

# Agenda of Regular Meeting

## The Board of Trustees San Elizario ISD

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A Policy Committee Meeting of the Board of Trustees of San Elizario ISD will be held November 18, 2020, beginning at 5:30 PM in the SEISD Administration Office  
1050 Chicken Ranch Road  
San Elizario, TX 79849.

The Policy Committee will meet to discuss the following local policies and other related policies.

1. **GENERAL FUNCTIONS**
  - A. Call Meeting to Order
  - B. Roll Call
  - C. Pledge of Allegiance
  - D. **San Elizario ISD Mission Statement**
2. **OPEN FORUM** (five minute limit)
3. **DISTRICT RECOGNITION**
  - A. Teacher and Employee of the Month for San Elizario High School
  - B. **Focus on Student Outcome Goals**
    1. San Elizario High School - Monitoring Student Progress 4
4. **NEW BUSINESS / BOARD ACTION ITEMS**
  - A. Discussion and possible board action to approve MOU between El Paso County Community College District and San Elizario Independent School District for the purpose of development and support of San Elizario Early College High School. 16
    1. Early College High School Powerpoint Presentation 29
  - B. Consider and approval of the Annual Financial Report for the Fiscal Year Ended June 30, 2020 47
  - C. Texas Association of School Boards (TASB) Staffing Study Overview 48
    1. Texas Association of School Boards (TASB) Staffing Powerpoint Presentation 105
    2. Discussion and possible board action to approve date to hold Special Board Meeting Workshop
  - D. Discussion and possible action to approve method for convening future board meetings amid Covid-19 pandemic 132
5. **CONSENT AGENDA** - Consider and possible Board action on
  - A. Financial Reports
    1. Tax Report 137
    2. Financial Statements 138
    3. Investment Report 154
    4. Purchase Orders Exceeding \$25,000.00 164
    5. Budget Amendment 172

B.	Consider and possible Board action to approve final payment to Perikin Enterprises for Alarcon Elementary School Parking Lot Expansion (RFP#19-1060)	176
C.	Monitoring Superintendent's Constraints	
1.	Discussion and possible board action to approve Superintendent's Constraints C2 - CPM 2.1	180
2.	Discussion and possible board action to approve Superintendent's Constraints C2 - CPM 2.2	182
D.	<b>Goal Progress Monitoring</b>	
1.	<b>GPM 3.2</b> - The percentage of 12th grade students enrolled in a Mathematics or English college prep course will increase from 31% in June 2018 to 41% by June 2024.	<b>184</b>
E.	Laptop Devices for Board of Trustees	188
F.	MOU Agreement between San Elizario ISD, El Paso Community College and University of Texas at El Paso	193
G.	Consider approval of minutes for the following:	
1.	October 14, 2020 - Regular Board meeting	207
2.	October 17, 2020 - Special Board Meeting / Training	216
H.	Consider disposal of surplus property declared obsolete and unnecessary by Superintendent or her Designee, to include disposal of broken and / or obsolete furniture and technology equipment according to Administrative discretion and by an reasonable means	
1.	Technology Department	218
2.	Support Services Department	223
6.	<b>REPORTS / INFORMATION / PRESENTATION</b>	
A.	Curbside Meal Service Update (Information)	228
B.	SB820	229
C.	Purchase Orders issued with temporary Superintendent purchasing threshold in response to COVID-19 pandemic	237
7.	<b>EXECUTIVE SESSION</b>	
A.	Discussion on Employee / Board / Superintendent Communication	
B.	Discussion regarding revisions and updates to the Board's Operating Procedures, to include social media guidelines for board members and board self-evaluation.	
C.	Discussion with legal counsel regarding extracurricular activities and on-campus instruction in light of current TEA guidance, local County Judge Order No. 13, and press release from the City of San Elizario.	
D.	Discussion regarding addressing future Principal vacancy at Sambrano Elementary School and possible reassignment of personnel to serve as interim principal of Loya Primary School.	
8.	<b>THE BOARD WILL RETURN TO OPEN SESSION TO TAKE POSSIBLE ACTION ON THE MATTERS DISCUSSED IN EXECUTIVE SESSION</b>	
A.	Discussion and possible action to approve revisions and updates to the Board's Operating Procedures, to include social media guidelines for board members and board self-evaluation.	
B.	Discussion and possible action regarding SEISD's response to the City of San Elizario in connection with its press release dated November 2, 2020.	
C.	Discussion and possible action to approve reassignment of personnel to serve as interim principal of Loya Primary School, along with discussion and possible action to approve additional job responsibilities and compensation in light of budget constraints	
9.	<b>NEXT MEETING DATE:</b> Regular Board Meeting: Wednesday, December 9, 2020 at 5:30 p.m.	

## 10. ADJOURNMENT

# San Elizario High School

San Elizario Independent School District

2020 - 2021



# Mission and Vision

- **Mission Statement**

To motivate students to "believe" in themselves and instill the "confidence" necessary, in them, to reach their post-secondary goals.

- **Vision Statement**

San Elizario High School will prepare students to enter a four-year university or college of their choice by becoming a cutting-edge learning institution focused on advanced academics and college readiness.



# Math: Focus of Skills

- Students will focus on reinforcing foundational skills in solving, writing, and graphing linear equations.
- Students will focus on reinforcing foundational skills in deriving slopes and determining equations.

2020 Beginning-of-Year Assessment <b>Grade 8 Mathematics</b>					
	Total Students	Percent Score	Approaches	Meets	Masters
San Elizario High School	159	47.52%	46.54%	27.67%	8.18%
2020 Beginning-of-Year Assessment <b>Algebra I</b>					
	Total Students	Percent Score	Approaches	Meets	Masters
San Elizario High School	144	56.41%	73.61%	41.67%	24.31%

# Current EOC Interventions

- EOC Math Lab
- Intercession
- Saturday School
- Friday Tutoring

# RLA: Focus of Skills

- Analyze the relevance, quality, and credibility of evidence given to support or oppose an argument for a specific audience.
- Students will focus on making complex inferences about text and use textual evidence to support understanding.

2020 Beginning-of-Year Assessment <b>Grade 8 Reading</b>					
Total Students	Percent Score	Approaches	Meets	Masters	
San Elizario High School	165	56.56%	49.09%	28.48%	18.79%
2020 Beginning-of-Year Assessment <b>English I</b>					
Total Students	Percent Score	Approaches	Meets	Masters	
San Elizario High School	189	57.16%	47.62%	34.92%	7.41%
2020 Beginning-of-Year Assessment <b>English II</b>					
Total Students	Percent Score	Approaches	Meets	Masters	
San Elizario High School	152	64.66%	56.58%	41.45%	5.26%



# Reading Interventions

- CP English Class
- Intercession
- Saturday School
- Friday Tutoring
- Read-Alouds



# Uninterrupted CCMR with a virtual twist



## Past and scheduled events

- FAFSA Fridays – Oct. 24, 30
- FAFSA Night-Oct. 22 and Nov. 2
- ECHS Parent Meeting
- PSAT for Juniors and Seniors (104 students)
- XELLO Training-career inventories/portfolios for Seniors and Freshmen
- TSI Senior talks and Class of 2025 asynchronous bootcamp
- GEAR UP class of 2024 Kickoff Meeting
- Dual Credit Parent Meeting
- PSAT AND SAT sign up support and testing site administration
- Apply Texas workshop

@SanElizGoCenter



## Future events

- Google Portfolios-12<sup>th</sup> and 9<sup>th</sup> graders
- Senior and ECHS bootcamp and TSI testing
- NMSU representative visit and application for Seniors
- Scholarship Night Workshop Senior Conference
- Sophomore and Junior XELLO training
- CCMR class meetings



# ATTENDANCE

Date Range: 09/1/2020 - 9/30/2020

Grade	Enrollment on 9/30/20	ADA	% Attendance
09	269	210.76	79.04
10	305	243.1	79.52
11	244	204.62	83.47
12	215	187.62	88.6
<b>Totals</b>	<b>1033</b>	<b>846.1</b>	<b>82.21</b>

Phone Calls, Home Visits, Revisit Lesson Plans, Replace Devices

# Attendance (LOC)



Cohort	Number of Students Owing Hours	After Intersession
2021	92	65
2022	99	71
2023	20	15
2020	3	3
2019	2	2
<b>Total</b>	<b>216</b>	<b>156</b>

## Plan for Recovery of Seat-Time

Google Classroom Lessons

Study Island

3 - Saturday School

# Walkthroughs

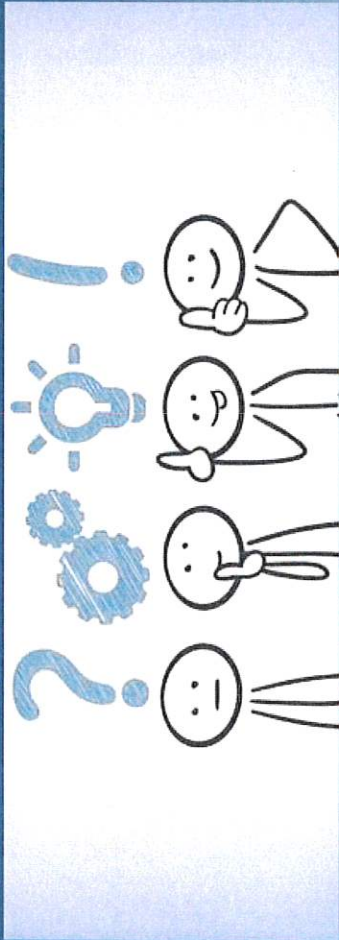


	Thru October 23, 2020
Marioni, April	136
Pallares, Brenda	75
Parra, Jaime	77
Tenorio, Arleen	63
<b>TOTAL</b>	<b>351</b>



# Campus Showcase

Thank you!





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. Rogelio Segovia, Associate Superintendent  
**Subject:** MOU – El Paso County Community College District & San Elizario Independent School District for the purpose of development and support of the San Elizario Early College High School.  
**Date:** November 18, 2020

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**HISTORY:**

On February 11, 2020, the Texas Education Agency approved the 2020-2021 Early College High School planning for San Elizario High School. During this year both SEISD and EPCC stakeholders have met to collaborate and prepare to inaugurate the San Elizario Early College High School for next school year’s incoming Freshmen, Class of 2025.

**RATIONALE:**

The development of the San Elizario Early College High School would help reduce dropout rates, attract and better prepare students for higher education, assure students have the support necessary to be successful in college, and provide San Elizario ISD students a seamless transition between high school and college (MOU, 2020).

**BUDGET:**

This is a four-year commitment of approximate \$266,000.

Tuition	Textbooks & Labs	Total
\$120,000	\$146,000	\$266,000

**ADMINISTRATIVE RECOMMENDATION:**

The Administration’s recommendation is that the Board of Trustees approve the memorandum of understanding for the purpose of development and support of the San Elizario Early College High School.

**Please check one:**     For approval     Report / Information only     Recognition only

*San Elizario ISD’s mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*



**Interlocal Agreement**  
**between El Paso County Community College District**  
**and San Elizario Independent School District**  
**for the Development and Support of San Elizario Early College High School**

This Interlocal Agreement (the “Agreement”) is made and entered into between El Paso County Community College District (EPCC) and San Elizario Independent School District (San Elizario ISD) (collectively, the “Parties”) for the purpose of the development and support of San Elizario Early College High School (San Elizario ECHS) effective as of this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

**1. Recitals**

WHEREAS, EPCC and San Elizario ISD desire to collaborate for the development and support of an early college high school so that students would have the opportunity to earn a high school diploma and a two-year Associate's Degree upon graduation from the early college high school;

WHEREAS, EPCC and San Elizario ISD intend to enroll students in grades nine (9) through twelve (12) in San Elizario ECHS;

WHEREAS, San Elizario ECHS will be located at 13981 Socorro Rd., San Elizario, Texas 79849 with no more than two hundred and forty (240) students;

WHEREAS, the goals of the San Elizario ECHS are to reduce dropout rates, attract and better prepare students for higher education, assure students of the support necessary to be successful in college, and provide San Elizario ISD students a seamless transition between high school and college;

WHEREAS, San Elizario ISD and EPCC are authorized to enter into this Agreement pursuant to Section 791.001, Texas Government Code,

WHEREAS, this Agreement will provide efficiencies and cost savings to San Elizario ISD and EPCC and will benefit the students and taxpayers of San Elizario ISD and EPCC;

NOW, THEREFORE, for and in consideration of the recitals, agreements, and covenants set forth herein, the Parties hereby agree as follows:

**2. Mission Statement**

San Elizario ECHS in San Elizario ISD will provide a select population of students in accordance with the Texas Education Agency’s designation application guidelines a unique educational opportunity to attend both high school and college in a special campus environment that will challenge them to excel in their academic and personal endeavors, as well as motivate students to be productive problem-solving members of society by having the opportunity to earn a high school diploma and an Associate’s Degree from EPCC upon high school graduation.

**3. Term**

The term of this Agreement is for five (5) years commencing on \_\_\_\_\_, and concluding on \_\_\_\_\_, unless terminated earlier pursuant to paragraph 19 hereof.

#### 4. Definitions

**A. College Courses for Dual Credit** are those courses for which students receive both high school and College credit and are taught in a variety of delivery modes:

- (i) At San Elizario ECHS by a San Elizario ISD teacher credentialed by EPCC;
- (ii) At the EPCC campus taught by an EPCC faculty member;
- (iii) Through a distance learning course taught by an EPCC faculty member.

**B. College Courses for College Credit** are those courses for which students receive College credit only; these courses do not have a high school equivalent and therefore cannot be offered for high school credit; i.e. dual credit. These courses are taught by an EPCC faculty member at the college campus or through a distance learning class.

**C. Early College High School (ECHS) Sections** refer to College courses for dual credit in a high school that are designated for ECHS students only.

#### 5. Academic Plan

An academic plan developed by EPCC and San Elizario ISD that will enable each student to earn a high school diploma and an Associate's Degree. College credit will be earned through College courses for dual credit. San Elizario ECHS will administer all applicable statewide assessments instruments under Subchapter B, Chapter 39 of Texas Education Code. Both high school and College credit will be transcribed immediately upon a student's completion of the course.

- A. College Curriculum.** EPCC will have full control over faculty assignments, faculty credentials, and faculty evaluations for all dual credit sections as it pertains to College courses. EPCC will have full control over the College curriculum, College syllabi, and College textbook selection. The San Elizario ECHS teachers will comply with any Student Learning Outcomes and Core Curriculum assessments and interventions as required by the College disciplines. EPCC will not provide classes that only meet high school requirements.
- B. Grading Periods and Policies.** San Elizario ECHS students will adhere to the grading periods and policies of EPCC for dual credit and College credit courses, but will adhere to the grading periods and policies of San Elizario ISD as well as the school calendar for high school credit courses.
- C. Courses of Study.** San Elizario ECHS will primarily provide courses of study that meet the requirements of an Associate's Degree and the Distinguished Level of Achievement diploma, in the following endorsement categories: STEM, Business and Industry, Public Services, Arts and Humanities, and Multidisciplinary Studies. Students will also have the opportunity to earn embedded certificates of completion.
- D. Curriculum Alignment.** A curriculum crosswalk similar to the form set forth below will be used for the purpose of granting each student the opportunity to earn a high school diploma and an Associate's Degree within four years. The curriculum alignment will be reviewed on an annual basis by the San Elizario ECHS Advisory Committee (composed of EPCC and San Elizario ISD personnel) and updates will be documented in the annual Texas Education Agency ("TEA") Early College High School ("ECHS") re-designation application.



San Elizario Independent School District – El Paso Community College  
 San Elizario Early College High School  
 Crosswalk for Associate’s Degree - Multidisciplinary



PEIMS #	Freshman Year	Credit	EPCC Course #	EPCC Course	Credit
3220100	English I Pre AP	1			
3100500	Math Pre AP	1			
3010200	Biology Pre AP	1			
3320100	World Geo Pre Ap or Human Geo	1			
A3440100	Foreign Language	1			
13011410	BIM 1	1			
N1290050	College Transition	.5	EDUC 1300	Learning Framework	3
3241400	Professional Communication	.5	SPCH 1321	Professional Communication	3
PES00000	Physical Education/Sport	1			
	<b>Total 9<sup>th</sup> Grade Credits</b>	<b>8</b>			<b>6</b>
	Sophomore Year	Credit	EPCC Course #	EPCC Course	Credit
3220200	English II Pre AP	1			
3100600	Math Pre AP	1			
3040000	Chemistry Pre AP	1			
3340400	World History AP	1			
A3440200	Foreign Language II	1			
3310300	Economics ADV/DC	.5	ECON 1301 or Core #8	Introduction to Economics or Core #8	3
3155600	Music Appreciation	.5	MUSI 1306	Music Appreciation	3
3330100	US Government	.5	GOVT 2305	Federal Government	3
3380001	Special Topics	.5	GOVT 2306	Texas Government	3
PES00001	Sport/CTE	1			
	<b>Total 10<sup>th</sup> Credits</b>	<b>8</b>			<b>12</b>
	Junior Year	Credit	EPCC Course #	EPCC Course	Credit
3220300	English III DC	1	ENGL 1301/1302	Composition I/Composition II	6
3101100	Math DC	1	MATH 1314/2412	College Algebra/Pre-Cal Math	7
3050000	Physics	1			
3340100	US History DC	1	HIST 1301/1302	US History I/ US History II	6
	College Field of Study	1 to 2		Various Fields of Study	3
	College Field of Study	1 to 2		Various Fields of Study	3
PES00002	Sport/CTE	2			
	<b>Total 11<sup>th</sup> Grade Credits</b>	<b>8 to 12</b>			<b>25</b>
	Senior Year	Credit	EPCC Course #	EPCC Course	Credit
3220400	English IV DC/English IV	1	ENG 2322 or Core #4	British Literature or Core #4	3
3101100	Pre-Calculus/Math DC	1		Field Study Math	3- 4
3010200	4 <sup>th</sup> Year Science DC	1	BIOL 1306/ BIOL1307	Biology for Science Major I/ Biology for Science Major II	6
	Local Science	1	BIOL 1106 LAB/ BIOL 1107 LAB	Biology Lab I/Biology Lab II	2
	College Field of Study	1 to 2		Various Field of Study	3
	College Field of Study	1 to 2		Various Field of Study	3
PES00003	Sport/CTE	2			
	<b>Total 12<sup>th</sup> Grade Credits</b>	<b>8-10</b>			<b>20-21</b>
	<b>Total High School Credits</b>	<b>30-32</b>		<b>Total EPCC Credits</b>	<b>63-64</b>

**E. Instructional Materials.** Textbooks for San Elizario ECHS students will be provided by San Elizario ISD. All other instructional materials for College credit courses and research activities will be provided jointly by EPCC and San Elizario ISD. In all cases, San Elizario ISD will provide those items typically required for purchase by students. College courses for dual credit

taught on the high school campus will require dual credit faculty with EPCC approved credentials to teach the College courses and to handle the appropriate lab equipment at the high school campus. San Elizario ISD will provide those items typically required for purchase by students. For College courses for dual credit, San Elizario ISD will be responsible for all instructional items. For College credit courses only, EPCC will provide supplies/consumables typically provided as part of the curriculum.

**F. Instructional Calendar.** San Elizario ECHS students will follow the instructional calendar for both San Elizario ISD and EPCC as it relates to enrolled coursework. Students enrolled in high school only courses will attend classes on days outlined in the San Elizario ISD Instructional Calendar. Students enrolled in College courses for dual credit or College credit courses will attend classes on days outlined in the EPCC Instructional Calendar.

**G. Student Enrollment and Attendance Policies.** San Elizario ECHS students are required to meet the San Elizario ISD attendance requirements for all dual credit and high school courses and the EPCC attendance requirements for all College credit courses taught by an EPCC credentialed faculty.

## 6. General Roles and Responsibilities

**A. EPCC.** EPCC will be responsible for:

- (i) Admitting qualified students into EPCC;
- (ii) Providing professional development opportunities for San Elizario ECHS instructors credentialed by EPCC;
- (iii) Providing College courses as appropriate;
- (iv) Awarding College credit to qualified San Elizario ECHS students and;
- (v) Transcribing college credit immediately upon a student's completion of the course.

**B. San Elizario ISD.** San Elizario ISD will be responsible for:

- (i) Recruiting students;
- (ii) Providing and maintaining the appropriate classrooms, facilities, tools and equipment;
- (iii) Hiring and supervising San Elizario ECHS faculty and staff;
- (iv) Developing and delivering the high school curriculum;
- (v) Operating and maintaining the San Elizario ECHS facilities, and;
- (vi) Transcribing high school credit immediately upon a student's completion of the course.

**C. JOINT RESPONSIBILITIES.** EPCC and San Elizario ISD will be responsible for:

- (i) Aligning the high school and College courses;
- (ii) Sharing in the scheduling of College courses for the San Elizario ECHS;
- (iii) Advising students throughout their collegiate academic experience; and
- (iv) Providing joint professional development opportunities.

## 7. Use of Facilities

**A. Buildings and Site.** San Elizario ISD will house San Elizario ECHS at 13981 Socorro Rd., San Elizario, Texas 79849. The space will include core learning classrooms including library and learning resources as well as administrative and student support areas. All core San Elizario

ECHS classes will be located in a dedicated and contiguous space such as a dedicated hall or wing. Construction and installation, maintenance, utilities, and operation will be at San Elizario ISD's sole expense.

**B. Safety and Health.** In case of a health emergency at the San Elizario ECHS campus, the San Elizario ISD Emergency Operations Plan will be followed. If the health emergency occurs on the EPCC campus, the ECHS Emergency Plan will be followed. EPCC police will be the first responder but will not be responsible for providing other than life saving health care for any San Elizario ECHS student.

## **8. Staffing.**

All San Elizario ECHS staff shall be exclusive employees of San Elizario ISD ("San Elizario ISD Staff"). There will be no joint employment relationship between EPCC and San Elizario ISD of any San Elizario ISD staff. San Elizario ISD shall exclusively pay all salaries and provide benefits to all San Elizario ISD Staff. Except as otherwise provided herein, EPCC shall have no responsibility to control, discipline, hire, terminate, compensate, or provide benefits to any of the San Elizario ISD Staff.

Credentials of prospective ECHS teachers who will teach College courses for dual credit will be pre-screened by the appropriate EPCC administrator. EPCC discipline faculty will be invited to serve on ECHS teacher hiring committees. For those areas in which dual credit classes will be offered, San Elizario ISD will hire teachers who can meet EPCC credentialing requirements.

San Elizario ECHS will staff the school with the following personnel, provided, however, that until the maximum enrollment is reached, San Elizario ISD shall provide a staff sufficient to deal with the then current enrollment:

A San Elizario ECHS assistant principal, dedicated to San Elizario ECHS within two years of the school's opening in coordination with the college and career readiness specialist (CCR Specialist).

All San Elizario ECHS counselors, will provide college career counseling for all students enrolled, dedicated within six months of the school's opening

The appropriate number of highly qualified teachers based on enrollment and/or curriculum needs

A Nurse, shared with San Elizario High School

A Secretary, fully dedicated to San Elizario ECHS within six months of the school's opening

A Clerk, shared with San Elizario High School

A PEIMS clerk/register, shared with San Elizario High School

A Security Guard, shared with San Elizario High School

A District Technologist, shared with San Elizario High School

A Librarian, shared with San Elizario High School

The staffing will comply with EPCC's Enrollment Optimum but strive for a limit of twenty-five (25) students per class.

The San Elizario ECHS counselor will be responsible for overseeing every San Elizario ECHS student's degree plan requirements once the plan has been approved by the EPCC counselor

The appropriate San Elizario ECHS/EPCC Dean will serve on the hiring committees for the San Elizario ECHS administrative positions.

EPCC discipline faculty will serve on the San Elizario ECHS teacher-hiring committees. For those areas in which onsite dual credit classes will be offered, San Elizario ECHS will hire teachers who can meet EPCC credentialing requirements. College courses for dual credit can only be taught by qualified instructors credentialed by EPCC. All applicants must follow and meet San Elizario ISD hiring procedures and requirements.

In the event EPCC provides the instructor for a College course for dual credit, cost sharing will be done according to the most recent Dual Credit Partnership Agreement, except when ECHS students are enrolled in sections at an EPCC campus.

## **9. Professional Development of Staff**

San Elizario ISD shall be responsible for professional development of all full-time and part-time staff assigned to San Elizario ECHS, including staff development aimed at working with technology and at-risk students. San Elizario ECHS faculty at San Elizario ISD's cost will participate in the professional development activities of EPCC, and the agency designated by the Texas Education Agency (TEA) to provide Early College High School leadership coaching and technical assistance.

## **10. Student Services**

- A. Student Services Provided by San Elizario ISD.** Except as expressly set forth herein, San Elizario ISD shall provide student services for the students in San Elizario ECHS, including, health services, counseling services, tutorial services, transportation, food service, and all high school books and teaching materials. By July 1 of each year, San Elizario ISD will submit all graduated seniors' final high school transcripts, with the official graduation date, through the Texas Records Exchange (TREx) system. Paper copies will not be accepted.
- B. Student Services Provided by EPCC.** In addition to on-site resources provided by San Elizario ISD at San Elizario ECHS, students will be issued an EPCC ID by the end of the first semester of their freshman year and will have open access to EPCC's online library databases, materials, and resources. San Elizario ECHS students will have access to on-campus and online EPCC tutoring centers, Academic Computer Services labs, and libraries. EPCC will provide designated San Elizario ECHS librarians with appropriate log-ins to access EPCC Library resources. EPCC Librarians will provide training to designated San Elizario ECHS Librarians on available EPCC resources. San Elizario ECHS students will have access to all EPCC student services and privileges, including participation in student government and student clubs. Upon mutual agreement, EPCC will conduct enrollment registration for all qualified students who have met all requirements and have requested enrollment in College courses for dual credit and college credit courses. An enrollment after EPCC's Census Date and a three-peat fee will be assessed in accordance to the current Dual Credit Partnership Agreement.
- C. Codes of Conduct.** San Elizario ECHS students will adhere to all the requirements of the San Elizario ISD Code of Conduct and state law applicable to public school students. Students will have the rights and responsibilities defined in the EPCC Code of Conduct, EPCC Catalog, EPCC Student Handbook, and the EPCC Board Policies and College Procedures. In the event of any inconsistency between the San Elizario ISD Code of Conduct and the EPCC Code of Conduct, the San Elizario ISD Code of Conduct and applicable provisions of Chapter 37 of the Texas Education Code will be followed.

**D. Major Sports and University Interscholastic League (UIL) Activities.** As a school within a school Early College High School (ECHS), San Elizario ECHS students will be allowed to participate in major sports and UIL sponsored activities at San Elizario High School.

**E. Transportation.** Transportation will be at the sole discretion of San Elizario ISD and not the responsibility of EPCC. San Elizario ISD will ensure bus routes for students attending courses at all EPCC site facilities during the fall, spring and summer terms that occur during regular high school hours. San Elizario ISD will provide round-trip transportation for students from San Elizario ECHS to EPCC campuses for official school activities, such as daily classes in approved schedule.

## 11. Enrollment in College Courses

**A. Placement Exams.** As a prerequisite to enrollment in College courses, each student shall apply for and be admitted to EPCC and shall successfully complete appropriate placement exams, where required. EPCC shall provide materials, support and guidance to assist students in the application process and taking of placement exams. Students with disabilities needing accommodations should contact the EPCC Center for Students with Disabilities (CSD) to arrange a meeting with a CSD Counselor. The placement exam will be administered at the high school that complies with EPCC's CSD-approved accommodations.

**B. Prerequisites.** San Elizario ECHS students must meet the prerequisite for any College course for which they register; no waivers for such prerequisites will be granted. A course designated as dual credit may not be open to students who have not yet met the prerequisite for such course; students who have not met the prerequisite may not be in attendance in the same classroom. San Elizario ECHS students will be enrolled in ECHS sections for core dual credit classes.

**C. Degree Plans.** San Elizario ECHS students will only take College courses for dual credit or College credit courses toward their EPCC degree plan or the degree plan of the transferring institution they have selected, whether such classes are taught at San Elizario ECHS or at the EPCC campus. San Elizario ECHS students will be advised on the transferability and applicability of all College credit offered and earned.

**D. State Assessment Testing.** The San Elizario ECHS assistant principal will be responsible for informing the designated EPCC Dean of all mandatory assessment testing dates. San Elizario ECHS students will be responsible for informing EPCC instructors of dates for all mandatory assessment testing and ensuring that missed work is completed.

**E. High School Graduation.** Upon high school graduation, San Elizario ECHS students who have not yet graduated with an Associate degree may continue to pursue their degree plan at EPCC, but will assume all financial responsibility.

**F. College Graduation.** After San Elizario ECHS students graduate with their Associate's Degree, they may continue to take College courses at EPCC, but will assume all financial costs.

**G. EPCC Dual Credit Policy and Procedures.** In all cases, College courses for dual credit courses will adhere to EPCC's College Procedure 6.00.01.30 "High School Dual Credit Program Requirements."

**H. Application of Americans with Disabilities Act Amendments Act and Section 504 of the Rehabilitation Act of 1973.** To the extent this Agreement and the services provided under the

Agreement are subject to the Americans with Disabilities Act Amendments Act and/or Section 504 of the Rehabilitation Act of 1973, San Elizario ISD and EPCC agree to take any steps necessary to comply with the provisions of these laws. Coordination of services under the Agreement, enrollment of students and any necessary accommodations will be managed by the EPCC Center for Students with Disabilities (CSD). Appropriate accommodations will be determined by an EPCC CSD Counselor based upon individual needs and requirements of the required program of study. Accommodations will be provided by San Elizario ISD. Accommodations for special education students enrolled in dual credit courses and College courses must adhere to EPCC's accommodations policy.

## **12. Fees, Tuition, and Instructional Materials for College Courses**

EPCC shall waive tuition and fees for College credit courses for each San Elizario ECHS student enrolled in such courses, provided, however, that such courses are related to that student's official degree plan. The exception is for any Open Educational Resource (OER) fees if the student is enrolled in a section using OER materials rather than a traditional textbook (see also Section 5E, above). In these cases, San Elizario ISD is responsible for the OER fee. San Elizario ISD will fund placement testing fees. Other fees may apply, as outlined in the most recent Dual Credit Partnership Agreement.

## **13. Recruitment and Selection of Students**

To secure the broadest applicant pool possible, San Elizario ECHS will recruit eighth grade students no later than the end of the spring semester of each year. San Elizario ISD will recruit from its middle school feeder pattern. A recruitment team comprised of the San Elizario ECHS assistant principal and on-site San Elizario ECHS staff will lead this effort. The recruiting process will include the following activities:

- A. Maintenance of the San Elizario ECHS website that provides recruitment and admission information with a link to the EPCC homepage; EPCC Library homepage, and the EPCC Dual Credit/ECHS Program homepage;
- B. Distribution of recruitment/admission packets to middle school students in the school district;
- C. Meetings with middle school counselors to introduce and explain the concept of the ECHS; TEA and Early College High School blueprint.
- D. Student meetings at all middle school campuses to explain the opportunities and commitment required of ECHS students;
- E. Community informational meetings for students/parents interested in the ECHS;
- F. Presentation of recruitment and admission information in both English and Spanish; and
- G. Any other activities required by the TEA Blueprint.

Recruitment materials will be reviewed by the steering committee in the planning year to ensure it meets TEA Blueprint and EPCC co-branding guidelines. EPCC Dual Credit Counseling and Administration will participate in parent and information sessions upon request.

Admission to San Elizario ECHS will be open to a maximum of 60 students each year. This will be known as a cohort. Criteria for admission to the San Elizario ECHS will allow eighth grade students to apply for the new cohort each year and enter San Elizario ECHS as ninth graders. The majority of the students accepted to the San Elizario ECHS will be those who are identified as "at risk" according to the TEA guidelines including, low-income students, and English language learners.

In special circumstances, additional ninth graders, who meet the criteria for San Elizario ECHS, will be allowed to apply for any available openings in the cohort, as long as they do not exceed the maximum of 60 students. These students will be integrated into the existing cohort.

#### **14. Marketing and Co-branding**

San Elizario ECHS is a strong and beneficial partnership between San Elizario ISD and EPCC and will be co-branded accordingly. EPCC and San Elizario ECHS logos will appear jointly and prominently on all media/marketing materials, school marquees, verbal and non-verbal messaging, and anywhere else the program is visible. The logos must be of the same size and in high-profile locations. San Elizario ISD and San Elizario ECHS will state, "San Elizario ECHS is a partnership between EPCC and San Elizario ISD," when speaking, presenting, or discussing the initiative as well as in all written materials, including, but not limited to: news releases, website content, promotional materials, social media, or other content. Signage, banners, and other displays should prominently demonstrate the partnership and should include EPCC and its logo. Except for written materials on jointly pre-approved ECHS letterhead or masthead or digital material posted in a jointly pre-approved format, these materials will need to be reviewed and approved by EPCC's Marketing/Community Relations Department and the Dean of DC/ECHS. Each party reserves the right to approve major signage, banners and other displays that will be displayed outside the EPCC campus to the general public. EPCC supplied logos, banners, or flags will be displayed in each classroom used to teach San Elizario ECHS students. San Elizario ISD is responsible for ensuring that departments producing materials as well as appropriate administrators, faculty and staff are aware of the marketing and co-branding requirements. Media/marketing materials that do not reflect appropriate co-branding may have to be taken down and redone to properly reflect required marketing and co-branding.

#### **15. Collecting and Sharing Data**

San Elizario ISD and EPCC agree to collect data associated with San Elizario ECHS required for reporting purposes and to share the data with the appropriate agencies as needed for internal purposes for use by either entity. San Elizario ISD and EPCC Research departments, will be the primary point of contact for all data collection for their respective institutions. In addition, San Elizario ISD and EPCC agree to share any data required for the successful completion of the San Elizario ECHS students' graduation plans. When applicable, EPCC's Institutional Review Board (IRB) will be consulted when requesting and sharing data or conducting research. When selected, San Elizario ECHS will participate in student success, facility satisfaction surveys, and other local or national surveys administered to EPCC students. San Elizario ISD and EPCC will collect and review the following aggregated/disaggregated data: number of credit hours taken and earned; GPAs; state assessment results; SAT/ACT, PSAT; TSI readiness by grade level; qualifications of ECHS staff; and location(s) where courses are taught. Provisions for implementing program improvements will be based on the collection, review, and sharing of the following data: EPCC data; San Elizario ISD data; high school grade point average, high school percentile, high school ranking; articulation of high school students in four-year colleges/universities and level of entry and enrollment/retention rates; and leaver codes and attrition rates, by grade level; and other data relevant to student academic achievement.

**FERPA**: For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), EPCC hereby designates San Elizario ISD as a college official with a legitimate educational interest in the educational records of the students who participate in the Early College High School Program to the extent that access to the records are required by San Elizario ISD to carry out the Program; and San Elizario ISD hereby designates EPCC as a school official with a legitimate educational interest in the educational records of the Students who participate in the Early College High School Program to the extent that access to the records are required by EPCC to carry out the Program. Both Parties agree to maintain the confidentiality of the educational records in accordance with the provisions of FERPA.

## **16. Advisory Committee**

An Advisory Committee comprised of representatives from EPCC and San Elizario ISD will meet at least quarterly to facilitate communication, to evaluate instructional and programmatic activities, to identify issues and challenges and make recommendations, and to enhance collaboration. The Advisory Committee shall periodically make reports and presentations to their respective boards or appropriate administrators. Specifically, the Advisory Committee will meet in order to:

- A. Develop and implement academic and professional policy;
- B. Develop and implement budgets and financial policy;
- C. Supervise annual evaluation of the program and effectiveness of the collaboration;
- D. Ensure adherence to state and federal regulations;
- E. Review, annually, the interlocal and/or articulation agreements and to suggest revisions as necessary.

Members of the Advisory Committee may include: EPCC Dual Credit and Early College High Schools (DC/ECHS) Associate Director (Student Services), EPCC Executive Director of Admissions & Registrar, EPCC Administrative Liaison, EPCC Dean of DC/ECHS, EPCC ECHS Counseling Coordinator, EPCC Counselor, San Elizario ECHS Principal, San Elizario ECHS Assistant Principal, San Elizario ECHS Counselor, San Elizario ISD Director of Advanced Academics, EPCC Faculty Liaison, and others as invited to participate.

## **17. Early College High School Leadership Council**

Representatives from the Advisory Committee in addition to EPCC and San Elizario ISD senior administrators will be members of the Early College High School Leadership Council (ECHSLC). The purpose of the Early College High School Leadership Council is to provide a forum for the discussion of topics and issues of common interest and concern across all El Paso area Early College High Schools. Additionally, when appropriate, the Council will facilitate the coordination of activities and events (such as joint professional development) across the schools. Other members of the Council may include the, District Office Liaisons, UTEP Representative, EPCC President, EPCC Vice President of Instruction and Workforce Education, and EPCC Vice President of Student and Enrollment Services. It is firmly believed that this new management and organizational tool enhances the operation of the high schools and ensures consistency in operation, while still allowing for the individuality of each Early College High School. This group will meet biannually.

## **18. Liability of EPCC and San Elizario ISD**

This Agreement is not intended to alter or reallocate any defense or immunity presently authorized by law, or to create or transfer any liability arising under the law. San Elizario ISD and EPCC shall each bear any liability or risk of loss for claims arising from the acts or omissions of their respective employees and agents. Each Party agrees that it shall be responsible for its own officers, agents and employees who are performing duties under this Agreement, and neither shall be liable or responsible for the acts or omissions of the other's officers, agents, or employees. San Elizario ISD shall bear sole responsibility and liability for any claims by its students arising from acts, omissions, and negligence attributed to San Elizario ISD. San Elizario ISD and EPCC expressly maintain all rights of governmental immunity or sovereign immunity from litigation or liability, to the extent provided by applicable law.

## 19. Renewal or Termination

Upon completion of the initial term of this Agreement, it shall be automatically renewed for successive terms of one (1) year each unless EPCC or San Elizario ISD shall give notice of nonrenewal at least ninety (90) days prior to the end of the initial term or ninety (90) days prior to the end of any renewal term. Notwithstanding the foregoing, either EPCC or San Elizario ISD shall have the right to terminate this Agreement with or without cause at any time during the initial term upon written notice to the other party. In the event of termination during the initial term of this Agreement, the effective date of termination shall be as of June 30, following the notice. It is the intent of the Parties that no termination shall be made during the middle of the school year which will disrupt the academic progress for the students of San Elizario ECHS, unless the Parties mutually agree. In the event of termination, San Elizario ECHS will continue operation through the 11<sup>th</sup> grade cohort's scheduled graduation from San Elizario ECHS. Services to enrolled 9<sup>th</sup> and 10<sup>th</sup> grade students may be continued through graduation of those cohorts by agreement. While in the process of discontinuing operation, San Elizario ECHS may not enroll any additional students in grades that have been phased out but will continue to meet all the required design elements and provide full support for all students enrolled in the school.

## 20. Miscellaneous

- A. **Integrated Agreement.** This Agreement constitutes the entire agreement of the Parties respecting the subject matter hereof and supersedes all prior agreements or understandings, whether written or oral.
- B. **Notices.** Any notice authorized or required to be given under this Agreement shall be delivered or sent to the Parties at the following addresses:

El Paso Community College  
P.O. Box 20500  
El Paso, TX 79998  
Attn: President

San Elizario Independent School District  
1050 Chicken Ranch Rd.  
San Elizario, Texas 79849  
Attn: Superintendent

All notices required to be given hereunder shall be in writing, and shall be served in person upon the party to be notified or upon its agent, or shall be mailed by certified or registered mail or deposited with a nationally recognized overnight carrier, postage prepaid, to the address shown on above. Any notice mailed in the manner set forth in this Section shall be deemed received by the party to whom it is addressed when deposited in such manner with the United States Postal Service or said overnight carrier.

- C. **Compliance with Laws and Regulations.** The Parties shall comply with all applicable local, state, and federal laws, ordinances, regulations, and orders.
- D. **Governing Law.** This Agreement is to be performed in El Paso County, Texas, and is governed by the Constitution and the laws of the State of Texas. The venue of any suit arising from this Agreement shall be in El Paso County, Texas. The Parties hereby irrevocably submit generally and unconditionally for themselves and in respect of their property to the jurisdiction of any state court, or any United States federal court, sitting in the City El Paso, El Paso County, Texas, over any suit, action or proceeding arising out of or relating to this Agreement.
- E. **Assignment Prohibited.** This Agreement, its rights, duties and responsibilities, may not be assigned without the prior written agreement of the Parties.
- F. **Alternate Dispute Resolution.** The dispute resolution process provided for in Chapter 2260 of the Texas Government Code and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260 will be used by the Parties to attempt to resolve any claim for breach of contract made by either party that cannot be resolved in the ordinary course of business.
- G. **Counterparts.** This Agreement is being executed in multiple counterparts, each of which shall constitute an original and all of which together shall constitute but one and the same instrument.

H. **Payments.** Any party paying for the performance of governmental functions or services rendered by the other party must make these payments from current revenues available to the paying party.

Signed and approved effective as of the date shown above.

EPCC:  
EL PASO COUNTY COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
William Serrata, Ph.D., President

Approved as to form:

\_\_\_\_\_  
General Counsel, EPCC

San Elizario ISD:  
San Elizario INDEPENDENT SCHOOL DISTRICT

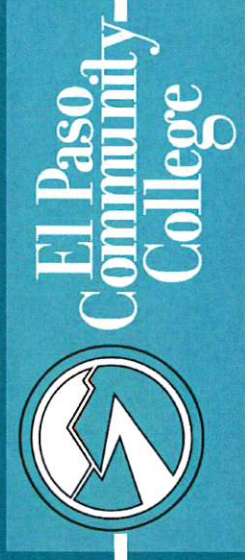
By: \_\_\_\_\_  
Dr. Jeannie Meza-Chavez, Superintendent

Approved as to form:

\_\_\_\_\_  
General Counsel, San Elizario ISD



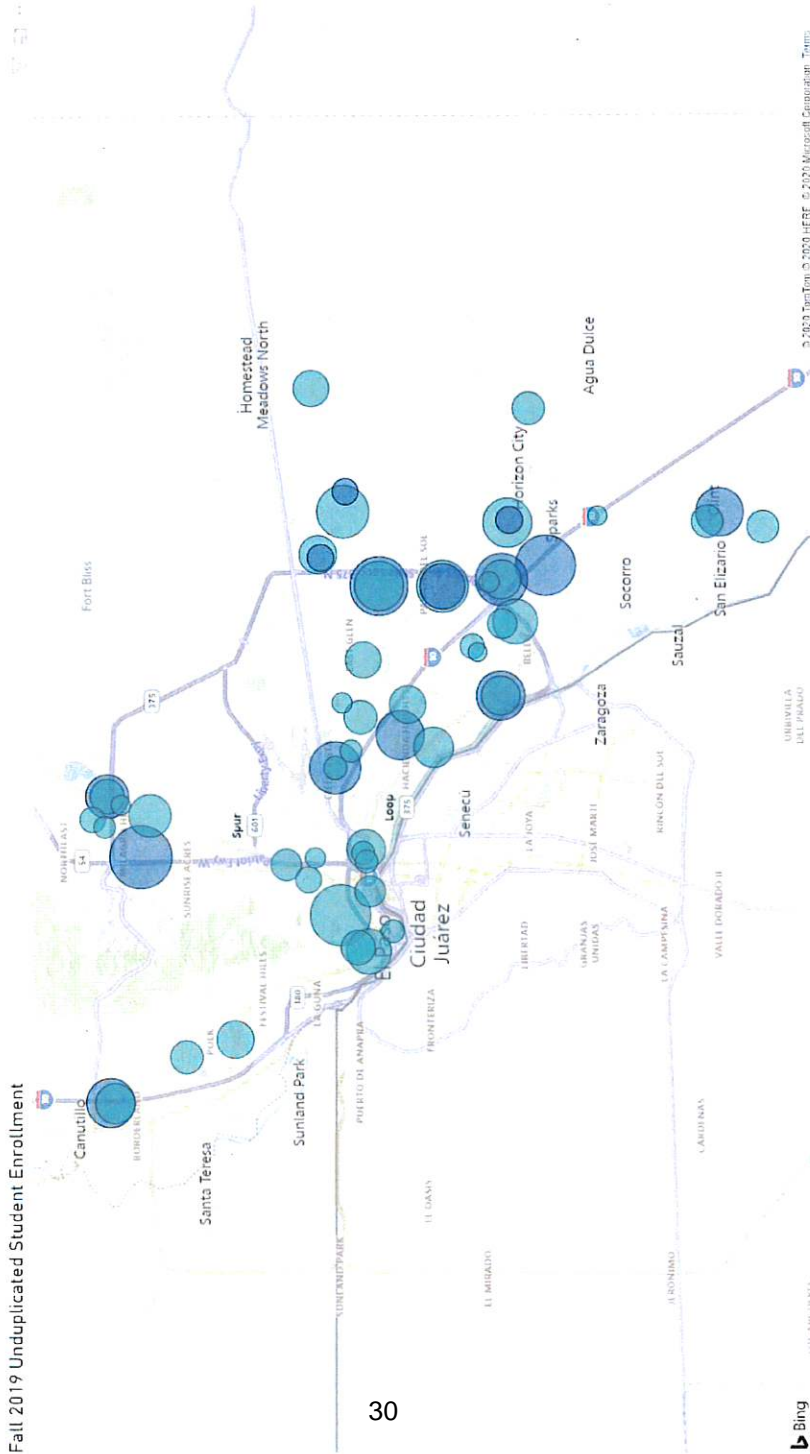
**San Elizario ISD  
Board of Trustees  
November 18, 2020**



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# El Paso Community College – Regional Impact

Fall 2019 Unduplicated Student Enrollment



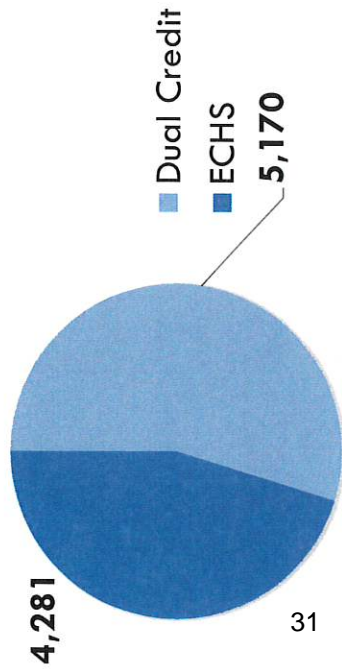
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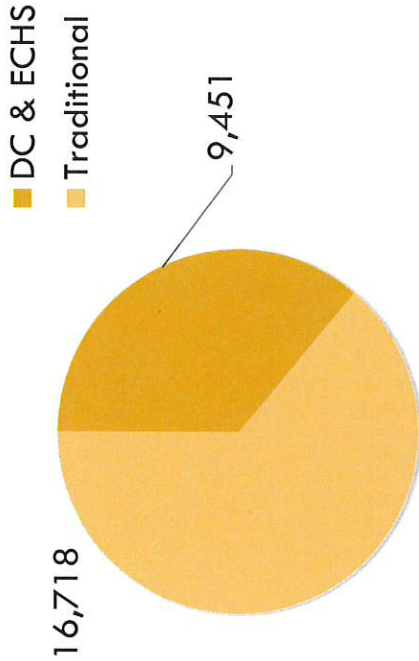


# Enrollment – Fall 2020



9,451 high school students

72% of ECHS students earn an associate's degree from EPCC before high school graduation



26,169 total enrollment

EPCC Analytics – 10/11/20



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# Early College High Schools



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2010



2017



2019



2020



2008



2016



2019



2020



2008



2015



2019



2020



2007



2014



2017



2019



2006



2012



2017



2019

# San Elizario Early College High School



2021



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# San Elizario Early College High School



Jeannie Meza-Chavez  
@jmeza-chavez

San Elizario Early College High School - here we go - year 1! Received a signed letter from Commissioner Morath just now. Below is a portion of it. Let's go Eagles! #WeR19 @MaribelMguillen @WSerrata #MyChoiceSEISD #SEISDInspires #BeKindBeHumbleFocusWorkHard #SEHStheBest 🇺🇸



1701 North Congress Avenue • Austin, Texas 78701-1484 • 512 463-9224 • 512 463-9238 FAX • [tea.texas.gov](http://tea.texas.gov)

February 11, 2020

Dr. Jeannie Meza-Chavez  
Superintendent  
San Elizario ISD  
P.O. Box 920  
San Elizario, TX 79849

Dear Superintendent Meza-Chavez:

Congratulations, this letter is to inform San Elizario ISD that the Texas Education Agency (TEA) has approved the 2020-2021 Early College High School (ECHS) Planning Year application for San Elizario High School (COC 071304001).

During the planning year, San Elizario High School will engage in a year of planning with the TEA-selected technical assistance provider to meet the planning year requirements, plan to meet the ECHS design elements, and the outcome-based measures required in the ECHS Blueprint (see attached "blueprint" document).

"We are going to be number 21 in 2021!"  
- Dr. Meza-Chavez



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# The Early College High School Blueprint

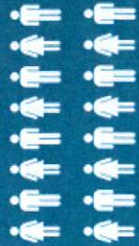


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## Benchmark 1: Target Population

The Early College High School shall serve, or include plans to scale up to serve, students in grades 9 through 12, and shall target and enroll students who are at risk of dropping out of school as defined by statute (Texas Education Code (TEC) §29.908) and the Public Education Information Management System (PEIMS) and who might not otherwise go to college.



## Benchmark 2: Partnership Agreement

The Early College High School shall have a current, signed memorandum of understanding (MOU), interlocal agreement (ILA) for each school year that:



- Defines the partnership between the school district(s) and the institution(s) of higher education (IHE) and addresses topics including, but not limited to, the ECHS location; transferability and applicability of college credit between a 2-year and 4-year institution; the allocation of costs for tuition, fees, and textbooks; and student transportation;
- States that the school district or charter in which the student is enrolled shall pay for college tuition (for all dual credit courses, including retakes), fees (including TSI administration fees), and required textbooks to the extent those charges are not waived by the partner IHE;
- Defines an active partnership between the school district(s) and the IHE(s), which shall include joint decision-making procedures that allow for the planning and implementation of a coherent program across institutions; and
- Includes a data-sharing agreement that promotes collaborative interventions with processes for collecting, sharing, and reviewing program and student data to assess the progress of students served by the ECHS.





# The Early College High School Blueprint



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## Benchmark 3: P-16 Leadership Initiatives

The school district and institution(s) of higher education (IHE) partners shall develop and maintain a leadership team that meets regularly (e.g., quarterly or monthly) to address issues of design, implementation, ongoing implementation, and sustainability. Membership should include the Early College High School leader and individuals with decision-making authority from the district(s) and IHE(s).



## Benchmark 4: Curriculum and Support

The Early College High School shall provide a rigorous course of study that enables a participating student to receive a high school diploma and complete the Texas Higher Education Coordinating Board's (THECB) core curriculum (as defined by Title 19 of the Texas Administrative Code (TAC) §4.28), obtain certifications, or earn an associate degree, or earn at least 60 credit hours toward a baccalaureate degree during grades 9-12. The ECHS shall provide students with academic, social, and emotional support in their course of study.





# The Early College High School Blueprint



## Benchmark 5: Academic Rigor and Readiness

The Early College High School shall administer a Texas Success Initiative (TSI) college placement exam (as defined by TAC §4.53) to all accepted ECHS students to assess college readiness, design individual instructional support plans, and enable students to begin college courses based on their performance on the exam.



## Benchmark 6: School Design

The Early College High School must provide a full-day program (i.e., full day as defined in PEIMS) at an autonomous high school (i.e., a high school with ECHS leader assigned to ECHS responsibilities who has scheduling, hiring, and budget authority), an IHE liaison with decision-making authority, and a highly qualified staff with support and training.



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# EPPC & SEISD Partnership



El Paso  
Community  
College

- William Serrata, EPCC President
- Steve Smith, Vice-President of Academics
- Tonie Badillo, Dean of Early College and Dual Credit
- Joshua Villalobos, Dean of Mission del Paso Campus
- Rene Chavez, Counselor Coordinator
- Guadalupe Marshall, Counselor
- Maria Cazares, Program Coordinator



- Jeannie Meza-Chavez, Superintendent
- Rogelio Segovia, Associate Superintendent
- April Marioni, SEECHS Principal
- Brenda Pallares, SEECHS Assistant Principal
- Julietta Rojas, Career & College Readiness Specialist
- Richard Salcido, GEMS Principal
- Sandra Sanchez, CTE Coordinator
- Horacio Hernandez, IT Director
- Perla Magallon, Information Technology Systems Specialist
- Susana Frescas, Instructional Programs Coordinator
- Lisa Renegar, Research & Evaluation Administrator



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# San Elizario Early College High School

## Mission

- San Elizario Early College High School will ensure an equal opportunity for students to excel in their academic goals by promoting a rigorous curriculum that leads to an Associate degree, while earning a high school diploma.

## Vision

- To ignite self-confidence and a passion for learning that will empower students to obtain their post-secondary goals.



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# San Elizario Early College High School

- SEECHS will open 2021-2022 school year
- Freshman Cohort – Target Enrollment 60 students
- First Graduating Class – Class of 2025

40



Ann M. Garcia-Enriquez  
Middle School



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# San Elizario Early College High School

## Admission Policy:

San Elizario Early College High School (San Elizario ECHS) recruitment and enrollment processes shall identify, recruit, and enroll the subpopulations of at-risk students including, but not limited to, students who are of limited English proficiency, students with disabilities, or students who have failed a state administered assessment.

Enrollment decisions shall not be based on state assessment scores, discipline history, teacher recommendation, parent or student essays, minimum grade point average (GPA), or other criteria that create barriers for student enrollment.

San Elizario ECHS shall identify, recruit, and enroll subpopulations that are historically underrepresented in college courses (e.g., first generation college goers, students of low socioeconomic status, African American, Hispanic, Native American).



Ann M. Garcia-Enriquez  
Middle School



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# San Elizario Early College High School

Enrollment Application



Ann M. Garcia-Enriquez  
Middle School



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# San Elizario ECHS -- Curriculum Crosswalk



San Elizario Independent School District – El Paso Community College  
 San Elizario Early College High School  
 Crosswalk for Associate's Degree - Multidisciplinary



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PEIMS #	Freshman Year	Credit	EPCC Course #	EPCC Course	Credit
3220100	English I Pre-AP	1			
3100500	Math Pre-AP	1			
3010200	Biology Pre-AP	1			
3320100	World Geo Pre-AP or Human Geo	1			
A3440100	Foreign Language	1			
13011410	BIM I	1			
N1190050	College Transition	3	EDLC 1360	Learning Framework	3
3241400	Professional Communication	3	SPGH 1321	Professional Communication	3
PES001000	Physical Education: Sport	1			
<b>Total 9th Grade Credits</b>					
		<b>8</b>			<b>6</b>
<b>Sophomore Year</b>					
3220200	English II Pre-AP	1			
3100600	Math Pre-AP	1			
3040000	Chemistry Pre-AP	1			
3340400	World History: AP	1			
A3440200	Foreign Language II	1			
3310500	Economics ADV/DC	3	ECON 1301 or Core #8	Introduction to Economics	3
3155600	Music Appreciation	3	MUSI 1305	Music Appreciation	3
3330100	U.S. Government	3	GOVT 2305	Federal Government	3
3380001	Special Topics	3	GOVT 2306	Texas Government	3
PES001001	Sport CTE	1			
<b>Total 10th Grade Credits</b>					
		<b>8</b>			<b>12</b>
<b>Junior Year</b>					
3220300	English III DC	1	EPCC Course # ENGL 1301/1302	Composition I/Composition II	6
3101100	Math DC	1	MATHE 1314/2412	College Algebra/Pre-Cal Math	7
3050000	Physics	1			
3340100	U.S. History: DC	1	HIST 1301/1302	US History: I/US History: II	6
	College Field of Study:	1 to 2		Various Fields of Study	3
	College Field of Study:	1 to 2		Various Fields of Study	3
PES00002	Sport CTE	1			
<b>Total 11th Grade Credits</b>					
		<b>8 to 12</b>			<b>25</b>
<b>Senior Year</b>					
3220400	English IV/ DC English IV	1	EPCC Course # ENO 2322 or Core #4	British Literature or Core #4	3
3101100	Pre-Calculus Math DC	1	BIOI 1306	Field Study: Math	3-4
3010200	4th Year Science DC	1	BIOI 1307	Biology for Science Major I	6
	Local Science	1	BIOI 1104 LAB	Biology Lab I/Biology Lab II	2
	College Field of Study:	1 to 2	BIOI 1107 LAB	Various Field of Study:	3
	College Field of Study:	1 to 2		Various Field of Study	3
PES00003	Sport CTE	3			
<b>Total 12th Grade Credits</b>					
		<b>8-10</b>			<b>20-21</b>
<b>Total High School Credits</b>					
		<b>30-32</b>			<b>63-64</b>



# San Elizario ECHS -- Curriculum Crosswalk

## Class of 2025



San Elizario Independent School District – El Paso Community College  
 San Elizario Early College High School  
 Crosswalk for Associate's Degree - Multidisciplinary



PEIMS #	Freshman Year	Credit	EPCC Course #	EPCC Course	Credit
5220100	English I Pre AP	1			
5100500	Math Pre AP	1			
3010200	Biology Pre AP	1			
3320100	World Geo Pre Ap or Human Geo	1			
A3440100	Foreign Language	1			
13011410	BIM 1	1			
N1290050	College Transition	.5	EDUC 1300	Learning Framework	3
3241400	Professional Communication	.5	SPCH 1321	Professional Communication	3
PES00000	Physical Education Sport	1			
	<b>Total 9<sup>th</sup> Grade Credits</b>	<b>8</b>			<b>6</b>



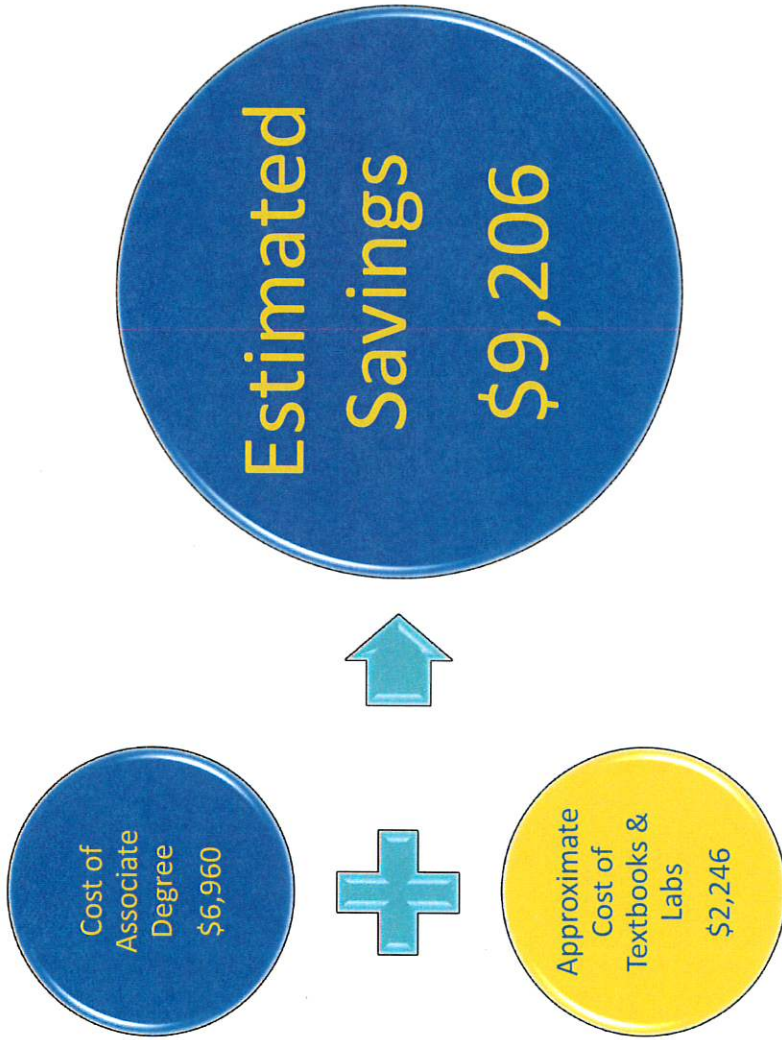
[www.epcc.edu/dualcredit](https://www.seisd.net/Page/745) - <https://www.seisd.net/Page/745>



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# San Elizario ECHS -- Cost Savings for Parents



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San Elizario ISD

# QUESTIONS



El Paso  
Community  
College

The Best Place to Start *and Finish!*





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:** Norberto Rivas, Chief Financial Officer  
**Subject:** Consider and approval of the Annual Financial Report for the Fiscal Year Ended June 30, 2020  
**Date:** November 18, 2020

---

**HISTORY:** As in previous years, enclosed separate from the Boardbook is a copy of the annual financial report for the year ended June 30, 2020 that will be presented by Gibson, Ruddock, Patterson LLC on November 18, 2020.

**RATIONALE:** In accordance with CFC(LLEGAL), the Board shall have the District's fiscal accounts audited annually.

**BUDGET IMPACT:** N/A

**ADMINISTRATIVE RECOMMENDATION:** To approve the annual financial audit as presented.

**Please check one:**     For approval     Report / Information only     Recognition only

*San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*



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:** Blanca I. Cruz, Director of Human Resources  
**Subject:** TASB Staffing Review Report and Presentation  
**Date:** November 18, 2020

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**HISTORY:** During the Regular Board Meeting held on July 13, 2020, the Board of Trustees approved for the administration to contract The Texas Association of School Boards (TASB), to conduct a staffing and compensation study for our district. As of October 19, 2020, the staffing review has concluded and the recommendations will be presented during the November 18, 2020 Board Meeting. The compensation study has begun and is expected to be completed in the next month. A separate presentation will be provided.

**RATIONALE:** During the process of the staffing review, the Human Resources Department, Department Supervisors, and Principals, provided staffing information to Ms. Cheryl Hoover, TASB Consultant. Phone interviews were conducted as well. The review focused on comparing our district staffing data to peer districts which are similar in size and demographics. The information provided on this study represents a snapshot in time. The initial data was pulled in September 2020; thus, student and staffing counts might have slightly changed. TASB has prepared a report of findings and suggestions for alternative staffing models as well as estimated cost impact and supporting data. This information is intended to serve as a guide for decision makers.

**BUDGET IMPACT:** Varies depending on staffing model.

**ADMINISTRATIVE RECOMMENDATION:** The administrative recommendation is for the Board of Trustees to review the recommendations from TASB and establish a date for a Board Workshop to review the staffing strategies that have been implemented up to date and discuss future staffing plans based on the recommendations provided by TASB.

**Please check one:**     For approval     Report / Information only     Recognition only

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# Staffing Review



## **San Elizario Independent School District**

September 2020

Cheryl Hoover

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San Elizario ISD engaged the HR Services Division of the Texas Association of School Boards (TASB) to conduct an employee staffing review. The HR Services Division has been providing human resource consulting and support service to Texas schools for more than 35 years and staffing reviews since 2003. This report presents a summary of the findings from this project and suggestions for alternative models as well as the estimated cost impact and supporting data.

Our emphasis in this review focused on comparing district staffing to benchmarking data from peer districts as well as best practice standards for optimizing student achievement, where those exist. The optimal staffing patterns for each district are dependent upon local resources and instructional needs and priorities. TASB suggestions for alternative models are intended only as information for decision makers.

It should be noted that this study represents a snapshot in time. The primary data sets were pulled in September 2020. Thus, student counts listed in the data tables might have changed from the original values. Also, to a smaller extent, changes do occur in staff due to resignations and retirements.

Projected enrollment for the 2021–2022 school year is calculated by graduating each grade level and assuming a two percent decrease in enrollment.

## Background

San Elizario ISD is located approximately 20 miles southeast of El Paso in the Texas Education Service Center Region 19. The district serves approximately 3,200 students and employs over 580 employees.

The district operates six traditional academic campuses. Lorenzo G. Loya Primary School serves early childhood and pre-kindergarten students. Students in kindergarten through grade 2 are served at Josefa L. Sambrano Elementary School. Lorenzo G. Alarcon Elementary School and Alfonso Borrego Sr. Elementary School serve students in grades 3 through 6. Students in grades 7 through 8 are served at Ann M. Garcia-Enriquez Middle School. San Elizario High School serves students in grades 9 through 12. The district's District Alternative Education Program (DAEP) is located on the high school campus.

San Elizario ISD's vision is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match the learning needs of students, and employ and retain a quality staff so that San Elizario ISD is a proud, innovative, and academically superior district.

## Project Activities

- **Initial planning and data collection**

Consultants conferred with district administrators to ensure a clear understanding of the concerns and objectives for the study. Staffing data and master schedules were collected, and individual interviews were conducted remotely with district personnel at the start of the project. Data from the Public Education Information Management System (PEIMS) for the 2019–2020 school year was used to compare district staffing with peer districts.

- **Site visit and interviews**

District leaders completed detailed questionnaires related to staffing issues in their area of responsibility. Data was clarified and finalized through email and phone conversations. This correspondence process provided the opportunity to communicate any staffing concerns as well as clarify responses to questionnaires.

- **Benchmarking data sources**

The district data was compared to the following benchmarks, or standards:

- The Texas Student Data System (TSDS) – provides aggregated PEIMS data
- Public Education Information Management System (PEIMS) data
- The Texas Academic Performance Report (TAPR) – this report provides staffing data for peer districts as well as staffing averages for specific positions state-wide
- TASB HR Services DataCentral – contains annual salary survey data and staff FTE counts
- Recommendations by professional organizations [Association of Physical Plant Administrators (APPA), Texas Counseling Association, Texas Association of Secondary School Principals (TASSP), National Association of School Nurses, etc.]
- Common Practice in Texas (CPTx) – these standards represent staffing averages based on our own database from consulting experience in Texas schools

- **Design staffing alternatives**

Alternative staffing models were developed to address the needs identified. District pay data was used to assess the cost and impact of implementing the alternative models.

- **Review draft of findings and recommendations and deliver final report**

Consultants conferred with administrators to review the initial draft of findings and recommendations before preparing the final report.

### Historical Staffing

The following data shows a five-year trend of district personnel for San Elizario ISD. School district data was obtained from the PEIMS Standard Report for Staff FTE and Student Enrollment for the corresponding school year.

**EXHIBIT 1 – HISTORICAL PERSONNEL REPORT**

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	% change
<b>Student Enrollment</b>	3,958	3,881	3,799	3,668	3,436	-13.2%
<b>Total Teaching Staff</b>	256.83	245.77	248.60	240.45	233.34	-9.1%
Teachers per 1,000 Students	64.90	63.30	65.40	65.60	67.90	4.6%
<b>Total Support Staff</b>	62.08	64.68	57.68	59.12	55.88	-10.0%
Support Staff per 1,000 Students	15.70	16.70	15.20	16.10	16.30	3.8%
<b>Total Campus Admin Staff</b>	21.00	21.00	14.00	15.00	14.98	-28.7%
Campus Admin Staff per 1,000 Students	5.30	5.40	3.70	4.10	4.40	-17.0%
<b>Total Central Admin Staff</b>	7.97	7.96	7.96	7.96	7.00	-12.2%
Central Admin Staff per 1,000 Students	2.00	2.10	2.10	2.20	2.00	0.0%
<b>Total Educational Aides</b>	28.90	35.71	37.85	40.32	57.78	99.9%
Educational Aides per 1,000 Students	7.30	9.20	10.00	11.00	16.80	130.1%
<b>Total Auxiliary Staff</b>	212.58	214.82	227.18	218.33	207.35	-2.5%
Auxiliary Staff per 1,000 Students	53.70	55.40	59.80	59.50	60.30	12.3%
<b>Total Personnel</b>	589.36	589.94	593.27	581.18	576.33	-2.2%
Personnel per 1,000 Students	148.90	152.00	156.20	158.40	167.70	12.6%

\*Data Source: PEIMS Standard Report for Staff FTE and Student Enrollment

San Elizario ISD has seen a 13.2 percent decline in student enrollment from the 2015–2016 school year to the 2019–2020 school year. Total personnel decreased by 2.2 percent during the same period.

The ratio of teachers per 1,000 students has increased by 4.6 percent over the past four years, from 64.9 teachers to 67.9 teachers per 1,000 students in 2019–2020.

The number of support staff has increased 3.8 percent per 1,000 students over the four-year period from 15.7 to 16.3 per 1,000 students.

The ratio of campus administrative staff per 1,000 students has decreased 17 percent over the four-year period from 5.3 to 4.4 per 1,000 students. Total central administrative staff remained the same per 1,000 students.

The ratio of educational aides has increased by 130.1 percent per 1,000 students from 7.3 staff to 16.8 staff over the same four-year period.

Auxiliary staff increased 12.3 percent with a change from 53.7 to 60.3 staff per 1,000 students over this same period.

## Peer District Comparisons

The following districts were used as the comparison districts to assess benchmarking standards. Comparison districts were selected based on enrollment, student demographics, academic performance, and funding levels. School district data for benchmarking was obtained from the most recent PEIMS Standard Report and Texas Academic Performance Report (TAPR) at the time of this analysis.

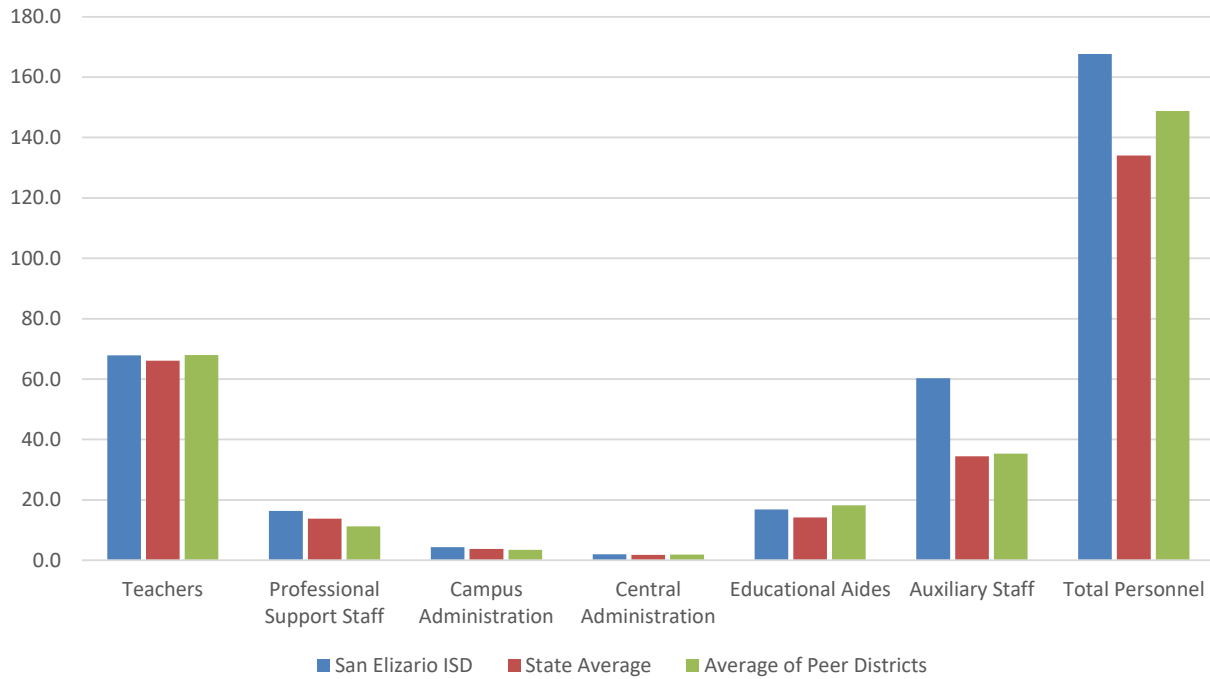
### **EXHIBIT 2 – COMPARISON DISTRICTS**

	District	ESC Region	Total Personnel	Total Enrollment	Economically Disadvantaged
1	Bay City ISD	3	550	3699	75.2%
2	Big Spring ISD	18	559	3984	60.3%
3	El Campo ISD	3	507	3612	70.5%
4	Hidalgo ISD	1	522	3199	87.4%
5	Kingsville ISD	2	474	3102	75.8%
6	La Feria ISD	1	517	3229	84.5%
7	La Vega ISD	12	473	3148	91.5%
8	Pampa ISD	16	490	3558	59.2%
9	Pleasanton ISD	20	510	3572	64.8%
10	Seminole ISD	17	466	3038	53.7%
11	Taylor ISD	13	510	3117	63.7%
12	Tuloso-Midway ISD	2	557	3926	59.7%
13	Zapata County ISD	1	522	3549	85.5%
	<b><i>San Elizario ISD</i></b>	<b>19</b>	<b>576</b>	<b>3436</b>	<b>92.1%</b>

\*Data Source: 2019-2020 PEIMS Standard Report

**EXHIBIT 3 – PEER GROUP COMPARISON**

San Elizario ISD  
Peer District Comparison  
Staff per 1,000 Students



The initial comparison of San Elizario ISD to a selected group of peer districts and the state average shows differences in some areas.

Based on the 2019–2020 PEIMS Data Standard report, San Elizario ISD employs 67.9 teachers per 1,000 students compared to 66.1 teachers per 1,000 students for the state average and 68.0 teachers per 1,000 students for the peer district average. For San Elizario ISD’s approximately 3,200 students, this equates to roughly six teachers above the state average.

The district employs 16.3 professional support staff per 1,000 students compared to 13.8 for the state average and 11.2 for the average of the peer districts. For the district, this is approximately eight positions above the state average and approximately 16 positions above the peer district average. Professional staff include librarians, nurses, counselors, social workers, diagnosticians, business services professionals, technology professionals, and other professional positions. This area represents potential cost savings through the absorption of vacancies in the future.

San Elizario ISD employs 4.4 campus administrators per 1,000 students compared to 3.8 administrators for the state average and 3.5 administrators per 1,000 students for the peer district average. The campus administration staff includes principals and assistant principals. This equates to roughly two campus administrators above the state average and three campus administrators above the peer district average.

In the area of central administration, San Elizario ISD employs 2.0 central administrators per 1,000 students compared to the state average of 1.8 and the peer district average of 1.9 administrators per 1,000 students.

In the area of educational aides, the district employs 16.8 employees per 1,000 students compared to 14.2 employees per 1,000 students for the state average and 18.2 for the peer district average. This is approximately eight positions above the state average and approximately four positions below the peer district average.

Auxiliary staffing is above the state and peer district average at 60.3 employees per 1,000 students. The state average for this area was 34.4 employees per 1,000 students and the peer district average is 35.3. Auxiliary staffing includes child nutrition, maintenance, custodial, transportation, and clerical staff. This equates to roughly 82 positions above the state average and 80 positions above the peer district average. The use of contracted services in some of these areas can have an impact on the staffing allocations among the peer districts. This area represents potential cost savings through the absorption of vacancies in the future.

San Elizario ISD reported 167.7 total employees per 1,000 students, significantly more than the state average of 134.0 and the peer district average of 148.8. Overall, the district reported approximately 107 more employees than the state average and 60 more employees than the peer district average when adjusted for enrollment.

## District Administration and Support Staff

Staffing assignments for district positions have been compared with benchmarks reflecting current practice in Texas public school districts. These are voluntary standards since they have not been specifically mandated by the Legislature.

Positions included in the district administration analysis include administrative and support staff at the central office. The specific positions and job titles in this area vary among districts, even for those with similar student enrollment. Variances may result from different philosophies in the organizational hierarchy among district leadership. For example, some districts may utilize nonexempt staff for certain functions that other districts staff with exempt positions while others may staff positions at the campus level rather than the district level in certain departments.

The following shows a comparison of the number of central office administrative and professional staff based on the 2019–2020 TASB HR Services salary survey for central administrative and professional jobs included in the survey. Kingsville ISD, La Feria ISD, La Vega ISD, Tulooso-Midway ISD, and Zapata ISD did not participate in the 2019–2020 salary survey and have been excluded from this section.

The data has been summarized by the following departments/functions: planning and instruction, business and finance office, human resources, operations, and communications.

### Planning and Instruction

The San Elizario ISD planning and instruction department provides overall instructional leadership and support to campus administrators in the development, implementation, and assessment of instructional programs.

Exhibit 4 provides a comparison of benchmark jobs typically found in the curriculum and instruction department of school districts. The San Elizario ISD planning and instruction department shows 18.0 FTEs compared to 9.3 for the average of the peer districts. When adjusted based on enrollment, the district is staffed above the average of the peer districts at 5.2 positions per 1,000 students compared to 2.7 positions per 1,000 students for the average of the peer districts.

**EXHIBIT 4 – CURRICULUM AND INSTRUCTION DEPARTMENT COMPARISON**

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	Big Spring ISD	El Campo ISD	Hidalgo ISD	Pampa ISD	Pleasanton ISD	Seminole ISD	Taylor ISD
Chief Academic Officer	1.0	0.6	0.0	1.0	1.0	0.0	0.0	1.0	1.0	1.0
Director of Curriculum/Instruction	0.0	0.1	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0
Instructional Coordinator	5.0	1.0	3.0	0.0	0.0	0.0	0.0	1.0	4.0	0.0
Instructional Coach (Campus Level)	9.0	4.0	3.0	1.0	11.0	0.0	8.0	3.0	0.0	6.0
Director of Instructional Technology	0.0	0.3	0.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0
Instructional Technology Specialist	0.0	0.8	0.0	0.0	1.0	0.0	0.0	0.0	5.0	0.0
District Testing Coordinator	0.5	0.5	0.0	1.0	1.0	0.0	0.0	1.0	0.0	1.0
Director of Bilingual Education	0.0	0.4	0.0	1.0	0.0	1.0	0.0	0.0	0.0	1.0
Director of Career & Technical Education	1.0	0.4	0.0	1.0	0.0	0.0	0.0	1.0	0.0	1.0
Director of Fine Arts	0.0	0.1	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0
Director of Professional Development	0.0	0.1	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
Director of Research, Evaluation, & Accountability	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Director of Special Education	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total</b>	<b>18.0</b>	<b>9.3</b>	<b>7.0</b>	<b>7.0</b>	<b>15.0</b>	<b>4.0</b>	<b>10.0</b>	<b>8.0</b>	<b>12.0</b>	<b>11.0</b>
Student Enrollment	3,436	3,442	3,677	3,980	3,637	3,103	3,497	3,552	3,000	3,093
Staff per 1,000 Students	5.2	2.7	1.9	1.8	4.1	1.3	2.9	2.3	4.0	3.6

\* FTE is based on the most recent TASB HR Services salary survey.

There are some similarities and some differences in the staffing comparison of San Elizario ISD and its peer districts. The primary differences from the 2019–2020 TASB HR Services salary survey are the number of campus level instructional coaches and the district wide instructional officers the district employs (listed under instructional coordinator). A further analysis of instructional coach positions will be conducted later in this report.

A secondary difference is San Elizario ISD reports a 0.5 FTE research, evaluation, and accountability administrator position while none of the peer districts report staffing this position.

A current position in the planning and instruction department not included on Exhibit 4 is the PEIMS coordinator.

The recommendation is to analyze the duties of each position in the planning and instruction department in an effort to consolidate positions. Cost savings opportunities are potentially available through the absorption of two professional positions.

**Business and Finance**

The San Elizario ISD business and financial services department is responsible for preserving, enhancing, and supporting the District's financial, physical, and human resources. The budget and payroll services department are a subset of the business and financial services department. The budget and payroll services department supports all aspects of the budgetary process and the payroll process.

Exhibit 5 provides a comparison of benchmark jobs typically found in the business and finance department of school districts. The San Elizario ISD business and finance department shows 6.0 FTEs compared to 5.3 for the average of the peer districts. When adjusted based on enrollment, the district is staffed slightly above the average of the peer districts at 1.7 positions per 1,000 students compared to 1.5 positions per 1,000 students for the average of the peer districts.

**EXHIBIT 5 – BUSINESS AND FINANCE STAFF COMPARISON**

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	Big Spring ISD	El Campo ISD	Hidalgo ISD	Pampa ISD	Pleasanton ISD	Seminole ISD	Taylor ISD
Chief Financial Officer	1.0	0.9	1.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0
Director of Finance/Business Manager	0.0	0.3	0.0	1.0	0.0	0.0	1.0	0.0	0.0	0.0
Accountant (Degreed)	1.0	0.3	0.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0
Accounting Clerk	0.0	1.0	1.0	2.0	1.0	0.0	1.0	1.0	1.0	1.0
Accounts Payable Clerk	1.0	0.9	2.0	0.0	1.0	1.0	1.0	1.0	1.0	0.0
Payroll Supervisor	0.0	0.3	0.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0
Payroll Clerk	2.0	1.4	1.0	2.0	1.0	1.0	1.0	2.0	1.0	2.0
Director of Purchasing	0.0	0.3	0.0	0.0	0.0	1.0	1.0	0.0	0.0	0.0
Purchasing Clerk	1.0	0.1	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>6.0</b>	<b>5.3</b>	<b>5.0</b>	<b>7.0</b>	<b>4.0</b>	<b>5.0</b>	<b>6.0</b>	<b>5.0</b>	<b>6.0</b>	<b>4.0</b>
Student Enrollment	3,436	3,442	3,677	3,980	3,637	3,103	3,497	3,552	3,000	3,093
Staff per 1,000 Students	1.7	1.5	1.4	1.8	1.1	1.6	1.7	1.4	2.0	1.3

\* FTE is based on the most recent TASB HR Services salary survey.

Current positions in the business and finance department not included on Exhibit 5 are the federal programs coordinator and the risk management coordinator.

The recommendation is to analyze the duties of each position in the planning and instruction department in an effort to consolidate positions. The staffing levels in the business department show opportunities for absorptions in the area of non-campus clerical as will be indicated later in the report.

**Human Resources**

The human resources department manages district employees. Typically, this includes recruitment, hiring, and termination of employees; administering compensation; managing leave; and training and motivating employees. For San Elizario ISD, this also includes benefits administration and risk management.

Exhibit 6 provides a comparison of benchmark jobs typically found in the human resources department of school districts. The San Elizario ISD human resources department shows 4.0 FTEs compared to 1.8 for the average of the peer districts. When adjusted based on enrollment, the district is staffed above the average of the peer districts at 1.2 positions per 1,000 students compared to 0.5 positions per 1,000 students for the average of the peer districts.

**EXHIBIT 6 – HUMAN RESOURCES STAFF COMPARISON**

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	Big Spring ISD	El Campo ISD	Hidalgo ISD	Pampa ISD	Pleasanton n ISD	Seminole ISD	Taylor ISD
Chief Human Resources Officer	0.0	0.5	1.0	1.0	0.0	0.0	1.0	1.0	0.0	0.0
Director of Human Resources	1.0	0.1	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0
Human Resources Specialist	2.0	0.9	1.0	1.0	1.0	1.0	1.0	0.0	1.0	1.0
Employee Benefits Specialist	1.0	0.3	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>4.0</b>	<b>1.8</b>	<b>3.0</b>	<b>3.0</b>	<b>1.0</b>	<b>2.0</b>	<b>2.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
Student Enrollment	3,436	3,442	3,677	3,980	3,637	3,103	3,497	3,552	3,000	3,093
Staff per 1,000 Students	1.2	0.5	0.8	0.8	0.3	0.6	0.6	0.3	0.3	0.3

\* FTE is based on the most recent TASB HR Services salary survey.

There are some similarities and some differences in the staffing comparison of San Elizario ISD and its peer districts. The primary difference is the number of specialists the district employs compared to the peer

districts. San Elizario ISD staffs two specialists compared to an average of 0.9 specialists for the peer districts. The department also staffs a district receptionist.

The staffing level in the human resources department show opportunities for absorptions in the area of non-campus clerical as will be indicated later in the report.

## Operations

The operations department ensures facilities and services are performing to their best potential. This includes multiple areas within the district, assuring productivity and efficiency, while seeking to reduce costs. This department includes oversight of maintenance, custodial, grounds, security, warehouse, transportation, and child nutrition services.

Exhibit 7 provides a comparison of benchmark jobs typically found in the operations area of school districts. The San Elizario ISD operations department shows 3.6 FTEs compared to 3.9 FTEs for the average of the peer districts. When adjusted based on enrollment, the district is staffed comparable to the average of the peer districts at 1.0 positions per 1,000 students compared to 1.1 positions per 1,000 students for the average of the peer districts. A current position in the operations department not included on Exhibit 7 is the security supervisor.

### EXHIBIT 7 – OPERATIONS COMPARISON

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	Big Spring ISD	El Campo ISD	Hidalgo ISD	Pampa ISD	Pleasanto n ISD	Seminole ISD	Taylor ISD
Chief Facilities and Operations Officer	1.0	0.1	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
Director of Maintenance	0.4	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Energy Manager	0.0	0.1	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0
Construction Project Specialist	0.0	0.1	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0
Custodial Supervisor	0.3	0.3	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
Director of Child Nutrition	1.0	0.6	1.0	0.0	0.0	1.0	1.0	1.0	1.0	0.0
District Child Nutrition Supervisor	0.0	0.3	0.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0
Warehouse Supervisor	0.3	0.3	0.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0
Director of Transportation	0.0	0.8	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0
Transportation Supervisor	0.6	0.4	0.0	0.0	0.0	1.0	0.0	0.0	1.0	1.0
<b>Total</b>	<b>3.6</b>	<b>3.9</b>	<b>4.0</b>	<b>4.0</b>	<b>2.0</b>	<b>5.0</b>	<b>6.0</b>	<b>3.0</b>	<b>5.0</b>	<b>2.0</b>
Student Enrollment	3,436	3,442	3,677	3,980	3,637	3,103	3,497	3,552	3,000	3,093
Staff per 1,000 Students	1.0	1.1	1.1	1.0	0.5	1.6	1.7	0.8	1.7	0.6

\* FTE is based on the most recent TASB HR Services salary survey.

## Communications

Communication duties and responsibilities have been disseminated to the superintendent and technology director with the assistance of department leaders and campus principals. The analysis below supports this change.

The communications department had provided district news and information to customers and employees using a variety of mediums. Publication services included newsletters, brochures, news releases, annual reports, and an electronic newsletter of school board action. Additional responsibilities included media relations, open records requests, maintaining social network sites, crisis communication, and school marketing efforts.

Exhibit 8 provides a comparison of benchmark jobs typically found in the communications department of school districts. El Campo ISD, Hidalgo ISD, Pampa ISD, and Pleasanton ISD have been excluded from the exhibit since they did not report any communications staff.

The San Elizario ISD communications department showed 1.0 FTE in the 2019–2020 TASB HR Services salary survey compared to 0.5 for the average of the peer districts. When adjusted based on enrollment, the district was staffed above the average of the peer districts at 0.3 positions per 1,000 students compared to 0.1 positions per 1,000 students for the average of the peer districts.

**EXHIBIT 8 – COMMUNICATIONS STAFF COMPARISON**

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	Big Spring ISD	El Campo ISD	Hidalgo ISD	Pampa ISD	Pleasanton ISD	Seminole ISD	Taylor ISD
Communications Officer	1.0	0.4	1.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0
Web Administrator	0.0	0.1	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>1.0</b>	<b>0.5</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>
Student Enrollment	3,436	3,442	3,677	3,980	3,637	3,103	3,497	3,552	3,000	3,093
Staff per 1,000 Students	0.3	0.1	0.3	0.3	0.0	0.0	0.0	0.0	0.3	0.3

\* FTE is based on the most recent TASB HR Services salary survey. And district organizational charts as available

## Campus Administration and Support Staff

Staffing assignments for the positions of principal, assistant principal, counselor, and librarian have been compared with benchmarks reflecting current practice in Texas public school districts. These are voluntary standards since they have not been specifically mandated by the Legislature.

### Assistant Principals

The benchmark is one assistant principal for each 450 students, including both elementary and secondary schools.

#### **EXHIBIT 9A – ASSISTANT PRINCIPAL COMPARISON**

Campus	2020-2021 Enrollment	Asst Principal	Students/Asst Principal	Projected Enrollment	Benchmark <sup>1</sup> 2020-2021	Proposed Change
<b>Secondary Schools</b>						
San Elizario High School	1,027	3.0	342.3	1,048	2.5	0.0
Ann M. Garcia-Enriquez Middle School	506	1.0	506.0	489	1.0	0.0
<i>Secondary Total</i>	1,533	4.0	383.3	1,537	3.5	0.0
<b>Elementary Schools</b>						
Lorenzo G. Alarcon Elementary School	377	1.0	377.0	352	1.0	0.0
Alfonso Borrego Sr. Elementary School	496	1.0	496.0	487	1.0	0.0
Josefa L. Sambrano Elementary School	582	1.0	582.0	564	1.5	0.0
Lorenzo G. Loya Primary School	164	0.0	0.0	161	0.5	0.0
<i>Elementary Total</i>	1,619	3.0	539.7	1,564	3.5	0.0
<b>All Campuses Total</b>	<b>3,152</b>	<b>7.0</b>	<b>450.3</b>	<b>3,101</b>	<b>7.0</b>	<b>0.0</b>

<sup>1</sup> A ratio of 1:450 is used.

San Elizario ISD employs seven assistant principals in aggregate. This results in an average of 450.3 students per assistant principal, very close to the benchmark of 450 students per assistant principal. One of the assistant principals at the high school could provide support at Lorenzo G. Loya Primary School if needed.

Exhibit 9B displays a campus administration peer comparison based on the 2019–2020 TASB HR Services salary survey.

**EXHIBIT 9B – CAMPUS ADMINISTRATION PEER COMPARISON**

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	Big Spring ISD	El Campo ISD	Hidalgo ISD	Pampa ISD	Pleasanton ISD	Seminole ISD	Taylor ISD
Assistant Principal, Elementary	3.0	3.5	3.0	6.0	4.0	4.0	1.0	3.0	3.0	4.0
Assistant Principal, High School	3.0	2.4	3.0	3.0	3.0	2.0	2.0	2.0	2.0	2.0
Assistant Principal, Middle School	1.0	2.3	4.0	2.0	3.0	1.0	2.0	2.0	2.0	2.0
Principal, DAEP/JJAEP	0.0	0.4	1.0	1.0	0.0	0.0	0.0	0.0	1.0	0.0
Principal, Elementary	4.0	3.4	3.0	5.0	3.0	4.0	4.0	2.0	3.0	3.0
Principal, High School	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Principal, Middle School	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total</b>	<b>13.0</b>	<b>13.9</b>	<b>16.0</b>	<b>19.0</b>	<b>15.0</b>	<b>13.0</b>	<b>11.0</b>	<b>11.0</b>	<b>13.0</b>	<b>13.0</b>
Student Enrollment	3,436	3,442	3,677	3,980	3,637	3,103	3,497	3,552	3,000	3,093
Staff per 1,000 Students	3.8	4.0	4.4	4.8	4.1	4.2	3.1	3.1	4.3	4.2

\* FTE is based on the most recent TASB HR Services salary survey.

San Elizario ISD is staffed at 3.8 administrators per 1,000 students compared to the peer district average of 4.0. Variance in numbers may be due to the number of middle school and elementary campuses at each district.

**Counselors**

The Texas Education Code (TEC §33.003-33.007) specifies the duties of school counselors and outline components of the school counseling program. A school counselor shall work with the school faculty and staff, students, parents, and the community to plan, implement, and evaluate a developmental guidance and counseling program. The primary responsibility of a school counselor is to counsel students to fully develop each student's academic, career, personal, and social abilities.

The effectiveness of a comprehensive school counseling program is directly related to the counselor-to-student ratio. The ratio adopted by an individual district or campus should be based on student needs and the district strategic plan for the counseling program. The Texas Counseling Association, the Texas Association of Secondary School Principals, and the Texas Elementary Principals and Supervisors Association recommend a counselor-to-student ratio of 1:350.

**EXHIBIT 10A – COUNSELOR COMPARISON**

Campus	2020-2021 Enrollment	Counselor	Social Worker	Students/ Counselor	Projected Enrollment	Benchmark <sup>1</sup> 2020-2021	Proposed Change
<b>Secondary Schools</b>							
San Elizario High School	1,027	3.0	0.4	342.3	1,048	3.0	0.0
Ann M. Garcia-Enriquez Middle School	506	1.0	0.3	506.0	489	1.5	0.0
<i>Secondary Total</i>	1,533	4.0	0.7	383.3	1,537	4.5	0.0
<b>Elementary Schools</b>							
Lorenzo G. Alarcon Elementary School	377	1.0	0.3	377.0	352	1.0	0.0
Alfonso Borrego Sr. Elementary School	496	1.0	0.3	496.0	487	1.5	0.0
Josefa L. Sambrano Elementary School	582	1.0	0.4	582.0	564	1.5	0.0
Lorenzo G. Loya Primary School	164	1.0	0.3	164.0	161	0.5	0.0
<i>Elementary Total</i>	1,619	4.0	1.3	404.8	1,564	4.5	0.0
<b>All Campuses Total</b>	<b>3,152</b>	<b>8.0</b>	<b>2.0</b>	<b>394.0</b>	<b>3,101</b>	<b>9.0</b>	<b>0.0</b>

<sup>1</sup>A ratio of 1:350 is used for both elementary and secondary.

San Elizario ISD employs eight counselors for a ratio of 394.0 students per counselor overall, above the benchmark of 350 students per counselor. The district also employs two social workers who split their time between the six campuses as needed.

Exhibit 10B displays a counselor peer comparison based on the 2019–2020 TASB HR Services salary survey.

**EXHIBIT 10B – COUNSELOR PEER COMPARISON**

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	Big Spring ISD	El Campo ISD	Hidalgo ISD	Pampa ISD	Pleasanton ISD	Seminole ISD	Taylor ISD
School Counselor - Elementary	5.0	3.0	3.0	2.0	3.0	4.0	3.0	3.0	3.0	3.0
School Counselor - High School	3.0	3.3	4.0	3.0	4.0	3.0	2.0	3.0	3.0	4.0
School Counselor - Middle School	2.0	1.8	2.0	2.0	3.0	2.0	0.0	1.0	2.0	2.0
Social Worker	2.0	0.8	2.0	0.0	1.0	0.0	1.0	2.0	0.0	0.0
<b>Total</b>	<b>12.0</b>	<b>8.8</b>	<b>11.0</b>	<b>7.0</b>	<b>11.0</b>	<b>9.0</b>	<b>6.0</b>	<b>9.0</b>	<b>8.0</b>	<b>9.0</b>
Student Enrollment	3,436	3,442	3,677	3,980	3,637	3,103	3,497	3,552	3,000	3,093
Staff per 1,000 Students	3.5	2.5	3.0	1.8	3.0	2.9	1.7	2.5	2.7	2.9

\* FTE is based on the most recent TASB HR Services salary survey.

San Elizario ISD was staffed at 3.5 counselors and social workers per 1,000 students compared to the peer district average of 2.5. The district reduced two counselors prior to the 2020–2021 school year. The reduction moved the district’s ratio per 1,000 students closer to the peer district average.

**Campus Instructional Support**

Staffing instructional coaches should be based on the strategic plan of the district and each campus. The addition of instructional coaches is a growing trend across the state and can benefit both students and teachers.

Research shows instructional coaching improves the quality of instruction and an increase in student achievement. Instructional coaching has a greater impact on instruction than almost all other school-based interventions including student incentives, teacher pre-service training, merit-based pay, general professional development, data-driven instruction, and extended learning time. Instructional coaching

shows to have a larger impact on the quality of instruction than the difference in effectiveness between a new teacher and one with five to 10 years of experience. Similarly, student performance improves with instructional coaching regardless of whether a teacher was a novice or veteran.<sup>1</sup>

Effective instructional coaching models can impact a district’s budget due to the high personnel costs of staffing qualified instructional coaches. The impact of the instructional coaches must be considered relative to the program costs.

**EXHIBIT 11A – CAMPUS INSTRUCTIONAL SUPPORT**

Campus	Total Teacher Count	Instructional Coach	Teachers Per Instructional Coach
<b>Secondary Schools</b>			
San Elizario High School	64	2.0	32
Ann M. Garcia-Enriquez Middle School	35	2.0	17
<i>Secondary Total</i>	99	4.0	25
<b>Elementary Schools</b>			
Lorenzo G. Alarcon Elementary School	27	1.0	27
Alfonso Borrego Sr. Elementary School	34	1.0	34
Josefa L. Sambrano Elementary School	36	2.0	18
Lorenzo G. Loya Primary School	14	1.0	14
<i>Elementary Total</i>	111	5.0	22
<b>All Campuses Total</b>	<b>210</b>	<b>9.0</b>	<b>23</b>

San Elizario ISD employs nine campus instructional coaches. Each secondary campus staffs two instructional coaches and each elementary employs one instructional coach with the exception of Josefa L. Sambrano Elementary School.

Due to reconfiguring the elementary campuses and the new dual language program initiative, Josefa L. Sambrano Elementary School is staffed with two instructional coaches. As the program expands to the other elementary campuses, instructional coaches can be reassigned as needed. Additionally, the district recently hired a technology instructional officer.

Exhibit 11B displays an instructional support comparison based on the most recent TASB HR Services salary survey. Hidalgo ISD is excluded from the chart as they did not report instructional support staff.

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<sup>1</sup> Kraft, M.A., Blazar, D., Hogan, D. (2016). *The effect of teaching coaching on instruction and achievement: A meta-analysis of the causal evidence.* Brown University Working Paper.

**EXHIBIT 11B – INSTRUCTIONAL SUPPORT PEER COMPARISON**

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	Big Spring ISD	El Campo ISD	Pampa ISD	Pleasanto n ISD	Seminole ISD	Taylor ISD
Instructional Technology Specialist	1.0	0.8	0.0	0.0	1.0	0.0	0.0	5.0	0.0
Instructional Coordinator	5.0	1.0	3.0	0.0	0.0	0.0	1.0	4.0	0.0
Instructional Coach (Campus Level)	9.0	4.0	3.0	1.0	11.0	8.0	3.0	0.0	6.0
<b>Total</b>	<b>15.0</b>	<b>5.8</b>	<b>6.0</b>	<b>1.0</b>	<b>12.0</b>	<b>8.0</b>	<b>4.0</b>	<b>9.0</b>	<b>6.0</b>
Student Enrollment	3,436	3,442	3,677	3,980	3,637	3,497	3,552	3,000	3,093
Staff per 1,000 Students	4.4	1.7	1.6	0.3	3.3	2.3	1.1	3.0	1.9

\* FTE is based on the most recent TASB HR Services salary survey.

**Librarians**

Neither state nor federal statute requires that a school librarian be on every campus. State law does require that if a district does report the presence of a school librarian, that librarian must be certified. Districts commonly staff a librarian and/or library aide at each campus.

**EXHIBIT 12A – CURRENT LIBRARY STAFFING MODEL**

Campus	2020-2021 Enrollment	Librarian	Aide, Library
<b>Secondary Schools</b>			
San Elizario High School	1,027	1.0	0.0
Ann M. Garcia-Enriquez Middle School	506	1.0	1.0
<i>Secondary Total</i>	1,533	2.0	1.0
<b>Elementary Schools</b>			
Lorenzo G. Alarcon Elementary School	377	1.0	0.0
Alfonso Borrego Sr. Elementary School	496	1.0	0.0
Josefa L. Sambrano Elementary School	582	1.0	0.0
Lorenzo G. Loya Primary School	164	1.0	0.0
<i>Elementary Total</i>	1,619	4.0	0.0
<b>All Campuses Total</b>	<b>3,152</b>	<b>6.0</b>	<b>1.0</b>

San Elizario ISD currently employs six librarians and one library aide in aggregate.

Exhibit 12B provides an alternate model for library staffing.

**EXHIBIT 12B – ALTERNATE LIBRARY STAFFING MODEL**

<b>Campus</b>	<b>Projected Enrollment</b>	<b>Proposed Librarian</b>	<b>Proposed Aide, Library</b>
<b>Secondary Schools</b>			
San Elizario High School	1,048	1.0	0.0
Ann M. Garcia-Enriquez Middle School	489	1.0	0.0
<i>Secondary Total</i>	1,537	2.0	0.0
<b>Elementary Schools</b>			
Lorenzo G. Alarcon Elementary School	352	1.0	0.0
Alfonso Borrego Sr. Elementary School	487	1.0	0.0
Josefa L. Sambrano Elementary School	564	1.0	0.0
Lorenzo G. Loya Primary School	161	0.0	1.0
<i>Elementary Total</i>	1,564	3.0	1.0
<b>All Campuses Total</b>	<b>3,101</b>	<b>5.0</b>	<b>1.0</b>

The alternate model reduces the librarian at Lorenzo G. Loya Primary School and redirects the library aide position at Ann M. Garcia-Enriquez Middle School to Lorenzo G. Loya Primary School.

**Clinic Staff**

School nurse-to-student ratios were first recommended in the 1970s. However, evidence to support staffing ratios has been limited. The National Association of School Nurses (NASN) and some states have historically recommended one school nurse to 750 students in healthy populations (American Nurses Association [ANA]/NASN, 2011). Current recommendations by NASN and National Association of State School Nurse Consultants (NASSNC) assert that every student needs direct access to a school nurse so that all students can be healthy, safe, and ready to learn.

The Texas Education Agency defines a school nurse in 19 Texas Administrative Code (TAC) § 153.1022 (a) (1) (D) as "... an educator employed to provide full-time nursing and health care services and who meets all the requirements to practice as a registered nurse (RN) pursuant to the Nursing Practice Act and rules and regulations relating to professional nurse education, licensure, and practice and has been issued a license to practice professional nursing in Texas."

**EXHIBIT 13A – CURRENT CLINIC STAFFING MODEL**

Campus	2020-2021 Enrollment	RN	LVN	Aide, Clinic	Sub-Total
<b>Secondary Schools</b>					
San Elizario High School	1,027	0.2	1.0	1.0	2.2
Ann M. Garcia-Enriquez Middle School	506	0.2	1.0	1.0	2.2
<i>Secondary Total</i>	1,533	0.4	2.0	2.0	4.4
<b>Elementary Schools</b>					
Lorenzo G. Alarcon Elementary School	377	0.2	1.0	0.0	1.2
Alfonso Borrego Sr. Elementary School	496	0.2	1.0	1.0	2.2
Josefa L. Sambrano Elementary School	582	0.2	1.0	1.0	2.2
Lorenzo G. Loya Primary School	164	1.0	0.0	0.0	1.0
<i>Elementary Total</i>	1,619	1.6	3.0	2.0	6.6
<b>All Campuses Total</b>	<b>3,152</b>	<b>2.0</b>	<b>5.0</b>	<b>4.0</b>	<b>11.0</b>

San Elizario ISD currently employs one district nurse who oversees the campus clinic staff, one campus RN, five licensed vocational nurses (LVNs), and four certified nurse aides in aggregate. This equates to a ratio of one clinic staff per 286.5 students.

Exhibit 13B provides an alternate model for clinic staffing.

**EXHIBIT 13B – ALTERNATE CLINIC STAFFING MODEL**

Campus	Projected Enrollment	Proposed RN	Proposed LVN	Proposed Aide, Clinic	Sub-Total
<b>Secondary Schools</b>					
San Elizario High School	1,048	0.2	1.0	1.0	2.2
Ann M. Garcia-Enriquez Middle School	489	0.2	1.0	0.0	1.2
<i>Secondary Total</i>	1,537	0.4	2.0	1.0	3.4
<b>Elementary Schools</b>					
Lorenzo G. Alarcon Elementary School	352	0.2	1.0	0.0	1.2
Alfonso Borrego Sr. Elementary School	487	0.2	1.0	0.0	1.2
Josefa L. Sambrano Elementary School	564	0.2	1.0	0.0	1.2
Lorenzo G. Loya Primary School	161	1.0	0.0	0.0	1.0
<i>Elementary Total</i>	1,564	1.6	3.0	0.0	4.6
<b>All Campuses Total</b>	<b>3,101</b>	<b>2.0</b>	<b>5.0</b>	<b>1.0</b>	<b>8.0</b>

The alternate clinic staffing model provides the opportunity for cost reductions by absorbing three clinic aide positions (Ann M. Garcia-Enriquez Middle School, Alfonso Borrego Sr. Elementary School, and Josefa L. Sambrano Elementary School).

## Clerical/Paraprofessional Support

### Campus Clerical

The benchmark for clerical staff at secondary campuses is 5.5 clerical positions per 1,000 secondary students with a minimum of three positions and 4.5 clerical positions per 1,000 elementary students with a minimum of two positions.

#### **EXHIBIT 14 – CAMPUS CLERICAL**

Secondary Schools	2020-2021 Enrollment	Campus Secretary	Clerk, Receptionist	Bookkeeper, Registrar	Sub-Total Clerical	Projected Enrollment	Benchmark <sup>1</sup> 2020-2021	Proposed Change
San Elizario High School	1,027	1.0	2.0	2.0	5.0	1,048	6.0	1.0
Ann M. Garcia-Enriquez Middle School	506	1.0	1.0	1.0	3.0	489	3.0	0.0
<b>Secondary Total</b>	<b>1,533</b>	<b>2.0</b>	<b>3.0</b>	<b>3.0</b>	<b>8.0</b>	<b>1,537</b>	<b>9.0</b>	<b>1.0</b>

<sup>1</sup>Clerical positions per 1,000 Secondary students = 5.5 (with a minimum of 3 positions)

Elementary Schools	2020-2021 Enrollment	Campus Secretary	Clerk, Receptionist	Bookkeeper, Registrar	Sub - Total Clerical	Projected Enrollment	Benchmark <sup>2</sup> 2020-2021	Proposed Change
Lorenzo G. Alarcon Elementary School	377	1.0	1.0	1.0	3.0	352	2.0	(1.0)
Alfonso Borrego Sr. Elementary School	496	1.0	1.0	1.0	3.0	487	2.0	(1.0)
Josefa L. Sambrano Elementary School	582	1.0	1.0	1.0	3.0	564	2.5	0.0
Lorenzo G. Loya Primary School	164	1.0	0.5	1.0	2.5	161	2.0	0.0
<b>Elementary Total</b>	<b>1,619</b>	<b>4.0</b>	<b>3.5</b>	<b>4.0</b>	<b>11.5</b>	<b>1,564</b>	<b>8.5</b>	<b>(2.0)</b>

<sup>2</sup>Clerical positions per 1,000 Elementary students = 4.5 (with a minimum of 2 positions)

San Elizario High School shows to be staffed one position below the benchmark level of 5.5 clerical positions per 1,000 students. Ann M. Garcia-Enriquez meets the benchmark.

Alarcon Elementary School and Borregor Elementary School are each staffed one positions over the recommended benchmark. One elementary campus clerical position can be redirected to San Elizario High School and one elementary campus clerical position can be absorbed to meet the benchmark.

### Non-Campus Support

Non-campus support positions include secretaries, clerks, and specialists. The benchmark for non-campus clerical positions is 4.0 per 1,000 students which equates to approximately 12.5 positions based on projected enrollment of 3,101 students. San Elizario ISD currently staffs 20.0 positions in this area.

**EXHIBIT 15 – NON-CAMPUS SUPPORT**

Department or Office	Position	FTE
Administration	Superintendent Secretary	1.0
Finance	Accounts Payable Clerk	1.0
Finance	Payroll Specialist	1.0
Finance	Payroll Specialist	1.0
Finance	Secretary	0.7
Human Resources	Specialist	2.0
Human Resources	District Receptionist	1.0
Athletics	Secretary	0.3
Curriculum and Instruction	Secretary	1.0
Technology	Secretary	1.0
Special Education	Secretary	1.0
Special Education	Clerk	1.0
Special Programs	Migrant Education Program Clerk	1.0
Support Services	Secretary	1.0
Support Services	Clerk	1.0
Warehouse	Secretary	1.0
Transportation	Secretary	1.0
Transportation	Dispatcher	1.0
Food Services	Clerk	1.0
Food Services	Specialist	1.0
<b>Total Current</b>		<b>20.0</b>
<b>Projected Enrollment Benchmark<sup>1</sup></b>		<b>12.5</b>
<b>Additions / Absorptions</b>		<b>(7.5)</b>

<sup>1</sup>Non-campus clerical positions per 1,000 students = 4

San Elizario is significantly above the benchmark. The recommendation is to evaluate the non-campus position duties and absorb seven position as vacancies become available. Opportunities are available for absorptions in the human resources department as well as other departments.

**Educational Aides**

Statewide, instructional aides are staffed at approximately 14.2 positions per 1,000 students. This includes all instructional aide positions, both general education and special education. San Elizario ISD staffs 63.0 educational aides in aggregate. Seventy percent (44.0) of educational aides support general education and 30 percent (19.0) support special education. An analysis of special education aides is included in the special education section of this report and will show an addition of one special education aide.

Exhibit 16A provides a summary of current staffing allocations for educational aides in San Elizario ISD.

**EXHIBIT 16A – CURRENT EDUCATIONAL AIDE STAFFING**

Campus	2020-2021 Enrollment	Aide, Edu	Aide, Pre-K	Aide, ISS	Aide, Library	Aide, PE	Aide, Clinic	Aide, Other	Aide, SPED	Sub-Total	Projected Enrollment	Benchmark <sup>1</sup> 2020-2021
<b>Secondary Schools</b>												
San Elizario High School	1,027	3.0	0.0	0.0	0.0	0.0	1.0	0.0	3.0	7.0	1,048	15.0
Ann M. Garcia-Enriquez Middle School	506	4.0	0.0	1.0	1.0	0.0	1.0	1.0	2.0	10.0	489	7.0
<i>Secondary Total</i>	<i>1,533</i>	<i>7.0</i>	<i>0.0</i>	<i>1.0</i>	<i>1.0</i>	<i>0.0</i>	<i>2.0</i>	<i>1.0</i>	<i>5.0</i>	<i>17.0</i>	<i>1,537</i>	<i>22.0</i>
<b>Elementary Schools</b>												
Lorenzo G. Alarcon Elementary School	377	3.0	0.0	0.0	0.0	1.0	0.0	0.0	1.0	5.0	352	5.0
Alfonso Borrego Sr. Elementary School	496	1.0	0.0	0.0	0.0	1.0	1.0	2.0	6.0	11.0	487	7.0
Josefa L. Sambrano Elementary School	582	8.0	0.0	0.0	0.0	1.0	1.0	0.0	5.0	15.0	564	8.0
Lorenzo G. Loya Primary School	164	2.0	10.0	0.0	0.0	1.0	0.0	0.0	2.0	15.0	161	2.5
<i>Elementary Total</i>	<i>1,619</i>	<i>14.0</i>	<i>10.0</i>	<i>0.0</i>	<i>0.0</i>	<i>4.0</i>	<i>2.0</i>	<i>2.0</i>	<i>14.0</i>	<i>46.0</i>	<i>1,564</i>	<i>22.5</i>
<b>All Campuses Total</b>	<b>3,152</b>	<b>21.0</b>	<b>10.0</b>	<b>1.0</b>	<b>1.0</b>	<b>4.0</b>	<b>4.0</b>	<b>3.0</b>	<b>19.0</b>	<b>63.0</b>	<b>3,101</b>	<b>44.0</b>

<sup>1</sup> Educational Aide benchmark per 1,000 students = 14.2

Staffing allocations by program and campus should be based on the students’ needs and district strategic plan.

Exhibit 16B provides a proposed staffing allocation of educational aides for each campus. Reductions are highlighted in orange and additions are highlighted in green. The proposed model results in the absorption of 16 educational aides, this includes the reduction of three clinic aides and the addition of one special education aide.

**EXHIBIT 16B – PROPOSED EDUCATIONAL AIDE STAFFING**

Campus	Projected Enrollment	Aide, Edu	Aide, Pre-K	Aide, ISS	Aide, Library	Aide, PE	Aide, Clinic	Aide, Other	Aide, SPED	Sub-Total	Benchmark <sup>1</sup> 2020-2021	Proposed Change
<b>Secondary Schools</b>												
San Elizario High School	1,048	0.0	0.0	0.0	0.0	0.0	1.0	0.0	3.0	4.0	15.0	(3.0)
Ann M. Garcia-Enriquez Middle School	489	3.0	0.0	1.0	0.0	0.0	0.0	1.0	3.0	8.0	7.0	(2.0)
<i>Secondary Total</i>	<i>1,537</i>	<i>3.0</i>	<i>0.0</i>	<i>1.0</i>	<i>0.0</i>	<i>0.0</i>	<i>1.0</i>	<i>1.0</i>	<i>6.0</i>	<i>12.0</i>	<i>22.0</i>	<i>(5.0)</i>
<b>Elementary Schools</b>												
Lorenzo G. Alarcon Elementary School	352	2.0	0.0	0.0	0.0	1.0	0.0	0.0	2.0	5.0	5.0	0.0
Alfonso Borrego Sr. Elementary School	487	0.0	0.0	0.0	0.0	1.0	0.0	1.0	7.0	9.0	7.0	(2.0)
Josefa L. Sambrano Elementary School	564	3.0	0.0	0.0	0.0	1.0	0.0	0.0	4.0	8.0	8.0	(7.0)
Lorenzo G. Loya Primary School	161	0.0	10.0	0.0	1.0	1.0	0.0	0.0	1.0	13.0	2.5	(2.0)
<i>Elementary Total</i>	<i>1,564</i>	<i>5.0</i>	<i>10.0</i>	<i>0.0</i>	<i>1.0</i>	<i>4.0</i>	<i>0.0</i>	<i>1.0</i>	<i>14.0</i>	<i>35.0</i>	<i>22.5</i>	<i>(11.0)</i>
<b>All Campuses Total</b>	<b>3,101</b>	<b>8.0</b>	<b>10.0</b>	<b>1.0</b>	<b>1.0</b>	<b>4.0</b>	<b>1.0</b>	<b>2.0</b>	<b>20.0</b>	<b>47.0</b>	<b>44.0</b>	<b>(16.0)</b>

<sup>1</sup> Educational Aide benchmark per 1,000 students = 14.2

The High-Performance Pre-K Grant, during the 2016–2017 school year, recommended staffing Pre-K classrooms at a 2:22 ratio. Lorenzo G. Loya Primary School meets this recommendation with a teacher and aide in each classroom.

## Special Education Staff

The San Elizario ISD special education program provided assistance to 435 students at the time of this study. This equates to 13.8 percent identification of special education students district wide.

### **EXHIBIT 17A – SPECIAL EDUCATION PERCENT IDENTIFICATION**

<b>Campus</b>	<b>2020-2021 Enrollment</b>	<b>Total SpEd Students</b>	<b>Actual SpEd Percent</b>
<b>Secondary Schools</b>			
San Elizario High School	1,027	124	12.1%
Ann M. Garcia-Enriquez Middle School	506	51	10.1%
<i>Secondary Total</i>	1,533	175	11.4%
<b>Elementary Schools</b>			
Lorenzo G. Alarcon Elementary School	377	46	12.2%
Alfonso Borrego Sr. Elementary School	496	91	18.3%
Josefa L. Sambrano Elementary School	582	92	15.8%
Lorenzo G. Loya Primary School	164	31	18.9%
<i>Elementary Total</i>	1,619	260	16.1%
<b>All Campuses Total</b>	<b>3,152</b>	<b>435</b>	<b>13.8%</b>

\*Current enrollment count includes all students receiving speech services.

Exhibit 17B provides a summary of the primary disability identification for San Elizario ISD compared to the state. San Elizario ISD shows to be above the state average in auditory impairment, emotional disturbance, learning disability, and speech impairment. Conversely, the district is below the state average in other health impairment, intellectual disability, and autism.

**EXHIBIT 17B – PRIMARY DISABILITY IDENTIFICATION**

Disability Category	Statewide		San Elizario ISD	
	Count*	Percent	Count	Percent
Orthopedic Impairment	3,632	0.7%	0	0.0%
Other Health Impairment	70,360	14.1%	33	7.9%
Auditory Impairment	6,964	1.4%	10	2.4%
Visual Impairment	3,906	0.8%	N/A	
Deaf/Blind	281	0.1%	0	0.0%
Intellectual Disability	53,037	10.6%	25	6.0%
Emotional Disturbance	29,029	5.8%	29	7.0%
Learning Disability	157,752	31.7%	174	41.8%
Speech Impairment	100,412	20.2%	119	28.6%
Autism	64,783	13.0%	26	6.3%
Developmental Delay	44	0.0%	0	0.0%
Traumatic Brain Injury	1,337	0.3%	N/A	
Noncategorical Early Childhood	6,783	1.4%	0	0.0%
<b>Total</b>	<b>498,320</b>	<b>100%</b>	<b>416</b>	<b>100%</b>

Statewide data comes from the 2019-2020 PEIMS Special Education Standard Report

\*Counts less than 5 but greater than 0 are masked with the value "N/A" to comply with FERPA.

The state average for special education staffing is one teacher per 15 special education students and one special education staff member to seven special education students when educational aides are included. Currently, San Elizario ISD averages one teacher per 12.8 special education students and one special education staff member per 7.4 students. This equates to approximately two positions below the state average. Aides that serve students 1:1 are not included in this count.

A more detailed campus evaluation of each instructional model offered at that campus has also been performed. This evaluation consists of a combined calculation derived from an average weighted caseload of each instructional model, grade level of children being served (elementary school, middle school, or high school), as well as an average weighted severity for a child’s handicapping condition.

Exhibit 17C displays the current assignments of special education staff by program.

**EXHIBIT 17C – CURRENT SPECIAL EDUCATION STAFFING BY PROGRAM**

Program	Campus Level	Students (No Speech)	Current Staff				
			Teacher	Student / Teacher Ratio	Aide	Total Sp Ed Staff (minus 1:1)	Total Student / Staff Ratio
<b>Resource/Inclusion/CMC</b>							
San Elizario High School	HS	97	5.0	19.4	1.0	6.0	16.2
Ann M. Garcia-Enriquez Middle School	MS	40	2.5	16.0	0.0	2.5	16.0
Lorenzo G. Alarcon Elementary School	ES	33	2.0	16.5	0.5	2.5	13.2
Alfonso Borrego Sr. Elementary School	ES	46	2.0	23.0	1.0	3.0	15.3
Josefa L. Sambrano Elementary School	ES	21	1.0	21.0	1.0	2.0	10.5
Lorenzo G. Loya Primary School	ES	8	1.5	5.3	1.5	3.0	2.7
<b>Sub Total</b>		<b>245</b>	<b>14.0</b>	<b>17.5</b>	<b>5.0</b>	<b>19.0</b>	<b>12.9</b>
<b>Life Skills/Autism</b>							
San Elizario High School	HS	26	3.0	8.7	2.0	5.0	5.2
Ann M. Garcia-Enriquez Middle School	MS	9	1.0	9.0	1.0	2.0	4.5
Alfonso Borrego Sr. Elementary School	ES	28	3.0	9.3	5.0	8.0	3.5
Josefa L. Sambrano Elementary School	ES	15	2.0	7.5	3.0	5.0	3.0
<b>Sub Total</b>		<b>78</b>	<b>9.0</b>	<b>8.7</b>	<b>11.0</b>	<b>20.0</b>	<b>3.9</b>
<b>Behavior</b>							
Ann M. Garcia-Enriquez Middle School	MS	1	0.5	2.0	1.0	1.5	0.7
Lorenzo G. Alarcon Elementary School	ES	2	1.0	2.0	0.5	1.5	1.3
Josefa L. Sambrano Elementary School	ES	3	1.0	3.0	1.0	2.0	1.5
<b>Sub Total</b>		<b>6</b>	<b>2.5</b>	<b>2.4</b>	<b>2.5</b>	<b>5.0</b>	<b>1.2</b>
<b>ECSE</b>							
Lorenzo G. Loya Primary School	ES	4	0.5	8.0	0.5	1.0	4.0
<b>Sub Total</b>		<b>4</b>	<b>0.5</b>	<b>8.0</b>	<b>0.5</b>	<b>1.0</b>	<b>4.0</b>
<b>Total</b>		<b>333</b>	<b>26.0</b>	<b>12.8</b>	<b>19.0</b>	<b>45.0</b>	<b>7.4</b>

The benchmark student-to-staff ratio used for a resource/inclusion/content mastery program is 15:1 at the high school, 12:1 at the middle school, and 9:1 at the elementary school. Three campuses (Ann M. Garcia-Enrique Middle School, Lorenzo G. Alarcon Elementary School, and Alfonso Borrego Sr. Elementary School) are staffed below the benchmark ratio for this area by a total of three aides. Lorenzo G. Loya Primary School is staffed above the benchmark ratio by one aide. San Elizario High School and Josefa L. Sambrano Elementary School are staffed according to the benchmark.

The benchmark used for life skills/autism program is one staff member per four special education students with a minimum of two staff. Josefa L. Sambrano Elementary School is staffed above the benchmark by one aide position. San Elizario High School, Ann M. Garcia-Enriquez Middle School, and Alfonso Borrego Sr. Elementary School are staffed according to the benchmark.

The benchmark for behavior programs is one staff member per six students at the high school level, one staff per five middle school students, and one staff member per four students at the elementary level. The three campuses that have a behavior unit are staffed at the benchmark level for this program.

Lorenzo G. Loya Primary School is the only campus to enroll ECSE students. The staffing benchmark for this program is similar to the life skills program at one staff per four students with a minimum of two staff. The campus is currently staffed close to the benchmark level for this program.

Exhibit 17D shows the proposed staffing for the special education program in San Elizario ISD based on benchmark data. Compared to current staffing levels, this option redirects two special education aides and adds one special education aide in the resource/inclusion/CMC program.

**EXHIBIT 17D – PROPOSED SPECIAL EDUCATION STAFFING BY PROGRAM**

Program	Campus Level	Students (No Speech)	Change in FTEs		Projected Staff					
			Teacher	Aide	Teacher	Student / Teacher Ratio	Aide (minus 1:1)	Total Sp Ed Staff (minus 1:1)	Total Student / Staff Ratio	Benchmark Student / Staff Ratio
<b>Resource/Inclusion/CMC</b>										
San Elizario High School	HS	97			5.0	19.4	1.0	6.0	16.2	14.9
Ann M. Garcia-Enriquez Middle School	MS	40		1.0	2.5	16.0	1.0	3.5	11.4	11.4
Lorenzo G. Alarcon Elementary School	ES	33		1.0	2.0	16.5	1.5	3.5	9.4	9.4
Alfonso Borrego Sr. Elementary School	ES	46		1.0	2.0	23.0	2.0	4.0	11.5	9.2
Josefa L. Sambrano Elementary School	ES	21			1.0	21.0	1.0	2.0	10.5	8.4
Lorenzo G. Loya Primary School	ES	8		(1.0)	1.5	5.3	0.5	2.0	4.0	8.0
<b>Sub Total</b>		<b>245</b>	<b>0.0</b>	<b>2.0</b>	<b>14.0</b>	<b>17.5</b>	<b>7.0</b>	<b>21.0</b>	<b>11.7</b>	<b>11.1</b>
<b>Life Skills/Autism</b>										
San Elizario High School	HS	26			3.0	8.7	2.0	5.0	5.2	4.0
Ann M. Garcia-Enriquez Middle School	MS	9			1.0	9.0	1.0	2.0	4.5	3.6
Alfonso Borrego Sr. Elementary School	ES	28			3.0	9.3	5.0	8.0	3.5	4.0
Josefa L. Sambrano Elementary School	ES	15		(1.0)	2.0	7.5	2.0	4.0	3.8	3.8
<b>Sub Total</b>		<b>78</b>	<b>0.0</b>	<b>(1.0)</b>	<b>9.0</b>	<b>8.7</b>	<b>10.0</b>	<b>19.0</b>	<b>4.1</b>	<b>3.9</b>
<b>Behavior</b>										
Ann M. Garcia-Enriquez Middle School	MS	1			0.5	2.0	1.0	1.5	0.7	1.0
Lorenzo G. Alarcon Elementary School	ES	2			1.0	2.0	0.5	1.5	1.3	2.0
Josefa L. Sambrano Elementary School	ES	3			1.0	3.0	1.0	2.0	1.5	3.0
<b>Sub Total</b>		<b>6</b>	<b>0.0</b>	<b>0.0</b>	<b>2.5</b>	<b>2.4</b>	<b>2.5</b>	<b>5.0</b>	<b>1.2</b>	<b>2.0</b>
<b>ECSE</b>										
Lorenzo G. Loya Primary School	ES	4			0.5	8.0	0.5	1.0	4.0	4.0
<b>Sub Total</b>		<b>4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.5</b>	<b>8.0</b>	<b>0.5</b>	<b>1.0</b>	<b>4.0</b>	<b>4.0</b>
<b>Total</b>		<b>333</b>	<b>0.0</b>	<b>1.0</b>	<b>26.0</b>	<b>12.8</b>	<b>20.0</b>	<b>46.0</b>	<b>7.2</b>	<b>7.2</b>

Current Texas rules leaves the determination of staffing for special education services to local district discretion. It is important to note that the needs of individual students can vary, and some students require more support than others at any given time. Evaluation of student needs and how staff is allocated among the campuses is recommended before making staff decisions in the special education department for the 2021–2022 school year.

Exhibit 17E shows the special education assessment and speech services staffing.

**EXHIBIT 17E – SPECIAL EDUCATION ASSESSMENT AND SPEECH SERVICES**

San Elizario ISD	Program	Staff Count	Adj %	Adjusted FTE
<b>Diagnostician</b>	Assessment	4.0	90%	3.6
<b>Speech Pathologist</b>	Speech Pathology	4.0	90%	3.6
<b>Speech Assistant</b>	Speech Pathology	1.0	80%	0.8

Assessment				
	Students	Total Assessors	Average Case Load	Benchmark Case Load
Current	333	3.6	92.5	80–85

Speech Pathology				
	Students	Total Service Providers	Average Case Load	Benchmark Case Load
Current	205	4.4	46.6	45–50

San Elizario ISD currently staffs four diagnosticians. Licensed Specialists in School Psychology (LSSPs) are contracted as needed for behavioral assessments. The amount of time devoted to educational assessments has been adjusted for diagnosticians.

The current staff caseload of 92.5 students per FTE is slightly above the benchmark caseload of 80 to 85 students per FTE.

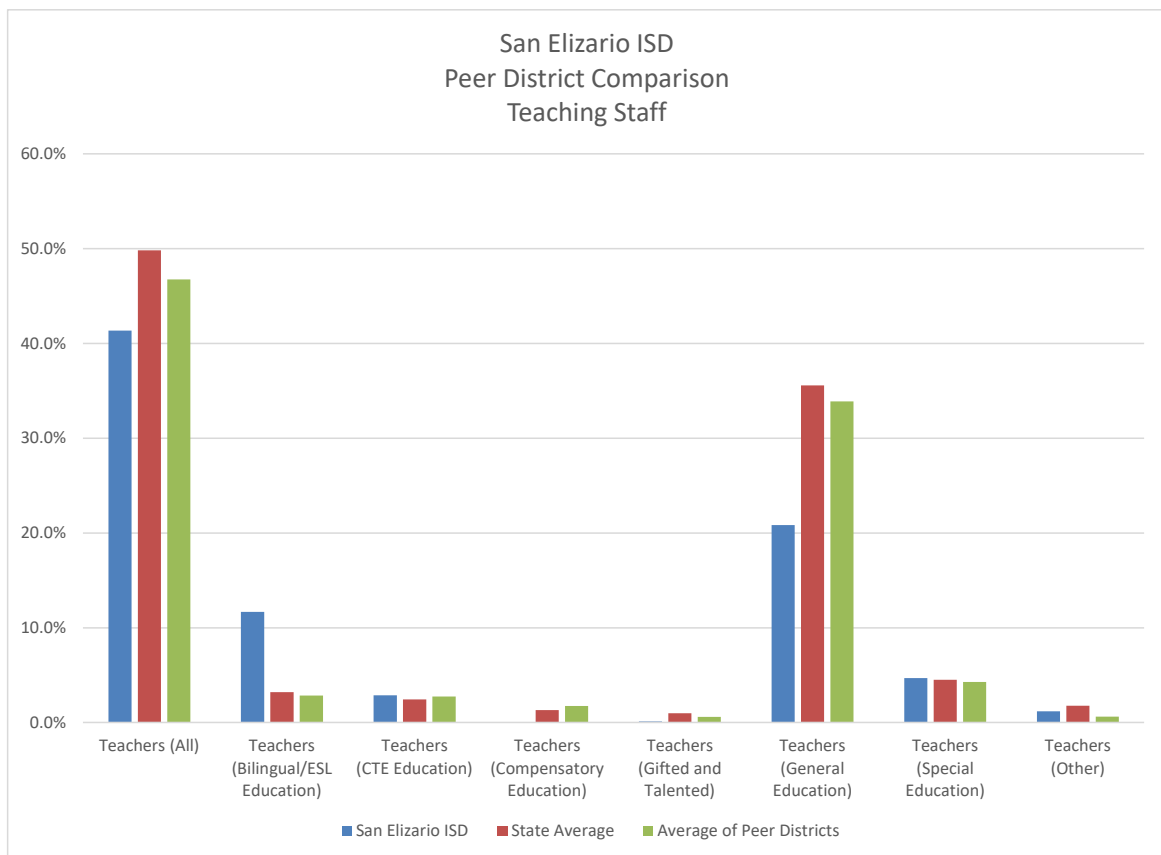
The district currently staffs four speech-language pathologists (SLPs) and one speech-language pathology assistant for 205 speech students. FTEs for this area have been adjusted to account for the scope of services that may be provided by the assistants and the need for supervision by the SLPs.

The typical caseload across Texas school districts average 45 to 50 students per therapist. The average caseload for the district is 46.6 students per staff, within the benchmark range.

## Teachers

Exhibit 18 provides a comparison of the ratio of teacher FTEs for San Elizario ISD, the state average, and the peer average based on the 2018–2019 Texas Academic Achievement Report (TAPR). The data shows approximately 41 percent of San Elizario ISD’s staff are teachers. This is significantly lower than the state average of 50 percent and the peer average of 47 percent. San Elizario ISD reports significantly more teachers supporting bilingual/ESL education compared to the state average and peer average. This correlates with the higher percentage of Limited English Proficient (LEP) students reported by San Elizario ISD.

**EXHIBIT 18 – PEER DISTRICT COMPARISON**



### Elementary Teachers

The San Elizario ISD elementary schools have an enrollment of 1,591 students in grades Pre-K through grade 6. Currently, classrooms average 18.7 students. Statewide, elementary school class averages are in the range of 19.5 to 20.5.

The table below shows class size averages for kindergarten through grade 6 for San Elizario ISD compared to the state average and the average of the peer districts based on the 2018–2019 Texas Academic Performance Report (TAPR). San Elizario ISD is well below the state class size average and the peer district average in all grades with the exception of kindergarten and grade 6.

**EXHIBIT 19A – ELEMENTARY CLASS SIZE COMPARISON**

Elementary Peer Comparison			
Grade	San Elizario ISD	State Average	Average of Peer Districts
Kindergarten	23.3	18.9	19.8
Grade 1	15.0	18.8	19.0
Grade 2	15.0	18.7	18.9
Grade 3	16.3	18.9	18.5
Grade 4	14.9	19.2	20.0
Grade 5	18.2	21.2	20.2
Grade 6	19.3	20.4	19.3

\*2018-2019 Texas Academic Performance Report (TAPR)

TEC 25.112 states that a school district typically may not enroll more than 22 students in a Kindergarten through 4th grade classroom. If a classroom exceeds the 22:1 ratio for more than a twelve-week period, the school district must file a class size waiver for that grade level. San Elizario ISD became a district of innovation (DOI) in February of 2020, allowing the district to increase the teacher to student ratio to 1:24.

At the conclusion of 2019–2020, the district implemented the Attendance Boundary Changes (ABC) which changed the elementary attendance boundaries and the grade level realignment. Loya Primary was previously a Pre-, Pre-K, and Kindergarten campus - it is now a Pre- and Pre-K campus. Sambrano Elementary was previously served students in grades 1 through 6 – it is now a K-2 campus. Borrego Elementary and Alarcon Elementary were campuses that served students in grades 1 through 6 – they are now campuses that serve grades 3 through 6.

These moves consolidated kindergarten, and grades 1 and 2 to one campus and allowed the district to absorb 12 teacher positions through attrition.

**EXHIBIT 19B – ELEMENTARY TEACHERS (Group 1)**

	Lorenzo G. Alarcon Elementary School				Alfonso Borrego Sr. Elementary School				Josefa L. Sambrano Elementary School												
	Current			Proposed				Current			Proposed										
Grade Level	Enroll	Sect	Avg	Enroll	Sect	Avg	Change	Enroll	Sect	Avg	Enroll	Sect	Avg	Change	Enroll	Sect	Avg	Enroll	Sect	Avg	Change
Pre-K							-							-							-
Kindergarten							-				198	9	22.0		194	9	21.6				-
1st							-				180	9	20.0		194	9	21.6				-
2nd							-				204	10	20.4		176	8	22.0				(2)
3rd	95	5	19.0	100	5	20.0	-	105	7	15.0	100	5	20.0	(2)							-
4th	72	5	14.4	93	5	18.6	-	126	7	18.0	103	5	20.6	(2)							-
5th	90	5	18.0	71	4	17.8	(1)	113	5	22.6	123	6	20.5	1							-
6th	120	6	20.0	88	4	22.0	(2)	124	7	17.7	111	5	22.2	(2)							-
Total	377	21	18.0	352	18	19.6	(3)	468	26	18.0	437	21	20.8	(5)	582	28	20.8	564	26	21.7	(2)

TEC 25.112 states a district may not enroll more than 22 students in a kindergarten through 4th grade class.

K-4 Class Average: 52 sections with 980 students = 18.8 students per class.

K-6 Class Average: 75 sections with 1427 students = 19 students per class.

The proposed data above is based on a projected growth of -2 percent.

**EXHIBIT 19C – ELEMENTARY TEACHERS (Group 2)**

	Lorenzo G. Loya Primary School							Total Campuses						
	Current			Proposed				Change	Current			Proposed		
Grade Level	Enroll	Sect	Avg	Enroll	Sect	Avg	Change		Enroll	Sect	Avg	Enroll	Sect	Avg
Pre-K	164	10	16.4	161	8	20.1	(2)	164	10	16.4	161	8	20.1	(2)
Kindergarten							-	198	9	22.0	194	9	21.6	-
1st							-	180	9	20.0	194	9	21.6	-
2nd							-	204	10	20.4	176	8	22.0	(2)
3rd							-	200	12	16.7	200	10	20.0	(2)
4th							-	198	12	16.5	196	10	19.6	(2)
5th							-	203	10	20.3	194	10	19.4	-
6th							-	244	13	18.8	199	9	22.1	(4)
<b>Total</b>	<b>164</b>	<b>10</b>	<b>16.4</b>	<b>161</b>	<b>8</b>	<b>20.1</b>	<b>(2)</b>	<b>1,591</b>	<b>85</b>	<b>18.7</b>	<b>1,514</b>	<b>73</b>	<b>20.7</b>	<b>(12)</b>

TEC 25.112 states a district may not enroll more than 22 students in a kindergarten through 4th grade class.

K-4 Class Average: 52 sections with 980 students = 18.8 students per class.

K-6 Class Average: 75 sections with 1427 students = 19 students per class.

The proposed data above is based on a projected growth of -2 percent.

Projections for 2021–2022 are calculated based on the current enrollment with aging up students in grades 1 through 6 and a 2 percent decline in student enrollment. The absorption of 12 teachers is needed to approach a 22:1 ratio in grades Pre-K through grade 4 and a 25:1 ratio in grades 5 and 6.

Exhibits 19D and 19E show the bilingual ratios at each campus.

**EXHIBIT 19D – ELEMENTARY BILINGUAL TEACHERS (Group 1)**

	Lorenzo G. Alarcon Elementary School							Alfonso Borrego Sr. Elementary School							Josefa L. Sambrano Elementary School							
	Current			Proposed				Change	Current			Proposed				Change	Current			Proposed		
Grade Level	Enroll	Sect	Avg	Enroll	Sect	Avg	Change		Enroll	Sect	Avg	Enroll	Sect	Avg	Change		Enroll	Sect	Avg	Change	Enroll	Sect
Pre-K							-							-								
Kindergarten							-							-	129	6	21.5		126	6	21.0	-
1st							-							-	115	6	19.2		126	6	21.0	-
2nd							-							-	135	7	19.3		113	6	18.8	(1)
3rd	60	3	20.0	68	3	22.7	-	62	4	15.5	68	3	22.7	(1)								-
4th	44	3	14.7	59	3	19.7	-	79	4	19.8	61	3	20.3	(1)								-
5th	55	3	18.3	43	2	21.5	(1)	71	3	23.7	77	4	19.3	1								-
6th	67	4	16.8	54	3	18.0	(1)	75	4	18.8	70	3	23.3	(1)								-
<b>Total</b>	<b>276</b>	<b>13</b>	<b>21.2</b>	<b>224</b>	<b>11</b>	<b>20.4</b>	<b>(2)</b>	<b>287</b>	<b>15</b>	<b>19.1</b>	<b>276</b>	<b>13</b>	<b>21.2</b>	<b>(2)</b>	<b>379</b>	<b>19</b>	<b>19.9</b>		<b>365</b>	<b>18</b>	<b>20.3</b>	<b>(1)</b>

**EXHIBIT 19E – ELEMENTARY BILINGUAL TEACHERS (Group 2)**

Grade Level	Lorenzo G. Loya Primary School							Total Campuses							
	Current			Proposed				Change	Current			Proposed			
	Enroll	Sect	Avg	Enroll	Sect	Avg	Enroll		Sect	Avg	Enroll	Sect	Avg	Change	
Pre-K	118	7	16.9	116	6	19.3	(1)	118	7	16.9	116	6	19.3	(1)	
Kindergarten							-	129	6	21.5	126	6	21.0	-	
1st							-	115	6	19.2	126	6	21.0	-	
2nd							-	135	7	19.3	113	6	18.8	(1)	
3rd							-	122	7	17.4	136	6	22.7	(1)	
4th							-	123	7	17.6	120	6	20.0	(1)	
5th							-	126	6	21.0	120	6	20.0	-	
6th							-	142	8	17.8	124	6	20.7	(2)	
<b>Total</b>	<b>118</b>	<b>7</b>	<b>16.9</b>	<b>116</b>	<b>6</b>	<b>19.3</b>	<b>(1)</b>	<b>1,010</b>	<b>54</b>	<b>18.7</b>	<b>981</b>	<b>48</b>	<b>20.4</b>	<b>(6)</b>	

Exhibits 19F and 19G show the monolingual ratios at each campus

**EXHIBIT 19F – ELEMENTARY MONOLINGUAL TEACHERS (Group 1)**

Grade Level	Lorenzo G. Alarcon Elementary School				Alfonso Borrego Sr. Elementary School				Josefa L. Sambrano Elementary School												
	Current		Proposed		Change	Current		Proposed		Change	Current		Proposed								
	Enroll	Sect	Avg	Enroll		Sect	Avg	Enroll	Sect		Avg	Enroll	Sect	Avg	Change						
Pre-K					-					-											
Kindergarten					-					-	69	3	23.0	68	3	22.7	-				
1st					-					-	65	3	21.7	68	3	22.7	-				
2nd					-					-	69	3	23.0	64	3	21.3	-				
3rd	35	2	17.5	35	2	17.5	-	43	3	14.3	35	2	17.5	(1)			-				
4th	28	2	14.0	34	2	17.0	-	47	3	15.7	42	2	21.0	(1)			-				
5th	35	2	17.5	27	2	13.5	-	42	2	21.0	46	2	23.0	-			-				
6th	53	2	26.5	34	2	17.0	-	49	3	16.3	41	2	20.5	(1)			-				
<b>Total</b>	<b>151</b>	<b>8</b>	<b>18.9</b>	<b>130</b>	<b>8</b>	<b>16.3</b>	<b>-</b>	<b>181</b>	<b>11</b>	<b>16.5</b>	<b>164</b>	<b>8</b>	<b>20.5</b>	<b>(3)</b>	<b>203</b>	<b>9</b>	<b>22.6</b>	<b>200</b>	<b>9</b>	<b>22.2</b>	<b>-</b>

**EXHIBIT 19G – ELEMENTARY MONOLINGUAL TEACHERS (Group 2)**

	Lorenzo G. Loya Primary School							Total Campuses						
	Current			Proposed				Change	Current			Proposed		
Grade Level	Enroll	Sect	Avg	Enroll	Sect	Avg	Change		Enroll	Sect	Avg	Enroll	Sect	Avg
Pre-K	46	3	15.3	45	3	15.0	-	46	3	15.3	45	3	15.0	-
Kindergarten							-	69	3	23.0	68	3	22.7	-
1st							-	65	3	21.7	68	3	22.7	-
2nd							-	69	3	23.0	64	3	21.3	-
3rd							-	78	5	15.6	70	4	17.5	(1)
4th							-	75	5	15.0	76	4	19.0	(1)
5th							-	77	4	19.3	73	4	18.3	-
6th							-	102	5	20.4	75	4	18.8	(1)
Total	46	3	15.3	45	3	15.0	-	581	31	18.7	539	28	19.3	(3)

Projections for 2021–2022 are calculated based on the current enrollment with aging up students in grades 1 through 6 and a 2 percent decline in student enrollment. The absorption of nine teachers is available in order to approach a 22:1 ratio in grades Pre-K through grade 4 and a 25:1 ratio in grades 5 and 6 when analyzing the bilingual and monolingual programs separately.

**Middle School Teachers**

Ann M. Garcia-Enriquez Middle School operates on an eight-period day with students attending eight classes per school day. Core and elective teachers instruct seven periods per day. A master schedule of 8/7 will be used in this analysis.

The table below compares class size averages by subject and number of staff for Ann M. Garcia-Enriquez Middle School as compared to other middle school campuses within their peer comparison group from the Texas Education Agency.

**EXHIBIT 20A – MIDDLE SCHOOL PEER COMPARISON**

Middle School Peer Comparison		
	San Elizario ISD	Average of Peer Campuses
Enrollment	542	712
Class Size Averages by Subject:		
Secondary English	17.0	17.5
Secondary Foreign Language	23.2	20.5
Secondary Math	18.3	19.3
Secondary Science	21.1	19.8
Secondary Social Studies	21.0	19.4
Professional Staff:		
Teachers	38.5	49.6
Teachers per 100 Students:	7.1	7.0
Professional Support	5.0	6.6
Professional Support per 100 Students:	0.9	0.9
Counselor	2.0	2.1
Counselor per 100 Students:	0.4	0.3
Librarian	1.0	0.8
Librarian per 100 Students:	0.2	0.1
Campus Administration	3.0	3.0
Campus Admin per 100 Students:	0.6	0.4
Educational Aides	9.0	9.9
Educational Aides per 100 Students	1.7	1.4
Number of Students per Teacher	14.1	14.4

\*2018-2019 Texas Academic Performance Report (TAPR)

A theoretical class average has been calculated for the middle school based on the 8/7 master schedule and availability of teachers. The total teacher count (Full-Time Teacher Equivalents) includes all teachers, except those in special education assignments and periods assigned to other campuses. The theoretical average represents the most efficient utilization of current staff and assumes that all available periods are utilized by the current teaching staff given the student enrollment and master schedule of 8/7.

Exhibit 20B compares actual class size averages to theoretical averages for the middle schools.

**EXHIBIT 20B – MIDDLE SCHOOL SUMMARY**

	<b>Ann M. Garcia-Enriquez Middle School</b>
<b>Current Class Average</b>	19.0
Current Master Schedule	8/7
2020-2021 Enrollment	506
Current Seats Needed	4,048
Current Teacher FTEs	30.5
Current Sections	214
<b>Theoretical Class Average</b>	19.0
Available Teacher FTEs	30.5
Available Sections	214

Statewide, middle school campuses typically average 22 to 24 students per class.

Overall, the campus has a class average of 19.0 equal to the theoretical class average and below the benchmark range of 22 to 24 students per class.

Evidence of well-balanced master schedules with increased flexibility are seen when the actual academic average is lower than the theoretical average.

Based upon projected enrollment, the campus will likely see a decrease (17 students) in student enrollment in 2021-2022.

The cost impact at different class averages is summarized in Exhibit 20C below.

**EXHIBIT 20C – PROJECTED MIDDLE SCHOOL TEACHERS (Current Master Schedule)**

Benchmark = 22 to 24	Total Students	Teacher FTEs	Student Periods	Teacher Periods	Tchr @ Avg	(+/-) Tchrs	Cost Impact <sup>1</sup>	Teacher Student Load
Current Baseline	506	30.5	8	7				
Projected Change	(17)	0.0						
<b>Projected Baseline</b>	<b>489</b>	<b>30.5</b>	<b>8</b>	<b>7</b>				
19.0	489	30.5	8	7	29.5	(1.0)	\$52,168	133.0
19.5	489	30.5	8	7	29.0	(1.5)	\$78,252	136.5
20.0	489	30.5	8	7	28.0	(2.5)	\$130,420	140.0
20.5	489	30.5	8	7	27.5	(3.0)	\$156,504	143.5
21.0	489	30.5	8	7	27.0	(3.5)	\$182,588	147.0
21.5	489	30.5	8	7	26.0	(4.5)	\$234,756	150.5
22.0	489	30.5	8	7	25.5	(5.0)	\$260,840	154.0
22.5	489	30.5	8	7	25.0	(5.5)	\$286,924	157.5
23.0	489	30.5	8	7	24.5	(6.0)	\$313,008	161.0
23.5	489	30.5	8	7	24.0	(6.5)	\$339,092	164.5
24.0	489	30.5	8	7	23.5	(7.0)	\$365,176	168.0

<sup>1</sup> Based on an average Teacher salary of: \$52,168.

Cost savings could be realized if the student to teacher ratio for Ann M. Garcia-Enriquez Middle School teachers increased to the middle of the benchmark range of 23.0 students per teacher (absorbing up to six teachers). Additional savings could result from a 24:1 ratio (up to seven teachers).

**High School Teachers**

San Elizario High School operates on an eight-period day with students attending eight classes per school day. Core and elective teachers instruct seven periods per day and receive a conference period. A master schedule of 8/7 will be used in this analysis.

The table below compares class size averages by subject and number of staff for San Elizario High School compared to other high school campuses within their peer comparison group from the Texas Education Agency.

**EXHIBIT 21A – HIGH SCHOOL PEER COMPARISON**

High School Peer Comparison		
	San Elizario ISD	Average of Peer Campuses
Enrollment	1,060	1,098
Class Size Averages by Subject:		
Secondary English	17.3	17.3
Secondary Foreign Language	17.3	20.1
Secondary Math	20.4	18.1
Secondary Science	19.2	19.1
Secondary Social Studies	20.8	19.0
Professional Staff:		
Teachers	74.6	74.3
Teachers per 100 Students:	7.0	6.8
Professional Support	7.0	8.0
Professional Support per 100 Students:	0.7	0.7
Counselor	3.0	3.2
Counselor per 100 Students:	0.3	0.3
Librarian	1.0	0.5
Librarian per 100 Students:	0.1	0.0
Campus Administration	4.0	4.5
Campus Admin per 100 Students:	0.4	0.4
Educational Aides	6.0	10.2
Educational Aides per 100 Students	0.6	0.9
Number of Students per Teacher	14.2	14.6

\*2018-2019 Texas Academic Performance Report (TAPR)

A theoretical class average has been calculated for the San Elizario High School based on the 8/7 master schedule and availability of teachers. The total teacher count (Full-Time Teacher Equivalents) includes all teachers, except those in special education assignments and periods assigned to other campuses. The theoretical average represents the most efficient utilization of current staff and assumes that all available periods are utilized by the current teaching staff given the student enrollment and master schedule of 8/7.

Exhibit 21B compares actual class size averages to theoretical averages for the high school.

**EXHIBIT 21B – HIGH SCHOOL SUMMARY**

	San Elizario High School
<b>Current Class Average</b>	17.8
Current Master Schedule	8/7
2020-2021 Enrollment	1,027
Current Seats Needed	8,216
Current Teacher FTEs	58.0
Current Sections	384
<b>Theoretical Class Average</b>	19.4
Available Teacher FTEs	60.5
Available Sections	424

Statewide, high school campuses typically average 22 to 25 students per class.

Overall, the campus has a class average of 17.8. The campus has a theoretical class average of 19.2 which is above the overall class average of 17.8 and below the benchmark range of 22 to 24 students per class.

Evidence of well-balanced master schedules with increased flexibility are seen when the actual academic average is lower than the theoretical average. Additionally, core academic class averages should be lower than elective class averages. San Elizario High School has a 17.3 core academic class average and an 18.7 elective class average.

Based upon projected enrollment, the campus will likely see a slight increase (21 students) in student enrollment in 2021-2022.

The cost impact at different class averages is summarized in Exhibit 21C for the high school campus.

**EXHIBIT 21C – PROJECTED HIGH SCHOOL TEACHERS (Current Master Schedule)**

Benchmark = 22 to 25	Total Students	Teacher FTEs	Student Periods	Teacher Periods	Tchr @ Avg	(+/-) Tchrs	Cost Impact <sup>1</sup>	Teacher Student Load
Current Baseline	1,027	58.0	8	7				
Projected Change	21	2.5						
<b>Projected Baseline</b>	<b>1,048</b>	<b>60.5</b>	<b>8</b>	<b>7</b>				
19.0	1,048	60.5	8	7	63.5	3.0	(13,042)	133.0
19.5	1,048	60.5	8	7	61.5	1.0	(52,168)	136.5
20.0	1,048	60.5	8	7	60.0	(0.5)	26,084	140.0
20.5	1,048	60.5	8	7	58.5	(2.0)	104,336	143.5
21.0	1,048	60.5	8	7	57.5	(3.0)	156,504	147.0
21.5	1,048	60.5	8	7	56.0	(4.5)	234,756	150.5
22.0	1,048	60.5	8	7	54.5	(6.0)	313,008	154.0
22.5	1,048	60.5	8	7	53.5	(7.0)	365,176	157.5
23.0	1,048	60.5	8	7	52.5	(8.0)	417,344	161.0
23.5	1,048	60.5	8	7	51.0	(9.5)	495,596	164.5
24.0	1,048	60.5	8	7	50.0	(10.5)	547,764	168.0
24.5	1,048	60.5	8	7	49.0	(11.5)	599,932	171.5
25.0	1,048	60.5	8	7	48.0	(12.5)	652,100	175.0

<sup>1</sup> Based on an average Teacher salary of: \$52,168.

Cost savings could be realized if the student to teacher ratio for San Elizario High School teachers increased to the middle of the benchmark range of 23.5 students per teacher (absorbing up to nine teachers). Additional savings could result from a 25:1 ratio (up to 12 teachers).

**Athletics**

San Elizario High School offers one athletic period during the school day supporting 419 students with 25 coaching assignments to an athletic period. This results in an overall average of 23.3 student athletes per coach compared to an overall class average of 17.8 for the campus.

**EXHIBIT 22A – HIGH SCHOOL ATHLETICS (Current Model)**

		San Elizario High School		
Class Period		Students	Coaches	Average
Period 8	Boys	231.0	9.5	24.3
	Girls	188.0	8.5	22.1
	<b>Total</b>	<b>419.0</b>	<b>18.0</b>	<b>23.3</b>
	<b>Total</b>	<b>419.0</b>	<b>18.0</b>	<b>23.3</b>

The conversion of three academic periods to athletic periods in boy’s athletics and two academic periods to girl’s athletics would provide a more equitable ratio compared to the academic class average for the athletes and coaches.

**EXHIBIT 22B – HIGH SCHOOL ATHLETICS (Alternative Model)**

		San Elizario High School		
Class Period		Students	Coaches	Average
Period 8	Boys	231.0	12.5	18.5
	Girls	188.0	10.5	17.9
	<b>Total</b>	419.0	23.0	18.2
<b>Total</b>		<b>419.0</b>	<b>23.0</b>	<b>18.2</b>

Ann M. Garcia-Enrique Middle School offers all sports before and after school instead of during the school day.

Certified teachers/coaches that are assigned to the athletic periods are included in the table below.

Approximately 22 percent of coaches are assigned to math while 17 percent of coaches are assigned to social studies and special education each. Variety in certifications among the coaching staff can assist with providing a more flexible master schedule.

**EXHIBIT 22C – TEACHING ASSIGNMENT OF COACHES**

Assignment	HS		MS		ES		Total	
	Coaches	%	Coaches	%	Coaches	%	Coaches	%
English	1.0	6%		0%		0%	1.0	6%
Math	4.0	25%		0%		0%	4.0	22%
Social Studies	3.0	19%		0%		0%	3.0	17%
Foreign Language	1.0	6%		0%		0%	1.0	6%
Health		0%	1.0	100%		0%	1.0	6%
PE	1.0	6%		0%	1.0	100%	2.0	11%
Special Ed	3.0	19%		0%		0%	3.0	17%
ISS/DAEP	1.0	6%		0%		0%	1.0	6%
Credit Recovery	1.0	6%		0%		0%	1.0	6%
Dance	1.0	6%		0%		0%	1.0	6%
<b>Total</b>	<b>16.0</b>		<b>1.0</b>		<b>1.0</b>		<b>18.0</b>	

## Maintenance

The director of support services oversees the San Elizario ISD maintenance, transportation, custodial, warehouse, grounds, and security departments. The district employs three supervisors: one maintenance/transportation supervisor, one custodial/grounds/warehouse supervisor, and one security supervisor.

The standards for maintenance provide a guideline of FTEs needed based on gross square footage and acres maintained. However, they do not consider other variables such as the age and condition of buildings, equipment available, duty schedules, type of maintenance plan in place (general versus preventive), non-maintenance duties assigned to staff, etc.

The Association of Physical Plant Administrators (APPA) recommends 19.0 positions based on gross square footage and number of acres maintained. San Elizario ISD employs 15.0 maintenance workers. The maintenance department completes the majority of the services and repairs conducted in the school district. The district spent \$47,000 in contracted services last school year for specialized repairs including air conditioning, fire alarm repairs, asbestos removal, and miscellaneous repairs.

Exhibit 23A provides a comparison of San Elizario ISD’s staffing allocations to the APPA standards.

### **EXHIBIT 23A – MAINTENANCE STAFFING**

Position	Gross Square Footage	Acres	APPA* Standard	APPA Staffing	Current Staffing	Proposed Change
General Maintenance Workers	753,883		1 : 500,000 GSF	2.0	2.0	0.0
HVAC Technicians	753,883		1 : 450,000 GSF	2.0	3.0	0.0
Plumbers, Kitchen Equipment	753,883		1 : 390,000 GSF	2.0	2.0	0.0
Electricians, Communication Techs	753,883		1 : 380,000 GSF	2.0	1.0	0.0
Carpenters, Locksmiths, Masons	753,883		1 : 300,000 GSF	3.0	1.0	0.0
Painters, Flooring, IPM	753,883		1 : 300,000 GSF	3.0		0.0
Groundsmen & Athletic Fields		161	1 : 35 acres	5.0	6.0	0.0
<b>Sub-Total</b>				<b>19.0</b>	<b>15.0</b>	<b>(4.0)</b>
Director					0.3	0.0
Supervisor					0.4	0.0
Administrative Assistant					1.0	0.0
Support Services Clerk					1.0	0.0
Warehouse and Grounds Supervisor					0.2	0.0
Warehouse Secretary					1.0	0.0
Warehouse Workers					4.0	0.0
<b>Total</b>					<b>22.9</b>	

\*Association of Physical Plant Administrators (APPA) standards per Gross Square Foot (GSF) are used for projections

Exhibit 23B provides a comparison of benchmark jobs typically found in the maintenance and operations department of school districts.

**EXHIBIT 23B – MAINTENANCE STAFFING PEER COMPARISON**

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	Big Spring ISD	El Campo ISD	Hidalgo ISD	Pampa ISD	Pleasanto n ISD	Seminole ISD	Taylor ISD
Chief Facilities and Operations Officer	0.5	0.1	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
Director of Maintenance	0.4	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Maintenance Foreman	0.0	0.5	0.0	1.0	0.0	0.0	2.0	1.0	0.0	0.0
Energy Manager	0.0	0.1	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0
Construction Project Specialist	0.0	0.1	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0
Carpenter	0.0	1.5	1.0	7.0	1.0	2.0	0.0	0.0	1.0	0.0
Electrician (Journeyman License)	1.0	1.0	1.0	0.0	1.0	1.0	1.0	2.0	1.0	1.0
General Maintenance Worker	3.5	6.0	4.0	7.0	4.0	24.0	2.0	2.0	1.0	4.0
Groundskeeper	6.0	4.5	5.0	4.0	4.0	4.0	5.0	8.0	2.0	4.0
HVAC Mechanic (Licensed)	3.0	1.0	1.0	0.0	1.0	3.0	1.0	0.0	1.0	1.0
Painter	0.0	0.4	0.0	1.0	0.0	0.0	0.0	0.0	1.0	1.0
Pest Control Specialist	0.5	0.3	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0
Plumber (Journeyman License)	1.0	0.4	0.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0
Warehouse Supervisor	0.3	0.3	0.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0
Warehouse Assistant	4.0	0.6	0.0	1.0	0.0	0.0	2.0	1.0	0.0	1.0
<b>Total</b>	<b>20.2</b>	<b>17.8</b>	<b>13.0</b>	<b>23.0</b>	<b>13.0</b>	<b>36.0</b>	<b>17.0</b>	<b>15.0</b>	<b>12.0</b>	<b>13.0</b>
Student Enrollment	3,436	3,442	3,677	3,980	3,637	3,103	3,497	3,552	3,000	3,093
Staff per 1,000 Students	5.9	5.2	3.5	5.8	3.6	11.6	4.9	4.2	4.0	4.2

\* FTE is based on the most recent TASB HR Services salary survey.

The San Elizario ISD maintenance department shows 20.2 FTEs compared to 17.8 for the average of the peer districts. The district is staffed above the average of the peer districts at 5.9 positions per 1,000 students compared to the peer district average of 5.2 positions per 1,000 students.

The primary difference between San Elizario ISD staffing and the peer districts is the number of warehouse workers the district employs. The district should investigate moving to a drop shipping model as opposed to ordering, storing, and delivering supplies from a warehouse. This model allows inventory to be delivered directly to the facility/campus when possible and allows for an absorption of warehouse staff.

An overall evaluation of the maintenance worker assignments and duties is recommended. Filling general maintenance and groundsman vacancies with skilled workers could help the department be more efficient.

## Custodial Services

The Association of Physical Plant Administrators (APPA) standards for custodial staffing provide a guideline of FTEs needed based on five appearance levels, 22 standard spaces, and cleanable square feet (CSF) maintained. However, they do not consider other variables such as the age and condition of buildings, equipment available, duty schedules, non-maintenance duties assigned to staff, etc. The level of cleaning desired and type of standard space maintained require a different amount of cleaning effort.

The standard for appearance level 2 (ordinary tidiness) and the average staffing levels for all standard spaces is one custodian per 19,000 CSF. San Elizario ISD currently staffs 34.5 custodians at an average of one custodian per 20,759 CSF, close to the recommended staffing level.

Exhibit 24A shows a summary of the APPA recommendations compared to current staffing allocations for facilities maintained by custodial staff.

### **EXHIBIT 24A – CUSTODIAL STAFFING**

Campus	Square Footage	Day Custodians	Evening Custodians	Total Custodians	Recommended* Custodians	Proposed Change
<b>Secondary Schools</b>						
San Elizario High School	201,166	5.0	5.0	10.0	10.0	0.0
Ann M. Garcia-Enriquez Middle School	152,623	3.0	3.5	6.5	8.0	1.0
<b>Elementary Schools</b>						
Lorenzo G. Alarcon Elementary School	73,563	2.0	1.5	3.5	4.0	0.0
Alfonso Borrego Sr. Elementary School	87,555	2.0	2.0	4.0	4.0	0.0
Josefa L. Sambrano Elementary School	92,720	2.0	3.0	5.0	5.0	0.0
Lorenzo G. Loya Primary School	68,740	1.0	2.0	3.0	3.0	0.0
<b>Other Facilities</b>						
Administration Building	18,014	1.0		1.0	1.0	0.0
Support Services Building and Fieldhouse	45,022	1.0		1.0	2.0	1.0
Excel Academy	14,480	0.5		0.5	1.0	0.0
<b>Sub-Total</b>	<b>753,883</b>	<b>17.5</b>	<b>17.0</b>	<b>34.5</b>	<b>38.0</b>	<b>2.0</b>
Custodial Supervisor				0.3		0.0
<b>Total</b>	<b>753,883</b>	<b>17.5</b>	<b>17.0</b>	<b>34.8</b>	<b>38.0</b>	<b>2.0</b>

\*Recommended custodians based on APPA standard of 1 custodian per 19,000 Cleanable Square Feet (CSF).

(ASF = 95% of actual square footage)

Current staffing = 1 custodian per 20,759 ASF

San Elizario ISD is staffed below the benchmark. Adding two custodians, one at the middle school and one at the support services/fieldhouse would bring the custodial staffing closer to the benchmark.

Exhibit 24B provides a comparison of benchmark jobs in the custodial department of peer districts who participated in the 2019–2020 HR Services salary survey.

**EXHIBIT 24B – CUSTODIAN STAFF COMPARISON**

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	Big Spring ISD	El Campo ISD	Hidalgo ISD	Pampa ISD	Pleasanto n ISD	Seminole ISD	Taylor ISD
Custodial Supervisor	0.3	0.3	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
High School Lead Custodian	1.0	1.1	1.0	1.0	0.0	3.0	2.0	1.0	0.0	1.0
Elementary School Lead Custodian	4.0	2.4	3.0	3.0	0.0	4.0	5.0	1.0	0.0	3.0
Custodian	29.5	26.6	33.0	35.0	0.0	23.0	27.0	30.0	29.0	36.0
<b>Total</b>	<b>34.8</b>	<b>30.4</b>	<b>38.0</b>	<b>40.0</b>	<b>0.0</b>	<b>30.0</b>	<b>34.0</b>	<b>32.0</b>	<b>29.0</b>	<b>40.0</b>
Student Enrollment	3,436	3,442	3,677	3,980	3,637	3,103	3,497	3,552	3,000	3,093
Staff per 1,000 Students	10.1	8.8	10.3	10.1	0.0	9.7	9.7	9.0	9.7	12.9

\* FTE is based on the most recent TASB HR Services salary survey.

The San Elizario ISD custodial department shows 34.8 FTEs compared to 30.4 for the average of the peer districts. The district is staffed above the average of the peer districts at 10.1 positions per 1,000 students compared to 8.8 positions per 1,000 students for the average of the peer districts

## Food Service

The San Elizario ISD food service department currently staffs a director, a nutrition services compliance officer, a specialist, an inventory clerk, six managers, and 31 campus cafeteria workers for a total of 41 employees.

San Elizario ISD participates in the Community Eligibility Provision (CEP) allowing the district to offer breakfast and lunch at no cost to all students without requiring families to complete an annual household meal benefits application.

An evaluation of the districts food service staffing was conducted using meals per labor hour (MPLH) at each respective campus based on data provided by the school district. The meal data is estimated from the 2019–2020 school year due to the campuses providing remote instruction at this time.

Exhibit 25A shows the results of the calculations.

### **EXHIBIT 25A – MPLH CAMPUS COMPARISON**

Campus	Campus Level	# Free Lunch	2020-2021 Enrollment	Total F/R Count	Avg Daily Breakfast Served	Avg Daily Lunch Served	Avg Daily Snacks Served	Avg Daily A la Carte Sales	Avg Daily Meal Equivalent	Avg Labor Hours per Day	Actual MPLH	Target MPLH	Staffing Efficiency (MPLH)
<b>Secondary Schools</b>													
San Elizario High School	HS	1027	1027	1,027	586	789	129	296.0	1,312	68.5	19.2	18.0	106%
Ann M. Garcia-Enriquez Middle School	MS	506	506	506	480	500	27	150.0	875	37.0	23.6	20.0	118%
<i>Secondary Total</i>		1533	1533	1,533	1,066	1,289	156	446.0	2,187	105.5	20.7	19.0	109%
<b>Elementary Schools</b>													
Lorenzo G. Alarcon Elementary School	ES	377	377	377	278	377	0	95.0	591	44.5	13.3	22.0	60%
Alfonso Borrego Sr. Elementary School	ES	496	496	496	373	395	0	176.0	697	51.5	13.5	22.0	62%
Josefa L. Sambrano Elementary School	ES	582	582	582	391	424	0	164.0	734	35.5	20.7	22.0	94%
Lorenzo G. Loya Primary School	ES	164	164	164	164	164	0	95.0	302	37.0	8.2	22.0	37%
<i>Elementary Total</i>		1619	1619	1,619	1,206	1,360	0	530.0	2,324	168.5	13.8	22.0	63%
<b>All Campuses Total</b>		<b>3152</b>	<b>3152</b>	<b>3,152</b>	<b>2,272</b>	<b>2,649</b>	<b>156</b>	<b>976.0</b>	<b>4,511</b>	<b>274.0</b>	<b>16.5</b>	<b>20.5</b>	<b>80%</b>

National Food Service Institute Management formula (Breakfast - 0.67 ME, Lunch - 1 ME, Snacks - 0.33, A la Carte - 3.3825)

The nationwide target ranges for MPLH for Texas school districts is elementary schools – 22, junior high/middle schools – 20, and high schools – 18. The older the student, the lower the MPLH. Establishing a three-point range using these targets is a common practice. For instance, at the elementary campuses, the range would be 21–23 MPLH.

The secondary campuses average 109 percent efficiency with actual meals per labor hour averaging 20.7. The elementary campuses have an efficiency of 63 percent with actual meals per labor hour averaging 13.8.

Exhibit 25B provides a comparison of benchmark jobs typically found in the food services department of school districts.

**EXHIBIT 25B – FOOD SERVICES PEER DISTRICT COMPARISON**

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	Big Spring ISD	El Campo ISD	Hidalgo ISD	Pampa ISD	Pleasanton ISD	Seminole ISD	Taylor ISD
Director of Child Nutrition	1.0	0.6	1.0	0.0	0.0	1.0	1.0	1.0	1.0	0.0
District Child Nutrition Supervisor	0.0	0.3	0.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0
High School Cafeteria Manager	1.0	0.9	2.0	0.0	1.0	0.0	2.0	1.0	1.0	0.0
Elementary School Cafeteria Manager	4.0	1.8	3.0	0.0	3.0	0.0	4.0	1.0	3.0	0.0
Cafeteria Worker	31.0	26.1	26.0	4.0	41.0	40.0	36.0	24.0	37.0	1.0
<b>Total</b>	<b>37.0</b>	<b>29.6</b>	<b>32.0</b>	<b>4.0</b>	<b>45.0</b>	<b>41.0</b>	<b>44.0</b>	<b>27.0</b>	<b>43.0</b>	<b>1.0</b>
Student Enrollment	3,436	3,442	3,677	3,980	3,637	3,103	3,497	3,552	3,000	3,093
Staff per 1,000 Students	10.8	8.6	8.7	1.0	12.4	13.2	12.6	7.6	14.3	0.3

\* FTE is based on the most recent TASB HR Services salary survey.

The San Elizario ISD food services department shows 37.0 FTEs compared to 29.6 for the average of the peer districts. The district is staffed above the average of the peer districts at 10.8 positions per 1,000 students compared to 8.6 positions per 1,000 students for the average of the peer districts. Differences in staff numbers may be due peer districts using a food service management company.

Due to the reconfiguration of the elementary campuses along with the current remote instructional setting, a more detailed analysis is needed to determine the appropriate positions needed to lead to improved efficiencies in the food services department. It appears more assistance is needed at Ann M. Garcia-Enriquez Middle School while several positions could be absorbed through vacancies at three of the four elementary campuses.

## Transportation

The San Elizario ISD transportation department currently staffs a supervisor, one secretary, one dispatcher, 32 bus drivers, and four bus monitors for a total of 39 employees.

The department manages 41 school buses and 34 vehicles in their white fleet. The district encompasses 13.4 square miles. Peer districts ranges from 33.0 to 1164.0 square miles.

Exhibit 26 below shows a comparison of the number of transportation staff at San Elizario ISD to the peer districts referenced earlier in the report. The data is based on the 2019–2020 TASB HR Services salary survey and jobs that fall into this category.

**EXHIBIT 26 – TRANSPORTATION STAFF COMPARISON**

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	Big Spring ISD	El Campo ISD	Hidalgo ISD	Pampa ISD	Pleasanton ISD	Seminole ISD	Taylor ISD
Chief Facilities and Operations Officer	0.5	0.1	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
Director of Transportation	0.0	0.8	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0
Transportation Supervisor	0.6	0.4	0.0	0.0	0.0	1.0	0.0	0.0	1.0	1.0
Transportation Dispatcher	1.0	0.5	1.0	1.0	0.0	0.0	1.0	0.0	0.0	1.0
Vehicle Mechanic	0.0	1.6	2.0	3.0	2.0	3.0	1.0	2.0	0.0	0.0
Bus Driver	19.5	17.5	15.0	12.0	17.0	20.0	16.0	23.0	19.0	18.0
Bus Monitor	4.0	5.1	4.0	6.0	4.0	4.0	9.0	3.0	2.0	9.0
Crossing Guard	0.0	0.3	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>25.6</b>	<b>26.3</b>	<b>23.0</b>	<b>26.0</b>	<b>24.0</b>	<b>29.0</b>	<b>28.0</b>	<b>29.0</b>	<b>22.0</b>	<b>29.0</b>
Student Enrollment	3,436	3,442	3,677	3,980	3,637	3,103	3,497	3,552	3,000	3,093
Staff per 1,000 Students	7.5	7.6	6.3	6.5	6.6	9.3	8.0	8.2	7.3	9.4

\* FTE is based on the most recent TASB HR Services salary survey.

The peer districts reported an average of 26.3 transportation staff positions ranging from 22.0 FTEs to 29.0 FTEs across the peer districts. San Elizario ISD is staffed slightly below the peer district average at 25.6 FTEs. When adjusted for student enrollment, the district staffs 7.5 positions per 1,000 students slightly below the average of the peer districts Of 7.6.

A more detailed analysis of bus routes can lead to improved efficiencies of the transportation department.

## Technology Department

The San Elizario ISD technology department currently staffs a director, secretary, network administrator, systems administrator, instructional technology officer, and six information technology specialists.

The technology department supports 2,500+ Chromebooks, 2,084 iPads/iPods, 2,000+ PC's, 119 Macbooks/iMacs, 240+ printers/copiers, 225 ActivPanels, and 95+ servers. The department manages the distance learning management system, cybersecurity and security systems, video surveillance, infrastructures, databases, technology systems, and instructional technology training.

Exhibit 27 below shows a comparison of the number of technology staff at San Elizario ISD to the peer districts. The data is based on the latest TASB HR Services salary survey and jobs that fall into this category.

### **EXHIBIT 27 – TECHNOLOGY STAFF COMPARISON**

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	Big Spring ISD	El Campo ISD	Hidalgo ISD	Pampa ISD	Pleasanto n ISD	Seminole ISD	Taylor ISD
Chief Technology Officer	1.0	0.3	0.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0
Director of Instructional Technology	0.0	0.3	0.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0
Instructional Technology Specialist	1.0	0.8	0.0	0.0	1.0	0.0	0.0	0.0	5.0	0.0
Network Administrator	1.0	0.8	1.0	1.0	0.0	1.0	1.0	1.0	0.0	1.0
Database Administrator	1.0	0.1	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0
IT Coordinator/Manager	0.0	0.8	1.0	1.0	0.0	1.0	1.0	0.0	1.0	1.0
Web Administrator	1.0	0.1	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
Computer Technician	6.0	2.0	2.0	2.0	0.0	2.0	4.0	2.0	1.0	3.0
Telecommunications Technician	0.0	0.1	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
Help Desk Technician	0.0	0.1	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
Network Technician	0.0	0.4	0.0	1.0	0.0	0.0	0.0	0.0	0.0	2.0
<b>Total</b>	<b>10.0</b>	<b>5.8</b>	<b>4.0</b>	<b>9.0</b>	<b>3.0</b>	<b>4.0</b>	<b>7.0</b>	<b>3.0</b>	<b>8.0</b>	<b>7.0</b>
Student Enrollment	3,436	3,442	3,677	3,980	3,637	3,103	3,497	3,552	3,000	3,093
Staff per 1,000 Students	2.9	1.7	1.1	2.3	0.8	1.3	2.0	0.8	2.7	2.3

\* FTE is based on the most recent TASB HR Services salary survey.

The peer districts reported an average of 5.8 technology staff positions ranging from 3.0 FTEs to 9.0 FTEs across the peer districts. San Elizario ISD is staffed above the peer district average at 10.0 FTEs. When adjusted for student enrollment, San Elizario ISD staffs 2.9 positions per 1,000 students compared to 1.7 for the average of the peer districts.

Staffing of a technology department typically aligns with the initiatives established for the school district and can vary depending on if the district is providing remote instruction, one-to-one, bring-your-own device (BYOD), or other initiatives.

## Security

The San Elizario ISD security department is managed by supervisor who oversees the 14 security guards.

Exhibit 28 shows a comparison of the number of staff at San Elizario ISD to the peer districts. The data is based on the 2019–2020 TASB HR Services salary survey. El Campo ISD, Hidalgo ISD, Pampa ISD, Seminole ISD, and Taylor ISD have been removed because they did not report any security staff at the time of this survey.

**EXHIBIT 28 – POLICE/SECURITY PEER COMPARISON**

Benchmark Job Title	San Elizario ISD	Avg of Peers	Bay City ISD	El Campo ISD	Pleasanton ISD
Chief of Police	0.0	0.3	1.0	0.0	1.0
Police Officer/Certified Peace Officer	0.0	1.4	8.0	0.0	3.0
Security Guard	15.0	0.1	0.0	1.0	0.0
<b>Total</b>	<b>15.0</b>	<b>1.8</b>	<b>9.0</b>	<b>1.0</b>	<b>4.0</b>
Student Enrollment	3,436	3,442	3,677	3,637	3,552
Staff per 1,000 Students	4.4	0.5	2.4	0.3	1.1

\* FTE is based on the most recent TASB HR Services salary survey.

The peer districts reported an average of 1.8 police and security staff positions ranging from 1.0 FTEs to 9.0 FTEs across the peer districts. San Elizario ISD is staffed well above the peer district average at 15.0 FTEs. When adding in the security supervisor, the district employs 16.0 security staff FTEs. When adjusted for student enrollment, San Elizario ISD staffs 4.4 positions per 1,000 students compared to 0.5 for the average of the peer districts.

An analysis of safety and security needs is recommended in order to bring more efficiencies to this department. This area represents potential cost savings through the absorption of vacancies in the future.

## Processes and Procedures

### Staffing Matrix

Creating a staffing matrix that the administration office may use to determine campus allocations, may provide guidance and clarity to campus and department leaders. This type of tool provides a process and framework for determining staffing implications and subsequently action plans necessary to ensure that the right people with the right skills are in the right place at the right time to properly serve students. It also provides a system for planning for change in a proactive manner instead of one that is reactionary.

The district administration may determine how staffing supports the district's mission and vision as well as the district's strategic plan. For example, start by determining the staffing ratio that is sought at each grade at the elementary level or in each core class at the secondary level. Placing this information in the matrix so that it may be shared with the principals will bring clarity to the staffing process. The district must also determine what positions will be exempt from the staffing formulas. Examples include special education staff, ESL, and Dyslexia. These types of programs should be staffed according to individual student needs that make up the program.

### Allocation Sheets

Once a staffing matrix is complete, allocation sheets can be designed to manage the staffing matrix. The allocation sheets may be shared with campus principals and managed yearly to reflect any changes in campus staffing. Using them at the start of the year and at the end of the year during the budget process is most helpful.

## Administrative and Instructional Support Staff

### Option 1

Consider restructuring the planning and instruction department in order to absorb two professional positions.

- San Elizario ISD staffs 4.7 planning and instruction professional staff per 1,000 students compared to the peer district average of 2.9 staff per 1,000 students.

## Campus Administration and Support Staff

### Option 1

Consider implementing the alternate library staffing model.

- This model absorbs one librarian at Lorenzo G. Primary School which has a projected enrollment of 161 students.
- This model redirects the library aide position from Ann M. Garcia- Enriquez Middle School to Lorenzo G. Primary School.

## Clerical/Paraprofessional Support

### Option 1

Consider implementing the alternate clinic staffing model.

- This model absorbs three clinic aides. One each at Ann M. Garcia-Enriquez Middle School, Alfonso Borrego Sr. Elementary School, and Josefa L. Sambrano Elementary School.
- Each campus is staffed with one RN or LVN to provide students with direct access to a school nurse.
- These three positions are included in the proposed educational aide staffing model.

### Option 2

Consider redirection of one elementary campus clerical position to San Elizario High School and absorption of one elementary campus clerical position through attrition.

- All four elementary campuses are over the benchmark of 4.5 campus clerical positions per 1,000 students.
- San Elizario High School is below the benchmark by two positions.

### Option 3

Consider absorption of seven non-campus support positions through attrition.

- The non-campus staffing benchmark is four positions per 1,000 students.
- San Elizario ISD is staffed at 20.0 non-campus positions compared to the recommended staffing of 12.5 positions.

**Option 4**

Consider implementing the proposed educational aide staffing model which absorbs 16 educational aides through attrition.

- Fourteen absorptions occur in general educational aide positions.
- The absorptions include the three clinic aides.
- This proposed staffing model includes the addition of one special education aide.

## Special Education Staff

**Option 1**

Consider addition of one special education aide in the resource/inclusion/CMC program.

- The recommended benchmark for the resource/inclusion/CMC program is 15:1 at the high school, 12:1 at the middle school, and 9:1 at the elementary school.
- This addition is included in the proposed educational aide staffing model.

## Teachers

**Option 1**

Consider absorption of nine elementary teachers through attrition.

- The absorption of nine teachers is needed to provide a 22:1 ratio in grades Pre-K through four and a 25:1 ratio in grades 5 and 6.

**Option 2**

Consider absorption of six middle school teachers through attrition.

- This will provide an overall average of 23.0 students per class.
- Additional savings could result from a 24:1 ratio (up to seven teachers).

**Option 3**

Consider absorption of nine high school teachers through attrition.

- This will provide an overall average of 23.5 students per class.
- Additional savings could result from a 25:1 ratio (up to 12 teachers).

**Option 4**

Consider reassignment of coaches in the academic classes to athletic periods at San Elizario High School.

- The current coach to athlete ratio is 1:23.3.
- The current academic class average is 1:17.8.
- The conversion of three academic classes to athletic periods in boy's athletics and two in girl's athletics would bring the athletic average size closer to the academic class average.

## Auxiliary Services

### **Option 1**

Consider analyzing the procedures of the maintenance department in order to increase efficiencies in the department.

- Currently, the district operates a warehouse that receives, stores, and delivers inventory to campuses and departments as needed.
- The district employs five warehouse staff.
- Transitioning to a drop ship method could provide significant cost savings to the district.

### **Option 2**

Consider adding two custodial staff, one at Ann M. Garcia-Enriquez Middle School and one at the support service building/fieldhouse.

- The standard for appearance level 2 (ordinary tidiness) and the average staffing levels for all standard spaces is one custodian per 19,000 CSF.
- San Elizario ISD currently staffs at an average of one custodian per 20,759 CSF.

### **Option 3**

Consider analyzing the food services department for efficiencies.

- The nationwide target ranges for MPLH for Texas school districts for elementary schools – 22, middle schools – 20, and high schools – 18.
- The secondary campuses average 109 percent efficiency with actual meals per labor hour averaging 20.7.
- The elementary campuses average 63 percent efficiency with actual meals per labor hour averaging 13.8.

### **Option 4**

Consider analyzing the transportation department for efficiencies.

- San Elizario ISD staffs 7.6 transportation staff per 1,000 students equal to the average of the peer districts.
- San Elizario encompasses 13.4 square miles. Peer districts ranges from 33.0 to 1,164.0 square miles.

### **Option 5**

Consider creating a staffing ratio for the technology department based on the number of devices, users, and initiatives.

- The technology department employs 2.9 staff per 1,000 students compared to the peer district average of 1.9 per 1,000 students.

### **Option 6**

Consider evaluating the security department for efficiencies.

- The district currently employs 15 security guards compared to 0.3 for the average of the peer districts.

## Processes and Procedures

### *Option 1*

Consider creating a district staffing matrix for campuses and departments.

- This would provide a framework for adjusting staffing based on changes.
- It would provide guidance and clarity for principals and department leaders.

The estimated cost impact of options is itemized in the chart below.

<b>Alternative Staffing Models</b>	<b>Absorptions / Additions</b>	<b>Individual personnel cost</b>	<b>Cost increase / savings</b>
<b>Administrative/Professional Staff</b>			
Absorption of 2 P & I professional staff	(2.0)	\$80,000	(\$160,000)
Absorption of 1 librarian	(1.0)	\$64,000	(\$64,000)
<b>Clerical Staff</b>			
Absorption of 1 campus clerical positions	(1.0)	\$25,000	(\$25,000)
Absorption of 7 non-campus clerical positions	(7.0)	\$30,000	(\$210,000)
<b>Instructional Support Staff</b>			
Absorption of 16 educational aides	(16.0)	\$18,000	(\$288,000)
<b>Teachers</b>			
Absorption of 9 elementary teachers	(9.0)	\$52,168	(\$469,512)
Absorption of 6 middle school teachers	(6.0)	\$52,168	(\$313,008)
Absorption of 9 high school teachers	(9.0)	\$52,168	(\$469,512)
<b>Auxiliary Staff</b>			
Addition of 2 custodians	2.0	\$20,000	\$40,000
<b>Total Cost Increase / (Savings)</b>			<b>(\$1,959,032)</b>

<sup>1</sup> All absorptions achieved through attrition.



# San Elizario ISD Staffing Review

Cheryl Hoover  
October 2020



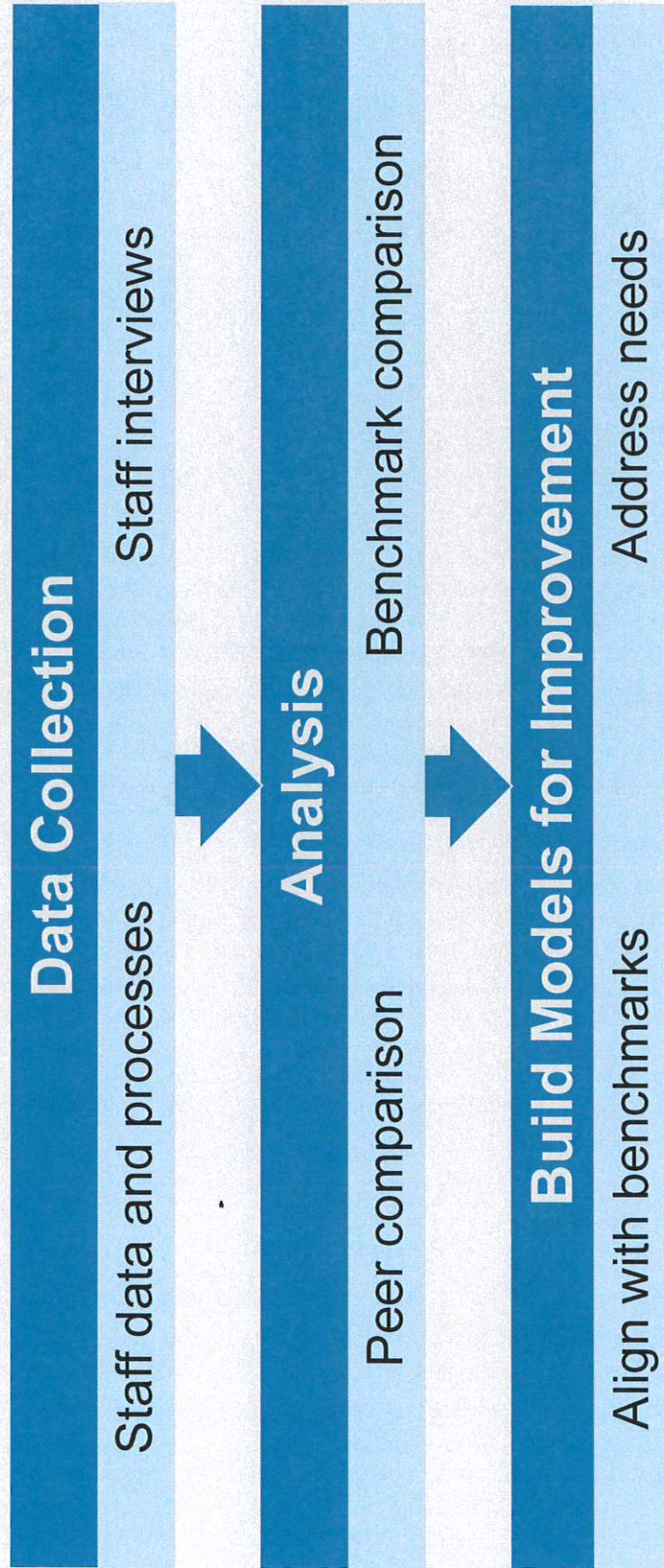
HR Services

*This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional advisor. Consult with your attorney or professional advisor to apply these principles to specific fact situations.*

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# TASB Staffing Review Process



# Benchmarking



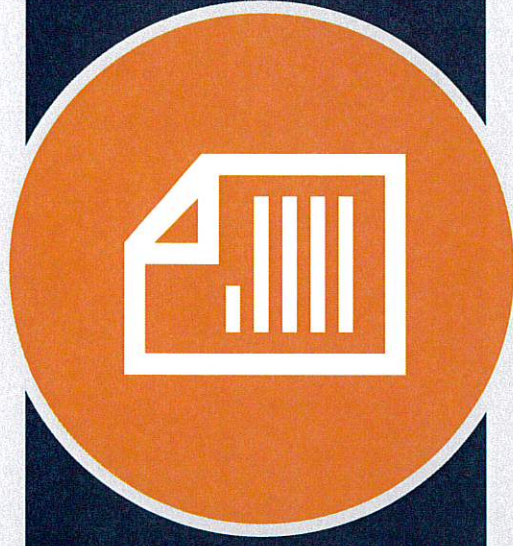


# Benchmarking

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- Why benchmark?
- What benchmarks were used in this analysis?

# Summary of Findings & Options



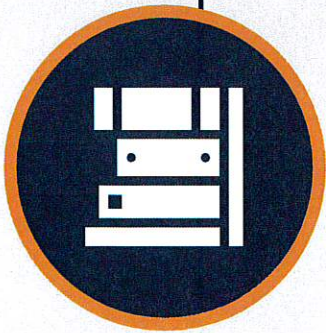


## Administrative Staff

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Consider absorption of two planning and instruction positions

- San Elizario ISD staffs 4.7 planning and instruction professional staff per 1,000 students compared to the peer district average of 2.9 staff per 1,000 students



## Library Staff

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Consider implementing the alternate library staffing model

- Absorbs one librarian position
- Redirects one library aide position



## Clinic Staff

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Consider implementing the alternate clinic staffing model

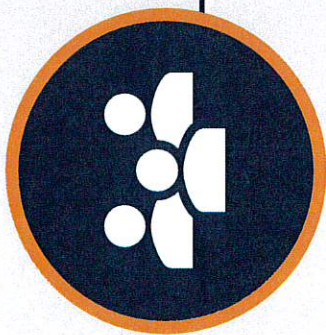
- Absorbs three clinic aides
- Each campus is staffed with one RN or LVN



## Clerical/Paraprofessional Staff

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- Consider redirecting one elementary clerical staff position to the high school
- Consider absorption of one elementary clerical position

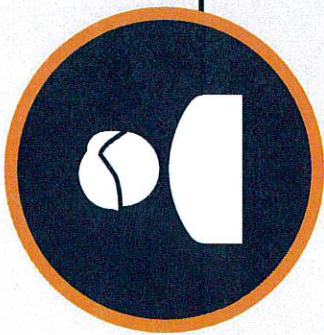


## Non-Campus Support Staff

---

Consider absorption of seven non-campus clerical positions.

- The non-campus staffing benchmark is four positions per 1,000 students.
- San Elizario ISD is staffed at 20.0 non-campus positions compared to the recommended staffing of 12.5 positions.

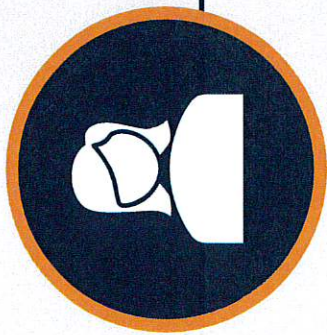


## Educational Aides

---

Consider implementing the proposed educational aide staffing model which absorbs 16 educational aides

- 14 absorptions occur in general education
- Three absorptions are the clinic aides
- One addition of a special education aide



## Special Education Staff

---

- Consider the addition of one special education aide in the resource/inclusion/CMC program
- Redirect two special education aides



## Elementary Teachers

---

Consider the absorption of up to nine elementary teachers through attrition

- The absorption of nine teachers is needed to provide a 22:1 ratio in grades Pre-K through four and a 25:1 ratio in grades 5 and 6.



## Middle School Teachers

---

Consider the absorption of up to six middle school teachers through attrition

- This will provide an overall average of 23.0 students per class
- Additional savings could result from a 24:1 ratio (up to seven teachers)



## High School Teachers

---

Consider absorption of up to nine high school teachers through absorption

- This will provide an overall average of 23.5 students per class.
- Additional savings could result from a 25:1 ratio (up to 13 teachers)



# Athletic Periods

---

Consider reassignment of coaches in the academic classes to athletic periods at

## San Elizario High School

- The current coach to athlete ratio is 1:23.3.
- The current academic class average is 1:17.8.
- The conversion of three academic classes to athletic periods in boys' athletics and two in girl's athletics would bring the athletic average size closer to the academic class average.



# Maintenance Staff

---

Consider analyzing the procedures of the maintenance department in order to increase efficiencies in the department

- Currently, the district operates a warehouse that receives, stores, and delivers inventory to campuses and departments as needed
- The district employs five warehouse staff
- Transitioning to a drop ship method could provide significant cost savings to the district

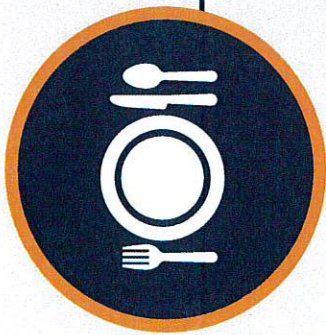


# Custodial Staff

---

## Consider adding two custodians

- One at Ann M. Garcia-Enriquez Middle School and one at the support services building/fieldhouse
- San Elizario ISD currently staffs at an average of one custodian per 20,759 CSF
- The standard for appearance level 2 (ordinary tidiness) and the average staffing levels for all standard spaces is one custodian per 19,000 CSF.

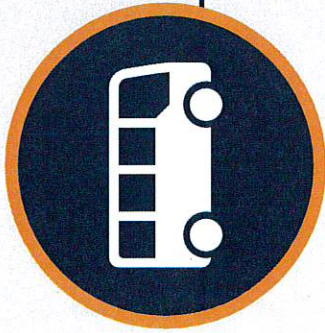


# Child Nutrition

---

## Consider analyzing the food services department for efficiencies

- The nationwide target ranges for MPLH for Texas school districts for elementary schools – 22, middle schools – 20, and high schools – 18
- The secondary campuses average 109 percent efficiency with actual meals per labor hour averaging 20.7
- The elementary campuses average 63 percent efficiency with actual meals per labor hour averaging 13.8



# Transportation

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Consider analyzing the transportation department for efficiencies

- San Elizario ISD staffs 7.6 transportation staff per 1,000 students equal to the average of the peer districts
- San Elizario encompasses 13.4 square miles.
- Peer districts ranges from 33.0 to 1,164.0 square miles



# Technology

---

Consider creating a staffing ratio based on the number of devices, users, and initiatives

- The technology department employs 2.9 staff per 1,000 students compared to the peer district average of 1.9 per 1,000 students.
- The technology department employs 10 employees compared to the peer district average of 5.8.

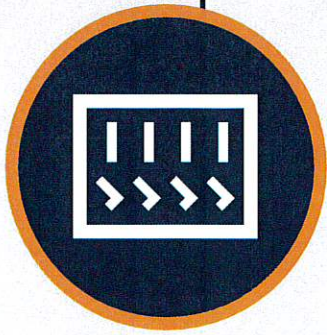


# Security

---

Consider evaluating the security department for efficiencies

- The district currently employs 15 security guards compared to 0.3 for the average of the peer districts



## Processes and Procedures

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- Consider creating a district staffing matrix for departments and campuses
- Provides a framework for adjusting staffing based on changes
- Provides guidance and clarity for principals and department leaders

# Looking Ahead





# Costs

Alternative Staffing Models	Absorptions / Additions	Individual personnel cost	Cost increase / savings
<b>Administrative/Professional Staff</b>			
Absorption of 2 P & I professional staff	(2.0)	\$80,000	(\$160,000)
Absorption of 1 librarian	(1.0)	\$64,000	(\$64,000)
<b>Clerical Staff</b>			
Absorption of 1 campus clerical positions	(1.0)	\$25,000	(\$25,000)
Absorption of 7 non-campus clerical positions	(7.0)	\$30,000	(\$210,000)
<b>Instructional Support Staff</b>			
Absorption of 16 educational aides	(16.0)	\$18,000	(\$288,000)
<b>Teachers</b>			
Absorption of 9 elementary teachers	(9.0)	\$52,168	(\$469,512)
Absorption of 6 middle school teachers	(6.0)	\$52,168	(\$313,008)
Absorption of 9 high school teachers	(9.0)	\$52,168	(\$469,512)
<b>Auxiliary Staff</b>			
Addition of 2 custodians	2.0	\$20,000	\$40,000
<b>Total Cost Increase / (Savings)</b>			<b>(\$1,959,032)</b>

<sup>1</sup> All absorptions achieved through attrition.



## Projection

---

- Recommendations
- Reductions by attrition
- Evaluate the master schedules
- Gradual implementation
- Utilize a district staffing plan

Cheryl Hoover

800.580.7782

hrservices@tasb.org



@tasbhrs



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

## MEMORANDUM

**To:** Members of the San Elizario ISD Board of Trustees  
**From:** Dr. Jeannie Meza-Chavez, Superintendent  
**Subject:** Future Board Meetings Amid COVID-19 Pandemic  
**Date:** Wednesday, November 18, 2020

---

### HISTORY:

Due to the pandemic, the monthly San Elizario ISD Board of Trustees meetings have been held virtually since April 2020 up until present time. The SEISD's priority has been to prepare all classrooms with safety precautions in order to mitigate COVID-19 for staff and students. Attached please see the safety preparations that have also been applied to the board room.

### RATIONALE:

As per Governor Abbott, he granted the Office of the Attorney General's request to hold Virtual and Telephonic Open Meetings to Maintain Government Transparency in order to mitigate COVID-19.

### BUDGET:

There is not an impact to the budget.

### ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is for the Board of Trustees to provide guidance on the convening future board meetings amid the COVID-19 pandemic.

**Please check one:**     For approval     Report / Information only     Recognition only

*San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*

## Office of the Texas Governor | Greg Abbott

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Governor Abbott Allows Virtual And Telephonic Open Meetings To Maintain Government Transparency ()

# Governor Abbott Allows Virtual And Telephonic Open Meetings To Maintain Government Transparency

March 16, 2020 | Austin, Texas | [Press Release](#)*Ensures continued government operation while preserving transparency*

Governor Greg Abbott today acted to maintain government transparency and continued government operations while reducing face-to-face contact for government open meetings. As Texas works to mitigate the spread of COVID-19, the Governor granted the Office of the Attorney General's request for suspension of certain open-meeting statutes. This temporary suspension will allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in-person meetings that assemble large groups of people.

"Even as the State of Texas takes precautionary measures to contain the spread of COVID-19, we also have a responsibility to maintain government transparency," said Governor Abbott. "With today's action, Texas is reducing non-essential in-person contact for a limited period, while ensuring that state and local government entities continue to work to fulfill necessary functions and with full transparency for the people of Texas. I urge state and local officials to do their part to mitigate the spread of COVID-19 by<sup>133</sup> avoiding meetings that bring people into large group settings."

In accordance with section 418.016 of the Texas Government Code, Governor Abbott has suspended various provisions that require government officials and members of the public to be physically present at a specified meeting location. This temporary suspension will leave important open-meeting protections in place:

- Members of the public will be entitled to participate and address the governmental body during any telephonic or videoconference meeting.
- To hold a telephonic or videoconference meeting, a governmental body must post a written notice that gives the public a way to participate remotely, such as a toll-free dial-in number, and that includes an electronic copy of any agenda packet that officials will consider at the meeting.
- A governmental body must provide the public with access to a recording of any telephonic or videoconference meeting.

State and local officials who have questions about open-meeting requirements after this suspension should submit them to the Office of the Attorney General via e-mail at [TOMA@oag.texas.gov](mailto:TOMA@oag.texas.gov) (<mailto:TOMA@oag.texas.gov>), or by leaving a message at (888) 672-6787. Officials with questions about teleconference and videoconference capabilities offered by the Texas Department of Information Resources should visit [dir.texas.gov](http://dir.texas.gov) or call (512) 475-4700. Officials who hold videoconference meetings are encouraged to provide for participation via telephone for members of the public without videoconferencing capability. If officials are not holding a telephonic or videoconference meeting, all open-meeting requirements apply.

Home	Governor Abbott	First Lady	Initiatives	News	Organization	Contact
	<b>Office of the Texas Governor</b> P.O. Box 12428 Austin Texas 78711 (512) 463-2000		134	Employment Site Policies Accessibility	Where the Money Goes TRAIL Search Texas Veterans Portal	







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:** Norberto Rivas, Chief Financial Officer  
**Subject:** Financial Reports - Tax Report  
**Date:** November 18, 2020

**HISTORY:** The primary source of state funding for Texas school districts is the Foundation School Program (FSP). This program ensures that all school districts, regardless of property wealth, receive “substantially equal access to similar revenue per student at similar tax effort.” The District’s current tax rate was approved at the August 14, 2019 regular Board meeting for a total rate of \$1.1461. The Maintenance & Operations (M&O) rate which pays for items such as staff salaries, supplies, materials, transportation and utilities was \$1.0287 while the Interest & Sinking (I&S) rate which pays for bonded debt was \$0.1174.

**RATIONALE:** The purpose of this agenda item is to report collections made for the current 2019 tax year which is based on the levy billed on October 1, 2019.

**BUDGET IMPACT:** Collections as of September 30, 2020 is summarized below. There is no property tax collection analysis report available at the time, but when the report does become available for the new tax year beginning on October 1, 2020 it will contain the period of September 2020.

	M&O	I&S	Total	Collections
Current Year Levy	\$0	\$0	\$0	
Current Year Collections	\$0	\$0	\$0	\$0
Current Year Levy Outstanding	\$0	\$0	\$0	
Prior Year Collections				\$16,713
Penalty & Interest Collections				\$6,235
Total Collections				\$22,948

**ADMINISTRATIVE RECOMMENDATION:** This report is for information only.

**Please check one:**     For approval     Report / Information only     Recognition only

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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Norberto Rivas, Chief Financial Officer  
**Subject:** Financial Reports – Financial Statements  
**Date:** November 18, 2020

---

**HISTORY:** The district’s fiscal year runs from July 1st through June 30th. The district’s fiscal accounts are audited annually and the results are typically presented at the regular board meeting in November.

**RATIONALE:** The purpose of this agenda item is to present unaudited interim financial statements as of September 30, 2020 which are attached to this memo.

**BUDGET IMPACT:** There is no budget impact associated with this agenda item.

**ADMINISTRATIVE RECOMMENDATION:** This report is for information only.

**Please check one:**     For approval     Report / Information only     Recognition only

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SAN ELIZARIO ISD  
BALANCE SHEET  
GOVERNMENTAL FUNDS - UNAUDITED  
AS OF SEPTEMBER 30, 2020

Data Control Codes	General Fund	ESEA I, A Improving Basic Program	ESSER Grant
<b>ASSETS</b>			
1110 Cash and Cash Equivalents	\$ 9,521,975	\$ -	\$ -
1220 Property Taxes - Delinquent	647,505	-	-
1230 Allowance for Uncollectible Taxes (Credit)	(59,332)	-	-
1240 Receivables from Other Governments	132,296	751,319	706,765
1250 Accrued Interest	762	-	-
1260 Due from Other Funds	2,289,760	-	-
1300 Inventories	196,104	-	-
1000 Total Assets	<u>\$ 12,729,070</u>	<u>\$ 751,319</u>	<u>\$ 706,765</u>
<b>LIABILITIES</b>			
2110 Accounts Payable	\$ 360,525	\$ 18,704	\$ 38,781
2150 Payroll Deductions and Withholdings Payable	264,448	-	-
2160 Accrued Wages Payable	1,849,147	144,254	21,876
2170 Due to Other Funds	1,187,766	588,361	646,109
2180 Due to Other Governments	9,138	-	-
2200 Accrued Expenditures	119,022	-	-
2300 Unearned Revenues	24,049	-	-
2000 Total Liabilities	<u>3,814,095</u>	<u>751,319</u>	<u>706,766</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
2601 Unavailable Revenue - Property Taxes	588,174	-	-
2600 Total Deferred Inflows of Resources	<u>588,174</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCES</b>			
Nonspendable Fund Balance:			
3410 Inventories	172,055	-	-
Restricted Fund Balance:			
3450 Federal or State Funds Grant Restriction	(96,325)	-	-
3470 Capital Acquisition and Contractual Obligation	-	-	-
3480 Retirement of Long-Term Debt	-	-	-
3490 Other Restricted Fund Balance	-	-	-
3600 Unassigned Fund Balance	8,251,071	-	-
3000 Total Fund Balances	<u>8,326,801</u>	<u>-</u>	<u>-</u>
4000 Total Liabilities, Deferred Inflows & Fund Balances	<u>\$ 12,729,070</u>	<u>\$ 751,319</u>	<u>\$ 706,766</u>

The notes to the financial statements are an integral part of this statement.

Other Funds	Total Governmental Funds
\$ 2,285,015	\$ 11,806,990
54,181	701,686
(4,845)	(64,177)
906,141	2,496,521
-	762
480,604	2,770,364
-	196,104
<u>\$ 3,721,096</u>	<u>\$ 17,908,250</u>
\$ 10,038	\$ 428,048
-	264,448
57,743	2,073,020
688,016	3,110,252
73,400	82,538
-	119,022
21,189	45,238
<u>850,386</u>	<u>6,122,566</u>
<u>49,336</u>	<u>637,510</u>
<u>49,336</u>	<u>637,510</u>
-	172,055
490,749	394,424
1,739,646	1,739,646
460,286	460,286
130,692	130,692
-	8,251,071
<u>2,821,373</u>	<u>11,148,174</u>
<u>\$ 3,721,095</u>	<u>\$ 17,908,250</u>

SAN ELIZARIO ISD  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS - UNAUDITED  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2020

Data Control Codes	General Fund	ESEA I, A Improving Basic Program	ESSER Grant
REVENUES:			
5700 Total Local and Intermediate Sources	\$ 111,065	\$ -	\$ -
5800 State Program Revenues	7,824,402	-	-
5900 Federal Program Revenues	184,613	570,533	678,616
5020 Total Revenues	<u>8,120,080</u>	<u>570,533</u>	<u>678,616</u>
EXPENDITURES:			
Current:			
0011 Instruction	4,936,770	229,455	344,759
0012 Instructional Resources and Media Services	152,644	9,686	-
0013 Curriculum and Instructional Staff Development	44,128	274,311	-
0021 Instructional Leadership	200,432	-	-
0023 School Leadership	556,341	-	-
0031 Guidance, Counseling and Evaluation Services	325,789	-	-
0032 Social Work Services	46,889	-	-
0033 Health Services	115,098	23,797	65,195
0034 Student (Pupil) Transportation	278,035	-	3,489
0035 Food Services	514,255	-	-
0036 Extracurricular Activities	177,782	-	-
0041 General Administration	443,378	-	-
0051 Facilities Maintenance and Operations	688,382	-	265,173
0052 Security and Monitoring Services	214,595	-	-
0053 Data Processing Services	391,755	-	-
0061 Community Services	3,740	33,284	-
Debt Service:			
0073 Bond Issuance Cost and Fees	-	-	-
Capital Outlay:			
0081 Facilities Acquisition and Construction	-	-	-
Intergovernmental:			
0099 Other Intergovernmental Charges	8,520	-	-
6030 Total Expenditures	<u>9,098,533</u>	<u>570,533</u>	<u>678,616</u>
1100 Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(978,453)</u>	<u>-</u>	<u>-</u>
OTHER FINANCING SOURCES (USES):			
7912 Sale of Real and Personal Property	55	-	-
8911 Transfers Out (Use)	(1,500,000)	-	-
7080 Total Other Financing Sources (Uses)	<u>(1,499,945)</u>	<u>-</u>	<u>-</u>
1200 Net Change in Fund Balances	(2,478,398)	-	-
0100 Fund Balance - July 1 (Beginning)	<u>10,805,200</u>	<u>-</u>	<u>-</u>
3000 Fund Balance - June 30 (Ending)	<u>\$ 8,326,802</u>	<u>\$ -</u>	<u>\$ -</u>

The notes to the financial statements are an integral part of this statement.

Other Funds	Total Governmental Funds
\$ 13,141	\$ 124,206
33,427	7,857,829
547,949	1,981,711
594,517	9,963,746
249,778	5,760,762
3,719	166,049
82,441	400,880
6,205	206,637
1,464	557,805
8,453	334,242
-	46,889
-	204,090
-	281,524
59,217	573,472
3,105	180,887
-	443,378
13,074	966,629
-	214,595
-	391,755
-	37,024
400	400
(11,688)	(11,688)
-	8,520
416,168	10,763,850
178,349	(800,104)
-	55
-	(1,500,000)
-	(1,499,945)
178,349	(2,300,049)
2,643,021	13,448,221
\$ 2,821,370	\$ 11,148,172

SAN ELIZARIO ISD  
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL - GENERAL FUND - UNAUDITED  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2020

Data Control Codes		Budgeted Amounts		Actual Amounts (GAAP BASIS)	Variance With Final Budget Positive or (Negative)
		Original	Final		
REVENUES:					
5700	Total Local and Intermediate Sources	\$ 2,841,721	\$ 2,841,721	\$ 111,065	\$ (2,730,656)
5800	State Program Revenues	32,800,279	32,800,279	7,824,402	(24,975,877)
5900	Federal Program Revenues	4,422,324	4,422,324	184,613	(4,237,711)
5020	Total Revenues	40,064,324	40,064,324	8,120,080	(31,944,244)
EXPENDITURES:					
Current:					
0011	Instruction	20,403,722	19,649,389	4,936,770	14,712,619
0012	Instructional Resources and Media Services	527,959	527,959	152,644	375,315
0013	Curriculum and Instructional Staff Development	193,200	193,200	44,128	149,072
0021	Instructional Leadership	720,694	720,694	200,432	520,262
0023	School Leadership	2,179,033	2,099,033	556,341	1,542,692
0031	Guidance, Counseling and Evaluation Services	1,286,786	1,211,786	325,789	885,997
0032	Social Work Services	166,059	166,059	46,889	119,170
0033	Health Services	535,185	465,185	115,098	350,087
0034	Student (Pupil) Transportation	1,352,296	1,352,296	278,035	1,074,261
0035	Food Services	3,789,324	3,789,324	514,255	3,275,069
0036	Extracurricular Activities	1,062,225	1,062,225	177,782	884,443
0041	General Administration	1,604,260	1,604,260	443,378	1,160,882
0051	Facilities Maintenance and Operations	4,012,334	3,362,334	688,382	2,673,952
0052	Security and Monitoring Services	1,027,670	1,027,670	214,595	813,075
0053	Data Processing Services	1,141,464	1,141,464	391,755	749,709
0061	Community Services	42,280	42,280	3,740	38,540
Debt Service:					
0071	Principal on Long Term Debt	800,000	800,000	-	800,000
0072	Interest on Long Term Debt	34,992	34,992	-	34,992
0073	Bond Issuance Cost and Fees	1,008	1,008	-	1,008
Intergovernmental:					
0099	Other Intergovernmental Charges	44,500	44,500	8,520	35,980
6030	Total Expenditures	40,924,991	39,295,658	9,098,533	30,197,125
1100	Excess (Deficiency) of Revenues Over (Under) Expenditures	(860,667)	768,666	(978,453)	(1,747,119)
OTHER FINANCING SOURCES (USES):					
7912	Sale of Real and Personal Property	5,000	5,000	55	(4,945)
8911	Transfers Out (Use)	(1,500,000)	(1,500,000)	(1,500,000)	-
7080	Total Other Financing Sources (Uses)	(1,495,000)	(1,495,000)	(1,499,945)	(4,945)
1200	Net Change in Fund Balances	(2,355,667)	(726,334)	(2,478,398)	(1,752,064)
0100	Fund Balance - July 1 (Beginning)	-	10,805,200	10,805,200	-
3000	Fund Balance - June 30 (Ending)	\$ (2,355,667)	\$ 10,078,866	\$ 8,326,802	\$ (1,752,064)

SAN ELIZARIO ISD  
 COMBINING BALANCE SHEET  
 NONMAJOR GOVERNMENTAL FUNDS - UNAUDITED  
 AS OF SEPTEMBER 30, 2020

Data Control Codes	206 ESEA Title X, Pt.C Homeless	212 ESEA Title I Part C Migrant	224 IDEA - Part B Formula	225 IDEA - Part B Preschool
<b>ASSETS</b>				
1110	Cash and Cash Equivalents	\$ -	\$ -	\$ -
1220	Property Taxes - Delinquent	-	-	-
1230	Allowance for Uncollectible Taxes (Credit)	-	-	-
1240	Receivables from Other Governments	-	18,431	249,534
1260	Due from Other Funds	-	-	7,531
1000	<b>Total Assets</b>	<u>\$ -</u>	<u>\$ 18,431</u>	<u>\$ 249,534</u>
<b>LIABILITIES</b>				
2110	Accounts Payable	\$ -	\$ 6,647	\$ -
2160	Accrued Wages Payable	-	980	47,835
2170	Due to Other Funds	-	10,805	201,699
2180	Due to Other Governments	-	-	6,924
2300	Unearned Revenues	-	-	-
2000	<b>Total Liabilities</b>	<u>-</u>	<u>18,432</u>	<u>249,534</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
2601	Unavailable Revenue - Property Taxes	-	-	-
2600	<b>Total Deferred Inflows of Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCES</b>				
Restricted Fund Balance:				
3450	Federal or State Funds Grant Restriction	-	-	-
3480	Retirement of Long-Term Debt	-	-	-
3490	Other Restricted Fund Balance	-	-	-
3000	<b>Total Fund Balances</b>	<u>-</u>	<u>-</u>	<u>-</u>
4000	<b>Total Liabilities, Deferred Inflows &amp; Fund Balances</b>	<u>\$ -</u>	<u>\$ 18,432</u>	<u>\$ 249,534</u>

242 Summer Feeding Program	244 Career and Technical - Basic Grant	255 ESEA II,A Training and Recruiting	263 Title III, A English Lang. Acquisition	266 ESSER Grant	288 Title III, A Summer LEP	289 Title IV, A SSAEP	397 Advanced Placement Incentives
\$ 11,183	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
152,489	-	53,793	37,605	706,765	130	47,938	-
327,077	-	-	-	-	-	-	1,391
<u>\$ 490,749</u>	<u>\$ -</u>	<u>\$ 53,793</u>	<u>\$ 37,605</u>	<u>\$ 706,765</u>	<u>\$ 130</u>	<u>\$ 47,938</u>	<u>\$ 1,391</u>
\$ -	\$ -	\$ -	\$ -	\$ 38,781	\$ -	\$ -	\$ -
-	-	5,620	2,701	21,876	-	-	-
-	-	48,173	34,904	646,109	130	47,645	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	292	1,391
-	-	53,793	37,605	706,766	130	47,937	1,391
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
490,749	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
<u>490,749</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 490,749</u>	<u>\$ -</u>	<u>\$ 53,793</u>	<u>\$ 37,605</u>	<u>\$ 706,766</u>	<u>\$ 130</u>	<u>\$ 47,937</u>	<u>\$ 1,391</u>

SAN ELIZARIO ISD  
 COMBINING BALANCE SHEET  
 NONMAJOR GOVERNMENTAL FUNDS - UNAUDITED  
 AS OF SEPTEMBER 30, 2020

Data Control Codes	410 State Textbook Fund	425 SPED Fiscal Support Round 2	426 Achievement Stipends	427 School Safety & Security Grant
<b>ASSETS</b>				
1110	Cash and Cash Equivalents	\$ -	\$ -	\$ -
1220	Property Taxes - Delinquent	-	-	-
1230	Allowance for Uncollectible Taxes (Credit)	-	-	-
1240	Receivables from Other Governments	-	-	1,354
1260	Due from Other Funds	4,837	16,707	-
1000	<b>Total Assets</b>	<u>\$ 4,837</u>	<u>\$ 16,707</u>	<u>\$ 1,354</u>
<b>LIABILITIES</b>				
2110	Accounts Payable	\$ 2,037	\$ -	\$ 1,354
2160	Accrued Wages Payable	-	-	-
2170	Due to Other Funds	-	-	-
2180	Due to Other Governments	-	-	-
2300	Unearned Revenues	2,799	16,707	-
2000	<b>Total Liabilities</b>	<u>4,836</u>	<u>16,707</u>	<u>1,354</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
2601	Unavailable Revenue - Property Taxes	-	-	-
2600	<b>Total Deferred Inflows of Resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCES</b>				
Restricted Fund Balance:				
3450	Federal or State Funds Grant Restriction	-	-	-
3480	Retirement of Long-Term Debt	-	-	-
3490	Other Restricted Fund Balance	-	-	-
3000	<b>Total Fund Balances</b>	<u>-</u>	<u>-</u>	<u>-</u>
4000	<b>Total Liabilities, Deferred Inflows &amp; Fund Balances</b>	<u>\$ 4,836</u>	<u>\$ 16,707</u>	<u>\$ 1,354</u>

428 TCEQ Grant	429 Other State Special Revenue Funds	461 Campus Activity Funds	Total Nonmajor Special Revenue Funds	599 Debt Service Fund	Total Nonmajor Governmental Funds
\$ -	\$ -	\$ 100	\$ 11,283	\$ 534,086	\$ 545,369
-	-	-	-	54,181	54,181
-	-	-	-	(4,845)	(4,845)
337,336	-	-	1,612,906	-	1,612,906
-	-	130,592	480,604	-	480,604
<u>\$ 337,336</u>	<u>\$ -</u>	<u>\$ 130,692</u>	<u>\$ 2,104,793</u>	<u>\$ 583,422</u>	<u>\$ 2,688,215</u>
\$ -	\$ -	\$ -	\$ 48,819	\$ -	\$ 48,819
-	-	-	79,619	-	79,619
337,336	-	-	1,333,725	400	1,334,125
-	-	-	-	73,400	73,400
-	-	-	21,189	-	21,189
<u>337,336</u>	<u>-</u>	<u>-</u>	<u>1,483,352</u>	<u>73,800</u>	<u>1,557,152</u>
-	-	-	-	49,336	49,336
-	-	-	-	49,336	49,336
-	-	-	490,749	-	490,749
-	-	-	-	460,286	460,286
-	-	130,692	130,692	-	130,692
-	-	130,692	621,441	460,286	1,081,727
<u>\$ 337,336</u>	<u>\$ -</u>	<u>\$ 130,692</u>	<u>\$ 2,104,793</u>	<u>\$ 583,422</u>	<u>\$ 2,688,215</u>

SAN ELIZARIO ISD  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS - UNAUDITED  
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2020

Data Control Codes	206 ESEA Title X, Pt.C Homeless	212 ESEA Title I Part C Migrant	224 IDEA - Part B Formula	225 IDEA - Part B Preschool
<b>REVENUES:</b>				
5700 Total Local and Intermediate Sources	\$ -	\$ -	\$ -	\$ -
5800 State Program Revenues	-	-	-	-
5900 Federal Program Revenues	2,116	15,906	166,090	2,800
5020 Total Revenues	2,116	15,906	166,090	2,800
<b>EXPENDITURES:</b>				
Current:				
0011 Instruction	2,116	9,701	166,090	2,800
0012 Instructional Resources and Media Services	-	-	-	-
0013 Curriculum and Instructional Staff Development	-	-	-	-
0021 Instructional Leadership	-	6,205	-	-
0023 School Leadership	-	-	-	-
0031 Guidance, Counseling and Evaluation Services	-	-	-	-
0033 Health Services	-	-	-	-
0034 Student (Pupil) Transportation	-	-	-	-
0035 Food Services	-	-	-	-
0036 Extracurricular Activities	-	-	-	-
0051 Facilities Maintenance and Operations	-	-	-	-
Debt Service:				
0073 Bond Issuance Cost and Fees	-	-	-	-
6030 Total Expenditures	2,116	15,906	166,090	2,800
1200 Net Change in Fund Balance	-	-	-	-
0100 Fund Balance - July 1 (Beginning)	-	-	-	-
3000 Fund Balance - June 30 (Ending)	\$ -	\$ -	\$ -	\$ -

242 Summer Feeding Program	244 Career and Technical - Basic Grant	255 ESEA II,A Training and Recruiting	263 Title III, A English Lang. Acquisition	266 ESSER Grant	288 Title III, A Summer LEP	289 Title IV, A SSAEP	397 Advanced Placement Incentives
\$ 676	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-	-
229,428	-	51,047	34,399	678,616	649	45,516	-
230,104	-	51,047	34,399	678,616	649	45,516	-
-	-	-	3,005	344,759	649	41,797	-
-	-	-	-	-	-	3,719	-
-	-	51,047	31,394	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	65,195	-	-	-
-	-	-	-	3,489	-	-	-
59,217	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	265,173	-	-	-
-	-	-	-	-	-	-	-
59,217	-	51,047	34,399	678,616	649	45,516	-
170,887	-	-	-	-	-	-	-
319,861	-	-	-	-	-	-	-
\$ 490,748	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SAN ELIZARIO ISD  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
 FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS - UNAUDITED  
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2020

Data Control Codes	410 State Textbook Fund	425 SPED Fiscal Support Round 2	426 Acheivement Stipends	427 School Safety & Security Grant
<b>REVENUES:</b>				
5700 Total Local and Intermediate Sources	\$ -	\$ -	\$ -	\$ -
5800 State Program Revenues	23,307	8,766	-	1,354
5900 Federal Program Revenues	-	-	-	-
5020 Total Revenues	<u>23,307</u>	<u>8,766</u>	<u>-</u>	<u>1,354</u>
<b>EXPENDITURES:</b>				
Current:				
0011 Instruction	23,307	313	-	-
0012 Instructional Resources and Media Services	-	-	-	-
0013 Curriculum and Instructional Staff Development	-	-	-	-
0021 Instructional Leadership	-	-	-	-
0023 School Leadership	-	-	-	-
0031 Guidance, Counseling and Evaluation Services	-	8,453	-	-
0033 Health Services	-	-	-	-
0034 Student (Pupil) Transportation	-	-	-	-
0035 Food Services	-	-	-	-
0036 Extracurricular Activities	-	-	-	-
0051 Facilities Maintenance and Operations	-	-	-	1,354
Debt Service:				
0073 Bond Issuance Cost and Fees	-	-	-	-
6030 Total Expenditures	<u>23,307</u>	<u>8,766</u>	<u>-</u>	<u>1,354</u>
1200 Net Change in Fund Balance	-	-	-	-
0100 Fund Balance - July 1 (Beginning)	-	-	-	-
3000 Fund Balance - June 30 (Ending)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

428	429	461	Total	599	Total
TCEQ Grant	Other State Special Revenue Funds	Campus Activity Funds	Nonmajor Special Revenue Funds	Debt Service Fund	Nonmajor Governmental Funds
\$ -	\$ -	\$ 1,856	\$ 2,532	\$ 10,087	\$ 12,619
-	-	-	33,427	-	33,427
-	-	-	1,226,565	-	1,226,565
-	-	1,856	1,262,524	10,087	1,272,611
-	-	-	594,537	-	594,537
-	-	-	3,719	-	3,719
-	-	-	82,441	-	82,441
-	-	-	6,205	-	6,205
-	-	1,464	1,464	-	1,464
-	-	-	8,453	-	8,453
-	-	-	65,195	-	65,195
-	-	-	3,489	-	3,489
-	-	-	59,217	-	59,217
-	-	3,105	3,105	-	3,105
-	-	-	266,527	-	266,527
-	-	-	-	400	400
-	-	4,569	1,094,352	400	1,094,752
-	-	(2,713)	168,172	9,687	177,859
-	-	133,405	453,266	450,599	903,865
\$ -	\$ -	\$ 130,692	\$ 621,438	\$ 460,286	\$ 1,081,724

SAN ELIZARIO ISD  
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
 BUDGET AND ACTUAL - DEBT SERVICE FUND - UNAUDITED  
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2020

Data Control Codes	Budgeted Amounts		Actual Amounts (GAAP BASIS)	Variance With Final Budget Positive or (Negative)	
	Original	Final			
REVENUES:					
5700	Total Local and Intermediate Sources	\$ 342,891	\$ 342,891	\$ 10,087	\$ (332,804)
5800	State Program Revenues	1,048,684	1,048,684	-	(1,048,684)
5020	Total Revenues	1,391,575	1,391,575	10,087	(1,381,488)
EXPENDITURES:					
Debt Service:					
0071	Principal on Long Term Debt	580,000	580,000	-	580,000
0072	Interest on Long Term Debt	1,096,900	1,096,900	-	1,096,900
0073	Bond Issuance Cost and Fees	1,000	1,000	400	600
6030	Total Expenditures	1,677,900	1,677,900	400	1,677,500
1200	Net Change in Fund Balances	(286,325)	(286,325)	9,687	296,012
0100	Fund Balance - July 1 (Beginning)	-	450,599	450,599	-
3000	Fund Balance - June 30 (Ending)	\$ (286,325)	\$ 164,274	\$ 460,286	\$ 296,012

SAN ELIZARIO ISD  
 COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION  
 INTERNAL SERVICE FUNDS - UNAUDITED  
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2020

	753 Self Insurance Health Fund	770 Self Insurance W/ Comp Fund	Total Internal Service Funds
OPERATING REVENUES:			
Local and Intermediate Sources	\$ 1,031,745	\$ 79,536	\$ 1,111,281
Total Operating Revenues	<u>1,031,745</u>	<u>79,536</u>	<u>1,111,281</u>
OPERATING EXPENSES:			
Professional and Contracted Services	1,242,286	28,779	1,271,065
Other Operating Costs	158,219	-	158,219
Total Operating Expenses	<u>1,400,505</u>	<u>28,779</u>	<u>1,429,284</u>
Operating Income (Loss)	<u>(368,760)</u>	<u>50,757</u>	<u>(318,003)</u>
NONOPERATING REVENUES (EXPENSES):			
Earnings from Temporary Deposits & Investments	19	918	937
Total Nonoperating Revenues (Expenses)	<u>19</u>	<u>918</u>	<u>937</u>
Income (Loss) Before Transfers	(368,741)	51,675	(317,066)
Transfer In	1,500,000	-	1,500,000
Change in Net Position	1,131,259	51,675	1,182,934
Total Net Position - July 1 (Beginning)	<u>(1,215,823)</u>	<u>1,043,596</u>	<u>(172,227)</u>
Total Net Position June 30 (Ending)	<u>\$ (84,564)</u>	<u>\$ 1,095,271</u>	<u>\$ 1,010,707</u>



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:** Norberto Rivas, Chief Financial Officer  
**Subject:** Financial Reports – Investment Report  
**Date:** November 18, 2020

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**HISTORY:** Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding report period in accordance with section 2256.023 of the Texas Government Code.

**RATIONALE:** The purpose of this agenda item is to present that investment report as of September 30, 2020 which is attached to this memo.

**BUDGET IMPACT:** Interest earned by fund is summarized as follows as of September 30, 2020:

Fund	Amount
General Fund (199)	\$10,070.85
Debt Service Fund (599)	\$390.85
Capital Projects Fund (699)	\$521.84
Health Insurance Fund (753)	\$19.25
Workers Compensation Fund (770)	\$917.92

**ADMINISTRATIVE RECOMMENDATION:** This report is for information only.

**Please check one:**     For approval     Report / Information only     Recognition only

*San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*

San Elizario I.S.D.  
Statement of Interest Earned  
For The Three Months Ending September 30, 2020

	General Fund	\$ 10,070.85
	Interest & Sinking (Debt Service) Fund	\$ 390.85
	Capital Projects Fund	\$ 521.84
	Health Insurance Fund	\$ 19.25
	Workers Compensation Fund	\$ 917.92
	<b>Total</b>	<b>\$ 11,920.71</b>

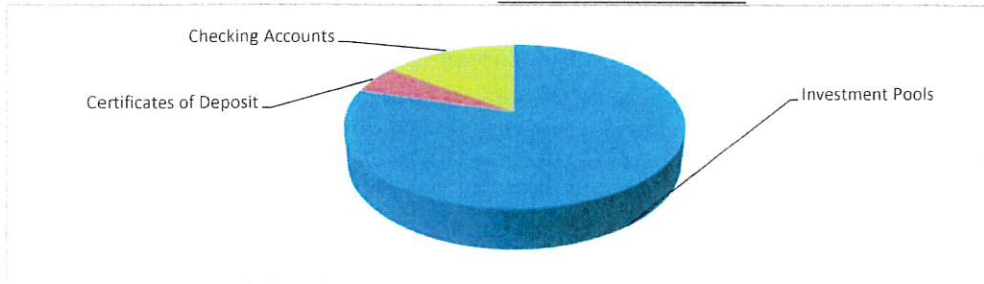
We, the undersigned Investment Officers, do hereby certify that the above investment information, is in compliance with Board Policy (CDA Local) and requirements stated in Sec. 2256.023 of the PFIA.



Chief Financial Officer
November 3, 2020  
Date

Portfolio Diversification

By Investment Type	Current Market Value	Portfolio %
Investment Pools	\$ 10,781,701	79.33%
Certificates of Deposit	\$ 750,000	5.52%
Checking Accounts	\$ 2,059,642	15.15%
	<b>\$ 13,591,343</b>	



By Investment Maturity	Current Market Value	Portfolio %
Overnight	\$ 12,841,343	94.48%
0 - 1 Year	\$ 250,000	1.84%
1 - 2 Years	\$ 250,000	1.84%
2 + years	\$ 250,000	1.84%
	<b>\$ 13,591,343</b>	



**General Fund**

**Wells Fargo- General Operating Checking Account**

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-20	31-Jul-20	Overnight	\$ 1,626,983.08	0.00%	\$ -
01-Aug-20	31-Aug-20	Overnight	\$ 1,483,001.67	0.00%	\$ -
01-Sep-20	30-Sep-20	Overnight	\$ 1,528,381.40	0.00%	\$ -
01-Oct-20	31-Oct-20	Overnight	\$ -	0.00%	\$ -
01-Nov-20	30-Nov-20	Overnight	\$ -	0.00%	\$ -
01-Dec-20	31-Dec-20	Overnight	\$ -	0.00%	\$ -
01-Jan-21	31-Jan-21	Overnight	\$ -	0.00%	\$ -
01-Feb-21	28-Feb-21	Overnight	\$ -	0.00%	\$ -
01-Mar-21	31-Mar-21	Overnight	\$ -	0.00%	\$ -
01-Apr-21	30-Apr-21	Overnight	\$ -	0.00%	\$ -
01-May-21	31-May-21	Overnight	\$ -	0.00%	\$ -
01-Jun-21	30-Jun-21	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<u>\$ -</u>

**Wells Fargo- Food Service Checking Account**

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-20	31-Jul-20	Overnight	\$ 296,847.46	0.00%	\$ -
01-Aug-20	31-Aug-20	Overnight	\$ 297,363.16	0.00%	\$ -
01-Sep-20	30-Sep-20	Overnight	\$ 298,438.36	0.00%	\$ -
01-Oct-20	31-Oct-20	Overnight	\$ -	0.00%	\$ -
01-Nov-20	30-Nov-20	Overnight	\$ -	0.00%	\$ -
01-Dec-20	31-Dec-20	Overnight	\$ -	0.00%	\$ -
01-Jan-21	31-Jan-21	Overnight	\$ -	0.00%	\$ -
01-Feb-21	28-Feb-21	Overnight	\$ -	0.00%	\$ -
01-Mar-21	31-Mar-21	Overnight	\$ -	0.00%	\$ -
01-Apr-21	30-Apr-21	Overnight	\$ -	0.00%	\$ -
01-May-21	31-May-21	Overnight	\$ -	0.00%	\$ -
01-Jun-21	30-Jun-21	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<u>\$ -</u>

**Lone Star Investment Pool- Corporate Overnight Plus Fund**

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-20	31-Jul-20	Overnight	\$ 6,000,913.25	0.42%	\$ 2,594.81
01-Aug-20	31-Aug-20	Overnight	\$ 2,469,452.30	0.28%	\$ 1,195.04
01-Sep-20	30-Sep-20	Overnight	\$ 3,730,677.64	0.22%	\$ 472.98
01-Oct-20	31-Oct-20	Overnight	\$ -	0.00%	\$ -
01-Nov-20	30-Nov-20	Overnight	\$ -	0.00%	\$ -
01-Dec-20	31-Dec-20	Overnight	\$ -	0.00%	\$ -
01-Jan-21	31-Jan-21	Overnight	\$ -	0.00%	\$ -
01-Feb-21	28-Feb-21	Overnight	\$ -	0.00%	\$ -
01-Mar-21	31-Mar-21	Overnight	\$ -	0.00%	\$ -
01-Apr-21	30-Apr-21	Overnight	\$ -	0.00%	\$ -
01-May-21	31-May-21	Overnight	\$ -	0.00%	\$ -
01-Jun-21	30-Jun-21	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<u>\$ 4,262.83</u>

**Lone Star Investment Pool- Corporate Overnight Fund**

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-20	31-Jul-20	Overnight	\$ 148,431.56	0.37%	\$ 46.39
01-Aug-20	31-Aug-20	Overnight	\$ 148,466.68	0.28%	\$ 35.12
01-Sep-20	30-Sep-20	Overnight	\$ 348,525.05	0.21%	\$ 1.65
01-Oct-20	31-Oct-20	Overnight	\$ -	0.00%	\$ -
01-Nov-20	30-Nov-20	Overnight	\$ -	0.00%	\$ -
01-Dec-20	31-Dec-20	Overnight	\$ -	0.00%	\$ -
01-Jan-21	31-Jan-21	Overnight	\$ -	0.00%	\$ -
01-Feb-21	28-Feb-21	Overnight	\$ -	0.00%	\$ -
01-Mar-21	31-Mar-21	Overnight	\$ -	0.00%	\$ -
01-Apr-21	30-Apr-21	Overnight	\$ -	0.00%	\$ -
01-May-21	31-May-21	Overnight	\$ -	0.00%	\$ -
01-Jun-21	30-Jun-21	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 83.16</b>

**Lone Star Investment Pool- Government Overnight Fund**

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-20	31-Jul-20	Overnight	\$ 187,255.21	0.15%	\$ 20.37
01-Aug-20	31-Aug-20	Overnight	\$ 206,218.33	0.12%	\$ 19.63
01-Sep-20	30-Sep-20	Overnight	\$ 39,332.26	0.09%	\$ 58.37
01-Oct-20	31-Oct-20	Overnight	\$ -	0.00%	\$ -
01-Nov-20	30-Nov-20	Overnight	\$ -	0.00%	\$ -
01-Dec-20	31-Dec-20	Overnight	\$ -	0.00%	\$ -
01-Jan-21	31-Jan-21	Overnight	\$ -	0.00%	\$ -
01-Feb-21	28-Feb-21	Overnight	\$ -	0.00%	\$ -
01-Mar-21	31-Mar-21	Overnight	\$ -	0.00%	\$ -
01-Apr-21	30-Apr-21	Overnight	\$ -	0.00%	\$ -
01-May-21	31-May-21	Overnight	\$ -	0.00%	\$ -
01-Jun-21	30-Jun-21	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 98.37</b>

**Texas CLASS Investment Pool- General Fund**

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-20	31-Jul-20	Overnight	\$ 3,181,984.28	0.45%	\$ 1,225.14
01-Aug-20	31-Aug-20	Overnight	\$ 3,182,843.12	0.32%	\$ 858.84
01-Sep-20	30-Sep-20	Overnight	\$ 3,183,497.89	0.25%	\$ 654.77
01-Oct-20	31-Oct-20	Overnight	\$ -	0.00%	\$ -
01-Nov-20	30-Nov-20	Overnight	\$ -	0.00%	\$ -
01-Dec-20	31-Dec-20	Overnight	\$ -	0.00%	\$ -
01-Jan-21	31-Jan-21	Overnight	\$ -	0.00%	\$ -
01-Feb-21	28-Feb-21	Overnight	\$ -	0.00%	\$ -
01-Mar-21	31-Mar-21	Overnight	\$ -	0.00%	\$ -
01-Apr-21	30-Apr-21	Overnight	\$ -	0.00%	\$ -
01-May-21	31-May-21	Overnight	\$ -	0.00%	\$ -
01-Jun-21	30-Jun-21	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 2,738.75</b>

**GECU- Certificate of Deposit (Date Opened: 4/21/2018 Maturity Date: 4/21/2021)**

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-20	31-Jul-20	0 - 1 year	\$ 250,000.00	1.90%	\$ 403.42
01-Aug-20	31-Aug-20	0 - 1 year	\$ 250,000.00	1.90%	\$ 400.18
01-Sep-20	30-Sep-20	0 - 1 year	\$ 250,000.00	1.90%	\$ 388.24
01-Oct-20	31-Oct-20	0 - 1 year	\$ 250,000.00	1.90%	\$ -
01-Nov-20	30-Nov-20	0 - 1 year	\$ 250,000.00	1.90%	\$ -
01-Dec-20	31-Dec-20	0 - 1 year	\$ 250,000.00	1.90%	\$ -
01-Jan-21	31-Jan-21	0 - 1 year	\$ 250,000.00	1.90%	\$ -
01-Feb-21	28-Feb-21	0 - 1 year	\$ 250,000.00	1.90%	\$ -
01-Mar-21	31-Mar-21	0 - 1 year	\$ 250,000.00	1.90%	\$ -
01-Apr-21	30-Apr-21	0 - 1 year	\$ 250,000.00	1.90%	\$ -
Interest Earned:					<b>\$ 1,191.84</b>

**FLFCU- Certificate of Deposit (Date Opened: 11/6/2019 Maturity Date: 11/6/2022)**

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-20	31-Jul-20	2+ Years	\$ 250,000.00	1.93%	\$ 409.79
01-Aug-20	31-Aug-20	2+ Years	\$ 250,000.00	1.93%	\$ 409.79
01-Sep-20	30-Sep-20	2+ Years	\$ 250,000.00	1.93%	\$ 398.58
01-Oct-20	31-Oct-20	2+ Years	\$ 250,000.00	1.93%	\$ -
01-Nov-20	30-Nov-20	1 - 2 years	\$ 250,000.00	1.93%	\$ -
01-Dec-20	31-Dec-20	1 - 2 years	\$ 250,000.00	1.93%	\$ -
01-Jan-21	31-Jan-21	1 - 2 years	\$ 250,000.00	1.93%	\$ -
01-Feb-21	28-Feb-21	1 - 2 years	\$ 250,000.00	1.93%	\$ -
01-Mar-21	31-Mar-21	1 - 2 years	\$ 250,000.00	1.93%	\$ -
01-Apr-21	30-Apr-21	1 - 2 years	\$ 250,000.00	1.93%	\$ -
01-May-21	31-May-21	1 - 2 years	\$ 250,000.00	1.93%	\$ -
01-Jun-21	30-Jun-21	1 - 2 years	\$ 250,000.00	1.93%	\$ -
Interest Earned:					<b>\$ 1,218.16</b>

**Bank of Texas- Certificate of Deposit (Date Opened: 5/25/2020 Maturity Date: 5/25/2022)**

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-20	31-Jul-20	1 - 2 years	\$ 250,000.00	0.75%	\$ 159.25
01-Aug-20	31-Aug-20	1 - 2 years	\$ 250,000.00	0.75%	\$ 159.25
01-Sep-20	30-Sep-20	1 - 2 years	\$ 250,000.00	0.75%	\$ 159.24
01-Oct-20	31-Oct-20	1 - 2 years	\$ 250,000.00	0.75%	\$ -
01-Nov-20	30-Nov-20	1 - 2 years	\$ 250,000.00	0.75%	\$ -
01-Dec-20	31-Dec-20	1 - 2 years	\$ 250,000.00	0.75%	\$ -
01-Jan-21	31-Jan-21	1 - 2 years	\$ 250,000.00	0.75%	\$ -
01-Feb-21	28-Feb-21	1 - 2 years	\$ 250,000.00	0.75%	\$ -
01-Mar-21	31-Mar-21	1 - 2 years	\$ 250,000.00	0.75%	\$ -
01-Apr-21	30-Apr-21	1 - 2 years	\$ 250,000.00	0.75%	\$ -
01-May-21	31-May-21	0 - 1 year	\$ 250,000.00	0.75%	\$ -
01-Jun-21	30-Jun-21	0 - 1 year	\$ 250,000.00	0.75%	\$ -
Interest Earned:					<b>\$ 477.74</b>

Total General Fund Interest Earned **\$ 10,070.85**

**Interest & Sinking Fund (Debt Service)**

**Lone Star Investment Pool- Corporate Overnight Plus Fund**

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-20	31-Jul-20	Overnight	\$ 483,785.78	0.42%	\$ 173.37
01-Aug-20	31-Aug-20	Overnight	\$ 483,900.02	0.28%	\$ 114.24
01-Sep-20	30-Sep-20	Overnight	\$ 523,992.44	0.22%	\$ 92.42
01-Oct-20	31-Oct-20	Overnight	\$ -	0.00%	\$ -
01-Nov-20	30-Nov-20	Overnight	\$ -	0.00%	\$ -
01-Dec-20	31-Dec-20	Overnight	\$ -	0.00%	\$ -
01-Jan-21	31-Jan-21	Overnight	\$ -	0.00%	\$ -
01-Feb-21	28-Feb-21	Overnight	\$ -	0.00%	\$ -
01-Mar-21	31-Mar-21	Overnight	\$ -	0.00%	\$ -
01-Apr-21	30-Apr-21	Overnight	\$ -	0.00%	\$ -
01-May-21	31-May-21	Overnight	\$ -	0.00%	\$ -
01-Jun-21	30-Jun-21	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 380.03</b>

**Lone Star Investment Pool- Government Overnight Fund**

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-20	31-Jul-20	Overnight	\$ 45,672.03	0.15%	\$ 5.48
01-Aug-20	31-Aug-20	Overnight	\$ 47,588.23	0.12%	\$ 4.63
01-Sep-20	30-Sep-20	Overnight	\$ 9,865.63	0.09%	\$ 0.71
01-Oct-20	31-Oct-20	Overnight	\$ -	0.00%	\$ -
01-Nov-20	30-Nov-20	Overnight	\$ -	0.00%	\$ -
01-Dec-20	31-Dec-20	Overnight	\$ -	0.00%	\$ -
01-Jan-21	31-Jan-21	Overnight	\$ -	0.00%	\$ -
01-Feb-21	28-Feb-21	Overnight	\$ -	0.00%	\$ -
01-Mar-21	31-Mar-21	Overnight	\$ -	0.00%	\$ -
01-Apr-21	30-Apr-21	Overnight	\$ -	0.00%	\$ -
01-May-21	31-May-21	Overnight	\$ -	0.00%	\$ -
01-Jun-21	30-Jun-21	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 10.82</b>

Total Debt Service Fund Interest Earned **\$ 390.85**

**Capital Projects Fund**

**2015 Bond Construction Fund - Government Overnight Fund**

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-20	31-Jul-20	Overnight	\$ 1,751,067.98	0.15%	\$ 224.16
01-Aug-20	31-Aug-20	Overnight	\$ 1,751,241.34	0.12%	\$ 173.36
01-Sep-20	30-Sep-20	Overnight	\$ 1,739,645.66	0.09%	\$ 124.32
01-Oct-20	31-Oct-20	Overnight	\$ -	0.00%	\$ -
01-Nov-20	30-Nov-20	Overnight	\$ -	0.00%	\$ -
01-Dec-20	31-Dec-20	Overnight	\$ -	0.00%	\$ -
01-Jan-21	31-Jan-21	Overnight	\$ -	0.00%	\$ -
01-Feb-21	28-Feb-21	Overnight	\$ -	0.00%	\$ -
01-Mar-21	31-Mar-21	Overnight	\$ -	0.00%	\$ -
01-Apr-21	30-Apr-21	Overnight	\$ -	0.00%	\$ -
01-May-21	31-May-21	Overnight	\$ -	0.00%	\$ -
01-Jun-21	30-Jun-21	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 521.84</b>

Total Capital Projects Fund Interest Earned **\$ 521.84**

**Health Insurance Fund**

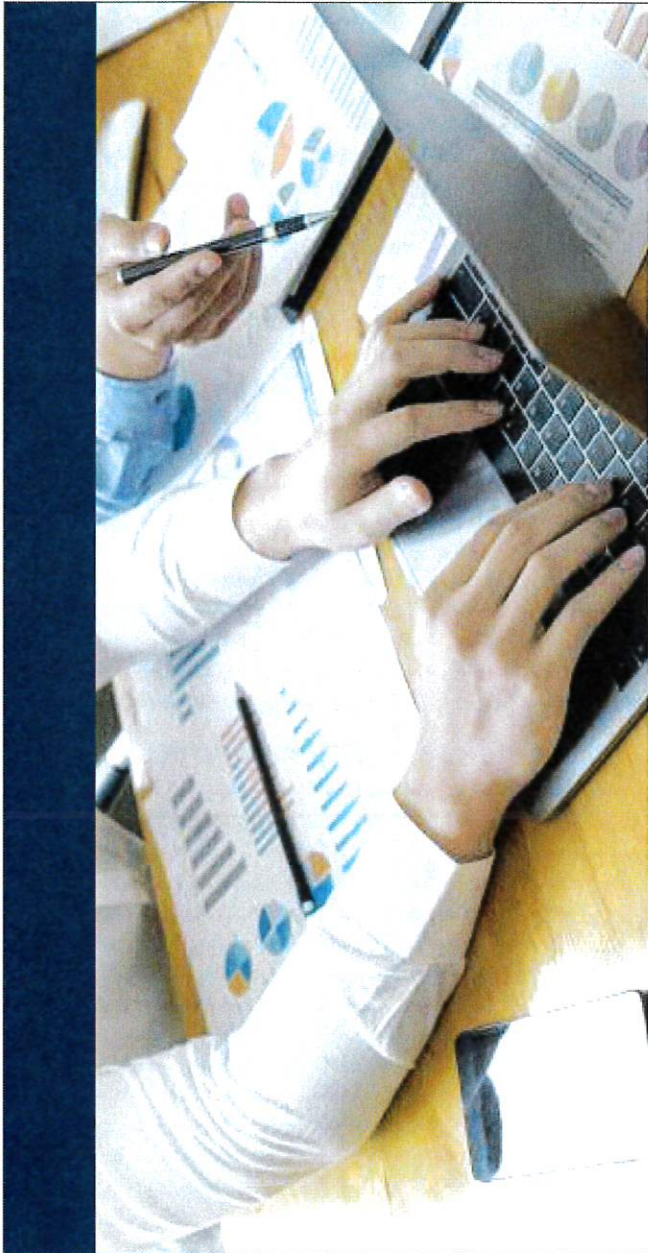
<b>Wells Fargo- Health Insurance</b>						
<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>	
01-Jul-20	31-Jul-20	Overnight	\$ 31,957.47	0.16%	\$	5.63
01-Aug-20	31-Aug-20	Overnight	\$ 99,965.23	0.16%	\$	3.83
01-Sep-20	30-Sep-20	Overnight	\$ 76,466.94	0.16%	\$	9.79
01-Oct-20	31-Oct-20	Overnight	\$ -	0.00%	\$	-
01-Nov-20	30-Nov-20	Overnight	\$ -	0.00%	\$	-
01-Dec-20	31-Dec-20	Overnight	\$ -	0.00%	\$	-
01-Jan-21	31-Jan-21	Overnight	\$ -	0.00%	\$	-
01-Feb-21	28-Feb-21	Overnight	\$ -	0.00%	\$	-
01-Mar-21	31-Mar-21	Overnight	\$ -	0.00%	\$	-
01-Apr-21	30-Apr-21	Overnight	\$ -	0.00%	\$	-
01-May-21	31-May-21	Overnight	\$ -	0.00%	\$	-
01-Jun-21	30-Jun-21	Overnight	\$ -	0.00%	\$	-
					Interest Earned:	<b>\$ 19.25</b>
					Total Health Insurance Fund Interest Earned	<b>\$ 19.25</b>

**Workers Compensation Fund**

<b>Wells Fargo- Worker's Compensation</b>						
<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>	
01-Jul-20	31-Jul-20	Overnight	\$ 48,290.34	0.16%	\$	7.23
01-Aug-20	31-Aug-20	Overnight	\$ 166,284.30	0.16%	\$	20.83
01-Sep-20	30-Sep-20	Overnight	\$ 156,355.00	0.16%	\$	21.18
01-Oct-20	31-Oct-20	Overnight	\$ -	0.00%	\$	-
01-Nov-20	30-Nov-20	Overnight	\$ -	0.00%	\$	-
01-Dec-20	31-Dec-20	Overnight	\$ -	0.00%	\$	-
01-Jan-21	31-Jan-21	Overnight	\$ -	0.00%	\$	-
01-Feb-21	28-Feb-21	Overnight	\$ -	0.00%	\$	-
01-Mar-21	31-Mar-21	Overnight	\$ -	0.00%	\$	-
01-Apr-21	30-Apr-21	Overnight	\$ -	0.00%	\$	-
01-May-21	31-May-21	Overnight	\$ -	0.00%	\$	-
01-Jun-21	30-Jun-21	Overnight	\$ -	0.00%	\$	-
					Interest Earned:	<b>\$ 49.24</b>

**Lone Star Investment Pool- Corporate Overnight Fund**

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>	
01-Jul-20	31-Jul-20	Overnight	\$ 1,205,672.70	0.37%	\$	376.80
01-Aug-20	31-Aug-20	Overnight	\$ 1,205,957.94	0.28%	\$	285.24
01-Sep-20	30-Sep-20	Overnight	\$ 1,206,164.58	0.21%	\$	206.64
01-Oct-20	31-Oct-20	Overnight	\$ -	0.00%	\$	-
01-Nov-20	30-Nov-20	Overnight	\$ -	0.00%	\$	-
01-Dec-20	31-Dec-20	Overnight	\$ -	0.00%	\$	-
01-Jan-21	31-Jan-21	Overnight	\$ -	0.00%	\$	-
01-Feb-21	28-Feb-21	Overnight	\$ -	0.00%	\$	-
01-Mar-21	31-Mar-21	Overnight	\$ -	0.00%	\$	-
01-Apr-21	30-Apr-21	Overnight	\$ -	0.00%	\$	-
01-May-21	31-May-21	Overnight	\$ -	0.00%	\$	-
01-Jun-21	30-Jun-21	Overnight	\$ -	0.00%	\$	-
					Interest Earned:	<b>\$ 868.68</b>
					Total Worker's Compensation Fund Interest Earned :	<b>\$ 917.92</b>



Custodian Bank: State Street Bank

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Investment Managers: American Beacon  
Advisors and Standish

The Lone Star Investment Pool Information Statement should be read carefully before investing. Investor should consider the investment objectives, risks, changes, and expenses associated with this or any security prior to investing. Investment in Lone Star Investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency, and although Lone Star seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in Lone Star. For further information or for an Information Statement contact First Public at 800.558.8875. The return information is net of all current operating expenses. The return represents past performance and is no indication of future results.

The Lone Star Investment Pool  
is endorsed by:



First Public  
12007 Research Blvd. • Austin, Texas 78759  
800.558.8875 • [firstpublic.com](http://firstpublic.com)

**Lone Star**  
Investment Pool

Distributed by **FIRST PUBLIC**  
Member FINRA/SIPC



## Fund Performance Update

### September 30, 2020

Comments by Mellon, Investment Manager

The U.S. Treasury yield curve finished the month of September very little changed as long-term yields were lower by just two basis points. Equity prices fell due to political squabbling over additional stimulus, continued concerns over the pandemic and uncertainty of the strength of the economic recovery. The Federal Reserve signaled that rates would stay at the current levels through at least 2023 and reiterated that more fiscal support is needed. U.S industrial production and retail sales data continued to improve, but the pace is slowing.

The University of Michigan consumer sentiment was stronger than expectations at 78.9, which is the highest of the recovery, but well below the 101.0 reading from February. Payrolls increased by 661,000 in September. The reading was lower than expectations, but was partially offset by upward revisions to early data of 145,000. The unemployment rate fell from 8.4% to 7.9%, partially due to a decrease in participation.

#### Active Participants This Month

Schools and Colleges	569
Other Governmental	81
<i>Total</i>	<i>650</i>

## Government Overnight Fund

### Return Information

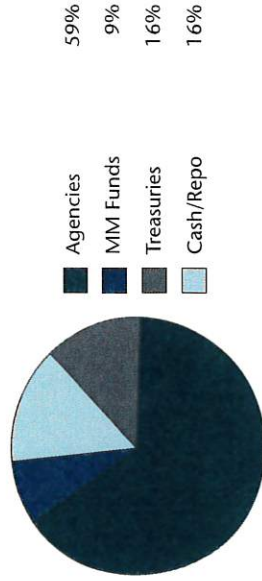
September 30, 2020

Average Monthly Return (a)	0.09%
SEC 7-day Fund Yield (b)	0.08%
Weighted Average Maturity One (c)	40 days
Weighted Average Maturity Two (c)	105 days
Portfolio Maturing beyond One Year	4%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

### Inventory Position

	Book Value	Market Value
Cash/Repo	615,044,846.44	615,044,846.44
US Treasuries	594,835,386.96	594,856,460.00
Agencies	2,257,150,205.46	2,257,681,687.02
Money Market Funds	346,329,705.10	346,329,705.10
<b>Total Assets</b>	<b>3,813,360,143.96</b>	<b>3,813,912,698.56</b>

### Investment Distribution



(a) The return information represents the average annualized rate of return on investments for the time period referenced. Return rates reflect a partial waiver of the Lone Star Investment Pool operating expense. Past performance is no guarantee of future results.

## Corporate Overnight Fund

### Return Information

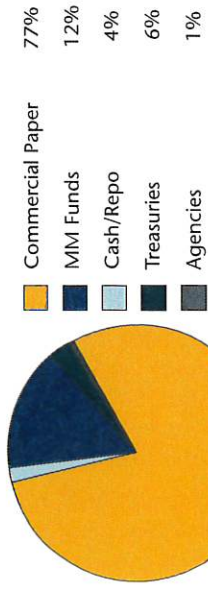
September 30, 2020

Average Monthly Return (a)	0.21%
SEC 7-day Fund Yield (b)	0.16%
Weighted Average Maturity One (c)	57 days
Weighted Average Maturity Two (c)	71 days
Portfolio Maturing beyond One Year	1%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

### Inventory Position

	Book Value	Market Value
Cash/Repo	100,043,481.46	100,043,481.46
US Treasuries	134,973,249.42	134,985,210.00
Agencies	24,994,105.20	25,042,950.00
Commercial Paper	1,919,469,137.00	1,919,734,201.39
Money Market Funds	294,137,346.66	294,197,310.66
<b>Total Assets</b>	<b>2,473,617,319.74</b>	<b>2,474,003,153.51</b>

### Investment Distribution



(b) 
$$\text{Yield} = 2 \left[ \frac{a-b}{cd} + 1 \right]^{1/2} - 1$$
  
 a - Dividend and interest income  
 b - Expenses accrued for the period  
 c - Average daily number of shares outstanding during the period that was entitled to dividends  
 d - Maximum offering price per share on the last day of the period

## Corporate Overnight Plus Fund

### Return Information

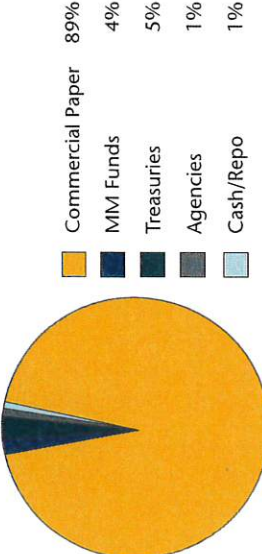
September 30, 2020

Average Monthly Return (a)	0.22%
SEC 7-day Fund Yield (b)	0.20%
Weighted Average Maturity One (c)	71 days
Weighted Average Maturity Two (c)	88 days
Portfolio Maturing beyond One Year	1%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAF/S1+

### Inventory Position

	Book Value	Market Value
Cash/Repo	45,033,697.69	45,033,697.69
US Treasuries	239,947,084.49	239,972,170.00
Agencies	69,988,210.87	70,106,720.00
Commercial Paper	4,673,993,590.23	4,674,750,482.35
Money Market Funds	204,726,017.97	204,786,029.84
<b>Total Assets</b>	<b>5,233,688,601.25</b>	<b>5,234,649,099.88</b>

### Investment Distribution



(c) The Weighted Average Maturity One calculation uses the industry standard definition of state maturity for floating rate instruments, the number of days until the next reset date. The Weighted Average Maturity Two calculation uses the final maturity of any floating rate instruments, as opined in Texas Attorney General Opinion No. IC0359.



Texas CLASS

Texas CLASS

Date	Dividend Rate	Daily Yield
09/01/2020	0.000007324	0.2681%
09/02/2020	0.000007265	0.2659%
09/03/2020	0.000007313	0.2677%
09/04/2020	0.000028973	0.2651%
09/05/2020	0.000000000	0.2651%
09/06/2020	0.000000000	0.2651%
09/07/2020	0.000000000	0.2651%
09/08/2020	0.000007243	0.2651%
09/09/2020	0.000006970	0.2551%
09/10/2020	0.000006970	0.2551%
09/11/2020	0.000020910	0.2551%
09/12/2020	0.000000000	0.2551%
09/13/2020	0.000000000	0.2551%
09/14/2020	0.000006784	0.2483%
09/15/2020	0.000006848	0.2506%
09/16/2020	0.000006820	0.2496%
09/17/2020	0.000006857	0.2510%
09/18/2020	0.000020337	0.2481%
09/19/2020	0.000000000	0.2481%
09/20/2020	0.000000000	0.2481%
09/21/2020	0.000006697	0.2451%
09/22/2020	0.000006697	0.2451%
09/23/2020	0.000006527	0.2389%
09/24/2020	0.000006580	0.2408%
09/25/2020	0.000019770	0.2412%
09/26/2020	0.000000000	0.2412%
09/27/2020	0.000000000	0.2412%
09/28/2020	0.000006609	0.2419%
09/29/2020	0.000006216	0.2275%
09/30/2020	0.000005979	0.2195%



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:** Raul Jacques, Director of Child Nutrition Services  
**Subject:** PO# 40133 – Labatt Food Service LLC – revising amount to \$250,881.00  
**Date:** November 18, 2020

---

**HISTORY:** On April 8, 2020, the Board approved purchase order #40133 to Labatt Food Service LLC for \$75,000. This purchase order was subsequently increased to \$135,000 as a result of the ongoing pandemic and the item was presented for information at the May 13, 2020 Board meeting.

**RATIONALE:** Child Nutrition Services will produce meals to serve children in our community during the period of school closure as a result of the corona virus outbreak. It is essential that we have a full service vendor with a large catalog of products to supply our kitchens. After competitive bidding conducted by the Region 17 Education Service Center, West Texas Food Purchasing Cooperative, Labatt Food Service was awarded the contract to provide food items to participating school districts. They were determined to provide the best value to participating school districts.

**BUDGET:** This is being funded by the Summer Food Service Program.

**ADMINISTRATIVE RECOMMENDATION:** To approve this revision to PO#40133.

**Please check one:**     For approval     Report / Information only     Recognition only

*San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*



PURCHASE ORDER REVISION REQUEST FORM

Vendor Name: LABATT Food Services Campus/Dept. CNS

Purchase Order # 40133 - Food

- Price Adjustment    
  Add New Line Item    
  Close/Void Purchase Order  
 Delete Line Item    
  Other

Reason for Revision (Please include support backup):

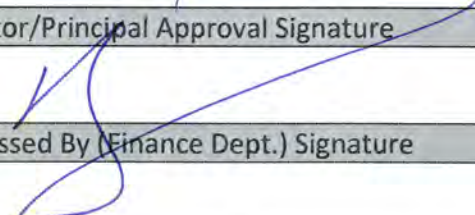
Program Operations have been extended  
by Texas Department of Agriculture.

Total Amount of Original PO: \$ 135,000.00

Adjusted Cost: \$ 115,881.00

New PO Total Amount: \$ 250,881.00

Account # \_\_\_\_\_

Director/Principal Approval Signature	Date
	<u>10/5/2020</u>
Processed By (Finance Dept.) Signature	Date

*PO Revisions for price adjustments are only required when changes are over \$100.00dls*



**San Elizario Independent School District**

1050 Chicken Ranch Road  
San Elizario, TX 79849-9999  
(915) 872-3900

**BLANKET/PROJECT PURCHASE**

**40133**

**Date: 03/17/2020**

**Page 1 of 1**

**VENDOR: 2163**

**TO: Labatt Food Service Llc  
P.O. Box 27730  
ALBUQUERQUE, NM 87125**

**SHIP TO: San Elizario Independent School  
200 N Herring  
San Elizario, TX 79849-**

ATTN:

VENDOR PHONE: 210-661-4216

VENDOR FAX:

VENDOR EMAIL:

REC. LOC: CNS - A. Pulido

REC. GRP: CNS - A. Pulido

LINE	ITEM	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC.	TOTAL
1		1.00000			250881.00		250881.00

Blanket purchase order for the purchase of FOOD for the 2020 Summer Food Program.

West Texas Co-Op Bid Vendor

**TOTAL 250881.00**

**PO NOT VALID UNLESS APPROVED BY THE SAN ELIZARIO ISD BOARD**

**INSTRUCTIONS TO VENDORS**

1. Reference all packages & packing slips with PO Number
2. Ship prepaid
3. Tax Exempt No. 74 6002231
4. Invoice in duplicate; Attn: Accounts Payable
5. Do not fill order at higher price without Purchasing Dept. approval
6. POs are cancelled if not shipped complete within 90 days.

THIS PURCHASE ORDER IS NOT BINDING UNLESS SIGNED BY A PURCHASING AGENT.

*Herberto Rivas*



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:** Jesus Martinez, Director-Support Services  
Norberto Rivas, Chief Financial Officer  
**Subject:** PO# 40786 – PC Automated Controls Inc. – revising amount to \$311,301.92  
**Date:** November 18, 2020

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**HISTORY:** On September 9, 2020 the Board approved purchase order #40786 to PC Automated Controls Inc. for \$305,165.00 from remaining Series 2015 bond proceeds to purchase needle point bipolar ionization devices for HVAC units district wide.

**RATIONALE:** During the initial inventory of HVAC units district wide, the units for the high school library, GEMS field house and one unit for the security portable were not listed on the inventory and were not included in the quote. Only these remain to complete district installations.

**BUDGET:** The additional NPBI devices will cost \$6,136.92. The additional amount is available from bond proceeds allocated for this project.

**ADMINISTRATIVE RECOMMENDATION:** To approve the revision to PO#40786 to allow NPBI installation completion of the remaining HVAC units.

**Please check one:**     For approval     Report / Information only     Recognition only

*San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*



# CHANGE ORDER

**TO:** Jesus Martinez

San Elizario ISD  
1050 Chicken Ranch Rd.  
San Elizario, TX 79849  
(915) 872-3980

**Job-Name:** 93989 San Elizario ISD  
Districtwide GPS provide and  
install

**Job-Number:** 20-0461

**Change-Order #:** 01

**Regarding:** add GPS to high school library,  
GEMS fieldhouse, security  
portable

**Engineer:**

**Date of Proposal:** 10/30/2020

**Inclusions:**

Provide and install qty. (9) GPS FC-48s at \$681.88 ea. for the following:

High School Library	(2) 12.5 Ton
	(1) 7.5 Ton
	(2) 5 Ton
GEMS Fieldhouse	(2) 4 Ton
	(1) 3 Ton
Security Portable	(1) 2 ton

**Grand Total...      \$6,136.92**

**Acceptance of Proposal** - The above prices, specifications, and conditions are satisfactory and are hereby accepted.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**San Elizario Independent School District**

1050 Chicken Ranch Road  
 San Elizario, TX 79849-9999  
 (915) 872-3900

**BLANKET/PROJECT PURCHASE**

**40786**

**Date: 09/02/2020**

**Page 1 of 1**

**VENDOR: 5032**

**TO: PC Automated Controls Inc  
 5604-C Will Ruth Ave  
 El Paso, TX 79924**

**SHIP TO: San Elizario Independent School  
 200 N. Herring Rd  
 San Elizario, TX 79849-**

ATTN:

VENDOR PHONE: 915-751-0313

VENDOR FAX: 915-751-2018

VENDOR EMAIL:

REC. LOC: Support Services - S. Renteria

REC. GRP: Support Services - S. Renteria

LINE	ITEM	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC.	TOTAL
1		1.00000			311301.92		311301.92

(1) Global Plasma Solutions Needle Point Bipolar Ionization for all campuses

- Sambrano \$17,047.00
- Loya \$12,274.00
- Borrego \$19,093.00
- Alarcon \$27,197.00
- Central Office \$6,818.00
- Excel \$6,818.00
- GEMS \$40,153.00
- High School \$166,450.00
- SSOC \$3,820.00
- Payment & Performance Bonds \$5,495.00
- REVISION: \$6,136.92 as per attached change order

REGION 19 BID 18-7285  
 District Wide

**TOTAL 311301.92**

**PO NOT VALID UNLESS APPROVED BY THE SAN ELIZARIO ISD BOARD**

**INSTRUCTIONS TO VENDORS**

1. Reference all packages & packing slips with PO Number
2. Ship prepaid
3. Tax Exempt No. 74 6002231
4. Invoice in duplicate; Attn: Accounts Payable
5. Do not fill order at higher price without Purchasing Dept. approval
6. POs are cancelled if not shipped complete within 90 days. 169

THIS PURCHASE ORDER IS NOT BINDING UNLESS SIGNED BY A PURCHASING AGENT.

*Herberto Rivas*



San Elizario I.S.D.  
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: Horacio Hernandez, Technology Director  
Subject: PO #41089 – Shi Government Solutions Inc. - \$29,354.92  
Date: November 18, 2020

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### HISTORY:

In a continued effort in providing students, staff, and faculty with the latest Microsoft products that include Office suites and Operating systems, San Elizario I.S.D. Technology Department acquired a volume license agreement with Microsoft Corp. that allows San Elizario I.S.D. access to download the latest software that this corporation has to offer.

### RATIONALE:

Renewing this agreement will continue providing student, staff, and faculty with software used in the real world and majority of colleges and universities.

### BUDGET IMPACT:

Total cost of this renewal is \$29,354.92.

### ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is that this district renews so we can keep providing student, staff, and faculty with such great tools and keep exposing them to real life/work related software suites and operating systems. This renewal is good from November 2020 to November 2021.

**Please check one:**  For approval       Report/Information only       Recognition only



**San Elizario Independent School District**

1050 Chicken Ranch Road  
San Elizario, TX 79849-9999  
(915) 872-3900

**BLANKET/PROJECT PURCHASE**

**41089**

**Date: 10/27/2020**

**Page 1 of 1**

**VENDOR: 4210**

**TO: Shi Government Solutions Inc.  
1250 Capital Of Texas Highway  
South, li-300  
Austin, TX 78746**

**SHIP TO: San Elizario Independent School  
200 N Herring  
San Elizario, TX 79849-**

ATTN:

VENDOR PHONE: 800-870-6079

VENDOR FAX: 732-868-6231

VENDOR EMAIL:

REC. LOC: Technology - M. Madrid

REC. GRP: Technology - M. Madrid

LINE	ITEM	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC.	TOTAL
1		1.00000			29354.92		29354.92
	Renew Yearly Microsoft Volume License Agreement.						
	DIR-TSO-4092						
<b>TOTAL</b>							<b>29354.92</b>

**PO NOT VALID UNLESS APPROVED BY THE SAN ELIZARIO ISD BOARD**

**INSTRUCTIONS TO VENDORS**

1. Reference all packages & packing slips with PO Number
2. Ship prepaid
3. Tax Exempt No. 74 6002231
4. Invoice in duplicate; Attn: Accounts Payable
5. Do not fill order at higher price without Purchasing Dept. approval
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**THIS PURCHASE ORDER IS NOT BINDING UNLESS SIGNED BY A PURCHASING AGENT.**

*Herberto Rivas*



San Elizario ISD  
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 Fax 915.872.3903

## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Norberto Rivas, Chief Financial Officer  
**Subject:** Budget Amendment  
**Date:** November 18, 2020

**HISTORY:** The District’s 2020-2021 budget was officially approved at the June 15, 2020 special Board meeting.

**RATIONALE:** The purpose of this agenda item is to reduce budgeted revenues due to declining enrollment and to reduce budgeted expenditures in various function codes as a result of personnel turnover and as a result of employees waiving health insurance coverage.

**BUDGET IMPACT:** Budgeted revenues are being decreased by \$579,040 and budgeted expenditures are being decreased by \$560,037.

The proposed amendment as it impacts the budget along with explanations for the amounts is attached and the specific accounts being decreased are as follows:

Account	Account Name	Decrease
199.00.5812.00.000.00	Foundation School Program Revenues	\$579,040
199.11.6119.99.999.99	Salaries or Wages	\$470,462
199.23.6119.99.001.99	Salaries or Wages	\$20,000
199.51.6119.99.860.99	Salaries or Wages	\$41,545
199.52.6119.99.850.99	Salaries or Wages	\$13,030
199.61.6119.99.802.99	Salaries or Wages	\$15,000

Please note that the funds are consolidated into payroll holding (SO 99 codes) accounts at each functional level for easier tracking and amending purposes.

**ADMINISTRATIVE RECOMMENDATION:** The administrative recommendation is to approve the budget amendment as presented.

**Please check one:**     For approval     Report / Information only     Recognition only

*San Elizario ISD’s mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*

## Budget Amendment 111820 Attachment

### REVENUES

<b>Enrollment Projection from Budget Workshop</b>		<b>Enrollment</b>
End of Year, June 2020		3,384
Enrollment change during the summer (June - Aug)	(94) 3 year average	
Start of Year, August 2020		3,290
Enrollment change during the school year (Aug - June)	(68) 3 year average	
End of Year, June 2021		3,222
<b>Current Year Enrollment</b>		
August		3,174
September		3,214
October	3,196 as of 10/30/20	
<b>Revised Enrollment Projection</b>		<b>Enrollment</b>
as of October 30, 2020		3,196
Enrollment change during the school year (Aug - June)	(68) 3 year average	
End of Year, June 2021		3,128
Original Projection End of Year, June 2021		3,222
Revised Projection End of Year, June 2021		3,128
Difference		94
Difference in Students		94
Basic Allotment		\$ 6,160
Projected Decrease in State Aid Revenues		\$ 579,040

## Budget Amendment 111820 Attachment

### EXPENDITURES

Function Code	Cost	Description
11	\$ 138,850	2 less teachers (average cost of \$69,425) at Loya
11	\$ 69,425	1 less teacher (average cost of \$69,425) at Sambrano
11	\$ 69,425	1 less teacher (average cost of \$69,425) at GEMS
11	\$ 50,776	2 less teacher aides (average cost of \$25,388) at Loya
11	\$ 25,388	1 less teacher aide (average cost of \$25,388) at Sambrano
11	\$ 25,388	1 less teacher aide (average cost of \$25,388) at GEMS
11	\$ 91,210	14 employees that waived health insurance (cost of \$6,515) coverage
	<u>\$ 470,462</u>	<i>Subtotal for Function 11</i>
23	\$ 6,970	Savings due to administrator turnover
23	\$ 13,030	2 employees that waived health insurance (cost of \$6,515) coverage
	<u>\$ 20,000</u>	<i>Subtotal for Function 23</i>
51	\$ 22,000	1 less custodian
51	\$ 19,545	3 employees that waived health insurance (cost of \$6,515) coverage
	<u>\$ 41,545</u>	<i>Subtotal for Function 51</i>
52	\$ 13,030	2 employees that waived health insurance (cost of \$6,515) coverage
	<u>\$ 13,030</u>	<i>Subtotal for Function 52</i>
61	\$ 15,000	1 less Parent Literacy Instructor
	<u>\$ 15,000</u>	<i>Subtotal for Function 61</i>

**Budget Amendment 111820 Attachment**

	<u>2020-2021</u> <b>Adopted</b>	Amendment 8/10/2020	Amendment 10/14/2020	Amendment 11/18/2020	<u>2020-2021</u> <b>Amended</b>
<b>REVENUES</b>					
5700 Total Local and Intermediate Sources	\$ 2,841,721	\$ -	\$ -	\$ -	\$ 2,841,721
5800 State Sources	\$ 32,800,279	\$ -	\$ -	\$ (579,040)	\$ 32,221,239
5900 Federal Programs	\$ 4,422,324	\$ -	\$ -	\$ -	\$ 4,422,324
<i>Total Revenues</i>	<i>\$ 40,064,324</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (579,040)</i>	<i>\$ 39,485,284</i>

	<u>2020-2021</u> <b>Adopted</b>	Amendment 8/10/2020	Amendment 10/14/2020	Amendment 11/18/2020	<u>2020-2021</u> <b>Amended</b>
<b>EXPENDITURES</b>					
11 Instruction	\$ 20,403,722	\$ (754,333)	\$ -	\$ (470,462)	\$ 19,178,927
12 Instructional Resources and Media Services	\$ 527,959	\$ -	\$ -	\$ -	\$ 527,959
13 Curriculum and Instructional Staff Development	\$ 193,200	\$ -	\$ -	\$ -	\$ 193,200
21 Instructional Leadership	\$ 720,694	\$ -	\$ -	\$ -	\$ 720,694
23 School Leadership	\$ 2,179,033	\$ (80,000)	\$ -	\$ (20,000)	\$ 2,079,033
31 Guidance, Counseling and Evaluation Services	\$ 1,286,786	\$ (75,000)	\$ -	\$ -	\$ 1,211,786
32 Social Work Services	\$ 166,059	\$ -	\$ -	\$ -	\$ 166,059
33 Health Services	\$ 535,185	\$ (70,000)	\$ -	\$ -	\$ 465,185
34 Student (Pupil) Transportation	\$ 1,352,296	\$ -	\$ -	\$ -	\$ 1,352,296
35 Food Services	\$ 3,789,324	\$ -	\$ -	\$ -	\$ 3,789,324
36 Cocurricular/Extracurricular Activities	\$ 1,062,225	\$ -	\$ -	\$ -	\$ 1,062,225
41 General Administration	\$ 1,604,260	\$ -	\$ -	\$ -	\$ 1,604,260
51 Facilities Maintenance and Operations	\$ 4,012,334	\$ (650,000)	\$ -	\$ (41,545)	\$ 3,320,789
52 Security and Monitoring Services	\$ 1,027,670	\$ -	\$ (89,000)	\$ (13,030)	\$ 925,640
53 Data Processing Services	\$ 1,141,464	\$ -	\$ -	\$ -	\$ 1,141,464
61 Community Services	\$ 42,280	\$ -	\$ -	\$ (15,000)	\$ 27,280
71 Debt Service - Principal on Long Term Debt	\$ 836,000	\$ -	\$ -	\$ -	\$ 836,000
81 Facilities Acquisition and Construction	\$ -	\$ -	\$ -	\$ -	\$ -
99 Other Intergovernmental Charges	\$ 44,500	\$ -	\$ -	\$ -	\$ 44,500
<i>Total Expenditures</i>	<i>\$ 40,924,991</i>	<i>\$ (1,629,333)</i>	<i>\$ (89,000)</i>	<i>\$ (560,037)</i>	<i>\$ 38,646,621</i>

<b>REVENUES OVER(UNDER) EXPENDITURES</b>	<u>\$ (860,667)</u>	<u>\$ 838,662</u>
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**Costs to be reabsorbed in 2021-2022 School Year**

4 teachers to be charged to ESSER grant in 2020-21	\$ 260,000
Utility costs to be charged to ESSER grant in 2020-21	\$ 650,000
	<u>\$ 910,000</u>

Furthermore, since \$910,000 in expenditures to be charged to the ESSER grant will need to be reabsorbed in the general fund in the 2021-22 year, the final amended budget should leave revenues exceeding expenditures by \$910,000 as a margin in order to be able to reabsorb those costs in the 2021-22 school year. If there are more decreases in revenues because of declining enrollment or because of state funding cuts, then additional expenditure cuts will be required in order to maintain a balanced budget and/or to provide pay raises and/or to add expenditures to the budget.



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:** Norberto Rivas, Chief Financial Officer  
Jesus Martinez, Director- Support Services  
**Subject:** Consider and Possible Board Action to Approve Final Payment to Perikin Enterprises for the Alarcon Elementary School Parking Lot Expansion-RFP# 19-1060  
**Date:** November 18, 2020

---

**HISTORY:** Perikin Enterprises has completed all work for the Alarcon Elementary School parking lot expansion. The work was completed and accepted on July 28, 2020. However, due to COVID-19 delays, the closeout documents including certificate of completion and occupancy from the City of San Elizario where received until October 2020.

**RATIONALE:** The purpose of this agenda item is to seek Board acceptance of the work and to approve the release of retainage for the aforementioned project in accordance with CV (LOCAL).

**BUDGET:** The remaining amount of \$11,688.25 which includes retainage owed to the contractor will be paid from the bond funds that were committed to this project.

**ADMINISTRATIVE RECOMMENDATION:** The recommendation is for the Board of Trustees to approve the final payment as presented.

**Please check one:**     For approval     Report / Information only     Recognition only

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# APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: SEISD  
 1050 Chicken Rand Road  
 San Elizario, TX 79849

FROM CONTRACTOR: PERIKIN Enterprises, LLC  
 500 Marquette Ave NW Ste 510  
 Albuquerque, NM 87102

VIA ARCHITECT: PERIKIN Enterprises, LLC  
 PERIOD TO: 2/29/2020  
 PROJECT NOS: RFP#19-119-1060

CONTRACT FOR: CONTRACT DATE 10/31/2019

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
 Application is made for payment, as shown below, in connection with the Contract.  
 Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 233,765.00  
 2. Net change by Change Orders \$ 0.00  
 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 233,765.00  
 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 233,765.00

5. RETAINAGE:  
 a. 0 % of Completed Work \$  
 (Column D + E on G703)  
 b. % of Stored Material \$ Included in above  
 (Column F on G703)  
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 233,765.00  
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 222,076.75  
 8. CURRENT PAYMENT DUE \$ 11,688.25  
 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0.00

AMOUNT CERTIFIED ..... \$ 11,688.25

**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
 In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

By: PERIKIN Enterprises, LLC Date: 3/11/2020  
 State of: TEXAS County of: El Paso ERICKA DOMINGUEZ  
 Subscribed and sworn to before me this 03/11/20 day of March My Commission Expires 04/28/2022  
 Notary Public: Ericka Dominguez ID No. 129794766  
 My Commission expires: 4/23/2022

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20005-5292  
 Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

PERIKIN Enterprises, LLC  
 500 Marquette Dr. NW  
 Suite 510  
 Albuquerque, NM 87102

# Invoice

**Invoice #:** 1885  
**Invoice Date:** 3/11/2020  
**Due Date:** 3/11/2020  
**P.O. Number:**

**Bill To:**

Description	Hours/Qty	Rate	Amount
Alarcon Elementar School Parking Lot Expansion RFP# 19-1060			
5% Retainage	1	11,688.25	11,688.25
Sales Tax		8.25%	0.00
<b>Total</b>			<b>\$11,688.25</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$11,688.25</b>

Phone #	Fax:
505-333-0501	505-843-8424

# Progress Report

PERIKIN Enterprises, LLC  
500 Marquette, Ave NW Suite 510  
Albuquerque, NM 87102

Period of Performance: 12/1/2019 - 1/31/2020

Pay App Number: 4

**Contract Number/Name: PK1004 SEISD Alarcon Parking Lot Expansion**

**Location: San Elizario, TX**

## SUMMARY SHEET

Task No.	Task Description	Total Cost w/Fee	Work Completed		% Complete	Total Claimed	Amount Remaining
			Previous	This Period			
1	Insurance with Bonds	\$4,210.36	\$4,210.36	\$0.00	100%	\$4,210.36	\$0.00
2	65% Design	\$11,162.66	\$11,162.66	\$0.00	100%	\$11,162.66	\$0.00
3	65% Design Review	\$1,000.00	\$1,000.00	\$0.00	100%	\$1,000.00	\$0.00
4	95% Design	\$4,613.54	\$4,613.54	\$0.00	100%	\$4,613.54	\$0.00
5	95% Design Review	\$1,000.00	\$1,000.00	\$0.00	100%	\$1,000.00	\$0.00
6	Final Design	\$535.59	\$535.59	\$0.00	100%	\$535.59	\$0.00
7	Final Design Review	\$400.00	\$400.00	\$0.00	100%	\$400.00	\$0.00
8	Mobilization	\$14,173.42	\$14,173.42	\$0.00	100%	\$14,173.42	\$0.00
9	Demolition	\$5,802.68	\$5,802.68	\$0.00	100%	\$5,802.68	\$0.00
10	Earthwork	\$24,079.09	\$24,079.09	\$0.00	100%	\$24,079.09	\$0.00
11	Underground Electrical	\$4,703.76	\$4,703.76	\$0.00	100%	\$4,703.76	\$0.00
12	Concrete Lightpole Bases	\$3,441.25	\$3,441.25	\$0.00	100%	\$3,441.25	\$0.00
13	Underground Storm Utility	\$8,823.25	\$8,823.25	\$0.00	100%	\$8,823.25	\$0.00
14	Concrete Curb	\$6,065.14	\$6,065.14	\$0.00	100%	\$6,065.14	\$0.00
15	CMU Construction	\$19,979.78	\$19,979.78	\$0.00	100%	\$19,979.78	\$0.00
16	Rockwall Construction	\$13,280.24	\$13,280.24	\$0.00	100%	\$13,280.24	\$0.00
17	Stucco Finishes	\$5,571.19	\$5,571.19	\$0.00	100%	\$5,571.19	\$0.00
18	HMAC Paving	\$59,376.65	\$59,376.65	\$0.00	100%	\$59,376.65	\$0.00
19	Concrete Sidewalk	\$2,777.13	\$2,777.13	\$0.00	100%	\$2,777.13	\$0.00
20	Chainlink Fencing	\$5,605.02	\$5,605.02	\$0.00	100%	\$5,605.02	\$0.00
22	Wrought Iron Fencing	\$13,361.61	\$13,361.61	\$0.00	100%	\$13,361.61	\$0.00
23	Install Lighting	\$14,601.65	\$14,601.65	\$0.00	100%	\$14,601.65	\$0.00
24	Parking Accessories	\$4,735.44	\$4,735.44	\$0.00	100%	\$4,735.44	\$0.00
25	Striping and Signage	\$2,465.55	\$2,465.55	\$0.00	100%	\$2,465.55	\$0.00
26	Project Closeout	\$2,000.00	\$2,000.00	\$0.00	100%	\$2,000.00	\$0.00
<b>Task Order Total</b>		<b>\$233,765.00</b>	<b>\$233,765.00</b>	<b>\$0.00</b>		<b>\$233,765.00</b>	<b>\$0.00</b>

**NOTE: THIS IS NOT AN INVOICE.**



San Elizario ISD  
P.O. Box 920  
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Phone 915.872.3900  
Fax 915.872.3903

## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Lisa D. Renegar; Planning & Instruction  
**Subject:** CPM 2.1 Progress Monitoring--Principal Walkthrough Totals  
**Date:** November 18, 2020

---

### HISTORY:

Superintendent’s Constraint C2 states:

**C2.** Do not allow adult convenience or preference to take priority over the academic progress of our students.

Constraint Progress Measure (CPM) 2.1 states:

**CPM 2.1:** The number of Principal classroom walkthroughs per week with feedback will increase from 2 in June 2018 to 12 by June 2024.

The 2020-2021 Annual Target for CPM 2.1 is 9 walkthroughs per week per Principal.

Walkthroughs have always been done in person. With the COVID-19 pandemic, however, walkthroughs have shifted to be conducted virtually.

### RATIONALE:

For the date range of 8/3/2020—10/23/2020 (10 weeks), the total goal is 90 walkthroughs per Principal. The monitoring chart on the following page shows our Principals’ progress with CPM 2.1. We have met expected progress.

### BUDGET:

There is no identified budgetary impact.

### ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board approve the progress of CPM 2.1 as presented.

**Please check one:**     For approval     Report / Information only     Recognition only

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## Board Progress Monitoring Report

### Superintendent's Constraint C2

### Overall Goal Evaluation

**C2:** Do not allow adult convenience or preference to take priority over the academic progress of our students.

**Meets Expected Progress**

**CPM 2.1:** The number of Principal classroom walkthroughs per week with feedback will increase from 2 in June 2018 to 12 by June 2024.

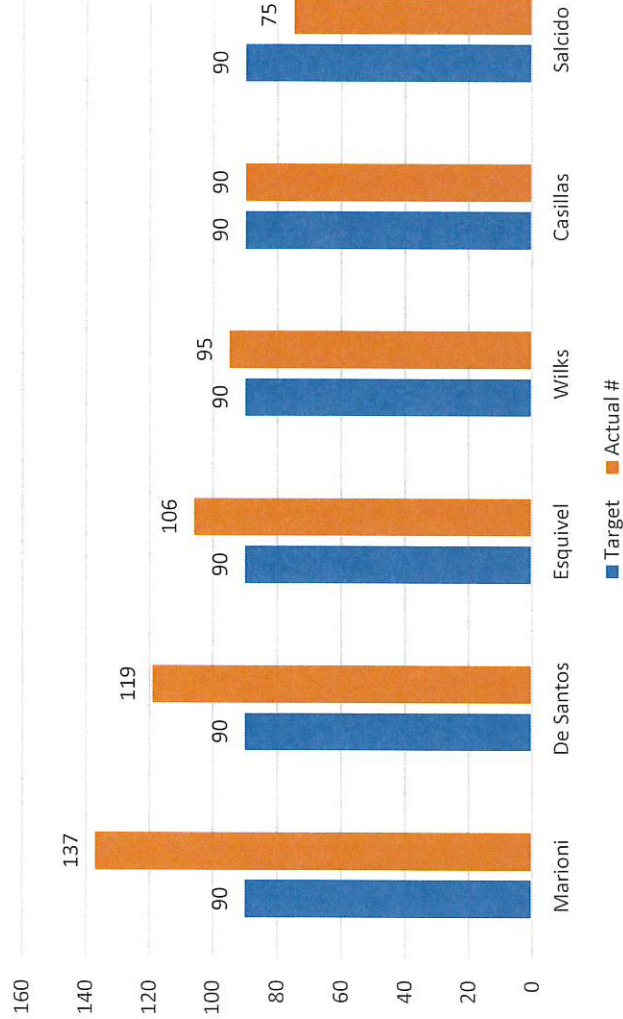
The annual target for 2020-2021 is 9 walkthroughs per week for each Principal. This report is for the first 10 weeks of the 2020-2021 school year, which gives us a target of 90 walkthroughs per Principal.

Five out of six Principals have met the target. Mr. Salcido is a newly hired, first-year Principal and will most assuredly catch up for the second 9 weeks, thus the evaluation of "Meets Expected Progress."

The Principals in the graph are displayed in descending order based on their walkthrough totals.

Walkthroughs have been done virtually by having Principals log in to the various Google Classrooms and monitor live lessons, posted assignments, and other teacher-created content.

Principal Walkthrough Totals; First 10 weeks of 2020-2021;  
8/3/2020---10/23/2020



**Superintendent's Evaluation on Next Steps: Refer to Board of Trustees Memo submitted with this report.**



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:** Lisa D. Renegar; Planning & Instruction  
**Subject:** CPM 2.2 Progress Monitoring—Assistant Principal Walkthrough Totals  
**Date:** November 18, 2020

---

### **HISTORY:**

Superintendent's Constraint C2 states:

**C2.** Do not allow adult convenience or preference to take priority over the academic progress of our students.

Constraint Progress Measure (CPM) 2.1 states:

**CPM 2.2:** The number of Assistant Principal classroom walkthroughs per week with feedback will increase from 2 in June 2018 to 12 by June 2024.

The 2020-2021 Annual Target for CPM 2.2 is 9 walkthroughs per week per Assistant Principal.

Walkthroughs have always been done in person. With the COVID-19 pandemic, however, walkthroughs have shifted to be conducted virtually.

### **RATIONALE:**

For the date range of 8/3/2020—10/23/2020 (10 weeks), the total goal is 90 walkthroughs per Assistant Principal. The monitoring chart on the following page shows our Assistant Principals' progress with CPM 2.2. We have not met expected progress.

### **BUDGET:**

There is no identified budgetary impact.

### **ADMINISTRATIVE RECOMMENDATION:**

It is recommended that the Board approve the progress of CPM 2.2 as presented.

**Please check one:**     For approval     Report / Information only     Recognition only

*San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*

# Board Progress Monitoring Report

Superintendent's Constraint C2	Overall Goal Evaluation																								
<p><b>C2:</b> Do not allow adult convenience or preference to take priority over the academic progress of our students.</p>	<p><b>Progress Needed</b></p>																								
<p><b>CPM 2.2:</b> The number of Assistant Principal classroom walkthroughs per week with feedback will increase from 2 in June 2018 to 12 by June 2024.</p>																									
<p>The target number of weekly walkthroughs for Assistant Principals this year is 9 per week. For the first 10 weeks of the 2020-2021 school year, the target is 90 total walkthroughs per AP.</p>	<p style="text-align: center;">Assistant Principal Walkthroughs; First 10 weeks of 2020-2021; 8/3/2020--10/23/2020</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <caption>Assistant Principal Walkthroughs Data</caption> <thead> <tr> <th>Principal</th> <th>Target</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Seigel</td> <td>90</td> <td>123</td> </tr> <tr> <td>Gutierrez</td> <td>90</td> <td>92</td> </tr> <tr> <td>Brashear</td> <td>90</td> <td>91</td> </tr> <tr> <td>Parra</td> <td>90</td> <td>77</td> </tr> <tr> <td>Pallares</td> <td>90</td> <td>76</td> </tr> <tr> <td>Corona</td> <td>90</td> <td>74</td> </tr> <tr> <td>Tenorio</td> <td>90</td> <td>63</td> </tr> </tbody> </table>	Principal	Target	Actual	Seigel	90	123	Gutierrez	90	92	Brashear	90	91	Parra	90	77	Pallares	90	76	Corona	90	74	Tenorio	90	63
Principal	Target	Actual																							
Seigel	90	123																							
Gutierrez	90	92																							
Brashear	90	91																							
Parra	90	77																							
Pallares	90	76																							
Corona	90	74																							
Tenorio	90	63																							
<p>The graph to the right is in descending order of the walkthrough total. Three of the seven AP's are over the goal, with Mr. Seigel having the highest total.</p> <p>Four of the 7 AP's are below the target, thus the overall goal evaluation of "Progress Needed."</p>																									

**Superintendent's Evaluation on Next Steps: Refer to **Board of Trustees Memo** submitted with this report.**



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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Lisa D. Renegar; Planning & Instruction  
**Subject:** GPM 3.2 Progress Monitoring—Enrollment in College Prep Classes  
**Date:** November 18, 2020

---

### **HISTORY:**

Student Outcome Goal 3 was established as follows:

Students graduating college, career, and military ready will increase from 65% in June to 81% by June 2024.

Goal 3 has two Goal Progress Measures. For the purpose of this report, GPM 3.2 will be examined, which states:

### **Goal Progress Measure (GPM) 3.2:**

The percentage of 12th grade students enrolled in a Mathematics or English college prep course will increase from 31% in June 2018 to 41% by June 2024.

### **RATIONALE:**

The annual targets for GPM 3.2 are as follows:

#### **GPM 3.2 Annual Targets:**

2018-2019—33%  
2019-2020—34%  
**2020-2021—36%**  
2021-2022—38%  
2022-2023—40%  
2023-2024—41%

For 2020-2021, there are 216 enrolled seniors. Of those, 107 students are eligible to take college prep courses. This number deducts the 109 students who are taking Dual Credit courses. There are 18 students taking college prep math, and 12 taking college prep English, which is 30 in total. This total of 30 represents 28% of the eligible senior population. Our target for 2020-2021 is 36%, so we are 8% below the target level of enrollment for these courses.

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High school students take a test called the TSIA (Texas Success Initiative Assessment) in order to determine if they are ready for college-level courses. We strive for students to reach or exceed passing levels on the TSIA assessment, meaning that they are ready for college-level coursework.

If students do NOT pass the TSIA, they may take the college prep English and/or math courses as an alternative way to reach college readiness, since they did not pass the TSIA. We ideally want all of our students pass the TSIA, thus keeping the college prep course numbers lower. It may not be ideal, then, to strive for higher and higher numbers on the college prep courses. This may simply indicate that more students passed the TSIA and thus did not need to be enrolled in college prep courses.

For purposes of determining goal progress, we must say “progress needed” on GPM 3.2, simply based on the current annual goals. We can look on this as a success, however, in that college readiness is being achieved in the primary way, via the TSIA test.

It is also crucial to look at the 77 senior students who are not in dual credit courses and are not enrolled in college prep courses, to see what is being done to prepare them for college level coursework. These students, in many cases, have simply not yet taken the TSIA test. The high school is conducting workshops for our seniors this fall to explain how imperative it is to take the TSIA test and to understand their scores. The College Board is also shifting to a new version of the TSIA test, called the TSIA 2.0, which launches in January 2021. The high school will capture the remaining seniors who have not yet taken the TSIA, and assess them with this revised instrument this spring.

Considering that the intention of GPM 3.2 has changed with the shift toward increasing our passing rates on the TSIA test instead, it is also suggested that GPM 3.2 be revised to focus on an indicator that better supports Goal 3.

### **Current GPM 3.2:**

#### Goal Progress Measure (GPM) 3.2:

The percentage of 12th grade students enrolled in a mathematics or English college prep course will increase from 31% in June 2018 to 41% by June 2024.

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### **Suggested Revision for GPM 3.2:**

#### Goal Progress Measure (GPM) 3.2

The percentage of 12th grade students who meet the college-ready criteria on the Texas Success Initiative Assessment (TSIA) in ELA/reading and math will increase from 22% in June 2018 to 50% by June 2024.

#### **GPM 3.2 Annual Targets (Revised)**

2017-2018: 22% (baseline)  
2018-2019: 23% (actual)  
2019-2020: 21% (actual)  
2020-2021: 26% (current target)  
2021-2022: 32%  
2022-2023: 40%  
2023-2024: 50%

Changing GPM 3.2 to what is listed above also mirrors our current GPM 3.1, which are the TSIA scores at the level of college readiness for 8<sup>th</sup> grade.

#### **BUDGET:**

There is no identified budgetary impact.

#### **ADMINISTRATIVE RECOMMENDATION:**

It is recommended that GPM 3.2 be approved as presented. It is also recommended that the Board consider revising GPM 3.2, as presented, as of the next monitoring report.

**Please check one:**     For approval     Report / Information only     Recognition only

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# Board Progress Monitoring Report

## Student Outcome Goal 3

### Overall Goal Evaluation

#### Progress Needed

Students graduating college, career, and military ready will increase from 65% to 81% by June 2024.

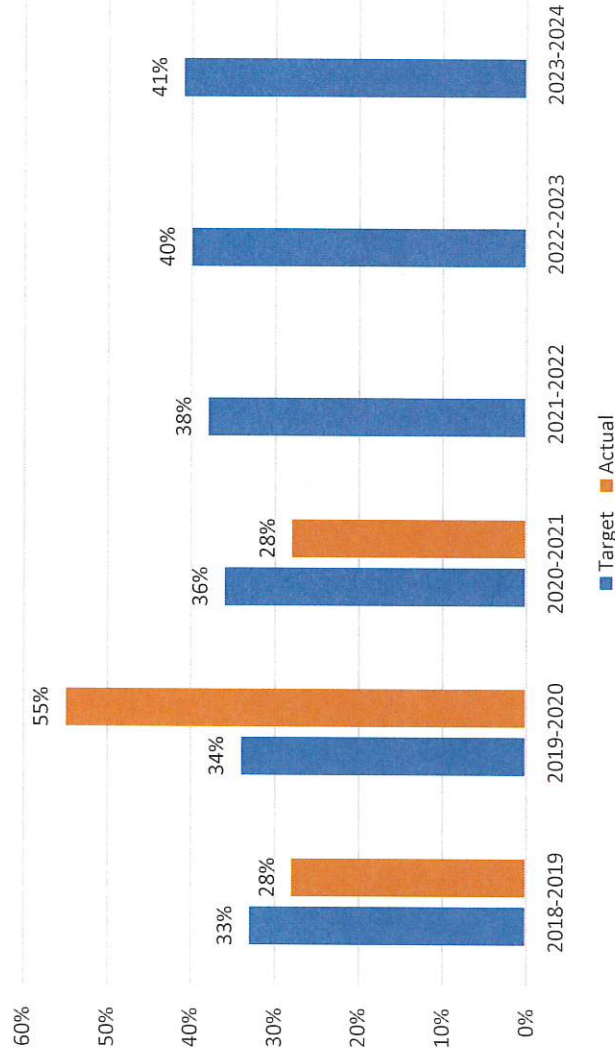
**Goal Progress Measure (GPM) 3.2:** The percentage of 12th grade students enrolled in a Mathematics or English college prep course will increase from 31% in May 2018 to 41% by June 2024.

**GPM 3.2 Annual Targets:**

- 2018-2019—33%
- 2019-2020—34%
- 2020-2021—36%**
- 2021-2022—38%
- 2022-2023—40%
- 2023-2024—41%

For 2020-2021, there are 216 enrolled seniors. Of those, 107 students are eligible to take college prep courses. This number deducts the 109 students who are taking Dual Credit courses. There are 18 students taking college prep math, and 12 taking college prep English, which is 30 total. This total of 30 represents 28% of the eligible senior population. Our target for 2020-2021 is 36%, so we are 8% below the target.

Percentage of Eligible Seniors Enrolled in College Prep Courses; 2020-2021



Superintendent's Evaluation on Next Steps: Refer to **Board of Trustees Memo** submitted with this report.



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P.O. Box 920  
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Phone 915.872.3900  
Fax 915.872.3903

## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Horacio Hernandez, Technology Director  
**Subject:** Laptop Devices for Board of Trustees  
**Date:** November 18, 2020

---

**HISTORY:** Since March 2020 when COVID-19 pandemic struck the nation, board meetings were required to be hosted virtual and broadcasted online for public viewing. This was a drastic transition from in-person to online for board members, district personnel, and community members. This change requires better and newer endpoint devices in order to keep providing virtual online board meetings with minimal interruption.

**RATIONALE:** The purchasing of new laptops for all Board of Trustees will provide better continuity to attend virtual online meetings with minimal to no interruptions. Having all board members with the same type of devices will allow for better technical support in case it is needed knowing that those devices are managed by San Elizario ISD IT department. It will also allow for the replacement of old and/or obsolete devices currently used by some of the board members.

**BUDGET IMPACT:**Total cost of this purchase is \$7,482.02 for 7 laptops.

**ADMINISTRATIVE RECOMMENDATION:** The administrative recommendation is for the board to approve this purchase. This will bring technology uniformity amongst all board members.

**Please check one:**     For approval     Report / Information only     Recognition only

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## A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000071863967.1</b>	Sales Rep	Michael Villa
<b>Total</b>	<b>\$7,482.02</b>	Phone	(800) 456-3355, 6180185
Customer #	3720193	Email	Michael_Villa_Jr@Dell.com
Quoted On	Oct. 28, 2020	<b>Billing To</b>	ACCOUNTS PAYABLE
Expires by	Nov. 27, 2020		SAN ELIZARIO ISD
Deal ID	15113893		1050 CHICKEN RANCH RD
			SAN ELIZARIO, TX 79849-0920

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Michael Villa

---

Product	Unit Price	Qty	Subtotal
Dell Latitude 3410	\$1,068.86	7	\$7,482.02
<b>Subtotal:</b>			<b>\$7,482.02</b>
<b>Shipping:</b>			<b>\$0.00</b>
<b>Non-Taxable Amount:</b>			<b>\$7,482.02</b>
<b>Taxable Amount:</b>			<b>\$0.00</b>
<b>Estimated Tax:</b>			<b>\$0.00</b>
<b>Total:</b>			<b>\$7,482.02</b>

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

<b>Dell Latitude 3410</b>	<b>\$1,068.86</b>	<b>Qty</b>	<b>7</b>	<b>Subtotal</b>	<b>\$7,482.02</b>
Estimated delivery if purchased today: Jan. 19, 2021 Contract # C000000006841 Customer Agreement # DIR-TSO-3763					

Description	SKU	Unit Price	Qty	Subtotal
Dell Latitude 3410	210-AVLB	-	7	-
10th Generation Intel Core i5-10210U (4 Core, 6M cache, base 1.6GHz, up to 4.2GHz)	379-BDZM	-	7	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	7	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	7	-
Integrated Intel UHD for 10th Generation Intel Core i5-10210U	338-BUZW	-	7	-
16GB, 2x8GB, DDR4 Non-ECC	370-AFEG	-	7	-
M.2 256GB PCIe NVMe Class 35 Solid State Drive	400-BIJP	-	7	-
14" HD (1366 x 768) Anti-Glare Non-Touch, Camera & Microphone, WLAN Capable	391-BFDV	-	7	-
Non-Backlit Power Button with No Fingerprint Reader	346-BGJH	-	7	-
Single Pointing Non-backlit Keyboard, English	583-BFRL	-	7	-
WLAN Driver Intel AX201, CML /9260, KBL-R (with Bluetooth)	555-BFSF	-	7	-
Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1	555-BFNI	-	7	-
No Mobile Broadband Card	556-BBCD	-	7	-
3 Cell 40Whr ExpressCharge Capable Battery	451-BCPT	-	7	-
HDD Bracket	575-BCDQ	-	7	-
65 Watt AC Adapter	450-ADTR	-	7	-
No Anti-Virus Software	650-AAAM	-	7	-
OS-Windows Media Not Included	620-AALW	-	7	-
US Power Cord	537-BBBL	-	7	-
Quick Start Guide for 3410	340-CQBV	-	7	-
Custom Configuration	817-BBBB	-	7	-
Regulatory Label, FCC	389-DPGZ	-	7	-
Waves Maxx Audio	658-BBRB	-	7	-
Dell Power Manager	658-BDVK	-	7	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	7	-
Dell Optimizer	658-BEQP	-	7	-
Additional Software for Latitude 3410	658-BETG	-	7	-
Direct Ship Info Mod	340-AASO	-	7	-
Mix Model Packaging	340-CQTI	-	7	-
System Ship Info	640-BBJB	-	7	-
No Resource USB Media	430-XXYG	-	7	-
ENERGY STAR Qualified	387-BBOO	-	7	-
BTO Standard Shipment (VS)	800-BBQK	-	7	-
No UPC Label	389-BCGW	-	7	-
Latitude 3410 Bottom Door Included	190321-BFKC	-	7	-

EPEAT 2018 Registered (Silver)	379-BDTO	-	7	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	7	-
Dell Limited Hardware Warranty	997-6727	-	7	-
Onsite/In-Home Service After Remote Diagnosis, 1 Year	997-6735	-	7	-
Onsite/In-Home Service After Remote Diagnosis, 3 Year Extended	997-6738	-	7	-
Accidental Damage Service, 4 year	973-9185	-	7	-
Absolute Resilience Education 3 Year	365-1128	-	7	-
Absolute Installation Fee	365-1245	-	7	-
BIOS - Absolute Setting	376-9455	-	7	-

---

<b>Subtotal:</b>	<b>\$7,482.02</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<hr/>	
<b>Total:</b>	<b>\$7,482.02</b>

## Important Notes

### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

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**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

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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. Rogelio Segovia, Associate Superintendent  
**Subject:** MOU – San Elizario ISD, El Paso Community College & University of Texas at El Paso  
**Date:** November 18, 2020

---

### HISTORY:

In accordance with Section 28.014(a) of the Education Code, each school district shall partner with at least one institution of higher education to develop and provide courses in college preparatory mathematics and English language arts (MOU, 2020)

### RATIONALE:

San Elizario ISD, EPCC and UTEP will collaborate to serve students at San Elizario ISD who are not deemed to be college ready. If eligible students (Seniors) pass the courses (college prep math and/or college prep ELA), then this joint agreement would allow these students to enter into college level courses in mathematics and English language arts without further remediation once admitted to EPCC or UTEP.

### BUDGET:

There is no budget impact.

### ADMINISTRATIVE RECOMMENDATION:

The Administration’s recommendation is that the Board of Trustees approve the memorandum of understanding among San Elizario ISD, EPCC and UTEP to continue to provide college prep courses in mathematics and English language arts for eligible high school Seniors.

**Please check one:**     For approval     Report / Information only     Recognition only

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## MEMORANDUM OF UNDERSTANDING

### SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT, EL PASO COMMUNITY COLLEGE, and THE UNIVERSITY OF TEXAS AT EL PASO

This Memorandum of Understanding (**MOU**) is entered into and made effective as of \_\_\_\_\_, 2020 between San Elizario Independent School District (**SEISD**), a Texas independent school district located at 1050 Chicken Ranch Rd., San Elizario, TX 79849, The El Paso County Community College District (**EPCC**), an institution of higher education located at 9050 Viscount Blvd., El Paso, Texas, 79925, and The University of Texas at El Paso (**UTEP**), a Texas State Institution of Higher Education and component institution of The University of Texas System addressed at 500 West University Avenue, El Paso, Texas, 79968.

WHEREAS, In accordance with Section 28.014(a) of the Education Code, each school district shall partner with at least one institution of higher education to develop and provide courses in college preparatory mathematics and English language arts;

WHEREAS the parties have agreed to enter into a collaborative MOU to serve students at SEISD, who are deemed to not be college ready per applicable regulation;

WHEREAS, SEISD, EPCC, and UTEP jointly recognized an opportunity to create seamless pathways for students to enter into college level work in mathematics and English language arts without further remediation;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this MOU and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, SEISD, EPCC, and UTEP, intending to be legally bound, agree as follows:

1. **Scope of Services.**

SEISD and EPCC agree to collaborate to develop and maintain developmental mathematics and English language arts courses that meet the terms of this agreement as outlined below in the Support and Services section of this MOU. SEISD and EPCC will meet regularly with stakeholders to maintain the integrity and evaluate the effectiveness of the program.

UTEP agrees to provide advice and support as requested by EPCC as EPCC has sole responsibility to develop and maintain developmental mathematics and English language arts College Ready Courses for the students of Region XIX. UTEP will meet with EPCC upon their request to provide consult and guidance to assist in maintaining the integrity and evaluate the effectiveness of the program.

2. **Term.** The initial term of this MOU shall begin on **July 1, 2020** and continue for a period of three years. Thereafter, parties may review, revise, and renew this MOU for a subsequent term as agreed upon by the parties. The initial term and any renewal term(s) are collectively referred to in this MOU as "Term." Any party may terminate this MOU, without cause, upon at least thirty

(30) calendar days with prior written notice to the other parties, with termination effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties.

3. **Changes and Amendments.** This MOU may be amended, modified, and/or supplemented only by the mutual agreement of the parties, in writing signed by a duly authorized representative of each of the parties, to be attached to and incorporated in this MOU.

4. **Support and Services.**

SEISD and EPCC agree to the following conditions:

- A. SEISD and EPCC agree to the following for both the mathematics and English language arts courses:
- i. To share data and provide feedback regarding student success on entry-level college mathematics and English language arts courses;
  - ii. To train advisors to recognize and honor course(s) on school district transcripts;
  - iii. To ensure that students are counseled directly into college level mathematics, English language arts, and all other courses that require mathematics and English language arts college readiness;
- B. SEISD and EPCC agree to the following for the college preparatory mathematics course:
- i. To contribute in the development of the Student Learning Outcomes agreed upon at the regional level;
  - ii. To provide guidance and participate in developing the syllabi for the courses being offered;
  - iii. To provide guidance and participate in developing the final exams for the courses;
- C. SEISD and EPCC agree to the following for the college preparatory English language arts course:
- i. To provide guidance and participate in developing the final exam for Integrated Reading and Writing course;
  - ii. To provide the types of essays required and participate in developing the rubrics for grading those essays;
  - iii. To contribute in the development of the Student Learning Outcomes agreed upon at the regional level;
  - iv. To provide guidance and participate in developing the syllabus for the course;
- D. SEISD agrees to the following for both the mathematics and English language arts courses:
- i. To provide highly qualified instructors for the courses being taught;
  - ii. To identify students who are not college ready via TSIA, SAT, ACT or EOC college readiness benchmarks as stated in HB5;
  - iii. To provide professional development and resources agreed upon at the regional level required to teach the mathematics and English language arts courses;
  - iv. To identify successful completion of the course(s) on the student transcripts as determined by the State of Texas PEIMS/TSDS number;
  - v. To provide curriculum for the courses that is consistent with Student Learning Outcomes agreed upon between all parties outlined in this MOU;

- vi. To follow grading expectations agreed upon between all parties outlined in this MOU;
  - vii. To deny students enrolled in these courses exemptions from final exams;
  - viii. To provide assistance with college enrollment and financial aid applications;
  - ix. To follow the agreed-upon course frameworks referenced as Addendum I, Addendum II, and Addendum III, to include objectives, recommended resources, final exam, and grading policies;
- E. SEISD agrees to the following for the college preparatory mathematics course:
- i. To administer the final exam and award credit for the course based on grading expectations agreed upon between all parties outlined in this MOU;
  - ii. To provide and utilize technology for each student enrolled in the course;
  - iii. To ensure transferability of the course grade, the student's grade for the course must meet the expectations agreed upon between all parties outlined in this MOU;
  - iv. Completion of the fall and spring semester courses with satisfactory performance as outlined above will ensure that the student is prepared for college level mathematics without further assessment or remediation;
- F. SEISD agrees to the following for the college preparatory English language arts course:
- i. To administer the final exam and award credit for the course based on grading expectations agreed upon between all parties outlined in this MOU;
  - ii. To teach and grade the required essays according to the rubrics developed in collaboration between all parties outlined in this MOU;
  - iii. To provide and utilize technology for each student enrolled in the course;
  - iv. To ensure transferability of the course grade, the student's grade for the course must meet the expectations agreed upon between all parties outlined in this MOU.

EPCC and UTEP agree to the following conditions:

- G. EPCC and UTEP agree to the following for both the mathematics and English language arts courses:
- iv. To, subject to applicable law and limitation, share data and provide feedback regarding student success on entry-level college mathematics and English language arts courses;
  - v. To train advisors to recognize and honor course(s) on school district transcripts;
  - vi. To ensure that students are advised and counseled directly into college level mathematics, English language arts, and all other courses that require mathematics and English language arts college readiness;
- H. UTEP agrees to support EPCC as the final decision maker of the following for the college preparatory mathematics and English language arts course and will contribute in the course development upon request of EPCC as follows:
- iv. To provide input in the development of the Student Learning Outcomes agreed upon at the regional level;
  - v. To provide input in the development of the syllabi for the courses being offered; and
  - vi. To provide input in the development the final exams for the courses.

- I. UTEP agrees to accept the decisions of the Region XIX independent school districts and EPCC for both the mathematics and English language arts course in that completion of the fall and spring semester courses with satisfactory performance as jointly determined by EPCC and Region XIX independent school districts will ensure that the student is prepared for college level mathematics without further assessment or remediation.


Executed on the dates established below.

**SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT**

\_\_\_\_\_  
**Jeannie Meza-Chavez, Ph.D.**, Superintendent

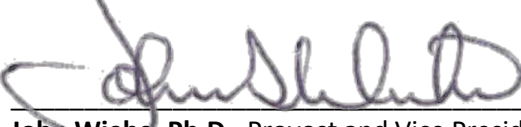
Date: \_\_\_\_\_

**THE EL PASO COUNTY COMMUNITY COLLEGE DISTRICT**

  
\_\_\_\_\_  
**William Serrata, Ph.D.**, President

Date: October 22, 2020

**THE UNIVERSITY OF TEXAS AT EL PASO**

  
\_\_\_\_\_  
**John Wiebe, Ph.D.**, Provost and Vice President for Academic Affairs

Date: October 9, 2020



## **Addendum I: Frameworks- College Preparatory Integrated Reading and Writing I and II**

### **ESC Region 19 in partnership with EPCC and UTEP Transition to College English – 2 Semester Course**

**Target Students:** This course is recommended for any 12<sup>th</sup> grade student whose performance on measures outlined in TEC §28.014 and the memorandum of understanding (MOU) with the partnering institution(s), indicates that the student is not on track to perform entry-level college coursework in English Language Arts. This course is designed to advance college and career readiness.

**Recommended Prerequisites:** Satisfactory performance on the English I & II STAAR/EOC examinations and successful course completion of English III.

#### **Course Description as defined by El Paso Community College and The University of Texas at El Paso:**

Students will learn to investigate academic texts, construct supported interpretations and arguments for an authentic audience, and acquire academic habits of thought. Reading instruction will focus on developing critical reading skills for comprehension, interpretation, and analysis. In writing, students will develop skills through composing with specific purpose, situation, genre, and audience in mind. Students will write a variety of effective formal and informal texts. To learn to integrate reading and writing, students will use an inquiry approach to analyze, synthesize, and make value judgments regarding text and writing. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. This course is designed to prepare students for college-level reading and writing intensive courses. Successful completion of this course, as defined by the memorandum of understanding (MOU) with the partnering institution(s), grants the student an exemption to TSI requirements for reading and writing at the partnering institution(s). Students will learn to write effective, logical essays, utilizing textual support to develop reading comprehension strategies, and to analyze, synthesize and make value judgments using critical thinking. **An overall grade for semester I of 75 or higher and an overall grade for semester II of 75 indicates that the student has met the college readiness standards established by the School Districts of Region 19, El Paso Community College (EPCC), and The University of Texas at El Paso (UTEP) indicating that the student has fulfilled TSI requirements for reading and writing.**

#### **Course Goal as defined by El Paso Community College and The University of Texas at El Paso:**

The goal of Integrated Reading and Writing I and II is to develop students as critical readers, critical writers and thinkers prepared for college success in introductory courses across disciplines.

#### **Student Learning Outcomes & Learning Objectives as defined by El Paso Community College and The University of Texas at El Paso:**

##### **Upon successful completion of this course, students will be able to:**

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Set individual learning goals, and self-monitor during the learning process by articulating difficulties, identifying solutions, and asking for assistance when appropriate.
3. Determine the meaning of unfamiliar vocabulary within text by analyzing context and using appropriate resources; incorporate expanded vocabulary into oral and written communication.

4. Describe, communicate, and apply insights gained from reading and writing a variety of texts through reflection.
5. Interact with text to discover evidence of author's purpose, intended audience, tone/voice, and message across a variety of texts.
6. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
7. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
8. Discuss ideas in a variety of formal and informal contexts, contribute to group dialogue, and incorporate others' ideas into individual work and learning approach when appropriate.
9. Generate ideas and collect credible information relevant to the topic and purpose, incorporating the ideas and words of other writers in college-level writing using established strategies.
10. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
11. Recognize and apply the conventions of Standard English in reading and writing.
12. Collaborate with peers throughout the reading and writing process to build upon ideas, investigate a problem, explore complexities of issues, and improve writing.
13. Revise writing to increase continuity of ideas, academic tone, accuracy of communication, and clarity of purpose.

**Optional Course Instructional Materials approved by El Paso Community College and The University of Texas at El Paso:**

**Current Textbook:** Hoeffner and Hoeffner, 2017. *Common Places*, McGraw-Hill. ISBN: 978-125996289-9

**Previous Textbook:** Rosa, Alfred and Escholz, 2012. *Models for Writers: Short Essays for Composition*, Bedford/St. Martin's. ISBN: 978-0-312-55201-5

**Online Technology Resources:**

**Course Online Resource:** *Connect* (McGraw-Hill Education) is a robust toolkit of learning resources designed with the flexibility instructors need, to unlock the potential of a diverse student population. Connect provides opportunities for both formative and summative assessment. Adaptive technology provides students with a safe place to make mistakes encouraging deliberate practice and enabling them to move one step closer to mastery.

Any software and/or online resource that enhances student learning. i.e. Grammarly, MI Write, Edgenuity, etc.

**Instructor Course Resources:**

Education Service Center Region 19 College and Career Readiness, 2014. *HB5 English College Prep Course*, Education Service Center- Region 19, <https://www.esc19.net/Page/198>. Web. 15 Jan 2016.

HB 5 College Preparatory English Resources, 2014. *TASA on iTunes U*, Texas Association of School Administrators. <http://www.tasanet.org>. Web. 09 June 2014.

Texas College and Career Readiness Support Center, 2013. *College Readiness Assignment field Testing (CRAFT)*, Educational Service Center 13. <http://txccrsc.org>. Web. 16 December 2013.

University of North Texas Academic Vertical Alignment Training and Renewal, 2011. *UNT AVATAR*, University of North Texas, <http://www.untavatar.org>. Web. 06 June 2015.

**Additional Public Education Goals:**

- Students are prepared to enter post-secondary workforce certificate programs with no additional remediation in reading and writing.
- Students will learn and practice note-taking, test-taking, and reading and writing strategies for post-secondary success.

**Final Exam & Grading Policy for Integrated Reading and Writing for High School Students:**

- Students must take the Final Exam with no exemptions.
- Final exam weight will be determined by the ISD.
- It is recommended that the EPCC Common Essay Rubric be used to score the essays; however, this rubric is only required to score the final exam (the Common Essay). Teachers may use other rubrics if preferred for the other course essays.
- An overall grade for each semester (I and II) of 75 is required for course credit. An overall grade for the semester of 75 is required for course credit. Students who receive course credit will receive a 12-month TSIA waiver in reading and writing at EPCC and UTEP.



**Addendum II: Frameworks- College Preparatory Integrated Mathematics Course I**

**ESC Region 19 in partnership with EPCC and UTEP  
Transition to College Math Course I – 1 Semester**

**Target Students:** This course is recommended for 12<sup>th</sup> grade students whose performance on measures outlined in TEC §28.014 and the memorandum of understanding (MOU) with the partnering institution(s), indicates that the student is not ready to perform entry-level college coursework in mathematics. This course is designed to advance college and career readiness.

**Recommended Pre-requisites:** Satisfactory completion of Algebra I, Geometry, and Algebra II. Completion of the Algebra I EOC exam.

**Course Description as defined by El Paso Community College and The University of Texas at El Paso:**

This course addresses a variety of mathematical topics needed to prepare students for success in college-level mathematics. In addition, the course supports students in developing skills and strategies needed to succeed in college. Mathematics topics include: real numbers, basic geometry, polynomials, factoring, linear equations, inequalities, rational expressions, and mathematical models with applications. Successful completion of this course (Course I and Course II), as defined by the memorandum of understanding (MOU) with the partnering institution(s), grants the student an exemption to TSI requirements for mathematics at the partnering institution(s). **An overall grade for the semester of 75 or higher indicates that the student has met the college readiness standards established by the School Districts of Region 19, El Paso Community College (EPCC), and The University of Texas at El Paso (UTEP) indicating that the student is prepared for Integrated Mathematics Course II.**

**Course Student Learning Outcomes & Learning Objectives:**

STUDENT LEARNING OUTCOMES	LEARNING OBJECTIVES	High School Equivalent
<b>THE STUDENT WILL:</b>		
1. Identify and apply properties of real numbers and perform accurate arithmetic operations with numbers in various formats and number systems. Apply basic geometric theorems and formulas.	1.1 Add, subtract, multiply and divide, using order of operations, real numbers and manipulate certain expressions including exponential operations.	Algebra I & Geometry
	1.2 Find square roots of perfect square numbers.	
	1.3 Solve problems involving calculations with percentages and interpret the results.	
	1.4 Use estimation skills, and know why, and when to estimate results.	
	1.5 Find the perimeter and area of rectangles, squares, parallelograms, triangles, trapezoids and circles; volume and surface area, relations between angle measures, congruent and similar triangles, and properties of parallelograms.	

2. Demonstrate the ability to graph and solve linear equations and inequalities.	2.1 Solve problems using equations and inequalities, absolute value equalities and inequalities.	Algebra I & Algebra II
	2.2 Solving linear equations.	
	2.3 Plot ordered pairs on a rectangular coordinate system and graph linear equations.	
	2.4 Graph linear equations & linear inequalities in two variables.	
	2.5 Finding intercepts graphically and algebraically.	
	2.6 Find the slope of a line & write its equation.	
3. Solve systems of equations using a variety of techniques.	3.1 Solve systems of linear equations in two variables by graphing.	Algebra I & Algebra II
	3.2 Solve systems of linear equations in two variables by substitution.	
	3.3 Solve systems of linear equations in two variables by addition.	
4. Understand operations of polynomial functions and solve problems using scientific notation.	4.1 Exponents	Algebra I & Algebra II
	4.2 Operations of polynomial functions to include addition, subtraction, multiplication, and division.	
	4.3 Solving problems using scientific notation.	
5. Understand, interpret, and make decisions based on financial information commonly presented to consumers.	5.1 Demonstrate understanding of common types of consumer debt and explain how different factors affect the amount that the consumer pays.	Mathematical Models with Applications; Algebra I & Algebra II
	5.2 Demonstrate understanding of compound interest and how it relates to saving money.	
	5.3 Use quantitative information to explore the impact of policies or behaviors on a population.	
	5.4 Factor polynomials using the techniques of the greatest common factor and grouping.	

**NOTE:** An individual student learning outcome assessment is suggested at the end of each unit. A comprehensive Final Exam is required.

**Course Goal as defined by El Paso Community College and The University of Texas at El Paso:**

- The first course of two is intended for students who require state mandated remediation.
- In particular, this course is intended to prepare students for Integrated Mathematics Course II.

**Additional Public Ed Goals:**

- Students are prepared to enter post-secondary programs with no additional remediation in mathematics.
- Students experience a combination of class and student-directed lab time to simulate the EPCC and UTEP course structure.
- Students manage their own learning through effective self-scheduling, self-monitoring, and effective peer study groups.

**Course Resources approved by El Paso Community College and The University of Texas at El Paso:**

**Current Textbook:** Martin-Gay, Elayn, 2017. Beginning & Intermediate Algebra, Pearson Education 6<sup>th</sup> Edition. ISBN: 978-0134-19309-0

**Previous Textbook:** Martin-Gay, Elayn, 2012. Beginning & Intermediate Algebra, Pearson Education 5<sup>th</sup> Edition. ISBN: 978-0321-78512-1

**Online Technology Resources:** Any software and/or online resource that enhances student learning. i.e. Edgenuity, MyMathLab, etc.

**Instructor Course Resources:**

Education Service Center Region 19 College and Career Readiness, 2014. *HB5 Mathematics College Prep Course*,

Education Service Center- Region 19, <https://www.esc19.net/Page/197>. Web. 15 Jan 2016. Course materials such as suggested calendar and workbook may be found at the Region 19 website.

*MyMathLab* (Pearson Education) is a powerful online homework, tutorial, and assessment system that accompanies Pearson

Education's textbooks in mathematics. Since 2001, MyMathLab, along with MathXL and MyStatLab, have helped over 5 million students succeed at more than 1,850 colleges and universities.

*TASA on iTunes U* engages experienced teachers, content specialists, and higher education faculty to create a collection of digital resources that are aligned with the Texas College and Career Readiness Standards. Districts can rely on this vetted compilation of interactive, online content to develop—in consultation with their higher education partner—their own college preparatory courses in responding to this HB 5 requirement. TASA's HB 5 college preparatory course resource collections can be accessed by searching for Texas Association of School Administrators in the iTunes U catalog or by visiting [www.itunes.com/tasa](http://www.itunes.com/tasa).

Kahn Academy, 2017. *Math by Subject*, Kahn Academy. <https://www.khanacademy.org/>. Web. 02 February 2017.

Texas College and Career Readiness Support Center, 2013. *College Readiness Assignment field Testing (CRAFT)*, Educational Service Center 13. <http://txccrsc.org>. Web. 16 December 2013.

University of North Texas Academic Vertical Alignment Training and Renewal, 2011. *UNT AVATAR*, University of North Texas. <http://www.untavatar.org>. Web. 06 June 2015.

UT Austin Dana Center, 2017. *The Charles A. Dana Center*, University of Texas at Austin. <http://www.utdanacenter.org/>. Web. 02 February 2017.

**Final Exam & Grading Policy approved by El Paso Community College and The University of Texas at El Paso:**

The students' **overall** grade will be calculated using the following:

- 50% individual assessments to include a comprehensive Final Exam.
- 50% other such as daily grades, homework, etc.
- An overall grade for the semester of 75 or higher indicates that the student has met the criteria, and the student is prepared for Integrated Mathematics Course II without further assessment or remediation.



**Addendum III: Frameworks- College Preparatory Integrated Mathematics Course II**

**ESC Region 19 in partnership with EPCC and UTEP  
Transition to College Math Course II – 2 Semester**

**Target Students:** This course is recommended for 12<sup>th</sup> grade students whose performance on measures outlined in TEC §28.014 and the memorandum of understanding (MOU) with the partnering institution(s), indicates that the student is not ready to perform entry-level college coursework in mathematics. This course is designed to advance college and career readiness.

**Recommended Pre-requisites:** Satisfactory completion of Algebra I, Geometry, and Algebra II. Completion of the Algebra I EOC exam.

**Course Description as defined by El Paso Community College and The University of Texas at El Paso:**

This course addresses a variety of mathematical topics needed to prepare students for success in college-level mathematics. In addition, the course supports students in developing skills and strategies needed to succeed in college. Mathematics topics include: factoring techniques, radicals, algebraic fractions, complex numbers, graphing linear equations and inequalities, quadratic equations, systems of equations, graphing quadratic equations, an introduction to functions, and probability. Successful completion of this course (Course I and Course II), as defined by the memorandum of understanding (MOU) with the partnering institution(s), grants the student an exemption to TSI requirements for mathematics at the partnering institution(s). **An overall grade for the semester of 75 or higher indicates that the student has met the college readiness standards established by the School Districts of Region 19, El Paso Community College (EPCC), and The University of Texas at El Paso (UTEP) indicating that the student is prepared for college-level mathematics.**

**Course Student Learning Outcomes & Learning Objectives:**

STUDENT LEARNING OUTCOMES	LEARNING OBJECTIVES	High School Equivalent
<b>THE STUDENT WILL:</b>		
1. Use and interpret function notation in both algebraic and graphical contexts.	1.1 Recognize functional notation and evaluate functions.	Algebra I & Algebra II
2. Solve algebraic equations and inequalities involving rational expressions, radicals, quadratics, or linear expressions.	2.1 Factoring polynomials using the greatest common factor, grouping, trinomials of the form $x^2 + bx + c$ and $ax^2 + bx + c$ , difference of two squares, and special trinomials.	Algebra I, Geometry, Algebra II, & Pre-Calculus
	2.2 Solve quadratic equations by factoring.	
	2.3 Add, subtract, multiply and divide rational expressions.	
	2.4 Simplify complex fractions.	
	2.5 Solving equations involving rational expressions.	
	2.6 Simplify equations involving rational exponents and simplify radicals.	

	2.7 Add, subtract, multiply, divide expressions involving radicals and solve radical equations.	
	2.8 Add, subtract, multiply and divide complex numbers.	
	2.9 Solve quadratic equations by completing the square, quadratic formula, and square root property.	
	2.10 Graph quadratic functions and inequalities.	
3. Examine, solve, and interpret the quadratic graphs of equations and inequalities.	3.1 Add, subtract, multiply, and divide complex numbers. 3.2 Solve quadratic equations by completing the square, quadratic formula, and square root property. 3.3 Graph quadratic functions and inequalities.	Algebra I & Algebra II
4. Solve application problems.	4.1 Applications of functions.	all courses
5. Use counting principles and probability to quantify uncertainty in a variety of real-world contexts.	5.1 Build a finite sample space and interpret statements about probability (including terms like unlikely, rare, and impossible). 5.2 Compute and interpret the probability of an event and its complement. 5.3 Compute and interpret the probability of compound and conditional events. 5.4 Interpret two-way tables.	Advanced Quantitative Reasoning & Statistics

**NOTE:** An individual student learning outcome assessment is suggested at the end of each unit. A comprehensive Final Exam is required and needs to be part of the student's overall grade.

**Course Goal as defined by El Paso Community College and The University of Texas at El Paso:**

- This is second course of two intended the final course in the developmental mathematics sequence and its purpose is to prepare students for college-level mathematics.
- Its purpose is to prepare students for college-level mathematics.

**Additional Public Ed Goals:**

- Students are prepared to enter post-secondary programs with no additional remediation in mathematics.
- Students experience a combination of class and student-directed lab time to simulate the EPCC and UTEP course structure.
- Students manage their own learning through effective self-scheduling, self-monitoring, and effective peer study groups.

**Course Resources approved by El Paso Community College and The University of Texas at El Paso:**

**Current Textbook:** Martin-Gay, Elayn, 2017. Beginning & Intermediate Algebra, Pearson Education 6<sup>th</sup> Edition. ISBN: 978-0134-19309-0

**Previous Textbook:** Martin-Gay, Elayn, 2012. Beginning & Intermediate Algebra, Pearson Education 5<sup>th</sup> Edition. ISBN: 978-0321-78512-1

**Online Technology Resources:** Any software and/or online resource that enhances student learning. i.e. Edgenuity, MyMathLab, etc.

**Instructor Course Resources:**

Education Service Center Region 19 College and Career Readiness, 2014. *HB5 Mathematics College Prep Course*,

Education Service Center- Region 19, <https://www.esc19.net/Page/197>. Web. 15 Jan 2016. Course materials such as suggested calendar and workbook may be found at the Region 19 website.

*MyMathLab* (Pearson Education) is a powerful online homework, tutorial, and assessment system that accompanies Pearson Education's textbooks in mathematics. Since 2001, MyMathLab, along with MathXL and MyStatLab, have helped over 5 million students succeed at more than 1,850 colleges and universities.

*TASA on iTunes U* engages experienced teachers, content specialists, and higher education faculty to create a collection of digital resources that are aligned with the Texas College and Career Readiness Standards. Districts can rely on this vetted compilation of interactive, online content to develop—in consultation with their higher education partner—their own college preparatory courses in responding to this HB 5 requirement. TASA's HB 5 college preparatory course resource collections can be accessed by searching for Texas Association of School Administrators in the iTunes U catalog or by visiting [www.itunes.com/tasa](http://www.itunes.com/tasa).

Kahn Academy, 2017. *Math by Subject*, Kahn Academy. <https://www.khanacademy.org/>. Web. 02 February 2017.

Texas College and Career Readiness Support Center, 2013. *College Readiness Assignment field Testing (CRAFT)*, Educational Service Center 13. <http://txccrsc.org>. Web. 16 December 2013.

University of North Texas Academic Vertical Alignment Training and Renewal, 2011. *UNT AVATAR*, University of North Texas. <http://www.untavatar.org>. Web. 06 June 2015.

UT Austin Dana Center, 2017. *The Charles A. Dana Center*, University of Texas at Austin. <http://www.utdanacenter.org/>. Web. 02 February 2017.

**Final Exam & Grading Policy approved by El Paso Community College and The University of Texas at El Paso:**

The students' overall grade will be calculated using the following:

- 50% individual assessments to include a comprehensive Final Exam.
- 50% other such as daily grades, homework, etc.
- An overall grade for the semester of 75 is required for course credit. Students who receive course credit will receive a 12-month TSI waiver in reading and writing at EPCC and UTEP.

Minutes of AMENDED Regular Meeting and Public Hearing by Videoconference During Disaster Due to COVID - 19  
The Board of Trustees  
San Elizario ISD  
October 14, 2020

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An AMENDED Regular Meeting and Public Hearing by Videoconference During Disaster Due to COVID - 19 of the Board of Trustees of San Elizario ISD was held October 14, 2020, beginning at 5:30 PM by Videoconference that was accessed through our District website at [www.seisd.net](http://www.seisd.net).

Due to health and safety concerns related to the COVID-19 coronavirus, this meeting was conducted by videoconference. At least a quorum of the board participated by videoconference in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

A live stream feed of this Board meeting can be accessed at <https://youtu.be/8FND3Xcu9xU>

Members of the public may access the audio conference of this Board meeting by dialing the following number 1-408-418-9388 and entering the following access code 146 750 4518#

Event address for attendees:

<https://seisd.webex.com/seisd/onstage/g.php?MTID=e8ca5d3578556fd4b76234a9f09dfb789>

Event number: 146 750 4518

Event password: jRABMdNd422

A Board packet can be found at <https://v3.boardbook.org/Public/PublicHome.aspx?ak=71904>

Members of the public who desire to address the board regarding an item on this agenda must comply with the following registration procedures: Public comments may be submitted to [chcuevas@seisd.net](mailto:chcuevas@seisd.net) at any time prior to the board meeting time.

**1. GENERAL FUNCTIONS**

**TIME: 5:30 – 5:34**

**A. Call Meeting to Order**

The meeting was called to order at 5:30 p.m.

**B. Roll Call**

The following board members were accounted for: Sandra Licon, Board President; Fernie Madrid, Board Secretary; Eduardo Chavez, Michelle Garcia, Myrna Hernandez and Rebecca Romero. Superintendent Dr. Meza-Chavez was also in attendance.

Board Vice President Irene Jaquez was absent.

**C. Pledge of Allegiance**

**D. San Elizario ISD Mission Statement**

Mrs. Licon recited the District's Mission statement.

2. **OPEN FORUM** (five minute limit)

**TIME: 5:34 – 5:34**

No items were presented in Open Forum.

3. **DISTRICT RECOGNITION**

**TIME: 5:34 – 5:55**

A. Teacher and Employee of the Month for Sambrano Elementary School

Mrs. Norma Casillas, Principal of Sambrano Elementary, introduced the employee of the month Librarian, Ms. Christine Herrera. Mrs. Casillas stated that Ms. Herrera's work ethic was to bring 100% to the campus teachers and students every single day.

Ms. Herrera thanked the board and the superintendent for the honor and she stated that she was humbled beyond words. Ms. Herrera thanked the campus administration for their support and guidance.

Mrs. Norma Casillas, Principal of Sambrano Elementary, introduced the teacher of the month Ms. Valerie Martinez. Mrs. Casillas stated that Ms. Martinez has taken on students with many difficulties. Mrs. Casillas stated that Ms. Martinez makes her students successful and her love of her children and our students is steadfast.

Ms. Martinez thanked the board and the superintendent for the honor and the opportunity to work with the San Elizario ISD. Ms. Martinez stated that she felt privileged to work with the amazing staff at Sambrano Elementary.

B. October is Principal's Month

Dr. Rogelio Segovia, Associate Superintendent, announced that October is the month to honor our Principals of the San Elizario ISD. Dr. Segovia stated that our Principals lead with courage and love as they take care of our students, faculty and staff. The Principals were thanked for their service and dedication.

Superintendent Dr. Meza-Chavez thanked the Principals for all the work that they continue to do. Dr. Meza-Chavez thanked the Principals for their positive outlook as things continue to change. Dr. Meza-Chavez stated that she could not think of a better time to serve with them and went on to say that our Principals demonstrate true leadership for our students.

The Board of Trustees thanked the Principals for their hard work.

All Principals will be given plaques that will be delivered to their campus.

C. Texas Human Resources Day

Dr. Rogelio Segovia announced that October 14, 2020 was designated as Texas Human Resources Day. Dr. Segovia stated that our Human Resources department is our dream team and that they serve with kindness. Dr. Segovia read the resolution.

Mrs. Blanca Cruz, Human Resources Director, thanked the board and superintendent for the recognition. Mrs. Cruz thanked the Human Resources staff for their hard work.

Superintendent Dr. Meza-Chavez thanked the Human Resources Department for their hard work and their positive attitudes. Dr. Meza-Chavez thanked the Human Resources Department on behalf of the Cabinet team for the continued collaboration with the District.

**4. EXECUTIVE SESSION**

**TIME: 5:55 – 7:07**

The Board entered into a closed meeting at **5:55 p.m.** to discuss personnel matters, to consult with attorney, to discuss real estate matters, to consider recommendations for hiring of personnel or termination of personnel and other personnel matters under Sec. 551.071, 551.072 and 551.074, Texas Gov. Code:

- A. Discussion on Employee / Board / Superintendent Communication
- B. Discussion regarding possible updates and revisions to the Board's Operating Procedures
- C. Discussion regarding Spectrum's proposed settlement agreement and possible amendment to service contract for the WAN project/leased lines ERATE YEAR 23 (RFP#20-1070).
- D. Discussion regarding apportionment and disbursement of settlement funds to SEISD, including appointment of a fiscal agent for receipt of district funds, in the Public Utility Commission of Texas (PUC) proceeding related to the Sale, Transfer, or Merger of El Paso Electric Company to Sun Jupiter Holdings LLC and IIF US Holding 2 LP, entities related to J.P. Morgan's Infrastructure Investments Fund, PUC Docket No. 49849, Joint Report and Application of El Paso Electric Company, Sun Jupiter Holdings LLC, and IIF US Holding 2 LP for Regulatory Approvals Under PURA §§ 14.101, 39.262, and 39.915.

**5. The Board returned to open session at 7:07 p.m. to take possible action on the matters discussed in Executive Session.**

**TIME: 7:07 – 7:13**

- A. Discussion and possible action to approve updates and revisions to Board Operating Procedures as discussed in closed session.

Mrs. Garcia made a motion to approve updates and revisions to Board Operating Procedures as discussed in closed session. Ms. Romero seconded the motion. Motion passed unanimously.

- B. Discussion and possible action to approve additional board training on applicable laws and Board Operating Procedures.

Mrs. Garcia made a motion to approve additional board training on applicable laws and Board Operating Procedures. Mrs. Hernandez seconded the motion. Motion passed unanimously.

- C. Discussion and possible action to approve Spectrum's proposed settlement agreement and accordingly authorize legal counsel to proceed with any necessary amendment to the service contract for the WAN project/leased lines ERATE YEAR 23 (RFP#20-1070).

Mrs. Hernandez made a motion to approve Spectrum's proposed settlement agreement and accordingly authorize legal counsel to proceed with any necessary amendment to the service contract for the WAN project/leased lines ERATE YEAR 23 (RFP#20-1070). Ms. Romero seconded the motion. Motion passed unanimously.

- D. Discussion and possible action to approve apportionment and disbursement of settlement funds to SEISD, appoint a fiscal agent to both receive and tender to the district its apportioned funds, in the Public Utility Commission of Texas (PUC) proceeding related to the Sale, Transfer, or Merger of El Paso Electric Company to Sun Jupiter Holdings LLC and IIF US Holding 2 LP,

entities related to J.P. Morgan’s Infrastructure Investments Fund, PUC Docket No. 49849, Joint Report and Application of El Paso Electric Company, Sun Jupiter Holdings LLC, and IIF US Holding 2 LP for Regulatory Approvals Under PURA §§ 14.101, 39.262, and 39.915.

Mrs. Garcia made a motion to approve to appoint the El Paso Independent School District as the fiscal agent for the receipt of the settlement proceeds in the matter on behalf of the Rate 41 Group, including the San Elizario Independent School District and further moved that the Board approve the division of the proceeds to San Elizario Independent School District according to the previously approved Rate 41 usage percentages used as the basis for the allocation of attorney fees for the Rate 41 Group in the matter. Mr. Madrid seconded the motion. Motion passed unanimously.

6. **CONSENT AGENDA** - Consider and possible Board action on

**TIME: 7:13 – 7:21**

A. Financial Reports

1. Tax Report
2. Financial Statements
3. Investment Report
4. Purchase Orders Exceeding \$25,000.00  
PO# 40963 - Dell Marketing L.P. - \$25,652.64  
PO# 40969 - El Paso Trade School, Inc. - \$50,295.00
5. Budget Amendment

B. Monitoring Superintendent's Constraints

1. Discussion and possible board action to approve Superintendent's Constraints C1 - CPM 1.1

C. **Goal Progress Monitoring**

1. **GPM 1.1** - The percentage of students in Pre-K through 2nd Grade who perform at the Master’s Level as measured by the iStation Mathematics Ability Index will increase from 10% in October 2019 to 38% by June 2024.
2. **GPM 2.1** - The percentage of students in PreK-2 Grade who perform at the Master’s level as measured by the iStation Overall Reading Ability Index will increase from 11% in October 2019 to 30% by June 2024.
3. **GPM 1.1** and **GPM 2.1** Powerpoint Presentation

D. Agreement with the City of El Paso regarding Closed Point of Dispensing Immunizations or Treatment in Public Health Emergency

E. Agreement with the City of El Paso regarding Open Point of Dispensing Immunizations or Treatment in Public Health Emergency

F. Consider and possible Board action to cancel existing interlocal agreement for school resource officer with the County of El Paso, Texas with an ending date of July 31, 2021 and approval of new interlocal agreement for school resource officer with the County of El Paso, Texas commencing on October 1, 2020 and ending on September 30, 2024.

G. Texas OnCourse Data Sharing Agreement

H. Letter to Commissioner Morath

I. Consider approval of minutes for the following:

Presenter: Board of Trustees

1. September 9, 2020 - Regular Board meeting
2. September 12, 2020 - Special Board Meeting

J. Consider disposal of surplus property declared obsolete and unnecessary by Superintendent or her Designee, to include disposal of broken and / or obsolete furniture and technology equipment according to Administrative discretion and by an reasonable means

1. Technology Department
2. Support Services Department

Mrs. Hernandez made a motion to approve the consent agenda-removing item H. Mrs. Garcia seconded the motion. Motion passed unanimously.

Board Trustee Mrs. Michelle Garcia asked that legal counsel Mrs. Priscilla Mata read aloud the Letter to Commissioner Morath (item H). Mrs. Mata read the letter aloud.

Mrs. Garcia made a motion to approve item H – Letter to Commissioner Morath. Mrs. Romero seconded the motion. Motion passed unanimously.

**7. NEW BUSINESS / BOARD ACTION ITEMS**

**TIME: 7:21 – 8:19**

**A. Focus on Student Outcome Goals**

1. Sambrano Elementary School - Monitoring Student Progress

Mrs. Casillas presented campus data that included math and reading data. Interventions were also presented.

**B. Overview of the Financial Integrity Rating System of Texas (FIRST) Report**

Mr. Norberto Rivas, Chief Financial Officer, presented an overview of the Financials Integrity Rating System of Texas (FIRST) Report.

**C. Public Comments on the FIRST Report**

No public comments were submitted.

**D. Discussion and possible action to approve seeking two TEA waivers to continue remote instruction for the 2nd 9 weeks in order to continue to facilitate safe and effective instructional continuity.**

1. TEA Waiver for time period October 20, 2020 - November 13, 2020
2. TEA Waiver for time period November 16, 2020 - December 18, 2020

Dr. Segovia stated that a 4-week extension was granted after Labor Day. Dr. Segovia stated that starting Sept 8 the District began providing instruction remotely as well as on campus instruction to those students who identified as Special Populations as well as those who had connectivity issues. This extension took the District up to Sept 25, 2020. An

additional extension was granted to October 2, 2020, which then brought us to intercession. Because of the increase of the COVID 19 numbers, an additional extension is being requested. Dr. Ocaranza has also submitted a letter to Commissioner Morath to explain the situation within the County. Dr. Segovia stated that these waivers would allow us to continue in the mode that we are in until December 18, 2020. Dr. Segovia stated that Regional Districts received an email from TEA stating that for anyone interested in seeking a waiver extension, to consider that in the future, we may need to submit a hold harmless waiver where TEA replaces our attendance average percentages in comparison to a 3-year average for funding purposes. Dr. Segovia stated that there are 2 exceptions that TEA would accept with this additional waiver, which would be closure for 5 days because of COVID-19, and the other is for high school schedules, hybrid schedules. Dr. Segovia stated that if you get one, it does not guarantee that you will get the other. TEA granted us a 2-week extension taking us to October 30, 2020, which would mean that all students would return November 2, 2020.

Dr. Meza-Chavez stated that we are seeking the approval of the 2 waivers because it still does not end for us. Dr. Meza-Chavez stated that we try to open our schools for those with connectivity issues or parents with childcare issues. All issues are communicated with campus principals. Dr. Meza-Chavez stated that the parent survey has not received 100% participation, however; all information gathered has been forwarded to TEA. As a district, we continue to communicate with TEA. Dr. Meza-Chavez stated that the last thing that we want to do is to put our students and staff in danger. Dr. Meza-Chavez went on to state that the District wants to ensure that we have encouraged our parents, students, and staff to continue following CDC guidelines. Dr. Meza-Chavez told the board that everyone on has done a great job to prepare our campus to continue to receive our students. Because numbers are so high, Dr. Meza-Chavez stated that it is clear that COVID-19 virus is community spread. Dr. Meza-Chavez concluded that the District will continue to keep our schools open, however, we want to continue to ask TEA to allow us to remain with the numbers we currently have.

Board Trustee Mrs. Hernandez asked that if the parents that participated in the survey who opted to send their children to school have now decided to keep them home; do they need to communicate that information with anyone? Dr. Meza-Chavez stated that it would be helpful if they communicated the new information to that campus so that preparations can continue to be made. Dr. Meza-Chavez stated that parents have the ultimate choice to send their child to school and we will continue to do our best to keep them safe.

Board Trustee Mrs. Garcia asked in regards to the TEA waivers, what are the chances of these waivers not being approved. Dr. Meza-Chavez stated that TEA is working differently with Districts. Dr. Meza-Chavez stated that these waivers allow us to not have instruction of our students interrupted and that the approvals of these waivers will take us into the second grading period. Dr. Meza-Chavez stated that we continue seeking guidance with TEA. Dr. Meza-Chavez stated that we as a District have to continue communication with our staff as we prepare to pivot when we do hear from TEA. Superintendent also stated that in speaking with Dr. Ocaranza, she stated to him that she felt we needed more support from the city.

Board Trustee Mr. Madrid stated that he heard that some school districts are canceling their UIL activities. Superintendent stated that she was aware that middle schools were canceling, however, various things were being heard throughout the county. Dr. Meza-Chavez stated that we are very proud of our coaches and students for staying safe by demonstrating responsible behaviors. Dr. Meza-Chavez stated that conversations continue to be had with neighboring superintendents. Dr. Meza-Chavez stated that Fabens ISD did close down athletics out of precaution for the community. Superintendent went on to say that seasons are being cut short because of the spread of the virus and we want to make sure we do not expose our students. Because we care deeply for our student's, community, and staff, we will continue to put them first. Superintendent stated that it is an unprecedented time and we want to get through this together. The numbers continue to rapidly increase and it is very alarming. In dealing with our students and staff, Dr. Meza-Chavez stated that she takes their health and safety very seriously.

Board Trustee Mrs. Myrna Hernandez stated that as a parent of a senior student, she would have loved to see her child play but she is willing to sacrifice that rather than put her child in harm's way. Mrs. Hernandez stated that at the previous Board meeting in September, Mrs. Garcia had expressed the same sentiments in saying that she didn't want her son exposed to any risk factors and that the Board was approached by administration seeking guidance and suggestions when the issue of spectators was addressed. Mrs. Hernandez stated that Mrs. Garcia went on to say that she did not wish for her son to be exposed and it was then suggested by Mrs. Garcia that we would not have spectators and the Board agreed. Mrs. Hernandez apologized to Administration for the backlash that Administration received from parents because the Board agreed to not have spectators.

Legal counsel Mrs. Mata asked that the board limit their discussion to the subject at hand.

Board President Mrs. Sandra Licon thanked the Administration for all the hard work that they continue to do to keep our students and communities safe. Superintendent stated that she just wanted all of our parents to know that parents are making the choice for their child and that their children are welcome in our schools. Superintendent went on to say that if a parent feels that their child is safer at home that they can have them remain at home. Dr. Meza-Chavez stated that our District is open for those parents who decide to send them in. Dr. Meza-Chavez stated that all we ask is that we hear from our parents. Superintendent said that our District is open and we are just erring on the side of caution, as our community numbers are high.

A motion was made by Mrs. Garcia to approve seeking two TEA waivers to continue remote instruction for the 2nd 9 weeks in order to continue to facilitate safe and effective instructional continuity. Mrs. Hernandez seconded the motion. Motion passed unanimously.

## **8. REPORTS / INFORMATION / PRESENTATION**

**TIME: 8:19 – 8:30**

### **A. Curbside Meal Service Update (Information)**

- B. Virtual Texas Teacher Evaluation and Support System (T-TESS) Rubric (Information)
- C. Support Services Service Update (Information)
- D. Discussion / Information regarding Return to Play / Spectators

Superintendent Dr. Meza-Chavez stated that the information that was received by the Board initially showed having spectators, however, it has now been edited to show for the allowing of senior parents. Athletic Director, Ms. Jaksch, stated that the District initially started with a plan to allow parents of athletes only, however, it was updated after information was received by Dr. Ocaranza. Ms. Jaksch stated that we have now revised it to have a senior parent night for the teams. The teams submitted the names of 2 parents that would be able to join for the senior night. Ms. Jaksch commended the coaches as well as the athletes as they continue to follow protocols to keep everyone safe. At this time, we are not allowing spectators and only recognizing a senior night as to not expose any other people.

Board President Licon commended the coach's for following the protocols that continue to keep the athletes safe and as they continue to play because they are following all safety measures. Mrs. Licon commended the parents also for the sacrifice that they are making in not being able to see their athletes play. Mrs. Licon stated that we understand that it is very difficult but she is very proud of SEISD as they manage to keep everyone safe. Unfortunately, with COVID-19, it has to be safety first. Board President stated that we have to think and do what is best for all student athletes and all UIL events.

Board Trustee Mr. Madrid stated that if a community member comes up to us as a board member, we have to remember it is safety first. Mr. Madrid stated that we are dealing with lives of children and the lives of parents and that this is not the common cold. It has to be safety first. Mrs. Jaksch said we have to follow what the CDC guidelines say and we have to just stay strong and take it day by day. Mrs. Jaksch thanked the board for their support. Board Trustee Mrs. Hernandez stated that she wanted to reiterate that initially at our previous meeting; Mrs. Garcia suggested that spectators not be allowed. Board Trustee Mrs. Garcia stated that when we spoke of this issue before in September, the cases were declining. Mrs. Garcia thought that it was getting better and unfortunately, the rise of cases has become worse. Mrs. Garcia went on to state that everyone is entitled to change their minds and that is the beautiful thing about being a part of a team in that we all have our difference of opinions. Mrs. Garcia stated that cases are high now and we have to live with this now, with things changing daily, this is just what we have to do at this time. The Board thanked Ms. Jaksch.

- 9. **NEXT MEETING DATE:** Special Board Meeting: Saturday, October 17, 2020 at 8:30 a.m.  
Special Board Meeting: Mission: Progressing Together Tuesday, October 20, 2020 at 9:00 a.m.  
(Spanish)  
Special Board Meeting: Mission: Progressing Together Tuesday, October 20, 2020 at 5:00 p.m.  
(English)  
Regular Board Meeting: Wednesday, November 18, 2020 at 5:30 p.m.

**10. ADJOURNMENT**

**TIME: 8:30 – 8:31**

Mrs. Garcia made a motion to adjourn. Mrs. Hernandez seconded the motion. Motion passed unanimously. **Time: 8:31 p.m.**

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Board Chair

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Board Secretary

Minutes of Team of 8 Training / Workshop by Videoconference During Disaster Due to COVID-19  
The Board of Trustees  
San Elizario ISD  
October 17, 2020

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A Team of 8 Training / Workshop by Videoconference During Disaster Due to COVID-19 of the Board of Trustees of San Elizario ISD was held October 17, 2020, beginning at 8:30 AM by Videoconference that can be accessed through our District website at [www.seisd.net](http://www.seisd.net).

Due to health and safety concerns related to the COVID-19 coronavirus, this meeting was conducted by videoconference. At least a quorum of the board participated by videoconference in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

A live stream feed of this Board meeting can be accessed at <https://youtu.be/EY6429G1JcI>

Members of the public may access the audio conference of this Board meeting by dialing the following number 1-346-248-7799 and entering the following access code 522275. Meeting ID: 817 7831 3850

A Board packet can be found at <https://v3.boardbook.org/Public/PublicHome.aspx?ak=71904>

Members of the public who desire to address the board regarding an item on this agenda must comply with the following registration procedures: Public comments may be submitted to [chcuevas@seisd.net](mailto:chcuevas@seisd.net) at any time prior to the board meeting time.

The open portions of this meeting will be recorded and made available to the public upon request.

1. GENERAL FUNCTIONS

**TIME: 8:38 – 8:44**

A. Call to Order

The meeting was called to order at 8:38 a.m.

B. Roll Call

All Board Trustees attended via videoconference. Superintendent Dr. Meza-Chavez also attended.

C. Pledge of Allegiance

D. San Elizario ISD Mission Statement

Mrs. Licon recited the District's Mission Statement

2. School Board Training

**TIME: 8:44 – 11:40**

A. Team of 8 training

LSG Coach, Ms. Monica Jaloma, led the board and Superintendent through the required annual team building training.

3. Adjournment

**TIME: 11:40 – 11:41**

Mrs. Jaquez made a motion to adjourn the meeting. Mrs. Romero seconded the motion. Motion passed unanimously. **Time: 11:41 a.m.**

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Board Chair

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Board Secretary



San Elizario I.S.D.  
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: Horacio Hernandez, Technology Director  
Subject: October 2020 Technology Fixed Asset Discard  
Date: November 18, 2020

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### HISTORY:

Campus and Departments periodically replace obsolete or non-repairable technology items. In order to aid the campuses and departments in removing these items to maximize space, the Technology Department will be submitting monthly disposal lists for approval.

### RATIONALE:

Items shown on the attached lists have been reviewed by the District Technology Department and concur with campus/departments administration to dispose or sell listed items.

### BUDGET IMPACT:

No budget impact.

### ADMINISTRATIVE RECOMMENDATION:

For the Board to declare the fixed assets listed as surplus and authorize administration to sell or dispose of them by any reasonable means.

Please check one:  For approval       Report/Information only       Recognition only

# Garcia-Enriquez Middle School



# Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Other: \_\_\_\_\_

Excell

Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	306 Dell Monitor	1003301007	1	OUTDATED -
2				
3	Dell Computer	1003303208	1	"
4	Drive			
5				
6				
7	203 Dell Monitor	1105062529	1	"
8				
9	Dell Comp.	1105060649	1	"
10	Drive			
11				
12				
13	313 Dell Monitor	1105182731	1	"
14				
15	Dell Comp.	1105182231	1	"
16	Drive			
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29				
30				

Date: 10/9/2020

Authorized Campus

Signature Ralph Co.

# Planning & Instruction



# Fixed Asset Discard List

Other: Central Office

Excell

Loya

**Campus** (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	H135	Cassette Player	0812111900	1	Outdated / Not Used
2	H135	Audio Tech Mic	1210192541	1	Outdated / Not Used
3	H135	Dell Projector	0506161131	1	Outdated / Not Used
4	H135-2	Elmo	0603083111	1	Outdated / Not Used
5	H109	Kanguru CD Duplicator	0405101705	1	Outdated / Not Used
6	H109	Laminating Machine	1405193834	1	Does not work
7	H109	ProImage Poster Printer	NA	1	Outdated / Does not work
8					
9					
10					
11					
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Date: 10/30/2020

Authorized Campus

Signature *R. S. [Signature]*

Page \_\_\_\_\_ of \_\_\_\_\_



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:** Jesus Martinez, Director-Support Services  
**Subject:** October 2020 Non Technology Fixed Asset Discards  
**Date:** November 18, 2020

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**HISTORY:** Campuses and departments periodically replace obsolete, broken or non-repairable items. We assist campuses and departments in removing these items to maximize space and minimize unnecessary item accumulation.

**RATIONALE:** To prevent unnecessary accumulation of obsolete, broken or non-repairable fixed assets at all our campuses and in departments, discard requests are now submitted on a monthly basis until further notice.

**BUDGET IMPACT:** No budget impact

**ADMINISTRATIVE RECOMMENDATION:** For the Board of Trustees to declare the listed fixed assets as surplus or discards and authorize administration to sell or dispose of by any reasonable means.

**Please check one:**     For approval     Report / Information only     Recognition only

*San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*



# Fixed Asset Discard List

Other: \_\_\_\_\_

Excell

Loya

**Campus** (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	B 198 XYLE PHONES	120 255	3	BROKEN
2		120 251		
3		120 - MISSING		
4				
5	FRENCH HORN	5 720472	1	DENTED & BROKEN
6				
7	WOODEN FRAME	D40122-7212	4	DAMAGED
8	CABINET	P52917		
9		D44652-7212		
10		D44862-7212		
11				
12	PIANOS/	MISSING BAR	4	BROKEN
13	ORLEAN	CODES		
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29				
30				

Date: 10/9/2020

Authorized Campus

Signature Rebecca C

Page \_\_\_\_\_ of \_\_\_\_\_



# Fixed Asset Discard List

Other: \_\_\_\_\_

Excell

Loya

**Campus** (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	0198	2840	18	- Broken
2		2827		
3		3038		
4		3037		
5		2832		
6		2838		
7		3036		
8		2841		
9		2212		
10		2825		
11		2833		
12		2836		
13		3039		
14		2215		
15		2829		
16		650757		
17		3035		
18		8584		
19	VIOLIN	NO SERIAL #	2	WHITE WOODEN - BROKEN
20				
21	TRUMPET	592092	5	- Broken
22		19579		
23		536233		
24		732382		
25		0001		
26				
27	Flute/Flamboy	091805	1	- Broken
28	Flute	146499	1	
29	Clarinet	95225	1	
30		84365	1	

11552

Date: 10/9/2020

Authorized Campus

Signature \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_



# Fixed Asset Discard List

Other: \_\_\_\_\_

Excell

Loya

**Campus** (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	
1	CAFETERIA	CAFETERIA TABLE	1417	2	OLD ; DAMAGED
2		1408			
3					
4	WHITE	UNFOUNDED	4	OLD, CRIPPLED / DAMAGED	
5	CAFETERIA				
6	TABLES				
7					
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29					
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Date: 10 / 9 / 2020

Authorized Campus

Signature \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_



# Fixed Asset Discard List

Other: \_\_\_\_\_

Excell

Loya

**Campus** (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serlal	Qty	Comments/Reasons	
1	306	DELL MONITOR	1003301007	1	OUTDATED -
2					
3		DELL COMPUTER	1003303208	1	"
4		DRIVE			
5					
6					
7	203	DELL MONITOR	1105062529	1	"
8					
9		DELL COMP.	1105060649	1	"
10		DRIVE			
11					
12					
13	313	DELL MONITOR	1105182731	1	"
14					
15		DELL COMP.	1105182201	1	"
16		DRIVE			
17					
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Date: 10/9/2020

Authorized Campus

Signature Alfonso

Page \_\_\_\_\_ of \_\_\_\_\_



## MEMORANDUM

**To:** Dr. Meza-Chavez, Superintendent

**From:** Raul Jacques, Director of Child Nutrition Services

**Subject:** Update – Nutrition Services Operations

**Date:** November 18, 2020

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During the month of October, Child Nutrition Services served 46,656 meals to children in our community. Students on campus received meals from the cafeteria while students receiving virtual instruction received meals through our curbside meal service.

Effective November 2, 2020, curbside meal operations were consolidated in four locations: High School, Borrego, Alarcon, and Garcia-Enriquez Middle School. Meals will be served on Monday, Wednesday, and Friday. Participants will receive meals for two days on each serving day. This will ensure that they have meals for the school week plus a meal for Saturday. The meal service for students receiving on-campus instruction is unchanged.



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:** Horacio Hernandez, Technology Director  
**Subject:** TX SB820 – Cybersecurity Plan: Executive Summary  
**Date:** November 18, 2020

---

### HISTORY:

San Elizario Independent School District has engaged with Spectrum Technologies / StrykerCyber to assist San Elizario ISD IT Department in achieving compliance with Texas Senate Bill 820 and board policy CQB (Local), requiring Texas School Districts to implement a comprehensive cybersecurity program / plan.

### RATIONALE:

Spectrum Technologies / StrykerCyber was engaged to assess the current state of the San Elizario ISD IT infrastructure, to perform a gap analysis of the current state compared to compliance requirements set forth in TX SB820, and to recommend the next steps needed to achieve compliance targets.

### BUDGET:

There is not an impact to the budget.

### ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to inform Board of Trustees of current cyberinfrastructure finding and vulnerabilities, determine cybersecurity risks, and continue supporting implementation of appropriate mitigation planning.

**Please check one:**     For approval     Report / Information only     Recognition only

*San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*



San Elizario Independent School District  
Texas SB 820 Project

Executive Summary

Prepared by:



STRYKER CYBER

CONFIDENTIALITY NOTE: The information contained in this report document is for the exclusive use of the client specified above and may contain confidential, privileged and non-disclosable information. If the recipient of this report is not the client or addressee, such recipient is strictly prohibited from reading, photocopying, distributing or otherwise using this report or its contents in any way.



San Elizario Independent School District has engaged Spectrum Technologies/StrykerCyber to assist SEISD in achieving compliance with Texas Sente Bill 820, requiring Texas School Districts to implement a comprehensive cybersecurity program.

Spectrum Technologies/StrykerCyber was engaged to assess the current state of the SEISD IT infrastructure, to perform a gap analysis of the current state compared to the compliance requirements set forth in TXSB820, and to recommend next steps need to achieve those compliance targets.

Contained in the document are the findings from the following assessment exercises:

- Texas Cybersecurity Framework
- StrykerCyber Assessment Questionnaire
- External Penetration Testing
- Vulnerability Scan of the SEISD IT Infrastructure

The document also provides recommendations to address the identify gaps. These recommendations fall within the following categories:

- Process/Documentation
- Configuration Changes/Updates
- Technical Solutions, (Software or Tools)
- Hardware

#### Texas Cybersecurity Framework Findings

The Texas Cybersecurity Framework, (TCF) is a tool that is used to assess and measure an organizations cybersecurity maturity. The TCF is base upon the National Institution of Standards in Technology, (NIST) framework with using the following families of security controls:

**IDENTIFY**

**PROTECT**

**DETECT**

**RESPOND**

**RECOVER**



The TCF measures individual activities that fall within these five families, allowing an organization to assign one of the following maturity assessments to each activity:

- Level 0 – Non-Existent
- Level 1 – Initial
- Level 2 – Repeatable
- Level 3 – Defined
- Level 4 – Managed
- Level 5 – Optimized

The TCF allows an organization to delineate each measured activity by assigning identified percentages to individual levels.

Each activity is assigned a TCF rating based upon the responses. The TCF had identified the TCF rating of 3.00 as the “Due Diligence Monitoring Stage”, the minimum rating that would indicate an organization’s commitment cybersecurity maturity.

The TCF was completed based upon the data provided by the following:

- StrykerCyber Assessment Questionnaire
- Vulnerability Scan of the SEISD IT Infrastructure

The TCF scoring was reviewed with the SEISD IT team to ensure accuracy.

The overall TCF score for SEISD was 2.54. The following recommended solutions would allow improvement in the scoring of the measured activities, allowing many to improve to a Level – 4 Managed rating.

The inclusion of these recommendations would improve the overall TCF score to a 3.82.

Recommendations:

- Process Development, Documentation and Training
- Remote Monitoring and Management Solution
  - 24/7
- Advanced Security Solution
  - Active Endpoint Detect and Response Solution
    - Automated, Behavior based response
- Managed Security Services Provider
  - 24/7
- Security Awareness Training Program
  - Ongoing, Continuous Training
  - On-Demand Phishing Campaigns



### StrykerCyber Assessment Questionnaire Findings

This questionnaire is adaptive solution that was completed with direct input from the SEISD IT staff. The questionnaire was comprised of 75+ questions that were categorized into the five families of both the TCF and the NIST cybersecurity framework.

This assessment assigned SEISD an overall risk rating of Medium

There were 2 critical risk areas and 22 high risk areas. The 2 critical risks should be addressed, but the large number of high-risk areas is a concern, as the number indicated multiple areas of potential compromise.

A large number of these risk areas can be addressed by the development, implementation and training of the needed processes, policies and procedures that would apply the needed discipline and attention to securing the SEISD IT infrastructure.

A draft set of processes, policies and procedures has been delivered to the SEISD IT staff as part of the deliverables of this engagement.

### Recommendations:

The remaining set of risks issues would be addressed via a combination of the documentation delivered and the following set of recommended solutions:

- Process Development, Documentation and Training
- Remote Monitoring and Management Solution
  - 24/7
- Advanced Security Solution
  - Active Endpoint Detect and Response Solution
    - Automated, Behavior based response
- Managed Security Services Provider
  - 24/7
- Security Awareness Training Program
  - Ongoing, Continuous Training
  - On-Demand Phishing Campaigns



External Penetration Testing

External penetration testing is a practice that assesses the externally facing assets for an organization. During an external penetration test, the assessor attempts to gain entry into the internal network by leveraging vulnerabilities discovered on the external assets

In adherence to cybersecurity industry best practices, Spectrum Technologies/StrykerCyber engaged with a neutral third party to conduct this test.

Spectrum Technologies/StrykerCyber utilized the services of MainNerve Cybersecurity to conduct the external penetration testing and provide a report of their findings.

Based on the findings and analysis by MainNerve, the risks are calculated in the following table. It should be noted that the DREAD algorithm\*, as calculated below, is used to compute a risk value, which is an average of all five categories.

Findings	D	R	E	A	D	Value	Priority
Cisco ASA IOS Fragmentation Vulnerability	8	6	5	8	8	35/5=7	Medium
Internet Key Exchange Supports Aggressive Mode with Pre-Shared Key	4	2	2	3	4	15/5=3	Low
TLSv1.0 Protocol Supported	4	2	2	3	4	15/5=3	Low

Based on these findings, MainNerve has determined that the overall risk impact is Medium

Recommendations:

- To address the Cisco IOS vulnerability, SEISD should consider updating the IOS on the ASA 5500.
- For the Key exchange issue, SEISD should disable aggressive mode if possible, not use pre-shared key for authentication, or ensure the use of very strong keys
- TLSv1.0 issue can be addressed by disabling TLSv1.0 and only allowing connections through TLSv1.1+.

\*DREAD Algorithm is based upon measures of Damage Potential, Reproducibility, Exploitability, Affected User and Discoverability.

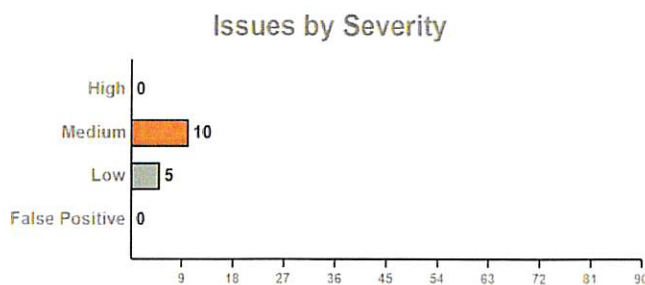


### Vulnerability Scan of the SEISD IT Infrastructure

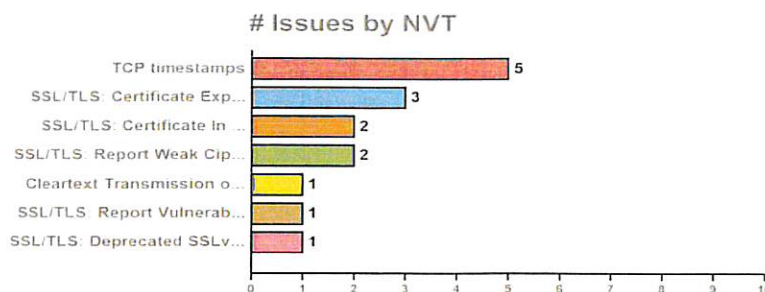
The vulnerability scan was conducted by using varied scanning methodologies, one scanning from a network and networking perspective and the other scanning from a security perspective. The complete set of findings are contained in the following provided documentation:

- Vulnerability Scan Results
- Network Assessment
- Security Assessment

The high-level overview of the Scan provided the following:



A breakdown of the issues is shown here:



### Recommendations:

- Sync hardware TCP timestamps across the network
- Address expired SSL/TLS by renewing or eliminate unneeded
- Update SSL/TLS to eliminate vulnerabilities



The scan also provided a set of data that should be reviewed and validated in light of the seasonal nature of the SEISD IT environment in light of the time when the scan was completed.

The scan reported the following areas of concern:

1. Users not logged into the domain for > 30 days
2. Inactive computers
3. Anti-Spyware/Anti-Virus not installed or not up to date
4. User passwords set to never expire
5. Un-populated organization units within the Active Directory
6. Unsupported Operating Systems
7. Operating Systems in Extended Support
8. Insecure listening Ports

Recommendations:

- Review items 1-3 against the time of scan
- Review and ensure that all users have a password expiration policy
- Review and eliminate unneeded orgs within Active Directory
- Take action to remove unsupported OS devices from the SEISD network
- Develop an action plan to remove/replace devices in the Extended Support period.
- Review Needed listening ports, remove those that are not required



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:** Norberto Rivas, Chief Financial Officer  
**Subject:** Purchase Orders issued with temporary Superintendent purchasing threshold in response to COVID-19 pandemic – PO# 40136 – Labatt Food Service LLC - \$26,109.00  
**Date:** November 18, 2020

---

**HISTORY:** At the April 8, 2020 regular meeting the Superintendent's purchasing threshold under CH(Local) was increased from \$25,000 to \$150,000.

**RATIONALE:** The purpose of this agenda item is to present any purchase orders that have been issued with that temporary purchasing threshold.

**BUDGET IMPACT:** This is being funded by the Summer Food Service Program.

**ADMINISTRATIVE RECOMMENDATION:** These are being presented for information.

**Please check one:**     For approval     Report / Information only     Recognition only

*San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*



PURCHASE ORDER REVISION REQUEST FORM

Vendor Name: LABATT Food Services Campus/Dept. CNS

Purchase Order # 40136 - Non-Food

- Price Adjustment    
  Add New Line Item    
  Close/Void Purchase Order  
 Delete Line Item    
  Other

Reason for Revision (Please include support backup):

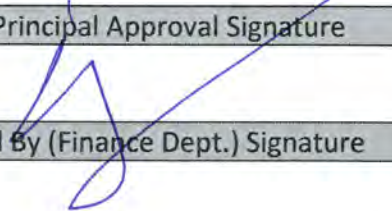
Program Operations have been extended  
by Texas Department of Agriculture.

Total Amount of Original PO: \$ 15,000.00

Adjusted Cost: \$ 11,109.00

New PO Total Amount: \$ 26,109.00

Account # \_\_\_\_\_

Director/Principal Approval Signature	Date
	<u>10/5/2020</u>
Processed By (Finance Dept.) Signature	Date

*PO Revisions for price adjustments are only required when changes are over \$100.00dls*



**San Elizario Independent School District**

1050 Chicken Ranch Road  
San Elizario, TX 79849-9999  
(915) 872-3900

**BLANKET/PROJECT PURCHASE**

**40136**

**Date: 03/17/2020**

**Page 1 of 1**

**VENDOR: 2163**

**TO: Labatt Food Service Llc  
P.O. Box 27730  
ALBUQUERQUE, NM 87125**

**SHIP TO: San Elizario Independent School  
200 N Herring  
San Elizario, TX 79849-**

ATTN:

VENDOR PHONE: 210-661-4216

VENDOR FAX:

VENDOR EMAIL:

REC. LOC: CNS - A. Pulido

REC. GRP: CNS - A. Pulido

LINE	ITEM	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC.	TOTAL
1		1.00000			26109.00		26109.00
Blanket purchase for NON FOOD deliveries for the 2020 Summer Food Program							
West Texas Co-op Bid Vendor							
<b>TOTAL</b>							<b>26109.00</b>

\*\*Reprint\*\*

**INSTRUCTIONS TO VENDORS**

1. Reference all packages & packing slips with PO Number
2. Ship prepaid
3. Tax Exempt No. 74 6002231
4. Invoice in duplicate; Attn: Accounts Payable
5. Do not fill order at higher price without Purchasing Dept. approval
6. POs are cancelled if not shipped complete within 90 days. 239

THIS PURCHASE ORDER IS NOT BINDING  
UNLESS SIGNED BY A PURCHASING AGENT.

*Herberto Rivas*



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:** Norberto Rivas, Chief Financial Officer  
**Subject:** Purchase Orders issued with temporary Superintendent purchasing threshold in response to COVID-19 pandemic – PO# 40137 – Segovia’s Distributing Inc - \$28,262.00  
**Date:** November 18, 2020

---

**HISTORY:** At the April 8, 2020 regular meeting the Superintendent’s purchasing threshold under CH(Local) was increased from \$25,000 to \$150,000.

**RATIONALE:** The purpose of this agenda item is to present any purchase orders that have been issued with that temporary purchasing threshold.

**BUDGET IMPACT:** This is being funded by the Summer Food Service Program.

**ADMINISTRATIVE RECOMMENDATION:** These are being presented for information.

**Please check one:**     For approval     Report / Information only     Recognition only

*San Elizario ISD’s mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*



**PURCHASE ORDER REVISION REQUEST FORM**

Vendor Name: Segovia's Campus/Dept. CNS

Purchase Order # 40137

- Price Adjustment    
  Add New Line Item    
  Close/Void Purchase Order  
 Delete Line Item    
  Other

Reason for Revision (Please include support backup):

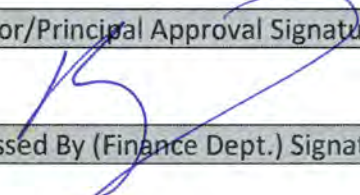
Program operations have been extended  
by Texas Department of Agriculture

Total Amount of Original PO: \$ 8,000.00

Adjusted Cost: \$ 20,262.00

New PO Total Amount: \$ 28,262.00

Account # \_\_\_\_\_

Director/Principal Approval Signature	Date
	<u>10/5/2020</u>
Processed By (Finance Dept.) Signature	Date

*PO Revisions for price adjustments are only required when changes are over \$100.00dls*



**San Elizario Independent School District**

1050 Chicken Ranch Road  
San Elizario, TX 79849-9999  
(915) 872-3900

**BLANKET/PROJECT PURCHASE**

**40137**

**Date: 03/17/2020**

**Page 1 of 1**

**VENDOR: 1864**

**TO: Segovia's Distributing Inc  
3701 Shell St  
El Paso, TX 79925-1334**

**SHIP TO: San Elizario Independent School  
200 N Herring  
San Elizario, TX 79849-**

ATTN:

VENDOR PHONE: 915-533-3130

REC. LOC: CNS - A. Pulido

VENDOR FAX: 915-577-0284

REC. GRP: CNS - A. Pulido

VENDOR EMAIL:

LINE ITEM	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC.	TOTAL
1	1.00000			28262.00		28262.00

Blanket purchase order for the fruit and vegetables deliveries for the 2020 Summer Food Program.

R19# 19-7352

PO Revision #3

**TOTAL 28262.00**

\*\*Reprint\*\*

**INSTRUCTIONS TO VENDORS**

1. Reference all packages & packing slips with PO Number
2. Ship prepaid
3. Tax Exempt No. 74 6002231
4. Invoice in duplicate; Attn: Accounts Payable
5. Do not fill order at higher price without Purchasing Dept. approval
6. POs are cancelled if not shipped complete within 90 days. 242

THIS PURCHASE ORDER IS NOT BINDING UNLESS SIGNED BY A PURCHASING AGENT.

*Herberto Rivas*



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:** Norberto Rivas, Chief Financial Officer  
**Subject:** Purchase Orders issued with temporary Superintendent purchasing threshold in response to COVID-19 pandemic – PO# 40138 – Dean Foods Company - \$44,011.00  
**Date:** November 18, 2020

---

**HISTORY:** At the April 8, 2020 regular meeting the Superintendent's purchasing threshold under CH(Local) was increased from \$25,000 to \$150,000.

**RATIONALE:** The purpose of this agenda item is to present any purchase orders that have been issued with that temporary purchasing threshold.

**BUDGET IMPACT:** This is being funded by the Summer Food Service Program.

**ADMINISTRATIVE RECOMMENDATION:** These are being presented for information.

**Please check one:**    For approval    Report / Information only    Recognition only

*San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*



PURCHASE ORDER REVISION REQUEST FORM

Vendor Name: Prices Creameries Campus/Dept. CNS

Purchase Order # 40138

- Price Adjustment    
  Add New Line Item    
  Close/Void Purchase Order  
 Delete Line Item    
  Other

Reason for Revision (Please include support backup):

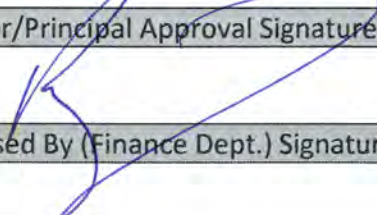
Program operations have been extended by  
Texas Department of Agriculture.

Total Amount of Original PO: \$ 25,000.00

Adjusted Cost: \$ 19,011.00

New PO Total Amount: \$ 44,011.00

Account # \_\_\_\_\_

Director/Principal Approval Signature	Date
	<u>10/5/2020</u>
Processed By (Finance Dept.) Signature	Date

*PO Revisions for price adjustments are only required when changes are over \$100.00dls*



**San Elizario Independent School District**

1050 Chicken Ranch Road  
San Elizario, TX 79849-9999  
(915) 872-3900

**BLANKET/PROJECT PURCHASE**

**40138**

**Date: 03/17/2020**

**Page 1 of 1**

**VENDOR: 1993**

**TO: Dean Foods Company  
600 N Piedras  
El Paso, TX 79903**

**SHIP TO: San Elizario Independent School  
200 N Herring  
San Elizario, TX 79849-**

ATTN:

VENDOR PHONE: 915-565-2711

REC. LOC: CNS - A. Pulido

VENDOR FAX: 915-562-8232

REC. GRP: CNS - A. Pulido

VENDOR EMAIL:

LINE	ITEM	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC.	TOTAL
1		1.00000			44011.00		44011.00

Blanket purchase order for daily product deliveries for the 2020 Summer Food Program.

R19# 17-7242

PO Revision #4

**TOTAL 44011.00**

**\*\*Revised\*\***

**INSTRUCTIONS TO VENDORS**

1. Reference all packages & packing slips with PO Number
2. Ship prepaid
3. Tax Exempt No. 74 6002231
4. Invoice in duplicate; Attn: Accounts Payable
5. Do not fill order at higher price without Purchasing Dept. approval
6. POs are cancelled if not shipped complete within 90 days. 245

**THIS PURCHASE ORDER IS NOT BINDING UNLESS SIGNED BY A PURCHASING AGENT.**

*Herberto Rivas*



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:** April Marioni, San Elizario High School

AM

On behalf of Reading Language Arts/English as a Second Language

**Subject:** Purchase of Computers

**Date:** November 18, 2020

---

**HISTORY:** Students have used Chromebooks in the Reading Language Arts classrooms. Chromebooks have also been issued to students in RLA/ESL classes. However, many of those devices are up for replacement. During the virtual learning, some of the devices have become obsolete and must be replaced so the students can continue participating online.

**RATIONALE:** In discussing future initiatives in the writing classes with the technology department, the recommendation is to have secondary students transition to laptops. These devices have more features that are relevant to secondary standards; and will begin the transition to laptops.

**BUDGET:** Bilingual General Funds 199.11.6395.00.001.25

\$28496.34

**ADMINISTRATIVE RECOMMENDATION:** Purchase a classroom set of laptops to initiate the gradual transition to laptops at the secondary level.

**Please check one:**    For approval    Report / Information only    Recognition only

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**San Elizario Independent School District**

1050 Chicken Ranch Road  
San Elizario, TX 79849-9999  
(915) 872-3900

**PURCHASE ORDER NUMBER**

**41207**

**Date: 11/06/2020**

**Page 1 of 1**

**VENDOR: 4073**

**TO: Dell Marketing L.P.  
P.O. Box 676021  
Dallas, TX 75267-6021**

**SHIP TO: San Elizario Independent School  
200 N. Herring  
San Elizario, TX 79849-**

ATTN:

VENDOR PHONE: 800-274-7799

VENDOR FAX: 512-283-3617

VENDOR EMAIL:

REC. LOC: San Elizario High School

REC. GRP: SEHS- A. Cardona

LINE	ITEM	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC.	TOTAL
1		27.00000	EA	210-AVLB	1055.42	0.00	28496.34
	Dell Latitude 3410						
	Goal:2 Obj:1 Stra:7						
	DIR-TSO-3763						
	Rosalina Alvarado						
	RM 304						

**TOTAL 28496.34**

**INSTRUCTIONS TO VENDORS**

1. Reference all packages & packing slips with PO Number
2. Ship prepaid
3. Tax Exempt No. 74 6002231
4. Invoice in duplicate; Attn: Accounts Payable
5. Do not fill order at higher price without Purchasing Dept. approval
6. POs are cancelled if not shipped complete within 90 days. 247

THIS PURCHASE ORDER IS NOT BINDING  
UNLESS SIGNED BY A PURCHASING AGENT.

*Herberto Rivas*