



## Agenda of Special Board Meeting

### The Board of Trustees McAllen Independent School District

---

<b>VISION</b>	The McAllen Independent School District is a multicultural community in which students are enthusiastically and actively engaged in the learning process. Students demonstrate academic excellence in a safe, nurturing and challenging environment enhanced by technology and the contributions of the total community.
<b>MISSION</b>	The mission of the McAllen Independent School District is to educate all students to become lifelong learners and productive citizens in a global society through a program of educational excellence utilizing technology and actively involving parents and the community.
<b>GOALS</b>	<ol style="list-style-type: none"><li>1. Student Achievement/Student Focus</li><li>2. People Development</li><li>3. Facility Priorities</li><li>4. Financial Priorities</li></ol>
<b>STRATEGIES</b>	<ol style="list-style-type: none"><li>1. Branding</li><li>2. Attract/Retain High Quality Staff</li><li>3. Engaging Learning Environment</li><li>4. Rigorous/World Class Standards to Customize for Every Learner</li><li>5. Partnerships with Business/Civic/Education/Organizations</li><li>6. Future Ready Students</li><li>7. Financial Priorities</li></ol>

A Special Board Meeting of the Board of Trustees of the McAllen Independent School District will be held Monday, March 28, 2022, beginning at 5:00 PM Auditorium/McAllen High School, 2021 La Vista, McAllen, TX 78501.

Items listed on this agenda may be taken in an order other than as shown on this agenda. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

At this meeting there may be discussion and action by the Board on the item(s) and subject(s) listed as follows:

1. **CALL MEETING TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENTS**
5. **RECESS TO CLOSED SESSION: Board of Trustees may go into Closed Session pursuant to Section(s) 551.071, 551.072, and 551.074 Texas Government Code, to discuss the following:**
  - A) Pending and/or Potential Litigation
    1. McAllen Independent School District v Ameresco Inc. Et. Al., Cause No: C-4894-17-D
6. **ACTION ON ITEM(S) IN CLOSED SESSION**

- A) Pending and/or Potential Litigation
1. McAllen Independent School District v Ameresco Inc. Et. Al., Cause No: C-4894-17-D
7. Approval to proceed with Request for Qualifications for General Legal Counsel Services 5  
 Item Submitted: Cynthia Medrano Richards, Assistant Superintendent Business Operations  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
8. **PROCLAMATIONS**
- A) Approval of Proclamation Regarding National Library Month (April 2022) 6  
 Item Submitted: Debra Loya, Director Fine Arts Department  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
  - B) Approval of Proclamation Regarding National Athletic Trainers Month (March 2022) 8  
 Item Submitted: Brian McClenny, Director Athletic Department  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
9. **INSTRUCTIONAL SERVICES/INSTRUCTIONAL LEADERSHIP**
- A) Recognition of Special Olympics Bowling Medal Recipients 10  
 Item Submitted: Dr. Rosalba De Hoyos, Assistant Superintendent Instructional Services  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
  - B) Recognition of Special Olympics Basketball Medal Recipients 11  
 Item Submitted: Dr. Rosalba De Hoyos, Assistant Superintendent Instructional Services  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
  - C) Recognition of Region One Braille Competition Medal Recipients 12  
 Item Submitted: Dr. Rosalba De Hoyos, Assistant Superintendent Instructional Services  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
  - D) Recognition of 2022 District Spelling Bee Winners 13  
 Item Submitted: Bridgette Vieh, Associate Superintendent Instructional Leadership  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
  - E) Recognition of the 34th Annual Regional Rio Grande Valley Spelling Bee Champion 14  
 Item Submitted: Bridgette Vieh, Associate Superintendent Instructional Leadership  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
  - F) Recognition of Elementary District Science Fair Winners 15  
 Item Submitted: Bridgette Vieh, Associate Superintendent Instructional Leadership  
**Presenter:** Dr. J. A. Gonzalez, Superintendent

- G) Recognition of the Middle School Texas Math and Science Coaches Association (TMSCA) State Student Qualifiers 16  
Item Submitted: Bridgette Vieh, Associate Superintendent Instructional Leadership  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
- H) Recognition of the 2022 National Chess Championship Qualifiers 17  
Item Submitted: Bridgette Vieh, Associate Superintendent Instructional Leadership  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
- I) Recognition of the 2022 State Mock Trial Competitors 18  
Item Submitted: Bridgette Vieh, Associate Superintendent Instructional Leadership  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
10. **FINE ARTS**
- A) Recognition of McAllen Memorial High School Vertical Team/Fine Arts 19  
Item Submitted: Debra Loya, Director Fine Arts Department  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
- B) Recognition of James “Nikki” Rowe High School Vertical Team/Fine Arts 20  
Item Submitted: Debra Loya, Director Fine Arts Department  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
- C) Recognition of McAllen High School Vertical Team/Fine Arts 21  
Item Submitted: Debra Loya, Director Fine Arts Department  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
11. **ATHLETICS DEPARTMENT**
- A) Recognition of McAllen ISD Dive Programs and the Memorial High School Vertical Team/Athletics 22  
Item Submitted: Brian McClenny, Director Athletic Department  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
- B) Recognition of James “Nikki” Rowe High School Vertical Team/Athletics 23  
Item Submitted: Brian McClenny, Director Athletic Department  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
- C) Recognition of McAllen High School Vertical Team/Athletics 24  
Item Submitted: Brian McClenny, Director Athletic Department  
**Presenter:** Dr. J. A. Gonzalez, Superintendent
12. **ADJOURNMENT**

*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.*

*The notice for this meeting was posted in compliance with the Texas Open Meeting Act on March 25, 2022 at 4:00 P.M.*

*Natalia Goza  
on behalf of the Board of Trustees*

**BOARD AGENDA REPORT  
MCALLEN INDEPENDENT SCHOOL DISTRICT**

**MEETING DATE:** March 28, 2022

*Alexandra Bonzalez*  
**SUBMITTED BY:** \_\_\_\_\_

*Alexandra Bonzalez*  
**SUPERVISOR:** \_\_\_\_\_

**Approved for presentation to the Board of Education:**

*J. Alexander*

5 \_\_\_\_\_  
**Superintendent of Schools**

**BOARD AGENDA REPORT  
MCALLEN INDEPENDENT SCHOOL DISTRICT**

**MEETING DATE:** March 28, 2022

**SUBMITTED BY:** *Jenny Ann Vega*

**SUPERVISOR:** *Rosalba De Hoyos*

**Approved for presentation to the Board of Education:**

*J. X. O'Sullivan*

**6** Superintendent of Schools Mar 23, 2022



# *Proclamation*

*State of Texas*  
*County of Hidalgo*  
*McAllen Independent School District*

*Whereas*, National Library Month is a national observance sponsored by the American Library Association, recognizing the importance of libraries and the contributions of our librarians; and

*Whereas*, McAllen ISD libraries will also join the American Association of School Librarians in celebrating the month of April as “School Library Month”; and

*Whereas*, throughout the month, McAllen ISD libraries will offer activities to highlight the various services that are offered to students and staff, including storytelling, information to help improve reading skills, and information on how to use the internet to enhance their learning;

*Now Therefore*, I, Debbie Crane Aliseda, Secretary, Board of Trustees of the McAllen Independent School District, do hereby proclaim that the month of April 2022 be observed as:

## *“National Library Month”*

I call upon all residents to join me in recognizing the importance of our libraries and in supporting our aims and goals.

*IN WITNESS WHEREOF*, I have hereunto set my hand and caused the seal of the McAllen Independent School District to be affixed on this 28th day of March 2022.

\_\_\_\_\_  
Debbie Crane Aliseda, Secretary, Board of Trustees  
McAllen Independent School District

*Attest:*

\_\_\_\_\_  
Sam Saldivar Jr., President, Board of Trustees  
McAllen Independent School District

**BOARD AGENDA REPORT  
MCALLEN INDEPENDENT SCHOOL DISTRICT**

**MEETING DATE:** March 28, 2022

**SUBJECT:** Approval of Proclamation Regarding National Athletic Trainers Month (March 2022)

**REFERENCE:** Goal 1: Student Achievement/Student Focus

**BACKGROUND INFORMATION/REASON FOR BOARD CONSIDERATION:** To proclaim March as Athletic Trainers Month and to raise awareness of the importance they play throughout our school district and community

**ADMINISTRATIVE CONSIDERATIONS/FACTS AND ANALYSIS:** N/A

**LEGAL REVIEW:** None required

**BUDGETARY CONSIDERATIONS:** None required

**RECOMMENDED BOARD ACTION:** That the Board of Trustees approve the Proclamation Regarding National Athletic Trainers Month 2022

**SUBMITTED BY:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

For further information contact:  
Name: Brian McClenny  
Office: (956) 618-6089  
eMail: bmcclenn@mcallenisd.net

**Approved for presentation to the Board of Education:**





# *Proclamation*

*State of Texas*  
*County of Hidalgo*  
*McAllen Independent School District*

*Whereas*, athletic trainers have a long history of providing quality health care for athletes and those engaged in physical activity based on knowledge and skills acquired through their nationally regulated educational processes; and,

*Whereas*, athletic trainers provide: Prevention of injuries Recognition, evaluation, treatment, Rehabilitation, Health care administration, Education and guidance; and

*Whereas*, leading organizations concerned with athletic training and health care have joined together in a common desire to raise public awareness and promote the athletic training profession and to emphasize the importance of quality health care for athletes and those engaged in physical activity.

*Now Therefore*, I, Conrado Alvarado, Member, Board of Trustees of the McAllen Independent School District, do hereby proclaim the month of March as National Athletic Training Month.

## *“National Athletic Trainers Month”*

*IN WITNESS WHEREOF*, I have hereunto set my hand and caused the seal of the McAllen Independent School District to be affixed on this 28<sup>th</sup> day of March 2022.

\_\_\_\_\_  
Conrado Alvarado, Member, Board of  
Trustees McAllen Independent School  
District

*Attest:*

\_\_\_\_\_  
Debbie Crane Aliseda, Secretary, Board of Trustees  
McAllen Independent School District

**BOARD RECOGNITION FORM  
McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:**

**Photographer Requested:** Yes

**AV needs:** None

**Approved for Recognition:** \_\_\_\_\_



**Superintendent**

Mar 23, 2022

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM  
McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:**

**Photographer Requested:** Yes

**AV needs:** None

**Approved for Recognition:** \_\_\_\_\_



**Superintendent** Mar 23, 2022

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM**  
**McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:**

**Photographer Requested:** Yes

**AV needs:** None

**Approved for Recognition:** \_\_\_\_\_



**Superintendent**

Mar 23, 2022

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM  
McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:**

**Photographer Requested:** Yes

**AV needs:** None

**Approved for Recognition:** \_\_\_\_\_



**Superintendent**

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM  
McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:**

**Photographer Requested:** Yes

**AV needs:**

**Approved for Recognition:** \_\_\_\_\_



**Superintendent**

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM  
McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:**

**Photographer Requested:** Yes

**AV needs:** None

**Approved for Recognition:** \_\_\_\_\_



**Superintendent**

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM  
McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:**

**Photographer Requested:** Yes

**AV needs:** None

**Approved for Recognition:** \_\_\_\_\_



**Superintendent**

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM**  
**McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:**

**Photographer Requested:** Yes

**AV needs:** None

**Approved for Recognition:** \_\_\_\_\_



**Superintendent**

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM  
McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** 3/28/2022

**Title of Recognition:**

**Photographer Requested:** Yes

**AV needs:** none

**Approved for Recognition:** \_\_\_\_\_



**Superintendent**

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM  
McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:**

**Photographer Requested:** Yes

**AV needs:**

**Approved for Recognition:** \_\_\_\_\_



**Superintendent**

Mar 23, 2022

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM  
McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:**

**Photographer Requested:** Yes

**AV needs:**

**Approved for Recognition:** \_\_\_\_\_



**Superintendent**

Mar 23, 2022

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM  
McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:**

**Photographer Requested:** Yes

**AV needs:**

**Approved for Recognition:** \_\_\_\_\_



**Superintendent** Mar 23, 2022

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM  
McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:** Recognition of McAllen ISD Dive Programs and the Memorial High School Vertical Team/Athletics

Person(s) Being Recognized (include names & description i.e student at X High School):

McAllen Memorial High School Vertical Team Sports and Coaches  
Boys Basketball  
Swimming  
Diving  
Wrestling

Reason for Recognition:

Boys Basketball Team  
Co-District Champions  
Bi-District Champions  
Area Champions

Swimming  
Regional Qualifiers  
State Qualifiers

Diving  
Regional Qualifier

Wrestling  
Regional Qualifiers  
State Qualifiers

Please note any items that will be presented:

**Photographer Requested:** No

**AV needs:**

Name of Presenter: Brian McClenny  
Phone: (956) 618-6089  
eMail: bmccleenn@mcallenisd.net

**Approved for Recognition:** \_\_\_\_\_



**Superintendent**

Mar 23, 2022

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM  
McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:** Recognition of James "Nikki" Rowe High School Vertical Team/Athletics

Person(s) Being Recognized (include names & description i.e student at X High School):

James "Nikki" Rowe High School Vertical Sports and Coaches  
Girls Basketball  
Swimming  
Wrestling

Reason for Recognition:

Girls Basketball  
District Champions  
Bi-District Champions

Swimming  
Regional Qualifiers

Wrestling  
Regional Qualifiers  
State Qualifiers

Please note any items that will be presented:

**Photographer Requested:** No

**AV needs:**

Name of Presenter: Brian McClenny  
Phone: (956) 618-6089  
eMail: bmccleenn@mcallenisd.net

**Approved for Recognition:** \_\_\_\_\_



**Superintendent**

Mar 23, 2022

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.

**BOARD RECOGNITION FORM  
McALLEN INDEPENDENT SCHOOL DISTRICT**

**Meeting Date (Recommended):** March 28, 2022

**Title of Recognition:** Recognition of McAllen High School Vertical Team/Athletics

Person(s) Being Recognized (include names & description i.e student at X High School):

McAllen High School Vertical Teams Sports and Coaches

Girls Basketball  
Boys Basketball  
Swimming  
Diving  
Wrestling

Reason for Recognition:

Girls Basketball Team- Bi-District Champions, Area Champions,

Boys Basketball Team- District Co-Champions, Bi-District Champions, Area Champions,  
Regional Quarterfinal Champions

Swimming Team- Boys and Girls District Champions, Boys and Girls Regional Champions

Diving- District Champions, Regional Qualifiers, State Qualifier

Wrestling- Regional Qualifiers, State Qualifiers

Please note any items that will be presented:

**Photographer Requested:** No

**AV needs:**

Name of Presenter: Brian McClenny  
Phone: (956) 618-6089  
eMail: bmccleenn@mcallenisd.net

**Approved for Recognition:** \_\_\_\_\_



**Superintendent**

Mar 23, 2022

**PROCEDURE FOR BOARD RECOGNITION**

1. Fill out "Board Recognition Form" in its entirety at least 12 working days before the recommended date for presentation.
2. Submit completed form to Community Information Office with a cc to immediate supervisor and the Secretary to the Board of Trustees

Following the superintendent's executive team approval, confirmation of recognitions (year-at-a-glance) will be done via e-mail each week. Honorees are instructed to report to the Community Information office at 5:15 p.m. on their designated Board Meeting date.