

Board of Trustees

Meeting Date: _____

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of Memorandum of Agreement (MOA) between Paso del Norte Health Foundation and Canutillo ISD.

Justification Statement: This Memorandum of Agreement is a product of a grant award made to Canutillo ISD by Paso del Norte Health Foundation focusing on HB 1481, the impact of the new legislation of the cell phone ban during instructional time.

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

Staff Responsible: Dr. Monica Reyes, Executive Director Student Support Services

Signature of Requester(s)

Monica Reyes

Signature of Presenter(s)

5/5/2026 Veronica M. Campbell

CPulley
Business Services Approval (Initials)

05/11/26

Date

Agenda Summary:

To complete the grant award process and receive the initial payment for the grant work, the memorandum of agreement with Paso del Norte Health Foundation must be approved by the Board of Trustees. The project will assess changes associated with Canutillo ISD's activities in compliance with Texas HB 1481 (cell phone ban) in areas such as mental health, school climate, social-emotional well-being, instructional practice, academic engagement, and community relations. The project will implement a comprehensive, district-wide mixed-methods investigation to include surveys and focus groups from all CISD secondary campuses. Student participants will require parental permission and consent.

RECOMMENDATION: Administration recommends that the Board of Trustees approves the Memorandum of Agreement with Paso del Norte Health Foundation.

PRIOR BOARD ACTION: None AWARDED: None AWARDED AMOUNT: \$152,040.00

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: Grant Recipient

REQUESTING DEPARTMENT: Student Support Services Department

CONSEQUENCES OF NON-APPROVAL: Without the approval of the Memorandum of Agreement, Canutillo ISD would not receive the grant funds to implement this study and evaluation.

IMPLEMENTATION TIMELINE: April 1, 2026, to March 31, 2027.

ATTACHMENT(S): MOA document and Cover letter

CANUTILLO | A Premier District





CANUTILLO INDEPENDENT SCHOOL DISTRICT
FINANCIAL SERVICES DIVISION/PURCHASING

Contract Routing and Approval Form

FOR PURCHASING OFFICE USE ONLY			
Contract Request Received		Assigned Contract No	
Routed for Internal Approval		Contract Fully Executed	
Routed for Vendor Approval		Notification To Proceed	

CONTRACT APPROVAL PROCESS: 1. All agreements shall be routed through the purchasing office. 2. Purchasing will review for compliance and determine procurement method(s). 3. Be advised that some agreements may require Legal Counsels review 4. Following final review, purchasing will route for additional signature(s), either district personnel and/or supplier. to ensure receipt of fully executed documents. 5. Purchasing will notify requestor when process has been completed.

NO SERVICES SHALL COMMENCE WITHOUT AN EXECUTED AGREEMENT AND AN APPROVED PURCHASE ORDER

IT IS THE REQUESTORS RESPONSIBILITY TO SUBMIT ALL DOCUMENTS PERTAINING TO THE SERVICE REQUESTED WITH AMPLE TIME TO ALLOW FOR FULL PROCESS. MUST INCLUDE Vendor agreement, vendor quote, vendor terms, any other docs related to the service, etc. This Contract Routing and Approval form is required to ensure we have the information needed to route documents for the necessary signatures.

THIS FORM MUST BE COMPLETED BY THE REQUESTING CAMPUS/DEPARTMENT

Must check off Contract Type: Professional Service Contracted Services Vendor Agreement Term Contract Interlocal Lease Agreement MOU MOA Construction Other _____

Campus/Department: Student Support Services

Campus/Department Contact person: Dr. Monica Reyes, Executive Director

Contact Number: 915-877-7650 Requestors email: mreyes@canutillo-isd.org

Contract Title: Memorandum of Agreement between Paso del Norte Health Foundation and Canutillo ISD.

Contract Description: This Memorandum of Agreement is a product of a grant award made to Canutillo ISD by Paso del Norte Health Foundation focusing on HB 1481, the impact of the new legislation of the cell phone ban during instructional time.

VENDOR INFORMATION – MUST PROVIDE ALL INFORMATION LISTED BELOW: Required to obtain all necessary signatures.

Vendor/Company Name: Paso del Norte Health Foundation

Vendor Full Address: 221 N. Kansas Suite 1900

Name of Representative: Sandra Day representatives' email: sandraiday1@gmail.com

Rep. Office Phone: 915-544-7636 Rep Mobile Number: 915-218-2617

Vendor's Authorized Signer: Tracy J. Yellen Signer's email: tyellen@pdnfoundation.org

Contract Amount: Grant Award Funding Source: Grantor Paso Del Norte Health foundation

Account No(s): _____

Anticipated Start Date: April 1, 2026 End Date: March 1, 2027

Is this a New Agreement? Yes No

Is this Agreement a renewal? Yes No If yes; specify the reason for renewal, what is it replacing? _____

Agreement Term: One year April 1, 2026 to March 1, 2027 Does agreement term include renewal options? Yes No

If yes, specify renewal options: _____

Does agreement require Insurance coverage? Yes No **If yes, route agreement to Human Resources department for review, and to provide the necessary insurance requirements.**

Human Resources staff review: _____ Date: _____

By signing this approval request form, I, the budget authority confirm that the agreement attached has been reviewed and all necessary documents pertaining to this agreement are being submitted.

Budget Authority Signature: Monica Reyes Date: 5/5/2024

Attachments: Must submit vendor agreement and all pertaining documents, quotes, etc., with this routing form.

Purchasing review: _____

**MEMORANDUM OF AGREEMENT FOR:
501(c)(3)
RESTRICTED GRANT WITH CONDITIONS**

This Memorandum of Agreement (**MOA**) is by and between Paso del Norte Health Foundation (**Health Foundation**) and Canutillo Independent School District (**Grantee**). The grant period begins on 04/01/2026 and ends on 03/31/2027. This restricted grant is made with conditional payments and Grantee is advised to seek consultation regarding how revenue is to be recognized.

Agreement:

This grant is restricted for a charitable purpose for Grantee to implement the Evaluating the Impact of Policy 1481 (**Program**) given conditions provided in the proposal and this MOA. The total grant is for \$152,040.00, and is subject to the following:

- 1) Grant is restricted by Health Foundation for Grantee to perform the Program presented in Grantee's proposal, which is incorporated into this MOA by reference.
- 2) Grantee agrees to submit: (a) progress report[s] and (b) a final report, each of which must include a financial report, to the Health Foundation using the Health Foundation's online grant system unless otherwise directed by the Health Foundation. These reports are used by the Health Foundation to document that funds are used for the restricted purposes as well as the grantee's performance in meeting conditions of the grant. Grantee agrees to preserve, for a period of at least four years after the grant funds have been expended, separate records with respect to the receipt and expenditure of such funds and to make such records available for inspection by the Health Foundation.

The Health Foundation may not release conditional payments until required reports documenting grantee performance are received and approved by the Health Foundation. It is Grantee's responsibility to ensure compliance with report requirements and meet all grant conditions to prevent delays in payments. Reports must be submitted according to the following schedule and Grantee will be entitled to the grant funds when the conditions in the following schedule are met:

Requirement Type	Due Date	Payment Amount
Signed MOA	04/03/2026	\$76,020.00
Progress & Financial Report	08/21/2026	\$76,020.00
Final & Financial Report	04/23/2027	

- 3) The Health Foundation reserves the right to discontinue, modify, or withhold any payments that have not been made or to require a partial refund of any payments that have been made under this MOA if the Health Foundation finds that such action is necessary: (a) because Grantee has not fully complied with the terms and conditions of this MOA; (b) to protect the restricted purposes or objectives of this grant; (c) to protect the Health Foundation; or (d) Grantee loses its tax-exempt status. Additionally, this grant could be re-evaluated in remote, adverse economic situations. The Health Foundation will notify Grantee after it discovers any problems or concerns of non-compliance.
- 4) All grant funds not used by Grantee for the restricted purposes of the Program remain the property of the Health Foundation. Unused grant funds must be returned to the Health Foundation at the end of the grant period unless otherwise directed by the Health Foundation in writing. The Health Foundation is not responsible for: (a) costs outside of the approved grant budget or scope of work or (b) over expenditures.
- 5) Grantee agrees to maintain all grant payments received from the Health Foundation in a separate, segregated fund from which amounts will be expended solely for the Program.

- 6) Significant deviations in the approved grant budget, including the addition or deletion of budget categories, must be submitted in writing for consideration by the Health Foundation. The Health Foundation will reply in writing.
- 7) All materials developed for the Program with Health Foundation grant funds must recognize the Health Foundation as specified in the "Graphic Standards & Grantee Communication Guidelines," which is found on the Health Foundation's website, www.pdnhf.org.
- 8) Grantee agrees to allow the Health Foundation to use all information about the Program, including: (a) the grant amount and purpose, (b) photographs, (c) materials, (d) logos or trademarks, or (e) other information about Grantee, in any Health Foundation communication.
- 9) The Health Foundation reserves the right at any time to review, audit, or request reasonable access to any or all of Grantee's financial records and Program webpages, social media accounts, or other media assets. Grantee agrees to provide reasonable access to requested records and media to the Health Foundation.
- 10) Funds provided through this MOA shall not be used to lobby, influence the outcome of any election, or carry on any voter registration drive. (See below for definition of lobbying).

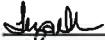
"Lobbying shall mean intervening in any election or supporting or opposing any political party or candidate for public office or engaging in any lobbying not permitted by IRC § 501(c)(3) or, if applicable, IRC §§ 501(h) and 4911."

- 11) Grantee must notify the Health Foundation immediately if Grantee changes its status from an exempt organization under IRC 501(c)(3) and is not still classified as a publicly supported organization pursuant to IRC § 509(a)(1), (2), or (3).
- 12) Re-granting funds, including awarding of scholarships and other grants to individuals, is not permitted.
- 13) Grantee shall indemnify, defend and hold the Health Foundation, its officers, directors, agents, and employees harmless from any liability or loss resulting from judgments or claims against them arising from negligent acts or omissions of Grantee, its officers, agents, or employees pertaining to the activities to be carried out pursuant to this MOA; provided, however, that Grantee shall not indemnify and hold the Health Foundation harmless from claims arising out of the negligence or willful malfeasance of the Health Foundation, its officers, agents, or employees, or any person or entity not subject to Grantee's supervision or control.

Agreement is accepted by signing below.

"Health Foundation"
Paso del Norte Health Foundation

"Grantee"
Canutillo Independent School District

By: 
Tracy J. Yellen, CEO
Date: 02/04/2026

By: _____
Dr. Josue Borrego, Superintendent
Date: _____



**PASO DEL NORTE
HEALTH FOUNDATION**

April 2, 2026

Dr. Josue Borrego
Superintendent
Canutillo Independent School District
P.O. Box 100
Canutillo, TX 79835

Dear Dr. Borrego:

I am pleased to inform you that the Paso del Norte Health Foundation Board of Directors approved a grant in the amount of \$152,040.00 to Canutillo Independent School District for the Evaluating the Impact of Policy 1481 project.

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

We look forward to collaborating with you on this program to help promote health and prevent disease in the Paso del Norte region. If you have any questions about this grant, please contact Sandra Day at (915) 218-2617.

Sincerely,

Tracy Yellen (Apr 2, 2026 12:17:34 MDT)

Tracy J. Yellen
CEO

cc: File
2026-0001

Evaluating the Impact of Policy 1481: A Mixed-Methods Study on the effect of a Cellphone Ban on Mental Health in a school system

Objective of the Grant

The primary objective of this proposal is to evaluate the multi-dimensional impact of Cellphone Ban Policy 1481 through the engagement of students, staff, and parents.

We aim to generate insights into 4 key areas:

- **Academic Performance:** Impact on student focus and engagement.
- **Well-being & School Climate:** Changes in student mental health, social interactions, discipline and effects on the general atmosphere.
- **Instructional Practice:** Shifts in how teachers manage and deliver lessons.
- **Stakeholder Communication:** Impact on the connection between schools and parents.

Findings will support data-driven decision-making, guide policy refinement, and inform best practices for districts implementing or considering similar cellphone bans.

Rationale and Significance

Policy 1481 represents a significant shift in school operations, student behavior norms, and family-school communication.

This study aims to bridge the current evidence gap by providing real-world data on how HB 1481 is affecting schools. By centering the voices of students, staff, and families, we can gain an understanding of the impact of the cell phone ban. Ultimately, our goal is to use these insights to design a scalable roadmap—offering a practical guide for other districts as they work to balance digital management with student mental health and academic focus.

Canutillo ISD has an estimated 2,944 students at the secondary (6th grade-12th grade) level. Utilizing Slovin's Formula with a .05 % margin of error we need an estimated 352 students to participate to make the data statistically representative of the population. Parent involvement is typically low when it comes to participation in feedback sessions. Based on our student population we would need 10 percent or more of parent participation, which would be 295 parents. We have an estimated 287 staff across our secondary campuses, which means we would need 167 staff participants.

Key Questions

1. Impact on School Operations and Culture

- a. To what extent has the policy impacted academic focus, classroom participation, mental health, peer-to-face social interactions and discipline?
- b. How has the removal of digital distractions altered lesson delivery, teacher well-being, and the frequency of "policing" behaviors in the classroom?
- c. In what ways has the policy shifted administrative workloads, specifically regarding device storage, confiscation protocols, and overall staff morale?
- d. How has the ban influenced parent perceptions of school safety?

2. Variations by Context

- a. How do the academic and social outcomes of the policy differ between middle school students (grades 6–8) and high school students (grades 9–12)?
- b. How does the impact of the policy differ between stakeholder (students, parents, staff)?
- c. Are the operational challenges and benefits more pronounced in large, diverse high schools compared to smaller middle school settings?

3. Outcomes and Evolution

- a. What unforeseen challenges (such as shifts in disciplinary disparities or student anxiety) or surprise benefits (like increased participation in extracurriculars) have surfaced since the policy began?

Target Populations

1. Students

- a. Middle School (Grades 6–8) – transitional impact
- b. High School (Grades 9–12) – highest cellphone dependency and policy impact

2. Staff

- a. Teachers
- b. School administrators
- c. Support staff (counselors, social workers, case managers, deans, instructional aides)

3. Parents / Guardians

- a. Across all grade levels (Including families from diverse socioeconomic and cultural backgrounds)

Methodology

1. Qualitative Component – Focus Groups

- a. A trained external consultant will facilitate structured focus groups to ensure neutrality and high-quality data collection. The focus groups will include:
 - i. Student groups (age-appropriate facilitation)
 - ii. Teachers and school staff
 - iii. Parents/guardians

Focus Group Goals:

- Capture lived experiences with the cellphone ban

- Identify perceived benefits, challenges, and enforcement issues
 - Explore emotional, social, and academic impacts
 - Surface implementation inconsistencies across schools
-

2. Quantitative Component – Surveys and Data Analysis

Surveys will be administered district-wide to measure trends and compare experiences across demographics.

Survey Data Will Include:

- Perceptions of policy effectiveness
- Frequency of cellphone-related incidents
- Changes in student focus and engagement
- Parent satisfaction and communication challenges
- Staff enforcement burden and consistency

Additional Quantitative Data Sources:

- Attendance records
 - Behavioral referrals
 - Academic performance indicators (where appropriate)
 - 504/SPED accommodations related to allowable cell phone usage
-

District Implementation Analysis

The study will document how Policy 1481 is being implemented across schools, including:

- Enforcement models (strict vs. flexible)
- Storage or confiscation procedures
- Communication strategies with families
- Training provided to staff
- Consistency across grade levels and campuses

This will allow us to link implementation fidelity with observed outcomes.

Expected Outcomes and Deliverables

Research report with qualitative and quantitative findings

- Executive summary for district leadership
 - Policy recommendations and best practices
 - Stakeholder-friendly briefs for parents and educators
 - Data to inform future policy decisions and grant initiatives
-

Broader Implications

This research will contribute to the national conversation on cellphone use in schools by:

- Providing evidence-based insights on policy effectiveness
 - Elevating student, staff, and parent voices
 - Supporting equitable and developmentally appropriate policy design
-

Proposed Budget #1 - **\$96,810.00** (*1 round of focus groups*)

Proposed Budget #2- **\$119,332.50** (*2 rounds of focus groups*)

Proposed Budget # 3-**\$141,855.00** (*3 rounds of focus groups*)

Budget Justification Summary

- Incentives are essential to ensure equitable participation from students, families, and staff, particularly those from historically underrepresented groups.
 - Stipends compensate staff and participants for time outside contractual hours.
 - Use of an external consultant ensures objectivity, methodological rigor, and credibility of findings.
-

Proposed Project Budget #1

1 round of focus groups

Item	Description	Amount
External Research Consultant	Project design, focus group facilitation, analysis, reporting	\$73,200
Project Coordinator (District or Partner Staff)	Canutillo ISD Employee with a designated 15 % time allotted to this project.	\$12,000
Incentives <i>Is there is a way to collect participants while having survey associated to be anonymous</i>	<p>Student survey incentives (drawings):</p> <ul style="list-style-type: none"> - 30 X \$10 gift cards = \$300 - 4 X \$50 gift cards= \$150 <li style="padding-left: 20px;">= \$500 <p>*If we cannot give gift cards maybe prizes (ipad, airpods, movie basket, ect.)</p> <p>Parent survey incentives (drawings):</p> <ul style="list-style-type: none"> - 20 X \$25 gift cards= \$500 - 4 X \$50 gift cards= \$150 <li style="padding-left: 20px;">= \$700 <p>Staff survey incentives (drawings):</p> <ul style="list-style-type: none"> - 20 X \$25 gift cards= \$500 - 10 X \$30 gift cards= \$300 - 4 X \$50 gift cards= \$150 <li style="padding-left: 20px;">= \$1,000 <p>*incentive differences in monetary amounts isn't usually about "valuing" one group more than the other. Instead, it is based on a calculation of opportunity cost, professional expertise, and logistics.</p>	\$2,200.00
Focus Group Incentives		\$1,800
Materials & Supplies		\$3,000.00
Indirect Costs	5 %	\$4,580
Total		\$96,810

Proposed Project Budget #2

2 round of focus groups

Item	Description	Amount
External Research Consultant	Project design, focus group facilitation, analysis, reporting	\$92,850
Project Coordinator (District or Partner Staff)	Canutillo ISD Employee with a designated 15 % time allotted to this project.	\$12,000
Incentives	<p>Student survey incentives (drawings):</p> <ul style="list-style-type: none"> - 30 X \$10 gift cards = \$300 - 4 X \$50 gift cards= \$150 <li style="padding-left: 20px;">= \$500 <p>*If we cannot give gift cards maybe prizes (ipad, airpods, movie basket, ect.)</p> <p>Parent survey incentives (drawings):</p> <ul style="list-style-type: none"> - 20 X \$25 gift cards= \$500 - 4 X \$50 gift cards= \$150 <li style="padding-left: 20px;">= \$700 <p>Staff survey incentives (drawings):</p> <ul style="list-style-type: none"> - 20 X \$25 gift cards= \$500 - 10 X \$30 gift cards= \$300 - 4 X \$50 gift cards= \$150 <li style="padding-left: 20px;">= \$1,000 <p>*incentive differences in monetary amounts isn't usually about "valuing" one group more than the other. Instead, it is based on a calculation of opportunity cost, professional expertise, and logistics.</p>	\$2,200.00
Focus Group Incentives		\$3,600
Materials & Supplies		\$3,000.00
Indirect Costs	5 %	\$5,682.50
Total		\$119,332.50

Proposed Project Budget #

3 round of focus groups

Item	Description	Amount
External Research Consultant	Project design, focus group facilitation, analysis, reporting	\$112,500
Project Coordinator (District or Partner Staff)	Canutillo ISD Employee with a designated 15 % time allotted to this project.	\$12,000
Incentives	<p>Student survey incentives (drawings):</p> <ul style="list-style-type: none"> - 30 X \$10 gift cards = \$300 - 4 X \$50 gift cards= \$150 <li style="padding-left: 20px;">= \$500 <p>*If we cannot give gift cards maybe prizes (ipad, airpods, movie basket, ect.)</p> <p>Parent survey incentives (drawings):</p> <ul style="list-style-type: none"> - 20 X \$25 gift cards= \$500 - 4 X \$50 gift cards= \$150 <li style="padding-left: 20px;">= \$700 <p>Staff survey incentives (drawings):</p> <ul style="list-style-type: none"> - 20 X \$25 gift cards= \$500 - 10 X \$30 gift cards= \$300 - 4 X \$50 gift cards= \$150 <li style="padding-left: 20px;">= \$1,000 <p>*incentive differences in monetary amounts isn't usually about "valuing" one group more than the other. Instead, it is based on a calculation of opportunity cost, professional expertise, and logistics.</p>	\$2,200.00
Focus Group Incentives		\$5,400.00
Materials & Supplies		\$3,000.00
Indirect Costs	5 %	\$6,755
Total		\$141,855.00

Stakeholder Group	Number of Sessions	Total Participants	Incentive per Person	Subtotal Cost
Middle School Students	1	12	\$15	\$180
High School Students	1	12	\$25	\$300
Teachers & Staff	1	12	\$70	\$840
Parents/Guardians	1	12	\$40	\$480
TOTAL	4	48	--	\$1,800

Stakeholder Group	Number of Sessions	Total Participants	Incentive per Person	Subtotal Cost
Middle School Students	2	24	\$15	\$360
High School Students	2	24	\$25	\$600
Teachers & Staff	2	24	\$70	\$1,680
Parents/Guardians	2	24	\$40	\$960
TOTAL	8	24	--	\$3,600

Stakeholder Group	Number of Sessions	Total Participants	Incentive per Person	Subtotal Cost
Middle School Students	3	36	\$15	\$540
High School Students	3	36	\$25	\$900
Teachers & Staff	3	36	\$70	\$2,520
Parents/Guardians	3	36	\$40	\$1,440
TOTAL	12	144	--	\$5,400