

# Agenda of Local District Orientation Training

## The Board of Trustees

**San Elizario ISD: A Proud Community of Champions – Soaring to Excellence!**

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A Local District Orientation Training of the Board of Trustees of San Elizario ISD will be held in person on Wednesday, August 2, 2023, 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 [acardonajr@seisd.net](mailto:acardonajr@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agenda shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.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

Mr. Eduardo Chavez, 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.

Mr. Eduardo Chavez, Board President

### 2. BOARD TRAINING

#### A. Local District Orientation

Dr. Jeannie Meza-Chavez, Superintendent, Cabinet Members and Mr. Steven Blanco, Legal Counsel

1.	Superintendent Overview	4
2.	Finance Overview	15
3.	Planning & Instruction Overview	23
4.	Human Resources Overview	28
5.	Technology Overview	36
6.	Support Services Overview	47
7.	Child Nutrition Services Overview	57
8.	Athletics Overview	64
9.	Legal Counsel Overview	75
<b>3.</b>	<b>PRESENTATION / REPORTS / INFORMATION</b>	
A.	Board Training (Information)	
1.	Intro to Texas Education Code and Evaluating and Improving Student Outcomes Training - Saturday, August 19, 2023 from 9:00 am to 3:30 pm   Region 19 Service Center - 6611 Boeing Dr, El Paso, TX	143
2.	Mexican American School Board Association 2023 Annual Conference - September 14 - 16, 2023 in San Antonio, TX	144
3.	TASA   TASB Convention txEDCON23 - September 29 - October 1, 2023 in Dallas, TX	146
<b>4.</b>	<b>EXECUTIVE SESSION</b>	
	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	
B.	Discussion regarding the Administration's recommendation for the Principal position at San Elizario High School	
C.	Discussion regarding the Administration's recommendation for the Assistant Principal position at Alfonso Borrego Sr. Elementary School	
<b>5.</b>	<b>THE BOARD WILL RETURN TO OPEN SESSION TO TAKE POSSIBLE ACTION ON THE MATTERS DISCUSSED IN EXECUTIVE SESSION</b>	
A.	Discussion and possible action to approve the Administration's recommendation for the Principal position at San Elizario High School	
B.	Discussion and possible action to approve the Administration's recommendation for the Assistant Principal position at Alfonso Borrego Sr. Elementary School	
<b>6.</b>	<b>NEXT MEETING DATE:</b>	
	Regular Board Meeting: Wednesday, August 9, 2023, at 5:30 p.m.	
<b>7.</b>	<b>ADJOURNMENT</b>	

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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.



# LOCAL DISTRICT ORIENTATION

August 2, 2023



# SUPERINTENDENT OVERVIEW

**DR. JEANNIE MEZA-CHAVEZ**

# VISION

San Elizario ISD: A Proud Community of Champions – Soaring to Excellence!

# MISSION

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



# STUDENT TO GRADUATE PROFILE

## I am a **PROBLEM-SOLVER**

- \* I show **Resiliency** to overcome life's difficulties while remaining optimistic.
- \* I am a **Critical Thinker** who seeks out and analyzes information in varying forms.
- \* I **Take Initiative** by being proactive and making positive decisions that will impact my future.
- \* I can **Adapt to Change** with a flexible mindset and willingness to change my behavior.
- \* I am **Resourceful** and achieve positive outcomes using inventive methods.

## I have **SELF-DISCIPLINE**

- \* I **Make Good Choices**, knowing that good choices lead to good outcomes.
- \* I demonstrate **Grit** to pursue my goals with perseverance and passion.
- \* I use **Time Management** skills to stay productive and effective.
- \* I show a **Commitment** to focusing my efforts on meaningful activities and causes.
- \* I am **Responsible** and am accountable for the outcomes of my decisions.

## I have a **GROWTH-MINDSET**

- \* I am a **Risk-taker** who dives into the unknown to reach my goals.
- \* I can **Adapt to Change** with a willingness to keep learning new things.
- \* I use **Multiple Perspectives** to see beyond my limited viewpoints.
- \* I am **Goal-Oriented** and understand that my actions in the present have consequences for my future.
- \* I show my peers **Leadership Skills** and model the value of hard work and citizenship.

## I am **MOTIVATED**

- \* I am the **Best Version of Myself** through courageous self-discovery and tenacity.
- \* I show a **Positive Attitude** which enhances the drive to achieve goals and inspire others.
- \* I am **Passionate** about reaching and surpassing my goals with energy and pride.
- \* I am **Confident** that I will exceed my full potential and that I can do anything I set my mind to do.
- \* I am **Flexible** and will not allow changing circumstances to derail my goals.

## I have **21st CENTURY SKILLS**

- \* I use **Innovation** to explore different ways to look at problems and reach solutions.
- \* I use my **Creativity** to see opportunities and produce original ideas.
- \* I am **Tech-Savvy** and am well-informed and proficient in modern technology.
- \* I use **Soft Skills** to build interpersonal relationships and excel in a team environment.
- \* I am a **Strong Communicator** who uses digital media and virtual environments effectively.

I am a  
**PROBLEM  
SOLVER**



I have  
**SELF  
DISCIPLINE**



I have a  
**GROWTH  
MINDSET**



# STUDENT TO GRADUATE PROFILE

I am  
**MOTIVATED**



I have  
**21st CENTURY  
SKILLS**



# EMPLOYEE PROFILE

I am a **PROFESSIONAL**



I am a **TEAM PLAYER**



I am a **STRONG COMMUNICATOR**



I have great **CUSTOMER SERVICE SKILLS**



I have a **POSITIVE ATTITUDE**



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT  
A Proud Community of Champions – Soaring to Excellence

## EMPLOYEE PROFILE

I am a **PROFESSIONAL**

- \* I am **Punctual** by meeting all obligations on time.
- \* I am **Ethical** by demonstrating consistently moral behavior.
- \* I am **Accountable** for accepting responsibility for my actions.
- \* I present a physical **Appearance** that gives a positive impression of our district to the public.
- \* I am **Prepared to Inspire** by coming to work ready to make a positive difference in others' lives.

I am a **TEAM PLAYER**

- \* I am **Flexible** and respond to changing circumstances with ease and positivity.
- \* I am **Empathetic** by understanding and sharing the feelings of others.
- \* I am **Helpful** by showing readiness to work with others to get things done efficiently.
- \* I am **Collaborative** by working in a team setting and respectfully listening to others' ideas.
- \* I have a **Growth Mindset** and a willingness to learn new skills and try new ideas.

I am a **STRONG COMMUNICATOR**

- \* I **Seek to Understand** by genuinely listening to other people when communicating.
- \* I **Communicate with Parents** by reaching out with patience and professionalism through various means.
- \* I am **Respectful** in all forms of communication with the school community.
- \* I am an **Active Listener** who minimizes distractions and focuses on the conversation at hand.
- \* I am **Articulate** by communicating coherently and fluently.

I have great **CUSTOMER SERVICE SKILLS**

- \* I am **Patient** by demonstrating kindness, calmness, and understanding when serving others.
- \* I am **Helpful** by showing patience, professionalism, and putting "people first" while serving others.
- \* I am **Courteous** by showing a warm, friendly attitude with a smile.
- \* I am **Ready to Serve** with eagerness and preparedness to help our school community.
- \* I am **Focused** on putting our students and parents first above anything else.

I have a **POSITIVE ATTITUDE**

- \* I am **Optimistic** by showing hope and confidence in a positive future.
- \* I **Smile** genuinely and frequently to make others feel welcome and seen.
- \* I show **Community Pride** by investing time and effort into improving our school community.
- \* I am **Receptive** with a willingness to consider or accept new suggestions or ideas.
- \* I am **Motivating** others by demonstrating my passion and enthusiasm for my work. <sup>5</sup>

# PARENT PROFILE

## I am SUPPORTIVE

- \* I am an **Active Participant** in the school community and am consistently engaged in my children's events.
- \* I have a **Partnership with the School** and see myself as a positive collaborator in my children's education.
- \* I am **Willing to Listen** to others when my children's progress and well-being are a discussion topic.
- \* I am an **Advocate** for my children, always willing to make their education and future my top priority.
- \* I have a **Shared Responsibility** with the School community to help my children succeed knowing that home and School are the two halves of their success.

## I am a POSITIVE ROLE MODEL

- \* I am **Respectful** and model ethical, positive, and moral behavior in front of my children.
- \* I am **Responsible** and model for my children that positive behaviors lead to positive outcomes.
- \* I **Teach the Value of Education** to my children by modeling the importance of reading and literacy at home.
- \* I have a **Strong Work Ethic** and model for my children that hard work leads to successful outcomes in education and life.
- \* I consistently **Lead by Example** for my children and model the behaviors that will help them become upstanding, contributory citizens.

## I am ENGAGED

- \* I am **Active at School** and participate in my children's activities, events, and meetings about their progress.
- \* I consistently **Monitor** my children's progress in School regarding grades, attendance, and behavior.
- \* I am **Supportive** of my children's educational journey and provide them with positive encouragement.
- \* I am **Future-Oriented** and often talk with my children about post-secondary college, career, or military readiness.
- \* I demonstrate **Follow-Through** with my children by helping them meet my expectations and ensuring that I participate in their events as promised.

## I am a STRONG COMMUNICATOR

- \* I am **Open-Minded** and listen to others' input and feedback where my children are concerned.
- \* I am a **Good Listener** and take the time to listen to my children's teachers and others in the School community.
- \* I **Talk to My Children** frequently and openly and actively listen to what they need to say.
- \* I **Participate in Discussions** regarding my children and stay involved in School matters soliciting parent feedback.
- \* I am **Proactive** and seek to understand and address problems before little things become more significant issues.

## I MEET MY CHILD'S BASIC NEEDS

- \* I **Cultivate Confidence** in my children to help them believe that they can and will succeed.
- \* I meet the **Social and Emotional Needs** of my children by talking to them about whatever is weighing on their hearts and minds.
- \* I prioritize the **Investment of Time in my Children** to ensure they know that they are my most outstanding achievement and responsibility.
- \* I provide **Stability** in my home with structured routines and high expectations for being a good student and upstanding citizen.
- \* I prioritize my children's **Health and Safety Needs** by providing good nutrition, medical care, and a safe and loving home environment.

I am  
SUPPORTIVE



I am a  
POSITIVE  
ROLE MODEL



I am  
ENGAGED



# PARENT PROFILE

I am a  
STRONG  
COMMUNICATOR



I  
MEET  
MY CHILD'S  
BASIC NEEDS



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT  
A Proud Community of Champions – Soaring to Excellence

# BOARD MEMO



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:** Name and Department  
**Subject:** Agenda Item  
**Date:** Date of Board meeting

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### HISTORY:

### RATIONALE:

### BUDGET:

### ADMINISTRATIVE RECOMMENDATION:

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

*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.*

# STUDENT OUTCOME GOALS

## Student Outcome Goal 1 (HB 3; 5-year Goal)

The percentage of 3<sup>rd</sup> grade students that score at the approaches level on **STAAR mathematics** will increase from 58% in June 2022 to  $\geq 85\%$  by June 2028.

### Goal Progress Measure (GPM) 1.1 (District; 1-year Goal)

The average percentage of all PK-4 students meeting early mathematics skills benchmarks at MOY (Wave 2) will increase from 57% in May 2023 to  $\geq 58\%$  by June 2024 as measured by the CIRCLE Progress Monitoring School Benchmark Growth Report.

### Goal Progress Measure (GPM) 1.2 (District; 1-year Goal)

Students in grades K-2 will increase the percentage meeting their MOY mathematics growth projection from 49% in May 2023 to  $\geq 50\%$  by June 2024 as measured by MAP mathematics assessments.

### Goal Progress Measure (GPM) 1.3 (District; 1-year Goal)

Students in grade 3 will increase the percentage meeting their MOY mathematics growth projection from 60% in May 2023 to  $\geq 61\%$  by June 2024 as measured by MAP mathematics assessments.



# STUDENT OUTCOME GOALS

## Student Outcome Goal 2 (HB 3; 5-year Goal)

The percentage of 3<sup>rd</sup> grade students that score at the approaches level on **STAAR reading** will increase from 57% in June 2022 to  $\geq 80\%$  by June 2028.

### Goal Progress Measure (GPM) 2.1 (District; 1-year Goal)

The average percentage of all PK-4 students meeting early reading skills benchmarks at MOY (Wave 2) will increase from 63% in May 2023 to  $\geq 64\%$  by June 2024 as measured by the CIRCLE Progress Monitoring School Benchmark Growth Report.

### Goal Progress Measure (GPM) 2.2 (District; 1-year Goal)

Students in grades K-2 will increase the percentage meeting their MOY reading growth projection from 39% in May 2023 to  $\geq 40\%$  by June 2024 as measured by MAP reading assessments.

### Goal Progress Measure (GPM) 2.3 (District; 1-year Goal)

Students in grade 3 will increase the percentage meeting their MOY reading growth projection from 51% in May 2023 to  $\geq 52\%$  by June 2024 as measured by MAP reading assessments.



# STUDENT OUTCOME GOALS

## **Student Outcome Goal 3 (HB 3; 5-year Goal)**

SEISD will increase the percentage of **College, Career, and Military Readiness (CCMR)** points earned annually by SEHS seniors from 30% in May 2023 to  $\geq 88\%$  by June 2028 as measured by the A-F Accountability System.

## **Goal Progress Measure (GPM) 3.1 (District; 1-year Goal)**

The percentage of SEHS seniors earning a CCMR point by meeting any of the CCMR criteria will increase from 30% in May 2023 to  $\geq 40\%$  by June 2024, as measured by the OnData Suite CCMR Early Warning System.



**Q & A**

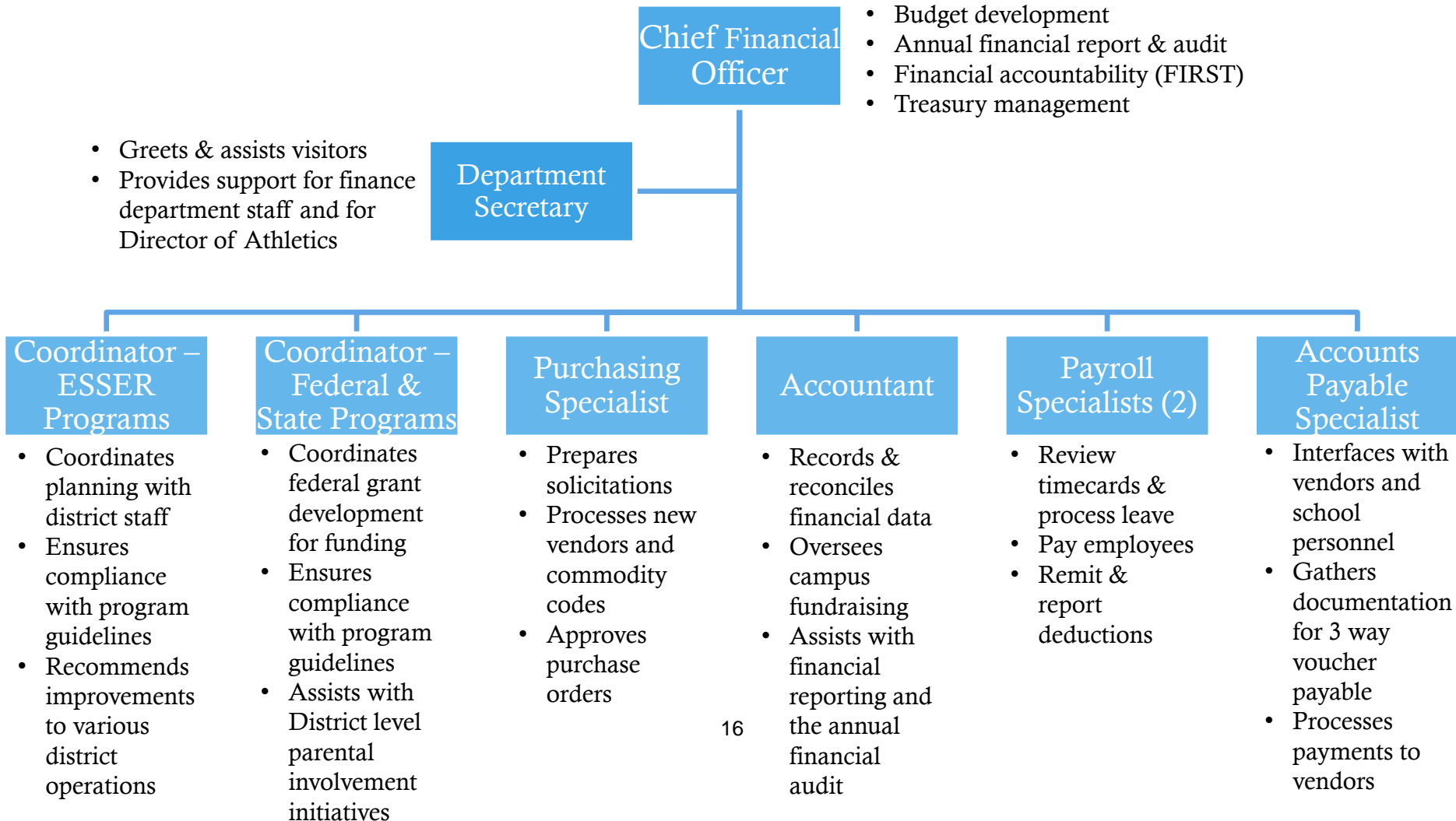
# Finance Overview

Local District Orientation

Mr. Norberto Rivas | Chief Financial Officer



# Organization Chart



# District Budget

*The budget is adopted by the Board in June*

## *Legal Requirements for Budget*

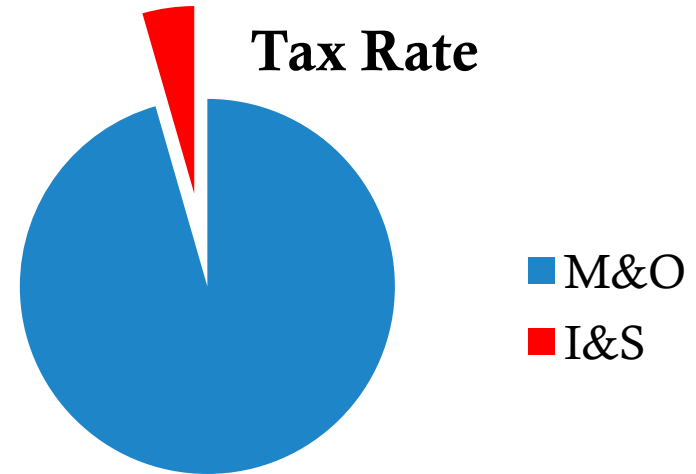
Sections 44.002 through 44.006 of the Texas Education Code establish the legal requirements for budget development in school districts and the Texas Education Agency has developed additional requirements:

- The Superintendent shall prepare the budget. The district budget must be prepared by June 19<sup>th</sup>.
- The President of the Board of Trustees must call a public meeting of the Board of Trustees, giving ten days public notice in a newspaper, for the adoption of the district budget. Any taxpayer in the district may be present and participate in the meeting.
- The budget must be adopted by the Board of Trustees by June 30<sup>th</sup>.
- The budget must be legally adopted before the adoption of the tax rate.
- At a minimum, budgets for the General Fund, Food Service Fund, and Debt Service Fund must be included in the official district budget.
- A school district must amend the official budget before exceeding a functional expenditure category.
- The District operates on a fiscal year beginning July 1 and ending June 30.

# Tax Rates

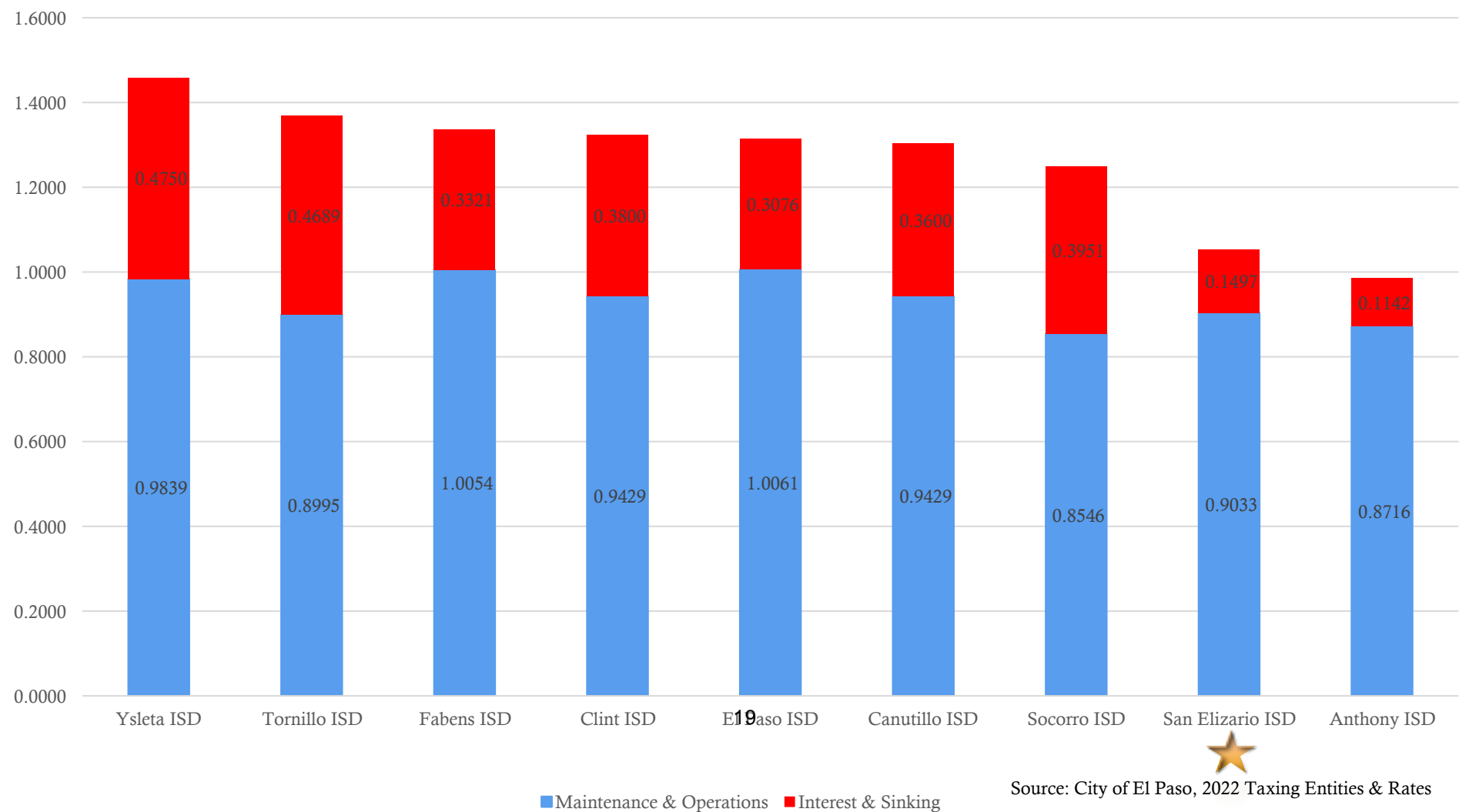
*The tax rate is adopted by the Board in September*

- ◆ What are property taxes?
  - ◆ Property taxes are local taxes that pay for schools, streets, police, fire protection and many other services depending on the governmental entity levying the tax.
  
- ◆ What is the District's tax rate comprised of?
  - ◆ Maintenance & Operations (M&O)
    - ◆ Teachers/Support Staff Salaries
    - ◆ Supplies, Materials, & Equipment
    - ◆ Transportation & Utilities
  - ◆ Interest & Sinking (I&S)
    - ◆ Construction Projects
    - ◆ School Buildings



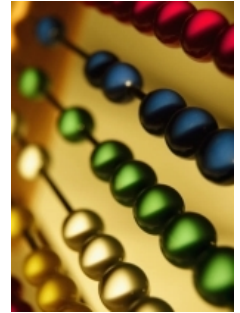
# Tax Rate Comparison

## 2022 Tax Rate Comparison



# Fund Accounting

- Each fund is a separate fiscal entity in the school district much the same as various corporate subsidiaries are fiscally separate in private enterprise.
- The separate funds are established by the school district for the specific activities and objectives in accordance with statues, laws, regulations, restrictions, or for specific sources .



## Fund Types

Governmental	Internal Service	Fiduciary
<ul style="list-style-type: none"> <li>• Food Service Fund</li> <li>• General Fund</li> <li>• Special Revenue Funds</li> <li>• Debt Service Fund</li> <li>• Capital Projects Fund</li> </ul>	<ul style="list-style-type: none"> <li>• Health Insurance Fund</li> <li>• Workers Compensation Fund</li> </ul>	<ul style="list-style-type: none"> <li>• Student Club Funds</li> </ul>

## Account Code Structure

Fund	Function	Object	Sub Object	Organization	Program Intent
XXX	XX	XXXX	XX	XXX	XX
Identifies the purpose and source of the resource	Identifies the purpose of the expenditure	Identifies what commodity/service is being purchased	An extension of the object code to further define the nature and object of an account	Identifies the campus/department attributable to the expenditure	Identifies the attributable student population group

# Audit

*The audit report is presented for Board approval in November*

## ACCOUNTING AUDITS

CFC  
(LEGAL)

### Annual Audit

The board shall have its district fiscal accounts audited annually at district expense by a certified or public accountant holding a permit from the State Board of Public Accountancy. The audit must be completed following the close of each fiscal year.

The independent audit must meet at least the minimum requirements and be in the format prescribed by the State Board of Education (SBOE), subject to review and comment by the state auditor. The audit shall include an audit of the accuracy of the fiscal information provided by the district through the Public Education Information Management System (PEIMS).

*Education Code 44.008(a), (b)*

<b>Annual Financial Report Summary by Fiscal Year</b>	<b><u>2021-2022</u></b>	<b><u>2020-2021</u></b>	<b><u>2019-2020</u></b>
Auditors Opinion	Unmodified	Unmodified	Unmodified
Financial Statement Findings	None	None	None
Federal Award Findings and Questioned Costs	None	None	None
General Fund Unassigned Fund Balance	\$ 14,983,297	\$ 12,554,947	\$ 10,358,436
General Fund Total Fund Balance	\$ 16,175,025	\$ 13,295,680	\$ 10,805,201

# FIRST

*FIRST ratings are usually released by TEA in August and presented to the Board in September or October*

## Financial Integrity Rating System of Texas

The state's school financial accountability rating system, known as the School Financial Integrity Rating System of Texas (FIRST), ensures that Texas public schools are held accountable for the quality of their financial management practices and that they improve those practices. The system is designed to encourage Texas public schools to better manage their financial resources to provide the maximum allocation possible for direct instructional purposes.

Types of indicators that are scored:

- ✓ Critical Indicators
- ✓ Solvency Indicators
- ✓ Financial Competence Indicators

CDN	School District	2021-22 Score	2020-21 Score	2019-20 Score
071901	Clint ISD	98	100	98
071902	El Paso ISD	94	96	98
071903	Fabens ISD	100	96	86
071904	<b>San Elizario ISD</b>	100	94	92
071905	Ysleta ISD	90	92	98
071906	Anthony ISD	86	88	86
071907	Canutillo ISD	98	100	96
071908	<sup>22</sup> Tornillo ISD	94	92	84
071909	Socorro ISD	96	96	96

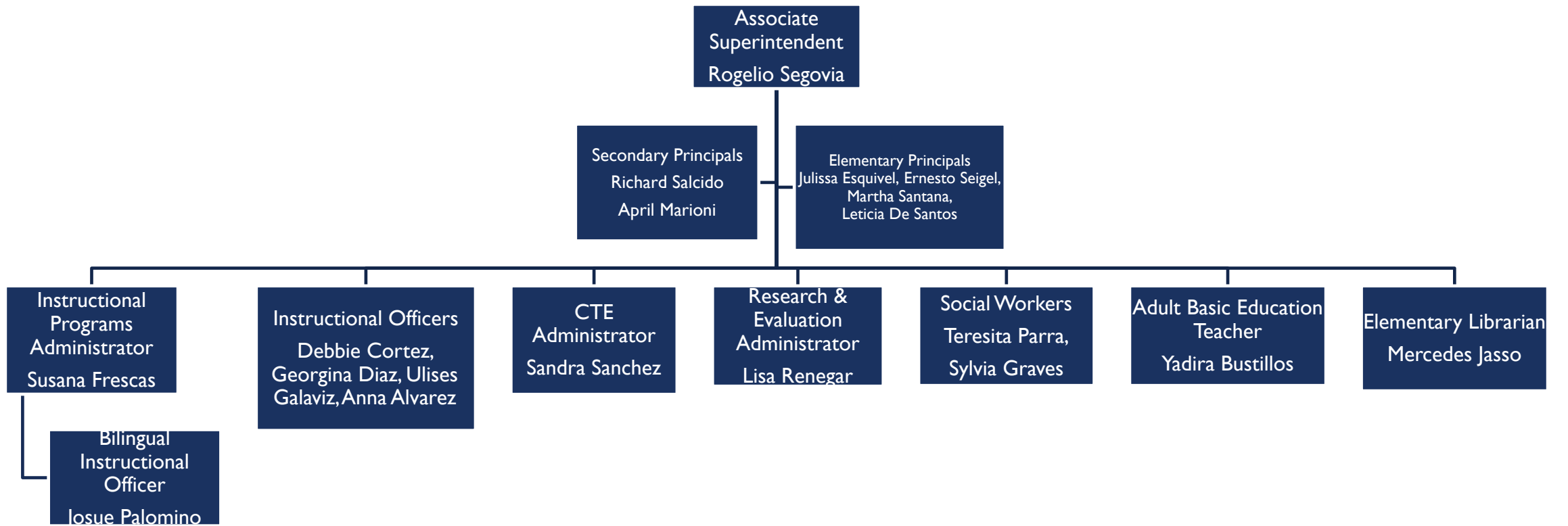
# PLANNING & INSTRUCTION DEPARTMENT



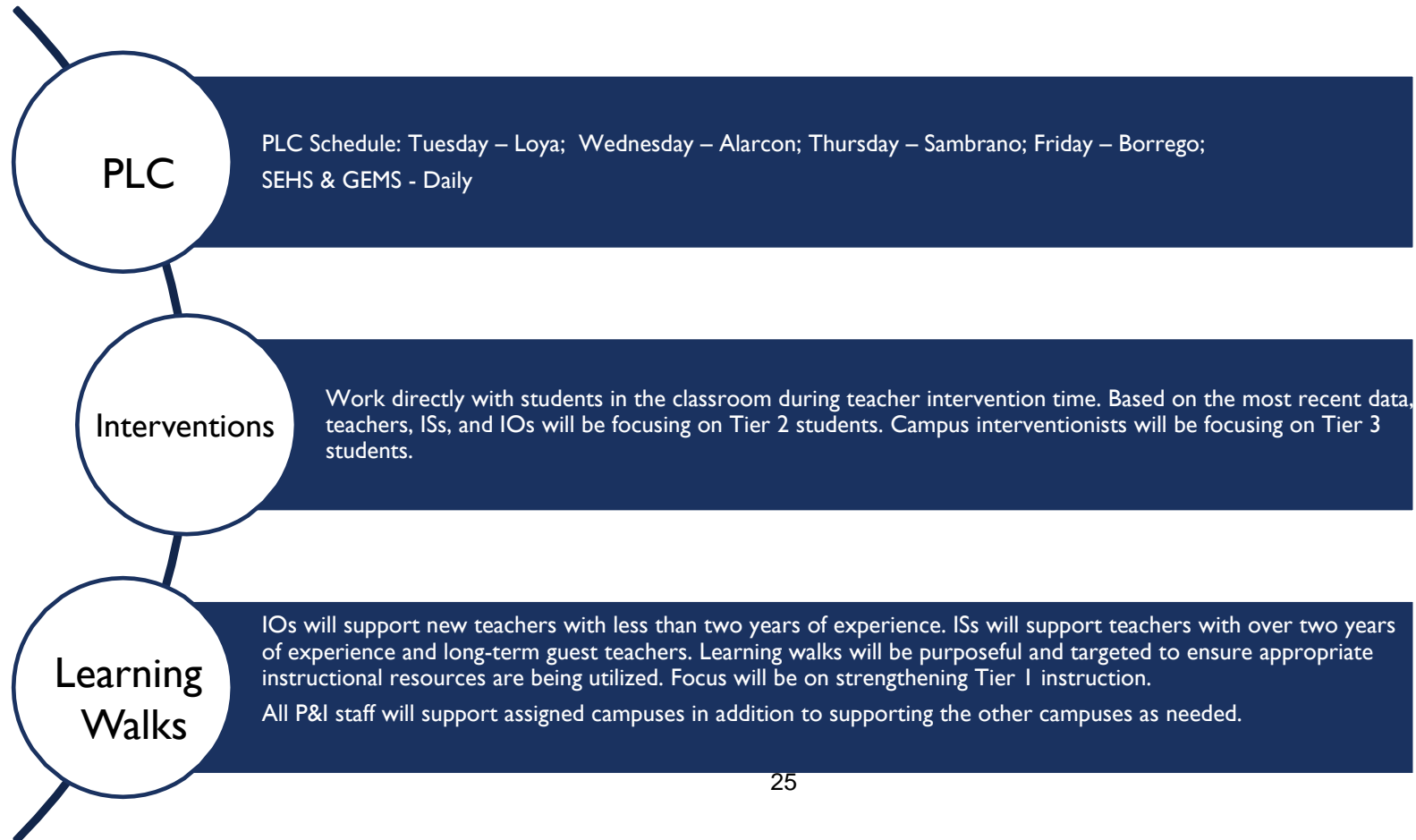
## LOCAL DISTRICT ORIENTATION

DR. ROGELIO SEGOVIA | ASSOCIATE SUPERINTENDENT

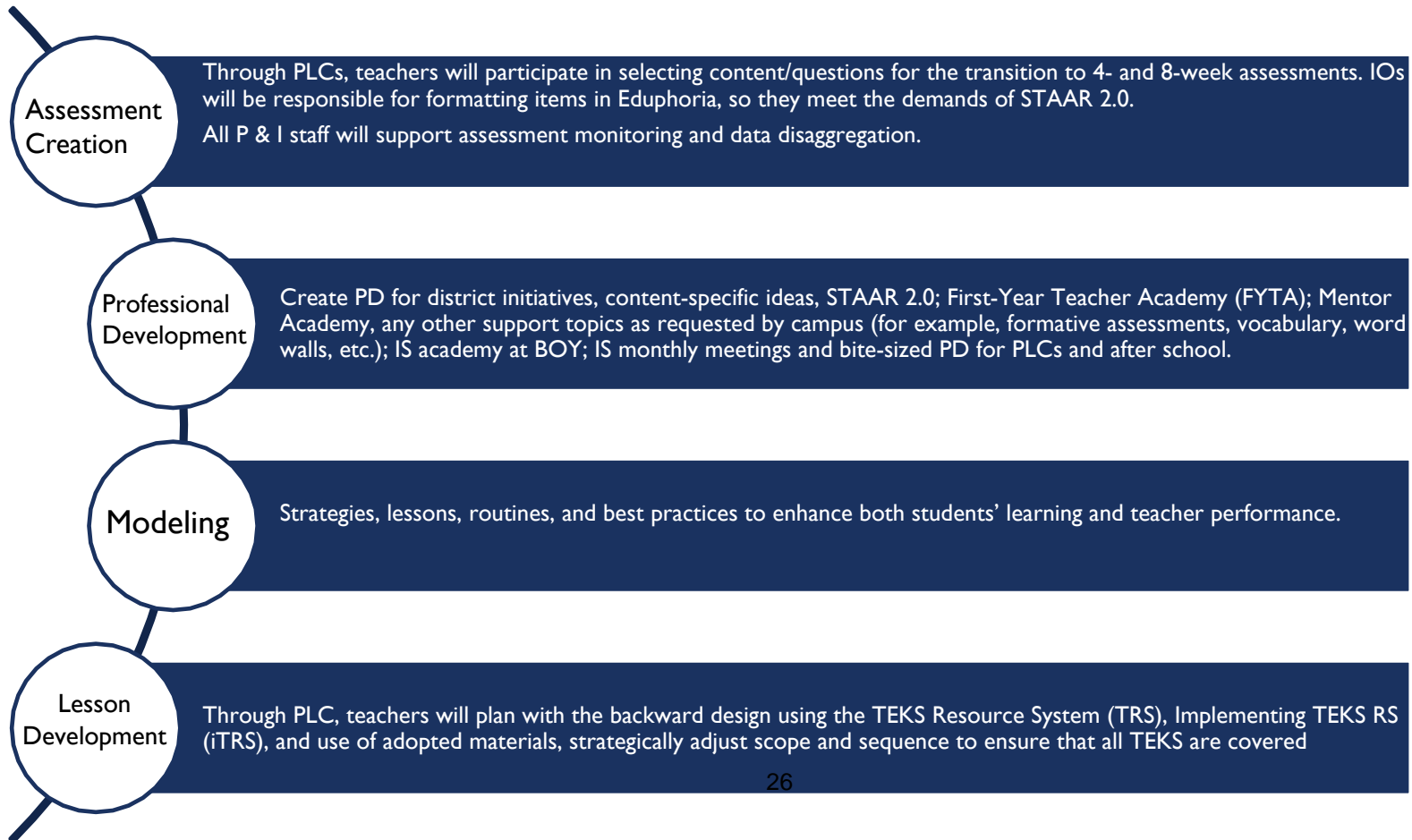
# P&I -- ORGANIZATIONAL CHART



# P&I – CO-SUPPORT PLAN (INSTRUCTION)



# P&I – CO-SUPPORT PLAN (INSTRUCTION)



# INSTRUCTIONAL, ASSESSMENT & SCHOOL LEADERSHIP SUPPORT

- Dual Language (PreK – 4<sup>th</sup>), Bilingual Program (5<sup>th</sup> – 12<sup>th</sup>)
- Gifted & Talented (K – 12<sup>th</sup> grade levels)
- Special Education (all grade levels)
- Career & Technical Education (7<sup>th</sup> – 12<sup>th</sup>)
- Early College High School (9<sup>th</sup> – 12<sup>th</sup>)
- School Libraries (all grade levels)
- Core Curriculum (all contents, all grade levels)
- Teacher Incentive Allotment
- STAAR/EOC/TELPAS/CCMR compliance (all grade levels applicable)
- Language Proficiency Assessment Committee (LPAC) compliance (all grade levels)
- MAP Assessment (K – 12<sup>th</sup> grade levels)
- Pupil Services
- School Leadership
- Discipline
- Principal Development & Support

<b>CM</b> CHANGE MANAGEMENT	<b>LT</b> LEADERSHIP TEAM	<b>DI</b> DISCIPLINE	<b>PR</b> PRIORITIZATION	<b>UP</b> UNION PARTNERSHIPS	<b>ME</b> MENTORSHIP
<b>IR</b> INSTRUCTIONAL ROUNDS	<b>TE</b> TERMINATION	<b>PP</b> PRINCIPAL PRACTICES	<b>GO</b> GOAL SETTING	<b>SS</b> SAFETY AND SECURITY	<b>EM</b> ETHICAL MISCONDUCT
<b>PO</b> PROGRESS OVER PERFECTION	<b>SC</b> SCHOOL CLIMATE	<b>IL</b> INNOVATION LEADERSHIP	<b>SD</b> SITUATIONAL DECISION-MAKING	<b>CX</b> COMMUNICATION EXCELLENCE	<b>SR</b> STRATEGIC RETENTION
<b>DD</b> DATA-DRIVEN DECISION-MAKING	<b>TL</b> TURNAROUND LEADERSHIP	<b>CL</b> CRISIS LEADERSHIP	<b>MV</b> MISSION AND VISION	<b>HI</b> HIRING	<b>PC</b> PILOTING CRAZY IDEAS
<b>FE</b> FACULTY EVALUATION	<b>ID</b> INCLUSIVITY AND DIVERSITY	<b>CU</b> CURRICULUM LEADERSHIP	<b>OX</b> OPERATIONAL EXCELLENCE	<b>DL</b> DOUBLE LOOP LEARNING	<b>SP</b> SUCCESSION PLANNING



# HUMAN RESOURCES DEPARTMENT



Local District Orientation

Mrs. Blanca Cruz | Executive Director



# WHO WE ARE



Fanny Gallardo  
Secretary



Elizabeth Guerrero  
HR Specialist



Stephanie Ruiz  
Compensation/Data Analyst



Roberto Gallegos  
Risk Management

# WHAT WE DO



Recruitment – Job Postings, Screening, Interviews



Onboarding – Orientation, Training, Paperwork



Benefits – Health Insurance, Life Insurance, Worker's Comp, FMLA



Employee Relations

Conflict Resolution – Mediate and resolve conflicts among employees  
Disciplinary Action – Enforce disciplinary policies and procedures when necessary



Performance Management – Coordinate the Evaluation Process



Compliance – Equal Opportunity Employee, Safety Regulations

# WHAT WE DO

Certifications (Teachers, Aides, Administrators, etc.)

Driver License

Backgrounds

Employee Contracts

Compensation

Open Records Request

Employee Handbook

# WHAT WE DO

Staffing

Position Control

Days on Duty Calendars

Job Descriptions

Maintenance of Personnel Records

Submission of salary surveys to TASB

Service Records

# OTHER ACTIVITIES



Teacher of the Year Event



Employee Appreciation Activities



Creation of Employee Surveys and Data Disaggregation



Assist in the District's Convocation Planning



Volunteer Appreciation and Processing



In collaboration with Legal Counsel, Develop Board Resolutions (Employee-Related)



# THANK YOU FOR YOUR SUPPORT!



# Technology Department

Local District Orientation

Mr. Horacio Hernandez | Executive Director

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# Topics that will be covered:

Technology Mission Statement

Technology Vision Statement

- Goals
- Objectives

Technology Department Overview

2020-2021 IT Projects Completed

2021-2022 IT Completed & Pending Projects

# Technology – “Innovation and Excellence”

## Mission Statement

The mission of the San Elizario ISD Technology Department is to provide effective and efficient services and operations to facilitate the district's goals as they apply to compliance, teaching, learning, and operational support.

# Technology - Vision Statement

The San Elizario ISD Technology Department function is to deliver exceptional customer service, technical and automated services in support of instructional and administrative goals utilizing available resources, including the talents of its personnel and emerging technology tools.

## Goals

To deliver superior support to all district employees in providing efficient service on all technology requests.

Build and maintain a robust, reliable and flexible technology system on an infrastructure that embraces anywhere, anytime, any device access.

Provide leadership and vision in planning, research, implementation, training, maintenance and support to campuses and departments for the effective use of technology into teaching, learning school, and district operation.

Technology –  
Vision  
Statement Cont.

## Objectives

- Expose department staff to current and emerging technology tools and resources for proper user support and maintenance.
- Provide timely, exceptional customer service to all district stakeholders.
- Update and maintain all district hardware and software for optimal operation use.



# Numbers in Technology

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Cameras: 255

Access Points: 413

Ipads: 1000

Chromebooks: 2400

Chromeboxes: 172

Windows OPS: 80

ActivPanels: 160

Physical Servers: 40

- Virtual Servers: 70

Telephones: 622

Laptops: 1600

Desktops: 1400

Mac Desktop/Laptop: 120

# Technology Department Overview

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## Level 1 Support

- Helpdesk
  - Extension: 3489 (over the phone)
  - Create work order via phone, email, or portal
  - Remote Support (if possible)
  - Transfer work order to Level 2 Support (if needed)

## Level 2 Support

- Assigned campus IT Specialists
  - In person support
  - Provide quotes
  - In-campus visits
  - Technology Disposal

## Level 3 Support

- Troubleshooting of more complex systems
  - Telephone system
  - Internet Access
  - Email
  - TEAMS
  - Wireless Access Points
  - Other systems

## PEIMS Coordinator

- Responsible of all PEIMS and attendance related submissions
- Provides PEIMS and attendance related updates to campus administration, teachers, faculty, and staff
- Works, trains, and supports campus registrars and attendance clerks

# 2022-2023 IT Projects Completed

## Clever System Implementation

- Single-Sign On
- Rostering

## Onboarding System

- For Staff
- For Students

## Microsoft 365 A5 Security

- Purchase
- Implementation

## District Door Access Project Initiative

- Alarcon Elementary School

## Disaster Recovery Migration

## Silent Panic Attack at Loya Primary

## Audio & Video Systems at Borrego, GEMS, and SEHS

# 2022-2023 Projects Completed Cont.

Classroom audio amplification demo install at Sambrano Elementary

Digital signage screens district-wide

New student device ordering, enrollment, and deliveries

- San Elizario High School
- Garcia-Enriquez Middle School
- Borrego Elementary School
- Alarcon Elementary School
- Borrego Elementary School

Nutrition Services camera replacement and additions

5 Gbps internet upgrade speed

New network router installation, configuration, and rollout at NOC

Environmental smart sensors installation, configuration, and rollout

Video Conferencing room upgrades

Universal/Zero Trust Printing

Deployment of state testing program Cambium, NWEA, Vernier graphical, Riverside to student laptops, Chromebooks, iPads

# 2023-2024 IT Pending Project

## District Door Access Project

- GEMS
- Loya
- Sambrano
- Borrego
- SEHS

Erate Funded Fiber Optic District WAN Project (Approved)

Erate Funded Network Electronics for SEHS and GEMS (Pending)

Internet Bandwidth Upgrade to 10 Gbps

Voice amplification system for every classroom

Network Access Control (NAC) Implementation

Generator for NOC

Telephone System Gateway and Handsets Upgrades

District and campus websites upgrade

# Q&A



**Department of Support Services**  
Local District Orientation  
Mr. Jesus Martinez | Executive Director

# SUPPORT SERVICES OPERATIONS



Jose Cardona – Security  
Supervisor



Jesus Martinez – Executive Director



Leo Benitez –  
SS/Maintenance and  
Transportation Supervisor



Joe Gomez –  
Grounds/Custodial and  
Warehouse Supervisor

**The goal of Support Services is to enhance our district's learning environment by channeling resources to match the needs of students and staff in the areas of Grounds, Custodial, Maintenance / Facilities, Security, Transportation and Warehouse.**



# Departments

- Maintenance
- Transportation
- Security
- Grounds
- Warehouse
- Custodial



# Maintenance



- 9 employees
- Routine checks of facilities
- Troubleshooting issues
- Repair and service equipment such as lighting, special systems, Heating ventilation and air conditioning systems, exhaust fans, boilers, circulating pumps, and lift stations
- Locksmith and door inspections and repairs
- Maintenance work orders (180-210 monthly)
- Over 255 HVAC units districtwide
- Oversee construction <sup>50</sup> and facility improvement projects



# Transportation

- ▶ 37 employees
- ▶ Approximately 900 students are transported daily to and from school
- ▶ Manage 75 established routes
- ▶ After school tutorials
- ▶ Activities
- ▶ 850 field trips completed yearly, on average
- ▶ Manage fleet of 45 school buses



# Security



- 16 employees
- Coverage is provided 24/7 including weekends and all holidays
- Protect students, staff and the property
- Monitor and conduct inspections and drills
- Manage mandated yearly campus safety drills
- Traffic control and plans for campus and district events
- TEA compliance of safety standards



# Grounds

- ▶ 6 employees
- ▶ Heavy equipment and implements
- ▶ Maintain 9 sites in the district (6 campuses, 3 other facilities)
- ▶ Athletic fields maintenance and prep for UIL competition
- ▶ Storm water retention ponds
- ▶ The group oversees anything that grows by cultivating, fertilizing, cutting, pruning, grooming, aerating, plowing, irrigating, and weed control management



# Warehouse

- ▶ 6 employees
- ▶ Approximately 4,600 transactions monthly (receipts and requisitions)
- ▶ Receiving
- ▶ Delivery of goods
- ▶ Inventory control
- ▶ District mail (incoming and outgoing)
- ▶ Tagging of all fixed assets



# Custodial

- ▶ 37 employees
- ▶ 753,883 square feet of building space maintained district-wide
- ▶ Cleanliness
- ▶ Event set-ups
- ▶ Health and safety compliance
- ▶ Play a key role in providing an optimal learning environment



Thank You!



San Elizario  
ISD



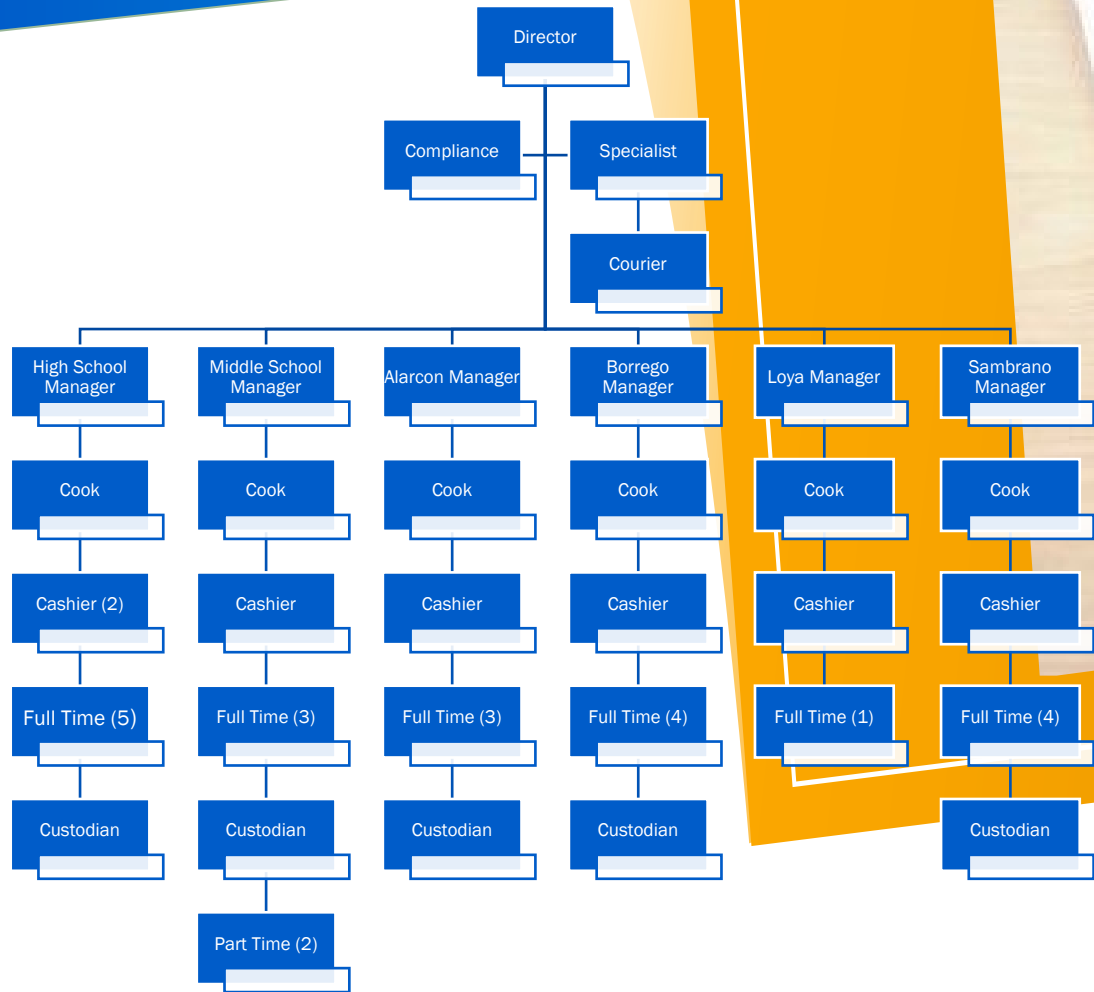
# Child Nutrition Services

Local District Orientation

Ms. Aggie Reyes | Executive Director



# CNS Organizational Chart



## Department Data

Funded by United States Department of Agriculture & overseen by the Texas Department of Agriculture

Federal reimbursement is received for every meal served that meets program requirements

Meals served in 2022-2023

Breakfast 405,178

Lunch 390,201

Snack 27,513

Supper 27,748



All students eat FREE!

The Community Eligibility Provision (CEP) allows schools in low-income areas to provide free breakfast & lunch to all students



## School Nutrition Programs

**Breakfast (\$2.73)**

**Lunch (\$4.71)**

**Snack (\$1.17)**

**Supper (\$4.25)**

**Fresh Fruit & Vegetable**  
(at select schools)

**Summer Meal Service**  
(at select schools)



## Health & Wellness

School Nutrition Programs safeguard the health and wellbeing of children by providing nutritional meals each school day.

Children gain a full understanding of the relationship between proper eating and good health that will improve their eating habits for a lifetime.



Child Nutrition Services proudly serves the <sup>62</sup>San Elizario Community!

Thank you!



# Athletics

## Local District Orientation

Mr. Cesar Morales | Executive Director



The National Federation of High Schools  
(NFHS)



is the authority on competition rules for each sport.



- ▶ The University Interscholastic League (UIL) along with the Texas Education Agency (TEA) sets rules regarding:
  - ▶ Number of games to be played
  - ▶ Eligibility rules, including residence and academics
  - ▶ No Pass, No Play (TEA)
  - ▶ Playoff format
  - ▶ Additional sports rules
- ▶ UIL also enforces rules and regulations regarding coaches.
  - ▶ All coaches must be full time district employees (exception Co-Op students: full time college students that are allowed to coach at the middle school level only)



# TEA Required Certifications

## Texas education code requirements

- ▶ TEC Chapter 33.086 – Certification – CPR and First Aid Training
  - ▶ Athletics coaches, athletic trainers, cheerleading sponsors and other head directors of UIL extra-curricular activities must have a current certification filed with the district.
- ▶ TEC Chapter 22.902 – Certification – AED Training
  - ▶ Athletic coaches and sponsors, school nurses, PE teachers, marching band directors, and students that serve as an athletic trainer must have a current certification filed with the district.
- ▶ TEC Chapter 33.202 – Annual Requirement – Safety Training
  - ▶ Training provided by UIL within the Rules Compliance Program (RCP). Athletic coaches must complete prior to contact with students.
- ▶ TEC Chapter 38.158 – Annual Requirement – Concussion Training
  - ▶ Athletic coaches, athletic trainers and potential members of the Concussion Oversight Team must complete the training annually.



# UIL Requirements Coaches Certification Program (CCP)

- ▶ The CCP consists of both UIL and state law requirements and requires a coach to complete the prescribed components on a yearly basis, prior to their sport season. Completion of the CCP will recognize coaches as UIL certified coaches.





## Required Coaches Certification Program (CCP) Modules

- ▶ Constitution & Contest Rules
- ▶ Ethics
- ▶ UIL Steroid Education
- ▶ Safety Training (state law)
- ▶ Concussion Training (state law)
- ▶ Sports Specific Training – each sport has it's own sport specific module



# Required CCP Modules



**Football coaches only – Best Practices in Tackling certification will be required for all first-year football coaches for all football coaches every two years.**



**First Year Coaches Only – Fundamentals of Coaching in Texas (or JH volunteers) or coaches in their first year to coach in the state of Texas.**



**Cheerleading Coach/Sponsor only – Safety/Risk Minimization for Cheerleading Course**

Must have a current certification or annual training completed prior to contact with participants.



# What sports do we offer?



**Football**



**Cheerleading**



**Volleyball**



**Tennis**



**Cross Country**



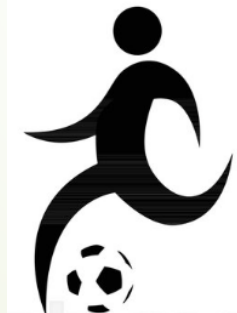
**Basketball**



**Golf**



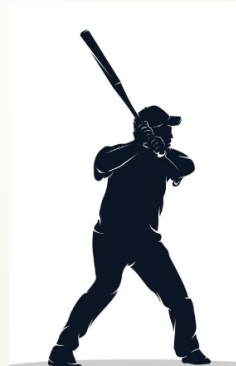
**Wrestling**



**Soccer**



**Softball**



**Baseball**



**Track & Field**

# Garcia Enriquez Middle School

- ▶ We compete in the Little 13 Conference and in the East Division.

The Little 13 Conference consists of small county middle schools: Garcia-Enriquez, Fabens, Tornillo, Clint, Horizon, Ricardo Estrada, East Montana, Alderete, Canutillo, Anthony, Gadsden, Chaparral, and Santa Teresa, Ft. Hancock and Harmony.

- ▶ As per UIL, Middle School students are allowed to participate in games/contests only once a week.



# San Elizario High School

- ▶ SEHS competes in the District 1-2 AAAA and Region 1 of UIL.
- ▶ This district consists of San Elizario, Clint, Fabens, Riverside, Mt. View, Austin, Bowie, Irvin, Harmony and Young Women's Academy.



# UIL Region 1

## Conference 1-4A

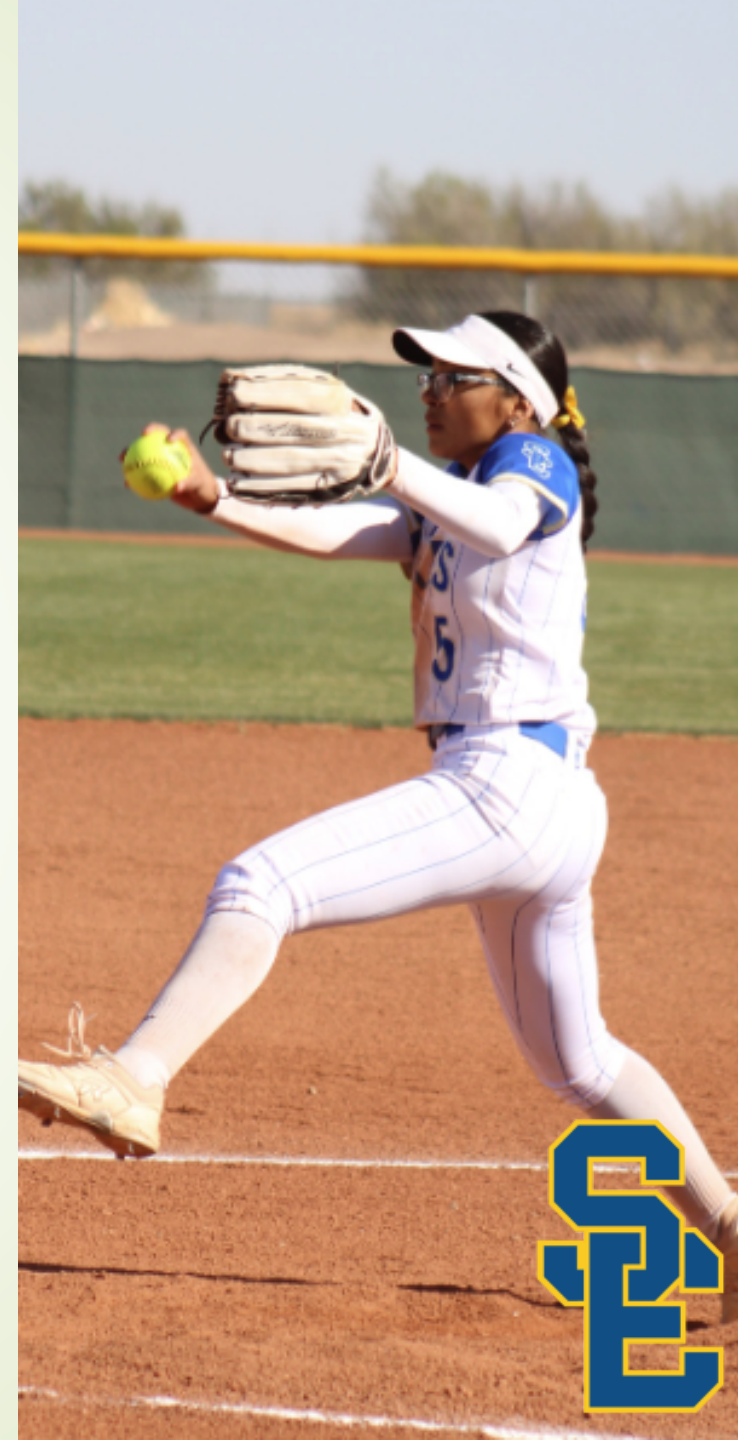
- Football (5 teams)
- Team Tennis (9 teams)
- Soccer (10 teams)

## Conference 2-4A

- Volleyball (6 teams)
- Cross Country (6 teams)
- Basketball (Girls-6 teams, Boys-5 teams)
- Softball (4 teams)
- Baseball (4 teams)
- Spring Tennis (6 teams)
- Track and Field (6 teams)

## Conference 2-5A

- Wrestling (10 teams)



# Local Orientation for School Trustees: A primer on open meetings, public information, code of ethics and social media guidelines

BY STEVEN J. BLANCO,  
DISTRICT LEGAL COUNSEL



**BLANCO**  
**ORDOÑEZ**  
**MATA &**  
**WECHSLER, P.C.**  
Attorneys and Counselors At Law

# Our Road map



1. Role of School Board Members
2. SEISD Board Members' Code of Ethics
3. Open Meetings Laws
4. Sunshine/Public Information Laws
5. Social Media Guidelines

# Texas School Board Trustees



- School board members are unique elected officials.
- They do not serve as representatives of their “constituents” or a group of voters but rather serve in the best interest of the school district as a whole.
- Texas school board trustees serve without compensation.

# Texas School Board Trustees



- Under Texas law, Trustee = trustee is any person who holds property, authority, or responsibility for the benefit of another, the beneficiary.
- Your beneficiaries are the SEISD school children.
- Broad immunity for actions taken in official capacity.
- The fiduciary duties of trustees include
  - the duty of good faith,
  - prudent investing, and
  - compliance.

# Texas School Board Trustees



1. Duty of good faith = unwavering duty of good faith, fair dealing, loyalty and fidelity over the affairs of the district

- Forbids conflict between trustee's self-interest and trustee's duty to beneficiaries (school children) and school district.

2. Prudent investing = a duty of prudent investing by exercising reasonable care, skill, and caution.

- Investments must conform with board policies.
- All financial decisions, especially substantial expenditures require prudent decision-making.

# Texas School Board Trustees



3. Compliance = a trustee owes the beneficiary a duty of compliance with all applicable law and policy.

# Role of Trustees v. Superintendent - a few examples (non-exhaustive list)



## School Board - Governance & Oversight

- Goal setting and evaluation of the superintendent
- Provide oversight regarding student academic achievement and strategic leadership for maximizing student performance.
- Establish performance goals concerning the district's academic performance.
- Enter into contracts
- Adopt an annual budget for the district and tax rate each fiscal year.
- Monitor district finances, and ensure that district fiscal accounts are audited annually
- Make decisions relating to termination or nonrenewal of district employees

## Superintendent - Management

- Exclusive management of the day-to-day operations of the district
- Must assume administrative responsibility and leadership for the organization of education programs, services, facilities, and staff appraisal
- Provide leadership for the attainment and improvement of student performance.
- Develop, evaluate, and revise annually a district improvement plan to guide staff in improvement of student achievement.
- Must initiate the termination or suspension of an employee or the non-renewal of an employee's contract

# Texas School Board Trustees



## Oversight of Management

- The legal structure or distinctions between trustees and superintendent are intended to allow the superintendent the necessary freedom to execute his duties.
- Trustees' appropriate role is to provide oversight of management, not micromanagement:
  - ✓ setting the district's vision and goals
  - ✓ establishing policy and
  - ✓ evaluating administrations efforts to meet those goals.

# Texas School Board Trustees



## Avoid Violations of Micromanagement and Special Investigations

- Micromanagement = the attempt by a board or one or more of its members to deal with administrative matters that are the administrative responsibility of the superintendent acting within overall policy set by the board or in conformance with state or federal law. Am. Ass'n of Sch. Administrators and Nat'l Sch. Bds., Roles and Relationships: Sch. Bds. and Superintendents (1994).
- Under Texas law, the commissioner of education may authorize a special accreditation investigation (“SAI”) to be conducted in response to an allegation involving a conflict between board members or between the board and the district if it appears that the conflict involves a violation of a role or duty of the board members or the administration. Tex. Educ. Code § 39.057(a)(6).

# Board Members Ethics



SEISD Board Members are bound by SEISD's Code of Ethics which include being fair, just and impartial in all decisions and actions, respect, encouraging expressions of differing opinions, ensuring prudent and accountable use of district resources, and fulfilling the board's responsibilities of goal setting, policymaking, and evaluation.

# Board Members Ethics



As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

Policy BBF (Local)

# 1. Equity in Attitude



- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Policy BBF (Local)

## 2. Trustworthiness in Stewardship



- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

# 3. Honor in Conduct



- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

Policy BBF (Local)

## 4. Integrity of Character



- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

Policy BBF (Local)

## 5. Commitment to Service



- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Policy BBF (Local)

## 6. Student-Centered Focus



- I will be continuously guided by what is best for all students of the District.

Policy BBF (Local)

# Board Member Ethics



The Code of Ethics can be found at SEISD Policy BBF (Local) (“Board Members’ Ethics”), available online at:  
<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=442&code=BBF>

Policy BBF (Local)



# Texas Open Meetings Act



# What is a Meeting?



What is a meeting? Under the Texas Open Meetings Act (“TOMA”), a meeting means either a deliberation OR a gathering defined as follows:

# What is a Meeting?



## DELIBERATION

i. between a quorum of a governmental body, or between a quorum of a governmental body and another person; AND

ii. during which public business or public policy over which the governmental body has supervision or control is discussed or considered OR

iii. during which the governmental body takes formal action.

Tex. Gov't Code § 551.001(4)(A).

# What is a meeting?



## GATHERING

- i. conducted by the governmental body or for which the governmental body is responsible;
- ii. at which a quorum of members of the governmental body is present;
- iii. that has been called by the governmental body; **AND**
- iv. at which the members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of the governmental body, about the public business or public policy over which the governmental body has supervision or control.

Tex. Gov't Code § 551.001(4)(B).

# Social function ≠ Meeting



- Purely social functions are not meetings. The term "meeting" does not include:
  - the gathering of a quorum of a governmental body at a social function unrelated to
  - the public business conducted by the governmental body,
  - if no formal action is taken
  - and any discussion of public business is incidental to the social function.

Tex. Gov't Code § 551.001(4)(B).

# Trainings/conferences ≠ Meeting



Regional training sessions are not meetings.

- The term "meeting" does not include the gathering of a quorum of a governmental body at regional, state, or national workshops or conventions, if:
  - no formal action is taken and
  - any discussion of public business is incidental to the workshop or convention.

Tex. Gov't Code § 551.001(4)(B).

# Convening a Meeting



A meeting may not be convened unless a quorum of a governmental body is present in the meeting room. Tex. Gov't Code § 551.001(2), (4).

- Exceptions: rare emergency teleconference or highly-technical videoconferencing (previously allowed during Covid under Gov.'s suspension of certain TOMA provisions to allow for virtual school board meetings, ended effective Sept. 1, 2021).

# Voting in Open Session



A final action, decision, or vote on a matter may only take place in an open session held in compliance with the Act.

Tex. Gov't Code § 551.102.

# Audio Recording Required



A board must make at least an audio recording of the meeting.

The recording must be made available to the public.

Tex. Gov't Code § 551.127(g).

# Public Records



The minutes and recordings of an open meeting are public records and must be made available for public inspection and copying on request.

Tex. Gov't Code § 551.022.

# Public Comments



The governmental body's response to public comments not otherwise on the agenda is limited to:

- (1) a statement of specific factual information, or
- (2) a recitation of existing policy in response to the inquiry.

Any deliberation shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

**Tex. Gov't Code § 551.042.**

**Note:** Even if an issue addressed in the public comment portion of the meeting is on the agenda, the governmental body does not have to respond to the comments.

# Public Recordings & Disruption



- The public has a right to record the open session of a meeting.
- The board, however, may adopt reasonable rules to maintain order during its meetings
  - Rules/Policy cannot prevent or unreasonably impair public's right to record

See SEISD Policy BED (Local).

# Public Recordings & Disruption



It is a criminal offense for a person, with the intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the meeting by physical action or verbal utterance. Tex. Penal Code § 42.05

As a last resort, the school district can request the assistance of the police to escort a disruptive individual from a meeting.

# What is a Quorum?



A quorum means a majority of a governmental body, except in the rare circumstances that another definition is provided by law. Tex. Gov't Code § 551.001(6).

This rule applies regardless of any vacancies in the governmental body. Op. Tex. Att'y Gen. No. JM-1 127 (1989).

Therefore, four members of a seven-member school board constitute a quorum, even if there are vacancies on the school board. <sup>106</sup>

# Mere Physical Presence



The mere physical presence of a quorum does not constitute a meeting.

The presence of a quorum of a governmental body in the same room is not necessarily a "meeting."

Deliberation of public business or a gathering to receive information from or give information to a third person must occur.

# Prohibited “Walking Quorums”

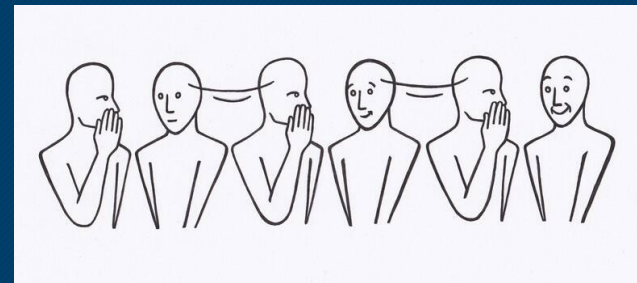


"Walking quorums" are meetings of less than a quorum in an attempt to circumvent the Open Meetings Act.

A "walking quorum" occurs when ...

Members of a governmental body deliberately hold serial meetings of less than a quorum outside of a public meeting and then at a subsequent public meeting ratify the decisions made in private in an attempt to circumvent the Act.

*Esperanza Peace & Justice Ctr. v. City of San Antonio*, 316 F. Supp. 2d 433 (W.D. Tex. 2001)



# Email Communications



Written communications, including text and email, between board members outside of a public meeting can constitute illegal “deliberation.”

Avoid any written communication regarding district business among a quorum of board members or resulting in a quorum.

# Consequences - Violations of the TOMA



- **Invalidation:** A court may invalidate a governmental body's action taken in violation of the Act. Tex. Gov't Code § 551.141. Invalidation of one action item does not affect the validity of other actions taken at the same meeting. *Point Isabel Indep. Sch. Dist. v. Hinojosa*, 797 S.W.2d 176 (Tex. App.—Corpus Christi 1990, writ denied).
- **Ratification:** The action at issue may be corrected and ratified at a subsequent meeting. *Lower Colo. River Auth. v. City of San Marcos*, 523 S.W.2d 641 (Tex. 1975).
- **Criminal Liability:** But actions in violation of the Act, even when subsequently ratified, may still subject a member of that governmental body to civil fines and criminal penalties.

# Closed Session



Policy BEC (Legal) - A board may conduct a closed meeting for the following purposes

- Attorney consultation
- Real property
- Prospective gift
- Individual personnel matters
- Employee complaints, DGBA Grievances
- PII of students
- Medical or psychiatric records
- Security
- Assessment instruments
- Emergency management
- Economic development negotiations

# Closed Session Recordings



**Certified agenda or recording:** Either a certified agenda or an official recording must be kept of the proceedings of each closed meeting, except for a board's private consultation with its attorney as permitted under Section 551.071. Tex. Gov't Code § 551.103(a).

**Date and time:** A certified agenda or official recording must record the board president's statement of the date and time at both the beginning and end of a closed meeting. Tex. Gov't Code § 551.103(c) (3), (d).

# Closed Session Recordings



**Subject matter of deliberation:** A certified agenda must include a statement of the subject matter of each item actually discussed in closed session, not just each item scheduled for discussion. Tex. Gov't Code § 551.103(c)(1); Op. Tex. Att'y Gen. No. JM-840 (1988).

**Subsequent action:** A certified agenda must include a record of any further action taken in open session on the closed session items. Tex. Gov't Code § 551.103(c)(2).

# Closed Session Recordings



**Record retention:** A certified agenda or recording must be maintained for at least **two years** after the date of the closed meeting. Tex. Gov't Code § 551.104(a).

**Disclosure to the public:** A certified agenda or recording of a closed meeting is available for public inspection and copying **only under a court order**. Tex. Gov't Code § 551.104(c). Forwarding the record of a Level III grievance to the commissioner of education on appeal, however, is not a violation of the Act. Tex. Edu. Code § 7.057(c).

# Closed Session Recordings



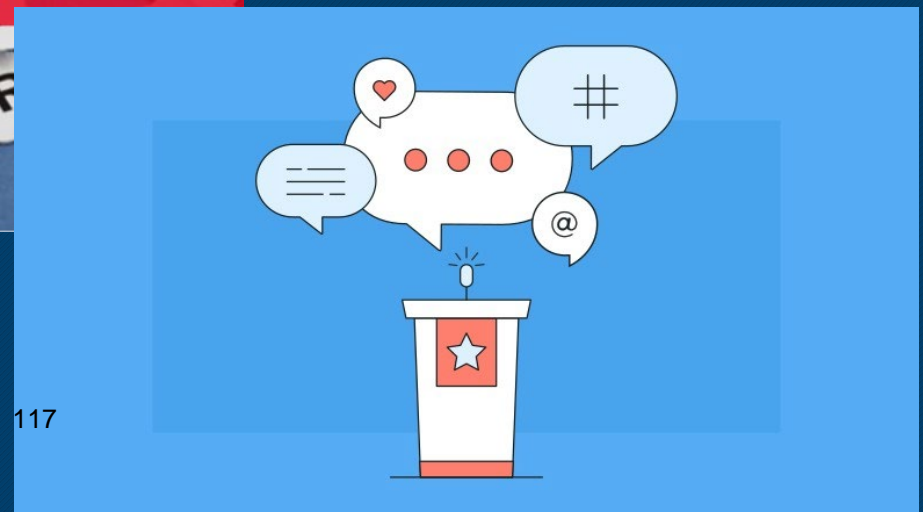
**Disclosure to trustees:** Current board members may review the recording or certified agenda of a closed meeting even if they did not attend the meeting. Former board members, however, may not review certified agendas or recordings of closed meetings. Op. Tex. Att’y Gen. No JC-120 (1999).

# Violations of the Open Meetings Act = Civil AND Criminal Penalties



- Unauthorized closed meeting → \$100-\$500 fine, up to 6 months county jail, or both
- Circumventing the Act → Same
- Failure to record a meeting → Class C misdemeanor, up to \$500 fine
- Disclosing a certified agenda → Class B misdemeanor, up to \$2,000 fine, up to 180 days in jail, or both

# Social Media Guidelines for School Board Trustees



# Social Media Guidelines for School Board Trustees



1. Be clear that you are communicating as an individual board member, and **NOT** as an official district spokesperson.

# Social Media Guidelines for School Board Trustees



2. Do **NOT** deliberate school district business on social media, much less with a quorum of the board.

# Social Media Guidelines for School Board Trustees



## 3. Direct complaints or concerns presented online to the Superintendent.

TASB guidance: “Reviewing evidence in support of a complaint in detail outside of a board proceeding, such as a grievance or personnel hearing, may cause a board member to have to recuse himself when the issue reaches the board because he/she has lost capacity to act as a neutral decision maker.”

# Social Media Guidelines for School Board Trustees



4. Do **NOT** post content that appears or indicates to the public that you have already formed an opinion on pending business/matters.

# Social Media Guidelines for School Board Trustees



5. Be cautious about soliciting input from the community, and do **NOT** allow your social network to direct your decisions as a trustee.

# Social Media Guidelines for School Board Trustees



6. Post only content that the district already released to the public.

# Social Media Guidelines for School Board Trustees



7. If you plan to restate what happened at a previous board meeting, make it clear that your posting is **NOT** an official record of that meeting. Make sure that what you share/post is limited to information discussed during open session.

# Social Media Guidelines for School Board Trustees



8. Comport yourself in a manner that reflects well on the district; do **NOT** post information that has not been verified or made public by the district; and do **NOT** post anonymously any information about district business.

# Social Media Guidelines for School Board Trustees



9. Immediately report harassing or defamatory communications to the superintendent if they involve school officials, staff, students or district business.

# Social Media Guidelines for School Board Trustees



10. Be aware that the district is required to retain certain electronic records. Please inquire with your district before you destroy a record—including a communication on a personal account (social media post, tweet, text, email from private account, etc.).

Please refer to board policy CPC (“Office Management - Records Management”).

# Social Media Guidelines for School Board Trustees



11. Immediately report to the district a potential security breach if you lose control or possession of your personal electronic device on which confidential district records could be accessed.

Please refer to board policy CQ (“Technology Resources”).

# Social Media Guidelines for School Board Trustees



12. Comply with the district's BBI policy--  
Acceptable use of district-issued devices or  
technology resources, including internet access  
on a personal device.

Refer to board policy BBI (“Technology  
Resources and Electronic Communications”)

# In the News ...



1. **Judge tosses San Francisco school board member's \$87M lawsuit filed after she lost position over tweets,**  
<https://ktla.com/news/california/judge-tosses-san-francisco-school-board-members-87m-lawsuit-filed-after-she-lost-position-over-tweets/>
2. **In this Texas school district, officials blame social media for rumors that have hurt their credibility,**  
<https://www.dallasnews.com/news/watchdog/2018/12/13/one-school-district-officials-blame-social-media-rumors-hurt-credibility>
3. **8 Social Media Accounts to Learn From,**  
<https://www.skyward.com/discover/blog/skyward-blogs/skyward-executive-blog/april-2017/8-top-school-district-social-media-accounts>

# Texas Public Information Act



# Sunshine Laws



- Open government laws, liberally construed to grant public information requests
- Government is the servant, not the master
- The *People* entitled to complete information unless an exception applies
- Public servants do not decide what is good for the people to know and not know

# What is “Public” Information?



Information written, produced, collected, assembled, or maintained under law or ordinance or official business

By a governmental body,

For a governmental body that owns the information, has right of access, or spends public money to write, produce, collect, assemble, or maintain the information,  
OR

By an officer or employee in an official capacity and pertaining to official business (added 2013).

May come in any form on which information is recorded.

# Personal Cell or Computer



## Word of caution:

The definition of *public information* applies to and includes any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business.



# Exceptions to Public Disclosure



- Information made confidential by other law
- Some personnel information
- Settlement negotiations
- Bidding information
- Attorney-client communications
- Trade secrets
- Credit, Debit, Charge and Access Device Numbers
- Certain law enforcement officials' information
- Test items
- Superintendent applicants
- Superintendent evaluations
- Crime victims
- Computer security and infrastructure information
- Information that would subject an employee or trustee to a substantial threat of physical harm

# Confidential - Student Education Records



- Federal law, commonly known as “FERPA”, prohibits school districts’ release of student education records without prior written consent from parent or **Eligible Student**
- FERPA entitles parents and eligible students with access rights to their own educational records
- Some examples of confidential “education records” include:
  - Grades
  - DOB/birth certificate
  - Immunization records
  - Attendance records
- See SEISD Policy FL (Local) for other listed categories



# FERPA

Family Educational  
Rights & Privacy Act



# Personal Information of Trustees and Employees



Trustees and employees may request that certain information not be released:

- Home address
- Home telephone number
- Emergency contact information
- Family information

# Requests for Information by Trustees



Trustee acting in official capacity has inherent right of access to district information (PIA request not required).

However, District may withhold confidential information.

Tracking and reporting requirements for requests by trustees.

Tex. Educ. Code § 11.1512(c)

BBE(LEGAL) and (LOCAL)

# Employee Files



Majority of information is public: salary, contract, certification, dismissal, demotion, promotion, resignation

## Exceptions:

- Performance evaluation (Tex. Educ. Code)
- Date of birth
- Some of transcript (not degree and curriculum)
- Medical information
- Personal financial information (not district's)
- Educator certification examination results (mostly)
- Criminal history record information ("CHRI") and data used to collect the information

# Penalties and Consequences



**Willful** destruction, removal, or alteration of public information → fine up to \$4,000 and 3 days - 3 months

**Knowing** distribution or misuse of confidential information → fine up to \$1,000 and up to 6 months

**Criminally negligent** failure or refusal to provide access or permit or provide copies (if ought to be aware of a substantial or unjustifiable risk that violation will occur) → fine up to \$1,000 and up to 6 months

# Sources & Resources



- Council of School Attorneys (COASA)
- Texas Association of School Boards (TASB)
- FERPA law/regulations
- DOE Family Policy Compliance Office (FPCO)
- Recommended TASB Guidance:

Powers and Duties of the School Board, available online at <https://www.tasb.org/services/legal-services/tasb-school-law-source/governance/documents/powers-and-duties-of-the-school-board.pdf>

Board Officers and the Law, available online at <https://www.tasb.org/services/legal-services/tasb-school-law-source/governance/documents/board-officers-and-the-law.pdf>.



**BLANCO**  
**ORDOÑEZ**  
**MATA &**  
**WECHSLER, P.C.**  
Attorneys and Counselors At Law

## CardonaJr, Alfredo

---

**From:** Terri S. Escandon <tsescandon@ESC19.NET>  
**Sent:** Tuesday, July 18, 2023 1:30 PM  
**To:** Adrian Cerros; Adriana Sanchez; CardonaJr, Alfredo; Araceli Benitez; a3martinez@anthonyisd.net; Claudia Maldonado; Elizabeth Carrasco; Kassandra Lira; gentrym; Monica Mathewson; Noemi Oropeza; Priscilla Reynolds; Rachel Aguilar; Rosa I. Martinez; Stephanie Orozco; Terri Rodriguez; Vickie Reed; Yvette Castelo Rommes  
**Cc:** Rachel E. Adame Anderson  
**Subject:** Orientation to the TX Education Code and EISO

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**CAUTION:** This email originated from outside of the SEISD organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

We will be having an Orientation to the TX Education Code session and an EISO session on **Saturday, August 19, 2023, from 9:00-3:30**. These sessions will be in person here at the service center (6611 Boeing) in the Paso Del Norte #3 conference room - Building A (main building).

These sessions are for your newly elected board members. Please let me know who will be attending so I can get them registered. They will need to have a Click & Learn Account so I can register them. The link to create this account is below.

<https://txr19.escworks.net/shoebox/account/signup.aspx?ReturnUrl=%2f%2fdefault.aspx>

*Terri Escandon*  
Administrative Assistant  
Leadership & Accountability



**Education Service Center-Region 19**

6611 Boeing Dr.  
El Paso, TX 79925  
Office: (915) 780-5380  
Fax: (915) 780-5033  
Email: [tsescandon@esc19.net](mailto:tsescandon@esc19.net)  
Website: [www.esc19.net](http://www.esc19.net)

#WeR19 A row of five circular social media icons: a blue 'i' icon, a blue and white Twitter icon, a blue and white Facebook icon, a blue and white YouTube icon, and a red and white YouTube icon.



# MASBA

## ANNUAL CONFERENCE

**San Antonio, TX September 14th-16th**



¡Nos vemos en San Antonio!



**MASBA 2023 Conference Agenda at a Glance**  
**September 14-16, 2023**  
**The Westin Riverwalk, San Antonio**

**Thursday 9/14/2023**

7:30 - 10:00 a.m.	Registration
10:00 a.m. - 3:00 p.m.	On-site Pre-Conference Seminar (5 hours of CEC)
2:30 - 7:30 p.m.	Registration
6:00 - 7:00 p.m.	First Conference Keynote (1 hour CEC)
7:00 - 8:00 p.m.	Welcome Dinner
8:00 - 10:00 p.m.	Dance

**Friday 9/15/2023**

7:30 a.m. - 5:00 p.m.	Registration
7:30 - 8:00 a.m.	Breakfast
8:00 - 8:15 a.m.	Intro Ceremony
8:15 - 9:15 a.m.	Conference Keynote (1 hour CEC)
9:15 - 9:30 a.m.	Break & Meet and Greet
9:30 - 10:30 a.m.	Conference Keynote (1 hour CEC)
10:30 - 10:45 a.m.	Break
10:45 - 11:45 a.m.	Concurrent Sessions (1 hour CEC)
12:00 - 1:15 p.m.	Lunch and Conference Keynote (1 hour CEC)
1:15 - 2:15 p.m.	Concurrent Sessions (1 hour CEC)
2:15 - 2:30 p.m.	Break
2:30 - 3:30 p.m.	Concurrent Sessions (1 hour CEC)
3:30 - 3:45 p.m.	Break
3:45 - 4:45 p.m.	Concurrent Sessions (1 hour CEC)
7:00 - 11 p.m.	MASBA Gala Dinner, Awards, and Dance

**Saturday 9/16/2023**

8:00 - 10:00 a.m.	Registration
8:30 - 9:15 a.m.	Breakfast and Member meeting
9:15 - 10:15 a.m.	Conference Keynote (1 hour CEC)
10:15 - 11:15 a.m.	Legislator Panel: Post Session Conversation (1 hour CEC hour)
11:15 - 11:30 a.m.	Break
11:30 a.m. - 1:30 p.m.	Lunch and Conference Programming (2 hours CEC)
1:30 - 2:00 p.m.	Conference Closing

**Possibility of earning 17 hours of Continuing Education Credits.**

Kay Bailey Hutchison  
Convention Center  
Dallas  
Sept. 29–Oct. 1

# TASA | TASB Convention

# txEDCON23



ABOUT

PROGRAM

REGISTRATION

HOUSING

EXHIBIT HALL

## General Session Speaker

## Matthew McConaughey

Registration and housing open  
Tuesday, July 25. Make plans  
now to attend!

[LEARN MORE](#)



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Kay Bailey Hutchison  
Convention Center  
Dallas  
Sept. 29–Oct. 1

# TASA | TASB Convention

# txEDCON23



[\(/Home.aspx\)](#)

[Home \(/Home.aspx\)](#) > [Program \(https://www.tasa.tasb.org/program/schedule.aspx\)](https://www.tasa.tasb.org/program/schedule.aspx) > Schedule

## 2023 Convention Schedule

### Thursday, September 28, 2023

2–5 p.m. Preconference Sessions\*

5–6:30 p.m. Opening Reception

### Friday, September 29, 2023

7:15 a.m. - 12:45 p.m. Field Trip (lunch included)\*

7:30–8:30 a.m. Concurrent Sessions

7:30–11:30 a.m. Small School District Seminar\*\*  
(continental breakfast included)

7:30 a.m. - 3:30 p.m. Board Officer Institute (BOI)\*  
(continental breakfast and lunch included)

7:30 a.m. - 3:30 p.m. Texas Trustee Institute (TTI)\*  
(continental breakfast and lunch included)  
*continues on Sat. at 7:30 a.m.*

8:45–9:45 a.m. Concurrent Sessions

9:45–10:15 a.m. Break in the Exhibit Hall

10:15–11:15 a.m. Concurrent Sessions

11:30 a.m.–1 p.m. School Board Advocacy Network (SBAN) Luncheon (*SBAN members only*)  
(<https://tasb.org/legislative/school-board-advocacy-network.aspx>)

1–2 p.m. Concurrent Sessions

2:15–3:15 p.m. Concurrent Sessions

3:15–4 p.m. Break in the Exhibit Hall

4–5:30 p.m. Friday General Session

*Frisco ISD Student Performance*

*Superintendent of the Year Award* <sup>147</sup>

## Saturday, September 30, 2023

7:30–8:30 a.m. Concurrent Sessions

8:45–9:45 a.m. Concurrent Sessions

7:30–10 a.m. Texas Trustee Institute (TTI)\*  
(continental breakfast included)  
*continued from Friday*

9:45–10:30 a.m. Break in the Exhibit Hall

10:30 a.m.– Noon Saturday General Session  
*Aldine ISD Student Performance*  
*Outstanding School Board Award and TSPRA Key Communicator Recognition*

Noon– 1:30 p.m. TASB Delegate Assembly Caucuses (Omni Dallas)

1–2 p.m. Concurrent Sessions

2–3 p.m. Exhibit Hall Closing Event

2–4:30 p.m. TASB Delegate Assembly (Omni Dallas)

3–4 p.m. Concurrent Sessions

4:15–5 p.m. Commissioner Mike Morath

## Sunday, October 1, 2023

7:30 a.m. Continental Breakfast

8–9 a.m. Concurrent Sessions

9:15–10:15 a.m. Concurrent Sessions

10:30–11:30 a.m. Sunday General Session

\*Preregistration and additional fee required

\*\*Preregistration required

Note: This schedule is tentative and subject to change.

Kay Bailey Hutchison  
Convention Center  
Dallas  
Sept. 29–Oct. 1

# TASA | TASB Convention txEDCON23



[\(/Home.aspx\)](#)

[Home \(/Home.aspx\)](#) > Housing

## Housing Reservations

Housing will open July,25.

### Hotel Information

[View the map of hotels \(/housing/documents/txedcon-hotel-map.pdf\)](#), contracted for txEDCON23.

### TASA | TASB shuttle buses

Convention shuttles are provided complimentary between official TASA | TASB Convention hotels and the Kay Bailey Hutchison Convention Center on Thursday beginning at noon, Friday, Saturday and Sunday.

If you require a wheelchair assisted service pickup, please call the phone number listed on the shuttle service sign (available in hotel lobbies) at least 30 minutes before your desired departure time to be sure we can adequately accommodate your needs.

### Mobility rentals

If you would like to rent a power scooter or wheelchair for delivery to the Convention Center or area hotels, please contact ABCO Ready Rentals by phone 972.412.3500 or email [readyrental@hotmail.com](mailto:readyrental@hotmail.com) (<mailto:readyrental@hotmail.com>) to rent a mobility scooter.

If you have any questions or any other accessibility needs, please contact Taylor Thompson at [taylor.thompson@tasb.org](mailto:taylor.thompson@tasb.org) (<mailto:taylor.thompson@tasb.org>).

### Housing pirates

When we secure sleeping rooms at hotels for our conferences (commonly referred to as room blocks), we research the properties to make sure that our attendees will be adequately accommodated. The room block is established to ensure that rooms meet our standards and are offered at a discounted price.

We are informed that registrants are often contacted by fax, e-mail or most often by phone with offers for cut rate housing. The intent is to convince you that the offer is made on our behalf, or that the soliciting company is associated with TASA | TASB. This is not true.

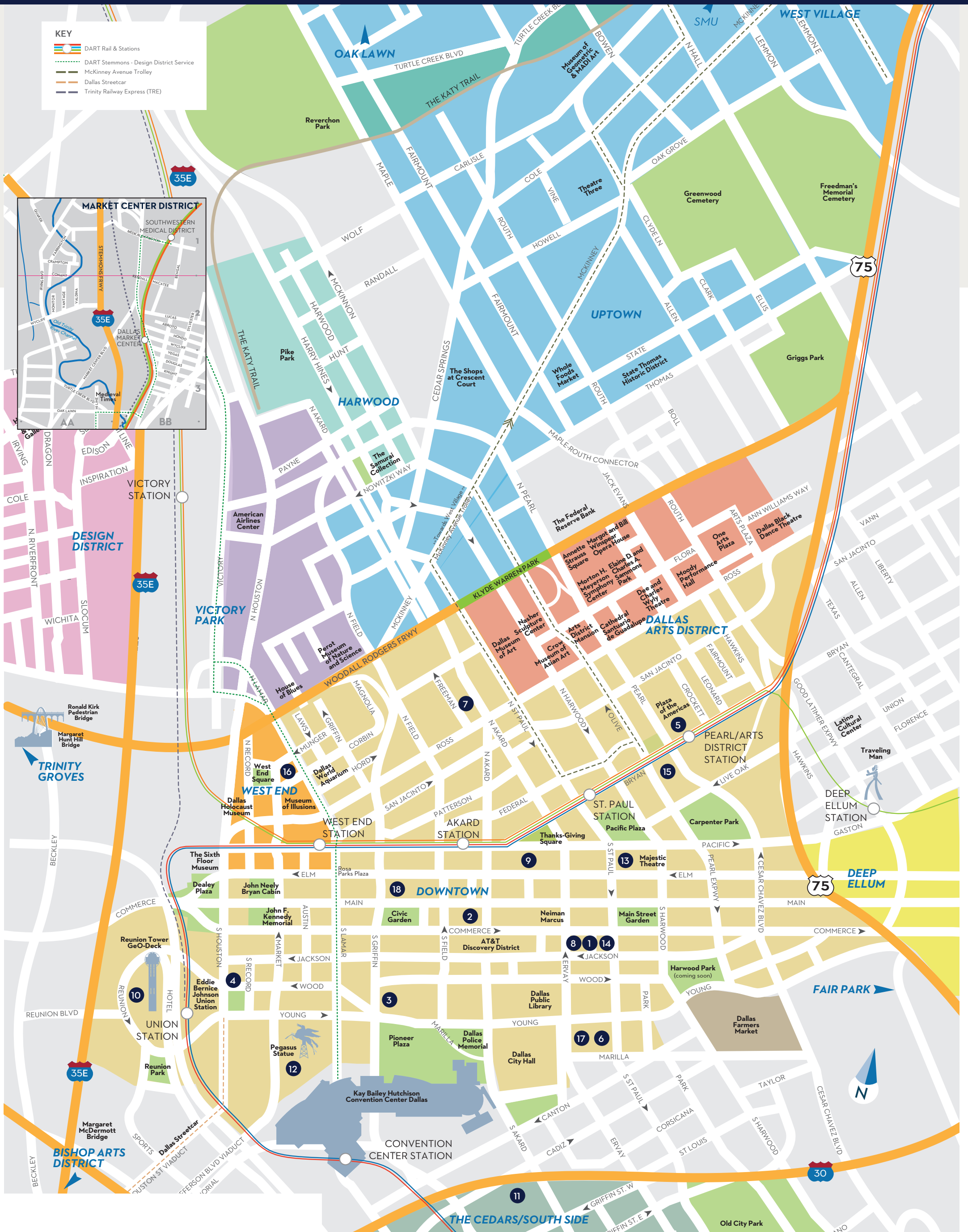
The exclusive service provider for TASA | TASB Convention housing is **Convention Housing Management (CHM)**. Find more about [how housing pirates work and what to do \(/housing/housing-warning.aspx\)](#) if you encounter this situation.

### Assistance with housing

Housing for the TASA | TASB Convention is handled exclusively by Convention Housing Management (CHM). **Please call 800.340.1905 or e-mail [tasa\\_tasb@chmrooms](mailto:tasa_tasb@chmrooms.com) ([mailto:tasa\\_tasb@chmrooms.com](mailto:tasa_tasb@chmrooms.com)),com for assistance.**

If you have questions that CHM cannot answer, e-mail <sup>149</sup> Janice Rivera at [janice.rivera@tasb.org](mailto:janice.rivera@tasb.org) (<mailto:janice.rivera@tasb.org>) or call 800.580.8272, extension 1187.

# Downtown Dallas & SURROUNDING AREA



## txED TASA | TASB Convention CON23

Convention Dates:  
SEPTEMBER 29 - OCTOBER 1, 2023

### accommodations (DISTANCE FROM KBHCCD)

- |   |   |
|---|---|
| 1 AC Hotel by Marriott Dallas Downtown (0.5 MI)   | 10 Hyatt Regency Dallas (0.6 MI)                          |
| 2 Adolphus Hotel (0.4 MI)                         | 11 Lorenzo Hotel (0.3 MI)                                 |
| 3 Aloft Dallas Downtown (0.2 MI)                  | 12 Omni Dallas Hotel (CONNECTED TO KBHCCD VIA SKYBRIDGE)  |
| 4 Courtyard by Marriott Dallas Downtown (0.4 MI)  | 13 Renaissance Saint Elm Dallas Downtown (0.6 MI)         |
| 5 Dallas Marriott Downtown (1 MI)                 | 14 Residence Inn by Marriott Dallas Downtown (0.5 MI)     |
| 6 Fairfield Inn & Suites Dallas Downtown (0.3 MI) | 15 Sheraton Dallas (0.9 MI)                               |
| 7 Fairmont Dallas Hotel (0.8 MI)                  | 16 Springhill Suites by Marriott Downtown (0.7 MI)        |
| 8 Hampton Inn & Suites Dallas Downtown (0.5 MI)   | 17 TownePlace Suites by Marriott Dallas Downtown (0.3 MI) |
| 9 Hilton Garden Inn Dallas Downtown (0.5 MI)      | 18 Westin Dallas Downtown (0.5 MI)                        |