

# Agenda of Regular Meeting

## The Board of Trustees San Elizario ISD

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A Regular Meeting of the Board of Trustees of San Elizario ISD will be held in person on November 10, 2021, beginning at 5:30 PM SEISD Administration Office, 1050 Chicken Ranch Road, San Elizario, TX 79849.

Although one or more board members may participate by videoconference call, a quorum of the Board of Trustees will be physically present at this location for purposes of this meeting and in conformance with the Texas Open Meetings Act. All persons in physical attendance must comply with current state and local public health orders, including those regarding face masks/coverings, maintain at least 3 feet of social distance from one another, and remain in compliance with any other state and local public health orders issued in connection with the Covid-19 Pandemic. One or more of the vendors being considered at this meeting may appear through video conference call / Microsoft Teams / Zoom. Any such presentation will be visible and audible to anyone attending the open meeting.

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 [hcuevas@seisd.net](mailto:hcuevas@seisd.net) at any time prior to the board meeting time.

Public comment shall occur at the beginning of the meeting and shall follow all other requirements and limitations under SEISD Board Policy BED (Local).

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order shown on this meeting notice. All items on the consent agenda shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.

1. **GENERAL FUNCTIONS**

Mrs. Sandra Licon, Board President

A. Call Meeting to Order

B. Roll Call

C. Pledge of Allegiance

D. **San Elizario ISD Mission Statement**

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.

Mrs. Sandra Licon, Board President

2. **OPEN FORUM** (five minute limit)

3. **DISTRICT RECOGNITIONS**

A. Teacher and Employee of the Month for Sambrano Elementary School

Mr. Ernesto Siegel, Principal, Sambrano Elementary School

B. Introduction of New Employees

5

1.	Mr. Josue Palomino - Bilingual Instructional Officer Ms. Susana Frescas, Administrator Instructional Programs	
2.	Mr. Edgar Ponce - Coordinator of ESSER Programs Mr. Norberto Rivas, Chief Financial Officer	
3.	Ms. Melissa Nunn - Coordinator - School Improvement Mr. Richard Salcido, Principal, Ann M. Garcia - Enriquez Middle School	
C.	CTE Recognition for Industry Based Certifications Ms. Sandra Sanchez, CTE Coordinator	
4.	<b>NEW BUSINESS / BOARD ACTION ITEMS</b>	
A.	Student Outcome Goals	
1.	Sambrano Elementary School - Monitoring Student Progress Mr. Ernesto Siegel, Principal, Sambrano Elementary School	6
B.	Consider and approval of the Annual Financial Report for the Fiscal Year Ended June 30, 2021 Mr. Norberto Rivas, Chief Financial Officer	23
C.	Update regarding refunding opportunity, discussion regarding remaining bond funds and projects, and possible Board action to determine project delivery method for remaining construction projects. Mr. Norberto Rivas, Chief Financial Officer	24
D.	Discussion and possible Board action to approve the purchase of portable HEPA air purifiers either from purchase order # 43547 in the amount of \$270,480.00 or from purchase order #43363 in the amount of \$426,295.70. Mr. Jesus Martinez, Support Services Director	28
E.	Conference Travel Guidance Board of Trustees and Dr. Jeannie Meza-Chavez, Superintendent	32
F.	Raise Your Hands Texas Trustee Advocate Application Mrs. Sandra Licon, Board President	36
G.	Consider Appointment / Reappointment of EPCAD Board of Directors Board of Trustees	46
5.	<b>PRESENTATION / REPORTS / INFORMATION</b>	
A.	Monitoring Superintendent Constraints (Information)	
1.	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. Ms. Lisa Renegar, Research and Evaluation Administrator	50
2.	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. Ms. Lisa Renegar, Research and Evaluation Administrator	52
B.	Pathway of Champions Progress Reports from April 2021 - September 2021 (Information) Mr. Jesus Martinez, Support Services Director	54
C.	Meal Service Update (Information) Mr. Raul Jacques, Child Nutrition Services Director	90
6.	<b>CONSENT AGENDA - Consider and possible Board action on</b>	
A.	Financial Reports Mr. Norberto Rivas, Chief Financial Officer	
1.	Tax Report	91

2.	Financial Statements	92
3.	Investment Report	98
4.	Purchase Orders exceeding \$25,000.00	110
	PO# 41967 - EP Big Media, Inc - revising amount to \$28,045.00	
	PO# 43487 - Shi Government Solutions Inc. - \$29,354.92	
5.	Budget Amendment	114
B.	Goal Progress Monitoring	
1.	GPM 1.1: Student Mathematics performance in Grades Pre-K through 2nd will increase from 2020 - 2021 through 2023 - 2024 as measured by the IStation Mathematics Ability Index. Performance at the Approaches, Meets, and Master's Levels will increase. Ms. Susana Frescas, Administrator Instructional Programs	116
2.	GPM 2.1: Student Reading performance in Grades Pre-K through 2nd will increase from 2020 - 2021 through 2023 - 2024 as measured by the IStation Overall Reading Ability Index. Performance at the Approaches, Meets, and Master's Level will increase. Ms. Susana Frescas, Administrator Instructional Programs	117
3.	Powerpoint Presentation for GPM 2.1 and GPM 2.2 Ms. Susana Frescas, Administrator Instructional Programs	118
C.	Cambrium Fixed Wireless Solution Proof of Concept Mr. Horacio Hernandez, Technology Director	130
D.	ESC Region 19 Continuing Education Services Agreement 2021 - 2022 Dr. Jeannie Meza-Chavez, Superintendent	133
E.	POLICY UPDATE #118 (First Reading) CFD (LOCAL) - ACCOUNTING ACTIVITY FUNDS MANAGEMENT CQB (LOCAL) - TECHNOLOGY RESOURCES CYBERSECURITY DEF (LOCAL) - TERMINATION OF EMPLOYMENT RESIGNATION DP (LOCAL) - PERSONNEL POSITIONS EHAA (LOCAL) - BASIS INSTRUCTIONAL PROGRAM REQUIRED INSTRUCTION (ALL LEVELS) EHBC (LOCAL) - SPECIAL PROGRAMS COMPENSATORY / ACCELERATED SERVICES EIE (LOCAL) - ACADEMIC ACHIEVEMENT RETENTION AND PROMOTION FDE (LOCAL) - ADMISSIONS SCHOOL SAFETY TRANSFERS FEA (LOCAL) - ATTENDANCE COMPULSORY ATTENDANCE FEC (LOCAL) - ATTENDANCE FOR CREDIT FFG (LOCAL) - STUDENT WELFARE CHILD ABUSE AND NEGLECT FL (LOCAL) - STUDENT RECORDS	137
F.	Consider approval of minutes for the following: Board of Trustees	
1.	October 13, 2021 - Regular Board Meeting	202
G.	Consider disposal of surplus property declared obsolete and unnecessary by Superintendent or her Designee, to include disposal of broken furniture and technology equipment according to Administrative discretion and by any reasonable means.	
1.	Support Services Department Mr. Jesus Martinez, Support Services Director	206

- 2. Technology Department  
Mr. Horacio Hernandez, Technology Director

7. **EXECUTIVE SESSION**

The Board will enter into a closed meeting 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

8. **THE BOARD WILL RETURN TO OPEN SESSION TO TAKE POSSIBLE ACTION ON THE MATTERS DISCUSSED IN EXECUTIVE SESSION**

9. **NEXT MEETING DATE:**

Special Community Meeting: November 17, 2021, at 6:00 p.m.

Regular Board Meeting: December 8, 2021, at 5:30 p.m.

10. **ADJOURNMENT**

If, during the course of the meeting covered by this Notice, the Board of Trustees should determine that a closed or executive meeting or session of the Board of Trustees is required, then such closed or executive meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the School Board at the date, hours, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the School Board may conveniently meet in such closed or executive meeting or session concerning any and all purposes permitted by the Act, including, but not limited to the following sections and purposes:

Texas Government Code Section:

- 551-071 Private consultation with the board’s attorney.
- 551-072 Discussing purchases, exchange, leases, or value of real property.
- 551-073 Discussing negotiated contracts for prospective gifts or donations.
- 551-074 Discussing personnel or to hear complaints against personnel
- 551-076 Deliberation regarding security devices
- 551-082 Considering discipline of a public school child, or complaint or charge against personnel
- 551-083 Considering the standards, guidelines, terms or conditions the board will follow, or will instruct its representative to follow, in consultation with representatives of employee groups.
- 551-084 Excluding witnesses from a hearing.

Should any final action, decision, or final vote be required in the opinion of the school Board with regard to any matter considered in such closed or executive meeting or session, then the final action, or final vote shall be either:

- (a) in the open meeting covered by the Notice upon the reconvening of the public meeting; or
- (b) at a subsequent public meeting of the School Board upon notice thereof; as the School Board shall determine.

## OPEN FORUM PROCEDURES

The following should be read by the Board President at the beginning of open forum, before any speakers take the podium:

At regular meetings, the Board of Trustees will allow Open Forum to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

1. Each participant will be limited to five minutes to make comments to the Board.
2. **The Board shall not allow negative comments in public session about individual employees or students.**
3. Speakers shall limit comments to issues that can be presented in a public forum. Complaints about student discipline, specific student issues or personnel must be addressed through appropriate administrative channels. **Employees or members of the public are reminded that they must follow and exhaust all administrative remedies prior to presenting complaints about a student matter or district personnel to the Board.** The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy.
4. The Board does not respond directly to comments nor answer questions asked by speakers. Texas law does not allow the Board to discuss or take action on any issue that has not been posted on the meeting agenda. Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any issue that is not included on the agenda posted with the notice of the meeting.



# Josefa L. Sambrano Elementary School

San Elizario Independent School District

2021 - 2022

**#SEISDCommunityOfChampions**

# Mission and Vision



## Mission Statement:

Josefa L. Sambrano Elementary School will go beyond excellence by providing a nurturing learning environment that provides a solid foundation and instills a desire to be lifelong learners both academically and socially. In all that we do and all that we teach, we will provide education at an exemplary level

## Vision Statement:

Our students will be academically and socially developed citizens who are evolving in an innovative curriculum that meets the diverse needs for all and equips them to be positive and contributive members of our society.

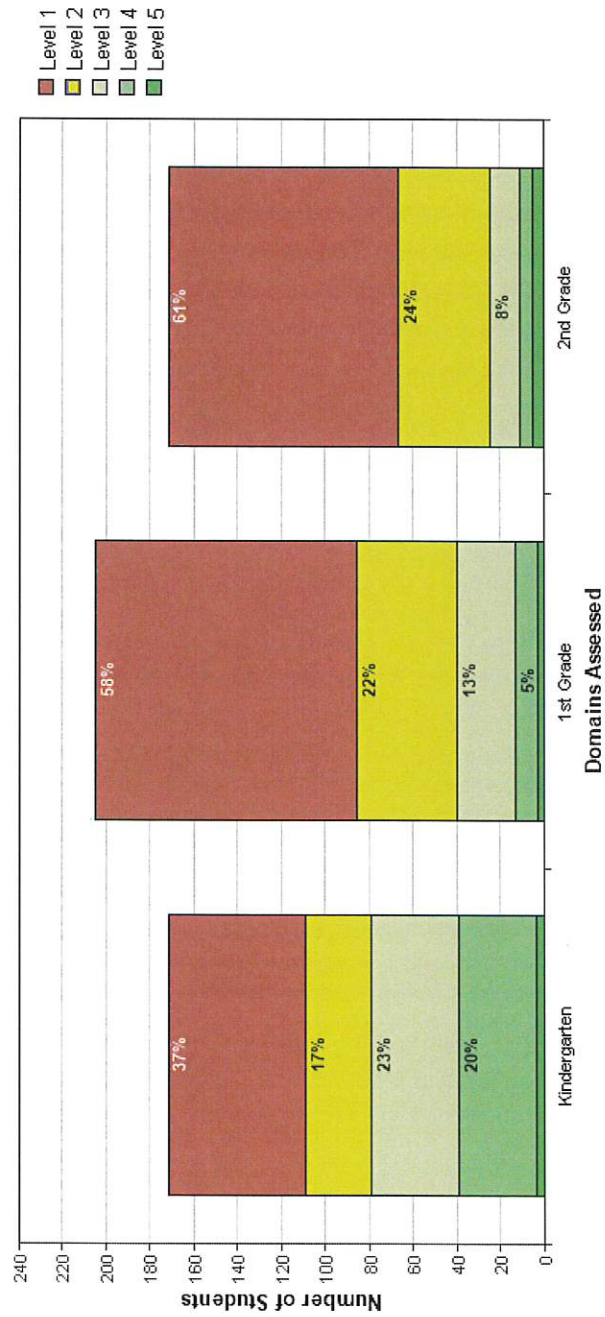
## Vision Statement:

The San Elizario Independent School District Dual Language Program will develop highly competent bilingual and biliterate students while fostering academic success and cultural awareness by meeting the affective, linguistic and cognitive needs in two languages.

# Mathematics



All Grades - October 2021



# Mathematics Interventions

Intervention Period

Tutoring – Monday thru Thursday

Intersession Intervention

Math integrated into Physical Activity

∞ I-Station Math

STEM-scopes Math Intervention Piece

Math Intervention Kits

Teacher Aides providing support in the classroom

Daily Math Calendar for spiraling learned concepts and introduction of new concepts

Bingo Night – includes math concepts, number recognition, etc.

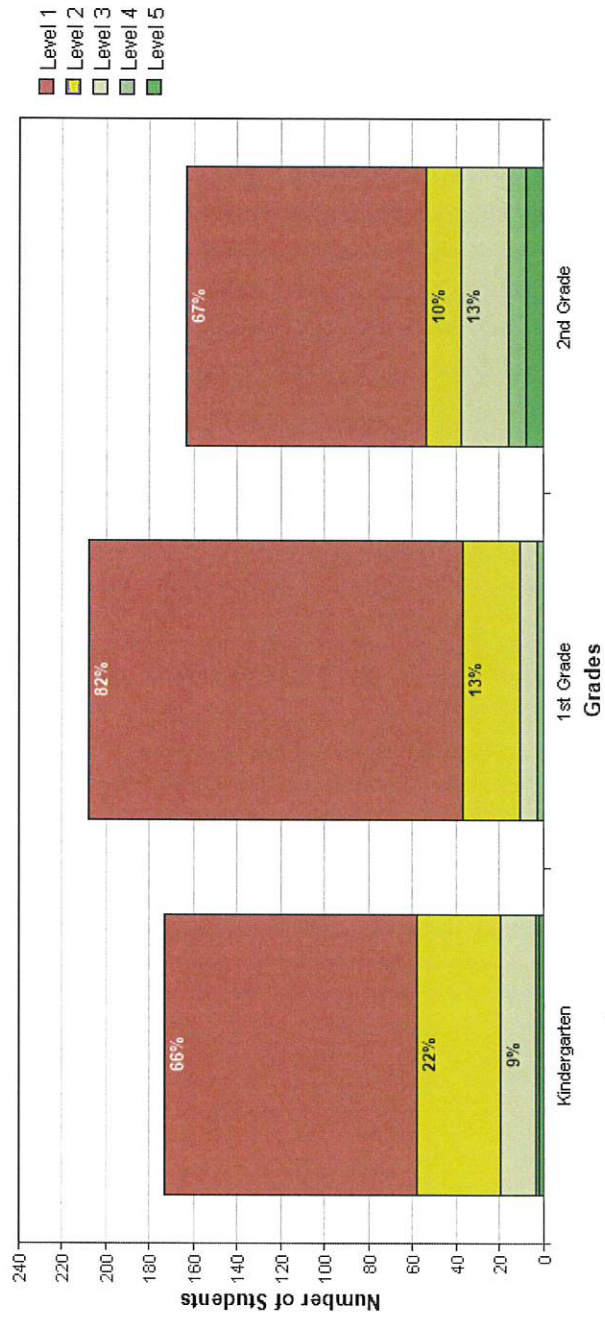
Guide Math instruction





# Reading

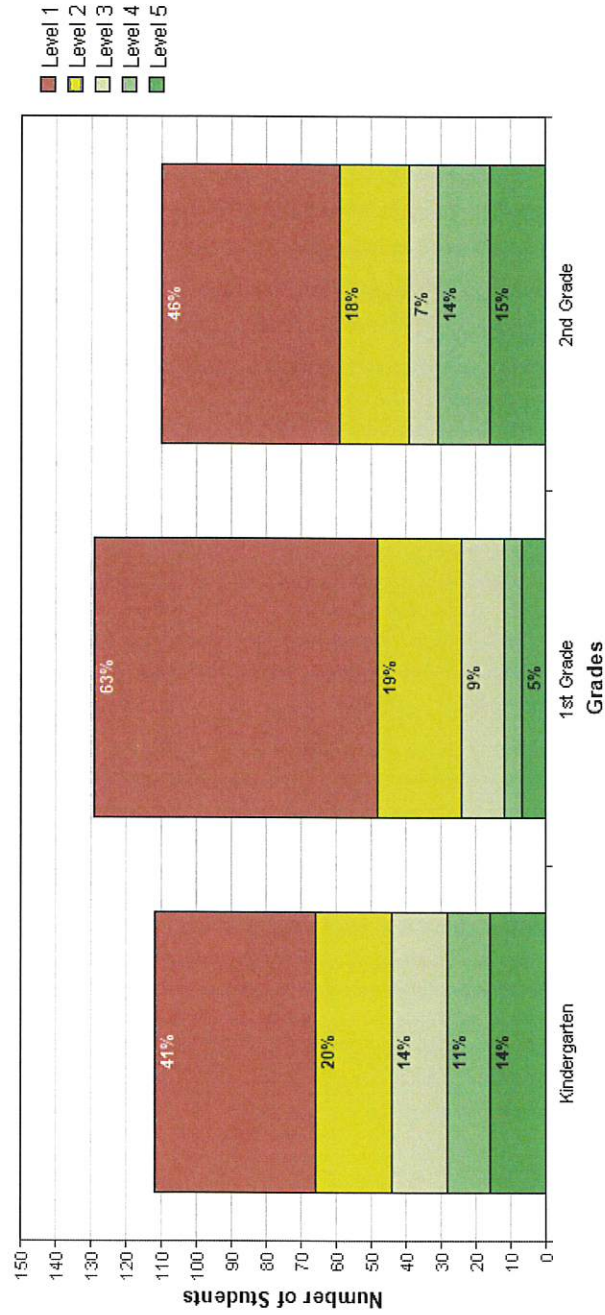
All Grades - October 2021





# Lectura

All Grades - October 2021



# Reading Interventions

Guided Reading

Tutoring – Monday thru Thursday

Intersession

I-Station Reading

Estrellita Reading Program

AR Reading for students

Book of the Month activities

Daily exposure to “Foundations” and “Estrellita” letter/sound correspondence

Integration of reading skills into physical education activities by our coaching staff on a daily basis

Bingo Night to reinforce concepts and skills in reading

Integration of other disciplines into physical education classes

Teacher aides providing support in the classroom



# College, Career & Military Readiness



- Students, Faculty and Staff wear a college or armed forces shirt for support and encouragement
- Patriot Day was celebrated 9-11-2021
- Military Education Summit
- Every Monday, students and staff wear college shirts to encourage College/University attendance
- College Awareness Week will be celebrated November 1-5, 2021
- Bulletin boards decorated with college themes year-round
- Banners with College/University themes posted
- American Pride Week celebrated November 8-12, 2021
- Veteran's Day activities



# Attendance





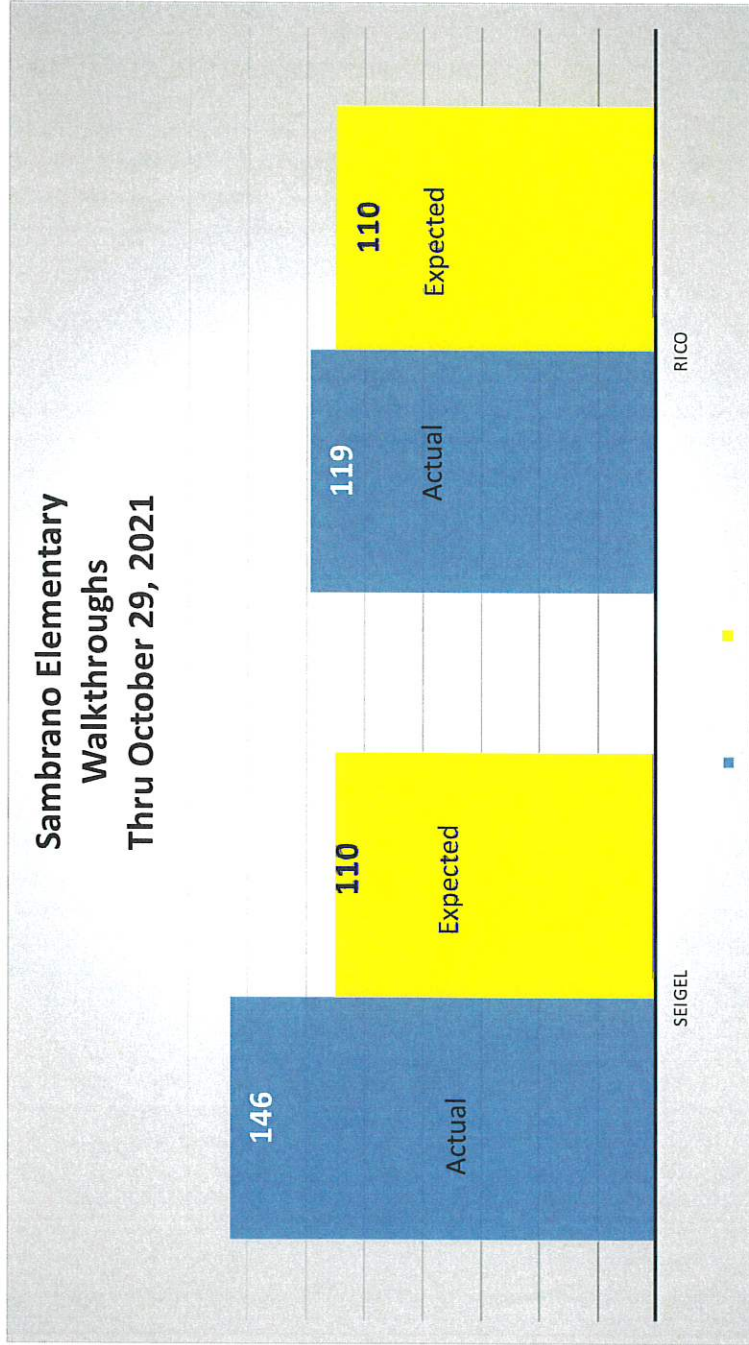
# Attendance Interventions

- Making phone calls to parents
- Creating the 45 Day plan with parents for students with 3 or more unexcused absences
- Letting parents know the importance of having their children attend school through newsletters, class dojo, etc.
- Providing a campus wide incentive called “Attendance Super Heroes” for the week
- Classrooms in each grade level with perfect attendance for the week will receive a treat
- Teachers calling parents on attendance
- Mr. Galvan, Truant Officer, will make home visits and deliver warning letters to parents



# Walkthroughs

Sambrano Elementary  
Walkthroughs  
Thru October 29, 2021



# Social Emotional Activities Showcase



Students Exercising



Students getting ready for the Homecoming Parade



2<sup>nd</sup> Grade Student Council Members

# Social Emotional Activities Showcase



Students creating during  
Maker Space Activities



Celebrating Hispanic  
Heritage Month



First students on the First  
Day of School



# Social Emotional Activities Showcase



Student created instruments with support from their parents



Backpack Distribution from Texas Appraisal District



Ready for the Homecoming Parade

# Social Emotional Activities Showcase



Our little ones playing Loteria during lunch time



Celebrating National Hispanic Heritage Month



Our students performing for our parents during Grandparent's Day





# Social Emotional Activities Showcase

Gracias por acompañarnos a la sección de literatura para padres @Jlsambrano @SanElizarioISD



Our Parents attending Sambrano Literacy Sessions

Coffee ☕ with the @Jlsambrano Principal and Serenata by one of the wildcat students. @SanElizarioISD

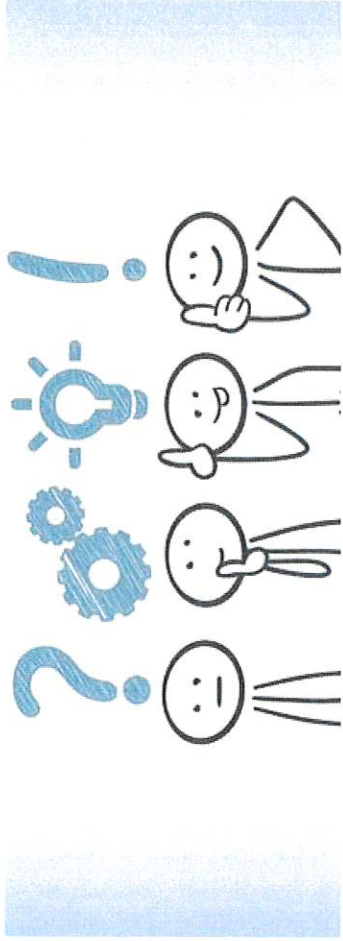


One of our students performing for our parents



Getting ready for the Homecoming Parade

Thank you!



#SEISDCommunityOfChampions



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, 2021  
**Date:** November 10, 2021

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**HISTORY:** As in previous years, enclosed separate from the Boardbook is a copy of the annual financial report for the fiscal year ended June 30, 2021, that will be presented by Gibson, Ruddock, Patterson LLC on November 10, 2021.

**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 report as presented.

**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:** Update regarding refunding opportunity, discussion regarding remaining bond funds and projects, and possible Board action to determine project delivery method for remaining construction projects  
**Date:** November 10, 2021

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**HISTORY:** The district’s proposition for the issuance of \$28,000,000 of bonds for the construction, renovation, acquisition and equipment of school buildings in the district and the levying of the tax in payment thereof was approved by district voters on November 4, 2014. The approval authorizing the issuance of those bonds, Series 2015, was subsequently approved by the Board of Trustees on July 8, 2015.

**RATIONALE:** At the August 11, 2021 regular meeting, the Board approved an order establishing sale parameters for a potential refunding opportunity based on the market rates and conditions at that time. We have recently been informed by our Financial Adviser that unfortunately because interest rates have increased over the last several weeks, the refunding’s overall savings have now decreased to a point where it is no longer advantageous for the district to proceed with the refunding.

The second portion of this agenda item is to discuss the remaining bond projects and funds. The table below shows the pending projects as taken from the Bond Update Financial Summary included in the Board packet. Though previously approved by the Board of Trustees, the solicitation process has not yet begun with these which is why they are listed as pending. Additionally, the Alarcon project requires discussion because it was approved prior to the Attendance Boundary Changes project.

<b><u>Additional projects funded - Groups 5 - 7</u></b>	<b>Status</b>	<b>Budget</b>
Group 5 - 2nd Playground Expansion at Alarcon (Phase 2, playground)	Pending	\$ 266,235
<b><u>Additional projects funded - Group 8</u></b>	<b>Status</b>	<b>Budget</b>
#2 - HS concrete addition for track perimeter	Pending	\$ 120,000
#3 - HS Fire alarm replacement	Pending	\$ 100,000
#5 - MS drainage improvements	Pending	\$ 7,500
#8 - HS HVAC conversion from evaps at aux gym	Pending	\$ 127,973

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This first picture shows the original playground expansion project as presented when planning for the bond proposition.

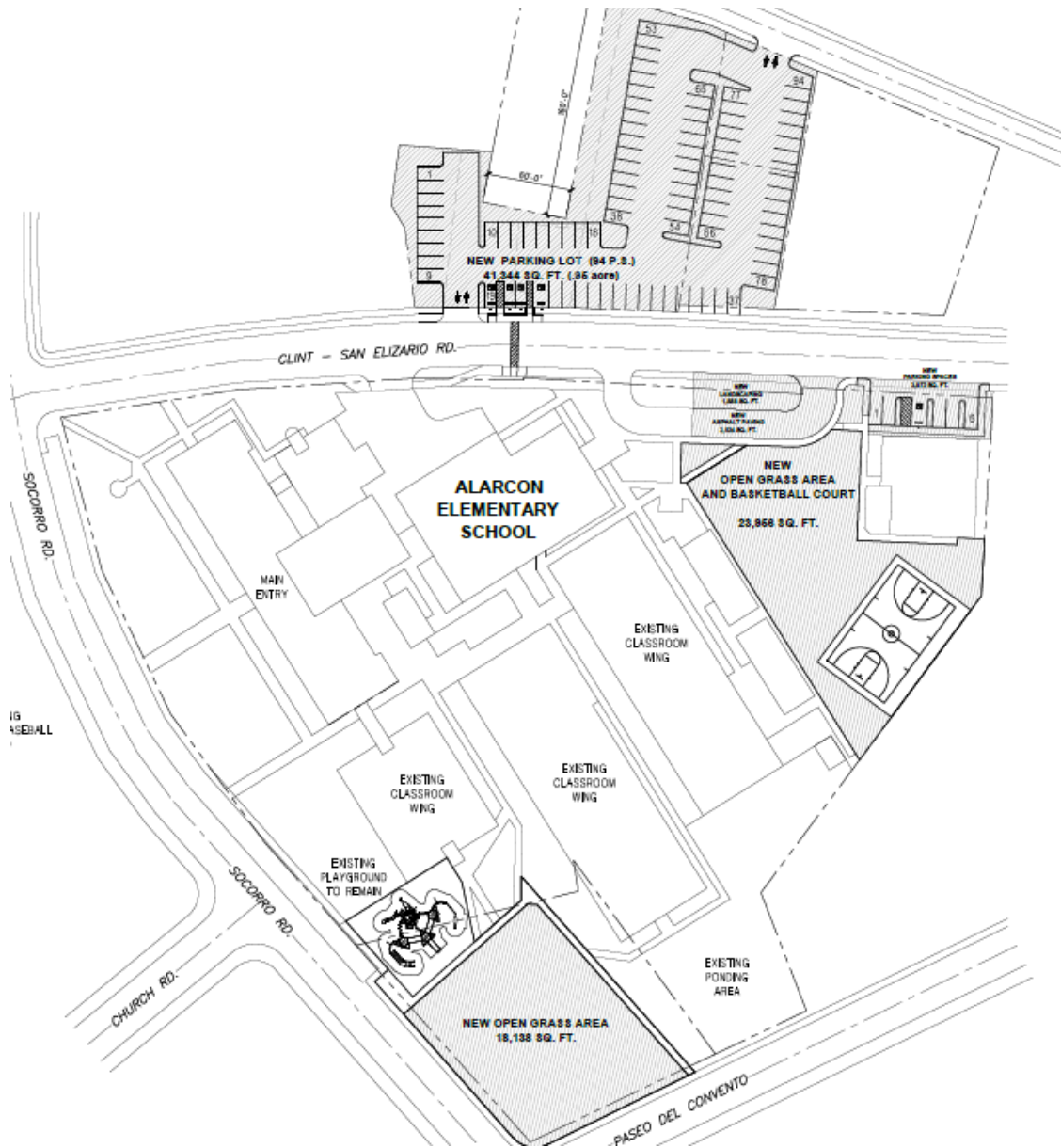


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As savings were realized from the original projects, new projects were considered and added under Groups 5 – 7. A second playground expansion project schematic drawing was drafted as seen below, but ultimately the project never commenced.



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The final purpose of this agenda item is to determine the delivery method for the remaining construction projects. Listed below are both the available methods and the recommended methods for the two projects.

CV(LEGAL) Contracts Valued at or Above \$50,000

*All district contracts valued at \$50,000 or more in the aggregate for each 12-month period shall be made by the method that provides the best value for a district*

1. *An interlocal contract*
2. *Competitive bidding*
3. *Competitive sealed proposals*
4. *Construction manager-agent method*
5. *Construction manager-at-risk method*
6. *Design-build method*
7. *Job order contract*

*The reverse auction procedure as defined by Government Code 2155.062(d)*

<b><u>Pending Construction Projects</u></b>	<b><u>Recommended Delivery Method</u></b>
Group 5 - 2nd Playground Expansion at Alarcon (Phase 2, playground)	Competitive sealed proposals
#2 - HS concrete addition for track perimeter	Competitive sealed proposals

**BUDGET IMPACT:** The budget impact would be the final cost associated with the projects.

**ADMINISTRATIVE RECOMMENDATION:** There are two available recommendations.

Option 1: Proceed with the 2<sup>nd</sup> playground expansion at Alarcon and use competitive sealed proposals for both pending construction projects as noted.

Option 2: Do not proceed with the 2<sup>nd</sup> playground expansion at Alarcon and use competitive sealed proposals for the HS concrete addition for track perimeter.

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

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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Jesus Martinez, Director of Support Services  
**Subject:** Discussion and possible Board action to approve the purchase of portable HEPA air purifiers  
**Date:** November 10, 2021

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### HISTORY:

During the October 13, 2021, regular Board meeting the purchase order (PO# 43363) to buy the air purifiers was not approved. Per request of Mrs. Licon, School Board President, this item is being brought back. Under ESSER III Group #5-Safe to return in person and continuity of services, the purchase of portable air purifiers was budgeted. This budgeted ESSER III item is part of the purchases designated for the 2021-2022 school year.

### RATIONALE:

The purpose of this agenda item is to provide additional information (please refer to Attachment 1) for the Board to review. The additional information also includes pricing for an alternate portable HEPA air purifier as an option to the initial air purifier presented. The purchase of the portable HEPA air purifiers will allow us to add an additional layer of mitigation to our current COVID-19 safety measures and continue with safety protocols for in-person instruction.

### BUDGET:

The funds to cover this project have been allocated and are from ESSER III funds (Group #5-Safe to return in person and continuity of services).

### ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is for the Board to consider the options presented and if the Board approves the purchase of the air purifiers, for the Board to select one of the options. 1. To approve the purchase order (PO#43547) for School Specialty Education in the amount of \$270,480.00 OR 2. To approve the purchase order (PO#43363) for School Specialty Education in the amount of \$426,295.70.

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

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## Portable HEPA Air Purifier Information

The purchase of HEPA air purifiers is an allowable activity that meets the intent and purpose of ESSER III grant expenditures. The ESSER III group that air purifiers fall under is group #5 – Safe to return in person and continuity of services.

As stated on the CDC (Centers for Disease Control and prevention) web-site, CDC recommends a layered approach to reduce exposures to SARS-CoV-2, the virus that causes COVID-19. Reoccupying a building during the COVID-19 pandemic should not, in most cases, require new building ventilation systems. However, ventilation system upgrades or improvements can increase the delivery of clean air and dilute potential contaminants. Portable HEPA filtration units that combine a HEPA filter with a powered fan system are a preferred option for auxiliary air cleaning.

The intend of adding portable HEPA air purifiers to classrooms and other areas in our campuses and facilities is to add an additional layer of mitigation through filtration to our current measures and also supplement our current HVAC (heating, ventilation and air conditioning) systems and in turn increase air changes per hour (ACH) as recommended by the CDC.

### **What is HEPA filtration?**

A High Efficiency Particulate Air (HEPA) filter is considered to be at least 99.97% efficient at capturing 0.3-micron particles. Thus, this type of filtration is efficient at filtering at least 99.97% of COVID particles passing through the filter.

### **What is UV light?**

This is light that uses ultra violet energy that is effective in inactivating and killing microorganisms such as viruses. The use of UV light is also mentioned on the CDC website as a tool that is effective for disinfection.

The attached table shows two viable options for portable HEPA air purifiers, both options include air purifiers with both HEPA filtration and UV light. The pricing is from the vendor that quoted the lowest. The Trio Pro was the product on the PO presented to the Board during the October Board meeting. A quote for an alternate product (Trio Plus) was requested from vendors to provide an additional option for the Board to review.

	<b>Trio Plus</b>	<b>Trio Pro</b>
Max Air Flow	440 CFM	647 CFM
CADR (Clean Air Delivery Rate)	295 CFM	518 CFM
AHAM Verified	Yes	No, but implied. It uses the exact same technology and is made by the same company
Energy Star Rated	Yes	Yes
MAX Room Size at 3 ACH	1100 sq-ft \ 8' ceiling	1648 sq-ft \ 8' ceiling
MAX Room Size at 1 ACH	3300 sq-ft	4940 sq-ft
Sound Max	55 dBA	58 dBA
Fan Speeds	5	5
Multi-Stage Filtration: MERV6 Pre-filer, HEPA 13, Carbon Filter	Yes	Yes
UVGI lamps	Yes, 2 lamps	Yes, 4 lamps
PCO Technology	Yes	Yes
Size	17" x 28" x 9"	19" x 30" x 15"
Weight	26 lbs	44 lbs
Offered Price to San Elizario ISD per unit	\$532.00 each	\$836.93 each
Total Price Including Shipping and Handling (490 units)		\$270,480.00
		\$426,295.70

**Note: School Specialty Education provided the lowest pricing on the quotes received (pricing shown on this table)**

The Purchase of the Portable HEPA air purifiers is COVID driven, however, the additional layer of filtration can also help with other viruses such as the flu, the common cold and others. The current measures and any additional ones will better our chances of keeping students in the classroom. Having ESSER III funding provides the district the opportunity.



**San Elizario Independent School District**

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

**PURCHASE ORDER NUMBER**

**43363**

**Date: 10/06/2021**

**Page 1 of 1**

**VENDOR: 5472**

**TO: School Specialty Education  
W6316 Design Drive  
GREENVILLE, WI 54942**

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

ATTN:

VENDOR PHONE:

VENDOR FAX:

VENDOR EMAIL:

REC. LOC: Administration Annex

REC. GRP: Support Services - S. Renteria

LINE	ITEM	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC.	TOTAL
1	490.00000 EA	2087649		Trio Pro HEPA Portable Air Purifiers	836.93	0.00	410095.70
2	1.00000 EA	S&H		Shipping and Handling SEISD QUOTE# 22-1099 QUOTE# 123285 OMNIA R181815 Goal 2, Objective 22 and Strategy 10	16200.00	0.00	16200.00
<b>TOTAL</b>							<b>426295.70</b>

Please submit PO to Support Services  
J.Martinez

P.O. Source	Account Number	Amount
Budget Requisition	282.51.6319.05.860.99	426,295.7

**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.
7. If federal funds (funds starting with a 2 from the first three-digit code in the account number) have been referenced on this PO, these items will need to follow the Federal Regulation 2 CFR 200.322, The Domestic Preferences for Procurements (commonly referenced as Buy American).

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

*Herberto Rivas*



**San Elizario Independent School District**

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

**PURCHASE ORDER NUMBER**

**43547**

**Date: 11/03/2021**

**Page 1 of 1**

**VENDOR: 5472**

**TO: School Specialty Education  
W6316 Design Drive  
GREENVILLE, WI 54942**

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

ATTN:

VENDOR PHONE:

VENDOR FAX:

VENDOR EMAIL:

REC. LOC: Administration Annex

REC. GRP: Support Services - S. Renteria

LINE	ITEM	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC.	TOTAL
1	490.00000 EA	2083070			532.00	0.00	260680.00
	Trio Plus UVC and HEPA Portable Air Purifier						
2	1.00000 EA	S&H			9800.00	0.00	9800.00
	Shipping & Handling SEISD Quote# 22-1101 Quote# 123291 OMNIA R191815 Goal 2, Objective 22 and Strategy 10						

Please submit PO to Support Services / J. Martinez

**TOTAL 270480.00**

P.O. Source	Account Number	Amount
Budget Requisition	282.51.6319.05.860.99	270,480

**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.
7. If federal funds (funds starting with a 2 from the first three-digit code in the account number) have been referenced on this PO, these items will need to follow the Federal Regulation 2 CFR 200.322, The Domestic Preferences for Procurements (commonly referenced as Buy American).

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:** Dr. Jeannie Meza-Chavez, Superintendent  
**Subject:** Conference Travel Guidance  
**Date:** November 10, 2021

---

**HISTORY:**

Policy BBG (LOCAL) indicates under travel expenses #7, “Board members shall not attend more than two out-of-town conferences each school year without authorization from the executive committee.” Board trustees are interested in attending the NSBA Advocacy Institute in Washington, D.C, and the NSBA Annual Conference and Exposition that is taking place in San Diego, CA. The total travel budgeted amount for the 2021-2022 school year was \$20,000. The total current balance remaining in the budget for board travel is \$2,746.93.

**RATIONALE:**

Further guidance on how to proceed since 5 out of 6 Trustees have attended two out-of-town conferences. One Trustee has attended one out-of-town conference, and one Trustee has not participated at an out-of-town conference to date.

**BUDGET:**

The total estimated cost per person to attend the following conferences are as follows:

- NSBA Advocacy Institute - **\$2,341.50**
- NSBA Annual Conference & Exposition - **\$2,392.50**

Any additional travel that exceeds the remaining \$2,746.93 will require Board approval to include approval to amend the budget for such purpose.

**ADMINISTRATIVE RECOMMENDATION:**

The Administration is requesting guidance on how to proceed with this request.

**Please check one:**

- Guidance     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 MEMBERS  
COMPENSATION AND EXPENSES

BBG  
(LOCAL)

**Expense  
Reimbursement**

An amount for Board member travel expenses shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

Travel Expenses

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by the following methods:

1. Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.
2. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.
3. Rental car must be no larger than a full-size car, unless used by more than two Board members or staff members.
4. Travel distance shall be the least expensive.
5. Travel days and per diem shall coincide with the conference.
6. Authorized trips for Board members are as follows:
  - a. TASB conferences, such as annual conventions, Summer Leadership Institute, or similar regularly scheduled TASB Conferences.
  - b. National School Board Conference.
  - c. Far West Texas School Board Association.
  - d. Region 19 sessions.
  - e. Any other conferences or exceptions must be approved by the Board executive committee.
7. Board members shall not attend more than two out of town conferences each school year without authorization from the executive committee.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

BOARD MEMBERS  
COMPENSATION AND EXPENSES

BBG  
(LOCAL)

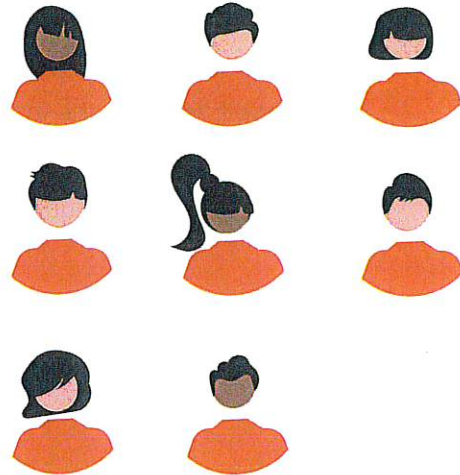
**Documentation  
Required**

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

Estimated travel costs	Per Person
<b>NSBA Advocacy Institute</b>	
Estimated Round Trip to Washington, DC	\$350.00
Estimated hotel costs in Washington, DC	\$914.00
Estimated Per diem costs	\$182.50
Estimated Registration fee	\$695.00
Estimated Shuttle / local transportation	\$200.00
<b>Total cost per person to attend NSBA Advocacy Institute</b>	<b>\$2,341.50</b>
<b>NSBA Annual Conference and Exposition</b>	
Estimated round trip to San Diego, CA	\$400.00
Estimated hotel costs in San Diego, CA	\$810.00
Estimated per diem costs	\$182.50
Estimated Registration fee	\$800.00
Estimated shuttle / local transportation	\$200.00
<b>Total cost per person to attend NSBA Annual Conference and Exposition</b>	<b>\$2,392.50</b>
<b>Total current balance in Board Travel</b>	<b>\$2,746.93</b>

# Trustee Advocates Program

Raise Your Hand Texas' Trustee Advocates program gives Texas school boards and their superintendents the tools they need to find, use, and amplify their voices and the voices of their communities to influence state education policy.



APPLY NOW →



## Trustee Advocates Program

---

Across Texas, school trustees provide education oversight and citizen governance to ensure our public schools meet the expectations of our local communities. The community perspective these leaders — and their constituency — bring is critically important to state policymakers.

Raise Your Hand Texas' Trustee Advocates program gives Texas school boards and their superintendents the tools they need to find, use and amplify their voices and the voices of communities to influence state education policy.

Over the course of an 18-month fellowship, Trustee Advocates will learn to build a local public education advocacy network that encourages community connectedness and influences state legislative outcomes. The application for the inaugural 2022-2023 cohort opens October 15, 2021, and ends November 15, 2021. Awards will be announced in January.



## Program Details

---

Competitive grants for the inaugural fellowship cohort will be awarded to trustees and superintendents in eight (8) districts across Texas. The program, consisting of six (6) sessions, will include an initial onsite “Team of 8” training session for each participating full school board and superintendent. Subsequent two-day sessions for the superintendent and up to three (3) school board members will be held in Austin. Grant funding will cover all transportation, food, and accommodation costs, including the previous night’s stay. All of the work will be issue-based, non-partisan, and held in accordance with the Open Meetings Act. As a Texas

Education Agency-registered provider of continuing education, Raise Your Hand will award continuing education credit to participants for the hours spent in training.

Those who complete the course will earn the designation of Master Advocate. In addition to the grant award and training sessions, each district will receive support from the following advocacy resources:



**Raise Your Hand Texas Trustee-In-Residence Missy Bender**  
**(Program Facilitator)**  
*Raise Your Hand Texas Regional Advocacy Director*

**AND**

**Experienced Superintendent or Trustee Thought Partner**

APPLY NOW →



## Program Schedule

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Session 1	March, April 2022 (exact dates TBD)	Various (within each school district)
Session 2	April 21-22, 2022	Austin
Session	September 15-16, 2022	Austin

3

Session January 11-13, 2023 Austin

4

Session April 6-7, 2023 \* Austin

5

Session June 15-16, 2023 Austin

6

\*Graduation

The above schedule is subject to change.

Please direct any questions about this program to Missy Bender, Trustee in Residence at [mbender@ryht.org](mailto:mbender@ryht.org).

[Blog](#) [Newsroom](#) [Contact](#)



## Subscribe to our e-newsletter

Subscribe to our e-newsletter for Texas education news, stories, policy insights, and ways to make a difference.

We only use this information to send emails relevant to you and will never share this information with third parties.

First Name\*

Last Name\*

Email Address\*

Zip Code\*

Subscribe

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Tax Exemption Numbers: 501(c)(3): 20-3918577  
| 501(c)(4): 20-8119071

 **YOUR HAND TEXAS**

### Your Contact Information

Christine Cuevas

chcuevas@seisd.net

(915) 872-3900

### What school district do you represent?

SAN ELIZARIO ISD

TEA classifies Texas public school districts into community types using factors such as enrollment, growth in enrollment, economic status, and proximity to urban areas. These community types, or "district types," group districts into eight categories ranging from major urban to rural. Charter school districts make up a ninth category.

Find Your District's Classification →

Rural

### Who is your Superintendent?

Dr. Jeannie Meza-Chavez

jmeza-chavez@seisd.net

(915) 872-3939 x3515

07/25/2017

### Does your Superintendent have a webpage?

Yes

No

<https://www.seisd.net/domain/207>

**Trustee 1**

Sandra Licon

Board President

slicon@seisd.net

05/01/2023

**Trustee 2**

Myrna Hernandez

Board Vice President

hernandezmy@seisd.net

05/01/2023

**Trustee 3**

Michelle Garcia

Board Secretary

garciami@seisd.net

05/01/2025

**Trustee 4**

Martin Chavarria

Board Trustee

chavarriam@seisd.net

05/01/2023

**Trustee 5**

Eduardo Chavez

Board Trustee

chaveze@seisd.net

05/01/2023

**Trustee 6**

Axel Lopez

Board Trustee

lopeze@seisd.net

05/01/2025

**Trustee 7**

Femie Madrid

Board Trustee

madridf@seisd.net

05/01/2025

**When is your school district's next school board election?**

05/01/2023

**Does the Superintendent have any experience with a school district bond election?**

- Yes
- No

**Do any of the sitting Trustees have experience with a school district bond election?**

- Yes
- No

**Which statement best describes your school district's relationship with legislative advocacy? (select one)**

- We don't really do anything right now.
- The superintendent is involved a little bit, but the school board isn't.
- The superintendent is really involved, but the school board isn't.
- The superintendent and a few trustees are really engaged, but the rest of the board isn't.
- The superintendent and the entire board are very engaged.
- Other

Other

**How would you describe the superintendent's relationship with your state legislators?**

Superintendent Dr. Jeannie Meza-Chavez presently attends meetings where state legislators meet with regional superintendents in person or via zoom. In addition, the Superintendent receives communication from elected officials, but this is primarily while the legislature is in session. The Superintendent has also recently begun to serve on the TASA Legislative Committee, where the work includes identifying legislative priorities and testifying to the state legislature.

**How would you describe the school board's relationship with your state legislators?**

The San Elizario ISD Board would like to get to know and engage with state legislators. The development of the relationship would help legislators understand and see first hand the needs of students in the San Elizario Community and the entire El Paso County. The San Elizario ISD believes that the work for children through their collaborative efforts with state legislators will be of benefit long term.

**Why is your school board interested in the Trustee Advocate program?**

The San Elizario ISD school board recently conducted a board self-evaluation. It noted that as a board, we wanted to get involved with advocacy efforts with local and state leaders, specifically those who represent our area. The San Elizario ISD believes that the work for children can be further understood and amplified through advocacy efforts.

What else should we know? (Please provide written and/or video feedback)

Drop files here or

Select files

Max. file size: 50 MB.

Is your school district willing to provide Raise Your Hand Texas with access to the district's ESSER plan and actual experiences, results, and data?

- Yes
- No

Submit



October 1, 2021

TO: El Paso County Taxing Entity Presiding Officers  
From: Dinah L. Kilgore, RPA, Executive Director/ Chief Appraiser

**Subject: Appointment/ Reappointment of EPCAD Board of Directors**

The primary duties of the El Paso Central Appraisal District (EPCAD) Board of Directors are to select the Chief Appraiser and to adopt EPCAD's annual operating budget. The Board does not appraise property or make decisions that may affect the appraisal records for properties.

The current term for EPCAD's Board of Directors concludes on December 31, 2021.

The new term begins January 1, 2022 and concludes December 31, 2023 or until a member has been reappointed or replaced.

It is now time for your entity to appoint or reappoint the 2022/2023 EPCAD Board of Directors.

The following information is divided by subject matter for easy reference.

**A. Selection**

Property Tax Code Sec. 6.03 establishes the selection process for EPCAD Board of Directors. Members of the Board are selected by the district's participating taxing units (entities).

The selection process and nine-member board is authorized by Property Tax Code Sec. 6.031.

Board members are appointed by majority vote of their respective governing bodies:

1. City of El Paso appoints two members;
2. County of El Paso appoints one member;
3. El Paso Independent School District (EPISD) appoints two members;
4. Lower Valley entities appoint two members;
  - 4.1 Clint Independent School District;
  - 4.2 Fabens Independent School District;
  - 4.3 San Elizario Independent School District;
  - 4.4 Socorro Independent School District;

- 4.5 Tornillo Independent School District;
  - 4.6 El Paso Community College;
  - 4.7 San Elizario City;
  - 4.8 Town of Clint;
  - 4.9 Town of Horizon City; and
  - 4.10 Town of Socorro
- 5. Upper Valley entities appoint one member;
    - 5.1 Anthony Independent School District;
    - 5.2 Canutillo Independent School District;
    - 5.3 Town of Anthony; and
    - 5.4 Village of Vinton
  - 6. Ysleta Independent School District (YISD) appoints one member.

Two members on the EPCAD Board of Directors represent the Lower Valley Entities as a group. If more than two individuals are nominated to serve on the EPCAD Board of Directors, the two individuals with the most nominations will be appointed.

One member on the EPCAD Board of Directors represents the Upper Valley Entities as a group. If more than one individual is nominated to serve on the EPCAD Board of Directors, the individual with the most nominations will be appointed.

If an equal number of nominations are received, either for the Lower Valley entities or the Upper Valley entities, the entity governing body(ies) must re-vote to achieve a majority vote for the available seat(s) on the EPCAD Board of Directors. If no nominees are received, the EPCAD Board of Directors will decide the nominee(s).

## **B. Eligibility**

- 1. To be eligible to serve on the Board, an individual must be a resident of the district (El Paso County, Texas) and must have resided in the district for at least two years immediately preceding the date of appointment.
- 2. Property Tax Code Sec. 6.035, states an individual is ineligible to serve on an appraisal district board of directors if the individual owns property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless:
  - a. the delinquent taxes and any penalties and interest are being paid under an installment payment agreement;
  - b. A suit to collect the delinquent taxes is deferred or abated.
- 3. An employee of a taxing entity participating in the appraisal district is not eligible to serve unless the individual is also a member of the governing body or an elected official of a taxing entity participating in the district.
- 4. Property Tax Code Sec. 6.035, effective September 1, 1989, bars EPCAD Board of Directors from serving if the member is related to a person who operates for compensation as a tax agent or a property tax appraiser in the appraisal district.
- 5. Property Tax Code Sec. 6.036, bars EPCAD Board of Directors from serving on the Board if they contract with the District, or if they contract on

a tax-related matter with a taxing entity served by the District, or if they have a substantial interest in a business that contracts with the District or a taxing entity served by the District.

6. Property Tax Code Sec 6.03 (a), states, "an employee of a taxing unit that participates in the district is **not** eligible to serve on the board **unless** the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district".

### **C. Term of Office**

Members of the EPCAD Board of Directors serve two-year terms beginning January 1 of even-numbered years. Pursuant to Section 6.035 of the Texas Tax Code, amended by the 87th Texas Legislature, board members may only serve five terms.

Before December 31 of the odd-numbered year, the governing body of the taxing entity is(are) responsible for appointing a member(s) through a nomination and by resolution or motion of appointment as evidenced in the entity's official meeting agenda and reflected in the approved meeting minutes. The chief appraiser will submit the results to the governing body of each taxing entity in the district and to the candidates.

### **D. Board Vacancies**

City of El Paso, County of El Paso, EPISD, and YISD taxing entities:

Property Tax Code Sec. 6.03 provides that in the event a board member is unable to complete their term, the governing body of the taxing entities shall appoint a member.

Lower Valley and Upper Valley taxing entities:

Property Tax Code Sec. 6.03 provides that in the event a board member is unable to complete their term, the governing body of the taxing entity shall nominate a candidate. Board of Directors shall elect by a majority vote one of the nominees to fill the vacancy.

### **E. Agenda and Resolution Example wording:**

The following is an example wording to include on your entity's meeting agenda and resolution:

#### Agenda

*Entity name* nominates *Individual's full name* to serve as our appointee to the El Paso Central Appraisal District Board of Directors for the term January 1, 2022 through December 31, 2023. *Individual's full name* will serve for the referenced term or until they have been reappointed or replaced.

#### Resolution

On Date, Entity name nominated or appointed Individual's full name to be on the El Paso Central Appraisal District Board of Directors for the term January 1, 2022 through December 31, 2023.

Sincerely,

A handwritten signature in black ink that reads "Dinah L. Kilgore". The signature is written in a cursive style with a large initial "D".

Dinah Kilgore, RPA  
Executive Director/Chief Appraiser  
El Paso Central Appraisal District  
5801 Trowbridge Drive  
El Paso, Texas 79925  
Office: (915)780-2101  
Fax: (915) 780-2130



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 2.1 Progress Monitoring--Principal Walkthrough Totals  
**Date:** November 10, 2021

---

### 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 2021-2022 Annual Target for CPM 2.1 is 10 walkthroughs per week per Principal.

### RATIONALE:

The annual target for 2021-2022 is 10 walkthroughs per week for each Principal. This report is for the first 10 “observable” weeks of the school year, making the goal 100 walkthroughs for each Principal. These are the walkthrough totals for each Principal:

Mr. Seigel--136	Ms. Marioni--118	Ms. Wilks--117
Ms. Esquivel--114	Ms. de Santos—108	Mr. Salcido--97

Five out of 6 Principals met the target of at least 100 walkthroughs. One did not meet the target and had 97 total walkthroughs.

### 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

*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

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

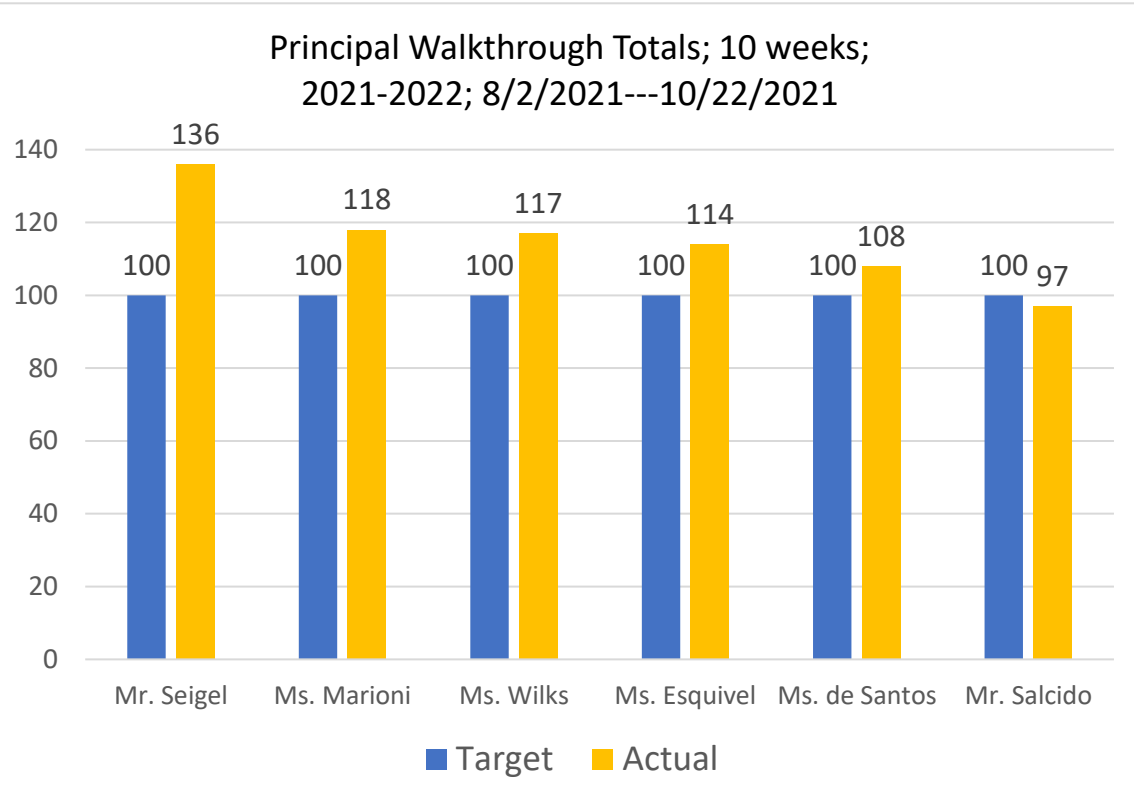
### Progress Needed

**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 2021-2022 is 10 walkthroughs per week for each Principal. This report is for the first 10 "observable" weeks of the school year, making the goal 100 walkthroughs for each Principal. These are the walkthrough totals for each Principal:

- Mr. Seigel--136
- Ms. Marioni--118
- Ms. Wilks--117
- Ms. Esquivel--114
- Ms. de Santos--108
- Mr. Salcido--97

Five out of 6 Principals met the target. Mr. Salcido was slightly below with 97 total walkthroughs.



**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 10, 2021

---

### 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) 2.2 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 2021-2022 Annual Target for CPM 2.2 is 10 walkthroughs per week per Assistant Principal.

### RATIONALE:

The annual target for 2021-2022 is 10 walkthroughs per week for each Assistant Principal. This report is for the first 10 “observable” weeks of the school year, making the goal 100 walkthroughs for each Assistant Principal. These are the walkthrough totals for each Assistant Principal:

- Mr. Corona—119
- Ms. Brashear—117
- Ms. Rico—109
- Mr. Parra—101
- Ms. Gutierrez—100
- Ms. Solis—100
- Ms. Pallares—89

Six out of 7 Assistant Principals met the target of at least 100 walkthroughs. One did not meet the target and had 89 total walkthroughs.

### 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

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

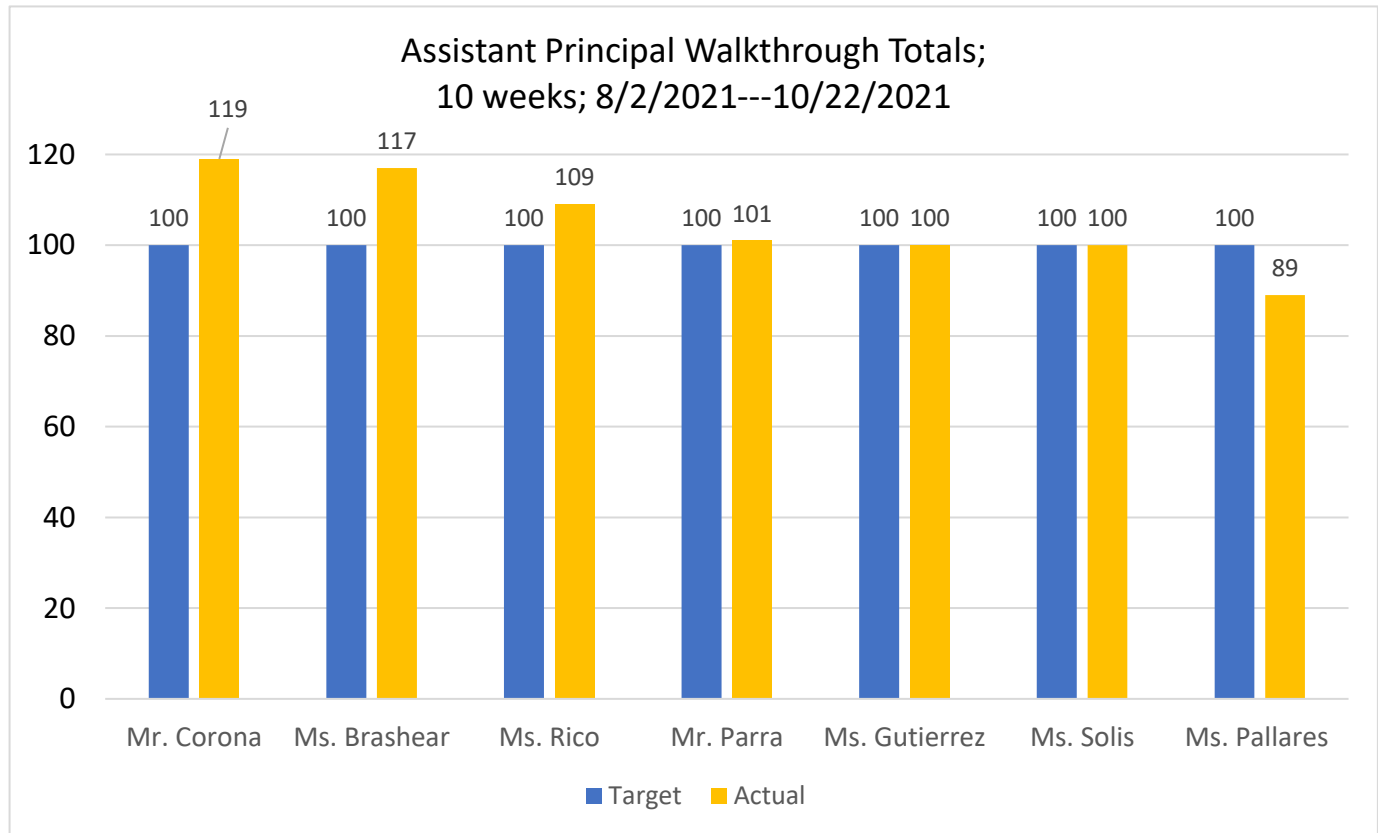
### Progress Needed

**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 annual target for 2021-2022 is 10 walkthroughs per week for each Assistant Principal. This report is for the first 10 "observable" weeks of the school year, making the goal 100 walkthroughs for each Assistant Principal. These are the walkthrough totals for each Assistant Principal:

- Mr. Corona—119
- Ms. Brashear—117
- Ms. Rico—109
- Mr. Parra—101
- Ms. Gutierrez—100
- Ms. Solis—100
- Ms. Pallares—89

Six out of 7 Assistant Principals met the target of at least 100 walkthroughs. One did not meet the target and had 89 total walkthroughs.



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

## Pathway of Champions Project

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**Texas State  
Elementary  
Teacher  
of the Year**

**Texas State  
Boys Cross Country  
Champions  
4A - Team**

**Texas State  
Boys Soccer  
Champions  
4A - Team**

## THE PATHWAY OF CHAMPIONS

You have probably heard about San Elizario through the success of many of our student-athletes in cross country and soccer as they have won numerous state championships.

The San Elizario ISD has been winning state championships every year since 2013 when Irene Salom was named the Texas Elementary Teacher of the Year. Most recently, we have yet another state win by the San Elizario High School Boys Cross Country Team in the fall of 2020. The success proves the strong resiliency of the student-athletes, which represents the San Elizario District and Community.

## The Community of Champions Video

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## The Community of Champions



## La Comunidad de Campeones Video

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## La Comunidad de Campeones



## Entrevista - Noticias 26

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**San Elizario I.S.D.**

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[Share](#)

## San Elizario ISD is home to the following nine consecutive state championships:

---



6 / 9



## We have also had the honor of receiving the following state honors:

---

- **2018** San Elizario High School Boys Cross Country State 3rd place

- **2019** San Elizario High School Boys Cross Country State 2nd place

**The Pathway of Champions will serve both the San Elizario Independent School District and the San Elizario Community to continue to provide future generations a place of reflection and pride.**

## **DONATE to the Pathway of Champions**

---



**Recognizing and memorializing  
San Elizario ISD  
State Championships**

## Texas State Elementary Teacher of the Year

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**San Elizario ISD**  
**2013 Texas Elementary State Teacher of the Year**  
**Mrs. Irene Salom**



## State Teacher of the Year Monument

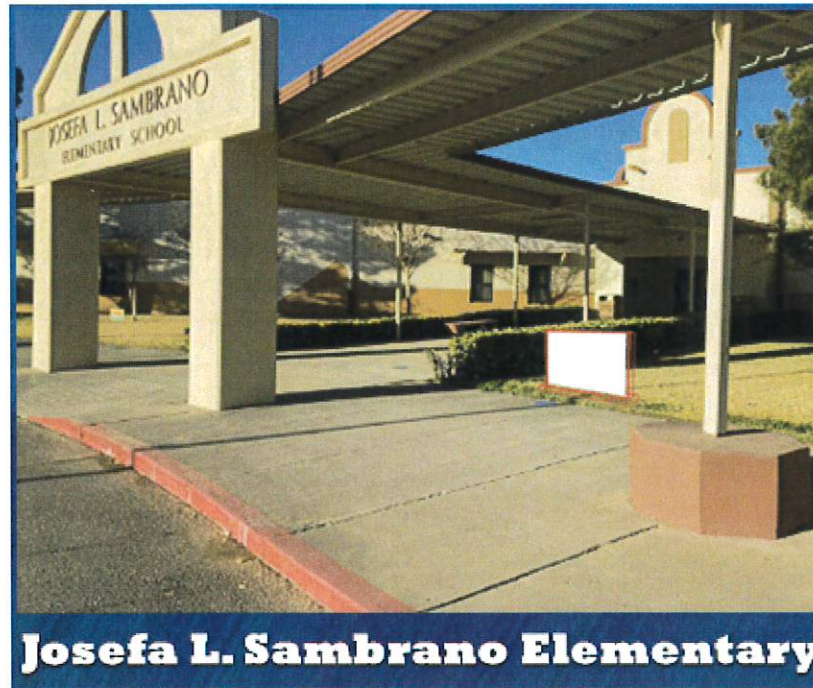
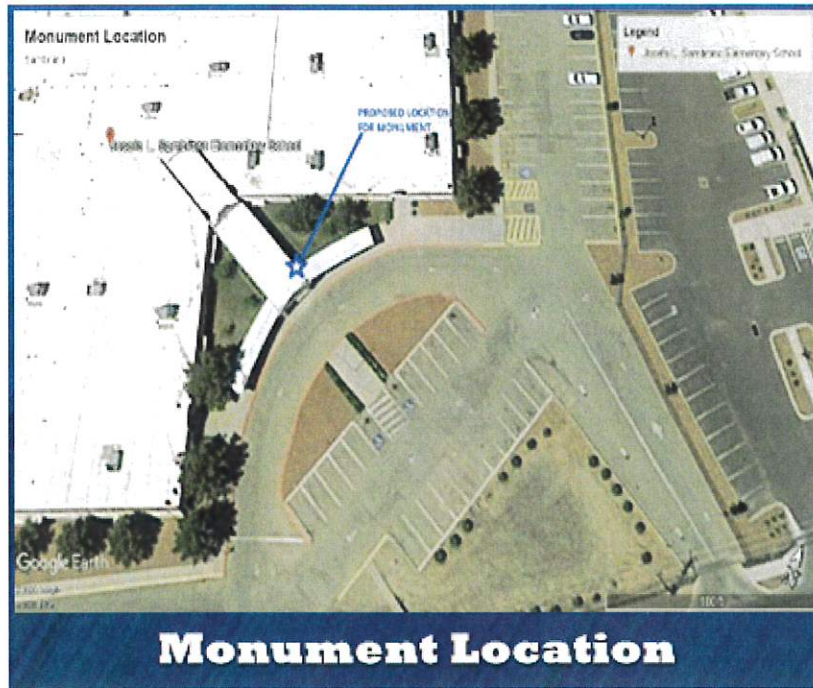
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## DONATE to the Pathway of Champions

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**Recognizing and memorializing**  
**San Elizario ISD**  
**State Championships**



## Texas State Boys Cross Country Champions

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**San Elizario BoysCross Country  
5 State Championships:  
2014, 2015, 2016, 2019 & 2020**

## DONATE to the Pathway of Champions

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**Recognizing and memorializing  
San Elizario ISD  
State Championships**





**San Elizario Boys Cross Country State**

- **2018** - 2nd runner up
- **2019** - 1st runner up

## Texas State Boys Soccer Champions

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**San Elizario Boys Soccer  
3 State Championships:  
2015, 2018 & 2019**

**DONATE to the Pathway of Champions**

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**Recognizing and memorializing  
San Elizario ISD  
State Championships**



## SEHS Pathway

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### San Elizario High School Recognizing Success

- **Project will be approached in 3 main phases**
  - **Phase 1** - [Champions Plaza & Eagle Monument](#)
  - **Phase 2** - [Championship Monuments](#)
  - **Phase 3** - [Pathway of Champions Roadway Lettering](#)



## DONATE to the Pathway of Champions

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**Recognizing and memorializing  
San Elizario ISD  
State Championships**

## SEHS Pathway of Champions - Phase 1

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### Champions Plaza & Eagle Monument

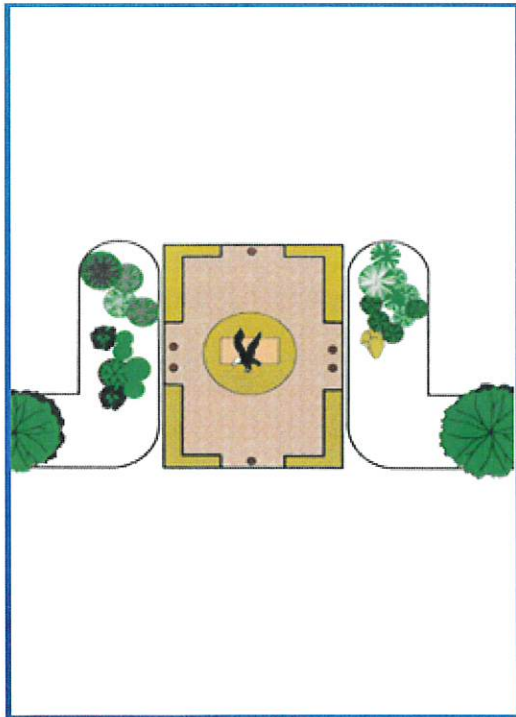
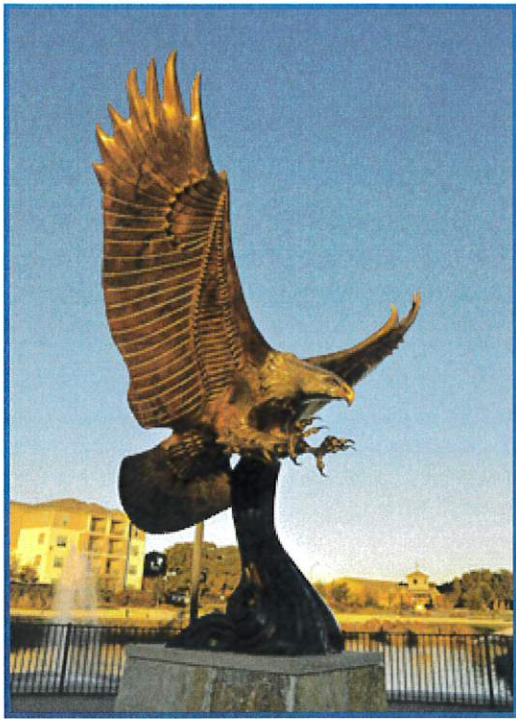
## DONATE to the Pathway of Champions

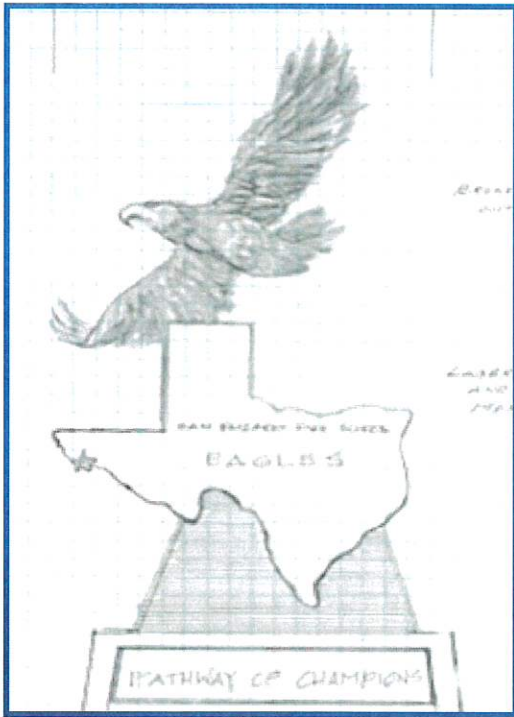
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**Recognizing and memorializing  
San Elizario ISD  
State Championships**

- Center Piece Monument
- Plaques
- Benches
- Landscaping
- Lighting





## SEHS Pathway of Champions - Phase 2

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### Championship Monuments

- 5 Cross Country
- 3 Soccer
- 1 State Elementary Teacher of the Year (Sambrano ES)



### DONATE to the Pathway of Champions

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Recognizing and memorializing

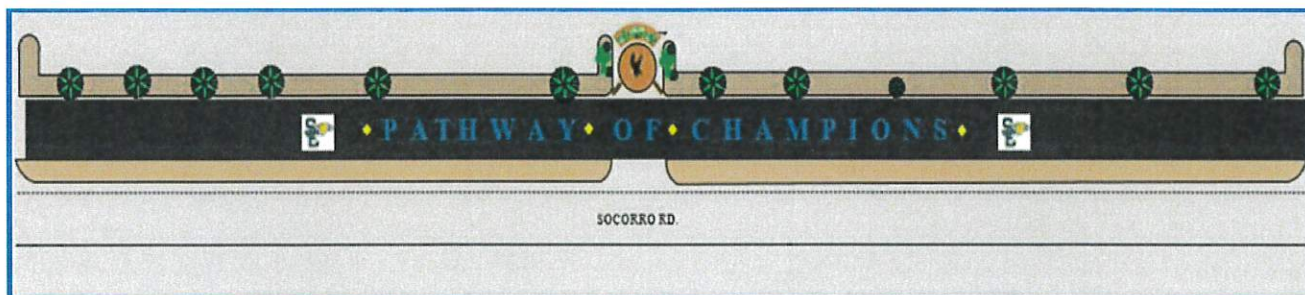
**San Elizario ISD**  
**State Championships**

## SEHS Pathway of Champions - Phase 3

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### Pathway of Champions Roadway Lettering

- With SEHS Logo
- Lettering facing Socorro Road
- Inside SEHS perimeter



## DONATE to the Pathway of Champions

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Recognizing and memorializing  
San Elizario ISD  
State Championships



## The Community of Champions Video

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The Community of Champions



## La Comunidad de Campeones Video

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La Comunidad de Campeones



# Entrevista - Noticias 26

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## DONATE to the Pathway of Champions

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**Recognizing and memorializing  
San Elizario ISD  
State Championships**

# Pathway of Champions Progress

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## DONATE to the Pathway of Champions

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Recognizing and memorializing  
San Elizario ISD  
State Championships



## Donation Tiers

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<b>BRONZE</b> <b>\$100 - \$999</b>	<b>SILVER</b> <b>\$1,000 - \$5,499</b>	<b>GOLD</b> <b>\$5,500 - AND UP</b>
<ul style="list-style-type: none"> <li>I) Individual names on scrolling webpage banner.</li> <li>II) Engraved paver with donors name.</li> </ul>	<ul style="list-style-type: none"> <li>I) Individual names on scrolling webpage banner.</li> <li>II) Engraved paver with donors name.</li> <li>III) Company logo on webpage.</li> <li>IV) Plus appreciation San Elizario plaque.</li> <li>V) Plus company name recognition in announcement during all home football games.</li> </ul>	<ul style="list-style-type: none"> <li>I) Individual names on scrolling webpage banner.</li> <li>II) Engraved paver with donors name.</li> <li>III) Company logo on webpage.</li> <li>IV) Plus appreciation San Elizario plaque.</li> <li>V) Plus company name recognition in announcement during all home football games.</li> <li>VI) Plus name plate on monument.</li> <li>VII) Plus 1 company sign on Eagle stadium football field fence and 1 company sign on Eagle diamond baseball field fence.</li> </ul>

**Note:** There is not a minimum donation amount; all donations are greatly appreciated!

Please feel free to reach out should you need more information regarding the Pathway of Champions Project. You are welcome to communicate via email [communications@seisd.net](mailto:communications@seisd.net) or by calling (915) 872-3900.

**Donate Here**

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**Recognizing and memorializing  
San Elizario ISD  
State Championships**

**Thank you in advance for your consideration and  
willingness to connect and invest in the San Elizario  
ISD  
and the San Elizario Community**

**PATHWAY OF CHAMPIONS  
PROJECT**

**Thank you Donors!**

For your consideration and willingness  
to connect and invest in the San Elizario ISD  
and the San Elizario Community



**Your contribution is appreciated!**

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**EP Techworks**  
**Shooters Smokin BBQ**



TO: Board of Trustees  
Dr. Meza-Chavez, Superintendent

FROM: Jesus Martinez, Support Services Director

DATE: May 12, 2021

RE: Pathway of Champions – Project Progress

- Plaza Build, Roadway Paint, Median Landscaping
  - April 2021 – The Pathway of Champions Project Committee met on 4/15/2021 to discuss the next financial and operational steps after the Board approved the budget for the project. J&M Heritage Construction was contacted and the required payment bond was requested from them. A ground-breaking ceremony date (May 19, 2021) was discussed with them as well. They are on board and agreed to the proposed date. We will be providing a notice to proceed once the payment bond is received. Substantial completion is projected for the end of July 2021, only the centerpiece will be pending. On 4/22/2021, the committee met again and discussed the donor recognition categories and the status of the web page designated to the Pathway of Champions project where people will be able to easily donate electronically once it goes live.
- Lighting Circuit for Plaza, Bollard Lighting for Roadway, Accent Lighting for Monuments and Plaza
  - April 2021 – The purchase order requisitions have been entered for All Trades Electrical Contractors, Inc. The vendor has been advised and is scheduled to commence work in May. Substantial completion is projected for mid July 2021.
- Championship Monuments (9 total) and Centerpiece for Plaza
  - April 2021 – The purchase orders for Big Media have been released to the vendor so they may begin the ordering process of the monuments and the centerpiece for the plaza. They have requested the names that will be engraved into the stone monuments. A list will be populated by Ms. Christine Jaksch for each of the monuments. A proof will be sent back to the district for approval. The lead time for the arrival of the monuments and centerpiece is 6-8 months (December timeframe).
- Murals
  - April 2021 – The Muralist met with the committee on 4/22/2021 and presented a conceptual drawing for the outside mural based on the original concept presented to him. New ideas were discussed with him. He will integrate the ideas into the mural sketch and present back to the committee. Substantial completion to be determined once final proofs are approved.



TO: Board of Trustees  
Dr. Meza-Chavez, Superintendent

FROM: Jesus Martinez, Support Services Director

DATE: June 9, 2021

RE: Pathway of Champions – Project Progress

- Plaza Build, Roadway Paint, Median Landscaping
  - May 2021 – The Pathway of Champions Project Committee continues to meet weekly. The ground-breaking ceremony held on May 19, 2021 was a great success. Champion student athletes and other groups, such as ROTC, band, cheerleaders and coaches participated. J&M Heritage Construction has provided a timeline for project milestones and substantial completion. Substantial completion is scheduled for end of July 2021, only the centerpiece will be pending due to lead times. J&M Heritage Construction saw cut, demoed and removed asphalt, excavated footings, brought in CMU for constructing benches and center monument pedestal.
- Lighting Circuit for Plaza, Bollard Lighting for Roadway, Accent Lighting for Monuments and Plaza
  - May 2021 – All Trades Electrical Contractors, Inc. saw cut asphalt, excavated and laid electrical conduit for the running of circuit wiring to the needed areas where bollard lighting and accent lighting for monuments and plaza will be located. Substantial completion of electrical project is projected for mid July 2021.
- Championship Monuments (9 total) and Centerpiece for Plaza
  - May 2021 –The list of names for each corresponding monument (9) and for the centerpiece (1) has been provided to the vendor. The vendor will be providing proofs of all pieces for approval by the Pathway of Champions Committee. The lead time for the arrival of the monuments and centerpiece is 6-8 months (October-December timeframe).
- Murals
  - May 2021 – The Muralist met with the committee on 4/22/2021 and presented a conceptual drawing for the outside mural based on the original concept presented to him. New ideas were discussed with him. He will integrate the ideas into the mural sketch and present back to the committee. Substantial completion to be determined once final proofs are approved. Work continues with muralist towards reaching final proof approval. The work the muralist has presented so far, looks excellent.



TO: Board of Trustees  
Dr. Meza-Chavez, Superintendent

FROM: Jesus Martinez, Support Services Director

DATE: July 14, 2021

RE: Pathway of Champions – Project Progress

- Plaza Build, Roadway Paint, Median Landscaping
  - June 2021 – The Pathway of Champions Project Committee continues to hold progress meetings. J&M laid and tied all the rebar for the bench construction buildup. They poured the concrete footings for all benches, the centerpiece pedestal and for the stone monuments. They have completed the CMU (concrete masonry unit) benches and center plaza pedestal. In addition, they constructed the forms and completed all prep work for the concrete pouring of the bench caps, monument bases, pedestal ring and for the two wall of fame structures. The heavy rains we had the week of June 28<sup>th</sup> delayed the concrete pour and project overall by about a week.
- Lighting Circuit for Plaza, Bollard Lighting for Roadway, Accent Lighting for Monuments and Plaza
  - June 2021 – All Trades Electrical Contractors, Inc. finished running all circuit wiring for bollard and accent lighting. They have completed installing the bollard lights and have installed the necessary junction boxes and covered all trench work. Only the accent lighting is pending. This will be scheduled once all major construction work is completed to avoid possible damage to the accent lighting.
- Championship Monuments (9 total) and Centerpiece for Plaza
  - June 2021 – The vendor has provided initial proofs of all pieces for approval by the Pathway of Champions Committee. The proofs are almost finalized. The lead time for the arrival of the monuments and centerpiece is 6-8 months (October-December time frame).
- Murals
  - May 2021 – Work continues with muralist towards reaching final proof approval. The work the muralist has presented so far, looks excellent. An agreement between the artist and SEISD has been reviewed by legal and will be an agenda item for approval on the July regular Board meeting.



TO: Board of Trustees  
Dr. Meza-Chavez, Superintendent

FROM: Jesus Martinez, Support Services Director

DATE: August 11, 2021

RE: Pathway of Champions – Project Progress

- Plaza Build, Roadway Paint, Median Landscaping
  - July 2021 – J&M Construction completed building the plaza benches to include pouring the colored concrete for the bench caps. The centerpiece pedestal and the concrete footings for the stone monuments have also been completed. The two Wall of Champions structures were formed and the concrete was poured. The forms and wire mesh are in place for the stamped concrete floor around the plaza, this will be completed in August. The Stone veneer is scheduled to arrive in August, installation will commence upon arrival. The heavy rains we had the week of June 28<sup>th</sup> and early July delayed the concrete pour and project overall by about a week and a half.
- Lighting Circuit for Plaza, Bollard Lighting for Roadway, Accent Lighting for Monuments and Plaza
  - July 2021 – Only the accent lighting is pending. This will be scheduled once all major construction work is completed to avoid possible damage to the accent lighting.
- Championship Monuments (9 total) and Centerpiece for Plaza
  - July 2021 – The vendor has provided proofs of all pieces for approval by the Pathway of Champions Committee. The proofs have been reviewed for accuracy by the Athletic Director and coaches, the needed changes have been sent back to the vendor. The lead time for the arrival of the monuments and centerpiece is 6-8 months (October-December time frame).
- Murals
  - July 2021 – The services agreement between SEISD and the artist was Board approved. The agreement was shared with the artist and his signature was obtained for a fully executed agreement. Scheduling of the work to commence is in the works. Work continues with muralist towards reaching final proof approval. The work the muralist has presented so far, looks excellent.



TO: Board of Trustees  
Dr. Meza-Chavez, Superintendent

FROM: Jesus Martinez, Support Services Director

DATE: September 8, 2021

RE: Pathway of Champions – Project Progress

- Plaza Build, Roadway Paint, Median Landscaping
  - August 2021 – J&M Construction poured and stamped the colored concrete around the plaza centerpiece, between the centerpiece structure and the benches. Stamped concrete was also placed at the two side medians adjacent to the plaza. The two medians will be finalized with landscape in the near future. The concrete bench caps, centerpiece ring and the stamped concrete also received a finish coat that really makes the concrete stand out. The delivery of the stone veneer was delayed, but finally arrived. The contractor prepped and has started applying the stone to the benches. The heavy rains we had in July and August delayed the Plaza build about three weeks.
- Lighting Circuit for Plaza, Bollard Lighting for Roadway, Accent Lighting for Monuments and Plaza
  - August 2021 – Only the accent lighting is pending. This will be scheduled once all major construction work is completed to avoid possible damage to the accent lighting.
- Championship Monuments (9 total) and Centerpiece for Plaza
  - August 2021 – The vendor has provided proofs of all pieces for approval by the Pathway of Champions Committee. The proofs have been reviewed for accuracy by the Athletic Director and coaches, the needed changes have been sent back to the vendor. The lead time for the arrival of the monuments and centerpiece is 6-8 months (October-December time frame). The footing and concrete base for the Texas Teacher of the year has been poured at Sambrano Elementary.
- Murals
  - August 2021 – Scheduling of the work to commence is in the works. Work continues with muralist towards reaching final proof approval for both murals. The work the muralist has presented so far, looks excellent. The mural artist joined the Pathway of Champions committee’s weekly meeting. He presented a preliminary concept for the interior mural. Changes were requested. The muralist returned a proof for review with the requested changes. Rental of aerial equipment needs for the exterior mural was also discussed.



TO: Board of Trustees  
Dr. Meza-Chavez, Superintendent

FROM: Jesus Martinez, Support Services Director

DATE: October 13, 2021

RE: Pathway of Champions – Project Progress

- Plaza Build, Roadway Paint, Median Landscaping
  - September 2021 – The following was completed: stamped concrete, stamped concrete at the two side medians, landscape rock for side medians, landscape rock in the centerpiece structure, stone veneer installation to include the wall of champions, Pathway of Champions lettering on roadway, HS logos on roadway and the lettering on the two wall of champions structures. The heavy rains we had in July and August delayed the Plaza build about three weeks. Approximately 100 pictures of the Pathway of Champions project have been uploaded to the web. Pictures can be seen at the web address, <https://www.seisd.net/Page/860>
- Lighting Circuit for Plaza, Bollard Lighting for Roadway, Accent Lighting for Monuments and Plaza
  - September 2021 – Accent lighting is pending. Quotes for accent lighting will be obtained.
- Championship Monuments (9 total) and Centerpiece for Plaza
  - September 2021 – The vendor has provided proofs of all pieces for approval by the Pathway of Champions Committee. The proofs have been reviewed for accuracy by the Athletic Director and coaches, the needed changes have been sent back to the vendor. The delivery of the monuments and centerpiece is expected in early December 2021.
- Murals
  - September 2021 – The muralist and the POC committee have discussed the timeline for the murals to be in place. One mural will be inside the cafeteria (on the Gym wall) and the other will be on the exterior wall of the auxiliary gym. The wall is facing Herring Road. The interior mural will be the first one to go up. Completion is scheduled for October. The second mural (exterior) is scheduled for completion in November.



TO: Board of Trustees  
Dr. Meza-Chavez, Superintendent

FROM: Jesus Martinez, Support Services Director

DATE: November 10, 2021

RE: Pathway of Champions – Project Progress

- Plaza Build, Roadway Paint, Median Landscaping
  - October 2021 – This scope of work has been completed. Approximately 100 pictures of the Pathway of Champions project have been uploaded to the web. Pictures can be seen at the web address, <https://www.seisd.net/Page/860>
- Lighting Circuit for Plaza, Bollard Lighting for Roadway, Accent Lighting for Monuments and Plaza
  - October 2021 – All the lighting circuits and bollard roadway lighting has been completed. The Accent lighting has been ordered and will be installed once the monuments arrive.
- Championship Monuments (9 total) and Centerpiece for Plaza
  - October 2021 – The estimated time of arrival for the monuments is on the last week of November.
- Murals
  - October 2021 – The muralist and the POC committee have discussed the timeline for the murals to be in place. One mural will be inside the cafeteria (on the Gym wall) and the other will be on the exterior wall of the auxiliary gym. The wall is facing Herring Road. The interior mural will be the first one to go up. Completion is scheduled for October. The second mural (exterior) is scheduled for completion in November.

Date	Amount	Description
4/14/2021	\$ 205,000	original budget
6/16/2021	\$ 12,375	budget increased due to change order
	<u>\$ 217,375</u>	Total Budget

PO#	Vendor	Amount	Description
41968	J&M Heritage Construction Company LLC	\$ 54,216	Plaza Build
41968	J&M Heritage Construction Company LLC	\$ 18,569	Roadway Paint
41968	J&M Heritage Construction Company LLC	\$ 6,534	Median Landscaping
41968	J&M Heritage Construction Company LLC	\$ 12,375	Change order for monument for individual winners
42135	All Trades Electrical Contractor's Inc	\$ 13,762	Lighting Circuit for Plaza
42136	All Trades Electrical Contractor's Inc	\$ 22,500	Bollard Lighting for Roadway
N/A	purchase order not yet generated	\$ 1,915	Accent Lighting for Monuments & Plaza
41966	EP Big Media, Inc	\$ 49,050	Championship Monuments
41967	EP Big Media, Inc	\$ 27,345	Centerpiece for Plaza
42144	Jesus Alvarado	\$ 6,200	Painting of 2 Murals
N/A	purchase order not yet generated	\$ 4,909	Contingency
		<u>\$ 217,375</u>	

Type	Amount	Description
PO#41968	\$ 91,693	Original balance
CK#66764	\$ (25,696)	paid 6/24/2021
CK#67138	\$ (29,339)	paid 8/19/2021
	<u>\$ 36,659</u>	Balance remaining

Type	Amount	Description
PO#42135	\$ 13,762	Original balance
CK#66841	\$ (13,762)	paid 6/30/21
	<u>\$ -</u>	Balance remaining

Type	Amount	Description
PO#42136	\$ 22,500	Original balance
CK#66841	\$ (22,500)	paid 6/30/21
	<u>\$ -</u>	Balance remaining

Type	Amount	Description
PO#41966	\$ 49,050	Original balance
CK#66732	\$ (24,525)	paid 6/18/21
	<u>\$ 24,525</u>	Balance remaining

Type	Amount	Description
PO#41967	\$ 27,345	Original balance
CK#66732	\$ (13,673)	paid 6/18/21
	<u>\$ 13,673</u>	Balance remaining

Type	Amount	Description
PO#42144	\$ 6,200	Original balance
CK#67332	\$ (4,200)	paid 9/9/21
	<u>\$ 2,000</u>	Balance remaining

Type	Amount	Description
purchase order not yet generated	\$ 1,915	Accent Lighting for Monuments & Plaza
purchase order not yet generated	\$ 4,909	Contingency
	<u>\$ 6,824</u>	

<b>Date</b>	<b>Donor</b>	<b>Amount</b>	<b>Payment Method</b>	<b>Donation Tier</b>
7/16/2021	Jesus Martinez, San Elizario ISD	\$25.00	Authorize.net	none
9/2/2021	Blanco, Ordonez Mata & Wechsler, P.C.	\$1,000.00	Authorize.net	Silver
9/3/2021	EP Techworks	\$500.00	Authorize.net	Bronze
9/15/2021	Shooters Smokin BBQ	\$200.00	Authorize.net	Bronze
	Grand Total	<u>\$1,725.00</u>		



## MEMORANDUM

**To:** Dr. Meza-Chavez, Superintendent

**From:** Raul Jacques, Director of Child Nutrition Services

**Subject:** October 2021 – Nutrition Services Operations

**Date:** November 10, 2021

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During the month of October, we served an average of 5600 meals each school day. This includes breakfast, lunch, supper, Saturday meals and afterschool snacks. We also served meals during the first week of Intersession to students that were on campus.

School food service operations continue to be impacted by disruptions to the supply chain. We must be flexible in our meal planning and we must adapt our menus to continue to meet program requirements. It is unknown how long these disruptions will last.

The Texas Department of Agriculture is conducting a regularly scheduled review of our food service operations. This 90-day process delves into all areas of our operations. While this taxes our available resources, I am confident that we will have a good review.

Child Nutrition staff are fully committed to support student learning and will do our part to help them succeed. We get the job done!



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 10, 2021

**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 September 9, 2020 regular Board meeting for a total rate of \$1.17. The Maintenance & Operations (M&O) rate which pays for items such as staff salaries, supplies, materials, transportation and utilities was \$1.0151 while the Interest & Sinking (I&S) rate which pays for bonded debt was \$0.1549.

**RATIONALE:** The purpose of this agenda item is to report collections made for the current 2020 tax year which is based on the levy billed on October 1, 2020.

**BUDGET IMPACT:** Collections as of September 30, 2021 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, 2021 it will contain the period of September 2021.

	<b>M&amp;O</b>	<b>I&amp;S</b>	<b>Total</b>	<b>Collections</b>
Current Year Levy	\$0	\$0	\$0	
Current Year Collections	\$0	\$0	\$0	\$0
Current Year Levy Outstanding	\$0	\$0	\$0	
Prior Year Collections				\$23,969
Penalty & Interest Collections				\$9,818
Total Collections				<u>\$33,787</u>

**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 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 – Financial Statements  
**Date:** November 10, 2021

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**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, 2021 which are attached to this memo. Included are:

- Exhibit G-1: presents budget and actual amounts for the general fund
- Exhibit J-3: presents budget and actual amounts for the debt service fund
- Exhibit C-1: presents the balance sheet for governmental funds
- Exhibit C-3: presents revenues and expenditures for governmental funds
- Exhibit H-4: presents revenues and expenses for internal service funds

**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

*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  
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL - GENERAL FUND - UNAUDITED  
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2021

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	\$ 3,101,144	\$ 3,101,144	\$ 129,618	\$ (2,971,526)
5800	State Program Revenues	30,725,856	30,753,515	6,126,776	(24,626,739)
5900	Federal Program Revenues	5,268,000	5,297,012	895,991	(4,401,021)
5020	Total Revenues	<u>39,095,000</u>	<u>39,151,671</u>	<u>7,152,385</u>	<u>(31,999,286)</u>
EXPENDITURES:					
Current:					
0011	Instruction	18,741,079	18,750,079	4,461,002	14,289,077
0012	Instructional Resources and Media Services	509,500	509,500	131,521	377,979
0013	Curriculum and Instructional Staff Development	182,766	182,766	54,629	128,137
0021	Instructional Leadership	758,050	761,065	214,635	546,430
0023	School Leadership	2,172,042	2,172,042	603,256	1,568,786
0031	Guidance, Counseling and Evaluation Services	1,278,767	1,286,767	345,152	941,615
0032	Social Work Services	251,778	251,778	64,998	186,780
0033	Health Services	434,094	463,106	109,425	353,681
0034	Student (Pupil) Transportation	1,326,403	1,326,403	328,351	998,052
0035	Food Services	4,000,000	4,000,000	700,042	3,299,958
0036	Extracurricular Activities	1,047,623	1,060,923	206,593	854,330
0041	General Administration	1,650,008	1,653,023	479,686	1,173,337
0051	Facilities Maintenance and Operations	4,377,423	4,377,423	1,267,739	3,109,684
0052	Security and Monitoring Services	896,658	896,658	192,372	704,286
0053	Data Processing Services	1,377,417	1,377,417	567,265	810,152
0061	Community Services	26,147	26,147	3,706	22,441
Debt Service:					
0071	Principal on Long Term Debt	-	-	-	-
0072	Interest on Long Term Debt	-	-	-	-
0073	Bond Issuance Cost and Fees	-	-	-	-
Capital Outlay:					
0081	Facilities Acquisition and Construction	220,000	155,000	44,879	110,121
Intergovernmental:					
0099	Other Intergovernmental Charges	44,500	44,500	9,714	34,786
6030	Total Expenditures	<u>39,294,255</u>	<u>39,294,597</u>	<u>9,784,965</u>	<u>29,509,632</u>
1100	Excess (Deficiency) of Revenues Over(Under) Expenditures	<u>(199,255)</u>	<u>(142,926)</u>	<u>(2,632,580)</u>	<u>(2,489,654)</u>
OTHER FINANCING SOURCES (USES):					
7912	Sale of Real and Personal Property	5,000	5,000	2,558	(2,442)
7915	Transfers In	-	-	-	-
8911	Transfers Out (Use)	-	-	-	-
7080	Total Other Financing Sources (Uses)	<u>5,000</u>	<u>5,000</u>	<u>2,558</u>	<u>(2,442)</u>
1200	Net Changes in Fund Balances	<u>(194,255)</u>	<u>(137,926)</u>	<u>(2,630,022)</u>	<u>(2,492,096)</u>
0100	Fund Balance - July 1 (Beginning)	-	13,295,680	13,295,680	-
3000	Fund Balance - June 30 (Ending)	<u>\$ (194,255)</u>	<u>\$ 13,157,754</u>	<u>\$ 10,665,658</u>	<u>\$ (2,492,096)</u>

SAN ELIZARIO ISD  
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL - DEBT SERVICE FUND - UNAUDITED  
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2021

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	\$ 571,406	\$ 571,406	\$ 10,307	\$ (561,099)
5800	State Program Revenues	1,054,766	1,054,766	738	(1,054,028)
5020	Total Revenues	<u>1,626,172</u>	<u>1,626,172</u>	<u>11,045</u>	<u>(1,615,127)</u>
	EXPENDITURES:				
	Debt Service:				
0071	Principal on Long Term Debt	610,000	610,000	-	610,000
0072	Interest on Long Term Debt	1,067,900	1,067,900	-	1,067,900
0073	Bond Issuance Cost and Fees	1,000	1,000	400	600
6030	Total Expenditures	<u>1,678,900</u>	<u>1,678,900</u>	<u>400</u>	<u>1,678,500</u>
1200	Net Changes in Fund Balances	(52,728)	(52,728)	10,645	63,373
0100	Fund Balance - July 1 (Beginning)	-	239,349	239,349	-
3000	Fund Balance - June 30 (Ending)	<u>\$ (52,728)</u>	<u>\$ 186,621</u>	<u>\$ 249,994</u>	<u>\$ 63,373</u>

SAN ELIZARIO ISD  
BALANCE SHEET  
GOVERNMENTAL FUNDS - UNAUDITED  
AS OF SEPTEMBER 30, 2021

Data Control Codes	General Fund	Other Funds	Total Governmental Funds	
<b>ASSETS</b>				
1110	Cash and Cash Equivalents	\$ 11,763,273	\$ 1,698,470	\$ 13,461,743
1220	Property Taxes - Delinquent	563,438	52,669	616,107
1230	Allowance for Uncollectible Taxes (Credit)	(52,273)	(4,695)	(56,968)
1240	Receivables from Other Governments	690,731	1,622,979	2,313,710
1250	Accrued Interest	1,284	-	1,284
1260	Due from Other Funds	1,771,531	271,835	2,043,366
1300	Inventories	218,687	-	218,687
1410	Prepayments	-	-	-
1000	Total Assets	<u>14,956,671</u>	<u>3,641,258</u>	<u>18,597,929</u>
<b>LIABILITIES</b>				
2110	Accounts Payable	420,803	121,921	542,724
2150	Payroll Deductions and Withholdings Payable	273,948	-	273,948
2160	Accrued Wages Payable	1,788,023	243,786	2,031,809
2170	Due to Other Funds	1,142,510	1,257,493	2,400,003
2180	Due to Other Governments	(26,680)	115,484	88,804
2200	Accrued Expenditures	119,022	-	119,022
2300	Unearned Revenues	62,224	2,845	65,069
2000	Total Liabilities	<u>3,779,850</u>	<u>1,741,529</u>	<u>5,521,379</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
2601	Unavailable Revenue - Property Taxes	511,165	47,974	559,139
2600	Total Deferred Inflows of Resources	<u>511,165</u>	<u>47,974</u>	<u>559,139</u>
<b>FUND BALANCES</b>				
Nonspendable Fund Balance:				
3410	Inventories	156,463	-	156,463
Restricted Fund Balance:				
3450	Federal or State Funds Grant Restriction	444,436	147,317	591,753
3470	Capital Acquisition and Contractual Obligation	-	-	-
3480	Retirement of Long-Term Debt	-	249,994	249,994
3490	Other Restricted Fund Balance	-	138,122	138,122
3510	Committed Fund Balance - Construction	83,680	1,316,322	1,400,002
3600	Unassigned Fund Balance	9,981,077	-	9,981,077
3000	Total Fund Balances	<u>10,665,656</u>	<u>1,851,755</u>	<u>12,517,411</u>
4000	Total Liabilities, Deferred Inflows & Fund Balances	<u>\$ 14,956,671</u>	<u>\$ 3,641,258</u>	<u>\$ 18,597,929</u>

SAN ELIZARIO ISD  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS - UNAUDITED  
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2021

Data Control Codes	General Fund	Other Funds	Total Governmental Funds
<b>REVENUES:</b>			
5700 Total Local and Intermediate Sources	\$ 129,618	\$ 22,391	\$ 152,009
5800 State Program Revenues	6,126,776	46,240	6,173,016
5900 Federal Program Revenues	895,991	1,233,891	2,129,882
5020 Total Revenues	<u>7,152,385</u>	<u>1,302,522</u>	<u>8,454,907</u>
<b>EXPENDITURES:</b>			
Current:			
0011 Instruction	4,461,002	807,451	5,268,453
0012 Instructional Resources and Media Services	131,521	7,043	138,564
0013 Curriculum Instructional Staff Development	54,629	345,639	400,268
0021 Instructional Leadership	214,635	18,273	232,908
0023 School Leadership	603,256	3,311	606,567
0031 Guidance, Counseling and Evaluation Services	345,152	1,872	347,024
0032 Social Work Services	64,998	-	64,998
0033 Health Services	109,425	22,127	131,552
0034 Student (Pupil) Transportation	328,351	-	328,351
0035 Food Services	700,042	16,130	716,172
0036 Extracurricular Activities	206,593	1,985	208,578
0041 General Administration	479,686	-	479,686
0051 Facilities Maintenance and Operations	1,267,739	8,398	1,276,137
0052 Security and Monitoring Services	192,372	-	192,372
0053 Data Processing Services	567,265	-	567,265
0061 Community Services	3,706	42,085	45,791
Debt Service:			
0071 Principal on Long Term Debt	-	-	-
0072 Interest on Long Term Debt	-	-	-
0073 Bond Issuance Cost and Fees	-	400	400
Capital Outlay:			
0081 Facilities Acquisition and Construction	44,879	78,830	123,709
Intergovernmental:			
0099 Other Intergovernmental Charges	9,714	-	9,714
6030 Total Expenditures	<u>9,784,965</u>	<u>1,353,544</u>	<u>11,138,509</u>
1100 Excess (Deficiency) of Revenues Over(Under) Expenditures	<u>(2,632,580)</u>	<u>(51,022)</u>	<u>(2,683,602)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
7912 Sale of Real and Personal Property	2,558	-	2,558
7915 Transfers In	-	-	-
8911 Transfers Out (Use)	-	-	-
7080 Total Other Financing Sources (Uses)	<u>2,558</u>	<u>-</u>	<u>2,558</u>
1200 Net Change in Fund Balances	<u>(2,630,022)</u>	<u>(51,022)</u>	<u>(2,681,044)</u>
0100 Fund Balance - July 1 (Beginning)	13,295,680	1,902,777	15,198,457
1300 Prior Period Adjustment	-	-	-
3000 Fund Balance - June 30 (Ending)	<u>\$ 10,665,658</u>	<u>\$ 1,851,755</u>	<u>\$ 12,517,413</u>

SAN ELIZARIO ISD  
 COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION  
 INTERNAL SERVICE FUNDS - UNAUDITED  
 FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2021

	753 Self Insurance Health Fund	770 Self Insurance W/ Comp Fund	Total Internal Service Funds
<b>OPERATING REVENUES:</b>			
Local and Intermediate Sources	\$ 1,057,214	\$ 63,785	\$ 1,120,999
Total Operating Revenues	<u>1,057,214</u>	<u>63,785</u>	<u>1,120,999</u>
<b>OPERATING EXPENSES:</b>			
Professional and Contracted Services	1,051,787	145,602	1,197,389
Other Operating Costs	220,475	-	220,475
Total Operating Expenses	<u>1,272,262</u>	<u>145,602</u>	<u>1,417,864</u>
Operating Income (Loss)	<u>(215,048)</u>	<u>(81,817)</u>	<u>(296,865)</u>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Earnings from Temporary Deposits & Investments	122	253	375
Total Nonoperating Revenues (Expenses)	<u>122</u>	<u>253</u>	<u>375</u>
Income (Loss) Before Transfers	(214,926)	(81,564)	(296,490)
Transfer In	-	-	-
Change in Net Position	<u>(214,926)</u>	<u>(81,564)</u>	<u>(296,490)</u>
Total Net Position - July 1 (Beginning)	<u>231,148</u>	<u>1,120,986</u>	<u>1,352,134</u>
Total Net Position - June 30 (Ending)	<u>\$ 16,222</u>	<u>\$ 1,039,422</u>	<u>\$ 1,055,644</u>



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:** Financial Reports – Investment Report  
**Date:** November 10, 2021

**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 which is attached to this memo.

**BUDGET IMPACT:** Interest earned by fund is summarized as follows as of September 30, 2021:

Fund	Amount
General Fund (199)	\$2,816.13
Debt Service Fund (599)	\$46.04
Capital Projects Fund (699)	\$12.31
Health Insurance Fund (753)	\$97.91
Workers Compensation Fund (770)	\$187.66

**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, 2021

	General Fund	\$	3,986.18
	Interest & Sinking (Debt Service) Fund	\$	66.20
	Capital Projects Fund	\$	18.25
	Health Insurance Fund	\$	122.10
	Workers Compensation Fund	\$	253.42
	<b>Total</b>	<b>\$</b>	<b><u>4,446.15</u></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.



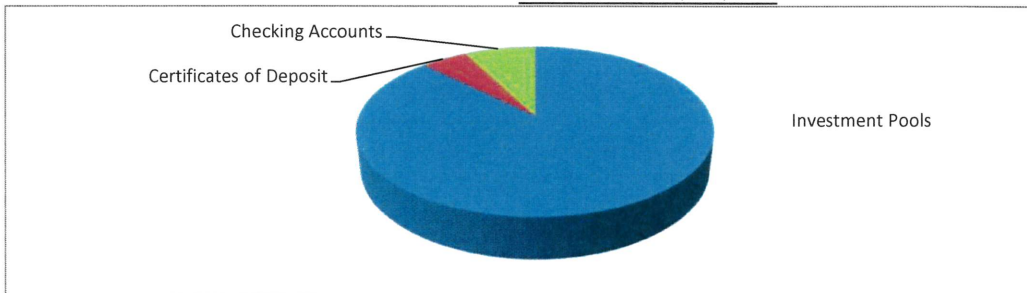
Chief Financial Officer

October 15, 2021

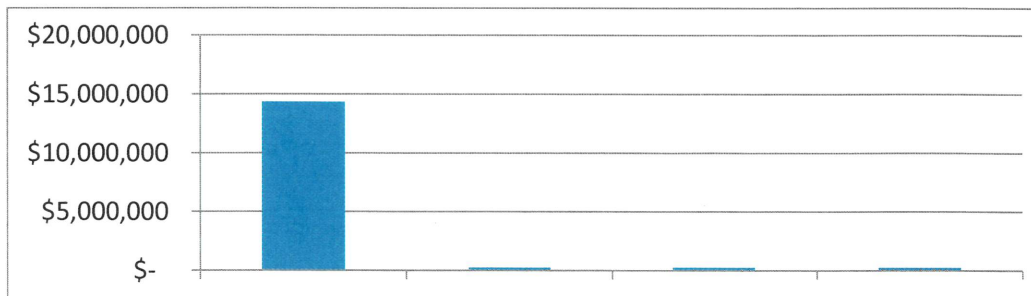
Date

Portfolio Diversification

By Investment Type	Current Market Value	Portfolio %
Investment Pools	\$ 13,153,007	87.31%
Certificates of Deposit	\$ 750,000	4.98%
Checking Accounts	\$ 1,161,106	7.71%
	<u>\$ 15,064,113</u>	



By Investment Maturity	Current Market Value	Portfolio %
Overnight	\$ 14,314,113	95.02%
0 - 1 Year	\$ 250,000	1.66%
1 - 2 Years	\$ 250,000	1.66%
2 + years	\$ 250,000	1.66%
	<u>\$ 15,064,113</u>	



**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-21	31-Jul-21	Overnight	\$ 1,889,584.09	0.00%	\$ -
01-Aug-21	31-Aug-21	Overnight	\$ 1,700,036.71	0.00%	\$ -
01-Sep-21	30-Sep-21	Overnight	\$ 983,591.87	0.00%	\$ -
01-Oct-21	31-Oct-21	Overnight	\$ -	0.00%	\$ -
01-Nov-21	30-Nov-21	Overnight	\$ -	0.00%	\$ -
01-Dec-21	31-Dec-21	Overnight	\$ -	0.00%	\$ -
01-Jan-22	31-Jan-22	Overnight	\$ -	0.00%	\$ -
01-Feb-22	28-Feb-22	Overnight	\$ -	0.00%	\$ -
01-Mar-22	31-Mar-22	Overnight	\$ -	0.00%	\$ -
01-Apr-22	30-Apr-22	Overnight	\$ -	0.00%	\$ -
01-May-22	31-May-22	Overnight	\$ -	0.00%	\$ -
01-Jun-22	30-Jun-22	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-21	31-Jul-21	Overnight	\$ 16,986.48	0.00%	\$ -
01-Aug-21	31-Aug-21	Overnight	\$ 31,147.04	0.00%	\$ -
01-Sep-21	30-Sep-21	Overnight	\$ 47,442.65	0.00%	\$ -
01-Oct-21	31-Oct-21	Overnight	\$ -	0.00%	\$ -
01-Nov-21	30-Nov-21	Overnight	\$ -	0.00%	\$ -
01-Dec-21	31-Dec-21	Overnight	\$ -	0.00%	\$ -
01-Jan-22	31-Jan-22	Overnight	\$ -	0.00%	\$ -
01-Feb-22	28-Feb-22	Overnight	\$ -	0.00%	\$ -
01-Mar-22	31-Mar-22	Overnight	\$ -	0.00%	\$ -
01-Apr-22	30-Apr-22	Overnight	\$ -	0.00%	\$ -
01-May-22	31-May-22	Overnight	\$ -	0.00%	\$ -
01-Jun-22	30-Jun-22	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-21	31-Jul-21	Overnight	\$ 6,837,661.35	0.09%	\$ 553.13
01-Aug-21	31-Aug-21	Overnight	\$ 4,268,055.36	0.08%	\$ 436.90
01-Sep-21	30-Sep-21	Overnight	\$ 6,426,222.12	0.08%	\$ 323.01
01-Oct-21	31-Oct-21	Overnight	\$ -	0.00%	\$ -
01-Nov-21	30-Nov-21	Overnight	\$ -	0.00%	\$ -
01-Dec-21	31-Dec-21	Overnight	\$ -	0.00%	\$ -
01-Jan-22	31-Jan-22	Overnight	\$ -	0.00%	\$ -
01-Feb-22	28-Feb-22	Overnight	\$ -	0.00%	\$ -
01-Mar-22	31-Mar-22	Overnight	\$ -	0.00%	\$ -
01-Apr-22	30-Apr-22	Overnight	\$ -	0.00%	\$ -
01-May-22	31-May-22	Overnight	\$ -	0.00%	\$ -
01-Jun-22	30-Jun-22	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<u>\$ 1,313.04</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-21	31-Jul-21	Overnight	\$ 348,829.63	0.08%	\$ 25.09
01-Aug-21	31-Aug-21	Overnight	\$ 348,848.05	0.06%	\$ 18.42
01-Sep-21	30-Sep-21	Overnight	\$ 348,863.20	0.05%	\$ 15.15
01-Oct-21	31-Oct-21	Overnight	\$ -	0.00%	\$ -
01-Nov-21	30-Nov-21	Overnight	\$ -	0.00%	\$ -
01-Dec-21	31-Dec-21	Overnight	\$ -	0.00%	\$ -
01-Jan-22	31-Jan-22	Overnight	\$ -	0.00%	\$ -
01-Feb-22	28-Feb-22	Overnight	\$ -	0.00%	\$ -
01-Mar-22	31-Mar-22	Overnight	\$ -	0.00%	\$ -
01-Apr-22	30-Apr-22	Overnight	\$ -	0.00%	\$ -
01-May-22	31-May-22	Overnight	\$ -	0.00%	\$ -
01-Jun-22	30-Jun-22	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 58.66</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-21	31-Jul-21	Overnight	\$ 173,545.65	0.01%	\$ 0.72
01-Aug-21	31-Aug-21	Overnight	\$ 198,996.35	0.01%	\$ 0.82
01-Sep-21	30-Sep-21	Overnight	\$ 329,982.26	0.01%	\$ 0.93
01-Oct-21	31-Oct-21	Overnight	\$ -	0.00%	\$ -
01-Nov-21	30-Nov-21	Overnight	\$ -	0.00%	\$ -
01-Dec-21	31-Dec-21	Overnight	\$ -	0.00%	\$ -
01-Jan-22	31-Jan-22	Overnight	\$ -	0.00%	\$ -
01-Feb-22	28-Feb-22	Overnight	\$ -	0.00%	\$ -
01-Mar-22	31-Mar-22	Overnight	\$ -	0.00%	\$ -
01-Apr-22	30-Apr-22	Overnight	\$ -	0.00%	\$ -
01-May-22	31-May-22	Overnight	\$ -	0.00%	\$ -
01-Jun-22	30-Jun-22	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 2.47</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-21	31-Jul-21	Overnight	\$ 3,186,405.30	0.06%	\$ 166.37
01-Aug-21	31-Aug-21	Overnight	\$ 3,186,542.19	0.05%	\$ 136.89
01-Sep-21	30-Sep-21	Overnight	\$ 3,186,658.08	0.04%	\$ 115.89
01-Oct-21	31-Oct-21	Overnight	\$ -	0.00%	\$ -
01-Nov-21	30-Nov-21	Overnight	\$ -	0.00%	\$ -
01-Dec-21	31-Dec-21	Overnight	\$ -	0.00%	\$ -
01-Jan-22	31-Jan-22	Overnight	\$ -	0.00%	\$ -
01-Feb-22	28-Feb-22	Overnight	\$ -	0.00%	\$ -
01-Mar-22	31-Mar-22	Overnight	\$ -	0.00%	\$ -
01-Apr-22	30-Apr-22	Overnight	\$ -	0.00%	\$ -
01-May-22	31-May-22	Overnight	\$ -	0.00%	\$ -
01-Jun-22	30-Jun-22	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 419.15</b>

**GECU- Certificate of Deposit (Date Opened: 4/21/2021 Maturity Date: 4/21/2024)**

<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-21	31-Jul-21	2+ Years	\$ 250,000.00	0.80%	\$ 169.86
01-Aug-21	31-Aug-21	2+ Years	\$ 250,000.00	0.80%	\$ 169.86
01-Sep-21	30-Sep-21	2+ Years	\$ 250,000.00	0.80%	\$ 164.38
01-Oct-21	31-Oct-21	2+ Years	\$ -	0.80%	\$ -
01-Nov-21	30-Nov-21	2+ Years	\$ -	0.80%	\$ -
01-Dec-21	31-Dec-21	2+ Years	\$ -	0.80%	\$ -
01-Jan-22	31-Jan-22	2+ Years	\$ -	0.80%	\$ -
01-Feb-22	28-Feb-22	2+ Years	\$ -	0.80%	\$ -
01-Mar-22	31-Mar-22	2+ Years	\$ -	0.80%	\$ -
01-Apr-22	30-Apr-22	2+ Years	\$ -	0.80%	\$ -
01-May-22	31-May-22	2+ Years	\$ -	0.80%	\$ -
01-Jun-22	30-Jun-22	2+ Years	\$ -	0.80%	\$ -
Interest Earned:					<b>\$ 504.10</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-21	31-Jul-21	1 - 2 years	\$ 250,000.00	1.93%	\$ 409.79
01-Aug-21	31-Aug-21	1 - 2 years	\$ 250,000.00	1.93%	\$ 409.79
01-Sep-21	30-Sep-21	1 - 2 years	\$ 250,000.00	1.93%	\$ 396.58
01-Oct-21	31-Oct-21	1 - 2 years	\$ -	1.93%	\$ -
01-Nov-21	30-Nov-21	1 - 2 years	\$ -	1.93%	\$ -
01-Dec-21	31-Dec-21	0 - 1 years	\$ -	1.93%	\$ -
01-Jan-22	31-Jan-22	0 - 1 years	\$ -	1.93%	\$ -
01-Feb-22	28-Feb-22	0 - 1 years	\$ -	1.93%	\$ -
01-Mar-22	31-Mar-22	0 - 1 years	\$ -	1.93%	\$ -
01-Apr-22	30-Apr-22	0 - 1 years	\$ -	1.93%	\$ -
01-May-22	31-May-22	0 - 1 years	\$ -	1.93%	\$ -
01-Jun-22	30-Jun-22	0 - 1 years	\$ -	1.93%	\$ -
Interest Earned:					<b>\$ 1,216.16</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-21	31-Jul-21	0 - 1 year	\$ 250,000.00	0.75%	\$ 159.24
01-Aug-21	31-Aug-21	0 - 1 year	\$ 250,000.00	0.75%	\$ 159.25
01-Sep-21	30-Sep-21	0 - 1 year	\$ 250,000.00	0.75%	\$ 154.11
01-Oct-21	31-Oct-21	0 - 1 year	\$ -	0.75%	\$ -
01-Nov-21	30-Nov-21	0 - 1 year	\$ -	0.75%	\$ -
01-Dec-21	31-Dec-21	0 - 1 year	\$ -	0.75%	\$ -
01-Jan-22	31-Jan-22	0 - 1 year	\$ -	0.75%	\$ -
01-Feb-22	28-Feb-22	0 - 1 year	\$ -	0.75%	\$ -
01-Mar-22	31-Mar-22	0 - 1 year	\$ -	0.75%	\$ -
01-Apr-22	30-Apr-22	0 - 1 year	\$ -	0.75%	\$ -
01-May-22	31-May-22	0 - 1 year	\$ -	0.75%	\$ -
01-Jun-22	30-Jun-22	0 - 1 year	\$ -	0.75%	\$ -
Interest Earned:					<b>\$ 472.60</b>

Total General Fund Interest Earned **\$ 3,986.18**

**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-21	31-Jul-21	Overnight	\$ 304,547.93	0.09%	\$ 23.89
01-Aug-21	31-Aug-21	Overnight	\$ 304,569.64	0.08%	\$ 21.71
01-Sep-21	30-Sep-21	Overnight	\$ 304,589.57	0.08%	\$ 19.93
01-Oct-21	31-Oct-21	Overnight	\$ -	0.00%	\$ -
01-Nov-21	30-Nov-21	Overnight	\$ -	0.00%	\$ -
01-Dec-21	31-Dec-21	Overnight	\$ -	0.00%	\$ -
01-Jan-22	31-Jan-22	Overnight	\$ -	0.00%	\$ -
01-Feb-22	28-Feb-22	Overnight	\$ -	0.00%	\$ -
01-Mar-22	31-Mar-22	Overnight	\$ -	0.00%	\$ -
01-Apr-22	30-Apr-22	Overnight	\$ -	0.00%	\$ -
01-May-22	31-May-22	Overnight	\$ -	0.00%	\$ -
01-Jun-22	30-Jun-22	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 65.53</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-21	31-Jul-21	Overnight	\$ 50,042.39	0.01%	\$ 0.21
01-Aug-21	31-Aug-21	Overnight	\$ 53,621.27	0.01%	\$ 0.23
01-Sep-21	30-Sep-21	Overnight	\$ 57,088.84	0.01%	\$ 0.23
01-Oct-21	31-Oct-21	Overnight	\$ -	0.00%	\$ -
01-Nov-21	30-Nov-21	Overnight	\$ -	0.00%	\$ -
01-Dec-21	31-Dec-21	Overnight	\$ -	0.00%	\$ -
01-Jan-22	31-Jan-22	Overnight	\$ -	0.00%	\$ -
01-Feb-22	28-Feb-22	Overnight	\$ -	0.00%	\$ -
01-Mar-22	31-Mar-22	Overnight	\$ -	0.00%	\$ -
01-Apr-22	30-Apr-22	Overnight	\$ -	0.00%	\$ -
01-May-22	31-May-22	Overnight	\$ -	0.00%	\$ -
01-Jun-22	30-Jun-22	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 0.67</b>

Total Debt Service Fund Interest Earned **\$ 66.20**

**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-21	31-Jul-21	Overnight	\$ 1,417,090.53	0.01%	\$ 6.15
01-Aug-21	31-Aug-21	Overnight	\$ 1,417,096.69	0.01%	\$ 6.16
01-Sep-21	30-Sep-21	Overnight	\$ 1,316,322.34	0.01%	\$ 5.94
01-Oct-21	31-Oct-21	Overnight	\$ -	0.00%	\$ -
01-Nov-21	30-Nov-21	Overnight	\$ -	0.00%	\$ -
01-Dec-21	31-Dec-21	Overnight	\$ -	0.00%	\$ -
01-Jan-22	31-Jan-22	Overnight	\$ -	0.00%	\$ -
01-Feb-22	28-Feb-22	Overnight	\$ -	0.00%	\$ -
01-Mar-22	31-Mar-22	Overnight	\$ -	0.00%	\$ -
01-Apr-22	30-Apr-22	Overnight	\$ -	0.00%	\$ -
01-May-22	31-May-22	Overnight	\$ -	0.00%	\$ -
01-Jun-22	30-Jun-22	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 18.25</b>

Total Capital Projects Fund Interest Earned **\$ 18.25**

**Health Insurance Fund**

**Wells Fargo- Health Insurance**

<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-21	31-Jul-21	Overnight	\$ 223,855.95	0.16%	\$ 63.00
01-Aug-21	31-Aug-21	Overnight	\$ 120,985.62	0.16%	\$ 34.91
01-Sep-21	30-Sep-21	Overnight	\$ 77,259.69	0.16%	\$ 24.19
01-Oct-21	31-Oct-21	Overnight	\$ -	0.00%	\$ -
01-Nov-21	30-Nov-21	Overnight	\$ -	0.00%	\$ -
01-Dec-21	31-Dec-21	Overnight	\$ -	0.00%	\$ -
01-Jan-22	31-Jan-22	Overnight	\$ -	0.00%	\$ -
01-Feb-22	28-Feb-22	Overnight	\$ -	0.00%	\$ -
01-Mar-22	31-Mar-22	Overnight	\$ -	0.00%	\$ -
01-Apr-22	30-Apr-22	Overnight	\$ -	0.00%	\$ -
01-May-22	31-May-22	Overnight	\$ -	0.00%	\$ -
01-Jun-22	30-Jun-22	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 122.10</b>

Total Health Insurance Fund Interest Earned **\$ 122.10**

**Workers Compensation Fund**

**Wells Fargo- Worker's Compensation**

<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-21	31-Jul-21	Overnight	\$ 147,805.80	0.16%	\$ 20.52
01-Aug-21	31-Aug-21	Overnight	\$ 141,583.53	0.16%	\$ 19.56
01-Sep-21	30-Sep-21	Overnight	\$ 52,812.08	0.16%	\$ 14.39
01-Oct-21	31-Oct-21	Overnight	\$ -	0.00%	\$ -
01-Nov-21	30-Nov-21	Overnight	\$ -	0.00%	\$ -
01-Dec-21	31-Dec-21	Overnight	\$ -	0.00%	\$ -
01-Jan-22	31-Jan-22	Overnight	\$ -	0.00%	\$ -
01-Feb-22	28-Feb-22	Overnight	\$ -	0.00%	\$ -
01-Mar-22	31-Mar-22	Overnight	\$ -	0.00%	\$ -
01-Apr-22	30-Apr-22	Overnight	\$ -	0.00%	\$ -
01-May-22	31-May-22	Overnight	\$ -	0.00%	\$ -
01-Jun-22	30-Jun-22	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 54.47</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-21	31-Jul-21	Overnight	\$ 1,183,166.82	0.08%	\$ 85.10
01-Aug-21	31-Aug-21	Overnight	\$ 1,183,229.30	0.06%	\$ 62.48
01-Sep-21	30-Sep-21	Overnight	\$ 1,183,280.67	0.05%	\$ 51.37
01-Oct-21	31-Oct-21	Overnight	\$ -	0.00%	\$ -
01-Nov-21	30-Nov-21	Overnight	\$ -	0.00%	\$ -
01-Dec-21	31-Dec-21	Overnight	\$ -	0.00%	\$ -
01-Jan-22	31-Jan-22	Overnight	\$ -	0.00%	\$ -
01-Feb-22	28-Feb-22	Overnight	\$ -	0.00%	\$ -
01-Mar-22	31-Mar-22	Overnight	\$ -	0.00%	\$ -
01-Apr-22	30-Apr-22	Overnight	\$ -	0.00%	\$ -
01-May-22	31-May-22	Overnight	\$ -	0.00%	\$ -
01-Jun-22	30-Jun-22	Overnight	\$ -	0.00%	\$ -
Interest Earned:					<b>\$ 198.95</b>

Total Worker's Compensation Fund Interest Earned : **\$ 253.42**



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

## Fund Performance Update

September 30, 2021

*Comments by Mellon, Investment Manager*

*Custodian Bank: State Street Bank*  
*Investment Managers:*  
*American Beacon Advisors and Mellon*  
*The Lone Star Investment Pool is*  
*endorsed by:*



The Lone Star Investment Pool Information Statement should be read carefully before investing. Investors 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.

Longer-term U.S. Treasury bond yields rose as much as twenty basis points in September as equity prices were lower for the first time in several months. Fears from the China real estate market weighed on equity markets as Evergrande, one of the country's largest real estate developers, announced that it would not be able to pay its upcoming debt payments. China's central bank has indicated that it will step in with support to avoid a financial crisis. Fears of a government shutdown, which was mostly avoided on the last day of September, caused market uncertainty. Over the next few weeks, political negotiations to increase the debt ceiling will be a market focus. The September FOMC meeting was more hawkish than expected as the median dot moved to three rate hikes by the end of 2023.

### Active Participants This Month

Schools and Colleges	569
Other Governmental	78
<i>Total</i>	<i>647</i>



## Government Overnight Fund

### Return Information

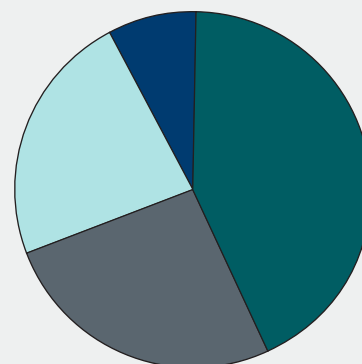
September 30, 2021

Average Monthly Return (a)	0.01%
SEC 7-day Fund Yield (b)	0.01%
Weighted Average Maturity One (c)	46 days
Weighted Average Maturity Two (c)	97 days
Portfolio Maturing beyond One Year	5%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

### Inventory Position

	Book Value	Market Value
Cash/Repo	805,175,402.68	805,175,402.68
US Treasuries	1,517,667,420.26	1,517,696,877.22
Agencies	914,163,991.70	914,284,184.64
Money Market Funds	307,728,323.30	307,728,323.30
<b>Total Assets</b>	<b>3,544,735,137.94</b>	<b>3,544,884,787.84</b>

### Investment Distribution



<span style="color: #008080;">■</span> Treasuries	43%
<span style="color: #666666;">■</span> Agencies	26%
<span style="color: #ADD8E6;">■</span> Cash/Repo	23%
<span style="color: #000080;">■</span> Money Market	8%

(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

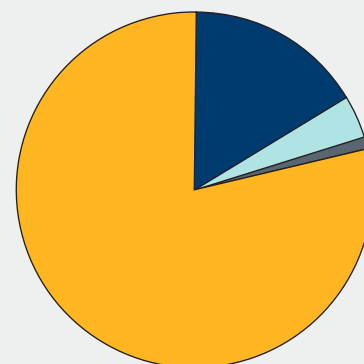
September 30, 2021

Average Monthly Return (a)	0.05%
SEC 7-day Fund Yield (b)	0.05%
Weighted Average Maturity One (c)	55 days
Weighted Average Maturity Two (c)	62 days
Portfolio Maturing beyond One Year	0%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

### Inventory Position

	Book Value	Market Value
Cash/Repo	109,935,211.68	109,935,211.68
US Treasuries	-	-
Agencies	19,998,157.18	20,021,444.95
Commercial Paper	2,040,121,160.87	2,040,229,672.13
Money Market Funds	403,030,786.43	403,030,786.43
<b>Total Assets</b>	<b>2,573,085,316.16</b>	<b>2,573,217,115.19</b>

### Investment Distribution



Commercial Paper	79%
Money Market	16%
Cash/Repo	4%
Agencies	1%

(b) **SEC 7-Day Yield Calculation**

$$\text{Yield} = 2 \left[ \left[ \frac{a-b}{cd} + 1 \right]^6 - 1 \right]$$

*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

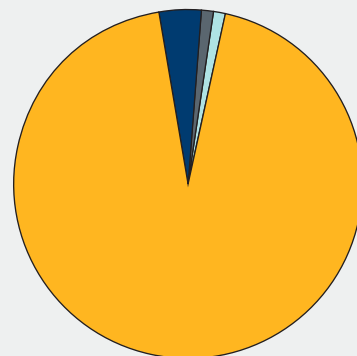
September 30, 2021

Average Monthly Return (a)	0.08%
SEC 7-day Fund Yield (b)	0.08%
Weighted Average Maturity One (c)	78 days
Weighted Average Maturity Two (c)	84 days
Portfolio Maturing beyond One Year	0%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAf/S1+

### Inventory Position

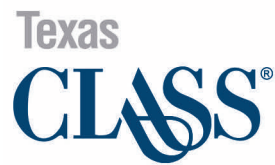
	Book Value	Market Value
Cash/Repo	19,806,748.44	19,806,748.44
US Treasuries	-	-
Agencies	49,996,314.51	50,054,905.35
Commercial Paper	6,120,807,189.29	6,121,165,505.68
Money Market Funds	277,442,627.16	277,446,361.72
<b>Total Assets</b>	<b>6,468,052,879.40</b>	<b>6,468,473,521.19</b>

### Investment Distribution



Commercial Paper	94%
Money Market	4%
Agencies	1%
Cash/Repo	1%

(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. JC0359.



Texas CLASS

Texas CLASS

Date	Dividend Rate	Daily Yield
09/01/2021	0.00001226	0.0447%
09/02/2021	0.00001269	0.0464%
09/03/2021	0.00004904	0.0447%
09/04/2021	0.00000000	0.0447%
09/05/2021	0.00000000	0.0447%
09/06/2021	0.00000000	0.0447%
09/07/2021	0.00001269	0.0464%
09/08/2021	0.00001279	0.0467%
09/09/2021	0.00001237	0.0452%
09/10/2021	0.00003771	0.0459%
09/11/2021	0.00000000	0.0459%
09/12/2021	0.00000000	0.0459%
09/13/2021	0.00001265	0.0462%
09/14/2021	0.00001264	0.0461%
09/15/2021	0.00001178	0.0430%
09/16/2021	0.00001205	0.0440%
09/17/2021	0.00003510	0.0427%
09/18/2021	0.00000000	0.0427%
09/19/2021	0.00000000	0.0427%
09/20/2021	0.00001210	0.0442%
09/21/2021	0.00001222	0.0446%
09/22/2021	0.00001168	0.0426%
09/23/2021	0.00001186	0.0433%
09/24/2021	0.00003468	0.0421%
09/25/2021	0.00000000	0.0422%
09/26/2021	0.00000000	0.0422%
09/27/2021	0.00001182	0.0432%
09/28/2021	0.00001163	0.0425%
09/29/2021	0.00001172	0.0428%
09/30/2021	0.00001221	0.0446%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



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 for Support Services  
**Subject:** Consider and possible Board action to approve revision to purchase order # 41967 from original amount of \$27,345 to new amount of \$28,045  
**Date:** November 10, 2021

---

**HISTORY:** The Pathway of Champions project was approved to commemorate the nine consecutive state championships earned by our students and employees starting with the State of Texas Elementary Teacher of the Year in 2013. Big Media, Inc. quoted us for the Pathway of Champions Plaza's center piece which includes a stone cut-out in the shape of Texas, a bronze eagle and a 5'x 1' bronze plaque for the base of the centerpiece.

**RATIONALE:** The purpose of this agenda item is to increase the purchase order by \$700 for a price increase adjustment Big Media received from their supplier for the 5'x1' bronze plaque. During the time the plaque was pending proof approvals from us, the price increased before the order was placed.

**BUDGET IMPACT:** The budget impact is \$700 (from the general fund balance).

**ADMINISTRATIVE RECOMMENDATION:** The administrative recommendation is to approve the purchase order revision for the difference in cost.

**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**

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

**BLANKET/PROJECT PURCHASE**

**41967**

**Date: 03/31/2021**

**Page 1 of 1**

**VENDOR: 10511**

**TO: EP Big Media, Inc  
5710 Doniphan Dr  
EL PASO, TX 79932**

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

ATTN:

VENDOR PHONE:

VENDOR FAX:

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			28045.00		28045.00
	(1) Bronze Plaque mounted @ \$2,675						
	(1) Custom Non-illuminated signs 60"x60"x8" Texas cut out with base @ \$6,720.00						
	(1) Bronze Eagle and installation @ \$18,650.00						
	Pathway of Champions Project Region 19 BID 17-7235						

**TOTAL 28045.00**

P.O. Source	Account Number	Amount
Project Requisition	199.81.6619.21.001.99	28,045

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

**\*\*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.
7. If federal funds (funds starting with a 2 from the first three-digit code in the account number) have been referenced on this PO, these items will need to follow the Federal Regulation 2 CFR 200.322, The Domestic Preferences for Procurements (commonly referenced as Buy American).

**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 #43487: SHI Government Solutions  
Date: November 10, 2021

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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 2021 to November 2022.

**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**

**43487**

**Date: 10/29/2021**

**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 Annual Microsoft Volume License Agreement.

DIR-TSO-4092

**TOTAL 29354.92**

P.O. Source	Account Number	Amount
Project Requisition	199.53.6396.00.886.99	29,354.92

**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.
7. If federal funds (funds starting with a 2 from the first three-digit code in the account number) have been referenced on this PO, these items will need to follow the Federal Regulation 2 CFR 200.322, The Domestic Preferences for Procurements (commonly referenced as Buy American).

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

*Roberto 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:** Budget Amendment  
**Date:** November 10, 2021

---

**HISTORY:** The District's 2021-2022 budget was officially approved at the June 23, 2021 special Board meeting.

**RATIONALE:** The purpose of this agenda item is to amend budgeted revenues and expenditures in the following three areas:

- **Campus budget transfers**
  - Campuses received extra funding through ESSER II & III grants with a significant portion of that funding targeting instruction (function 11) which resulted in general budgeted funds to be diverted from instruction (function 11) to professional development (function 13).
- **ESSER II Indirect Costs**
  - Federal revenues are being increased to account for estimated indirect costs to be generated from the ESSER II grant now that the application has been approved.
- **Additional Projects**
  - Funds are being budgeted to address additional projects to include:
    - Function 34 – a management system of software for the tracking of buses and creation of bus routes for the transportation department (\$23,800).
    - Function 36 – two 12 passenger vans for use in athletic and extracurricular activities (\$55,496).
    - Function 51 – painting cost of the ECHS that were incurred this fiscal year (\$27,000), costs for an aerial lift and sprayer to paint the exterior of district facilities in-house (\$60,000), a buffering device for electrical surges for the HS building (\$19,000) and costs for rehabilitation and improvement of the existing lift station (\$35,000).

**BUDGET IMPACT:** The budget impact for these amendments can be seen on the attachment.

**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*

**SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT - GENERAL FUND**

					<b>Proposed Amendments 11/10/2021</b>			
	2021-2022 Fund 101	2021-2022 Fund 199	2021-2022 Adopted	2021-2022 Amended <i>Current</i>	Campus budget transfers	ESSER II indirect costs	Additional projects	2021-2022 Amended <i>Proposed</i>
<b>REVENUES</b>								
5700 Total Local and Intermediate Sources	\$ 180,000	\$ 2,921,144	\$ 3,101,144	\$ 3,101,144				\$ 3,101,144
5800 State Sources	\$ 77,000	\$ 30,648,856	\$ 30,725,856	\$ 30,753,515				\$ 30,753,515
5900 Federal Programs	\$ 3,743,000	\$ 1,525,000	\$ 5,268,000	\$ 5,297,012		\$ 350,000		\$ 5,647,012
<i>Total Revenues</i>	<u>\$ 4,000,000</u>	<u>\$ 35,095,000</u>	<u>\$ 39,095,000</u>	<u>\$ 39,151,671</u>				<u>\$ 39,501,671</u>
<b>EXPENDITURES</b>								
11 Instruction	\$ -	\$ 18,741,079	18,741,079	18,750,079	\$ (50,000)			\$ 18,700,079
12 Instructional Resources and Media Services	\$ -	\$ 509,500	509,500	509,500				\$ 509,500
13 Curriculum and Instructional Staff Development	\$ -	\$ 182,766	182,766	182,766	\$ 50,000			\$ 232,766
21 Instructional Leadership	\$ -	\$ 758,050	758,050	761,065				\$ 761,065
23 School Leadership	\$ -	\$ 2,172,042	2,172,042	2,172,042				\$ 2,172,042
31 Guidance, Counseling and Evaluation Services	\$ -	\$ 1,278,767	1,278,767	1,286,767				\$ 1,286,767
32 Social Work Services	\$ -	\$ 251,778	251,778	251,778				\$ 251,778
33 Health Services	\$ -	\$ 434,094	434,094	463,106				\$ 463,106
34 Student (Pupil) Transportation	\$ -	\$ 1,326,403	1,326,403	1,326,403			\$ 23,800	\$ 1,350,203
35 Food Services	\$ 4,000,000	\$ -	4,000,000	4,000,000				\$ 4,000,000
36 Cocurricular/Extracurricular Activities	\$ -	\$ 1,047,623	1,047,623	1,060,923			\$ 55,496	\$ 1,116,419
41 General Administration	\$ -	\$ 1,650,008	1,650,008	1,653,023				\$ 1,653,023
51 Facilities Maintenance and Operations	\$ -	\$ 4,377,423	4,377,423	4,377,423			\$ 141,000	\$ 4,518,423
52 Security and Monitoring Services	\$ -	\$ 896,658	896,658	896,658				\$ 896,658
53 Data Processing Services	\$ -	\$ 1,377,417	1,377,417	1,377,417				\$ 1,377,417
61 Community Services	\$ -	\$ 26,147	26,147	26,147				\$ 26,147
71 Debt Service - Principal on Long Term Debt	\$ -	\$ -	-	-				\$ -
81 Facilities Acquisition and Construction	\$ -	\$ 220,000	220,000	155,000				\$ 155,000
99 Other Intergovernmental Charges	\$ -	\$ 44,500	44,500	44,500				\$ 44,500
<i>Total Expenditures</i>	<u>\$ 4,000,000</u>	<u>\$ 35,294,255</u>	<u>\$ 39,294,255</u>	<u>\$ 39,294,597</u>				<u>\$ 39,514,893</u>
<b>REVENUES OVER(UNDER) EXPENDITURES</b>	<u>\$ -</u>	<u>\$ (199,255)</u>	<u>\$ (199,255)</u>	<u>\$ (142,926)</u>				<u>\$ (13,223)</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:** Susana Frescas, Instructional Programs Administrator  
**Subject:** Goal Progress Monitoring – GPM 1.1  
**Date:** November 10, 2021

**HISTORY:** The SEISD Board of Trustees established Student Outcome Goal 1 as follows:

<b>Goal Progress Measure 1.1:</b>				
<b>Student mathematics performance in grades Pre-K through 2nd will increase from 2020-2021 through 2023-2024 as measured by the Istation Mathematics Ability Index.</b>				
<b>Performance at the Approaches, Meets, and Master’s Levels will increase annually as indicated in the table below.</b>				
<b>Levels</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
Approaches	25%	28%	31%	34%
Meets	20%	23%	27%	30%
Masters	10%	13%	17%	20%

**RATIONALE:** Basic math is used in everyday life and is usually mastered in early elementary school. After children master basic math, they are introduced to more complex types of mathematics; algebra, geometry, and calculus which is measured through STAAR/EOC state assessments. GPM 1.1 measures these foundational skills that students need for future academic success in all academic areas.

**BUDGET:** The cost of Istation is included in each elementary campus’ Campus Improvement Plan.

**ADMINISTRATIVE RECOMMENDATION:** It is recommended that the Board approve the progress of GPM 1.1 as presented.

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

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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Susana Frescas, Instructional Programs Administrator  
**Subject:** Goal Progress Monitoring – GPM 2.1  
**Date:** November 10, 2021

**HISTORY:** The SEISD Board of Trustees established Student Outcome Goal 2 as follows:

**Student reading performance in grades Pre-K through 2nd will increase from 2020-2021 through 2023-2024 as measured by the Istation Overall Reading Ability Index. Performance at the Approaches, Meets, and Master’s Levels will increase annually as indicated in the table below.**

**Goal Progress Measure 2.1 (English):**

Levels	2020-2021	2021-2022	2022-2023	2023-2024
Approaches	21%	23%	25%	27%
Meets	14%	16%	18%	20%
Masters	8%	10%	12%	14%

**Goal Progress Measure 2.1 (Spanish):**

Levels	2020-2021	2021-2022	2022-2023	2023-2024
Approaches	20%	22%	25%	26%
Meets	14%	16%	18%	20%
Masters	12%	14%	16%	18%

**RATIONALE:** Foundational reading skills are necessary and important components of effective reading instruction designed to develop proficient readers with the capacity to comprehend texts across a range of genres and disciplines. GPM 2.1 measures the foundation students need for future academic success through the grades. They will, eventually, be measured through the state mandated tests of STAAR/EOC as well.

**BUDGET:** The cost of Istation is included in each elementary campus’ Campus Improvement Plan.

**ADMINISTRATIVE RECOMMENDATION:** It is recommended that the Board approve the progress of GPM 2.1 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*

# Goal Progress Monitoring

## GPM 1.1 and GPM 2.1

Board of Trustees Presentation

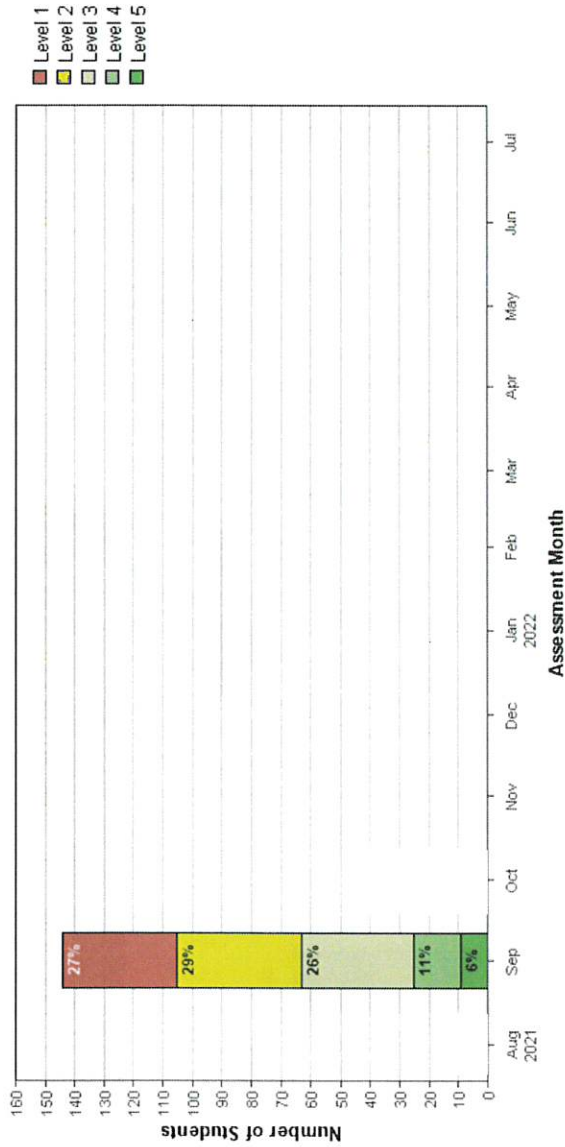
November 10, 2021



**Math  
PK – 2nd Grades  
BOY Assessment  
(September 2021)**

Board Progress Monitoring Report													
Student Outcome Goal 1	Overall Goal Evaluation												
<p>Student Mathematics performance on the STAAR/EOC in grades 3-12 will increase annually through 2023-2024 at the Approaches, Meets, and Masters Levels.</p> <p><b>Goal Progress Measure (GPM) 1.1:</b> Student Mathematics performance in Grades Pre-K through 2nd will increase from 2020-2021 through 2023-2024 as measured by the IStation Mathematics Ability Index.</p>	<p>Approaches Level=Met Expected Progress Meets Level=Progress Needed Masters Level=Progress Needed</p>												
<p>The graph illustrates that at the Approaches Level, we were +6% above target for the BOY (Beginning-of-Year) mathematics performance on IStation when comparing our actual performance to the targets.</p> <p>At the Meets Level, the average score was -15% below the target.</p> <p>At the Masters Level, the average score was -6% below the target.</p> <p>The work needed to fill the learning gaps, as created by the pandemic, is ongoing.</p>	<p>2021-2022 ISIP Overall BOY Mathematics Scores; PK-2nd Grade; Comparison of Target to Actual Scores</p> <table border="1"> <caption>Comparison of Target to Actual Scores</caption> <thead> <tr> <th>Level</th> <th>Target (%)</th> <th>Actual (%)</th> </tr> </thead> <tbody> <tr> <td>"Approaches" Level</td> <td>23%</td> <td>29%</td> </tr> <tr> <td>"Meets" Level</td> <td>28%</td> <td>13%</td> </tr> <tr> <td>"Masters" Level</td> <td>13%</td> <td>7%</td> </tr> </tbody> </table>	Level	Target (%)	Actual (%)	"Approaches" Level	23%	29%	"Meets" Level	28%	13%	"Masters" Level	13%	7%
Level	Target (%)	Actual (%)											
"Approaches" Level	23%	29%											
"Meets" Level	28%	13%											
"Masters" Level	13%	7%											

Pre-K - Overall Math



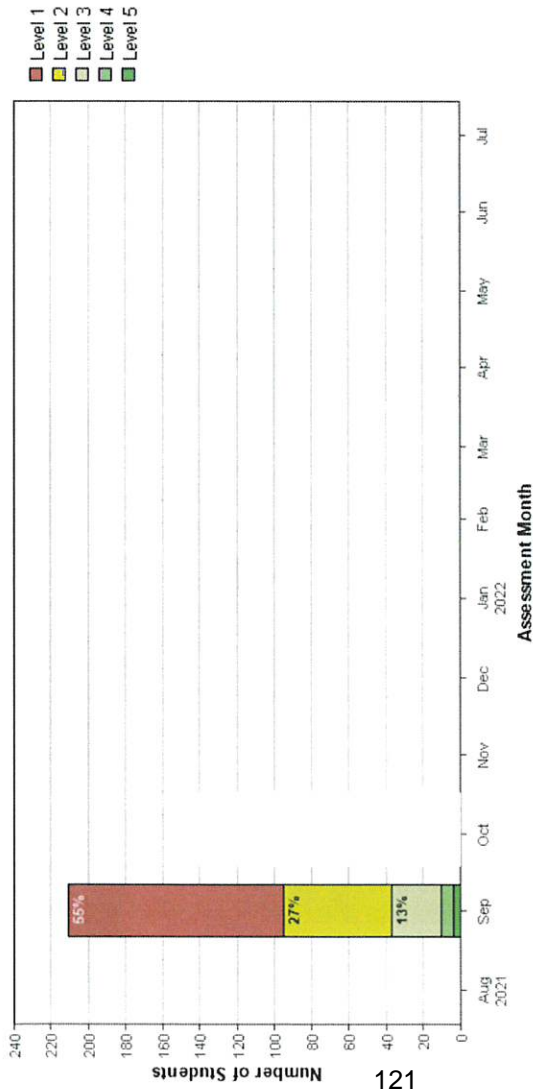
Level 3	Level 4	Level 5
Approaches Grade Level	Meets Grade Level	Masters Grade Level
Approaches Grade Level or Above		
Meets Grade Level or Above		
Masters Grade Level		

School	September			
	# students	Level 3	Level 4	Level 5
Loya Pre-K	144	38	16	9

**BOY Total Masters Level = 9**



1st Grade - Overall Math



121

Level 3	Level 4	Level 5
Approaches Grade Level	Meets Grade Level	Masters Grade Level
Approaches Grade Level or Above		
Meets Grade Level or Above		
Masters Grade Level		

School	September		
	# students	Level	Level
Sambrano 1st Grade	211	3	5
		4	6
		27	4

BOY Total Masters Level = 4

## **PK Small Group Interventions – Math**

- Teachers provide Guided Math to meet the needs of all students (interventions differentiated by group/tier)
- Teachers and instructional aides focus on number representation and ten frame with simple addition computation
- All interventions occur during the instructional day
- Daily routine of morning calendar is done to build recognition of numbers and colors, to include patterns, 10-frame, and addition based on student tiers

# Goal Progress Monitoring

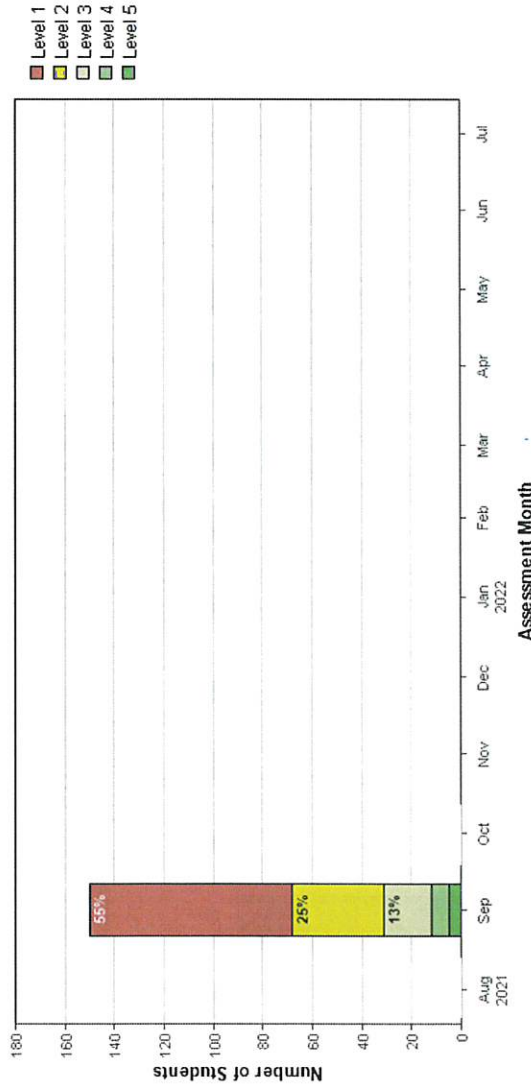
## GPM 2.1 (Reading)





ISIP™ Early Reading results for San Elizario Ind School Dist  
 School Year 2021/2022

Pre-K - Overall Reading



Level 3	Level 4	Level 5
Approaches Grade Level	Meets Grade Level	Masters Grade Level
Approaches Grade Level or Above		
Meets Grade Level or Above		
Masters Grade Level		

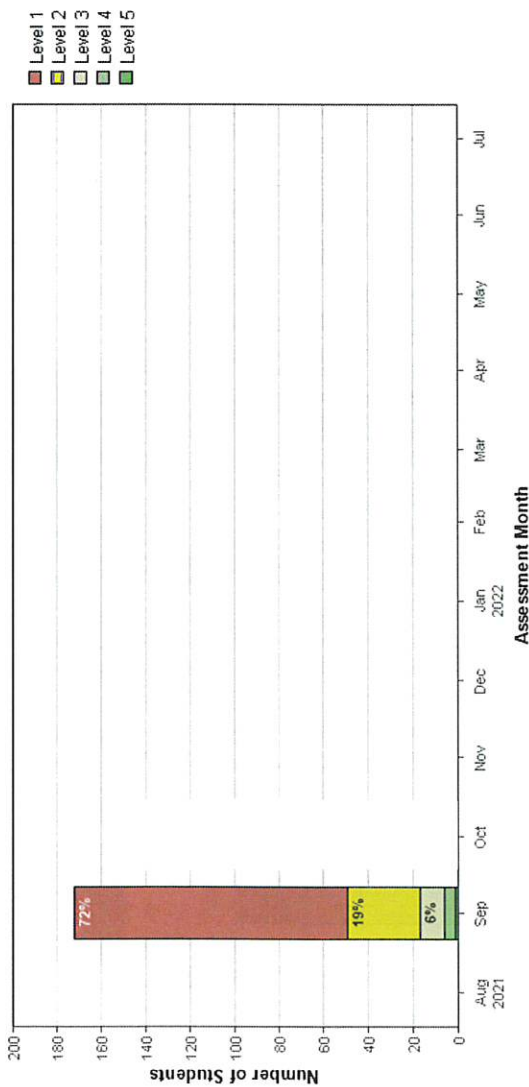
School	September			
Loya - PK	# students	Level 3	Level 4	Level 5
	150	19	7	5

**BOY Total Masters Level = 5**



ISIP™ Early Reading results for San Elizario Ind School Dist  
 School Year 2021/2022

Kindergarten - Overall Reading



Level 3	Level 4	Level 5
Approaches Grade Level	Meets Grade Level	Masters Grade Level
Approaches Grade Level or Above		
Meets Grade Level or Above		
Masters Grade Level		

School	September			
Sambrano – Kinder	# students	Level 3	Level 4	Level 5
	172	11	5	1

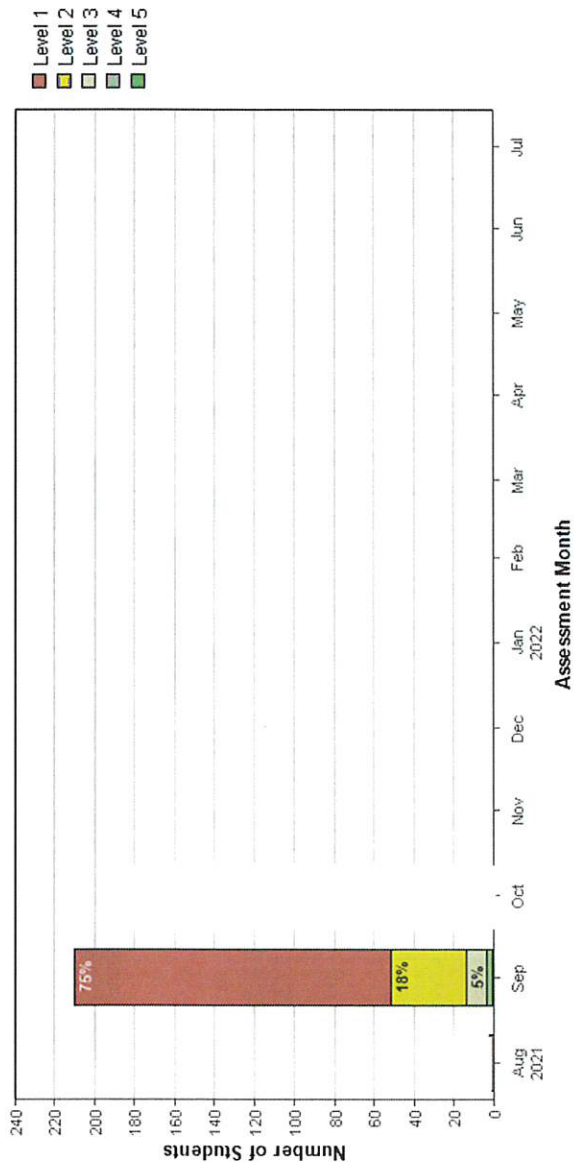
**BOY Total Masters Level = 1**



# ISIP™ Early Reading results for San Elizario Ind School Dist

School Year 2021/2022

## 1st Grade - Overall Reading



- Level 1
- Level 2
- Level 3
- Level 4
- Level 5

Level 3	Level 4	Level 5
Approaches Grade Level	Meets Grade Level	Masters Grade Level
Approaches Grade Level or Above		
Meets Grade Level or Above		
Masters Grade Level		

School	September			
Sambrano – 1st Grade	# students	Level 3	Level 4	Level 5
	210	10	3	1

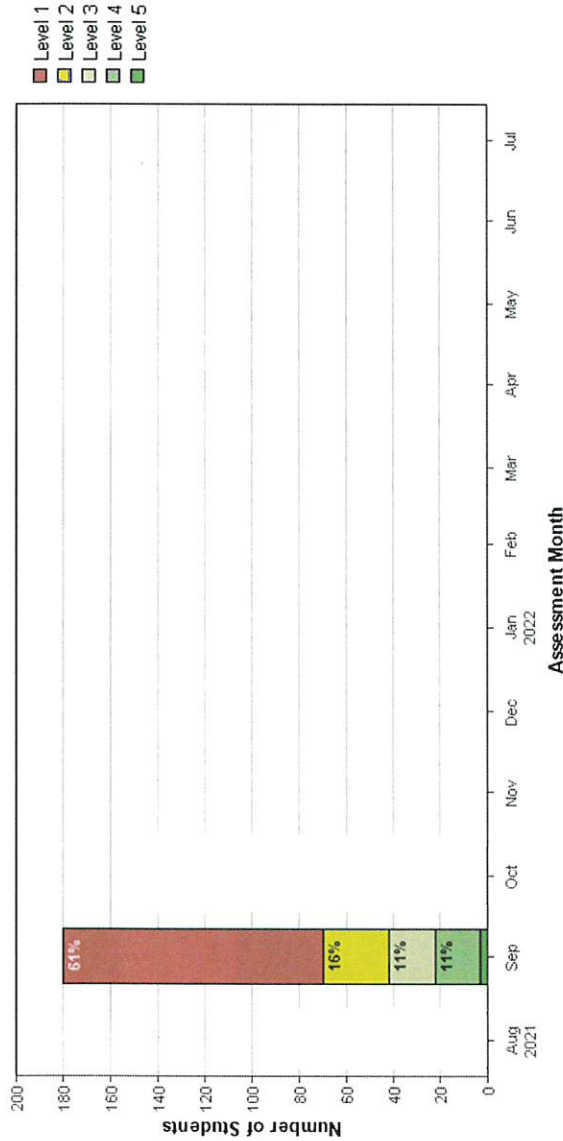
**BOY Total Masters Level = 1**



# ISIP™ Early Reading results for San Elizario Ind School Dist

School Year 2021/2022

## 2nd Grade - Overall Reading



- Level 1
- Level 2
- Level 3
- Level 4
- Level 5

Level 3	Level 4	Level 5
Approaches Grade Level	Meets Grade Level	Masters Grade Level
Approaches Grade Level or Above		
Meets Grade Level or Above		
Masters Grade Level		

School	September		
Sambrano – 2nd Grade	# students	Level	Level
	180	20	3
		19	4
		3	5

**BOY Total Masters Level = 3**

# PK Small Group Interventions – Reading

- All interventions occur during the instructional day
- Teachers provide small group instruction to meet the needs of all students differentiated by group/tier
- Special programs instructional staff assist in providing reading interventions to students in levels 1 and 2
- Daily routine of morning calendar is done to build phonemic awareness and letter recognition
- Teacher and Instructional Aides focus on letter sound and formation daily, as differentiated by tier

## **Administrative Recommendation:**

**Approve the progress of  
GPM 1.1 and 2.1 as presented.**





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: Cambium Fixed Wireless Solution Proof of Concept  
Date: November 10, 2021

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### HISTORY:

The pandemic exposed many technological needs in our district and community. High-speed broadband connectivity at home is necessary for work, education, and healthcare in modern society. Unfortunately, some of our students' households struggle because of the high cost of high-speed broadband connectivity services or lack thereof.

### RATIONALE:

To bridge this homework gap in internet connectivity, different types of wireless technology need to be tested before a solution can be recommended. The district is involved in different groups, coalitions, and consortium where the county, cities, and other school districts are also seeking short and long-term solutions and funding sources.

### BUDGET IMPACT:

There is no cost for this proof-of-concept project.

### ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve and allow this agreement between the district and a selected household to test this type of technology.

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

## ***Proof of Concept Agreement for ISD Provided Household Internet Service***

This agreement below is between San Elizario ISD and (Household address) for Wireless Proof of Concept Initiative.

The purpose of this agreement is to test a fixed wireless solution by providing access to the district's communications system. Through this system, your child will be able to communicate with other schools, colleges, organizations, and students through the use of Internet and other electronic information system networks.

Your child will have access to databases, libraries, and computer services. With this opportunity comes responsibility. It is important that the district policy, administrative regulations, and any previously signed agreements specific to internet usage be reviewed. If there are any questions and/or concerns, please don't hesitate to reach out to your ISD to help clarify any unclear concerns.

Please note, any inappropriate system usage will result in the loss of the privilege of using educational and administrative tools. It is important to understand that the Internet is a network of many types of communication and information networks.

While the District will use filtering technology to restrict access to inappropriate materials and sites, it is not possible to absolutely prevent such access 100% of the time. It will be the responsibility of the parent to ensure your child follows the rules and policies for appropriate usage.

### **Summary of Inappropriate Uses**

- Using the system for any illegal purposes
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Downloading or using copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus to the computer system
- Gaining unauthorized access to restricted information

### **Equipment and Install**

The equipment installed at the household will consist of an exterior antenna and interior modem placement may vary depending on setup needs and requirements

#### Install Variables

- Exterior mounted equipment
- Cable runs with possible wall penetrations
- Use of available outlet
- Interior wall mounted equipment

**PARENT OR GUARDIAN**

I have read the Agreement for the proof of concept between San Elizario ISD and my household to specifically provide my household Internet services in consideration for the privilege of my child using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from claims and damages of any nature arising from This POC Project.

Signature of Parent or Guardian:

Date:

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San Elizario ISD  
P.O. Box 920  
San Elizario, TX 79849  
Phone: 915-872-3900

## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Dr. Jeannie Meza-Chavez, Superintendent  
**Subject:** School Board Member / Superintendent Continuing Education Services Agreement 2021-2022  
**Date:** November 10, 2021

---

### HISTORY:

The ESC Region 19 School Board Member / Superintendent Continuing Education Services Agreement provides yearly trainings to the Board of Trustees and the Superintendent in order for Trustees to be able to obtain all the continuing education credits required by the Texas Education Code. The local trainings serve to provide the training to those Trustees who are not able to travel out to receive timely training.

### RATIONALE:

The ESC Region 19 provides continuing education credits in order for the Board of Trustees to comply with the Texas Administrative Code, Chapter 61.1.

The trainings include information on the following: Introduction to the Texas Education Code; Legislative Update; Team Building; Vision, Structure, Accountability, Advocacy & Unity; Evaluating & Improving Student Outcomes; Identifying & Reporting Abuse & Trafficking. Other benefits from the partnership include the Board Member / Superintendent Leadership Spring Workshop, the Far West Texas School Board Association Membership dues for the 2021-2022, and the Superintendent Summit.

### BUDGET:

The cost of the School Board Member / Superintendent Continuing education Services Agreement is \$3,500.

### ADMINISTRATIVE RECOMMENDATION:

The Administrative recommendation is for the Board of Trustees to approve the School Board Member / Superintendent Continuing Education Services Agreement as presented.

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

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**Executive Office**

Dr. Armando Aguirre  
Education Service Center-Region 19  
6611 Boeing Drive  
El Paso, Texas 79925-1010

Phone: 915.780.1919  
Fax: 915.780.5070  
[www.esc19.net](http://www.esc19.net)

October 20, 2021

Dr. Jeannie Meza-Chavez Superintendent  
Ms. Sandra Licon, Board President  
San Elizario Independent School District  
P. O. Box 920  
San Elizario, Texas 79849

Dear Dr. Meza-Chavez and Ms. Licon:

The accompanying School Board Member/Superintendent Continuing Education Services Agreement details the services ESC-Region 19 will provide, allowing new and experienced school board members to obtain all continuing education credits required by the Texas Administrative Code, Chapter 61.1. To ensure the adequate and timely delivery of these sessions, the Agreement includes a Conference where board members will be given an opportunity to receive up to six continuing education credits. Embedded throughout the sessions, is time to work as a "Team of 8" on needs identified in the areas of team building, vision, structure, accountability, and advocacy. A follow-up workshop in the spring will allow school board members to receive an additional three credits.

Please review, sign, and submit the Agreement to ESC-Region 19.

We greatly value and appreciate your continued partnership with ESC-Region 19. Our staff remains ready to address any needs or questions that may arise in your district. Please feel free to contact us as needed. We look forward to working together in supporting your board of trustees in their effective and efficient administration of your district.

Sincerely,

Dr. Armando Aguirre  
Executive Director

Enclosures

Executive Director: Dr. Armando Aguirre

Board of Directors: Fred Sanchez-Chairman, Jose M. Limon-Vice Chairman, Blanca Topete-Secretary,  
Kathy Becker-Member, John C. Elder-Member, Patricia Ramirez-Member, Melodya Salaires-Member, David Sublasky-Member



**School Board Member/Superintendent  
Continuing Education Services Agreement  
2021 – 2022**

**PURPOSE:** To annually provide new and experienced regional school board members with all continuing education requirements as described in the Texas Administrative Code, Chapter 61.1.

**BENEFITS:** By providing the opportunity for trustees to obtain all the continuing education locally, district economic efficiency is improved by reducing travel costs and other related fees. Annual verification of school board member continuing education credit hours will be reported to district contacts.

*This Service Agreement, at an annual cost of \$3,500 per School District includes:*

- **Conference for Board Members and Superintendents** that may focus on:
  - **Introduction to the Texas Education Code** for newly elected board members.
  - **Legislative Update** for sitting board members in the year following sessions of the Texas Legislature.
  - **Team Building** to include needs assessment and annual plan for continuing education based on the identified needs. District leadership may select an on-site Tier II training of their choice.
  - **Vision, Structure, Accountability, Advocacy and Unity** continuing education that meets the needs identified in TEA Framework for School Board Development.
  - **Evaluating and Improving Student Outcomes** continuing education that is designed to support the oversight role of the board on evaluating student academic performance; facilitate board plans that set goals for early childhood literacy and mathematics and college, career and military readiness
  - **Identifying and Reporting Abuse and Trafficking** to include identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children.
- **Board Member/Superintendent Leadership** Spring Workshop
- **Far West Texas School Board Association** Membership Dues for 2021 – 2022
- **Superintendent Summit**

Costs for meals and materials provided at the continuing education credit sessions listed above are included in the Service Agreement. Upon request, ESC-Region 19 may provide customized district trainings at an additional cost.

**CONTACT:**

Barbara O. Amaya  
Leadership & Accountability  
(915) 780-5354  
[bamaya@esc19.net](mailto:bamaya@esc19.net)

Terri Escandon  
Leadership & Accountability  
(915) 780-5380  
[tsescandon@esc19.net](mailto:tsescandon@esc19.net)

**SIGNATURES:**

\_\_\_\_\_  
*Superintendent  
San Elizario ISD*

\_\_\_\_\_  
*Dr. Armando Aguirre, Executive Director  
Education Service Center - Region 19*

\_\_\_\_\_  
*School Board President  
San Elizario ISD*



## School Board Member Training

A variety of standard and customized training opportunities are available to meet local school district needs. All trainings are correlated to the statewide standard and/or duties of a school board member.

### Training Sessions Offered:

- Board Member Ethics
- Building Trust in Leadership
- Customized Training
- District and Campus Accountability Systems
- Educator Ethics
- Evaluating and Improving Student Outcomes
- FIRST (Financial Integrity Rating System of Texas) Training
- Goal Setting
- Identifying and Reporting Abuse and Trafficking
- Introduction to the Texas Education Code for new and experienced school board members
- Roles and Responsibilities of School Board Members and Superintendent
- School Board Accountability
- State and Federal Programs
- Team Building
- Texas Principal Evaluation and Support System (T-PESS)
- Texas Teacher Evaluation and Support System (T-TESS)
- Update to the Texas Education Code (after legislative session: length determined by issues addressed in legislation)



# Explanatory Notes

## TASB Localized Policy Manual Update 118

### San Elizario ISD

#### ATTN(NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

##### Please note:

Changes at Update 118 are based almost exclusively on legislation from the 87th Regular Legislative Session.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 87th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

For more information about the bills mentioned below and other changes from the 87th Legislative Session, download the free *2021 Legislative Summary for TASB Members* PDF at <https://store.tasb.org/legislative-summary-for-tasb-members-pdf/>.

The *Local Policy Overview* for Update 118, available in the myTASB Policy Service Resource Library at <https://www.tasb.org/services/policy-service/mytasb/policy-manual-update-resources.aspx>, provides a general, high-level overview of the changes to the (LOCAL) policies included in the update. **(LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.**

**Changes to the policy manual based on bills from the special called sessions will be included in Update 119.**

#### A(LEGAL) BASIC DISTRICT FOUNDATIONS

The A Section table of contents has been updated to include the new codes AIE, Investigations, and AEA, Educational Equity.

In Update 119, Policy Service will be reviewing districts' AE(LOCAL) and recoding any equity provisions to the new AEA(LOCAL).

#### AE(LEGAL) EDUCATIONAL PHILOSOPHY

The objectives of public education have been updated to reflect HB 4509 revisions regarding instruction on American patriotism.

#### AG(LEGAL) HOME-RULE DISTRICTS

Provisions on home rule districts have been updated to reflect the applicability of Education Code Chapter 39 and special investigations (SB 1365) and parental options to retain students (SB 1697) for these districts.

#### AIA(LEGAL) ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

Details regarding accountability performance ratings have been added from SB 1365, including the effects of "Not Rated" and D ratings.

#### AIB(LEGAL) ACCOUNTABILITY: PERFORMANCE REPORTING

Revisions to the quality of learning indicators are from HB 4545.

#### AIC(LEGAL) ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

Significant changes from the 87th Legislature, Regular Session address:

- The authority of conservators, management teams, and boards of managers;

# Explanatory Notes

## TASB Localized Policy Manual Update 118

### San Elizario ISD

- Interventions and consequences for D ratings;
- Revisions regarding campus turnaround plans;
- Appeals of interventions and sanctions; and
- New intervention programs, including designation as a resource campus and required compliance with the strong foundations grant program requirements.

We have also added an existing prohibition on student trustees participating in a closed board meeting when a personnel matter is being considered.

Provisions on monitoring reviews and on-site investigations have been moved to AIE, Investigations.

#### **AIE(LLEGAL)                      ACCOUNTABILITY: INVESTIGATIONS**

Provisions on special investigations (formerly *special accreditation investigations*) and monitoring reviews and activities have been revised as a result of SB 1365 and moved to this new code on investigations.

#### **BA(LLEGAL)                      BOARD LEGAL STATUS**

The provision regarding the board's governance authority has been moved to BAA(LLEGAL), which addresses the board's powers and duties.

#### **BAA(LLEGAL)                      BOARD LEGAL STATUS: POWERS AND DUTIES**

The provision regarding the board's governance authority has been moved from BA(LLEGAL) and revised to better reflect statutory wording.

SB 1365 adds exceptions to the board's exclusive power to govern and oversee the management of the district to address the appointment of a board of managers.

Provisions on the board's authority related to district property have been deleted, as they are included at other codes.

#### **BBA(LLEGAL)                      BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS**

Changes to this legally referenced policy include:

- Clarification regarding felony convictions for eligibility and service as a board member (HB 1540 and Attorney General Opinion KP-0251); and
- Revisions to the definition of "residence" (SB 1111).

#### **BBBA(LLEGAL)                      ELECTIONS: CONDUCTING ELECTIONS**

Provisions updated in accordance with HB 3107 include those related to election orders, election notices, filing information, delivery or submission of election documents, drawings to determine the order of names on the ballot, and temporary branch polling places.

SB 1116 requires a new internet posting 21 days before election day with information about the upcoming election.

Requirements regarding early voting rosters have been updated in accordance with HBs 1382 and 1622.

#### **BBBB(LLEGAL)                      ELECTIONS: POST-ELECTION PROCEDURES**

HB 3107 clarifies processes for tied votes and runoff elections.

SB 1116 includes a new requirement to post online detailed information on election results.

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**BBBD(LEGAL)                      ELECTIONS: CAMPAIGN ETHICS**

Amended Ethics Commission rules change the definition of "political advertising" to address text messages.

**BBD(LEGAL)                      BOARD MEMBERS: TRAINING AND ORIENTATION**

The State Board of Education must require school safety training for trustees per HB 690 and work with the Texas School Safety Center to develop curriculum and materials by January 1, 2022.

**BBFA(LEGAL)                      ETHICS: CONFLICT OF INTEREST DISCLOSURES**

A definition of "contract" has been added to assist with application of conflicts disclosure provisions. Other provisions have been reordered, reworded, and removed for readability.

**BDF(LEGAL)                      BOARD INTERNAL ORGANIZATION: CITIZEN ADVISORY COMMITTEES**

HB 1525 imposes new meeting requirements for school health advisory councils, including posting of meeting details in advance of meetings and preparing and posting meeting minutes and recordings.

**CBA(LEGAL)                      STATE AND FEDERAL REVENUE SOURCES: STATE**

An existing provision regarding the purpose of the Foundation School Program has been added.

**CBB(LEGAL)                      STATE AND FEDERAL REVENUE SOURCES: FEDERAL**

We have referenced an existing provision that prohibits the use of federal loan or grant funds to procure or obtain foreign telecommunications equipment.

**CCG(LEGAL)                      LOCAL REVENUE SOURCES: AD VALOREM TAXES**

Provisions on ad valorem taxes were affected by several bills.

- HB 1525 includes exceptions to the prohibition on levying a maintenance tax at a rate with the intent to create a surplus in maintenance tax revenue to pay the district's debt service. We have also added a reference to the consequences of violating the prohibition without an applicable exception.
- SB 1438 addresses the calculation and adoption of tax rates in a disaster area.

Because provisions permitting a district to adopt a tax rate before adopting a budget no longer align with current statutes and TEA processes for calculating the maximum compressed rate, they have been deleted from the policy.

**CCGA(LEGAL)                      AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS**

Legislation affected several provisions on tax exemptions and payments:

- SB 1427 clarifies that the temporary exemption for qualified property damaged by disaster applies only to physical damage.
- SB 1438 repeals the provisions permitting a governing body to adopt a temporary exemption for qualified property damaged by disaster, making the exemption automatic.
- HB 988 addresses exemptions for goods-in-transit when the district is in a disaster area.
- SB 742 expands the existing provision regarding installment payments in a disaster area to include property in an *emergency* area.

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#### **CCH(LEGAL) LOCAL REVENUE SOURCES: APPRAISAL DISTRICT**

A recent attorney general opinion clarifies that an employee of an appraisal district may not serve as a trustee in a school district that is a participating entity in the appraisal district.

HB 988 creates a criminal offense for a board member, officer, or employee of a participating taxing unit, such as a school district, who communicates with the appraisal district to influence a property's appraisal value unless the person owns or leases the property.

The circumstances under which a person is ineligible to serve on the board of directors of an appraisal district were revised by SB 63, and additional detail on eligibility restrictions have been added from existing law.

Provisions on adjusting the number of appraisal board members in special circumstances have been removed.

#### **CDC(LEGAL) OTHER REVENUES: GIFTS AND SOLICITATIONS**

HB 1525 requires a district to accept donations from a parent-teacher organization or association to fund supplemental educational staff positions and spend the donation for the designated purpose.

Under HB 3979, a district is prohibited from accepting private funding for curriculum or professional development for a course as described by Education Code 28.002(h-3)(3), which pertains to certain social studies course content and requirements.

#### **CE(LEGAL) ANNUAL OPERATING BUDGET**

SB 1365 prohibits use of local funds to initiate or maintain an action against the state or officer of the state arising out of a decision, order, or determination that is final and unappealable under the Texas Education Code, unless specifically authorized.

The bill also creates a criminal offense for a board member who votes to approve an expenditure in violation of an Education Code provision for a purpose for which the funds may not be spent.

#### **CFA(LEGAL) ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS**

A reference to the updated *Financial Accountability System Resource Guide*, adopted June 2021, has been added.

#### **CFC(LEGAL) ACCOUNTING: AUDITS**

A reference to the updated *Financial Accountability System Resource Guide*, adopted June 2021, has been added.

#### **CFD(LOCAL) ACCOUNTING: ACTIVITY FUNDS MANAGEMENT**

Recommended revisions to this local policy are to align with the recently adopted amendments to the *Financial Accountability System Resource Guide (FASRG)*, Module 1, Appendix H, on activity funds. (See the *FASRG Financial Accounting and Reporting Appendices* at <https://tea.texas.gov/sites/default/files/fasrg17-module1-farappendices-final-accessible.pdf>.)

Substantive changes include clarification that student activity funds are those funds raised and collected by student clubs and organizations. Approval to spend those funds rests solely with the student organization or club, with disbursement management and approvals by the principal and sponsor.

A more specific reference to the district's accounting practices and procedures was added regarding management of expenditures.

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#### **CH(LLEGAL) PURCHASING AND ACQUISITION**

The Professional Services Procurement Act was revised to address procurement of services by forensic analysts and science experts (HB 3774) and physicians, optometrists, and registered nurses under certain circumstances (SB 799).

A definition of a "contingent fee contract" for legal services has been added from SB 1821, and other revisions on this topic are from HB 1428.

SB 799 also amends provisions on management fees under cooperative purchasing contracts.

#### **CHE(LLEGAL) PURCHASING AND ACQUISITION: VENDOR DISCLOSURES AND CONTRACTS**

Districts are prohibited from entering into certain contracts with a company for goods and services unless the contract contains written verification that the company:

- Does not boycott energy companies, as described (SB 13); and
- Does not discriminate against a firearm entity or firearm trade association, as described (SB 19).

Existing statutory provisions on vendor conflict of interest questionnaires have been added for completeness.

#### **CHF(LLEGAL) PURCHASING AND ACQUISITION: PAYMENT PROCEDURES**

HB 1476 imposes additional requirements on districts regarding disputed invoices with vendors.

#### **CHG(LLEGAL) PURCHASING AND ACQUISITION: REAL PROPERTY AND IMPROVEMENTS**

Revisions to the annual eminent domain reporting requirements have been added from SB 157.

#### **CHH(LLEGAL) PURCHASING AND ACQUISITION: FINANCING PERSONAL PROPERTY PURCHASES**

SB 58 adds cloud computing services to the definition of personal property under the Public Property Finance Act.

Existing legal sources related to the Public Property Finance Act have been added for completeness and address lease-purchase contracts and fair processes for competitive bidding.

#### **CK(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT**

Changes from HB 3597 include the following:

- A district will have three, not six, months to respond to a notification from the Texas School Safety Center (TxSSC) that the district failed to report the results of its safety audit.
- A copy of a memorandum of understanding or mutual aid agreement between a district and another entity addressing school safety and security issues provided to the TxSSC is confidential and not subject to disclosure under the Public Information Act.

#### **CKA(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: INSPECTIONS**

Extensive revisions to this legally referenced policy on asbestos are a result of amended Texas Asbestos Health Protection rules effective July 8, 2021.

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#### CKB(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: ACCIDENT PREVENTION AND REPORTS

HB 3597 requires the commissioner of education in consultation with other relevant entities to adopt rules on emergency drills and exercises. The previous Administrative Code provisions have been removed pending development of the new rules.

Before a district may conduct an active threat exercise, the district must comply with new notice provisions and other requirements in accordance with SB 168. The Regulations Resource Manual includes a sample notification form.

#### CKC(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

Legislative cleanup resulted in several revisions to this legally referenced policy on emergency plans:

- HB 3607 removes a reference to an expired statute;
- HB 3597 clarifies that a multihazard emergency operations plan must include responding to a train derailment if a district *facility*, rather than a *school*, is within 1000 yards of a railroad track; and
- HB 3597 corrects a reference to the *five*, not *four*, phases of emergency management to be addressed in a multihazard emergency operations plan.

#### CKD(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY MEDICAL EQUIPMENT AND PROCEDURES

Although still required, the annually provided instruction on cardiopulmonary resuscitation and the use of automated external defibrillators no longer has to meet guidelines under the Health and Safety Code. (SB 199)

#### CKE(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL

HB 1788 addresses a school district's immunity from liability for damages resulting from a reasonable action by security personnel to maintain safety at a school campus, including actions relating to possession or use of a firearm. The district also has immunity from liability for any reasonable action taken by a district employee who has written permission from the board to carry a firearm on campus.

We have revised the provisions on authorizing handguns from Attorney General Opinion GA-1051 in light of the repeal of Penal Code 46.035 by HB 1927.

#### CKEA(LLEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

SB 24 adds new pre-employment procedures that law enforcement agencies must follow before hiring a licensed peace officer.

If the Texas Commission on Law Enforcement (TCOLE) provides model policies on the topics required in law, a law enforcement agency must, within 180 days of TCOLE providing the policies, adopt a policy on the required topics and may adopt the model policies. (HB 3712)

A law enforcement agency that intends to use a drone for law enforcement purposes must, no later than January 1, 2022, adopt a policy regarding the use of force by means of a drone. (HB 1758)

HB 929 amends existing provisions on body-worn cameras and requires an officer to keep the camera activated during an investigation in which the officer is participating.

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#### **CKEB(LEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS**

SB 741 permits a school marshal to carry a concealed handgun and eliminates the previous requirement for the firearm to be locked in a secure safe within the marshal's immediate reach if the marshal has direct, regular contact with students.

#### **CKEC(LEGAL) SECURITY PERSONNEL: SCHOOL RESOURCE OFFICERS**

SB 1191 amends the definition of a school resource officer to exclude a peace officer who only provides services at extracurricular activities.

#### **CLA(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: SECURITY**

A new requirement to post human trafficking warning signs has been added from SB 1831.

#### **CLE(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: FLAG DISPLAYS**

Pursuant to SB 797, schools must display in each building a poster or framed copy of the national motto that also includes representations of the U.S. and state flags if donated or purchased from private donations.

#### **CMD(LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING**

HB 3261 expands the items and services on which a district can use its technology and instructional materials allotment (TIMA).

The bill also eliminates the provision requiring a district to purchase items in a specified order.

#### **CNA(LEGAL) TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION**

SB 204 permits a district to operate a transportation system for interdistrict transfer students outside district boundaries and without having an interlocal agreement with the transferring district if the district meets applicable certification requirements and has a policy that prohibits the screening of transfer requests using academic performance, disciplinary history, or attendance records.

**Please contact your policy consultant if your district will use this approach and you need changes to FDA(LOCAL).** The [\*Regulations Resource Manual\*](#) includes a sample certification statement.

A district in a disaster area is eligible for transportation funding for the cost of transporting a meal or instructional materials in accordance with SB 462.

Other revisions are to better match legal sources.

#### **CNC(LEGAL) TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY**

SB 1267 repeals provisions on school bus emergency evacuation training.

#### **CO(LEGAL) FOOD AND NUTRITION MANAGEMENT**

SB 1351 revises provisions permitting a campus to donate surplus food. Links have also been updated.

#### **CQ(LEGAL) TECHNOLOGY RESOURCES**

SB 475 adds "robotic process automation" to the examples of next generation technology.

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In July, Policy Service sent an email with information on local policy changes to districts which our records show employ peace officers. If your district employs peace officers and has not yet contacted the district's policy consultant for policy revisions, please do so.

#### **DECB(LLEGAL) LEAVES AND ABSENCES: MILITARY LEAVE**

HB 1589 adds new disaster leave provisions for employees in the military who are called to state active duty in response to a disaster.

#### **DFE(LLEGAL) TERMINATION OF EMPLOYMENT: RESIGNATION**

HB 2519 requires notice to employees whom the district reports to SBEC for contract abandonment and limits SBEC's authority to sanction a teacher who files a resignation after the 45th day but no later than the 30th day before the first day of instruction.

#### **DFE(LOCAL) TERMINATION OF EMPLOYMENT: RESIGNATION**

Revisions to this local policy on resignations are guided by a recent commissioner of education proposal for decision. Based on the relevant statutory wording, a contract employee's resignation effective at the end of the school year must be filed with the board of trustees or the board's designee, and the board's designee, typically the superintendent, may not further delegate the ability to receive these resignations. As a result, we recommend revising the policy language to give the superintendent *or other person designated by board action* the authority to accept these resignations.

New recommended text states that if a contract employee provides a resignation to a supervisor who has not been designated by the board to accept such resignations, the supervisor shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

We have also clarified that a superintendent may delegate authority to accept at-will resignations to other administrators.

The *Regulations Resource Manual* includes sample resolutions if the board chooses to designate a district employee, in addition to the superintendent, to accept contract employee resignations.

#### **DG(LLEGAL) EMPLOYEE RIGHTS AND PRIVILEGES**

As a result of HB 3979, a teacher in a required social studies course may not be compelled to discuss a current event or widely debated and currently controversial issue of public policy or social affairs.

#### **DGC(LLEGAL) EMPLOYEE RIGHTS AND PRIVILEGES: IMMUNITY**

SB 6 provides that a person is not liable for injury or death caused by exposing an individual to a pandemic disease during a pandemic emergency except as provided by law.

#### **DH(LLEGAL) EMPLOYEE STANDARDS OF CONDUCT**

HB 375 amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of "a disabled individual."

#### **DIA(LLEGAL) EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION**

SB 45 clarifies that an employer commits an unlawful employment practice for failing to take immediate and appropriate corrective action regarding sexual harassment that the employer or employer's agents knew or should have known was occurring.

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SB 282 prohibits a district from using public money to settle or pay a sexual harassment claim against a board member or an officer or employee of the district.

#### DMA(LLEGAL) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

Numerous revisions throughout this legally referenced policy on staff development are a result of SB 1267, which amends current requirements and requires SBEC, by June 1, 2022, to create a clearinghouse on continuing education and training requirements that includes recommendations for the frequency of training.

Boards must develop a professional development policy by August 1, 2022, that includes a schedule of training based on the clearinghouse or notes any differences between the board policy and the clearinghouse recommendations. Policy Service will provide local policy recommendations following publication of the clearinghouse.

Other legislation affecting this policy includes:

- HB 159, requiring certain elements be included in educator staff development;
- HB 1525, delaying requirements for teacher literacy achievement academies;
- HB 2681, requiring teachers of elective Bible courses to be certified in one of three areas and complete commissioner-developed training; and
- SB 199, eliminating the requirement for instruction on cardiopulmonary resuscitation and the use of automated external defibrillators to meet guidelines under the Health and Safety Code.

#### DP(LLEGAL) PERSONNEL POSITIONS

SB 179 mandates that the board adopt a policy requiring a school counselor to spend at least 80 percent of the school counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). See DP(LOCAL), below, for more information.

Provisions in relevant employment contracts cannot conflict with the policy, and a district must annually assess the policy.

#### DP(LOCAL) PERSONNEL POSITIONS

Revisions regarding school counselors are based on SB 179, which mandates that the board adopt a policy requiring a school counselor to spend at least 80 percent of total work time on duties that are components of a comprehensive school counseling program (CSCP). If the board determines that, because of staffing needs in the district or at a campus, a school counselor cannot spend 80 percent of work time on CSCP components, the policy must address further details regarding the counselor's duties.

The recommended policy text is structured for the administration, rather than the board, to make the initial administrative determination about a counselor's job duties. If the board approves that determination, the board shall direct the superintendent to develop a revised job description for that counselor that will address the requirements in law.

To streamline the list of principal qualifications, we recommend referencing the job description for the number of years of experience as a classroom teacher and deleting this detail from policy. **Please ensure the district's job description for principals reflects the board's requirements.**

In accordance with these revisions, TASB HR Services has revised its model job descriptions available to subscribers in the HR Library at <https://www.tasb.org/services/hr-services/mytasb/model-job-descriptions/campus-instruction.aspx>.

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**E(LEGAL) INSTRUCTION**

The E Section table of contents has been revised to change the subtitle of EKBA to English Learners/Emergent Bilingual Students to align with changes from SB 2066.

**EB(LEGAL) SCHOOL YEAR**

A district may receive full ADA if it provides at least 43,200 minutes of instructional time to students enrolled in a school operating an adult high school charter school program in accordance with SB 1615.

**EEB(LEGAL) INSTRUCTIONAL ARRANGEMENTS: CLASS SIZE**

Class size limits have been extended to prekindergarten by SB 2081.

**EEL(LEGAL) INSTRUCTIONAL ARRANGEMENTS: CONTRACTS WITH OUTSIDE AGENCIES**

Driver training *schools* are renamed driver training *providers* by HB 1560.

**EF(LEGAL) INSTRUCTIONAL RESOURCES**

SB 348 clarifies that a parent is entitled to review teaching and instructional materials while a child is participating in virtual or remote learning and to observe virtual instruction.

**EHA(LEGAL) CURRICULUM DESIGN: BASIC INSTRUCTIONAL PROGRAM**

As provided by SB 6, a district is not liable for damages or monetary relief from a cancellation or modification of a course, program, or activity if the action is due to a pandemic emergency.

**EHAA(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)**

Provisions on required instruction have been added to reflect HB 4509 revisions regarding instruction on American patriotism, Texas history, and the free enterprise system.

HB 1525 imposes several requirements regarding human sexuality curriculum materials, including:

- Revised parental notification and new parental consent provisions;
- Posting of proposed and adopted curriculum materials and options for a parent to purchase copyrighted materials from the publisher; and
- New board policy on adopting curriculum materials [see EHAA(LOCAL), below].

The *Regulations Resource Manual* includes a sample board resolution for convening the SHAC and a sample parental consent form.

SB 123 revises the list of topics that must be addressed in character education programs.

**EHAA(LOCAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)**

New provisions are recommended based on HB 1525, which imposes several requirements regarding human sexuality curriculum materials, including a board policy on adopting curriculum materials. The policy follows the steps required by law, including board adoption of a resolution to convene the school health advisory council (SHAC) to hold meetings and make recommendations to the board at a public meeting, as well as board confirmation that the recommendations meet the requirements in law before taking action by a record vote.

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The *Regulations Resource Manual* includes a sample board resolution for convening the SHAC and a sample parental consent form.

#### **EHAD(LEGAL)                      BASIC INSTRUCTIONAL PROGRAM: ELECTIVE INSTRUCTION**

Driver training *schools* are renamed driver training *providers* by HB 1560.

#### **EHBAB(LEGAL)                      SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM**

SB 89 requires districts to add supplemental information to the individualized education program (IEP) of any child who was enrolled in special education during the 2019–20 or 2020–21 school years.

The admission, review, and dismissal committee of a student who is participating in the new supplemental special education services and instructional materials program created by SB 1716 must provide certain information to parents and cannot consider the supplemental services when developing the IEP.

HB 785 imposes new requirements when a student has a behavioral improvement or intervention plan.

#### **EHBB(LEGAL)                      SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS**

HB 1525 eliminates the statutory requirement for a district to annually certify its gifted and talented program to the commissioner.

#### **EHBC(LEGAL)                      SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES**

Numerous legislative changes affect this legally referenced policy on compensatory and accelerated services.

- The compensatory education allotment may be used for services of an instructional coach (HB 1525).
- The list of students at risk of dropping out of school excludes students who are retained in prekindergarten (SB 1697) and includes students enrolled in a dropout recovery school (HB 572) and students participating in an adult high school charter school program (SB 1615).
- The term "limited English proficient" has been changed to "emergent bilingual" (SB 2066).
- New provisions have been added on required services after an unsatisfactory performance on state assessments, including accelerated instruction, accelerated learning committees, and parent requests for specific teachers (HB 4545).

#### **EHBC(LOCAL)                      SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES**

Recommended revisions to this local policy include references to accelerated instruction and accelerated learning committees as revised by HB 4545 and direct parents to FNG, the district's existing grievance policy, for complaints about educational plans.

The text also explains that parental requests for a student to be assigned to a particular teacher following a student's unsatisfactory performance on a grade 3, 5, or 8 math or reading assessment shall be handled in accordance with the district's administrative procedures. The *Regulations Resource Manual* includes sample procedures and a form for these parental requests.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to this policy topic.

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**EHBE(LLEGAL)                      SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL**

SB 2066 revises the term "limited English proficient" to "emergent bilingual" in several instances and adds a definition of the new term.

**EHBF(LLEGAL)                      SPECIAL PROGRAMS: CAREER AND TECHNICAL EDUCATION**

In addition to existing career and technology education program notification requirements, SB 1095 adds a requirement for the district to provide parents notification of certain work-based education programs offered by the district.

**EHBG(LLEGAL)                      SPECIAL PROGRAMS: PREKINDERGARTEN**

Eligibility for free prekindergarten enrollment for three-year-olds has been extended by HB 725 to children who were in foster care in another state.

Subject to certain requirements, a parent may elect for a student to repeat prekindergarten or enroll in prekindergarten for the first time if the student would have been eligible the previous year and has not yet enrolled in kindergarten (SB 1697).

To obtain an exemption from requirements regarding prekindergarten classes for four-year-olds, a district must first solicit proposals for partnerships (HB 1525).

A prekindergarten program provided by a private entity must comply with class size limits (SB 2081).

**EHBK(LLEGAL)                      SPECIAL PROGRAMS: OTHER INSTRUCTIONAL INITIATIVES**

As revised by HB 3257, instruction required during Holocaust Remembrance Week must include materials developed or approved by the Texas Holocaust, Genocide, and Antisemitism Advisory Commission.

**EHDD(LLEGAL)                      ALTERNATIVE METHODS FOR EARNING CREDIT: COLLEGE COURSE WORK/DUAL CREDIT**

In addition to existing career and technology program notification requirements, SB 1095 adds a requirement for the district to provide notice of work-based education programs offered by the district, such as internships, externships, apprenticeships, or a Pathways in Technology Early College High School (P-TECH) program, and to notify parents of the qualifications for enrolling in these programs. A district must also provide notice regarding subsidies to take college advanced placement tests or international baccalaureate examinations.

An agreement with an institution of higher education must designate an employee of the district or the higher education institution as responsible for providing academic advising to students who will enroll in a dual credit course, as specified by SB 1277.

**EI(LLEGAL)                              ACADEMIC ACHIEVEMENT**

Revised Administrative Code rules require the academic achievement record to reflect compliance with the requirement to complete a free application for federal student aid (FAFSA) or Texas application for state financial aid (TASFA).

SB 1888 eliminates the Early High School Graduation Scholarship Program.

**EIE(LLEGAL)                              ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION**

HB 4545 eliminates grade advancement provisions for students in grades 5 and 8.

SB 1697 creates parental options to retain students in prekindergarten through grade 8 or retake a high school credit course, even if the student has met the promotion standards or passed the course. In addi-

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tion, a parent may enroll a student in prekindergarten or kindergarten as specified if the student was eligible the previous year. The bill includes a process to be followed if the district disagrees with the request. However, if the parent participates in that process, the parent may make the final decision whether the student will be retained. The retention provisions for grades 4–8 and for high school courses expire September 1, 2022.

#### **EIE(LOCAL)                      ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION**

Outdated provisions on grade advancement testing have been removed as a result of HB 4545, including provisions on assignment of retained students, which were based on Administrative Code provisions addressing grade advancement requirements. The statement about eliminating the practice of retaining students is recommended for deletion, as it is only needed if a district operates an optional extended year program (OEYP) under Education Code 29.082.

Accelerated instruction is now addressed at EHBC.

**Please review your policy and contact your policy consultant if the district's grade level promotion standards need revision.** The article "Level-Up? Promotion to the Next Grade Depends on Board Policy" (available in the TASB Member Center at <https://www.tasb.org/members/enhance-district/local-promotion-standards/>) provides additional information on grade level promotion standards.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to this policy topic.

#### **EIF(LEGAL)                      ACADEMIC ACHIEVEMENT: GRADUATION**

SB 369 adds details regarding how a school counselor reports compliance with the requirement for a student to complete a free application for federal student aid (FAFSA) or Texas application for state financial aid (TASFA).

The statutory expiration date for individual graduation committees was repealed by HB 1603.

Provisions on the Texas First Early High School Completion Program are from SB 1888.

Revised Administrative Code rules clarify that the requirement to demonstrate proficiency in specific communication skills for graduation may be satisfied beginning in grade 8.

#### **EK(LEGAL)                      TESTING PROGRAMS**

We have removed TEA obligations regarding reimbursement procedures for college preparation assessments.

#### **EKB(LEGAL)                      TESTING PROGRAMS: STATE ASSESSMENT**

The statutory term "limited English proficient" has been changed to "emergent bilingual" (SB 2066).

SB 1267 permits the district employee who oversees test administration to require other district employees who administer assessments to repeat test administration training.

References to the Texas Success Initiative Assessment, Version 2.0 (TSIA2) have been added as a result of revised Administrative Code rules.

Revisions regarding accelerated instruction are based on HB 4545.

#### **EKBA(LEGAL)                      STATE ASSESSMENT: ENGLISH LEARNERS/EMERGENT BILINGUAL STUDENTS**

The statutory term "limited English proficient" has been changed to "emergent bilingual" (SB 2066).

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**EL(LEGAL)                      CAMPUS OR PROGRAM CHARTERS**

HB 3607 revises funding provisions applicable when a district contracts with an open-enrollment charter school to jointly operate a campus.

SBs 1365 and 1697 revise the list of laws applicable to charter campuses or programs.

**EMB(LEGAL)                      MISCELLANEOUS INSTRUCTIONAL POLICIES: TEACHING ABOUT  
CONTROVERSIAL ISSUES**

HB 3979 adds numerous restrictions for a social studies course in the required curriculum.

**EMI(LEGAL)                      MISCELLANEOUS INSTRUCTIONAL POLICIES: STUDY OF RELIGION**

HB 2681 permits a district to offer an elective course on the Bible beginning in grade 6, rather than grade 9.

**FD(LEGAL)                      ADMISSIONS**

A statement has been added for new provisions from HB 4545 regarding enrollment in prekindergarten and kindergarten under certain circumstances. A cross-reference has also been added to EIE(LEGAL).

SB 746 requires a parent to provide to the district in writing the parent's contact information.

In accordance with SB 1615, a student enrolled in an adult high school charter school program is entitled to the benefits of the available school fund if the student is under 50 years of age.

**FDA(LEGAL)                      ADMISSIONS: INTERDISTRICT TRANSFERS**

SB 481 allows a student to transfer to another district if the student's current district will offer only virtual instruction for more than one grading period during the school year.

A cross-reference to CNA has been added for provisions on operating a transportation system outside the district to transport interdistrict transfer students.

**FDAA(LEGAL)                      INTERDISTRICT TRANSFERS: PUBLIC EDUCATION GRANTS**

SB 1365 revises public education grants to make a student eligible if the student is assigned to a campus with any unacceptable performance rating.

**FDB(LEGAL)                      ADMISSIONS: INTRADISTRICT TRANSFERS AND CLASSROOM  
ASSIGNMENTS**

SB 1365 revises public education grants to make a student eligible if the student is assigned to a campus with any unacceptable performance rating.

**FDE(LEGAL)                      ADMISSIONS: SCHOOL SAFETY TRANSFERS**

HB 375 amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of "a disabled individual."

**FDE(LOCAL)                      ADMISSIONS: SCHOOL SAFETY TRANSFERS**

Recommended revisions are to reflect a change from HB 375, which amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of "a disabled individual."

# Explanatory Notes

## TASB Localized Policy Manual Update 118

### San Elizario ISD

#### FEA(LEGAL) ATTENDANCE: COMPULSORY ATTENDANCE

HB 699 requires a school district to excuse a student's absence resulting from a serious or life-threatening illness or related treatment that makes the student's attendance infeasible, if proper documentation is provided.

SB 289 creates an optional excused absence for a student who is at least 15 years old to be absent for one day to obtain a learner license and for one day to obtain a driver's license.

HB 3165 provides an affirmative defense to truant conduct if absences were due to a child's voluntary absence from home because of abuse.

#### FEA(LOCAL) ATTENDANCE: COMPULSORY ATTENDANCE

We have added text to address SB 289, which creates an optional excused absence for a student who is at least 15 years old to be absent for one day to obtain a learner license and for one day to obtain a driver's license. **Contact the district's policy consultant if your district will not permit these excused absences.** The *Regulations Resource Manual* includes at FEA a sample form for students to verify an absence to visit a driver's license office and, at FEB, a chart listing acceptable documentation for absences, including for learner permits and driver's licenses.

Various references about providing verification of the absences addressed in the policy have been consolidated into a single statement.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to this policy topic.

#### FEC(LEGAL) ATTENDANCE: ATTENDANCE FOR CREDIT

HB 699 prohibits a district from considering excused absences resulting from a serious or life-threatening illness or related treatment in determining whether a student has satisfied attendance requirements for a final grade or credit.

#### FEC(LOCAL) ATTENDANCE: ATTENDANCE FOR CREDIT

Numerous revisions are recommended to this local policy on attendance for credit.

- As reflected in the revision at Absences Considered, in calculating whether a student has met the 90 percent attendance requirement, HB 699 creates an exception for absences resulting from a serious or life-threatening illness or related treatment. The *Regulations Resource Manual* includes sample letters to notify parents of student absences, which have been updated to reflect this exception.
- Administrative details on documentation of student illnesses have been included in the *Model Student Handbook* and are recommended for deletion.
- Provisions on the attendance committee's consideration of the best interest of the student, extenuating circumstances, and conditions for awarding credit or a final grade have been revised and re-ordered to emphasize a student's mastery of the essential knowledge and skills and maintaining a passing grade rather than assigning a student to attend programs for an amount of time equivalent to the student's absences.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to this policy topic.

#### FED(LEGAL) ATTENDANCE: ATTENDANCE ENFORCEMENT

HB 699 prohibits a district from referring a student to truancy court and requires a district to provide counseling to a student who is absent due to a severe or life-threatening illness or related treatment.

# Explanatory Notes

## TASB Localized Policy Manual Update 118

### San Elizario ISD

The sample Truancy Prevention Measures Checklist in the *Regulations Resource Manual* has been updated to reflect this change.

#### **FFAC(LEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT**

SB 1267 requires that training on unassigned epinephrine auto-injectors be in accordance with the district's professional development policy, which must be adopted by August 1, 2022, following publication of the SBEC clearinghouse on continuing education and training requirements. See DMA(LEGAL) above for information.

SB 6 addresses immunity of certain medical professionals for injury or death caused by care, treatment, or failure to provide care or treatment relating to a pandemic disease.

#### **FFB(LEGAL) STUDENT WELFARE: CRISIS INTERVENTION**

HB 3597 provides flexibility regarding the requirement for a district's threat assessment team to include a variety of members with extensive expertise and now requires the superintendent to ensure, *to the greatest extent practicable*, that the members have the required expertise.

#### **FFBA(LEGAL) CRISIS INTERVENTION: TRAUMA-INFORMED CARE**

SB 1267 requires that training on trauma-informed care be in accordance with the district's professional development policy, which must be adopted by August 1, 2022, following publication of the SBEC clearinghouse on continuing education and training requirements. See DMA(LEGAL) above for information.

The bill also repeals the requirement to report on training compliance to TEA.

#### **FFEB(LEGAL) COUNSELING AND MENTAL HEALTH: MENTAL HEALTH**

As required by SB 279, student identification cards must include the contact information for the National Suicide Prevention Lifeline and the Crisis Text Line and may include a local suicide prevention hotline, if available.

#### **FFG(LEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT**

HB 3379 changes the standard of reporting child abuse and neglect from "cause to believe" to "*reasonable cause to believe*."

In addition, we have reordered provisions to better align with the structure of FFG(LOCAL) and have added an existing definition for completeness.

#### **FFG(LOCAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT**

Recommended revisions to this local policy incorporate HB 3379 changes to the standard of reporting child abuse and neglect from "cause to believe" to "*reasonable cause to believe*."

A reference to the definition of a person responsible for the care, custody, or welfare of a child has been added for clarification.

We have also clarified that training will be as required by law and district policy in anticipation of the new district professional development policy that must be in place by August 2022. See DMA above for more information.

# Explanatory Notes

## TASB Localized Policy Manual Update 118

### San Elizario ISD

#### FFH(LLEGAL)

#### STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Dating violence training is now only required on campuses that instruct students in grade six or higher in accordance with SB 1267.

An adjustment to the Note on Title IX explains that the Office for Civil Rights (OCR) has issued a formal interpretation that discrimination on the basis of sex under Title IX includes discrimination on the basis of sexual orientation and gender identity.

#### FFI(LLEGAL)

#### STUDENT WELFARE: FREEDOM FROM BULLYING

In accordance with SB 2050, district bullying policies must address prevention and mediation of bullying incidents and comply with minimum standards adopted by TEA. Policy Service will recommend local policy revisions following publication of the TEA minimum standards.

#### FL(LLEGAL)

#### STUDENT RECORDS

Changes in federal law prompted revisions regarding access to student information by military recruiters, who may have access to a student's district-provided email address unless a parent has advised the district not to release this information.

#### FL(LOCAL)

#### STUDENT RECORDS

At Types of Education Records, we have replaced an outdated reference to the "grade placement committee" with a reference to the "accelerated learning committee" in accordance with HB 4545.

The *Legal Issues in Update 118* memo describes common legal concerns and best practices specific to this policy topic.

#### FM(LLEGAL)

#### STUDENT ACTIVITIES

The requirement for the UIL to provide training to extracurricular students in recognizing the symptoms of catastrophic injuries and the risks of using dietary supplements has been removed by SB 1267.

HB 1080 provides that a district may not exclude a student from participating in a UIL activity solely because the student receives outpatient mental health services from a mental health facility or is absent for this purpose.

A district may permit homeschool students to represent the school in UIL activities as provided by HB 547. **If your district will permit homeschool students to participate in UIL activities and you currently have a provision in FD(LOCAL) prohibiting nonenrolled students from participating in curricular or extracurricular activities, please contact your policy consultant for an adjustment to that policy.**

HB 2721 prohibits a student from participating in any future extracurricular activity sponsored by the district or the UIL if the UIL determines that the student caused bodily injury to an extracurricular official in retaliation for the official's performance of duties.

Other provisions have been reordered for better flow.

#### FNCD(LLEGAL)

#### STUDENT CONDUCT: TOBACCO USE AND POSSESSION

SB 248 amends the definition of "e-cigarette" to include the liquid solution or other material used in the device.

# Explanatory Notes

## TASB Localized Policy Manual Update 118

### San Elizario ISD

#### **FNCG(LLEGAL)                      STUDENT CONDUCT: WEAPONS**

HB 1927 prompted revisions regarding the Penal Code offense of unlawful carrying of weapons and a reference to the appropriate legal source for handgun offenses.

HB 957 removes firearm silencer from the list of prohibited weapons in Texas Penal Code 46.05.

#### **FNG(LLEGAL)                      STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES**

SB 348 clarifies that a parent is entitled to review teaching and instructional materials while a child is participating in virtual or remote learning and to observe virtual instruction.

#### **FOC(LLEGAL)                      STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING**

HB 375 amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of "a disabled individual."

#### **FOD(LLEGAL)                      STUDENT DISCIPLINE: EXPULSION**

HB 375 amends the offense of continuous sexual abuse of a young child or children to include continuous sexual abuse of "a disabled individual."

#### **FOF(LLEGAL)                      STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES**

When a district takes disciplinary action that constitutes a change of placement for a student who receives special education services, HB 785 requires the district to take certain actions relating to functional behavior assessments and behavioral intervention plans.

#### **GBA(LLEGAL)                      PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION**

The name of an employee accused of an improper relationship between an educator and student is confidential until the employee is indicted for the offense, except as specified by HB 246. The Regulations Resource Manual includes sample procedures to address release of this information by a campus.

Provisions on the release of personal information have been revised for:

- Board members (HB 1082); and
- Current or honorably retired peace officers and commissioned security officers (SB 841).

Confidentiality of crime victim information has been revised based on HB 2357.

The sample election of confidentiality forms in the Regulations Resource Manual have been updated to reflect these changes.

#### **GBAA(LLEGAL)                      INFORMATION ACCESS: REQUESTS FOR INFORMATION**

Changes to this policy on requests for information are from SB 1225.

- If a district's physical offices are closed, but staff is working remotely, the district must make a good faith effort to continue responding to Public Information Act (PIA) requests for information.
- Provisions on temporary suspension of the PIA due to a catastrophe apply only when a district is *significantly* impacted and limit extensions of a suspension to only once per catastrophe.

Explanatory Notes  
TASB Localized Policy Manual Update 118

**San Elizario ISD**

**GKA(LLEGAL)                      COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES**

HB 1927 revises the Penal Code's list of places where the possession of weapons is prohibited. Changes in federal law prompted revisions regarding the use of unmanned aircraft systems.

**GKD(LLEGAL)                      COMMUNITY RELATIONS: NONSCHOOL USE OF SCHOOL FACILITIES**

HB 525 protects religious organizations from closure by a governmental entity during a disaster. HB 1239 amends the Texas Religious Freedom Restoration Act to prohibit a government agency or public official from ordering the closure of a place of worship and clarifies that the Act cannot be suspended by the governor during a disaster.

**GKE(LLEGAL)                      COMMUNITY RELATIONS: BUSINESS, CIVIC, AND YOUTH GROUPS**

Districts may not regulate learning pods in accordance with SB 1955.

**GNB(LLEGAL)                      RELATIONS WITH EDUCATIONAL ENTITIES: REGIONAL EDUCATION SERVICE CENTERS**

Changes to the provisions on core services provided by education service centers reflect that the gifted and talented allotment was reinstated by HB 1525.

**GNC(LLEGAL)                      RELATIONS WITH EDUCATIONAL ENTITIES: COLLEGES AND UNIVERSITIES**

Provisions requiring certain districts to develop a plan to increase enrollment in higher education were deleted by SB 1677.

**GRB(LLEGAL)                      RELATIONS WITH GOVERNMENTAL ENTITIES: INTERLOCAL COOPERATION CONTRACTS**

Provisions on entering into intergovernmental support agreements with a branch of the armed forces have been added as a result of SB 780.



## (LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; omitted in Word)

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

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**Note:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

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For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

**Fiduciary  
Responsibility**

The Superintendent, principal, and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District-~~approved~~ accounting practices and procedures, and the [Texas Education Agency \(TEA\) Financial Accountability System Resource Guide](#).

**Student Activity  
Funds**

The Superintendent ~~or designee~~ shall ensure that student activity accounts are maintained to manage all class funds, ~~organization funds~~, and ~~any~~ other funds [raised and collected by student clubs or organizations from students](#) for a school-related purpose. The principal or designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository.

Student activity funds shall be included in the annual audit of the District's fiscal accounts. [See CFC]

Use and  
Expenditure

Funds collected by student groups shall be used only for purposes authorized by the [student club or organization](#). ~~or upon approval of the sponsor~~. The principal [and sponsor](#) ~~or designee~~ shall [manage and approve](#) all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

**District and Campus  
Activity Funds**

The Superintendent shall [ensure District accounting practices and procedures address](#) ~~establish regulations governing~~ the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control. Funds generated from such sources shall be expended for the benefit of the District or its students and shall be related to the District's educational purpose.

Approval

Approval from the immediate supervisor or designee shall be obtained prior to a disbursement being made to any employee, including the principal.

**Carryover Funds**

All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If [a club or an](#) organization ceases to function or exist, the unexpended funds ~~of the organization~~ shall be credited to the appropriate administrative activity account.

<b>Plan</b>	The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.
<b>Coordinator</b>	The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency ( <del>TEA</del> ) in cybersecurity matters <del>and as required by law report to TEA breaches of system security.</del>
<b>Training</b>	<p>The Board delegates to the Superintendent the authority to:</p> <ol style="list-style-type: none"><li>1. Determine the cybersecurity training program to be <del>used in the District; annually completed by each employee and Board member; and</del></li><li>2. Verify and report compliance with <del>staff</del> training requirements in accordance with guidance from the Department of Information Resources; <del>and</del></li><li><del>2.3.</del> Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.</li></ol> <p>The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.</p>
<b>Security Breach Notifications</b>	<p>Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:</p> <ol style="list-style-type: none"><li>1. Written notice.</li><li>2. Email, if the District has email addresses for the affected persons.</li><li>3. Conspicuous posting on the District's websites.</li><li>4. Publication through broadcast media.</li></ol> <p>The <del>District</del> District's cybersecurity coordinator shall disclose a breach involving sensitive, protected, or confidential student information <del>as required by to TEA and parents in accordance with</del> law.</p>

TERMINATION OF EMPLOYMENT  
RESIGNATION

DFE  
(LOCAL)

**General Requirements**

All resignations shall be submitted in writing to the Superintendent or ~~other person designated by Board action in accordance with this policy~~ ~~designee~~. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

**At-Will Employees**

The Superintendent ~~or designee~~ shall be authorized to accept the resignation of an at-will employee at any time. ~~The Superintendent may delegate to other administrators the authority to accept a resignation of an at-will employee.~~

**Contract Employees**

The Superintendent or ~~other person designated by Board action~~ ~~designee~~ shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. ~~If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action.~~ The resignation requires no further action by the District and is accepted upon receipt ~~by the Superintendent or other person designated by Board action.~~

The Superintendent or other person designated by Board action shall be authorized to accept a contract employee's resignation submitted or effective at any other time. ~~If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action.~~ ~~The Superintendent or other person designated by Board action~~ ~~The Superintendent or other Board designee~~ shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

**Withdrawal of Resignation**

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

PERSONNEL POSITIONS

DP  
(LOCAL)

**Principal  
Qualifications**

In addition to the minimal certification requirement, ~~a~~the principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage ~~budgets~~budget and personnel and to coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
- ~~6. —Three years' experience as a classroom teacher;~~
- ~~7.6.~~ Prior experience in instructional leadership roles; and
1. Other qualifications deemed necessary by the Board and included in the job description.

**School Counselors**

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

- ~~8.7.~~ If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision. ▽

**Human Sexuality  
Instruction**

The following process shall apply regarding the adoption of curriculum materials for the district's human sexuality instruction:

1. The Board shall adopt a resolution convening the District's school health advisory council (SHAC) to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

~~Each student~~ ~~Students at all grade levels~~ who ~~has~~ ~~have~~ been identified as being at risk of dropping out of school, who ~~is~~ ~~are~~ not performing at grade level, or who did not perform satisfactorily on a state-mandated assessment, shall be provided accelerated and/or compensatory educational services.

**Accelerated Instruction**

The District shall provide accelerated instruction in accordance with law if a student fails to perform satisfactorily ~~based~~ on a state-mandated ~~needs~~ assessment. ~~The principal shall ensure that each identified student is receiving services.~~

**Accelerated Learning Committee**

When a student fails to perform satisfactorily on a math or reading state-mandated assessment in grades 3, 5, or 8, an accelerated learning committee shall develop a written educational plan in accordance with law. If a parent requests that the student be assigned to a particular teacher the following school year, the request shall be addressed in accordance with the District's administrative procedures.

A parent complaint about the content or implementation of the educational plan shall be filed in accordance with FNG. ~~The services provided each student shall be consistent with the goals and strategies established in the District and campus improvement plans and shall be reviewed for effectiveness at the close of each grading period. Parents shall be encouraged to participate in the planning of educational services for their child and shall be kept informed regarding the child's progress toward educational goals.~~

~~Parents of students who are not successful in meeting requirements for promotion shall be informed of any available options, such as an extended year program or summer school.~~

~~[See EIE]~~

**Curriculum Mastery**

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC]- The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.

Students Receiving  
Special Education  
Services

Any modified promotion standards for a student receiving special education services shall be determined by the student's admission, review, and dismissal (ARD) committee and documented in the student's individualized education program (IEP). [See EHBA series and EKB]

**Standards for  
Mastery**

In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:

1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

Grades 1–8

In grades 1–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

Grades 9–12

Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]

**Accelerated  
Instruction**

~~If a student fails to demonstrate proficiency on a state-mandated assessment, the student shall be provided accelerated instruction in accordance with state law. Additionally, students in grades 5 and 8 shall be subject to all provisions of GRADE ADVANCEMENT TESTING, below.~~

**Grade Advancement  
Testing**

~~Except when a student will be assessed in reading or mathematics above his or her enrolled grade level, students in grades 5 and 8 must meet the passing standard on the applicable state-mandated assessments in reading and mathematics to be promoted to the~~

	<p><del>next grade level, in addition to the District's local standards for mastery and promotion.</del></p>
<p><del>Definition of 'Parent'</del></p>	<p><del>For purposes of this policy and decisions related to grade advancement requirements, a student's "parent" shall be defined to include either of the student's parents or guardians; a person designated by the parent, by means of a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code, to have responsibility for the student in all school-related matters [see FD]; a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student. [See EIE(LEGAL)]</del></p>
<p><del>Alternate Assessment Instrument</del></p>	<p><del>The Superintendent or designee shall select from the state-approved list, if available, for each applicable subject an alternate assessment instrument that may be used for the third testing opportunity. Each student's GPC shall decide whether he or she shall be given the statewide assessment instrument or the applicable alternate instrument for the third testing opportunity. The committee's decision shall be based on a review of the student's performance in the previous testing opportunities, local assessments, and any other circumstances it deems appropriate.</del></p>
<p><del>Standards for Promotion Upon Appeal</del></p>	<p><del>If a parent initiates an appeal of his or her child's retention following the student's failure to demonstrate proficiency after the third testing opportunity, the GPC shall review all facts and circumstances in accordance with law.</del></p> <p><del>The student shall not be promoted unless:</del></p> <ol style="list-style-type: none"><li><del>1.— All members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year in accordance with the educational plan developed by the GPC; and</del></li><li><del>2.— The student has completed required accelerated instruction in the subject area for which the student failed to demonstrate proficiency.</del></li></ol> <p><del>Whether the GPC decides to promote or to retain a student in this manner, the committee shall determine an accelerated instruction plan for the student for the following school year, providing for interim reports to the student's parent and opportunities for the parent to consult with the teacher or principal as needed. The principal or designee shall monitor the student's progress during the follow-</del></p>

	<p><del>ing school year to ensure that he or she is progressing in accordance with the plan.</del></p>
<p><del>Transfer Students</del></p>	<p><del>When a student transfers into the District having failed to demonstrate proficiency on applicable assessment instruments after two testing opportunities, a GPC shall convene for that student. The GPC shall review any available records of decisions regarding testing and accelerated instruction from the previous district and determine an accelerated instruction plan for the student.</del></p>
	<p><del>If a parent initiates an appeal for promotion when a student transfers into the District having failed to demonstrate proficiency after three testing opportunities, the GPC shall review any available records of decisions regarding testing, accelerated instruction, retention, or promotion from the previous district and issue a decision in accordance with the District's standards for promotion.</del></p>
<p><b>Assignment of Retained Students</b></p>	<p><del>In the event a student is not promoted to the next grade level, the District shall assign the student nevertheless to an age-appropriate campus, unless:</del></p>
	<ol style="list-style-type: none"><li><del>1. The student's parent requests that the student be assigned to the same or a similar campus setting; or</del></li><li><del>2. The student's GPC determines that it would be in the student's best interest to be assigned to the same or a similar campus setting. Criteria to be considered for this decision may include:<ol style="list-style-type: none"><li><del>a. Recommendations from the student's teachers.</del></li><li><del>b. Observed social and emotional development of the student.</del></li></ol></del></li></ol>
<p><b>Reducing Student Retention</b></p>	<p><del>The District shall establish procedures designed to reduce retaining students at a grade level, with the ultimate goal being elimination of the practice of retaining students. [See EHBC]</del></p>

**Safe Schools Data**

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
2. Any student who becomes a victim of one of the following violent criminal offenses, as defined by the Penal Code, while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
  - a. Attempted murder;
  - b. Indecency with a child;
  - c. Aggravated kidnapping;
  - d. Aggravated assault on someone other than a District employee or volunteer;
  - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
  - f. Aggravated robbery; or
  - g. Continuous sexual abuse of a young child or ~~disabled individual~~ **disabled individual children**.

**School Safety Transfers**

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

**From a Persistently Dangerous School**

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a  
Violent Criminal  
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer  
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

**Excused Absences**

In addition to excused absences required by law, the District shall excuse absences for the following purposes. ~~A student shall be required to submit verification of these absences in accordance with administrative regulations.~~

Higher Education Visits

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education. ~~A student shall be required to submit verification of such visits in accordance with administrative regulations.~~

Armed Services Enlistment

The District shall excuse a student 17 years of age or older for up to four days during his or her enrollment in high school for activities related to pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard. ~~A student shall be required to submit verification of such activities in accordance with administrative regulations.~~

Early Voting or Election Clerk

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk. ~~A student shall be required to submit verification of service in accordance with administrative regulations.~~

Learner or Driver's License

The District shall excuse a student 15 years of age or older for one day during his or her enrollment in high school for each of the following:

- Visiting a driver's license office to obtain a learner license; or
- Visiting a driver's license office to obtain a driver's license.

[For extracurricular activity absences, see FM.]

**Withdrawal for Nonattendance**

The District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

[For District-initiated withdrawal of students 19 or older, see FEA(LEGAL).]

**Students Attending Homeschools**

Students who are homeschooled are exempt from the compulsory attendance law to the same extent as students enrolled in other private schools.

ATTENDANCE  
COMPULSORY ATTENDANCE

FEA  
(LOCAL)

Adequate documentation of homeschooling for withdrawal shall consist of either a statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began, or a signed and dated letter from a parent or guardian indicating that his or her child is being homeschooled and the date the homeschooling began.

The District may request from a parent or guardian a letter of assurance that a child is being educated using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

Enforcing  
Compulsory  
Attendance

If a parent or guardian refuses to submit a requested statement or letter, or if the District has evidence that a school-aged child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

**Consideration of All Absences Considered**

Except as otherwise provided by law, all absences incurred while enrolled in the District ~~All absences~~ shall be considered in determining whether a student has attended the required percentage of days under this policy.

**Attendance Committees**

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent ~~or designee~~ shall make the specific appointments in accordance with legal requirements.

**Parental Notice of Excessive Absences**

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

**Methods for Regaining Credit or Awarding a Final Grade**

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

A student ~~Students~~ who ~~has~~ ~~have~~ lost credit or ~~has~~ ~~have~~ not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

**Personal Illness**

~~The~~ ~~When a student's absence for personal illness exceeds five consecutive days,~~ the principal or attendance committee may require ~~verification that the student present a statement from a physician or health-care provider in accordance with administrative regulations clinic verifying the illness or condition that caused the student's extended absence from school~~ as a condition of classifying ~~an~~ the absence for personal illness as one for which there are extenuating circumstances.

Best Interest Standard

In reaching consensus regarding ~~if a student's student has established a questionable pattern of~~ absences and how, the student can be awarded credit ~~principal~~ or a final grade, the attendance committee shall attempt to ensure ~~may require~~ that its decision is in the best interest of the ~~a~~ student. The Superintendent shall develop administrative regulations to document the attendance committee's decision ~~present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.~~

**Guidelines on Extenuating Circumstances**

The attendance committee shall ~~consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.~~ ~~adhere to the following guidelines to determine attendance for award of credit or a final grade:~~

When Days of Attendance

1. ~~If~~ ~~makeup work is completed satisfactorily,~~ the attendance committee shall consider extracurricular absences and other excused absences ~~as that are allowed under compulsory attendance requirements shall be considered~~ days of attendance for award of credit or a final grade. [See FEA](LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS.]

Transfers / Migrant Students

2. ~~A transfer or migrant student incurs absences only after his or her enrollment in the District.~~

Documentation

3. ~~The attendance committee shall consider the acceptability and authenticity of documented reasons for the student's absences.~~

Consideration of Control

4. ~~The~~ committee shall consider whether the reasons for the absences were ~~for reasons~~ out of the student's or parent's or student's control ~~and~~.

Student's Academic Record

5.2. ~~The committee shall consider whether documentation for or not the absence is acceptable~~ ~~student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.~~

<p><del>Information from Student or Parent</del></p>	<p><del>6.3.</del> The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.</p>
<p><del>Best Interest Standard</del></p>	<p><del>In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.</del></p>
<p><b>Imposing Conditions for Awarding Credit or a Final Grade</b></p>	<p>The attendance committee shall consider the student's unique circumstances and, if necessary, shall <del>may</del> impose <del>any of the following</del> conditions for <del>awarding students with excessive absences to regain</del> credit or <del>be awarded</del> a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:</p> <ol style="list-style-type: none"><li>1. Maintaining attendance standards for the rest of the semester.</li><li>1. Completing additional assignments, as specified by the committee or teacher.</li><li>2. Attending tutorial sessions as scheduled, <del>which may include Saturday classes or before and after school programs.</del></li><li>2. Completing other instructional programs, as specified by the committee.</li><li>3. <del>Maintaining the attendance standards for the rest of the semester.</del></li><li>4.3. Taking an examination to earn credit. [See EHDB]</li><li>5. <del>Attending a flexible school day program.</del></li><li>6. <del>Attending summer school.</del></li></ol> <p>In all cases, the student must <del>also</del> earn a passing grade in order to receive credit.</p> <p><b>Appeal Process</b></p> <p>A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).</p>

**Program to Address  
Child Sexual Abuse,  
Trafficking, and  
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child  
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has [reasonable](#) cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

### Restrictions on Reporting

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

### Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#)<sup>1</sup>;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. [As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers.](#) [See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus princi-

pal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

**Confidentiality**

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the rules of the investigating agency.

**Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failing to Report Suspected Child Abuse or Neglect**

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities Regarding Investigations**

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

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<sup>1</sup> Texas Abuse Hotline Website: <http://www.txabusehotline.org>

**Comprehensive System**

The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

**Cumulative Record**

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

**Custodian of Records**

The ~~principal~~ principal is custodian of all records for currently enrolled students. The ~~principal~~ principal is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

**Types of Education Records**

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by an ~~accelerated learning~~ ~~a grade placement~~ committee convened for the student.
5. Health services record, including:
  - a. The results of any tuberculin tests required by the District.
  - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]

- c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, school counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

#### **Access by Parents**

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or

STUDENT RECORDS

FL  
(LOCAL)

reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

**Access by School Officials**

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
5. A person appointed to serve on a team to support the District's safe and supportive school program.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or

5. Investigating or evaluating programs.

**Transcripts and  
Transfers of Records**

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the timeline provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), Required Documentation] The District may return an education record to the school identified as the source of the record.

**Records  
Responsibility for  
Students in Special  
Education**

The ~~director of special education~~ ~~director of special education~~ shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at ~~the special education office~~ ~~the special education office~~.

**Procedure to Amend  
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

**Directory  
Information**

The District has designated the following categories of information as directory information: [student name](#); [address](#); [telephone listing](#); [electronic mail address](#); [photograph](#); [date and place of birth](#); [major field of study](#); [degrees, honors, and awards received](#); [dates of](#)

attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams ~~student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.~~

ACCOUNTING  
ACTIVITY FUNDS MANAGEMENT

CFD  
(LOCAL)

**Fiduciary  
Responsibility**

The Superintendent, principal, and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District accounting practices and procedures, and the Texas Education Agency (TEA) *Financial Accountability System Resource Guide*.

**Student Activity  
Funds**

The Superintendent shall ensure that student activity accounts are maintained to manage all class funds and other funds raised and collected by student clubs or organizations for a school-related purpose. The principal or designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository.

Student activity funds shall be included in the annual audit of the District's fiscal accounts. [See CFC]

**Use and  
Expenditure**

Funds collected by student groups shall be used only for purposes authorized by the student club or organization. The principal and sponsor shall manage and approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

**District and Campus  
Activity Funds**

The Superintendent shall ensure District accounting practices and procedures address the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control. Funds generated from such sources shall be expended for the benefit of the District or its students and shall be related to the District's educational purpose.

**Approval**

Approval from the immediate supervisor or designee shall be obtained prior to a disbursement being made to any employee, including the principal.

**Carryover Funds**

All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If a club or organization ceases to function or exist, the unexpended funds shall be credited to the appropriate administrative activity account.

TECHNOLOGY RESOURCES  
CYBERSECURITY

CQB  
(LOCAL)

**Plan** The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.

**Coordinator** The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency in cybersecurity matters.

**Training** The Board delegates to the Superintendent the authority to:

1. Determine the cybersecurity training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the Department of Information Resources; and
3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.

**Security Breach Notifications** Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Email, if the District has email addresses for the affected persons.
3. Conspicuous posting on the District's websites.
4. Publication through broadcast media.

The District shall disclose a breach involving sensitive, protected, or confidential student information as required by law.

TERMINATION OF EMPLOYMENT  
RESIGNATION

DFE  
(LOCAL)

**General  
Requirements**

All resignations shall be submitted in writing to the Superintendent or other person designated by Board action in accordance with this policy. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

**At-Will Employees**

The Superintendent shall be authorized to accept the resignation of an at-will employee at any time. The Superintendent may delegate to other administrators the authority to accept a resignation of an at-will employee.

**Contract Employees**

The Superintendent or other person designated by Board action shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action. The resignation requires no further action by the District and is accepted upon receipt by the Superintendent or other person designated by Board action.

The Superintendent or other person designated by Board action shall be authorized to accept a contract employee's resignation submitted or effective at any other time. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action. The Superintendent or other person designated by Board action shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

**Withdrawal of  
Resignation**

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

PERSONNEL POSITIONS

DP  
(LOCAL)

**Principal  
Qualifications**

In addition to the minimal certification requirement, a principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budgets and personnel and to coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
6. Prior experience in instructional leadership roles; and
7. Other qualifications deemed necessary by the Board and included in the job description.

**School Counselors**

In accordance with law, a school counselor shall spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). [See FFEA]

If the Board approves a determination by the administration that due to District or campus staffing needs or other reasons a school counselor is prevented from spending 80 percent of the counselor's work time on duties that are components of a CSCP, the Board shall direct the Superintendent to develop a revised job description for the school counselor that addresses the percentage of the school counselor's time that shall be spent on duties related to the components of a CSCP and the duties the school counselor is expected to perform in the remaining work time. The Superintendent shall report to the Board regarding adjustments to a school counselor's duties under this provision.

**BASIC INSTRUCTIONAL PROGRAM  
REQUIRED INSTRUCTION (ALL LEVELS)**

**EHAA  
(LOCAL)**

**Human Sexuality  
Instruction**

The following process shall apply regarding the adoption of curriculum materials for the district's human sexuality instruction:

1. The Board shall adopt a resolution convening the District's school health advisory council (SHAC) to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

SPECIAL PROGRAMS  
COMPENSATORY/ACCELERATED SERVICES

EHBC  
(LOCAL)

Each student who has been identified as being at risk of dropping out of school, who is not performing at grade level, or who did not perform satisfactorily on a state-mandated assessment shall be provided accelerated and/or compensatory educational services.

**Accelerated  
Instruction**

The District shall provide accelerated instruction in accordance with law if a student fails to perform satisfactorily on a state-mandated assessment.

**Accelerated  
Learning Committee**

When a student fails to perform satisfactorily on a math or reading state-mandated assessment in grades 3, 5, or 8, an accelerated learning committee shall develop a written educational plan in accordance with law. If a parent requests that the student be assigned to a particular teacher the following school year, the request shall be addressed in accordance with the District's administrative procedures.

A parent complaint about the content or implementation of the educational plan shall be filed in accordance with FNG.

ACADEMIC ACHIEVEMENT  
RETENTION AND PROMOTION

EIE  
(LOCAL)

<b>Curriculum Mastery</b>	Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC] The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.
Students Receiving Special Education Services	Any modified promotion standards for a student receiving special education services shall be determined by the student's admission, review, and dismissal (ARD) committee and documented in the student's individualized education program (IEP). [See EHBA series and EKB]
<b>Standards for Mastery</b>	In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows: <ol style="list-style-type: none"><li>1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.</li><li>2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.</li></ol>
Grades 1–8	In grades 1–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.
Grades 9–12	Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]

**Safe Schools Data**

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
2. Any student who becomes a victim of one of the following violent criminal offenses, as defined by the Penal Code, while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
  - a. Attempted murder;
  - b. Indecency with a child;
  - c. Aggravated kidnapping;
  - d. Aggravated assault on someone other than a District employee or volunteer;
  - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
  - f. Aggravated robbery; or
  - g. Continuous sexual abuse of a young child or disabled individual.

**School Safety Transfers**

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

**From a Persistently Dangerous School**

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

**For a Victim of a  
Violent Criminal  
Offense**

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer  
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

ATTENDANCE  
COMPULSORY ATTENDANCE

FEA  
(LOCAL)

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

**Excused Absences**

In addition to excused absences required by law, the District shall excuse absences for the following purposes. A student shall be required to submit verification of these absences in accordance with administrative regulations.

Higher Education  
Visits

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education.

Armed Services  
Enlistment

The District shall excuse a student 17 years of age or older for up to four days during his or her enrollment in high school for activities related to pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard.

Early Voting or  
Election Clerk

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk.

Learner or Driver's  
License

The District shall excuse a student 15 years of age or older for one day during his or her enrollment in high school for each of the following:

- Visiting a driver's license office to obtain a learner license; or
- Visiting a driver's license office to obtain a driver's license.

[For extracurricular activity absences, see FM.]

**Withdrawal for  
Nonattendance**

The District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

[For District-initiated withdrawal of students 19 or older, see FEA(LEGAL).]

**Students Attending  
Homeschools**

Students who are homeschooled are exempt from the compulsory attendance law to the same extent as students enrolled in other private schools.

Adequate documentation of homeschooling for withdrawal shall consist of either a statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began, or a signed and dated letter from a parent or guardian indicating that his or her

ATTENDANCE  
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child is being homeschooled and the date the homeschooling began.

The District may request from a parent or guardian a letter of assurance that a child is being educated using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

Enforcing  
Compulsory  
Attendance

If a parent or guardian refuses to submit a requested statement or letter, or if the District has evidence that a school-aged child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

**Absences  
Considered**

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has attended the required percentage of days under this policy.

**Attendance  
Committees**

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent shall make the specific appointments in accordance with legal requirements.

**Parental Notice of  
Excessive Absences**

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

**Methods for  
Regaining Credit or  
Awarding a Final  
Grade**

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

<b>Personal Illness</b>	The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.
<b>Best Interest Standard</b>	In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.
<b>Guidelines on Extenuating Circumstances</b>	<p>The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.</p> <p>When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]</p> <p>The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.</p> <p>The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.</p>
<b>Imposing Conditions for Awarding Credit or a Final Grade</b>	<p>The attendance committee shall consider the student's unique circumstances and, if necessary, shall impose conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:</p> <ol style="list-style-type: none"><li>1. Maintaining attendance standards for the rest of the semester.</li><li>2. Completing additional assignments, as specified by the committee or teacher.</li><li>3. Attending tutorial sessions as scheduled.</li><li>4. Completing other instructional programs, as specified by the committee.</li><li>5. Taking an examination to earn credit. [See EHDB]</li></ol> <p>In all cases, the student must earn a passing grade in order to receive credit.</p>
<b>Appeal Process</b>	A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).

**Program to Address  
Child Sexual Abuse,  
Trafficking, and  
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child  
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

**Restrictions on Reporting**

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

**Making a Report**

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#)<sup>1</sup>;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers. [See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus princi-

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CHILD ABUSE AND NEGLECT

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pal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

**Confidentiality**

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the rules of the investigating agency.

**Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failing to Report  
Suspected Child  
Abuse or Neglect**

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities  
Regarding  
Investigations**

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

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<sup>1</sup> Texas Abuse Hotline Website: <http://www.txabusehotline.org>

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**Comprehensive System**

The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

**Cumulative Record**

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

**Custodian of Records**

The principal is custodian of all records for currently enrolled students. The principal is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

**Types of Education Records**

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by an accelerated learning committee convened for the student.
5. Health services record, including:
  - a. The results of any tuberculin tests required by the District.
  - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]

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- c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, school counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

**Access by Parents**

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or

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reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

**Access by School Officials**

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
5. A person appointed to serve on a team to support the District's safe and supportive school program.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or

5. Investigating or evaluating programs.

**Transcripts and  
Transfers of Records**

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the timeline provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), Required Documentation] The District may return an education record to the school identified as the source of the record.

**Records  
Responsibility for  
Students in Special  
Education**

The director of special education shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the special education office.

**Procedure to Amend  
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

**Directory  
Information**

The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of

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attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

## Regular Meeting and Public Hearing

Wednesday, October 13, 2021 5:30 PM

SEISD Administration Office, 1050 Chicken Ranch Road, San Elizario, TX 79849

### 1. GENERAL FUNCTIONS

#### A. Call Meeting to Order

The meeting was called to order at 5:30 p.m.

#### B. Roll Call

The following Board Trustees were present: Sandra Licon, Board President; Myrna Hernandez, Board Vice President; Michelle Garcia, Secretary; Martin Chavarria, Eduardo Chavez and Fernie Madrid. Superintendent Dr. Jeannie Meza-Chavez was also in attendance.

Board Trustee Axel Lopez 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)

No items were presented in Open Forum.

### 3. DISTRICT RECOGNITIONS

#### A. Teacher and Employee of the Month for Loya Primary School

Dr. Meza-Chavez announced Ms. Maria Teresa Arteché Hebert, Teacher of the Month for Loya Primary School and Rebecca Barrera Cervantes, Employee of the Month for Loya Elementary. Both employees were unable to attend the meeting due to previous engagements.

Both Ms. Hebert and Ms. Cervantes were recognized for their hard work and dedication that they show on a daily basis at Loya Primary.

The Board congratulated the employees for the recognition.

#### B. October is Principal's Month

Both Superintendent Dr. Meza-Chavez and Associate Superintendent Dr. Segovia thanked all the campus

principals for the hard work they continue to do for San Elizario ISD students.

Each campus principal was recognized with a plaque.

C. Texas Human Resources Day

Mrs. Blanca Cruz, Human Resources Director, thanked the Department of Human Resources for the contributions that they make to all who enter Human Resources. Mrs. Cruz stated that she was very proud to work with the human resources group and stated that they will continue to provide outstanding service to all.

Each human resources employee was recognized and provided with a certificate.

4. Executive Session

The Board entered a closed meeting at 6:06 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 review and possible edits to the Board Operating Procedures

5. The Board returned to open session at 8:25 p.m. to take possible action on the matters discussed in Executive Session.

A. Discussion and possible action to approve review and edits to Board Operating Procedures

No action taken.

6. NEW BUSINESS / BOARD ACTION ITEMS

A. Student Outcome Goals

1. Loya Primary School - Monitoring Student Progress

This item was postponed and will be presented at the next board meeting due to the absence of Principal, Ms. Julissa Esquivel.

B. Overview of the Financial Integrity Rating System of Texas (FIRST) and public hearing on the FIRST Report

Chief Financial Officer, Mr. Norberto Rivas, presented the overview of the Financial Integrity Rating System of Texas (FIRST).

No public comments were made.

7. PRESENTATION / REPORTS / INFORMATION

A. 2021 District and Campus Accountability Ratings  
(Information)

B. Monitoring Superintendent Constraints  
(Information)

1. CPM 1.1: Student attendance rate in the district will increase from 94.82% in 2018 to 97.5% by June 2024.

C. Bilingual / ESL Program Evaluation  
(Information)

D. Building Inspection - Organizacion Progresiva  
(Information)

E. Curbside Meal Service Update (Information)

8. CONSENT AGENDA - Consider and possible Board action on

A. Financial Reports

1. Tax Report

2. Financial Statements

3. Investment Report

4. Purchase Orders exceeding \$25,000.00  
PO# 43362 - ProComputing Corporation - \$66,620.56  
PO# 43363 - School Specialty Education - \$426,295.70

B. Goal Progress Monitoring

1. Goal 3: Students graduating college, career, and military ready will increase from 65% in June 2018 to 81% by June 2024

C. Substitute Pay Rate Changes

D. Summer Retention Stipend - ESSER Funded

E. GRIT Program - Tuition Reimbursement

F. Proclamation 2022 Health Textbook Committee Members

G. Consider approval of minutes for the following:

1. September 8, 2021 - Regular Board Meeting

September 15, 2021 - Special Board Meeting

H. Consider disposal of surplus property declared obsolete and unnecessary by Superintendent or her Designee, to include disposal of broken furniture and technology equipment according to administrative discretion and by any reasonable means.

1. Support Services Department

2. Technology Department

Board Trustee, Michelle Garcia, asked that item 8.A.4 - PO# 43363 - School Specialty Education - \$426,295.70 be pulled from the Consent Agenda for further discussion.

Myrna Hernandez made a motion to approve the consent agenda items 8.A-H not including 8.A.4. Martin Chavarria seconded the motion. Motion passed.

Support Services Director, Mr. Jesus Martinez, explained that although San Elizario had existing air filtration in place, the CDC had recommended a layered approach to improve indoor air quality even more. The request for the portable HEPA air purifiers would allow San Elizario to add an additional layer of mitigation to the current measures and would help continue with safety protocols for in-person instruction. Mr. Martinez stated that a purifier would be placed in every classroom, cafeteria, gymnasiums, weight rooms, locker rooms, field houses, stadium press box, break rooms, conference rooms, front offices, board room etc.

Michelle Garcia made a motion to not approve the purchase order. A vote was taken with the outcome being 3 votes not to approve the purchase order and 2 votes to approve the purchase order with one trustee abstaining.

The motion passed to not approve the purchase order.

9. NEXT MEETING DATE:

Special Board Meeting / Training: October 16, 2021, at 8:00 a.m.

Regular Board Meeting: November 10, 2021, at 5:30 p.m.

10. Adjournment

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Board Secretary

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Board President



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 2021, Non Technology Fixed Asset Discards  
**Date:** November 10, 2021

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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: Athletics

**Campus** (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Excell

Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	
1	AT Storage	Muscle Stimulator	0609295506	1	Does not work, replaced with new machine
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
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25					
26					
27					
28					
29					
30					

Date: 10/04/2021

Authorized Campus

Signature Christine Jaksch

Page 1 of 1



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 2021 Technology Fixed Asset Discard  
Date: November 10, 2021

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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 items by any reasonable means.

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

*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 learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*

# Loya Primary



Soaring to Excellence

### Fixed Asset Discard List

Campus/Department: Lorenzo Loya Primary

#	Room #	Description	Tag #	Qty.	Comment/Reason
1	Disposal Room	IPAD	1604270001	1	Broken
2	Disposal Room	IPAD	1604270037	1	Broken
3	Disposal Room	IPAD	1501210205	1	Broken
4	Disposal Room	IPAD	1604270045	1	Broken
5	Disposal Room	IPAD	1604270014	1	Broken

October 27, 2021

Signature: \_\_\_\_\_

TECHNOLOGY DEPARTMENT

# Sambrano Elementary

**SAN ELIZARIO**  
**INDEPENDENT SCHOOL DISTRICT**

Other \_\_\_\_\_

Excell  Loya

(Please Check Appropriate Campus)

**SE High School**

GEMS

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
Secure R	CHROMEBOOK	2600002534	1	Obsolete
Secure R	CHROMEBOOK	59270	1	Obsolete
Secure R	CHROMEBOOK	59208	1	Obsolete
Secure R	CHROMEBOOK	59233	1	Obsolete
Secure R	CHROMEBOOK	59250	1	Obsolete
Secure R	CHROMEBOOK	260000265	1	Obsolete
Secure R	CHROMEBOOK	1601284440	1	Obsolete
Secure R	CHROMEBOOK	2600002941	1	Obsolete
Secure R	CHROMEBOOK	1604140063	1	Obsolete
Secure R	CHROMEBOOK	1602014822	1	Obsolete
Secure R	CHROMEBOOK	3600001599	1	Obsolete
Secure R	CHROMEBOOK	2600002978	1	Obsolete
Secure R	CHROMEBOOK	56975	1	Obsolete
Secure R	CHROMEBOOK	1509154613	1	Obsolete
Secure R	CHROMEBOOK	2600002965	1	Obsolete
Secure R	CHROMEBOOK	3600001734	1	Obsolete
Secure R	PRINTER	908250052	1	Obsolete
Secure R	PRINTER	908255752	1	Obsolete
Secure R	PRINTER	908262241	1	Obsolete
Secure R	PRINTER	908250204	1	Obsolete
Secure R	PRINTER	9082622122	1	Obsolete
Secure R	I-PAD	3600001599	1	Obsolete
Secure R	I-PAD	59371	1	Obsolete
Secure R	I-PAD	594000	1	Obsolete
Secure R	I-PAD	59364	1	Obsolete
Secure R	I-PAD	54901	1	Obsolete
Secure R	I-PAD	59408	1	Obsolete
Secure R	I-PAD	2600001825	1	Obsolete
ROOM 114	WHITEBOARD	112225159	1	Obsolete
ROOM 114	WHITEBOARD	1503262315	1	Obsolete
ROOM 114	WHITEBOARD	2600000207	1	Obsolete
ROOM 114	WHITEBOARD	1310185758	1	Obsolete
ROOM 114	WHITEBOARD	1105252430	1	Obsolete
ROOM 114	WHITEBOARD	1403255902	1	Obsolete
ROOM 114	WHITEBOARD	906080112	1	Obsolete
ROOM 114	WHITEBOARD	90680006	1	Obsolete
ROOM 114	WHITEBOARD	910135852	1	Obsolete
ROOM 114	WHITEBOARD	1106085416	1	Obsolete
ROOM 114	WHITEBOARD	111224452	1	Obsolete
ROOM 114	WHITEBOARD	1310185223	1	Obsolete
ROOM 114	WHITEBOARD	10007082144 <sub>212</sub>	1	Obsolete





Soaring to Excellence

### Fixed Asset Discard List

Campus/Department: Sambrano Elementary School

#	Room #	Description	Tag #	Qty.	Comment/Reason
1	Disposal Room	TRAY, PAPER, PRINTER	0908262122	1	Obsolete
2	Disposal Room	PRINTER, LASER	0908255752	1	Obsolete
3	Disposal Room	PRINTER, LASER	0908250204	1	Obsolete
4	Disposal Room	LAPTOP	1602024503	1	Broken
5	Disposal Room	LAPTOP	1602024803	1	Broken
6	Disposal Room	PRINTER, LASER	0908250052	1	Obsolete
7	Disposal Room	TRAY, PAPER, PRINTER	0908262241	1	Obsolete
8	Disposal Room	LAPTOP	1602030208	1	Broken
9	Disposal Room	LAPTOP	1504200044	1	Broken
10	Disposal Room	LAPTOP	1602024115	1	Broken

October 27, 2021

Signature: \_\_\_\_\_

TECHNOLOGY DEPARTMENT

# Alarcon Elementary



Soaring to Excellence

Fixed Asset Discard List

Campus/Department: L.G. Alarcon Elementary School

#	Room #	Description	Tag #	Qty.	Comment/Reason
1	Disposal Room	CAMERA, DIGITAL	0902191851	1	Obsolete
2	Disposal Room	CAMERA, DIGITAL	0710234833	1	Obsolete
3	Disposal Room	CAMERA, DIGITAL	0810272547	1	Obsolete
4	Disposal Room	CAMERA, DIGITAL	0810272733	1	Obsolete
5	Disposal Room	CAMERA, DIGITAL	0810272817	1	Obsolete
6	Disposal Room	CAMERA, DIGITAL	0810273017	1	Obsolete
7	Disposal Room	CAMERA, DIGITAL	0810273059	1	Obsolete
8	Disposal Room	CAMERA, DIGITAL	0902091329	1	Obsolete
9	Disposal Room	CAMERA, DIGITAL	0905012224	1	Obsolete
10	Disposal Room	KINDLE	1106284930	1	Obsolete
11	Disposal Room	KINDLE	1106285042	1	Obsolete
12	Disposal Room	KINDLE	1106285200	1	Obsolete
13	Disposal Room	KINDLE	1106285257	1	Obsolete
14	Disposal Room	IPAD	1107050612	1	Obsolete
15	Disposal Room	IPAD	1107051327	1	Obsolete
16	Disposal Room	IPAD	1107053907	1	Obsolete
17	Disposal Room	IPAD	1107070341	1	Obsolete
18	Disposal Room	IPAD	1107071111	1	Obsolete
19	Disposal Room	IPAD	1107071718	1	Obsolete
20	Disposal Room	IPAD	1107071929	1	Obsolete
21	Disposal Room	IPAD	1205183549	1	Obsolete
22	Disposal Room	IPAD	1204193958	1	Obsolete
23	Disposal Room	IPAD	1204194704	1	Obsolete
24	Disposal Room	IPAD	1204195207	1	Obsolete
25	Disposal Room	IPAD	1205110209	1	Obsolete
26	Disposal Room	IPAD	1205180930	1	Obsolete
27	Disposal Room	IPAD	1205181440	1	Obsolete
28	Disposal Room	IPAD	1205182431	1	Obsolete
29	Disposal Room	IPAD	1205184027	1	Obsolete
30	Disposal Room	IPAD	1205184823	1	Obsolete
31	Disposal Room	IPAD	1205185317	1	Obsolete
32	Disposal Room	IPAD	1205310929	1	Obsolete
33	Disposal Room	IPAD	1302184528	1	Obsolete
34	Disposal Room	IPAD	1302184711	1	Obsolete
35	Disposal Room	IPAD	1302185110	1	Obsolete
36	Disposal Room	IPAD	1302185259	1	Obsolete
37	Disposal Room	IPAD	1312020039	1	Obsolete
38	Disposal Room	IPAD	1312020133	1	Obsolete
39	Disposal Room	IPAD	1312023412	1	Obsolete
40	Disposal Room	IPAD	1312023635	1	Obsolete
41	Disposal Room	IPAD	1312024228	1	Obsolete

October 27, 2021

Signature: \_\_\_\_\_

TECHNOLOGY DEPARTMENT



Soaring to Excellence

Fixed Asset Discard List

Campus/Department: L.G. Alarcon Elementary School

#	Room #	Description	Tag #	Qty.	Comment/Reason
42	Disposal Room	IPAD	1312024334	1	Obsolete
43	Disposal Room	IPAD	1312024420	1	Obsolete
44	Disposal Room	IPAD	1312024500	1	Obsolete
45	Disposal Room	IPAD	1312024545	1	Obsolete
46	Disposal Room	IPAD	1312024754	1	Obsolete
47	Disposal Room	IPAD	1312024834	1	Obsolete
48	Disposal Room	IPAD	1312025255	1	Obsolete
49	Disposal Room	IPAD	1312025417	1	Obsolete
50	Disposal Room	IPAD	1312025514	1	Obsolete
51	Disposal Room	IPAD	1312025603	1	Obsolete
52	Disposal Room	IPAD	1312025914	1	Obsolete
53	Disposal Room	IPAD	1312025955	1	Obsolete
54	Disposal Room	LAPTOP	1406044217	1	Obsolete
55	Disposal Room	LAPTOP	1406044626	1	Obsolete
56	Disposal Room	LAPTOP	1406104552	1	Obsolete
57	Disposal Room	LAPTOP	1411252334	1	Obsolete
58	Disposal Room	LAPTOP	1412013125	1	Obsolete
59	Disposal Room	LAPTOP	1412014652	1	Obsolete
60	Disposal Room	LAPTOP	1501272001	1	Obsolete
61	Disposal Room	LAPTOP	1501272635	1	Obsolete
62	Disposal Room	LAPTOP	1501274734	1	Obsolete
63	Disposal Room	LAPTOP	1501275142	1	Obsolete
64	Disposal Room	LAPTOP	1506103409	1	Obsolete
65	Disposal Room	LAPTOP	1512040744	1	Obsolete
66	Disposal Room	LAPTOP	1512044351	1	Obsolete
67	Disposal Room	LAPTOP	1512044651	1	Obsolete
68	Disposal Room	LAPTOP	1512072304	1	Obsolete
69	Disposal Room	LAPTOP	1512074017	1	Obsolete
70	Disposal Room	LAPTOP	1512074053	1	Obsolete
71	Disposal Room	LAPTOP	1512074219	1	Obsolete
72	Disposal Room	LAPTOP	1601050016	1	Obsolete
73	Disposal Room	LAPTOP	1601052120	1	Obsolete
74	Disposal Room	LAPTOP	1601052310	1	Obsolete
75	Disposal Room	LAPTOP	1601052349	1	Obsolete
76	Disposal Room	LAPTOP	1601053743	1	Obsolete
77	Disposal Room	LAPTOP	1601054901	1	Obsolete
78	Disposal Room	LAPTOP	1601055408	1	Obsolete
79	Disposal Room	LAPTOP	1601073416	1	Obsolete
80	Disposal Room	LAPTOP	1601073457	1	Obsolete
81	Disposal Room	CHROMEBOOK	3600000072	1	Broken
82	Disposal Room	CHROMEBOOK	3600000073	1	Broken

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Signature: \_\_\_\_\_

TECHNOLOGY DEPARTMENT



Soaring to Excellence

Fixed Asset Discard List

Campus/Department: L.G. Alarcon Elementary School

#	Room #	Description	Tag #	Qty.	Comment/Reason
83	Disposal Room	CHROMEBOOK	3600000076	1	Broken
84	Disposal Room	CHROMEBOOK	2600000417	1	Broken
85	Disposal Room	CHROMEBOOK	2600000419	1	Broken
86	Disposal Room	CHROMEBOOK	2600000421	1	Broken
87	Disposal Room	CHROMEBOOK	2600000429	1	Broken
88	Disposal Room	CHROMEBOOK	2600000431	1	Broken
89	Disposal Room	CHROMEBOOK	2600000432	1	Broken
90	Disposal Room	CHROMEBOOK	2600000433	1	Broken
91	Disposal Room	CHROMEBOOK	2600000438	1	Broken
92	Disposal Room	CHROMEBOOK	2600000800	1	Broken
93	Disposal Room	CHROMEBOOK	2600000806	1	Broken
94	Disposal Room	CHROMEBOOK	2600000807	1	Broken
95	Disposal Room	CHROMEBOOK	2600000815	1	Broken
96	Disposal Room	CHROMEBOOK	3600000533	1	Broken
97	Disposal Room	CHROMEBOOK	3600000536	1	Broken
98	Disposal Room	CHROMEBOOK	3600000568	1	Broken
99	Disposal Room	CHROMEBOOK	3600001540	1	Broken
100	Disposal Room	CHROMEBOOK	3600001575	1	Broken
101	Disposal Room	CHROMEBOOK	3600001576	1	Broken
102	Disposal Room	CHROMEBOOK	3600001577	1	Broken
103	Disposal Room	CHROMEBOOK	3600001586	1	Broken
104	Disposal Room	CHROMEBOOK	3600002143	1	Broken
105	Disposal Room	CHROMEBOOK	3600002141	1	Broken
106	Disposal Room	CHROMEBOOK	3600002139	1	Broken
107	Disposal Room	CHROMEBOOK	3600002157	1	Broken
108	Disposal Room	LAPTOP	1411253319	1	Obsolete
109	Disposal Room	LAPTOP	1411254058	1	Obsolete
110	Disposal Room	LAPTOP	1510260212	1	Obsolete
111	Disposal Room	LAPTOP	1510260101	1	Obsolete
112	Disposal Room	IPAD	1510234522	1	Obsolete
113	Disposal Room	CHROMEBOOK	3600002156	1	Broken
114	Disposal Room	CHROMEBOOK	3600000534	1	Broken
115	Disposal Room	LAPTOP	1501271924	1	Obsolete
116	Disposal Room	CAMERA, DIGITAL	0902191813	1	Obsolete
117	Disposal Room	LAPTOP	1506103527	1	Obsolete
118	Disposal Room	CHROMEBOOK	2600000416	1	Broken
119	Disposal Room	CHROMEBOOK	2600000795	1	Broken
120	Disposal Room	CHROMEBOOK	2600000817	1	Broken
121	Disposal Room	LAPTOP	1501272423	1	Obsolete
122	Disposal Room	LAPTOP	1506104552	1	Obsolete
123	Disposal Room	CHROMEBOOK	2600000826	1	Broken

October 27, 2021

Signature: \_\_\_\_\_

TECHNOLOGY DEPARTMENT



Soaring to Excellence

Fixed Asset Discard List

Campus/Department: L.G. Alarcon Elementary School

#	Room #	Description	Tag #	Qty.	Comment/Reason
124	Disposal Room	CHROMEBOOK	2600000828	1	Broken
125	Disposal Room	CHROMEBOOK	2600000824	1	Broken
126	Disposal Room	CHROMEBOOK	2600000829	1	Broken
127	Disposal Room	CHROMEBOOK	2600000819	1	Broken
128	Disposal Room	IPAD	1302184626	1	Obsolete
129	Disposal Room	IPAD	1302185020	1	Obsolete
130	Disposal Room	IPAD	1302184930	1	Obsolete
131	Disposal Room	IPAD	1302184840	1	Obsolete
132	Disposal Room	IPAD	1302185205	1	Obsolete
133	Disposal Room	LAPTOP	1512072853	1	Obsolete
134	Disposal Room	CHROMEBOOK	2600000412	1	Broken
135	Disposal Room	CHROMEBOOK	2600000428	1	Broken
136	Disposal Room	LAPTOP	1503243240	1	Obsolete
137	Disposal Room	CHROMEBOOK	2600002384	1	Broken
138	Disposal Room	CHROMEBOOK	2600002394	1	Broken
139	Disposal Room	CHROMEBOOK	2600002469	1	Broken
140	Disposal Room	CHROMEBOOK	2600002474	1	Broken
141	Disposal Room	CHROMEBOOK	2600002461	1	Broken
142	Disposal Room	CHROMEBOOK	2600002463	1	Broken
143	Disposal Room	LAPTOP	1510222325	1	Obsolete
144	Disposal Room	LAPTOP	1510262233	1	Obsolete
145	Disposal Room	LAPTOP	1501272727	1	Obsolete
146	Disposal Room	LAPTOP	1506160859	1	Obsolete
147	Disposal Room	LAPTOP	1506161137	1	Obsolete
148	Disposal Room	LAPTOP	1510265825	1	Obsolete
149	Disposal Room	LAPTOP	1510261938	1	Obsolete
150	Disposal Room	IPAD	1205020516	1	Obsolete
151	Disposal Room	IPAD	1205020930	1	Obsolete
152	Disposal Room	IPAD	1205020802	1	Obsolete
153	Disposal Room	LAPTOP	1512073616	1	Obsolete
154	Disposal Room	LAPTOP	1512071704	1	Obsolete
155	Disposal Room	LAPTOP	1512044610	1	Obsolete
156	Disposal Room	IPAD	1204195636	1	Obsolete
157	Disposal Room	IPAD	1510235944	1	Obsolete
158	Disposal Room	IPAD	1411171334	1	Obsolete
159	Disposal Room	CHROMEBOOK	3600001585	1	Broken
160	Disposal Room	CHROMEBOOK	3600001549	1	Broken
161	Disposal Room	IPAD	1205310217	1	Obsolete
162	Disposal Room	IPAD	1302185335	1	Obsolete
163	Disposal Room	CHROMEBOOK	3600003107	1	Broken
164	Disposal Room	CHROMEBOOK	3600003123	1	Broken

October 27, 2021

Signature: \_\_\_\_\_

TECHNOLOGY DEPARTMENT

# San Elizario High School



Soaring to Excellence

Fixed Asset Discard List

Campus/Department: San Elizario High School

#	Room #	Description	Tag #	Qty.	Comment/Reason
1	Disposal Room	TELEVISION, 19 IN-27 IN	0000148100	1	Obsolete
2	Disposal Room	TELEVISION, 19 IN-27 IN	0000148500	1	Obsolete
3	Disposal Room	TELEVISION, 19 IN-27 IN	0000149000	1	Obsolete
4	Disposal Room	TELEVISION, 19 IN-27 IN	0000149200	1	Obsolete
5	Disposal Room	TELEVISION, 19 IN-27 IN	0000149700	1	Obsolete
6	Disposal Room	TELEVISION, 19 IN-27 IN	0000151300	1	Obsolete
7	Disposal Room	TELEVISION, 19 IN-27 IN	0000159400	1	Obsolete
8	Disposal Room	TELEVISION, 19 IN-27 IN	0000163000	1	Obsolete
9	Disposal Room	TELEVISION, 19 IN-27 IN	0000435300	1	Obsolete
10	Disposal Room	TELEVISION, 19 IN-27 IN	0000435600	1	Obsolete
11	Disposal Room	TELEVISION, 19 IN-27 IN	0000435800	1	Obsolete
12	Disposal Room	TELEVISION, 19 IN-27 IN	0000435900	1	Obsolete
13	Disposal Room	TELEVISION, 19 IN-27 IN	0000436200	1	Obsolete
14	Disposal Room	TELEVISION, 19 IN-27 IN	0000436400	1	Obsolete
15	Disposal Room	TELEVISION, 19 IN-27 IN	0000436800	1	Obsolete
16	Disposal Room	TELEVISION, 19 IN-27 IN	0000437100	1	Obsolete
17	Disposal Room	TELEVISION, 19 IN-27 IN	0000439800	1	Obsolete
18	Disposal Room	TELEVISION, 19 IN-27 IN	0000440600	1	Obsolete
19	Disposal Room	TELEVISION, 19 IN-27 IN	0000441400	1	Obsolete
20	Disposal Room	TELEVISION, 19 IN-27 IN	0000441900	1	Obsolete
21	Disposal Room	TELEVISION, 19 IN-27 IN	0000442700	1	Obsolete
22	Disposal Room	TELEVISION, 19 IN-27 IN	0000442900	1	Obsolete
23	Disposal Room	TELEVISION, 19 IN-27 IN	0000443200	1	Obsolete
24	Disposal Room	TELEVISION, 19 IN-27 IN	0000443400	1	Obsolete
25	Disposal Room	TELEVISION, 19 IN-27 IN	0000443600	1	Obsolete
26	Disposal Room	TELEVISION, 19 IN-27 IN	0000443900	1	Obsolete
27	Disposal Room	TELEVISION, 19 IN-27 IN	0000447000	1	Obsolete
28	Disposal Room	TELEVISION, 19 IN-27 IN	0000451700	1	Obsolete
29	Disposal Room	LAPTOP	1205163549	1	Obsolete
30	Disposal Room	LAPTOP	1205163758	1	Obsolete
31	Disposal Room	COMPUTER	1402192213	1	Obsolete
32	Disposal Room	COMPUTER	1402190143	1	Obsolete
33	Disposal Room	COMPUTER	1402190807	1	Obsolete
34	Disposal Room	COMPUTER	1402190912	1	Obsolete
35	Disposal Room	COMPUTER	1402191130	1	Obsolete
36	Disposal Room	COMPUTER	1402191248	1	Obsolete
37	Disposal Room	COMPUTER	1402191327	1	Obsolete
38	Disposal Room	COMPUTER	1402191425	1	Obsolete
39	Disposal Room	COMPUTER	1402191548	1	Obsolete
40	Disposal Room	COMPUTER	1402191623	1	Obsolete
41	Disposal Room	COMPUTER	1402191824	1	Obsolete

October 27, 2021

Signature: \_\_\_\_\_

TECHNOLOGY DEPARTMENT



Soaring to Excellence

Fixed Asset Discard List

Campus/Department: San Elizario High School

#	Room #	Description	Tag #	Qty.	Comment/Reason
42	Disposal Room	COMPUTER	1402191858	1	Obsolete
43	Disposal Room	COMPUTER	1402191938	1	Obsolete
44	Disposal Room	COMPUTER	1402192013	1	Obsolete
45	Disposal Room	COMPUTER	1402192056	1	Obsolete
46	Disposal Room	COMPUTER	1402192134	1	Obsolete
47	Disposal Room	COMPUTER	1402192250	1	Obsolete
48	Disposal Room	COMPUTER	1402192408	1	Obsolete
49	Disposal Room	COMPUTER	1402192455	1	Obsolete
50	Disposal Room	LAPTOP	1405200246	1	Obsolete
51	Disposal Room	TABLET	1501301116	1	Unrepairable
52	Disposal Room	TABLET	1501301625	1	Broken
53	Disposal Room	LAPTOP	1501081031	1	Broken
54	Disposal Room	TELEVISION, 19 IN-27 IN	0000443000	1	Obsolete
55	Disposal Room	LAPTOP	1601073309	1	Unrepairable
56	Disposal Room	LAPTOP	1601080139	1	Unrepairable
57	Disposal Room	LAPTOP	1601082249	1	Unrepairable
58	Disposal Room	LAPTOP	1501081643	1	Broken
59	Disposal Room	TELEVISION, 20 IN	0303065648	1	Obsolete
60	Disposal Room	TELEVISION, 19 IN-27 IN	0000441600	1	Obsolete
61	Disposal Room	TELEVISION, 20 IN	0303065253	1	Obsolete
62	Disposal Room	LAPTOP	1505294624	1	Unrepairable
63	Disposal Room	LAPTOP	1402140421	1	Obsolete
64	Disposal Room	CHROMEBOOK	2600001383	1	Unrepairable
65	Disposal Room	PRINTER DESKJET	0602133057	1	Obsolete
66	Disposal Room	LAPTOP	1405201045	1	Unrepairable
67	Disposal Room	LAPTOP	1505295840	1	Obsolete
68	Disposal Room	CHROMEBOOK	3600001467	1	Broken
69	Disposal Room	CHROMEBOOK	3600001481	1	Unrepairable
70	Disposal Room	CHROMEBOOK	3600001492	1	Broken
71	Disposal Room	LAPTOP	1601125355	1	Broken
72	Disposal Room	LAPTOP	1601122123	1	Broken
73	Disposal Room	LAPTOP	1502030354	1	Unrepairable
74	Disposal Room	LAPTOP	1502030625	1	Unrepairable
75	Disposal Room	LAPTOP	1502030816	1	Unrepairable
76	Disposal Room	LAPTOP	1502034807	1	Unrepairable
77	Disposal Room	LAPTOP	1502035153	1	Unrepairable
78	Disposal Room	LAPTOP	1502035644	1	Unrepairable
79	Disposal Room	LAPTOP	1502035612	1	Unrepairable
80	Disposal Room	LAPTOP	1601143153	1	Broken
81	Disposal Room	CHROMEBOOK	2600003606	1	Unrepairable
82	Disposal Room	CHROMEBOOK	2600003629	1	Broken

October 27, 2021

Signature: \_\_\_\_\_

TECHNOLOGY DEPARTMENT



Soaring to Excellence

Fixed Asset Discard List

Campus/Department: San Elizario High School

#	Room #	Description	Tag #	Qty.	Comment/Reason
83	Disposal Room	CHROMEBOOK	2600003638	1	Unrepairable
84	Disposal Room	CHROMEBOOK	3600002740	1	Broken
85	Disposal Room	CHROMEBOOK	3600002637	1	Unrepairable
86	Disposal Room	COMPUTER	1402191746	1	Obsolete
87	Disposal Room	COMPUTER	1402192614	1	Obsolete

October 27, 2021

Signature: \_\_\_\_\_

TECHNOLOGY DEPARTMENT

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