



## **Canutillo ISD**

### **Policy/Instruction/Personnel/Student Services Committee Meeting**

**Monday, July 21, 2014 6:00 PM**

# Agenda of Policy/Instruction/Personnel/Student Services Committee Meeting

## The Board of Trustees Canutillo ISD

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A Policy/Instruction/Personnel/Student Services Committee Meeting of the Board of Trustees of Canutillo ISD will be held July 21, 2014, beginning at 6:00 PM in the Canutillo ISD Administration Office - 7965 Artcraft - El Paso, Texas.

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

### 1. GENERAL FUNCTIONS

A. Call to Order

B. Roll Call

*Leticia Gonzalez, Chairperson; Patricia Mendoza and Adrian Medina*

### 2. COMMITTEE BUSINESS

**All committee business items are for discussion and possible formulation of recommendation to the Board of Trustees**

A. Policy

1. Discussion regarding the Regular Board Meeting Dates BE (Local) 4  
Presenter: A. Medina
2. Discussion and recommendation regarding award of RFP 14-16 (Rebid of RFP 14-10) District Employee Benefits and Insurance Consulting Services 6  
Presenter: M. Carrasco/M. Aguirre

B. Instruction

1. Discussion and recommendation regarding approval of contracted services with Region 19 ESC for TEKS Resource System - Amount \$48,700 20  
Presenter: M. Aguirre/R. Basurto
2. Discussion and recommendation regarding approval of services provided by Edmentum for Plato Learning Software - Amount \$44,099.90 36  
Presenter: M. Aguirre/R. Basurto
3. Discussion and recommendation regarding purchase of composition notebooks from Office Depot - Amount \$17,916.00 41  
Presenter: M. Aguirre/R. Basurto
4. Discussion and recommendation regarding the purchase of the Accerlerate Learning for STEMscopes -Amount \$9,870.00 50  
Presenter: M. Aguirre/R. Basurto

- 5. Discussion and recommendation regarding approval of the contract renewal with Region 19 ESC for the Eduphoria Suite - Amount \$15,350 55  
Presenter: M. Aguirre/R. Basurto
- 6. Discussion and recommendation regarding renewal of agreements for Imagination Istation - Amount \$39,500 60  
Presenter: M. Aguirre/R. Basurto
- 7. Discussion and recommendation regarding request of approval for Achieve3000 Licenses - Amount \$98,762.75 64  
Presenter: M. Aguirre/R. Basurto
- 8. Discussion and recommendation regarding approval of additional services from Future Management System - Amount \$225.00 69  
Presenter: M. Aguirre/R. Basurto

C. Personnel

- 1. Discussion and recommendation regarding 3 new job descriptions - Chief Financial Officer, Safety and Security Coordinator and Elem. Special Ed. Teacher 74  
Presenter: M. Carrasco

3. COMMUNITY INPUT

Comments/Input from community members on items discussed by the Instruction/Personnel/Policy/Student Services Committee.

4. 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.*

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on \_\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
For the Board of Trustees

BOARD MEETINGS

BE  
(LOCAL)

MEETING PLACE	Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the Central Office Board Room.
MEETING TIME	Regular meetings of the Board shall be held on the <del>third</del> <b>fourth</b> Tuesday of each month at 6:00 p.m. <b>effective August 2014</b> . When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.
SPECIAL OR EMERGENCY MEETINGS	<p>The time and place of special and emergency meetings shall be as set out in the notice for the meeting.</p> <p>The President of the Board shall call special meetings at the President's discretion or on request by three members of the Board.</p> <p>The President shall call an emergency meeting when it is determined by the President and two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
AGENDA DEADLINE	The deadline for submitting items for inclusion on the agenda is noon of the sixth calendar day before regular meetings and noon of the third calendar day before special meetings.
PREPARATION	<p>In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.</p> <p>Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.</p>
NOTICE TO MEMBERS	Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.
CLOSED MEETING	Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]





# Canutillo Independent School District

7965 Arcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Martha Aguirre**  
Executive Director, Financial Services

Voice (915) 877-7425  
Fax (915) 877-7415  
miaguirre@canutillo-isd.org

## MEMORANDUM

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Martha Aguirre, Executive Director, Financial Services

DATE: July 16, 2014

SUBJECT: Agenda Item – RFP 14-16 Employee Benefits and Insurance Consulting Services

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On June 16, 2014 the Canutillo Independent School District Benefits Committee participated in the review & evaluation of vendor proposals received for RFP 14-16 for Employee Benefits and Insurance Consulting Services. Members of the committee evaluated each of the proposals in include price-cost of service, reputation and proposer's goods and services, the extent to which the goods or services meet the district's needs, references, and scope of services.

The Benefits Committee reached a final recommendation to award RFP 14-16 for Employee Benefits and Insurance Consulting Services to HUB International Insurance Services.

**ADMINISTRATIVE RECOMMENDATION:** Administrative recommendations approval of the final recommendation reached the Benefits Committee evaluation to award RFP 14-16 for Employee Benefits and Insurance Consulting Services to HUB International Insurance Services.

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

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



# Canutillo Independent School District

7965 Arcraft Rd.  
El Paso, TX 79932

Mailing Address P.O. Box 100  
Canutillo, Texas 79835

**Martha Aguirre**  
Executive Director

Voice (915) 877-7425  
Fax (915) 877-7415

**Date:** July 16, 2014  
**To:** CISD Board of Trustees  
**From:** Martha Aguirre, Executive Director of Financial Services  
**Subject:** Award of RFP 14-16 Employee Benefits & Insurance Consulting Services

The Purchasing Department solicited a request for proposals for RFP 14-16 Employee Benefits & Insurance Consulting Services for the district on May 23, 2014 and May 30, 2014.

Bids were received on June 12, 2014 and 3 qualified bids were received.

A bid evaluation committee was formed by the Financial Services Division to evaluate the bid. I also attended these meetings and acted as an impartial advisor and did not vote.

The committee met on June 16, 2014 to complete their recommendations.

I have reviewed the proposals, compared services, and concur with the recommendations of the evaluation committee. Therefore, it is my recommendation that the district award RFP 14-16 Employee Benefits & Insurance Consulting Services for District Wide to HUB International Insurance Services Construction in the estimated annual amount of \$36,000.

Please find enclosed copy of the award schedule.

Enclosure



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Martha Carrasco**  
Exec Dir. Human Resources Division

(915) 877-7423  
FAX (915) 877-7407  
mcarrasco@canutillo-isd.org

## MEMORANDUM

TO: Policy/Instruction/Personnel/Student Services Committee Members

FROM: Martha Carrasco, Exec. Director Human Resources Division *MC*

DATE: Thursday, July 10, 2014

SUBJECT: District Employee Benefits & Insurance Consulting Services

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On Wednesday, June 18, 2014, the Canutillo Independent School District Benefits Committee participated in the review & evaluation of three (3) vendor proposals received for RFP 14-16 (Re-Bid of RFP 14-10) for Employee Benefits & Insurance Consulting Services. Members of the committee evaluated and analyzed each of proposals to include price-cost of services, reputation and proposer's goods or services, the extent to which the goods or services meet the district's needs, references, and scope of services.

The proposal's evaluation-scores resulted in the following ranking:

1. HUB International Insurance Services
2. Gallagher Benefits
3. Ethos Benefit Services

The Benefits Committee reached a recommendation based on vendor ranking to award RFP 14-16 for Employee Benefits & Insurance Consulting Services to HUB International Insurance Services.

**ADMINISTRATIVE RECOMMENDATION:** Administration recommends approval of the final recommendation reached by the Benefits Committee evaluation to award RFP 14-16 for Employee Benefits & Insurance Consulting Services to HUB International Insurance Services.

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# Purchasing Department Bid Request Form

Note: Complete this form and return to Purchasing along with bid specifications.

Title of Bid: **Employee Benefits & Insurance Consulting Services**

Timeline for Project: **Provided below**

*(Form must be submitted at minimum 120 days prior to submittal date for Board of Trustees Approval)*

Source of Funds: **LOCAL FUNDS**

Budget Code to be used: **753.41.6299.00.951.00**

Estimated Cost: **Estimate \$36,000.00 (Annual)**

Comments: The timeline for the process is as follows:

- RFP issued: May 23, 2014
- Post RFP on District Web: May 23, 2014
- Responses to RFP due: June 13, 2014
- Discussions (if required): June 2014
- Review by CISD Committee: June 2014
- Vendor Presentations if Required: June 2014
- Committee Review & Recommendation: June 2014
- Final Negotiations and Board Recommendation: June 2014
- Board Review and Approval: July 2014

Bid Request Submitted By: **Martha Carrasco**

Signature: Martha Carrasco

Date Submitted: 5/21/2014

*(To be completed by the Financial Services Division)*

Budget Code Verified: \_\_\_\_\_

Availability of Funds Verified: \_\_\_\_\_

Bid # Assigned: \_\_\_\_\_

Estimated Board Meeting Date for Approval: \_\_\_\_\_

Comments: \_\_\_\_\_

Date Received from User Department: \_\_\_\_\_

**Evaluation of RFP # 14-16, Employee Benefits and Insurance Consulting Services Re-Bid**  
**Thursday June 18, 2014**



Evaluation Committee Members Present:

<u>Printed Name</u>	<u>Signature</u>	<u>Campus</u>
Aida Salcedo	<i>Aida Salcedo</i>	FS
Judy Jimenez	<i>Judy Jimenez</i>	C & I
Claudia Olivera	<i>Claudia Olivera</i>	IT
RON GATHIN	<i>Ron Gathin</i>	FIN
Sheryl Maxsom	<i>Sheryl Maxsom</i>	GES
Kathy Ellis	<i>Kathy Ellis</i>	Finance
Corina Heredia	<i>Corina Heredia</i>	Finance
MARTHA CARRASCO	<i>Martha Carrasco</i>	HR
Susana Ramos-Lara	<i>Susana Ramos-Lara</i>	CMS
Mabel Anubri	<i>Mabel Anubri</i>	Finance
MARIO CARMONA	<i>Mario Carmona</i>	HR

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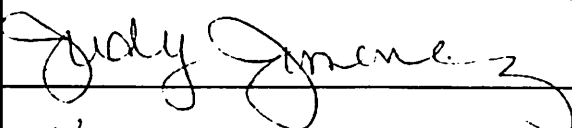
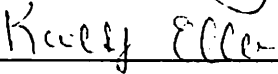

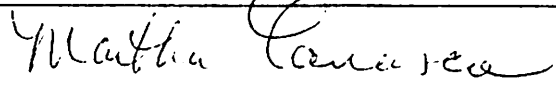
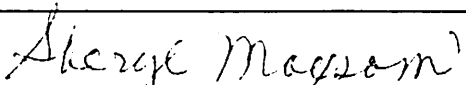
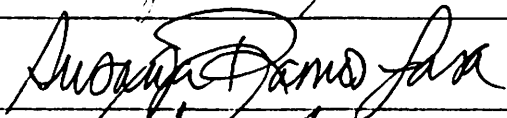
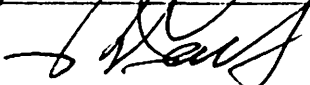
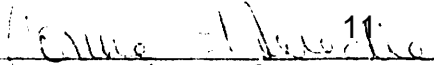
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Canutillo Independent School District

**Health Benefits Committee Meeting**

Wednesday, June 18, 2014

Central Office – Culinary Arts Classroom – 2:30 pm


<u>NAME</u>	<u>SIGNATURE</u>	<u>CAMPUS/DEPT</u>
Aida Salcedo		FOOD SERVICES
Avis Cecilia Schmitz		CES
Christina Galindo		CMS
Claudia Olivera		TECHNOLOGY SERVICES
Deyanira Fronce		AMS
Jane Seymour-Weatherly		DDE
Judy Ann Jimenez		C&I
Kathy Ellis		FINANCIAL SERVICES
Lynda Arrufat		AMS
Marina Edna Rocha		AMS
Mario Carmona		HUMAN RESOURCES
Martha Carrasco		HUMAN RESOURCES
Sheryl Maxsom		GES
Susie Ramos		CMS
Ron Gatlin		Business Services
Corina Heredia		Business Services

Employee Benefits and Insurance Consulting Services Re-Bid

RFP #14-16

CRITERIA	WEIGHT	Ethos Benefit Services	HUB International Services	Gallagher Benefits
The Purchase Price-Cost of Services	60	190	373	385
The reputation of the Proposer and the proposer's goods or services	10	24	70	42
The quality of the Proposer's goods and services	10	36	69	61
The extent to which the goods or services meet the district's needs	10	37	70	53
<sup>1</sup> The Proposer's past relation with the district	5	4	35	4
The impact on the ability of the district to comply with laws and rules relating to historically underutilized business	0	0	0	0
The total long-term cost to the district to acquire the vendor's goods or services	5	13	31	31
<b>TOTAL</b>	<b>100</b>	<b>304</b>	<b>648</b>	<b>576</b>
<b>RANKING</b>		<b>3</b>	<b>1</b>	<b>2</b>

  
 Purchasing Agent

  
 Purchasing Clerk

Date: 6/18/14

Date: 6/18/14



# Bid Evaluation Committee Member Declaration

## RFP #14-16 Employee Benefits and Insurance Consulting Services Re-Bid

I Mabelle Ambríz do hereby solemnly declare that I:

1. I am not a relative of, employed by, under contract to, or in any way associated in business with any bidder;
2. I have no financial interest in the outcome of the bid result; and
3. That I have not been contacted by any of the bidders in any form.
4. That I have not received any gift or monetary reward or been promised a gift or monetary reward for my actions regarding this bid evaluation.

I confirm that I am available and willing to serve to the best of my ability as a member of the bid evaluation committee.

Signed: Mabelle Ambríz

Date: 6/18/14

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# Bid Evaluation Committee Member Declaration

## RFP #14-16 Employee Benefits and Insurance Consulting Services Re-Bid

I Kately Elie do hereby solemnly declare that I:

1. I am not a relative of, employed by, under contract to, or in any way associated in business with any bidder;
2. I have no financial interest in the outcome of the bid result; and
3. That I have not been contacted by any of the bidders in any form.
4. That I have not received any gift or monetary reward or been promised a gift or monetary reward for my actions regarding this bid evaluation.

I confirm that I am available and willing to serve to the best of my ability as a member of the bid evaluation committee.

Signed: Kately Elie

Date: 6/18/14

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## Bid Evaluation Committee Member Declaration

**RFP #14-16 Employee Benefits and Insurance Consulting Services Re-Bid**

I Judy Jimenez do hereby solemnly declare that I:

1. I am not a relative of, employed by, under contract to, or in any way associated in business with any bidder;
2. I have no financial interest in the outcome of the bid result; and
3. That I have not been contacted by any of the bidders in any form.
4. That I have not received any gift or monetary reward or been promised a gift or monetary reward for my actions regarding this bid evaluation.

I confirm that I am available and willing to serve to the best of my ability as a member of the bid evaluation committee.

Signed: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Judy Jimenez", written over a horizontal line.

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

6/18/14

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# Bid Evaluation Committee Member Declaration

## RFP #14-16 Employee Benefits and Insurance Consulting Services Re-Bid

I *Sheryl Mayson* do hereby solemnly declare that I:

1. I am not a relative of, employed by, under contract to, or in any way associated in business with any bidder;
2. I have no financial interest in the outcome of the bid result; and
3. That I have not been contacted by any of the bidders in any form.
4. That I have not received any gift or monetary reward or been promised a gift or monetary reward for my actions regarding this bid evaluation.

I confirm that I am available and willing to serve to the best of my ability as a member of the bid evaluation committee.

Signed: *Sheryl Mayson*

Date: *6-18-2014*

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## Bid Evaluation Committee Member Declaration

### RFP #14-16 Employee Benefits and Insurance Consulting Services Re-Bid

I Clavaria Olvera do hereby solemnly declare that I:

1. I am not a relative of, employed by, under contract to, or in any way associated in business with any bidder;
2. I have no financial interest in the outcome of the bid result; and
3. That I have not been contacted by any of the bidders in any form.
4. That I have not received any gift or monetary reward or been promised a gift or monetary reward for my actions regarding this bid evaluation.

I confirm that I am available and willing to serve to the best of my ability as a member of the bid evaluation committee.

Signed: \_\_\_\_\_

A handwritten signature in cursive script, appearing to read "Clavaria Olvera", written over a horizontal line.

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

6/18/14

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# Bid Evaluation Committee Member Declaration

## RFP #14-16 Employee Benefits and Insurance Consulting Services Re-Bid

I Susana Ramos-Lara do hereby solemnly declare that I:

1. I am not a relative of, employed by, under contract to, or in any way associated in business with any bidder;
2. I have no financial interest in the outcome of the bid result; and
3. That I have not been contacted by any of the bidders in any form.
4. That I have not received any gift or monetary reward or been promised a gift or monetary reward for my actions regarding this bid evaluation.

I confirm that I am available and willing to serve to the best of my ability as a member of the bid evaluation committee.

Signed: Susana Ramos-Lara

Date: 6-18-14

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# Bid Evaluation Committee Member Declaration

## RFP #14-16 Employee Benefits and Insurance Consulting Services Re-Bid

I Aida Salcedo do hereby solemnly declare that I:

1. I am not a relative of, employed by, under contract to, or in any way associated in business with any bidder;
2. I have no financial interest in the outcome of the bid result; and
3. That I have not been contacted by any of the bidders in any form.
4. That I have not received any gift or monetary reward or been promised a gift or monetary reward for my actions regarding this bid evaluation.

I confirm that I am available and willing to serve to the best of my ability as a member of the bid evaluation committee.

Signed: Aida Salcedo

Date: 6/18/14

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



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

## Martha Aguirre

Executive Director, Financial Services

Voice (915) 877-7425

Fax (915) 877-7415

miaguirre@canutillo-isd.org

## MEMORANDUM

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Martha Aguirre, Executive Director, Financial Services

DATE: July 15, 2014

SUBJECT: Agenda Item – TEKS Resource System

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**RECOMMENDATION:** Approval of Contract with the Region 19 Education Service Center through TCMPC-Region 13 for TEKS Resource System for Elementary, Middle and High Schools in the amount of \$48,700

**RATIONALE:** To provide a comprehensible, customizable curriculum alignment management system. TEKS Resource System is built on current research-based in the field and is a written, taught and tested curriculum tool for grades K-12. It is designed to impact instructional practices in the classroom to improve student performances.

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place.

### PURCHASING SUMMARY:

**Department:** Curriculum and Instruction

**Recommended Award to:** Region 19 Education Service Center

**Funding Source:** 199.11.6299.00.916.5.11

**Participating School/Department:** Elementary, Middle & High Schools

**Procurement Type:** Texas Curriculum Management Program Cooperative

**Contract Term:** Single

**Amount:** \$48,700

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# Request for Board Agenda Item

Purchasing Department

Date: 06-19-2014

Campus/Department: Curriculum & Instruction

Vendor Name: Region 19

Total Cost: \$48,700.00

### Item Description and Justification for Purchase:

Purchase TEKS Resource System, a comprehensible, customizable curriculum alignment management system. TEKS Resource System is built on current research-based practices in the field and is a written, taught and tested curriculum tool for grades K-12. It is designed to impact instructional practices in the classroom to improve student performance.

Participating Schools/Departments: Elementary, Middle and High Schools

Funding Source: 199.11.6299.00.916.5.11  
*(Account number to charge)*

[Signature]  
Campus/Department Administrator

6-24-14  
Date Signed

\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*

*(To be completed by the Financial Services Division)*

Purchasing Method: Annual Contract - Texas Curriculum Management Program Cooperative  
*Region 19 ESC through*

Purchasing Agent

Date Signed

[Signature]  
Executive Director of Financial Services

7/15/14  
Date Signed

**District:** Canutillo ISD

**Website URL:** www.teksresourcesystem.net

**District Contact:**

**Email Address:**

**Phone Number: (915) 877-7400**

Dr. Pedro Galaviz

pgalaviz@canutillo-isd.org

**Fax Number: (915) 877-7414**

TEKS RESOURCE SYSTEM Basic Package	Amount
One Time Setup Fee	\$ N/A
TEKS RESOURCE SYSTEM System Access Regional Fee	\$ 10,000.00
ADM Fee (PEIMS Attendance x \$6) 5,970 x \$6	\$ 35,820.00
Technology / Annual Subscription Fee	\$ 2,880.00
<b>TOTAL</b>	<b>\$ 48,700.00</b>

**TEKS RESOURCE SYSTEM Basic Package Includes System Access to the Following Features (K-12; 4 Core Content Areas)**

- Vertical Alignment Documents (VAD)
- Vertical Viewer—(Math K-8, ELAR K-12, SLAR K-5)
- TEKS Clarification Documents (TCD)
- Instructional Focus Documents (IFD)
- Performance Indicators (PI) and Rubrics
- Sample Unit Test + Translations K-5 in all Content Areas
- Year at a Glance Documents (YAG)
- TEKS Verification Documents (TVD)
- Enhanced TEKS Clarification Document for Math (ETCD)
- K-5 Spanish Trans adaptations (Math, Science, Social Studies);
- K-5 Spanish Language Arts and Reading (SLAR)
- My Favorites, My Calendar and Content Creator Utilities
- Principal Center and Principal Walkthrough Tool
- Full access to standards (For all content areas including non-core):  
TEKS (Texas Essential Knowledge and Skills)  
ELPS (English Language Proficiency Standards)  
CCRS (College and Career Readiness Standards)
- Ability to upload district-created content to the site
- Extensive help and support site functionality
- Ability to customize content at the district level as desired
- Continual updates and revision of content to meet current standards from TEA
- Ability to leave feedback on all system components

**TEKS RESOURCE SYSTEM Professional Development, Training and Support included within the TEKS RESOURCE SYSTEM Basic Package: (All included sessions are hosted at ESC-Region 19, refer to the full schedule of classes at www.esc19.net)**

- TEKS Resource System 101: Just the Basics for New Users
- My TEKS Resource System: My Favorites, My Calendar, Content Creator.
- TEKS Resource System Administrator Tools Training
- TEKS Resource System Administrator Network Meetings

<b>Please email a copy of your PO to <a href="mailto:abenitez2@esc19.net">abenitez2@esc19.net</a></b>	
<b>Purchase Order Number:</b>	<b>Date:</b>
<b>Superintendent Printed Name:</b> Dr. Pedro Galaviz	<b>Superintendent Signature:</b>

**District User License Agreement (DULA)  
for the Texas Curriculum Management Program Cooperative (TCMPC)  
TEKS Resource System**

This District User License Agreement (this “DULA”) is entered into as of July 1, 2014 (the “Effective Date”) between the Texas Curriculum Management Program Cooperative (“TCMPC”), currently comprised of 20 Regional Education Service Centers (individually, an “ESC”) in the State of Texas, and Canutillo ISD, a/an [independent school district/charter school/private school] in the State of Texas.

**RECITALS**

- A. TCMPC has developed, for the benefit of independent school districts, charter schools, and other educational institutions in the State of Texas (individually, an “LEA”), a K-12 curriculum management system including the components outlined in Exhibit B (the “Components”) and may develop additional components in the future, not to include lessons, or specific lesson plans (the “Additional Components”).
- B. 3rd Learning (“3rdL”) is engaged in the business of designing, implementing, and supporting customized, online-deliverable systems for the management of K-12 public school curricula to be used by teachers and administrators.
- C. TCMPC has a contract with 3rdL (the “Services Agreement”) to develop a website (the “Website”) for the Components, to develop and provide online professional development, and to and provide TCMPC with other services (all services required to be provided in the Services Agreement are being referred to in this Agreement as the “Services”) as provided in this DULA. The Components and 3rdL-developed professional development, together with all software and hardware used to provide the Components on the Website, is referred to as the “TEKS Resource System.”
- D. TCMPC wishes to enter into this DULA in order to provide the LEA with a license to use the Components and the Website and to receive Services from 3rdL.

Accordingly, the parties agree as follows:

**1. DEFINITIONS**

Capitalized terms used in this DULA shall have the meaning set forth in the Recitals, in this Section 1 or elsewhere in this DULA:

1.1 “3rdL” means 3rdL Corporation, a New York corporation.

1.2 “Additional Components” has the meaning ascribed to it in Recital A.

1.3 “Authorized Users” means the employees of the LEA that has licensed use of TEKS Resource System, employees and representatives of ESCs and the TCMPC, Parents to the extent Parents are permitted access to the Website in accordance with Section 3 of the DULA, and any individual who has received TCMPC’s express written consent to be an Authorized User.

1.4 “**Parent**” means any person who has legal responsibility for a minor who is a student at the LEA.

1.5 “**Confidential Information**” includes proprietary information of either party to this DULA and all other information disclosed under this DULA by one party to the other: (i) which (x) when disclosed in writing, is labeled or otherwise marked as being confidential; and (y) when disclosed orally, is identified as confidential at the time of disclosure, with subsequent confirmation to the other party, in writing, within 30 days after disclosure, identifying the date and type of information disclosed, and the fact that the information is confidential; or (ii) which a reasonable person under similar circumstances would ascertain is proprietary and confidential.

1.6 “**Components**” has the meaning set forth in Recital A.

1.7 “**TEKS Resource System**” has the meaning set forth in Recital C.

1.8 “**ESC**” has the meaning set forth in the first paragraph of this DULA.

1.9 “**Intellectual Property Rights**” means all rights with respect to copyrights, trademarks, trade secrets, patents, know-how and all other legally protectable or proprietary intellectual property rights of any nature whatsoever.

1.10 “**LEA**” has the meaning set forth in the first paragraph of this DULA.

1.11 “**Services**” has the meaning ascribed to it in Recital C.

1.12 “**Services Agreement**” has the meaning set forth in Recital C.

1.13 “**Terms of Service**” means the Terms of Service appearing on the Website which Authorized Users are required to agree to as a condition to accessing the Website.

1.14 “**Website**” has the meaning ascribed to it in Recital C.

## 2. License

Subject to the terms of this DULA, TCMPC hereby grants the LEA the non-exclusive, non-transferable and non-assignable license, during the term of this DULA, to use, copy and distribute the Components, subject to each of the following restrictions:

2.1 The LEA shall use the Components solely: (i) for the LEA’s educational purposes; (ii) on campuses that are TEKS Resource System participants; and (iii) through Authorized Users.

2.2 The LEA shall not use the Components for commercial purposes.

2.3 Unless it has obtained the express prior written consent of TCMPC, which consent shall not be unreasonably withheld, the LEA shall not, directly or indirectly: (i) allow anyone who is not an Authorized User to have possession of the Components; (ii) allow anyone who is not an Authorized User to have username and password access to

the Website; or (iii) issue a username and password to a Parent even though the Parent may be an Authorized User in accordance with the Terms of Service. The LEA may allow students and community members to view the Components and the Website in the presence of an Authorized User. The LEA may allow parents to review the Components and the Website in accordance with Section 3 of the DULA and § 26.006 of the Texas Education Code.

2.4 The LEA shall only grant Authorized Users such access to the Components and the Website as is necessary to allow the Authorized User to obtain the Services contracted for under this DULA, unless it has received the prior written consent of TCMPC, which consent shall not be unreasonably withheld.

2.5 The LEA shall not sell, lease, sublicense, assign or transfer the Components. The LEA shall not use the Components to operate a service bureau, to act as an application service provider, or for any commercial purpose.

2.6 The LEA shall not, directly or indirectly, attempt to reverse engineer, decompile, disassemble or otherwise attempt to access or discover the source code for the Website.

2.7 The LEA shall not use, remove, delete, modify, obscure or alter in any way any trademark, tradename, product name or logo, or any copyright or trademark notice or other proprietary notice, legend, symbol or label contained in or attached to the Components for the Website.

2.8 The LEA shall not incorporate any portion of the Components into another software program, database or alternative delivery system without the express written consent of TCMPC, which may be granted or withheld in TCMPC's reasonable judgment. This provision shall not be construed to prohibit a teacher who is an Authorized User from displaying Components on an alternative District website to the extent permitted in the Terms of Service.

2.9 The LEA shall use its best efforts to prevent access to the Website and Components by anyone who is not an Authorized User. If the LEA becomes aware of any unauthorized use, it shall immediately give written notice of the unauthorized use to TCMPC and it shall cooperate with TCMPC and 3rdL to terminate the unauthorized use.

2.10 The LEA shall use its best efforts to ensure that Authorized Users affiliated with the LEA comply with the terms and restrictions of this DULA and the Terms of Service on the Website.

2.11 Except as expressly provided in this DULA (including Section 3 regarding Parent Review) and the Terms of Service, without prior express written consent of TCMPC, which may not be reasonably withheld, the LEA shall not, copy, distribute or publicly display any portion of the Components.

2.12 The LEA shall not adapt, modify or create derivative works using the Components, other than for use by the LEA in accordance with the terms of this DULA. The LEA shall provide TCMPC with prompt written notice of any efforts to create

adaptations, modifications and derivative works, and with all information relating to its efforts as is requested by TCMPC. All adaptations, modifications and derivative works that the LEA creates shall be the exclusive property of TCMPC. Materials that are created by the LEA or its employees that are not derived from the Components remain the property of the LEA and/or its employees.

2.13 The LEA shall not use the TEKS Resource System in any manner that is not expressly authorized by the terms of this DULA.

All rights to the use of the TEKS Resource System that are not specifically granted to the LEA in this DULA are reserved by TCMPC. All rights of the LEA to use the TEKS Resource System, any Components, or any material derived from the Components terminates when this DULA terminates.

**3. Parent Review.** Notwithstanding any other provision in this DULA or the Terms of Service, the LEA may allow a Parent to (A) review all non-assessment Components used in the classroom of the parent's child and (B) review each assessment administered to the parent's child after the test is administered. Such review shall be conducted in accordance with Texas Education Code § 26.006 and with LEA policy regarding review of other copyrighted instructional/teaching materials and assessments.

**4. Right to Receive Services.** For the term of this DULA, 3rdL shall provide the LEA with, and the LEA shall have the right to receive from 3rdL, all Services described in the Services Agreement as if the LEA were a party to the Services Agreement. The LEA acknowledges its understanding that some of the Services may be provided by the ESCs. The LEA also acknowledges its understanding that some additional or enhanced services may be provided by an ESC pursuant to a separate contract between the LEA and the ESC.

**5. Required Hardware and Software.** The LEA is responsible for obtaining and maintaining all computer hardware, software and communications equipment needed by the LEA to use the TEKS Resource System. The initial minimum specifications are attached as Exhibit A. The LEA acknowledges that Authorized Users whose computer systems do not meet the minimum specifications shall not be entitled to access to the Website. In addition, the LEA agrees that the minimum specifications may be modified from time to time as long as TCMPC gives it at least 90 days prior written notice of any changes to the system specifications.

**6. Obligations of TCMPC**

6.1 TCMPC will contract with 3rdL to obtain the Services for the benefit of the LEA.

6.2 TCMPC will devote appropriate resources, in its sole discretion, to create Additional Components, and will promptly incorporate the Additional Components into the Website or will provide the Additional Components to 3rdL for incorporation into the Website.

6.3 TCMPC will devote appropriate resources, in its sole discretion, to work with 3rdL to develop additional Website features and functionalities for the benefit of the LEA.

7. **Consideration.** The LEA has purchased the right to receive access to the TEKS Resource System through an ESC. The parties agree that the agreement between the LEA and the ESC and the terms and conditions of this DULA constitute good and valid consideration to support the parties' rights and obligations under this DULA.

8. **Ownership and Use of Intellectual Property.** The LEA acknowledges that it has no Intellectual Property Rights or ownership interest whatsoever in any Components (including but not limited to any text, images, photographs, animations, video, audio, music, "applets" incorporated into the application, and the related printed materials and documentation), the Website (including but not limited to the branding, navigation, and "look and feel" of the Website), the name "TEKS Resource System" (including any related logos, trademarks and service marks), or the products, services, programs or technology that TCMPC makes available to the LEA through this DULA or otherwise, and whether protected by copyright, trade secret, patent or other Intellectual Property Rights.

9. **Term and Termination.**

9.1 Except as otherwise provided in this Section 9, this DULA shall commence on the Effective Date and shall terminate on August 31, 2014 (the "**Initial Term**"). This DULA shall automatically continue for additional one-year terms unless either party gives the other 90 days advance written notice that it does not intend to renew.

9.2 This DULA shall terminate automatically on the termination of the Services Agreement.

9.3 Either party may terminate this DULA immediately: (i) on a material breach of any representation, warranty, covenant or obligation of a party under this DULA, and the failure of that party to remedy the material breach within 60 days following its receipt of written notice of the breach from the other party (or five days in the case of a payment default); (ii) if a party becomes insolvent, executes an assignment for the benefit of creditors, or becomes subject to bankruptcy or receivership proceedings; or (iii) if TCMPC or 3rdL ceases operations.

9.4 The provisions of Sections 1 (Definitions), 8 (Ownership and Use of Intellectual Property), 10 (Confidentiality), 11 (Representations and Warranties), 12 (Limitation of Liability), and 13 (Miscellaneous) shall survive the termination of this DULA.

10. **Confidentiality**

10.1 Each party (as applicable, a "**Disclosing Party**") acknowledges that, except as otherwise provided by law, all Confidential Information disclosed to the other party (the "**Receiving Party**") pursuant to this DULA is owned by the Disclosing Party. This DULA shall not be deemed to vest in either party any rights to the Confidential Information of the other party. Each party shall keep the Confidential Information strictly confidential and prevent the unauthorized use, disclosure, or publication thereof, whether negligent, inadvertent or otherwise, by its employees, consultants, agents or representatives. Each party shall prevent unauthorized access to the Confidential Information and shall permit access only to those persons authorized to work on the matter to which the Confidential

Information relates. The non-disclosure obligations shall continue after the termination of this DULA.

10.2 Each party consents to the disclosure of the other party's Confidential Information to those employees, contractors and consultants who have a need to know such information in order to comply with the terms of this DULA and who have agreed to be bound by the terms of this Section 10.

10.3 On termination of this DULA, either party may make a written request for return of any Confidential Information, and within 10 days after such request, unless retention is required by law, the Receiving Party shall deliver to the Disclosing Party: (a) all materials containing Confidential Information furnished to the Receiving Party by the Disclosing Party or developed using the materials furnished to the Receiving Party by the Disclosing Party; and (b) all tangible media of expression in the Receiving Party's possession or control which incorporate or include any Confidential Information of the Disclosing Party. Electronic records shall be delivered in the format requested by the Disclosing Party. In addition, the Receiving Party shall permanently delete any of the Disclosing Party's Confidential Information that is electronically stored on any equipment under its control. A Receiving Party shall, within 10 days of written request, provide the Disclosing Party with written certification of the Receiving Party's compliance with its obligations under this Section 10.

10.4 The provisions of this Section 10 do not apply to the extent that: (i) the information communicated was already known to the Receiving Party, without any obligation to keep it confidential, at the time of the Receiving Party's receipt of the information from the Disclosing Party; (ii) the information communicated was received in good faith from a third party lawfully in possession of the information and having no obligation to keep it confidential; (iii) the information communicated was publicly known at the time of receipt or has become publicly known other than by a breach of this DULA; (iv) the information was independently developed without reference to the Confidential Information. However, this Section 10 shall not apply if the Receiving Party is ordered by a court or another governmental body of competent jurisdiction (including a request under the Texas Open Records Act or similar law or regulation) to disclose the Confidential Information. In that event, the Receiving Party shall attempt to promptly notify the Disclosing Party in writing prior to disclosure in order to give the Disclosing Party a reasonable opportunity to seek an appropriate protective order, and the Receiving Party shall disclose only that portion of the Confidential Information that it is required to disclose under an administrative or other governmental order.

## **11. REPRESENTATIONS AND WARRANTIES**

Each party represents and warrants to the other that:

11.1 The execution and delivery of this DULA has been duly authorized by such party and this DULA is valid and binding.

11.2 It is under no obligation or restriction, nor will it assume any obligation or restriction, that does or would in any way interfere or conflict with, or that does or would present a conflict of interest concerning performance of its obligations under this DULA.

11.3 THE WARRANTIES STATED IN THIS DULA ARE THE SOLE AND EXCLUSIVE WARRANTIES GIVEN BY EACH PARTY TO THE OTHER. THERE ARE NO OTHER WARRANTIES WITH RESPECT TO THE COMPONENTS, THE WEBSITE, THE TEKS RESOURCE SYSTEM OR ANY OTHER MATTER, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF DESIGN, MERCHANTABILITY, TITLE, OR FITNESS FOR A PARTICULAR PURPOSE, EVEN IF ONE PARTY HAS INFORMED THE OTHER TO THE CONTRARY. NO AGENT OF EITHER PARTY IS AUTHORIZED TO ALTER OR EXCEED THE WARRANTY OBLIGATIONS OF THE PARTIES AS SET FORTH IN THIS DULA.

12. LIMITATION OF LIABILITY.

12.1 THE TOTAL LIABILITY OF EITHER PARTY WITH RESPECT TO THIS DULA (INCLUDING LIABILITY ARISING OUT OF CONTRACT, TORT, STRICT LIABILITY, BREACH OF WARRANTY OR OTHERWISE), WILL BE LIMITED TO THE AMOUNT PAID UNDER THIS DULA BY THE LEA TO THE ESC FROM WHICH IT ACQUIRED THE RIGHT TO ENTER INTO THIS DULA IN THE 12-MONTH PERIOD PRIOR TO THE OCCURRENCE OR CIRCUMSTANCE GIVING RISE TO THE ALLEGED CAUSE OF ACTION. NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING ATTORNEYS' FEES, IN ANY WAY DUE TO, RESULTING FROM OR ARISING IN CONNECTION WITH THIS AGREEMENT.

12.2 NOTWITHSTANDING THE FOREGOING, THERE IS NO LIMITATION OF LIABILITY FOR VIOLATION OF THE RESTRICTIONS SET FORTH IN SECTION 2 OR THE PROVISIONS OF SECTION 10.

13. MISCELLANEOUS.

13.1 Successors and Assigns. This DULA shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

13.2 Third Party Beneficiaries. There are no third party beneficiaries to this DULA.

13.3 Governing Law. This DULA, and all related matters, shall be governed by the laws of the State of Texas, without regard to choice of law or conflict of law principles that direct the application of the laws of a different state.

13.4 Jurisdiction and Venue. Any action or proceeding in connection with this DULA shall be brought in Travis County, Texas. The parties irrevocably: (i) submit to the exclusive jurisdiction of such courts, and (ii) waive any objection to venue of any action or proceeding or any argument that such court is in an inconvenient forum.

13.5 Counterparts; Facsimile. This DULA may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall

constitute one and the same instrument. An executed email/PDF of this DULA shall be deemed an original executed copy of this DULA.

13.6 Construction. Whenever used in this DULA, the singular number will include the plural, and the plural number will include the singular, and pronouns in the masculine, feminine, or neuter gender will include each other gender. Headings are used for convenience only, and are not to be given substantive effect. All references to section numbers are references to sections of this DULA, unless otherwise specifically indicated. Recitals are part of this DULA and shall be considered in its interpretation.

13.7 Notices. All notices or other communications required or permitted to be given pursuant to this DULA shall be in writing and shall be properly given if (i) mailed by first class United States mail, postage prepaid, registered or certified with return receipt requested; (ii) delivered in person to the required addressee; or (iii) delivered to an independent third party commercial delivery service for same day or next day delivery and providing for evidence of receipt at the office of the required addressee. Notice so mailed shall be effective five days following its deposit with the United States Postal Service; notice sent by a commercial delivery service shall be effective one day following delivery to the commercial delivery service; notice given by personal delivery shall be effective when received by the addressee; and notice given by other means shall be effective only when received at the designated address of the required addressee. For purpose of notices, the addresses of the parties shall be as follows:

To: Dr. Pedro Galaviz  
Canutillo ISD P.O. Box 100  
Canutillo, Texas 79835

To: Texas Curriculum Management Program Cooperative  
5701 Springdale Road  
Austin, Texas 78723

Any party shall have the right to change its address for notice to any other location within the continental United States by giving 30 days written notice to the other party in the manner set forth in this Section 13.7.

13.8 Attorneys' Fees. Subject to Section 12.1, if any action at law or in equity is necessary to enforce or interpret the terms of any of this DULA, the prevailing party shall be entitled to reasonable attorneys' fees, costs and necessary disbursements in addition to any other relief to which the party may be entitled.

13.9 Entire Agreement; Amendment. This DULA constitutes the entire agreement between the parties with respect to its subject matter, and, once executed by both parties, supersedes all prior agreements or understandings between the parties, including any previously signed DULA for the 2013-14 school year. No amendment to this DULA shall be valid unless it is in writing and signed by both parties.

13.10 Injunctive Relief. Breach of certain of the obligations in this DULA, including Sections 2.1 through 2.11 (relating to restrictions), 10 (Confidentiality), as well as breach of certain other provisions of this DULA, would cause irreparable damage to a party and therefore, in addition to all other remedies available at law or in equity, each party shall have the right to seek equitable and injunctive relief for breach of those provisions without the necessity of posting bond or proving damages. In addition, each party shall be liable to the other under this DULA if there is any breach by a party or its affiliates, or by their respective employees, contractors, consultants, auditors, agents or representatives.

13.11 No Partnership. This DULA is not intended in any manner to and does not create the relationship of principal and agent between the parties, nor shall this DULA be deemed to establish a partnership or joint venture. Neither party shall have the power, express or implied, to obligate or bind the other in any manner whatsoever. Each party shall be solely responsible for compensating its own employees, including the payment of employment-related taxes. This Section 13.11 shall not in any way limit the ability of TCMPC to enter into amendments to the Services Agreement and TCMPC shall have full authority to amend the Services Agreement as it determines is appropriate, in its sole judgment, without prior notice to or approval of the LEA.

13.12 Severability. If any provision of this DULA is held by final judgment of a court of competent jurisdiction to be invalid, illegal or unenforceable, the invalid, illegal or unenforceable provision shall be severed from the remainder of this DULA, and the remainder of this DULA shall be enforced. In addition, the invalid, illegal or unenforceable provision shall be deemed to be automatically modified, to the minimum extent necessary to render the provision valid, legal and enforceable and to the extent necessary to adjust equitably the parties' respective rights and obligations under this DULA.

13.13 Delays or Omissions. No course of dealing between the parties, no failure to exercise and no delay in exercising, any right under this DULA shall operate as a waiver of that right, nor shall any single or partial exercise of any right under this DULA preclude any other or further exercise of that or any other right. No waiver shall be effective unless made in writing and signed by all of the parties. All remedies, either under this DULA or by law or otherwise afforded to any party, shall be cumulative and not alternative.

Executed as of the Effective Date.


*Signature Page Follows*

**District User License Agreement (DULA)  
for the Texas Curriculum Management Program Cooperative (TCMPC)  
TEKS Resource System**

Canutillo Independent School District

**Texas Curriculum Management  
Program Cooperative**

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

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

Name: Dr. Pedro Galaviz

Name: Terry Smith

Title: Superintendent

Title: Executive Director, ESC  
Region 13  
Treasurer, TCMPC

*Signature Page*

## **EXHIBIT A HARDWARE AND SOFTWARE SPECIFICATIONS**

To use the advanced features found in the TEKS Resource System, your computer must meet the following requirements:

### Windows XP or higher

- Internet Explorer 7.0 or higher
- Mozilla Firefox 3.6 or higher
- Google Chrome
- Safari 3.2 or higher
- Opera 10.10 or higher

### Mac OSX 10.4 or higher

- Mozilla Firefox 3.6 or higher
- Safari 3.2 or higher
- Opera 10.10 or higher
- Google Chrome

### Additional Recommendations:

- Internet browser must be set to allow JavaScript to run.
- Pop-up blockers must be turned off or allowed for the website:  
[www.teksresourcesystem.net](http://www.teksresourcesystem.net)
- This site is best viewed with your monitor's resolution set to 1024 x 768 or higher.
- The TEKS Resource System is best viewed when your default font or view is set to "Medium" in Internet Explorer, "Normal" in Mozilla Firefox, or "Normal" in Google Chrome. If your font size is set significantly larger or smaller, you may experience some difficulty viewing the website.

Please note that some components may be available in formats that require third party software, such as Adobe PDF Reader, etc.

EXHIBIT B

State Standards	Curriculum			Assessment	Technology
Texas Essential Knowledge and Skills (TEKS)	Vertical Alignment Document (VAD) and TEKS Clarification Document (TCD)	Year at a Glance (YAG) and TEKS Verification Document (TVD)	Instructional Focus Document (IFD)	Performance Indicator (PI) and Sample Unit Assessment	TEKS Resource System website
<ul style="list-style-type: none"> <li>State standards approved and updated by the State Board of Education (SBOE)</li> <li>What students in Texas should know and be able to do</li> <li>TEKS development and implementation supported by Texas Education Agency (TEA)</li> </ul>	<p><b>Scope:</b></p> <ul style="list-style-type: none"> <li>Outlines what is taught (specificity) for each standard at each grade level</li> <li>Highlights Readiness and Supporting Standards</li> <li>Provides content-level accuracy and depth</li> <li>Assists educators in assessing potential gaps in students' understanding so that appropriate intervention may be planned</li> </ul>	<p><b>Sequence:</b></p> <ul style="list-style-type: none"> <li>Recommends order and bundling of standards into units of instruction</li> <li>Suggests duration or number of days for instruction, allowing for "open days" for additional support/practice/assessment</li> <li>Ensures STAAR-assessed standards are taught before state assessment occurs</li> </ul>	<ul style="list-style-type: none"> <li>Provides a bridge between curriculum, assessment, and instruction</li> <li>Bundles standards into units of instruction</li> <li>Includes Performance Indicators</li> <li>Provides important concepts, understandings (big ideas), and vocabulary for the unit</li> <li>Includes the targeted specificity for bundled standards in the unit</li> </ul>	<p><b>Performance Indicator</b></p> <ul style="list-style-type: none"> <li>Offers evidence of student progression toward and/or attainment of identified standards (on the IFD)</li> </ul> <p><b>Sample Unit Assessment</b></p> <ul style="list-style-type: none"> <li>Provides a collection of selected- and constructed-response items that assesses the specified standards as noted on the Instructional Focus Document</li> </ul>	<ul style="list-style-type: none"> <li>Provides for web-based delivery of all system components</li> <li>Assists districts in efficiently accessing, customizing, and/or creating select system components</li> <li>Includes useful bookmarking, search, and calendar features</li> <li>Provides walkthrough and management tools for campus and district leaders</li> <li>Provides numerous options for district, campus, and individual user roles within a district's site</li> </ul>
<p><b>Teachers use the TEKS to:</b></p> <ul style="list-style-type: none"> <li>Provide instruction to students in accordance with Texas Administrative Code (19 Tex. Admin. Code § 74.1)</li> </ul>	<p><b>Teachers use the VAD and TCD to:</b></p> <ul style="list-style-type: none"> <li>Gain clarity regarding their responsibility for student learning in the grade/course</li> <li>Vertically track the depth and complexity of a standard through grade levels</li> <li>Select instructional resources and materials that are aligned with the specified standards</li> </ul>	<p><b>Teachers use the YAG and TVD to:</b></p> <ul style="list-style-type: none"> <li>Organize and plan high-quality instruction</li> <li>View the standards taught within the year in a single snapshot</li> <li>Work with peers to share and allocate instructional resources</li> <li>Monitor their own pacing</li> <li>Align to the district calendar</li> <li>Customize sequencing as appropriate</li> </ul>	<p><b>Teachers use the IFD to:</b></p> <ul style="list-style-type: none"> <li>Measure student learning of the bundled standards through Performance Indicators</li> <li>Determine what content should be taught in each grading period</li> <li>Maintain focus on standards while planning and implementing instruction</li> <li>Customize instruction as appropriate</li> </ul>	<p><b>Teachers use the assessment components to:</b></p> <ul style="list-style-type: none"> <li>Determine the acquisition and mastery of specified standards</li> <li>Determine the ability of students to apply the learning in a new context</li> <li>Determine which students need intervention and accelerated instruction</li> </ul>	<p><b>Teachers use the technology tools to:</b></p> <ul style="list-style-type: none"> <li>Access system components through a user-friendly website</li> <li>Create individual lesson plans and instructional calendars</li> <li>Provide and receive feedback about system components</li> <li>Communicate with parents and students through the new teacher website builder</li> </ul>
<b>District Implementation Plan</b>					
<p><b>Required by Law</b></p> <ul style="list-style-type: none"> <li>Texas Administrative Code</li> <li>Texas Education Code</li> </ul>	<b>Local Decision</b> based on student needs and district goals				





# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Martha Aguirre**  
Executive Director, Financial Services

Voice (915) 877-7425  
Fax (915) 877-7415  
miaguirre@canutillo-isd.org

## MEMORANDUM

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Martha Aguirre, Executive Director, Financial Services

DATE: July 15, 2014

SUBJECT: Agenda Item – Contracted Services

---

**RECOMMENDATION:** Approval of Contract with Edmentum for Plato Learning for High Schools in the amount of \$44,099.90

**RATIONALE:** The Plato Learning is a software program that consists of an instructional management system supported by core curriculum content and electives. Plato will serve multiple purposes. It will be used for credit recovery for students failing content classes. Also, it will be used to accelerate instruction for students who wish to advance in their courses. This program will be used in the TLC lab.

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is considered approval of the purchase of the PLATO Learning Program Licenses for year 3 of 5 possible year for extension. This purchase will be made from Edmentum, Inc. utilizing RFP 12-12 Online Courseware.

### PURCHASING SUMMARY:

**Department:** Curriculum and Instruction

**Recommended Award to:** Edmentum

**Funding Source:** 185.11.6299.00.916.5.30, 199.11.6299.00.999.5.11 & 199.11.6299.00.916.5.11

**Participating School/Department:** High Schools

**Procurement Type:** RFP 12-12 Online Courseware

**Contract Term:** Single

**Amount:** \$44,099.90

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# Request for Board Agenda Item

Purchasing Department

Date: 06-24-14

Campus/Department: Curriculum and Instruction

Vendor Name: Edmentum

Total Cost: \$44,099.90

### Item Description and Justification for Purchase:

The Plato Learning is a software program that consists of an instructional management system supported by core curriculum content and electives. Plato will serve multiple purposes. It will be used for credit recovery for students failing content classes. Also, it will be used to accelerate instruction for students who wish to advance in their courses. This program will be used in the TLC lab.

Participating Schools/Departments: Canutillo High School

Funding Source: 185.11.6299.00.916.5.30, 199.11.6299.00.999.5.11 & 199.11.6299.00.916.5.11  
*(Account number to charge)*

[Signature]  
Campus/Department Administrator

6-24-14  
Date Signed

\*\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*\*

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*(To be completed by the Financial Services Division)*

Purchasing Method: RFP 12-12 Online Courseware

\_\_\_\_\_  
Purchasing Agent

\_\_\_\_\_  
Date Signed

[Signature]  
Executive Director of Financial Services

7/15/14  
Date Signed



Date: 9/24/2013  
 Order Number: 10147171  
 Revision: 2  
 Order Form Expiration Date: 7/1/2014

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com  
 To Pay by Credit Card: Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 118556  
 Customer Name: CANUTILLO INDEP SCH DISTRICT  
 Billing Address: PO BOX 100  
 CANUTILLO, TX 79835-0100

Products and Services

Products	Quantity	License Start Date	License End Date	License Term (In Months)	Extended Price
Plato Courseware Secondary Academic Library - Texas - Concurrent	110	7/1/2014	6/30/2015	12	\$38,500.00
Plato Courseware Beyond High School Library - Concurrent	15	7/1/2014	6/30/2015	12	\$3,249.90
Edmentum Educator Advantage Basic Training Package (Blended) - Services Delivery Year: Year 1	1	***	***	12	\$2,350.00
Subtotal:					\$44,099.90

Subtotal:	\$44,099.90
Estimated Tax:	\$0.00
Total US Funds:	\$44,099.90

**SAVE on multiple year subscriptions! (please indicate your preference below)**

	1 Year (0% Additional Discount)*:	\$44,099.90
	2 Year (5% Additional Discount)*:	\$81,674.81
	3 Year (10% Additional Discount)*:	\$115,074.73

\* Multi-year pricing includes applicable tax. Taxes are subject to change based on product mix.  
 \*\* Unless otherwise specified in this Order Form, the Start Date for your license(s) will be (a) for a renewal, the day following expiration of the prior license term and (b) with respect to all other licenses, promptly after we have accepted your signed Order Form, we will confirm to you the applicable Start Date for your software license(s).  
 \*\*\* Services are purchases with an annual term expiration. Any service offering that is not used during the applicable year, may not be carried over or used in subsequent years.

Invoicing and Payment Terms

The full amount of Your Order will be invoiced when accepted by Us. Payment is due 15 days after invoice date.

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.

Purchase Order

You acknowledge that this Agreement is non-cancellable and you will submit a purchase order for the full amount of this Order Form. Your order will not be scheduled for delivery until you have submitted a purchase order referencing and conforming to this Order Form.





Date: 9/24/2013  
 Order Number: 10147171  
 Revision: 2  
 Order Form Expiration Date: 7/1/2014

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com  
 To Pay by Credit Card: Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing. I represent that I am authorized to accept this offer on behalf of the Customer identified above and I do accept this offer and agree to adhere to the terms and conditions identified and referenced within. Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com.

Customer Signature: \_\_\_\_\_

Name (Printed or Typed): \_\_\_\_\_

Title: \_\_\_\_\_

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





# Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

## Financial Services (Verification of Funding Availability and Account Coding)

Approved  Denied

Comment: \_\_\_\_\_  
Signature: Maitha Aguirre Date: 7/15/14

## Federal Programs (For Compliance with Grant Requirements)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: RR Date: 7/15/14

## Technology (For all Computer/Software/Peripheral Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Legal Review

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Purchasing

Approved  Denied

Comment: \_\_\_\_\_  
Signature: Maitha Aguirre Date: 7/15/14



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Martha Aguirre**  
Executive Director, Financial Services

Voice (915) 877-7425  
Fax (915) 877-7415  
miaguirre@canutillo-isd.org

## MEMORANDUM

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Martha Aguirre, Executive Director, Financial Services

DATE: July 15, 2014

SUBJECT: Agenda Item – Purchase composition notebooks from Office Depot

---

**RECOMMENDATION:** Approval to purchase composition notebooks from Office Depot for Elementary, Middle and High Schools in the amount of \$17,916

**RATIONALE:** The composition notebooks will provide needed resources for students to enable teacher to implement professional development already received on interactive notebooks. A major benefit to interactive notebooks is that students keep a journal of their work on the composition notebooks, which enables them to continuously build on prior knowledge. It also helps students be aware of their own learning and progress and be able to share that with peers, teachers and their parents.

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place.

### PURCHASING SUMMARY:

**Department:** Curriculum and Instruction  
**Recommended Award to:** Office Depot  
**Funding Source:** 211.11.6399.00.916.4.30  
**Participating School/Department:** Elementary, Middle and High Schools  
**Procurement Type:** TCPN Co-op  
**Contract Term:** Single  
**Amount:** \$17,916

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# Request for Board Agenda Item

Purchasing Department

Date: June 24, 2014

Campus/Department: Curriculum and Instruction

Vendor Name: Office Depot

Total Cost: \$17,916.00

### Item Description and Justification for Purchase:

The composition notebooks will provide needed resources for students to enable teachers to implement professional development already received on interactive notebooks. A major benefit to interactive notebooks is that students keep a journal of their work on the composition notebooks, which enables them to continuously build on prior knowledge. It also helps students be aware of their own learning and progress and be able to share that with peers, teachers and their parents.

Participating Schools/Departments: Elementary, Middle and High School students

Funding Source: 211.11.6399.00.916.4.30  
*(Account number to charge)*


                      6-24-14  
Campus/Department Administrator                      Date Signed

\*\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*\*

-----  
*(To be completed by the Financial Services Division)*

Purchasing Method: TCPN Coop

\_\_\_\_\_                      \_\_\_\_\_  
Purchasing Agent                      Date Signed

                      7/15/14  
Executive Director of Financial Services                      Date Signed

# Office DEPOT.

Customer: Canutillo Ind. School District # 89508622  
Contact : Rosalinda Lujan  
7965 Artcraft  
El Paso, TX 79932

Date:06-23-14

<u>Item</u>	<u>Description</u>	<u>QTY</u>	<u>Price</u>	<u>Extended</u>
588-268	Office Depot® Brand Composition Book, 7 1/2" x 9 3/4", Wide Ruled, 100 Sheets, Assorted Black/White Designs (No Design Choice)	22,000 EA	\$0.75	\$16,500.00
837-905	Office Depot® Brand Primary Marble Composition Book, 7 1/2" x 9 3/4" , Unruled/Primary Ruled, 100 Sheets, Black/White	944 EA	\$1.50	\$1,416.00

Based on TCPN Contract R5023

Quote Valid for 30 days.

Carlos Carrasco  
Office Depot Business Division  
915-227-6867  
[carlos.carrasco@officedepot.com](mailto:carlos.carrasco@officedepot.com)

Total \$17,916.00



# Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

## Financial Services (Verification of Funding Availability and Account Coding)

Approved  Denied

Comment: \_\_\_\_\_  
Signature: M. Ag Date: 7/15/14

## Federal Programs (For Compliance with Grant Requirements)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: RRL Date: 7/15/14

## Technology (For all Computer/Software/Peripheral Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Legal Review

Not Required  Approved  Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Purchasing

Approved  Denied

Comment: \_\_\_\_\_  
Signature: Maethe Ag Date: 7/15/14



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Martha Aguirre**  
Executive Director, Financial Services

Voice (915) 877-7425  
Fax (915) 877-7415  
miaguirre@canutillo-isd.org

## MEMORANDUM

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Martha Aguirre, Executive Director, Financial Services

DATE: July 15, 2014

SUBJECT: Agenda Item – Contracted Services

---

**RECOMMENDATION:** Approval of Contract with Accelerate Learning for Stemscope for Elementary and Middle Schools in the amount of \$9,870.00

**RATIONALE:** Stemscope is a K-12 comprehensive online science program that provides hands-on inquiry activities, assessments, problem-based learning intervention tools, acceleration materials, and teacher support resources. 100% aligned to the TEKS and meets the rigor of STAAR.

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place.

### PURCHASING SUMMARY:

**Department:** Curriculum and Instruction  
**Recommended Award to:** Accelerate Learning  
**Funding Source:** 199.11.6299.00.916.5.11  
**Participating School/Department:** Elementary and Middle Schools  
**Procurement Type:** Below Bid Threshold  
**Contract Term:** Single  
**Amount:** \$9,870.00

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STEMscopes.com Quote

Product	Quantity	Sales Price	Discount	Total Price
Launch Training STEMscopes State Edition	2.00	\$900.00	100.00%	\$0.00
ReTEKs Science 5th Grade	6.00	\$495.00	100.00%	\$0.00
ReTEKs Science 8th Grade	3.00	\$695.00	100.00%	\$0.00
STEMscopes 2.0 Grade 1, Online Only	200.00	\$5.25		\$1,050.00
STEMscopes 2.0 Grade 2, Online Only	200.00	\$5.25		\$1,050.00
STEMscopes 2.0 Grade 3, Online Only	200.00	\$5.25		\$1,050.00
STEMscopes 2.0 Grade 4, Online Only	200.00	\$5.25		\$1,050.00
STEMscopes 2.0 Grade 5, Online Only	200.00	\$5.25		\$1,050.00
STEMscopes 2.0 Grade 6, Online Only	200.00	\$5.95		\$1,190.00
STEMscopes 2.0 Grade 7, Online Only	200.00	\$5.95		\$1,190.00
STEMscopes 2.0 Grade 8, Online Only	200.00	\$5.95		\$1,190.00
STEMscopes 2.0 Kindergarten, Online Only	200.00	\$5.25		\$1,050.00

Subtotal \$16,725.00  
 Grand Total \$9,870.00

**Permitted Use:**

ALI grants the customer a non-exclusive, non-transferable and non-assignable license, during the term of this agreement to use the content solely for educational purposes and only with authorized users paid for by the customer. Customer may not sell, sublicense, disclose, assign, or transfer the online, print, or kit content.

**Copyright Protection:**

ALI retains all rights, titles, and interests in and to its copyrighted materials.

**Product Returns/Exchanges:**

No refunds or cancellations for online products. Damaged print or kit materials may be returned for replacement product.

**Payment Terms:**

Payment is due net 30 days after receipt of invoice.

**Freight Charges:**

Standard freight charge is 8% of the price of the print or kit product purchased. There is no freight charges for online products.

**User Information:**

ALI reserves the right to collect and store all user information for district reporting.

**CUSTOMER SERVICE**

Phone: 713-348-3715

Fax: 713-348-3715

Email: [stemscopes@acceleratelearning.com](mailto:stemscopes@acceleratelearning.com)

Website: [www.STEMscopes.com](http://www.STEMscopes.com)



## STEMscopes.com Quote

Quote/Invoice Number 00000375

Account Name CANUTILLO IND SCHOOL DISTRICT  
Shipping Address PO BOX 100  
CANUTILLO, TX 79835

Contact Name Anne Flores  
Email amflores@canutillo-isd.org  
Phone (915) 877-7504

### MAIL PO & CHECKS TO:

Company Address PO BOX 732464  
Dallas, TX 75373-2464  
US

Fax (713) 348-3715  
Phone (713) 348-5433

Created Date 5/7/2014  
Prepared By Aidee Slaughter

Description STEMscopes 2.0 Quote for K - 8th grade, Online Only, Duration of License for 1 year.

\*\*\*Note: The quantity below represents the total number of students for each grade level.

### Permitted Use:

ALI grants the customer a non-exclusive, non-transferable and non-assignable license, during the term of this agreement to use the content solely for educational purposes and only with authorized users paid for by the customer. Customer may not sell, sublicense, disclose, assign, or transfer the online, print, or kit content.

### Copyright Protection:

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### CUSTOMER SERVICE

Phone: 713-348-3715  
Fax: 713-348-3715  
Email: stemscopes@acceleratelearning.com  
Website: www.STEMscopes.com



# Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

## Financial Services (Verification of Funding Availability and Account Coding)

Approved  Denied

Comment: \_\_\_\_\_

Signature: M. Ag Date: 7/15/17

## Federal Programs (For Compliance with Grant Requirements)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: K. B. O. Date: 7/15/14

## Technology (For all Computer/Software/Peripheral Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Legal Review

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Purchasing

Approved  Denied

Comment: \_\_\_\_\_

Signature: M. Ag Date: 7/15/14



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
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**Martha Aguirre**  
Executive Director, Financial Services

Voice (915) 877-7425  
Fax (915) 877-7415  
miaguirre@canutillo-isd.org

## MEMORANDUM

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Martha Aguirre, Executive Director, Financial Services

DATE: July 15, 2014

SUBJECT: Agenda Item – Purchase of Stemscope from Accelerate Learning

---

**RECOMMENDATION:** Approval to purchase online science program from Accelerate Learning for Stemscope for Elementary and Middle Schools in the amount of \$9,870.00

**RATIONALE:** Stemscope is a K-12 comprehensive online science program that provides hands-on inquiry activities, assessments, problem-based learning intervention tools, acceleration materials, and teacher support resources. 100% aligned to the TEKS and meets the rigor of STAAR.

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place.

### PURCHASING SUMMARY:

**Department:** Curriculum and Instruction  
**Recommended Award to:** Accelerate Learning  
**Funding Source:** 199.11.6299.00.916.5.11  
**Participating School/Department:** Elementary and Middle Schools  
**Procurement Type:** Below Bid Threshold  
**Contract Term:** Single  
**Amount:** \$9,870.00

---

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STEMscopes.com Quote

Product	Quantity	Sales Price	Discount	Total Price
Launch Training STEMscopes State Edition	2.00	\$900.00	100.00%	\$0.00
ReTEKs Science 5th Grade	6.00	\$495.00	100.00%	\$0.00
ReTEKs Science 8th Grade	3.00	\$695.00	100.00%	\$0.00
STEMscopes 2.0 Grade 1, Online Only	200.00	\$5.25		\$1,050.00
STEMscopes 2.0 Grade 2, Online Only	200.00	\$5.25		\$1,050.00
STEMscopes 2.0 Grade 3, Online Only	200.00	\$5.25		\$1,050.00
STEMscopes 2.0 Grade 4, Online Only	200.00	\$5.25		\$1,050.00
STEMscopes 2.0 Grade 5, Online Only	200.00	\$5.25		\$1,050.00
STEMscopes 2.0 Grade 6, Online Only	200.00	\$5.95		\$1,190.00
STEMscopes 2.0 Grade 7, Online Only	200.00	\$5.95		\$1,190.00
STEMscopes 2.0 Grade 8, Online Only	200.00	\$5.95		\$1,190.00
STEMscopes 2.0 Kindergarten, Online Only	200.00	\$5.25		\$1,050.00

Subtotal \$16,725.00  
 Grand Total \$9,870.00

**Permitted Use:**

ALI grants the customer a non-exclusive, non-transferable and non-assignable license, during the term of this agreement to use the content solely for educational purposes and only with authorized users paid for by the customer. Customer may not sell, sublicense, disclose, assign, or transfer the online, print, or kit content.

**Copyright Protection:**

ALI retains all rights, titles, and interests in and to its copyrighted materials.

**Product Returns/Exchanges:**

No refunds or cancellations for online products. Damaged print or kit materials may be returned for replacement product.

**Payment Terms:**

Payment is due net 30 days after receipt of invoice.

**Freight Charges:**

Standard freight charge is 8% of the price of the print or kit product purchased. There is no freight charges for online products.

**User Information:**

ALI reserves the right to collect and store all user information for district reporting.

**CUSTOMER SERVICE**

Phone: 713-348-3715

Fax: 713-348-3715

Email: [stemscopes@acceleratelearning.com](mailto:stemscopes@acceleratelearning.com)

Website: [www.STEMscopes.com](http://www.STEMscopes.com)



## STEMscopes.com Quote

Quote/Invoice Number 00000375  
 Account Name CANUTILLO IND SCHOOL DISTRICT  
 Shipping Address PO BOX 100  
 CANUTILLO, TX 79835  
 Contact Name Anne Flores  
 Email amflores@canutillo-isd.org  
 Phone (915) 877-7504

**MAIL PO & CHECKS TO:**

Company Address PO BOX 732464  
 Dallas, TX 75373-2464  
 US  
 Fax (713) 348-3715  
 Phone (713) 348-5433

Created Date 5/7/2014  
 Prepared By Aidee Slaughter

Description STEMscopes 2.0 Quote for K - 8th grade, Online Only, Duration of License for 1 year.

\*\*\*Note: The quantity below represents the total number of students for each grade level.

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**CUSTOMER SERVICE**

Phone: 713-348-3715  
 Fax: 713-348-3715  
 Email: stemscopes@acceleratelearning.com  
 Website: www.STEMscopes.com





# Request for Board Agenda Item

Purchasing Department

Date: 06-19-14

Campus/Department: Curriculum & Instruction

Vendor Name: Region 19

Total Cost: \$15,350.00

### Item Description and Justification for Purchase:

Renewal for Eduphoria Suite. This web based software information system will assist teachers and administrators in PLCs to access student data not only from STAAR, but in real time as the school year progresses. With this software teachers and administrators will be able to generate data as needed, providing ongoing formative data to guide teachers in making informed instructional decisions. It will also allow monitoring of all student groups to address needs as necessary. Additionally, this software will allow principals to evaluate teachers in real time using the PDAS component of Eduphoria and will provide the data needed for program evaluation.

Participating Schools/Departments: District Wide

Funding Source: 211.11.6299.00.916.5.30  
*(Account number to charge)*

*TORE*  
Campus/Department Administrator

6-24-14  
Date Signed

\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*

*(To be completed by the Financial Services Division)*

Purchasing Method: Interlocal Agreement - Region 19 ESC

\_\_\_\_\_  
Purchasing Agent

\_\_\_\_\_  
Date Signed

*Martha Aguirre*  
Executive Director of Financial Services

5/15/14  
Date Signed



**Technology & Instructional  
Media Services**  
Education Service Center - Region 19  
6611 Boeing Drive  
El Paso, Texas 79925-1010

Phone: 915.780.5092  
Fax: 915.780.6582  
[www.esc19.net](http://www.esc19.net)

**Letter of Agreement  
Eduphoria Aware/TEKSbank  
2014-2015**

This document constitutes an agreement between Education Service Center-Region 19 and Canutillo Independent School District for the 2014-2015 operational year. The specifics of this agreement are as follows:

- I. Fees: Licenses fee of one fiscal school year for selected systems.

Eduphoria Suite	9 @ \$1,650 = \$14,850
TEKSbank Base Fee	\$500

**TOTAL \$15,350 (Data & Training would be extra if requested)**

- II. Support services: ESC-Region 19 will provide phone support from the hours of 8:00 am to 5:00 pm on all ESC-Region 19 workdays. On-site support may be purchased.

- III. Invoicing: ESC-Region 19 will invoice Canutillo Independent School District for selected annual fees. Canutillo Independent School District will pay ESC-Region 19 in full upon receipt of invoice. This agreement may not be canceled once Canutillo Independent School District is given the access passwords.

- IV. District's responsibility

- Canutillo Independent School District is responsible for the security of the data. The data contains confidential information.
- Canutillo Independent School District is responsible for procuring and maintaining all required hardware.

- V. Agreement duration: This agreement will go into effect upon issue of access password and remain in effect for one fiscal year.

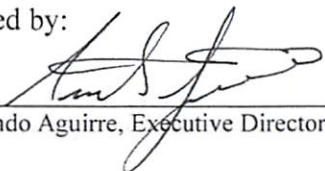
Executive Director: Dr. Armando Aguirre

Board of Directors: Kathy Becker-Chairman, Santiago L. Rodriguez-Vice Chairman, Dr. Raul L. Muñoz-Secretary,  
John C. Elder-Member, Charles Hart-Member, Marshall St. John-Member, Fred Sanchez-Charter Member, David Sublasky-Member

District Purchase Order Number: \_\_\_\_\_

5/5/14

Submitted by:



\_\_\_\_\_  
Dr. Armando Aguirre, Executive Director

5-7-14  
Date

Accepted by:

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature)



# Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

## Financial Services (Verification of Funding Availability and Account Coding)

Approved       Denied

Comment: \_\_\_\_\_

Signature: M. Aguiar      Date: \_\_\_\_\_

## Federal Programs (For Compliance with Grant Requirements)

Not Required       Approved       Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required       Approved       Denied

Comment: \_\_\_\_\_

Signature: J. B. To      Date: 7/15/14

## Technology (For all Computer/Software/Peripheral Purchases)

Not Required       Approved       Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Legal Review

Not Required       Approved       Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Purchasing

Approved       Denied

Comment: \_\_\_\_\_

Signature: M. Aguiar      Date: 7/15/14



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Martha Aguirre**  
Executive Director, Financial Services

Voice (915) 877-7425  
Fax (915) 877-7415  
miaguirre@canutillo-isd.org

## MEMORANDUM

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Martha Aguirre, Executive Director, Financial Services

DATE: July 15, 2014

SUBJECT: Agenda Item – Renewal of Eduphoria

---

**RECOMMENDATION:** Approval for renewal with the Region 19 Education Service Center for Eduphoria Suite Renewal for District Wide in the amount of \$15,350

**RATIONALE:** Renewal for Eduphoria Suite. This web based software information system will assist teachers and administrators in PLC's to access student data not only from STAAR, but in real time as the school year progresses. With this software teachers and administrators will be able to generate data as needed, providing ongoing formative data to guide teachers in making instructional decisions. It will also allow monitoring of all student groups to address needs as necessary. Additionally, this software will allow principals to evaluate teachers in real time using the PDAS component of Eduphoria and will provide the data needed for program evaluation.

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place.

### PURCHASING SUMMARY:

**Department:** Curriculum and Instruction  
**Recommended Award to:** Region 19 Education Service Center  
**Funding Source:** 211.11.6299.00.916.5.30  
**Participating School/Department:** District Wide  
**Procurement Type:** Interlocal Agreement – Region 19 ESC  
**Contract Term:** Single  
**Amount:** \$15,350

---

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# Canutillo Independent School District

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**Martha Aguirre**  
Executive Director, Financial Services

Voice (915) 877-7425  
Fax (915) 877-7415  
miaguirre@canutillo-isd.org

## MEMORANDUM

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Martha Aguirre, Executive Director, Financial Services

DATE: July 15, 2014

SUBJECT: Agenda Item – Renewal of Istation Imagination Istation

---

**RECOMMENDATION:** Approval for renewal with Imagination Istation for Istation Renewal in the amount of \$39,500

**RATIONALE:** Renewal of Istation for elementary campus. Istation is computer adaptive and includes online curriculum with intervention components in both English and Spanish. Because it is adaptive, students begin working on their reading level. Therefore, students at all levels have the opportunity to advance and increase their reading fluency, vocabulary, and reading comprehension. The program includes 13 indicators of progress and intervention lessons in between, and teachers are able to access the reports to monitor student progress and address their gaps.

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place.

### PURCHASING SUMMARY:

**Department:** Curriculum and Instruction  
**Recommended Award to:** Istation  
**Funding Source:** 211.11.6299.00.916.5.30  
**Participating School/Department:** Elementary Schools  
**Procurement Type:** Below Bid Threshold  
**Contract Term:** Single  
**Amount:** \$39,500

---

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# Request for Board Agenda Item

Purchasing Department

Date: 06-19-14

Campus/Department: Curriculum & Instruction

Vendor Name: Imagination Istation

Total Cost: \$39,500.00

### Item Description and Justification for Purchase:

Renewal of Istation for elementary campus. Istation is computer adaptive and includes online curriculum with intervention components in both English and Spanish. Because it is adaptive, students begin working on their reading level. Therefore, students at all levels have the opportunity to advance and increase their reading fluency, vocabulary, and reading comprehension. The program includes 13 indicators of progress and intervention lessons in between, and teachers are able to access the reports to monitor student progress and address their gaps.

Participating Schools/Departments: Elementary Schools

Funding Source: 211.11.6299.00.916.5.30  
*(Account number to charge)*

[Signature]  
Campus/Department Administrator

6-24-14  
Date Signed

\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*

*(To be completed by the Financial Services Division)*

Purchasing Method: Continuation of Services - Below Bid Threshold

\_\_\_\_\_  
Purchasing Agent

\_\_\_\_\_  
Date Signed

[Signature]  
Executive Director of Financial Services

7/15/14  
Date Signed



Company Address 8150 North Central Expressway, Suite 2000  
 Dallas, TX 75206  
 US

Created Date 5/5/2014  
 Quote Expiration Date 12/31/2014  
 Quote Number 00007805

Prepared By Chris Blevins  
 Phone (214) 572-4616  
 E-mail cblevins@istation.com  
 Fax (214) 291-5534

Contact Name Rosalinda Lujan  
 Phone (915) 877-7400  
 Email rlujan@canutillo-isd.org  
 Fax (915) 877-7407

Bill To Name Canutillo Ind School District  
 Bill To Accounts Payable, P. O. Box 440  
 Canutillo, TX 79835

Ship To Name Canutillo Ind School District  
 Ship To 7965 Artcraft Rd  
 El Paso, TX 79932  
 Campuses to Include Start Date October 1, 2014 - September 30, 2015  
 5 elementary schools

Annual License

Product	Sales Price	Quantity	Total Price
Istation Reading Bundle (Eng/Span/Home) Grades PK-2 (TX)	\$7,900.00	5.00	\$39,500.00

Grand Total \$39,500.00



# Purchasing Approval Sheet

## For Presentation to Board of Trustees

Purchasing Department

### Financial Services (Verification of Funding Availability and Account Coding)

Approved  Denied

Comment: \_\_\_\_\_

Signature: M. Aguiar Date: 7/15/14

### Federal Programs (For Compliance with Grant Requirements)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: J. B. St... Date: 7/15/14

### Technology (For all Computer/Software/Peripheral Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Legal Review

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Purchasing

Approved  Denied

Comment: \_\_\_\_\_

Signature: M. Aguiar Date: 7/15/14



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Martha Aguirre**  
Executive Director, Financial Services

Voice (915) 877-7425  
Fax (915) 877-7415  
miaguirre@canutillo-isd.org

## MEMORANDUM

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Martha Aguirre, Executive Director, Financial Services

DATE: July 15, 2014

SUBJECT: Agenda Item – Purchase Licenses Achieve3000

---

**RECOMMENDATION:** Approval to purchase Licenses from Achieve3000 for Middle and High School in the amount of \$98,762.75

**RATIONALE:** In order to meet the increased demands and rigor of STAAR, we would like to purchase Achieve3000 licenses at the two Middle Schools and High Schools as a supplementary reading and resource for grades 6-12. Achieve3000 offers students high interest topics that match each student's individual lexile reading level. It helps close the achievement gap by accelerating instruction in reading comprehension, vocabulary, and writing proficiency. In addition, Achieve3000 enable teachers to provide differentiated instruction and allows teachers to use the data to provide intervention.

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place.

### PURCHASING SUMMARY:

**Department:** Curriculum and Instruction  
**Recommended Award to:** Achieve3000  
**Funding Source:** 211.11.6299.00.916.5.30  
**Participating School/Department:** Middle and High School  
**Procurement Type:** TASB Buy Board  
**Contract Term:** Single  
**Amount:** \$98,762.75

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**Quote ID:** 40622

**Subscription Period:** 08/01/14 - 06/30/15

**Quote Date:** 05/01/14

**Valid Until:** 05/31/14

**Client Information**

<b>Account Name:</b> Canutillo Independent School District	
<b>Address</b>	<b>Client</b>
PO Box 100 Canutillo, TX 79835-0100 Phone: 915-877-7400	Natalie Spalloni Email: <a href="mailto:nspalloni@canutillo-isd.org">nspalloni@canutillo-isd.org</a> Phone: 915-877-7440

**Order Information**

Each Achieve3000 Differentiated Literacy Solution package contains a combination of: Platform access for students and teachers; LevelSet™ assessments; and customized Professional Learning Services (PLS). Our PLS offerings include implementation planning, on-site professional development, live online workshops, principal awareness sessions and access to 24/7 self-paced, on-demand resources.

Achieve3000 has customized your quote to include the product details listed below.

Participating Schools	Site License Package(s)
Canutillo High School	LIT-D
Canutillo Middle School	LIT-D
Jose Alderete Middle School	LIT-D
North West Early College HS	LIT-R

Item #	Product	Cost	Qty	Total
2014-LIT-R	Achieve3000 Differentiated Literacy Solution - Platform access for up to 100 students, 1 day of on-site professional development.	\$9,110.00 per site	1	\$9,110.00
2014-LIT-D	Achieve3000 Differentiated Literacy Solution - Platform access for up to 675 students, 3 days of on-site professional development.	\$30,845.00 per site	3	\$92,535.00
Implementation Resources				\$1,025.00
Support Service Fee				\$1,175.00
Subtotal:				<b>\$103,845.00</b>
Discount - 5% Discount (Renewal Discount)				(\$-5,082.25)
<b>ORDER TOTAL:</b>				<b>\$98,762.75</b>

*See Next Page for Quote Acceptance*



Quote ID: 40622

**Acceptance**

_____	Achieve3000
<i>Account Name</i>	
_____	_____
<i>Signature</i>	<i>Signature</i>
_____	_____
<i>Name, Title</i>	<i>Name, Title</i>
_____	_____
<i>Date</i>	<i>Date</i>

The Complete Signed Quote and Purchase Orders can be sent to:  
Achieve3000  
1985 Cedar Bridge Ave., Suite 3  
Lakewood, NJ 08701  
Fax: 316-221-0718  
Email: [orders@achieve3000.com](mailto:orders@achieve3000.com)

For terms and conditions, please refer to [www.achieve3000.com/terms](http://www.achieve3000.com/terms).



# Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

## Financial Services (Verification of Funding Availability and Account Coding)

Approved       Denied

Comment: \_\_\_\_\_

Signature: *M. Agui*      Date: 7/15/14

## Federal Programs (For Compliance with Grant Requirements)

Not Required       Approved       Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Curriculum & Instruction (For all Curriculum Related Purchases)

*ma*  Not Required       Approved       Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Technology (For all Computer/Software/Peripheral Purchases)

Not Required       Approved       Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Legal Review

Not Required       Approved       Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Purchasing

Approved       Denied

Comment: \_\_\_\_\_

Signature: *Martha Agui*      Date: 7/15/14



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Martha Aguirre**  
Executive Director, Financial Services

Voice (915) 877-7425  
Fax (915) 877-7415  
miaguirre@canutillo-isd.org

## MEMORANDUM

TO: Board of Trustees  
Dr. Pedro Galavis, Superintendent

FROM: Martha Aguirre, Executive Director, Financial Services

DATE: July 15, 2015

SUBJECT: Agenda Item – Leadership Training Future Management Systems

---

**RECOMMENDATION:** Approval for Leadership Training with Future Management System for Board of Trustees, Superintendent, and Principals training -amount \$225

**RATIONALE:** To provide Leadership training for professional and personal growth, develop leadership capacity, and build effective teams. The \$225 is extra funds needed to cover the three new principals. The Professional Development expenditure was originally approved by Board of Trustees on May 20, 2014 in the amount of \$7,368

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place.

### **PURCHASING SUMMARY:**

**Requesting Department:** Curriculum & Instruction  
**Recommended Award to:** Future Management System  
**Funding Source:** 255.23.6299.00.916.4.24  
**Procurement Type:** Below Bid Threshold  
**Contract Term:** One full day training session  
**Amount:** \$225

---

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# Request for Board Agenda Item

Purchasing Department

Date: July 9, 2014

Campus/Department: Curriculum & Instruction

Vendor Name: Future Management System

Total Cost: \$225.00

### Item Description and Justification for Purchase:

Future Management Systems (FMS) will provide Leadership Development training to the Board of Trustees, the Superintendent and the Principals. Participants will be given the research based Meyers-Briggs Type Inventory (MBTI) that will assess styles, behaviors and values. FMS will relate the results of the inventories to participants to help them understand why problems exist, pinpoint where good plans go wrong, improve communication to improve results and how to hire or move talent to the right jobs and how to coach leaders effectively. The Leadership training will provide them with opportunities that will allow them to grow personally and professionally, develop leadership capacity, and build effective teams. The \$225.00 is extra funds needed to cover for the three new principals.

Participating Schools/Departments: Superintendent, Cabinet Members, Principals & Board Members

Funding Source: 255.23.6299.00.916.4.24  
(Account number to charge)

Annetha L. Beyer 7/9/14  
Campus/Department Administrator Date Signed

\*\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*\*

(To be completed by the Financial Services Division)

Purchasing Method: Below Bid Threshold

\_\_\_\_\_  
Purchasing Agent Date Signed

Martha Ayon 7/15/14  
Executive Director of Financial Services Date Signed

# *Future Management Systems, Inc.*

"Your Vision Can Be Your Future"

## **Canutillo ISD – Additional Assessments**

**July 2014**

<b>Team Building Component</b>	<b>Cost/Unit</b>	<b>Total</b>	<b>Deliverable (if applicable)</b>
<b>1. Workplace Personality Inventory (WPI) for new principals and two additional leadership team members</b>	<b>\$25</b>	<b>\$125</b>	
<b>2. DISC inventory for new principals and two additional leadership team members</b>	<b>\$80</b>	<b>\$400</b>	
<b>Total cost:\$225 (\$525 less \$300 in the original proposal)</b>			

Original Approval



**Canutillo Independent School District**

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

**MEMORANDUM**

TO: Members of the Board of Trustees  
FROM: Ron Gatlin, Purchasing Agent  
DATE: May 6, 2014  
SUBJECT: Agenda Item

**RECOMMENDATION:** Approval of contract with Future Management System for Board of Trustees, Superintendent, and Principals training -amount \$7,368

**RATIONALE:** To provide Leadership training for professional and personal growth, develop leadership capacity, and build effective teams.

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place.

**PURCHASING SUMMARY:**

**Requesting Department:** Curriculum & Instruction  
**Recommended Award to:** Future Management System  
**Funding Source:** Title I Part A & Title II Part A funds  
**Procurement Type:** Contracted Services  
**Contract Term:** One full day training session  
**Amount:** \$7,368

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# Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

## Financial Services (Verification of Funding Availability and Account Coding)

Approved       Denied

Comment: \_\_\_\_\_

Signature: Martha Aguiar      Date: 7/15/14

## Federal Programs (For Compliance with Grant Requirements)

Not Required       Approved       Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required       Approved       Denied

Comment: \_\_\_\_\_

Signature: [Signature]      Date: 7/15/14

## Technology (For all Computer/Software/Peripheral Purchases)

Not Required       Approved       Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Legal Review

Not Required       Approved       Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Purchasing

Approved       Denied

Comment: \_\_\_\_\_

Signature: [Signature]      Date: 7/15/14



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Martha Carrasco**  
*Executive Director, Human Resources*

(915) 877-7423  
FAX (915) 877-7407  
mcarrasco@canutillo-isd.org

## MEMORANDUM

TO: Committee Members

FROM: Martha Carrasco, Executive Director of Human Resources *MC*

DATE: July 14, 2014

SUBJECT: Job Descriptions

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For your review and consideration, attached you will find three job descriptions, Chief Financial Officer AP-8, Security and Safety Coordinator AP-?, and Special Education Teacher being proposed for the 2014-2015 School Year. These job descriptions are being brought forth for possible recommendation to the School Board for approval.

If there are any questions regarding this matter, please contact my office at (877-7423).

Thank you.

Canutillo Independent School District  
Job Description

<b>Job Title:</b>	Chief Financial Officer	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Superintendent	<b>Pay Grade:</b>	APPG9
<b>Dept./School:</b>	Financial Services	<b>Date Revised:</b>	July 14, 2014

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**Primary Purpose:**

Responsible for oversight of all financial and business affairs of the district. Provide leadership for the district’s financial services activity to ensure legally sound and effective management practices. Direct and monitor the management and investment of all district funds and ensure they are adequately protected. Serve as chief financial advisor and budget advisor to the superintendent and board of trustees. Provide managerial direction and coordination to key district function such as food services, warehouse, facilities and maintenance, and transportation.

**Qualifications:**

**Education/Certification:**

Bachelor’s Degree in a business-related field; Master’s degree or CPA required  
TASBO certification preferred

**Special Knowledge/Skills:**

Advanced knowledge of school finance, budgeting, accounting systems, and economics  
Knowledge of information/data processing systems and financial applications  
Ability to resolve conflict, listens, and appropriately respond to concerns  
Demonstrated leadership skills  
Ability to manage budget and personnel  
Ability to implement policy and procedures  
Ability to interpret data  
Excellent communication, public relations, and interpersonal skills  
Ability to coordinate district functions

**Experience:**

Five years administrative or management experience or  
Five years experience with supervisory responsibility in the fields of finance or accounting

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**Major Responsibilities and Duties:**

**Fiscal Management**

1. Ensure preparation and integrity of all district general accounting records and related financial reports using accepted standards for school accounting as prescribed by the Texas Education Agency.
2. Develop long-range and short-term objectives for district's business operations and prepare district budget. Monitor budget variances and oversee budget adjustments.
3. Act as financial advisor to the superintendent and board of trustees and keep them informed of the financial condition of the district.
4. Maintain the district's investment portfolio. Supervise and coordinate the investment of all available funds to the best interest of the school district and ensure that these funds are adequately protected against loss at all times.
5. Ensure that all financial obligations of the school district (accounts payable, notes payable, bonded indebtedness, and payroll) are met on a timely basis.
6. Implement and maintain internal control procedures to ensure the safeguarding of assets and reliability of accounting data and to promote operational efficiency and ensure adherence to prescribed procedures.
7. Oversee the auditing program for all district funds and work cooperatively with the district's independent and internal auditors in conducting periodic audits.
8. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.

**Policy, Reports, and Law**

9. Review and recommend appropriate policies, administrative regulations, and administrative practices for the areas supervised.
10. Implement the policies established by federal and state laws, State Board of Education rule, and local Board policy in the areas assigned.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required including preparing and evaluating monthly financial statements and related budget reports, preparing quarterly and final reports for all federal funds and grants, developing semi-annual financial information for submission of data to TEA, and preparing and publishing comprehensive annual financial report in compliance with Association of School Business Officer (ASBO) standards.

**Personnel Management**

12. Select, train, evaluate, and supervise department staff and make recommendations relative to assignment, retention, discipline, and dismissal.
13. Develop training options and improvement plans for department staff to enhance the effectiveness of department operations.
14. Oversee district operational function such as facilities and maintenance, transportation, food service and warehouse.

**Other**

15. Attend board meetings and make presentations when appropriate and/or requested.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of employees under his/her purview

Chief Financial Officer  
Job Description

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional district wide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

***I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.***

\_\_\_\_\_  
**Employee Signature**

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

\_\_\_\_\_  
**Employee Printed Name**

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

\_\_\_\_\_  
Reviewed by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Approval

\_\_\_\_\_  
Date

**JOB DESCRIPTION****Job Title:** Safety and Security Coordinator**Wage/Hour Status:** Exempt**Reports To:** Executive Director**Pay Grade:** A/P**Division/School:** Facilities and Transportation Division**Date Revised:** July 14, 2014**Primary Purpose:**

Responsible for development and implementation of a comprehensive districtwide environmental health and safety program. Ensure that measures are taken to minimize hazards and safeguard the wellbeing of employees. Oversee compliance with all state and federal statutes relating to worker safety.

Receive emergency and nonemergency calls and reports, monitor video surveillance systems, and dispatch security personnel according to district procedures. Relay information based on the nature and urgency of the situation and respond appropriately to situations that may develop.

Oversee and manage security resources for the district.

**Qualifications:****Education/Certification:**

Bachelor's Degree from an accredited university

Certified Safety Professional (CSP) or Occupational Health and Safety Technologist (OHST) preferred

**Special Knowledge and Skills:**

Knowledge of FEMA guidelines/recommendation in Emergency Operations/Continuation in Operations Planning

Knowledge of health and safety programs and applicable laws

Ability to interpret and disseminate information to individuals and groups

Ability to use software to develop spreadsheets and perform data analysis

Proficient map reading skills

Strong organizational, communication, and interpersonal skills

Ability to hold and maintain a Security Officer licensure

**Experience:**

Three years experience in safety and security management, occupational safety and health, or related field.

**Major Responsibilities and Duties:****Safety Program Management**

1. Work positively and cooperatively with all school personnel.
2. Maintain updated knowledge of school board policy, administrative regulations, T.E.A. requirements, and the Fair Labor Standards Act (FLSA).
3. Coordinate the district's loss control, security and safety programs.
4. Manage property and casualty insurance negotiations; make sound recommendations for selection of insurance brokers and carriers.
5. Coordinate with insurance carriers property loss claims filed by the district.
6. Develop and implement comprehensive district environmental health and safety programs including hazardous materials, fire safety, and transportation safety programs. Conduct safety meetings and provide safety training for all employees.
7. Investigate accidents involving employees and students. Conduct root cause analysis (RCA) and report determinations according to district procedures.

8. Inspect facilities including all district buildings and playgrounds. Inspect machines and equipment for safety and efficiency. Work cooperatively with principals and department heads to correct critical deficiencies and recommend proper safety equipment, procedures, and training needed to provide a hazard-free workplace.
9. Review and analyze reports of injuries, property damage, and workers' compensation claims to identify trends and safety concerns and make adjustments to safety programs based on findings.
10. Work cooperatively with auxiliary department heads to develop safer methods to perform job tasks and recommend the use of safety equipment that will minimize hazards.
11. Oversee disposal of hazardous waste in accordance with state and federal regulations.
12. Administer the district's asbestos management plan in accordance with state and federal regulations and serve as the district's asbestos coordinator.
13. Develop and implement the district's emergency plan including overseeing the district's fire safety program and emergency evacuation procedures.
14. Establish district safety committee(s) and attend meetings in an advisory capacity.

### **Budget and Inventory**

15. Develop and administer department security budget based on documented needs and ensure that operations are cost effectively and funds are managed wisely.
16. Monitor the selection and purchase of safety supplies, materials, and training from outside sources as needed.

### **Policy, Reports, and Law**

17. Develop and maintain district and department safety manuals. Maintain district material safety data sheets (MSDS), and provide information to employees and health care professionals as needed.
18. Compile, maintain, and file all reports, records, and other documents required.
19. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of safety program management.

### **Emergency Operations Planning and Security**

20. Work with District Emergency Operations Planning Team to renew and revise the Emergency Operations Plan to include prevention/mitigation, preparation, response, and recovery. Develop and implement the District Safety and Hazard Mitigation Program to include an incentive program whose goal is to maintain a safe work environment.
21. Train District staff on the District Emergency Operations Plan and coordinate training from other agencies.
22. Develop and manage the district security officers to provide security services to the District.
23. Review reports of injuries, property damage, and workers' compensation claims to identify safety concerns and make recommendations to reduce accidents and claims.
24. Work cooperatively with department heads to recommend proper safety equipment or procedures needed to provide a hazard-free workplace.
25. Investigate and analyze accidents involving employees and students.
26. As part of the Campus/Facility Safety and Security Audit, perform audit inspections of facilities, including district buildings and playgrounds.
27. Conduct safety meetings and safety training for all employees and participate in the delivery of new employee orientation as outlined in the Safety and Hazard Mitigation Plan. Develop training options and/or improvement plans to ensure exemplary risk management operations.
28. Assist with oversight of the disposal of hazardous waste and sharps.
29. Assist and coordinate as needed with asbestos compliance and inspections.

**Other**

- 30. Serve on committees as needed; attend meetings and district functions as requested.
- 31. Coordinate the selection and purchase of safety supplies, materials, and training from outside sources as needed.
- 34. Conduct defensive driving classes for all employees assigned to drive District vehicles and create procedures to address this process.
- 35. Maintain confidentiality of information.

**Supervisory Responsibilities:**

District Security Staff

**Equipment Used:**

Computer, printer, telephone, cell phone, copier, fax machine, shredder, two-way radio, ladder, testing equipment, and district vehicle

**Mental Demands/Physical Demands/Environmental Factors**

Work with frequent interruptions; maintain emotional control under stress when meeting deadlines. Must be able to communicate effectively and meet established deadlines. Repetitive hand motions; prolonged use of computer. Prolonged sitting, frequent standing, kneeling/squatting, bending/stooping, lifting pushing/pulling, walking, climbing stairs/ladders and twisting.

Remain on call 24 hours a day via District-provided telecommunications device.  
Job duties also require employee to be on call in case of District emergencies.

Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; work around moving objects or vehicles; work alone; may work irregular hours; occasional prolonged hours.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

*I have read and understand this job description. I also understand that my performance evaluation will be based on these duties and responsibilities.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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HR Review by \_\_\_\_\_ Date \_\_\_\_\_

Administrative Approval by \_\_\_\_\_ Date \_\_\_\_\_

**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Elem. Special Education Teacher      **Wage/Hour Status:** Exempt  
**Reports to:** Principal      **Pay Grade:** Teacher Salary Schedule  
**Dept./School:** Assigned Campus      **Date Revised:** June 21, 2012

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**Primary Purpose:**

Provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Develop or modify curricula and prepare lessons and other instructional materials to student ability levels. Work in self-contained, team, departmental, or itinerant capacity as assigned.

**Qualifications:**

**Education/Certification:**

- Bachelor's degree from accredited university
- Valid Texas EC-4 Generalist, Elementary 1-6, or Elementary 1-8 teaching certificate
- Valid K-12 Special Education teaching certificate
- English as a Second Language certification, preferred

**Special Knowledge/Skills:**

- Knowledge of special needs students in assigned area
- Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation
- General knowledge of curriculum and instruction

**Experience:**

- At least one year student teaching or approved internship

**Major Responsibilities and Duties:**

**Instructional Strategies**

1. Collaborate with students, parents, and staff members to develop IEP through the ARD Committee process for each student assigned.
2. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
4. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
5. Work collaboratively in general education classroom with general education teachers to deliver modifications and instruction.
6. Participate in ARD Committee meetings on a regular basis.
7. Conduct assessment of student learning styles and use results to plan for instructional activities.
8. Present subject matter according to guidelines by IEP.
9. Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
10. Plan and supervise assignments for teacher assistant(s) and volunteer(s).

11. Use technology in teaching/learning process.

#### **Student Growth and Development**

12. Conduct ongoing assessments of student achievement through formal and informal testing.
13. Provide or supervise personal care, medical care, feeding of students as stated in IEP,
14. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.
15. Be a positive role model for students; support mission of school district.

#### **Classroom Management and Organization**

16. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
17. Manage student behavior and administer discipline. This includes intervening in crisis situations and physically restraining students as necessary according to IEP.
18. Consult with classroom teachers regarding management of student behavior according to IEP.
19. Consult district and external sources regarding education, social, medical, and personal needs of students.
20. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
21. Assist in selection of books, equipment, and other instructional materials.

#### **Communication**

22. Establish and maintain open lines of communication by conducting conferences with parents, students, principal and teachers.
23. Maintain a professional relationship with colleagues, students, parents, and community members.
23. Use effective communication skills to present information accurately and clearly.

#### **Other**

24. Participate in staff development activities to improve job-related skills.
25. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
26. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
27. Attend and participate in faculty meetings and serve on staff committees as required.

#### **Supervisory Responsibilities:**

Supervise assigned teacher assistant(s).

#### **Equipment Used:**

Wheelchair, wheelchair lift and ramp, side lyer, floor sitter, swing, wedge, tumble form sitter, stander, dynamic stander, advancement chair, walkers, corner chairs, therapy balls, adaptive bike, hover lift, parallel bars, adaptive chairs, bolsters, scooter boards, adaptive toilets.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment. May be required to lift and position students with physical disabilities; control behavior through physical restraint; and assist non-ambulatory students. Biological exposure to bacteria and communicable diseases.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

***I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.***

\_\_\_\_\_  
**Employee Signature**

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

\_\_\_\_\_  
**Employee Printed Name**

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Reviewed by

*Martha Carrasco*

Date

*8/8/2012*

Administrative Approval

*[Signature]*

Date

*8/8/2012*