

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held February 11, 2005, beginning at 6:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

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

1. General Functions
 - A. Call to Order
 - B. Roll Call
 - C. "Pledge of Allegiance to the United States Flag" 4
 - D. "Texas Pledge of Allegiance" 5
 - E. "CISD Mission Statement" 6
 - F. Approval of Minutes
 1. Regular Board Meeting 1/11/05 7
 2. Special Board Meeting 1/20/05 22
 - G. Communications (Thirty Minute Open Forum)
 1. General Comments Portion
 2. Complaints Portion
 - H. Board of Trustee Business
 1. Recognition of CISD Counselors 28
 2. Approval of Notice of Election and Order of Election for School Board Trustee Election on Saturday, May 7, 2005 29
 3. Review of Hours for Board Member Continuing Education (no Board action required) 40
 4. Review of events for month of February 57
 - I. Committee Reports
 1. Facilities/Finance Committee - Mr. Coronado, Chairperson (February 2nd)
 - J. Consent Agenda
 1. Approval of Additional Members to School Health Advisory Council 58
 2. Leave of Absence Requests 60
 3. Acceptance of Requests for Retirement 61
 4. Approval of Budget Amendments 62
 5. Approval to purchase equipment and supplies for the weight room at the new high school 70
 6. Award of Science & Laboratory Equipment for the new high school RFP #05-07 81

7.	Approval to purchase refrigerated truck for Food Service Department	83
8.	Approval to purchase FOSS science kits for elementary campuses	87
9.	Approval to purchase "High Schools That Work" Program	93
10.	Approval of Overhead & Underground Easement for a portion of Tract 3, Nellie D. Mundy Survey #240 as requested by Electric Company	111
11.	Approval of construction easement for Desert Blvd. South S. of Education Blvd. as requested by El Paso Water Utilities	116
12.	Adoption of Local Policies Included in TASB Localized Policy Manual Update 74 as recommended by Policy Committee (second reading)	120
K.	Reports	
1.	Superintendent's Report	
a.	Canutillo High School's FFA Goat Jack Pot	
2.	Financial, Attendance, Warrant List for January 1st - January 26th 2005 in the amount \$2,071,923.04	135
3.	Other Reports	
a.	2005~2006 School Calendar - DAC	
b.	Presentation by Community Scholars - Linda Amaro	138
c.	Report on UTEP/Region 19 Collaboration with CHS Math Department - Derrick Brown	
d.	Quarterly Investment Report - Tony Reza	139
e.	Report on CISD's Participation at NABE Convention - Pauline Dow, ALS Director	
f.	Award of Safety Winners for Fall 2004 - LouAnn Estrada/Yusuf Farran	
g.	Progress Report on Construction of New High School - Dimensions Architects International & Banes General Contractor	
2.	Instruction and Student Affairs	
A.	NONE	
3.	Personnel	
A.	Recommendations for Renewal/Extension of Contracts for Administrators & Other Certified/Non-Certified Administrators or Professionals	160
B.	Level III Grievance by Gail Kushen and Rebecca Tillotson	
C.	Administrative Personnel Actions (no Board action required - information item only)	164
1.	Superintendent approved employment of personnel (no Board action required)	
2.	Superintendent approved position changes for personnel (no Board action required)	
3.	Superintendent acceptance of resignations from personnel (no Board action required)	
4.	Termination of Support Service Personnel	
4.	Business and Finance	
A.	Acceptance of Donations to Canutillo ISD	166

- B. Approval of contract for election services with El Paso County Elections Department
 - C. Interlocal Agreement with El Paso Community College for construction of street between the two campuses
 - D. Reconsideration of contract for artificial turf with Banes General Contractors
 - E. Consultation with attorney regarding legal issues relating to the construction of the high school
5. Administration
- A. NONE
6. 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.



Pledge of Allegiance to the United States Flag

***I pledge allegiance to the flag of the United States of America
and to the republic for which it stands:
one nation under God, indivisible,
with liberty and justice for all.***

When reciting the pledge of allegiance, civilians should stand at attention or with the right hand over the heart. Men should remove their hats. Armed services personnel in uniform face the flag and give the military salute.



Texas Pledge of Allegiance

"Honor the Texas Flag; I pledge allegiance to thee, Texas, one and indivisible."

The pledge of allegiance to the state flag should be rendered by all present except those in uniform by standing at attention facing the flag with the right hand over the heart. Individuals who are not in Uniform and who are wearing a headdress that is easily removable should remove their headdress with their right hand and hold it at the left shoulder, with the hand over the heart. Individuals in uniform should remain silent, face the flag, and render the military salute.

The pledge of allegiance to the state flag may be recited at all public and private meetings at which the pledge of allegiance to the United States Flag is recited and at state historical events and celebrations.

The pledge of allegiance to the state flag should be recited after the pledge of allegiance to the United States flag if both are recited.

Canutillo ISD Mission Statement

Canutillo Independent School District is committed to providing a quality education to meet the varied needs of its student body. Every learner will have the opportunity to be challenged, successful, and prepared for a future as a responsible and productive citizen.

The District believes that quality education will provide the opportunity....

....to develop the ability to think logically, independently, and creatively.

....to communicate effectively.

....to develop an appreciation for other people.

....to build a responsibility to local, state, national and world communities.

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								REGULAR MEETING CISD BOARD OF TRUSTEES	
	MR. CORONADO	MR. FRIETZE	MR. HECKER	MR. LERMA	MR. REYES	MRS. SANCHEZ	MR. VILLARREAL	Tuesday, January 11, 2005 7965 Arcraft – El Paso, Texas	
								Item:	Reference:
Present	X	X	X	X	X	X	X	<p>1. General Functions</p> <p>A. Call to Order at 6:10 p.m.</p> <p>B. Roll Call</p> <p>C. "Pledge of Allegiance to the United States Flag"</p> <p>Mr. Reyes led the group in reciting the Pledge of Allegiance.</p> <p>D. "Texas Pledge of Allegiance"</p> <p>Mr. Coronado led the group in reciting the Texas Pledge of Allegiance.</p> <p>E. "CISD Mission Statement"</p> <p>Mr. Villarreal read the CISD Mission Statement into the record:</p> <p><i>Canutillo Independent School District is committed to providing a quality education to meet the varied needs of its student body. Every learner will have the opportunity to be challenged, successful, and prepared for a future as a responsible and productive citizen.</i></p> <p><i>The District believes that quality education will provide the opportunity....</i></p> <p><i>....to develop the ability to think logically, independently, and creatively.</i></p> <p><i>....to communicate effectively.</i></p> <p><i>....to develop an appreciation for other people.</i></p> <p><i>....to build a responsibility to local, state, national and world communities.</i></p>	<p>Page 6</p> <p>Page 7</p> <p>Page 8</p>

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								REGULAR MEETING CISD BOARD OF TRUSTEES	
								Tuesday, January 11, 2005 7965 Artcraft – El Paso, Texas	
								Item:	Reference:
	MR. CORONADO								
	MR. FRIETZE								
	MR. HECKER								
	MR. LERMA								
	MR. REYES								
	MRS. SANCHEZ								
	MR. VILLARREAL								
Motion								F. Approval of Minutes for the meetings of:	
Second		X						1. Regular Board Meeting 12/14/04	Page 9
Ayes	X	X		X	X	X	X	Motion to approve the minutes of the board meeting on 12/14/04 (with reading waived), passed.	
Nays									
Abstain			X						
								G. Communications (Thirty Minute Open Forum)	
								1. General Comments Portion	
								No audience member requested to address the Board.	
								2. Complaints Portion	
								No audience member requested to address the Board.	
								H. Board of Trustee Business	Page 21
								1. Recognition of Project Harmony Coordinators and US Marines "Toys for Tots" Project	
								The Board recognized CES Physical Education teachers Kenny Cooper, Lura Beets, and Martin Carrillo for their efforts in initiating and maintaining CISD Project Harmony for the past five years. Through donations from area businesses and individuals, the project distributed 400 boxes packed with a full Thanksgiving meal for community families and collected more than 1,000 new toys to give away to students this past holiday.	Page 2

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								REGULAR MEETING CISD BOARD OF TRUSTEES		
								Tuesday, January 11, 2005 7965 Artcraft – El Paso, Texas		
								Item:	Reference:	
	MR. CORONADO	MR. FRIETZE	MR. HECKER	MR. LERMA	MR. REYES	MRS. SANCHEZ	MR. VILLARREAL			
								<p>The Board also recognized Marine Corps Reserve Delta Battery, 2nd Battalion, 14th Marines for including Canutillo ISD children in the Toys for Tots program for the past three years. Accepting the special recognition plaques for the Marine Corps Reserve unit were Gunnery Sergeant Paul Faulkner and Master Sergeant Alfredo Palomo.</p> <p style="padding-left: 40px;">2. Request by Charley Hecker to attend Capitol Conference and Legislative Reception - Feb. 9th in Austin, Texas</p> <p>Motion to approve the request submitted by Mr. Hecker to attend the Capitol Conference and Legislative Reception in Austin, Texas as recommended by the Superintendent, passed.</p> <p style="padding-left: 40px;">3. Request for Jose Villarreal to attend NABE 2005 Conference - Jan. 19-22 in San Antonio</p> <p>Motion to approve the request submitted by Mr. Villarreal to attend the NABE 2005 Conference in San Antonio, Texas as recommended by the Superintendent, passed.</p>		
Motion		X								
Second							X			
Ayes	X	X	X				X	X		Page 24
Nays				X	X					
Abstain										
Motion							X			
Second		X								
Ayes	X	X	X	X	X		X	X		Page 27
Nays										
Abstain								X		
										Page 3

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								REGULAR MEETING CISD BOARD OF TRUSTEES	
	MR. CORONADO	MR. FRIETZE	MR. HECKER	MR. LERMA	MR. REYES	MRS. SANCHEZ	MR. VILLARREAL	Tuesday, January 11, 2005 7965 Artcraft – El Paso, Texas	
								Item:	Reference:
Motion			X					10. Award of installation of 1150 linear feet of 12 inch PVC pipe along Desert South Blvd. as recommended by the Facilities/Finance Committee	
Second		X						11. Presentation of Local Policies Included in TASB Localized Policy Manual Update 74 as recommended by Policy Committee (first reading)	
Ayes	X	X	X	X	X	X	X	Motion to approve consent agenda items 1, 2, 3, 5, 7, 8, 10 & 11 (excluding items 4, 6 and 9), passed.	
Nays									
Abstain									
								<p>K. Reports</p> <p>1. Superintendent's Report</p> <p>a. District recognition of Canutillo ISD Board of Trustees</p> <p>This item was taken out of order with the consent of the Board and deliberated following agenda item H. 1.</p> <p>Mr. Hart presented a resolution from Governor Rick Perry proclaiming January as School Board Recognition Month. Principals from each campus presented to each Board member poster cards that were designed by students and teachers thanking Board members for their volunteer service to the District.</p>	

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								REGULAR MEETING CISD BOARD OF TRUSTEES	
								Tuesday, January 11, 2005 7965 Artcraft – El Paso, Texas	
								Item:	Reference:
	MR. CORONADO								
	MR. FRIETZE								
	MR. HECKER								
	MR. LERMA								
	MR. REYES								
	MRS. SANCHEZ								
	MR. VILLARREAL								
Motion									
Second	X						X	2. Financial, Attendance, Warrant List for December 1st - December 31st 2004 in the amount \$3,234,935.84	Page 32
Ayes	X	X	X	X	X	X	X	Motion to approve the financial attendance and warrant list for December 1st through 31 st in the amount of \$3,234,935.84, passed.*	
Nays									
Abstain									
								*The following Board Members abstained from approval of the warrant list, specifically as follows:	
								Sergio Coronado Page 5	
								Carl Fietze Page 5	
								Charley Hecker Pages 5 & 11	
								Yvonne Sanchez Page 5	
								Jose Villarreal Pages 5, 6, 54 & 87	
								3. Other Reports	
								a. Presentation by Commissioner Precinct 4, Daniel R. Haggerty, regarding Gallegos Park (no Board action required)	
								El Paso County Commissioner Dan Haggerty shared information about the County Commissioners' plans for Gallegos Park. He said that the County would probably stop maintaining the park after this year.	Page 7

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								REGULAR MEETING CISD BOARD OF TRUSTEES	
								Tuesday, January 11, 2005 7965 Artcraft – El Paso, Texas	
								Item:	Reference:
	MR. CORONADO	MR. FRIETZE	MR. HECKER	MR. LERMA	MR. REYES	MRS. SANCHEZ	MR. VILLARREAL		
Motion					X			C. Consider name for street between new high school campus and El Paso Community College Campus	
Second						X		Motion that the Board approve the renaming of "Education Blvd." (which was dedicated to the City of El Paso), in honor of Sergeant Isela Rubalcava Blvd., passed	
Ayes	X		X	X	X	X			
Nays		X							
Abstain							X		
								The Board instructed Mr. Hart to ensure that the renaming of the street follow City of El Paso guidelines/procedures and that this be done as soon as feasible.	
								D. Approval of Competitive Sealed Proposals as the construction delivery method for the Agronomics Center as recommended by Facilities/Finance Committee	
								Action on this item was taken and approved by the Board of Trustees under consent agenda.	
								E. Award of bid for fence for the Agronomics Center	
								Administration requested that this item be removed from the agenda. This item will be placed on an agenda in the near future.	
									<i>Page 11</i>

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								REGULAR MEETING CISD BOARD OF TRUSTEES	
	MR. CORONADO	MR. FRIETZE	MR. HECKER	MR. LERMA	MR. REYES	MRS. SANCHEZ	MR. VILLARREAL	Tuesday, January 11, 2005 7965 Artcraft – El Paso, Texas	
								Item:	Reference:
Motion			X					F. Approval of the solution for the closing of the second floor corridors as recommended by Facilities/Finance Committee	Page 47
Second						X	X	Motion to approve the solution for the closing of the second floor corridors as recommended by Facilities/Finance Committee (<i>total cost of \$5,891.00</i>), passed.	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
Motion	X							G. Approval of use of artificial turf at the new high school football field	Page 52
Second						X	X	Motion that the Board authorize the use of artificial turf at the new high school football field, passed.	
Ayes	X	X	X			X	X		
Nays				X	X				
Abstain									
								During the lengthy deliberation by the Board, Mr. Lerma called for the question. Mr. Frietze seconded Mr. Lerma's request.	
								Members voting for the question: Coronado, Frietze, Hecker, Lerma, Sanchez and Villarreal	
								Member voting against: Reyes	
								<i>Following completion of this agenda item, the Board took a recess from 9:11 p.m. through 9:22 p.m.</i>	Page 12

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								REGULAR MEETING CISD BOARD OF TRUSTEES	
								Tuesday, January 11, 2005 7965 Artcraft – El Paso, Texas	
								Item:	Reference:
	MR. CORONADO								
	MR. FRIETZE								
	MR. HECKER								
	MR. LERMA								
	MR. REYES								
	MRS. SANCHEZ								
	MR. VILLARREAL								
Motion	X							H. Authorization for financial advisor to proceed with Maintenance Tax Notes	
Second						X		Motion that the Board authorize our financial advisor to proceed with maintenance tax notes for the financing of the artificial turf at the new high school and also with an alternate proposal for additional tax notes to cover the funding for the roofing repairs needed in the district (approximate amount 2.7 million dollars), passed.	
Ayes	X	X	X	X	X	X	X		
Nays								I. Approval of award of water service contract for the new high school as recommended by the Facilities/Finance Committee	Page 54
Abstain								Action on this item was taken and approved by the Board of Trustees under consent agenda.	
								J. Approval to change the standard "H" goal post to an offset goal post as recommended by the Facilities/Finance Committee	Page 56
								Action on this item was taken and approved by the Board of Trustees under consent agenda.	
									Page 13

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								REGULAR MEETING CISD BOARD OF TRUSTEES	
								Tuesday, January 11, 2005 7965 Artcraft – El Paso, Texas	
								Item:	Reference:
	MR. CORONADO	MR. FRIETZE	MR. HECKER	MR. LERMA	MR. REYES	MRS. SANCHEZ	MR. VILLARREAL		
Motion							X	K. Approval of changes and additions to the stage curtains at the new high school as recommended by Facilities/ Finance Committee	Page 62
Second				X				Motion to go ahead and approve the changes and additions to the stage curtains at the new high school as recommended by Facilities/Finance Committee, passed.	
Ayes	X	X	X	X	X	X	X		
Nays									
Abstain									
								Mrs. Sanchez wanted the record to reflect that she had inquired regarding this item several times and was told it would be okay and it was not.	
								L. Award of installation of 1150 linear feet of 12 inch PVC pipe along Desert South Blvd. as recommended by Facilities/Finance Committee	Page 65
								Action on this item was taken and approved by the Board of Trustees under consent agenda.	
								M. Consultation with attorney (<i>The Board may adjourn into closed session under the authority of Texas Open Meetings Act, Texas Government Code 551.071 for private consultation with the Board's attorney.</i>)	
								Mr. Villarreal announced that the Board would not entertain/nor deliberate this item as it was not necessary.	
									<i>Page 14</i>

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								CANUTILLO ISD SPECIAL BOARD MEETING JANUARY 20, 2005 7965 ARTCRAFT – EL PASO, TEXAS	
								MR. CORONADO MR. FRIETZE MR. HECKER MR. LERMA MR. REYES MRS. SANCHEZ MR. VILLARREAL	
								Item:	Reference:
Present	X	X	X			X		<p>1. General Functions</p> <p style="padding-left: 40px;">A. Call to Order (Meeting was called to order at 6:35 p.m.)</p> <p style="padding-left: 40px;">B. Roll Call</p> <p>Mr. Frietze, Vice-President presided over the meeting, since Mr. Villarreal was out-of-town.</p> <p>Mr. Reyes arrived at the public meeting at 6:37 p.m. and Mr. Lerma arrived at 6:39 p.m., after roll call.</p> <p>2. Instruction and Student Affairs</p> <p style="padding-left: 40px;">A. NONE</p> <p>3. Personnel</p> <p style="padding-left: 40px;">A. NONE</p> <p>4. Business and Finance</p> <p style="padding-left: 40px;">A. Approval of External Audit for Fiscal Year 2003~2004</p>	
Motion Second Ayes Nays Abstain		X	X	X	X	X	X	<p>Motion to accept the External Audit for Fiscal Year 2003~2004, passed.</p>	

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								CANUTILLO ISD SPECIAL BOARD MEETING JANUARY 20, 2005 7965 ARTCRAFT – EL PASO, TEXAS	
								Item:	Reference:
		MR. CORONADO	MR. FRIETZE	MR. HECKER	MR. LERMA	MR. REYES	MRS. SANCHEZ	MR. VILLARREAL	
Motion		X							E. Consider authorizing issuance of maintenance tax notes for various School District projects
Second				X					Motion that the Board authorize the issuance of maintenance tax notes for various school district projects in the amount of approximately \$735,000.00 and instruct the financial advisor to bring back proposals for 8 and 10-year amortization, passed.
Ayes		X	X	X			X		
Nays					X	X			
Abstain									
									F. Consider authorizing issuance of maintenance tax notes for roofing projects
									Mr. Hart said, “Just for the record, Mr. Reyes, I am a fan of Casey Stingal. Casey Stingal says that he does not want to play ball on a field that a horse cannot eat and I agree with that. The majority of this Board wanted Astroturf and my job was to find out how to put it in. When this comes up, then I can put my foot down and say this is a silly thing to do and not be spending maintenance tax notes for roofing projects when we can place it in a bond issue later. You can go with your numbers but my recommendation is that we not do this at all.”
Motion				X					Motion to table the authorization of maintenance tax notes for roofing projects, passed.
Second		X							
Ayes		X	X	X			X		
Nays					X	X			
Abstain									

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

		MR. CORONADO	MR. FRIETZE	MR. HECKER	MR. LERMA	MR. REYES	MRS. SANCHEZ	MR. VILLARREAL	CANUTILLO ISD SPECIAL BOARD MEETING JANUARY 20, 2005 7965 ARTCRAFT – EL PASO, TEXAS	
									Item:	Reference:
Motion		X							G. Consider bids for site masonry and for rock work/rock rip-rap for the new high school	
Second								X	Motion that the Board award the site masonry to Belt Con Masonry for the amount of \$249,500.00 keeping all retaining walls as CMU in lieu of rock, in addition, Banes will provide the reinforcing steel and accessories for the site masonry walls for approximate cost of \$20,000.00 funded from the miscellaneous expenses under the site rock work budget and also that the Board award the remaining rock work/rock rip-rap to Edifus Construction Company in the amount of \$181,400.00 pending final verification of their proposal and receipt of their payment/performance bonds for the project, if they are unable to provide the necessary bonds, Banes reserves the right to negotiate with the second eligible proposer, passed.	
Ayes		X	X		X	X	X			
Nays										
Abstain				X						
Motion		X							H. Consider bids for improvements of the boulevard between the new high school and El Paso Community College Campus	
Second								X	Motion to approve award of the bid to Banes General Contractors in conjunction with Allied Paving as subcontractors (<i>in the amount of \$529,037.11 – Canutillo ISD’s portion is approximately \$157,000.00</i>) to perform the construction/improvements to the boulevard between the new high school and El Paso Community College Campus in the amount of \$529,037.11, conditional upon El Paso Community College approving their share of the project in the approximate amount of \$407,000.00 to \$415,000.00 and conditional also to El Paso Community College approving and executing the interlocal agreement between the two parties, passed.	
Ayes		X	X		X	X	X			
Nays										
Abstain				X						

**MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

MEMBERS

								CANUTILLO ISD SPECIAL BOARD MEETING JANUARY 20, 2005 7965 ARTCRAFT – EL PASO, TEXAS	
								Item:	Reference:
		MR. CORONADO							
		MR. FRIETZE							
		MR. HECKER							
		MR. LERMA							
		MR. REYES							
		MRS. SANCHEZ							
		MR. VILLARREAL							
Motion		X							
Second									
Ayes		X	X	X	X				
Nays						X	X		
Abstain									
							<p>I. Consider feasibility of brick fund-raiser for the improvement of the concourse at the new high school</p> <p>Motion that the Board not consider the brick fund-raiser for the improvement of the concourse at the new high school, passed.</p> <p>J. Report on procedures for changing the name of the boulevard between the new high school and El Paso Community College Campus</p> <p>Mr. Farran provided the Board with a report on the status of renaming the boulevard in honor of Sgt. Isela Rubalcava. Mrs. Sanchez stated that the boulevard could be named after Sgt. Rubalcava since the street at this point was not dedicated to the City of El Paso. It was recommended that the district proceed with the renaming of the boulevard.</p> <p>No formal Board action was taken.</p> <p>5. Administration</p> <p>A. NONE</p>		

MINUTES
CANUTILLO INDEPENDENT SCHOOL DISTRICT
PUBLIC MEETING OF THE BOARD OF TRUSTEES

MEMBERS

								CANUTILLO ISD SPECIAL BOARD MEETING JANUARY 20, 2005 7965 ARTCRAFT – EL PASO, TEXAS	
	MR. CORONADO	MR. FRIETZE	MR. HECKER	MR. LERMA	MR. REYES	MRS. SANCHEZ	MR. VILLARREAL	Item:	Reference:
Motion Second	X		X					6. Adjournment Motion for adjournment of the public meeting at 9:50 p.m. by unanimous consent.	

Memorandum

To: Charles Hart, Superintendent

From: Alfredo Vasquez, Public Information 

Date: January 5, 2005

Re: Recognitions for February

Please be advised that the Curriculum & Instruction Department is arranging for the recognition of all district counselors for the February Board Meeting. They will provide a gift and plaque for each counselor. February 7-11 is designated as National School Counselors Week.

District counselors include: Navora Richardson, Denise Werge, Maria Escobedo, Monica Prieto (CHS); Teka Mutchler, Gabriela Marquez (CMS); Velia Acosta (JDE), Diane Ramirez (CES), Michelle Escobedo (BCE), Claudia Castanon (DDE), Rosario Olivera (C & I Dept.).

**NOTICE OF ELECTION
(AVISO DE ELECCION GENERAL)**

To the Registered Voters of Canutillo, Texas

Notice is hereby given that the polling places listed below will be open from 7:00 a.m. to 7:00 p.m. on Saturday, May 7, 2005, for voting in a General Election, to elect 2 (two) School Board Members at Large (each position is a 3 year term).

Positions presently held by Charley Hecker and Jose M. Villarreal.

(A los votantes registrados de Canutillo, Texas)

(Notifíquese por la presente, que las casillas electorales citadas abajo se abrirán desde las 7:00 a.m. hasta las 7:00 p.m. el sábado, 7 de mayo de 2005 para votar en la Elección para 2 (dos) Miembros de la Mesa Directiva de las Escuelas en representación de todo el distrito (cada puesto con plazo de tres (3) años)

Puestos ocupados por Charley Hecker y Jose M. Villarreal.

LOCATION OF POLLING PLACES FOR ELECTION DAY VOTING:

1. Vinton Village Hall, 436 Vinton - For voters residing in the portion of County Voting Precinct No. 2 located within the Canutillo Independent School District.
2. Canutillo High School, Canutillo, Texas (7311 Bosque Rd.) - For voters residing in those portions of County Voting Precinct No. No. 3 located within the Canutillo Independent School District.
3. Canutillo Elementary School, Canutillo, Texas (651 Canutillo Ave.) - For voters residing in those portions of County Voting Precinct No. 4 located within the Canutillo Independent School District.
4. Fire Station # 2, 111 E. Borderland Rd. - For voters residing in those portions of County Voting Precinct No. 5 located within the Canutillo Independent School District.
5. Olga Kohlberg Elementary School, 1445 Nardo Goodman Dr. - For voters residing in those portions of County Voting Precinct No. 11 located within the Canutillo Independent School District.

SECCION DE LOCACIONES PARA EL DIA DE ELECCIONES

1. *Vinton Village Hall, 436 Vinton -- para votantes residentes en la porcion del precinto de votacion del condado 2, localizados en el Distrito Escolar Independiente de Canutillo.*
2. *Escuela Secundaria de Canutillo, Canutillo, Texas (7311 Bosque Rd.)--para votantes residentes en la porcion del precinto de votacion del condado 3, localizados en el Distrito Escolar Independiente de Canutillo.*
3. *Escuela Primaria de Canutillo, Canutillo, Texas (651 Canutillo Ave.) -- para votantes residentes en la porcion del precinto de votacion del condado 4, localizados en el Distrito Escolar Independiente de Canutillo.*
4. *Estacion de Bomberos #2, 111 E. Borderland Rd. -- para votantes residentes en la porcion del precinto de votacion del condado 5, localizados en el Distrito Escolar Independiente de Canutillo.*
5. *Olga Kohlberg Elementary School, 1445 Nardo Goodman Dr. -- para votantes residentes en la porcion del precinto de votacion del condado 11, localizados en el Distrito Escolar Independiente de Canutillo.*

Puestos ocupado por Charley Hecker y Jose M. Villarreal

LIST OF POLLING PLACES FOR EARLY VOTING:

1. Early voting by personal appearance will be conducted each weekday at Canutillo Elementary School, Principal's Office, Canutillo, Texas (651 Canutillo Ave.) between the hours of 8:30 a.m. and 4:30 p.m. beginning on April 20, 2005 and ending on May 3, 2005.
2. Early voting by personal appearance will be conducted each weekday at Vinton Town Hall, 436 Vinton between the hours of 3:00 p.m. and 6:00 p.m. beginning on April 20, 2005 and ending on May 3, 2005.
3. Early voting by personal appearance will be conducted at all locations within El Paso County, at which Early Voting is conducted by the County Elections Department including, without limitation, those locations listed on Exhibit A.

ENLISTADO DE LOCACIONES ELECTORALES PARA VOTACIONES TEMPRANAS:

1. *La votacion anticipo en persona se llevara a cabo de lunes a viernes en la Escuela Primaria, Oficina del Director, Canutillo, Texas, 651 Canutillo Ave., entre las 8:30 de la manana y las 4:30 de la tarde empezando el 20 de abril de 2005 y terminado el 3 de mayo de 2005.*

2. *La votacion anticipo en persona se llevara a cabo de lunes a viernes en Vinton Town Hall, 436 Vinton, entre las 3:00 de la tarde y las 6:00 de la tarde empezando el 20 de abril de 2005 y terminado el 3 de mayo de 2005.*

3. *La votacion anticipo en persona se llevara a cabo en todas las locaciones en el Condado de El Paso, en donde se lleva a cabo votaciones tempranas manejadas por el Departamento de Elecciones del condado incluyendo, sin limitacion alguna, aquellas locaciones enlistadas en Exhibicion A.*

Applications for ballot by mail should be mailed to:

(Las solicitudes para boletas que se votaran en ausencia por correo deberan enviarse a)

Helen Jamison
 (Names of Absentee Voting Clerks)
(Nombres de Secretarios de la Votacion en Ausencia)

500 E. San Antonio, Room 402
 (Address) *(Direccion)*

El Paso, Texas 79901
 (City) *(Cuidad)* (Zip Code) *(Zona Postal)*

Applications for ballots by mail must be received no later than the close of business on May 7, 2005.

(Las solicitudes para boletas que se votaran en ausencia por correo deberan recibirse para el fin de las horas de negocio del 7 de mayo 2005.)

Issued this the _____ day of _____, 2005

(Emitada este dia _____ de _____, 2005)

Signature of Presiding Officer *(Firma del Oficial que Preside)*

EXHIBIT A

The County of El Paso County

Elections Department
500 E. San Antonio # 402
El Paso, Texas 79901



Phone: 915 546-2154
Fax: 915 546-2220
www.epcounty.com

Helen Jamison
Elections Administrator

MAY 7, 2005 EARLY VOTING LOCATIONS APRIL 20 – MAY 3, 2005 (MON. – FRI.)

1.	ANTHONY CITY HALL	401 OAK ST.	8:30 – 4:30
2.	BASSETT CENTER	6101 GATEWAY WEST	9:00 -- 6:00
3.	BORREGO ELEMENTARY	13300 CHICKEN RANCH RD.	8:00 – 5:00
4.	BURGESS LIBRARY	9600 DYER	9:00 – 6:00
5.	CANUTILLO ELEMENTARY SCHOOL	651 CANUTILLO AV.	8:30 -- 4:30
6.	CAROLINA RECREATION CENTER	563 N.CAROLINA	9:00 – 6:00
7.	CLINT JUNIOR HIGH SCHOOL	13000 ALAMEDA	8:00 – 5:00
8.	COURTHOUSE	500 E. SAN ANTONIO AV.	8:00 – 5:00
9.	DIETER PLAZA SHOPPING STRIP	1605 GEORGE DIETER	9:00 – 6:00
10.	FESTIVAL CROSSING	5380 N. MESA	9:00 – 6:00
11.	MONTANA VISTA ELEMENTARY	3550 MARK JASON	8:00 – 5:00
12.	MONTWOOD HIGH SCHOOL	1200 MONTWOOD	8:00 – 5:00
13.	VISTA HILLS SHOPPING CENTER	1840 LEE TREVINO	9:00 – 6:00
14.	OZ GLAZE SENIOR CENTER	1396 VENY WEB, HORIZON	8:00 – 5:00
15.	PAVO REAL RECREATION CENTER	9301 ALAMEDA	9:00 – 6:00
16.	PROMENADE SHOPPING STRIP	7500 N.MESA	9:00 – 6:00
17.	ROGELIO SANCHEZ CENTER	1331 N.FABENS ST.	9:00 -- 5:00
18.	SOCORRO HIGH SCHOOL	10150 ALAMEDA	8:00 – 5:00
19.	SUNRISE SHOPPING CENTER	8500 DYER	9:00 – 6:00
20	VINTON VILLAGE HALL	436 VINTON RD.	3:00 – 6:00

SOME LOCATIONS SUBJECT TO CHANGE

ORDER OF ELECTION

(AVISO DE ELECCION GENERAL)

An election is hereby ordered to be held on Saturday, May 7, 2005 for the purpose of:

Electing two (2) positions of the School Board (each position is a 3 year term) for the Canutillo Independent School District.

Positions presently held by Charley Hecker and Jose M. Villarreal.

Location of Polling Places for Election Day Voting:

1. Vinton Village Hall, 436 Vinton - For voters residing in the portion of County Voting Precinct No. 2 located within the Canutillo Independent School District.
2. Canutillo High School, Canutillo, Texas (7311 Bosque Rd.) - For voters residing in those portions of County Voting Precinct No. No. 3 located within the Canutillo Independent School District.
3. Canutillo Elementary School, Canutillo, Texas (651 Canutillo Ave.) - For voters residing in those portions of County Voting Precinct No. 4 located within the Canutillo Independent School District.
4. Fire Station # 2, 111 E. Borderland Rd. - For voters residing in those portions of County Voting Precinct No. 5 located within the Canutillo Independent School District.
5. Olga Kohlberg Elementary School, 1445 Nardo Goodman Dr. - For voters residing in those portions of County Voting Precinct No. 11 located within the Canutillo Independent School District.

Por la presente se ordena que se llevara a cabo una eleccion el sabado, 7 de mayo 2005 con el proposito de:

Elegir dos (2) miembros para la mesa directiva de las escuelas (cada puesto con plazo de tres (3) anos) del Distrito Independiente de las Escuelas de Canutillo.

Puestos ocupados por Charley Hecker y Jose M. Villarreal

Seccion De Locaciones Para El Dia De Elecciones:

- 1. Vinton Village Hall, 436 Vinton -- para votantes residentes en la porcion del precinto de votacion del condado 2, localizados en el Distrito Escolar Independiente de Canutillo.*
- 2. Escuela Secundaria de Canutillo, Canutillo, Texas (7311 Bosque Rd.)--para votantes residentes en la porcion del precinto de votacion del condado 3, localizados en el Distrito Escolar Independiente de Canutillo.*
- 3. Escuela Primaria de Canutillo, Canutillo, Texas (651 Canutillo Ave.) -- para votantes residentes en la porcion del precinto de votacion del condado 4, localizados en el Distrito Escolar Independiente de Canutillo.*
- 4. Estacion de Bomberos #2, 111 E. Borderland Rd. -- para votantes residentes en la porcion del precinto de votacion del condado 5, localizados en el Distrito Escolar Independiente de Canutillo.*
- 5. Olga Kohlberg Elementary School, 1445 Nardo Goodman Dr. -- para votantes residentes en la porcion del precinto de votacion del condado 11, localizados en el Distrito Escolar Independiente de Canutillo.*

List of Polling Places for Early Voting:

- 1. Early voting by personal appearance will be conducted each weekday at Canutillo Elementary School, Principal's Office, Canutillo, Texas (651 Canutillo Ave.) between the hours of 8:30 a.m. and 4:00 p.m. beginning on April 20, 2005 and ending on May 3, 2005.*
- 2. Early voting by personal appearance will be conducted each weekday at Vinton Town Hall, 436 Vinton between the hours of 3:00 p.m. and 6:00 p.m. beginning on April 20, 2005 and ending on May 3, 2005.*
- 3. Early voting by personal appearance will be conducted at all locations within El Paso County, at which Early Voting is conducted by the County Elections Department including, without limitation, those locations listed on Exhibit A.*

Enlistado De Locaciones Electorales Para Votaciones Tempranas:

- 1. La votacion anticipo en persona se llevara a cabo de lunes a viernes en la Escuela Primaria, Oficina del Director, Canutillo, Texas, 651 Canutillo Ave., entre las 8:30 de la mañana y las 4:30 de la tarde empezando el 20 de abril de 2005 y terminado el 3 de mayo de 2005.*
- 2. La votacion anticipo en persona se llevara a cabo de lunes a viernes en Vinton Town Hall, 436 Vinton, entre las 3:00 de la tarde y las 6:00 de la tarde empezando el 20 de abril de 2005 y terminado el 3 de mayo de 2005.*

3. *La votacion anticipo en persona se llevara a cabo en todas las locaciones en el Condado de El Paso, en donde se lleva a cabo votaciones tempranas manejadas por el Departamento de Elecciones del condado incluyendo, sin limitacion alguna, aquellas locaciones enlistadas en Exhibicion A.*

Applications for ballot by mail should be mailed to:

(Las solicitudes para boletas que se votaran en ausencia por correo deberan enviarse a)

Helen Jamison
(Names of Absentee Voting Clerks)
(Nombres de Secretarios de la Votacion en Ausencia)

500 E. San Antonio, Room 402
(Address) *(Direccion)*

El Paso, Texas 79901
(City) *(Cuidad)* (Zip Code) *(Zona Postal)*

Applications for ballots by mail must be received no later than the close of business on May 7, 2005.

(Las solicitudes para boletas que se votaran en ausencia por correo deberan recibirse para el fin de las horas de negocio del 7 de mayo 2005.)

Issued this the _____ day of _____, 2005

(Emitada este dia _____ de _____, 2005)

Signature of Presiding Officer *(Firma del Oficial que Preside)*

EXHIBIT A

The County of El Paso County

Elections Department
500 E. San Antonio # 402
El Paso, Texas 79901



Phone: 915 546-2154
Fax: 915 546-2220
www.epcounty.com

Helen Jamison
Elections Administrator

MAY 7, 2005 EARLY VOTING LOCATIONS APRIL 20 – MAY 3, 2005 (MON. – FRI.)

1.	ANTHONY CITY HALL	401 OAK ST.	8:30 – 4:30
2.	BASSETT CENTER	6101 GATEWAY WEST	9:00 -- 6:00
3.	BORREGO ELEMENTARY	13300 CHICKEN RANCH RD.	8:00 – 5:00
4.	BURGESS LIBRARY	9600 DYER	9:00 – 6:00
5.	CANUTILLO ELEMENTARY SCHOOL	651 CANUTILLO AV.	8:30 -- 4:30
6.	CAROLINA RECREATION CENTER	563 N.CAROLINA	9:00 – 6:00
7.	CLINT JUNIOR HIGH SCHOOL	13000 ALAMEDA	8:00 – 5:00
8.	COURTHOUSE	500 E. SAN ANTONIO AV.	8:00 – 5:00
9.	DIETER PLAZA SHOPPING STRIP	1605 GEORGE DIETER	9:00 – 6:00
10.	FESTIVAL CROSSING	5380 N. MESA	9:00 – 6:00
11.	MONTANA VISTA ELEMENTARY	3550 MARK JASON	8:00 – 5:00
12.	MONTWOOD HIGH SCHOOL	1200 MONTWOOD	8:00 – 5:00
13.	VISTA HILLS SHOPPING CENTER	1840 LEE TREVINO	9:00 – 6:00
14.	OZ GLAZE SENIOR CENTER	1396 VENY WEB, HORIZON	8:00 – 5:00
15.	PAVO REAL RECREATION CENTER	9301 ALAMEDA	9:00 – 6:00
16.	PROMENADE SHOPPING STRIP	7500 N.MESA	9:00 – 6:00
17.	ROGELIO SANCHEZ CENTER	1331 N.FABENS ST.	9:00 -- 5:00
18.	SOCORRO HIGH SCHOOL	10150 ALAMEDA	8:00 – 5:00
19.	SUNRISE SHOPPING CENTER	8500 DYER	9:00 – 6:00
20.	VINTON VILLAGE HALL	436 VINTON RD.	3:00 – 6:00

CANUTILLO INDEPENDENT SCHOOL DISTRICT

*Office of the Superintendent
Mailing Address: Post Office Box 100
Canutillo, Texas 79835
Physical Address: 7965 Artcraft
El Paso, Texas 79932
(915) 877-7444*

February 7, 2005

To Whom It May Concern:

There are presently two positions for election for school board trustee. Each of these positions are a three year term. The positions are currently held by Charley Hecker and Jose M. Villarreal.

Important dates for persons wishing to apply for a position of school board trustee:

February 7, 2005

First day to apply for a place on the ballot.

March 7, 2005

5:00 p.m. - Deadline to file application for a place on the ballot.

March 8, 2005

Recommended date to conduct a ballot position drawing.

March 15, 2005

5:00 p.m. - Deadline - Last day for a candidate to withdraw.

April 7, 2005

Last day a person may register to vote in May 7, 2005, election.

Page 2

April 20, 2005

Early voting by personal appearance begins.

May 3, 2005

Last day to vote early by personal appearance.

May 7, 2005

ELECTION DAY

Polls are open 7:00 a.m. - 7:00 p.m.

May 17, 2005

Official canvass of returns by School Board

If you should have any questions regarding this information, please call Patsy Mendoza - 877-7444 or the Office of the Secretary of State (512) 463-5650.

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS 79835

MEMORANDUM

TO: Mr. Villarreal, President and
Members of the Board of Trustees

FROM: Patsy Mendoza

DATE: February 4, 2005

RE: Board Member Continuing Education Hours

The following totals are the number of hours each Board Member has accumulated for the time period January 2004 to February 2005:

	<u>Level I</u>	<u>Level II</u>	<u>Level III</u>	<u>Total Hours</u>
<u>Sergio Coronado</u>		3	22.50	25.50
<u>Carl Frietze</u>	3	3	23.25	29.25
<u>Charley Hecker</u>		3	19.75	22.75
<u>Frank Lerma</u>	3	3	25	31
<u>Rafael Reyes</u>	3	3	2	8
<u>Yvonne Sanchez</u>		3	21	24
<u>Jose M. Villarreal</u>		3	21	24

The following must be read into the record:

1. Members That Completed the Required Hours Continuing Education: Sergio Coronado, Carl Frietze, Charley Hecker, Frank Lerma, Yvonne Sanchez, Jose M. Villarreal
2. Members That Exceeded the Required Hours of Continuing Education: Sergio Coronado, Carl Frietze, Charley Hecker, Frank Lerma, Yvonne Sanchez, Jose M. Villarreal
3. Members That Are Deficient in the Required Hours of Continuing Education: Rafael Reyes (deficient three hours in Level III)

Page 2

It must also be noted that TASB has two individuals – Carl Friend and Carl Fritze, both of which are Mr. Fritze. I have contacted TASB and asked them to correct the error.



**Texas Association of School Boards
Board Member Continuing Education Report**

Reporting Period: 01/01/2004 - 02/11/2005

Canutillo ISD

District # 0071907

Sergio Coronado ID# 1045920

<u>TIER-2</u>	<u>Hours earned</u>	<u>Date earned</u>
Board Self-Assessment	3.00	07/15/2004
<i>Total hours for TIER-2</i>		3.00

<u>TIER-3</u>	<u>Hours earned</u>	<u>Date earned</u>
2004 TASB/TASA Annual Convention Dallas, Texas		
EB7: Teaching and Learning in the Digital Age 9:00 - 12:00 pm	2.50	09/17/2004
EB14: School Facilities: Quench Those Burning Questions 1:00 - 4:00 pm	2.50	09/17/2004
TARGET: Student Learning in a Technology Rich Environment 9:00 - 10:15 am	1.25	09/18/2004
First General Session - Benjamin S. Carson, Sr., M.D. 10:30 - 12:00 pm	1.00	09/18/2004
The Buck Stops Here: Managing Public Funds 1:30 - 2:45 pm	1.25	09/18/2004
Inspiring Youth the be their BEST! 3:00 - 4:15 pm	1.25	09/18/2004
The La Porte TIDAL Wave: Technology Integration in Differentiated Academic... 8:30 - 9:45 am	1.25	09/19/2004
Governmental - Board Development Fabens, TX		
2004 TASB Grassroots Meeting	2.00	02/09/2004
Summer Leadership Institute San Antonio, TX		
General Session: Creating conditions that Promote Student Achievement 8:00 - 9:15 am	1.00	06/10/2004
ET130 Board President's Legal Duties and Responsibilities (Board President 9:30 - 12:15 pm	2.50	06/10/2004
ET540 Developing a Shared Vision (TASB ISD Level 2) 1:45 - 3:00 pm	1.25	06/10/2004
ET625 School Climate: A Predictor for Student Achievement 3:15 - 4:30 pm	1.25	06/10/2004
2nd General Session: Do Well, Be Safe, Feel Loved: Engaging Families in the 8:00 - 9:15 am	1.00	06/11/2004
F230 From Tourists to Citizens in the Classroom 9:30 - 10:45 am	1.25	06/11/2004
F235 Developing a Successful Interactive Television Program 9:30 - 10:45 am	1.25	06/11/2004
<i>Total hours for TIER-3</i>		22.50





**Texas Association of School Boards
Board Member Continuing Education Report**

Reporting Period: 01/01/2004 - 02/11/2005

Canutillo ISD

District # 0071907

Total hours for this reporting period: 25.50

Total Hours 01/01/1998 - 02/11/2005	72.25
--	--------------

ATTN Board Members: Because your district, not TASB, is the official keeper of record for your continuing education credits, you should report any errors or missing training credits to your superintendent's secretary rather than to TASB.

ATTN District Personnel: If you have revisions or additions to the training detail contained in this report, please follow the instructions below.

1. If information already listed on the report needs to be revised, the district recordkeeper should mark the necessary change on the report itself and fax it to TASB. Please allow 30 days for TASB to post the changes.
2. If TASB training took place that is not listed on the report and it has been at least 30 days since the training, the recordkeeper should fax TASB a copy of the certificate or credit/scantron form provided at the event. If training documentation has been lost, fax TASB the name of the board member, name and date of the event, name of each session attended and the number of credit hours earned for each session. Please allow 30 days for TASB to post the changes.
3. If non-TASB training took place that is not listed on the report, the recordkeeper should submit the credit on-line.

E-Mail:
cec@tasb.org

Fax:
512-467-3642

CECRS Hotline:
800-580-8393

TASB Main Number:
800-580-8272





**Texas Association of School Boards
Board Member Continuing Education Report**

Reporting Period: 01/01/2004 - 02/11/2005

Canutillo ISD

District # 0071907

Total hours for this reporting period: 17.25

Total Hours 01/01/1998 - 02/11/2005	17.25
--	--------------

ATTN Board Members: Because your district, not TASB, is the official keeper of record for your continuing education credits, you should report any errors or missing training credits to your superintendent's secretary rather than to TASB.

ATTN District Personnel: If you have revisions or additions to the training detail contained in this report, please follow the instructions below.

1. If information already listed on the report needs to be revised, the district recordkeeper should mark the necessary change on the report itself and fax it to TASB. Please allow 30 days for TASB to post the changes.
2. If TASB training took place that is not listed on the report and it has been at least 30 days since the training, the recordkeeper should fax TASB a copy of the certificate or credit/scantron form provided at the event. If training documentation has been lost, fax TASB the name of the board member, name and date of the event, name of each session attended and the number of credit hours earned for each session. Please allow 30 days for TASB to post the changes.
3. If non-TASB training took place that is not listed on the report, the recordkeeper should submit the credit on-line.

E-Mail:
cec@tasb.org

Fax:
512-467-3642

CECRS Hotline:
800-580-8393

TASB Main Number:
800-580-8272





Texas Association of School Boards
Board Member Continuing Education Report

Reporting Period: 01/01/2004 - 02/11/2005

Canutillo ISD

District # 0071907

Carl Friend ID# 1050580

TIER-3

Hours earned Date earned

Summer Leadership Institute

San Antonio, TX

Table with 4 columns: Session Title, Time, Hours earned, Date earned. Rows include General Session: Creating conditions that Promote Student Achievement, ET215 School Finance Update 2004, ET345 How to Mend a Split Board (TASB ISD Level 2), ET540 Developing a Shared Vision (TASB ISD Level 2), ET640 Shifting Resources and Finances for Academic Emphasis, 2nd General Session: Do Well, Be Safe, Feel Loved: Engaging Families in the, F240 What Board Members Need To Know About The AEIS Report, F345 Setting District Goals (TASB ISD Level 2), F545 How to Corral a "Maverick" Board Member (TASB ISD Level 2), F625 What's New in State Initiatives?

Total hours for TIER-3 12.00

Total hours for this reporting period: 12.00

Total Hours 01/01/1998 - 02/11/2005 12.00

ATTN Board Members: Because your district, not TASB, is the official keeper of record for your continuing education credits, you should report any errors or missing training credits to your superintendent's secretary rather than to TASB.

ATTN District Personnel: If you have revisions or additions to the training detail contained in this report, please follow the instructions below.

- 1. If information already listed on the report needs to be revised, the district recordkeeper should mark the necessary change on the report itself and fax it to TASB. Please allow 30 days for TASB to post the changes.
2. If TASB training took place that is not listed on the report and it has been at least 30 days since the training, the recordkeeper should fax TASB a copy of the certificate or credit/scantron form provided at the event. If training documentation has been lost, fax TASB the name of the board member, name and date of the event, name of each session attended and the number of credit hours earned for each session. Please allow 30 days for TASB to post the changes.
3. If non-TASB training took place that is not listed on the report, the recordkeeper should submit the credit on-line.

E-Mail: cec@tasb.org

Fax: 512-467-3642

CECRS Hotline: 800-580-8393

TASB Main Number: 800-580-8272





Texas Association of School Boards
Board Member Continuing Education Report

Reporting Period: 01/01/2004 - 02/11/2005

Canutillo ISD

District # 0071907

Charles Hart ID# 1015175

<u>TIER-2</u>	<u>Hours earned</u>	<u>Date earned</u>
Board Self-Assessment	3.00	07/15/2004
<i>Total hours for TIER-2</i>		3.00

Total hours for this reporting period: 3.00

Total Hours 01/01/1998 - 02/11/2005	25.25
--	--------------

ATTN Board Members: Because your district, not TASB, is the official keeper of record for your continuing education credits, you should report any errors or missing training credits to your superintendent's secretary rather than to TASB.

ATTN District Personnel: If you have revisions or additions to the training detail contained in this report, please follow the instructions below.

1. If information already listed on the report needs to be revised, the district recordkeeper should mark the necessary change on the report itself and fax it to TASB. Please allow 30 days for TASB to post the changes.
2. If TASB training took place that is not listed on the report and it has been at least 30 days since the training, the recordkeeper should fax TASB a copy of the certificate or credit/scantron form provided at the event. If training documentation has been lost, fax TASB the name of the board member, name and date of the event, name of each session attended and the number of credit hours earned for each session. Please allow 30 days for TASB to post the changes.
3. If non-TASB training took place that is not listed on the report, the recordkeeper should submit the credit on-line.

E-Mail:
cec@tasb.org

Fax:
512-467-3642

CECRS Hotline:
800-580-8393

TASB Main Number:
800-580-8272





**Texas Association of School Boards
Board Member Continuing Education Report**

Reporting Period: 01/01/2004 - 02/11/2005

Canutillo ISD

District # 0071907

Total hours for this reporting period: 22.75

Total Hours 01/01/1998 - 02/11/2005	71.00
--	--------------

ATTN Board Members: Because your district, not TASB, is the official keeper of record for your continuing education credits, you should report any errors or missing training credits to your superintendent's secretary rather than to TASB.

ATTN District Personnel: If you have revisions or additions to the training detail contained in this report, please follow the instructions below.

1. If information already listed on the report needs to be revised, the district recordkeeper should mark the necessary change on the report itself and fax it to TASB. Please allow 30 days for TASB to post the changes.
2. If TASB training took place that is not listed on the report and it has been at least 30 days since the training, the recordkeeper should fax TASB a copy of the certificate or credit/scantron form provided at the event. If training documentation has been lost, fax TASB the name of the board member, name and date of the event, name of each session attended and the number of credit hours earned for each session. Please allow 30 days for TASB to post the changes.
3. If non-TASB training took place that is not listed on the report, the recordkeeper should submit the credit on-line.

E-Mail:
cec@tasb.org

Fax:
512-467-3642

CECRS Hotline:
800-580-8393

TASB Main Number:
800-580-8272





**Texas Association of School Boards
Board Member Continuing Education Report**

Reporting Period: 01/01/2004 - 02/11/2005

Canutillo ISD

District # 0071907

Frank Lerma ID# 1049835

<u>TIER-1</u>	<u>Hours earned</u>	<u>Date earned</u>
ESC Provided Training - TEC Orientation Orientation to Texas Education Code	3.00	06/01/2004
<i>Total hours for TIER-1</i>		3.00

<u>TIER-2</u>	<u>Hours earned</u>	<u>Date earned</u>
ESC Provided Training - Team Building Board Self-Assessment	3.00	07/15/2004
<i>Total hours for TIER-2</i>		3.00

<u>TIER-3</u>	<u>Hours earned</u>	<u>Date earned</u>
2004 TASB/TASA Annual Convention		
Dallas, Texas		
EB8: The Board President's Legal Duties and Responsibilities (Board Presid	9:00 - 12:00 pm	2.50
		09/17/2004
EB14: School Facilities: Quench Those Burning Questions	1:00 - 4:00 pm	2.50
		09/17/2004
EB19: Using a Systems Approach to Build District Capacity	1:00 - 4:00 pm	2.50
		09/17/2004
First General Session - Benjamin S. Carson, Sr., M.D.	10:30 - 12:00 pm	1.00
		09/18/2004
TASB Delegate Assembly	1:45 - 4:00 pm	2.00
		09/18/2004
Identifying and Responding to Bullying on Campus	3:00 - 4:15 pm	1.25
		09/18/2004
Distinguished Lecture - Ray Suarez	8:30 - 9:45 am	1.25
		09/19/2004
Summer Leadership Institute		
San Antonio, TX		
General Session: Creating conditions that Promote Student Achievement	8:00 - 9:15 am	1.00
		06/10/2004
ET110 Boardmanship Basics (TASB ISD Level 1)	9:30 - 12:15 pm	2.50
		06/10/2004
ET540 Developing a Shared Vision (TASB ISD Level 2)	1:45 - 3:00 pm	1.25
		06/10/2004
ET610 Developing Staffing Controls for Your District	3:15 - 4:30 pm	1.25
		06/10/2004
2nd General Session: Do Well, Be Safe, Feel Loved: Engaging Families in the	8:00 - 9:15 am	1.00
		06/11/2004
F110 Board President's Duties They Never Tell You About (Board President's	9:30 - 12:30 pm	2.50
		06/11/2004
F420 Practical Parliamentary Procedure (Board President's Academy)	1:45 - 4:45 pm	2.50
		06/11/2004
<i>Total hours for TIER-3</i>		25.00





**Texas Association of School Boards
Board Member Continuing Education Report**

Reporting Period: 01/01/2004 - 02/11/2005

Canutillo ISD

District # 0071907

Total hours for this reporting period: 31.00

Total Hours 01/01/1998 - 02/11/2005	31.00
--	--------------

ATTN Board Members: Because your district, not TASB, is the official keeper of record for your continuing education credits, you should report any errors or missing training credits to your superintendent's secretary rather than to TASB.

ATTN District Personnel: If you have revisions or additions to the training detail contained in this report, please follow the instructions below.

1. If information already listed on the report needs to be revised, the district recordkeeper should mark the necessary change on the report itself and fax it to TASB. Please allow 30 days for TASB to post the changes.
2. If TASB training took place that is not listed on the report and it has been at least 30 days since the training, the recordkeeper should fax TASB a copy of the certificate or credit/scantron form provided at the event. If training documentation has been lost, fax TASB the name of the board member, name and date of the event, name of each session attended and the number of credit hours earned for each session. Please allow 30 days for TASB to post the changes.
3. If non-TASB training took place that is not listed on the report, the recordkeeper should submit the credit on-line.

E-Mail:
cec@tasb.org

Fax:
512-467-3642

CECRS Hotline:
800-580-8393

TASB Main Number:
800-580-8272





Texas Association of School Boards
Board Member Continuing Education Report

Reporting Period: 01/01/2004 - 02/11/2005

Canutillo ISD

District # 0071907

Rafael Reyes ID# 1047273

<u>TIER-1</u>		<u>Hours earned</u>	<u>Date earned</u>
ESC Provided Training - TEC Orientation	El Paso, Texas		
Orientation to Texas Education Code		3.00	06/01/2004
<i>Total hours for TIER-1</i>		3.00	

<u>TIER-2</u>		<u>Hours earned</u>	<u>Date earned</u>
ESC Provided Training - Team Building	El Paso, Texas		
Board Self-Assessment		3.00	07/15/2004
<i>Total hours for TIER-2</i>		3.00	

<u>TIER-3</u>		<u>Hours earned</u>	<u>Date earned</u>
ESC Provided Training - Board Development	El Paso		
Community Involvement		2.00	03/24/2004
<i>Total hours for TIER-3</i>		2.00	

Total hours for this reporting period: 8.00

Total Hours 01/01/1998 - 02/11/2005	8.00
--	-------------

ATTN Board Members: Because your district, not TASB, is the official keeper of record for your continuing education credits, you should report any errors or missing training credits to your superintendent's secretary rather than to TASB.

ATTN District Personnel: If you have revisions or additions to the training detail contained in this report, please follow the instructions below.

1. If information already listed on the report needs to be revised, the district recordkeeper should mark the necessary change on the report itself and fax it to TASB. Please allow 30 days for TASB to post the changes.
2. If TASB training took place that is not listed on the report and it has been at least 30 days since the training, the recordkeeper should fax TASB a copy of the certificate or credit/scantron form provided at the event. If training documentation has been lost, fax TASB the name of the board member, name and date of the event, name of each session attended and the number of credit hours earned for each session. Please allow 30 days for TASB to post the changes.
3. If non-TASB training took place that is not listed on the report, the recordkeeper should submit the credit on-line.

E-Mail:
cec@tasb.org

Fax:
512-467-3642

CECRS Hotline:
800-580-8393

TASB Main Number:
800-580-8272





**Texas Association of School Boards
Board Member Continuing Education Report**

Reporting Period: 01/01/2004 - 02/11/2005

Canutillo ISD

District # 0071907

Total hours for this reporting period: 24.00

Total Hours 01/01/1998 - 02/11/2005	249.00
--	---------------

ATTN Board Members: Because your district, not TASB, is the official keeper of record for your continuing education credits, you should report any errors or missing training credits to your superintendent's secretary rather than to TASB.

ATTN District Personnel: If you have revisions or additions to the training detail contained in this report, please follow the instructions below.

1. If information already listed on the report needs to be revised, the district recordkeeper should mark the necessary change on the report itself and fax it to TASB. Please allow 30 days for TASB to post the changes.
2. If TASB training took place that is not listed on the report and it has been at least 30 days since the training, the recordkeeper should fax TASB a copy of the certificate or credit/scastron form provided at the event. If training documentation has been lost, fax TASB the name of the board member, name and date of the event, name of each session attended and the number of credit hours earned for each session. Please allow 30 days for TASB to post the changes.
3. If non-TASB training took place that is not listed on the report, the recordkeeper should submit the credit on-line.

E-Mail:
cec@tasb.org

Fax:
512-467-3642

CECRS Hotline:
800-580-8393

TASB Main Number:
800-580-8272





**Texas Association of School Boards
Board Member Continuing Education Report**

Reporting Period: 01/01/2004 - 02/11/2005

Canutillo ISD

District # 0071907

Total hours for this reporting period: 24.00

Total Hours 01/01/1998 - 02/11/2005	136.50
--	---------------

ATTN Board Members: Because your district, not TASB, is the official keeper of record for your continuing education credits, you should report any errors or missing training credits to your superintendent's secretary rather than to TASB.

ATTN District Personnel: If you have revisions or additions to the training detail contained in this report, please follow the instructions below.

1. If information already listed on the report needs to be revised, the district recordkeeper should mark the necessary change on the report itself and fax it to TASB. Please allow 30 days for TASB to post the changes.
2. If TASB training took place that is not listed on the report and it has been at least 30 days since the training, the recordkeeper should fax TASB a copy of the certificate or credit/scantron form provided at the event. If training documentation has been lost, fax TASB the name of the board member, name and date of the event, name of each session attended and the number of credit hours earned for each session. Please allow 30 days for TASB to post the changes.
3. If non-TASB training took place that is not listed on the report, the recordkeeper should submit the credit on-line.

E-Mail:
cec@tasb.org

Fax:
512-467-3642

CECRS Hotline:
800-580-8393

TASB Main Number:
800-580-8272



FEBRUARY

Action Items

Administrator Contract Renewals
Calling of School Board Election
Review of Superintendent Evaluation Procedures
And Instrument for Next Year
Review and Respond to District Goal Setting Meeting
Approval of Candidate Training for Prospective Board Members
(FWTSBA)

Other Items

Announcement of Board Training Hours
Report on Scholarships

Important Dates

Black History Month
National Children's Dental Health Month
Abraham Lincoln's Birthday (Feb. 12)
Valentines Day (Feb. 14)
National FCCLA Week (Feb. 13-19)
Susan B. Anthony's Birthday (Feb. 15)
National PTA Founders Day (Feb. 17)
State Of Texas Anniversary Remembrance (STAR) Day (Feb. 19)
National FFA Week (Feb. 19-26)
President's Day (Feb. 21)
George Washington's Birthday (Feb. 22)

Events

District Recognition of School Counselors

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Agenda Item: J 1 Date: February 11, 2005

Subject: Approval of Additional Members to School Health Advisory Council

Presented By: Dr. Reyes Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The School Health Advisory Council is recommending adding individual to the council. The individuals who are being recommended are included in the memorandum from Ms. Olivera.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of the additional members to the School Health Advisory Council.

3. BOARD ACTION REQUESTED:

Motion to approve the additional members to the School Health Advisory Council as recommended by the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, TX 79932

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

MONICA REYES, Ed.D.
*Director of Curriculum
and Evaluation Department*

(915) 877-7455
FAX (915) 877-7458

To: Mr. Hart, CISD Superintendent
Board of Trustees
From: Dr. Monica Reyes, Director of Curriculum and Instruction
Through: Rosario E. Olivera, Completion Facilitator (R.O.)
Re: Recommendations for SHAC Membership

After further inquiries and reviewing more application, we recommend adding the following people to Canutillo ISD School Health Advisory Council membership:

Enrique Collazo, CISD Parent
Lupe Jaime, Big Brothers Big Sisters Mentoring Services Coordinator
Rosario E. Olivera, CISD Completion Facilitator
Alejandro De la Cruz, CISD Teacher
Sharon Norris, CISD Teacher

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Subject: J 2 Leave of Absence Requests

Date: February 11, 2005

Presented by: Renée O'Donnell

Consent Agenda: ✓

ACTION

1. **BACKGROUND INFORMATION**

**Raquel Frayre
Sandra Guerrero
Robert Rivas
Bertha Vargas
Ana Yarza**

**Transportation Clerk
Attendance Clerk, BCE
Maintenance Supervisor
Teacher, CES
Migrant Specialist**

Rationale: ● Ms. Frayre is requesting Family Medical Leave beginning January 18, 2005, and will return upon doctor's release. ● Ms. Guerrero is requesting Family Medical Leave beginning January 18, 2005, and will return upon doctor's release. ● Mr. Rivas is requesting Family Medical Leave beginning January 17, 2005, and will return upon doctor's release. ● Ms. Vargas is requesting Family Medical Leave beginning February 28, 2005, and will return upon doctor's release. ● Ms. Yarza is requesting Family Medical Leave beginning approximately February 26, 2005, and will return upon doctor's release.

2. **SUPERINTENDENT RECOMMENDATION**

It is recommended that the Board approve these requests.

3. **BOARD ACTION REQUESTED**

Motion to approve leave for Raquel Frayre, Sandra Guerrero, Robert Rivas, Bertha Vargas, and Ana Yarza as recommended by the Superintendent.

MOTION _____ **SECOND** _____

FOR _____ **AGAINST** _____

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Subject: J 3 Acceptance of Retirement

Date: February 11, 2005

Presented by: Renée O'Donnell

Consent Agenda: ✓

ACTION

1. **BACKGROUND INFORMATION**

Retirements

Manuela Guerra

**Food Service Helper
Effective December 30, 2004**

2. **SUPERINTENDENT RECOMMENDATION**

It is recommended that the Board approve this request.

3. **BOARD ACTION REQUESTED**

Motion to approve the retirement request of Manuela Guerra as recommended by the Superintendent.

MOTION _____ **SECOND** _____

FOR _____ **AGAINST** _____

BOARD PRESIDENT: This Board will adjourn into closed session pursuant to the following section of the Texas Open Meetings Act, Texas Government Code Section 551.074 and 551.082, for evaluation and employment of a public officer or employee.

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item: J.4.

Date: February 11, 2005

Subject: Canutillo Elementary School – BJE # 1121

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The enclosed budget amendment is to transfer funds from functions 11 to function 13 to provide funds for teacher training and inservice fees.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the requested budget amendment.

3. ACTION REQUESTED:

The Board of Trustees approves the requested budget amendment.

MOTION _____ SECOND _____

AYES _____ NAYS _____

Date: 1/10/05

Reason:

FUNDING SOURCE: STATE COMPENSATORY EDUCATION

PURPOSE OF AMENDMENT: FUNDS WILL BE USED TO COVER THE COST OF TEACHER TRAINING AND INSERVICE FEES.

HOW WILL THIS IMPACT EDUCATION: TEACHER TRAINING AND INSERVICE WILL ALLOW FOR TEACHERS TO IMPLEMENT NEW IDEAS INTO THE CURRICULUM AS WELL AS HELP THEM DEVELOP THEIR TEACHING AND CLASSROOM SKILLS.

WHAT GOAL WILL BE MET: THE DISTRICT WILL PROVIDE LEADERSHIP, TECHNICAL ASSISTANCE, AND EFFECTIVE AND EFFICIENT ADMINISTRATION TO ENSURE SCHOOLWIDE AND DISTRICTWIDE IMPROVEMENT.

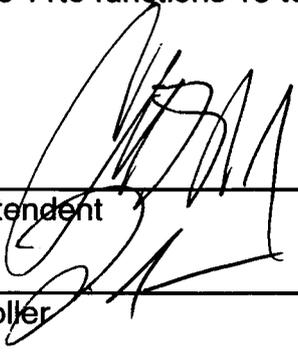
Mode: **Lookup**

Cancel? N

TO: Charles Hart, Superintendent
 THROUGH: Tony Reza, Comptroller
 FROM: Kathy Ellis, Assistant Business Manager
 SUBJECT: Canutillo Elementary School - BJE # 1121
 DATE: February 2, 2005

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.11.6399.00.101.5.30 General Supplies	7,490.00	(1,000.00)	6,490.00
199.13.6499.00.101.5.30 Misc Operating Expense	1,050.00	1,000.00	2,050.00

REASON FOR AMENDMENT REQUEST - This budget amendment is to reallocate funds from functions 11 to functions 13 to provide funds for teacher training and in-service fees.



 Superintendent



 Comptroller

2/2/05
 Date

2/2/05
 Date

JAN BJE 1121 BUDGET AMMENDMENT
 CMD A C C O U N T

Total: .00
 TO FROM

Position To: _____
 BEGIN

0001.000	199.11.6399.00.101.5.30		1,000.00
0002.000	199.13.6499.00.101.5.30	1,000.00	

COMMANDS: L F T E
 F2=Process Transfer

POSITION: +n,n.n,-n, Roll-up, Roll-down

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item: _____

Date: February 11, 2005

Subject: Student Peerformance Department - BJE # 1193

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The enclosed budget amendment is to transfer funds from functions 13 and 21 to function 61 to provide support for fine arts initiatives, including Revolucion production and Cuauhtli folklorico group.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the requested budget amendment.

3. ACTION REQUESTED:

The Board of Trustees approves the requested budget amendment.

MOTION _____ SECOND _____

AYES _____ NAYS _____



**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
BOARD AMENDMENT EXECUTIVE SUMMARY SHEET**

FUNDING SOURCE: Local

IF GRANT, PLEASE PROVIDE THE FOLLOWING:

- GRANT AWARD:
- GRANT PERIOD:
- GRANT OBJECTIVES:
- GRANTING AGENCY:

PURPOSE OF THE AMENDMENT: Provide support for fine arts initiatives, including Revolution production and Cuauhtli folklorico group

HOW WILL THIS IMPACT EDUCATION: This will provide opportunities for students to engage in culturally relevant fine arts activities that extend classroom instruction. It will also extend community participation in these activities and support professional development for both employees and community participants.

WHAT DISTRICT OR CAMPUS GOALS WILL BE MET WITH THIS AMENDMENT:

1. All students will reach high academic standards, attaining, at a minimum, proficiency or better in the foundation curriculum.
2. All English learners will become proficient in English and reach high academic standards, attaining, at a minimum, proficiency or better in the foundation curriculum.
3. Parents and community members will support and contribute to efforts to ensure that all students reach high academic standards.

TO: Charles Hart, Superintendent

THROUGH: Tony Reza, Comptroller

FROM: Kathy Ellis, Assistant Business Manager

SUBJECT: Student Performance Department - BJE # 1193

DATE: February 2, 2005

BUDGET CODE	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.13.6299.00.912.5.11 Misc Contracted Svcs	7,500.00	(5,500.00)	2,000.00
199.13.6329.00.912.5.11 Reading Materials	2,500.00	(1,500.00)	1,000.00
199.13.6499.00.912.5.11 Misc Operating Expense	3,000.00	(1,000.00)	2,000.00
199.21.6399.00.912.5.99 General Supplies	2,225.00	(2,225.00)	-
199.21.6499.00.912.5.99 Misc Operating Expense	5,600.00	(1,000.00)	4,600.00
199.61.6121.28.912.5.99 Overtime	-	150.00	150.00
199.61.6299.00.912.5.99 Misc Contracted Svcs	-	2,225.00	2,225.00
199.61.6419.00.912.5.99 Non-Employee Travel	-	3,000.00	3,000.00
199.61.6499.00.912.5.99 Misc Operating Expense	-	4,050.00	4,050.00
199.61.6499.28.912.5.99 Misc Operating Expense	-	1,800.00	1,800.00
		-	

REASON FOR AMENDMENT REQUEST - This budget amendment is to reallocate funds from functions 13 and 21 to function 61 to provide support for fine arts initiatives, including Revolución production and Cuauhtli folklórico group.



Superintendent



Comptroller

2/2/05
Date

2/2/05
Date

FEB BJE 1193 FUNDS FOR FINE ARTS INITIATIVES Total: .00
 CMD A C C O U N T TO FROM

Position To:

BEGIN		TO	FROM
0001.000	199.61.6121.28.912.5.99	150.00	
0002.000	199.61.6299.00.912.5.99	2,225.00	
0003.000	199.61.6419.00.912.5.99	3,000.00	
0004.000	199.61.6499.00.912.5.99	4,050.00	
0005.000	199.61.6499.28.912.5.99	1,800.00	
0006.000	199.13.6299.00.912.5.11		5,500.00
0007.000	199.13.6329.00.912.5.11		1,500.00
0008.000	199.13.6499.00.912.5.11		1,000.00
0009.000	199.21.6399.00.912.5.99		2,225.00
0010.000	199.21.6499.00.912.5.99		1,000.00

COMMANDS: L F T E

F2=Process Transfer

POSITION: +n,n.n,-n, Roll-up, Roll-down

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item: J.5.

Date: February 11, 2005

Subject: Approval to Purchase Equipment and Supplies for the weight room at the new high school

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

As stated in Board Policy CH(Local), any single-item purchase that costs more than \$10,000 shall require Board approval before a transaction may take place. This request is to purchase equipment and supplies (weight room) to include delivery and installation for the new high school. The purchase will be done through the Texas Cooperative Purchasing Network to Samson Equipment Company in the amount of \$49,981.38.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to purchase the equipment and supplies (weight room) for the new high school.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

MEMORANDUM

TO: Sam Garcia-Finance, Tony Reza-Finance

FROM: Canutillo High School Coaches

DATE: January 27, 2005

SUBJECT: WEIGHT ROOM FOR NEW HIGH SCHOOL

The head coaches of Canutillo High School have reviewed several weight room plans for the new Canutillo High School. We have received pricing from several vendors. The coaching staff of Canutillo High School feels that Samson Equipment of Las Cruces, New Mexico is the best plan for the new weight room. Samson equipment has been used in many local high schools, including El Dorado, Chapin, and Mountain View High School. Samson Equipment is part of the TCPN discount. Samson equipment has an excellent reputation for durability and quality. They designed the weight room based off of the blueprint provided for them. They gave us a detailed plan and price list which would best fit the need of students and athletes of Canutillo High School. We have included a plan of the weight room. A price list of each individual item is also attached. A copy of the warranty and specifications is attached.

PRINCIPAL Heruel B

ATHLETIC DIRECTOR Manuel Treviño

FOOTBALL Arthur

VOLLEYBALL Chavez

BOYS BASKETBALL Manuel Treviño

GIRLS BASKETBALL Ron Ballinger

CROSS COUNTRY Chili Estrada

BOYS SOCCER Alex De La Cruz

GIRLS SOCCER Monica Brown

BASEBALL AS

SOFTBALL Chris Edwards

BOYS TRACK AS

GIRLS TRACK Rob

GOLF Tim Bano

CANUTILLO HIGH SCHOOL

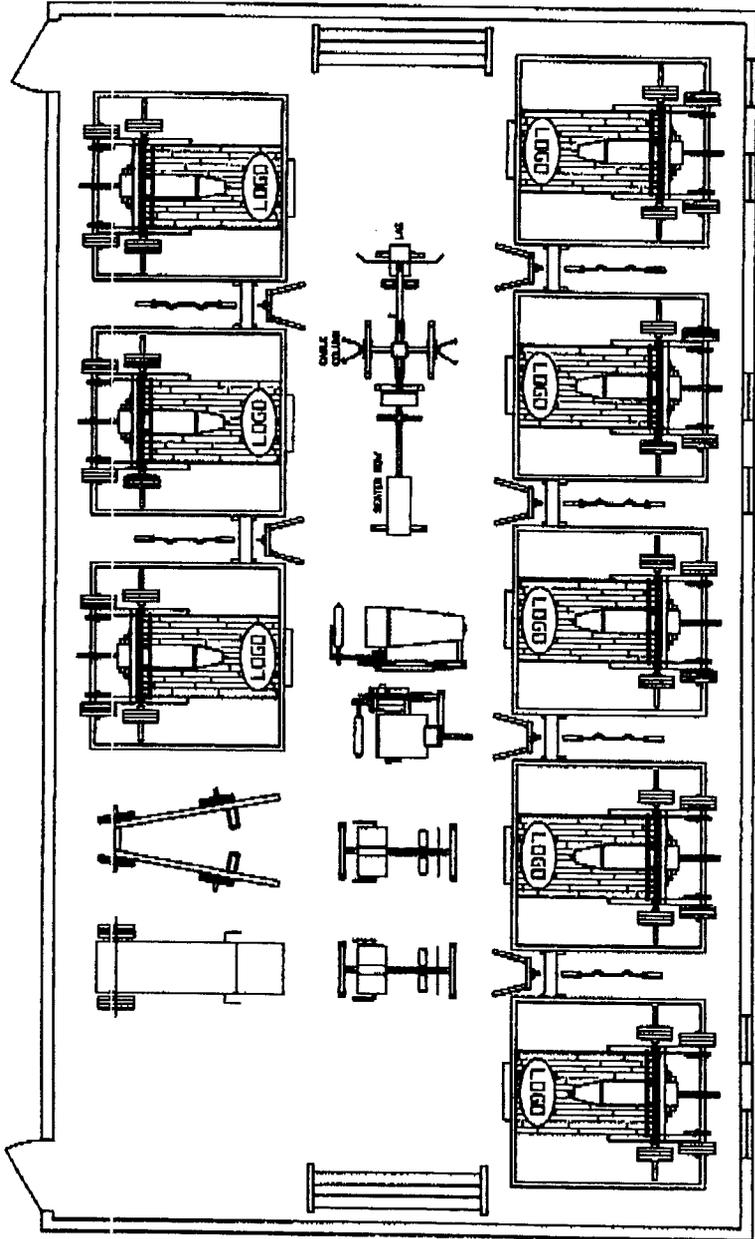
Canutillo, Texas

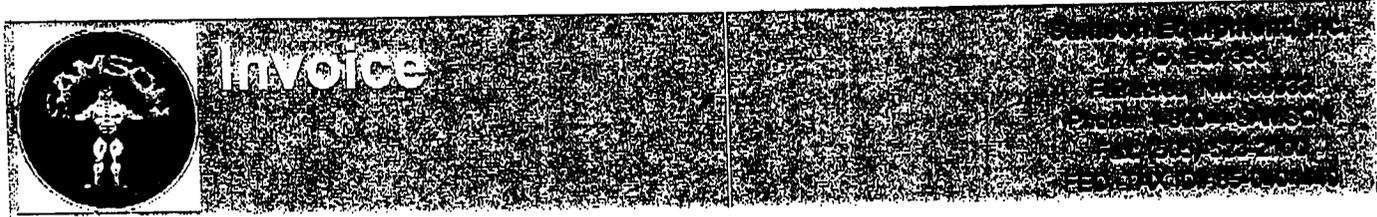
designed by:
Scott Brooks
 HEAD FOOTBALL COACH



Legend

- 1 POWER STATION
- 2 UNILATERAL HIP SLED
- 3 POWER THRUSTER
- 4 GLUTE HAM
- 5 LEG EXTENSION
- 6 LEG CURL
- 7 DUMBBELLS
- 8 PILLAR SYSTEM
Lat, Seated Row, Cable Column
- 9 DIP ATTACHMENT
- 10 CALF PLATE
- 11 CURL BAR





Bill To:

Canutillo High School
 Canutillo, TX

Ship To:

Canutillo High School
 Canutillo, TX

Invoice Date	12/19/2004	Contact Name	Scott Brooks	Customer ID	800
Order ID	2997	Terms		Ship Date	
Quote Date	12/19/2004	Ship Via		PO Number	
Group:					

Prod. #	Description	Notes	Quantity	Unit Price	Line Total
111PSHH	Power Station (3")		8	\$3,495.00	\$27,960.00
OBL	Olympic Lifting Bar		8	\$267.00	\$2,136.00
BUMP45	45# BUMPER PLATE		32	\$89.00	\$2,848.00
BUMP25	25# BUMPER PLATE		16	\$54.00	\$864.00
BUMP10	10# BUMPER PLATE		16	\$39.00	\$624.00
OCSP	Olympic Spring Lock Collars		8	\$9.00	\$72.00
OBC	Olympic Curl Bar (26 lb.) 5ft.		6	\$124.00	\$744.00
DA	Dip Attachment for Power Rack		6	\$165.00	\$990.00
CP	Calf Plate		6	\$140.00	\$840.00
OP	Olympic Plate		4830	\$0.54	\$2,608.20
202	Double Tier Dumbbell Rack (10 pr.)		2	\$675.00	\$1,350.00
DB	Deluxe Dumbbells	5-100/5, 20 PR	1	\$1,878.00	\$1,878.00
926P	Power Thruster operates on lineal ball bearings		1	\$2,095.00	\$2,095.00
112U	Bilateral/Unilateral Hip Sled (Plate Load)		1	\$3,095.00	\$3,095.00
107GH	Glute/Ham Bench (Split Pad)/Lineal		2	\$995.00	\$1,990.00
911	Humped Leg Curl Machine (200 lb.)		1	\$2,195.00	\$2,195.00
910ROM	Leg Ext. with Range of Motion (250 lb.)		1	\$2,495.00	\$2,495.00
MS-816	Multi Station Lat Pulldown (300 lb.)		1	\$1,685.00	\$1,685.00

A SERVICE CHARGE OF 1.5% PER MONTH WILL BE APPLIED TO ALL PAST DUE INVOICES



MS-817	Multi Station Seated Row (300 lb.)	1	\$1,795.00	\$1,795.00
MS-818C	Multi Station Cable Column (250 lb.)	2	\$1,795.00	\$3,590.00
TCPN	TCPN DISCOUNT	1	(\$12,370.84)	(\$12,370.84)
			Dock to Dock Freight	\$498.00
			Total Due	\$49,981.36

A SERVICE CHARGE OF 1.5% PER MONTH WILL BE APPLIED TO ALL PAST DUE INVOICES



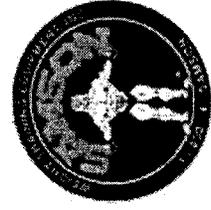
TCPN CONTRACT INFORMATION

Contract:	Sports Equipment
Awarded Vendor:	Samson Equipment, Inc.
TCPN Contract Number:	R4558 (All PO's must reference "Per TCPN Contract")
Contract Expiration Date:	December 31, 2005
Number of Annual Renewals:	2
Approved Products:	Sports Equipment Samson Equipment Catalog
Order Placement:	1. All PO's must be made out to the awarded vendor and reference "Per TCPN Contract." 2. PO's must be sent to the TCPN office by fax, email or mail. 3. TCPN will forward PO to vendor on the same day received.
Pricing:	To be provided by Vendor. Volume discounts may apply and vary depending on manufacturer.
Online Ordering Availability:	No
Primary Vendor Contact:	Samson Equipment, Inc. Scott Schroeder P. O. Box 353 Fairacres, NM 88033 Tel: 800-472-6766 Fax: 505-523-2100 Email: scott@samsonequipment.com
Vendor Website:	http://www.samsonequipment.com
Vendor Information Sheet:	Yes, click here to download.
Vendor MWBE/HUB Status:	Vendor not certified.
TCPN Authorizing Statutes:	Texas Government Code, Title 7, Intergovernmental Relations, Chapter 791 Interlocal Cooperation Contracts, Subchapter B, General Interlocal Contracting Authority, Subchapter C, Specific Interlocal Contracting Authority.

	<p>Arizona Revised Statutes 41-2631 et seq; 41-2632 et seq.; 15-213 et seq; A.A.C. R7-2-1101 et seq. and A.A.C. R7-2-1191 et seq.</p>
<p>TCPN Order Processing:</p>	<p>Tel: 713-744-6356 or Toll-free: 888-884-7695 Fax: 713-744-0648 or Toll-free fax: 800-458-0099 Email: tcpn@tcpn.org</p>

Home

Revised 5/12/04 8:04 AM



SAMSON EQUIPMENT

Custom Weight Training Equipment

BUILT FOR
STRENGTH
SINCE 1970

- ▼ Home
- ▼ Features
- ▼ Free Weights
- ▼ Machines
- ▼ Samson Difference
- ▼ Discounts

SAMSON GENERAL SPECIFICATIONS

Basic Materials

Frame: 3"x3"x.188" square tubing weighing 6.87 pounds per foot, 2 1/2"x2 1/2"x.188 square tubing weighing 5.59 pounds per foot. All flat welds are ground, sanded, and polished to a smooth finish for appearance. All exposed tube ends are capped.

Cables: All machine cables use 3/16" diameter 7x19 galvanized steel aircraft cable that is black nylon coated to 1/4" diameter. Stainless steel thimbles are used for all eyes.

Upholstery: Heavy-duty 40-oz. vinyl used on all items requiring upholstery. Choice of colors available. Upholstery corners are stitched.

Padding: Super 12 lb. density neoprene closed cell padding is used for support. 3/4 " and 1 1/2" plywood is used for support.

Surface Coatings: Baked on Electrostatically Applied Powder Coating cured at 400°-500°. Available in a variety of basic colors at no additional charge. Applied to a minimum of 3 mils thickness. Surfaces are sand blasted and DA sanded prior to painting.

Bearings: Nice 1630-DS precision-ground sealed bearings are used at all hinge points. Powerline 4 1/2" precision ball bearing pulleys are used on all machines. Precision-ground lineal ball bearings ride on 1 1/2", 1 1/4" and 1" Rockwell 70 case hardened shafting.

Stainless Steel Seat & Height Adjustment: Spring-loaded knobs are used for quick and easy adjusting. Telespar, a snug fitting telescoping square tubing, is used for a tight solid feel of stability. All adjustable parts to be made of 304 stainless steel 2"x2"x.188" polished to a bright finish with numbered window system.

Weight Stacks: Weight stacks to be made of Steel, no iron or other alloy material will be substituted. Steel plates will not break or fracture like alloy or iron. All weight stack plates to be painted black with corresponding weight marks clearly visible to the user. Weight plate guide rods are solid 1" round ground rods, Industrial chrome plated, with a surface hardness of Rockwell 70c. All selector plates are machined steel with machined MDS bushings in every plate. All weights are lifted by 7/8" round cold rolled steel selector shafts with bright polished chrome finish.

Scratch Shields: All free weight or plate loaded equipment is available with glyce (UHMW, Ultra High Molecular Weight) shields to help prevent scratching from bars and weights. Black in color.

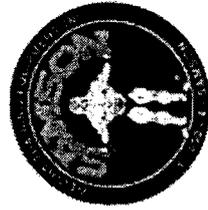
SAMSON Equipment, Inc.

Sales@SamsonEquipment.com
1-800-4 SAMSON (472-6766)
1-505-523-2100

Physical Address: 2901 Armory Road
Las Cruces, NM 88005

Mailing Address: P.O. Box 353
Fairacres, NM 88033

[DHTML Menu / JavaScript Menu Powered By OpenCube](#)



SAMSON EQUIPMENT

Custom Weight Training Equipment

BUILT FOR STRENGTH SINCE 1970

- ▼ Home
- ▼ Features
- ▼ Free Weights
- ▼ Machines
- ▼ Samson Difference
- ▼ Discounts

SAMSON "BUILT FOR STRENGTH" WARRANTY

This Warranty is an express warranty and excludes all other warranties expressed or implied.

SAMSON machines are warranted as follows:

The steel materials and/or workmanship in **SAMSON** machines are warranted for the life of the original owner when used as intended. In the event they fail through no abuse or fault of the owner, please notify **SAMSON Equipment, Inc.** and return the equipment at the owner's expense. **SAMSON Equipment, Inc.** will repair or replace the equipment at **SAMSON'S** option and shall return the same to the owner at **SAMSON'S** expense.

The bearings are warranted for 8 years if used as designed and intended and not abused by the owner.

All other moveable parts are warranted for 8 years if used as designed and intended and not abused by the owner.

The upholstery is warranted for 18 months if used as designed and intended and not abused by the owner.

SAMSON Equipment, Inc.

Sales@SamsonEquipment.com

1-800-4 SAMSON (472-6766)

Physical Address: 2901 Armory Road
Las Cruces, NM 88005

[DHTML Menu / JavaScript Menu Powered By OpenCube](#)

1-505-523-2100

Mailing Address: P.O. Box 353
Fairacres, NM 88033

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item: J.6.

Date: February 11, 2005

Subject: Science and Laboratory Equipment for the new high school RFP # 05-07

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The Finance and Maintenance & Construction Departments have reviewed and evaluated proposals for Science and Laboratory Equipment for the new high school RFP # 05-07. The Departments recommend awarding the proposal as per the attached list (**highlighted areas in yellow indicate award of products**). Total award amount is \$ **150,520.40** for all three vendors.

The Science Lab	-	\$107,255.00
Agro Logistics	-	36,720.00
Sargent Welch	-	6,545.40

This request is for approval as stated in Board Policy CH(Local), any single-item purchase that costs more than \$10,000 shall require Board approval before a transaction may take place.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval of the science and laboratory equipment as presented.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

AYES _____ NAYS _____

January 28, 2005
3:00 pm

Canutillo Independent School District
Science Laboratory Equipment New High School
RFP # 05-07

Description	The Science Lab	Indeco Sales	Agro Logistic Systems	Benz Micro-Scope	Sargent Welch	Total
13 Each – Bench type fume hoods	62,636.00	86,410.00	NO BID	NO BID	75,370.75	62,636.00
13 each – External Blowers	8,496.00	8,700.00	NO BID	NO BID	18,776.00	8,496.00
13 each – Ceiling Mounted Blower Platform	3,900.00	NO BID	NO BID	NO BID	NO BID	3,900.00
7 each - Sterilizers	8,470.00	39,310.00	NO BID	NO BID	23,906.40	8,470.00
7 each - Dishwashers	6,581.00	7,502.00	NO BID	NO BID	41,881.70	6,581.00
4 each – Flammable materials storage cabinet	2,544.00	4,056.00	NO BID	NO BID	2,751.00	2,544.00
4 each – Corrosive materials storage cabinet	2,690.00	4,136.00	NO BID	NO BID	2,751.00	2,690.00
144 each 24" x 60" Tables/Chem Armor sitting height (wood) or	40,250.00	63,784.00	20,592.00	NO BID	29,376.00	No Award
144 each 24" x 60" Tables/1" Solid Apoxy sitting height (wood)	46,858.00	63,204.00	36,720.00	NO BID	43,056.00	36,720.00
12 each Fire Blankets/wall case (pyroglas 60" x 72")	1,348.00	2,548.00	NO BID	NO BID	864.00	864.00
12 each Spill control centers (Acid, caustic, and flammable kits)	8,047.00	8,500.00	NO BID	NO BID	5,681.40	5,681.40
5 each 20 Microscopes wood cabinet (adjustable shelves with lock)	5,425.00	5,180.00	NO BID	NO BID	5,270.00	5,425.00
Cost of Bonds for all of the above	6,513.00	4,400.00	NO BID	NO BID	6,000.00	6,513.00
Total by vendor	203,758.00	297,730.00	57,312.00		255,684.25	Grand Total
	\$ 107,255.00	\$ 36,720.00	\$ 6,545.40	\$ 150,520.40		

Recommend for Award

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item: J.7.

Date: February 11, 2005

Subject: Approval to Purchase Refrigerator Truck for the Food Service Department

Presented By: Tony Reza

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

The Food Service Department has reviewed specifications for the purchase of a refrigerator delivery truck. Quotes are being obtained through the Texas Association of School Board Purchasing Program (Buy Board), which meets the Subchapter B, Section 44.031, Item L of the Texas Education Code. This request is to approve the purchase of a Ford F-650 KOLD KING delivery truck in the amount of \$61,140.00 from *Philpott Motors LTD*. Note, information is being obtain to trade-in the current delivery truck (1996 Ford F-450) and used trade-in value to purchase the new Ford F-650.

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to purchase the delivery truck for the Food Service Department from Philpott Motors Company.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

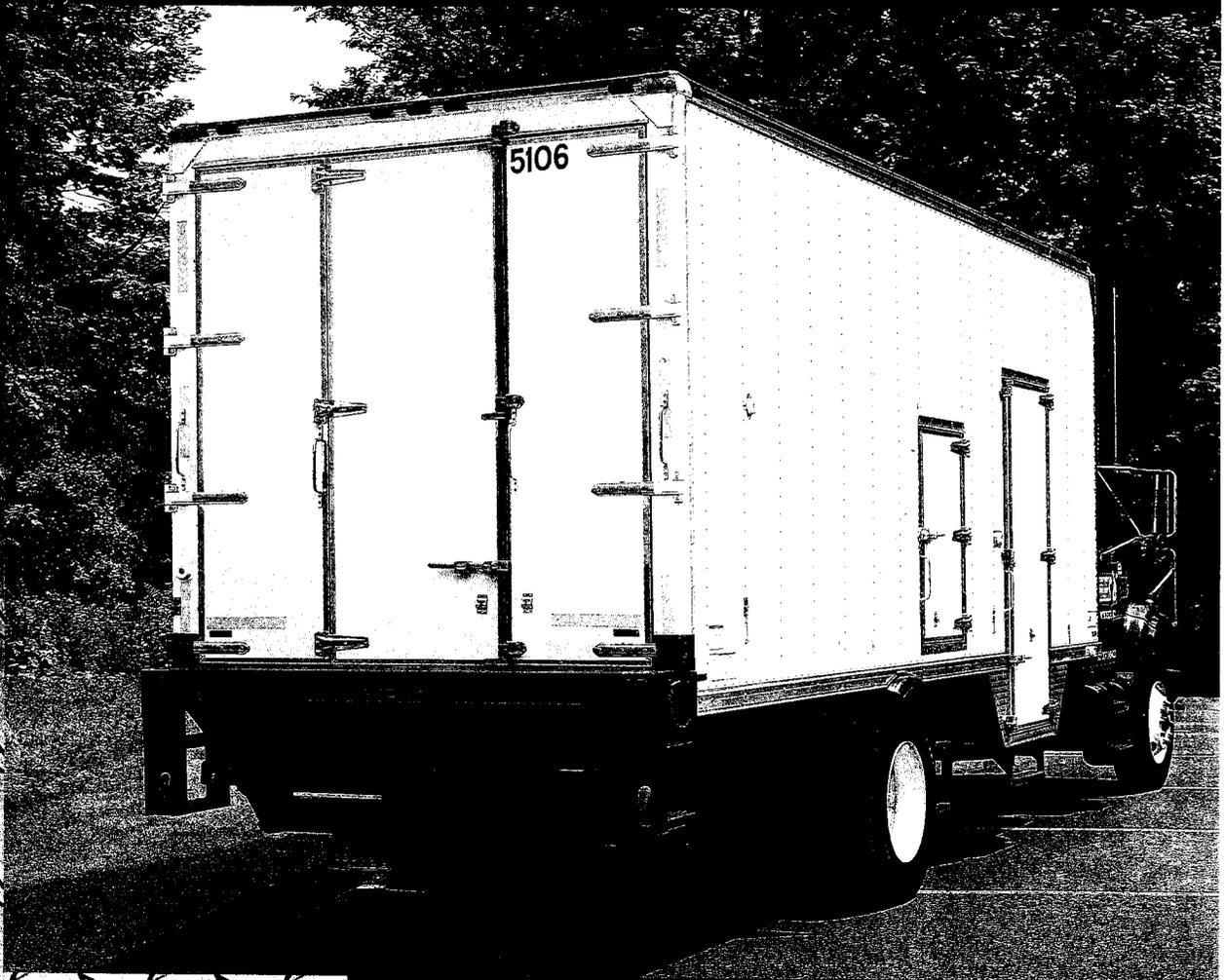
MOTION _____ SECOND _____

AYES _____ NAYS _____

Aluminum Insulated Van Bodies



KOLD KING
XL



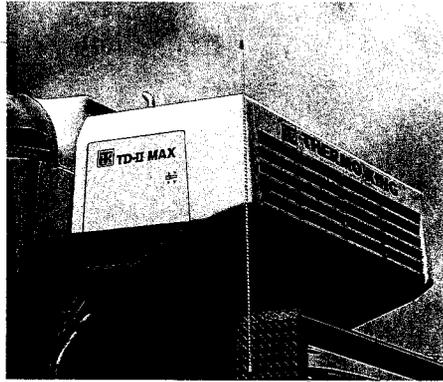
Supreme sets a new standard in thermal efficiency and total product performance.

Popular Options

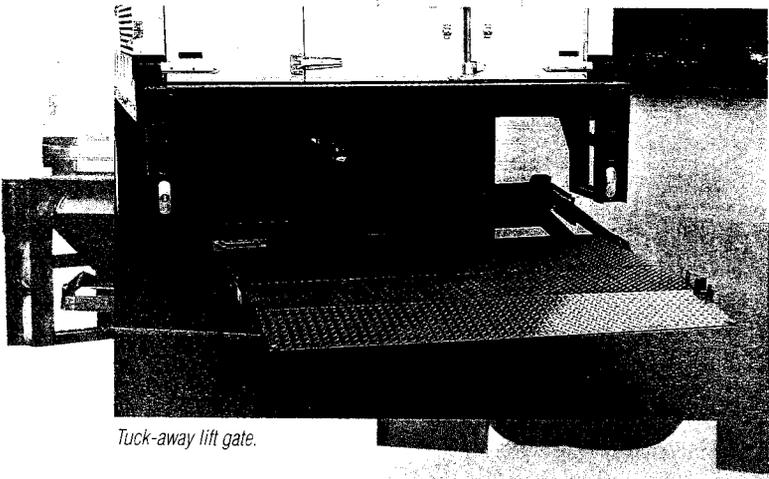
- Custom-designed racks and shelving.
- Portable or stationary bulkheads.
- Wide variety of floors.
- Cold plate refrigeration systems designed to customer requirements.
- Full line of floor extensions and bumpers.
- Liftgate and walk-ramps.



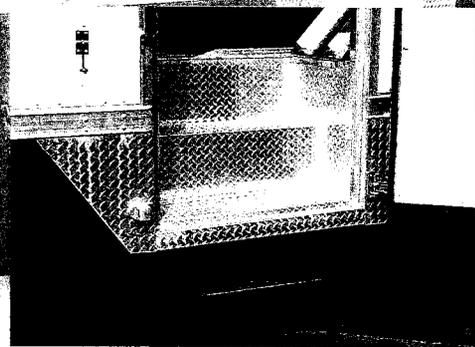
Reach-in door w/slam lock.



Blower or cold plate refrigeration system.



Tuck-away lift gate.



Insulated aluminum recessed stepwell.



16500 CR 38 • P.O. Box 463 • Goshen, IN 46526 • (800)642-4889
No Body Delivers Better Transportation Solutions.

Production and sales facilities throughout the United States including:

Griffin, Georgia (800) 882-6742 • Cleburne, Texas (800) 541-6282 • Riverside, California (800) 827-0753
Jonestown, Pennsylvania (800) 556-6492 • San Antonio, Texas (210) 637-0777 • Houston, Texas (800) 854-8267
Apopka, Florida (800) 448-0338 • Wilson, North Carolina (800) 334-2298 • Smithfield, Rhode Island (800) 556-3848

© 1995 - Supreme Corporation Printed in U.S.A. KK199530M

Pictures and illustrations may show optional equipment. Information is accurate as of the date of this printing, but specifications and equipment are subject to change.

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item: J.8.

Date: February 11, 2005

Subject: Approval of Purchase of FOSS Science Kits for all Elementary Campuses.

Presented By: Dr. Monica Reyes-Garcia

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

This is to request approval to purchase the Delta Science - Full Option Science System (FOSS) and items to refurbish the current kits in stock. These Science kits are curriculum supplies and materials for hands on experiments for K-5th grade through the State Textbook Adoption Program. As stated in Board Policy CH(Local), any single-item purchase that costs more than \$10,000 shall require Board approval before a transaction may take place. This request is to authorized the expenditure of no more than \$50,000 for the remainder of the 2004 – 2005 school year.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval to purchase the FOSS Science Kits and refill kits as approved by the State Textbook Adoption Program.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the Superintendent's recommendation.

MOTION _____ SECOND _____

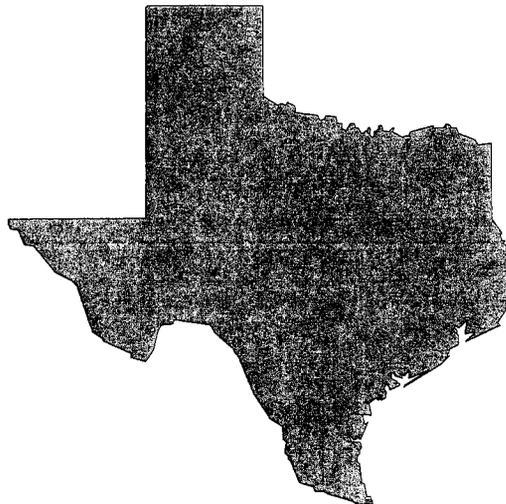
AYES _____ NAYS _____



**Full Option Science System
(FOSS)
Grades K-8**

CORRELATION TO

**Texas
Essential Knowledge
and Skills**



Delta Education

...because children learn by doing.®

Texas Essential Knowledge and Skills For Science

Correlation To Full Option Science System

The following is a correlation of the State of Texas Essential Knowledge and Skills for Science to the Full Option Science System. This correlation shows representative examples of investigations and activities from the FOSS program that address the Essential Knowledge and Skills. A citation does not include all of the investigations or activities from FOSS that might address a particular standard.

NOTE: This correlation contains references to the FOSS Middle School Courses for grades 6-8. Of the courses, Human Brain and Senses, Earth History, Planetary Science, Diversity of Life, Weather and Water, Populations and Ecosystems, and Electronics are completed and included fully in the correlation. The other Middle School Courses, Force and Motion and Chemical Interactions are in various stages of development and are included where their correlation is anticipated.

Kindergarten

TEXAS ESSENTIAL KNOWLEDGE AND SKILL ELEMENT	FOSS INVESTIGATION/ ACTIVITY	PAGE NUMBER (S)
<i>(K.1) Scientific processes. The student participates in classroom and field investigations following home and school safety procedures. The student is expected to:</i>		
(A) demonstrate safe practices during classroom and field investigations; and	All FOSS modules are designed to include safe practices. Where special caution is needed, safety-warning statements are included as in: <u>Fabric</u> , Investigation 1, Part 6	Pages 29-33
(B) learn how to use and conserve resources and materials.	<u>Wood and Paper</u> , Investigation 1, Part 1 Investigation 4, Part 1	Pages 8-14 Pages 8-13
<i>(K.2) Scientific processes. The student develops abilities necessary to do scientific inquiry in the field and the classroom. The student is expected to:</i>		
(A) ask questions about organisms, objects, and events;	<u>Trees</u> , Investigation 1, Part 1 <u>Fabric</u> , Investigation 1, Parts 1-4	Pages 7-14 Pages 6-22
(B) plan and conduct simple descriptive investigations;	<u>Wood and Paper</u> , Investigation 1, Parts 4-5 <u>Animals Two by Two</u> , Investigation 2, Part 1	Pages 24-32 Pages 9-13
(C) gather information using simple equipment and tools to extend the senses;	<u>Fabric</u> , Investigation 1, Part 4 <u>Trees</u> , Investigation 3, Part 5	Pages 20-22 Pages 22-25
(D) construct reasonable explanations using information; and	<u>Animals Two by Two</u> , Investigation 1, Part 2 <u>Wood and Paper</u> , Investigation 1, Parts 4-5	Pages 17-21 Pages 24-32
(E) communicate findings about simple investigations.	<u>Trees</u> , Investigation 3, Part 9 <u>Animals Two by Two</u> , Investigation 1, Part 3	Page 35-40 Pages 22-25
<i>(K.3) Scientific processes. The student knows that information and critical thinking are used in making decisions. The student is expected to:</i>		
(A) make decisions using information;	<u>Wood and Paper</u> , Investigation 1, Parts 4-5	Pages 24-32
(B) discuss and justify the merits of decisions; and	<u>Wood and Paper</u> , Investigation 5, Part 1 <u>Fabric</u> , Investigation 2, Part 4	Pages 8-11 Pages 22-25
(C) explain a problem in his/her own words and propose a solution.	<u>Wood and Paper</u> , Investigation 1, Parts 4-5 <u>Animals Two by Two</u> , Investigation 4, Part 4	Pages 24-32 Pages 20-23
<i>(K.4) Scientific processes. The student uses age-appropriate tools and models to verify that organisms and objects and parts of organisms and objects can be observed, described, and measured. The student is expected to:</i>		
(A) identify and use senses as tools of observation; and	<u>Fabric</u> , Investigation 1, Part 1 <u>Trees</u> , Investigation 1, Part 1	Pages 6-11 Pages 7-14
(B) make observations using tools including hand lenses, balances, cups, bowls, and computers.	<u>Fabric</u> , Investigation 1, Part 4 <u>Trees</u> , Investigation 3, Part 5	Pages 20-22 Pages 22-25

K.5) Science concepts. <i>The student knows that organisms, objects, and events have properties and patterns. The student is expected to:</i>		
(A) describe properties of objects and characteristics of organisms;	<u>Wood and Paper</u> , Investigation 3, Part 1 <u>Animals Two by Two</u> , Investigation 4, Parts 1-2	Pages 8-12 Pages 8-15
(B) observe and identify patterns including seasons, growth, and day and night and predict what happens next; and	<u>Trees</u> , Investigation 3, Parts 1-9 Science Stories <u>Animals Two by Two</u> , Investigation 5, Parts 1-3	Pages 10-40 Pages 14-17, 18-21, 22-24 Pages 10-24
(C) recognize and copy patterns seen in charts and graphs.	<u>Fabric</u> , Investigation 2, Part 4 <u>Wood and Paper</u> , Investigation 1, Part 5	Pages 22-25 Pages 28-32
K.6) Science concepts. <i>The student knows that systems have parts and are composed of organisms and objects. The student is expected to:</i>		
(A) sort organisms and objects into groups according to their parts and describe how the groups are formed;	<u>Animals Two by Two</u> , Investigation 1, Part 4 <u>Trees</u> , Investigation 2, Parts 1-3 <u>Fabric</u> , Investigation 1, Parts 1-2	Pages 26-29 Pages 6-19 Pages 6-15
(B) record observations about parts of plants including leaves, roots, stems, and flowers;	<u>Trees</u> , Investigation 1, Part 1 Investigation 3, Parts 1-9 Science Stories	Pages 7-14 Pages 10-40 Pages 14-17, 18-21, 22-24
(C) record observations about parts of animals including wings, feet, heads, and tails;	<u>Animals Two by Two</u> , investigation 1, Parts 1-4 Science Stories Investigation 5, Parts 1-4 Science Stories	Pages 1-32 Pages 3, 4-7 Pages 1-28 Pages 20-24
(D) identify parts that, when separated from the whole, may result in the part or the whole not working, such as cars without wheels and plants without roots; and	<u>Fabric</u> , Investigation 1, Part 4 <u>Trees</u> , Investigation 1, Part 1	Pages 20-22 Pages 7-14
(E) manipulate parts of objects such as toys, vehicles, or construction sets that, when put together, can do things they cannot do by themselves.	<u>Wood and Paper</u> , Investigation 2, Parts 3-4 Investigation 3, Part 3	Pages 16-23 Pages 18-21
K.7) Science concepts. <i>The student knows that many types of change occur. The student is expected to:</i>		
(A) observe, describe, and record changes in size, mass, color, position, quantity, time, temperature, sound, and movement;	<u>Trees</u> , Investigation 3, Parts 1-9 Science Stories <u>Animals Two by Two</u> , Investigation 2, Part 2 Investigation 5, Parts 1-4 Science Stories	Pages 10-40 Pages 14-17, 18-21, 22-24 Pages 14-17 Pages 1-28 Pages 20-24
(B) identify that heat causes change, such as ice melting or the Sun warming the air and compare objects according to temperature;	<u>Animals Two by Two</u> , Investigation 5, Part 1	Pages 10-15
(C) observe and record weather changes	<u>Trees</u> , Investigation 3, Parts	Pages 10-40

from day to day and over seasons; and	1-9 Science Stories	Pages 14-17, 18-21, 22-24
	<u>Air and Weather</u> , Investigation 2, Parts 1-4*	Pages 8-27
	<u>Air and Weather</u> , Investigation 4, Parts 1-2*	Pages 8-18
(D) observe and record stages in the life cycle of organisms in their natural environment.	<u>Trees</u> , Investigation 3, Parts 1-9 Science Stories	Pages 10-40 Pages 14-17, 18-21, 22-24
	<u>Animals Two by Two</u> , Investigation 5, Parts 1-4 Science Stories	Pages 1-28 Pages 20-24
(K.8) Science concepts. <i>The student knows the difference between living organisms and nonliving objects. The student is expected to:</i>		
(A) identify a particular organism or object as living or nonliving; and	<u>Trees</u> , Investigation 1, Part 2 <u>Animals Two by Two</u> , Investigation 5, Part 1	Pages 15-19 Pages 10-15
(B) group organisms and objects as living or nonliving.		

* This module was developed for use in either grade one or two.

(K.9) Science concepts. <i>The student knows that living organisms have basic needs. The student is expected to:</i>		
(A) identify basic needs of living organisms;	<u>Animals Two by Two</u> , Investigation 4, Part 4 <u>Trees</u> , Investigation 1, Part 2	Pages 20-23 Pages 15-19
(B) give examples of how living organisms depend on each other; and	<u>Trees</u> , Investigation 1, Part 1 Investigation 3, Parts 1-2 <u>Animals Two by Two</u> , Investigation 4, Part 4	Pages 7-14 Pages 10-14 Pages 20-23
(C) identify ways that the Earth can provide resources for life.	<u>Trees</u> , Investigation 1, Part 1 Investigation 1, Part 2	Pages 7-14 Pages 15-19
(K.10) Science concepts. <i>The student knows that the natural world includes rocks, soil, and water. The student is expected to:</i>		
(A) observe and describe properties of rocks, soil, and water; and	<u>Pebbles, Sand, and Silt</u> , Investigation 1, Parts 1-5* FOSS Science Stories	Pages 8-29 Pages 3-9, 20-23
(B) give examples of ways that rocks, soil, and water are useful.	<u>Pebbles, Sand, and Silt</u> , Investigation 3, Parts 1-5* FOSS Science Stories	Pages 8-29 Pages 16-19

* This module was developed for use in either grade one or two.

**Canutillo Independent School District
Office of the Superintendent
Post Office Box 100
Canutillo, Texas**

Agenda Item: J.9.

Date: February 11, 2005

Subject: Approval to purchase "High Schools That Work" Program

Presented By: Jose Lopez & Jan Massey

Consent Agenda: X

ACTION

1. BACKGROUND INFORMATION:

As stated in Board Policy CH (Local), any single-item purchase that costs more than \$10,000 shall require Board approval before a transaction may take place. This request is to approve the purchase of the "High Schools That Work" (HSTW) model of school reform program in the amount of \$37,015. This program is intergraded with the Comprehensive School Reform grant that the district recently received. This program works to raise student achievement by changing school and classroom practices

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends approval to purchase the "High Schools That Work" program.

3. BOARD ACTION REQUESTED:

The Board of Trustees approves the purchase as recommended by the Superintendent.

MOTION _____ **SECOND** _____
FOR _____ **AGAINST** _____

**FIRST YEAR CONTRACT BETWEEN
THE SOUTHERN REGIONAL EDUCATION BOARD/*HIGH SCHOOLS THAT WORK*
AND THE CANUTILLO INDEPENDENT SCHOOL DISTRICT**

Canutillo High School (CHS) proposes to use the Southern Regional Education Board (SREB)/*High Schools That Work (HSTW)* model of school reform as authorized under the federal Comprehensive School Reform Program. SREB/*HSTW* has committed to work with CHS in its efforts to raise student achievement by changing school and classroom practices. This document constitutes the contract for the services to be provided by SREB/*HSTW* for the first year.

ALIGNMENT OF EFFORTS

High Schools That Work requires coordination of efforts between schools, district offices, school boards and state departments of education. Schools must develop action plans to address needs that may require school district support and possible school board policy changes. *HSTW* requires schools and districts to work together to raise expectations for students. These efforts may include such items as raising graduation requirements, adopting alternative daily schedules, providing released time for staff development or other actions to allow a school to adequately address the key practices of *HSTW*.

The Southern Regional Education Board uses research based upon experiences of high performing and most improved *High Schools That Work* sites to impact policies at the state and national levels. Schools participating in this project become part of an overall research project to assist states in the development of policies addressing low-performing schools. Schools should also enlist the support of state and regional education agencies in efforts to raise student achievement.

SERVICES TO BE PROVIDED BY SREB/*HSTW*

Description of each service appears on the following pages of this contract.

1. Two-day Orientation Workshop
2. Three-day Technical Assistance Visit
3. Two-day Site Development Workshop
4. Three days of on-site coaching with additional electronic and telephone support
5. Participation in the NAEP-linked *HSTW* Assessment for seniors and faculty survey
6. Participation in the *HSTW* ninth grade student survey
7. School-specific staff development focused on Literacy unless other topics determined from the Technical Assistance Visit. The staff development will be in a format determined by the school.
8. Participation in SREB's Leadership Initiative
9. Registration for eight for the *HSTW* Staff Development Conference and a Pre-conferences
10. SREB Resource Materials

ATTAINMENT OF BENCHMARKS

High Schools That Work has established “Benchmarks for New and Maturing Sites” to provide schools with clear goals for achievement. Each service provided in contracts should assist schools in developing plans, implementing actions, monitoring success and making adjustments to meet the benchmarks. Each school should have, within its goals for improvement, plans to meet the *HSTW* goals and established benchmarks for success.

PARTICIPATION IN THE *HSTW* NETWORK

In addition to services within each contract, all *HSTW* sites are encouraged to participate in the overall network. Participation in national workshops and state meetings, along with visits to high-performing sites, are just a few ways schools can participate in the *HSTW* network. Many schools may also be eligible to participate in specific project activities including the Urban Initiative and the Making Schools Work project for rural middle and high schools. **Schools should use grant funds not included in this contract to finance participation in these activities.**

Schools in the Comprehensive School Reform project should also participate in SREB’s Leadership Initiative. This project links schools, districts, state leadership academies and postsecondary institutions together to provide training for aspiring school leaders. Schools may contact their consultant for additional information on this project.

Following completion of the grant cycle, schools should plan activities as a part of the national network. These activities will include, but are not limited to, annual participation in the *HSTW* Staff Development Conference, national workshops and state meetings and administering the *HSTW* Assessment and faculty survey every other year. Comprehensive School Reform requires schools to document sustainability of efforts after the grant, and *HSTW* provides a network for this to occur.

ELECTRONIC COMMUNICATIONS

All schools participating in the CSR project must meet minimum requirements for communicating electronically with the *HSTW* consultant, SREB and the network as a whole. Minimum requirements include at least one e-mail address that is checked on a daily basis. SREB communicates frequently with schools via e-mail, and all schools become part of a listserv linking schools in the CSR project.

SREB recommends schools also have access to video-conferencing technology, and plans call for future delivery of staff development via distance learning. Schools should consider using a portion of the grant funding to purchase this technology if current access does not exist.

SREB'S LEADERSHIP INITIATIVE

SREB and national research have found school leadership key to reform in a school. Because of this research, SREB has developed a series of workshops for school leaders, prospective leaders and teacher leaders. Schools in the CSR project will have a team participate in at least one strand of this initiative. The *HSTW* Leadership Workshop Series encourages effective efforts to improve student achievement. These efforts are expected from the school, district and teacher leadership. This workshop series is designed to develop school and teacher leaders who can facilitate faculty teams in their work to accelerate student learning. Participants will attend the series of three-day workshops in school teams that include the principal, site coordinator, a district leader, the school's literacy coach and a guidance counselor.

The goal of the leadership series is to develop school and teacher leaders who can facilitate faculty teams in their work to accelerate student learning. Sessions will focus on developing school-wide faculty study teams, using data for school improvement, and engaging the faculty in implementing effective school and classroom practices.

The series includes sessions on identifying essential standards and key learning concepts, using assessments to guide instructional practice, and engaging students in challenging assignments. Teams will learn to use performance data to design and implement school-wide professional development based on performance standards and student achievement data.

LITERACY AND NUMERACY COACHES

Schools adopting *High Schools That Work* agree to mount an ongoing, school-wide literacy initiative in year one and a school-wide numeracy initiative in year two. During year one, *HSTW* will work with each school to develop a literacy coach. Each site's literacy coach will continuously work with teachers in using reading and writing for learning across the curriculum in ways that advance students' knowledge and reading skills in each discipline. The literacy coach will:

- work with all teachers to develop guidelines for a school-wide reading/literacy campaign in which students read 10-12 books (or the equivalent) in English/language arts and another 10-15 books (or the equivalent) across the curriculum each year;
- work with English/language arts teachers to incorporate new instructional strategies;
- help prepare academic and career/technical teachers to use reading and writing for learning strategies to help students master the content knowledge in their fields of study;
- present reading and writing across the curriculum strategies at faculty meetings and during mini-staff-development sessions during the school day (such as planning periods);
- work with school leaders and teachers to communicate to parents the importance of the school-wide literacy initiative;
- work with all teachers to have students do a major research paper in each course on a topic chosen within the context of each course, using grade level guidelines;
- work with all teachers to have students do weekly writing assignments in each class using grade-level rubrics;

- help identify reluctant/struggling readers and arrange special instruction and extra help for them; and
- organize literacy seminars where interdisciplinary groups of students and teachers will gather to analyze literacy connections and concepts embedded in the curricula.

Following the same framework as literacy, each school agrees to implement a numeracy initiative across the curriculum in the following year. *HSTW* will work with the school to identify and train a numeracy coach. Each site's numeracy coach will work with teachers in using mathematics for learning across the curriculum in ways that advance students' knowledge in each discipline. The numeracy coach will:

- work with mathematics teachers to incorporate new instructional strategies;
- work with non-mathematics teachers to use graphing calculators and to incorporate mathematical concepts into their content areas;
- work with career/technical teachers to develop two hours of mathematics homework each week that helps students use mathematical knowledge and skills to solve the kinds of problems found in the workplace;
- team-teach lessons with other teachers in classes that involve a numeracy component;
- lead the faculty in identifying opportunities to apply quantitative reasoning to each high school course;
- help identify students who need extra help to meet course standards;
- present mathematics across the curriculum strategies at faculty meetings and during mini-staff-development sessions during the school day (such as planning periods);
- organize numeracy seminars where interdisciplinary groups of students and teachers will gather to analyze mathematics connections and concepts embedded in the curricula; and
- monitor the effectiveness of various initiatives in mathematics, including double-dosing and extra help.

WHAT SCHOOLS AGREE TO DO TO SUPPORT IMPLEMENTATION OF HIGH SCHOOLS THAT WORK

- Promote a vision of high achievement for all students among faculty and staff, parents, students, and community members.
- Begin the implementation of a three-year school improvement plan to support *High Schools That Work* goals and key practices and to eliminate or dramatically reduce the number of students who complete the general education track.
- Use your committee or team structure to develop and carry out your school improvement plan.
- Support academic and vocational teachers with site-focused staff development activities, along with participation in training at local, state and national workshops, including the *HSTW* Staff Development Conference.
- Give teachers the encouragement and flexibility to define problems and to change what and how they teach.

- Organize teams of academic and vocational teachers, along with parent and community participation, to raise student achievement.
- Give students access to modern, rigorous vocational courses, either at the high school, the vocational center, a post secondary institution or work sites organized for learning. Site leaders must be willing to work closely with employers and two-year post secondary institutions.
- Promote student participation in a system of school-based and work-based learning that integrates academics with applied learning.
- Promote student participation in the Award of Educational Achievement as a way to strengthen students' transition into meaningful employment.
- Have active administrative (principal) involvement in staff development, committee assignments and other activities.
- Be an active member of a state and multi-state network for information and idea sharing.
- Participate in the assessment program, and use assessment data as a major source of information to identify problems and to develop action plans for solving them.
- Regularly communicate progress and expectations to the community.
- The school shall appoint a site coordinator to:
 - monitor progress in meeting action-plan objectives;
 - regularly inform the *HSTW* school improvement consultants, the superintendent and the school board of progress toward action-plan objectives;
 - work closely with the principal to help schools carry out the key practices;
 - work with system- and school-level staff-development coordinators to create a site-focused staff development plan that provides quality training through use of local, state and national meetings and resources;
 - coordinate frequent meetings of committees and teams;
 - coordinate the *HSTW* data collection process;
 - integrate *HSTW* goals and key practices with other school improvement efforts and system-wide strategic plans;
 - produce an annual report and other information as requested by SREB; and
 - maintain a portfolio of progress documenting all actions taken to achieve the goals of *HSTW* during involvement in the CSR project.
- Schools must make progress to get at least 85 percent of all students to meet the recommended *HSTW* curriculum:
 - at least four credits in English courses with the content and performance standards of college-preparatory English;
 - at least four credits in mathematics courses, including Algebra I, geometry, Algebra II and a higher-level mathematics course such as trigonometry, statistics, pre-calculus, calculus or The College Board's Pacesetter Mathematics;
 - at least three credits in science, including at least three college-preparatory courses such as biology, chemistry, physics or applied physics, or anatomy/physiology;

- at least three college-preparatory social studies courses that require frequent reading and writing on historical and contemporary issues and events;
- a required higher-level mathematics course in the senior year (data from the *HSTW* Assessment indicates that a high percentage of youth in urban districts take neither mathematics nor science in their senior year);
- a concentration of academic courses, career/technical courses, or a combination of academic and career/technical courses; and
- proficiency in a variety of computer applications such as word processing, database management, spreadsheet preparation, PowerPoint/multi-media presentations, e-mail and Web-based research used to complete assignments in both academic and career/technical classes throughout high school.

**WHAT SCHOOL DISTRICTS AGREE TO DO TO SUPPORT
IMPLEMENTATION OF *HIGH SCHOOLS THAT WORK***

- Allow school personnel (and encourage district personnel) to participate in *HSTW* staff development.
- Have district personnel participate on *HSTW* committees at the school.
- Assist the school in implementation of *HSTW* key practices.
- Promote a vision of high student achievement.
- Assist school personnel in developing presentations to the school board that may result in new policies that support efforts to raise expectations.
- Encourage coordination between the school and its feeder schools.
- Require periodic updates from school staff as to implementation progress.
- Review Technical Assistance Visit Reports to assist the school in developing improvement plans.
- Communicate with state CSR contacts on a regular basis.
- Assist schools in efforts to improve transitions from middle grades to high school and from high school to post secondary success.
- Ensure prompt payment to SREB for services provided within this contract (see payment schedule below).

**WHAT TEACHERS AGREE TO DO TO SUPPORT
IMPLEMENTATION OF *HIGH SCHOOLS THAT WORK***

- Participate actively in all staff development opportunities at the school and in follow-up by attempting to implement strategies in their classrooms.
- Participate in focus teams that will plan and implement action strategies for school improvement.
- Maintain evidence files through lesson plans, student work, assessment activities, projects, etc., that show efforts to actively engage students, and implement strategies learned in staff development.
- Participate in national workshops and visits to outstanding sites to learn strategies.

Teachers will then return to the school and develop a plan to present learned items to entire faculty.

- Take necessary steps to attain the vision of all students completing a challenging academic core of courses and a career or academic major.
- Emphasize, on a continuing basis, the concept that effort creates ability.
- Develop plans focused on literacy that will get students to read and write almost daily in every classroom.

WHAT SCHOOL LEADERS AGREE TO DO TO SUPPORT IMPLEMENTATION OF *HIGH SCHOOLS THAT WORK*

- Participate in all staff development opportunities at the school.
- Review teacher evidence files to ensure that staff development activities are being implemented in the classroom.
- Establish, communicate and implement follow-up procedures for all staff development.
- Work to help create model classrooms where teachers can observe master teachers using instructional strategies that actively involve students.
- Work with the teacher leadership committee to develop school policies that raise expectations, including graduation requirements, attendance policies, behavior expectations, etc.
- Strive to become instructional leaders by modeling effective instruction, assisting with planning and delivery of staff development, and recognizing outstanding instructional strategies used by teachers.
- Observe teachers, both formally and informally, in the classroom and become proficient in recognizing quality instructional practices.

DESCRIPTION OF SERVICES

ORIENTATION WORKSHOP

The goals of an orientation workshop led by a *HSTW* consultant are to:

- help school administration gain a clear understanding of the improvement process and develop a plan for all first year activities at the school;
- introduce *High Schools That Work* to the school district and community;
- provide school staff a more thorough overview of the key practices;
- provide an opportunity to answer the “What’s in it for me?” questions for all staff members;
- gain an initial understanding of the school and potential obstacles to improvement;
- assist school administration in planning for the Technical Assistance Visit and Site

development Workshop and to plan other services during the first year;
help school leaders understand all contracted services; and
provide the *HSTW* consultant with a copy of the grant application.

Proposed Agenda:

One

- Extended meeting with school administration (and site coordinator if selected) to plan the first year of implementation. Determine dates for activities, potential team members for the Technical Assistance Visit, Site Development Workshop goals and framework, and procedures for initial assessment.
- Meet with district leadership to provide an overview of *High Schools That Work* and enlist support for the reform initiative.
- Tour all facilities to gain a better knowledge of the school, and attempt to determine the school's relationship with feeder schools.
- Meet with a group of students to discuss *High Schools That Work* and to address their concerns about the school.
- Lead an after-school faculty meeting to orient staff to the *High Schools That Work* model and to provide an overview of the first year of implementation.
- Present to the local school board and/or parents' organization an overview of *HSTW*.

Day Two

- Provide all staff members an opportunity to meet with the facilitator during planning periods to discuss personal issues in regard to implementation of the model. Special time may be set aside to meet with teacher's union personnel to discuss potential obstacles.
- Other activities deemed appropriate by school officials.

As with all of our workshops, the agenda may be modified to better fit the needs of the school.

TECHNICAL ASSISTANCE VISIT (TAV)

The TA visit is a three-day audit of school and classroom practices using the key practices of *High Schools That Work* as the lens. A team of educators will review all school data, including the grant application. They will observe in classrooms, interview members of the school community and develop a report for the school to use in developing/adjusting improvement plans. TA team members will include:

- consultant from *HSTW* as team leader;
- superintendent or principal from *HSTW* sites;
- state department of education representatives;
- district leaders;

- classroom teachers in each of the core content areas and at least one career/technical area from neighboring districts;
- local business members;
- representatives from post secondary institutions;
- feeder school administrators; and
- parents.

An experienced *HSTW* educator will also participate on teams in non-*HSTW* states.

The TA team will meet after school on the first day to receive training and to review all available data pertaining to the school. The school will then make a presentation to the team on progress made toward addressing the key practices and will alert the team to specific areas of concern. On the second day, the TA team will observe classes and conduct interviews with school leaders, district leaders, academic teachers, career/technical teachers, students, guidance counselors, parents and other community members. During the second evening, the team will prepare a report outline on progress made to address the 10 key practices.

Each report includes a set of outstanding practices the school has adopted, planned next steps and challenges to address. Each challenge includes potential actions a school can take using information from other sites within the *HSTW* network. Actions include contact information and additional resources for a school to use in development of their plan to address challenges.

On the third day, the team debriefs school and district personnel on the findings within the report and answers questions regarding information used. Following the debriefing, the team leaders will craft a report for the school and district to use in developing a plan to improve student achievement.

The purpose of a TA visit is to help school leaders and teachers identify changes needed to achieve the *High Schools That Work* program goals. This involves improved achievement for all students through blending high-level academic and technical studies. Keeping this in mind, sites should view the TA visit as an opportunity to engage administration and faculty in examining the progress or lack thereof in changing school and classroom practices to improve student achievement. The faculty should view the *HSTW* team as a group of “critical friends” who will examine what the school is doing well and will identify a set of challenges and potential actions to take for continuous progress.

The *HSTW* consultant will provide one day of follow-up coaching to assist the school in using the report to improve student achievement. Follow-up will occur after the school receives their final report and will include an opportunity for staff to review the report and discuss potential actions.

The TAV contract fee covers all costs for the *HSTW* team leader, experienced educator (in non-*HSTW* states), producing the TAV report and the one day follow-up visit. Schools should note

that additional costs may be associated with the visit (i.e. hotel rooms for team members other than the leader and state department personnel, stipends for substitute teachers, meals, etc.). SREB develops contracts that ensure schools have remaining funds from their grants to pay these costs. The SREB contract does not include these peripheral costs. In many cases mutual arrangements can be made between the host school and participating sites to offset these costs. In *HSTW* states, the *HSTW* state coordinator may be of assistance.

SITE DEVELOPMENT WORKSHOP

The two-day workshop will be conducted by an SREB/*HSTW* consultant for the entire faculty (with administrators) and may include community members, parents, employers and district leadership. The workshop introduces faculty to *HSTW* goals and key practices while reviewing action steps other schools within the network have taken to address each key practice. The purpose of this workshop is to assist each school in developing a site action improvement plan to advance the achievement of students. The entire faculty will work in small interdisciplinary teams to look at the status of current school and classroom efforts regarding each *HSTW* key practice and to explore actions they can take to more fully implement the key practices. As a consequence of the workshop, they will begin to build a consensus for the changes in school and classroom practices that need to be made.

Following review of the key practices, along with school and classroom practices, participants will form focus teams to begin development/review of school improvement plans to incorporate ideas discussed.

Schools must complete a school improvement plan with specific actions and timelines within 30 days of the site development workshop. School teams should present their plans to the local school board for endorsement and forward a copy of the plans to their *HSTW* consultant for continuous review and revision as new data becomes available.

COACHING SUPPORT

A *HSTW* consultant will provide support to coordinate all services to the school and district. In addition to leading the site development workshop and technical assistance visit, the consultant will work with school staff to mentor principals to become instructional leaders. The consultant will work with site coordinators and principals to develop action agendas for faculty and committee meetings and will assist literacy and numeracy coaches in providing structured feedback to teachers. The consultant will also:

- assist the school leadership teams with continuous planning and using data for improvement;
- work with principals and coaches to build capacity to sustain school improvement efforts;
- help schools determine and coordinate professional development needs;
- help faculty with follow-up activities to maximize professional development;

- provide coaching that continuously focuses on improving instruction and helping students complete quality work;
- help the schools identify curriculum materials and products that will further their instructional efforts; and
- connect school personnel with other schools within the network that have addressed similar challenges.

Each CSR school's *HSTW* consultant will provide on-site, electronic and telephone support for the school. Contracts will include a specific number of days of on-site support. School leaders and the *HSTW* consultant will plan the activities for each coaching visit to best meet the needs of the school. Activities may include, but are not limited to:

- follow-up to technical assistance visits, assessments or staff development;
- assistance with planning for visits, staff development, assessments or scheduling;
- meeting with focus teams to plan actions;
- working with groups of teachers to look at student work as a method of determining if work meets standards;
- observing classrooms, including verifying demonstration classrooms;
- assisting school leaders in using walk-through observation instruments; and
- helping school leaders plan activities for change.

Each coaching visit will include a follow-up letter detailing actions taken, recommended next steps and plans for future visits. Follow-up letters will go to the school's principal with copies forwarded to the superintendent and SREB offices.

In addition to on-site support, *HSTW* consultants will support schools through telephone conference calls and e-mails. This support may be to address specific needs of the school or to garner information on progress made.

HSTW NAEP-LINKED ASSESSMENT

This assessment, based on the National Assessment of Educational Progress (NAEP), is typically administered to a random sample of 100 or all seniors. Students are assessed in reading, mathematics and science in both open-response and multiple choice formats. In addition to the assessment, students complete an extensive survey of experiences during their four years of high school. Faculty members also complete a survey of school and classroom practices. Assessment results link achievement in reading, mathematics and science to survey results. The school will receive a composite site report that includes data from their school, the overall network and high achieving schools with similar student populations. *HSTW* NAEP-linked Assessment is required in years one and three and recommended for year two.

HSTW SURVEY FOR FRESHMEN

Schools will participate in *HSTW* Survey of students in the ninth grade. This survey provides school personnel with data on students' perceptions of their experiences at school. By using this information in conjunction with state assessment data, schools can make informed decisions for school improvement and analyze trends over time. The ninth grade student survey focuses on student experiences during the transition from middle grades to high school and includes questions related to courses taken as ninth graders, teachers' expectations of them, literacy experiences and the extent to which they use essential habits of success. Contracted sites administer the survey to random samples of 100 students in the freshmen classes. (Schools with fewer than 100 freshmen administer survey to the entire class.) Survey results will be provided by SREB as a separate report and SREB recommends that schools include feeder middle grades schools in the analysis of the ninth grade survey results.

SCHOOL-SPECIFIC STAFF DEVELOPMENT

HSTW research has found weaknesses in the use of effective instructional practices at the high school level. All staff (including administration) will participate in staff development focused on improving instruction. The recommended format for such workshops is two days at the school site for all faculty to participate. Due to school calendars and negotiated teacher contracts, this format may not be possible at a school. For that purpose each school may use the funds in this category to pay for registration at various *High Schools That Work* National Workshops. The funds are limited to registration and cannot be used to cover travel expenses. Schools will have a total of \$3,500.00 to use in any manner to provide staff development during each year of the contract. This will include the fees necessary for participation in at least one Leadership Strand (see note below). The following figures indicate approximate costs for each activity.

- Two day workshop at the school site: \$3,500.00
- One day workshop at the school site: \$1,750.00
- Registration to National Workshops: Varies dependent on the workshop*
- Leadership Strand: \$1,750.00 per strand

** If the national workshop format is used, teams of teachers attending must develop a plan detailing how they will share information learned with other staff members at the school and share this plan with their school improvement consultant.*

*****HSTW* has found that development of teacher leadership is an essential aspect of ongoing school improvement. For this reason, schools in the Comprehensive School Reform program will participate in at least one strand of SREB's Leadership Initiative. Schools will use part of the \$3,500.00 to register for these workshops.**

The *HSTW* consultant will provide coaching follow-up support for the school and the principal to ensure implementation of strategies in classrooms. In certain situations, the topic for site-

specific staff development may change to meet specific needs of a school.

First year sites are encouraged to focus on literacy as a priority for staff development. Schools may use their School Improvement Plan, *HSTW* Technical Assistance Visit report, *HSTW* assessment data and school-based data to determine alternative topics for staff development. SREB/*HSTW* has a number of experienced staff developers who can provide training on a range of topics including:

- aligning teacher assignments, student work and assessments;
- analyzing power standards to determine what students need to know and be able to do and to move standards into instruction;
- using project-based learning;
- using real-world problems for engaging students in learning algebra and geometry;
- using cooperative learning strategies;
- improving student-centered instruction;
- training teachers as advisors;
- planning and implementing ninth-grade catch-up academies;
- training teachers to adopt The College Board Pacesetter English curriculum for seniors and ninth-graders and the Pacesetter mathematics curriculum for seniors;
- integrating mathematics and reading into career/technical classes;
- preparing schools to implement career academies in grades 10 through 12;
- preparing school and teacher leaders to create a climate of higher expectations;
- integrating technology into classroom instruction;
- classroom management;
- effective use of extended class periods;
- mastery approaches to instruction; and
- whole-faculty study groups.

SREB/*HSTW* has a number of partners we work with to train teachers on related curriculum materials – e.g., The College Board, Project Lead the Way for a pre-engineering curriculum, and the Center for Occupational Research and Development for adapting mathematics curriculum products into career/technical classes. SREB has also developed web-based courses for professional development in Reading for Learning and Algebra I. These courses can augment planned staff development or be used by specific subgroups of teachers for ongoing staff development.

**REGISTRATION FOR THE *HSTW* STAFF DEVELOPMENT CONFERENCE AND PRE-
CONFERENCE WORKSHOPS**
(Travel Expenses Not Included)

Recognized as a national exemplar for staff development, the annual conference brings together recognized leaders and researchers in tandem with local practitioners. A team of at least eight including teachers and administrators from each site, along with district personnel, will participate in the conference to:

- gather information and research best practices to support improvement plans;
- build confidence for implementing school reform;
- share strategies that are working in their schools; and
- network with similar schools across the initiative.

The *HSTW* consultant will work with the schools throughout the conference to reflect on new information, identify potential school- or district-wide staff development as follow-up, develop follow-through actions for both administrators and teachers, and target revisions needed in the sites' school improvement plans.

The pre-conference workshops focus on specific issues associated with improving low-performing schools. The workshops are limited in size to give participants hands-on opportunities. Each school's contract will include registration for a team of eight to pre-conference workshops and the *HSTW* staff development conference. Schools will receive a CSR Code Number to include on the PO # line on their conference registrations. **The site will be responsible for travel and lodging costs for staff.**

SREB RESOURCES

Schools will receive SREB materials, publications and newsletters throughout the year. Materials include research briefs, site guides, case studies of high-achieving schools, newsletters, books, and copies of both conference and workshop materials. Schools should also use a portion of these funds to establish a *HSTW* section in the professional library at the school.

INTENSIVE SUPPORT

The above listed activities are based upon a school receiving a CSR grant ranging from \$50,000 to \$60,000 per year for three years. Schools receiving additional funds WILL intensify support through additional staff development and coaching. Specific activities will be determined through negotiations involving school leaders, district leaders and SREB staff.

TOTAL AMOUNT \$37,015.00

PAYMENTS

AMOUNT

Contract payment due upon approval by all parties.

\$37,015.00

The Board of Control for Southern Regional Education, d/b/a Southern Regional Education Board (SREB), as a not-for-profit educational compact, must comply with OMB Circular A-133. Please indicate with your remittance whether any of the funds are from Federal sources, including CFDA number. In the absence of any notification with remittance, SREB will assume that the funds are not subject to OMB Circular A-133, and that there is not "recipient" nor "sub recipient" relationship created hereunder.

James E. Bottoms
SREB Senior Vice President

Date

Superintendent
Canutillo Independent School District

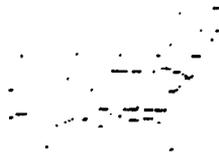
Date

**Year 1 Costs for Canutillo Independent School District
For Canutillo High School**

Activity	Cost	Total
Orientation Workshop:		
Two Day Workshop	\$3,500.00	\$3,500.00
Technical Assistance Visit	\$8,000.00	\$8,000.00
Site Development Workshop		
Two Day Workshop	\$3,500.00	\$3,500.00
On-site Coaching		
Three (3) Days	\$5,250.00	\$5,250.00
NAEP-linked <i>HSTW</i> Assessment		
100 Seniors	\$4,000.00	\$4,000.00
<i>HSTW</i> Ninth Grade Student Survey		
100 Ninth Graders	\$1,500.00	\$1,500.00
School-Specific Staff Development	\$3,500.00	\$3,500.00
Registration for <i>HSTW</i> Staff Development Conference and Pre-Conference	\$2,400.00	\$2,400.00
Team of eight		
SREB Materials	\$2,000.00	\$2,000.00
SUBTOTAL		\$33,650.00
Research and Development		\$3,365.00
TOTAL		\$37,015.00

RECEIVED
FEB - 1 2005

SREB



Southern Regional Education Board
592 Tenth Street, NW
Atlanta, Georgia 30318-5790
Phone 404-875-9211
Fax 404-872-1477
www.sreb.org

February 2, 2005

Mr. Darrick Brown
Principal
Canutillo High School
P.O. Box 100
Canutillo, TX 79835

Re: Southern Regional Education Board/*High Schools That Work* Model Provider in Texas

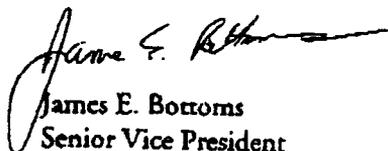
Dear Mr. Brown:

We are very pleased to begin our services in the *High Schools That Work (HSTW)* model for Comprehensive School Reform (CSR) for Canutillo High School located in Canutillo, Texas.

SREB/*HSTW* continues to be the only provider of the *High Schools That Work* model being implemented in Texas through the CSR grant. The *High Schools That Work* model of reform is a federal and state approved model of restructuring at the secondary level.

We look forward to working with you and your faculty. Meanwhile, please contact Scott Warren, Contracted Services Network Director or Tony Dobbins, CSR Project Manager at (404) 875-9211 if you need any assistance.

Sincerely,


James E. Bottoms
Senior Vice President

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Agenda Item: J 10 Date: February 11, 2005

Subject: Approval of Overhead & Underground Easement for a portion of Tract 3,
Nellie D. Mundy Survey #240 as requested by Electric Company

Presented By: Yusuf Farran Consent Agenda: ✓

ACTION

1. BACKGROUND INFORMATION:

The Electric Company is proposing a 10 foot underground easement and 5 foot overhead easement as indicated on the attachment. The easement is required for the installation of the distribution pole line on Education Blvd.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of easement as requested by the Electric Company.

3. BOARD ACTION REQUESTED:

Motion to approve the Overhead & Underground Easement for a portion of Tract 3,
Nellie D. Mundy Survey #240 as recommended by the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____



P.O. Box 982
El Paso, Texas
79960-0982
(915) 543-5711

January 21, 2005

Mr. Yusuf E. Farran
Canutillo Independent School District
P. O. Box 100t
Canutillo, Texas 79835

RE: Overhead & Underground Easement
A portion of Tract 3, Nellie D. Mundy Survey #240

Dear Mr. Farran:

El Paso Electric Company is proposing a 10 foot underground easement and 5 foot overhead easement as indicated on the print. The easement is required for the installation of the Distribution pole line on Educational Blvd.

Enclosed please find (3) three copies of the proposed distribution easement form for your review. It is necessary for El Paso Electric Company to obtain two (2) signed notarized copies of the easement document. If you concur, please mail the executed easement documents back to me at El Paso Electric Company, Attn: Gloria Franco, 123 W. Mills – LOC 222, El Paso, Texas 79901. Please retain the third copy for your records.

If you have any questions, please contact me at (915) 543-4364 or Jaime Roman at (915) 543-5873.

Sincerely,

A handwritten signature in cursive script that reads "Gloria Franco".

Gloria Franco, SR/WA
Right of Way Specialist

Enclosure

Overhead/Underground Easement

EASEMENT

Location Index: 3962-3266
School District: 081
Work Order No. 04-7-1-03359
& 04-7-1-70012
Joint Use No. _____

STATE OF TEXAS
COUNTY OF EL PASO

For one dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, _____, hereinafter called Grantor, grants unto El Paso Electric Company, hereinafter called Grantee, its successors and assigns, whose address is P.O. Box 982, El Paso, Texas 79960, the perpetual, exclusive right, privilege, authority and easement to enter and erect, construct, operate, remove, inspect, access, and maintain a line of poles at any time with any and all necessary cables, lines, wires, crossarms, guys, and anchors for an above ground electric distribution and/or transmission system together with an underground electric distribution system, including transformers (conventional or padmount), ducts, conductors, conduits, fixtures, pullboxes, manholes, handholes, service facilities transformers, vaults and any other usual appurtenances, pertaining thereto, together with the overhang of service wires, with the right of access, ingress, and egress, thereto for the installation, construction, operation, inspection, repair, maintenance, replacement, renewal or removal thereof, for the distribution and/or transmission of electricity, for any and all purposes, including communications, for which same is or may hereafter be used, over, upon and along the following described premises and the adjoining roads, streets and highways, in the county named above, to wit:

A portion of Tract 3, Nellie D. Mundy Survey #240 as shown on the attached print and made a part thereof.

with the right to trim any trees along said lines so as to keep the wires cleared, to erect and set the necessary brace poles, anchors and guy wires, and to do anything proper and necessary to operate and maintain same.

The authority granted herein includes the right to permit the attachment of the cables of any other company.

Building and structures of a permanent nature except fences, boundary walls, walkways and landscaping will not be built on or over the easement, or under any overhead electric lines, except with the prior written consent of the Grantee.

Executed as of the ____ day of _____, 2005.

GRANTOR

GRANTEE

By: _____
Name: _____
Title: _____

EL PASO ELECTRIC COMPANY
By: _____
Name: _____
Title: _____

THE STATE OF _____ §
COUNTY OF _____ §

This instrument was acknowledged before me on this ____ day of _____, 2005 by _____ of _____ who stated that (s)he executed same for the purpose and consideration therein, expressed and in the capacity therein stated.

My Commission Expires:

Notary Public in and for
the State of _____

Overhead/Underground Easement

THE STATE OF _____ §
COUNTY OF _____ §

This instrument was acknowledged before me on this _____ day of _____, 200__ by _____, _____ of El Paso Electric Company who stated that (s)he executed same for the purpose and consideration therein, expressed and in the capacity therein stated.

Notary Public in and for
the State of _____

GRANTOR

GRANTEE

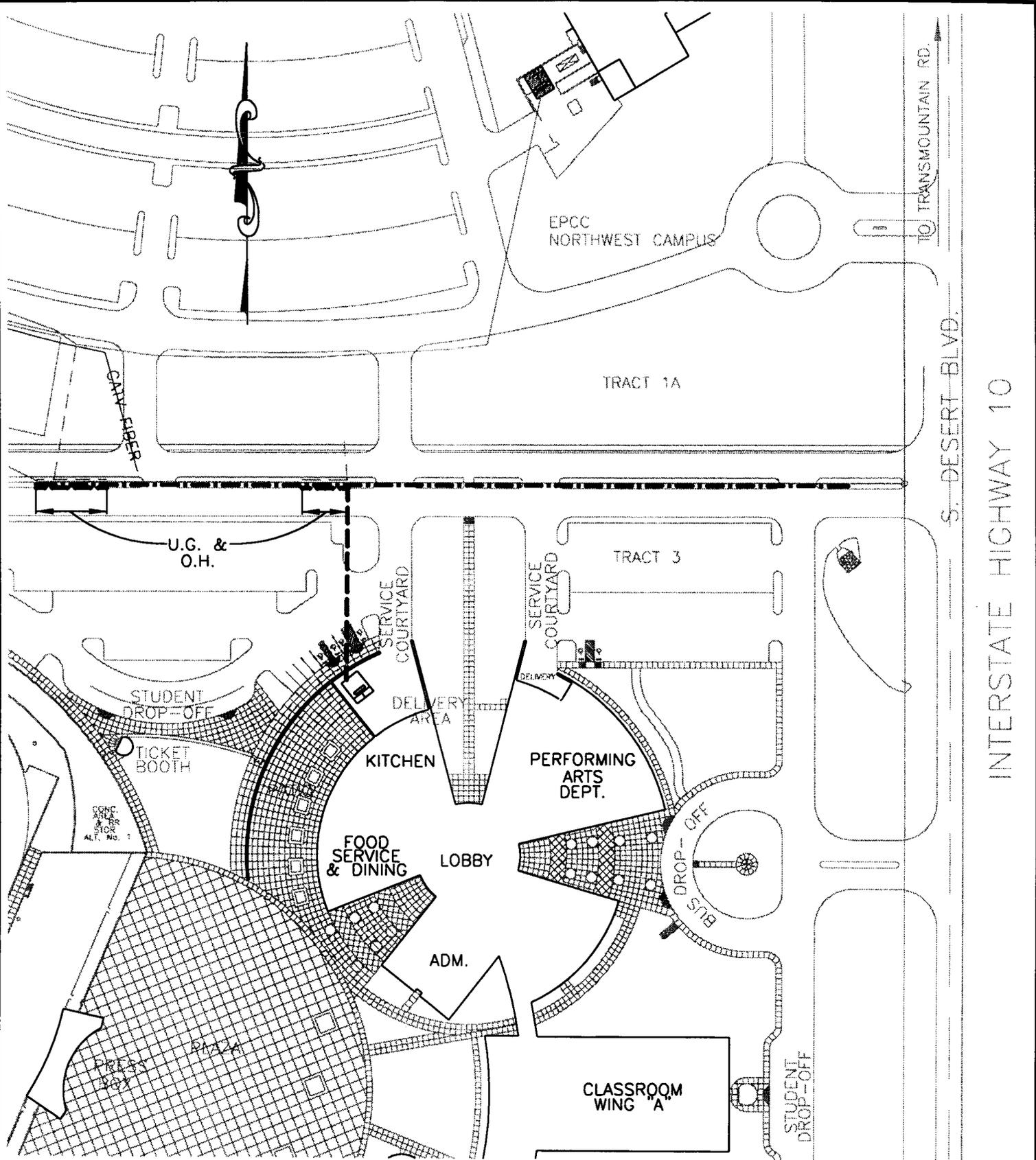
EL PASO ELECTRIC COMPANY

By: _____
Name: _____
Title: _____

THE STATE OF _____ §
COUNTY OF _____ §

This instrument was acknowledged before me on this _____ day of _____, 200__ by _____.

Notary Public in and for
the State of _____



LEGEND

- PROPOSED E.P.E. CO. 10 FT. UTIL. ESMT.
- - - PROPOSED E.P.E. CO. 5 FT. UTIL. ESMT.
-  16' X 18' TRANSFORMER EASEMENT

GRANTORS INITIALS _____

Return to:
 El Paso Electric Co.
 P.O. Box 982-Loc 501
 El Paso, TX. 79960

PROPOSED EASEMENT IN A PORTION OF	
TRACT 3	
NELLIE D. MUNDY SURVEY 240	
EL PASO COUNTY, TEXAS	
EL PASO ELECTRIC CO. R.O.W.	
DATE 1-18-05	EST. NO. 04-7-1-03359
SCALE NONE	04-7-1-70012

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Agenda Item: J 11 Date: February 11, 2005

Subject: Approval of Construction Easement for Desert Blvd. South S. of Education Blvd. as requested by El Paso Water Utilities

Presented By: Yusuf Farran Consent Agenda: ✓

ACTION

1. BACKGROUND INFORMATION:

El Paso Water Utilities is requesting a easement in order to construct water and sewer lines at the new high school site.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of easement as requested by El Paso Water Utilities.

3. BOARD ACTION REQUESTED:

Motion to approve the construction easement for Desert Blvd. South S. of Education Blvd. as recommended by the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

with all and singular, the rights and appurtenances thereto in anywise belonging unto the said Grantee, its successors and assigns forever; and Grantor is (are) hereby bound, together with all heirs, personal representatives, executors, administrators, successors, and assigns to warrant and forever defend the above-described easement and rights unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof. Such rights and Easement shall be covenants running with the land and be binding upon the Grantor, his personal representatives, heirs, executors, administrators, successors, and assigns.

Grantor reserves the right to full use and enjoyment of the property encumbered by the Easement, except as otherwise provided herein, and such use shall not hinder, conflict, or interfere with the exercise of Grantee's rights hereunder, and no building, reservoir, structure or other improvement, other than asphaltic paving (HMAC), shall be constructed or maintained on said Easement without Grantee's written consent. Grantor and Grantor's employees, agents, and invitees, shall at all times, have access from Grantor's property to the land covered by this Easement and Grantee shall not prohibit ingress to or egress from Grantor's adjacent land because of construction or for any other reason.

The undersigned represents and warrants to Grantee that the undersigned is the owner of record of the property above-described and has the full power and authority to grant this Easement.

When the context requires, singular nouns and pronouns include the plural.

WITNESS THE EXECUTION HEREOF the _____ day of _____, 2005.

Project Name: Desert Blvd. South S. of Education Blvd.
Job No: 04-5049
Date: January 27, 2005
w/o Construction Easement
Description By: Dorado Engineering

Corporate Acknowledgement

STATE OF TEXAS }
 }
COUNTY OF EL PASO }

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same as the act and deed of _____, for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the ____ day of _____ 2005.

Notary Public in and for
The State of Texas
My Commission Exp: _____

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Agenda Item: J 12 _____ Date: February 11, 2005

Subject: Adoption of Local Policies Included in TASB Localized Policy Manual Update 74 as recommended by Policy Committee (second reading)

Presented By: Renee O'Donnell Consent Agenda: ✓

ACTION

1. BACKGROUND INFORMATION:

The Policy Committee reviewed the local policies contained in TASB Update 74. The committee recommended approval to the Board for second reading without any additions and/or corrections. First reading of TASB Update 74 was conducted by the Board on January 11, 2005.

2. SUPERINTENDENT RECOMMENDATION:

Recommend adoption of Local Policies included in Update 74 for second reading.

3. BOARD ACTION REQUESTED:

Motion to adopt the local policies contained in TASB Localized Policy Manual Update 74 as recommended by the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____



Texas Association
of School Boards

Update 74

Canutillo ISD

Your Localized Update 74 includes refinements of existing materials as well as new policies addressing financial impropriety and fraud (in line with policy guidance provided by TEA) and the recent shift from health-care reimbursement arrangement accounts (HRAs) to supplemental compensation.

Please bear in mind that the (LEGAL) policies reflect the ever-changing legal context for governance and management of the District. They should NOT be adopted but, rather, should inform local decision making. The (LOCAL) policy recommendations in this update will need close attention by both administration and the Board to ensure that they reflect the practices of the District and the intentions of the Board. Board action is needed to adopt, revise, or repeal (LOCAL) policy.

To better focus Board attention and expedite its review, your Localized Update 74 packet contains:

- **Vantage Points—A Board Member’s Guide to Update 74**, copies of which may be found in the separately wrapped package accompanying this packet. **Vantage Points** offers a highly summarized overview of the update and is intended to provide local officials a first glance at the scope of the update—as a prelude to studying the detailed Explanatory Notes and policy text within the packet. **Please distribute Vantage Points to your Board members** at the earliest possible opportunity, preferably with their review copies of this update.

- Your Localized Update, which includes:

INSTRUCTIONS . . . providing specific, policy-by-policy directions on how this update, if accepted as prepared, should be incorporated into your Localized Policy Manuals.

EXPLANATORY NOTES . . . summarizing changes in the policies in each code and how those changes affect your policy manual. Please note that, where appropriate, the Explanatory Notes ask you to **verify that a particular policy continues to reflect your current practice and to advise us of changes needed** so that our records and your manual accurately track the District’s actual practice.

Update 74 materials can be identified by the DATE ISSUED—11/02/2004—located in the lower left corner of each page. If you have any questions concerning this Update, please call your Policy Consultant/Analyst, Linda Preble, at 800-580-7529 or 512-467-0222.

Regarding Board action on Update 74 . . .

- Board action on Localized Update 74 must occur within a properly posted, open meeting of the Board and may be addressed on the agenda posting as “Review updated (LEGAL) policies and act on (LOCAL) policies (see attached list).” Using the Instruction Sheet as a guide, create and attach to the posting a list of the (LOCAL) policy codes **and the titles/subtitles of those policies**.
- An appropriate motion for Board action on Localized Update 74 is as follows:

“I move that the Board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 74 [with the following changes:]”
- The Board’s action on Localized Update 74 must be reflected in Board minutes. The Instruction Sheet—annotated to reflect any changes made by the Board—and the Explanatory Notes for the update should be filed with the Board minutes where they comprise the authoritative historical record of your District’s manual. Also include in the historical record a copy of the replaced or rescinded (LOCAL) policies.
- **Notify your Policy Consultant/Analyst of any changes made by the Board so that Policy Service records—forming the basis for these and subsequent updating recommendations—exactly mirror your manual.**

Regarding manual maintenance and administrative regulations . . .

- The update should be incorporated into each of the District’s Localized Policy Manuals as soon as practicable. If the District uses *Policy On Line*, please notify us of the Board’s action on Update 74 so this action may be reflected in your District’s Localized Policy Manual as it appears on TASB’s Web server. *Policy On Line* staff may be reached by phone (800–580–7529 or 512–467–0222), fax (512–467–3618; see the pink form enclosed), e-mail (pol-support@tasb.org), or Internet feedback form (<http://www.tasb.org/policy/pol/private/polfdbk.html>).
- Administrative procedures and documents—including formal (REGULATIONS), handbooks, and guides—that may be affected by Update 74 policy changes should be inspected and revised as needed. If the District routinely submits (REGULATIONS) to Policy Service for processing or desires that the updated (REGULATION) be included in the District’s *Policy On Line* manual, please submit these changes to your Policy Consultant/Analyst at your earliest convenience.

PLEASE NOTE: This Localized Update 74 packet and the Update 74 **Vantage Points** may not be considered as legal advice and are not intended as a substitute for the advice of the Board’s own legal counsel.

© 2004 Texas Association of School Boards, Inc. All rights reserved.

Instruction Sheet

TASB Localized Policy Manual Update 74

District Canutillo ISD

Code	Action To Be Taken	Note
A25 (LEGAL)	Replace cross-index	Revised cross-index
AC (LEGAL)	Replace policy	Revised policy
BBA (LEGAL)	Replace policy	Revised policy
BBC (LEGAL)	Replace policy	Revised policy
BBG (LEGAL)	Replace policy	Revised policy
BEC (LEGAL)	Replace policy	Revised policy
BQB (LEGAL)	Replace policy	Revised policy
C (LEGAL)	Replace table of contents	Revised table of contents
CAA (LOCAL)	ADD policy	See explanatory note
CCA (LEGAL)	Replace policy	Revised policy
CCG (LEGAL)	Replace policy	Revised policy
CE (LEGAL)	Replace policy	Revised policy
CE (LOCAL)	No policy enclosed	See explanatory note
CHG (LEGAL)	Replace policy	Revised policy
CPC (LEGAL)	Replace policy	Revised policy
CR (LEGAL)	Replace policy	Revised policy
CRD (LEGAL)	Replace policy	Revised policy
CV (LEGAL)	Replace policy	Revised policy
DBA (LEGAL)	Replace policy	Revised policy
DBA (LOCAL)	Replace policy	Revised policy
DBD (LEGAL)	Replace policy	Revised policy
DBD (LOCAL)	Replace policy	Revised policy
DEA (LEGAL)	Replace policy	Revised policy
DFE (LEGAL)	Replace policy	Revised policy
DFE (LOCAL)	Replace policy	Revised policy
DG (LEGAL)	Replace policy	Revised policy
DMA (LEGAL)	Replace policy	Revised policy
DNA (LEGAL)	Replace policy	Revised policy
DNB (LEGAL)	Replace policy	Revised policy
DNB (EXHIBIT)	DELETE exhibit	See explanatory note
EHBAA (LEGAL)	Replace policy	Revised policy

Instruction Sheet

TASB Localized Policy Manual Update 74

Code		Action To Be Taken	Note
EHBK	(LEGAL)	Replace policy	Revised policy
EL	(LEGAL)	Replace policy	Revised policy
EL	(LOCAL)	Replace policy	Revised policy
FD	(LEGAL)	Replace policy	Revised policy
FM	(LEGAL)	Replace policy	Revised policy
GKB	(LEGAL)	Replace policy	Revised policy
GKD	(LEGAL)	Replace policy	Revised policy
GKG	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 74

District: Canutillo ISD

A25 (LEGAL) CROSS INDEX

The cross-index to your policy manual has been updated to reflect new terms and policy connections introduced by state and federal legislation enacted during the past two years.

AC (LEGAL) GEOGRAPHIC BOUNDARIES

At CONSOLIDATION, a pointer to Education Code requirements for consolidation of districts has been added.

BBA (LEGAL) BOARD MEMBERS
ELIGIBILITY/QUALIFICATIONS

This policy previously melded statutory provisions regarding a candidate's eligibility to hold office and his or her status as a qualified (eligible, registered) voter. This melding obscured the reality that a candidate for the local board need not be a registered voter at the time he or she files for election. The candidate, however, must be a registered voter at the time of the election.

BBC (LEGAL) BOARD MEMBERS
VACANCIES AND REMOVAL FROM OFFICE

At PRECLEARANCE REQUIRED, a federal provision has been added that makes any discretionary elections called by the Board subject to federal Voting Rights Act preclearance requirements.

TEMPORARY REPLACEMENT OF BOARD MEMBER ON MILITARY ACTIVE DUTY, on page 3, lays out provisions from a Texas constitutional amendment approved by voters on September 13, 2003. Under terms of this amendment, the Board may appoint a temporary replacement for a Board member called up for military service of more than 30 days' duration. The temporary Board member is granted all the powers and duties of the replaced Board member and serves until the replaced Board member returns from active duty or until the replaced Board member's term expires, whichever occurs first.

BBG (LEGAL) BOARD MEMBERS
COMPENSATION AND EXPENSES

At MEMBERS' EXPENSES, the language has been revised to more closely reflect statute and the relevant 1973 Attorney General's Opinion H-133.

BEC (LEGAL) BOARD MEETINGS
CLOSED MEETINGS

At PROCEDURES FOR CLOSED MEETINGS, on page 3, an obsolete Education Code citation has been removed. Also, a provision requiring the Board to reconvene from closed meeting into open meeting prior to adjourning has been removed as this provision is not specifically stated in statute. However, since the Open Meetings Act disallows Board action in closed session, the act of adjourning the meeting should occur in open session.

BQB (LEGAL) PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

At COMMITTEES, on page 1, and at PRINCIPAL PERFORMANCE INCENTIVES, on page 3, the language has been refined to more closely track statute with the addition of statutory references.

Explanatory Notes

TASB Localized Policy Manual Update 74

C (LEGAL) BUSINESS AND SUPPORT SERVICES

To accommodate provisions regarding ethical financial management, we have created a new policy code at CAA—FISCAL MANAGEMENT GOALS AND OBJECTIVES: FINANCIAL ETHICS. The Table of Contents for the C section has been updated to reflect that addition.

CAA (LOCAL) FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

This new policy has been developed to address the District's obligation to ensure that financial activities involving District resources are performed ethically and with integrity and diligence. This obligation stems from the congressional response to several high-profile cases involving large national corporations, a response that in turn prompted the auditing profession to enhance the scope of financial audits and TEA to harmonize its Financial Accountability System Resource Guide (FASRG).

In passing the Sarbanes-Oxley Act in mid-2002, Congress imposed on private sector companies and their auditors an obligation to improve the accuracy and reliability of financial reporting required by law and to improve internal financial controls and procedures. The American Institute of Certified Public Accountants subsequently promulgated AICPA Statement of Auditing Standards 99: Consideration of Fraud in a Financial Statement Audit. TEA opted to extend certain aspects of "SAS 99" to school districts within FASRG Update 12, effective immediately and available at <http://www.tea.state.tx.us/school.finance/audit/resguide12/new/new.html>.

The enclosed policy expresses the Board's expectation for integrity and diligence in managing the District's financial resources, references the many policies affecting financial management, and describes the duty of those having financial responsibility to deter and monitor for fraud or financial impropriety and to report any knowledge of such activities up the chain of command. The policy further lays out the steps to be taken in a fraud investigation and, should fraud be discovered, offers appropriate administrative practice that limits the possibility of subsequent like activity.

Please carefully review the enclosed language and advise your Policy Consultant/Analyst of any revisions your Board deems appropriate.

CCA (LEGAL) LOCAL REVENUE SOURCES
BOND ISSUES

At CALL FOR ELECTION, on page 2, appears Election Code language amended in 2003 that now requires a call for a bond election to be made at least 62 days—rather than 45 days as previously specified for such elections in the Election Code—preceding the election date.

At PRECLEARANCE REQUIRED, a federal provision has been added—also referenced in BBB(LEGAL)—that makes any discretionary elections called by the Board subject to federal Voting Rights Act preclearance requirements.

CCG (LEGAL) LOCAL REVENUE SOURCES
AD VALOREM TAXES

At CALL FOR ELECTION, on page 3, appears Election Code language amended in 2003 that requires a call for a rollback election to be made at least 62 days preceding the election date. Prior to SB 1215 (from the 78th Regular Session), the Tax Code governed the timing of tax proposition elections and specified that the call had to occur at least 30 days prior to the election. SB 1215 identified the Election Code as the controlling statute for such elections. If a rollback election is triggered, it must occur between 30 and 90 days after rate adoption and on a uniform election date if the date falls within that time period. Districts facing a rollback

Explanatory Notes

TASB Localized Policy Manual Update 74

election should also bear in mind that such elections cannot be held on a date 30 days before or after the November uniform date.

At PRECLEARANCE REQUIRED, a federal provision has been added that makes any discretionary elections called by the Board subject to federal Voting Rights Act preclearance requirements.

Other revisions are as follows:

- At PERSONS 65 AND OVER OR DISABLED PERSONS, on page 7, language has been added extending the over-65 homestead exemption to disabled homeowners. This change was enacted by HB 217 from the 78th Regular Session and became effective January 1, 2004.
- At COLLECTION AND DEPOSIT OF TAX INCREMENTS, on page 8, an exception pertaining to a city “of more than 230,000 that borders on Mexico” was repealed during the 78th Regular Session and has been removed from this policy. The exception mandated—rather than made permissive—that such cities pay to a tax increment fund any tax increment produced from reinvestment zone properties.

CE (LEGAL) ANNUAL OPERATING BUDGET

A new section—FAILURE TO COMPLY WITH BUDGET REQUIREMENTS—has been added on page 3. This Education Code provision states that a Board member who votes to approve an expenditure of school funds in excess of what has been appropriated in the District's approved or amended budget commits a misdemeanor. This requirement essentially imposes on Trustees an obligation to ascertain that expenditures presented for their approval comport with the budget.

CE (LOCAL) ANNUAL OPERATING BUDGET

In light of the renewed emphasis on financial oversight underpinning the Sarbanes-Oxley Act, SAS 99, and TEA's Update 12 to the Financial Accountability System Resource Guide (FASRG), it is important that the Board and administration reexamine information that the Board will need to competently perform that role.

The FASRG devotes a chapter—2.10.4—to the Board's responsibility to monitor the budget. The FASRG text—found at <http://www.tea.state.tx.us/school.finance/audit/resguide12/budget/bud-39.html>—speaks to the need for the Board to receive periodic financial statements showing expenditures and encumbrances and recommends the business office provide annualized budget summaries projecting the impact of current expenditures on year-end results.

The updated FASRG text reads as follows:

The level and frequency of management review of the budget will vary by districts. In most districts, the superintendent (or designee) reviewed budget-to-actual comparisons monthly. Reporting periodic budget/actual results to the school board is customary in most districts. This reporting relationship should not be interpreted to mean that the board manages budget implementation. That responsibility is ultimately the superintendent's; however school board members should be given periodic updates on budget results and be informed of significant budgetary issues. This flow of information keeps the board apprised of issues which may affect the district's performance and prepares them for the next budget cycle.

The nature and timing of the report is central to the Board's fulfilling its oversight responsibility. While it is critical that the Board and administration have a clear understanding of reporting expectations, it is not imperative that this be defined in policy. Your current (LOCAL) policy does not directly address this reporting function. Policy Service files include several CE(LOCAL) policies that express these expectations in policy; if you would like a sampling of those policies to clarify expectations, please contact your Policy Consultant/Analyst.

Explanatory Notes

TASB Localized Policy Manual Update 74

CHG (LEGAL) PURCHASING AND ACQUISITION
REAL PROPERTY AND IMPROVEMENTS

A section addressing the District's power of EMINENT DOMAIN has been added to page 2 of this policy. The Education Code provision cited is essentially a summary statement; more detailed provisions regarding condemnation proceedings may be found in Section 11.155.

CPC (LEGAL) OFFICE MANAGEMENT
RECORDS MANAGEMENT PROGRAM

At FEDERAL INVESTIGATIONS AND BANKRUPTCY, on page 3, language has been added from the Sarbanes-Oxley Public Company Accounting Reform and Investor Protection Act of 2002. The provision—specifying criminal penalties for alteration, falsification, or destruction of a record associated with a federal investigation or bankruptcy case—applies to all individuals, whether functioning within a private sector company or not.

CR (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT

DESIGNATED BROKER OF RECORD has been added to reflect a 2000 attorney general's opinion that prohibits a district from using this agent to purchase insurance contracts with premiums aggregating to \$10,000 or more in a 12-month period. The District may use a designated broker of record for contracts of lesser amounts provided the Board ensures that such an arrangement is in the District's best interest and that the selection is consistent with good business practice.

CRD (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT
HEALTH AND LIFE INSURANCE

On September 16, 2004, the attorney general's office responded to a request to resolve a conflict between HB 3257 and HB 3459, bills enacted during the 78th Regular Session and both amending Insurance Code Article 3.50–8, Section 2. The first bill required the state to annually contribute \$1,000 (or an amount specified in the General Appropriations Act) to health reimbursement arrangement accounts (HRAs). The second, HB 3459, specified that TRS would deliver to each school district \$500 for full-time employees and \$250 for part-time employees.

The attorney general's office determined that neither bill included funding nor was funding of HRAs included in the General Appropriations Act. However, it was determined that the previous mechanism for funding the earlier "pass-through" supplemental compensation for school district employees—found in Chapter 1580 of the Insurance Code—remained in force. It was therefore determined that funding was appropriated to implement HB 3459 (the "pass-through") but not HB 3257 (HRAs). As a result of this determination, TRS has been relieved of its HB 3257 obligation to establish HRAs for this school year.

This construction of statutes prompts replacing the HB 3257 provisions previously found at STATE CONTRIBUTION, on page 3, with provisions of HB 3459. Similarly, citations at ELIGIBILITY and PROFESSIONAL STAFF have been revised to reflect Insurance Code 3.50–8, now codified as Insurance Code 1580.051.

Please note: Information regarding TRS's administration of the supplemental compensation appears at <http://www.trs.state.tx.us/hraccount/TRS%20statement%20092404.pdf>.

CV (LEGAL) FACILITIES CONSTRUCTION

The Texas Board of Architectural Examiners clarified the language of its rules pertaining to the use of a REGISTERED ARCHITECT, reflected on page 3. The new rules, which became effective July 5, 2004, retain the

Explanatory Notes

TASB Localized Policy Manual Update 74

thresholds for architectural plans and specifications—\$50,000 (alteration or addition) and \$100,000 (new buildings)—but clarify that threshold cost is the “total projected construction costs at the commencement of construction.”

The EXCEPTION to required workers’ compensation coverage, found on page 9, has been revised to more closely track statute.

Please note: Although it does not change current policy, districts should be aware that the Texas Board of Professional Engineers has issued a policy advisory opinion on the use of an engineer in the modification of building roofs. This document may be found at <http://www.tbpe.state.tx.us/nm/Roofing.htm>.

DBA (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CREDENTIALS AND RECORDS

In light of the recent addition of a program for reading teachers, provisions pertaining to the various MASTER TEACHER GRANT PROGRAMS have been presented in a more unified manner, beginning on page 1. Program categories now include:

- Master reading teachers,
- Master mathematics teachers,
- Master technology teachers, and
- Master science teachers.

Districts may apply to the Commissioner for money to pay stipends to qualifying teachers for months of service. Commissioner’s rules that became effective on May 16, 2004, address how a district is to proceed when it employs more master teachers than available grants and how statewide proration of grant funds will affect individual teacher stipends. In either case, the District may use local money to make up for limitations on state funds.

DBA (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CREDENTIALS AND RECORDS

Education Code provisions governing grants for master teachers in reading, math, science, and technology require districts to specify by policy how partial months of service by teachers eligible for the grants are to be reported to TEA and, if the state does not fund all the grants, how the District will determine who receives them.

At MASTER TEACHER STIPENDS, we have added language to address both requirements:

- Regarding months of service, the policy specifies that a teacher working as a master teacher 11 or more days per month—approximately half of the working days in a usual month—will be credited with a full month’s service.
- Regarding TEA’s awarding fewer grants than the District applied for, the policy language acknowledges that teachers in their second or third year of eligibility will receive stipends as provided by law and, should additional funds be provided, gives preference for the additional stipends to other eligible master teachers with longer experience in the subject area and, if experience is equal, to eligible teachers having longer seniority with the District (counting from the date last employed, if there has been a break in service).

Material at PROFESSIONAL PERSONNEL remains as before with the exception of the third line where we have added a reference to a credential filing deadline specified by the District. This addition is consistent with the “Certification Addendum” for educator contracts promulgated by TASB Human Resource Services and accessible to subscribers via MyTASB at https://www.tasb.org/docs-my tasb/gov_svcs/human_rsc_svcs/memlib/memlibfiles/c_certaddn.doc.cfm.

Explanatory Notes

TASB Localized Policy Manual Update 74

Your locally developed text at PROFESSIONAL PERSONNEL has been retained unaltered. Please advise your Policy Consultant/Analyst if your Board has developed alternative language regarding the master teacher stipends or desires to revise any of the enclosed language.

DBD (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

This policy has been revised to more closely track statutory language. Added on page 2 is a Penal Code provision allowing a public servant receiving an unsolicited, prohibited gift to donate it to the District or other appropriate governmental entity or tax-exempt charitable organization.

DBD (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

Examination by Policy and Legal Services of policies related to financial integrity prompts us to recommend a revision regarding disclosure of personal financial interest by an employee who is in a position to affect a District's financial decision.

The provisions at DISCLOSURE mirror the disclosure requirement for Trustees, in that all employees, including the Superintendent, would be obligated to file an affidavit disclosing any substantial interest in a business entity or interest in real property, as defined at BBFA. Aware of this possible conflict, the District could then ensure that the business decision was based upon the best interests of the District.

Language at ENDORSEMENTS and SALES has been lightly edited for clarity.

DEA (LEGAL) COMPENSATION AND BENEFITS
SALARIES, WAGES, AND STIPENDS

As at CRD(LEGAL), included in this update, provisions regarding the health reimbursement arrangement accounts (HRAs) have been replaced, on page 2, with the SUPPLEMENTAL COMPENSATION provisions of HB 3459 from the 78th Regular Session. The attorney general's office has determined that the legislation enacting the HRAs—HB 3257—was not funded, either by that legislation or by the General Appropriations Act. However, HB 3459—continuing the supplemental compensation “pass-through” enacted in 2001—also passed and is funded through Chapter 1580 of the Insurance Code.

DFE (LEGAL) TERMINATION OF CONTRACT
RESIGNATION

At ABANDONMENT OF CONTRACT, State Board for Educator Certification rules pertaining to sanctions against an educator have been added.

At NOTICE TO SBEC, a cross-reference to the Family Code reporting requirements for certain offenses (child abuse/neglect) has been added.

DFF (LOCAL) TERMINATION OF CONTRACT
REDUCTION IN FORCE

A decision of the Commissioner of Education in *Amerson v. Houston ISD* prompts the following additions to this policy at CONSIDERATION FOR AVAILABLE POSITIONS, on page 3:

- The policy now requires an employee subject to a RIF to identify and apply for other available positions for which he or she is qualified. In the past, the District bore the responsibility of considering the employee for all open positions for which the employee might be qualified.

Explanatory Notes

TASB Localized Policy Manual Update 74

- Although the policy now requires an employee subject to RIF to apply for open positions, the RIF employee does not stand on an equal footing with other applicants. Instead, in accordance with the Commissioner's decision in *Amerson*, the RIF employee **must** be offered the open position over outside applicants if the employee satisfies the District's objective hiring criteria for the position. The policy clarifies that the RIF employee enjoys this advantage only until the date of a requested RIF hearing. The policy further clarifies that, in the context of a RIF, if more than one **internal** applicant applies for an open position, the District will select the most qualified internal applicant.

On page 2, we have lightly edited the language for clarity and, on page 3, have refined two of the criteria for selecting RIF employees, as follows:

- Certification now includes "highly qualified status."
- Seniority is now defined as the length of service "as measured from the employee's most recent date of hire."

DG (LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES

At FEDERAL PROHIBITION ON RETALIATION appears the "whistleblower" protection provided by the 2002 Sarbanes-Oxley Act. While the act was largely in response to corporate financial mismanagement and protects whistleblowers in private sector companies, this provision is much broader than financial issues and broader as well than the state's WHISTLEBLOWER PROTECTION, also recited on page 1. This federal law now protects from retaliation anyone providing a law enforcement officer any true information regarding the commission or possible commission of **any** federal offense.

DMA (LEGAL) PROFESSIONAL DEVELOPMENT REQUIRED STAFF DEVELOPMENT

Specifications for staff development found in 19 TAC 153.1011 were repealed by the Commissioner in March 2004. The repeal was prompted by HB 1024 from the 78th Regular Session, legislation that gave districts more discretion in developing a comprehensive staff development program.

DNA (LEGAL) PERFORMANCE APPRAISAL EVALUATION OF TEACHERS

This policy has been extensively reorganized for clarity and refined to remove redundancy and to more closely reflect statutory language.

One substantive change, at EXCEPTION on page 1, reflects new provisions, from Commissioner's rules adopted in May, pertaining to less-than-annual appraisal cycles. These new provisions implement HB 1440 from the 78th Regular Session and clarify the effect of deficiencies on eligibility, the requirements of policy, and the District's authority to modify appraisal options. The (LOCAL) policy issues associated with these alternative appraisal cycles are the subject of a **Starting Points** policy development tool kit available at http://www.tasb.org/policy/sp/sp_appraisal.shtml.

DNB (LEGAL) PERFORMANCE APPRAISAL EVALUATION OF OTHER PROFESSIONAL EMPLOYEES

To provide a more complete presentation of administrative appraisal options and requirements, material previously found at DNB(EXHIBIT) has been incorporated into this policy.

Please note: The Education Code 21.352(c) exception to the required annual (or more frequent) appraisals has been deleted from this policy. That exception permitted a certified teacher to be appraised less frequently

Explanatory Notes

TASB Localized Policy Manual Update 74

if the employee agreed in writing and if his or her most recent appraisal rating was at least proficient or the equivalent and did not note any area of deficiency. Commissioner rules adopted in May to implement this exception define “teacher” narrowly rather than in the broader construction found in certain other Education Code passages. The rules apply exclusively to classroom teachers.

**DNB (EXHIBIT) PERFORMANCE APPRAISAL
EVALUATION OF OTHER PROFESSIONAL EMPLOYEES**

This exhibit—addressing the Commissioner’s recommended appraisal process and performance criteria for administrators—has been incorporated into DNB(LEGAL).

**EHBA (LEGAL) SPECIAL EDUCATION STUDENTS
IDENTIFICATION, EVALUATION, AND ELIGIBILITY**

Deleted from REFERRALS is a now-obsolete provision that started the 60-day time line for completion of a full and individual initial evaluation upon the date of referral. HB 1339, from the 78th Regular Session, amended the Education Code as of September 1, 2003, to start the time line with the date the District receives the parent’s or guardian’s signed, written consent for the evaluation.

**EHBK (LEGAL) SPECIAL PROGRAMS
OTHER INSTRUCTIONAL INITIATIVES**

In revising this policy at Update 73, we inadvertently omitted the word “just” from the Declaration of Independence recitation appearing in the Texas Administrative Code.

The corrected passage (with text capitalization as found in the Administrative Code) appears at RECITATION on page 2:

“We hold these Truths to be self-evident, that all Men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the Pursuit of Happiness—That to secure these Rights, Governments are instituted among Men, deriving their **just** [boldface added to show correction] Powers from the Consent of the Governed.”

According to 19 TAC 74.33(b), the social studies curriculum for students in grades 3–12 includes study and recitation of this text when observing Celebrate Freedom Week (or another, locally determined, full school week of instruction). The scope of that study is defined by 19 TAC 74.33(a), found at APPROPRIATE INSTRUCTION.

EL (LEGAL) CHARTER CAMPUS OR PROGRAM

This policy has been restructured for clarity, and language has been refined to more closely track statute.

EL (LOCAL) CHARTER CAMPUS OR PROGRAM

The introductory section of the policy has been revised to reference, rather than recite, information that is found in EL(LEGAL). The legal requirements referenced are specific to the kind of charter:

- Charters created with parental and teacher petition
- Charters created by District contract without petition
- Cooperative program charters and charters created with parental and teacher petition at two or more campuses

Explanatory Notes

TASB Localized Policy Manual Update 74

We have also made minor editorial adjustments throughout this policy to encompass all three types where appropriate.

FD (LEGAL) ADMISSIONS

At FOREIGN STUDENTS, beginning on page 3, are found provisions unique to nonimmigrant, alien students. Federal law has long required districts to obtain Immigration and Naturalization Service approval of such students who are in the U.S. under certain visas, but this (LEGAL) policy has not previously reflected INS requirements.

With the passage of the Enhanced Border Security and Visa Entry Reform Act of 2002, districts have additional requirements. The Act mandates an Internet-based tracking system for nonimmigrant students—the Student and Exchange Visitor Information System (SEVIS)—that now requires districts seeking approval to enroll nonimmigrant students with F, J, or M visas to enter information about those students, any change of information, and any failure of students to enroll. The Act grants an exception to the Federal Educational Rights and Privacy Act (FERPA) for this reporting related to F-, J-, and M-visa students.

This policy has also been revised to reflect the 78th Legislature’s reorganization and consolidation of various health and human services agencies and to more closely track statute.

Other revisions are as follows:

- A new subsection on ILLEGAL ALIENS, on page 4, has been added for clarity. It recites a longstanding Supreme Court determination that prohibits any district from denying enrollment to children solely because they are not legally admitted to the U.S.
- At CREDITS AND RECORDS, on page 7, is added an Education Code provision that directs the District to consider course credit earned by a student in a juvenile justice alternative education program on par with credit earned within the District. This provision is being recoded to FD from FOAC(LEGAL), which is no longer an active policy code.

FM (LEGAL) STUDENT ACTIVITIES

This policy has been extensively reorganized for clarity and revised to more closely track statutory language. It remains substantively unchanged except for an addition at PARENTAL NOTICE AND CONSENT, on page 5, citing a 2002 Commissioner’s decision in a case involving anonymously prepared cheerleader tryout evaluation forms. The Commissioner determined that such forms fell within the “full information” requirements of Education Code 26.008(a), recited in this policy as well.

The Commissioner also determined that a district “may by policy establish the parameters for parental contact with evaluating teachers, taking into account the type of evaluation, the information elicited in the evaluation, and scheduling and workload requirements of the teachers.” Please contact your Policy Consultant/Analyst for sample (LOCAL) policy language.

GKB (LEGAL) COMMUNITY RELATIONS ADVERTISING AND FUND RAISING IN THE SCHOOLS

A key provision of the Transportation Code—prohibiting a person from placing or maintaining outdoor advertising that violates the code—has been added as a preface to the EXCEPTION, enacted by HB 1697 from the 77th Regular Session. That legislation specifically exempts from normal regulations sponsored signs (along a state highway in more populous counties) for a nonprofit county agriculture fair, school, or institution of higher education, provided the entity that pays for or sponsors the sign does not devote more than 25 percent of the sign area for the sponsor’s logo or identity.

Explanatory Notes

TASB Localized Policy Manual Update 74

GKD (LEGAL) COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

A new introductory section titled PROHIBITED ACTS has been added from the Civil Practices and Remedies Code. This material specifically disallows a District officer or employee from discriminating on the basis of a person's race, religion, color, sex, or national origin by:

- Refusing permission for the person to use District facilities open to the public or to participate in a District program; or
- Refusing to grant a benefit to the person or imposing an unreasonable burden on the person.

GKG (LEGAL) COMMUNITY RELATIONS
SCHOOL VOLUNTEER PROGRAM

At VOLUNTEER IMMUNITY, a new second sentence—speaking to intentional misconduct or gross negligence—has been added to clarify the qualified immunity that a District volunteer may claim.



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, TX 79932

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

Tony Reza
Comptroller

(915) 877-7430
FAX (915) 877-7415
treza@canutillo.k12.tx.us

January 28, 2005

TO: Board of Trustees

THROUGH: Tony Reza *TR*
Comptroller

FROM: Kathy Ellis *K Ellis*

SUBJECT: Approval of Warrant List for January 1-26, 2005

Enclosed in your packet is the warrant list for January 1-26, 2005. I recommend its approval in the amount of: **\$ 2,071,923.04.**

The following Board members abstain from voting on individual payments as follows:

Charley Hecker	Banes General Contractors	\$ 1,324,154.37	Page 4
Jose Villarreal	Per diem/travel/hotel-TABE	\$ 795.03	Page 89

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Monthly ADA and Last Day Enrollment
As of January 31, 2005

<u>Campus</u>	<u>January ADA</u>	<u>Enrollment 1/31/05</u>
Canutillo Elementary School	686.002	752
Deanna Davenport Elementary School	579.001	631
Jose H. Damian Elementary School	672.447	726
Bill Childress Elementary School	712.580	780
Canutillo Middle School	720.369	756
Canutillo High School	1143.105	1221
	<hr/>	<hr/>
DISTRICT TOTALS	4513.504	4866
Ineligible students (Children of employees-out of state and ineligible PK students-not LEP or economically disadvantaged. Tuition is not collected.)		91
		<hr/>
GRAND TOTAL ENROLLMENT		4957

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Year-to-Date Average Daily Membership and ADA
August 16, 2004 through January 31, 2005

<u>Campus</u>	<u>ADM</u>	<u>ADA</u>	<u>ATT %</u>
Canutillo Elementary School	710.316	687.821	96.8%
Deanna Davenport Elementary School	602.558	584.213	97.0%
Jose H. Damian Elementary School	686.155	665.208	96.9%
Bill Childress Elementary School	734.611	715.666	97.4%
Canutillo Middle School	775.612	747.398	96.4%
Canutillo High School	1237.087	1180.718	95.4%
	_____	_____	
*DISTRICT TOTALS	4746.339	4581.024	96.5%

*Does not include ineligible students



Community Scholars

200 N. Ochoa St.

El Paso, TX 79901

(915) 533-6200

fax (915) 533-6207

www.communityscholars.org

edna@communityscholars.org

January 7, 2005

Ms. Patricia Mendoza
Canutillo Independent School District

Dear Ms. Mendoza:

Community Scholars is a paid summer internship program for High School sophomores, juniors, and seniors in El Paso County. The students develop leadership skills through public policy and economic development research projects. Community Scholars is a not-for-profit organization.

Over the past six years, students from Canutillo High School have completed the internship. These students have presented their findings to political leaders across the city, state, and nation. They have also received many awards and accolades for their research.

Interns would like to briefly present their findings and present the superintendent and each board member with a copy of their overall report. Community Scholars is requesting to be placed on the board agenda for **February 8, 2005**. Please contact me at 533-6200 with a response. You may also fax this information to 533-6207.

Thank you,

Linda Amaro
Administrative Assistant



Finance

Canutillo Independent School District

7965 Artcraft Rd.
El Paso, TX 79932

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

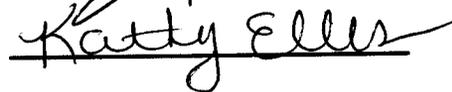
(915) 877-7430
FAX (915) 877-7415

Date: February 11, 2005
To: Board of Trustees
From: Tony Reza
Subject: Quarterly Investments Report
November 30, 2004

The attached report of investments for the Canutillo Independent School District for the quarter ending November 30, 2004 is in full compliance with the Investment Policy and strategy as established for the District and with the Public Funds Investment Act (Chapter 2256).

APPROVED BY: Tony Reza

Kathy Ellis
CTSBO

Canutillo Independent School District

Quarterly Summary of Investments

11/30/2004

Description	Maturity Date	11/30/04 Interest Rate	11/30/2004 Book Value	11/30/2004 Market Value	8/31/2004 Book Value	8/31/2004 Market Value	% Change in Market Value	Accrued Interest
Operating Fund								
Lone Star Liquidity	On Demand	1.78%	611,534.02	611,233.23	21,277.43	21,297.05	-0.14%	687.98
Lone Star Corporate	On Demand	1.83%	1,465,748.72	1,464,919.34	422,988.32	423,313.00	-0.13%	7,027.57
Lone Star Enhanced	On Demand	1.21%	272,644.58	273,699.02	272,740.96	272,922.38		
Logic	On Demand	1.90%	60,934.93	60,922.74	460,446.38	460,446.38	-0.02%	488.55
MBIA	On Demand	1.84%	11,085.68	11,085.68	310,880.18	310,880.18	0.00%	205.50
TexPool	On Demand	1.85%	12,121.89	12,115.47	511,744.47	511,631.89	-0.03%	377.42
Wells Fargo Invest	On Demand	1.56%	1,079,124.24	1,079,124.24	1,075,379.78	1,075,379.78	0.00%	3,744.46
Subtotal		1.69%	\$ 3,513,194.06	\$ 3,513,099.72	\$ 3,075,457.52	\$ 3,075,870.66	-0.02%	\$ 12,531.48
Debt Service Fund								
Lone Star Liquidity	On Demand	1.78%	122,591.94	122,531.64	30,466.79	30,494.88	-0.14%	205.15
Lone Star Corporate	On Demand	1.83%	1,517,078.07	1,516,219.64	32,812.48	32,837.67	-0.13%	3,651.44
Lone Star Enhanced	On Demand	1.21%	272,644.58	273,699.02	272,740.96	272,922.38		
MBIA	On Demand	1.84%	33,865.73	33,865.73	33,728.76	33,728.76	0.00%	136.97
TexPool	On Demand	1.85%	8,774.89	8,770.24	8,737.75	8,735.83	-0.03%	37.14
Subtotal		1.74%	\$ 1,954,955.21	\$ 1,955,086.27	\$ 378,486.74	\$ 378,719.52	-0.05%	\$ 4,030.70
Food Service Fund								
Lone Star Corporate	On Demand	1.83%	1,049,031.78	1,048,438.19	1,133,265.52	1,134,135.40	-0.13%	4,131.74
Worker's Compensation Fund								
Lone Star Corporate	On Demand	1.83%	523,279.69	522,983.60	369,562.47	369,846.14	-0.13%	1,846.59
Construction Fund								
Lone Star Corporate	On Demand	1.83%	1,528,827.76	1,527,962.68	3,200,440.57	3,202,897.18	-0.13%	6,199.79
Lone Star Enhanced	On Demand	1.21%	2,428,062.36	2,428,545.41	2,420,044.54	2,421,654.26		
MBIA	On Demand	1.84%	1,014,691.59	1,014,691.59	1,010,587.84	1,010,587.84		4,103.75
Texpool	On Demand	1.85%	4,871,367.82	4,868,786.00	8,084,044.43	8,082,265.94	0.00%	26,826.75
TexSTAR	On Demand	1.84%	6,254,999.65	6,252,666.54	6,463,124.70	6,462,181.08	-0.02%	26,789.65
Wells Fargo Invest	On Demand	1.56%	2,527,370.82	2,527,370.82	2,518,601.10	2,518,601.10		8,769.72
Subtotal		1.57%	\$ 18,625,320.00	\$ 18,620,023.03	\$ 23,696,843.18	\$ 23,698,187.40	-0.03%	\$ 72,689.66
Total Investments								
		1.62%	\$ 25,665,780.74	\$ 25,659,630.81	\$ 28,653,615.43	\$ 28,656,759.12		\$ 95,230.17



Local Government Investment Cooperative

Monthly Newsletter – November 2004

Date	Allocation Factor	Daily Rate	Daily Interest	LOGIC Balance	WAM	Net Asset Value
11/1/2004	0.000048976	1.7876%	35,214.77	719,017,290.99	82.90	0.9999
11/2/2004	0.000048937	1.7862%	35,048.38	716,198,411.74	82.27	0.9999
11/3/2004	0.000049215	1.7963%	35,234.77	715,937,311.40	82.58	0.9999
11/4/2004	0.000049637	1.8117%	34,587.30	696,809,337.99	85.09	0.9999
11/5/2004	0.000049667	1.8128%	34,368.30	691,980,125.53	81.55	0.9999
11/6/2004	0.000049667	1.8128%	34,368.30	691,980,125.53	81.55	0.9999
11/7/2004	0.000049667	1.8128%	34,368.30	691,980,125.53	81.55	0.9998
11/8/2004	0.000049702	1.8141%	34,564.62	695,432,152.57	80.17	0.9998
11/9/2004	0.000050109	1.8290%	34,883.80	696,158,897.02	81.24	0.9998
11/10/2004	0.000050417	1.8402%	34,277.94	679,885,029.26	82.35	0.9998
11/11/2004	0.000050417	1.8402%	34,277.94	679,885,029.26	82.35	0.9998
11/12/2004	0.000051340	1.8739%	34,691.41	675,719,742.49	80.27	0.9997
11/13/2004	0.000051340	1.8739%	34,691.41	675,719,742.49	80.27	0.9997
11/14/2004	0.000051340	1.8739%	34,691.41	675,719,742.49	80.27	0.9997
11/15/2004	0.000051610	1.8838%	33,887.71	656,613,381.53	82.68	0.9998
11/16/2004	0.000052347	1.9107%	34,372.24	656,626,778.52	84.93	0.9998
11/17/2004	0.000053005	1.9347%	34,720.29	655,035,019.84	88.52	0.9998
11/18/2004	0.000053106	1.9384%	34,977.01	658,628,717.15	87.07	0.9998
11/19/2004	0.000053248	1.9435%	34,978.19	656,894,676.43	86.31	0.9997
11/20/2004	0.000053248	1.9435%	34,978.19	656,894,676.43	86.31	0.9997
11/21/2004	0.000053248	1.9435%	34,978.19	656,894,676.43	86.31	0.9997
11/22/2004	0.000053955	1.9693%	35,400.02	656,105,810.46	87.84	0.9998
11/23/2004	0.000054131	1.9758%	34,824.27	643,338,229.43	89.30	0.9998
11/24/2004	0.000054267	1.9807%	34,853.65	642,264,684.81	87.88	0.9998
11/25/2004	0.000054267	1.9807%	34,853.65	642,264,684.81	87.88	0.9998
11/26/2004	0.000055098	2.0111%	36,581.39	663,938,041.34	85.58	0.9997
11/27/2004	0.000055098	2.0111%	36,581.39	663,938,041.34	85.58	0.9997
11/28/2004	0.000055098	2.0111%	36,581.39	663,938,041.34	85.58	0.9997
11/29/2004	0.000055113	2.0116%	37,680.94	683,698,459.09	80.44	0.9998
11/30/2004	0.000055382	2.0214%	35,192.86	635,454,864.89	85.20	0.9998
Totals	0.000052088	1.9012%	1,050,710.03	673,165,061.60	84.06	0.9998

Portfolio Composition – 11/30/2004

Security Type	Number	Percentage	Book Value	Market Value	Mat. Dist. In Days	
					1 Day	0.00%
Agencies	18	47.91%	304,754,885	304,665,017	2 to 7	4.96%
Comm. Paper	26	52.01%	330,823,610	330,771,570	8 to 30	21.30%
M.M. Funds	1	0.01%	32,522	32,522	31 to 90	45.72%
Repurchase Agree.	1	0.07%	451,000	451,000	91 to 180	14.69%
Treasury Bills	0	0.00%	0	0	180 to 365	13.34%
Totals	46	100.0%	636,062,017	635,920,109	365+	0.00%



Local Government Investment Cooperative

LOGIC Board of Directors

Philip G. Roberson	President	Arlington I.S.D.
Fred L. Werner	Vice President.	City of Grapevine
Judd R. Sanderson	Treasurer / Investment Officer	North Texas Municipal Water District
DeeAnn LeVar Cheatham	Secretary	Evare LLC
Robb Dean	Asst. Secretary	Dallas Co. Community College District
Don A. Buchholz	Advisory Director	SWS Group, Inc.

LOGIC Information

\$1.00 Net Asset Value Tolerance Range	\$.9965 to \$1.0035
LOGIC Fee	Variable Basis Points based on overall pool balance
General Manager	SWS Capital Corporation
Portfolio Manager	Citibank, N.A. through Citigroup Asset Management
Independent Auditor	KPMG LLP
Aaa/MR1+ Rating	Moody's Investors Service
Custodial Bank	JPMorgan Bank

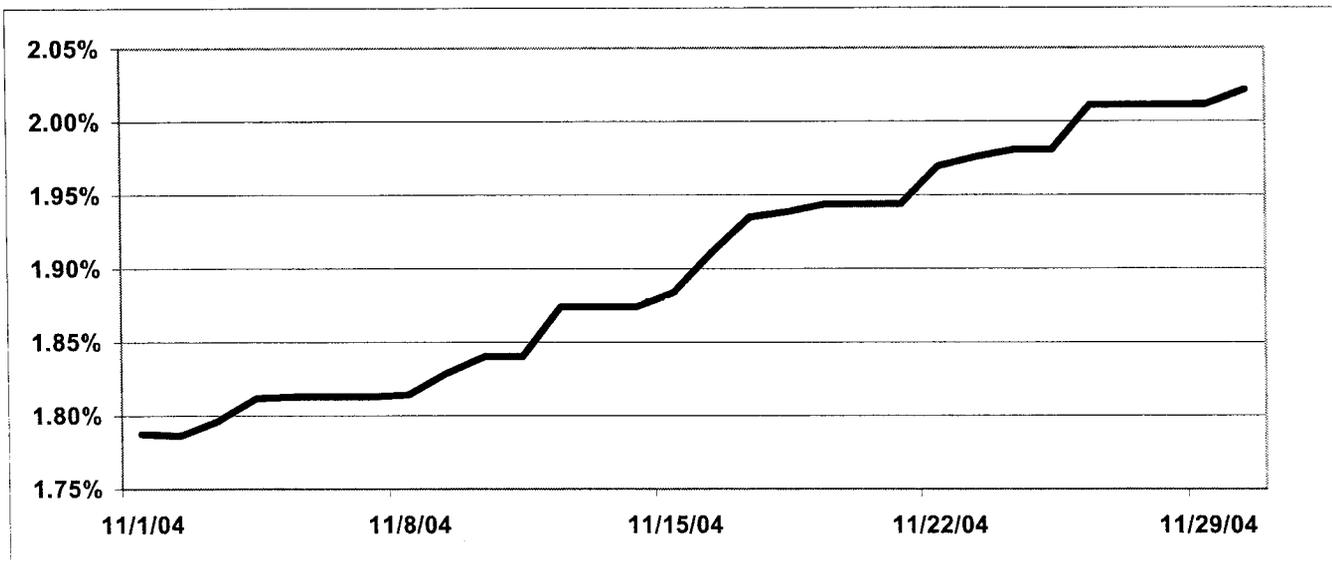
LOGIC Clients

Type	Count
City	107
County	37
Higher Ed.	10
Other	23
School	147
Utility	45
Total	369

Contact Information

Contact	Number
Patrick Shinkle	(214) 859-6784
Buddy Tarpley	(214) 859-6778
Veter Johnson	(214) 859-6780
Fax	(214) 859-6775
AVT System	(800) 895-6442
Web Address	www.logic.org

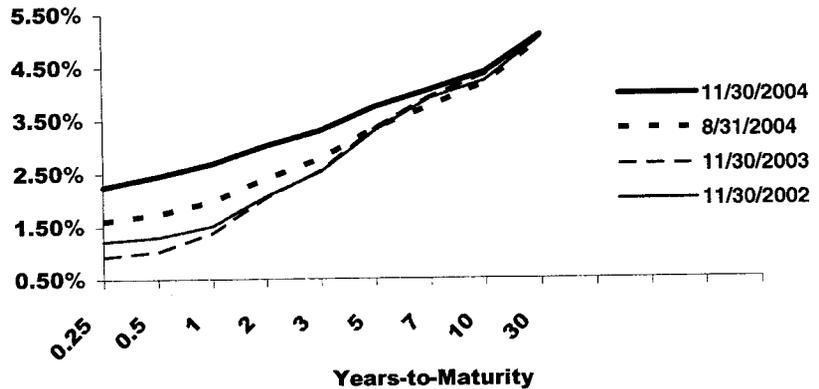
LOGIC Daily Rates For November 2004



Lone Star Investment Pool Quarterly Position Report – November 30, 2004

The Treasury bond market traded lower in the three-month period ending November 30. Yields rose seven to 60 basis points across the curve with the shorter maturities experiencing the largest losses as the Fed continued its trend of tighter monetary policy. The yield curve became much flatter as the spread between the two- and 30-year Treasury bonds tightened to 200 basis points from 253 basis points. The equity markets performed well as the Dow, NASDAQ, and S&P 500 index rose by 2.5%, 14.1%, and 6.3%, respectively. The Fed continued to implement tighter monetary policy as the Fed funds rate was increased by 25 basis points at both the September 21 and November 10 FOMC meeting, raising the target rate to 2.00%. After disappointing the market in the previous two months, October payrolls surged by 337,000 jobs. Oil prices soared to record highs in October, which weighed on consumer confidence. GDP for the third quarter was estimated at 3.9%. The market is expecting another 25 basis point increase at the next FOMC meeting, which is scheduled for December 14.

U.S. Treasury Yield Curves



Liquidity Fund

Duration 0.0691

	Participant Assets	Market Value
Beginning-of-Quarter Balance	80,029,703.45	80,031,456.87
Deposits	150,464,973.93	
Withdrawals	(106,143,163.53)	
End-of-Quarter Balance	124,351,513.85	124,318,133.19

Liquidity Plus Fund

Duration 0.0874

	Participant Assets	Market Value
Beginning-of-Quarter Balance	1,377,035,184.82	1,378,304,882.74
Deposits	1,277,880,763.49	
Withdrawals	(1,245,609,956.72)	
End-of-Quarter Balance	1,409,305,991.59	1,408,612,804.52

Liquidity Corporate Fund

Duration 0.0948

	Participant Assets	Market Value
Beginning-of-Quarter Balance	499,615,934.22	499,999,432.03
Deposits	1,346,919,928.84	
Withdrawals	(1,142,447,627.11)	
End-of-Quarter Balance	704,088,235.95	703,689,832.87

Enhanced Corporate Fund

Duration 0.1458

	Participant Assets	Market Value
Beginning-of-Quarter Balance	146,670,830.41	146,727,662.48
Deposits	9,374,186.34	9,374,186.34
Withdrawals	(58,034,904.96)	(58,034,904.96)
End-of-Quarter Balance	98,453,841.09	98,390,735.00

Returns

	Average rate for September	Average rate for October	Average rate for November
Liquidity Fund	1.42%	1.61%	1.81%
Liquidity Plus Fund	1.37%	1.59%	1.78%
Liquidity Corporate Fund	1.38%	1.61%	1.83%
Enhanced Corporate Fund*	0.88%	1.10%	1.21%

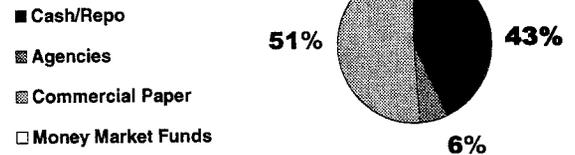
*The Enhanced Corporate Fund average rate is the rate earned over the previous six months (i.e., the November rate of 1.21 percent represents the interest rate earned for the six-month period of June, 2004–November, 2004).

William Mastrodicasa
 William Mastrodicasa
 Lone Star Investment Pool Investment Officers

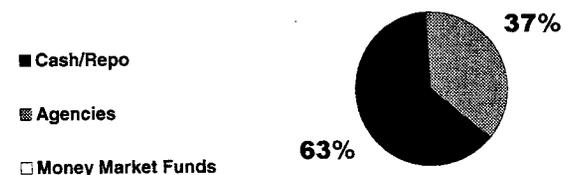
Chris Szaniszló
 Chris Szaniszló
 Lone Star Investment Pool Investment Officers

Investment Distribution by Fund

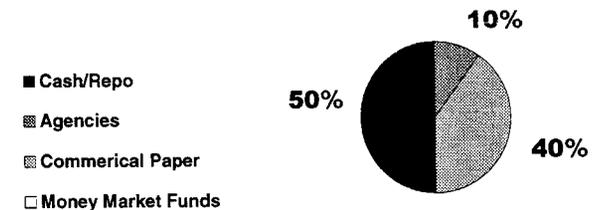
Liquidity Fund



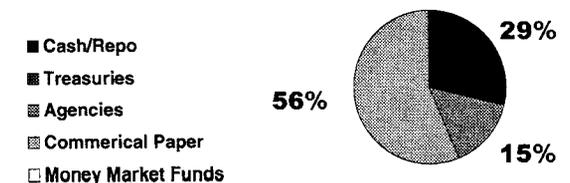
Liquidity Plus Fund



Liquidity Corporate Fund



Enhanced Corporate Fund



Liquidity Plus Fund
Quarterly Report - Quarter Ending November 2004

Canutillo ISD - 71907

Account No.: 0727716532
Account Title: Canutillo ISD General Operating Account

	Participant Assets	Market Value
Beginning balance	21,277.43	21,297.05
9/2/2004 - Deposit	15,364.65	
9/13/2004 - Deposit	4,925.29	
9/16/2004 - Deposit	2,717.93	
9/22/2004 - Transfer in (From LC)	32,532.60	
9/23/2004 - Deposit	14,833.54	
9/30/2004 - Interest	61.92	
10/1/2004 - Deposit	8,730.79	
10/12/2004 - Deposit	17,683.01	
10/27/2004 - Deposit	1,261.86	
10/29/2004 - Deposit	10,401.07	
10/29/2004 - Interest	152.72	
11/2/2004 - Deposit	41,436.49	
11/3/2004 - Deposit	37,471.02	
11/8/2004 - Deposit	10,223.30	
11/9/2004 - Deposit	47,169.22	
11/10/2004 - Deposit	7,888.90	
11/15/2004 - Deposit	38,678.77	
11/18/2004 - Deposit	59,252.36	
11/24/2004 - Deposit	63,828.98	
11/30/2004 - Deposit	175,168.83	
11/30/2004 - Interest	473.34	
Ending balance	611,534.02	611,233.23

Account No.: 0727723595
Account Title: Canutillo ISD Debt Service Account

	Participant Assets	Market Value
Beginning balance	30,466.79	30,494.88
9/2/2004 - Deposit	2,874.75	
9/13/2004 - Deposit	813.75	
9/16/2004 - Deposit	440.65	
9/23/2004 - Deposit	2,040.08	
9/30/2004 - Interest	38.74	
10/1/2004 - Deposit	1,483.45	
10/12/2004 - Deposit	2,593.63	
10/27/2004 - Deposit	2,563.34	
10/29/2004 - Deposit	1,661.26	
10/29/2004 - Interest	54.52	
11/2/2004 - Deposit	6,659.36	
11/3/2004 - Deposit	5,925.35	
11/8/2004 - Deposit	2,089.44	
11/9/2004 - Deposit	8,143.83	

Liquidity Plus Fund
Quarterly Report - Quarter Ending November 2004

Canutillo ISD - 71907

Account No.: 0727723595 (Continued)
Account Title: Canutillo ISD Debt Service Account

	Participant Assets	Market Value
11/10/2004 - Deposit	1,180.73	
11/15/2004 - Deposit	5,533.73	
11/18/2004 - Deposit	9,477.29	
11/24/2004 - Deposit	10,585.01	
11/30/2004 - Deposit	27,854.45	
11/30/2004 - Interest	111.79	
Ending balance	122,591.94	122,531.64

Liquidity Corporate Fund
Quarterly Report - Quarter Ending November 2004

Canutillo ISD - 71907

Account No.: 0727716532
Account Title: Canutillo ISD General Operating Account

	Participant Assets	Market Value
Beginning balance	422,988.32	423,313.00
9/2/2004 - Transfer in (From LC)	1,829,893.36	
9/3/2004 - Withdrawal	(1,829,893.36)	
9/8/2004 - Deposit	33,567.00	
9/14/2004 - Withdrawal	(300,000.00)	
9/17/2004 - Transfer in (From LC)	113,375.73	
9/17/2004 - Withdrawal	(113,375.73)	
9/17/2004 - Deposit	19,576.43	
9/20/2004 - Deposit	181,192.00	
9/22/2004 - Deposit	1,113.00	
9/27/2004 - Deposit	67,095.00	
9/27/2004 - Deposit	2,833,623.00	
9/30/2004 - Withdrawal	(1,100,000.00)	
9/30/2004 - Transfer in (From LC)	344,181.63	
9/30/2004 - Interest	913.72	
10/1/2004 - Withdrawal	(344,181.63)	
10/4/2004 - Deposit	77,976.90	
10/4/2004 - Deposit	17,938.62	
10/5/2004 - Transfer out (To LC)	(271,000.00)	
10/8/2004 - Withdrawal	(500,000.00)	
10/8/2004 - Deposit	1,454,347.00	
10/13/2004 - Transfer out (To LC)	(182,561.40)	
10/13/2004 - Transfer in (From LC)	418,844.96	
10/13/2004 - Transfer out (To LC)	(1,454,347.00)	
10/13/2004 - Deposit	2,097,146.00	
10/13/2004 - Deposit	1,051,671.00	
10/15/2004 - Withdrawal	(1,300,000.00)	
10/15/2004 - Deposit	319,762.00	
10/15/2004 - Deposit	4,675.10	
10/21/2004 - Deposit	54,458.33	
10/22/2004 - Withdrawal	(750,000.00)	
10/22/2004 - Deposit	21,099.44	
10/22/2004 - Adj/Transfer withdrawal	(2,097,146.00)	
10/25/2004 - Deposit	201,286.00	
10/25/2004 - Deposit	1,869,436.00	
10/27/2004 - Deposit	374.98	
10/27/2004 - Deposit	158,205.54	
10/27/2004 - Deposit	5,526.00	
10/29/2004 - Withdrawal	(1,300,000.00)	
10/29/2004 - Interest	3,929.55	
11/12/2004 - Transfer out (To LC)	(319,762.00)	
11/12/2004 - Transfer in (From LC)	123,464.34	
11/15/2004 - Withdrawal	(1,500,000.00)	

Liquidity Corporate Fund
Quarterly Report - Quarter Ending November 2004

Canutillo ISD - 71907

Account No.: 0727716532 (Continued)
Account Title: Canutillo ISD General Operating Account

	Participant Assets	Market Value
	(307,452.00)	
11/16/2004 - Transfer out (To LC)	355,836.58	
11/16/2004 - Transfer in (From LC)	8,923.18	
11/19/2004 - Deposit	30,104.17	
11/22/2004 - Deposit	234.66	
11/24/2004 - Deposit	2,010,524.00	
11/26/2004 - Deposit	(1,000,000.00)	
11/30/2004 - Withdrawal	2,184.30	
11/30/2004 - Interest	<u>1,465,748.72</u>	
Ending balance		1,464,919.34

Account No.: 0727724502
Account Title: Canutillo ISD Construction Account

	Participant Assets	Market Value
Beginning balance	3,200,440.57	3,202,897.18
9/2/2004 - Transfer out (To LC)	(1,829,893.36)	
9/8/2004 - Deposit	479,145.42	
9/17/2004 - Transfer out (To LC)	(113,375.73)	
9/22/2004 - Transfer out (To LP)	(32,532.60)	
9/23/2004 - Deposit	32,532.60	
9/23/2004 - Deposit	(344,181.63)	
9/30/2004 - Transfer out (To LC)	1,965.56	
9/30/2004 - Interest	130,492.70	
10/25/2004 - Deposit	1,945.50	
10/29/2004 - Interest	2,288.73	
11/30/2004 - Interest	<u>1,528,827.76</u>	
Ending balance		1,527,962.68

Account No.: 0727723595
Account Title: Canutillo ISD Debt Service Account

	Participant Assets	Market Value
Beginning balance	32,812.48	32,837.67
9/17/2004 - Deposit	26,267.15	
9/30/2004 - Interest	51.75	
10/13/2004 - Transfer in (From LC)	1,454,347.00	
10/29/2004 - Interest	1,328.55	
11/30/2004 - Interest	2,271.14	
Ending balance	<u>1,517,078.07</u>	1,516,219.64

Account No.: 0727721037
Account Title: Canutillo ISD Food Service Account

	Participant Assets	Market Value
Beginning balance	1,133,265.52	1,134,135.40



7620 Guadalupe Street
 Austin, Texas 78752
 800-758-3927

Liquidity Corporate Fund Quarterly Report - Quarter Ending November 2004

Canutillo ISD - 71907

Account No.: 0727721037 (Continued)
 Account Title: Canutillo ISD Food Service Account

	Participant Assets	Market Value
9/30/2004 - Interest	1,286.16	
10/13/2004 - Transfer in (From LC)	182,561.40	
10/13/2004 - Transfer out (To LC)	(418,844.96)	
10/29/2004 - Interest	1,346.47	
11/12/2004 - Transfer in (From LC)	319,762.00	
11/12/2004 - Transfer out (To LC)	(123,464.34)	
11/16/2004 - Transfer in (From LC)	307,452.00	
11/16/2004 - Transfer out (To LC)	(355,836.58)	
11/30/2004 - Interest	1,504.11	
Ending balance	1,049,031.78	1,048,438.19

Account No.: 0727727554
 Account Title: Canutillo ISD Workmens Compensation Account

	Participant Assets	Market Value
Beginning balance	369,562.47	369,846.14
9/1/2004 - Vendor payment (Texas Public Schools Workers Cc	(16,300.00)	
9/1/2004 - Vendor payment (Texas Public Schools Workers Cc	(37,000.00)	
9/14/2004 - Vendor payment (Texas Public Schools Workers C	(18,403.45)	
9/30/2004 - Interest	346.70	
10/5/2004 - Transfer in (From LC)	271,000.00	
10/7/2004 - Vendor payment (Texas Public Schools Workers C	(22,672.26)	
10/29/2004 - Interest	707.36	
11/9/2004 - Vendor payment (Texas Public Schools Workers C	(24,753.66)	
11/30/2004 - Interest	792.53	
Ending balance	523,279.69	522,983.60



7620 Guadalupe Street
 Austin, Texas 78752
 800-758-3927

Enhanced Corporate Fund Quarterly Report - Quarter Ending November 2004

Canutillo ISD - 71907

Account No.: 0727716532
 Account Title: Canutillo ISD General Operating Account

	Units	NAV	Participant Assets	Market Value
Beginning balance	15,060.24	18.11	272,740.96	272,922.38
Ending balance	<u>15,060.24</u>	<u>18.17</u>	<u>273,644.58</u>	<u>273,699.02</u>

Account No.: 0727724502
 Account Title: Canutillo ISD Construction Account

	Units	NAV	Participant Assets	Market Value
Beginning balance	133,630.29	18.11	2,420,044.54	2,421,654.26
Ending balance	<u>133,630.29</u>	<u>18.17</u>	<u>2,428,062.36</u>	<u>2,428,545.41</u>

Account No.: 0727723595
 Account Title: Canutillo ISD Debt Service Account

	Units	NAV	Participant Assets	Market Value
Beginning balance	15,060.24	18.11	272,740.96	272,922.38
Ending balance	<u>15,060.24</u>	<u>18.17</u>	<u>273,644.58</u>	<u>273,699.02</u>

Economic Commentary

November 2004

Market Commentary

Prepared by Byron Gehlhardt, Portfolio Manager, MBIA Asset Management Corp.

Fed Increases Rates in November

The month began with a refreshing payroll report showing that 337,000 jobs had been added in October, eclipsing expectations of a gain of 175,000 jobs. Additionally, the August and September payroll reports were revised upwards by 113,000 jobs. States and cities were major contributors as economic gains have fueled increases in tax revenue allowing more hiring of teachers and police officers. This strong report helped build the argument that the economy is healthy enough to create jobs and income at a respectable rate.

The next event was the Federal Open Market Committee (FOMC) meeting on November 10. During this session, policymakers continued their "measured pace" of rate hikes and increased the fed funds overnight target rate to 2.00 percent. Their language remained unchanged and the Fed commented that

output is growing at a moderate pace despite the rise in energy prices and labor market conditions have improved.

The FOMC will meet again on December 14, 2004. Economic statistics to watch in December are: ISM Manufacturing (12/1), Employment Report (12/3), Producer Price Index (12/10), Retail Sales (12/13), Consumer Price Index (12/17), Gross Domestic Product, Final 3Q (12/22), Durable Goods Orders (12/23), New Home Sales (12/23), and Chicago Purchasing Manager (12/30).

As of November 30, 2004, the Dow was up approximately 3.9 percent (down 0.2 percent year to date), the NASDAQ was up 6.1 percent (up 4.6 percent year to date) and the S&P 500 was up 3.8 percent for the month (up 5.6 percent year to date).

Sector Review

U.S. Treasuries: Treasuries sold off in November as oil prices steadied and Chairman Greenspan cautioned investors that foreign investors will reach some limit to their desire to finance the U.S. current account deficit. At month-end, three-month bills were yielding 2.23 percent and six-month bills were yielding 2.43 percent. Two-year Treasuries yielded 3.01 percent, five-year Treasuries yielded 3.68 percent and the 10-year Treasuries yielded 4.35 percent.

In our Treasury portfolios, we are keeping our weighted average maturities short as we anticipate another Fed tightening in December and the six-month to one-year area of the curve presents little relative value.

Repurchase Agreements: Overnight repurchase agreements (repo) started the month trading at 1.75 percent and slowly climbed up to 2.03 percent at month-end. We expect repo to trade, on average, around the fed funds target rate of 2.00 percent until the next FOMC, when we expect another 25 basis point increase in the overnight fed funds rate. 150

Commercial Paper: Commercial paper continues to trade at historically tight levels to discount notes but some value was found in the area just beyond year-end. Commercial paper posted three months and beyond still presents little relative value and we continue to target short durations in our portfolios near 35 days. At the end of September, three-month commercial paper (top tier) was yielding 2.27 percent, six-month paper was yielding 2.53 percent and nine-month paper was yielding 2.64 percent.

U.S. Government Agencies: At the end of the month, discount notes were trading around 2.25 percent for three months with a pickup to 2.50 percent for six-month securities, 2.66 percent for nine-month securities and 2.77 percent for one-year securities.

In our agency portfolios, we are targeting a short duration of about 35 days in anticipation of another FOMC rate hike in December.

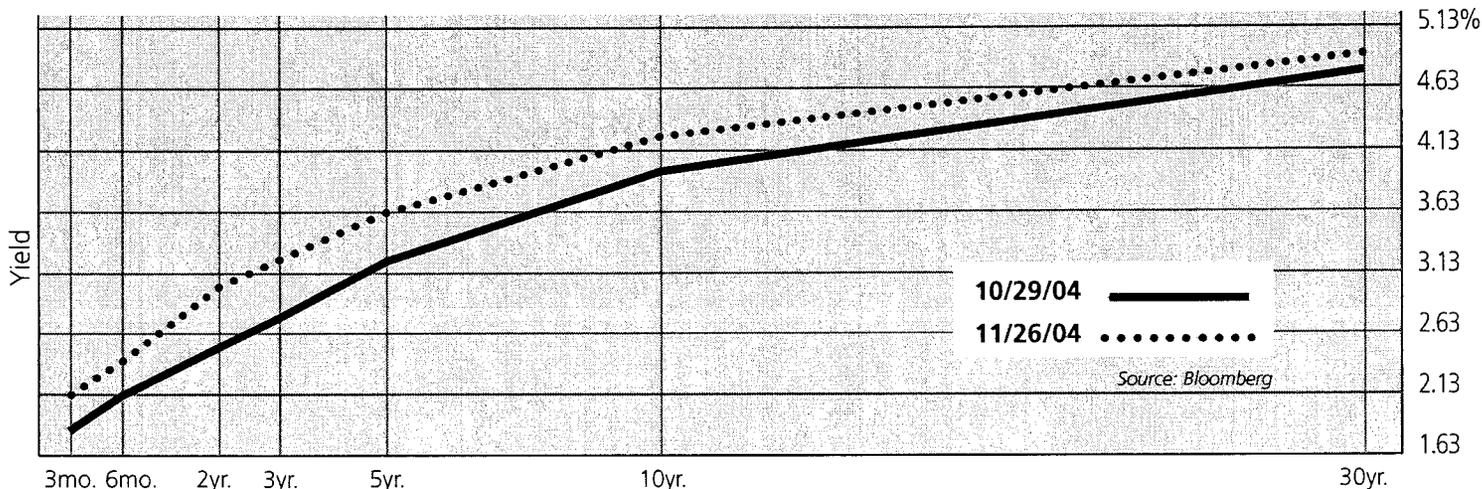
Market Summary

Prepared by Jake Danaher, Portfolio Manager, MBIA Asset Management Corp.

Monthly Market Summary – Week-ending Rates and Yields

	11/05	11/12	11/19	11/26	4th QTD AVG
Overnight Rates					
Effective Fed Funds	1.76	2.02	1.99	2.01	1.85
Repurchase Agreements	1.73	1.92	1.92	1.88	1.78
Discount Rates					
1 Month Treasury Bill	1.82	1.87	1.94	1.97	1.72
1 Month Agency Disc.	1.95	1.98	2.02	2.06	1.87
1 Month Com'l Paper	1.98	2.03	2.05	2.11	1.91
3 Month Treasury Bill	1.99	2.04	2.10	2.16	1.89
3 Month Agency Disc.	2.08	2.17	2.21	2.26	2.05
3 Month Com'l Paper	2.13	2.20	2.25	2.28	2.08
6 Month Treasury Bill	2.21	2.25	2.30	2.34	2.12
6 Month Agency Disc.	2.22	2.34	2.39	2.45	2.21
6 Month Com'l Paper	2.31	2.40	2.47	2.46	2.24
Yields					
1 Year Treasury	2.44	2.49	2.56	2.61	2.36
1 Year Agency	2.58	2.70	2.80	2.87	2.52
2 Year Treasury	2.80	2.86	2.95	3.03	2.72
2 Year Agency	3.01	3.10	3.20	3.29	2.96
5 Year Treasury	3.51	3.53	3.57	3.64	3.44
5 Year Agency	3.86	3.88	3.95	4.01	3.83

Historical Yield Curve



Key Economic Indicators

	For the Period	Date of Release	Expected	Actual	Prior
Unemployment Rate	October	11/05	5.4%	5.5%	5.4%
Consumer Price Index	October	11/17	0.4%	0.6%	0.2%
- Less Food and Energy	October	11/17	0.1%	0.2%	0.3%
Consumer Confidence	November	11/30	96.0	90.5	92.9
FOMC Rate Decision		12/14	2.25%	151	2.00%
Gross Domestic Product	3QP	11/30	3.7%	3.9%	3.7%

MBIA Asset Management Group
 113 King Street
 Armonk, New York 10504
 Client Services: 1-800-395-5505
www.MBIA.com



Asset Management Group

TEXPOOL

THE TEXAS INVESTMENT SERVICE FOR PUBLIC FUNDS

December 2004

PERFORMANCE

As of November 30, 2004

	TexPool	TexPool Prime
Current Invested Balance	\$10,765,369,059.61	\$270,310,363.88
Weighted Average Maturity (1)*	28 Days	35 Days
Weighted Average Maturity (2)*	73 Days	37 Days
Net Asset Value	0.99975	0.99947
Total Number of Participants	1,785	45
Management Fee on Invested Balance	0.05%	0.085%
Interest Distributed	\$16,425,025.01	\$413,662.73
Management Fee Collected	\$444,918.79	\$3,520.31
Standard & Poor's Current Rating	AAAm	AAAm
November Averages		
Average Invested Balance	\$10,814,280,383.67	\$287,550,974.06
Average Monthly Yield, on a simple basis (3)*	1.8491%	1.7882%
Average Weighted Average Maturity (1)*	30 Days	43 Days
Average Weighted Average Maturity (2)*	67 Days	47 Days

*Definitions for Average Weighted Maturity can be found on Page 2.

Economic and Market Commentary

Interest rates at the longer end of the cash yield curve lurched higher by about 50 basis points during the month in response to unexpectedly strong payroll numbers and surprising hints of rising inflation. Changes were more muted on the short end of the curve, however, as yields drifted higher by only 25 basis points to reflect the widely anticipated quarter-point hike in benchmark rates at the Federal Reserve's November 10 policy meeting.

As the period began, we had positioned cash portfolios defensively to reflect our view that risks were skewed in the direction of more rate hikes than the market was anticipating. In that environment, of course, it generally pays to keep average maturities short to capitalize on the higher yields down the road. As of this writing, we are satisfied that the yield curve now offers reasonable value up to about the six-month level, and thus have continued to concentrate our purchases within that area. However, we are not as sanguine about the longer-end of the cash curve, given our forecast for more draconian rate hikes during the second half of 2005 than the market currently expects. In fact, we recently shortened our maturity targets to between 35 and 45 days for TexPool Prime and to between 30 and 40 days for TexPool.

Notably, the Fed has signaled that it is determined to return monetary policy to a "neutral" level after a prolonged period of exceptionally easy money. Though economists are divided about what constitutes monetary neutrality, there is little doubt that short-term interest rates will have to rise significantly from current levels, especially if inflationary pressures continue to build. Though we do not foresee a dramatic outbreak of headline inflation, we believe that recent developments imply the potential for a more aggressive Fed policy than had been expected, and we have positioned cash portfolios to reflect that possibility.

ANNOUNCEMENTS

New Participants

We would like to recognize and welcome the following entities who joined the TexPool/TexPool Prime program in October, 2004:

- San Angelo Housing Authority
- Refugio County
- Broaddus ISD
- Lometa ISD
- City of McCamey
- Fort Bend County MUD #143

Holiday Reminder

In observance of Christmas, TexPool will be closed on Friday, December 24, 2004. ACH transactions placed on Thursday, December 23, 2004 will settle on Monday, December 27, 2004. Please plan accordingly for your liquidity needs.

Upcoming Events

- 12/13/04 – 12/15/04 GTOT Winter Conference in San Antonio
- 01/24/05 – 01/25/05 TASSCUBO Winter Conference in Austin
- 01/31/05 – 02/01/05 TASA Midwinter Conference in Austin



TexPool

PORTFOLIO ASSET SUMMARY AS OF November 30, 2004

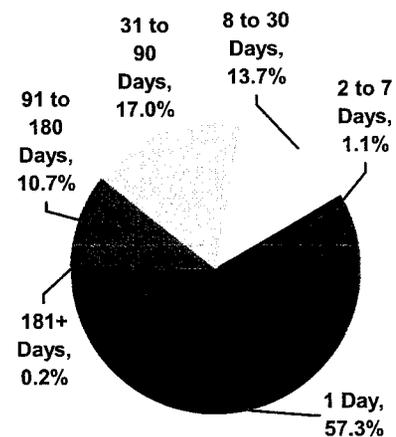
	Book Value	Market Value
Uninvested Balance	\$1,111,281.29	\$1,111,281.29
Accrual of Interest Income	7,922,302.71	7,922,302.71
Interest and Management Fees Payable	(16,425,880.84)	(16,425,880.84)
Payable for Investments Purchased	(211,095,783.22)	(211,095,783.22)
Repurchase Agreements	6,061,544,000.00	6,061,544,000.00
Mutual Fund Investments	0.00	0.00
Government Securities	4,922,313,139.67	4,919,684,940.70
Total	\$10,765,369,059.61	\$10,762,740,860.64

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investors and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool. The only source of payment to the Participants is the assets of TexPool. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

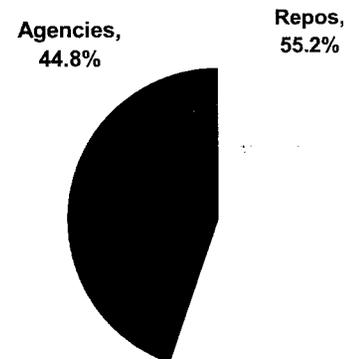
DAILY SUMMARY

Date	Money Mkt Fund Equiv (SEC Std.)	Daily Allocation Factor	TexPool Invested Balance	Market Value Per Share	WAM Days (1)	WAM Days (2)
11/01	1.7677%	0.000048429	\$11,022,181,444.89	0.99977	30	63
11/02	1.7229%	0.000047203	\$11,036,103,144.21	0.99976	30	62
11/03	1.7190%	0.000047096	\$11,023,545,901.52	0.99975	29	62
11/04	1.7429%	0.000047752	\$11,019,646,971.54	0.99974	29	62
11/05	1.7439%	0.000047777	\$10,981,075,377.28	0.99974	31	63
11/06	1.7439%	0.000047777	\$10,981,075,377.28	0.99974	31	63
11/07	1.7439%	0.000047777	\$10,981,075,377.28	0.99974	31	63
11/08	1.7864%	0.000048942	\$10,947,091,147.49	0.99971	30	61
11/09	1.7805%	0.000048782	\$10,942,836,906.97	0.99971	29	61
11/10	1.8275%	0.000050068	\$10,898,220,234.54	0.99971	30	61
11/11	1.8275%	0.000050068	\$10,898,220,234.54	0.99971	30	61
11/12	1.8684%	0.000051190	\$10,873,726,975.88	0.99972	31	71
11/13	1.8684%	0.000051190	\$10,873,726,975.88	0.99972	31	71
11/14	1.8684%	0.000051190	\$10,873,726,975.88	0.99972	31	71
11/15	1.9261%	0.000052771	\$10,766,921,447.81	0.99973	27	69
11/16	1.8807%	0.000051525	\$10,750,697,689.77	0.99972	30	70
11/17	1.8858%	0.000051667	\$10,808,066,015.95	0.99972	29	70
11/18	1.8819%	0.000051558	\$10,751,588,499.56	0.99973	30	70
11/19	1.8880%	0.000051727	\$10,614,407,001.14	0.99974	31	71
11/20	1.8880%	0.000051727	\$10,614,407,001.14	0.99974	31	71
11/21	1.8880%	0.000051727	\$10,614,407,001.14	0.99974	31	71
11/22	1.8875%	0.000051712	\$10,489,558,459.39	0.99971	29	70
11/23	1.8799%	0.000051503	\$10,594,589,982.69	0.99972	28	69
11/24	1.9037%	0.000052155	\$10,596,328,969.16	0.99974	30	70
11/25	1.9037%	0.000052155	\$10,596,328,969.16	0.99974	30	70
11/26	1.9162%	0.000052499	\$10,765,198,580.63	0.99975	30	70
11/27	1.9162%	0.000052499	\$10,765,198,580.63	0.99975	30	70
11/28	1.9162%	0.000052499	\$10,765,198,580.63	0.99975	30	70
11/29	1.9418%	0.000053200	\$10,817,892,626.64	0.99974	28	67
11/30	1.9586%	0.000053659	\$10,765,369,059.61	0.99975	28	73
Avg	1.8491%	0.000050661	\$10,814,280,383.67		30	67

Portfolio By Maturity
As of November 30, 2004



Portfolio By Type of Investment
As of November 30, 2004



Number of Participants

	Number of Participants	Balance
School District	481	\$4,446,668,343.29
Higher Education	50	\$1,160,630,789.22
Health Care	69	\$320,362,311.45
Utility District	510	\$1,075,308,841.90
City	372	\$2,656,004,841.28
County	141	\$931,469,151.23
Other	162	\$171,969,219.89

Definition of Weighted Average Maturity (1) & (2)

* (1) This weighted average maturity calculation uses the SEC Rule 2A-7 definition for stated maturity for any floating rate instrument held in the portfolio to determine the weighted average maturity for the pool. This rule specifies that a variable rate instrument to be paid in 397 calendar days or less shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate.

* (2) This weighted average maturity calculation uses the final maturity of any floating rate instruments held in the portfolio to calculate the weighted average maturity for the pool.

TexPool Prime

PORTFOLIO ASSET SUMMARY AS OF December 30, 2004

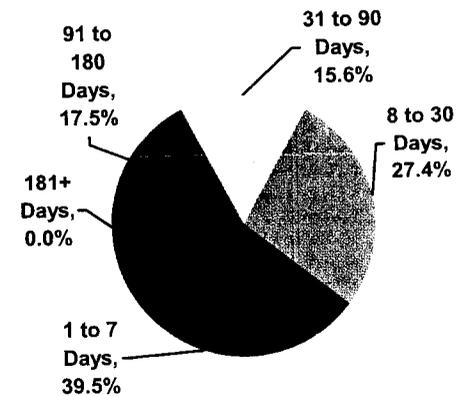
	Book Value	Market Value
Uninvested Balance	\$99.57	\$99.57
Accrual of Interest Income	558,492.80	558,492.80
Interest and Management Fees Payable	(413,677.01)	(413,677.01)
Payable for Investments Purchased	0.00	0.00
Repurchase Agreements	101,055,000.00	101,055,000.00
Mutual Fund Investments	0.00	0.00
Government Securities	69,511,936.56	69,409,633.80
Commercial Paper	99,598,511.96	99,562,696.78
Bank Instruments	0.00	0.00
Variable Rate Note	0.00	0.00
Total	\$270,310,363.88	\$270,172,245.94

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investors and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool Prime. The assets of TexPool Prime are the only source of payments to the Participants. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

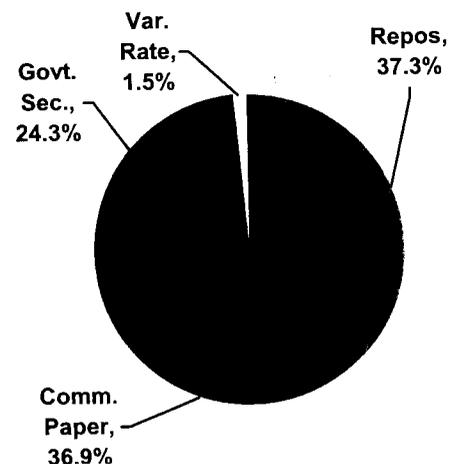
DAILY SUMMARY

Date	Money Mkt Fund Equiv (SEC Std.)	Daily Allocation Factor	TexPool Invested Balance	Market Value Per Share	WAM Days (1)	WAM Days (2)
11/01	1.6889%	0.000046272	\$310,411,419.45	0.99956	50	73
11/02	1.6694%	0.000045738	\$308,253,339.06	0.99954	50	68
11/03	1.6566%	0.000045387	\$236,362,182.70	0.99937	63	86
11/04	1.6629%	0.000045558	\$236,284,101.71	0.99938	57	60
11/05	1.6650%	0.000045616	\$237,192,985.29	0.99941	57	59
11/06	1.6650%	0.000045616	\$237,192,985.29	0.99941	57	59
11/07	1.6650%	0.000045616	\$237,192,985.29	0.99941	57	59
11/08	1.7105%	0.000046862	\$226,823,805.59	0.99928	56	58
11/09	1.7324%	0.000047463	\$268,145,676.11	0.99939	47	49
11/10	1.7880%	0.000048986	\$330,648,029.71	0.99950	38	40
11/11	1.7880%	0.000048986	\$330,648,029.71	0.99950	38	40
11/12	1.8159%	0.000049751	\$338,615,784.94	0.99955	37	39
11/13	1.8159%	0.000049751	\$338,615,784.94	0.99955	37	39
11/14	1.8159%	0.000049751	\$338,615,784.94	0.99955	37	39
11/15	1.8422%	0.000050471	\$321,157,339.03	0.99949	36	38
11/16	1.8176%	0.000049797	\$314,776,112.84	0.99949	37	38
11/17	1.8128%	0.000049665	\$303,810,273.06	0.99950	39	40
11/18	1.8146%	0.000049716	\$299,252,900.82	0.99946	38	40
11/19	1.8204%	0.000049873	\$290,619,453.58	0.99949	41	43
11/20	1.8204%	0.000049873	\$290,619,453.58	0.99949	41	43
11/21	1.8204%	0.000049873	\$290,619,453.58	0.99949	41	43
11/22	1.8117%	0.000049635	\$286,807,205.20	0.99947	37	39
11/23	1.8497%	0.000050676	\$282,651,797.55	0.99949	37	39
11/24	1.8630%	0.000051042	\$282,651,914.08	0.99948	38	40
11/25	1.8630%	0.000051042	\$282,651,914.08	0.99948	38	40
11/26	1.8681%	0.000051182	\$284,249,522.07	0.99952	38	40
11/27	1.8681%	0.000051182	\$284,249,522.07	0.99952	38	40
11/28	1.8681%	0.000051182	\$284,249,522.07	0.99952	38	40
11/29	1.8835%	0.000051603	\$282,849,579.60	0.99950	35	36
11/30	1.8824%	0.000051572	\$270,310,363.88	0.99947	35	37
Avg	1.6697%	0.000045746	\$346,056,789.02		56	78

Portfolio By Maturity
As of November 30, 2004



Portfolio By Type of Investment
As of October 31, 2004



	Number of Participants	Balance
School District	24	\$197,713,541.24
Higher Education	3	\$12,517,113.87
Health Care	3	\$850,618.79
Utility District	1	\$8,778,790.34
City	7	\$5,049,315.65
County	6	\$45,406,357.58
Other	1	\$0.00
Total	154	

* (3) This current yield for TexPool Prime for each date may reflect a waiver of some portion or all of each of the management fees.

TEXPOOL

THE TEXAS INVESTMENT SERVICE FOR PUBLIC FUNDS

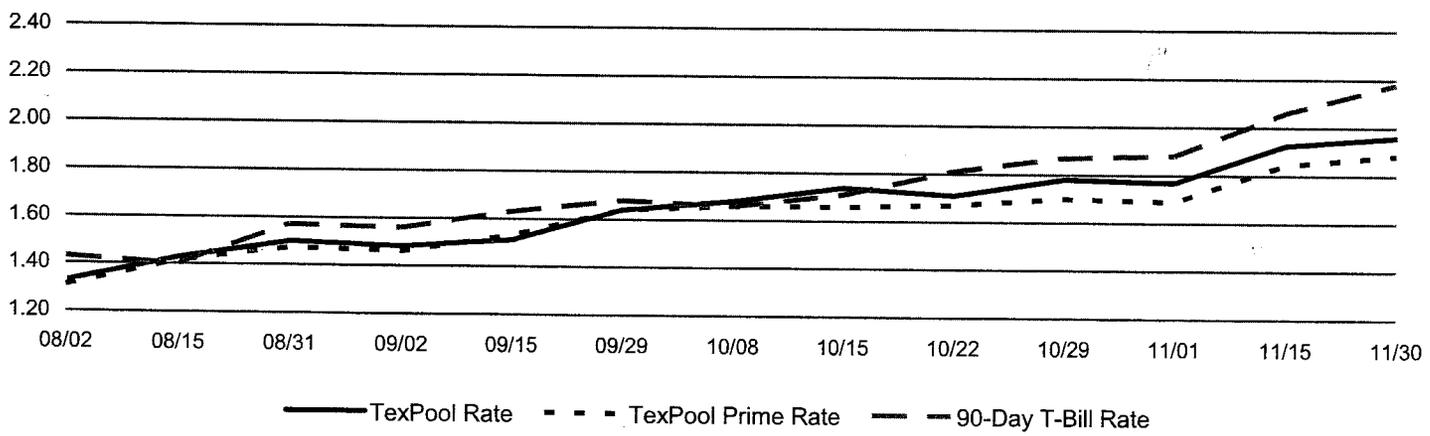
TexPool Participant Services
 c/o Lehman Brothers
 600 Travis St., Suite 7200
 Houston, TX 77002

PRSRT STD
 US Postage
 PAID
 Austin, TX
 Permit No. 597



Tony Reza
 Canutillo ISD
 PO Box 100
 Canutillo, TX 79835-0100

TEXPOOL & TEXPOOL PRIME VS. 90-DAY TREASURY BILL



TexPool Advisory Board Members

R.C. Allen	Kathy Dubose	John McGrane	Anita Thetford
Pati Buchenau	Dan Haggerty	Bob Shepard	Vivian Wood
Clay McPhail	Ron Leverett	Joe Strauss III	

Additional information regarding TexPool is available upon request:
www.texpool.com • 1-866-839-7665 (1-888-TEX-POOL) • Fax: 866-839-3291



Monthly Newsletter – December 2004

Performance

As of November 30, 2004

November Averages

Current Invested Balance	\$2,561,431,423.37	Average Invested Balance	\$2,565,736,825.09
Weighted Average Maturity (1)	34 Days	Average Monthly Yield, on a simple basis	1.8352%
Weighted Average Maturity (2)	63 Days	Average Weighted Average Maturity (1)*	38 Days
Net Asset Value	999627	Average Weighted Average Maturity (2)*	68 Days
Total Number of Participants	352	<i>Definition of Weighted Average Maturity (1) & (2)</i>	
Management Fee on Invested Balance	0.12%	(1) This weighted average maturity calculation uses the SEC Rule 2a-7 definition for stated maturity for any floating rate instrument held in the portfolio to determine the weighted average maturity for the pool. This Rule specifies that a variable rate instrument to be paid in 397 calendar days or less shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate.	
Interest Distributed	\$3,971,609.00	(2) This weighted average maturity calculation uses the final maturity of any floating rate instruments held in the portfolio to calculate the weighted average maturity for the pool.	
Management Fee Collected	\$105,159.30	The maximum management fee authorized for the TexSTAR Cash Reserve Fund is 12 basis points. This fee may be waived in full or in part in the discretion of the TexSTAR co-administrators at any time, as provided for in the TexSTAR Information Statement.	
Standard & Poor's Current Rating	AAAm		

New Participants

We would like to welcome the following entities who joined the TexSTAR program in November 2004:

- | | | |
|--------------------|--------------------------------------|-------------------|
| ★ City of Waco | ★ Lubbock ISD | ★ McLennan County |
| ★ Longview ISD | ★ City of Dickinson | ★ Sheldon ISD |
| ★ Columbus ISD | ★ Midland Community College District | ★ Royal ISD |
| ★ City of Benbrook | ★ City of Dalworthington Gardens | ★ La Joya ISD |

Holiday Reminder

In observance of the Christmas holiday, TexSTAR will be closed on Friday, December 24, 2004. Any early transaction deadline on the day preceding the holiday will be posted on our automated systems the week prior and notification will be sent by email to the primary contact on file for all TexSTAR participants.

Economic Commentary

In November, economic data releases showed strength in the labor market and consumer spending. Boosted in part by hurricane cleanup and rebuilding efforts, nonfarm payrolls posted a strong gain in October though since much of this gain was concentrated in a relatively small number of sectors, this suggests that the labor market may not be as strong as the the number indicates. Nevertheless, given the recent strength in claims data and other labor market indicators, we expect future employment growth to be stronger than the third quarter trend.

Above-consensus economic data, falling oil prices, and concerns about the dollar drove Treasury rates higher throughout the month. On November 10th, as expected, the Federal Open Market Committee increased its target overnight rate to 2.0%. In the accompanying press release, the Fed noted that output seemed to be growing at a moderate pace despite the rise in energy prices, while inflation and longer-term inflation expectations remained well-contained. Barring any unforeseen shocks going forward, moderate output growth and well-contained inflation expectations predict continued low and stable inflation. Consequently, the Fed could comfortably reaffirm its promise to raise rates at a measured pace provided that the data cooperate.

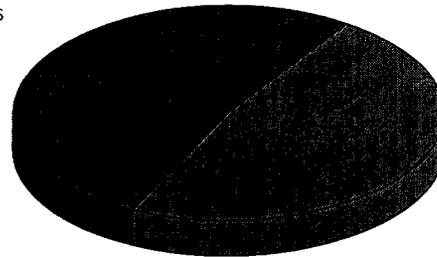
Given recent economic data, we continue to forecast marginally above-trend GDP growth of 4% in Q4 2004. Despite the FOMC hiking the fed funds rate, real interest rates for the whole U.S. economy have actually remained accommodative. With the U.S. consumer already stretched, a large increase in demand would require a significant pickup in corporate activity and hiring. However, continued increases in payrolls above 300,000 a month remain unlikely and we forecast solid monthly gains in employment of around 150-200,000. Corporations will need to reverse some of the restraint exhibited in 2004 in order to cope with demand. Inflation expectations remain well anchored, and we do not believe there will be a repeat of the spring inflation scare in the near-term.

For more information about TexSTAR, please visit our web site at www.texstar.org.

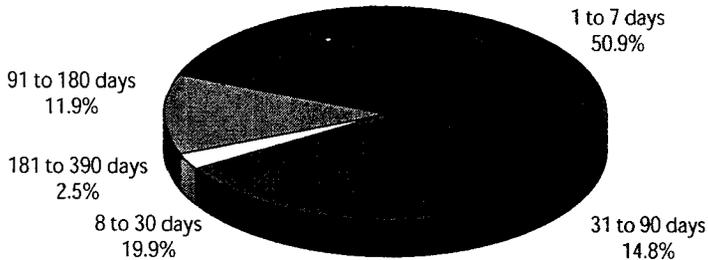
Information at a Glance

Portfolio by Type of Investment As of November 30, 2004

Agencies
52.1%

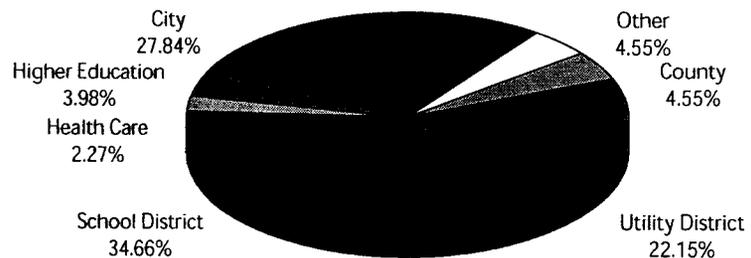


Repurchase Agreements
47.9%



Portfolio by Maturity As of November 30, 2004

Distribution of Participants by Type As of November 30, 2004



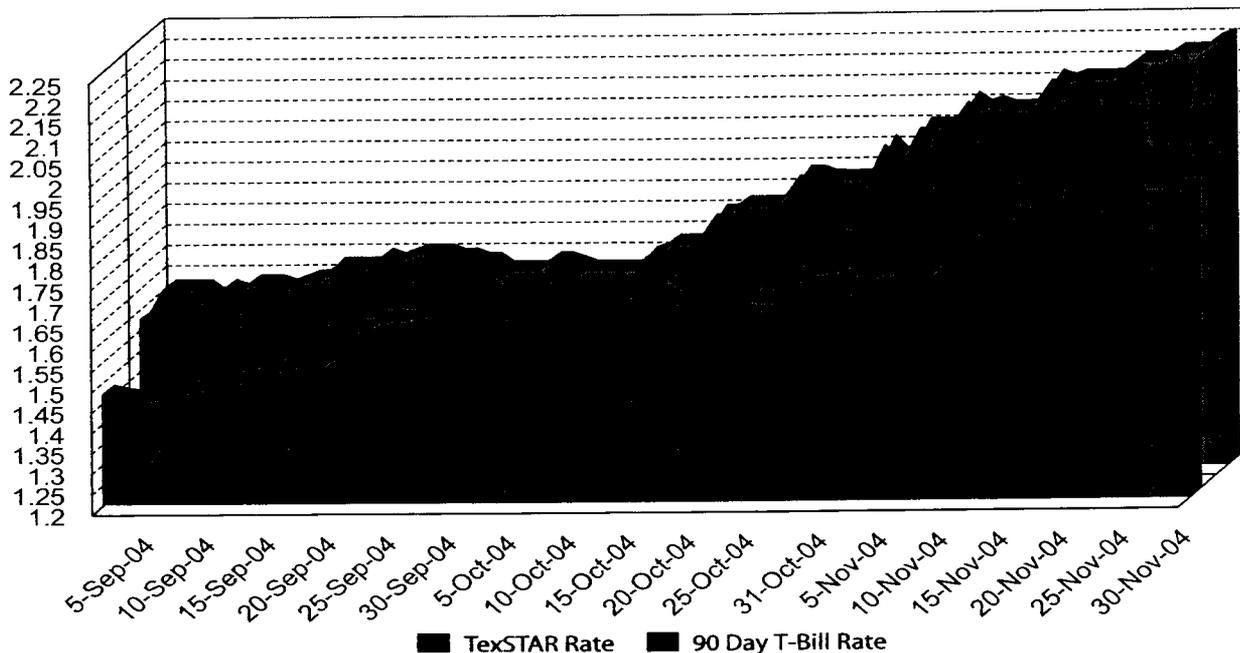
Historical Program Information

Month	Average Rate	Book Value	Market Value	Net Asset Value	WAM (1)	WAM (2)	Number of Participants
Nov 04	1.8352%	\$2,551,431,423.37	\$2,550,480,516.35	0.999627	68	68	352
Oct 04	1.6948%	2,585,176,893.15	2,584,632,740.38	0.999722	64	73	340
Sep 04	1.5452%	2,753,621,066.16	2,753,214,694.14	0.999850	62	77	333
Aug 04	1.3767%	2,521,646,209.34	2,521,278,530.82	0.999854	67	72	325
Jul 04	1.2278%	2,870,462,574.68	2,869,625,051.94	0.999700	66	70	320
Jun 04	1.0719%	3,021,773,248.49	3,021,046,336.28	0.999749	67	78	309
May 04	1.0266%	3,374,264,415.86	3,373,854,080.52	0.999878	60	73	297
Apr 04	1.0264%	3,394,490,411.51	3,394,384,981.68	0.999998	56	76	289
Mar 04	1.0371%	3,368,418,014.82	3,368,771,653.76	1.000099	52	66	281
Feb 04	1.0377%	3,752,402,764.47	3,752,870,580.25	1.000124	51	70	269
Jan 04	1.0423%	3,079,586,852.83	3,079,910,874.74	1.000099	53	76	260
Dec 03	1.0374%	2,334,107,901.21	2,334,330,507.81	1.000088	49	74	250
Nov 03	1.0381%	2,092,038,367.40	2,092,133,364.15	1.000045	54	87	240

Portfolio Asset Summary as of November 30, 2004

	Book Value	Market Value
Uninvested Balance	\$ (27,021.42)	\$ (27,021.42)
Accrual of Interest Income	3,800,331.05	3,800,331.05
Interest and Management Fees Payable	(4,007,907.72)	(4,007,907.72)
Repurchase Agreements	1,223,831,000.00	1,223,831,000.00
Government Securities	1,327,835,021.46	1,326,884,114.44
Total	\$ 2,551,431,423.37	\$ 2,550,480,516.35

TexSTAR versus 90-Day Treasury Bill



Daily Summary for November 2004

Date	Mny Mkt Fund Equiv. [SEC Std.]	Daily Allocation Factor	TexSTAR Invested Balance	Market Value Per Share	WAM Days (1)*	WAM Days (2)*
1-Nov-04	1.7347%	0.000047527	2,667,954,654.58	0.999712	42	72
2-Nov-04	1.7054%	0.000046722	2,668,067,584.63	0.999692	41	72
3-Nov-04	1.7015%	0.000046616	2,652,206,541.71	0.999694	41	72
4-Nov-04	1.7163%	0.000047021	2,641,812,781.87	0.999682	41	71
5-Nov-04	1.7160%	0.000047013	2,624,596,784.26	0.999648	39	70
6-Nov-04	1.7160%	0.000047013	2,624,596,784.26	0.999648	39	70
7-Nov-04	1.7160%	0.000047013	2,624,596,784.26	0.999648	39	70
8-Nov-04	1.7566%	0.000048126	2,613,230,105.73	0.999632	39	69
9-Nov-04	1.7501%	0.000047947	2,616,647,689.32	0.999624	38	69
10-Nov-04	1.7814%	0.000048805	2,611,798,999.73	0.999631	37	68
11-Nov-04	1.7814%	0.000048805	2,611,798,999.73	0.999631	37	68
12-Nov-04	1.8104%	0.000049600	2,575,035,298.31	0.999621	36	67
13-Nov-04	1.8104%	0.000049600	2,575,035,298.31	0.999621	36	67
14-Nov-04	1.8104%	0.000049600	2,575,035,298.31	0.999621	36	67
15-Nov-04	1.8837%	0.000051607	2,568,978,362.37	0.999618	35	66
16-Nov-04	1.8793%	0.000051488	2,510,019,087.51	0.999612	42	71
17-Nov-04	1.9110%	0.000052355	2,499,227,603.99	0.999626	41	71
18-Nov-04	1.9074%	0.000052258	2,557,767,663.24	0.999638	41	69
19-Nov-04	1.9005%	0.000052068	2,463,657,316.98	0.999619	41	70
20-Nov-04	1.9005%	0.000052068	2,463,657,316.98	0.999619	41	70
21-Nov-04	1.9005%	0.000052068	2,463,657,316.98	0.999619	41	70
22-Nov-04	1.9025%	0.000052122	2,463,114,284.92	0.999601	40	69
23-Nov-04	1.8972%	0.000051977	2,508,919,875.74	0.999646	38	68
24-Nov-04	1.9128%	0.000052405	2,509,236,306.75	0.999651	38	68
25-Nov-04	1.9128%	0.000052405	2,509,236,306.75	0.999651	38	68
26-Nov-04	1.9170%	0.000052520	2,555,744,737.05	0.999642	35	64
27-Nov-04	1.9170%	0.000052520	2,555,744,737.05	0.999642	35	64
28-Nov-04	1.9170%	0.000052520	2,555,744,737.05	0.999642	35	64
29-Nov-04	1.9419%	0.000053202	2,553,554,070.90	0.999646	35	63
30-Nov-04	1.9477%	0.000053363	2,553,431,423.37	0.999627	34	63
Average	1.8352%	0.000050278	2,565,736,825.09		38	68

The yield for November 2004 reflects a 5 basis point management fee.

TexSTAR Participant Services
 First Southwest Asset Management, Inc.
 325 North St. Paul Street, Suite 800
 Dallas, Texas 75201



TexSTAR Board Members

<i>William Chapman</i>	<i>City of El Paso</i>	<i>Governing Board President</i>
<i>Nell Lange</i>	<i>City of Frisco</i>	<i>Governing Board Vice President</i>
<i>Donnie Wright</i>	<i>Spring Branch ISD</i>	<i>Governing Board Treasurer</i>
<i>Michael Bartolotta</i>	<i>First Southwest Company</i>	<i>Governing Board Secretary</i>
<i>Nancy McDonnell</i>	<i>JP Morgan Chase</i>	<i>Governing Board Asst. Sec./Treas.</i>
<i>Hardy Browder</i>	<i>City of Cedar Hill</i>	<i>Advisory Board</i>
<i>Oscar Cardenas</i>	<i>Northside ISD</i>	<i>Advisory Board</i>
<i>Scott Christensen</i>	<i>Reid Road MUD No. 1</i>	<i>Advisory Board</i>
<i>Ramiro Flores</i>	<i>Harlingen CISD</i>	<i>Advisory Board</i>
<i>Stephen Fortenberry</i>	<i>McKinney ISD</i>	<i>Advisory Board</i>
<i>Monte Mercer</i>	<i>North Central TX Council of Government</i>	<i>Advisory Board</i>
<i>Len Santow</i>	<i>Griggs & Santow</i>	<i>Advisory Board</i>
<i>S. Renee Tidwell</i>	<i>Tarrant County</i>	<i>Advisory Board</i>
<i>Charles Wall</i>	<i>Texas Tech University</i>	<i>Advisory Board</i>

For more information contact TexSTAR Participant Services ★ 1-800-TEX-STAR ★ www.texstar.org



**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Subject: 3A Recommendation for renewal/extension of contracts for administrators
and other certified/non-certified administrators or professionals

Date: February 11, 2005

Presented by: Renée O'Donnell

Consent Agenda: _____

ACTION

1. **BACKGROUND INFORMATION**

Recommendation for renewal/extension of contracts for administrators and other certified/non-certified administrators or professionals. (See attachment)

2. **SUPERINTENDENT RECOMMENDATION**

It is recommended that the board approve the renewal/extension of term contracts for administrators and other certified/non-certified administrators or professional personnel as presented.

3. **BOARD ACTION REQUESTED**

Motion to approve renewals/extensions of term contracts as recommended by the Superintendent.

MOTION _____ **SECOND** _____

FOR _____ **AGAINST** _____

BOARD PRESIDENT: This Board will adjourn into closed session pursuant to the following section of the Texas Open Meetings Act, Texas Government Code Section 551.074 and 551.082, for evaluation and employment of a public officer or employee.

CANUTILLO INDEPENDENT SCHOOL DISTRICT
Recommendation for Renewal of Administrative/Professional Contracts

1. Certified Administrators (2 year contracts). The certified administrators listed below have one year remaining on their Contracts. The recommendation is to add one additional year so that the following administrators have a 2 year contract through June 30, 2007:

Armendariz, Margarita

Balesh, Adele

Brigham, Annette

Brown, Derrick

Caballero, Priscilla

Dow, Pauline

Girón, Hector

Gonzalez, Sylvia

Kessinger, John

O'Donnell, Renée

Padilla, Max

Padilla, Pamela

Patti, Tom

Reyes, Monica

Veale, Martha

2. Non-certified Administrator (2 year Contract). The non-certified administrator listed below has one year remaining on his Contract. The recommendation is to add one additional year so that the following non-certified administrator will have a 2 year contract through June 30, 2007:

Reza, Tony

3. Non-certified Administrator (1 year Contract). The non-certified administrator listed below is recommended for a one-year contract so that the following non-certified administrator will have a one-year Contract through June 30, 2006.

Farran, Yusuf

4. Certified Administrators (1 year Contracts). The certified administrators listed below are on one-year Contracts. The recommendation is to renew their Contracts so that they have one-year Contracts through June 30, 2006.

Archuleta, Steve

Dillard, Michael

Fintell, Marsha

Gomez, Maria Edelia

Hurd, Fred

Madrid, Monica

Porras-Grant, Margarita

4. Certified Professionals (1 year Contracts). The certified professionals listed below are on one-year Contracts. The recommendation is to renew their Contracts so that they have a one-year Contract through June 30, 2006.

Hecker, Rita Carol

Judd, Karen

Kessinger, Gayla

Vasquez, Alfredo

5. Non-certified Professionals (1 year Contracts). The non-certified professionals listed below are on one-year Contracts. The recommendation is to renew their Contracts so that they have one-year Contracts through June 30, 2006.

Ellis, Kathy

García, Sam

Lopez, Jose

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Subject: 3 C Administrative Personnel Actions for
Board of Trustee Information Only

Date: February 11, 2005

Presented by: Renée O'Donnell

Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION

Superintendent approved employment of personnel:

Shelly Johnson	Temporary Bus Driver, Effective 1/10/05
Angel Morales	Custodian, DDE, Effective 1/10/05
María Prieto	FS Substitute, Effective 12/14/04
María Sandoval	FS Substitute, Effective 1/4/05

Superintendent approved position changes for personnel:

Bertha Atayde	FS Substitute to FS Helper, JDE, Effective 1/31/05
Guillermina Avila	FS Helper, CMS, to Interim Baker, CMS, Effective 11/24/05
Rosa Marie Cardenas	FS Substitute to FS Helper, Test Kitchen, Effective 2/1/05
Jose Conchas	Wastewater to Wastewater/PT Bus Driver, Effective 1/10/05
Magdalena Estrada	Early Childhood Care Provider to Counselor Clerk, CHS, Effective 1/18/05

Superintendent approved position changes for personnel (cont.):

Victoria Felix	Sub Teacher to Receptionist, BCE, Effective 1/21/05
Olga García	Temp Driver to PT Driver, Effective 1/15/05
Claudia Lopez	Teacher, DDE, to Teacher, JDE, Effective 1/10/05
Linda Rosa Mendoza	Temp Bus Driver to PT Driver, Effective 1/22/05

Superintendent approved resignations:

Delia Diaz	French Teacher, CHS, Effective 1/27/05
Juan Lucio	Campus Tech, Effective 1/11/05
Gerald Osteen	Ag Teacher, CHS, (previously on military leave) Effective 1/17/05

Termination of Support Personnel:

See under separate cover

BOARD ACTION REQUESTED

No action required.

CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS

Agenda Item: 4.A.

Date: February 11, 2005

Subject: Acceptance of Donations to Canutillo ISD

Presented By: Tony Reza

Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION:

The following businesses and/or individuals have made donations to CISD as listed below:

Wal-Mart Foundation - \$250.00 to the CISD folklorico program

2. SUPERINTENDENT RECOMMENDATION:

The Superintendent recommends acceptance of the donation to CISD.

3. ACTION REQUESTED:

The Board of Trustees accepts the donation to CISD.

MOTION _____ SECOND _____

AYES _____ NAYS _____



Canutillo Independent School District

7000 Fifth St.
Canutillo, TX 79835

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

MARGARITA ARMENDARIZ
*Director of Student
Community Services*

(915) 877-7379
FAX (915) 877-7960

TO: Finance Department

FROM: Jorge Valenzuela, AVANZA *JV*

TRUH: Pauline Dow, Director

DATE: January 25, 2005

RE: Donation from Wal-mart Foundation

The Wal-Mart Foundation has donated an amount of **\$250.00** to the Canutillo ISD Folklorico Student Program. These funds will help sponsor expenditures related to the 2005 Folklorico Gala. This gala presentation will take place at the Chamizal National Memorial Theater in July 22-23, 2005.

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
POST OFFICE BOX 100
CANUTILLO, TEXAS**

Agenda Item: 4 B _____ Date: February 11, 2005

Subject: Approval of contract for election services with El Paso County Elections Department

Presented By: Charles Hart/Larry Baskind _____ Consent Agenda: _____

ACTION

1. BACKGROUND INFORMATION:

This contract is approved on a yearly basis by the Board. Helen Jamison and El Paso County Elections Department provide a valuable service to the community and are to be commended. School Board Trustee Elections are scheduled on Saturday, May 7, 2005 for two at-large positions.

2. SUPERINTENDENT RECOMMENDATION:

Recommend approval of the contract with El Paso County Elections Department.

3. BOARD ACTION REQUESTED:

Motion to approve the contract with El Paso County Elections Department as recommended by the Superintendent.

MOTION _____ SECOND _____

AYES _____ NAYS _____

THE STATE OF TEXAS)
)
COUNTY OF EL PASO)

CONTRACT FOR ELECTION SERVICES

*This Contract, made this 24th day of January 2005 by and between the **CANUTILLO INDEPENDENT SCHOOL DISTRICT**, hereinafter called **CISD** and **Helen Jamison**, County Elections Administrator of El Paso County, Texas hereinafter called **Contracting Officer**, pursuant to V.A.T.S., Election Code, Sec. 31.091, witnesseth:*

1. **RECITALS.** *The Contracting Officer is the County Elections Administrator of El Paso County, Texas and is the County Officer in charge of election duties. The **CISD** is a political subdivision situated wholly within El Paso County, Texas. The **CISD** and the Contracting Officer have determined that it is in the public interest of the inhabitants of the **CISD** that the following contract be made and entered into for the purpose of having the Contracting Officer furnish to **CISD** certain election services and equipment needed by **CISD** on **May 7, 2005**, in connection with the holding of a **CANUTILLO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES ELECTION**. Electronic voting equipment (Touch Screen) is to be used.*

2. **DUTIES AND SERVICES OF CONTRACTING OFFICER.** *The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:*

(a) *Prepare lists of persons to recommend for appointment as presiding election judges, alternate judges and the judge of the Central Counting Station; recruit and train the judges and clerks; and arrange for the use of polling places.*

(b) *Procure and distribute election supplies, and distribution of ballots, including*

distribution of ballots for early voting mail.

(c) *Assemble and edit lists of registered voters to be used in conducting the election.*

(d) *Procure, prepare, and distribute election equipment, transport equipment to and from the polling places, and issue election supplies to the precinct judges.*

(e) *Conduct Early Voting and supply personnel to serve as deputy early voting clerks.*

(f) *Provide for the storage of election records as provided by law.*

(g) *Supervise the handling and disposition of election returns, voted ballots, etc., and tabulate unofficial returns and assist in preparing the tabulation for the official canvass.*

(h) *Provide information services for voters and election officers.*

(i) *Assist in providing general overall supervision of the election and provide advisory services in connection with the decisions to be made and actions to be taken by officers of the CIRD who are responsible for holding the election.*

3. **DUTIES AND SERVICES OF CIRD.** *The CIRD shall:*

(a) *Prepare appropriate documents for establishing the precinct and polling place.*

(b) *Prepare all election orders, resolutions, notices, and other pertinent documents for adoption for execution by the appropriate CIRD officer or body, and take all actions necessary under law for calling the election, appointing the presiding judge, alternate judge, judge of the central counting station, and other election of officers, establishing precincts and polling*

places, handling contests, canvassing the returns and declaring the results.

(c) Approve the tabulating supervisor and assistants and central counting station manager (recommended by the Contracting Officer).

(d) Prepare and publish in the official City newspaper or post all required election notices.

(e) Deliver to the Contracting Officer as soon as possible, the names that are to be printed on the ballot or ballot labels with the exact form and spelling that is to be used.

(f) Provide the services necessary to translate any election documents, into Spanish.

(g) Return all surplus election supplies to the Contracting Officer.

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

(i) Pay 75% of estimated cost before election day (as per County Commissioners Court Order) thirty days from the date of billing.

4. **COST OF SERVICES.** *The CISD shall pay for the above services, supplies and equipment in accordance with the following estimated cost schedule (EXHIBIT A) which is mutually agreed upon.*

5. **GENERAL CONDITION.**
(a) A total of (5) five voting precincts at (5) five locations and (2) two early voting stations will be used for the election. The CISD will share costs for early voting and election day with the Village of Vinton and the City of El Paso respectively.

(b) *El Paso County Elections Dept. has contracted with fourteen entities, which will be programmed into one touch screen system. During early voting a voter will be eligible to vote at any one of our early voting or mobile voting locations. You will be billed for areas within your entity and share with entities accordingly.*

(c) *Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the election is to be filed.*

(d) *The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of El Paso County.*

CANUTILLO INDEPENDENT SCHOOL DISTRICT:

BY: _____

PRESIDENT

COUNTY ELECTIONS DEPARTMENT:

BY: *Hele Jamison*

HELEN JAMISON, ADMINISTRATOR

COUNTY OF EL PASO ELECTIONS DEPARTMENT
500 E. SAN ANTONIO # 402
EL PASO, TEXAS 79901
(915) 546-2154
FAX (915) 546-2220

January 24, 2005

EXHIBIT "A"

CANUTILLO INDEPENDENT SCHOOL DISTRICT ELECTION
MAY 7, 2005

PAYROLL:

EARLY VOTING	\$ 1,550.00
COUNTING STATION	\$ 75.00
ELECTION DAY PAYROLL	\$ 1,372.00
DELIVERY TO CENTRAL COUNTING STATION.....	\$ 60.00

OTHER EXPENSES:

PRINTING OF BALLOT (SAMPLE,PROVISIONAL, MAIL).....	\$ 75.00
PUBLICATION OF NOTICES	\$ 25.00
AUTO/TABULATING EQUIP. SOFTWARE/SUPPLIES.....	\$ 700.00
ADMINISTRATIVE FEES.....	\$ 500.00
PRECINCT KITS/ELECTION DAY.....	\$ 72.00
PRECINCT BALLOT BAGS/ELECTION DAY.....	\$ 12.00
PRECINCT CARDS.....	\$ 50.00
TOUCH SCREEN VOTING MACHINES.....	\$ 262.00
PICKUP & DELIVERY OF TOUCH SCREENS.....	\$ 84.00
TOUCH SCREEN ENCODERS.....	\$ 45.00
TABULATING PERSONNEL	\$ 80.00
POSTAGE/STATIONERY/CHECKS/BLIND VOTERS.....	\$ 40.00
TOTAL	\$ 5,002.00

The County of El Paso

Elections Department
500 E San Antonio # 402
El Paso, Texas 79901

Phone: 915 546-2154
Fax: 915 546-2220
www.epcounty.com



Helen Jamison
Elections Administrator

MAY 7, 2005

RECOMMEDED PERSONNEL

Central Counting Station Manager..... Helen Jamison

Central Counting Station Judge Veronica Roman

Early Voting Ballot Board Chairman Rosa O'Keefe

Tabulating Supervisor Javier Chacon

Last day to receive a request for a ballot by mail April 29, 2005

Canutillo I.S.D. Judges List
May 7, 2005

Pct. #

Polling Place/Judge/Alt.

Address

2

Judge
Alt.

Vinton Village Hall

Robert S. Marshall (D)
Emesias Garcia (R)

436 Vinton Rd.

420 Rancho Estancias Anthony, Texas 79821 886-2566
1301 Banker Rd. Canutillo, Texas 79835 886-2865

3

Judge
Alt.

Canutillo High School

Jose Medina (D)
Claudia Lopez (R)

7373 Bosque Rd.

7272 Sixth St. Canutillo, Texas 79835 877-3948
E-10 Bosque Rd. Canutillo, Texas 79835 422-8276

4

Judge
Alt.

Canutillo Elementary School

Chita Alderete (D)

651 Canutillo Ave.

6061 Isabella St. El Paso, Texas 79912 584-0532

5

Judge
Alt.

Fire Station #2

John Jamison (D)

111 E. Borderland Rd.

826 Mamie Rd. El Paso, Texas 79932 584-2591

11

Judge
Alt.

Olga Kohlberg Elementary School

Martin Ramos (D)

1445 Nardo Goodman Dr.

7305 Desierto Maiz Ct. El Paso, Texas 79912 833-1485

The County of El Paso County

Elections Department
500 E. San Antonio # 402
El Paso, Texas 79901



Phone: 915 546-2154
Fax: 915 546-2220
www.epcounty.com

Helen Jamison
Elections Administrator

MAY 7, 2005 EARLY VOTING LOCATIONS APRIL 20 – MAY 3, 2005 (MON. – FRI.)

1.	ANTHONY CITY HALL	401 OAK ST.	8:30 – 4:30
2.	BASSETT CENTER	6101 GATEWAY WEST	9:00 -- 6:00
3.	BORREGO ELEMENTARY	13300 CHICKEN RANCH RD.	8:00 – 5:00
4.	BURGESS LIBRARY	9600 DYER	9:00 – 6:00
5.	CANUTILLO ELEMENTARY SCHOOL	651 CANUTILLO AV.	8:30 -- 4:30
6.	CAROLINA RECREATION CENTER	563 N.CAROLINA	9:00 – 6:00
7.	CLINT JUNIOR HIGH SCHOOL	13000 ALAMEDA	8:00 – 5:00
8.	COURTHOUSE	500 E. SAN ANTONIO AV.	8:00 – 5:00
9.	DIETER PLAZA SHOPPING STRIP	1605 GEORGE DIETER	9:00 – 6:00
10.	FESTIVAL CROSSING	5380 N. MESA	9:00 – 6:00
11.	MONTANA VISTA ELEMENTARY	3550 MARK JASON	8:00 – 5:00
12.	MONTWOOD HIGH SCHOOL	1200 MONTWOOD	8:00 – 5:00
13.	VISTA HILLS SHOPPING CENTER	1840 LEE TREVINO	9:00 – 6:00
14.	OZ GLAZE SENIOR CENTER	1396 VENY WEB, HORIZON	8:00 – 5:00
15.	PAVO REAL RECREATION CENTER	9301 ALAMEDA	9:00 – 6:00
16.	PROMENADE SHOPPING STRIP	7500 N.MESA	9:00 – 6:00
17.	ROGELIO SANCHEZ CENTER	1331 N.FABENS ST.	9:00 -- 5:00
18.	SOCORRO HIGH SCHOOL	10150 ALAMEDA	8:00 – 5:00
19.	SUNRISE SHOPPING CENTER	8500 DYER	9:00 – 6:00
20.	VINTON VILLAGE HALL	436 VINTON RD.	3:00 – 6:00

SOME LOCATIONS SUBJECT TO CHANGE