



To: Dr. Gary Bates, Superintendent

From: Julie Novak, Assistant Superintendent for Finance and Operations

Date: July 21, 2026

Subject: Resolution Regarding Early Notice of Resignation Incentive Pay Plan

Starting in the 2019-2020 school year, the District has provided an incentive for employees who provide early notice of their plan to resign or retire from the school district. This plan allows administrators to have ample time to find highly qualified replacements for the employees who are separating from the district. We have traditionally set the date to submit the early notice as the Monday when employees return from spring break in March.

The \$500.00 incentive has proven beneficial to the District and therefore we want to continue the plan for the 2026-2027 school year.

The resolution for Early Notice of Resignation Incentive Pay Plan is attached and I am recommending that the Board approve it at the July 29, 2026 meeting. If you have any questions or need additional information, please let me know.

Attachment: Resolution for Early Notice of Resignation Incentive Pay Plan

COUNTY OF BEXAR §
STATE OF TEXAS §

WHEREAS, the Fort Sam Houston Independent School District (the District) has had issues in the past with staffing for the following school year due to late notice of resignations by employees; and

WHEREAS, the District, after further review of the budget has determined that there are sufficient funds to allow additional compensation of incentives from its general fund balance for an Early Notice of Resignation Incentive Pay Plan for all employees of the District; and

1. Eligible employees will be those employed with the District prior to September 1, 2026, and planning to voluntarily resign or retire at the end of the 2026-2027 school year;
2. The eligible employee is employed by the District for the 2026-2027 school year and is eligible for employment for the 2027-2028 school year;
3. The eligible employee has not resigned in lieu of proposed termination or nonrenewal; and
4. The eligible employee signs and submits to the Superintendent or his designee an executed agreement in the form of the Fort Sam Houston Independent School District Incentive for Early Notice of Resignation and complies with the requirements set out in that agreement prior to the deadline as established by administration and noted in that agreement; to wit, before 4:00 PM on Monday, March 15, 2027.

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WHEREAS, due to funding concerns, there is no guarantee that this one-time early notice of resignation incentive will be made at all or in this amount in any future years;

WHEREAS, the District acknowledges that the one-time incentive payment shall be made in accordance with the law and in full compliance with Article III of the Texas Constitution; and

WHEREAS, the Board of Trustees has further determined that there is a benefit to the District as well as a legitimate public purpose served by awarding early notice of resignation incentives to all employees for the 2026-2027 school year in exchange for the consideration described in this Resolution.

Be it therefore **RESOLVED**:

That the Board of Trustees hereby adopts the Early Notice of Resignation Incentive Pay Plan as set out above and reflected in the attached Fort Sam Houston Independent School District Incentive for Early Notice of Resignation agreement; and

That the Board of Trustees has determined that the additional expenditures authorized in this Resolution will serve a valid school district purpose, and that sufficient controls will be put into place prior to the expenditure and that such benefits will be received by the District.

PASSED AND APPROVED BY THE FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES this 29th day of July, 2026.

For the Board:

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees