



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

MEMORANDUM

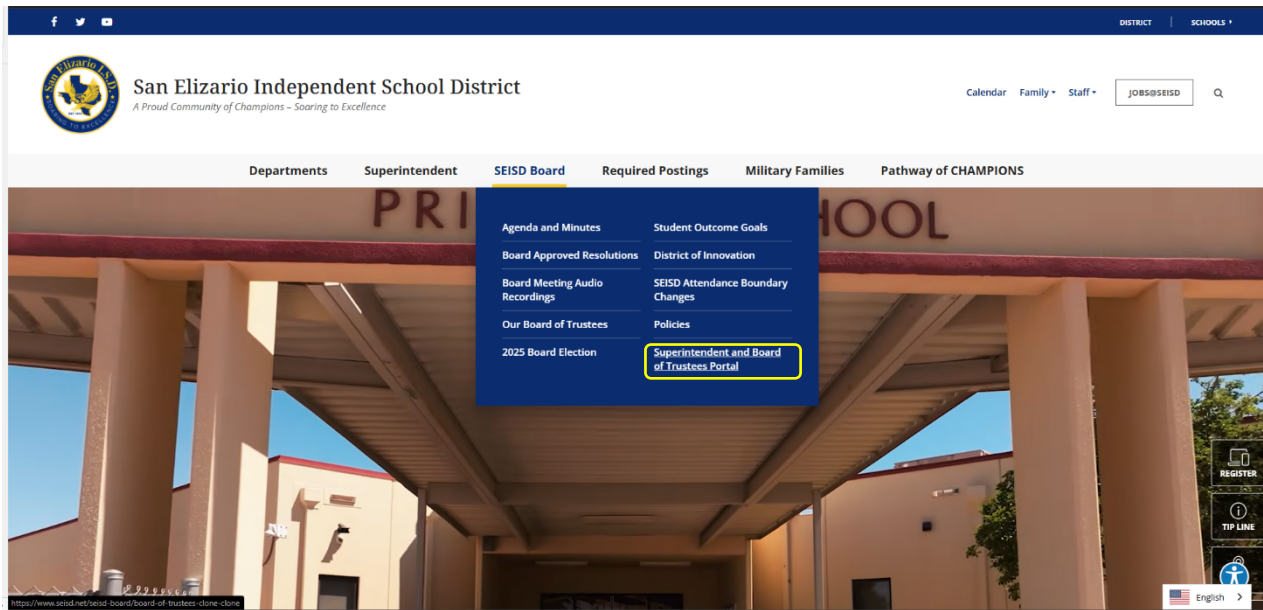
To: Members of the Board of Trustees
From: Dr. Jeannie Meza-Chavez, Superintendent, and Vicente Rodriguez, Executive Director, Technology
Subject: Board of Trustees Portal and Communication Matrix Tool Training
Date: July 29, 2026

HISTORY: The Board of Trustees implemented and approved the Communication Matrix Tool into the Board Operating Procedures on April 8, 2025. The Communication Matrix Tool helps Board Members communicate with the Superintendent on any questions that may arise.

RATIONALE: Below are the steps on how to access the Board of Trustees Portal & the Communications Matrix Tool.

Step 1: Go to district main webpage by using the following link: www.seisd.net

Step 2: Hover over the **SEISD Board** menu and click on “**Superintendent and Board of Trustees Portal**”



The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

Step 3: Log in to the **Board of Trustees Portal** using your district email address and password (Please make sure it's up to date) Note: You can bookmark the loaded page for easy access.

LOGIN

Login

🔒 This page is protected. Please log in to view this page.

Please provide your email address and password to log in.

Email Address

NEXT

[Forgot Password](#)

Step 4: Click on the **Communications Matrix Follow-up** Link

HOME > SEISD BOARD > SUPERINTENDENT AND BOARD OF TRUSTEES PORTAL

Agenda and Minutes

Board Approved Resolutions

Board Meeting Audio Recordings

Our Board of Trustees

2025 Board Election

Student Outcome Goals

District of Innovation

SEISD Attendance Boundary Changes

Board of Trustees Portal

- [Agenda and Minutes](#)
- [Board Approved Resolutions](#)
- [Board Meeting Audio Recordings](#)
- [Policies](#)
- [Communications Matrix Follow-up](#)

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

BUDGET IMPACT: There is no budget impact for this agenda item.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is for the Board of Trustees to familiarize themselves with these procedures to successfully use the Communications Matrix tool within the Board of Trustees Portal.

For Approval? ☐ Yes ☒ No

If not, please check one: ☐ Presentation ☐ Report ☒ Information

Please check if applicable: ☐ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!