



# Brownsville Independent School District

Agenda Category: Board Member Request Board of Education Meeting: 06/16/2026

Item Title:	<u>Policies and Procedures for BISD CFO Department</u>	<u>X</u>	Action
	<u>Making Payments, Bills and Obligations</u>	<u>X</u>	Information
	<u>(Board Member Request – Minerva Pena)</u>		Discussion

---

---

## BACKGROUND:

Presentation, discussion and possible action, regarding policies and procedures for B.I.S.D. CFO Department regarding making payments, bills and obligations.

Board Member Request: Minerva Pena

Board Support: Carlos Elizondo

---

---

Approved for Submission to Board of Education:

Dr. Alda T. Benavides  
Prepared by: Interim Superintendent

Recommended by: Interim Superintendent

**Board Member Request**

Dr. Alda T. Benavides  
Interim Superintendent

Approved by: Interim Superintendent

When Necessary, Additional Background May Follow This.

## Patricia Perez

---

**From:** Patricia Perez  
**Sent:** Monday, June 1, 2026 2:48 PM  
**To:** Patricia Perez  
**Subject:** FW: Board Member Request

FYI: Board of Trustees  
Interim Superintendent

### Board Agenda Request- Minerva Pena

---

**From:** Minerva Almanza <[malmanza1@bisd.us](mailto:malmanza1@bisd.us)>  
**Sent:** Monday, June 1, 2026 2:42 PM  
**To:** Patricia Perez <[pperez@bisd.us](mailto:pperez@bisd.us)>  
**Subject:** FW: Board Member Request

Board Agenda Request – Minerva Peña

---

**From:** [pena4bisd@aol.com](mailto:pena4bisd@aol.com) <[pena4bisd@aol.com](mailto:pena4bisd@aol.com)>  
**Sent:** Monday, June 1, 2026 11:40 AM  
**To:** Minerva Almanza <[malmanza1@bisd.us](mailto:malmanza1@bisd.us)>  
**Subject:** Re: Board Member Request

**CAUTION:** This email originated from outside of Brownsville ISD. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please add following agenda item for next board meeting; 1. Presentation, discussion and possible action regarding policies and procedures for B. I. S. D. CFO Department making payments. Respectfully, Minerva Pena BISSD Trustee 956-345-5564

[Sent from Yahoo Mail for iPhone](#)

On Friday, May 29, 2026, 5:02 PM, Minerva Almanza <[malmanza1@bisd.us](mailto:malmanza1@bisd.us)> wrote:

FYI: Board of Trustees

Interim Superintendent

Board Agenda Request – Carlos Elizondo

---

**From:** Carlos Elizondo <[celizondo2@bisd.us](mailto:celizondo2@bisd.us)>  
**Sent:** Thursday, May 14, 2026 8:59 PM  
**To:** Dr. Alda T. Benavides <[atbenavides@bisd.us](mailto:atbenavides@bisd.us)>  
**Subject:** Board Member Request

FYI: Board of Trustees

## Interim Superintendent

### Board Member Request –

In light of the recent communication received from the Texas Education Agency regarding the unresolved ESSER compliance matter and the disallowed costs totaling \$573,571.74, I am formally requesting the following information and documentation from Administration in preparation for Board review and discussion:

1. A complete copy of all correspondence between the District and the Texas Education Agency related to this ESSER non-compliance matter from 2020 through the present date.
2. Copies of any correspondence, emails, memoranda, text communications, internal communications, or other written communications related to this ESSER matter involving any district employees, administrators, consultants, legal counsel, vendors, or members of the Board of Trustees.
3. A detailed breakdown of the disallowed expenditures totaling \$573,571.74, including:
  - Vendor names
  - Purchase descriptions
  - Dates of expenditure
  - Funding source details
  - Campuses or departments involved
  - Individuals responsible for authorization and approval
4. Identification of all district administrators, employees, consultants, or third parties involved in the review, approval, processing, oversight, or submission of the expenditures identified by TEA as non-compliant.
5. Copies of any internal audits, compliance reviews, corrective action plans, legal opinions, investigative findings, or consultant reports previously conducted regarding these ESSER expenditures.
6. Documentation reflecting whether the Board of Trustees was formally notified of the April 22, 2024 TEA correspondence at the time it was received, including the date of notification and the manner in which the Board was informed.
7. Clarification regarding:
  - Why the matter remained unresolved for over two years
  - What actions, if any, were taken following the April 22, 2024 notification
  - Whether any repayment discussions, appeals, or negotiations were initiated with TEA
8. A legal and financial assessment outlining:
  - Potential district liability
  - Funding sources proposed for repayment

- Whether any additional penalties, sanctions, or compliance monitoring may result from this matter

9. A timeline of all major events associated with this ESSER compliance issue from the original expenditure date through the current May 19, 2026 deadline established by TEA.

Additionally, I request that this matter be placed as an agenda item for discussion and possible action at the next regular meeting of the Board of Trustees under the following title:

“Discussion and possible action on matters regarding TEA ESSER Non-Compliance Correspondence issued to Dr. Jesus Chavez on April 22, 2024, and ESSER compliance matters for school years 2020–2022.”

Given the magnitude of the identified disallowed costs, the public accountability implications, and the district’s obligation to maintain transparency and compliance with federal grant requirements, it is imperative that the Board receive a complete and detailed briefing on this matter.

Respectfully,

Carlos A. Elizondo  
Board Trustee, Place 1

---

This email and any files transmitted with it are the property of the Brownsville Independent School District, are confidential, and are intended solely for the use of the individual or entity to whom this email is addressed. If you are not one of the named recipient(s) or otherwise have reason to believe that you have received this message in error, please notify the sender and delete this message immediately from your computer. Any other use, retention, dissemination, forwarding, printing, or copying of this email is strictly prohibited.

BISD does not discriminate on the basis of race, color, national origin, gender, religion, age, disability or genetic information in employment or provision of services, programs or activities.

BISD no discrimina a base de raza, color, origen nacional, género, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades.

## Patricia Perez

---

**From:** Patricia Perez  
**Sent:** Monday, June 1, 2026 11:55 AM  
**To:** Patricia Perez  
**Subject:** FW: Agenda Item For 06/09/26 Board Meeting

FYI: Board of Trustees  
Interim Superintendent

---

**From:** pena4bisd@aol.com <pena4bisd@aol.com>  
**Sent:** Monday, June 1, 2026 11:51 AM  
**To:** Patricia Perez <pperez@bisd.us>  
**Subject:** Agenda Item For 06/09/26 Board Meeting

**CAUTION:** This email originated from outside of Brownsville ISD. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please add item below to our next board meeting on 06/01/26;

1. Presentation, discussion and possible action, regarding B. I. S. D. current policy in making payments regarding all bills and obligations.

Respectfully,

Minerva Pena  
BISD Trustee  
956-345-5564

[Sent from Yahoo Mail for iPhone](#)

---

This email and any files transmitted with it are the property of the Brownsville Independent School District, are confidential, and are intended solely for the use of the individual or entity to whom this email is addressed. If you are not one of the named recipient(s) or otherwise have reason to believe that you have received this message in error, please notify the sender and delete this message immediately from your computer. Any other use, retention, dissemination, forwarding, printing, or copying of this email is strictly prohibited.

BISD does not discriminate on the basis of race, color, national origin, gender, religion, age, disability or genetic information in employment or provision of services, programs or activities.

BISD no discrimina a base de raza, color, origen nacional, género, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades.

## Minerva Almanza

---

**From:** Patricia Perez  
**Sent:** Monday, June 1, 2026 1:54 PM  
**To:** Patricia Perez  
**Subject:** FW: Agenda Item for June 19, 2026

FYI: Board of Trustees  
Interim Superintendent

### Board Agenda Request- Minerva Pena

**From:** pena4bisd@aol.com <pena4bisd@aol.com>  
**Sent:** Monday, June 1, 2026 12:35 PM  
**To:** Patricia Perez <pperez@bisd.us>  
**Cc:** Minerva Almanza <malmanza1@bisd.us>  
**Subject:** Agenda Item for June 19, 2026

**CAUTION:** This email originated from outside of Brownsville ISD. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please add item below to our next board meeting on 06/19/26;

1. Presentation, discussion and possible action, regarding B. I. S. D. current policy in making payments regarding all bills and obligations.

Respectfully,

Minerva Pena  
BISD Trustee

[Sent from Yahoo Mail for iPhone](#)

---

This email and any files transmitted with it are the property of the Brownsville Independent School District, are confidential, and are intended solely for the use of the individual or entity to whom this email is addressed. If you are not one of the named recipient(s) or otherwise have reason to believe that you have received this message in error, please notify the sender and delete this message immediately from your computer. Any other use, retention, dissemination, forwarding, printing, or copying of this email is strictly prohibited.

BISD does not discriminate on the basis of race, color, national origin, gender, religion, age, disability or genetic information in employment or provision of services, programs or activities.

BISD no discrimina a base de raza, color, origen nacional, género, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades.

## **Minerva Almanza**

---

**From:** Carlos Elizondo  
**Sent:** Wednesday, April 30, 2025 11:14 AM  
**To:** Minerva Almanza; Minerva Pena; Frank Ortiz  
**Subject:** Re: Agenda Item

Please approve all agenda items for Minerva or Frank Ortiz. Now and in future meetings.

Sent from my T-Mobile 5G Device  
Get [Outlook for Android](#)

---

**From:** Minerva Almanza <malmanza1@bisd.us>  
**Sent:** Tuesday, April 29, 2025 6:40:30 PM  
**To:** Patricia Perez <pperez@bisd.us>  
**Subject:** FW: Agenda Item

Good evening,

Board Agenda Request – Minerva Peña

Thank you  
Minnie

**From:** Minerva Pena <pena4bisd@yahoo.com>  
**Sent:** Tuesday, April 29, 2025 6:32 PM  
**To:** Minerva Almanza <malmanza1@bisd.us>  
**Subject:** Agenda Item

**CAUTION:** This email originated from outside of Brownsville ISD. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Evening,

Please place item below on our May 2025 regular board meeting agenda;

1. Discussion, consideration and possible action regarding;
  - A. Substitute Teacher Pay
  - B. TIA Pay process.

Respectfully,

Minerva Pena  
BISD Trustee  
956-345-5564

[Sent from Yahoo Mail for iPhone](#)