. YISD agrees that all assigned JJAEP employees (including substitutes that will work within a JJAEP for six (6) weeks or more) shall attend both the JJAEP New Employee Orientation and the JJAEP Annual Refresher Training, as applicable.

YISD agrees to complete the **JJAEP HR RECORDS AND CERTIFICATION FORM (EXHIBIT "F")** for each employee assigned to work with JJAEP students. YISD will provide verification that all required certifications are current and that the employee has completed the necessary training as required by this agreement. The form must be completed and signed by an authorized Human Resources representative certifying that the employee meets all qualifications for the position held. For returning YISD employees, the **JJAEP HR RECORDS AND CERTIFICATION FORM (EXHIBIT "F")** shall be re-certified annually and submitted to the Juvenile Probation Department no later than October 15 of each school year. YISD shall promptly notify the JJAEP Administrator of any personnel changes affecting JJAEP staffing, including resignations, terminations, extended leaves of absence, or changes in assignment.

In accordance with Texas Administrative Code, Chapter 348.200(g)(4), YISD shall maintain adequate staffing and supervision levels necessary to ensure the safe and effective operation of the JJAEP. All JJAEP employees, including long-term substitutes assigned for six (6) weeks or more, who do not meet the "professional" designation (e.g., certified teachers, student aides, paraprofessionals, nurses, physicians, commissioned law enforcement officers) must maintain current certifications in Crisis Prevention Intervention (CPI), Cardiopulmonary Resuscitation (CPR), and First Aid through training approved and provided by YISD. Teacher aides and Communities in School (CIS) Coordinators are exempt from obtaining the Community Activities Officer (CAO) certification requirement, as they are not employed by a juvenile probation department or juvenile facility.

Pursuant to Texas Administrative Code § 350.100, the JJAEP is considered a Juvenile Justice Program. As such, all YISD personnel assigned to the JJJAEP must comply with the standards set forth in Texas Administrative Code, Chapter 358 regarding the identification, reporting, and investigation of abuse, neglect, exploitation, death, and serious incidents. YISD shall ensure that all JJAEP staff, including administrators, are trained in these standards and fully understand the timelines and procedures for reporting. Additionally, all staff must adhere to the Prison Rape Elimination Act

(PREA) and uphold a strict zero-tolerance policy regarding any form of physical, emotional, or sexual abuse.

In the event of a reportable incident, YISD personnel shall immediately comply with all reporting requirements established by the Texas Juvenile Justice Department. This includes completing and submitting the **TJJD INCIDENT REPORT FORM (EXHIBIT "G")** and, when applicable, the **TJJD INTERNAL INVESTIGATION REPORT FORM (EXHIBIT "G-1")**. All required reports and supporting documentation shall be submitted to TJJD through designated reporting channels, including the Abuse and Neglect Reporting Hotline at 1-877-786-7263 and abuseneglect@tjjd.texas.gov, as well as to the Juvenile Probation Department and any other agency required by law. YISD shall also notify local law enforcement whenever required under Chapter 348 and 358 of the Texas Administrative Code or any other applicable law. The JJAEP Administrator and the Juvenile Probation Department shall be notified of any reportable incident immediately upon discovery, but no later than the next business day. YISD shall cooperate fully with any investigation conducted by TJJD, the Juvenile Probation Department, law enforcement, Department of Family and Protective Services, or any other authorized entity.

13. RECORDS AND RETENTION

YISD shall maintain, and make available for inspection, audit, or reproduction by an authorized representative of El Paso County, the El Paso County Juvenile Probation Department, the State of Texas, or the Federal Government, all books, documents, and other records pertaining to the costs and expenses of operating the JJAEP under this Agreement, hereinafter called the "Records". These records shall be maintained and retained for a minimum of seven (7) years following the end of the contract period. If any litigation, claim, or audit involving these "Records" is initiated before the end of the seven (7) year period, YISD shall retain the "Records" until all such matters are resolved or until the seven (7) year period ends, whichever is later.

14. SUPPLEMENTARY PROGRAM FUNDING

Each Participating District agrees to allow and support YISD in applying for any available federal, state, local, or private grant funding for which the JJAEP may be eligible. Participating Districts shall reasonably cooperate with YISD by providing information, certifications, assurances, or other documentation necessary to complete grant applications or fulfill grant requirements. Any supplemental funding received for the JJAEP shall be used in a manner consistent with the requirements and restrictions of the applicable funding source. To the extent permitted by law and grant conditions, such funds shall first be used to offset educational and operational costs associated with providing JJAEP services to Participating Districts, including YISD. Any remaining funds may be used to enhance, expand, improve, or sustain JJAEP operations, programming, staffing, technology equipment, training, facility improvements, or other initiatives that support the educational, behavior, and rehabilitative mission of the JJAEP.

15. EFFECTIVE DATE

This Agreement shall become effective on August 3, 2026, regardless of the date of execution by the parties. The parties agree that the authorized signature of any additional Participating District joining this Agreement by counterpart shall constitute a binding commitment and shall be effective as to all signatories once executed by YISD.

16. TERMINATION

This Agreement shall remain in effect through August 2, 2027, unless earlier terminated in accordance with the provisions of this Agreement. Either the "Board" or "YISD" may terminate this Agreement by providing ninety (90) calendar days' written notice of termination. Notice of termination by either the Board or YISD shall take effect no earlier than the 90-day notice period, on the date indicated in the notice letter.

Notice of termination by any Participating District shall apply solely to that district and shall take effect at the conclusion of the then-current contract year. The Agreement may be renewed for a maximum of two (2) additional one (1) year terms upon written agreement by the YISD and the El Paso County Juvenile Board.

YISD, the Participating Districts, and the Juvenile Board acknowledge that revisions to the El Paso County JJAEP Policies, Procedures and Standards, the JJAEP Student Code of Conduct, or this JJAEP Interlocal Agreement, may be necessary from time to time. Any such revisions shall be made in accordance with applicable law and shall become effective upon approval by the El Paso County Juvenile Board and YISD.

17. NOTICE

All notices under this Agreement shall be sent by certified mail, return receipt requested, to the individuals identified in the **CONTACT LISTING** enclosed and incorporated herein **(APPENDIX "A")**. Any Participating District joining the Agreement by counterpart shall also identify a designated representative for notice purposes.

18. SEVERABILITY

If any provision of this Agreement is found to be illegal or unenforceable, such provision shall be severed, and the remainder of the Agreement shall remain in full force and effect.

19. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding between the parties concerning the subject matter herein. All prior negotiations, representations, understandings, and agreements, whether oral or written, are hereby superseded and merged into this Agreement.

20. INSPECTION OF RECORDS

Upon reasonable request, all "Records" maintained by YISD under this Agreement shall be available for inspection at a mutually agreed-upon time, subject to applicable privacy laws including the Family Educational Rights and Privacy Rights Act (FERPA) as outlined in Title 20 of the United States Code § 1232(g), and the Texas Government Code Chapter 552, Public Information Act. The requesting party shall bear the cost of any such inspection or copying.

21. EXECUTION

This Agreement may be executed jointly or in counterparts. The signature of an authorized representative of any Participating District, whether or not named herein, shall constitute a binding commitment, provided that the Agreement is also executed by YISD**.**

22. EQUAL EMPLOYMENT POLICIES

YISD affirms that it is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, genetic information, or age in its programs, activities, or employment.

23. FAILURE TO PAY

In the event the Board fails to make timely payments to YISD under the terms and conditions of this Agreement within the times set forth herein, YISD may terminate this Agreement, but only if the Board has failed to make such payments following thirty (30) days' written notice to cure from YISD. YISD may not terminate this Agreement after giving such notice unless YISD has first made itself available to meet with the Board to attempt in good faith to resolve the matter.

24. IMMUNITY

Nothing herein shall waive or reduce the sovereign immunity of the parties hereto or broaden the limited waiver of immunity provided by the Texas Tort Claims Act (TTCA) and the Texas Education Code § 37.011(o).

25. CHANGE OF CAMPUS LOCATION

YISD shall provide written notice to the Juvenile Board of any change in the physical location of the JJAEP Campus at least thirty (30) calendar days prior to the effective date of the relocation whenever reasonably practicable. If advance notice is not reasonably possible, notice shall be provided as soon as possible. A change in campus location shall not require an amendment to this Agreement.

26. CONFLICT RELATED DOCUMENTS

In the event of any conflict, inconsistency, or ambiguity among the provisions of this Agreement, its exhibits, attachments, policies, procedures, or related documents, the following order of precedence shall apply: Applicable federal, state, and local regulations, this Agreement and any duly approved

amendments, the El Paso County Juvenile Probation Department JJAEP Policies, Procedures, and Standards, and the El Paso County JJAEP Student Code of Conduct.

To the extent possible, all documents shall be interpreted in a manner that gives effect to each provision and promotes compliance with applicable law.

APPENDIX A

YISD INTERLOCAL SY 2026-2027
CONTACTS AND ADDRESS INFORMATION

School District	Address
Clint Independent School District Jennifer Parker, Board President	14521 Horizon Boulevard El Paso, Texas 79928
Fabens Independent School District Luis “Charlie” Estrada, Board President	821 NE "G" Avenue Fabens, Texas 79838
San Elizario Independent School District Eduardo Chavez, Board President	1050 Chicken Ranch Road San Elizario, Texas 79849
Socorro Independent School District Michael A. Najera, Board President	12440 Rojas Drive El Paso, Texas 79928
Tornillo Independent School District Marlene Bullard, Board President	19200 Cobb Avenue Tornillo, Texas 79853
Ysleta Independent School District Carlos Bustillos, Board President	9600 Sims Drive El Paso, Texas 79925
El Paso Independent School District Leah Hanany, Board President	1014 N. Stanton Street El Paso, Texas 79902
Anthony Independent School District Angel J. Cuellar, Board President	840 6th Street Anthony, Texas 79821
Canutillo Independent School District Sergio Martinez, Board President	7965 Artcraft Road El Paso, Texas 79932
El Paso County Juvenile Probation Department Rosie Medina, Chief Juvenile Probation Officer	6400 Delta Drive El Paso, Texas 79905
El Paso County Juvenile Board Honorable Selina Saenz, Chairperson	500 E. San Antonio Avenue, Suite 1105 El Paso, Texas 79901

JJAEP SY 2026-2027 INTERLOCAL EXHIBIT LISTING:

EXHIBIT A - MANDATORY EXPULSIONS OFFENSE CODES

EXHIBIT B - JJAEP SCHOOL RECORDS REQUEST FORM

EXHIBIT C - JJAEP MONTHLY ACTIVITY REPORT (MAR)

EXHIBIT D - EL PASO COUNTY JUVENILE PROBATION DEPARTMENT JJAEP POLICIES, PROCEDURES, AND STANDARDS

EXHIBIT E - EL PASO COUNTY JJAEP STUDENT CODE OF CONDUCT (SCC)

EXHIBIT F - JJAEP HR RECORDS AND CERTIFICATION FORM

EXHIBIT G - TJJD INCIDENT REPORT FORM

EXHIBIT G-1 - TJJD INTERNAL INVESTIGATION REPORT FORM

EXHIBIT H - YISD 2026-2027 SCHOOL CALENDAR

IN WITNESS WHEREOF, THE PARTIES EXECUTE THIS AGREEMENT:

EL PASO COUNTY JUVENILE BOARD

By: Selina Saenz
Honorable Judge Selina Saenz
65th District Court

Date: July 16, 2026

APPROVED AS TO CONTENT:

Rosie Medina
Chief Juvenile Probation Officer, Rosie Medina

7-21-26
Date

IN WITNESS WHEREOF, THE PARTIES EXECUTE THIS AGREEMENT:

ATTEST: **YSLETA INDEPENDENT SCHOOL DISTRICT**

By:_____ By:_____
Connie Woodruff, Board Secretary Carlos Bustillos, Board President

Date:_____ Date:_____

Chief Counsel for YISD

By:_____ Date:_____
Priscilla Mata

JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM (JJAEP)

MANDATORY OFFENSES - SY 2026-2027

Offense Description	Offense Type
Unlawful Weapon: Handgun [PC 46.02(a)]	Mandatory
Unlawful Weapon: Location-Restricted Knife [PC 46.02(a-4)] (For students who are under the age of 18)	Mandatory
Prohibited Weapon: Explosive Weapon [PC 46.05(a)(1)(A)]	Mandatory
Prohibited Weapon: Machine Gun [PC 46.05(a)(1)(B)]	Mandatory
Prohibited Weapon: Short-Barrel Firearm [PC 46.05(a)(1)(C)]	Mandatory
Prohibited Weapon: Armor-Piercing Ammunition [PC 46.05(a)(2)]	Mandatory
Prohibited Weapon: Chemical Dispensing Device [PC 46.05(a)(3)]	Mandatory
Prohibited Weapon: Zip Gun [PC 46.05(a)(4)]	Mandatory
Prohibited Weapon: Tire Deflation Device [PC 46.05(a)(5)]	Mandatory
Prohibited Weapon: Improvised Explosive Device [PC 46.05(a)(6)]	Mandatory
Aggravated Assault [PC 22.02]	Mandatory
Sexual Assault [PC 22.011]	Mandatory
Aggravated Sexual Assault [PC 22.021]	Mandatory
Arson [PC 28.02]	Mandatory
Murder [PC 19.02]	Mandatory
Capital Murder [PC 19.03]	Mandatory
Attempted Murder or Capital Murder [PC 15.01]	Mandatory
Indecency with a Child [PC 21.11]	Mandatory
Kidnapping [PC 20.03]	Mandatory
Aggravated Kidnapping [PC 20.04]	Mandatory
Robbery [PC 29.02]	Mandatory
Aggravated Robbery [PC 29.03]	Mandatory
Manslaughter [PC 19.04]	Mandatory
Criminally Negligent Homicide [PC 19.05]	Mandatory
Continuous Sexual Abuse of Young Child or Disabled Individual [PC 21.02]	Mandatory
Felony Drug Offense (excluding Marijuana or THC) [HSC 481]	Mandatory
Burglary [PC 30.02]	Mandatory
Assault Causing Bodily Injury to School Employee or Volunteer [PC 22.01(a)(1)]	Mandatory
Exhibit, Use, or Threaten to Exhibit or Use Firearm [PC 37.125]	Mandatory

César Chávez Academy

7814 Alameda Ave., El Paso, TX 79915
Main: (915) 434-9600 Fax: (915) 434-9833

Reason Code: _____
Action Code: _____

REVISED 2/22/22

Intake Date: _____Time: _____

Exit Date: _____

Please make sure all fields are complete and all documents are sent to CCA, if not this could delay the students intake date.

JJAEP Intake Packet Checklist

Date: _____ Home School: _____

Student Name: _____ Student ID# _____ Grade: _____

Home Address: _____ DOB: _____ SS# _____-_____-_____

Reason for Placement: _____ **Placement:** Mandatory or Discretionary **(circle one)**

Police Case Number: _____ Probation: Yes / No If Yes, P.O. Name: _____

Special Education: Yes/No
MD ARD Date: _____ **BIP: Yes / No**

504: Yes / No Manifestation Date: _____
GT: Yes / No Furlough: _____ Exit: _____ Date: _____

English Language Learner: Yes/No

- ☐ Birth Certificate
- ☐ Social Security
- ☐ Student Demographic (copy of enrollment card)
- ☐ Discipline History
- ☐ Copy of JJAEP offense discipline referral
- ☐ Immunization Record
- ☐ Class Schedule
- ☐ Grades in Progress
- ☐ Latest Grade Report (9 weeks report card)
- ☐ Home Language Survey Card
- ☐ Course History/Transcript ***(high school only)***
- ☐ Audit Sheet ***(high school only)***
- ☐ **STAAR/SAT/ACT/EOC** Scores
- ☐ Completed Withdrawal Form

Referring administrator's name: _____ Phone: _____

Person completing checklist: _____ Phone: _____

☐ CCA Registrar reviewed paperwork on: _____
Date

☐ Paperwork Accepted ☐ Paperwork Declined Reason: _____

Accepted/Declined by: _____ _____
CCA Official Signature **Date**

Ysleta independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities or employment.

Juvenile Justice Alternative Education Program
Monthly Activity Report

TEXAS JUVENILE JUSTICE DEPARTMENT

County: _____ **Date:** _____

Person Preparing Form: _____ **Title:** _____

Month Ending: _____ **Phone:** _____

Activity During the Reporting Period	*Mandatory Expulsions*	*Discretionary Expulsions*	*Other Students**
Total number of days program operated			
Total number of actual student attendance days			
Total number of actual student absences			
Total number of Inactive days			
Number of students in program at beginning of reporting period			
Number of students added			
Number of students exited			

* "Other Students" denotes a child enrolled in JJAEP who has not been expelled from school (i.e. court ordered).

ALL BLANK SPACES SHOULD BE COMPLETED MONTHLY.

Return this Report To:

Texas Juvenile Justice Department
Division of Probation and Community Services - JJAEP
Post Office Box 12757
Austin, TX 78711

Fax: (512) 490-7715

Juvenile Justice Alternative Education Program Monthly Activity Report

TEXAS JUVENILE JUSTICE DEPARTMENT

Form Descriptions:

Report Period - The month and year for which you are supplying information.

Total Number Of Days Program Operated - The number of actual operation days during the report period.

Total Number Of Actual Student Attendance Days - The total for the report period and account for each day each student is in actual attendance at the JJAEP. Students must be present at least 4 hours to be counted.

Total Number Of Actual Student Absences - The total for the report period and account for each day each student is actually not in attendance.

Total Number Of Inactive Days - The total for the report period and account for each day each student is maintained as enrolled and not counted as absent or present from the JJAEP.

Number Of Students In Program At Beginning Of Reporting Period - The number of students active in the program on the 1st day of the month (should equal the number in program at ending of report period of the previous month).

Number Of Students Added - The number of students added to the program during the reporting period.

Number Of Students Exited - The number of students who left the program during the month.

Definitions:

Mandatory Expulsions:

This category should only include those students expelled under §37.007 (a), (d) or (e) of the Texas Education Code.

Discretionary Expulsions:

This category should only include students expelled under §37.007 (b), (c), or (f) of the Texas Education Code. This also includes §37.0081 Title 5 Felony offenses and §37.0081 Aggravated Robbery "*Off Campus"* (Penal Code 29.03).

Other:

This category should only include non-expelled students, including Registered Sex Offenders under §37.309. These are students that are typically placed in the JJAEP via a condition of probation or in rare instances voluntarily attend the JJAEP.

EL PASO COUNTY JUVENILE PROBATION DEPARTMENT POLICIES AND PROCEDURES FOR THE JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

Ysleta Independent School District, El Paso County Juvenile Probation Department

6/15/2026

Contents

TEXAS JUVENILE JUSTICE DEPARTMENT STANDARDS §348 3
§348.102 DEFINITIONS 3
§348.104 INTERPRETATION AND APPLICABILITY 4
§348.106 WAIVERS AND VARIANCES 4
§348.200 PROGRAM ADMINISTRATION AND ORGANIZATION 5
(a) Mission of the JJAEP. 5
(d) Research Studies and Experimentation. 6
(e) JJAEP Performance Review 7
§348.104 (f) MANAGEMENT REVIEW 8
§348.200 (g) REQUIRED STAFF MEMBERS 10
PROCEDURE – DUTIES OF THE JJAEP ADMINISTRATOR 10
§348.200(g)(2) INSTRUCTIONAL STAFF MEMBERS 10
§348.200(g)(3) CASEWORKERS. 12
(h) VERIFICATION DOCUMENTATION. 13
§348.202 PERSONNEL ADMINISTRATION 15
(a) PERSONNEL RECORDS. 15
(c) NEW EMPLOYEE ORIENTATION 16
(d) CRIMINAL HISTORY AND BACKGROUND CHECKS. 17
DISQUALIFYING CRIMINAL HISTORY 18
§348.204 DATA COLLECTION AND CASE FILE INFORMATION 18
(a) DATA COLLECTION AND REPORTING. 18
(b) ENGLISH AS A SECOND LANGUAGE (ESL). 23
(c) SECTION-504-ELIGIBLE STUDENTS. 24
(e) COUNSELING 25
(f) MEALS. 26
(g) MEDICAL. 26
§348.212 INTER-LOCAL COOPERATION. 29
§348.214 PHYSICAL PLANT POLICY 36
§348.216 SAFETY, SECURITY AND EMERGENCY RESPONSES 37
(a) SECURITY PLAN. 37
SCHOOL BUS TRANSPORTATION 38
EMERGENCY SITUATIONS: 39
F. MEDICAL EMERGENCIES 43
JJAEP CLOSURE 45
SEARCHES 46
PROCEDURE-CLOTHED/PATDOWN SEARCHES 47
CONTRABAND 49

DISCIPLINARY OFFENSES 50
WEAPONS 51
§348.218 RESTRAINT REQUIREMENTS 51
MECHANICAL RESTRAINTS 52
APPROVED PERSONAL RESTRAINT TECHNIQUE 53
Restraint Prohibitions 55
Restraint Documentation. 55
§348.220 SERIOUS INCIDENTS 55
§358 ANE DEFINITIONS 56
POLICY 58
§358.120 APPLICABILITY: 58
SIGNAGE: 60
§358.230 REPORTING ABUSE, NEGLECT AND EXPLOITATION: 60
1. Duty to Report: 60
2. Reporting Time Frames: 60
3. Methods for Reporting: 60
§358.260. PARENT NOTIFICATION 60
§358.270. REPORTING OF ALLEGATIONS BY JUVENILES 60
§358.280 INTERNAL INVESTIGATION: 61
INITIATION OF INVESTIGATION 61
INTERNAL INVESTIGATION PROCEDURES 61
ALLEGATIONS AGAINST EMPLOYEES 63
WRITTEN AND ELECTRONICALLY RECORDED STATEMENTS 63
ASSIGNMENT OR ADMINISTRATIVE LEAVE DURING INVESTIGATIONS: 63
§358.290 CORRECTIVE MEASURES 63
§358.300 INTERNAL INVESTIGATIVE REPORT 63
CONCLUSION OF INVESTIGATIONS AND REPORTING OF FINDINGS: 64
§358.310 SUBMISSION OF INTERNAL INVESTIGATIVE REPORT 65
§358.220 ABUSE, NEGLECT AND EXPLOITATION DATA COLLECTION 65
§348.224 STUDENT CODE OF CONDUCT 66
A. ADOPTION 66
B. NOTICE TO STAFF, STUDENT, PARENT/GUARDIAN 67
C. DISCIPLINE AND SANCTIONS 67
D. DISCIPLINE MANAGEMENT TECHNIQUES 67
§348.300 TJJD PERFORMANCE REPORTS 74

TEXAS JUVENILE JUSTICE DEPARTMENT STANDARDS §348
JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAMS

§348.100 PURPOSE

This chapter establishes minimum operational, programmatic, and educational standards for juvenile justice alternative education programs in Texas.

In accordance with Texas Education Code, Section 37.011(h), the Texas Juvenile Justice Department (TJJD), with the agreement of the Commissioner of Education, shall annually develop and implement an accountability system, consistent with Chapters 39 and 39A of the Texas Education Code, to ensure that students make progress toward grade level while attending the Juvenile Justice Alternative Education Programs (JJAEP).

The El Paso County JJAEP shall operate in compliance with all applicable requirements established by the Texas Education Code, Texas Administrative Code, and the Texas Juvenile Justice Department.

§348.102 DEFINITIONS

When used in this chapter, the following words and terms have the following meanings unless the context clearly indicates otherwise.

(1) Absent Days--The actual number of instructional days a student enrolled in the JJAEP is not in attendance for a minimum of four (4) hours.
(2) Attendance Days--The actual number of instructional days a student enrolled in the JJAEP is in attendance for a minimum of four (4) hours.
(3) Community Activities Officer--The definition assigned by Texas Administrative Code §344.100.
(4) Inactive Status--Attendance status assigned to a student in which the student remains enrolled but is not counted as absent or present.
(5) Intensive Physical Activity--Rigorous physical activity that involves rhythmic, repetitive physical movement that uses large muscle groups and results in an increase in heart rate and respiration. This term does not include activities required as part of a physical education class.
(6) JJAEP Administrator-- A juvenile probation department employee designated by the chief administrative officer or governing board of a juvenile probation department as the person responsible for the overall management of the JJAEP.
(7) JJAEP Electronic Data Interchange (EDI) Extract--An automated process to extract and submit modified case records from the juvenile probation department's case management system to TJJD.
(8) JJAEP Staff Member--Any full-time, part-time, temporary, or seasonal employee or volunteer performing JJAEP-related duties.
(9) Juvenile Justice Alternative Education Program (JJAEP)--An educational program operated by the juvenile board designated to serve students pursuant to Chapter 37, Education Code.
(10) Juvenile Probation Department (Department)--The definition assigned by Texas Administrative Code §344.100.
(11) Juvenile Probation Officer--The definition assigned by Texas Administrative Code §344.100.
(12) Juvenile Supervision Officer--The definition assigned by Texas Administrative Code §344.100.
(13) Sending School District--The school district that sends the notice of expulsion and/or documentation needed for a student to enroll in a JJAEP.
(14) TJJD--The Texas Juvenile Justice Department.
(15) Exit Reason--The reason a student exits the JJAEP program. A student shall be accounted for in only one of the following categories:

(A) Completed program/returned to home school--The student's term of expulsion has expired or has been terminated early by the home school district.

(B) Completed program/term of probation expired--The student has returned to the home school district due to the expiration of the probation order or the term of probation placement in JJAEP ended.
(C) Completed program/term of placement ended--The student has returned to the home school district due to the termination of both expulsion status and probation status.
(D) GED Completion--The student has successfully tested and passed the high school equivalency examination.
(E) Graduated--The student has completed all necessary requirements to receive a high school diploma.
(F) Left Program Incomplete--The student has been terminated from the program due to:
- **(1)** a probation modification or revocation;
- **(2)** an out-of-home placement;
- **(3)** being held in juvenile detention;
- **(4)** being held in jail;
- **(5)** absconding (violation of conditions of release from detention or court order);
- **(6)** being committed to the Texas Juvenile Justice Department;
- **(7)** being committed to the Texas Department of Criminal Justice; or
- **(8)** being truant or a runaway.

(G) Other--The student left the program due to an out-of-county move, death, medical reason, other non-delinquency reason, or withdrew to enroll in another educational program that is not provided by the student's home district (i.e., expelling school).

§348.104 INTERPRETATION AND APPLICABILITY

(a) Use of the words "including" and "includes." When used in this chapter, the words "including" and "includes" are to be understood as introducing a non-exhaustive list, unless the context clearly indicates otherwise. **(b) Applicability**. This chapter applies to JJAEPs operated under Section 37.011, Education Code. **(c) Records Retention**. For purposes of this chapter, any standard that requires documentation to be maintained but does not specify the length of the retention period means at least two years past the end of the school year in which the student exited the JJAEP unless the local records retention schedule specifies a longer retention period. **(d) Policies and Procedures**. Any policy or procedure required by this chapter must be established by the juvenile board that is responsible for the operation of the JJAEP. **(e) Parent Notifications**. (1) Any requirement in this chapter for the JJAEP to provide a notice to a student's parent, guardian, or custodian applies only if: (A) the student is under 18 years of age; or (B) the student is 18 years of age or older and: (i) has provided written consent; (ii) the student has a disability and has authorized the parent, guardian, custodian, or other designated individual to receive the notification under a supported decision-making agreement, as referenced in Chapter 1357, Estates Code; (iii) the student is a dependent student as defined in Section 152 of the Internal Revenue Code and the notice relates to education services; or (iv) the notification is one that the parent would have received under the Individuals with Disabilities Education Act before the student reached 18 years of age. (2) Any notifications provided under paragraph (1)(B) of this subsection to a parent, guardian, or custodian without the written consent of a student who is at least 18 years of age must also be provided to the student.

§348.106 WAIVERS AND VARIANCES

Unless expressly prohibited by another TJJD standard, an application for a waiver or variance of any standard in this chapter may be submitted in accordance with Texas Administrative Code §349.200.

The El Paso County Juvenile Board (Juvenile Board) may request a waiver from the Texas Juvenile Justice Department (TJJD) for one or more standards contained in this Chapter, excluding those mandated by statute or the Constitution. A request for a waiver shall include a written plan describing the actions necessary to achieve compliance by a specified date and justification explaining why immediate compliance cannot be attained. A waiver granted by TJJD shall remain in effect for a period not to exceed two (2) years unless otherwise specified by TJJD. TJJD may also grant waivers pursuant to a grant contract with counties that are not required to operate a JJAEP. In circumstances where TJJD defers waiver authority to the local Juvenile Board, including but not limited to pandemics, natural disasters, or other declared emergencies, the Juvenile Board may approve temporary variances from specific standards that cannot reasonably be met within the designated timeframes.

§348.200 PROGRAM ADMINISTRATION AND ORGANIZATION

(a) Mission of the JJAEP. (1) Academically, the mission of the JJAEP shall be to enable students to perform at grade level. (2) The mission statement must be located in the JJAEP's policies and procedures manual and in the student code of conduct. **(b) Policies and Procedures.** (1) The JJAEP must: (A) have written policies and procedures that govern all aspects of the operation of the program, including personnel, administration, programming, training, and any other program requirement included in this chapter; (B) be operated according to the written policies and procedures; and (C) submit the written policies and procedures to TJJD for review and comment at the following times: (i) no later than October 1 of each year; and (ii) upon request from TJJD. (2) The written policies and procedures must be readily accessible to every JJAEP staff member. **(c) Memorandum of Understanding.** (1) The juvenile board must annually enter into a memorandum of understanding with each participating school district. The memorandum of understanding must address the items listed in Section 37.011(k), Education Code. (2) The memorandum of understanding must be submitted to TJJD annually no later than October 1.

POLICY

The El Paso County Juvenile Board is responsible for approving and implementing the policies and procedures governing the Juvenile Justice Alternative Education Program (JJAEP). The El Paso County Juvenile Justice Alternative Education Program shall operate in accordance with these policies and procedures, which address all aspects of program operations. The JJAEP Administrator shall ensure that all written policies and procedures are made available to all JJAEP employees and that documentation acknowledging receipt is maintained in each employee's personnel or training file.

The Ysleta Independent School District (YISD) shall provide the facilities, personnel, and services necessary to operate on behalf of the Juvenile Board, a JJAEP approved by the Texas Juvenile Justice Department (TJJD), as outlined under Chapter 348 of the Texas Administrative Code and as permitted under § 37.011(e) of the Texas Education Code ("JJAEP Services"). The educational components of the JJAEP, including traditional, hybrid, online, and distance learning instruction, shall be governed by policies adopted by the YISD Board of Trustees. The JJAEP shall adhere to the programmatic and operational components outlined in the El Paso County JJAEP Policies and Procedures, as well as the applicable standards set forth in the Texas Administrative Code.

The standard instructional day for the JJAEP shall be as follows:

- High School: 8:00 a.m. - 3:15 p.m.
- Middle School: 8:30 a.m. - 3:45 p.m.

These schedules are designed to meet applicable instructional minute requirements and may be mofidied as necessary to address operational needs, emergency sistuations, or changes approved by the Juvenile Board and/or YISD. Any deviation from the established instructional schedules, including temporary adjustments, shall be reported to the JJAEP Administrator.

The JJAEP shall maintain the personnel, resources, and services necessary to ensure continued operation of the program and shall implement a Continuity of Operations Plan (COOP) to maintain educational services in accordance with guidance from the Texas Education Code, Texas Education Agency, Texas Juvenile Justice Department, Department of Public Health, and the Local Health Authority. The COOP shall address operational changes resulting from pandemics, natural disasters, public health emergencies, or other events impacting normal operations. YISD shall provide the JJAEP Administrator with all relevant documentation related to online instruction, curriculum, attendance, and student progress. In the event of a pandemic, natural disaster, or other emergency, YISD shall also develop and provide a JJAEP specific Plan of Action detailing instructional models (synchronous, asynchronous, traditional, hybrid, or online), student and staff safety protocols, transportation, meal services, search procedures, attendance accounting, and any other operational considerations necessary to ensure continuity of services. The Plan of Action shall be submitted to the JJAEP Administrator prior to the beginning of each school year and updated as necessary throughout the year.

PROCEDURE

Written policies and procedures governing all facets of the JJAEP operations, including personnel, administration, programming, training, and compliance with Chapter 348 of the Texas Administrative Code, shall be maintained and followed. The El Paso County JJAEP Policies, Procedures, and Standards are incorporated as **EXHIBIT A** of the JJAEP Interlocal Agreement between the Juvenile Board and participating school districts. This inclusion facilitates compliance with TJJD requirements and clarifies both TJJD and YISD expectations. The JJAEP Policies and Procedures and Student Code of Conduct shall be submitted to TJJD for review no later than October 1 of each year, and upon request.

1. JJAEP Policies and Procedures, JJAEP Student Code of Conduct, and applicable program forms shall be copied onto electronic storage devices and provided to the JJAEP Campus for provision to all newly hired regular status employees, temporary employees, and both short and long-term substitutes prior to having direct contact with JJAEP students.
2. The JJAEP Summary of Policies and Procedures **(APPENDIX A)** and JJAEP Student Code of Conduct **(APPENDIX B)** shall be reviewed with each employee by a Campus Administrator or designee prior to ***any*** contact with JJAEP students.
3. Policy review shall occur upon the employee's first arrival at the JJAEP Campus, with instructions to complete the review before attending the scheduled JJAEP New Employee Orientation (NEO).
4. All new employees, including regular staff, temporary employees, and substitutes, shall sign and date the JJAEP Summary of Policies and Acknowledgment Form **(APPENDIX C)** to document compliance with §348.202 and §348.224 of the Texas Administrative Code. The acknowledgment form shall also instruct employees to review the entire policies before attending the JJAEP New Employee Orientation (NEO).
5. Short-term substitutes assigned to the JJAEP for less than six (6) weeks shall only be required to review and acknowledge receipt of the JJAEP Summary Form of Policies and Procedures and the JJAEP Student Code of Conduct. Attendance at the JJAEP New Employee Orientation (NEO) shall not be required.
6. All other employees, including newly assigned ISD employees and long-term substitutes assigned or expected to work at the JJAEP for more than six (6) weeks, whether continuously or intermittently, shall attend the JJAEP New Employee Orientation (NEO) within two (2) weeks of their assignment.
7. The JJAEP Administrator or designee shall conduct the JJAEP New Employee Orientation (NEO), prioritizing a review of the most critical policy and procedural components
8. As part of the JJAEP annual refresher and staff development training held at the beginning of the school year, the JJAEP Administrator shall provide each JJAEP staff with either an electronic storage device or a shared digital link containing the TJJD standards, JJAEP Policies and Procedures, JJAEP Student Code of Conduct, the current JJAEP Interlocal Agreement, applicable training presentations, and all necessary forms and contact information necessary for the effective operation of the program.
9. Upon receipt of these materials, employees shall sign and date the required acknowledgment form **(APPENDIX C).**
    a. If the summary of policies and storage device or digital link is provided as part of new hire process, the Campus Administrator or designee shall sign the acknowledgement form as witness and obtain the employee's signature. Copies of the signed form shall be provided to the employee and Campus Administration, with a copy forwarded to the JJAEP Administrator by the end of the workday. The original acknowledgment form shall be retained by the JJAEP Campus Administrator.
    b. If the electronic storage device or digital link is distributed during the annual refresher, the JJAEP Administrator shall sign the acknowledgment form as the witness and obtain the employee's signature. Copies of the acknowledgment form shall be provided to the employee and Campus Administration, and the original shall be retained and scanned by the JJAEP Administrator.
10. YISD administrative personnel shall advise in writing when ISD personnel policies conflict and will result in non-compliance with the JJAEP Interlocal Agreement, policies, or TJJD standards. Such notification is required by October 1 of each year and will require the state and/or JPD chain of command to be notified for further discussion to determine an appropriate course of action.
11. YISD shall ensure that security and control procedures are in place at every JJAEP location. This will be done in accordance with Section 348.216 of the Texas Administrative Code: Security and Control.

12. Campus Administrators are responsible for ensuring all new and long-term staff become thoroughly familiar with the JJAEP Program and the contents of the JJAEP Policies and Procedures Manual to promote student and staff safety.
13. Campus Administrators shall monitor compliance with JJAEP policies, procedures, and applicable TJJD standards and shall take appropriate corrective action when instances of non-compliance are identified.

(d) Research Studies and Experimentation. The JJAEP must adhere to requirements established by Texas Administrative Code §341.200 regarding research studies and experimentation involving students in JJAEPs.

POLICY

The El Paso County JJAEP does not currently engage in research studies involving students. Should a research proposal be considered in the future, it shall be reviewed and approved by the Chief Juvenile Probation Officer and/or the Juvenile Board to ensure alignment with TJJD standards and departmental policies.

PROCEDURE

1. Students may voluntarily participate in approved research studies only with the prior written consent of their parent, guardian, or custodian. A copy of the signed consent form shall be maintained in the student's electronic file. Participation is strictly voluntary, and a student's refusal to participate shall not result in disciplinary action, loss of privileges, or any other adverse consequence.
2. Under no circumstances shall stimulants, tranquilizers, or psychotropic medications, or other substances be administered to students for experimental or research purposes.
3. Participation in any form of medical, pharmaceutical, or cosmetic research programs is strictly prohibited unless specifically authorized by the Chief Juvenile Probation Officer and/or the Juvenile Board.

(e) JJAEP Performance Review. The juvenile board and the JJAEP Administrator must conduct an annual performance review of the JJAEP between the conclusion of the school year and the beginning of the next school year to determine the effectiveness of the program. (1) The information reviewed must include: (A) the number of student entries and exits during the previous school year; (B) the reason for student entries and exits during the previous school year; (C) the number of students who entered the program during the previous school year who were eligible for special education services; (D) student academic performance as measured by passing rates and, if applicable, half-credits earned for students who exited the program during the previous school year; (E) attendance rates for the entire length of enrollment for students who exited the program during the previous school year; (F) assessment scores for mathematics and reading as measured by the TJJD-required pre-test and post-test scores, if applicable, for students who exited the program during the previous school year; (G) the number of new arrests or referrals that occurred during the entire length of enrollment for students who exited the JJAEP during the previous school year; and (H) the number of restraints by type (i.e., mechanical or personal) during the previous school year. (2) A written report must be completed that includes the data listed in paragraph (1) of this subsection, an analysis of the JJAEP's effectiveness, and any changes to be implemented as a result of the review. (3) The report must be submitted to TJJD no later than October 1.

POLICY

The El Paso County JJAEP Administrator and the Juvenile Board shall complete an Annual Performance Review at the conclusion of each academic year prior to the beginning of the subsequent school year. The purpose of the Annual Performance Review is to assess the effectiveness of the program and its overall success in fulfilling the mission and objectives of the JJAEP.

The JJAEP Annual Performance Review shall consist of statistical, academic, behavioral, and operational performance measures that reflect both short-term and intermediate outcomes for students served by the program. The finalized review shall be presented to the Juvenile Board for review and approval prior to submission to the Texas Juvenile Justice Department (TJJD), the YISD School Board, and the YISD Superintendent. The report shall be submitted to TJJD no later than October 1 of each year. Upon submission, a copy of the report shall be disseminated to key stakeholders.

PROCEDURE

In addition to performance measures required by Chapter 348 of the Texas Administrative Code, the El Paso County JJAEP shall collect and analyze the following information throughout the school year:

1. Number of students entering and exiting the program;
2. Reasons for student entries and exits;
3. Number of students identified as eligible for special education services;
4. Academic performance of students, including passing rates and earned half credits (if applicable) for those who exited;
5. Attendance rates for the duration of each student's enrollment;
6. Assessment scores for mathematics and reading as measured by the IOWA;
7. Number of new arrests or referrals incurred during the entire length of enrollment for students who exited the program;
8. Number and type of restraints used (e.g., mechanical, or personal) throughout the school year;
9. Number of JJAEP Family Program Orientations conducted;
10. Number of JJAEP Exit Transition Meetings held with participation from the student, parent/guardian, assigned Juvenile Probation Officer, and a JJAEP Campus representative;
11. Number of students who successfully complete their Court-Ordered Probation or Deferred Prosecution terms during or following their JJAEP enrollment;
12. Number of JJAEP New Employee Orientations conducted.

The JJAEP Administrator or designee shall be responsible for maintaining the **JJAEP STUDENT INFORMATION FORM** (which contains personal, admission, and exit data) **(SEE APPENDIX D)**, updating the JJAEP Monthly Spreadsheet, and overseeing the accuracy and timelines of entries in the JJAEP JMIS tab. Additionally, data collection and reporting are monitored by the TJJD through the monthly JJAEP Electronic Data Interchange (EDI).

> **348.200 (f) JJAEP Management Review.** The JJAEP Administrator must conduct an annual review of the overall operations of the JJAEP before the beginning of each school year. (1) The review must include an assessment of the following topics and identify any needed changes: (A) safety and security; (B) inter-local cooperation; and (C) the student code of conduct. (2) Existing policies and procedures must be reviewed and assessed to determine their continued relevance to the mission of the JJAEP. (3) Documentation of the review must be maintained.

POLICY

The overall operation of the El Paso County JJAEP, including its respective policies and procedures, shall be reviewed annually through a Management Review conducted by the JJAEP Administrator and approved by the Director of Intake Services. The purpose of the JJAEP Management Review is to evaluate key operational areas, including safety and security, inter-local cooperation, the student code of conduct, and overall program efficiency, and to identify necessary revisions prior to the beginning of each academic year. The JJAEP Management Review shall also determine the continued relevance and alignment of JJAEP policies and procedures with the mission and objectives of the program. All proposed revisions, modifications, or updates identified shall be presented to the Juvenile Board for final approval.

PROCEDURE

1. Any changes to the Texas Juvenile Justice Department (TJJD) standards, the Texas Administrative Code (TAC), or the Texas Education Code (TEC) shall be incorporated into the subsequent year's JJAEP Policies and Procedures and/or JJAEP Student Code of Conduct Handbook.
2. The JJAEP Administrator shall obtain input from Campus Administrators and ISD personnel annually to promote collaborative efforts toward the efficient and effective operation of the JJAEP.
3. The JJAEP Management Review shall include, but not be limited to, an evaluation of the following key areas:
   (A) Safety and Security;
   (B) Inter-local Cooperation;

(C) Student Code of Conduct;
(D) Policies and Procedures;
(E) Operational Efficiency;

4. The JJAEP Administrator shall utilize the **COMPLIANCE MONITORING ASSESSMENT (STANDARDS AND PROGRAM-APPENDIX E)** and **COMPLIANCE MONITORING ASSESSMENT (PHYSICAL PLANT-APPENDIX E-1),** along with the County of El Paso Contract Monitoring System, to identify and track areas of concern requiring corrective action.
5. A JJAEP Compliance Monitoring Summary Report shall be prepared utilizing the **COMPLIANCE MONITORING ASSESSMENT TOOLS (See APPENDIX E AND E-1).** The report shall summarize findings of compliance and non-compliance, corrective actions implemented at the campus and administrative levels, and any recurring or unresolved issues.
    a. The final versions of the Compliance Monitoring Assessments and Summary Report shall be submitted to the YISD Superintendent following presentation to the Juvenile Board as part of the Annual Management Review process. These compliance documents will be used as part of the JJAEP performance measures and quality assurance.
6. Any discrepancies identified during the physical plant inspection shall be forwarded to the JJAEP Campus Administrator, who shall be provided thirty (30) school days to resolve identified deficiencies. The JJAEP Administrator shall conduct follow-up reviews to verify that corrective actions have been completed and compliance achieved.
7. If the JJAEP Campus Administrator is unable to resolve identified issues within the established timeline, the matter shall be elevated to the district administrator responsible for alternative education programs, who shall ensure compliance and provide written confirmation that the facility meets the requirements of the JJAEP Interlocal Agreement and applicable TJJD standards.
8. Compliance monitoring in all operational areas shall occur continuously and shall be reviewed at least monthly by the JJAEP Administrator and/or Director of Intake Services. Findings shall be recorded on the **COMPLIANCE MONITORING ASSESSMENT-STANDARDS AND PROGRAM-APPENDIX E)**.
    a. Instances of non-compliance shall be notified to the JJAEP Campus Administrators in writing for corrective action. If unresolved within thirty (30) school dates, the issue along with corrective action taken will be documented in the Annual Management Review to the Juvenile Board, and included in the Compliance Letter submitted to the YISD Superintendent and School Board.
    b. Any non-compliance with the JJAEP Interlocal Agreement will also be reported to the County of El Paso Auditor as part of the County's contract management system and performance review.
    c. Both Compliance Monitoring Assessments and related Compliance Letters must be completed and submitted no later than the tenth(10th) calendar day following the conclusion of the school year to allow sufficient time for review and response.
9. The compliance monitoring process shall facilitate a comprehensive review of all aspects of the JJAEP operations and inform necessary policy or procedural revisions.
10. An annual policy review meeting shall be conducted prior to the beginning of each school year to allow YISD and JPD representatives to collaborate on any proposed revisions for the upcoming academic year.
11. TJJD Compliance Audits are conducted at least once every two (2) years, either on-site or virtually, and may also occur randomly through desktop audits based on data reviews and JJAEP case sample analysis.
12. To ensure the integrity of the compliance monitoring process, the JJAEP Administrator may conduct unannounced classroom observation and site visits without prior notification to the JJAEP Campus Administrators. Additionally, input from JJAEP students and their parents/guardians shall be obtained as part of the compliance review process to help evaluate program quality, effectiveness, and satisfaction. Such feedback may be gathered through informal discussions with students, parents/guardians interviews, or during the JJAEP Exit Transition Meeting conducted with the students and their parents/guardians.

348.200 (g) Required Staff Members (1) JJAEP Administrator. The juvenile board or chief juvenile probation officer must designate a JJAEP administrator. The JJAEP administrator must: (A) hold a bachelor's degree from a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board; (B) possess juvenile justice experience and/or education experience; (C) ensure compliance with all applicable laws and rules related to JJAEPs; and (D) ensure compliance with provisions of all contracts with TJJD related to JJAEPs.

POLICY

The El Paso County Chief Juvenile Probation Officer shall designate a JJAEP Administrator to oversee the daily operation of the JJAEP and ensure compliance with all applicable laws, standards, policies, procedures, interlocal agreement, and contractual provisions governing the program. The JJAEP Administrator's oversight responsibilities extend to operations within the JJAEP campus and coordination with participating ISD and their respective departments. The JJAEP Administrator shall perform duties in accordance with all agreements between the El Paso County Juvenile Board and the Texas Juvenile Justice Department (TJJD) pertaining to the JJAEP.

PROCEDURE – DUTIES OF THE JJAEP ADMINISTRATOR

1. The JJAEP Administrator shall ensure that all program components are continuously monitored, evaluated, reported, and addressed. Program updates, concerns, and instances of non-compliance shall be communicated to the JJAEP Campus Administrator and/or district administrator responsible for overseeing the JJAEP Campus. These duties shall be performed in accordance with the JJAEP Interlocal Agreement, JJAEP Policies and Procedures, JJAEP Student Code of Conduct, and applicable JJAEP Standards.
2. Additional responsibilities of the JJAEP Administrator include, but are not limited to:
    a. Ensuring secure access to, maintenance of, and timely retention of electronic files related to JJAEP employees and students. This includes safeguarding sensitive information such as social security numbers, background checks, and other required TJJD employee documents. Although JJAEP employees are not considered El Paso County employees, their information must still be stored securely and responsibly.
    b. Maintaining and submitting statistical data required by TJJD, including monthly and annual reports, and ensuring compliance with reporting obligations contained in TJJD and El Paso County contractual agreements.
    c. Fostering and maintaining strong working relationships with district officials, school administrators, school personnel, TJJD representatives, Juvenile Probation Officers, and community stakeholders to support the effective and efficient operation of the JJAEP.
    d. Promoting compliance with program standards while engaging students, families, school district personnel, and Juvenile Probation Department staff to support student's educational progress, successful reintegration, and overall achievement.

348.200 (g) (2) Instructional Staff Members. The JJAEP must maintain a ratio of at least one instructional staff member for every 24 enrolled students. Instructional staff members include only: (i) teachers who are certified, are highly qualified, and/or meet the teaching requirements of the organization providing education services at the JJAEP; (ii) certified educational aides; and (iii) substitute teachers. (B) The instructional staff members for the JJAEP must include at least one teacher certified by the State Board for Education Certification (SBEC). (C) The JJAEP must provide at least the minimum number of special education teachers required by federal law. (D) A special education teacher must be certified as a special education teacher by SBEC or be eligible to work as a special education teacher prior to obtaining certification, as allowed by SBEC. (E) Upon entry into the JJAEP, substitute teachers who are not JJAEP staff members must be provided the JJAEP student code of conduct and JJAEP policies and procedures that directly affect their duties and sign an acknowledgment of receipt.

POLICY

An Interlocal Agreement between the El Paso County Juvenile Board and the Ysleta Independent School District (YISD), along with other participating districts, shall outline the required administrative, programmatic, instructional, and supervisory staffing requirements necessary to operate the JJAEP in accordance with Texas

Administrative Code, Section 348.200(g) (2-5). YISD shall employ and maintain adequate instructional and supervision staff to provide appropriate educational services and ensure compliance with applicable staffing rations, certification requirements, and TJJD standards.

PROCEDURE

1. The El Paso County Juvenile Board shall contract with the YISD to provide instructional staff in accordance with TJJD standards.
    a. The El Paso County JJAEP shall serve students from the following school districts, all of which are subject to the terms and conditions of the JJAEP Interlocal Agreement:
        (1) Anthony Independent School District (AISD)
        (2) Canutillo Independent School District (CISD)
        (3) Clint Independent School District (CISD)
        (4) El Paso Independent School District (EPISD)
        (5) Fabens Independent School District (FISD)
        (6) San Elizario Independent School District (SEISD)
        (7) Socorro Independent School District (SISD)
        (8) Tornillo Independent School District (TISD)
        (9) Ysleta Independent School District (YISD)
2. Participating school districts shall ensure that all instructional staff possess proper certification and complete all required training, as required by the Texas State Board of Education and JJAEP standards.
3. Participating school districts shall employ a minimum of one (1) certified teacher and an adequate number of certified Special Education teachers, in compliance with federal law and the State Board for Educator Certification (SBEC) requirements. Instructional staff shall include only:
    a. Teachers who are certified, are highly qualified, and/or meet the teaching requirements of the organization providing education services at the JJAEP;
    b. Certified educational aides; and
    c. Substitute teachers.
4. The JJAEP campus shall maintain a minimum staffing ratio of one (1) instructional staff member for every twenty-four (24) students in attendance at the JJAEP.
5. A digital daily staff sign-in roster shall be maintained for all instructional and supervision staff working in the program. These records must be made available to the JJAEP Administrator upon request and must be clearly identified by each staff member by name and position.
6. The daily sign-in rosters will be cross-referenced with personnel and certification logs, discipline referrals, discipline reports, and signed **JJAEP SUMMARY OF POLICIES AND ACKNOWLEDGMENT FORMS** (**APPENDIX C**) for all new employees and short/long-term substitutes to ensure compliance with staffing standards.
7. The Campus Administrator or designee will review and obtain signatures on the **JJAEP SUMMARY OF POLICIES (APPENDIX A)** and Acknowledgment Form containing key program policies and the JJAEP Student Code of Conduct, prior to any substitute or new employee having direct contact with JJAEP students. This form also indicates the individual has cleared an ISD criminal background check and has received the necessary information to begin initial work with the JJAEP population.
8. This document will support the tracking of instructional and supervision staff to ensure compliance with this standard. The signed form must be submitted electronically to the JJAEP Administrator on the same day it is signed by the JJAEP Campus Administrator.
9. The JJAEP Campus Administrator or designee will submit the **JJAEP STAFFING AND CERTIFICATION LOG (APPENDIX F)** on a yearly basis. This log must include all regular ISD employees (excluding substitutes) and verify compliance with the required instructional staff-to-student ratio.
10. To ensure timely compliance and accurate oversight, the JJAEP Campus Administrator or designee must notify the JJAEP Administrator immediately upon the hiring or assignment of any new instructional or supervision staff. Prompt communication will support the efficient inclusion of staff in all required responsibilities including searches and monitoring processes.

11. Instructional and supervision staff may request additional training at any time to enhance their understanding of JJAEP operations, policies, best practices, or other areas. The JJAEP Administrator or designee will coordinate and provide or arrange for such training opportunities as appropriate, to support continued professional development and program fidelity.

348.200 (g)(3) Caseworkers (A) A caseworker must be a social worker, juvenile probation officer assigned to the JJAEP, counselor, or other mental health provider, as defined in Texas Administrative, Chapter 355 . (B) Caseworkers must meet the minimum professional requirements and be licensed or certified by the appropriate licensing board in their field. (C) The JJAEP must maintain a ratio of at least one caseworker for every 50 enrolled students. (i) At a JJAEP with 50 or fewer enrolled students, the caseworker must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. (ii) At a JJAEP with 51–100 enrolled students, one caseworker must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. The second caseworker must be present for at least four of the JJAEP's daily operational hours, except as noted in clauses (vi) and (vii) of this subparagraph. (iii) At a JJAEP with 101–150 enrolled students, two caseworkers must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. The third caseworker must be present for at least four of the JJAEP's daily operational hours, except as noted in clauses (vi) and (vii) of this subparagraph. (iv) At a JJAEP with 151–200 enrolled students, three caseworkers must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. The fourth caseworker must be present for at least four of the JJAEP's daily operational hours, except as noted in clauses (vi) and (vii) of this subparagraph. (v) At a JJAEP with more than 200 enrolled students, the number of caseworkers required to be present during all operational hours of the JJAEP follows the same pattern set forth in clauses (i)–(iv) of this subparagraph. (vi)A substitute caseworker is not required when a caseworker is absent for three or fewer consecutive school days. A substitute caseworker is required if an absence is more than three consecutive school days. (vii) A caseworker who must leave the JJAEP site to complete a JJAEP-related duty is considered present for purposes of calculating the ratio.

POLICY

The JJAEP Campus responsible for providing educational services shall employ or contract at least one (1) caseworker to support student needs. Caseworkers may include licensed social workers, juvenile probation officers assigned to the JJAEP, the JJAEP Administrator, certified counselors, or other qualified mental health professionals as defined in Chapter 355 of the Texas Administrative Code.

PROCEDURE

1. El Paso County JJAEP campus shall maintain a minimum ratio of one (1) caseworker for every fifty (50) students enrolled in the program. At a JJAEP with fifty (50) or fewer enrolled students, the assigned caseworker shall be present during all operational hours of the JJAEP.
2. School-based caseworkers or counselors who must leave the campus to complete JJAEP-related duties such as expulsion hearings, ARD meetings, home visits, or court hearings shall be considered present for the purpose of meeting the staffing ratio.
   a. A substitute caseworker or counselor must be assigned if the regularly assigned individual is absent for more than three (3) consecutive school days.
3. All caseworkers employed or contracted by the JJAEP must meet the minimum professional requirements and hold any required licensure or certification applicable to their field.
   a. The JJAEP campus may contract or collaborate with agencies such as Communities in Schools (CIS) and Emergence Health Network (EHN) to supplement services provided to students and their families.
4. The JJAEP campus shall maintain a digital daily sign-in roster or timecard for all caseworkers working in the program each day. These records must be available to the JJAEP Administrator upon request.
5. Daily rosters will be cross-referenced with observations by the JJAEP Administrator or assigned JPO, certification logs, discipline reports, disciplinary referrals, and signed JJAEP acknowledgment forms (**APPENDIX C**) for new employees and long-term substitutes to ensure compliance with staffing standards.
6. Any subcontractor providing caseworker services shall undergo an NCIC/TCIC criminal history check and complete the JJAEP New Employee Orientation, including all required Prison Rape Elimination Act (PREA) and Abuse, Neglect, and Exploitation (ANE) training, prior to having direct contact with JJAEP students.

348.200 (g)(4) Supervision Staff Members. (A) The JJAEP must ensure an adequate number of supervision staff members are present during all operational hours. (B) Supervision staff members include drill instructors, educational aides, security personnel, juvenile supervision officers, juvenile probation officers, community activities officers, and behavior management staff. (C) Any staff member, excluding a certified physical education teacher, who participates in the administration of intensive physical activity must be a: (i) juvenile supervision officer; (ii) juvenile probation officer; or (iii) community activities officer who has received training in adolescent development and behavior, as required by Texas Administrative Code §341.402. (D) Except for professionals as defined in Texas Administrative Code §344.100 who are providing services in their professional capacity, any staff member whose position may require supervising or transporting JJAEP students must be: (i) certified by TJJD as a juvenile probation officer, juvenile supervision officer, or community activities officer; or (ii) otherwise authorized to perform the duties of a certified juvenile probation officer, community activities officer, or juvenile supervision officer under Texas Administrative Code §§341.400, 341.402, 343.428, 343.622, or 355.428, as applicable. **(5) Operational Staff Members.** (A) Operational staff members include instructional staff members, supervision staff members, caseworkers, and JJAEP Administrators. (B) The JJAEP must maintain a ratio of at least one operational staff member for every 12 enrolled students. **(h) Verification Documentation**. (1) The JJAEP must maintain a daily staff member roster, staff sign-in sheet, or other verification document that identifies each of the operational staff members who are present in the JJAEP each day. (2) The staff member roster, sign-in sheet, or other verification document must include the date, the time of entry and exit, the staff member's full name, and the staff member's position or title. Electronic records are acceptable for documenting whether staff members are present or absent.

POLICY

The El Paso County JJAEP provides physical education and recreational activities but does not operate an intensive physical education program. Therefore, certified physical education teachers and coaches are not required to be certified as Juvenile Supervision Officers. The JJAEP campus shall maintain compliance with TJJD standards regarding operational and supervision staff-to-student ratios, as well as position qualifications for all JJAEP personnel.

PROCEDURE

1. The JJAEP campus shall be staffed with operational staff members, including instructional staff, supervision staff, and caseworkers. The operational staff-to-student ratio shall not be less than one (1) operational staff member for every twelve (12) enrolled JJAEP students. This lower ratio supports effective behavior management and safety given the unique challenges of the JJAEP population.
2. All JJAEP staff are required to sign-in and sign-out daily using the designated district electronic timekeeping system. The timecards must include the date, time of entry and exit, full name, and position/title of each staff member. The ISD shall make these timecards available to the JJAEP Administrator upon request.
3. Staff rosters, timecards, sign-in sheets, and attendance records may be requested as needed or on a random basis as part of ongoing compliance monitoring.
4. The JJAEP Administrator will also conduct unannounced classroom observations and staffing ratio checks as part of the compliance monitoring. No prior notice will be given to the Campus Administrator or campus staff to maintain the integrity of the observation process,

COMMUNITY ACTIVITIES OFFICER (CAO) POLICY

In accordance with Texas Administrative Code §344.100 and Texas Administrative Code §341.402, any individual who does not meet the definition of "professional" must be trained and certified as a Community Activities Officer (CAO) prior to working with JJAEP students. While certain ISD employees are exempt from CAO certification as they are not employed by a juvenile probation department or juvenile facility, the JJAEP campus will ensure that all identified staff members are current in First Aid, CPR, and Crisis Prevention Intervention (CPI) training. Under special circumstances, staff may be allowed to complete CAO training at the earliest available opportunity to remain compliant with Texas Administrative Code, Chapter 348. Any staff member identified as requiring CAO certification may not be authorized to work directly with JJAEP students until all training and certifications requirements have been met. certified.

The JJAEP campus maintains a contract with the El Paso Police Department (EPPD) to provide law enforcement services on campus. In the event that a security officer, other than EPPD, is needed, the following qualifications must be met:

- The security officer must be employed by the juvenile probation department or juvenile facility (not YISD), and
- The security officer must be certified as a Community Activities Officer (CAO), and
- The security officer must be trained in the department-approved personal restraint technique in accordance with Texas Administrative Code, Chapter 341, Subchapter G.

As confirmed by the Texas Juvenile Justice Department, YISD employees are not eligible to receive CAO certification, since they are not employed by a juvenile probation department or facility. Therefore, a YISD employed security officer may not use personal or mechanical restraints on JJAEP under any circumstances.

CAO CERTIFICATION REQUIREMENTS

To be eligible for CAO certification, an individual shall:

1. Receive and maintain current certification in:
   (A) Cardiopulmonary Resuscitation (CPR);
   (B) First aid; and
   (C) The personal restraints technique approved by the department, if authorized to use restraints.
2. Receive training in the following topics:
   (A) Department policies on preventing, identifying, and reporting abuse, neglect, and exploitation.
   (B) TJJD Code of Ethics and TJJD Disciplinary Procedures;
   (C) Trauma-Informed Care;
   (D) Verbal de-escalation policies, procedures, and practices;
   (E) Standards for use of personal and mechanical restraints, including prohibited techniques and criteria for authorized use.

ON-THE-JOB TRAINING (OJT) REQUIREMENTS

To receive credit toward initial certification or renewal, CAO on-the-job training documentation must include:

1. Name and signature of trainee;
2. Name and signature of trainer(s);
3. Signature of the supervisor or administrator;
4. Training topics covered;
5. Number of training hours per topic;
6. Dates the topics were explained to the trainee, practiced by the trainee, and demonstrated by the trainee.

Only qualified staff, based on education, knowledge, or experience may conduct OJT.

1. Juvenile Probation Officers and Juvenile Supervision Officers may utilize up to forty (40) hours of on-the-job training toward certification.
2. Community Activities Officers may utilize up to twenty (20) hours of on-the-job training during each certification period.
3. Communities In Schools (CIS) Coordinators assigned to the JJAEP campus are not required to obtain Communities Activities Officer certification because they provide services in a "professional" capacity pursuant to Texas Administrative Code § 344.100.

TJJD-sponsored trainings are typically conducted at the El Paso County Juvenile Probation Department or YISD facilities, unless a virtual format is determined to be more appropriate due to health or safety considerations. CPR,

First Aid, and Crisis Prevention Intervention (CPI) shall be provided by YISD unless otherwise agreed upon thorough written agreement.

§348.202 PERSONNEL ADMINISTRATION

(a) Personnel Records. The JJAEP Administrator must have access to a personnel file for each employee or person working at the JJAEP who is included in any program ratio. The file must include verification that any required certifications are current.

POLICY

The YISD Human Resources Department shall maintain the official personnel file for each employee assigned to the JJAEP. The JJAEP Administrator shall maintain a compliance file containing copies of personnel documents necessary to verify compliance with TJJD standard and applicable JJAEP staffing requirements. Required personnel documentation for all new and returning staff shall be provided to the JJAEP Administrator annually, no later than October 1, utilizing the **JJAEP HR RECORDS AND CERTIFICATION FORM (APPENDIX G).**

PROCEDURE

1. The JJAEP Administrator of the El Paso County JJAEP shall ensure that all personnel records for YISD staff assigned to the program are appropriately maintained.
2. Records for YISD JJAEP employees shall include NCIC/TCIC criminal history results and a completed HR Certification Form as required under governing regulations.
3. Each YISD personnel electronic file shall also contain a mosaic of essential documents, including academic transcripts, current certifications, professional training records, personnel actions forms, and job descriptions depicting duties, responsibilities, and JJAEP-related tasks (if applicable).
4. In lieu of full personnel records, YISD Human Resources or another authorized representative may provide the **JJAEP HR RECORDS AND CERTIFICATION FORM (APPENDIX G).** This form certifies that each employee included in the daily ratio meets all hiring, educational, and training requirements including, academic transcripts and certifications, licensure (if applicable), criminal background check results, training in CPR, First Aid, and CPI (if applicable), and relevant personnel actions. The JJAEP Administrator shall be granted access to these files upon request or as required, ensuring transparency and compliance.
5. YISD further agrees that, if applicable, it shall comply at its sole expense, with the requirements of Section 22.0834 of the Texas Education Code, "Criminal History Record Information Review of Certain Contract Employees," any applicable rule(s) adopted by the Texas Commissioner of Education, High School/College Board Policies and other policies and requirements of such statute and rule(s), and shall certify that any "Covered Employees" and/or JJAEP staff members do not have a "Disqualifying Criminal History".
6. Certification logs shall include all regular employees and long-term contracted staff (e.g., CIS Coordinators or on-site counselors) counted in the daily ratio. These logs shall serve as a way of tracking employee's certifications and trainings.
7. Short-term operational substitutes assigned to the JJAEP for less than six (6) weeks must review and acknowledge receipt of the JJAEP Summary of Policies and Procedures, JJAEP Student Code of Conduct, and all related documents pursuant to §348.202 and §348.224 of the Texas Administrative Code. This review shall take place prior to any unsupervised contact with JJAEP students.
8. Long-term operational substitutes assigned to the JJAEP for more than six (6) weeks shall undergo the same background checks and JJAEP training required of all operational staff. Please refer to the New Orientation Training and Background Checks section of the JJAEP Interlocal Agreement for all applicable timelines.

(b) Training Records. For each employee or person working at the JJAEP who is included in any program ratio, the JJAEP program administrator must have access to documentation verifying that the individual has completed all training required by this chapter. **(c) New Employee Orientation**. All staff members expected to work at the JJAEP for six weeks or longer must receive an orientation training prior to having direct, unsupervised access to students. (1) Orientation training must occur within the first two weeks of the staff member's employment. (2) Documentation of completion of orientation training and agendas must be maintained, including staff signatures on training sign-in sheets. (3) Orientation must include training on: (A) safety and security procedures, including, emergency exit drills and the JJAEP's disaster safety plan; (B) identification and reporting of serious incidents and child abuse, neglect and exploitation as required by Chapter 358 of this title; (C) writing incident reports; (D) student code of conduct; (E) behavior management program; (F) transporting students (G) crisis intervention, including how to report suicide ideation or behavior; (H) distribution of medication; (I) restraint policy; (J) student grievance procedures; and (K) job descriptions, including duties and responsibilities of the assigned position.

POLICY

All staff, including temporary, seasonal, or substitute employees shall receive JJAEP Orientation Training within two (2) weeks of their JJAEP assignment and prior to having direct, unsupervised access to JJAEP students. The ISD shall provide documentation for any relevant training conducted as part of employment or duty assignment within the JJAEP. The Juvenile Probation Department will provide orientation training for new hires and supplement any ISD training across the eleven (11) areas listed below.

PROCEDURE

1. JJAEP Orientation Training shall be provided by the JJAEP Administrator or designee(s) initially upon hire and annually at the beginning of each school year for all JJAEP employees. Training may be held in-person or virtually when necessary.
2. The Campus Administrator assigned as the point of contact for JJAEP, or their designee, shall review the JJAEP Summary of Policies and the JJAEP Student Code of Conduct with each new staff member, including short-term substitutes. As part of this campus-level orientation, the designated JJAEP Campus Administrator shall also provide the employee with an electronic storage device or a shared link containing the JJAEP Policies, Procedures and Standards, the JJAEP Interlocal Agreement, the JJAEP Student Code of Conduct, and other relevant documents.
3. The Campus Administrator or designee shall be responsible for obtaining a signed "Acknowledgment Statement" from the new employee confirming their commitment to review all JJAEP materials. This acknowledgment must be forwarded to the JJAEP Administrator on the same workday.
4. Timely submission of acknowledgment and training assignments ensure appropriate training space reservation and preparation of training materials.
5. The Campus Administrator is responsible for notifying assigned employees of their scheduled orientation and ensuring their punctual attendance. JJAEP Orientation Training will typically take place at YISD facilities unless virtual is deemed necessary.
6. The JJAEP Administrator or designee shall provide the JJAEP Orientation Training. Orientation sessions will last a minimum of 2 to 4 hours and will be scheduled as needed.
7. A signed copy of the **JJAEP TRAINING ACKNOWLEDGMENT STATEMENT (APPENDIX H)** shall be maintained and secured in the employee's electronic personnel file. All documentation of new employee orientation training and any ISD supplemental training shall be placed in the employee's personnel file or training file**.**
8. All staff shall receive training specific to their daily responsibilities in the JJAEP. Any legislative changes and updates to policy, procedure, or the JJAEP Student Code of Conduct will be addressed during the staff development training at the beginning of the school year.
9. The following eleven (11) training topics shall be included in the JJAEP New Employee Orientation:
    a. Safety and security procedures, including emergency exit drills and the JJAEP Disaster Safety Plan;
    b. Identification and reporting of serious incidents, and child abuse, neglect, and exploitation, as required by Chapter 358 of the Texas Administrative Code.
    c. Writing incident reports;
    d. JJAEP Student Code of Conduct;

e. Behavior management program;
f. Transporting students;
g. Crisis intervention, including how to report suicidal ideation or behavior;
h. Distribution of medication;
i. Restraint policy;
j. Student grievance procedures; and
k. Job descriptions including duties and responsibilities of the assigned position to include JJAEP tasks, such as in the supervision during mealtimes, transition, bus loading/unloading, and escort duties.

10. For newly hired employees, YISD must submit all applicable training records using the **JJAEP HR RECORDS AND CERTIFICATION FORM** within sixty (60) calendar days of hire **(SEE APPENDIX G - JJAEP HR RECORDS AND CERTIFICATION FORM).**

11. The JJAEP Certification Form must also be submitted annually for all returning ISD staff assigned to the JJAEP. YISD Human Resources representative must ensure that personnel records are updated and submitted to the JJAEP Administrator by October 1 of each year.

(d) Criminal History and Background Checks. The criminal history and background check requirements and criminal history standards established by Chapter 344, Subchapters C and D of this title apply to a JJAEP.

POLICY

As the contracted educational provider for the El Paso County JJAEP, YISD is solely responsible for conducting all required background checks for its employees assigned to the JJJAEP. YISD shall conduct a criminal history check, sex offender registry check, and fingerprint search prior to employment or assignment of any staff who will have direct, unsupervised contact with JJAEP students. This requirement extends to all substitute, temporary, and regular-status employees, as well as any subcontracted personnel (e.g., contracted counseling providers, tutors, or service providers) working directly with JJAEP students. YISD must ensure that all such individuals have successfully passed a background check prior to beginning their JJAEP assignment.

PROCEDURE

1. Upon identification of a YISD employee being assigned to the JJAEP, the YISD designee (Campus Administrator or designee) shall provide written notification of incoming employee by submitting the **JJAEP AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION FORM (APPENDIX I)** to the JJAEP Administrator for the El Paso County JPD internal background check through the NCIC/TCIC database.
   a. The form must include the employee's status (contracted or ISD employee), date of JJAEP assignment, and employee work email address.

2. Upon receiving the signed Authorization for Release Confidential Information Form, the JJAEP Administrator shall then submit a written request for a National Crime Information Center (NCIC)/Texas Crime Information Center (TCIC) criminal history check to the designated JPD TLETS Operator. This comprehensive search includes local, state, and federal criminal records, sex offender registration records, and active/outstanding warrants for arrest. This process shall be initiated before the employee's first day of JJAEP assignment and prior to any direct, unsupervised contact with JJAEP youth. Continued employment with the JJAEP is contingent upon the verification of no disqualifying criminal history as per TJJD standards.

3. Within five (5) school days, written notification of the employee's eligibility (no disqualifying history) or ineligibility (disqualifying history) will be submitted to the Campus Administrators via the **JJAEP EMPLOYEE ELIGIBILITY FORM (APPENDIX J)** or **THE JJAEP EMPLOYEE INELIGIBILITY FORM** (**APPENDIX J – 1).**

4. If disqualifying criminal history is found, the JJAEP Administrator will notify the JJAEP Campus Administrator with instructions to immediately reassign or remove the employee to ensure no contact occurs with JJAEP students.
   a. All personnel records, including criminal history and sex offender registration checks, may be subject to review by TJJD. The JJAEP Administrator is responsible for ensuring all documents are properly stored, preserved, and maintained in accordance with legal and administrative standards.

5. YISD must notify the JJAEP Administrator in writing within two (2) school days if an employee receives a FACT Clearinghouse alert indicating an arrest, conviction, or registry that would restrict the employee's contact with JJAEP students. The JJAEP Administrator shall consult with YISD or JPD Legal Counsel before determining whether the employee may continue duties pending the resolution of the offense.
6. If an individual has a military history, the respective ISD must provide a copy of the DD-214 or SF-180 as part of the HR records request.

DISQUALIFYING CRIMINAL HISTORY

1. Any YISD employee assigned to the JJAEP who has a felony conviction or a deferred adjudication for a felony within the past ten (10) years, or who is currently under felony probation, parole, or deferred adjudication, is not eligible for employment at the JJAEP.
2. Any YISD employee assigned to the JJAEP with a jailable misdemeanor conviction or a deferred adjudication for a jailable misdemeanor within the past five (5) years, or who is currently under misdemeanor probation, parole, or deferred adjudication, is also not eligible for JJAEP assignment.
3. Court documentation will be required in cases where an individual has received a pardon based upon proof of innocence or where there has been a reversal of a finding of guilt by a trial or appellate court.
4. Criminal history records must be retained for as long as the employee remains employed in the JJAEP.
5. Criminal history and personnel records of JJAEP employees who are no longer employed with the JJAEP will be retained for a minimum of two (2) years.
6. If the disqualifying criminal history involves out-of-state arrests or convictions, those records may be subject to further legal review by the JPD Legal Counsel to determine eligibility.
7. The YISD Human Resources Department must allow the JJAEP Administrator access to all JJAEP Employee records as needed and required.

§348.204 DATA COLLECTION AND CASE FILE INFORMATION

(a) Data Collection and Reporting. **(1) JJAEP EDI Extract.** (A) Unless an alternate data entry system has been approved by TJJD, the JJAEP Administrator or designee must ensure that: (i) statistical and programmatic data for each student, as required by the JJAEP Electronic Data Interchange (EDI) Specifications, are accurately documented and entered into the juvenile probation department's automated case management system; and (ii) the JJAEP EDI Extract is submitted to TJJD no later than the 10th calendar day of each month following the reporting period. (B) TJJD staff must discuss any proposed changes to the JJAEP EDI Specifications with juvenile probation departments' designated representatives before making substantive changes to the specifications. **(2) JJAEP Monthly Activity Report.** The JJAEP Administrator or designee must ensure the JJAEP Monthly Activity Report is submitted in the required format to TJJD no later than the 10th calendar day of each month following the reporting period via TJJD's Internet database. **(b) Student Educational Records**. The following information must be documented and maintained in the case file for each student in the program: (1) grade level upon entry to the JJAEP; (2) notice of expulsion; (3) court order(s) placing the student into the JJAEP; (4) police offense report, if applicable; (5) entry and exit transition plans; (6) education records, to include: (A) special education determination; (B) appropriate special education records; (C) scores on assessments required by the Texas Education Agency; and (D) home-language survey; (7) admission and exit testing data, if applicable;(8) pre-participation physical evaluation, if required under Texas Administrative Code §348.208; (9) documentation of regular reviews of academic progress as required by Section 37.011(d), Education Code; (10) date of admission; (11) number of attendance days; (12) number of absent days; (13) date of release; (14) emergency notification contacts; (15) special medical needs, if any; (16) immunization records; and (17) medical release form.

POLICY

The JJAEP Administrator shall ensure that statistical and programmatic data pertaining to each student placed in the JJAEP is accurately gathered, documented, maintained, and is reported to TJJD, Juvenile Board, and departmental administration. The JJAEP will comply with reporting requirements outlined in Texas Administrative Code §341, including use of the JMIS system. Quality assurance measures such as internal file audits and the TJJD Monthly Activity Reports (MAR) are used to identify discrepancies and ensure accurate recordkeeping and timely district reimbursement.

PROCEDURE

1. Documentation and data required by TJJD under Texas Administrative Code §348.204(a) Data Collection and case file collection is maintained by the JJAEP Administrator and extracted from the following sources or databases:
    a. Monthly Activity Reports (MAR): Includes attendance and absence records provided by YISD. The MAR captures the number of students entering and exiting the program, days present, days absent, and inactive days.
    b. JJAEP Attendance Vouchers: Used to record the actual number of mandated student attendance days and total monthly reimbursement figures.
    c. TJJD Student Information Form: Contains required fields outlined in Texas Administrative Code 348.204 and is maintained by the JJAEP Administrator.
    d. JMIS Student Profile: Updated data from the TJJD Student Information Form.
    e. JJAEP Spreadsheet: Tracks aggregate data including:
        - Special Education services.
        - IOWA pre and post test results.
        - Personal identifiers (e.g., PID, Social Security Number, TSDN, Case Number).
        - Offense type, district, and home school.
        - Entrance and exit dates.
        - Reason for exit.
        - Attendance, absences, and inactive dates.
    f. Other Reports: Additional documentation as required by TJJD or JPD as part of performance measurement (e.g., JJAEP Costing Report).
2. To ensure accuracy in the Monthly Activity Reports (MAR), the assigned JJAEP Campus Administrator responsible for oversight and accountability on behalf of the JJAEP campus, must review the MAR prior to submission to JPD. The administrator will verify accuracy of all data before forwarding the MAR to the JJAEP Administrator. If any discrepancies are identified by JPD, they will be corrected and reconciled prior to submission to TJJD and the County Auditor's office for district reimbursement. Significant errors and discrepancies will be noted as non-compliance.
3. The JJAEP Campus Administrator and ISD expelling entity must submit all required student school records, as listed in Texas Administrative Code §348.204, within two (2) weeks (10 school days) of student's enrollment in the JJAEP. These records include but are not limited to: The Public Education Information Management System (PEIMS), pre/post assessment scores, expulsion letters, and student acknowledgment forms confirming receipt of the JJAEP Student Code of Conduct. To support this process, the JJAEP Administrator will issue the **JJAEP REQUEST FOR SCHOOL RECORDS FORM** upon the student's formal acceptance into the program.
4. The Texas Student Data System (TSDS) number, a 10-digit unique ID, has replaced the PEIMS number used to transmit student data to the Texas Education Agency for TJJD legislative reporting. This TSDS number can be located in the JJAEP juvenile case management tab, as well as most withdrawal forms and expulsion letters.
    a. The TSDS number must be documented on the expulsion notice at the time of the student's acceptance into the JJAEP. This number is required in order for the student to be pre-tested and must be submitted as part of the initial expulsion process.
5. All student educational data and records are maintained in the JJAEP electronic folder by the JJAEP Administrator or designee. Required data in the JJAEP folder includes, but is not limited to:
    a. The TJJD Student Data Form;
    b. Grade level at JJAEP entry;
    c. Notice of expulsion to include mandatory review hearing;
    d. Court orders;
    e. Law Enforcement Agency (LEA) case/referral reports;
    f. Entry/exit and transition plans;

g. Education records to include; requests for records/withdrawal packets, special education documentation to include Manifest Determination and IEP documentation, pre-test/post-test assessment scores, home language survey, admission and exit testing data, if applicable, pre-participation physical evaluation, if required, documentation of regular academic reviews under 37.011 (d) Texas Education Code, date of admissions, number of attendance days, number of absent days, date of release, emergency notification contacts, special medical needs, immunization records, medical release forms, medical consent forms signed by parents, attendance monthly roster, TAKS or STAAR scores, disciplinary referrals, acknowledgement of receipt of Student Code of Conduct, JJAEP Social Service Assessment, other pertinent documents such as copies of social security cards and birth certificates, and cover sheets (check list), and notification of type of counseling referrals or current attendance of counseling and psychological evaluations (if applicable), are maintained in the JJAEP student case.

6. As part of the program's ongoing quality assurance efforts, in-house desktop and case management audits will be conducted regularly to ensure the accuracy and completeness of documentation, as outlined in the JJAEP Policies and Procedures.

§348.206 CURRICULUM

(a) Required Courses and Additional Areas of Study. (1) At a minimum, the JJAEP must provide the following courses at the JJAEP: (A) English language arts; (B) mathematics; (C) social studies; and (D) science. (2) The JJAEP must provide the following additional areas of study: (A) high school equivalency program; and (B) self-discipline, which may be integrated into the program and may include topics such as drug awareness, anger management, impulse control, and cognitive skills. **(b) Curriculum Development.** (1) A teacher certified by the State Board for Educator Certification must oversee the development and implementation of the educational curriculum. (2) The JJAEP administrator must ensure that course instruction is consistent with the essential knowledge and skills of each subject of the foundation curriculum as defined by the rules of the State Board of Education. (3) The high school equivalency program curriculum must address the elements required to pass the topics tested: English, mathematics, science, and social studies. High school equivalency program components may be integrated into the regular educational curriculum. (4) The JJAEP must offer an accelerated component for each required area of instruction to support credit recovery at the high school level and to regain academic and social skills at the elementary and middle school levels.

POLICY

It is the policy of the El Paso County JJAEP to ensure that all students enrolled in the program receive a comprehensive and well-rounded education. The academic program shall include a strong accelerated instructional component to support high school credit recovery and the development of academic and social skills at the elementary and middle school levels. At least one (1) certified teacher, licensed by the State Board for Educator Certification (SBEC), shall oversee the development and implementation of the JJAEP curriculum. The JJAEP Campus Administrator shall ensure that all course instruction aligns with the Texas Essential Knowledge and Skills (TEKS) as defined by the State Board of Education under the Texas Education Code §28.002.

Per Texas Education Code §37.011 (d), YISD guidance counselor or qualified designee must regularly review each student's academic progress. For high school students, the school board or its designee, in collaboration with the student's parent or guardian, shall review progress towards graduation requirements and establish an individualized graduation plan.

In the event the JJAEP campus implements online instruction due to extenuating circumstances as part of their Continuity of Operations Plan (COOP), the JJAEP must adhere to all Texas Education Agency, Texas Education Code, and Texas Juvenile Justice Department policy revisions to ensure continuity of educational services.

In accordance with Texas House Bill 6, the JJAEP may utilize DAEP placement only when:

1. No physical JJAEP placement is available due to capacity or extenuating circumstances.

2. The virtual education placement provides instruction equivalent to in-person services.
3. Documentation is maintained that clearly demonstrates the necessity of the virtual placement and educational equivalency.

PROCEDURE

1. The Interlocal Agreement specifies the provision of educational services, including the following required courses and additional areas of study:
    a) **ENGLISH/LANGUAGE ARTS**
    b) **MATHEMATICS**
    c) **SOCIAL STUDIES**
    d) **SCIENCE**
    e) **HIGH SCHOOL EQUIVALENCY PROGRAM (GED)**
    f) **SELF-DISCIPLINE**
2. Participating school districts shall recognize and accept course credit earned by student while enrolled in the Juvenile Justice Alternative Education Program (JJAEP) as district-level credit.
3. The program will administer state-mandated assessment instruments under Texas Education Code, Chapter 39.023, and shall offer access to the High School Equivalency Program as needed.
4. The JJAEP school guidance counselor shall review academic progress with the student's parent or guardian at minimum during both the JJAEP Intake and JJAEP Exit Transition Meeting.
5. During the JJAEP Intake meeting, the student's home district must involve the assigned counselor or assistant principal to contribute input on promotion status, particularly for students placed at JJAEP near the end of the academic year.
6. As required by Texas Education Code §37.011 (d), academic reviews must occur at the intake and exit. For high school students, a graduation plan must be developed with parent/guardian input.
7. A student expelled and placed in a JJAEP for a term of seventy-five (75) school days or more must go through a mandatory review in order to consider early removal based on student's progress and other factors that may compel an early release.
8. Based on the current capacity under building code regulations, YISD is required to have no more than thirty (30) students at the JJAEP campus at any given time. at one time.
9. The assigned Juvenile Probation Officer shall assist with academic and family engagement during the JJAEP Family Program Orientation.
10. High school students will receive academic support through school counselors, Communities in Schools (CIS) Coordinators, and academic tutors (if available). The assigned Juvenile Probation Officer or designee will also monitor academic progress and collaborate with families to ensure follow-through with academic support services.
11. Compliance with academic service standards shall be verified through:
    a) Daily class schedules and program schedules.
    b) Instructional materials and curriculum.
    c) Attendance records and sign-in sheets.
    d) Documentation of support services provided.
12. YISD must identify and communicate the self-discipline services provided to JJAEP students at the start of the academic year. If the course is not listed on a student's schedule, documentation verifying participation must be maintained. Utilization of a specific school board approved curriculum is encouraged, but not required, as long as services address the program's behavioral goal.
13. In accordance with Texas Administrative Code §348.206, JJAEP campuses will offer a High School Equivalency Program. Students attending HSEP courses must sign in and out daily. The curriculum must meet the standards necessary to prepare students for the GED examination.
14. The State of Texas Assessments of Academic Readiness (STAAR) identifies knowledge and skills of what Texas students should know and be able to do at every grade and in every course in the foundation areas such as

English language arts, mathematics, science, and social studies. (STAAR replaced TAKS Texas Assessment of Knowledge and Skills).

§348.208 PROGRAM REQUIREMENTS

(a) Special Education. (1)The JJAEP, in collaboration with the sending school district, must ensure that a student with a disability who receives special education services is provided educational services that will support the student in meeting the goals identified in the individualized education program established by a duly constituted admission, review, and dismissal (ARD) committee, in accordance with Section 37.004, Education Code, and federal requirements. (2) The following ARD committee documentation must be maintained for each special education eligible student: (A) the most recent full and complete ARD meeting paperwork; (B) the manifestation determination ARD meeting paperwork; and (C) the most recent evaluation of eligibility for special education services.

POLICY

A school district may expel a student identified as a qualified disabled student under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (§504) only after a duly constituted Admission, Review, and Dismissal (ARD) or § 504 Committee determines that the alleged misconduct is not a manifestation of the student's disability. In collaboration with the referring district, the JJAEP Campus must ensure that a student with a disability who receives special education services is provided educational programming aligned with their Individualized Education Program (IEP), as determined by a duly constituted ARD Committee, in accordance with Section 37.004, Education Code, and applicable federal law.

PROCEDURE

1. After the ARD or Section 504 Committee determines that the student's behavior is not related to their disability and documents that the Individualized Education Plan (IEP) has been fully implemented, the committee shall determine the length of placement at the JJAEP according to the District's Student Code of Conduct.
2. The referring school district may invite the JJAEP Administrator or designee to any Admission, Review, and Dismissal (ARD) committee meeting convened to discuss the expulsion of a student with a disability.
3. The local school district must provide written notice of the meeting at least five (5) school days before the meeting. A copy of the student's current individualized education program (IEP) must be provided to the JJAEP representative with the written notice.
4. If the JJAEP representative is unable to attend the ARD committee meeting, the representative must be given the opportunity to participate in the meeting through alternative means including conference telephone calls and virtual meetings.
5. The JJAEP representative may participate in the meeting to the extent that the meeting relates to the student's placement in the JJAEP and the implementation of the student's current IEP in the JJAEP
6. If the manifestation ARD determines the student's behavior is due to the student's disability, the student may only be placed in the JJAEP for a maximum of forty-five (45) school days.
7. The following documents must be included in the expulsion packet for any special education student placed at the JJAEP:
    a. Most recent full and complete ARD paperwork.
    b. Manifestation Determination ARD meeting paperwork.
    c. Most recent evaluation of eligibility for special education services.
    d. Current IEP and Behavior Intervention Plan (BIP), if applicable.
8. The referring school district shall remain responsible for making available the services, if any, necessary to provide Free Appropriate Public Education (FAPE). Such services to provide a free and appropriate public education are the only services that the referring district is obligated to provide.
9. Should the proposed expulsion be under Texas Education Code 37.007 (a), (d) (mandatory expulsion) or (e), a representative of the JJAEP campus must be invited to the student's ARD committee meeting.

10. The JJAEP campus must receive reasonable notice of the meeting of the student's ARD committee to attend the ARD and may participate in the ARD meeting to the extent that the meeting relates to the student's placement in the JJAEP. The JJAEP campus will forward notice to the JJAEP Administrator if not included on notice from participating district.
11. Should the JJAEP campus suspects that a student may who qualify for services under IDEA but is not currently identified, the student will be referred to the home campus for possible evaluation.
12. Any student who does not meet the eligibility requirements of the JJAEP Interlocal Agreement is not entitled to educational services by the JJAEP.
13. Special Education services must continue to provide any-and-all related services as outlined in the student's Individualized Education Plan (IEP).
14. Texas Education Code 37.0021, requires a written parental notice each time a restraint is used on a student receiving special education. The existing rules mandate a good-faith effort to provide verbal notice on the day the restraint occurs and written notice within one (1) school day.

(b) English as a Second Language (ESL). (1) The JJAEP, in collaboration with the sending school district, must ensure that a student who is non-English speaking or who speaks English as a second language is provided ESL services and instruction appropriate to address his or her needs, as determined by a language proficiency assessment committee (LPAC). (2) Documentation of LPAC determinations must be maintained.

POLICY

The El Paso County JJAEP shall provide English as a Second Language (ESL) services and instruction to meet the needs of students who speak English as a second language or are non-English speaking. In collaboration with the sending school district, the JJAEP must ensure that students identified as Limited English Proficient (LEP) receives ESL services appropriate to their need, as determined by a Language Proficiency Assessment Committee (LPAC), in accordance with state and federal guidelines.

PROCEDURE

1. ESL certified teachers shall provide ESL services and instruction. The primary goal is to support students in developing English language proficiency through second language acquisition methodologies, with explicit instruction in speaking, reading, listening, and writing.
2. Participating Districts shall identify JJAEP students who are LEP or primarily Spanish-speaking during the JJAEP intake. This identification shall be based on documentation provided by the student's LPAC or as part of the student's academic records.
3. Participating Districts must ensure that instructional planning for LEP or primarily Spanish-speaking students placed at the JJAEP includes consideration of language acquisition needs, as required by the Texas Education Code and LPAC recommendations. Instruction shall align with state requirements for English language learners to ensure equitable access to academic content.

(c) Section 504-Eligible Students. (1) The JJAEP must ensure, in collaboration with the sending school district, that a student who is eligible for services under Section 504 of the Rehabilitation Act of 1973 is provided services and instruction appropriate to address his or her needs, as determined by a Section 504 committee. (2) Documentation of Section 504 eligibility determinations must be maintained. **(d) Standardized Testing Protocols.** (1) JJAEP policies and procedures must describe the safeguards the JJAEP will use to maintain the integrity of the standardized testing process and confidentiality of test results. (2) JJAEP policies and procedures must include the following requirements: (A) tests must be maintained in a secure setting (e.g., a locked file cabinet) so that staff and students do not have access to the test except while the test is being administered; (B) staff are prohibited from making copies of the test; (C) staff are prohibited from teaching the specific questions on the test; and (D) unauthorized persons are prohibited from receiving test results, whether hard copy or electronic. (3) For statewide standardized tests, the JJAEP must adhere to all testing protocols required by the Texas Education Agency. (4) The JJAEP must administer the standardized test selected by TJJD to measure progress in reading and mathematics for students who will be enrolled in the JJAEP for at least 75 school days. (A) The pre-test must be administered within 15 days after the student's enrollment. (B) The post-test must be administered no sooner than 60 days after the student's enrollment.

POLICY

It is the policy of the El Paso County JJAEP to comply with Texas Administrative Code, Chapter 348.208 (a) and (d). to offer a High School Equivalency Program course. This program is designated to prepare eligible students to take and pass the high school equivalency exam, supporting their transition to further education, employment, or vocational training.

PROCEDURE

1. All high school equivalency candidates will be enrolled in a high school equivalency preparation program. Attendance requirements will be the same as for student pursuing a traditional high school diploma.
    a. The assigned Juvenile Probation Officer may submit a recommendation for high school equivalency testing for any JJAEP students under the jurisdiction of El Paso County 65th District Court.
2. Priority will be given to JJAEP students aged 16 or older who have earned four (4)or fewer high school credits and express interest in pursuing the high school equivalency path.
3. Students 18 years or older may proceed to testing once they meet the required scores on pre-tests.
4. Parents or guardians will be responsible for covering the cost of the five required tests and transportation to the testing site unless other arrangements are made and agreed upon by the assigned Juvenile Probation Officer and/or JJAEP Administrator.
5. YISD currently offers GED support and testing through its Ysleta Community Adult Learning Center (YCLC) located at 121 Padres Drive, El Paso, Texas 79907. YISD does not administer the official GED exam on campus, but prepares students for it.
6. The high school equivalency curriculum shall address the elements required to pass the high school equivalency test, but program components may be integrated into the regular program curriculum.
7. Candidates who do not master the practice tests will be required to continue to attend instruction integrated into the regular program in order to improve their skill level. Candidates who participate in the high school equivalency preparation program may retest when the teacher/instructor determines the student is prepared. Written permission from the teacher/instructor is required for re-testing.
8. When the student has mastered all five core-tests or a designated core-test, the student will be sent to the El Paso Community College (EPCC) or the respective certified high school equivalency ISD testing site within El Paso County to take final high school equivalency exams.
9. Scores or certificates will be mailed two or three weeks after the last test is taken. Once the certificate is received, arrangements will be made for the student to exit the JJAEP. Notification by the ISD will be provided to the JJAEP.
10. Prior to taking the final high school equivalency test, the student will have to get a TX ID and pay a cost for the high school equivalency the testing. The JJAEP will have to keep up with any cost changes to advise the family when the time comes for high school equivalency testing.
11. Verification documents at the time of a TJJD monitoring visit will include:
    a. High school equivalency file;
    b. High school equivalency class work;

484

c. High school equivalency curriculum.

12. Other areas of verification for high school equivalency completion:

a. High school equivalency examinations results;

b. Testing documentation, if applicable.

(e) Counseling. Counseling services (individual or group) must be available to all students in attendance at the JJAEP.

POLICY

El Paso County JJAEP is committed to ensuring that any demonstrated social service or counseling needs of students are promptly addressed through appropriate referrals to qualified service providers. Counseling services shall be available to all students in attendance at the JJAEP. These services may be provided through contracts with community-based service providers. All subcontracted providers must successfully undergo and pass an NCIC/TCIC background check and attend JJAEP New Orientation Training (ANE portion only) prior to service provision.

PROCEDURE

1. The assigned Juvenile Probation Officer, along with any assigned school-based caseworker or social worker (whether contracted or employed by YISD), will utilize interviews, screenings, and/or assessments to identify the student's and family's needs.

2. The JJAEP campus and assigned Juvenile Probation Officer will collaborate to ensure both academic and emotional needs of the student are identified and addressed appropriately.

3. If student is referred to the Juvenile Justice System, the assigned Juvenile Probation Officer will provide a Pre-Pact assessment and/or Full-Pact assessment (as appropriate based on case status within Juvenile Justice System) and provide referrals based on youth's identified criminogenic risk factors and other identified needs.

4. For adult JJAEP students not under formal supervision, a social service assessment may be conducted by the assigned JPO, JJAEP Administrator, or Court Representative. Collaboration with school-based staff or Adult Supervision Officers will be coordinated for service linkage.

5. Students requiring social services will be referred to the appropriate social service agencies by the supervising Probation Officer (adult or juvenile), JJAEP Administrator, school counselor, social worker, or Community in Schools (CIS) caseworker. Social services may include:

a. Academic tutoring.

b. Mentoring services.

c. After-school activities.

d. Drug, gang, and violence prevention activities/counseling.

e. Career assistance and exploration.

f. Work experience opportunities.

g. Enrichment activities and field trips (includes restorative discipline circles, as appropriate).

h. Peer pressure, self-esteem, anger management programs, and cognitive skills.

i. Referrals to health clinics.

j. Referrals to family counseling (mental health professionals).

k. Referrals to Multisystemic Therapy (MST)

6. The Juvenile or Adult Probation Officer will refer the family to their department's service providers or other appropriate community-based social service providers to address the youth's needs. Families with private insurance may attain services through their own providers.

7. Some JJAEP facilities may have nurses, counselors, and caseworkers available such as Communities in Schools (CIS) caseworkers, or school counselors that may assist in determining other needs; they are available to make referrals for other services that are not provided by the school with outside agencies such as medical, teen pregnancy services, or vocational agencies.

8. If counseling services are deemed necessary due to the student's risk factors and the student is under the jurisdiction of the El Paso County 65th District Court, these services must be reflected in the disposition documentation.

9. Any therapeutic or counseling services will be provided through a qualified and/or credentialed service provider or the family's health provider.

(f) Meals. (1) Written policies and procedures must require that each student in attendance at the JJAEP is provided a lunch meal on each school day. (2) A student may not be denied a lunch meal as a disciplinary measure.

POLICY

It is the policy of the El Paso County JJAEP to ensure that all students are provided with at least one (1) nutritious lunch meal during the course of the school day. Mealtimes shall be conducted in an orderly, quiet, and respectful environment. Meals shall never be used as a disciplinary tool or withheld for behavioral reasons.

PROCEDURE

1. The YISD shall provide lunch for each student assigned to the JJAEP in accordance with the JJAEP Interlocal Agreement.
2. Students must be properly monitored during meal hours by JJAEP operational staff.
3. Meals shall not be withheld, delayed, or disrupted as a form of discipline or sanction against a JJAEP student for their behavior.
4. Every student will be provided with a food tray regardless of their preference or willingness to consume the meal.

(g) Medical. (1) Authorization to Consent to Treatment. The JJAEP must have on file for each student: (A) an authorization to consent to medical treatment in accordance with Section 32.001, Family Code, signed by the student's parent, guardian, or custodian; or (B) documentation indicating the parent, guardian, or custodian has refused to sign. (2) Medication Administration. The JJAEP must have written policies and procedures governing the administration of medication to students. The policies and procedures must: (A) specify which personnel are authorized to dispense medication to students; (B) identify requirements for the storage, use, and distribution of all medication provided to students; (C) require the student's parent, guardian, or custodian to provide a written request for the administration of the medication; (D) specify that the JJAEP will not accept medication unless it is in the original, properly labeled container; and (E) require that distribution of all medication be documented, including the date/time administered, name of the person who administered, student's name, type of medication, and dosage.

POLICY

El Paso County JJAEP shall comply with TJJD standards, applicable school district policies, and provisions of the Texas Human Resources Code regarding medical procedures. While the JJAEP does not offer an intensive physical education program, it will adhere to all guidelines concerning student health, medication administration, and medical emergencies.

PROCEDURE

1. The JJAEP campus shall obtain a Medical Release Form signed by the student's parent, guardian, or custodian as part of the initial intake process.
2. During intake, the school nurse will conduct a medical intake to determine if the student has any special health needs or medical conditions that may require staff awareness or accommodations.
3. A Medical Consent Form must be completed and signed. If the parent/guardian refuses to sign, the refusal must be documented and maintained in the student's file.
4. Students with existing medical conditions must notify the school nurse or JJAEP Administration.
5. Students taking medication must have a written order or prescription from a licensed Texas Physician.
6. Only the nurse or parent/guardian are permitted to administer medication.
7. All medication must;
    a. Be stored in a locked cabinet in the nurse's office.
    b. Be in the original, properly labeled container.
    c. Be logged in a medication administration log that is maintained by the school nurse.

8. If a student presents with a condition that may require further evaluation, the school nurse shall refer the family to an appropriate medical provider. Failure to follow the nurse's recommendations may result in a DFPS report.
9. For students with chronic or life-long conditions (e.g., diabetes, seizures), the nurse will ensure that appropriate measures and accommodations are in place to safeguard the student's health while attending the JJAEP.
10. If a student is diagnosed with a cardiac or respiratory condition, the nurse may require written medical clearance before allowing participation in any physical activity or community service projects that involve exertion.
11. In instances of medication error, including but not limited to, ingestion of incorrect medication or overdose of medication, or if a student alleges to have ingested incorrect or overdose of medication; the following procedures must be adhered to immediately:
    - **a.** Contact poison control at 1-800-222-1222.
    - **b.** Contact nurse.
    - **c.** If nurse is not on duty, contact EMS.
    - **d.** Student should be transported immediately to the hospital.
    - **e.** Parents/guardians, district officials, and JJAEP Administrator/JPD officials should be contacted immediately.
    - **f.** A TJJD incident report must be completed within 24 hours of incident (Serious Injury and/or Supervisory Neglect).
    - **g.** If the nurse has any medical records that could be beneficial to emergency personnel or doctors, copies should be provided to emergency personnel.

(h) Programs that Include Intensive Physical Activity. (1) Weather-Related Policies. A JJAEP that has an intensive physical activity component must develop written policies and procedures regarding extreme weather conditions. These policies and procedures must address the following: (A) gradual acclimatization to hot weather; (B) student clothing for various weather conditions; (C) specific criteria for temperature and humidity level and other weather conditions that indicate when outside activity is not allowed; and (D) the provision of a water break to students at least once every 30 minutes during the intensive physical activity period. (2) Pre-Participation Physical Evaluation. (A) A student may not participate in intensive physical activity unless the student has received a pre-participation physical evaluation performed by a Texas-licensed: (i) physician; (ii) physician assistant; (iii)advanced practice registered nurse; or (iv) doctor of chiropractic. (B) The pre-participation physical evaluation must have been completed within one calendar year prior to the student's participation in intensive physical activity. (C) The pre-participation physical evaluation must indicate whether or not the student has any temporary or permanent physical limitations or conditions that would limit or prohibit participation in intensive physical activity. (D) The JJAEP must adhere to the limitations or prohibitions noted in the pre-participation physical evaluation report.

POLICY

The El Paso County JJAEP provides physical education and activities to all enrolled students as part of the instructional program. However, it does not include an intensive physical activity component at any of its facilities. Therefore, students will not be required to undergo physical activity screenings as part of their participation in physical education activities.

§348.210 STUDENT ATTENDANCE ACCOUNTING

(a) Administrator's Responsibility. The JJAEP administrator must ensure that attendance records for all students enrolled in the JJAEP are accurately documented, maintained, and reported to TJJD. **(b) Aggregate Attendance Accounting.** (1) The expulsion category of each student enrolled must be recorded on the student attendance records. (2) A specific character on the student attendance record must be used to identify a student's status as present, absent, or inactive. **(c) Student Entry and Exit Accounting.** (1) The student's recorded entry date is the first day the student is physically present at the JJAEP. (2) A student's recorded withdrawal date is the first school day on which the student is no longer enrolled in the program. The withdrawal date cannot be a date on which the student was present. (3) The JJAEP must maintain daily student sign-in sheets that contain each student's printed name and signature. (4) The time of entry or exit must be noted on the student sign-in or sign-out sheet for a student who arrives late or leaves early on any school day. (5) During the regular school year, a student must be present for at least four hours of the school day for it to qualify as an attendance day. **(d) Inactive Status.** (1) A student must be placed on inactive status if he or she: (A) is in juvenile detention and is not permitted to attend the JJAEP; (B) is in jail; (C) is a documented runaway; (D) is absent for a minimum of four consecutive school days due to an illness or other medical reason documented by a licensed physician, physician assistant, or advanced practice registered nurse; or (E) is absent for a minimum of 10 consecutive school days, which may roll over to the start of the next semester attended by the student. (2) Inactive status begins on the date the event resulting in placement on inactive status begins, as noted on the verification documentation. The documentation must be maintained in the student's file. If verification documentation is not provided, inactive status may not begin until the 11th consecutive school day of absence. (3) A student who is maintained on inactive status for 30 consecutive school days must be withdrawn on the 31st day of inactive status. A student may not be maintained on inactive status for more than 30 consecutive school days, which may roll over to the start of the next semester attended by the student. **(e) Reporting Absences.** The JJAEP must have written policies and procedures that specify which staff member is responsible for reporting absences to the sending school district, which must occur at least once per week.

POLICY

It is the policy of the El Paso County JJAEP to ensure the accurate verification and reporting of student expulsion categories, attendance records, including total days present and absent, and inactive status in accordance with applicable TJJD requirements and the JJAEP Interlocal Agreement executed with participating school districts.

PROCEDURE

1. Each JJAEP student shall sign in at the exact time of arrival and sign out at the exact time of departure to ensure accuracy and minimize errors on the monthly activity report. Sign-in sheets shall be completed daily and must include the student's printed name and legible signature.
2. Students must remain in attendance within the JJAEP for a minimum of four (4) hours of the school day during the regular school year to be considered present for JJAEP standards and reimbursement. However, for purposes of improved academic outcomes, JJAEP students should remain in attendance for the entire instructional day.
3. For purposes of attendance accounting, a student officially begins JJAEP on the first day the student is physically present in JJAEP course instruction for a minimum of four (4) hours. This does not include the JJAEP intake process unless the intake is followed by course instruction totaling four (4) hours or more.
4. The school attendance clerk or registrar for the JJAEP campus shall provide all student attendance records by the third (3rd) calendar day of each month in accordance with the JJAEP Interlocal Agreement related to the MAR process.
    a. The school attendance record (covering the entire month) and the monthly sign-in sheet for each student must be submitted together as part of the Monthly Activity Report (MAR).
    b. The JJAEP campus attendance clerk or registrar is required to notify the assigned Probation Officer or JJAEP Administrator of any student prolonged absences. In accordance with the Texas Compulsory Attendance Law, the JJAEP will comply with all related truancy reporting requirements, including timely referrals to the appropriate entity.
5. Absences extending beyond ten (10) consecutive school days will be recorded as "Inactive days" and must be supported by documentation attached to the monthly attendance records. Acceptable documentation includes confirmation that the student was detained, incarcerated, had runaway/absconded status, or experienced a documented extended illness or medical condition certified by a licensed physician or physician's assistant.
6. If it is determined that the student will not return, or has not returned, within thirty (30) consecutive school days, the JJAEP shall officially withdraw the student from the program on the 31st day. A student shall not be maintained on "Inactive Status" for more than thirty (30) consecutive school days. In the event the JJAEP

campus implements online instruction as part of their COOP plan due to extenuating circumstances, a youth who is unable to locate or become inactive may not be withdrawn or removed from JJAEP.

7. The official withdrawal date shall reflect the first full school day student is no longer enrolled in the program. This date is not the last the student attended JJAEP courses but the next full day of non-attendance.
8. YISD shall complete, review, approve, and sign the JJAEP Monthly Activity Report (MAR) **(APPENDIX K- JJAEP MONTHLY ACTIVITY REPORT**) each month and submit it, along with all required supporting documentation, to the JJAEP Administrator by the third (3rd) calendar day of the month. If the third calendar day falls on a weekend or holiday, the submission shall be due the following business day. Late or repeated inaccurate submissions may be considered non-compliant.
9. The identified Campus Administrator shall review and approve the MAR prior to its submission to JPD as part of JJAEP accountability quality assurance efforts. This will also assist to minimize errors on the MAR report.
10. The JJAEP Administrator retains the authority to reconcile any discrepancies. Any discrepancies, errors, or lack of supporting documentation originating from YISD that cannot be reconciled will be considered non-compliance and noted as part of the Compliance Monitoring Report, Annual Management Review and/or Annual Performance Review.
11. Upon final internal approval, the JJAEP Administrator will forward the Monthly Activity Report, attendance voucher and all supporting documentation to TJJD by the 10th calendar day of each operating month.
12. Late submissions are non-compliance and will require the JJAEP Administrator to send an email to the TJJD Performance Accountability Specialists and copy the Chief Juvenile Probation Officer specifying the reasons for lateness and action plan to submit MAR documentation as soon as possible.
13. Reimbursement to districts is done on a quarterly basis, however, voucher is submitted to TJJD on a monthly basis.

§348.212 INTER-LOCAL COOPERATION

Inter-Local Cooperation. (a) Parent, Guardian, or Custodian. (1) Progress reports must be given to the student and the student's parent, guardian, or custodian a minimum of once every 120 school days. (2) Except in cases where a parent, guardian, or custodian withdraws a student, the JJAEP must notify the student's parent, guardian, or custodian in writing of the student's withdrawal from the JJAEP prior to the withdrawal date unless the date is not known prior to the withdrawal. The JJAEP must maintain this documentation. (b) School District. (1) Student Entry and Exit Transition Plans. (A) For each student, the JJAEP must coordinate with the sending school district to develop a written transition plan for entrance into the JJAEP. (B) For each student, the JJAEP must develop a written exit transition plan, provide the plan to the receiving school district, and maintain written verification that the plan was sent. The exit transition plan must include all information regarding courses in progress or completed, current grades for courses in progress, and number of attendance days and absent days. (C) The JJAEP must provide the student and the parent, guardian, or custodian with a copy of the exit transition plan. (2) Student Assessment. All students enrolled in the JJAEP must take the statewide assessment as required under Section 39.023, Education Code. The JJAEP must have policies and procedures addressing: (A) the delivery of testing materials to and from the JJAEP if the assessment is administered on-site; and (B) the administration of the statewide assessment to the students.

POLICY

Each school district's expelling entity shall notify the student's parent, guardian, or custodian, the JJAEP campus, and the JJAEP Administrator of the student's enrollment into and exit from the JJAEP. Strong emphasis shall be placed on parental engagement through the JJAEP intake and exit transition meetings, during which a regular educational review will inform parents/guardians of the student's academic standing. While the student is enrolled in the JJAEP, each participating district shall also provide academic progress reports to parents/guardians at least once per semester or earlier, if requested by the El Paso County 65th District Court.

PROCEDURES

A. JJAEP PROGRAM REFERRAL AND ENTRY:

1. Pursuant to Texas Education Code §37.0081, the authority to expel and place a student in an alternative school setting rests with the school district's Board of Trustees or its designee.
2. The designated Behavior Coordinator on each campus/district shall carry out the responsibilities outlined in Texas Education Code, Chapter 37 before placing a student in a JJAEP, including cases where a student already enrolled in JJAEP becomes subject to in-school (ISS) suspension or out-of-school suspension (OSS).
3. The expelling school district must conduct an expulsion hearing and forward the final expulsion containing all required data including the TSDS number, to the JJAEP Administrator no later than three (3) business days after the final appeal hearing is concluded and decision to expel is upheld. Failure to provide this documentation will result in the student remaining in the district's disciplinary alternative education program (DAEP).
4. Days served in DAEP while a student awaits JJAEP placement will count toward the student's JJAEP expulsion term. The JJAEP Administrator has the authority to change/update the JJAEP estimated exit date.
5. Placement documentation submitted to the JJAEP Administrator will be reviewed to verify that eligibility criteria are met under Texas Education Code, Chapter 37.007 and the Interlocal Agreement. Documentation must demonstrate:
    - **a.** The student's alleged offenses must be one that qualifies as a mandatory expulsion offense under in §37.007 (a), (d), and (e) of the Texas Education Code. **(SEE APPENDIX L–JJAEP OFFENSE CODES).** The conduct does not have to occur occurred on school property or while attending a school-sponsored or school-related activity to warrant placement in JJAEP.
    - **b.** If the offense is drug or alcohol related and is punishable as a felony, it **does not** have to occur on school property or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity, whether on or off school property.
    - **c.** Participating Districts shall adhere to the guidelines established under Texas Education Code 37.302-.303, 37.304, 37.305, 37.306, 37.309-.310, 37.311 with regard to students placed in a JJAEP due to an offense which requires them to register as a sex offender. Participating Districts must adhere to expulsion term established guidelines as delineated in this policy and reflected on the JJAEP Interlocal Agreement.
    - **d.** The expelling school district **MUST** file a formal offense report with the appropriate law enforcement agency describing the conduct that led to expulsion.
    - **e.** The law enforcement agency **MUST** make a formal referral of the offense to the juvenile court or, for adult students, to the appropriate adult criminal justice system
    - **f.** Students referred to JJAEP must be expelled for a minimum of seventy-five (75) school days. The maximum term may not exceed one hundred eighty (180) school days, except in firearm-related cases, where the term may be extended to a maximum of one (1) calendar year.
    - **g.** In cases where student enrollment at the JJAEP nears capacity:
        - **(i)** YISD is not required to serve more than thirty (30) students placed at JJAEP concurrently. However, should special circumstances arise in the event that JJAEP enrollment reaches 90% of capacity, or if a single Participating District accounts for more than 67% of enrolled students. YISD may limit individual student placements to a maximum of 100 school days, and the standard 75-day placement review may be scheduled earlier, subject to district agreement.
        - **(ii)** A waiting list shall be initiated once JJAEP enrollment reaches 90% capacity. During this time, Participating districts are responsible for placing expelled students in their own DAEP.
        - **(iii)** Students shall be accepted into JJAEP from the waiting list in the order received, provided the student has at least forty-five (45) school days remaining in their expulsion term.
        - **(iv)** Student expelled for violent conduct or firearm-related offenses will receive priority placement up to full capacity.
        - **(v)** In the event a student enrolled in the JJAEP commits a disciplinary infraction that violates the YISD or the JJAEP Student Code of Conduct, disciplinary action may be taken, including the

extension of the expulsion term and JJAEP placement, as outlined in the Student Code of Conduct.

(vi) The JJAEP will not accept referrals within the last three (3) weeks of YISD's instructional school year. Referrals received during this period, will be denied, and the referring district will be responsible for placing the student in its own DAEP through the end of the school year.

h. Pursuant to Section 37.011(k)(3) of the Texas Education Code, a student may be placed in the JJAEP if the student engages in serious misbehavior as defined in 37.007(c), TEC. However, El Paso County and YISD shall only accept students expelled for mandatory offenses as outlined in **EXHIBIT A** of the JJAEP Interlocal Agreement between the Juvenile Probation Department and the ISD's operating and participating in JJAEP services.

i. In order to be accepted for placement in JJAEP, a student must be aged ten (10) and over and in grade 6 or higher and be expelled. The Participating District will fully consider all mitigating factors, exhaust all appeals and alternative DAEP placement before determination is made to place the student in JJAEP.

(i) The Participating District is aware and agrees that such student shall be placed and will receive educational services with middle school students at Cesar Chavez Academy Middle School.

(ii) Placement in JJAEP will not exceed twenty (20) school days, and enrollment of the elementary school student will not require YISD to add or reassign staff to meet teacher to student ratios on secondary levels.

(iii) Participating districts acknowledge and accept that El Paso JJAEP may, but is not required to separate middle school students from high school students in accordance with the Interlocal Agreement.

6. Within three (3) business days of an expulsion hearing held under §37.009 of the Texas Education Code, each Participating District must provide the El Paso County Juvenile Probation Department with a copy of the expulsion order, along with all required information under §52.041 of the Texas Family Code. Failure to do so will result in the student remaining in the district's DAEP until proper notice is submitted.

7. The expulsion notice must also be provided to the parent/guardian, JJAEP Campus, and JJAEP Administrator, and must include:

a. Student's full name and Date of birth.

b. Mandatory offense and corresponding offense code.

c. Expulsion term details:

(**i**) Expulsion date

(**ii**) Expulsion term expiration date

(**iii**) Identified review date

d. Texas Student Data System (TSDS) number.

e. PIEMS number.

f. Law Enforcement Agency (LEA) incident report number.

g. If student is classified as special education and/or 504. Special education and 504 documents must be provided to the JJAEP Administrator alongside the expulsion notice package.

8. If the student receives special education services, the Participating District must provide a copy of the most recent and complete Admission, Review, and Dismissal (ARD) documentation, including the manifestation determination, current IEP, and eligibility assessment.

9. Each Participating District must provide a copy of the law enforcement report or "Notice of Delinquency" corresponding to the expellable offense at the time of expulsion letter submission.

10. For adult students with pending charges in the adult criminal justice system, the JJAEP Administrator may accept offense records obtained from On-Call Records (WebRMS) or Odyssey if verified to meet mandatory expulsion criteria and supported by probable cause.

11. Upon receipt of all required documentation, the JJAEP Administrator will issue a "REFERRAL ACCEPTANCE FOR JJAEP PLACEMENT" within three (3) business days to the referring school and campus administrator. **(SEE**

APPENDIX M – JJAEP ACCEPTANCE FORM). While the student may be accepted for placement, official enrollment in the JJAEP does not occur until the student's first day of attendance**.**

12. If the offense or documentation fails to meet eligibility standards, the JJAEP Administrator will issue a "REFERRAL DENIAL" form to the referring school. **(SEE APPENDIX M-1 – JJAEP DENIAL FORM)**
13. If a student fails to enroll in the JJAEP within ten (10) school days of the JJAEP acceptance (in which no appeal is pending), the placement will be rescinded.
14. To ensure a smooth transition and compliance with Texas Administrative Code 348.212, the sending campus must immediately provide a written transition plan, including transcripts, all required school and discipline records, and LEP or SPED documentation, to the JJAEP Campus.
15. Upon issuing the JJAEP Acceptance Form, the JJAEP Administrator will also submit a JJAEP Request for School Records. The expelling district shall provide all necessary records within three (3) business days of the acceptance determination.
16. School records must include:
    - **a.** The withdrawal form from the home school.
    - **b.** Complete transcripts and grades.
    - **c.** CUM file.
    - **d.** Special Education Records, if applicable to include ARD documentation such as the Manifest documentation and IEP upon exit.
    - **e.** Notification of Expulsion.
    - **f.** Immunization records.
    - **g.** Final credits earned.
    - **h.** State assessment results (SEE EXIT DATA REPORTING)
17. The JJAEP Campus will schedule a JJAEP Intake appointment with the student and parent/guardian within seven (7) to ten (10) school days of JJAEP acceptance. If this timeline cannot be met, the JJAEP campus must communicate reasoning to JJAEP Administrator.
18. Although a student may be accepted into JJAEP, enrollment in the JJAEP may be delayed due to capacity limits or other special circumstances.
19. During the JJAEP intake, the student and their parent/guardian will receive a copy of the JJAEP Student Code of Conduct (SCC) and sign the **JJAEP STUDENT CODE OF CONDUCT ACKNOWLEDGMENT STATEMENT (APPENDIX N)** along with other JJAEP intake documents to include the **Abuse, Neglect and Exploitation Form (SEE APPENDIX S).** An emphasis will be placed on the JJAEP's policy regarding a zero-tolerance for sexual abuse, prevention of Abuse, Neglect or Exploitation and compliance with the Prison Rape and Elimination Act (PREA) for all juvenile justice programs, to include JJAEP.
20. At the start of each school year, or as deemed appropriate, Participating Districts will conduct placement reviews for those expulsions carried over from the prior school year and who have reached or exceeded their 75th day placement day in JJAEP.
21. If a student is accepted into the JJAEP but not enrolled due to voluntarily withdrawal by the parent/guardian, the student will remain eligible for JJAEP placement if re-enrolled in a participating district. However, the referring district must hold a new expulsion hearing and issue an updated expulsion term along with the required expulsion package.

B. PROGRESS REPORTS

1. Progress reports for students enrolled in the JJAEP shall be provided to the parent, guardian, or custodian and the JJAEP Administrator or assigned supervision officer at a minimum of once every 120 days or more frequently upon request by the JJAEP Administrator or the 65th District Court.

2. The JJAEP Campus shall regularly review the student's progress towards meeting adequate academic standards. The JJAEP Exit Transition Meeting shall be held prior to the student's return to the home campus to:
    a. Review the student's academic and behavioral progress.
    b. Discuss achievements and obstacles during JJAEP placement.
    c. Develop a graduation or educational transition plan.
    d. Identify necessary supports to help the student remain successful post-placement.

C. JJAEP EXIT CRITERIA

1. A student shall exit the JJAEP under the following conditions:
    a. Upon completion of the expulsion term as stated in the student's official expulsion letter.
    b. Upon completion of court-ordered or deferred supervision, or
    c. At the discretion of the expelling school district, provided the district notifies the JJAEP Administrator in writing of its decision to end the placement. It is strongly recommended that districts expel students for a minimum of seventy-five (75) school days, which allows sufficient time for the student to demonstrate academic and behavioral progress and to complete the IOWA standardized post-test.
2. All Participating Districts provide an appeal process for expulsion decision. A school district retains the authority to make an administrative decision to remove a student from the JJAEP and either return the student to their home school or place them in the district's Disciplinary Alternative Education Program (DAEP). Written notification must be submitted to the JJAEP Administrator by the school district or its designee. This notification shall be documented in the student's JJAEP electronic file.
3. If an expulsion decision is overturned, the Participating District must notify the JJAEP Administrator on the same business day the decision is made.
4. Students who have been enrolled in the JJAEP for at least sixty (60) school days shall be administered the IOWA Post-Test prior to their projected exit date.
5. Assigned Juvenile Probation Officers must inform the JJAEP Administrator at least thirty (30) calendar days in advance if early termination of court supervision or deferred prosecution is being recommended. This advance notice is necessary to ensure that the student can be post-tested prior to exit from the program and reimbursement purposes. Failure to notify may result in missed testing if the student exits the program due to supervision ending.
6. When a student completes a legal supervision status (e.g., Deferred Prosecution (DP), Court Ordered Probation, Adult Community Supervision), or receives a Motion to Terminate, Review Hearing Order, or Letter of Closure/Completion, the JJAEP Administrator or designee shall promptly inform the JJAEP Campus and the student's home district of the change in legal status.
    a. Following receipt of a legal status change, the school district shall determination whether to transfer the student to their Disciplinary Alternative Education Program (DAEP) or re-enroll the student at the home campus. turn the student to their home school.
7. If the student court disposition results in dismissal, not guilty, or prosecutorial decline the district must receive supporting documentation. Upon receipt, the districts shall determine disciplinary action.
8. The JJAEP Campus shall submit a Withdrawal Form or Universal Lever Form to the JJAEP Administrator within five (5) school days of exit from the program.
9. The JJAEP withdrawal packet will assure that that the home school receives all the necessary information needed for the student's continued success. **(APPENDIX O – EXIT DATA REPORTING FORM)**
10. Students exiting the JJAEP during the summer due to completion of supervision will be counted toward the prior school year's enrollment data. The cut-off date for summer exit reporting is the day before the start of the new school year.

D. EXIT TRANSITION MEETINGS

1. Upon receiving notice from the JJAEP Administrator that a student is exiting due to completion of the JJAEP term of termination of supervision, the JJAEP Campus Administrator will coordinate an Exit Transition Meeting with the student's home school.
2. The purpose of this meeting is to fulfill requirements under Texas Administrative Code §348.212 and develop a plan that promotes academic success, social reintegration, and continued progress upon the student's return to their home campus.
3. Participants invited to the Exit Transition Meeting include:
    - **a.** JJAEP Campus Administrator.
    - **b.** JJJAEP Campus Counselor.
    - **c.** Communities in Schools Coordinator (CIS)
    - **d.** JJAEP Campus Teachers or SPED Teacher (if applicable).
    - **e.** Home Campus Administrator
    - **f.** Home Campus Counselor
    - **g.** Assigned Juvenile Probation Officer or JPD Representative
    - **h.** Student and Parent/Guardian.
4. The meeting will include a review of the student's JJAEP placement, progress, and accomplishments, and will establish a graduation or educational transition plan. The following information shall be reviewed during the JJAEP Exit Transition Meeting:
    - **a.** Courses attended during JJAEP placement.
    - **b.** Credits earned and credits pending.
    - **c.** Disciplinary and behavioral progress.
    - **d.** Attendance record.
    - **e.** IOWA assessment pre and post test scores, if available.
    - **f.** STAAR or TAKS assessment scores.
    - **g.** Transcript and grades in progress.
    - **h.** Academic accomplishments and personal improvements.
5. At the time of official exit, the parent or guardian will receive a withdrawal packet from the JJAEP campus. This package includes, grades, credit earned, attendance records, and withdrawal forms.
6. The JJAEP will forward the student's official transcript to their home school campus for placement and reintegration purposes.
7. The JJAEP Registrar shall ensure that all grades and course credit earned are transferred to the sending school district at the time of reentry.
8. For graduating students, a transcript must be provided indicating that the student is being recommended for graduation.
9. If the student's court disposition or legal status changes such as charges (e.g., case downgraded, dismissed, reduced to a misdemeanor, or no disposition), it is the responsibility of the student's school district to determine whether the student will return to their home campus or be placed into the district's DAEP.
10. An Exit Transition Meeting should be conducted prior to a student's release from the JJAEP whenever practicable. However, an Exit Transition Meeting may not be required when a student's charges are declined, dismissed, or otherwise resolved, or when the student's supervision is terminated without timely notification being provided to the JJAEP Administrator.

E. STATEWIDE ASSESSMENT

1. It is the policy of the El Paso County JJAEP that all enrolled students shall participate in the State of Texas Assessment of Academic Readiness (STAAR) and the End-of-Course (EOC) exams in accordance with TEA guidelines and grade level.
2. Students enrolled in JJAEP will take the STARR assessment at their assigned grave level.
3. All testing personnel shall be trained in accordance with TEA guidelines through a pre-scheduled staff development session prior to test administration. 494

4. Each JJAEP campus shall appoint a designated testing coordinator (typically the school counselor) responsible for:
    a. Maintaining test security,
    b. Ensuring proper administration of assessments, and
    c. Safeguarding the confidentiality of the testing materials.
5. Designated teachers may assist the principal or testing coordinator with verifying student grades, securing test materials, and administering the tests in full compliance with TEA requirements.
6. All state assessments scores shall be reported to the student's home school district as part of the JJAEP exit process.
7. Assessment scores will be retrieved by personnel with authorized access to TEA testing portal. These scores are required for inclusion in the TJJD Annual Performance Evaluation. **(SEE APPENDIX O – EXIT DATA REPORTING FORM)**
8. Students in JJAEP student who do not meet passing standards on STAAR (grades 3-8 or EOC) must receive accelerated instruction, which may include:
    a. Instruction from a recognized, exemplary, or master-certified teacher, or
    b. Supplement tutoring delivered before or after school, or embedded into the student's regular instructional schedule

(c) Juvenile Probation Departments. (1) The JJAEP and the local juvenile probation department must jointly coordinate the provision of needed social services for the students enrolled in the JJAEP. (2) Local juvenile probation departments must provide to the JJAEP information regarding the probation status of each student and the name of the student's juvenile probation officer. (3) The JJAEP must provide the local juvenile probation department with monthly attendance records of juvenile probationers enrolled in the JJAEP.

POLICY

The El Paso County Juvenile Probation Department shall collaborate with the JJAEP to ensure students have access to appropriate social services and support. JPD and the JJAEP Campus will coordinate and exchange necessary information regarding a student's probation status. In turn, the JJAEP Campus shall provide the JJAEP Administrator with monthly reports documenting each student's attendance, academic progress, and discipline records.

PROCEDURE

4. Within five (5) business days of a student's acceptance into the JJAEP, the JJAEP Administrator shall issue a JJAEP Collaboration and Status Notice to the JJAEP Campus and the assigned Juvenile Probation Officer. This notice shall include:
    a. Student's JJAEP start and projected end date.
    b. Eligible offense resulting in JJAEP placement.
    c. Student's current court or supervision status.
    d. Upcoming court dates, if disposition is still pending.
    e. School record request and JJAEP Exit Transition Meeting information.
    f. Name and contact information for the assigned Juvenile Probation Officer (if applicable).
    g. Notification to the Juvenile Probation Manager and Director to ensure continuity of supervision and support.
    h. Updates regarding any changes in court disposition or assigned probation officer.
    i. Clarification on placement status if the academic year is concluding.

5. The JJAEP campus liaison shall provide the following documentation to the JJAEP Administrator or designee on a monthly basis. These records are critical for monitoring student progress and fulfilling court or supervision requirements:
    a. Monthly Activity Report (MAR).
    b. Student Roster/Spreadsheet - Identifies current enrollments and exit dates, submitted with MAR

c. Attendance Records - Especially for students on court-ordered probation, as probation officers may need to request these for reporting or court hearings

d. Grades in Progress and Discipline Referrals - Required for all significant behavioral incidents in violation of the JJAEP Student Code of Conduct. All disciplinary referrals, including minor infractions, should be included for comprehensive court documentation

§348.214 PHYSICAL PLANT

Physical Plant. (a) The JJAEP must conform to all applicable federal, state, and local ordinances and codes. Each JJAEP must have on file the most recent inspections (i.e., health and fire) conducted by the local governmental authority having jurisdiction. (b) The number of occupants in the JJAEP may not exceed the rated capacity as determined by the appropriate fire authority. The JJAEP must maintain documentation from the appropriate fire authority for the rated capacity of each classroom and for the entire building. (c) The classroom space and common areas must be adequate to meet the programmatic requirements for each student enrolled and in attendance in the JJAEP, including sufficient seating and desks or tables. (d) All fixtures, including any emergency lighting, must be in working order. (e) Repairs must be made promptly to all furniture, equipment, and fixtures currently in use that are not in safe working order.

POLICY

El Paso County JJAEP shall comply with all applicable federal, state, local building codes, ordinances, and regulations, as well as TJJD standards regarding physical plant operations and safety. To ensure compliance, the PHYSICAL PLANT COMPLIANCE MONITORING ASSESSMENT shall be utilized annually. This review will evaluate the status of health and fire inspections, occupancy signage in classrooms and common areas, and the adequacy of classroom spaces, fixtures, and common areas to meet the programmatic needs. **(SEE APPENDIX E AND E1 – PHYSICAL PLANT COMPLIANCE MONITORING ASSESSMENT).**

PROCEDURE

1. All emergency exits within each of the JJAEP buildings must be:
   - **a.** Properly located and accessible.
   - **b.** Clear from obstruction
   - **c.** Permanently marked and visible for evacuation during fire or other emergencies.
2. Places of assembly must have a minimum of two (2) operational exit options.
3. Occupancy limits for all facilities must be posted and established in accordance with guidance form the local Fire Marshal. These include:
   - **a.** Rated capacity for each classroom.
   - **b.** Rated capacity of the cafeteria (with or without tables).
   - **c.** Rated capacity of the gymnasium area (if applicable).
   - **d.** Overall facility capacity as determined by the local Fire Marshal.
4. The JJAEP Campus shall ensure that the JJAEP facility maintains:
   - **a.** Comprehensive property insurance.
   - **b.** General liability insurance.
   - **c.** Workers' compensation insurance, in accordance with applicable laws. A copy of the insurance policy may be obtained through the school district's central office.
5. Interior finish materials and furnishings in classrooms, exit areas, and public assembly areas must meet the National Fire Safety Codes (NFPA) standards and applicable codes.
6. The JJAEP Campus must maintain separate and secure space for all mechanical equipment, including HVAC, electrical systems, and other infrastructure.
7. The JAEP Campus shall implement effective safety and security measures to:
   - **a.** Ensure the protection of students and staff.
   - **b.** Restrict access to unauthorized individuals or the general public. All visitors must check in with the campus front desk upon arrival and obtain appropriate authorization prior to entering the campus.

8. The JJAEP Campus must comply with all applicable federal, state, and local building codes. A valid "Certificate of Occupancy" issued by the City of El Paso must be maintained on site and available for all inspections.
9. To determine compliance with this standard, the following will be reviewed:
    a. Fire Inspection Report – Must be posted in a visible area within the facility.
    b. Health Inspection Report – If applicable, must be posted in the kitchen or food service area.
    c. Food Handler Certifications – If applicable, must be posted in the kitchen or food service area.
10. The **JJAEP COMPLIANCE MONITORING ASSESSMENT-PHYSICAL PLANT** shall be conducted annually by JPD/JJAEP Administrator. Additional assessment may be conducted if repeated non-compliance is identified.
    a. JJAEP Campus Administrators will be notified of discrepancies and provide two (2) weeks to correct the deficiencies pe Texas Administrative Code §348.214.
    b. The Physical Plant Compliance Monitoring Assessment will be reviewed by the Director of Intake Services for approval and guidance on actions to be taken on any incidents of non-compliance found within any of the JJAEP facilities.
    c. Compliance monitoring reports will also be forwarded to the Juvenile Chief Probation Officer for review. CJPO has the authority to communicate compliance, and non-compliance matters directly to district superintendents, school administrators, and other district officials overseeing alternative schools including JJAEP.

§348.216 SAFETY, SECURITY, AND EMERGENCY RESPONSE

(a) Security Plan. The JJAEP must have a written plan that addresses security: (1) within the JJAEP building(s); (2) on the JJAEP campus; (3) at JJAEP-sponsored events that take place off campus property; and (4) during transportation of JJAEP students; if applicable. **(b) Transportation** The JJAEP must have written policies and procedures that govern the use of motor vehicles to transport students enrolled in the JJAEP. The policies and procedures must address the following: (1) authorized methods of transportation; (2) security and supervision requirements; (3) authorized transport personnel; (4) procedures for responding to emergencies while transporting students; (5) a requirement to possess appropriate auto liability insurance when transporting students in personal vehicles, if allowed; and (6) circumstances under which a student is allowed to drive a personal vehicle to the JJAEP campus. **(c) Emergency Situations.** The JJAEP must have written policies and procedures regarding emergency situations. The policies and procedures must address the following: (1) emergency evacuation plans; (2) assignment of staff responsibilities; (3) notification of emergency services; and (4) procedures for specific emergency situations, including: (A) fire; (B) bomb threat; (C) hazardous weather conditions; (D) active shooter event; and (E) riot. **(d) Medical Emergencies.** The JJAEP must have written policies and procedures addressing medical emergencies. The policies and procedures must address the following: (1) obtaining medical assistance; (2) when emergency medical services must be called; (3) notification to appropriate staff and to the parent, guardian, or custodian of the student involved; and (4) documentation of the incident.

POLICY

The El Paso County JJAEP shall maintain a comprehensive security plan that ensures students and staff remain safely contained within the facility, prevents unauthorized access by the general public, and facilitates efficient communication and coordination among staff. The JJAEP Campus shall designate the front desk as the control area, which must be staffed during regular operational hours. Additionally, a written security plan shall be maintained for school-sponsored events held off campus and for transportation of JJAEP students.

CRISIS RESPONSE PROCEDURES

In the event of a crisis:

1. The first responder or designated person shall notify the front desk/control area.
2. Alarm systems may be activated to initiate lockdown or evacuation protocols.
3. Support staff using radios and security personnel will announce the designated emergency code (e.g., Code Red).
4. The JJAEP Campus Administrators and designated response team will report directly to the crisis location.
5. Fire drills shall be conducted at least twice (2) per academic year to evaluate response readiness. A fire drill code report and log must be completed by the JJAEP Campus Administrator or designee and submitted for review.

FRONT DESK/CONTROL AREA OPERATIONS:

1. Must be staffed by at least **one (1) staff member** during regular business hours.
2. JJAEP Campus Administrators will rotate monitoring duties if support staff are unavailable.
3. Phones at the control area are for official use only. Personal calls must be minimized to preserve campus security.

VISITOR CONTROL/GENERAL PUBLIC:

1. Visitors must report to the front desk, sign in, and declare the purpose of their visit.
2. No visitor shall pass the control area without prior authorization or clearance.
3. The public is prohibited from entering the main corridor, interior spaces, and classrooms without clearance.
4. Suspicious activity or unauthorized persons on campus grounds must be reported immediately to campus security including EPPD and the JJAEP Campus Administrators.

SCHOOL-SPONSORED EVENTS (OFF CAMPUS):

1. While off-campus school-sponsored events involving JJAEP students are rare, appropriate procedures and safeguards are in place to ensure student safety and compliance with all applicable standards in the event such activities occur.
2. JJAEP students must be supervised by an adequate number of authorized staff at all times.
3. Headcounts shall be conducted periodically throughout the event to ensure all students are accounted for.
4. Any staff member transporting students in a personal vehicle must have current liability insurance on file and maintain appropriate documentation.
5. A signed parental authorization form must be obtained prior to a student's participation in any off-campus activity.
6. In the event of a serious incident occurring during an outing, staff shall follow the same emergency procedures that apply on campus. Emergency services, JJAEP Campus Administrator, JJAEP Administrator, and TJJD shall be notified. A TJJD Incident Report must be submitted within 24 hours for any serious incidents or ANE allegations.

SCHOOL BUS TRANSPORTATION

The transportation of students attending the JJAEP is the sole responsibility of the student's sending school district. Neither the JJAEP, nor the Educational Fiscal Agent is responsible for arranging or providing transportation, including for students with disabilities who require transportation as a related service under federal or state law. Prior to placing an expelled student at the JJAEP, the Participating District shall access the student's access to transportation and must establish a documented transportation plan. If transportation challenges arise after placement, an emergency meeting with all involved parties, including the student's parents or guardians, shall be held. Should transportation become an ongoing barrier to regular attendance, the student may be exited from the JJAEP and return to the sending school district.

The Sending District's transportation plan must align with the YISD board-approved calendar, including all designated professional development days, early release days, holiday closures, inclement weather, intersession, Spring Break, and the beginning and end of the instructional year. Any conflicts between calendars must be addressed and resolved by the sending district through appropriate modifications to their transportation plans.

When transportation is provided by the Participating District, parents or another designated responsible adult is encouraged, whenever possible, to supervise their child at the bus stop, particularly during pick-up and drop-off times. However, it is recognized that many parents may have work or other obligations that prevent them from being physically present. In situations where, Participating District does not provide transportation, it becomes the responsibility of the parent or guardian to arrange reliable transportation to and from the JJAEP. Regardless of the method of transportation, students are expected to arrive at school on time each day. JJAEP personnel who are

authorized to transport JJAEP students in personal or district vehicles must possess a valid driver's license and maintain current proof of adequate auto liability insurance.

PROCEDURE

1. Before placing an expelled student at the JJAEP, the Participating District shall assess the student's access to transportation and develop a transportation plan to ensure consistent attendance.
2. If transportation challenges arise after placement, an emergency meeting with all involved parties, including the student's parent or guardian shall be held to identify a resolution.
3. Should transportation continue to be a barrier to consistent attendance despite efforts to address the issue, the student may be exited from the JJAEP and returned to the sending school district.
4. Participating Districts must align their transportation plans with the YISD board-approved calendar, including professional development days, early release days, holiday closures, inclement weather, intersession, Spring Break, and the beginning and end of the instructional year
5. Any serious incidents or negative behaviors involving a JJAEP student during transportation must be reported to the JJAEP Campus Administrator and the JJAEP Administrator.
6. Bus drivers shall follow their own district's policies and procedures for student transportation, vehicle safety, and maintenance.
7. Student misconduct on a school bus that poses a risk to others must be documented in an incident report. The report shall be submitted to the JJAEP Campus Administrator and forwarded to the JJAEP Administrator. Appropriate administrative or legal action may be taken based on the severity of the behavior.
8. A copy of all incident report will be forwarded to the JJAEP Administrator and maintained in the student's JJAEP/JPD case.
9. Emergencies occurring while transporting students must be handled appropriately and in accordance with established protocols, including notification of emergency responders (police, EMS) school administrators, parents/guardians, TJJD (if applicable), and the JJAEP Administrator.

EMERGENCY SITUATIONS

The El Paso County JJAEP shall maintain written policies and procedures regarding emergency situations, including protocols for evacuation, staff responsibilities, and emergency service notifications. Emergency procedures shall include, but are not limited to:

- **A.** Fire
- **B.** Bomb Threats
- **C.** Hazardous Weather Conditions;
- **D.** Active Shooter Event
- **E.** Riots
- **F.** Medical Emergencies

PROCEDURE

A. FIRE

1. The JJAEP shall implement fire prevention practices that prioritize the safety of staff, students, and visitors.
2. The El Paso Fire Department will respond to all fire-related emergencies.
3. The El Paso Fire Department shall inspect the JJAEP Campus fire safety plan annually, ensuring the proper placement of fire extinguishers, first-aid kits, and emergency exits.
    a. Fire extinguishers will be inspected, tagged, and certified annually by an independent and authorized agent.
    b. Any extinguishers used must be recharged and returned to full readiness as soon as possible.
4. The JJAEP Campus Administrator shall ensure that all staff receive training in the use of fire safety equipment and emergency procedures

Combustible Refuse:
All combustible refuse (e.g., rags used with flammable liquids) shall be disposed of immediately in exterior metal dumpsters. At no times will combustible materials such as this be kept or stored within the JJAEP campus facilities.

Fire Drill Procedures:
Fire drills must be conducted at least twice (2) per year, though individual school districts may require more frequent drills.

1. The JJAEP School Administrator or designee shall schedule and supervise the drills. Prior notification to students is discouraged to maintain realistic response times.
2. The alarm system will be activated by designated security personnel.
3. Students and staff will evacuate to the designated safe zone (staff parking lot).
4. A headcount will confirm all students are accounted for.
5. Once all staff and students are accounted for, and the "all clear" on the drill is issued, all persons shall return to the regularly assigned areas.
6. Fire drills will be timed, documented, and reviewed for effectiveness.
7. The JJAEP Campus Administrator or designee shall make entries of all fire drills conducted into a reporting form/log.
8. Records of all drills will be maintained and provided to the JJAEP Administrator.

Evacuation Plan:
JJAEP shall maintain and post emergency evacuation maps throughout the facility. The JJAEP Campus Administrator shall:

1. Ensure staff are trained on primary and secondary evacuation routes.
2. Maintain documentation logs of drills.
3. Review and update emergency plans accordingly.

Fire Prevention Practices:
Staff must regularly check for fire hazards, including:

1. Proper storage of combustible material.
2. Improper electrical wiring or overloaded outlets.
3. Expired extinguishers.
4. Cluttered storage or improper waste handling.
5. Use of fire-retardant furnishings where feasible.

Fire Response Procedures
Any staff member who first detects smoke or signs of a fire shall:

1. Attempt to extinguish the fire only if is small and controllable. However, the primary function of fire extinguishers is to assist evacuation, not to engage large or spreading fires.
2. Immediately notify the JJAEP Campus Administrator of the incident and request servicing and replacement of the used extinguisher.
3. Use the fire extinguisher following the **"PASS"** method:
   P - Pull the pin.
   A - Aim at the base of the fire.
   S - Squeeze the handle.
   S - Sweep from side to side.

Fire Plan Review
The JJAEP Campus Administrator shall review the fire and emergency plan with JJAEP staff annually and update the plan as necessary to remain in compliance with safety codes and best practices.

Fire Investigations
All reported fires, regardless of severity, must be investigated by the JJAEP Campus Administrator or by a qualified person designated to determine cause and appropriate follow-up actions.

Emergency Services and Firefighting Support
In the event of a fire emergency, 911 must be called immediately. The staff member making the call shall provide clear, complete information regarding the nature and location of the emergency.

Emergency Lighting
The JJAEP Campus shall maintain functional emergency lighting to ensure adequate illumination to exit areas during a power outage or emergency situation.

Fire Hydrants
Fire hydrants located on or near the JJAEP campus shall be:
1. Properly maintained in accordance with city codes.
2. Clearly identified for emergency use.
3. Included in staff and student orientation on safety equipment.

Fire/Smoke Detection System:
The JJAEP Campus shall be equipped with a comprehensive fire/smoke detection system, including:
1. Emergency pull stations.
2. Smoke detectors.
3. Fire extinguishers.
4. Audio/visual alarm indicators.

Emergency Pull Stations
Emergency pull stations may be utilized by staff when smoke or fire is detected prior to automatic system activation, or when immediate evacuation is warranted.
1. To activate: pull down on the handle to initiate the alarm.
2. Pull stations shall be tested annually for proper function.
3. Immediately report situation to the JJAEP Campus Administrator.

Trash Receptacles
To minimize fire hazards, all trash receptacles on campus must be:
1. Fireproof.
2. Readily accessible.
3. Emptied and cleaned daily.
4. In proper working conditions

Emergency Plans and Evacuation Maps
A copy of the facility's emergency floor plan and evacuation routes shall be posted in clearly visible locations throughout the JJAEP campus. Staff are expected to be familiar with evacuation procedures as part of regular training and orientation.

First Aid Equipment
JJAEP staff shall have access to emergency First Aid kits located throughout the facility. All JJAEP employees shall also receive periodic First Aid training as part of their ongoing professional development and compliance with JJAEP standards.

B. BOMB THREAT

Written Threats:

1. Preserve all written materials, including any envelopes, notes, or container.
2. Minimize handling to avoid disturbing possible fingerprints or evidence.
3. Immediately contact local law enforcement to assess the threat and intervene as needed.
4. After police are notified, contact the JJAEP School Administrator or designee and provide a full status update. All materials must be turned over to police upon their arrival at the scene.
5. Follow the district's policies and procedures in handling such threats.

Telephone Bomb Threat:

1. The staff member receiving a bomb threat call should refer to the Bomb Threat Checklist and attempt to gather the following details:
    a. Exact wording of the caller.
    b. Time the call began and ended.
    c. Description of the caller's voice.
    d. Key questions to ask, such as:
        - Where is the bomb located?
        - When will it go off?
        - What does it look like?
        - What kind of bomb it is?
        - What will make it explode?
        - Did you place the bomb?
        - Why?
        - What is your name?
2. Remain calm and courteous. DO NOT hang up, keep the caller on the line for as long as possible.
3. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify law enforcement.
4. If the phone has a display, copy the number on the display.
5. Report the call to the JJAEP Campus Administrator immediately when call is terminated.
6. Initiate evacuation by moving students and staff to a designated safe distance from the building.
7. Law Enforcement or proper emergency response authorities upon deciding that a search is warranted will conduct search of the premises.
8. If the facility is evacuated, only emergency personnel shall remain on-site. Reentry may occur only with approval from law enforcement or the Fire Marshal. The School Administrator and designated staff will coordinate the evacuation and reentry process.
9. Student's parents/guardians shall be contacted and advised on the status and condition of their child within four (4) hours of the "all clear" given by law enforcement via telephone.

C. HAZARDOUS CONDITIONS

In the event of a **SEVERE STORM ALERT:** Students, staff, and visitors shall be relocated to a designated interior safety zone, such as hallway or shelter areas. In case of a power outage, emergency lighting and backup systems will automatically through the facility's emergency power generator, ensuring continued operation of critical systems and safe evacuation if needed.

D. ACTIVE SHOOTER EVENTS

The JJAEP Campus shall maintain a clearly defined, accessible policy for responding to active shooter incidents. These procedures must be readily available to staff and regularly reviewed.

1. Drill shall be conducted in accordance with district policy, state law, and TEA requirements to ensure that students and staff are prepared to respond effectively.
2. At El Paso County JJAEP, active shooter response drills are referred to as lockdown drills and follow established campus procedures for securing students and staff in place.
3. Typically, a minimum of one (1) armed law enforcement officer is on duty at the JJAEP Campus during regular hours to support safety and emergency response.

E. RIOTS

1. In the event of a riot, fight, or hostage situation, on-campus police officers shall be notified immediately. The El Paso Police Department will assume command of the situation and will instruct JJAEP Campus Administrators of necessary actions.
2. Students not involved in the incident will be moved to a safe place where they can be supervised and accounted for.
3. Once the disturbance is under control a headcount of students will be made to assure that the facility is secure, that no one has escaped, or may be hiding.
4. Police will detain students participating in the event for further investigation.
5. Appropriate action, including detention or release, will be determined by law enforcement based on the outcome of the investigation
6. JJAEP Campus Administrators shall immediately report the incident to the JJAEP Administrator and submit a written incident report.
7. A copy of the incident report will be placed in the student's case.

F. MEDICAL EMERGENCIES

To ensure the safety and well-being of all JJAEP students, any medical emergencies involving illness or injury must be addressed immediately. The JJAEP Nurse or designated staff member shall contact 911 without delay in the event of a serious medical incident.

DEFINITION:

Emergency Care: An emergency refers to any serious illness, injury, or situation, which may require surgery and may or may not be life threatening. The following guidelines will be followed in an emergency health related situation that may present itself as a life-threatening situation:

1. The first staff member on the scene shall begin administering first aid. A second staff member shall contact 911, notify the JJAEP Campus Administrators, alert campus police, and call the student's parents/guardians.
2. If the incident is life-threatening, the student shall be transported by EMS to the nearest hospital, accompanied by the student's signed Consent for Medical Treatment
3. Once the student has been stabilized or transported, a designated JJAEP staff member shall:
    a. Notify relevant personnel on the and await further instructions from the JJAEP Campus Administrators.
    b. Ensure either the parent/guardian or a staff member is present at the hospital to support the student. If a parent/guardian is unavailable, the student may be returned to school or home after receiving medical clearance.
    c. Seek immediate medical assistance if administrators are not immediately available, do not delay necessary care.
    d. In non-life-threatening situations, a staff member or nurse will contact the parent to pick up the student.
4. All medical emergencies shall be documented. A TJJD Incident Report will be submitted when any medical treatment has been provided. If it is a serious incident, it shall be reported via a telephonic call within one (1) hour to police and within four (4) hours to TJJD. The ANE Incident Report must be submitted within twenty-four (24) hours of the incident.

(e) Cardio-Pulmonary Resuscitation(CPR) and First Aid. Each JJAEP must have at least two staff members certified in CPR and first aid on duty and in close proximity to the students at all times when students are present at the JJAEP campus. Proof of current certification must be maintained in personnel or training files. Documentation must reflect the day certification expires.

POLICY

In accordance with TJJD standards and the JJAEP Interlocal Agreement, a minimum of two (2) staff members who are certified in Cardio-Pulmonary Resuscitation (CPR) and First Aid must be on-site and in close proximity to students at all times during operational hours. While the use of substitute teachers is common, they are not considered regular status employees and therefore are not required to hold CPR/First Aid certification. The JJAEP Campus Administrators shall coordinate with the JJAEP Administrator to ensure that at least two (2) regular staff members who are working on-site and included in the daily student-to-staff ratio are properly certified.

PROCEDURE

1. The JJAEP Campus must have a minimum of two (2) CPR and First Aid-certified regular staff on duty during all instructional hours. As designated by JJAEP Campus Administrators, newly hired regular status employees must acquire their certifications (CPR/ First Aid and CPI) within 60 days of employment.
2. Certification documentation for all regular status employees will be submitted at least yearly as part of the **STAFFING AND CERTIFICATION LOG** (**APPENDIX F**).
3. Certification logs will not contain names of short- or long-term substitutes. Valid certification cards, including expiration dates, must be submitted and kept on file with the JJAEP Administrator.
4. **Nurses** must maintain valid CPR/First Aid, and CPI certifications and must be identified in staffing plans as individuals who do not lapse in their required credential.
5. Communities Activities Officers (CAO) must be certified in Crisis Prevention Intervention and CPR/First Aid in order to be certified as a CAO and meet recertification requirements every two years thereafter as per TJJD standards. However, JJAEP staff are not required to obtain the CAO certification.

(f) Emergency Exit Drills. The JJAEP must conduct at least two emergency exit drills during the school year unless local fire codes or ordinances require these drills more frequently. At least one drill must be conducted during the first half of the school year (August–December) and at least one drill must be conducted during the second half of the school year (January–June). (1) Written documentation (e.g., fire drill log) of the emergency exit drills must be maintained. Documentation must include the date, time, and staff involved in the emergency drill. (2) The JJAEP must post emergency exit routes in all classrooms and common areas. **(g) JJAEP Closure.** The JJAEP must have written policies and procedures addressing the cancellation of classes due to an emergency situation. The policies and procedures must: (1) address the cancellation of classes due to inclement weather and/or emergency situations; (2) identify the individual responsible for making the decision to cancel classes; and (3) specify the method(s) by which the closure is to be communicated to the students and their parents, guardians, or custodians.

POLICY

Fire drills are required for safety exercises designed to ensure that students and staff are prepared to evacuate the building in case of fire or other emergencies. The JJAEP Campus shall conduct a minimum of two(2) fire drills per academic year. One (1) during the first semester (August-December) and one (1) during the second semester (January-May). The JJAEP shall also maintain written procedures for emergency closures, including inclement weather and other emergency-related disruptions.

PROCEDURES:

1. See also the Evacuation Plan for detailed fire drill steps.
2. The JJAEP fire prevention regulations and practices shall ensure the safety of staff, students, and visitors at all times.

3. The JJAEP Campus Administrators shall ensure that all staff is trained and knowledgeable in the use of all fire safety equipment and are familiar with written emergency plans and procedures.
4. A log shall be maintained documenting all fire, active shooter, and lockdown drills, including the date, time , outcome, and staff participation.

JJAEP CLOSURE POLICY AND EMERGENCY SITUATIONS

In the event of school closure due to emergency situations (e.g., inclement weather, health or safety threats), the following protocols apply:

1. Parents/Guardians, staff, and students shall be advised to monitor local media for closure announcements. The JJAEP Campus may also issue recorded phone messages to give further instructions or information on the closures, delays, or cancellations of classes.
2. In the event of hazardous weather during the school day, staff and students will be moved to a designated safe area. If power is lost, an automated emergency generator will provide critical lighting and system backup.
3. In an emergency situation occurs while school is in session, the campus will be secured and placed on lockdown. No entry or exit will be permitted until cleared by law enforcement or emergency responders.
4. The JJAEP may also be closed due to non-weather-related safety or health issues, as directed by the school district or public health authorities.
5. The JJAEP will make every effort to notify parents, guardians, or custodians about emergency closures and provide instructions as needed.
6. During the JJAEP Intake, parents/guardians must be advised to keep their contact information updated to ensure timely communication during emergency situations.

(h) Supervision Upon Removal From a Classroom. (1) The JJAEP must have written policies and procedures that ensure students removed from the classroom for disciplinary reasons and placed in isolation, administrative segregation, time-out, in-school suspension, or any other location are under continuous visual supervision by a JJAEP staff member. (2) Policies and procedures must prohibit: (A) use of a locked room for disciplinary removals; and (B) the use of electronic monitoring equipment as a substitute for continuous visual supervision. **(i) Searches.** (1) All students entering the JJAEP must be subjected to a pat-down search or a metal detector screening on a daily basis. (2) Searches must be conducted in accordance with written policies and procedures. The policies must: (A) address: (i) when a search is appropriate and/or required; (ii) who is authorized to conduct the search; (iii) what types of searches are permissible; (iv) how pat-down searches will be conducted, if applicable; and (v) what to do when contraband is found; (B) if pat-down searches are used, require that the staff member conducting a pat-down search is the same gender as the student unless an exception is approved and documented by the JJAEP administrator; and (C) prohibit strip searches and anal and genital body cavity searches.

POLICY

It is the policy of the El Paso County JJAEP that students receive continuous, adequate supervision at all times while on campus, on school grounds, at school-sponsored events, or during disciplinary removals (e.g., administrative segregation, time-out, or in-school suspension). Supervision shall be provided by designated staff including teachers, aides, security personnel, and caseworker. The use of locked rooms for disciplinary removals and electronic monitoring devices as a substitute for direct staff supervision is strictly prohibited. Any student removed from the classroom for disciplinary reasons must remain under uninterrupted visual supervision. JJAEP students shall never be left unsupervised inside or outside the facility.

GENERAL SUPERVISON AND MOVEMENT

JJAEP staff should always know the whereabouts of students, including off-site activities, meals, and daily routines. Staff may not leave their area of responsibility without notifying another staff member. and public safety, students will never be left unattended in any area inside or outside the facility. When a student leaves the JJAEP facility for any reason this action should be communicated to all appropriate staff. JJAEP staff should make periodic head counts to ensure the earliest possible detection of an absent student. While moving students from one area of the facility to another, staff should walk behind the group to avoid a student leaving the group. A headcount should be conducted when the group arrives at its destination.

GROUP MOVEMENT OFF CAMPUS:

1. JJAEP staff will explain behavioral expectations to students before going outside the facility on activities, field trips, or school sponsored events. General expectations of students outside the facility shall include, but not be limited to:
    a. Participation in all activities.
    b. Sit in assigned areas.
    c. Remain with the group at all times.
    d. Act and behave accordingly.
2. No less than two (2) JJAEP staff must monitor any outdoor activities with JJAEP students unless otherwise approved by the School Administrator or designee under special circumstances.
3. In the event that a student must be returned to the facility due to behavioral problems or other circumstance, one or more staff members leaving the group shall not compromise staff-to-student ratio. Either the whole group shall be returned, or the School Administrator or designee shall be contacted. Staff should use another staff member, or an administrative staff member to return the student to the facility.

STUDENT ARRIVAL AND DISMISSAL PROTOCOL:

Students arriving on campus by parent drop-off or district transportation will be supervised from the moment they arrive. Upon arrival, all students will be escorted to a designated search area. Students are searched both to ensure compliance with the JJAEP uniform policy and to prevent the introduction of contraband into the facility.

After searches, students may be directed to a designated waiting area. In some locations, students may wait near the cafeteria or in a classroom prior to breakfast. Depending on the site, students may either eat in a designated classroom or in the cafeteria at a time when DAEP students are not present.

At dismissal, students will be escorted to their morning arrival area to await parent pickup or transportation. Staff or law enforcement personnel will be present to supervise loading and departure. At no time are students to be left unsupervised.

STUDENT SUPERVISION RESPONSIBILITIES

At no time shall one or more students be placed in charge of supervising other students.

USE OF HANDHELD RADIOS BY STAFF:

1. It is the policy of the El Paso County JJAEP that staff responsible for supervising students in the JJAEP shall use handheld radios to ensure student safety, prompt staff response, and general order within the facility.
2. The El Paso County JJAEP utilize handheld security radios made available to all most staff responsible for supervision of JJAEP students.
3. Each supervisory staff shall be strictly responsible for maintaining control over their radio throughout the shift and at no time shall set down or leave the radio unaccompanied anywhere within or outside the facility.
4. Staff shall utilize the radios only for the express purpose of communicating pertinent information from one staff to another necessary to maintain general order, accountability, and control of the students within and outside the facility.
5. Staff shall be responsible for returning the radios to their designated area.
6. Any violation of this policy may result in disciplinary action against the staff member responsible as deemed appropriate by the Campus Administrator.

SEARCHES

It is the policy of the El Paso County JJAEP that all students shall be subjected to daily pat down/clothed searches by trained, authorized personnel for safety and security purposes. Searches shall only be conducted using approved

methods and must never be used as punishment. Strip searches and anal or genital body cavity searches are strictly prohibited.

SEARCH MODIFICATIONS
Search procedures may be adjusted in response to emergencies such as pandemics or natural disasters but must be reported to and approved by the JJAEP Administrator.

DEFINITIONS
Contraband: Property, merchandise, or personal belongings prohibited by facility policy or law in order to maintain proper care, control, and safety of all personnel and students within the facility and general program operations of the JJAEP Campus.

Metal Detector Wand: A metal detector wand may be utilized to detect any metal type weapon/object carried within or taped to the body. The wand will scan the entire body to include limbs and torso.

PURPOSES OF SEARCHES:
To prevent the introduction of weapons or other dangerous contraband, ensure compliance with the JJAEP dress code, and maintain student accountability and facility security.

SEARCH GUIDELINES
1. Be professional. Never use a search as a form of punishment or as a means of harassment. Always exhibit a professional demeanor while conducting a clothed search. This reduces hostility and opposition to the search and diminishes the threat of physical confrontation.
2. Stay focused. Complete the entire procedure and continue searching when you find something. Do not become distracted or discontinue your search. This may be a decoy to deter you from other contraband the student may be holding.
3. Be orderly and systematic in your approach. Security personnel/staff must conduct clothed searches in the same manner each time; always following policy and procedure. This requires discipline, concentration, and consistency each and every time.
4. Ensure all staff and following the same steps (There should be no difference between the procedure you use and another officer's procedure). Students recognize inconsistency and incompleteness immediately and your inability to follow procedure puts the security of the school at risk.
5. Use the squeeze method of search. Do not just pat the area being searched, but gently and firmly squeeze the clothing between your fingers and palms.
6. Start your search from top to bottom and back to front. If you remember this, you will remember the rest of the steps in the clothed search procedure.

PROCEDURE-CLOTHED/PATDOWN SEARCHES
All JJAEP staff participating in the mandatory pat down/clothed searches will be trained by the JJAEP Administrator or designated trainer. Pat downs/clothed searches will always be conducted in an area the line of sight of another staff member. **Searches will be conducted for safety and security reasons only.** At all times, efforts will be made to keep the student's dignity intact. Professional actions, language, and behaviors by staff towards the students during searches will be adhered to at all times. When clothed searches are being conducted there must always be a witnessing staff member present.

A. When searches are appropriate:
1. When a student arrives to school in the mornings;
2. Upon a student's return from an appointment outside the facility;
3. In the event that property or equipment cannot be located; and
4. In the event that there is reasonable suspicion or information has been received that a student may be in possession of a weapon or have contraband in their possession or on their person.

B. <u>Components of a pat down search</u>:

1. Searches must be systematic and orderly.
2. Searches must be conducted with care and attention.
3. The search must be conducted in an area providing distance away from other students to prevent distractions or the transference of contraband from one student to another.
4. Searches are conducted for security, never as discipline.
5. Staff members of the same gender will search students, no exceptions. Cross-gender pat searches are not permitted as per PREA 115.315 (f).
6. The searching staff must use verbal commands to instruct the student in his or her body movement. Searching staff should never use force or unnecessary physical contact to facilitate movement during a pat down search.
7. Oral cavity searches shall be conducted to prevent concealment of contraband (only ears, nostrils, and mouth).

C. <u>Procedures for conducting an individual pat down search</u>:

1. Metal detector will be used to scan the body. Outline the body with the wand and front and back of body. The metal detector technique will be performed by the same sex gender.
2. Always wear gloves when conducting pat down searches.
3. Advise the student on what is about to occur. Ask the student if he/she has any contraband. If the student admits being in possession of contraband, they should be instructed to remove it from their possession and turn it over to the searching staff.
4. Instruct student to pull out shirt and empty all pockets. NEVER reach inside a student's pockets. Instruct the student to turn their pockets inside out and place all contents in a pile on the floor in front of them. The items should include belt (if applicable), shoes, socks, and money if applicable.
5. Seasonal months may require students to wear layered clothing. Student will remove the layered clothing and instruct them to pile the clothing in front of them for inspection. Items may include jackets, sweaters, and gloves.
6. Clothing must be inspected by searching staff after the conclusion of the search Inspect all outer garments carefully. Place them out of reach of the student, but within your sight. (Insoles, soles, and tongue of tennis shoes should be checked carefully). Shoes will be stomped together and inspect them for concealed contraband; check between insoles, rubber of soles, and between insoles.
7. Visually inspect the student's hair without touching it. Check head area for any concealed items. When applicable, have student run fingers through hair. Female students must remove any pins or bands in the hair. Never pull or tug the hair of a student.
8. Check the student's nostrils.
9. Visually inspect the ears by instructing the student to pull their ears forward so you can clearly see behind each ear and visually inspect the inside of each ear.
10. Visually inspect the mouth. Instruct the student to open his mouth, stick out their tongue and rotate their tongue and move it side to side, up and down. Instruct the student to pull his/her lower and upper lip away and down from his mouth.
11. Instruct the student to face the wall with palms on the wall to secure the body in a steady and balanced position.
12. During all pat down/clothed searches, the searching staff must give verbal commands for the students to follow and not physically touch the student beyond what is necessary to facilitate the actual search. Specifically, searching staff are not to give physical prompts for movement, examples are, but not limited to, slapping the thighs to instruct the student to raise a leg, tapping head to instruct student to move head forward or backward. All searches should be open handed, not closed fist or tight squeezed.
13. The searching staff shall be positioned behind the student with his right foot between the student's feet while searching the right side of the body.
14. Starting on the right side, inspect the clothing carefully with fingers spread. Pat down the shoulder the arm and check the arm pit carefully. Inspect the seams of the clothing carefully. Pat down the hollow of the shoulders and the small of the back. Then move down the sides of the upper torso to the belt line. Check the waist band from outside.
15. Move up the sides and back down across the front of the chest. Make sure you check the center of the chest.
16. Starting at the back of the waistline, move to the front and back again coming across the abdomen moving down the buttocks and around the front covering the lower abdominal area and zipper.

17. Examine the waistband closely feeling all along the outside of the waistband as this is an area where things can be hidden easily.
18. From the back of the waistline, proceed down the back and sides of the legs to the feet. Check the trouser cuffs, bottom of the feet.
19. Proceed back up the inside of the leg, and up to the mid-thigh.
20. Examine the other leg in the same manner.
21. When searching a female student instruct her to pull the center of her bra away from the skin in order to loosen any concealed items. Run your fingers in a crisscross motion to inspect the seams of the bra at the front and rear of the student. Pull the straps of the bra away from the body and run your finger under the bra straps. This step should be done in a private area.

Be thorough! Carefully inspect all seams, lapels, linings, hems, cuffs, collars, and zippers and use the squeeze method.

CONTRABAND

If contraband in the form of (weapons/drugs) are found, radio in for a police officer to take possession of the contraband. If no police officer is available, contraband must be bagged and labeled with student's name, date, time, and a thorough description of the item confiscated. The item should be locked in a secure place where no one can handle the item but you (chain of evidence) until it can be turned over to law enforcement. JJAEP students are not allowed to bring anything with them when they come to school. Students may bring in needed documents that should be turned over to the appropriate staff. The following items are considered contraband and not allowed in the facility:

1. Drugs, alcohol, or controlled substances.
2. Jewelry of any kind (males/females).
3. Any weapons or items that can be used as a weapon, including ammunition.
4. All tobacco products, including electronic cigarettes (vapes).
5. Lighters, matches or other incendiary devices.
6. Knives, box cutters or razors, to include pocketknives, keychain knives, letter openers and scissors not classified as "safety scissors".
7. Sprays of any kind or other chemical agents.
8. Glass containers or glass objects.
9. Food and drinks unless authorized by the JJAEP Campus Administrator or designee. Student may be under a specified diet.
10. Cell phones and electronics (except for volunteers, support, contract staff and employees).
11. Students requiring prescription medication while at school, must turn in those medications to the JJAEP nurse. Nurse may know or not know about the medication and its specific doses and will take the necessary action to contact parent regarding other information on the medication.

STRIP SEARCHES TECHNIQUES ARE PROHIBITED

Under no circumstances shall staff conduct strip searches. If there is reasonable suspicion that a student is concealing contraband beneath clothing, law enforcement shall be contacted immediately. If unavailable, the JJAEP Campus Administrator or designee shall be notified.

(j) Disciplinary Reports. (1) Written policies and procedures must require JJAEP staff to prepare a written disciplinary report for each incident occurring in the JJAEP that constitutes a major violation of the student code of conduct or of JJAEP rules. The policies must require that the written disciplinary report include: (A) details of the incident; (B) violation(s) that occurred; (C) action(s) taken by the staff member(s); (D) date and time of the incident; and (E) discipline imposed, if any. (2) The disciplinary report must be sent to the JJAEP Administrator no later than the next school day. Documentation that shows the date and time the disciplinary report was sent to the JJAEP Administrator must be maintained.

509

POLICY

Disciplinary reports must be submitted by the El Paso County JJAEP for any major violations of the Student Code of Conduct (SCC) or facility rules. Minor infractions may also warrant a disciplinary referral at the discretion of campus staff. All disciplinary referrals, whether for major or minor infractions must be submitted to the JJAEP Administrator and assigned Juvenile Probation Officer no later than the next school day. Disciplinary referrals resulting in out-of-school (OSS) or in-school suspensions (ISS) may also be considered violations of a Judgment of Probation Order. Because youth under JPD jurisdiction are entitled to due process, it is imperative that JJAEP staff provide thorough and accurate documentation.

PROCEDURE

1. Any violation resulting in a disciplinary referral must be documented, and the student's parent/guardian notified as soon as possible, but no later than twenty-four (24) hours after the incident. All referrals must be forwarded to the JJAEP Administrator.
2. If violation is also a serious incident as defined under TJJD guidelines (Youth sexual conduct, youth-on-youth physical assault, attempted suicide or reportable injury-restrain related or not restraint related) emergency units will be notified immediately but no later than one (1) hour. TJJD should be called within four (4) hours followed by an Incident Report within twenty-four (24) hours via e-mail or phone call.
3. The JJAEP Administrator and the assigned Juvenile Probation Officer should receive an incident disciplinary report no later than the next school day. JJAEP numbers are located on Incident Report forms. (Form can be found in the electronic storage device provided to the employee at the beginning of the school year and during JJAEP New Orientation training.)
4. Reports must include:
   a. Full details of incident
   b. Full name of student and date of birth.
   c. Type of violation
   d. Full name and title of referring staff
   e. Actions taken by staff and administration
   f. Time, date, and location of incident
   g. Names of witnesses (staff/students)
   h. Outcome of the incident
5. The JJAEP Administrator will provide a copy of the incident to the assigned Juvenile Probation Officer, if not already submitted, for consideration of court-related action if necessary.
6. Incident will be discussed with the JJAEP School Administrators to assure that all information was gathered and to see if any improvement or intervention can be made to facilitate handling the matter.
7. Parent will be contacted to discuss the student's behavior no later than twenty-four (24) hours after incident.
8. All disciplinary reports are subject to review by TJJD during monitoring visits.

MAJOR DISCIPLINARY OFFENSES

1. Possession of contraband (Weapons).
2. Possession of or being under the influence of drugs.
3. A threat that is perceived as imminent toward any student, teacher, or staff member.
4. Destruction of property (may require incident report to TJJD).
5. Sexual Misconduct (requires incident report to TJJD).
6. Assault (requires incident report to TJJD if against another student).
7. Sexual assault (requires incident report to TJJD).
8. Any incident involving a restraint (requires incident report to TJJD).
9. Any incident involving abuse, sexual abuse, neglect, or exploitation (requires incident report to TJJD).

10. Any incident that causes substantial disruption during school day, whether on or off school campus, this includes any cyber bullying that may have occurred off campus but is manifesting on campus (may require incident report to TJJD).
11. Any incident that may warrant an arrest or meets elements of a Class B misdemeanor or above may require incident report to TJJD).

NOTE: ANY SERIOUS INCIDENT INVOLVING RESTRAINT AND REQUIRING MEDICAL ATTENTION IS CONSIDERED A REPORTABLE CASE OF ABUSE, NEGLECT, OR EXPLOITATION UNDER TEXAS ADMINISTRATIVE CODE, CHAPTER 350 AND 358. IT MUST BE REPORTED TO TJJD WITHIN FOUR (4) HOURS.

MINOR DISCIPLINARY OFFENSES

1. Refusal to follow administrators/staff directives.
2. Verbal disrespect.
3. Derogatory or offensive language.
4. Antagonizing others.
5. Walking off campus.
6. Dress code violations.
7. Tardies or unexcused absences.

WEAPONS POLICY

The El Paso County JJAEP staff and Juvenile Probation Officers are prohibited from possessing weapons or chemical agents while on JJAEP property. Visitors are also prohibited from carrying firearms or other prohibited items. Active-duty law enforcement officers operating within their legal authority may carry weapons or chemical agents on campus. Pursuant to Texas Penal Code, Chapter 46.03(a)(1), a person may not enter El Paso County JJAEP Campus with a firearm, location-restricted knife, club, or prohibited weapons listed in section 46.05(a) of the Texas Penal Code.

NOTICE: A SIGN NOTIFYING THE PUBLIC OF THE WEAPON POLICY SHALL BE POSTED IN CLEAR VIEW AT THE FACILITY ENTRANCES.

§348.218 RESTRAINT REQUIREMENTS

RESTRAINT REQUIREMENTS. (a) The JJAEP must adhere to the restraint requirements set forth in Chapter 341, Subchapter G, of this title, except as noted in subsection (b) of this section. (b) Personal restraints may be used by any JJAEP staff member trained in the approved personal restraint technique in accordance with training requirements set forth in Chapter 341, Subchapter G, of this title.

POLICY

It is the policy of the El Paso County JJAEP that all JJAEP staff members adhere to the restraint requirements set forth in Texas Administrative Code, Chapter 341, Subchapter G. Further, personal restraints may only be conducted by staff who are trained and certified in the approved personal restraint technique, in accordance with Texas Administrative Code and applicable YISD policies.

DEFINITIONS

The listed definitions and other relevant definitions to this policy shall be used to provide consistency for all staff members or involved others that may participate in a restraint.

(1) Approved Personal Restraint Technique--A professionally trained curriculum-based and competency-based restraint technique that uses a person's physical exertion to completely or partially constrain another person's body movement without the use of mechanical restraints. The approved personal restraint technique shall be approved for use by TJJD and adopted by the Juvenile Board.

(2) Approved Mechanical Restraint Devices--A professionally manufactured, and commercially available mechanical device designed to aid in the restriction of a person's bodily movement. The approved mechanical restraint devices shall be approved by TJJD. The following are TJJD approved mechanical restraint devices:

(A) Ankle Cuffs--Metal, cloth or leather band designed to be fastened around the ankle to restrain free movement of the legs;

(B) Anklets--Cloth or leather band designed to be fastened around the ankle or leg;

(C) Handcuffs--Metal devices designed to be fastened around the wrist to restrain free movement of the hands and arms;

(D) Plastic Cuffs--Plastic devices designed to be fastened around the wrist or legs to restrain free movement of hands, arms, or legs;

(E) Waist Belt--A cloth, leather, or metal band designed to be fastened around the waist used to secure the arms to the sides or front of the body;

(F) Wristlets--A cloth or leather band designed to be fastened around the wrist or arm which may be secured to a waist belt.

(3) Mechanical Restraint--The application of an approved mechanical restraint device which restricts or aids in the restriction of the movement of the whole or a portion of an individual's body to control physical activity.

(4) Personal Restraint--The application of physical force alone, restricting the free movement of the whole or a portion of an individual's body to control physical activity.

(5) Physical Escort--Touching or holding a student with a minimum use of force for the purpose of directing the student's movement from one place to another. A physical escort is not considered a personal restraint.

(6) Protective Devices--Professionally manufactured devices used for the protection of students or staff that do not restrict the movement of a student. Protective devices are not considered mechanical restraint devices.

(7) Restraint--Application of an approved personal restraint technique, an approved mechanical restraint device, or chemical restraint to an individual to restrict the individual's freedom of movement or to modify the individual's behavior.

Other Relevant Definitions to This Policy

(8) Physical Force--Is defined as the use of any body part of staff to physically move or restrict movement of a child, including but not limited to grabbing a student with hands to restrict movement or carry a student, pushing/shoving to physically move a student, wrapping arms around a student to restrict movement or carry them, etc.

(9) Excessive Physical Force--Is defined as physical force used by staff wherein less appropriate restrictive attempts to deal with a situation were ignored or not attempted; and/or force used outside of proper training techniques resulting in an injury to the student.

(10) Crisis Situation--Is defined as a situation where an individual is at imminent risk of serious bodily injury to themselves or others.

MECHANICAL RESTRAINTS

El Paso County JJAEP staff do not utilize mechanical restraints. If mechanical restraints are necessary, it must be carried out by certified law enforcement officers or authorized personnel (e.g., Community Activities Officers or Juvenile Probation Officers).

PROCEDURE

1. Only certified law enforcement officers or authorized personnel may use mechanical restraints.
2. Restraints shall never be used as punishment, discipline, compliance, or intimidation by any law enforcement officers.
3. The use of any force by any law enforcement officer shall be fully documented and recorded by the JJAEP Campus Administrator or staff who witnesses restraint.

4. Any restraint conducted by a law enforcement officer requires a TJJD incident report form as case may also meet elements of a resisting arrest or other appropriate charge.
5. Restraint shall be terminated as soon as the student's behavior indicates that the threat of imminent self-injury or injury to others is absent.
6. Any restraint incident resulting in bodily injury or serious bodily injury to a student, as defined in the Texas Penal Code, shall be reported to the County Juvenile Board or its designee in writing within twenty-four (24) hours of the incident. The TJJD Incident Report will be utilized to report a restraint.

APPROVED PERSONAL RESTRAINT TECHNIQUE

It is the policy of the El Paso County JJAEP that only JJAEP staff trained and deemed competent in the approved personal restraint technique (Crisis Prevention Intervention) shall participate in any physical restraint of JJAEP students. Resource Officers-El Paso Police Department Officers and/or district campus police are also available during school hours to assist in any situation requiring law enforcement presence. YISD utilizes the Crisis Prevention Intervention (CPI) approved curriculum and has designated staff who are primarily responsible for searches and restraints. The JJAEP Campus also has staff certified in CPI such as Special Education personnel, nurses, or campus patrol. To ensure for the safety of both the staff and students, under no circumstances shall staff not trained nor deemed competent in the district's approved physical restraint technique participate in a restraint of a JJAEP student.

PROCEDURE

When physical intervention is used, the philosophy of the CPI model is to provide for the care, welfare, safety, and security of the students in our charge. As such, policies and procedures are developed in relation to the Crisis Prevention Institutes' curriculum of Non-violent Crisis Intervention as the goal is to eliminate the use of physical and mechanical restraints through effective verbal de-escalation techniques, whenever possible. In the case where certified JJAEP staff at the JJAEP campus, must engage in the use of force and a restraint, the following criteria shall be followed:

1. Certified ISD staff in the approved physical restraint technique shall only use the approved physical restraint technique (CPI). As taught and outlined in the YISD and JJAEP Student Code of Conduct (SCC) ISD staff who lapse in CPI certification throughout the year must not engage in a physical restraint of JJAEP youth. It will be the responsibility of the Campus Administrator to ensure that staff does not lapse in their certification and if a lapse occurs, staff are aware as to their limitations regarding restraints.
2. El Paso County Juvenile Probation staff working directly with JJAEP students at the JJAEP Campus shall be certified and maintain their certification in Handle with Care (HWC) technique accordingly.
3. At no time shall an employee of the El Paso County Juvenile Probation Department or JJAEP ISD be involved in or assist in a physical restraint of a student or use any physical force against a student unless the employee has been deemed competent through the certified physical restraint technique.
4. Restraints shall <u>ONLY</u> be used in instances of:
    a. Threat of imminent self-injury.
    b. Injury to others.
    c. Serious property damage.
    d. Restraints shall only be used as a last resort; and
    e. Only the amount of force and type of restraint necessary to control the situation shall be used; and
    f. Restraints shall be implemented in such a way as to protect the health and safety of the student and others; and
    g. Restraints shall be terminated as soon as the student's behavior indicates that the threat of imminent self-injury, injury to others, or serious property damage has subsided.
5. Under no circumstances will physical force of any type be utilized or imposed on a student for the purposes of punishment, intimidation, or discipline; and
6. Students are strictly prohibited from assisting staff in the discipline or physical restraint of other students. Students may assist staff by seeking assistance when or if directed to do so by staff.

7. Texas Education Code 37.0021 requires a written parental notice each time a restraint is used on a student receiving special education. The existing rules mandate a good-faith effort to provide verbal notice on the day the restraint occurs and written notice within one (1) school day.

STAFF RESPONSE AGAINST SUDDEN ASSAULT:

Student-on-Staff Assault: If a staff member is attacked (e.g., choking, punching, tackled), they may use only the force necessary to escape and seek help. Staff must not use force to gain control or subdue the student alone.

Student-on-Student Assault: If a staff member cannot get immediate assistance and a student is in danger, they may intervene only to stop the harm or remove the endangered student. Use of force must cease once the immediate risk has ended. If alone and in imminent danger, staff may use force only to avoid, evade, or escape to get help.

REQUIRED ACTIONS FOLLOWING A RESTRAINT

1. The JJAEP Campus Administrators must be notified of the physical force/restraint used and an incident report shall be completed and submitted to TJJD within 24 hours of documented incident.
2. A copy of the report will be placed in the student's JJAEP case.
3. JJAEP Campus Administrators and JJAEP Administrator shall be informed of all incidents where staff has had to use force against a student.

Note: Allegations made by students against staff shall follow the procedures outlined in the Grievance Process and Student Code of Conduct.

MEDICAL TREATMENT FOLLOWING RESTRAINT:

1. Any staff or student injured during a physical restraint incident shall receive immediate medical attention and treatment using Standard First Aid Procedures.
2. If an emergency or life-threatening situation is apparent, contact EMS for assistance.
3. If serious injuries are suspected or detected, contact the JJAEP Campus Administrator and the JJAEP Administrator. The student or staff person will be transported to the nearest hospital facility by EMS.
4. All medical emergencies will be documented. After the incident has been controlled, all parties will complete and submit all appropriate documentation of the serious incident within 24 hours or by the end of the next working day documenting the nature of the injury.
5. All situations that meet criteria for serious incidents shall be reported to TJJD and law enforcement within required timeframes.

RESTRAINT PROHIBITIONS POLICY

The El Paso County JJAEP strictly prohibits the use of restraint techniques that violate student safety, dignity, or rights. The following restraint methods are expressly prohibited under this policy:

1. Restraints used for punishment, discipline, retaliation, harassment, compliance, or intimidation;
2. Restraints that deprive the student of basic human necessities including restroom privileges, water, food, and clothing;
3. Restraints that are intended to inflict pain;
4. Restraints that place a student in a prone or supine position with sustained or excessive pressure on the back, chest, or torso;
5. Restraints that place a student in a prone or supine position with pressure on the neck or head;
6. Restraints that obstruct the airway or impair the breathing of the student including a procedure that places anything in, on, or over the student's mouth or nose;
7. Restraints that interfere with the student's ability to communicate;
8. Restraints that obstruct the view of the student's face;

9. Any technique that does not require the monitoring of the student's respiration and other signs of physical distress during the restraint; and
10. Percussive or electrical shocking devices.

RESTRAINT DOCUMENTATION

It is the policy of the El Paso County JJAEP that restraints should only be used as a last resort, only when all other behavior management techniques have been exhausted or when a student presents an immediate danger to themselves or others. All restraint incidents must be fully documented, reported to the JJAEP Administrator and TJJD, and maintained in the student's case file. JJAEP staff members must follow both district policies and the JJAEP's more stringent standards where applicable. Restraints conducted by staff trained in approved personal restraints techniques must comply with Texas Administrative Code §348.218(b)e and TJJD reporting requirements

All involved staff must complete and submit the **TJJD INCIDENT REPORT (SEE APPENDIX P)** within 24 hours and will follow all policies, procedures, and timelines to start the process of reporting a restraint. (**SEE APPENDIX Q - INTERNAL INVESTIGATION REPORT)** Only certified and properly trained Community Activities Officers (CAO) or Juvenile Probation Officers may use physical or mechanical restraints in a juvenile justice program. The exception in Texas Administrative Code §348.218(b) is that any JJAEP staff member who is trained in the approved personal restraint technique may use a personal restraint but not a mechanical restraint.

PROCEDURE

Each restraint incident must be documented through an Incident Report that includes the following information.

1. Full name and date of birth of the student involved.
2. Name and title of the staff member(s) who applied the restraint.
3. Date of the restraint.
4. Duration of the restraint including notation of the time the restraint began and ended.
5. Location where the restraint occurred.
6. Description of preceding activities.
7. Behavior prompting the restraint.
8. Type of restraint applied.
9. Efforts made to deescalate the situation and alternatives to restraint that were attempted.
10. Any injury that occurred during the restraint.
11. Other entities/persons that must be notified should include: the JJAEP Administrator; School District Administrators, and parents/guardians.

§348.220 SERIOUS INCIDENTS

Serious Incidents. The JJAEP must adhere to the requirements related to serious incidents set forth in chapters 358 of this title.

POLICY

It is the policy of the El Paso County JJAEP that the JJAEP Campus Administrator or designee shall report any of the following incidents that occur at the JJAEP campus:

1. Death of a student
2. Suicide or attempted suicide
3. Serious injury requiring medical treatment by a physician or physician assistant
4. Youth-on-youth assaults resulting in injuries requiring medical treatment.
5. Any incident involving sexual abuse, serious physical abuse, or neglect.

In all cases involving death, sexual abuse, or serious physical abuse (defined as an injury requiring medical attention), the following response and reporting protocol must be followed:

1. Emergency medical services and law enforcement must be contacted immediately, and no later than one (1) hour from the time of discovery.
2. The Texas Juvenile Justice Department (TJJD) must be notified by phone within four (4) hours; and
3. A written report, using the TJJD Incident Report Form (see Appendix P), must be completed and submitted within twenty-four (24) hours of the incident.

All reporting procedures, timelines, and documentation requirements must conform to the standards set forth in Texas Administrative Code Chapter 358, which governs the reporting of abuse, neglect, and exploitation of juveniles. Staff shall refer to the procedures outlined under §358 for additional guidance on mandatory reporting responsibilities.

§348.222 ABUSE, NEGLECT, AND EXPLOITATION

Abuse, Neglect, and Exploitation(a) The JJAEP must adhere to the requirements related to abuse, neglect, and exploitation set forth in the Texas Administrative Code, Chapter 358 (b)The JJAEP must have zero-tolerance policies and practices regarding sexual abuse, as defined in Chapter 358 of the Texas Administrative Code, that provide for administrative and/or criminal disciplinary sanctions.

358 ANE DEFINITIONS

NOTE: All abuse, neglect and exploitation definitions and standards found within Texas Administrative Code Chapters 350 and 358 were consolidated under this section to help ensure consistency and consolidate information under the JJAEP Policy, Procedures and Standards.

TAC 358.100 DEFINITIONS

(1) Abuse--an intentional, knowing, or reckless act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program that causes or may cause emotional harm or physical injury to, or the death of, a juvenile served by the juvenile justice facility or program. Abuse also includes the definition in Section 261.001, Family Code.

(2) Administrator--the chief administrative officer of a juvenile probation department, juvenile justice program, juvenile justice facility, or non-juvenile justice contract facility.

(3) Administrative Designee--the role assigned to the administrator when a preponderance of evidence determines that the proximate cause of the abuse, neglect, or exploitation was based on policies and procedures under the direct control of the administrator.

(4) Department--a juvenile probation department.

(5) Emotional harm--an impairment in the juvenile's growth, development, or psychological functioning that normally requires evaluation or treatment by a trained mental health or health care professional, regardless of whether evaluation or treatment is actually received. Sexual conduct between employees, volunteers, or contractors and juveniles is presumed to cause substantial emotional harm.

(6) Exploitation--the illegal or improper use of a juvenile or the resources of a juvenile for monetary or personal benefit, profit, or gain by an employee, volunteer, or other individual working under the auspices of a facility or program.

(7) Incident Report Form--the form used to report to TJJD allegations of abuse, neglect, or exploitation, the death of a juvenile, and serious incidents.

(8) Internal Investigation--a formalized and systematic inquiry conducted in response to an allegation of abuse, neglect, or exploitation or the death of a juvenile.

(9) Internal Investigative Report--the written report submitted to TJJD that summarizes the steps taken and the evidence collected during an internal investigation of alleged abuse, neglect, or exploitation or the death of a juvenile.

(10) Investigative Report--the written report prepared by TJJD detailing its investigation and findings.

(11) Juvenile--a person who is under the jurisdiction of the juvenile court, confined in a juvenile justice facility, housed in a non-juvenile justice contract facility pursuant to an order of the juvenile court, or participating in a juvenile justice program, including a prevention and intervention program, regardless of age.

(12) Juvenile Justice Facility ("facility")--a facility that is registered by TJJD pursuant to Sections 51.12, 51.125, or 51.126, Family Code**.**

(13) Juvenile Justice Program ("program")--a program or department that:
(A) serves juveniles under juvenile court or juvenile board jurisdiction; or
(B) is operated wholly or partly by the juvenile board or by a private vendor under a contract with the juvenile board. The term includes:
(i) A juvenile justice alternative education program;
(ii) A non-residential program that serves juvenile offenders under the jurisdiction of the juvenile court or juvenile board; and
(iii) A juvenile probation department.

(14) Medical Treatment--medical care, processes, and procedures that are performed by a physician, physician assistant, licensed nurse practitioner, emergency medical technician (EMT), paramedic, or dentist. Diagnostic procedures are excluded from this definition unless intervention beyond basic first aid is required.

(15) Neglect--a negligent act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program, including failure to comply with an individual treatment plan, plan of care, or individualized service plan, that causes or may cause substantial emotional harm or physical injury to, or the death of, a juvenile served by the facility or program. Neglect also includes the definition in Section 261.001, Family Code.

(16) Non-Juvenile Justice Contract Facility--a facility in which a juvenile is placed pursuant to a contract with a department, program, facility, or juvenile board, other than a facility registered with TJJD.

(17) Physical Injury--an injury that normally requires examination or treatment by a trained health care professional, regardless of whether examination or treatment is actually received.

(18) Preponderance of the Evidence--a standard of proof meaning the credible and reliable evidence establishes that it is more likely than not that conduct meeting the definition of abuse, neglect, or exploitation occurred.

(19) Reasonable Cause to Believe--a reasonable ground to suspect that a juvenile has been or may be abused, neglected, or exploited or that a juvenile's physical or mental health or welfare has been adversely affected by abuse or neglect.

(20) Report--formal notification to TJJD of alleged abuse, neglect, or exploitation, the death of a juvenile, or a serious incident.

(21) Serious Incident--an incident that meets one of the following definitions:
(A) escape--the unauthorized departure of a juvenile who is in custody or the failure of a juvenile to return to custody following an authorized temporary leave for a specific purpose or specific, limited time period;
(B) attempted escape--committing an act that amounts to more than mere planning but that fails to effect an escape;
(C) abscond from a nonsecure facility--the unauthorized departure of a juvenile who has been placed in a nonsecure facility by the juvenile court or the failure of a juvenile to return to a nonsecure facility following an authorized temporary leave for a specific purpose or specific, limited time period;
(D) attempted suicide--any voluntary and intentional action that could likely result in taking one's own life;
(E) reportable injury--any physical injury sustained by a juvenile accidentally, intentionally, recklessly, or otherwise that:
(i) does not result from a personal, mechanical, or chemical restraint and requires medical treatment; or

(ii) results from a personal, mechanical, or chemical restraint and is a substantial injury.
(F) juvenile sexual conduct--conduct between two or more juveniles, regardless of age, that is conduct described in paragraphs (25) and (28) of this section, regardless of whether the juveniles consented to the conduct; or
(G) juvenile-on-juvenile physical assault--a physical altercation involving two or more juveniles that results in any of the involved parties sustaining an injury that requires medical treatment.

(22) Serious Physical Abuse--bodily harm or a condition that:
(A) resulted directly or indirectly from the conduct that formed the basis of an allegation of abuse, neglect, or exploitation; and
(B) requires medical treatment.

(23) Sexual Abuse--includes sexual abuse (by contact or by non-contact) of a juvenile by an employee, contractor, or volunteer or by another juvenile.

(24) Sexual Abuse by Contact (employee, volunteer, or contractor)--any physical contact between an employee, contractor, or volunteer and a juvenile, with or without the consent of the juvenile that includes:
(A) contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
(B) contact between the mouth and the penis, vulva, or anus;

(C) contact between the mouth and any body part where the employee, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
(D) penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the employee, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
(E) any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the actor has the intent to abuse, arouse, or gratify sexual desire; and
(F) any attempt by an employee, contractor, or volunteer to engage in the activities described in subparagraphs (a) - (e) of this paragraph.

(25) Sexual Abuse by Contact (by another juvenile)--any of the following acts between juveniles, if the victim does not consent, is coerced into the act by overt or implied threats of violence, or is unable to consent or refuse, either actually or legally:
(A) contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
(B) contact between the mouth and the penis, vulva, or anus;
(C) penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
(D) any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

(26) Sexual Abuse by Non-Contact (by employee, volunteer, or contractor)--any sexual behavior, conduct, harassment, or actions by an employee, contractor, or volunteer, which are exhibited, performed, or simulated in the presence of a juvenile or with reckless disregard for the presence of a juvenile but do not meet the definition of sexual abuse by contact, including but not limited to:
(A) any threat or request for a juvenile to engage in the activities described in paragraph (24) of this section;
(B) any display of uncovered genitalia, buttocks, or breasts in the presence of a juvenile;
(C) voyeurism, which means an invasion of privacy of a juvenile for reasons unrelated to official duties, such as peering at a juvenile who is using a toilet to perform bodily functions; requiring a juvenile to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a juvenile's naked body or of a juvenile performing bodily functions; and
(D) sexual harassment.

(27) Sexual Harassment (by employee, contractor, or volunteer)--repeated verbal comments or gestures of a sexual nature to a juvenile, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

(28) Sexual Harassment (by another juvenile)--any of the following directed by one juvenile to another juvenile: repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one juvenile directed toward another.

(29) Substantial Injury--an injury that is significant in size, degree, or severity.

(30) Subject--a person alleged or found to be responsible for the abuse, neglect, or exploitation of a juvenile through the person's actions or failure to act**.**

(31) TJJD OIG--TJJD Office of Inspector General.

(32) Victim--a juvenile who is alleged or found to be a victim of abuse, neglect, or exploitation.

POLICY
The El Paso County JJAEP serves youth under the jurisdiction of the El Paso County Juvenile Board and is designated a Juvenile Justice Programs. As such, it must adhere to all applicable laws and procedures, including those outlined in:

1. Texas Administrative Code (TAC), Chapter 358 – Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents;
2. Texas Education Code (TEC) and district-level policies regarding abuse and neglect; and
3. Texas Family Code §261.406 – Investigations in school settings under TEA jurisdiction.

The El Paso County JJAEP enforces a zero-tolerance policy for all forms of sexual abuse, physical abuse, neglect, and exploitation as defined in Chapter 358 of the Texas Administrative Code. Allegations or incidents of abuse may result in administrative or criminal sanctions, in addition to any school-based disciplinary actions. The JJAEP Administrator shall oversee implementation of this policy and ensure periodic training is provided to staff, volunteers, and interns. All campus personnel are responsible for ensuring that students are protected from abuse, neglect, and exploitation.

§358.120 APPLICABILITY

Unless otherwise stated, this policy also applies to:

1. Allegations of abuse, neglect, or exploitation involving a juvenile and an employee, volunteer, or other individual working under the auspices of a facility, program, or non-juvenile justice contract facility, regardless of the physical location of the alleged abuse, neglect, or exploitation.
2. Serious incidents involving a juvenile that:
   a. Occur on the premises of a program, facility, or non-juvenile justice contract facility: or
   b. Regardless of the physical location, occur while in the presence of an employee, volunteer, or other individual working under the auspices of a facility, program (JJAEP), or non-juvenile justice contract facility.
3. A death of a juvenile that:
   a. Occurs on the premises of a program, facility, or non-juvenile justice contract facility;
   b. Results from an illness, incident, or injury that occurred, was discovered, or was reported on the premises of a program, facility, or non-juvenile justice contract facility
   c. Regardless of the physical location, occurs while in the presence of an employee, volunteer, or other individual working under the auspices of a facility, program, or non-juvenile justice contract facility.

For purposes of this standard, "working under the auspices of a facility, program, or non-juvenile justice contract facility" includes providing a service to juveniles when that service is authorized by the juvenile board or pursuant to a contract for placement.

In all cases, the JJAEP Campus will also fully adhere to Texas Family Code §261.406 regarding Investigations in Schools under TEA jurisdiction.

§358.210 INFORMATION ON REPORTING

As soon as practicable after a child is taken into custody or placed in a facility or program, the facility or program shall provide the child's parents with:

1. Information regarding the reporting of suspected abuse, neglect, or exploitation of a juvenile in a facility or program to TJJD; and
2. The TJJD toll-free number for this reporting.

The JJAEP shall take a proactive approach and prominently display signage provided by TJJD regarding a zero-tolerance policy concerning abuse of JJAEP students. The signage must be displayed in:

1. Lobby or visitation areas of the department, program, or facility to which the public has access.
2. Student common areas to include common educational areas, common medical treatment areas (nurse's office) and other common areas.
3. Signs must be posted in both English and Spanish.

§358.230 REPORTING ABUSE, NEGLECT AND EXPLOITATION

1. **Duty to Report:** Any employee, volunteer, or other individual working under the auspices of a JJAEP program must report an allegation of abuse, neglect, or exploitation to TJJD and local law enforcement if the person has reasonable cause to believe a juvenile has been or may be abused, neglected, or exploited or that a juvenile's physical or mental health or welfare has been adversely affected by abuse or neglect.

   Non-Delegation of Duty to Report: The duty to report cannot be delegated to another person.

2. **Reporting Time Frames:**
   Except sexual abuse or serious physical abuse: Upon receipt of an allegation/complaint of abuse, neglect, or other exploitation, the first person of knowledge must make a report to TJJD within twenty-four (24) hours from the time knowledge is gained or has a reasonable belief that allegation of abuse, neglect or exploitation has occurred.

   Sexual abuse, serious physical abuse, or death: Upon receipt of an allegation of sexual abuse, serious physical abuse or actual death, a report must be made to law enforcement immediately, but no later than one (1) hour after the time a person gains knowledge or has a reasonable belief that allegation has occurred.

   A report to TJJD must be made immediately, but no later than four (4) hours after the time a person gains knowledge of or has reasonable belief that alleged sexual abuse or serious physical abuse, or death has occurred.

3. **Methods for Reporting:** The JJAEP Campus Administrator, JJAEP Administrator or designee shall ensure that law enforcement is notified by telephone. The initial report to TJJD must also be made by telephone using the toll-free number designated by TJJD. Within 24 hours after the initial telephone report to TJJD, a completed Incident Report Form shall be submitted to TJJD via email.

§358.260 PARENTAL NOTIFICATION

JJAEP School Administrators shall notify, or diligent efforts to notify, must be made to the parent(s), guardian(s), and custodian(s) of a juvenile who has died or who is the alleged victim of abuse, neglect, or exploitation or was involved in a serious incident. The notice or efforts to notify required by subsection (a) of this section must be made as soon as possible, but no later than 24 hours, from the time a person gains knowledge of or has a reasonable belief that the allegation of abuse, neglect, or exploitation or the death of a juvenile occurred or that a serious incident has occurred.

1. Methods to contact parents are by phone, in writing, or in person.
2. All efforts to provide notification shall be documented on the TJJD Incident Report form and in the internal investigation report.

§358.270 REPORTING OF ALLEGATIONS BY JUVENILES

The El Paso County JJAEP is committed to maintaining a safe, abuse-free environment for all students. In alignment with the Texas Administrative Code §358 and PREA standards, the following measures shall be implemented to protect student rights, encourage reporting, and prevent abuse, neglect, or exploitation.

1. All JJAEP students shall be informed of their right to report allegations of abuse, neglect, exploitation, and the death of a juvenile directly to the Texas Juvenile Justice Department (TJJD).
2. During the JJAEP intake conducted at the campus, students and parents/guardians shall be provided with **APPENDIX R ANE and R1- ANE (SPANISH)** which include TJJD contact information and instructions for reporting allegations.
3. Both the student and parent/guardian shall sign acknowledgment forms upon receipt of the ANE information, and a copy will be provided to the family for reference.
4. The JJAEP Student Code of Conduct (SCC) will also advise the students of this right and information on reasonable, free, and confidential access to TJJD to report allegations.
5. If the family attends the JJAEP Family Program Orientation held at JPD, this information and contact number to TJJD will be provided to them as an additional layer of oversight.
6. JJAEP staff shall make every effort to maintain an environment free of coercion, abuse, neglect, exploitation, or any inappropriate conduct and shall remain vigilant for behaviors or indicators that may indicate abuse, neglect, or exploitation.

7. All students will be supervised by JJAEP staff to ensure that they are protected from sexual abuse. Security cameras can be utilized as additional security, but never as a substitute for face-to-face supervision.
8. If a student is identified as vulnerable to sexual abuse, reasonable steps shall be taken to ensure the student's safety, including but not limited to increased supervision, periodic check-ins, and follow-up by JJAEP staff.
9. JJAEP staff shall not be the sole supervisor of students of the opposite gender in situations where students may be vulnerable or exposed. This includes, but is not limited to, searches, restroom breaks, changing areas, or similar activities, except in emergency situations when no alternative supervision is immediately available.
10. Students with disabilities, including those who are deaf, hard of hearing, have speech impairments, limited English proficiency, or other communication barriers, shall be provided reasonable accommodations and unimpeded access to report allegations of sexual abuse through any effective means necessary to facilitate communication.
11. The YISD and Juvenile Probation Department shall not hire, transfer, promote, or permit any individual to have contact with JJAEP students if the individual has engaged in sexual abuse, been convicted of sexual abuse or inappropriate sexual conduct, or is currently under investigation for sexual abuse or inappropriate sexual conduct, consistent with applicable laws and district hiring practices..

§358.280 INTERNAL INVESTIGATION

In every case in which a report of the death of a juvenile or of an allegation of abuse, neglect, or exploitation has occurred, an internal investigation must be conducted. The investigation must be conducted by a person qualified by experience or training to conduct a comprehensive investigation.

INITIATION OF INVESTIGATION

The internal investigation must be initiated immediately upon the chief administrative officer or the private facility administrator or their respective designees gaining knowledge of the death of a juvenile or the allegation of abuse, neglect, or exploitation. However, the initiation of the internal investigation will be postponed if:

1. directed by local law enforcement;
2. requested by TJJD OIG, or
3. after consultation with local law enforcement or TJJD OIG, it is determined that the integrity of potential evidence could be compromised.

If the employee is a JPD employee, volunteer, or contracted provider, JPD Administration will assign an investigator(s) and the Department's Internal Investigation Protocol will be followed. There will be instances when the investigator is assigned from other sections of the department rather than the section from which the alleged perpetrator is assigned, to ensure the integrity of the internal investigation.

INTERNAL INVESTIGATION PROCEDURES

An internal investigation must be conducted and documents prepared and submitted in accordance with TJJD required timelines. (**SEE APPENDIX Q - INTERNAL INVESTIGATION FORM**)

1. The initiation or completion of an investigation may be postponed if directed by law enforcement, requested by TJJD or the integrity of potential evidence could be compromised.
2. School district officials, school administrators, and staff, to include interns and volunteers are required to cooperate with the TJJD investigators and law enforcement investigating the reported case of an alleged abuse neglect and exploitation matter.
3. All JJAEP staff members, school districts, and JPD officials are required to cooperate fully and truthfully with any investigation of alleged child abuse or neglect.
4. School Administrators will make every effort to identify and make available for questioning all people with knowledge of abuse, neglect and exploitation or death which is the subject of a TJJD investigation.
5. For complaints that meet the Texas Family Code definition of abuse, neglect or misconduct, investigator(s) will:

   a. Ensure that the JJAEP employee, intern, or volunteer who receives or witnesses the incident submits their report to TJJD within the required timeline.
   b. Ensure that law enforcement and/or other relevant parties are notified, i.e., DFPS, parents of victim(s), victim(s), JJAEP Administrator, etc. (within six (6) hours of getting the assignment from their respective school district administration).

6. The JJAEP School Administrator or JJAEP/JPD designated officer in charge must always conduct a visual and verbal injury assessment after an incident or allegation of abuse and ensure it is documented on the incident report.
7. If any injury is reported or there is visual evidence of injury, the student must be seen by the nurse or physician immediately.
8. If a nurse or physician is not available, arrangements will be made for immediate transport to area hospital.
9. If a student makes an allegation of sexual abuse, the nurse or physician will immediately examine him or her.
10. A written medical assessment must be completed by the nurse or physician and made available to the investigating officer, including any other documentation or information that may be relevant to the investigation.
11. Contact the alleged perpetrator(s) and schedule a formal meeting within forty-eight (48) hours.
12. As per Texas Administrative Code, Chapter 358.440 all persons must fully cooperate with any investigation of an allegation of abuse, neglect, or exploitation of the death of a juvenile.
13. An employee, intern or volunteer who has been identified as an alleged perpetrator has the right to refuse to be interviewed. However, the alleged perpetrator must cooperate with the investigation to the extent that the investigation does not violate individual rights against self-incrimination.
14. The alleged perpetrator(s) may have no contact with the alleged victim(s) or any other student served by the Juvenile Probation Department pending the conclusion of the internal investigation.
15. Collect and review all evidence related to the allegation. Include all documents, notes, receipts, computer printouts, chronological entries, grievances, incident reports, medical reports and video surveillance related to the allegations. All efforts will be made to collect written and oral statements from all persons with direct knowledge of the alleged incident.
16. A medical assessment must be completed if allegation is physical or sexual in nature or involves neglect or exploitation.
17. Schedule specific times for interviews with the complainant, sources of information, possible witnesses, and alleged offenders. Prepare questions sheet and all necessary forms beforehand.
18. If the JJAEP Administrator or Campus Administrator is the person alleged to have abused, neglected, or exploited a juvenile, the Juvenile Board Chair or School Board Chair or designees must place administrator on administrative leave or reassign him/her to a position having no contact with the alleged victim, relatives or the alleged victim or other juveniles.
19. An investigator will be appointed who is not the person alleged to have abused, neglected, or exploited the student, is not a subordinate of such person and is not a law enforcement officer currently acting as the criminal investigator for the same allegation.
20. Law enforcement may initiate a criminal investigation into the matter and report must be made to law enforcement, if deemed necessary by this standard.
21. An investigator will be appointed who is not the person alleged to have abused, neglected, or exploited the student, is not a subordinate of such person and is not a law enforcement officer currently acting as the criminal investigator for the same allegation.

OTHER: A Campus Administrator may also utilize ISD policy or Employee Code of Conduct as a guide to any misconduct or violation of policy on allegations, which do not rise to the defined level of serious physical abuse or sexual abuse made by students. Administrators have a duty to investigate conduct, which is the basis of the complaint made by students of unnecessary physical force or inappropriate contact or conduct (**SEE GRIEVANCE PROCESS**).

1. Areas to consider are whether incident was reported to administration, whether a discipline referral was made to include any witness statements to justify any use of force, inappropriate physical contact, or inappropriate conduct; and;
2. Whether any violation of JJAEP or ISD policy or Code of Ethics or Conduct occurred.

ALLEGATIONS AGAINST EMPLOYEES
If allegation against an ISD employee is disclosed to a JPD staff member, such information will be relayed in writing to the JJAEP Campus Administrator and District Associate Superintendent. Conversely, if an allegation against a JPD employee is disclosed to an ISD employee, such information will be relayed in writing to the JJAEP Administrator and JPD Chain of Command, if allegation is against the JJAEP Administrator.

WRITTEN AND ELECTRONICALLY RECORDED STATEMENTS
Diligent efforts shall be made to obtain written and electronically recorded statements from all persons with direct knowledge of the alleged incident.

ASSIGNMENT OR ADMINISTRATIVE LEAVE DURING INVESTIGATIONS
The JJAEP Campus Administrator has the discretion to either reassign or place person alleged to have abused, neglected, or exploited a JJAEP student on administrative leave or reassigned to a position having to contact with the alleged victim, relatives of the alleged victim, or other JJAEP students.

If alleged perpetrator(s) is/are not placed on administrative leave, then person must be reassigned within the district to a position having no contact with any students in the facility until the conclusion of the investigation. Employees placed on administrative leave may or may not be paid, at the discretion of the School District.

§358.290 CORRECTIVE MEASURES

At the conclusion of the internal investigation, the JJAEP Campus Administrations involved shall take appropriate corrective measures, if warranted, which may include, but not limited to:
1. Review policies and procedures pertinent to the alleged incident;
2. Revision/modification of any policies or procedures (as appropriate).
3. Administrative disciplinary action or appropriate personnel actions against all persons found to have abused, neglected, exploited a juvenile; or otherwise violated policy.
4. The provision of additional training for all appropriate persons to ensure the safety of the juveniles, employees, interns, volunteers, contractors, and service providers.

§358.300 INTERNAL INVESTIGATIVE REPORT

An internal investigative report must be completed at the conclusion of each internal investigation resulting from an allegation of abuse, neglect, or exploitation or the death of a juvenile. The internal investigative report must include:
1. the date the internal investigation was initiated;
2. the date the internal investigation was completed;
3. the date the alleged victim's parent, guardian, or custodian was notified of the allegation, or documentation that diligent efforts to provide the notification were made;
4. a summary of the original allegation;
5. relevant policies and procedures related to the incident;
6. a summary or listing of the steps taken during the internal investigation;
7. a written summary of the content of all oral interviews conducted;

8. a listing of all evidence collected during the internal investigation, including all audio and/or video recordings and polygraph examinations;
9. relevant findings of the investigation that support the disposition;
10. one of the following dispositions:
    a. founded, which means the evidence indicates that it is more likely than not that the conduct that formed the basis of an allegation of abuse, neglect, or exploitation occurred or that other conduct constituting abuse, neglect, or exploitation occurred;
    b. unfounded, which means the evidence indicates the conduct that formed the basis of an allegation of abuse, neglect, or exploitation did not occur and no other conduct constituting abuse, neglect, or exploitation occurred; or
    c. inconclusive, which means the evidence does not clearly indicate whether or not the conduct that formed the basis of an allegation of abuse, neglect, or exploitation occurred or other conduct constituting abuse, neglect, or exploitation occurred.
11. the date the internal investigative report was completed;
12. the names of all persons who participated in conducting the internal investigation;
13. the name and signature of the person who submitted the internal investigative report; and

    the administrative action, disciplinary action, or corrective measures taken to date, if applicable (e.g., terminated, suspended, retrained, returned to duty, or none).

If disciplinary action is imposed after the submission of the internal investigative report, the JJAEP Administrator or designee must notify TJJD of the disciplinary action no later than five calendar days after the disciplinary action is imposed.

CONCLUSION OF INVESTIGATIONS AND REPORTING OF FINDINGS:

1. All persons involved such as the alleged perpetrator, victim, and complainant, etc., must be informed that they will be notified of the outcome as soon as that is determined.
2. At the conclusion of the collection of evidence and interviews, the investigator will take the following steps:
    a. Summarize the nature of the complaint and allegation against the alleged perpetrator.
    b. Summarize the steps taken during the investigation.
    c. Obtain and review material evidence.
    d. Summarize findings and recommendations and take appropriate measures to provide for the safety of the children (use relevant laws, regulations, policies, and procedures). If it is found that a Code of Ethics violation has occurred and staff member is a certified Juvenile Probation Officer, a separate investigation will be reported to TJJD in accordance with TJJD standards §345.300.
3. The assigned disposition of the internal investigation report shall indicate: founded, unfounded or inconclusive.
4. The investigator(s) (consisting of a district investigator, JPD or a TJJD investigator) may need to submit his/her written report to their supervisor (only as appropriate) if agency policies require a final approval and may make additional necessary revisions or incorporate further recommendations.
5. The summary and all relevant documentation will be reviewed and approved by district officials and their respective HR, and General Counsel when necessary.
6. The investigator(s) will report findings to the ISD Superintendent, to TJJD, the JPD designated person and JPD Administration.
7. Final version of the internal investigation will be submitted to school district officials. The investigating staff will provide periodic status reports of the ongoing investigation to the district and JPD, as appropriate.
8. The conclusions will be discussed with all relevant parties (alleged victim(s) and perpetrator(s)). All disciplinary actions, if applicable, will be administered within 24-48 hours of approval of the investigation and findings.

9. TJJD will be faxed a written copy of the final report of the investigation within thirty (30) business days after the initial report to TJJD. This timeframe may be extended upon request. Completed report must be submitted within twenty-four (24) hours of the investigation's conclusion, and no more than five (5) calendar days later. The report will include all written statements, medical documentation, training records and any other pertinent information.
10. In case of the death of a student, an internal investigation report must be submitted to the State Attorney General's office within thirty (30) days and to the TJJD within ten (10) days of conclusion.

Other recommendations that may be considered (based on severity of case and appropriate factors) may be a review of pertinent policies, administrative disciplinary action (for affirmative findings of ANE or policy violations), and additional training of students, employees, interns/volunteers, contractors, and service providers. Administrators will take all ANE allegations seriously and provide necessary administrative action when violations of policy or affirmative findings occur to ensure for the ongoing safety of JJAEP students.
(SEE APPENDIX Q - INTERNAL INVESTIGATION FORM)

§358.310 SUBMISSION OF INTERNAL INVESTIGATIVE REPORT

Upon conclusion of the investigation, the report, outcome, and any recommendations will be forwarded to the JJAEP Administrator and ISD Associate Superintendent within five (5) school days.
The following documentation collected during internal investigation must be submitted to TJJD within thirty (30) days after initial report to TJJD:

1. Written statements.
2. Relevant medical documentation.
3. Training records, if applicable.
4. Any other documentation used to reach the disposition of the internal investigation.

§358.220 DATA RECONCILLIATION

For all allegations of abuse, neglect, or exploitation, the death of a JJAEP student, and serious incidents occurring within the annual TJJD reporting period, the below data must be provided to TJJD via the ANE Reconciliation Data spreadsheet. The initial report will include the following information. The data must include:

1. name and Personal Identification Number (PID) of each alleged victim;
2. name and date of birth of each subject of investigation
3. date and time of alleged incident;
4. date the alleged incident was reported to TJJD;
5. type of alleged incident (i.e., abuse, neglect, exploitation, death, or serious incident);
6. type of injury, if applicable;
7. whether the alleged incident was restraint-related and, if so, what type of restraint was involved (i.e., personal, mechanical, or chemical);
8. disposition of internal investigation (i.e., founded, unfounded, or inconclusive); and
9. county-generated case identification number.

§348.224 STUDENT CODE OF CONDUCT

(a) Adoption. (1) The JJAEP student code of conduct must be adopted annually by the juvenile board and must describe and define in writing the JJAEP's behavior management system. (2) The JJAEP Administrator must: (A) conduct an annual review of the student code of conduct after the conclusion of each school year and before the beginning of the next school year; and (B) no later than October 1 of each year, submit to TJJD documentation verifying the review was completed. **(b) Notice to Students, Parents, and Staff.** (1) The JJAEP student code of conduct must be provided to each student and to the student's parent, guardian, or custodian upon the student's entry into the JJAEP. (2) The student code of conduct must be reviewed with each student and the student's parent, guardian, or custodian and must be translated if necessary to ensure understanding of the content by all parties. (3) Acknowledgment of receipt of the student code of conduct signed by the student and by his/her parent, guardian, or custodian must be maintained in each student's file. (4) No later than the first day of each school year, each JJAEP staff member must sign an acknowledgement that he/she has read and understands the student code of conduct. This acknowledgement must be maintained in the staff's personnel file. (5) The student code of conduct must be readily accessible to every JJAEP staff member. **(c) Discipline and Sanctions.** The student code of conduct must include the following: (1) prohibited conduct described as minor violations and major violations and the corresponding disciplinary consequences available for each violation; (2) a description of the disciplinary process, including safeguards designed to promote consistent application of the process; (3) circumstances that will allow a student's removal from the classroom with staff supervision; (4) circumstances under which a student may be placed into another educational setting; (5) due-process procedures; and (6) a prohibition on one student sanctioning another student. **(d) Prohibited Sanctions.** (1) The following sanctions are prohibited in the JJAEP, and their prohibition must be noted in the student code of conduct: (A) corporal punishment, physical abuse, humiliating punishment, and hazing; (B) physical exercises imposed for discipline or intimidation, except as allowed under paragraph (2) of this subsection; (C) deprivation of food and water; and (D) expulsion from the JJAEP. (2) Physical exercise may be used for discipline only if: (A) the JJAEP operates an intensive physical activity program; (B) the JJAEP has established written policies and procedures that include limitations on the types of physical activity that may be used for discipline; and (C) the physical exercise does not cause bodily duress (i.e., physical punishment to the body). **(e) Dress Code.** The student code of conduct may establish a dress code or require uniforms for students in attendance.

POLICY

It is the policy of the El Paso County Juvenile Board to adopt the **YISD STUDENT CODE OF CONDUCT (APPENDIX B)** for implementation within the El Paso County Juvenile Justice Alternative Education Program (JJAEP). This code outlines key student expectations and consequences and includes the following components:

- Discipline procedures and sanctions
- Prohibited disciplinary practices
- Dress code requirements
- Grievance procedures
- Sexual abuse prevention and reporting protocols

In accordance with the Prison Rape Elimination Act of 2003 (PREA) and applicable district policy, the Student Code of Conduct also details prevention, intervention, and reporting procedures for incidents involving sexual abuse. All students and their parents/guardians are required to sign an acknowledgement form upon receipt of the JJAEP Student Code of Conduct.

A. ADOPTION PROCEDURE

El Paso County JJAEP adopts the Ysleta Independent School District's Student Code of Conduct though formal approval by the Juvenile Board, thereby establishing the behavior management framework for the program. YISD has implemented an in-house suspension system, whereby out-of-school suspension will be considered a last resort if other forms of behavioral management have been ineffective, or infraction requires removal from the campus (out-of-school suspension). Disruptive students may be removed from the classroom and placed in SAC. Students will be monitored and have continuous visual observation by JJAEP staff while being placed in SAC or in- school suspension (ISS).

B. NOTICE TO STAFF, STUDENT, PARENT/GUARDIAN

1. Students, parents, guardians, or custodians will receive a JJAEP Student Code of Conduct (SCC) at the time of intake.
2. Upon receipt and review, a signature will be required on the Acknowledgment of receipt of the JJAEP Student Code of Conduct (SCC).

3. A copy of the Acknowledgment form will be placed in the student's JJAEP electronic case file.
4. Prior to the start of the school year at the JJAEP Annual Refresher Training and during New Orientation Training at JPD, JJAEP staff will be provided with an electronic storage device containing the JJAEP Student Code of Conduct (SCC), and other pertinent JJAEP documents. All JJAEP staff will be required to sign an acknowledgment which will be maintained in their personnel electronic file.

C. DISCIPLINE AND SANCTIONS

The JJAEP Student Code of Conduct (SCC) outlines sanctions and disciplinary procedures applicable to students for specific behaviors, ensuring due process protections. The JJAEP Student Code of Conduct (SCC) will include sanctions and disciplinary procedures, including prohibited behaviors and conduct, disciplinary consequences, circumstances for classroom removal, and conditions for placement in another educational setting. YISD has adopted the JJAEP Student Code of Conduct (SCC) as a supplement to its Student Code of Conduct (SCC).

D. DISCIPLINE MANAGEMENT TECHNIQUES

During the student's enrollment, discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary actions will be based on the professional judgment of teachers and administrators. Discipline shall be correlated to the seriousness of the offense/infraction, a disability that impairs the student's capacity to appreciate the wrongfulness of the student's conduct, the frequency of misbehavior, a student's disciplinary history, the student's attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, intent, or lack of intent at the time of the alleged incident of misconduct, and statutory requirements.

1. STUDENT WITH DISABILITIES
    - **a.** Discipline for students with disabilities must comply with applicable state and federal laws, including the district's Student Code of Conduct.
    - **b.** In accordance with the Education Code, students enrolled in Special Education programs (SPED) may not be disciplined for bullying, harassment, or making hit lists until an ARD meeting has been conducted to review the student's behavior.
    - **c.** The JJAEP shall take into consideration a disability that substantially impairs a JJAEP SPED student's ability to understand the wrongfulness of their conduct.

2. MANAGEMENT TECHNIQUES
    - **a.** Verbal correction (oral or written).
    - **b.** Cooling-off time or "timeout".
    - **c.** Seating changes within the classroom or bus transportation.
    - **d.** Counseling by teachers, counselors, or administrative personnel.
    - **e.** Parent/teacher conferences.
    - **f.** Grade reductions for late assignments or academic dishonesty (including but not limited to cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination).
    - **g.** Assignment of community service.
    - **h.** Withdrawal of privileges, such as participation in extracurricular activities.
    - **i.** In-School Suspension (ISS). The term of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities. ISS may exceed three (3) days if reviewed every ten (10) school days by the JJAEP Campus Administrator.
    - **j.** Out-of-School Suspension (OSS) may be imposed only when behavior is repeated and significant or threatens safety.
    - **k.** Call to law enforcement for new offense committed at the JJAEP.
    - **l.** Restitution for damage.

m. Notice of Absence will be issued for violation of the Texas Compulsory Attendance Law. In accordance with this law, referrals will be made, as required to school district employees, as necessary and ultimately to a Truancy Court which may assess a fine and impose other requirements to prevent truancy.

n. Other strategies and consequences as determined by school officials.

o. Due to JJAEP expulsion, further expulsion is not an option, and any of the above consequences may occur.

p. Due to JJAEP status, for a student under formal or informal supervision under the 65th District Court, negative behavior (whether a disciplinary referral is given or not) is reported to the Juvenile Probation Department and may result in further consequences imposed by a Juvenile Probation Officer or the 65th District Court.

3. EXPECTATION OF JJAEP STUDENTS

a. Demonstrate courtesy, even when others do not.

b. Behave in a responsible manner, always exercising self-discipline.

c. Attend all classes, regularly and on time.

d. Meet district and campus standards of grooming and dress.

e. Obey all campus and classroom rules.

f. Respect the rights and privileges of students, teachers, administrators, district staff, and volunteers.

g. Respect the property of others, including district property and facilities.

h. Cooperate with and assist the school staff in maintaining safety, order, and discipline.

i. Adhere to the requirements of the JJAEP Student Code of Conduct.

4. BEHAVIOR COORDINATOR ROLE

a. The responsibility of the Behavior Coordinator Role is taken by the principal of the JJAEP in El Paso County or designated person. Any inappropriate conduct that occurs is reported to the JJAEP Administrator and assigned Juvenile Probation Officer, who will document the conduct/incident.

b. Consequences for any negative behavior are explained during the JJAEP intake to both the student and their parent/guardian; it is also outlined in the Student Code of Conduct and JJAEP Policies and Procedures.

c. When a major infraction of the JJAEP Student Code of Conduct occurs or a serious incident (as defined by TJJD) occurs, the Campus Behavior Coordinator or designated person (if in a District of Innovation) must document the behavior through a disciplinary referral, noting any action taken. Notification to parent(s)/guardian(s) will be made as soon as possible, but no later than 24 hours after a disciplinary referral has been given or suspension or removal from the classroom into the In-School Suspension (ISS) occurs. The disciplinary referral must be submitted to the JJAEP Administrator and/or assigned Juvenile Probation Officer, who documents the incident in JMIS and uploads the referral into the youth's profile.

d. Behavior management may involve counseling, suspension, conferences with parents/JPO or placement in ISS or OSS. If an arrest is warranted, further consequences may be incurred. Possible school-based consequences include the following:

i. Suspension – May be warranted in cases where there has been a serious violation of school rules/policies. The JJAEP Campus Administrator will have the discretion to suspend the student. Suspension is rare as sending the student home is not conducive to the JJAEP philosophy of maintaining the student in school.

ii. In-School Suspension (ISS) – When appropriate, will be used in place of suspension, particularly when the student engages in persistent class disruption. ISS may exceed three (3) days if reviewed every ten (10) school days by the JJAEP Campus Administrator.

iii. **Arrest** – Warranted if an offense occurs on school grounds or during transport on a district school bus.

iv. **Counseling** – Provided for any inappropriate conduct/incident where there may have been a display of anger, threats to cause harm to staff or students. Such action will help intervene and prevent further incidents.

v. C**onferences** – Notification to parents, administrators, JJAEP staff, and Juvenile Probation Officers will be made when there is a serious incident or recurrent inappropriate behavior such as bullying, harassment, or making hit lists. Conferences will be held by some or all of the above parties to prevent more serious consequences.

vi. **Juvenile Probation Officer/JJAEP Administrator** – Will address the behavior/incident with the student and will inform the court of incidents if applicable.

vii. **Home Visits** – Will be conducted if there is persistent unexcused absences. JJAEP Campus Administrator, Case Managers, Counselors, and/or Juvenile Probation Officer may conduct the home visit.

viii. **Court Ordered Counseling Services** – The student's counselor/therapist may be contacted by the Juvenile Probation Officer to discuss behaviors displayed in the school setting.

E. PROHIBITED SANCTIONS

The JJAEP Student Code of Conduct lists prohibited sanctions including, corporal punishment, physical abuse, humiliating punishment, hazing, deprivation of food and water, allowing one student to sanction another, expulsion from a JJAEP or imposing physical exercises/activity as a form of discipline or intimidation.

F. DRESS CODE PROCEDURES

PURPOSE: The dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

1. UNIFORM APPEARANCE

a. Expectations: Students are expected to arrive in school uniform and groomed in a manner that is clean and neat, that will not be a health or safety hazard to themselves or to others.

b. Compliance: Students who are out of compliance will be given an opportunity to correct the problem. Failure to correct the problem will require an immediate parent conference.

c. Severe Violations: Students with severe violations will be sent home to change into appropriate clothing and must return to campus immediately. Failure to return will result in an unexcused absence.

d. Continued Noncompliance: May result in a disciplinary referral.

e. Assistance with Uniform Items: Campus Administrators will communicate and work collaboratively with the JJAEP Administrator in the event a JJAEP student requires assistance in obtaining uniform items.

2. FACIAL APPEARANCE:

a. No facial hair is permitted. Beards, goatees, and mustaches are not allowed. Non-complying students will be escorted to the restroom by parent/guardian to shave, and the parent/guardian will be required to provide razors.

b. Sideburns are allowed down to mid-ear only and must be maintained at all times.

c. Cutting or shaving of eyebrows is NOT permitted.

d. Tongue or facial piercings are NOT permitted.

e. All fingernails must be kept short and trimmed. Nail polish or artificial nails are not permitted. Nails must not extend beyond the tips of the finger.
f. No makeup of any kind is permitted, including but not limited to lipstick, concealer, foundation, primer, lip gloss, ChapStick, blush, eyeliner, brow liner, eyeshadow, and mascara.
g. Makeup will be confiscated and not returned.
h. Non-compliant students will be escorted to the restroom to wash off makeup.

3. TATTOOS:
All tattoos on the arms and neck must be covered with a white long-sleeve undershirt or other approved items by the Campus Administrator.

4. HAIRCUTS:
a. All students must maintain a clean appearance at all times.
b. Hair must not cover face or eyes.
c. No spiked hair (no more than 1 inch in length) or Mohawks allowed.
d. Student's hair must be of a natural hair color (no colors that may cause a distraction).
e. Hair should be shampooed regularly.

5. JEWELRY:
For security reasons, no jewelry is allowed. This includes watches, necklaces, rings, and body piercings. Any jewelry brought in will be confiscated.

6. SHIRTS:
a. Forrest Green polo shirts are required for High School JJAEP students; Navy Blue polo shirts are required for Middle School JJAEP students.
b. Shirts must remain tucked in at all times.
c. Students must wear only plain white undergarments under their shirts. Females must wear a white bra under their shirt.
d. Shirts must be kept clean at all times.
e. Shirts must be well maintained, free from wrinkles, tears, or any other damage.
f. Oversized shirts are not permitted.

7. PANTS/BELTS:
a. Khaki pleated or straight-front Dockers-style or dress slacks are required.
b. Pants must be worn at or above the waistline at all times.
c. No baggy pants, bell-bottoms, cut pant legs, dragging pant legs, capris, hip huggers/low-rise, jeans, cargo pants, leggings, or side pockets are allowed.
d. Pants must be the appropriate size for the student, not to exceed ONE INCH LARGER than their waist, and not excessively tight to avoid creating a distraction.
e. Pant length should touch the top of the shoe's heel and not be frayed at the edges. Extra gym shorts under the pants will not be permitted.

8. SHOES:
a. Black dress shoes or solid black tennis shoes with regular width black shoelaces are required.
b. Thick or colored shoelaces are not allowed. Shoes must remain laced and tied properly throughout the day.
c. Extra socks in shoes are not permitted.
d. Open-toed shoes such as sandals or steel-toed shoes are not allowed.
e. Socks must be plain WHITE without any visible logo or design.

9. WINTER CLOTHING:

- **a.** A matching colored hooded or regular sweatshirt is required for cold weather conditions. Uniforms are available with the school administration.
- **b.** Black or white sweatshirts must FIT the student. Oversized sweatshirts are not allowed.
- **c.** White long sleeve shirts may be worn under student's polo shirt.

10. ADDITIONAL ITEMS:

- **a.** Cell phones and pagers are strictly prohibited at all times.
- **b.** No electronic equipment of any kind is allowed, including electronic cigarette, toys, video games, tablets, laptops, smartwatch, headphones, etc.
- **c.** No weapons of any type are permitted, including small pocketknives and/or cutting instruments. Possession of certain illegal or location-restricted knives may result in criminal charges.
- **d.** Students shall not possess fireworks, smoke or stink bombs, or any other pyrotechnic device.
- **e.** Food, beverages, gum, and candy will be confiscated if brought onto the premises.
- **f.** Any loose items found in pockets or notebooks will be confiscated and not returned, including personal items.
- **g.** Students will not be allowed to enter the restroom while in possession of any type of writing utensil. Pens and pencils will be confiscated and not returned.
- **h.** Students will not be permitted to bring wallets, purses, or money.

(**f) Grievance Procedures.** The student code of conduct must state: (1) which issues are grievable and not grievable; (2)the process by which a student may submit a grievance; (3) the method(s) by which students may obtain and submit a grievance without the assistance or permission of staff; (4) that retaliation by staff against a student for submitting a grievance is prohibited; (5) that the student will receive a written response within five school days after submitting the grievance; (6) that, upon request, a student's parent, guardian, or custodian will be provided a copy of a grievance submitted by the student, including the response; (7) the deadline for submitting an appeal of the initial response, which must be no earlier than five school days after the student receives the initial response; and (8) that the student will receive a written response within 10 school days after submitting an appeal.

POLICY

GRIEVANCE PROCEDURES

1. The JJAEP shall maintain a grievance procedure to address complaints or concerns raised by students or parents/guardians regarding alleged mistreatment, instructional, or programmatic issues, or perceived violations of student's rights by staff members, JJAEP policies, procedures, or other students. Retaliation in any form against a student or parent/guardian who files a grievance or participates in the grievance process is strictly prohibited. The grievance procedure shall ensure that each student and parent/guardian is afforded at least one level of appeal for all grievance complaints. Complaints shall be reviewed and resolved in a fair, timely, and impartial manner, and documentation of all grievances and their dispositions shall be maintained by the JJAEP Administrator.
2. Upon request, a copy of each grievance submitted by a student shall be provided to the student's parent/guardian. (**SEE APPENDIX S – JJAEP STUDENT GRIEVANCE FORM)**
3. Students and parents/guardians may submit the grievance form to a staff member at the JJAEP Campus (Counselor, Administrator, CIS) or may go directly to YISD's Department of Student Services at 9600 Sims Drive, El Paso, Texas 79925 or 915-434-0743. Student or parent/guardian may also contact the assigned Juvenile Probation Officer or the Diversionary and JJAEP Programs Supervisor, Ramon E. Hernandez at 915-

273-3491 Ext. 2110 or by email at Ram.Hernandez@epcountytx.gov to further discuss the issue or submit grievance.

COMPLAINTS

1. General complaints should be resolved at the lowest possible administrative level. General complaints or questions regarding campus level decisions should be addressed with the School Principal/Assistant Principal and/or the JJAEP Administrator. If student or parent/guardian does not believe a complaint or grievance was appropriately addressed, efforts should be made to discuss the complaint with the School Principal or Assistant Principal.
2. Students are encouraged to discuss and attempt to resolve problems directly with JJAEP operational staff whenever possible. The JJAEP staff will take reasonable and appropriate steps in an attempt to correct the problem. If unable to resolve the matter, students can report it to the JJAEP Administrator or School Principal/Assistant Principal verbally or in writing. A Student Grievance Form must be provided to the student upon request by school staff.
3. Grievance procedures shall ensure that each student is afforded one level of appeal on all grievance complaints. The JJAEP Administrator, Principal, or Assistant Principal will investigate the grievance and attempt to resolve it. Upon request, a student's parent/ guardian will be provided a copy of the Student Grievance Form, including the response within five (5) school days after submitting the grievance. Efforts to resolve the matter will be documented on a Student Grievance Review form, which will serve as verification as to what actions were taken by the administration to address the grievance. (**SEE APPENDIX – S1 JJAEP STUDENT GRIEVANCE REVIEW FORM FOR ADMINISTRATORS**).
4. Copies will be forwarded to the JJAEP Administrator and uploaded in the student's file. Upon request, a student's parent/guardian will be provided with a copy of the Student Grievance Form, including the response and findings.
5. If not satisfied with the response provided by School Administrators or the JJAEP Administrator, students or parents/guardians have the right to appeal to YISD's Department of Student Services or the Juvenile Probation Department and appeal.
6. The deadline for submitting an appeal of the initial response must be no earlier than five (5) school days after receiving the initial response. The student will receive a written response within ten (10) school days after submitting an appeal.

GRIEVANCE FORM FOR PARENTS

El Paso County JJAEP facilities will respond quickly to all complaints/grievances from parents/guardians or members of the community against any employee of the Juvenile Probation Department and/or employees of the YISD. Corrective action will be taken if deemed necessary. Parents/Guardians must receive a copy of the JJAEP STUDENT GRIEVANCE REVIEW FORM FOR ADMINISTRATORS and will sign to acknowledge receipt. **(SEE APPENDIX S1 - GRIEVANCE REVIEW FORM FOR ADMINISTRATORS).** A copy of the Student Grievance Form is attached to this Student Code of Conduct.

(**g) Sexual Abuse.** The student code of conduct must include information relating to the JJAEP's zero-tolerance policy for sexual abuse. The information provided must address the following: (1) prevention and intervention; (2) methods of minimizing risk of sexual abuse; (3) reporting sexual abuse and assault; and (4) treatment and counseling.

POLICY

SEXUAL ABUSE PROCEDURES

PRISON RAPE ELIMINATION ACT OF 2003 (PREA)

When sexual abuse or other related outcry is made or need determined, service referrals must be made to an appropriate school-based or community-based provider that can adequately address student's needs. Regarding sexual abuse, a referral to CENTER AGAINST SEXUAL AND FAMILY VIOLENCE would be appropriate.

§348.300 TJJD PERFORMANCE REPORTS

(a) TJJD completes a JJAEP performance assessment report as required by the General Appropriations Act (GAA). The report addresses factors identified by the GAA. TJJD provides each JJAEP administrator and each chief administrative officer with a copy of the report. (b) At mandatory JJAEPs (i.e., JJAEPs whose operation is required by law), the JJAEP Administrator must provide a copy of the report to the juvenile board and to the superintendent of each school district that participates in the JJAEP.

POLICY

In accordance with Texas Administrative Code and the Texas Juvenile Justice Department (TJJD) guidelines, it is the policy of the El Paso County Juvenile Justice Alternative Education Program (JJAEP) to utilize biennial performance data provided by TJJD to assess program effectiveness. The data evaluates each mandatory JJAEP across key measures to determine the extent to which the program is meeting its performance objectives.

PROCEDURE

1. Every two (2) years, TJJD publishes a statewide JJAEP Performance Report reflecting statistical and performance data from each county's JJAEP program.
2. Upon publication, the JJAEP Administrator will disseminate the report to the El Paso Juvenile Board, the Chairman of the YISD School Board, Superintendents of Participating Districts, JJAEP Campus Administrators, other relevant stakeholders participating in overseeing the JJAEP.
3. The report will provide a comparison of the El Paso County JJAEP's performance relative to other counties in areas including, but not limited to, student attendance, academic performance, behavioral outcomes, successful transition rates, recidivism rates, and compliance.

§348.400 FUNDING FOR JJAEPs

(a) Funding for JJAEPs is provided in accordance with requirements in the General Appropriations Act. **(b)** TJJD will not release funds to a JJAEP until it has received the following: (1) memorandum of understanding with completed signature page(s), as required by Texas Administrative Code §348.200; (2) student code of conduct for the current school year; and (3) school calendar. **(c)** TJJD will not release funds to a JJAEP whose school calendar is not in compliance with Section 37.011(f), Education Code, unless an application for a waiver has been approved by TJJD.

POLICY

The El Paso County JJAEP, in partnership with the Ysleta Independent School District (YISD) and other participating districts, acknowledges that the daily rate of compensation for educational services is determined by the State of Texas and may be adjusted during the fiscal year. In accordance with Texas Education Code §29.012 and §37.011, participating school districts that provide educational services to pre-adjudicated or post-adjudicated students confined by court order in a juvenile facility operated by a juvenile board are entitled to include those students in their Average Daily Attendance (ADA) for the purposes of Foundation School Program (FSP) funding.

JJAEP MISSION STATEMENT

The mission of the El Paso County Juvenile Justice Alternative Education Program is to provide a safe, structured, and academically enriching environment for students expelled from their home campuses under Texas Education Code, Chapter 37. The program is committed to enabling students to perform at grade level, fostering academic achievement and personal growth, and equipping students with the skills necessary to make responsible decisions, successfully reintegrate into their school communities, and become productive members of society.

EL PASO COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM STUDENT CODE OF CONDUCT 2026-2027 SCHOOL YEAR

Ysleta Independent School District

JJAEP STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT

Dear Student and Parent/Guardian,

The El Paso County Juvenile Probation Department provides this Student Code of Conduct to parents/guardians and students admitted to the Juvenile Justice Alternative Education Program (JJAEP). Your child has been placed in the JJAEP as a result of an expulsion for one of the mandatory expulsions listed in the table below. The purpose of this publication is to provide information regarding the general rules, expectations, and guidelines for attending and receiving educational services through the JJAEP operated by the Ysleta Independent School District (YISD).

Additionally, a JJAEP brochure is included with this document containing contact information for the participating school district's Campus Principal and Assistant Principals, as well as El Paso County Juvenile Probation JJAEP staff.

We encourage you to read this publication thoroughly and to discuss it with your family. If you have any questions regarding the information contained herein, please contact a Campus Administrator or the JJAEP Administrator for clarification. Students assigned to the JJAEP remain subject to the Ysleta Independent School District's Student Code of Conduct; however, this JJAEP Student Code of Conduct serves as a supplement and may contain additional rules, expectations, sanctions and procedures that must be followed.

Both the student and parent/guardian must sign in the spaces provided below and return this acknowledgment form to the school.

WE ACKNOWLEDGE THAT WE HAVE RECEIVED THE EL PASO COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM'S STUDENT CODE OF CONDUCT AND UNDERSTAND THAT WE ARE RESPONSIBLE FOR READING AND COMPLYING WITH THE INFORMATION CONTAINED HEREIN.

Student's Name: _____
(Please Print)

Student's Signature: _____ Date: _____

Parent/Guardian's Name: _____
(Please Print)

Parent/Guardian's Signature: _____ Date: _____

Home School: _____ Grade Level: _____

TABLE OF CONTENTS

MISSION STATEMENT 4

MANDATORY EXPULSION TABLE 5

ADOPTION 6

NOTICE 6

DISCIPLINE AND SANCTIONS 6

JJAEP CAMPUS ADMINISTRATOR ROLE 7

DRESS CODE 9

GRIEVANCE PROCEDURES 10

SEXUAL ABUSE POLICY 11

HIGH SCHOOL EQUIVALENCY 13

NOTICE TO THE PUBLIC REGARDING ABUSE, NEGLECT, AND EXPLOITATION 16

MISSION STATEMENT

Academically, the mission of the JJAEP is to allow students to perform at grade level.

Mandatory Expulsion Table

Offense Description	Offense Type
Unlawful Weapon: Handgun [PC 46.02(a)]	Mandatory
Unlawful Weapon: Location-Restricted Knife [PC 46.02(a-4)] (For students who are under the age of 18)	Mandatory
Prohibited Weapon: Explosive Weapon [PC 46.05(a)(1)(A)]	Mandatory
Prohibited Weapon: Machine Gun [PC 46.05(a)(1)(B)]	Mandatory
Prohibited Weapon: Short-Barrel Firearm [PC 46.05(a)(1)(C)]	Mandatory
Prohibited Weapon: Armor-Piercing Ammunition [PC 46.05(a)(2)]	Mandatory
Prohibited Weapon: Chemical Dispensing Device [PC 46.05(a)(3)]	Mandatory
Prohibited Weapon: Zip Gun [PC 46.05(a)(4)]	Mandatory
Prohibited Weapon: Tire Deflation Device [PC 46.05(a)(5)]	Mandatory
Prohibited Weapon: Improvised Explosive Device [PC 46.05(a)(6)]	Mandatory
Aggravated Assault [PC 22.02]	Mandatory
Sexual Assault [PC 22.011]	Mandatory
Aggravated Sexual Assault [PC 22.021]	Mandatory
Arson [PC 28.02]	Mandatory
Murder [PC 19.02]	Mandatory
Capital Murder [PC 19.03]	Mandatory
Attempted Murder or Capital Murder [PC 15.01]	Mandatory
Indecency with a Child [PC 21.11]	Mandatory
Kidnapping [PC 20.03]	Mandatory
Aggravated Kidnapping [PC 20.04]	Mandatory
Robbery [PC 29.02]	Mandatory
Aggravated Robbery [PC 29.03]	Mandatory
Manslaughter [PC 19.04]	Mandatory
Criminally Negligent Homicide [PC 19.05]	Mandatory
Continuous Sexual Abuse of Young Child or Disabled Individual [PC 21.02]	Mandatory
Felony Drug Offense (excluding Marijuana or THC) [HSC 481]	Mandatory
Burglary [PC 30.02]	Mandatory
Assault Causing Bodily Injury to School Employee or Volunteer [PC 22.01(a)(1)]	Mandatory
Exhibit, Use, or Threaten to Exhibit or Use Firearm [PC 37.125]	Mandatory

JJAEP STUDENT CODE OF CONDUCT

A. ADOPTION

The Ysleta Independent School District (YISD) has adopted this JJAEP Student Code of Conduct as a supplement to the District's Student Code of Conduct. All students placed in the JJAEP are expected to comply with both the district-wide disciplinary procedures and the specific provisions contained in this JJAEP Student Code of Conduct.

B. NOTICE

Students and their parents, guardians, or custodians shall receive a copy of the JJAEP Student Code of Conduct (SCC) at the time of intake and shall acknowledge receipt by signing the designated form. As part of the student's placement in the JJAEP, families are encouraged to review the YISD Student Code of Conduct, available on the YISD website, which contains comprehensive policies regarding student behavior, expectations, and disciplinary procedures throughout the district.

C. DISCIPLINE AND SANCTIONS

The JJAEP Student Code of Conduct outlines sanctions and disciplinary procedures applicable to students assigned to the program while ensuring due process protections are upheld. The JJAEP Student Code of Conduct adopts and enforces all disciplinary provisions contained in the YISD Student Code of Conduct, while also applying additional guidelines necessary for maintaining a safe, secure, and structured alternative setting.

In accordance with the YISD Student Code of Conduct, all disciplinary action within the JJAEP shall be designed to improve student conduct and to promote positive engagement in the educational environment. Disciplinary consequences shall be determined based upon the professional judgment of teachers and administrators while considering the following factors: seriousness of the offense, student's age and grade level, frequency and nature of the misbehavior, student's attitude and response to correction, impact on the school environment, and statutory requirements. Prohibited student conduct is detailed within the YISD Student Code of Conduct. However, due to the nature of JJAEP placement, the following categories further distinguish major and minor violations.

D. DISCIPLINARY OFFENSES

MAJOR

- Possession of contraband (weapons).
- Possession of or being under the influence of drugs.
- Imminent threats toward any student, teacher, or staff member.
- Destruction of property (may require incident report to TJJD).
- Sexual misconduct (requires incident report to TJJD).
- Assault (requires incident report to TJJD if against another student).
- Sexual assault (requires incident report to TJJD).
- Any incident involving a restraint (requires incident report to TJJD).
- Any incident involving abuse, sexual abuse, neglect, or exploitation (requires incident report to TJJD).
- Any incident that causes substantial disruption during the school day, whether on or off school campus, this includes any cyberbullying that may have occurred off campus but is manifesting on campus (may require incident report to TJJD).
- Any incident warranting an arrest or meeting the elements of a Class B misdemeanor or higher (may require incident report to TJJD).

MINOR

- Refusal to follow directives from administrators, teachers, or staff.
- Verbal disrespect.

- Derogatory or offensive language
- Antagonizing others.
- Walking off campus.
- Dress code violations.
- Tardies or unexcused absences.

Note: In determining disciplinary consequences, the District shall consider mitigating factors such as self-defense, intent or lack of intent, the student's disciplinary history, and any disability that may impact the student's understanding of the behavior's wrongfulness.

DISCIPLINARY MANAGEMENT TECHNIQUES

Discipline for offenses, unless specified otherwise by law, may involve various techniques and responses, used alone or in combination, including but not limited to:

- Verbal correction (oral or written).
- Cooling-off time or "timeout".
- Seating changes within the classroom.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for late assignments or academic dishonesty (including but not limited to cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination).
- Assignment of community service.
- Withdrawal of privileges, such as participation in extracurricular activities.
- In-School Suspension (ISS). The term of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities.
- Out-of-School Suspension (OSS).
- Call to law enforcement for new offense committed at the JJAEP.
- Restitution for damage.
- Notice of Absence will be issued for violation of the Texas Compulsory Attendance Law. In accordance with this law, referrals will be made, as required to school district employees, as necessary and ultimately to a Truancy Court which may assess a fine and impose other requirements to prevent truancy.
- Other strategies and consequences as determined by school officials.
- Due to JJAEP expulsion, further expulsion is not an option, and any of the above consequences may occur.
- Due to JJAEP status, for a student under formal or informal supervision under the 65th District Court, negative behavior (whether a disciplinary referral is given or not) is reported to the Juvenile Probation Department and may result in further consequences imposed by a Juvenile Probation Officer or the 65th District Court.

If a student is removed from the JJAEP and placed in another setting other than a Disciplinary Alternative Education Program (DAEP), the student will have to return to the JJAEP to complete the expulsion term upon re-enrollment. JJAEP students may have the opportunity to attend summer school, if applicable, to make up credits or fulfill STAAR/EOC testing obligations.

E. <u>JJAEP CAMPUS ADMINISTRATOR ROLE</u>

- Any inappropriate conduct occurring within the JJAEP shall be reported to the JJAEP Administrator and, when applicable, the assigned Juvenile Probation Officer, who will document the conduct/incident.
- Consequences for inappropriate conduct shall be explained during the JJAEP school intake to both the student and their parent/guardian. This information is incorporated in the Student Code of Conduct and Policies and Procedures for staff.

- When inappropriate conduct or an incident occurs, the JJAEP Campus Administrator must document the behavior through a disciplinary referral, noting any action taken. Parents or guardians shall be notified when a student is suspended or assigned to In-School Suspension (ISS). The disciplinary referral must be submitted to the JJAEP Administrator, who documents the incident in JMIS and uploads the referral into the youth's profile.
- Behavior management may involve counseling, suspension, conferences with parents/Juvenile Probation Officer, or placement in ISS. If an arrest is warranted, further consequences may be incurred. Possible school-based consequences include the following:
  1) **Suspension** – May be warranted when serious violation of school rules or policies occur. The JJAEP Campus Administrator shall have the discretion to suspend the student. Suspension is rare as sending the student home is not conducive to the JJAEP philosophy of maintaining the student in school.
  2) **In-School Suspension (ISS)** – ISS should be utilized whenever appropriate in lieu of suspension. ISS may be extended beyond prior limits, provided the campus conducts a formal review every 10 instructional days, documenting progress or required modifications in support plans
  3) **Arrest** – Warranted if an offense occurs on school grounds or during transport on a district school bus.
  4) **Counseling** – Provided for any inappropriate conduct/incident where there may have been a display of anger, threats to cause harm to staff or students. Such action will help intervene and prevent further incidents.
  5) **Conferences** – Notification to parents, administrators, JJAEP staff, and Juvenile Probation Officers will be made when there is a serious incident or recurrent inappropriate behavior such as bullying, harassment, or making hit lists. Conferences will be held by some or all of the above parties to prevent more serious consequences.
  6) **Juvenile Probation Officer/JJAEP Administrator** – May address behavioral concerns directly with the student and notify the court when appropriate.
  7) **Home Visits** – May be conducted if there is persistent unexcused absences. JJAEP Campus Administrator, Case Managers, Counselors, and/or Juvenile Probation Officer may conduct the home visit.
  8) **Court Ordered Counseling Services** – Service providers and therapists may be contacted to discuss behaviors observed within the educational setting and coordinate appropriate interventions.

F. EXPECTATIONS OF JJAEP STUDENTS

JJAEP students are expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes regularly and on time.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, administrators, district staff, and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

G. PROHIBITED SANCTIONS

The following disciplinary sanctions are strictly prohibited:

- Corporal punishment, physical abuse, humiliating punishment, or hazing.
- Deprivation of food and water.
- Allowing one student to sanction another.
- Expulsion from a JJAEP.
- Imposing physical exercises/activity as a form of discipline or intimidation.

H. DRESS CODE

The dress code is established to promote good grooming and hygiene, maintain safety and security, minimize disruptions to the educational environment, and encourage respect for authority.

Uniform Appearance:

- **Expectations:** Students shall arrive at school in proper uniform attire and groomed in a manner that is clean, neat, and does not present a health or safety hazard to themselves or to others.
- **Compliance:** Students who are out of compliance will be given an opportunity to correct the problem. Failure to correct the problem will require an immediate parent conference.
- **Severe Violations:** Students with severe violations will be sent home to change into appropriate clothing and must return to campus immediately. Failure to return will result in an unexcused absence.
- **Continued Noncompliance:** May result in a disciplinary referral.
- **Assistance with Uniform Items:** Campus Administrators will communicate and work collaboratively with the JJAEP Administrator in the event a JJAEP student requires assistance in obtaining uniform items.

Facial Appearance:

- **No facial hair is permitted.** Beards, goatees, and mustaches are not allowed. **Non-complying students will be escorted to the restroom by parent/guardian to shave, and the parent/guardian will be required to provide razors.**
- Sideburns are allowed down to mid-ear only and must be maintained at all times.
- Cutting or shaving of eyebrows is NOT permitted.
- Tongue or facial piercings are NOT permitted.
- **All** fingernails must be kept short and trimmed. Nail polish or artificial nails are not permitted. Nails must not extend beyond the tips of the finger.
- No makeup of any kind is permitted, including but not limited to lipstick, concealer, foundation, primer, lip gloss, ChapStick, blush, eyeliner, brow liner, eyeshadow, and mascara.
- Makeup will be confiscated and not returned.
- **Non-compliant students will be escorted to the restroom to wash off makeup.**

Tattoos:

- **ALL** tattoos on the arms and neck must be covered with a **white long-sleeve undershirt or other approved items by the JJAEP Campus Administrator.**

Haircuts:

- All students must maintain a clean appearance at all times.
- Hair must not cover face or eyes.
- No spiked hair (no more than 1 inch in length) or Mohawks allowed.
- Student's hair must be of a natural hair color (no colors that may cause a distraction).
- Hair should be shampooed regularly.

Jewelry:

- For security reasons, no jewelry is allowed. This includes watches, necklaces, rings, or body piercings. Any jewelry brought in will be confiscated.

Shirts:

- Forrest Green polo shirts are required for High School JJAEP students; Navy Blue polo shirts are required for Middle School JJAEP students.

- Shirts must remain tucked in at all times.
- Students must wear only **plain white undergarments** under their shirts. Females must wear a white bra under their shirt.
- Shirts must be kept clean at all times.
- Shirts must be well maintained, free from wrinkles, tears, or any other damage.
- Oversized shirts are not permitted.

Pants/Belts:

- **Khaki pleated or straight-front** Dockers-style or dress slacks are required.
- Pants must be worn **at or above the waistline** at all times.
- No baggy pants, bell-bottoms, cut pant legs, dragging pant legs, capris, hip huggers/low-rise, jeans, cargo pants, leggings, or side pockets are allowed.
- **Pants must be the appropriate size for the student, not to exceed ONE INCH LARGER than their waist, and not excessively tight to avoid creating a distraction.**
- Pant length should touch the top of the shoe's heel and not be frayed at the edges. Extra gym shorts under the pants will not be permitted**.**

Shoes:

- **Black** dress shoes or **solid black** tennis shoes with regular width **black** shoelaces are required.
- Thick or colored shoelaces are not allowed. Shoes must remain laced and tied properly throughout the day.
- Extra socks in shoes are not permitted.
- Open-toed shoes such as sandals or steel-toed shoes are not allowed.
- Socks must be plain WHITE without any visible logo or design.

Winter Clothing:

- A matching colored hooded or regular sweatshirt is required for cold weather conditions. Uniforms are available with the school administration.
- Black or white sweatshirts must FIT the student. **Oversized** sweatshirts are not allowed.
- White long sleeve shirts may be worn under student's polo shirt.

Additional Items:

- Cell phones and pagers are strictly prohibited at all times.
- Electronic devices, including electronic cigarettes, toys, gaming devices, tablets, laptops, smartwatches, headphones, and similar items are prohibited.
- No weapons of any type are permitted, including small pocketknives and/or cutting instruments. Possession of certain illegal or location-restricted knives may result in criminal charges.
- Students shall not possess fireworks, smoke or stink bombs, or any other pyrotechnic device.
- Food, beverages, gum, and candy will be confiscated if brought onto the premises.
- Any loose items found in pockets or notebooks will be confiscated and not returned, including personal items.
- Students will not be allowed to enter the restroom while in possession of any type of writing utensil. Pens and pencils will be confiscated and not returned.
- Students **will not** be permitted to bring wallets, purses, or money.

I. GRIEVANCE PROCEDURES

The El Paso County JJAEP provides a grievance procedure to address complaints or concerns from students and parents/guardians regarding mistreatment, instructional concerns, programmatic issues, or alleged violations of student's rights by staff, policies, or another student. Retaliation in any form against a student who files a grievance is strictly prohibited. A copy of the grievance form is attached to this packet. Students and parents/guardians may submit the grievance form to any JJAEP staff member, Counselor, Campus

Administrator, or directly to the YISD's Department of Student Services located at 9600 Sims Drive, El Paso, Texas 79925 or 915-434-0743. Student or parent/guardian may also contact the assigned Juvenile Probation Officer or the Diversionary and JJAEP Programs Supervisor, Ramon E. Hernandez at 915-273-3491 Ext. 2110 or by email at Ram.Hernandez@epcountytx.gov to further discuss the issue or submit grievance.

General complaints should be resolved at the lowest possible administrative level. General complaints or questions regarding campus level decisions should be addressed with the School Principal/Assistant Principal and/or the JJAEP administrator. If student or parent/guardian does not believe a complaint or grievance was appropriately addressed, efforts should be made to discuss the complaint with the School Principal or Assistant Principal.

- **Initial Discussion** = Students are encouraged to discuss and attempt to resolve problems directly with JJAEP operational staff whenever possible.
- **Reporting to Administrators =** If unable to resolve the matter, students can report it to the the JJAEP Administrator or School Principal/Assistant Principal verbally or in writing. A Student Grievance Form must be provided to the student upon request by school staff.
- **Investigation and Response =** The JJAEP Administrator, Principal, or Assistant Principal will investigate the grievance and attempt to resolve it. The student will receive a written response within five (5) school days after submitting the grievance.
- **Documentation =** Efforts to resolve the matter will be documented on a Student Grievance Review Form for Administrators. Copies will be forwarded to the JJAEP Administrator and uploaded in the student's file. Upon request, a student's parent/guardian will be provided with a copy of the Student Grievance Form, including the response and findings.
- **Appeal Process =** If not satisfied with the response provided by School Administrators or the JJAEP Administrator, students or parents/guardians have the right to appeal to YISD's Department of Student Services or the Juvenile Probation Department and appeal.
- **Deadline for Appeal =** The deadline for submitting an appeal of the initial response must be no earlier than five (5) school days after receiving the initial response. The student will receive a written response within ten (10) school days after submitting an appeal.

COMPLAINTS & GRIEVANCES FROM PARENT/GUARDIAN

The El Paso County JJAEP shall promptly respond to all complaints or grievances submitted by parents/guardians or members of the community against any employee of the Juvenile Probation Department and/or employees of the YISD. Corrective action will be taken if deemed necessary. Parents/Guardians must receive a copy of the JJAEP STUDENT GRIEVANCE REVIEW FORM FOR ADMINISTRATORS and will sign to acknowledge receipt. A copy of the Student Grievance Form is attached to this Student Code of Conduct.

J. SEXUAL ABUSE POLICY

The El Paso County JJAEP is committed to maintaining a safe, secure, and supportive educational environment for all students. The following requirements are intended to reduce the risk of sexual abuse, neglect, or exploitation, and other forms of physical or emotional abuse.

PRISON RAPE ELIMINATION ACT OF 2003 (PREA)

The El Paso County JJAEP adheres to the Prison Rape Elimination Act of 2003 (PREA), a federal law aimed at preventing sexual abuse in both adult and juvenile facilities, including JJAEP and community correction programs. Across all JJAEP facilities operated by the El Paso County Juvenile Probation Department and the Texas Juvenile Justice Department (TJJD), a strict zero-tolerance policy is maintained in conjunction with PREA, addressing all forms of sexual abuse. To ensure compliance of this policy, school administrators, staff, and JJAEP personnel are designated as coordinators, tasked with overseeing the implementation and adherence.

All JJAEPs are mandated to adopt zero-tolerance policies and practices regarding sexual abuse in accordance with the Prison Rape Elimination Procedures Act of 2003 (Texas Administrative Code §358.500). These policies include administrative sanctions as outlined in §348.224 of the JJAEP Policies and Procedures manual.

§358.300 SERIOUS PHYSICAL ABUSE AND SEXUAL ABUSE – (PREA) Prison Rape Elimination Act

- Any JJAEP staff personnel who witnesses, learns of, receives an oral/written statement from a student or other person with knowledge or reasonable belief of an occurrence of alleged serious physical abuse of sexual abuse involving a student shall follow JJAEP school protocol of informing their Principal or Assistant Principal and subsequently reporting to the TEXAS JUVENILE JUSTICE DEPARTMENT (TJJD) and local law enforcement. **The JJAEP facilities will maintain a zero-tolerance policy in conjunction with PREA regarding all forms of sexual abuse. The JJAEP Administrator and Campus Administrators (Principal and Assistant Principals) shall oversee the implementation and adherence to the zero-tolerance policy. (All volunteers, interns, and staff shall be trained regarding Abuse, Neglect and Exploitation (ANE) and PREA standards).**
- No officer, volunteer, counselor, teacher, visitor, student shall engage in any conduct of a sexual nature. There is no "consent" allowed for any juvenile under the care and/or control of the Department as well as juveniles previously under the care and/or control of the Department. All students will be supervised by JJAEP staff to ensure that they are protected from sexual abuse. Security cameras will also be utilized as additional security, but never as a substitute for face-to-face supervision.
- Identification of students vulnerable to sexual abuse, prompts immediate steps to ensure their safety, including additional supervision, referral to school counselor to discuss possible issues, and notification to Juvenile Probation Officer (if applicable) to also assist in identifying any problems.
- JJAEP staff shall never be allowed as the sole supervisor of students of the opposite gender. (This includes searches, restroom breaks, or any function of the program where students are vulnerable or exposed).
- Students with disabilities, including students who are deaf or hard of hearing, shall be afforded reasonable accommodations to ensure meaningful access to reporting mechanisms and protective services.
- YIS and the Juvenile Probation Department shall not knowingly hire, promote, or retain individuals who have engaged in sexual abuse or inappropriate sexual conduct. All employees, staff members, or substitute teachers have passed a background check by the ISD or Juvenile Probation Department to ensure the continued safety of the JJAEP students.
- YISD and the Juvenile Probation Department shall make every effort to provide an environment that is free of coercion or any inappropriate conduct of any kind.
- All students thought to be victims of sexual assault shall be examined at the earliest time possible after the allegation, by a licensed physician. The examination taken by the physician may be used as evidence in an investigation.
- All allegations shall be investigated thoroughly by a neutral party, and all shall be reported to Local Law Enforcement.
- All students may report in writing (grievances) by telephone, face to face, or another means that will allow for their privacy and protection.
- If a student does not feel comfortable reporting to anyone in the JJAEP they may contact a third party (Law Enforcement, TJJD, Juvenile Probation Department, CPS, etc.) directly.
- Attached to this Student Code of Conduct is the Abuse, Neglect and Exploitation Form with the phone number to call if there is a concern or complaint regarding the health and safety of a juvenile in a Juvenile Justice Alternative Education Program.
- The TJJD's investigation is limited to whether an allegation or incident of abuse, neglect, or exploitation occurred based on the statutory definitions of abuse, neglect, and exploitation.

PROCEDURES TO TAKE IN THE EVENT OF AN ALLEGED SEXUAL ABUSE INCIDENT

JJAEP personnel shall report any type of abuse immediately to School Administrators, JJAEP Administrator, Law Enforcement, Texas Department of Family and Protective Services, and the Texas Juvenile Justice Department within 24 hours. The below persons must receive a notification or report regarding allegation:

- School Administrators.
- School Nurse.
- Law Enforcement – 911.
- Parent/Guardian.
- Texas Department of Family and Protective Services - 1-800-252-5400
- Texas Juvenile Justice Department - 1-877-786-7263; submit TJJD Incident Report to abuseneglect@tjjd.texas.gov
- JJAEP Administrator - 915-273-3491 Ext. 2110

Depending on the nature, source, or circumstances surrounding the abuse, staff may be directed to:

- Have the student examined by Nurse and/or Physician.
- Make referral to local law enforcement agencies.
- Contact parents/guardians and advise them of incident.
- Gather as much relevant information as possible pertaining to the sexual assault.
- Student and family should be referred to sexual abuse counseling as soon as possible.
- Service referrals may be to school contracted service providers or any community-based service provider capable of handling the referral and providing appropriate services (such as the Center Against Sexual and Family Violence).

K. HIGH SCHOOL EQUIVALENCY

Students placed in the JJAEP who have experienced difficulties within the traditional school setting may have the opportunity to participate in a High School Equivalency Program. This is an option available for any student of the JJAEP and requires pre-testing and possible remedial assistance to get student prepared for the official test. Students interested in this option should first consult with their parents/guardians, Juvenile Probation Officer, and guidance counselor to ensure they meet the following criteria:

- Student must be at least 16 years old to participate in pre-testing and remedial preparation, and have a court order authorizing pursuit of the high school equivalency final testing and certificate; or
- Candidates who are 17 years old must have parent/guardian signature for taking the official testing.

JJAEP students who have earned fewer than 4 high school credits may be given priority consideration for participating in a High School Equivalency Program.

L. CONSIDERATION OF REMOVAL OF A CHILD

Consideration will be given as a factor in each decision concerning suspension, removal to a Disciplinary Alternative Education Program, expulsion, or placement in a Juvenile Justice Alternative Education Program, regardless of a whether the decisions concern a mandatory or discretionary action, to a student's status in the conservatorship of the Texas Department of Family and Protective Services or a student's status as a student who is homeless.

M. TRANSITION FROM AN ALTERNATIVE EDUCATION PROGRAM TO REGULAR CLASSROOM

As soon as possible after an alternative education program determines the date of a student's release from the program, the alternative education program administrator (Cesar Chavez Academy), shall provide written notice of that date to the student's parent or a person standing in the parental relation to the student and the administrator of the campus to which the student intends to transition to. YISD and receiving district will jointly develop an appropriate written exit plan *from* the JJAEP and transition plan *to* the home school. An academic review will be provided to include a review of courses attended, credits earned, credits pending, discipline and behavior progress or follow up areas, state assessment and/or IOWA skills test scores (Pre and Post), and

attendance records for JJAEP term through the JJAEP Exit Transition Meeting facilitated by Cesar Chavez Academy.

In order to promote successful transition and long-term success, said exit transition meeting will occur prior to a youth's withdrawal from the JJAEP and will include the home school (returning), Campus Administrator or designee, assigned Juvenile Probation Officer or JPD representative, the student and the student's parent or guardian. The JJAEP Exit Transition Meeting must take place no later than five (5) instructional days after the date of the student's release from an alternative education program (JJAEP).

N. CONTINUED EDUCATIONAL SERVICES AND ON-LINE INSTRUCTION/ VIRTUAL SETTING

YISD agrees to continue the provision of personnel and services necessary to operate the JJAEP and implement a Continuity of Operations Plan (C.O.O.P) for online instruction that can provide educational services in accordance with the Texas Education Code, Texas Education Agency, Texas Administrative Code (Chapter 348) and the Texas Juvenile Justice Department. Such C.O.O.P. must address any changes to the JJAEP educational components in the event of a pandemic, natural disaster, or other emergency situation.

Searches shall be conducted solely for safety and security purposes. Search procedures may be modified when necessary to ensure the safety and security of JJAEP students and staff in light of a pandemic, natural disaster, or similar emergency. Any modifications to search procedures shall be noted and reported to the JJAEP Administrator.

In accordance with Texas House Bill 6, the JJAEP may utilize DAEP placement only when:

1. No physical JJAEP placement is available due to capacity or extenuating circumstances.
2. The virtual education placement provides instruction equivalent to in-person services.
3. Documentation is maintained that clearly demonstrates the necessity of the virtual placement and educational equivalency.

EL PASO COUNTY JUVENILE PROBATION DEPARTMENT

JJAEP STUDENT GRIEVANCE FORM

This form is to be completed if you believe you or another student has been treated unfairly or in a manner that violates the Student Code of Conduct. Once completed, please submit this form to the Assistant Principal**. If the grievance involves the Assistant Principal, submit it directly to the Principal.**

JJAEP FACILITY (Select One):

□ CCA HIGH SCHOOL
□ CCA MIDDLE SCHOOL

Student's Name: _____ Date & Time: _____

Description of Complaint or Concern:
(Please provide as much detail as possible, including names of any individual involved, date(s) of the incident(s), and what you believe was unfair or inappropriate.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

Check this box if additional information is written on the back of this form: ☐

Student's Signature: _____

Grievance Received By: _____ **Date & Time:** _____

Copies of all Student Grievances and Grievance Reviews are to be forwarded to the Diversionary and JJAEP Programs Supervisor, Ramon E. Hernandez at Ram.Hernandez@epcountytx.gov

548



NOTICE TO THE PUBLIC REGARDING ABUSE, NEGLECT AND EXPLOITATION

The TEXAS JUVENILE JUSTICE DEPARTMENT investigates allegations of abuse, neglect and exploitation in juvenile justice facilities operated wholly or partly by the juvenile board or by a private vendor under a contract with the juvenile board or county that serves juveniles under juvenile court jurisdiction, including: public or private short-term juvenile pre-adjudication secure detention facilities (holdovers); public or private juvenile pre-adjudication secure detention facilities; public or private juvenile post-adjudication secure correctional facilities, except for a facility operated solely for children committed to Texas Youth Commission; public or private non-secure juvenile residential treatment facilities that are not licensed by the Texas Department of Family and Protective Services or Department of State Health Services.

The TEXAS JUVENILE JUSTICE DEPARTMENT investigates allegations of abuse, neglect and exploitation in juvenile justice programs (such as the JJAEP) operated wholly or partly by the juvenile board or by private vendor under a contract with a juvenile board that serves juveniles under juvenile court jurisdiction, including juvenile justice alternative education programs and non-residential programs that serve juvenile offenders under the jurisdiction of the juvenile court.

If you are a member of the public and you have a concern or complaint regarding the health and safety of a juvenile in a juvenile justice facility or program, please contact The TEXAS JUVENILE JUSTICE DEPARTMENT at the following TOLL FREE number:

1-877-786-7263
(1-877- STOP ANE)

The TJJD's investigation is limited to whether an allegation or incident of abuse, neglect or exploitation occurred based on the statutory definitions of abuse, neglect and exploitation. Investigators will not address the appropriateness of a disposition by the juvenile court and do not have the authority to override an order issued by a juvenile court.

For more information, please contact an investigator at the TEXAS JUVENILE JUSTICE DEPARTMENT at (512) 424-6700.

Legend
√ = Compliant
χ = Non-Compliant
∅ = Not Applicable

EL PASO COUNTY JUVENILE PROBATION DEPARTMENT
JJAEP PERSONNEL RECORDS REQUEST
Chapter 348 Juvenile Justice Alternative Education Programs

HR Reviewer's Name:

_____
Print Name and Title

_____
Signature

Date: _____

THE ABOVE SIGNATURE CERTIFIES THAT THE LISTED JJAEP EMPLOYEES HAVE ALL THE ABOVE INFORMATION ON FILE AS REQUIRED BY THE TEXAS JUVENILE PROBATION COMMISSION.

				Education and Certification						Personal Records											Policies and Procedures	
	EMPLOYEE NAME	POSITION	JJAEP START DATE	Bachelor's Degree	Proof of licensing or certification verification	College or University Accreditation	College, High School Diploma, Certificate or Home School Transcript	Teacher Certification	Special Ed Certification	Job Description	Criminal History Records Check – NCIC/TCIC	LOCAL SEX OFFENDER CHECK	FAST-FINGER PRINTS	FIRST AID	CPR	CPI, IF APPLICABLE	Applicable Certification Verification	Applicable Personnel Actions	Documentation of Employee Qualifications	Certified Letter from the Employing School District's HR, if applicable	New Orientation & JJAEP Policies and Procedures	Documentation of Receipt of the Student Code of Conduct
1																						
2																						
3																						
4																						
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INCIDENT REPORT FORM

Administrative Investigations Division

TEXAS JUVENILE JUSTICE DEPARTMENT

Fill out both sides of form and submit completed form and any additional documentation to:

Email: **abuseneglect@tjjd.texas.gov**

REPORTER'S INFORMATION

Form Completed By Name/Title	*Phone #*	*Fax #*	*Email Address*

First Person of Knowledge Name/Title	*Phone #*	*Email Address*

County Case ID #	*County*	*Incident Date*	*Incident Time*

LOCATION OF ALLEGED INCIDENT

Name of Department/Program/Facility			
Address	*City*	*State*	*Zip*

Administrator's Name/Title	*Phone*	*Fax*

Type of Program/Facility (check one):
- ☐ Pre-Adjudication (Detention)
- ☐ Post-Adjudication (Secure)
- ☐ Post-Adjudication (Non-Secure)
- ☐ Probation
- ☐ JJAEP
- ☐ Day Reporting Program

LAW ENFORCEMENT NOTIFICATION

Law Enforcement Agency Name			*Person Notified*	
Phone	*Fax*	*Report Number*	*Date Notified*	*Time Notified*

SERIOUS INCIDENTS -- Report to TJJD within ***24 Hours***

- ☐ Attempted Escape
- ☐ Escape
- ☐ Escape-Furlough
- ☐ Youth Sexual Conduct
- ☐ Youth-on-Youth Physical Assault
- ☐ Attempted Suicide: Referred for Mental Health Services? ☐ Y ☐ N
- ☐ Reportable Injury: Restraint related? ☐ Y ☐ N; If yes, what type? ☐ Mechanical ☐ Physical ☐ Chemical

YOUTH INVOLVED

Name	*DOB*	*Age*	*Race*	*Height*

Weight	*Gender*	*Placing County*	*PID*	*Current Location of Youth:*
	☐ M ☐ F			☐ Facility ☐ Residence ☐ Other

Name of Parent/Guardian	*Phone*	*Date Notified*	*Time Notified*

Parent/Guardian's Address	*City*	*State*	*Zip*

ABUSE, NEGLECT, EXPLOITATION, OR DEATH

Report to TJJD and Law Enforcement within ***24 Hours:***

- ☐ Exploitation
- ☐ Emotional Abuse
- ☐ Verbal Abuse
- ☐ Neglect: ☐ Medical ☐ Supervisory
- ☐ Physical Abuse: Restraint related? ☐ Y ☐ N; If yes, what type? ☐ Mechanical ☐ Physical ☐ Chemical

Report to Law Enforcement within ***1 Hour*** and TJJD within ***4 Hours***

- ☐ Death: ☐ Suicide ☐ Non-Suicide
- ☐ Sexual Abuse: ☐ Contact ☐ Non-Contact
- ☐ Serious Physical Abuse (injury that requires medical treatment): Restraint related? ☐ Y ☐ N; If yes, what type? ☐ Mechanical ☐ Physical ☐ Chemical

11209 Metric Boulevard, Bldg. H
Austin, TX 78758

P.O. Box 12757
Austin, TX 78711

www.tjjd.texas.gov
P (512) 490-7230 or (512) 490-7126

STAFF-ON-YOUTH ALLEGATIONS ONLY

ALLEGED VICTIM: YOUTH

Name	*DOB*	*Age*	*Race*	*Height*

Weight	*Gender*	*Placing County*	*PID*	*Current Location of Youth:*
	☐ M ☐ F			☐ Facility ☐ Residence ☐ Other

Name of Parent/Guardian	*Phone*	*Date Notified*	*Time Notified*

Parent/Guardian's Address	*City*	*State*	*Zip*

ALLEGED PERPETRATOR: STAFF

Name / Title	**DOB**	Gender	Re-Assigned	Resigned	Suspended	Terminated
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐

YOUTH-ON-STAFF ASSAULTS ONLY

TJJD will not investigate these incidents; however, it is important that we collect this data. Please report all assaults on staff to local law enforcement and TJJD.

ALLEGED VICTIM: STAFF

Name / Title	*DOB*	*Race*	*Gender*
			☐ M ☐ F

Was the staff injured? ☐ Y ☐ N

If Yes: Was medical treatment needed? ☐ Y ☐ N

Briefly describe any injuries:

SUSPECT: YOUTH

Name	*DOB*	*Age*	*Race*

Gender	*Placing County*	*PID*
☐ M ☐ F		

Name of Parent/Guardian	*Phone*	*Date Notified*	*Time Notified*

Parent/Guardian's Address	*City*	*State*	*Zip*

DESCRIPTION OF INCIDENT

- **THIS SECTION MUST BE COMPLETED. Supplementary attachments may *not* replace the narrative.**
- The details of the incident should include ***who, what, when, where, why****, and* ***how***, including a description of any injuries and the type of medical treatment provided. Use additional pages if necessary.
- **NOTE:** If the first person of knowledge is not the person who is submitting this form, the first person of knowledge must attach a signed, dated statement.

APPROVAL

I do hereby attest that the information I provided is true and correct to the best of my knowledge.

Printed First and Last Name	*Signature*	*Date*
	X	

Internal Investigation Report Form

Administrative Investigations Division

TEXAS JUVENILE JUSTICE DEPARTMENT

In accordance with Texas Administrative Code Section 358.800, an Internal Investigation Report (IIR) shall be completed at the conclusion of all internal investigations resulting from alleged abuse, neglect, exploitation or death of a juvenile.

GENERAL INFORMATION

TJJD Case Number:	County Case ID#:	County:	Department / Program / Facility:

Date of Alleged Incident:	Alleged Victim(s):	Alleged Perpetrator(s): #1: #2: #3: #4:

Alleged Perpetrator's Current Mailing Address *(including address, city, state and zip code)*:

Perpetrator #1:
Perpetrator #2:
Perpetrator #3:
Perpetrator #4:

First Person of Knowledge:

Date Allegation Reported to First Person of Knowledge:

Date Allegation Reported to TJJD:

LAW ENFORCEMENT INFORMATION

Name of Law Enforcement Agency:	Date Reported to Law Enforcement:	Law Enforcement Report Number:

DEPARTMENT / PROGRAM / FACILITY EMPLOYMENT SEPARATION

In accordance with Texas Administrative Code Section 358.720, if during the internal investigation the Subject of Investigation resigns or is terminated from employment, the TJJD shall be notified no later than the second business day after the resignation or termination:

	Type:	Date of Resignation / Termination:	Date TJJD Notified:	Name of Individual Who Notified TJJD:
Perpetrator #1:	☐ Resignation ☐ Termination			
Perpetrator #2:	☐ Resignation ☐ Termination			
Perpetrator #3:	☐ Resignation ☐ Termination			
Perpetrator #4:	☐ Resignation ☐ Termination			

WITNESSES

In accordance with Texas Administrative Code Section 358.740, diligent efforts shall be made to obtain written or electronically recorded oral statements from all persons with direct knowledge of the alleged incident.
If more space is needed for additional witnesses, please include in the "Additional Information" section on Page 2.

Please provide a list of all persons who provided a written and/or oral statement.

Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
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Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written
Name:	Title:	Type: ☐ Oral ☐ Written

INTERNAL INVESTIGATION REPORT

In accordance with Texas Administrative Code Section 358.820, the Internal Investigation Report (IIR) shall include the following.

Date Internal Investigation Initiated:	Date Internal Investigation Completed:	Date Alleged Victim's Parent/Guardian was Notified of Allegation:

Summary of Original Allegation:

Relevant Policy and Procedure Related to the Alleged Incident: (*Please also note any changes to policies and procedures that occurred as a result of this incident.)*

Summary of Steps Taken During the Internal Investigation:

Written Summary of All Oral Interviews Conducted:

List of All Evidence Collected During the Internal Investigation (i.e. audio and/or video recordings, polygraph examinations, etc.):

Relevant Findings of the Investigation that Support the Disposition (i.e., an analysis of the evidence):

Additional Information:

Assigned Disposition:
☐ Founded ☐ Unfounded ☐ Inconclusive

Perpetrator #1 Administrative Disciplinary Action / Corrective Measures Taken to Date:
☐ Termination ☐ Suspension ☐ Retrained ☐ Returned to Duty ☐ None

Perpetrator #2 Administrative Disciplinary Action / Corrective Measures Taken to Date:
☐ Termination ☐ Suspension ☐ Retrained ☐ Returned to Duty ☐ None

Perpetrator #3 Administrative Disciplinary Action / Corrective Measures Taken to Date:
☐ Termination ☐ Suspension ☐ Retrained ☐ Returned to Duty ☐ None

Perpetrator #4 Administrative Disciplinary Action / Corrective Measures Taken to Date:
☐ Termination ☐ Suspension ☐ Retrained ☐ Returned to Duty ☐ None

Names of All Persons Who Assisted in Conducting the Internal Investigation:

PARENT / GUARDIAN INFORMATION

Name of Parent or Guardian:	Current Mailing Address *(including address, city, state and zip code)*:

ADDITIONAL INFORMATION

Please include any additional information you think is pertinent to this investigation that has not already been detailed. This includes any additional witnesses that you were unable to list on Page 1:

COMPLETED BY

Printed Name of Person Who Completed the Internal Investigation Report:	Date Completed:	Signature:

In accordance with Texas Administrative Code Section 358.840, please submit the Internal Investigation Report and copies of the following documents to the TJJD within five calendar days following its completion.

- Written statements;
- Relevant medical documentation, if the release is authorized by law;
- Training records, if applicable; and
- Any other documentation used to reach the disposition of the internal investigation

* *Please note that although some of the contents of this form are required by administrative rule, the form has been provided for your convenience and its use is not mandatory.*

THE DISTRICT YSLETA INDEPENDENT SCHOOL DISTRICT

YSLETA ISD CALENDAR 2026-2027

July

1-3	District Holiday
13-22	Student Registration
20-22	New Teacher Induction
23-31	Professional Development
24	Teacher Prep Day

August

3	1st Instructional Day/1st Day of the 1st Semester
24	Parent Conference/Full Day Instruction (HS)
25	Parent Conference/Full Day Instruction (MS)

September

7	Labor Day/District Holiday
15	Parent Conference/Full Day Instruction (ES)
25	End of 1st Nine Weeks
28-30	Fall Intersession

October

1-2	Fall Intersession
5-9	Fall Break
12	Professional Development/No Students

November

11	Veteran's Day/District Holiday
23-27	Thanksgiving Break

December

1-3	STAAR/EOC Testing
18	Early Release/Students Half-Day (4 hrs) End of 1st Semester/End of 2nd Nine Weeks
21-25	Winter Break
28-31	Winter Break

January

1	Winter Break
4	Professional Development
5	1st Day of 2nd Semester/ Students Report Back to School
18	Martin Luther King Jr. Day/ District Holiday

February

22	Parent Conference/Full Day Instruction (HS)
23	Parent Conference/Full Day Instruction (MS)
24	Parent Conference/Full Day Instruction (ES)

March

5	End of 3rd Nine Weeks
8-12	Spring Intersession
15-19	Spring Break
22	Professional Development/No Students/ Inclement Weather Make-Up day
26	Good Friday/District Holiday
29	Easter Monday/District Holiday/ Inclement Weather Make-Up Day

April

6-9	STAAR Testing
13-16	STAAR Testing
20-23	STAAR Testing

May

31	Memorial Day/District Holiday

June

4	Early Release/Students Half-Day (4 hrs) End of 2nd Semester/Last Instructional Day
15-17	STAAR/EOC Retest
18	Juneteenth/District Holiday

Teacher Work Days
187

Instructional Days
1st Semester **82** 2nd Semester **94**

- Holiday / Non-Duty Day
- Beginning/End of Semester
- End of Grading Period
- Student Registration
- Intersession
- Early Release
- Professional Development
- STAAR/EOC Testing
- Inclement Weather Make-Up Day
- Parent Conference

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30			

October

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				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

This academic calendar is intended for use by YISD students, parents and guardians, district employees, and the community for planning. It is not intended for payroll purposes. Employees should confirm with Payroll/HR their actual days of employment per their assigned schedule. This calendar is compliant with Texas House Bill 2610 and verified to contain at least 75,600 minutes of instruction for the 2025-2026 school year. **Board Approved: January 14, 2026** **Revised: May 20, 2026**

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: _____

Subject/Title for Agenda Posting: Memorandum of Understanding and Agreement between Canutillo ISD and Aliviane Inc.

Justification Statement: This MOUA will provide evidence-based curriculum education, utilizing the Life Skills Curriculum, in the district's elementary and middle schools.

Purpose of Agenda Item: ☐ Information ☑ Discussion ☑ Action

Item Type: ☐ Curriculum & Instruction ☐ Human Resources ☑ Business Services

Staff Responsible: Dr. Monica Reyes, Executive Director Student Support Services

Signature of Requester(s)

Signature of Presenter(s) 8/12/2026

Business Services Approval (Initials) *Date*

Agenda Summary:

This memorandum of understanding and agreement confirms Canutillo ISD's commitment to provide the community with age-appropriate Alcohol, Tobacco and Other Drug (ATOD) presentations and information disseminated to the students, teachers, and families. Information will also be presented at other district and campus activities such as prevention classes, Parent University, health fairs and community events.

RECOMMENDATION: Administration recommends that the Board of Trustees approves the MOUA with Aliviane, Inc. and Canutillo ISD.

PRIOR BOARD ACTION: Approved AWARDED: 6/24/2025 AWARDED AMOUNT: N/A

AMOUNT(S): N/a

ACCOUNT NO(S): N/A

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

REQUESTING DEPARTMENT: Student Support Services Department

CONSEQUENCES OF NON-APPROVAL: The loss of a preventative measure concerning alcohol, tobacco and other drugs and the loss of a resource of information to be shared with Canutillo ISD students in classroom presentations and with parents at community events.

IMPLEMENTATION TIMELINE: School Year 2026-2027

ATTACHMENT(S): MOUA Document

CANUTILLO INDEPENDENT SCHOOL DISTRICT
FINANCIAL SERVICES DIVISION/PURCHASING

Contract Routing and Approval Form

FOR PURCHASING OFFICE USE ONLY			
Contract Request Received		Assigned Contract No	
Routed for Internal Approval		Contract Fully Executed	
Routed for Vendor Approval		Notification To Proceed	

CONTRACT APROVAL PROCESS: **1.** All agreements **shall** be routed through the purchasing office. **2.** Purchasing will review for compliance and determine procurement method(s). **3.** Be advised that some agreements may require Legal Counsels review **4.** Following final review, purchasing will route for additional signature(s), either district personnel and/or supplier. to ensure receipt of fully executed documents. **5.** Purchasing will notify requestor when process has been completed.

NO SERVICES SHALL COMMENCE WITHOUT AN EXECUTED AGREEMENT AND AN APPROVED PURCHASE ORDER

IT IS THE REQUESTORS RESPONSIBILITY TO SUBMIT ALL DOCUMENTS PERTAINING TO THE SERVICE REQUESTED WITH AMPLE TIME TO ALLOW FOR FULL PROCESS. MUST INCLUDE Vendor agreement, vendor quote, vendor terms, any other docs related to the service, etc. This Contract Routing and Approval form is required to ensure we have the information needed to route documents for the necessary signatures.

THIS FORM MUST BE COMPLETED BY THE REQUESTING CAMPUS/DEPARTMENT

Must check off Contract Type: ☐ Professional Service ☐ Contracted Services ☐ Vendor Agreement ☐ Term Contract ☐ Interlocal ☐ Lease Agreement x MOUA ☐ MOA ☐ Construction ☐ Other _____

Campus/Department: Student Support Services

Campus/Department Contact person: Dr. Monica Reyes, Executive Director

Contact Number: 915-877-7650 Requestors email: mreyes@canutillo-isd.org

Contract Title: Professional Services Contract- Aliviane Inc.

Contract Description: An agreement to provide students and families with age-appropriate presentation on Alchohol,Tobacco, and Other drugs and providing comprehensive substance use and other mental health disorder services for CISD students and families. Services include age-appropriate group mentoring services and monthly family engagement activities to participate in the program.

VENDOR INFORMATION – MUST PROVIDE ALL INFORMATION LISTED BELOW: Required to obtain all necessary signatures.

Vendor/Company Name: Aliviane Inc.

Vendor Full Address: 11626 Medical Center Dr., 3rd Flr El Paso, Texas 79902

Name of Representative: Priscilla Cortez representatives' email: pcortez@aliviane.org

Rep. Office Phone: 915-782-4000 Ext 1321 Rep Mobile Number: _____

Vendor's Authorized Signer: Ivonne Tapia Signer's email: itapia@aliviane.org

Contract Amount: N/A Funding Source: N/A

Account No(s): N/A

Anticipated Start Date: September 1, 2026 End Date: August 31,2027

Is this a New Agreement? ☐ Yes ☑ No

Is this Agreement a renewal? ☑ Yes ☐ No If yes; specify the reason for renewal, what is it replacing?

MOUA Renewal required 1- Year after start Date

Agreement Term: 2026-2027 School Year Does agreement term include renewal options? ☐ Yes ☑ No

If yes, specify renewal options: _____

Does agreement require Insurance coverage? ☐ Yes ☑ No **If yes, route agreement to Human Resources department for review, and to provide the necessary insurance requirements.**

Human Resources staff review: _____ Date: _____

By signing this approval request form, I, the budget authority confirm that the agreement attached has been reviewed and all necessary documents pertaining to this agreement are being submitted.

Budget Authority Signature: _____ Date: 8/12/2026

☐ **Attachments: Must submit vendor agreement and all pertaining documents, quotes, etc., with this routing form.**

Purchasing review: _____

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:

☒ PRIDES	☒ PRC Region 10	☐ HMHL	☐ WCR	☒ YRRC
☒ PRIDES - Rural	☒ EPAPC	☐ AOPC	☐ CCC	☐ PPW
☒ Strengthening Families	☒ PADRE	☐ OTC	☐ Por Mi Familia	☒ IHCP
☒ IMASTAR	☐ PATH	☒ YFOPC	☐ RSS	

Description of services provided by Aliviane Inc.

General Description	Specific Deliverables
Youth Prevention Indicated Program (YPI) may provide prevention services to youth at risk of substance use and adults referred.	Services include prevention education; age appropriate ATOD presentations; Information Dissemination to children, and families; Alternative Activities; Problem Identification and Referral as requested; Prevention services will include participation in community events.
Youth Prevention Selective (YPS) may provide prevention services to youth ages 12-17 years of age and adults referred.	Services include prevention education; age appropriate ATOD presentations; Information Dissemination to children, and families; Alternative Activities; Problem Identification and Referral as requested; Prevention services will include participation in community events.
Youth Prevention Universal Program (YPU) may provide prevention services to all youth and adults referred.	Services include prevention education; age appropriate ATOD presentations; Information Dissemination to children, and families; Alternative Activities; Problem Identification and Referral as requested; Prevention services will include participation in community events.

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.	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 polices, practices, norms and community condition.
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.	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.
Youth and Family Outpatient Treatment Clinic (YFOPC) may provide outpatient treatment services adolescents aged 13-17 years old who are struggling with substance use disorder.	Services include Individual Counseling, Group Counseling, Group Education, Adolescent Support, Parent Education, and Family Support. Services will be provided to youth upon referral from school counselors, to be conducted at Aliviane's facility.
Youth Recovery Center(YRC) program provides youth aged 13-21 years old a safe place to meet with peer leaders and obtain case management services. Peer leaders engage participants and their families/supportive allies in sober activities and the center is available to youth at various times throughout the week.	Services include referrals, family engagement services, case management resources, center with sober activities, outreach presentations, support groups, and a Peer Advisory Council. Services will be provided to youth upon referral from school counselors, to be conducted at Aliviane's facility.
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. Services are provided in person and virtually.	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.
IHCP-YEP Promote mental health and wellness by providing tools to improve well-being, stress levels and resiliency. Our free services are available to both youths and young adults aged 6 to 25 and their families, our service area is El Paso and the rural communities throughout the County. We focus our efforts on identifying promising students struggling with school and emotional stress.	Hosting yoga- meditation, and stress relieving classes with activities for the participants. Implement evidence-based curriculums, Keeping my family safe, Learning 2 Breathe and Check and Connect with linkages and referrals to other services participants may need. Follow-ups and continued support and guidance while in the YEP program.

☒ Referral ☒ Transportation ☐ Communication ☒ Financial Assistance ☒ Case Management ☒ Presentations/Sessions

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

General Description	Specific Deliverables
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 classrooms and students.	Support for prevention education curriculum, adult and youth presentations and information dissemination, alternative activities, health fair, community events and coalition meetings.

☐ Referral ☐ Transportation ☐ Communication ☐ Financial Assistance ☐ Case Management ☐ 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. Josue Borrego
Title: Superintendent of Schools
Entity: Canutillo ISD
Phone: 915-877-7444
Email: jborrego@canutillo-isd.org

Signature: _____

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

Start Date: 09-1-2026 End Date: 08-31-2027
MOUA Renewal Required 1-Year after Start Date*

Form ID: ADM-MOUA-01
2020

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: August 25, 2026

Subject/Title for Agenda Posting: Recommendation to approve adminstration's submission and application for waiver to Texas Edcuation Agency (TEA) for school systems actively working with Pre-K partners to meet the 85% pass-through rate.

Justification Statement:

The Teaxas Education Agency encourages school systems to comply with the 85% pass-through requirment for the current school year.

Purpose of Agenda Item: ☐ Information ☐ Discussion ☑ Action

Item Type: ☑ Curriculum & Instruction ☐ HumanResources ☐ Business Services

Staff Responsible: Dr. Jesica Arellano

Signature of Requester(s)

Signature of Presenter(s)

CP

Business Services Approval (Initials) *Date*

Agenda Summary:

School Systems may apply for a waiver if they are not in compliance, given there may have been inadequate time for negotiation between school systems and their partners to allow for implementation.

For School Year 2026-2027, waivers will also be available for school systems working in good faith with their Pre-K partners to ensure their agreements meet the 85% pass-through rate. The Texas Education Agency will provide targeted support to facilitate partnerships through Pre-K Intermediaries established established under HB 2. The application process for Pre-K Intermediaries will be conducted in summer 2026 and intermediaries will be named in fall 2026.

Waiver applications must be submitted by August 31, 2026. Waivers may be approved for School Year 2025-2026, School Year 2026-2027, or both.

RECOMMENDATION:

Recommendation to approve the waiver application as presented in order to meet the August 31, 2026 deadline

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:

Curriculium and Instruction

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S): ✓

TEA notification Documentation

Pre-K Partnership Pass-Through Waiver

Fields marked with an asterisk (*) are required.

Pre-K Partnership Pass-Through Funding Requirement Reminder

Texas Education Code (TEC), §29.153(i)

TEC, §29.153(i) as established by HB 2 in the 89th Legislative Session states:

(i) A partnership entered into between a school district or open-enrollment charter school and a private provider for a prekindergarten class under this section must provide for the provider to receive funding for each district or school student enrolled in the class in an amount that is not less than 85 percent of the amount of funding that the district or school receives for the student. Notwithstanding Section 7.056(e)(3)(I), the commissioner may waive the requirement under this subsection on request by a school district or open-enrollment charter school in accordance with Section 7.056.

This provision §29.153(i), as enacted by HB 2, began to apply to school districts with the 2025-26 school year.

Section I: Application Information

To be granted a waiver, you will need to demonstrate the following:

1. Be engaged in partnerships
2. The pass-through percentage is under the 85/15 split being shared from the school system to the partnering entity
3. Complete Attestation (at the bottom of waiver application) to be in compliance by August 2027

Waivers can be granted for school year 25-26, school year 26-27, or both.

School System Name *

Requested Years for this Waiver Application *

Name and Position of Person Submitting Waiver Application *

Are you currently engaged in partnerships? *

How many partnerships does the school system currently have? *

Section 2: Details of the financial pass-through funding

REMINDER: TEC, §29.153(i), requires that a provider receive not less than 85% of the funding the district or school receives for the student. The funding a district or school receives for the student should be a good faith estimate of the total amount of funding a district receives for the student. This includes funds from regular program funding, the early education allotment, state compensatory education funding, special education funding, bilingual funding, tier two funding, other direct (e.g. small and mid-sized allotment, allotment for basic costs, school safety, etc.), and other indirect (e.g. proportionate share of transportationteacher retention allotment) funding. School systems should use local state aid templates to estimate the total funding per student.

List the partnering entities that recieve at least 85% of the amount of funding that the district or school receives for each student. *

If none, put N/A

List the partnering entities that do not recieve 85% of the amount of funding that the district or school receives for each student. *

What is included in the pass-through percentage being shared to the partnering entity? *

Waiver Attestation *

By including the contact email below, the submittal of this request by the named party reflects the following assurances and attestation that:

1. The campus- or district-level committee established under TEC §11.251 has reviewed and concurs with this waiver request is has provided additional comments in an attachment; and
2. the Board of Trustees has officially approved the waiver request.

Data of School System Board of Trustees Approval for waiver request *

Attach a copy of the board agenda or minutes from the meeting at which the specific waiver request was approved using the Upload section below.

Please Upload the following documents for the waiver application: *

1. Board of Trustees Approval for waiver request

Reminder: upload can be a copy of the board agenda or minutes from the meeting where the Board of Trustees approved the waiver request.



Drop your files here

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Early Learning Public-Private Partnerships

What are Public-Private Prekindergarten Partnerships?

Public-private prekindergarten partnerships are collaborations between local education agencies (LEAs) such as school districts or open-enrollment charter schools, and private child care or Head Start programs. LEAs, and private child care or Head Start programs, may establish formal or informal partnerships based on enrollment and development activities. The partnerships are developed to reflect the needs of children and families, local resources available, and community trends.

Public-private prekindergarten partnerships are encouraged because of the collaborative opportunities and benefits they foster, and are required by Texas Education Code 29.1533 in some situations. Providers must also meet solicitation, eligibility, and enrollment requirements required by TEC §29.171.

House Bill 2 Updates and Pre-K Partnership Intermediaries

Pre-K Pass-through Funding

HB 2 requires that a partnership between a school district or charter school and a private prekindergarten provider must provide that at least 85% of funds are passed to the private prekindergarten provider as updated in TEC, §29.153(i) from the 89th Legislative Session.

The Pre-K Pass-through Funding Requirements from HB 2 document linked here includes this statutory information as well as what constitutes 85% of funding, TEA's approach to supporting monitoring this requirement and waiver information, which is included below.

TOP

Waiver Information:

- School systems may apply for a waiver using this link: Pre-K Partnership Pass-Through Waiver. Waiver applications must be submitted by September 30, 2026. Waivers may be approved for School Year 2025-2026, School Year 2026-2027, or both.
- TEA will engage in rulemaking to clarify expectations for pass-through rates and Pre-K Partnership agreement expectations. The Agency expects these rules to be in effect in summer 2027.
- Additional details on rules, intermediaries, and available supports will be released in a To The Administrator Addressed (TAA) letter in early fall 2026.

Pre-K Partnership Intermediaries

The Texas Education Agency (TEA) seeks to designate at least 4 Pre-K Partnership Intermediaries to expand prekindergarten partnerships between School Systems and Pre-K Providers across Texas. The Texas Legislature created House Bill 2, and the bill was signed into law in 2025. House Bill 2 made amendments to TEC §29.153, where the Commissioner is to name at least 4 Pre-K Intermediaries to support prekindergarten partnerships, and these Intermediaries will also make determinations for school systems to expand their prekindergarten or offer tuition-based programming.

The named Intermediaries will be listed on an approved vendor list and will be responsible for the following core functions:

- Recruit High-Quality Pre-K Providers and Match with school systems
- Support Contracts, Financial Modeling, and Agreement Negotiations
- Ensure Pre-K Quality
- Provide Operational Support
- Make Determinations

Resources for prospective Intermediary Applicants:

- Pre-K Partnership Intermediary Application
- Pre-K Partnership Intermediary Overview Webinar
- Intermediary Application Office Hours FAQ

Support and Services

Partnership Resources

Partnership Process provides resources on how school systems, child care programs, and Head Start programs establish a partnership.

Charter School Considerations

An open enrollment charter school that would like to develop a prekindergarten partnership with a high-quality child care program or Head Start program must follow the same provisions as school districts, with the following additional requirements:

- The charter school must be in good standing with TEA.
- The charter school must be authorized to serve the age levels served in the prekindergarten program.
- The charter school must be authorized to serve children on the site of the prekindergarten partnership program.
- The charter school must be authorized to serve children from the residential areas of the children enrolled at the prekindergarten partnership program.
- Enrollment of children in the partnership program combined with the charter school's student enrollment may not exceed the charter school's maximum enrollment.

Meeting these requirements may involve the application for one or more expansion amendments with the Charter Schools Division of TEA, as prescribed in Texas Administrative Code §100.1035. Charter schools must receive approval for expansion amendments before receiving funding for prekindergarten partnership programs. The expansion amendment application and approval process may require several months, which may extend the implementation timeline for starting a prekindergarten partnership program. Please contact CharterSchools@tea.texas.gov for questions about the charter school expansion amendment process.

Child Care Partnership Support

TEA partners with the Texas Workforce Commission (TWC) Pre-K Partnerships Department to support prekindergarten partnerships. Eligible child care programs working with the TWC Pre-K Partnerships Department can apply for a one-time award of up to $25,000 for each new partnership classroom. The award will help child care programs with some of the costs of the new pre-k partnership classroom.

The money is not intended to replace the contributions from the school. The child care prograı local education agency must be working with the TWC Pre-K Partnership Team during the partnership

process. To learn more about this work and available support, visit TWC Pre-K Partnerships or email prekpartnerships@twc.texas.gov.

Head Start Partnership Resources

The National Center on Early Childhood Development, Teaching, and Learning has developed many great resources for partnerships between Head Start and child care programs, with some that can be modified for use in partnerships with LEAs.

- Partnership Relationship Resources
- Planning Guide and Organizational Readiness Chart
- Program Planning
- Systems Building Resources

Related Content

Resources

- About Public-Private Prekindergarten Partnerships (PDF)
- Financial Modeling Resources for Prekindergarten Partnerships
- Developing a Prekindergarten Partnership Agreement/MOU (PDF)
- Partnership Models Overview (PDF)
- Tips for Soliciting Partnership Proposals (PDF)
- *Frequently Asked Questions (FAQs) Coming Soon*
  - PK Partnership Classroom Teacher Coding Guidance (PDF)

TOP

Texas Education Agency

1701 N. Congress Avenue
Austin, TX, 78701

Map (Get Directions)

Compact with Texans

Careers at TEA

Education Service Centers (ESCs)

General Education Complaints

Equal Educational Opportunity

TOP

Fraud Hotline

Frequently Asked Questions

Governor's Committee on People with Disabilities

Homeland Security

Military Families

Public Information Requests

State of Texas

TRAIL

Texas Legislature

Texas Veterans Portal

Where Our Money Goes

Connect with us:

Main Phone (512) 463-9734

Contact Us

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TOP

CANUTILLO INDEPENDENT SCHOOL DISTRICT

¡Viva Canutillo!

TO:	BOARD OF TRUSTEES AND SUPERINTENDENT DR. BORREGO
FROM:	DR. DEBRA KERNEY, CHIEF ACADEMIC OFFICER
SUBJECT:	FACILITY REQUEST FORM: CHILD EVANGELISM FELLOWSHIP OF WEST TEXAS, RIO GRANDE CHAPTER, GOOD NEWS CLUB
DATE:	AUGUST 10, 2026

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

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

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

P: (915) 877-7440
F: (915) 877-7521
canutillo-isd.org

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

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7473 | 7965 Artcraft Rd. | El Paso TX 79932

CANUTILLO INDEPENDENT SCHOOL DISTRICT
FACILITIES REQUEST FORM
REQUIRING BOARD APPROVAL

Name: Rick Rivera

Address: Po Box 4234, El Paso 79914 Email: cefriograndedirector@gmail.com

Telephone #: 915-875-2287 Date of Application: 7-28-26

Organization: CEF of West Texas, Rio Grande Chapter

Address: Po Box 4234, El Paso 79914-4234

Position of Applicant: Director

Indicate length of time you are planning to use facilities:

Date(s): Sept 1 - Apr 27 Time: From 330 To 4:45

Type of facility requested: Meeting Area Location/campus: Jose Damian Elem

Purpose for use of facilities: Good News Club

Number of Participants: 30 Food be sold during the event: (circle one) Yes (No)

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

****

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

Applicant signature	Title	Date
	Director	07.28.2026

****

Approved by Principal or Designee	Title	Date
Maria Castillo	Principal	8/10/26

Custodial Services Required:	
Facilities & Transportation Division - Lead Custodian Signature	Date
Associate Superintendent's Approval	Date 8/14/26
Board Approved: Yes No	Date

CANUTILLO INDEPENDENT SCHOOL DISTRICT

¡Viva Canutillo!

TO:	BOARD OF TRUSTEES AND SUPERINTENDENT DR. BORREGO
FROM:	DR. DEBRA KERNEY, CHIEF ACADEMIC OFFICER
SUBJECT:	FACILITY REQUEST FORM: CHILD EVANGELISM FELLOWSHIP OF WEST TEXAS, RIO GRANDE CHAPTER, GOOD NEWS CLUB
DATE:	AUGUST 10, 2026

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

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FACILITIES REQUEST FORM
REQUIRING BOARD APPROVAL

Name: Rick Rivera, Director

Address: Po Box 4234, El Paso 79914 Email: cefriograndedirector@gmail.com

Telephone #: 915-875-2287 Date of Application: 7-28-26

Organization: CEF of West Texas, Rio Grande Chapter

Address: Po Box 4234, El Paso 79914-4234

Position of Applicant: Director

Indicate length of time you are planning to use facilities:

Date(s): Sep 3 - Apr 29 Time: From 3:30 To 4:45

Type of facility requested: Meeting Area Location/campus: Bill Childress Elem

Purpose for use of facilities: Good News Club

Number of Participants: 30 Food be sold during the event: (circle one) Yes (No)

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

****

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Applicant signature	Title	Date
	Director	07-28-2026

****

Approved by Principal or Designee	Title Principal	Date 8/5/26

Custodial Services Required:	
Facilities & Transportation Division - Lead Custodian Signature	Date

Associate Superintendent's Approval	Date 8/11/26

Board Approved: Yes No	Date	

CANUTILLO INDEPENDENT SCHOOL DISTRICT

¡Viva Canutillo!

TO:	BOARD OF TRUSTEES AND SUPERINTENDENT DR. BORREGO
FROM:	DR. DEBRA KERNEY, CHIEF ACADEMIC OFFICER
SUBJECT:	FACILITY REQUEST FORM: CHILD EVANGELISM FELLOWSHIP OF WEST TEXAS, RIO GRANDE CHAPTER, GOOD NEWS CLUB
DATE:	AUGUST 10, 2026

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

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REQUIRING BOARD APPROVAL

Name: Rick Rivera, Director

Address: Po Box 4234, El Paso 79914 Email: cefriograndedirecto @gmail.com

Telephone #: 915-875-2387 Date of Application: 7-28-26

Organization: CEF of West Texas, Rio Grande Chapter

Address: Po Box 4234, El Paso 79914-4234

Position of Applicant: Director

Indicate length of time you are planning to use facilities:

Date(s): Sep 3 - Apr 29 Time: From 3:30 To 4:45

Type of facility requested: Meeting Area Location/campus: Garcia Elem

Purpose for use of facilities: Good News Club

Number of Participants: 30 Food be sold during the event: (circle one) Yes (No)

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

****

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

Applicant signature	Title	Date
	Director	07-28-2026

****

Approved by Principal or Designee	Title Principal	Date 7/28/26

Custodial Services Required:	
Facilities & Transportation Division - Lead Custodian Signature	Date
Associate Superintendent's Approval	Date 7/30/26
Board Approved: Yes No	Date

CANUTILLO INDEPENDENT SCHOOL DISTRICT

¡Viva Canutillo!

TO:	BOARD OF TRUSTEES AND SUPERINTENDENT DR. BORREGO
FROM:	DR. DEBRA KERNEY, CHIEF ACADEMIC OFFICER
SUBJECT:	FACILITY REQUEST FORM: CHILD EVANGELISM FELLOWSHIP OF WEST TEXAS, RIO GRANDE CHAPTER, GOOD NEWS CLUB
DATE:	AUGUST 10, 2026

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FACILITIES REQUEST FORM
REQUIRING BOARD APPROVAL

Name: Rick Rivera, Director

Address: Po Box 4234, El Paso 79914 Email: cefriograndedirector@gmail.com

Telephone #: 915-875-2287 Date of Application: 7-28-26

Organization: CEF of West Texas, Rio Grande Chapter

Address: Po Box 4234, El Paso 79914-4234

Position of Applicant: Director

Indicate length of time you are planning to use facilities:

Date(s): Sept-Apr 27 Time: From 3:30 To 4:45

Type of facility requested: Meeting Area Location/campus: Canutillo Elem

Purpose for use of facilities: Good News Club

Number of Participants: 30 Food be sold during the event: (circle one) Yes (No)

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

****

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

Applicant signature	Title	Date
	Director	07-28-2026

****

Approved by Principal or Designee	Title	Date
	Principal	7-30-26

Custodial Services Required:	

Facilities & Transportation Division - Lead Custodian Signature	Date

Associate Superintendent's Approval	Date
	7/31/26

Board Approved: Yes No	Date	

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Memorandum of Understanding: Texas Reading Academies ESC Region 19 Implementation

Justification Statement: All K 3 teachers, including special education teachers and principals, are required to attend the Texas Reading Academies as mandated under HB3. This agreement allows us to train faculty with ESC Region 19 to meet this requirement.

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:

Curriculum and Instruction is presenting a Memorandum of Understanding between Canutillo ISD and ESC Region 19 for Board of Trustees approval. This MOU supports our ability to fulfill our requirements under HB3 to ensure all K 3 teachers and principals have completed the Texas Reading Academies. This training supports our ability to deliver high quality, research based literacy instruction for early elementary students.

RECOMMENDATION: Our recommendation is to approve the MOU between Canutillo ISD and ESC Region 19.

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S): $3,000 per participant. $18,000 total

ACCOUNT NO(S):

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

REQUESTING DEPARTMENT:
Curriculum and Instruction

CONSEQUENCES OF NON-APPROVAL:
Canutillo ISD will not have a partnership with an approved Texas Reading Academies provider and will be unable to meet requirements under HB3.

IMPLEMENTATION TIMELINE:
July 1, 2026 June 30, 2027

ATTACHMENT(S): ✔ MOU
Reading Academies Meeting Dates

Campus	Grade	NameLast, First	Content
CES	1st	Cathia Vogt	Self Contained - Mono
CES	2nd	Laura Moreno	Self Contained - Dual
BCE	2nd	Maria Valdez	Self Contained - Dual
DDE	Kinder	Cynthia Crespo	Self Contained - Dual
GES	1st	Fatima Avitia Carreon	Self Contained - Dual

Reading	Reading	Full Name	Cohort	Course	Completio
N	ELAR				
N	BIL				
N	BIL				
N	BIL				
N	BIL/STR				

READING ACADEMIES
— ESC Region 19 Authorized Provider —

MEMORANDUM OF UNDERSTANDING
Texas Reading Academies ESC Implementation

RECITALS

THIS INTERLOCAL AGREEMENT (hereinafter referred to as "Agreement") is made and entered into by and between the Canutillo ISD (hereinafter referred to as "The District"), and Education Service Center Region 19, (hereinafter referred to as "ESC 19"),

WHEREAS, the Texas Government Code, Chapter 791, the "Interlocal Cooperation Act," authorizes local government entities to enter interlocal contracts for governmental purposes;

WHEREAS, to accomplish the outcome, all K-3 teachers, including special education teachers, and principals are required to attend the HB 3 Reading Academies. TEA has published guidance in the form of letters to school districts and FAQ guidance to Education Service Centers; and

WHEREAS the most recent guidance to Education Service Center regarding their provision of Reading Academies to school districts and is incorporated for all purposes into this MOU as if reproduced in its entirety; and

WHEREAS TEA states that school districts have the following options relating to ensuring their teachers obtain Reading Academies training:

1. **Use an Authorized Provider** for Comprehensive Pathway-Required for ELAR, Biliteracy and STR cohorts

    - The district will pay $3,000 per participant for Comprehensive pathway.

WHEREAS ESC 19, as an Authorized Provider, desires to comply with the guidance s forth by TEA by entering this MOU with school districts to provide the default implementation model for Reading Academies through the in-person comprehensive model. The majority of the Reading Academies pathways (ELAR, Biliteracy, and STR) will be delivered through the comprehensive model, while only the Administrator pathway, Deaf and Hard of Hearing pathway, and Extenuating Circumstance course will be delivered through the blended model.

NOW, THEREFORE, in consideration of the mutual promises and subject to the terms and conditions set forth herein, the Parties hereto agree as follows:

I. Designation by District of Reading Academies Services to be Provided by ESC 19:

The district opts for ESC 19 to provide Reading Academies training to the District as follows:
Districts may enroll educators in the following launch months for SY 2026-27: July 27, 2026, August 2026, September 2026.

Responsibilities of the Parties.

For ESC 19:

1) Inform LEAs about each pathway available for Texas Reading Academies. Options are: ELAR, Biliteracy, STR ELAR, STR Biliteracy, Demonstrated Proficiency, Deaf and Hard of Hearing pathway, and Administrator.
2) Prior to enrolling a teacher in Reading Academies, the district determines which pathway aligns most closely with the teachers' role and district needs. Each pathway provides specialized content divided into 12 modules aligned to the science of teaching reading (STR).
3) Assist LEAs in determining the appropriate model and pathway in which to enroll each participant. Blended pathway is available only to administrators starting school year 2023-2024. ESC 19 will not lead the administrative pathway. The Administrator Pathway is only available through ESC Region 16 and must be registered using the Region 16 Pre-registration form found in the AP Hub. ESC 19 will assist in coordinating registration with Region 16. Administrators may take either the Blended Admin Pathway or the Comprehensive ELAR or Biliteracy Pathways alongside their teachers. T-TESS connections and artifacts specific to the administrator perspective are found in the Blended Admin Pathway.
4) Ensure all Cohort Leaders have met the screening requirements determined by TEA.
5) Ensure that Cohort Leaders attend Cohort Leader Training prior to leading a cohort for the associated implementation year and follow the responsibilities:
    - Lead in-person learning sessions of the module content
    - Create a literacy community of educators
    - Provide individualized scaffolded support to ensure educator understanding of evidence-based literacy instruction
    - Support participants as they engage in hands-on activities and group discussions during the in-person sessions
    - Share approved resources with participants through the Canvas LMS
    - Coach and support participants for successful completion (80% mastery) of all Checks for Understanding
    - Provide feedback and coaching for the artifacts and grade artifact resubmissions

(80% mastery)

- Conduct classroom observations and four one-on-one coaching feedback sessions with each participant. While classroom observations must be completed in-person, coaching feedback sessions may be held virtually
- Provide additional support to participants as needed through office hours
- Ensure fidelity of Texas Reading Academies content delivery and program requirements

6) Ensure that each cohort is assigned an appropriate cohort leader for the designated pathway (ELAR, Biliteracy, STR ELAR, STR Biliteracy)
7) Ensure that Cohort Leader & Support Cohort Leader Roles and Responsibilities are clearly communicated to LEAs. A Support Cohort Leader may assist with coaching, feedback, and make-up sessions, and may support no more than 60 participants across cohorts. They do not receive a HB 3 Reading Academies Certificate.
8) Work with districts to ensure all academy participants have adequate support to complete the Texas Reading Academy course, including attendance at all scheduled sessions. ESC 19 will provide one in-person make-up session for each missed day of comprehensive learning. Sessions may be split over multiple days as needed. Please note that these make-up sessions are only for emergencies, not as an alternative.
9) Communicate Reading Academy expectations to participants.
10) Ensure Cohort Leaders review the plagiarism clause with participants at the beginning of each module.
11) Work with Cohort Leaders to address artifact academic dishonesty. Note: Virtual synchronous delivery of comprehensive sessions is not permitted without an approved Exceptions Request submitted to TEA at least three weeks prior to the scheduled session.
12) Inform participants that the use of Chat GPT or other AI text generators for discussions, assignments, and artifacts is strictly forbidden. As AI-generated text is not the work of the submitter, the submission of AI-generated text will be considered plagiarism and subject to the rules governing plagiarism in the Reading Academies.
13) Authorized Provider will be the first point of contact and, together with the cohort leader, verify that the artifact submission(s) demonstrate irregularities that indicate possible plagiarism. Plagiarism will not be tolerated, and such incidents will be resolved with TEA guidance.
14) All Reading Academies participants are held to a high standard of professionalism, and plagiarism and/or sharing of answers within or outside of the cohort will not be tolerated. All participants suspected of plagiarism or sharing content will be warned and required to resubmit their work. On the second offense, they may be removed from the cohort in which they are participating and may be required to take the Reading Academies over again in their entirety.
15) Authorized Providers are responsible for ensuring that Cohort Leaders communicate placeholders are NOT allowed for artifact submissions; any placeholders will be scored with a "0".
16) Monitor and support district in ensuring the quality of Reading Academy implementation.
17) Inform districts about the formative and summative metrics for 2026-2027

- Summative Metric Reviewed at the end of each term: 95% of participants complete

the course (earn a certificate)

- Summative Metric: 90% of participants will pass human-graded artifacts on the first graded attempt
- At least 85% of participants Agree/Strongly Agree with the statement "My Cohort Leader is an effective facilitator of the module content."
- At least 80% of participants Agree/Strongly Agree that the support provided by their Cohort Leader through observations and coaching sessions has helped them understand how to teach using STR strategies.
- In TRA 2026-2027, at least 97% of Cohort Leaders Agree/Strongly Agree with the statement: "My AP supports me to fulfill my role and responsibilities as Cohort Leader"
- Authorized Provider/Facilitator will hold monthly Communities of Practice (CoP) meetings with cohort leaders (virtual and in person).

For the District:

18) Determine the appropriate model in which to enroll each participant. (ELAR, Biliteracy, ELAR STR, Biliteracy STR). STR participants must provide proof of eligibility for the STR pathway.
19) Provide support to reading academy participants to complete the Texas Reading Academy course and will keep district campus leaders informed of learner progress and attendance to ensure participants attend and successfully complete all scheduled sessions.
20) Assist in ensuring that artifacts are submitted by the deadline indicated on the Important Dates document. Districts may request support from ESC 19 in registering eligible educators for the Demonstrated Proficiency Option (DPO), which includes a screener and three artifacts and costs $350 per participant.
21) Work with Cohort Leaders to address academic dishonesty. The use of Chat GPT or other AI text generators for discussions, assignments, and artifacts is strictly forbidden. As AI-generated text is not the work of the submitter, the submission of AI-generated text will be considered plagiarism and subject to the rules governing plagiarism in the Reading Academies.
22) Acknowledge that the district will be held responsible for all Reading Academy Metrics as assigned by TEA.
23) Assign one or more individuals to support the coordination and implementation of Reading Academies.
24) Review and communicate the 2026 – 2027 Reading Academy calendar to district and campus leaders to support and facilitate campus planning of substitute coverage for teachers attending the 10 face-to-face regular pathway sessions and the 7-day schedule for STR pathway sessions. This communication will further support attendance and completion of Texas Reading Academy for all learners.
25) Ensure participants are willing and able to complete the entirety of the Reading Academies content within the course time, unless one of the following exceptions arises: Resignation, Retirement, Termination, Reassignment outside of K-3, FMLA, or another extreme circumstance deemed appropriate by TEA and/or ESC Should any of the above exceptions occur, inform Authorized provider in a timely manner.

II. TERM OF AGREEMENT

This Agreement shall be effective on July 1, 2026, and terminate, except as provided herein, on July 31, 2027, unless sooner terminated upon 30 days prior written notice by either party or upon completion of all training by ESC 19 of the District's personnel (the "Term"). Upon termination hereof, each party agrees to cooperate with the other to fulfill any action required by TEA in its regulation of Reading Academies. No monies will be refunded unless Agreement is terminated within 30 days of initial signing date.

III. FEES

Pay the TEA set fee to ESC 19 as an Authorized Provider of $3,000 per participant

The District requests 6 participants
The total fee for the district is $18,000

IV. ADDITIONAL TERMS AND CONDITIONS

1. **Assignments.** Neither Party may assign this Agreement without the prior written consent of the other party.

2. **Entire Agreement**. This Agreement contains all the agreement between the Parties with respect to the matters contained herein, and no prior agreement or understanding pertaining to any such matters shall be effective for any purpose.

3. **Independent Contractor Status**. Each party and its people are independent contractors in relation to the other party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the parties.

4. **Third Party Beneficiaries**. Nothing in this Agreement creates or will be deemed to be third party beneficiaries of or under this Agreement.

5. **Governing Law**. This Agreement shall be governed, construed, and enforced according to the laws of the State of Texas, without giving effect to principles of conflicts of laws, and the Parties agree to resolve any dispute in the state and federal courts having jurisdiction in El Paso County, Texas.

6. **Sovereign Immunity.** Nothing in this Agreement shall be deemed to waive the sovereign immunity of ESC 19, of the staff and employees of ESC 19, or of the District.

7. **Dispute Resolution.** The Executive Director of ESC 19 or his/her designee and the authorized agent of the District shall resolve disputes that develop under this Agreement.

8. **Amendments.** This Agreement may not be amended, modified or changed, nor shall any waiver of any provision hereof be effective, except by an instrument in writing and signed by each of the Parties.

IN WITNESS WHEREOF, for adequate consideration and intending to be legally bound, the Parties hereto have caused this AGREEMENT to be executed by their duly authorized representatives.

The individuals signing below are authorized to do so by the respective Parties to this Agreement.

FOR AND ON BEHALF OF THE DISTRICT

By: _____
Superintendent Signature

_____
Title

_____
Date

_____
District Contact Person

_____
Title of Contact

_____
Street Address

_____
City, State **Zip**

_____
Contact's Telephone Number

FOR AND ON BEHALF OF ESC 19

By: _____
Authorized Signature

Executive Director
Title

4/21/2026
Date

Claudia De Anda
ESC 19 Contact Person

Reading Academy Authorized Provider
Title of Contact

6611 Boeing Dr
Street Address

El Paso, TX 79925
City, State **Zip**

915-780-5069
Contact's Telephone Number

CANUTILLO INDEPENDENT SCHOOL DISTRICT
FINANCIAL SERVICES DIVISION/PURCHASING

Contract Routing and Approval Form

FOR PURCHASING OFFICE USE ONLY			
Contract Request Received		**Assigned Contract No**	
Routed for Internal Approval		**Contract Fully Executed**	
Routed for Vendor Approval		**Notification To Proceed**	

CONTRACT APROVAL PROCESS: **1.** All agreements **shall** be routed through the purchasing office. **2.** Purchasing will review for compliance and determine procurement method(s). **3.** Be advised that some agreements may require Legal Counsels review **4.** Following final review, purchasing will route for additional signature(s), either district personnel and/or supplier. to ensure receipt of fully executed documents. **5.** Purchasing will notify requestor when process has been completed.

NO SERVICES SHALL COMMENCE WITHOUT AN EXECUTED AGREEMENT AND AN APPROVED PURCHASE ORDER

IT IS THE REQUESTORS RESPONSIBILITY TO SUBMIT ALL DOCUMENTS PERTAINING TO THE SERVICE REQUESTED WITH AMPLE TIME TO ALLOW FOR FULL PROCESS. MUST INCLUDE Vendor agreement, vendor quote, vendor terms, any other docs related to the service, etc. This Contract Routing and Approval form is required to ensure we have the information needed to route documents for the necessary signatures.

THIS FORM MUST BE COMPLETED BY THE REQUESTING CAMPUS/DEPARTMENT

Must check off Contract Type: □ Professional Service □ Contracted Services □ Vendor Agreement □ Term Contract □ Interlocal □ Lease Agreement ☒ MOU □ MOA □ Construction □ Other _____

Campus/Department: Curriculum and Instruction

Campus/Department Contact person: Shawn Leggett, Curriculum and Instruction

Contact Number: 915-877-7433 Requestors email: sleggett@canutillo-isd.org

Contract Title: Region 19 Texas Reading Academies MOU

Contract Description: This MOU establishes Region 19 as the CISD authorized provider for Texas Reading Academies training.

VENDOR INFORMATION – MUST PROVIDE ALL INFORMATION LISTED BELOW: Required to obtain all necessary signatures.

Vendor/Company Name: ESC Region 19

Vendor Full Address: 6611 Boeing Dr. El Paso, TX 79925

Name of Representative: Claudia De Anda representatives' email: csdeanda@esc19.net

Rep. Office Phone: 915-780-5069 Rep Mobile Number: _____

Vendor's Authorized Signer: _____ Signer's email: _____

Contract Amount: $3,000 per participant Funding Source: _____

Account No(s): _____

Anticipated Start Date: 8/1/2026 End Date: 6/30/2027

Is this a New Agreement? ☒ Yes □ No _____

Is this Agreement a renewal? □ Yes ☒ No If yes; specify the reason for renewal, what is it replacing? _____

Agreement Term: 12 months Does agreement term include renewal options? □ Yes ☒ No

If yes, specify renewal options: _____

Does agreement require Insurance coverage? □ Yes ☒ No **If yes, route agreement to Human Resources department for review, and to provide the necessary insurance requirements.**

Human Resources staff review: _____ Date: _____

By signing this approval request form, I, the budget authority confirm that the agreement attached has been reviewed and all necessary documents pertaining to this agreement are being submitted.

Budget Authority Signature: _____ Date: _____

□ **Attachments: Must submit vendor agreement and all pertaining documents, quotes, etc., with this routing form.**

Purchasing review: _____

591

2026 – 2027

Texas Reading Academies

As reading and writing are foundational to school success, TEA is working to ensure that all Texas students have access to high-quality reading and writing instruction and highly-effective teachers. House Bill 3 (HB 3), passed by the 86th Texas Legislature in June of 2019, requires all K – 3rd grade teachers and principals to attend a "teacher literacy achievement academy".

MEETING DATES FOR ELAR & BILITERACY PATHWAYS

ELAR	Biliteracy
September 2, 2026	September 3, 2026
September 24, 2026	September 23, 2026
October 20, 2026	October 27, 2026
October 28, 2026	November 19, 2026
November 18, 2026	December 8, 2026
December 9, 2026	January 12, 2027
January 26, 2027	January 28, 2027
February 18, 2027	February 24, 2027
March 31, 2027	March 30, 2027
April 20, 2027	April 21, 2027

MEETING DATES FOR STR ELAR & BILITERACY PATHWAYS

STR ELAR	STR Biliteracy
September 16, 2026	September 17, 2026
October 22, 2026	October 21, 2026
November 10, 2026	November 12, 2026
December 10, 2026	December 3, 2026
January 13, 2027	January 20, 2027
February 3, 2027	February 4, 2027
February 23, 2027	February 17, 2027

* Time: 8:00 am – 4:00 pm
* Where: 6611 Boeing Dr

Contact
Claudia De Anda
csdeanda@esc19.net
915-780-5069

ESC 19 EDUCATION SERVICE CENTER REGION 19 • EL PASO, TX | ACADEMIC INSTRUCTION & SCHOOL SUPPORT DEPARTMENT

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: _August 2026_____

Subject/Title for Agenda Posting: Approval of of Student Support Services Stipends
1. Lead Physical Education Teacher
2. Lead Health Education Teacher

Justification Statement:

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

Signature of Presenter(s)

Business Services Approval (Initials)

August 2026

Date

Agenda Summary:

1. The Lead Physical Education Teacher serves as a district-wide instructional leader, liaison, and subject-matter expert for physical education. Working in close collaboration with district administration and the Health Education department, this individual drives continuous curriculum improvement, facilitates staff development, oversees mandatory assessment reporting, and supports PE educators across all campuses to advance student wellness and physical literacy. (Annual $2500)

2. The Lead Health Education Teacher serves as a district-wide instructional leader, curriculum steward, and advocate for health literacy. Working in close partnership with district administration, the Physical Education department, and community advisory groups, this leader facilitates professional growth, drives continuous curriculum improvement, supports instructional staff, and ensures a cohesive, high-quality Health Education program across all campuses. (Annual $2500)

For both Stipends to be approved for the FY 2026-2027

RECOMMENDATION:

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S):
$2500 PE Stipend and $2500 Lead Stipend $2500

ACCOUNT NO(S):
199.13.6118.00.920.99

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

REQUESTING DEPARTMENT:
Student Support Services

CONSEQUENCES OF NON-APPROVAL:
Delays in compensating staff appropriately.

IMPLEMENTATION TIMELINE:
As soon as possible.

ATTACHMENT(S): ✔ Lead Physical Education Teacher/Lead Health Education Teacher Documents

Position Title: Lead Physical Education Teacher (Stipend Role)
Reports To: Executive Director of Student Support Services
Term: One Academic Year
Compensation: District Stipend $ 2500.00

Qualifications & Expectations

- **Certification:** Current state Teaching Certification in Physical Education (K–12).
- **Experience:** Minimum of 3–5 years of successful classroom experience as a physical education teacher (district experience preferred).
- **Skills:** Strong organizational, communication, and technological skills (including proficiency with Fitnessgram software and basic web maintenance tools). Demonstrates proven leadership ability in facilitating adult learning and team collaboration.

Position Summary

The Lead Physical Education Teacher serves as a district-wide instructional leader, liaison, and subject-matter expert for physical education. Working in close collaboration with district administration and the Health Education department, this individual drives continuous curriculum improvement, facilitates staff development, oversees mandatory assessment reporting, and supports PE educators across all campuses to advance student wellness and physical literacy.

Key Responsibilities & Duties

Professional Learning Communities (PLCs) & Staff Development

- Prepare, organize, and facilitate recurring district-wide Professional Learning Community (PLC) work sessions for physical education staff.
- Design and deliver targeted professional development (PD) sessions aligned with state physical education standards, best pedagogical practices, and district priorities.
- Provide peer coaching, mentorship, and targeted onboarding support for all new physical education teachers to ensure seamless transition and policy alignment.

Fitnessgram & Data Administration

- Oversee district-wide implementation, administration, and compliance for Fitnessgram assessment protocols.
- Coordinate and assist with the collection, aggregation, and analysis of physical education data to track student outcomes, evaluate programming effectiveness, and meet state reporting requirements.

Curriculum & Departmental Leadership

- Support ongoing curriculum refinement, vertical alignment, and instructional resource development for K–12 physical education.
- Actively drive strategies to move the PE department forward, fostering innovation, inclusivity, and active engagement across all campuses.
- Collaborate directly with the Lead Physical Education Teacher to align health and physical education outcomes, co-facilitate joint wellness initiatives, and ensure vertical and horizontal program integration.
- Maintain and continuously update the district Physical Education/Health Education webpage with current curriculum resources, health guidelines, and departmental updates for staff and families.

Administrative & Governance Collaboration

- Meet and collaborate directly with the Executive Director of Student Support Services to align physical education goals with overall student wellness initiatives.
- Serve as the primary departmental liaison between PE teachers and the School Health Advisory Council (SHAC) Health and Wellness sub-committee, representing teacher perspectives, communicating SHAC recommendations, and communicating policy recommendations and community health initiatives.

Position Title: Lead Health Education Teacher (Stipend Role)
Reports To: Executive Director of Student Support Services
Term: One Academic Year
Compensation: District Stipend $2500.00

Qualifications & Expectations

- **Certification:** Valid State Teaching Certification in Health Education
- **Experience:** Minimum of 3–5 years of successful classroom teaching experience in Health Education (district experience preferred).
- **Leadership Capabilities:** Demonstrated ability to lead adult learners, collaborate across departments, manage digital resources, and communicate effectively with district leadership and community committees.

Position Summary

The Lead Health Education Teacher serves as a district-wide instructional leader, curriculum steward, and advocate for health literacy. Working in close partnership with district administration, the Physical Education department, and community advisory groups, this leader facilitates professional growth, drives continuous curriculum improvement, supports instructional staff, and ensures a cohesive, high-quality Health Education program across all campuses.

Key Responsibilities & Duties

Professional Learning Communities (PLCs) & STaff Development

- Plan, organize, and facilitate recurring district-wide Professional Learning Community (PLC) work sessions for health education staff.
- Design, schedule, and deliver targeted professional development (PD) aligned with current state health TEKS/standards, health trends, and evidence-based instructional strategies.
- Provide comprehensive onboarding support and mentorship to new health education teachers to ensure smooth transition, curriculum familiarity, and policy compliance.

Departmental Leadership

- Actively lead initiatives to move the Health Education department forward, promoting student wellness, mental health awareness, and lifelong healthy behaviors.
- Collaborate directly with the Lead Physical Education Teacher to align health and physical education outcomes, co-facilitate joint wellness initiatives, and ensure vertical and horizontal program integration.
- Support, maintain, and update the district Physical Education/Health Education webpage with current curriculum resources, health guidelines, family tools, and departmental updates.

Curriculum & Data Management

- Support ongoing curriculum refinement, vertical alignment, and instructional resource development for K–12 health education.
- Assist with the collection, organization, and reporting of departmental data to evaluate program effectiveness, student engagement, and health education outcomes.

Administrative & Governance Collaboration

- Meet and collaborate with the Executive Director of Student Support Services to align Health Education goals with overall student support and health services priorities.
- Serve as the primary departmental liaison between Health Education teachers and the School Health Advisory Council (SHAC) Health and Wellness sub-committee, representing teacher perspectives, communicating SHAC recommendations, and communicating policy recommendations and community health initiatives.

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: August 2026

Subject/Title for Agenda Posting: Approval to revise CQD Local Policy Technology Resources Artificial Intelligence

Justification Statement:

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)

August 2026

Date

Agenda Summary: For Approval to revise CQD Local Policy- Technology Resources Artificial Intelligence

RECOMMENDATION: For approval of Local CQD Policy to be revised

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: Human Resources

CONSEQUENCES OF NON-APPROVAL: CQD Policy will not be revised regarding latest use of artificial intelligence

IMPLEMENTATION TIMELINE: School Year 2026-2027

ATTACHMENT(S): CQD Local Policy with revisions

~~**Training**~~

The Board delegates to the Superintendent the authority to:

1. Determine the artificial intelligence (AI) training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the Department of Information Resources; and
3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the AI training requirements.

~~**Use in District**~~

~~Employees and students shall be permitted to explore AI and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes and shall never take the place of teacher and student decision-making.~~ Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security.

A student shall only use AI tools with teacher permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work. Students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with the Student Code of Conduct and policy. [See EIA(LOCAL), FFH, FFI, and the FO series]

Use of Artificial Intelligence

The District may authorize the use of artificial intelligence (AI) technologies to support instruction, administrative operations, communication, research, and other educational purposes in accordance with applicable law, Board policy, and administrative regulations. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security.

A student shall only use AI tools with teacher permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work. Students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with the Student Code of Conduct and policy. [See EIA(LOCAL), FFH, FFI, and the FO series]

The Superintendent shall develop administrative regulations governing the selection, approval, implementation, monitoring, and acceptable use of AI technologies by employees, students, contractors, and other authorized users.

Human Oversight

AI may be used to assist with educational and operational activities. Final decisions affecting students, employees, or District operations shall remain the responsibility of authorized District personnel. AI-generated content shall be reviewed for accuracy and appropriateness before use.

Approved Use

Only District-approved AI technologies may be used to access, process, or store District information or personally identifiable information when required by administrative procedures.

Prohibited Use

AI shall not be used for unlawful purposes, unauthorized disclosure of confidential information, discrimination, or any use inconsistent with Board policy, law, or administrative regulations.

Instruction and Student Use

The Superintendent shall establish guidelines for appropriate instructional use of AI, academic integrity, digital citizenship, and student expectations, including when AI-assisted work is permitted or prohibited.

Privacy and Security The District shall implement reasonable safeguards to protect confidential information and ensure AI technologies comply with applicable privacy, cybersecurity, accessibility, and records requirements.

Training The District may provide training and guidance to employees and students regarding responsible, ethical, and effective use of AI technologies.

The Board delegates to the Superintendent the authority to:

4. Determine the artificial intelligence (AI) training program to be used in the District;
5. Verify and report compliance with training requirements in accordance with guidance from the Department of Information Resources; and
6. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the AI training requirements.

Administrative Regulations The Superintendent may approve, restrict, suspend, or discontinue AI technologies based on educational value, legal compliance, privacy, security, operational needs, or risk management considerations.

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: _August 2026_____

Subject/Title for Agenda Posting: Approval of Academic Services Division Stipend

Justification Statement:
1. Gifted and Talented (GT) Stipend for 2 Teachers

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

Signature of Presenter(s)

Business Services Approval (Initials)

August 2026

Date

Agenda Summary:

The G/T teachers will support the following:

Organize and manage district wide G/T program updates and documentation.
Verify completion of the required 30-hour foundational training and annual six-hour professional learning updates for teachers providing G/T services.
Assist with G/T student identification, testing coordination, referral documentation, selection committee processes, parent notification, and appeals, furlough, reassessment, and exit procedures.
Partner with Advanced Academics and PEIMS staff to verify student coding, service records, and required documentation.
Monitor compliance timelines, including the identification and service of eligible students for PEIMS reporting.
Support campuses with differentiated instruction, appropriate service delivery, and learning opportunities aligned with the Texas State Plan for the Education of Gifted/Talented Students.
Assist with program evaluation, record maintenance, and preparation for district or state compliance reviews.

For Stipend to be approved for the FY 2026-2027

RECOMMENDATION:

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S): Total Annual $5,000 ($1,250 per teacher per semester)

ACCOUNT NO(S):

199.13.6118.00.916.21

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

REQUESTING DEPARTMENT:

Academic Services Division

CONSEQUENCES OF NON-APPROVAL:

Delays in compensating staff appropriately.

IMPLEMENTATION TIMELINE:

As soon as possible.

ATTACHMENT(S): ✔ GT Teacher Stipend Document

Academic Services Division is proposing an annual stipend for each of our two Gifted and Talented (G/T) teachers in recognition of the additional district wide responsibilities they will assume. The proposed stipend is $1,250 per teacher (2), per semester, for a total annual cost of $5,000. Funding will be provided through the PIC 21 G/T account.

In addition to their teaching responsibilities, the G/T teachers will support the following:

- Organize and manage districtwide G/T program updates and documentation.
- Verify completion of the required 30-hour foundational training and annual six-hour professional learning updates for teachers providing G/T services.
- Assist with G/T student identification, testing coordination, referral documentation, selection committee processes, parent notification, and appeals, furlough, reassessment, and exit procedures.
- Partner with Advanced Academics and PEIMS staff to verify student coding, service records, and required documentation.
- Monitor compliance timelines, including the identification and service of eligible students for PEIMS reporting.
- Support campuses with differentiated instruction, appropriate service delivery, and learning opportunities aligned with the Texas State Plan for the Education of Gifted/Talented Students.
- Assist with program evaluation, record maintenance, and preparation for district or state compliance reviews.
- Provide guidance and resources to campus staff serving G/T students.

CISD currently serves more than 650 identified G/T students whose identification, services, training records, and PEIMS coding must be carefully monitored. These duties extend beyond the teachers' regular classroom responsibilities and provide important districtwide support to maintain program quality and compliance.

For these reasons, we are requesting approval of the proposed stipends beginning this 2026-2027school year.