

Agenda of Special Meeting - Budget Adoption

The Board of Trustees

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

A Special Meeting - Budget Adoption of the Board of Trustees of San Elizario ISD will be held in person on Tuesday, June 16, 2026, 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, which includes the Presiding Officer of the Board Meeting, will be physically present at this location for purposes of this meeting and in conformance with the Texas Open Meetings Act.

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 at any time prior to the board meeting time.

Signs, placards, or banners shall not be allowed inside the Boardroom. Additionally, any citizen wishing to distribute printed handout materials to the Board or audience must submit the materials for review by 5:00 p.m. prior to the meeting to the Superintendent's Office. The Superintendent, or their designee, shall inform the speaker if the materials have been approved for distribution prior to the meeting. All printed handout materials shall be distributed to the Board or audience before or after public comment, but not during.

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agenda shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.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. Establish Quorum

D. The Pledge of Allegiance
San Elizario ISD Student

E. Pledge of Allegiance to the Texas State Flag
San Elizario ISD Student

F. **San Elizario ISD Mission Statement**
The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.
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Mr. Eduardo Chavez, Board President	
2. OPEN FORUM (three-minute limit per speaker, unless otherwise noted)	
3. DISTRICT RECOGNITIONS	
4. NEW BUSINESS / BOARD ACTION ITEMS	
A. Discussion and possible Board action on approval of Salaries and Stipends for Teachers and Employees for the 2026-2027 School Year Ms. Gina Ramirez, Executive Director Human Resources	7
B. Discussion of changes and/or impact to local, state, and federal funding in accordance with the School FIRST Rating Indicator #20 Ms. Elizabeth Perez, Chief Financial Officer	26
C. Discussion on Proposed Budget and Proposed Tax Rate for the 2026-2027 School Year Ms. Elizabeth Perez, Chief Financial Officer	28
1. Handout A	58
2. Handout B	59
3. Handout C	60
D. Public Hearing on Proposed Budget and Proposed Tax Rate for the 2026-2027 School Year Ms. Elizabeth Perez, Chief Financial Officer	61
E. Discussion and possible Board action on adoption of Accelerated Instruction Budget for the 2026-2027 School Year Ms. Elizabeth Perez, Chief Financial Officer	63
F. Discussion and possible Board action on the adoption of the Official Budget for the 2026-2027 School Year Ms. Elizabeth Perez, Chief Financial Officer	65
1. Handout #1	66
2. Handout #2	67
G. Discussion and possible Board action to approve interlocal agreement of School Resource Officer with the City of San Elizario, Texas, commencing on July 1, 2026, and ending on June 30, 2027 Mr. Jesus Martinez, Executive Director Support Services, and Ms. Elizabeth Perez, Chief Financial Officer	68
5. CONSENT AGENDA - Consider and possible Board action on	
A. Purchases exceeding \$25,000.00	
1. Houghton Mifflin Harcourt — \$106,207.23	83
2. Summit K12 — \$51,518.60	91
3. Sarah Perez, Occupational Therapist — \$49,500.00	93
4. Licensed Specialist in School Psychology — \$49,500.00	94
5. City of San Elizario — \$78,179.50	95
6. County of El Paso — \$438,114.94	96
7. El Paso Central Appraisal District — \$52,000.00	97
8. Gibson Ruddock Patterson LLC — \$79,500.00	98
9. MoakCasey, LLC — \$26,500.00	99
10. GH Dairy — \$135,00.00	100
11. Labatt Food Service — \$1,309,000.00	101
12. Labatt Food Service — \$60,000.00	102
13. Segovia's Distributing — \$65,000.00	103

14. Trejo Commercial Refrigeration — \$65,000.00	104
B. Consider and possible Board action to approve Memorandum of Understanding regarding Data Sharing & Collaborative Agreement with the Region 19 Vertical Alignment Network Dr. Blanca Cruz, Associate Superintendent	105
C. Consider and possible Board action to approve resolution designating the person responsible for calculating the no-new-revenue tax rate and voter-approved tax rate for the District Ms. Elizabeth Perez, Chief Financial Officer	123
D. Consider and possible Board action to approve the SEISD Employee Handbook 2026-2027 Ms. Gina Ramirez, Executive Director Human Resources	125
E. Consider and possible Board action to approve the Employee Appreciation Resolution for the purchase of employee retention items and activities for the 2026-2027 School Year Ms. Gina Ramirez, Executive Director Human Resources	217
F. Consider and possible Board action to approve addition of Voluntary Employee Benefits Ms. Stephanie Ruiz, Human Resources Coordinator	220
6. PRESENTATION / REPORTS / INFORMATION	
A. Presentations	
B. Reports	
C. Information	
1. Public notice of federal grant application for fiscal year 2027 Ms. Elizabeth Perez, Chief Financial Officer	237
2. Federally funded positions for the 2026-2027 School Year Ms. Elizabeth Perez, Chief Financial Officer	302
3. City of San Elizario 4th of July Community Event — Fernie Madrid Eagle Park Facility Use Request Dr. Jeannie Meza-Chavez, Superintendent, and Mr. Jesus Martinez, Executive Director Support Services	304
4. Board Training	
a. 2026 MASBA Conference — September 10 to 11, 2026 San Antonio, TX	305
b. TASA TASB Convention txEDCON26 - October 8 to 11, 2026 Houston, TX	307
7. NEXT MEETING DATE:	
No Board Meeting in July	
Wednesday, August 12, 2026, Regular Board Meeting at 5:30 p.m.	
Pending Date, Quarterly Meeting # 1 at 5:30 p.m.	
8. 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.

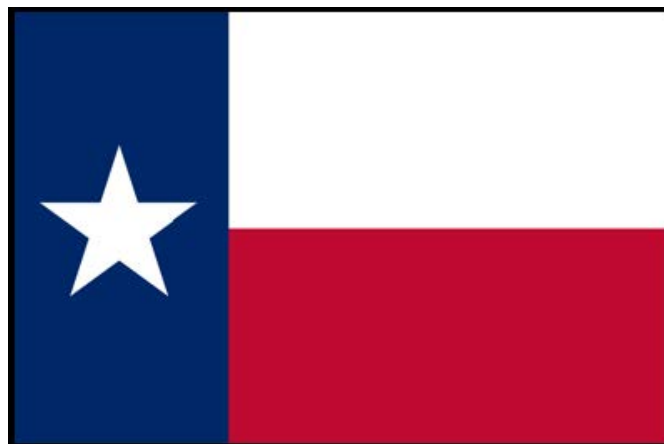
Should any final action, decision, or final vote be required in the opinion of the school Board with regard to any matter considered in such closed or executive meeting or session, then the final action, or final vote shall be either:

- (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.



**I PLEDGE ALLEGIANCE TO THE FLAG
OF THE UNITED STATES OF AMERICA,
AND TO THE REPUBLIC FOR WHICH
IT STANDS, ONE NATION UNDER GOD,
INDIVISIBLE, WITH LIBERTY AND
JUSTICE FOR ALL.**

"Honor the Texas
flag; I pledge
allegiance to
thee, Texas, one
state under God,
one and
indivisible."





SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

A Proud Community of Champions – Soaring to Excellence



Human Resources Department

2026 – 2027 Proposed San Elizario ISD Compensation Plan



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department

Proposed Pay Schedules No General Pay Increase



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department 2026-2027 New Hire Guide Teacher

Payment will be made for all years of creditable service as prescribed by the Texas Education Agency. It is the employee's responsibility to provide Service Records from previous education institutions to verify creditable years of Service. (These salaries do not include consideration of other stipends and/or payment for extra duty assignments.) The schedule assumes 164 days of work. Daily amounts are calculated based off of 164 days of work for positions that fall under a different calendar.

Years of Experience	Salary	Teacher Retention Allotment Eligibility	Notes
0	\$59,000.00	\$61,000.00	+ \$2,000
1	\$59,049.05	\$61,049.05	+ \$2,000
2	\$59,100.20	\$61,100.20	+ \$2,000
3	\$59,231.95	\$63,100.20	Prior Year 2 Salary + \$4,000
4	\$59,483.05	\$63,231.95	Prior Year 3 Salary + \$4,000
5	\$59,731.05	\$67,483.05	Prior Year 4 Salary + \$8,000
6	\$59,982.15	\$67,731.05	Prior Year 5 Salary + \$8,000
7	\$60,281.30	\$67,982.15	Prior Year 6 Salary + \$8,000
8	\$61,048.55	\$68,281.30	Prior Year 7 Salary + \$8,000
9	\$61,250.05	\$69,048.55	Prior Year 8 Salary + \$8,000
10	\$61,501.15	\$69,250.05	Prior Year 9 Salary + \$8,000
11	\$61,901.05	\$69,501.15	Prior Year 10 Salary + \$8,000
12	\$62,200.20	\$69,901.05	Prior Year 11 Salary + \$8,000
13	\$62,362.95	\$70,200.20	Prior Year 12 Salary + \$8,000
14	\$62,786.10	\$70,362.95	Prior Year 13 Salary + \$8,000
15	\$63,207.70	\$70,786.10	Prior Year 14 Salary + \$8,000
16	\$63,630.85	\$71,207.70	Prior Year 15 Salary + \$8,000
17	\$64,055.55	\$71,630.85	Prior Year 16 Salary + \$8,000
18	\$64,548.45	\$72,055.55	Prior Year 17 Salary + \$8,000
19	\$65,053.75	\$72,548.45	Prior Year 18 Salary + \$8,000
20	\$65,562.15	\$73,053.75	Prior Year 19 Salary + \$8,000
21	\$66,078.30	\$73,562.15	Prior Year 20 Salary + \$8,000
22	\$66,698.30	\$74,078.30	Prior Year 21 Salary + \$8,000
23	\$67,140.05	\$74,698.30	Prior Year 22 Salary + \$8,000
24	\$67,831.35	\$75,140.05	Prior Year 23 Salary + \$8,000
25	\$68,442.05	\$75,831.35	Prior Year 24 Salary + \$8,000
Over 25	\$69,096.15	\$76,442.05	Prior Year 25 Salary + \$8,000

NOTE: This schedule is for salary placement for the 2026-2027 school year. Some employees are paid more than the amounts shown here due to stipends or extended work years. This salary schedule applies to the 2026-2027 school year only. Future salaries cannot be predicted from this schedule. New salary schedules are developing each year.

Salary advancement is based on the annual pay raise budget approved by the Board of Trustees.

Step 0-2: Contingent upon Support Staff Retention Allotment (SSRA)

Step 3-over 25: Contingent upon Teacher Retention Allotment (TRA)



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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*Human Resources Department
2026-2027 New Hire Guide Teacher*

Extra Compensation & Benefits			
*Bilingual/ESL	*\$4,000/YR	Visually Impaired	\$4,000/YR
*Dual Language	*\$4,500/YR	Special Education	\$2,500/YR
**Math	**\$3,000/YR	Behavioral Unit	\$1,000/YR
**Science	**\$6,000/YR		
**English	**\$3,000/YR		

*Stipends will be prorated based on classes taught for which requirements are met. A pro-rated stipend will be paid if teaching part of the day in the assignment stipend area.

**Math, Science, and English stipends will only be paid to secondary (7-12) teachers teaching in their certification area and be fully certified in those specialized areas.

\$1,200 stipend paid for Master's/Doctorate Degree.

Note: Degree MUST be in subject area of assignment. Degree must be conferred on an official college/university transcript and will be paid in full only if received prior to beginning of school year.

Stipends are paid for a wide variety of extra/co-curricular activities and district-sponsored staff development and may be viewed at www.seisd.net under the Human Resources tab.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department

2026-2027 New Hire Guide Instructional Specialist, Librarians, and Nurses

Payment will be made for all years of creditable service as prescribed by the Texas Education Agency. It is the employee's responsibility to provide Service Records from previous education institutions to verify creditable years of Service. (These salaries do not include consideration of other stipends and/or payment for extra duty assignments.) The schedule assumes 164 days of work. Daily amounts are calculated based off of 164 days of work for positions that fall under a different calendar.

Years of Experience	Salary
0	\$59,000.00
1	\$59,049.05
2	\$59,100.20
3	\$59,231.95
4	\$59,483.05
5	\$59,731.05
6	\$59,982.15
7	\$60,281.30
8	\$61,048.55
9	\$61,250.05
10	\$61,501.15
11	\$61,901.05
12	\$62,200.20
13	\$62,362.95
14	\$62,786.10
15	\$63,207.70
16	\$63,630.85
17	\$64,055.55
18	\$64,548.45
19	\$65,053.75
20	\$65,562.15
21	\$66,078.30
22	\$66,698.30
23	\$67,140.05
24	\$67,831.35
25	\$68,442.05
Over 25	\$69,096.15

Extra Compensation & Benefits	
Librarian	\$2,000/YR
Registered Nurse	\$1,200/YR

\$1,200 stipend paid for Master's/Doctorate Degree.

Note: Degree MUST be in subject area of assignment.

Degree must be conferred on an official college/university transcript and will be paid in full only if received prior to beginning of school year.

Stipends are paid for a wide variety of extra/co-curricular activities and district-sponsored staff development and may be viewed at www.seisd.net under the HR tab.

NOTE: This schedule is for salary placement for the 2026-2027 school year. Some employees are paid more than the amounts shown here due to stipends or extended work years. This salary schedule applies to the 2026-2027 school year only. Future salaries cannot be predicted from this schedule. New salary schedules are developing each year.

Salary advancement is based on the annual pay raise budget approved by the Board of Trustees.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department

2026-2027 Administrative Professional Pay Scale

2		Daily					
				\$278.54	\$335.60	\$392.65	
				\$263.97	\$318.04	\$372.10	
Social Worker		170	170	Days	\$47,351.80	\$57,052.00	\$66,750.50
Autism SpecialistSpeech Language Pathologist – Licensed Assistant		163172	163172	Days	\$45,402.02	\$54,702.80	\$64,001.95
2-A		Daily					
					\$264.54	\$318.73	\$372.91
Social Worker		179	179	Days	\$47,351.80	\$57,052.00	\$66,750.50
2-AB		Daily					
					\$279.84	\$336.84	\$392.84
					\$267.16	\$321.58	\$375.04
Specialist-Business		190199	190199	Days	\$53,164.00	\$63,994.00	\$74,633.90
Supervisor-Warehouse/Grounds/Custodial Support		190199					
Certification/Data Management Analyst-HR		190199					
Supervisor-Compliance		190199					
3		Daily					
					\$304.62	\$367.04	\$439.40
					\$290.85	\$350.41	\$409.98
Accountant		190199	190199	Days	\$57,878.60	\$69,732.30	\$81,586.00
Supervisor-Support Services/Transportation		190199					
4		Daily					
					\$345.58	\$411.40	\$477.23
					\$328.01	\$390.49	\$452.96
Counselor-Elementary School		168177	168177	Days	\$58,058.00	\$69,116.00	\$80,174.00
Counselor-Special Education		168177					
Counselor-Middle School		184					
Counselor-High School		184					
4-A		Daily					
					\$329.47	\$392.22	\$454.97
Counselor-Middle School		193	193	Days	\$63,587.33	\$75,698.48	\$87,809.62
Counselor-High School		193					
5		Daily					
					\$361.24	\$430.02	\$498.82
					\$344.37	\$409.96	\$475.56
Assistant Principal-Elementary		184193	184193	Days	\$66,463.20	\$79,122.96	\$91,782.72
5-A		Daily					
					\$366.00	\$438.72	\$505.43
					\$349.45	\$416.01	\$482.57
Administrator-Database/Systems		190199	190199	Days	\$69,540.20	\$82,786.06	\$96,031.92



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department

2026-2027 Administrative Professional Pay Scale

Administrator-Network	190 199
Coordinator-PEIMS	190 199
Coordinator-Human Resources	190 199
Officer-Instructional	190 199

Pay Grade	Job Title	Calendar
6		

Speech Language Pathologist	163 172, 173 182
Educational Diagnostician	168
Coordinator-State & Federal Programs	190
Assistant Principal-Middle School	190
Assistant Principal-High School	190

6-A

<u>Educational Diagnostician</u>	<u>177</u>
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6-B

<u>Assistant Principal-Middle School</u>	<u>199</u>
<u>Assistant Principal-High School</u>	<u>199</u>

		Minimum	Midpoint	Maximum
	Daily	\$392.03 <u>\$371.52</u>	\$466.74 <u>\$442.29</u>	\$541.30 <u>\$513.05</u>
163 <u>172</u>	Days	\$63,901.50	\$76,073.40	\$88,245.30
173	Days	\$67,821.84	\$80,740.48	\$93,659.12
168	Days	\$65,861.67	\$78,406.94	\$90,952.21
190	Days	\$74,486.41	\$88,674.52	\$102,862.62

Daily	\$371.08	\$442.98	\$513.85
<u>177</u> Days	<u>\$65,681.67</u>	<u>\$78,406.94</u>	<u>\$90,951.21</u>

Daily	<u>\$374.30</u>	<u>\$445.60</u>	<u>\$516.90</u>
<u>199</u> Days	<u>\$74,486.41</u>	<u>\$88,674.52</u>	<u>\$102,862.62</u>

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Administrator-CTE	190 199
Administrator-Instructional Programs	190 199
Administrator-Research & Evaluation	190 199
Principal-Elementary	190 199

Daily	\$418.13 <u>\$396.35</u>	\$494.20 <u>\$471.85</u>	\$573.28 <u>\$547.35</u>
190 <u>199</u> Days	\$78,874.00	\$93,898.00	\$108,923.00

8	
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Licensed School Psychology	173 182
Principal-Middle School	190

Daily	\$440.03 <u>\$418.27</u>	\$523.86 <u>\$497.95</u>	\$607.68 <u>\$577.63</u>
173 <u>182</u> Days	\$76,125.19	\$90,627.78	\$105,128.64
190 Days	\$83,606.00	\$99,533.00	\$115,459.00

8-A

<u>Principal-Middle School</u>	<u>199</u>
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Daily	<u>\$420.13</u>	<u>\$500.17</u>	<u>\$580.20</u>
<u>199</u> Days	<u>\$83,606.00</u>	<u>\$99,533.00</u>	<u>\$115,459.00</u>



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department

2026-2027 Administrative Professional Pay Scale

9		
Principal-High School	190 199	
Director-Special Education	190 199	

Daily		\$472.00 \$450.65	\$555.28 \$530.17	\$638.57 \$609.69
190 199	Days	\$89,679.00	\$105,504.00	\$121,328.00

10		
Executive Director-Athletics	190 199	
Executive Director-Food Service	190 199	
Executive Director-Human Resources	190 199	
Executive Director-Support Services	190 199	
Executive Director-Technology	190 199	

Daily		\$497.39 \$474.71	\$584.47 \$558.04	\$670.99 \$640.65
190 199	Days	\$94,468.00	\$111,050.00	\$127,489.00

11		
Associate Superintendent	190 199	
Chief Financial Officer	190 199	

Daily		\$523.00 \$500.21	\$616.36 \$588.49	\$708.82 \$676.76
190 199	Days	\$99,542.00	\$117,109.00	\$134,676.00

This salary plan is for the 2026-2027 school year only. Future salaries cannot be predicted from this schedule.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department

2026-2027 Administrative Technical Pay Scale

Pay Grade	Job Title	Calendar	HOURLY		
			Minimum	Midpoint	Maximum
1	Clerk-General Office	190	\$12.00	\$14.79	\$17.47
2	Caseworker-Special Education	168	\$13.89	\$17.16	\$20.27
	Clerk-Attendance ES	163			
	Clerk-Attendance MS	163			
	Clerk-Attendance HS	+63 167			
	Clerk-Campus Clerk	190			
	Clerk-Special Education Campus	190			
3	Clerk II-Attendance/PEIMS ES	184	\$15.00	\$18.53	\$21.89
	Registrar MS	184			
	Registrar PS	184			
4	Clerk-Student Services	190	\$16.30	\$20.01	\$23.54
	Registrar HS	190			
	Secretary-Campus ES	184			
	Secretary-Campus MS	184			
	Secretary-Campus PS	184			
5	Secretary-Department	190	\$17.78	\$21.82	\$25.67
	Secretary-High School	190			
6	Specialist-HR	190	\$19.67	\$24.00	\$28.12
	Specialist-Payroll	190			
	Specialist-Nutrition Services Support	190			
7	Specialist-IT Field	190	\$23.23	\$28.33	\$33.19
8	Secretary-Superintendent	190	\$24.78	\$30.03	\$35.03
	Specialist-IT Support	190			
	Specialist-IT Systems	190			

This salary plan is for the 2026-2027 school year only. Future salaries cannot be predicted from this schedule.

Note: 4 day increase to High School Attendance Clerk's days on duty.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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*Human Resources Department
2026-2027 Instructional Support Pay Scale*

Pay Grade	Job Title	Calendar	HOURLY		
			Minimum	Midpoint	Maximum
2			\$14.00	\$16.40	\$18.70
	Aide-Classroom	155			
	Aide-Classroom-Language Development	155			
	Aide-Classroom-Math & Science	155			
	Aide-Classroom-Pre-K, ESL, PE	155			
	Aide-Computer Lab	155			
	Aide-Computer Lab (w/o teacher)	155			
	Aide-ISS	155			
	Aide-Nurse	155			
	Aide-Library	158			
	Aide-DAEP	155			
	Aide-Title I	155			
	Aide-Math & Reading				
3			\$15.65	\$18.25	\$20.89
	Aide-Special Ed II	155			
	Parent Liaison	158			
	Special Education Job Coach	155			
	Aide-Graphic Design & Illustration	155			
	<u>Aide-DAEP</u>	<u>155</u>			
4			\$17.65	\$20.69	\$23.73
	Officer-Attendance	184			
5			\$20.88	\$24.55	\$28.23
	Nurse-Licensed Vocational	155			
	Parent Liaison-District	168			

This salary plan is for the 2026-2027 school year only. Future salaries cannot be predicted from this schedule.

Note: DAEP Aide moving from Pay Grade to Pay Grade 3.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department

2026-2027 Operations Support Pay Scale

Pay Grade	Job Title	Calendar	Minimum	HOURLY Midpoint	Maximum
1			\$12.00	\$14.16	\$16.32
	Custodian	190			
	Monitor-Bus	151			
	Monitor-Crossguard	151			
2			\$13.38	\$15.84	\$18.30
	Groundskeeper	190			
3			\$14.39	\$17.07	\$19.75
	Security-Campus	173			
	Warehouse Worker	190			
3B			\$14.89	\$17.57	\$20.25
	Security-District	210			
4			\$15.49	\$18.40	\$21.33
	Clerk-Inventory/Commodities Delivery	190			
	Head Custodian ES	190			
	Head Custodian MS	190			
	Maintenance Worker	190			
4B			\$16.68	\$19.86	\$23.05
	Groundskeeper/Applicator	190			
5			\$17.99	\$21.46	\$24.92
	Head Custodian HS	190			
	Irrigator	190			
	Maintenance-Plumber Assistant	190			
6			\$19.78	\$23.38	\$26.98
	IPM Applicator/Utility Worker	190			
6B			\$20.00	\$23.20	\$26.39
	Bus Driver	155, 184			
6C			\$21.45	\$25.07	\$28.68
	Bus Driver-Lead	190			
	Dispatcher-Transportation	184			
7			\$22.60	\$26.78	\$30.97
	Maintenance-Electrician	190			
	Maintenance-HVAC Technician	190			
	Maintenance-Plumber	190			
8			\$24.50	\$28.75	\$33.01
	Supervisor-Security	190			

This salary plan is for the 2026-2027 school year only. Future salaries cannot be predicted from this schedule.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

A Proud Community of Champions – Soaring to Excellence



Human Resources Department 2026-2027 Food Service Pay Scale

Pay Grade	Job Title	Calendar	Minimum	HOURLY Midpoint	Maximum
1F	Food Service-Worker/Custodian	154	\$12.11	\$14.44	\$16.60
2F	Food Service-Cashier	154	\$12.98	\$15.63	\$18.09
3F	Food Service-Cook	154	\$13.85	\$16.71	\$19.39
5F	Manager-Food Service Elementary	166	\$17.29	\$20.98	\$24.45
	Manager-Food Service Middle School	166			
6F	Manager-Food Service High School	166	\$19.09	\$22.97	\$26.58

This salary plan is for the 2026-2027 school year only. Future salaries cannot be predicted from this schedule.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department

2026-2027 Food Service Summer School/Intersession Pay Rates

Listed below are the approved miscellaneous pay rates to be used for child nutrition employees who work during the **summer** or **during school breaks** outside of their regular duty hours. Miscellaneous pay rates are not determined by funding sources or the amount of available funding. Pay rates are consistent with the duties performed and are to be applied consistently to all employees.

Position	Hourly
Food Service Worker/Custodian and Food Service Clerk	\$16.50
Food Service Cashier	\$17.50
Food Service Cook	\$20.00
Food Service Manager	\$3.00 / hour above their regular rate of pay

NOTE: Employee's hourly rate applies if greater than established rate.

This salary plan is for the 2026-2027 school year only. Future salaries cannot be predicted from this schedule.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department

2026-2027 Mindful Monday's Support Services Pay Rates

Listed below are the approved miscellaneous pay rates to be used for Support Services employees who work during a mindful Monday outside of their regular duty hours due to emergencies or instructional needs. Miscellaneous pay rates are not determined by funding sources or the amount of available funding. Pay rates are consistent with the duties performed and are to be applied consistently to all eligible employees as determined by Superintendent.

Position	Hourly
Support Service Employee	\$3.00 / hour above their regular rate of pay

NOTE: Employee's hourly rate applies if greater than established rate.

This salary plan is for the 2026-2027 school year only. Future salaries cannot be predicted from this schedule.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department

2026-2027 Guest Teacher/Substitute Pay Rates

Guest Teacher (Daily Rate)	
SEISD Guest Teacher Training	\$100.00
30+ College Hours	\$110.00
Associate Degree	\$115.00
Bachelor's Degree	\$130.00
Teacher Certified -State of Texas	\$155.00
Long Term Assignment (<i>assigned by campus and/or HR</i>)	
Teacher Certified -State of Texas	\$160.00
Non-Certified	Additional \$10.00

Additional Pay for assignment days (Above Daily Rates)

- \$5.00/day after 30 assignment days
- \$10.00/day after 50 assignment days

Note: Additional pay for assignments does not apply to long term assignments. Assignments days do not have to be consecutive days and half day assignments counts as ONE assignment day. The additional pay for assignments is reset back to zero at the beginning of each school year.

Substitutes (Daily Rate)	
Registered Nurse (<i>Assigned by HR</i>)	\$150.00
Licensed Cosmetology Teacher (<i>Assigned by HR</i>)	\$150.00

Substitutes (Hourly Rate)	
Custodian and/or Food Service Worker	\$10.00
Health Aide	\$12.00
<i>Note: All Custodian, Food Service and Health Aide Substitutes are <u>required</u> to clock-in and clock-out daily.</i>	



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department

Proposed Stipends No Increases



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department 2026-2027 Academic Stipends

Stipends Paid over 12 months	
*Bilingual/ESL	\$4,000
*Bilingual/ESL Serving in Dual Language Setting	\$4,500
Librarian	\$2,000
Librarian-Supervising more than one campus (per supervised campus)	\$1,000
Master's Degree	\$1,200
☆Special Education	\$2,500
**Math	\$3,000
**Science	\$6,000
**English	\$3,000
Yearbook CLASSROOM TEACHERS ONLY	
Elementary	\$300
Middle School	\$600
High School	\$2,000
Teacher Mentors	
Elem., MS, HS	\$600
Career & Technical Student Organization	
BPA	Up to \$1,500
HOSA	Up to \$1,500
NTHS	Up to \$1,500
SkillsUSA	Up to \$1,500
TAFE	Up to \$1,500
TSA	Up to \$1,500
Vex Robotics (TSA Support) (x1)	Up to \$1,500
<i>*Stipends will be prorated based on the classes being taught for which the requirements are.</i>	
Additional Certification One-Time Incentive CLASSROOM TEACHERS ONLY	
Special Education	\$500
Bilingual/ESL	\$500
Content Certification-Secondary (for Special Education Teachers)	\$500
Generalist Certification (for Special Education Teachers)	\$1,000

Stipends paid in June-Upon completion of Assignment *Paid each semester (December/June) CLASSROOM TEACHERS ONLY	
Department Head 3-5 Teachers (MS, HS)	\$600
Department Head 6-9 Teachers (MS, HS)	\$900
Department Head 10+ Teachers (MS, HS)	\$1,200
*Dual Credit-Per class, per semester (HS)	\$285
Advanced Placement-Per class, per semester (HS)	\$200
Gifted and Talented -Elem, MS, HS	
GT Coordinator	\$1,000
Special Education Stipends	
Visually Impaired	\$4,000
Behavioral Unit	\$1,000
Registered Nurse	\$1,200
SLP Supervising SLPA	\$1,200
Teacher with Diagnostic Evaluation Duties	\$2,500
University Interscholastic League (UIL)	
UIL Event Sponsor – HS, MS	\$500
UIL Coordinator – HS	\$1,200
UIL Coordinator – MS	\$750
UIL Science Coordinator – Elem., MS, HS	\$500
Other: Extra Curricular Activities	
National Honor Society – MS, HS	\$500
Science Fair Coordinator – MS, HS	\$500
One Act Play – HS	\$1,350
Pep Squad – Elem.	\$300
Student Council – MS	\$600
Student Council – HS	\$1,200
Robotics	\$1,350
Literary Anthology Campus Coordinator (6)	\$500
Speech and Debate	\$1,500
STEM Coordinator	\$500

Additional certification one-time incentive applies to Classroom Teachers who challenge AND pass an additional certification. The exam fee will also be reimbursed upon passing the exam. Incentive paid per each area

**Math, Science and English stipends will only be paid to secondary teachers (7-12) teaching in the certification area. Teachers must be fully certified in the specialty area.

☆May be combined with Bilingual/ESL or Dual Language stipend, if serving in a bilingual or dual setting.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department 2026-2027 Non-Academic Stipends

Basketball	
Varsity Coach (x2)	\$8,500
JR Varsity (x2)	\$3,650
9 th (x2)	\$3,650
Middle School – 7 th (x2)	\$2,000
Middle School – 8 th (x2)	\$2,000
Cheerleading/Dance	
Varsity Coach	\$4,500
JR Varsity	\$2,500
Dance – HS	\$4,000
Folklorico – HS	\$1,500
Middle School – 7 th	\$1,875
Middle School – 8 th	\$1,875
Cross Country	
Varsity Coach (Boys & Girls)	\$7,500
Assistant – HS	\$3,600
Middle School (x2)	\$1,800
Music	
Band Director – HS w/MS Assist. Duty	\$10,000
Band Assistant (2)	\$5,850
Band Director – MS	\$5,000
Mariachi Group Sponsor	\$4,500
Mariachi Group Assistant (x1)	\$1,500
Color Guard Sponsor – HS	\$2,250
Color Guard Assistant – HS	\$1,000
Football	
Head Coach – HS	\$16,000
Coordinator (x2)	\$9,000
Assistant (x5)	\$7,200
Assistant -9 th (x2)	\$7,000
Head Coach – MS	\$3,200
Middle School – 7 th (x2)	\$2,700
Middle School – 8 th (x2)	\$2,700
Soccer	
Head Coach (Boys)	\$7,500
Head Coach (Girls)	\$7,500
Assistant (x2)	\$3,900
JR Varsity (x2)	\$3,500
Middle School – 7 th (x2)	\$1,800
Middle School – 8 th (x2)	\$1,800
Special Olympics	
Coach (x3)	\$750
Additional Trades Certification One Time Incentive	
Plumber	\$500
Electrician	\$500
Irrigator	\$500
Applicator	\$500

Summer UIL Conditioning	
2 Sessions	\$325
Tennis	
Head Coach – HS	\$7,500
Assistant – HS	\$3,900
Middle School – 7 th	\$1,800
Middle School – 8 th	\$1,800
Trainer	
Athletic Trainer	\$18,000
Single Athletic Trainer (in-district <i>prorated until vacancy is filled</i>)	\$9,000
Volleyball	
Varsity Coach	\$6,500
JR Varsity	\$3,510
9 th	\$3,510
Middle School – 7 th	\$2,160
Middle School – 8 th	\$2,160
Middle School – 8 th (B Team)	\$2,160
Wrestling	
Head Coach (Boys & Girls)	\$6,500
Wrestling Coach – HS	\$3,500
Middle School	\$1,800
*Baseball	
Head Coach – HS	\$6,500
Assistant – HS	\$3,900
JR Varsity	\$3,500
Middle School – 7 th	\$1,800
Middle School – 8 th	\$1,800
*Softball	
Varsity Coach	\$6,500
Assistant	\$3,900
JR Varsity	\$3,500
Middle School – 7 th	\$1,800
Middle School – 8 th	\$1,800
Track	
Head Coach (Boys)	\$6,000
Head Coach (Girls)	\$6,000
Assistant (x3)	\$3,900
Middle School – 7 th (x2)	\$1,800
Middle School – 8 th (x2)	\$1,800
Golf	
Head Coach (Boys & Girls)	\$4,750
Assistant – HS	\$2,625
Head Coach – MS (Boys & Girls)	\$1,000

**Spring Sports -First stipend payments begin with January Check.*

Additional Certification one-time incentive applies to support services employees who challenge AND pass an additional certification. The exam fee will also be reimbursed upon passing of exam. Incentive paid per each area.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

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Human Resources Department 2026-2027 Miscellaneous Pay Rates

Professional Development	
Summer Professional Development (3-hour session)	\$75.00
Summer Professional Development (6-hour session)	\$150.00
After School Professional Development (attending 2-3 hour session)	\$75.00
Saturday Professional Development (3-hour session)	\$75.00
Saturday Professional Development (6-hour session)	\$150.00
Extra Duty Pay-Teachers	
Tutor-Certified (per hour)	\$50.00
Summer School Assignment (per hour)	\$50.00
After School Activities/Intermural (per hour)	\$50.00
Literacy Instructor	\$40.00
Hourly Pay	
Coach-COOP (per hour)	\$8.50
High School Student-COOP (per hour)	\$7.25
Student Intern (per hour)	\$30.00
Tutors-Non-Certified (per hour)	\$15.00
Professional Skills Services (per hour)	\$30.00
Speech Language Pathologist (per hour)	\$55.00
<i>Campus Instructional Specialist qualify to tutor as long as it is after their scheduled hours or on a Saturday.</i>	
Extra Duty Pay-Special Education	
Diagnostician (per hour)	\$50.00
LSSP (per hour)	\$50.00
Special Assignment	
Professional employees only (p/day)	midpoint of Special Assignment Position
10% dual role within same or lower pay grade	
15% dual role in higher pay grade	

Note: Previously \$30.00 p/day increase

All District hourly employees will be paid at their hourly rate for additional duties. Overtime will be paid, if applicable. District Teacher and Employee of the Year Incentive is a one-time payment for the contract year for district winners.

Athletics	
Ticket Sellers (professional-per event)	\$30.00
Clock/Timekeeper (professional-per event)	\$25.00
Official Books Keeper *Varsity Games ONLY (professional-per event)	\$25.00
Announcer *Football games ONLY (professional-per event)	\$25.00
Pitch Counter (professional-per event)	\$25.00
County Sheriff's Services *Football games ONLY (professional-per event)	\$25.00
Non-District Employee (per hour)	\$10.00
Hy-Tk Computer Data Operator (Depending on the size of track or Cross Country meet and how many divisions)	\$150 -
Finish-Lynx Camera Operator (Depending on the size of track or Cross Country meet and how many divisions)	\$150 -
Law Enforcement Services	\$60.00/hr
Special Education-Contracted Services	
Occupational Therapist (per hour)	\$70.00
Physical Therapist (per hour)	\$70.00
Speech Language Pathologist, CCC (per hour)	\$55.00
Licensed Specialist in Schools Psychology (per evaluation) Note: 1 st year LSSP \$375, Supervisor \$100	\$475.00
Itinerant Teacher for Auditory Impaired (per hour)	\$55.00
Transition Specialist (per hour)	\$50.00
Orientation & Mobility Specialist (per hour)	\$50.00
Doctor of Medicine (per prescription)	\$15.00
Diagnostician (per hour)	\$55.00
District Teacher & Employee of the Year -One Time	
District Teacher of the Year (3)	\$1,000
District Employee of the Year (3)	\$1,000



San Elizario ISD
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San Elizario, TX 79849
Phone: 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Discussion of changes and/or impact to local, state, and federal funding in accordance with School FIRST Rating Indicator #20
Date: June 16, 2026

HISTORY:

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.

RATIONALE:

One of the Financial Competence Indicators is:

#20 – Did the school district's administration and school board members discuss any changes and/or impact to local, state, and federal funding at a board meeting within 120 days before the district adopted its budget?

Though these changes have been discussed during the budget workshops, they are summarized here by category:

Local Funding

Maintenance & Operations (M&O) Tax Rate (used for levying tax)

2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2025-26
\$1.0151	\$0.9207	\$0.9033	\$0.7219	\$0.7156	\$0.7156	\$0.7156*

**estimated, final rate will not be known until August of 2026 once final certified values are available and provided to TEA and is subject to change if additional tax rate compression is approved*

Maintenance & Operations (M&O) Tax Collections (used for Tier 1 and Tier 2 state funding)

2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
\$2,590,273	\$2,648,181	\$2,923,682	\$1,996,490	\$2,186,771	\$2,156,679	\$2,327,501**

***estimated as final levy will not be known until August of 2026 once final certified values are available*

Average interest rate (using Lonestar investment pool rate)

2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2025-26
.13%	0.24%	3.94%	5.45%	5.41%	4.39%*	4.01%**

**average rates through May 31, 2026*

*** interest rates have started to decline and are expected to drop further*

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



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State Funding

Basic Allotment (funding/std along with attendance & std demographics drive Tier 1 funding)

2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
\$6,160	\$6,160	\$6,160	\$6,160	\$6,160	\$6,215	\$6,215

Tier 2 Guaranteed Yield Level 1 (additional funding available above Tier 1 levels for tax rates above the minimum compressed rate)

2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
\$98.56	\$98.56	\$98.56	\$126.21	\$126.52	\$129.52	\$129.52

Tier 2 Guaranteed Yield Level 2 (additional funding available above Tier 1 levels for tax rates above the minimum compressed rate)

2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
\$49.28	\$49.28	\$49.28	\$49.28	\$49.28	\$49.72	\$49.72

Federal Funding - Entitlements

Grant by Year	2024-2025 (final)	2025-26 (final)	2026-27 (planning)
Title I, Part A	\$2,780,682	\$1,965,866	\$1,754,683
Title I, Part C	\$46,347	\$22,494	\$23,941
Title II, Part A	\$295,766	\$227,392	\$147,063
Title III, Part A	\$296,883	\$315,021	\$150,977
Title IV, Part A	\$296,139	\$303,343	\$140,675
IDEA-B Formula	\$666,118	\$624,663	\$591,816
IDEA-B Preschool	\$8,688	\$8,527	\$8,237
Title I, Perkins V	\$77,841	\$56,408	\$41,724

BUDGET IMPACT: There is no budget impact with this agenda item as it is for discussion and information only.

ADMINISTRATIVE RECOMMENDATION: The Administrative recommendation is for the Board to review the information.

For Approval? ☐ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☒ Information

Please check if applicable: ☐ Attachment Included

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



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MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Discussion on Proposed Budget and Proposed Tax Rate for 2026-2027 School Year
Date: June 16, 2026

HISTORY:

A “Notice of Public Meeting to Discuss Budget and Proposed Tax Rate” was published in the West Texas County Courier on June 4, 2026 in accordance with TEC 44.004(b).

RATIONALE: The purpose of this agenda item is to present the proposed budget and proposed tax rate for the upcoming year. .

BUDGET IMPACT:

There is no budget impact with this agenda item as it is for presentation and discussion only.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the general fund and debt service funds as presented.

For Approval? ☐ Yes ☐ No

If no, please check one: ☐ Presentation ☒ Report ☐ Information

Please check if applicable: ☐ Attachment Included

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

Discussion on Proposed Budget and Proposed Tax Rate for the 2026-2027 School Year

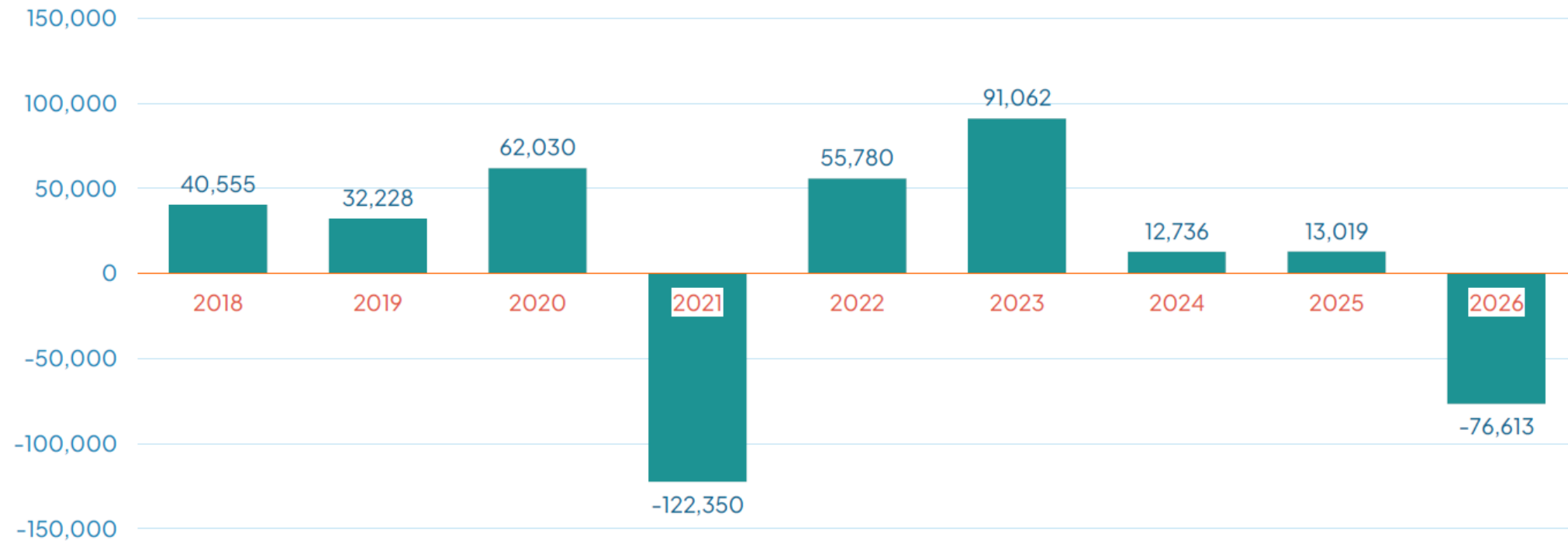
June 16, 2026



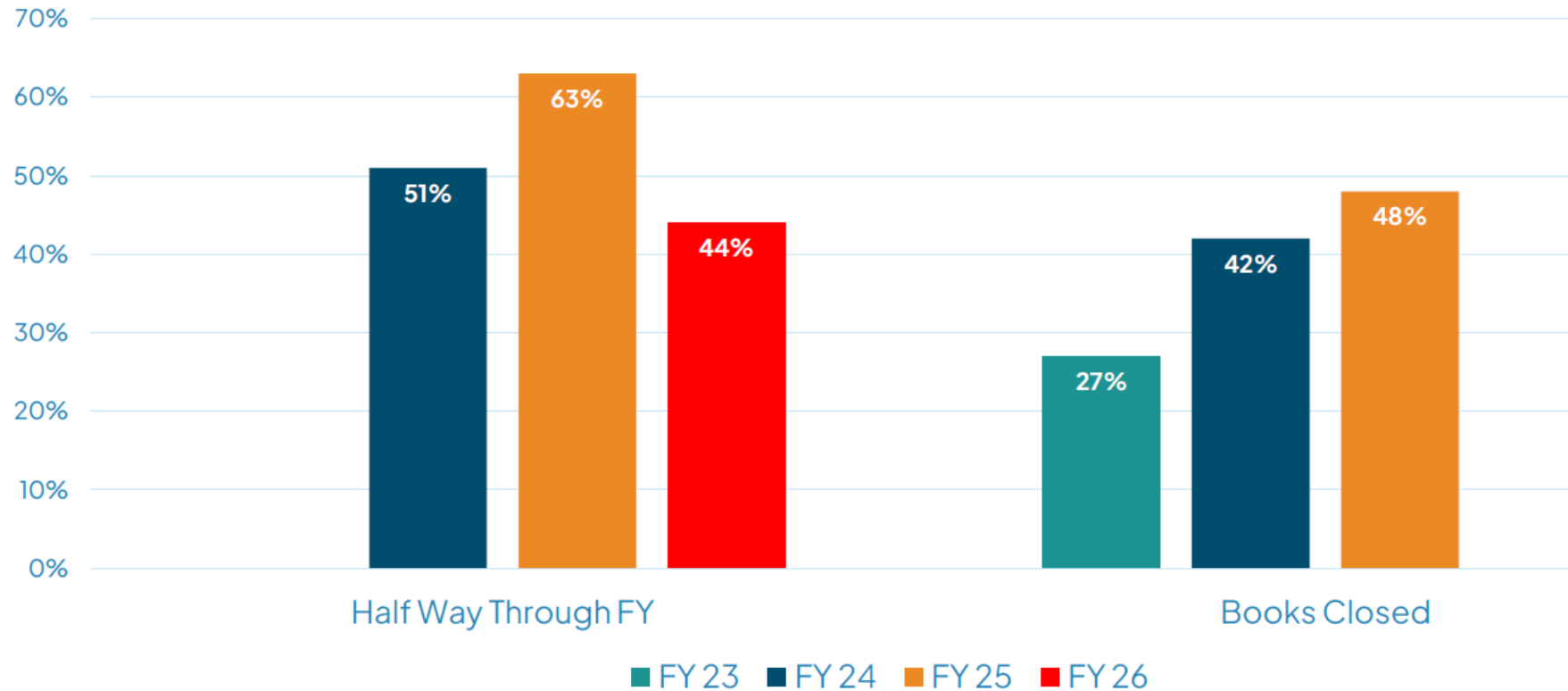
Agenda

- Statewide Financial Impacts
- ADA and Enrollment
- Property Taxes
- Proposed Budget
- Cost Saving Opportunities

Statewide Enrollment Change from Prior Year

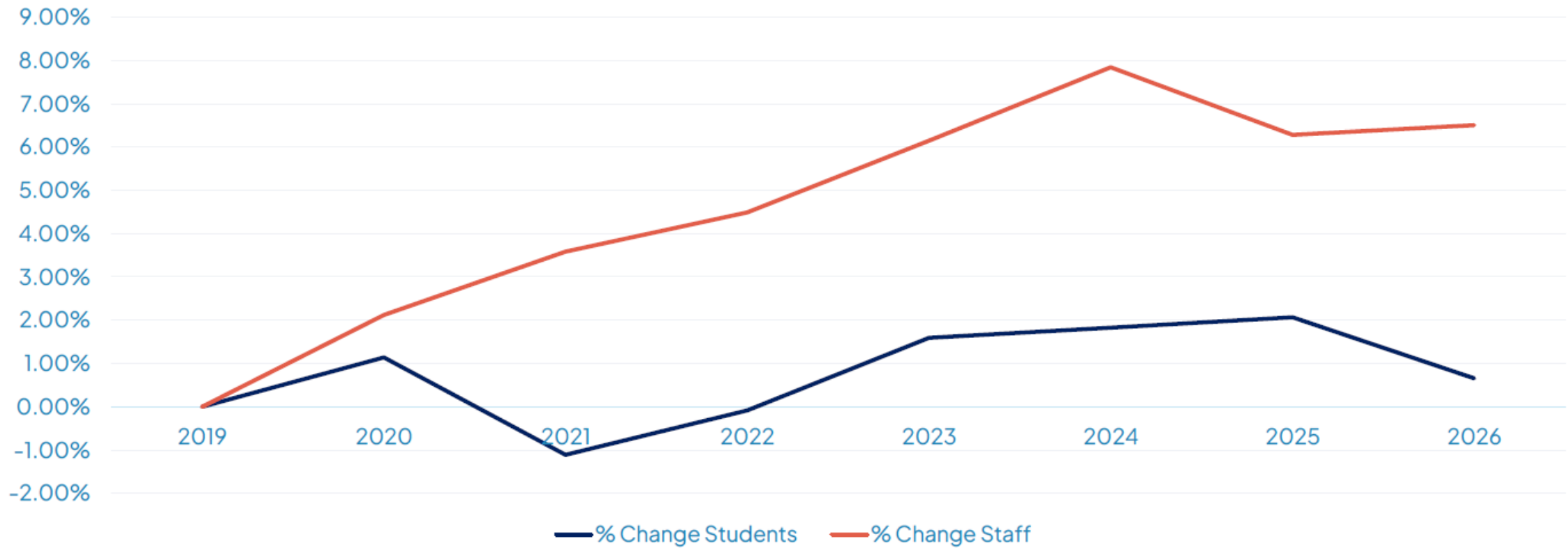


Will the District End the Fiscal Year in a Deficit



Public School Enrollment and Staffing

FY 2019 to FY 2026



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Our Financial Reality

Over the past seven years, Austin ISD has faced a widening gap between state funding and the actual cost of educating our students. Despite historic inflation, and a multi-billion dollar state surplus, Texas left its basic student allotment stagnant from 2019 through 2025. Last year, the 89th Legislature approved only a fraction of the funding required to catch up with escalating costs.

On top of that, since adopting the 2025–26 budget, several critical factors have shifted: Austin property values declined more than expected, enrollment dipped — largely due to the current climate around immigration — and we have faced rising operating costs alongside delayed real estate sales.

Last November, we made the incredibly difficult decision to close 11 schools, generating approximately \$21 million in savings. While those closures have allowed us to avoid some more painful cuts, the sheer scale of our remaining deficit means we have exhausted our options for purely operational savings. Because over 88% of our budget is invested directly in our people, it is mathematically impossible to address a deficit of this size without impacting positions.

- At schools with fewer academic challenges, some teacher's planning periods will be reduced to the state minimum (one per day), and grades 2–5 will see modest class-size increases.
- Campus support roles will also scale back based on enrollment. While every school will retain a counselor, smaller campuses may transition to shared librarians or part-time assistant principals.
- We are moving away from a universal 1:1 student-to-device technology model to minimize student screen time and prioritize rich, interactive instruction. Through our academic visioning process we will develop guidelines for providing device access based on specific student needs and developmental appropriateness.
- Partner-provided student support services will be scaled back to concentrate on our highest-need campuses.
- Discontinue districtwide bus routes for several choice schools & the Alternative Learning Center, implement transportation hubs for secondary schools, discontinue late activity buses at secondary and return to standard 2-mile policy for all schools. Transportation hubs for Ann Richards, Lively, LASA, and Kealing will continue while the district develops a fee-based model based on family economic status.

Cash Flow

School Year 2026–2027			
Due Date	Reporting Period(s)	PEIMS Notes	SOF Reports Notes
10/09/2026 (2nd Friday in October)	1st Six Weeks Attendance	2 weeks after the latest EndDate in the First Six Weeks (1) ReportingPeriod (C130) as reported in the ReportingPeriodExt Entity	Incorporate ~ 11/10/2026 LPE and DPE
12/04/2026 (1st Friday in December)	2nd Six Weeks Attendance	2 weeks after the latest EndDate in the Second Six Weeks (2) ReportingPeriod (C130) as reported in the ReportingPeriodExt Entity	Incorporate ~ 1/10/2027 LPE and DPE
01/29/2027 (Last Friday in January)	3rd Six Weeks Attendance	2 weeks after the latest EndDate in the Third Six Weeks (3) ReportingPeriod (C130) as reported in the ReportingPeriodExt Entity	Incorporate ~ 3/10/2027 LPE and DPE
03/19/2027 (3rd Friday in March)	4th Six Weeks Attendance	2 weeks after the latest EndDate in the Fourth Six Weeks (4) ReportingPeriod (C130) as reported in the ReportingPeriodExt Entity	Incorporate ~ 4/10/2027 LPE and DPE
05/14/2027 (2nd Friday in May)	5th Six Weeks Attendance	2 weeks after the latest EndDate in the Fifth Six Weeks (5) ReportingPeriod (C130) as reported in the ReportingPeriodExt Entity	Incorporate ~ 6/10/2027 LPE and DPE
06/17/2027 07/15/2027	1st – 6th Six Weeks Attendance	Summer Submission: 06/17/2027 Summer Resubmission: 07/15/2027	Incorporate 9/1/2027 as part of near-final settle up



2026-2027 ADA and Enrollment

Fiscal Year 2026

Historical Fall Enrollment

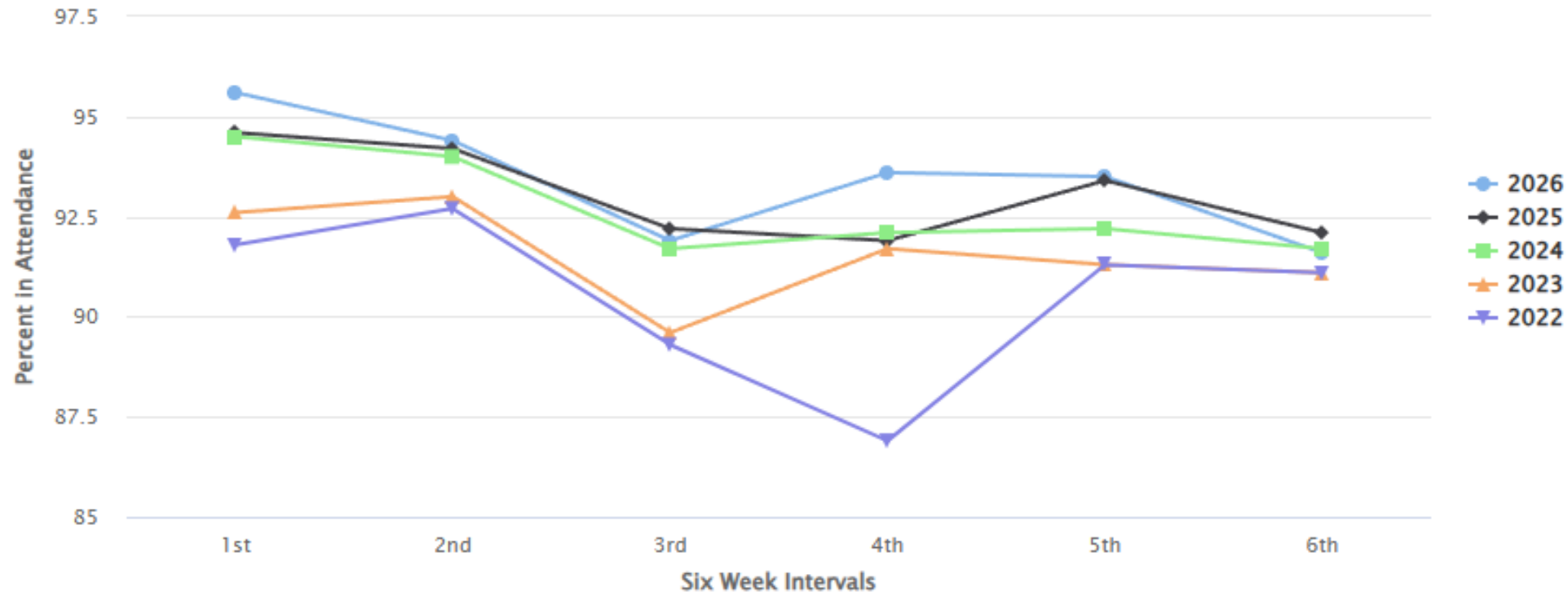
ADA Eligibility (Fall Enrollment)	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
TOTALS	4,128	4,051	3,958	3,881	3,799	3,668	3,436	3,191	3,193	3,177	3,009	2,927	2,781



Attendance Report for 2022 – 2026

Print/Download

Showing Selected Year and Previous 4 Years

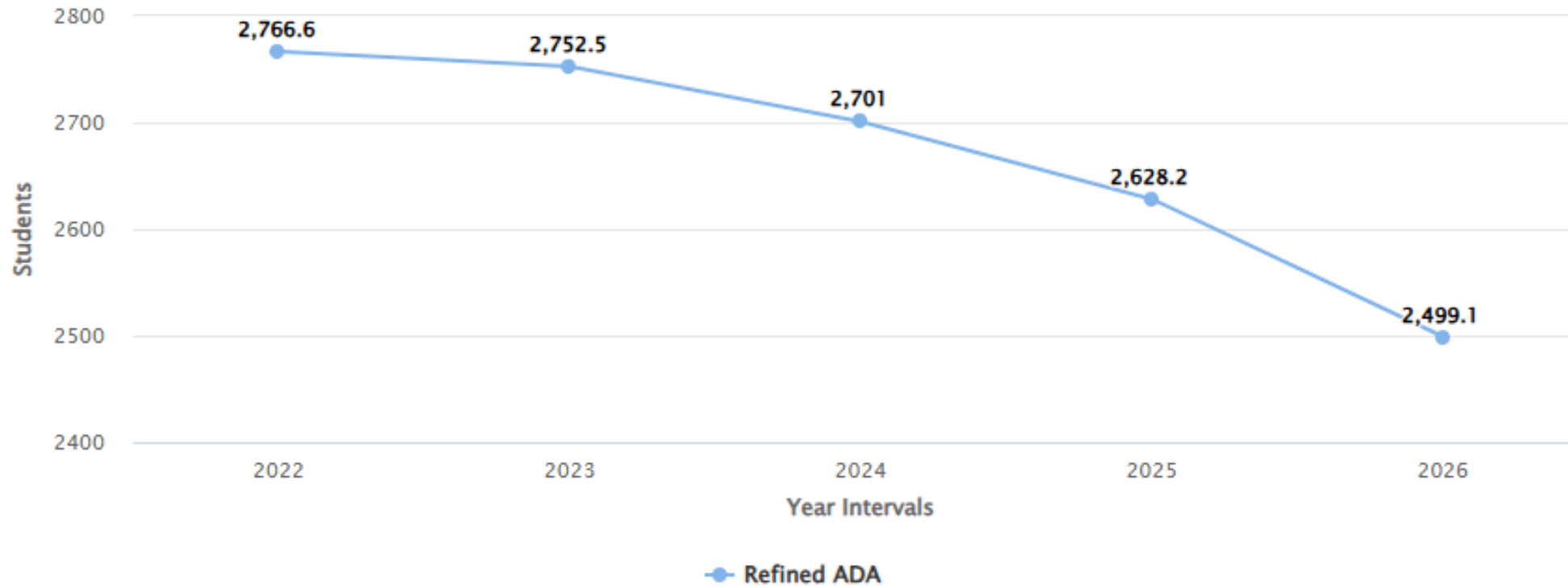




Refined ADA for 2022 – 2026

Print/Download

Showing Selected Year and Previous 4 Years





FY 2025 Utility Costs

Loya
FY25
Utilities
Cost:
\$58,642

Sambran
o FY25
Utilities
Cost:
\$86,563

Alarcon
FY25
Utilities
Cost:
\$97,377

Borrego
FY25
Utilities
Cost:
\$94,433

GEMS
FY25
Utilities
Cost:
\$190,703

SEHS
FY25
Utilities
Cost:
\$409,984



2026-2027 Property Tax Rate

Types of Tax Rates

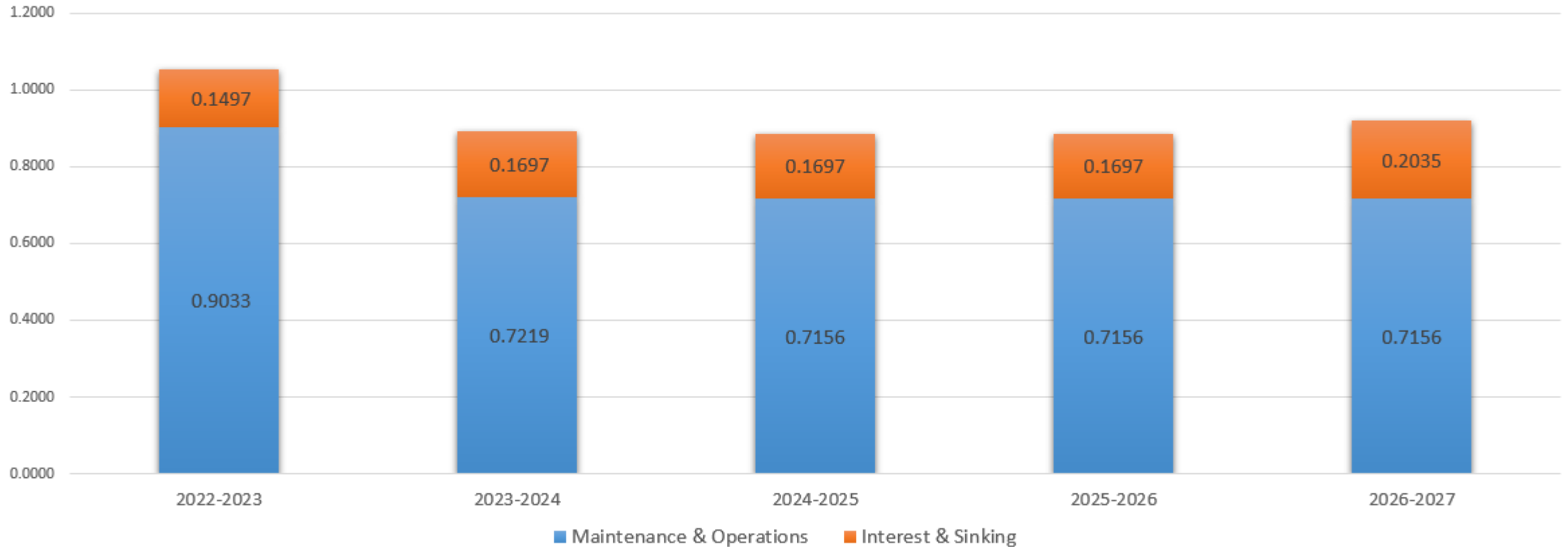
❖ What are property taxes?

- Property taxes are local taxes used to fund services such as schools, roads, police, fire departments, and various other public services, depending on the government entity collecting the tax.

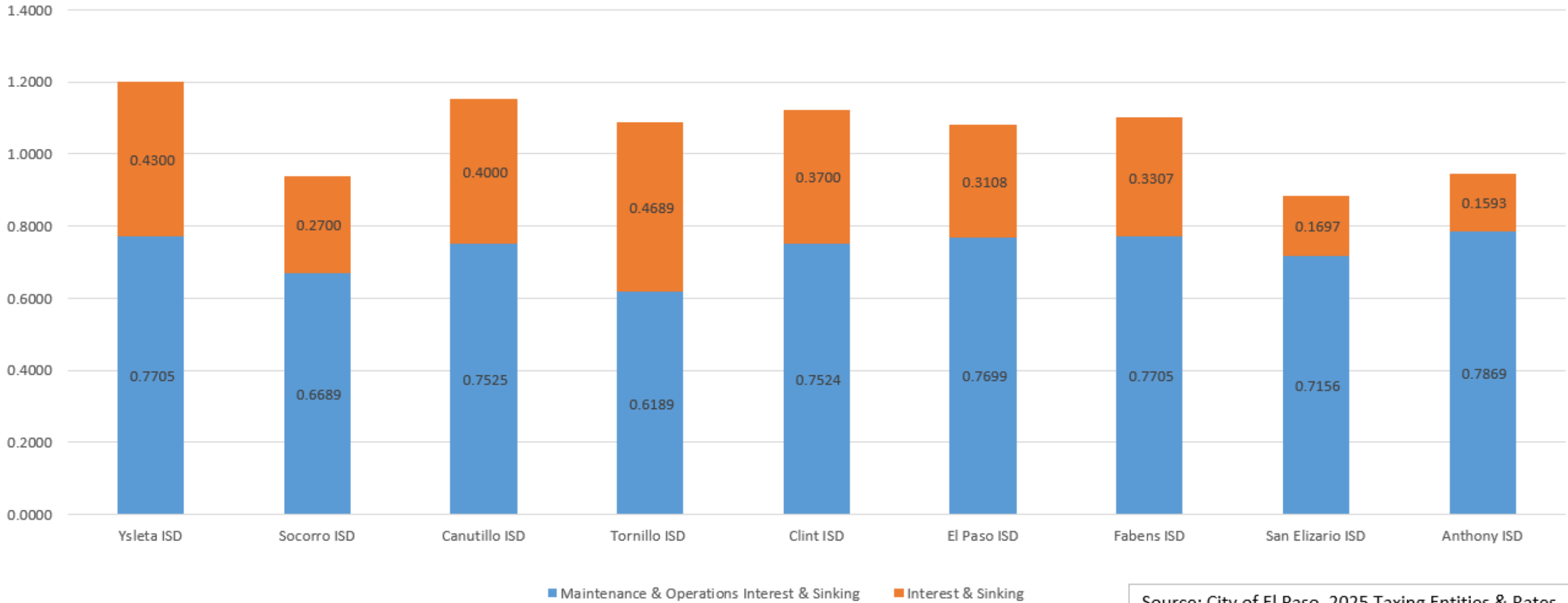
❖ What are the components of the District's tax rate?

- Maintenance & Operations (M&O)
 - Salaries
 - Contracted Services
 - Supplies, Materials & Equipment
 - Transportation & Utilities
- Interest & Sinking (I&S)
 - Construction Projects
 - School Buildings
 - Cannot be used for general operations

Tax Rate History



Tax Rate Comparison



Fiscal Year 2027

Budget and Proposed Tax Rate Notice

June 4, 2026

West Texas County Courier

Page 5



Moments in time

THE HISTORY CHANNEL

• On June 1, 1926, Norma Jeane Mortenson, who would later become famous as the voluptuous, platinum-blond actress and sex symbol Marilyn Monroe, was born in

Davis, an activist and former UCLA philosophy professor, was acquitted on charges of conspiracy, murder and kidnapping. She had been accused of supplying weapons to Jonathan Jackson, who had stormed a courtroom in an effort to take hostages he hoped to exchange for his brother, a radical incarcerated at San Quentin. Jackson died

Comparison of Proposed Levy with Last Year's Levy on Average Residence

	Last Year	This Year
Average Market Value of Residences	\$ 155,874	\$ 165,093
Average Taxable Value of Residences	\$ 0	\$ 2,715
Last Year's Rate Versus		
Proposed Rate per \$100 Value	\$ 0.885300	\$ 0.919100
Taxes Due on Average Residence	\$ 0	\$ 25.00
Increase (Decrease) in Taxes		\$ 25.00

Under state law, the dollar amount of school taxes imposed on the residence homestead of a person 65 years of age or older or of the surviving spouse of such a person, if the surviving spouse was 55 years of age or older when the person died, may not be increased above the amount paid in the first year after the person turned 65, regardless of changes in the tax rate or property value.

NOTICE OF PUBLIC MEETING TO DISCUSS BUDGET AND PROPOSED TAX RATE

The San Elizario Independent School District will hold a public meeting at 5:30 P.M. on Tuesday, June 16, 2026 in the SEISD Administrative Office, 1050 Chicken Ranch Rd., San Elizario, Texas. **The purpose of this meeting is to discuss the school district's budget that will determine the tax rate that will be adopted. Public participation in the discussion is invited.**

The tax rate that is ultimately adopted at this meeting or at a separate meeting at a later date may not exceed the proposed tax rate shown below unless the district publishes a revised notice containing the same information and comparisons set out below and holds another public meeting to discuss the revised notice.

Maintenance Tax	\$0.715600/\$100 (Proposed rate for maintenance and operations)
School Debt Service Tax	
Approved by Local Voters	\$0.203500/\$100 (Proposed rate to pay bonded indebtedness)



2026-2027 Proposed Budget

**San Elizario Independent School District
General Fund Budget - Fiscal Year 2026-2027**

General Fund Budget Fiscal Year 2020-2027													
		2021-2022		2022-2023		2023-2024		2024-2025		2025-2026		2026-2027	
		Actual		Actual		Actual		Actual		Amended		Proposed	
REVENUES													
5700	Total Local and Intermediate Sources	\$ 2,949,691	7%	\$ 3,757,570	10%	\$ 3,386,457	8%	\$ 3,081,683	8%	\$ 3,093,147	8%	\$ 2,841,251	8%
5800	State Program Revenues	\$ 31,346,020	80%	\$ 30,182,582	77%	\$ 32,224,161	80%	\$ 31,383,754	82%	\$ 31,440,069	81%	\$ 31,368,328	84%
5900	Federal Programs	\$ 5,049,515	13%	\$ 5,506,593	14%	\$ 4,575,515	11%	\$ 3,584,154	9%	\$ 4,305,000	11%	\$ 3,265,400	9%
Total Revenues		\$ 39,345,226	100%	\$ 39,446,745	100%	\$ 40,186,133	100%	\$ 38,049,591	100%	\$ 38,838,216	100%	\$ 37,474,979	100%
EXPENDITURES													
11	Instruction	\$ 17,343,090	48%	\$ 17,913,556	47%	\$ 17,634,319	42%	18,833,575	46%	19,800,042	48%	21,286,582	50%
12	Instructional Resources and Media Service	\$ 390,927	1%	\$ 70,467	0%	\$ 170,168	0%	49,521	0%	65,926	0%	68,527	0%
13	Curriculum and Instructional Staff Develop	\$ 225,711	1%	\$ 211,417	1%	\$ 338,107	1%	809,169	2%	885,673	2%	840,187	2%
21	Instructional Leadership	\$ 742,337	2%	\$ 842,907	2%	\$ 771,157	2%	686,031	2%	774,432	2%	770,620	2%
23	School Leadership	\$ 2,081,360	6%	\$ 2,287,273	6%	\$ 1,436,865	3%	2,074,879	5%	2,132,964	5%	2,214,417	5%
31	Guidance, Counseling and Evaluation Servi	\$ 1,226,040	3%	\$ 1,197,341	3%	\$ 1,210,631	3%	1,458,724	4%	1,489,259	4%	1,455,657	3%
32	Social Work Services	\$ 246,189	1%	\$ 52,893	0%	\$ 61,210	0%	54,168	0%	100,039	0%	111,208	0%
33	Health Services	\$ 403,886	1%	\$ 445,087	1%	\$ 370,115	1%	472,395	1%	439,194	1%	509,563	1%
34	Student (Pupil) Transportation	\$ 1,168,388	3%	\$ 1,324,044	3%	\$ 1,844,857	4%	1,347,515	3%	1,433,490	3%	1,394,140	3%
35	Food Services	\$ 2,773,697	8%	\$ 3,710,817	10%	\$ 3,838,747	9%	3,426,509	8%	3,311,330	8%	3,617,371	8%
36	Cocurricular/Extracurricular Activities	\$ 961,960	3%	\$ 1,271,821	3%	\$ 1,258,265	3%	1,121,861	3%	1,167,613	3%	977,459	2%
41	General Administration	\$ 1,593,324	4%	\$ 1,744,048	5%	\$ 1,754,284	4%	1,830,145	4%	1,872,013	5%	1,917,518	4%
51	Facilities Maintenance and Operations	\$ 4,137,583	12%	\$ 4,492,246	12%	\$ 5,906,144	14%	5,080,070	12%	5,080,070	12%	4,671,229	11%
52	Security and Monitoring Services	\$ 955,160	3%	\$ 923,547	2%	\$ 1,370,455	3%	1,406,934	3%	1,407,824	3%	1,708,618	4%
53	Data Processing Services	\$ 1,349,562	4%	\$ 1,215,364	3%	\$ 1,381,690	3%	1,432,113	4%	1,175,786	3%	1,123,244	3%
61	Community Services	\$ 34,504	0%	\$ 30,700	0%	\$ 28,348	0%	11,732	0%	15,030	0%	15,993	0%
71	Debt Service	\$ 90,705	0%	\$ 125,943	0%	\$ 131,397	0%	210,408	1%	283,815	1%	258,025	1%
81	Facilities Acquisition and Construction	\$ 148,274	0%	\$ 437,526	1%	\$ 2,068,973	5%	351,175	1%		0%	-	0%
99	Other Intergovernmental Charges	\$ 40,286	0%	\$ 43,827	0%	\$ 33,673	0%	41,841	0%	51,700	0%	52,000	0%
Total Expenditures		\$ 35,912,983	100%	\$ 38,340,824	100%	\$ 41,609,405	100%	\$ 40,698,765	100%	\$ 41,486,200	100%	\$ 42,992,358	100%
REVENUES OVER(UNDER) EXPENDITURES		\$ 3,432,243		\$ 1,105,921		\$ (1,423,272)		\$ (2,649,174)		\$ (2,647,984)		\$ (5,517,379)	
OTHER FINANCING SOURCES (USES)													
Sale of Real and Personal Property		\$ 47,102		\$ 27,011		\$ 10,523		\$ 27,261		\$ 25,000		\$ 25,000	
Proceeds of Right-to-Use Lease		\$ -		\$ 251,611		\$ 619,042		\$ -		\$ -		\$ -	
Proceeds of SBITAs and Other Resources		\$ -		\$ 42,025		\$ -		\$ -		\$ -		\$ -	
Operating Transfer In		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Operating Transfer Out		\$ (600,000)		\$ -		\$ -		\$ -		\$ -		\$ -	
Total Other Financing Sources (Uses)		\$ (552,898)		\$ 320,647		\$ 629,565		\$ 27,261		\$ 25,000		\$ 25,000	
FUND BALANCE													
Net Change in Fund Balance		\$ 2,879,345		\$ 1,426,568		\$ (793,707)		\$ (2,621,913)		\$ (2,622,984)		\$ (5,492,379)	
Total Fund Balance - July 1 (Beginning)		\$ 13,295,680		\$ 16,175,025		\$ 17,601,593		\$ 16,807,886		\$ 14,185,973		\$ 11,562,989	
Total Fund Balance - June 30 (Ending)		\$ 16,175,025		\$ 17,601,593		\$ 16,807,886	47	\$ 14,185,973		\$ 11,562,989		\$ 6,070,610	



Fund balance estimates based on current budget

San Elizario Independent School District
General Fund Budget - Fiscal Year 2026-2027



	2026-2027 General Fund	2026-2027 For Adoption
REVENUES		
5700 Total Local and Intermediate Sources	\$ 2,841,251	\$ 2,841,251 8%
5800 State Program Revenues	\$ 31,368,328	\$ 31,368,328 84%
5900 Federal Programs	\$ 3,265,400	\$ 3,265,400 9%
Total Revenues	\$ 37,474,979	\$ 37,474,979 100%
EXPENDITURES		
11 Instruction	21,286,582	\$ 21,286,582 50%
12 Instructional Resources and Media Services	68,527	\$ 68,527 0%
13 Curriculum and Instructional Staff Development	840,187	\$ 840,187 2%
21 Instructional Leadership	770,620	\$ 770,620 2%
23 School Leadership	2,214,417	\$ 2,214,417 5%
31 Guidance, Counseling and Evaluation Services	1,455,657	\$ 1,455,657 3%
32 Social Work Services	111,208	\$ 111,208 0%
33 Health Services	509,563	\$ 509,563 1%
34 Student (Pupil) Transportation	1,394,140	\$ 1,394,140 3%
35 Food Services	3,617,371	\$ 3,617,371 8%
36 Cocurricular/Extracurricular Activities	977,459	\$ 977,459 2%
41 General Administration	1,917,518	\$ 1,917,518 4%
51 Facilities Maintenance and Operations	4,671,229	\$ 4,671,229 11%
52 Security and Monitoring Services	1,708,618	\$ 1,708,618 4%
53 Data Processing Services	1,123,244	\$ 1,123,244 3%
61 Community Services	15,993	\$ 15,993 0%
71 Debt Service	258,025	\$ 258,025 1%
81 Facilities Acquisition and Construction	-	\$ - 0%
99 Other Intergovernmental Charges	52,000	\$ 52,000 0%
Total Expenditures	\$ 42,992,358 A	\$ 42,992,358 100%
REVENUES OVER(UNDER) EXPENDITURES	\$ (5,517,379)	\$ (5,517,379)
OTHER FINANCING SOURCES (USES)		
Sale of Real and Personal Property	\$ 25,000	\$ 25,000
Other Operating Transfer Out	-	\$ -
Total Other Financing Sources (Uses)	\$ 25,000	\$ 25,000
FUND BALANCE		
Net Change in Fund Balance	\$ (5,492,379)	\$ (5,492,379)
Total Fund Balance - July 1 (Projected Beginning)	\$ 12,120,496	\$ 12,120,496
Total Fund Balance - June 30 (Projected Ending)	<u>\$ 6,628,117</u>	<u>\$ 6,628,117</u>

NOTES & PRELIMINARY ASSUMPTIONS

Fiscal Year 2025 Amended Budget Ending FB	\$ 12,120,496
Fiscal Year 2026 Projected Budget Beginning FB	\$ 12,120,496 *

* = Excludes transfers to the health fund to cover the deficit

A = Excludes possible savings due to lapse salaries and/or employee turnover, includes current schools and gradespans

A cont'd = Includes employer health insurance premium for all employees

B = FIRST #6 - 75 days worth of assigned + unassigned FB - will not be met with current proposed budget

Total Fund Balance - June 30 (Projected Ending FY26)	\$ 6,628,117
Less Restricted Food Service FB	\$ (916,256)
Less Non Spendable Inventory FB	\$ (226,479)
Less Committed FB	\$ (1,135,395)
Estimated Unassigned FB	<u>\$ 4,349,987</u>

Estimated Unassigned FB	\$ 4,349,987
Total General Fund Expenditures	\$ 42,992,358
Average Daily Expenditure (Total GF Exp / 365 days)	\$ 117,787
Days of Expenditure (Unassigned FB / Ave Daily Exp)	36.93 B



San Elizario Independent School District
Debt Service Fund - Fiscal Year 2026-2027

		2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
		Actual	Actual	Actual	Amended	Proposed
	<i>I&S Rate:</i>	\$ 0.1497	\$ 0.1697	\$ 0.1697	\$ 0.1697	\$ 0.2035
REVENUES						
5700	Total Local and Intermediate Sources	\$ 527,176	\$ 500,227	\$ 546,915	\$ 527,253	\$ 519,000
5800	State Program Revenues	\$ 1,150,391	\$ 1,154,596	\$ 1,039,554	\$ 1,245,681	\$ 1,150,000
	<i>Total Revenues</i>	<u>\$ 1,677,567</u>	<u>\$ 1,654,823</u>	<u>\$ 1,586,469</u>	<u>\$ 1,772,934</u>	<u>\$ 1,669,000</u>
EXPENDITURES						
71	Debt Service	\$ 1,622,368	\$ 1,624,413	\$ 1,624,707	\$ 1,727,225	\$ 1,626,000
	<i>Total Expenditures</i>	<u>\$ 1,622,368</u>	<u>\$ 1,624,413</u>	<u>\$ 1,624,707</u>	<u>\$ 1,727,225</u>	<u>\$ 1,626,000</u>
	REVENUES OVER(UNDER) EXPENDITURES	<u>\$ 55,199</u>	<u>\$ 30,410</u>	<u>\$ (38,238)</u>	<u>\$ 45,709</u>	<u>\$ 43,000</u>
OTHER FINANCING SOURCES (USES)						
7911	Capital Related Debt Issued	\$ -	\$ -	\$ -	\$ -	\$ -
7916	Premium or Discount on Issuance of Bonds	\$ -	\$ -	\$ -	\$ -	\$ -
8949	Other (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>Total Other Financing Sources (Uses)</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
FUND BALANCE						
	Net Change in Fund Balance	\$ 55,199	\$ 30,410	\$ (38,238)	\$ 45,709	\$ 43,000
	Total Fund Balance - July 1 (Beginning)	\$ 294,128	\$ 349,327	\$ 379,737	\$ 341,499	\$ 387,208
	Total Fund Balance - June 30 (Ending)	<u>\$ 349,327</u>	<u>\$ 379,737</u>	<u>\$ 341,499</u>	<u>\$ 387,208</u>	<u>\$ 430,208</u>



2026-2027 CNS Proposed Budget

2026-2027 CNS Estimated Budget Summary



Before
Additional
Requests

SAN ELIZARIO ISD CHILD NUTRITION FUND 2026-2027 Proposed Budget Summary			
2026-2027	Revised Budget	Proposed Budget	Change
Revenues	2025-2026	2026-2027	
Local Sources	150,000	145,000	(5,000)
State Funding	15,000	15,000	-
Federal Revenue (School Meal Program Reimbursement)	3,310,000	3,050,200	(259,800)
Estimated Revenues	3,475,000	3,210,200	(264,800)
Expenditures	2025-2026	2025-2026	
Payroll	\$1,176,331	\$1,418,956	\$242,625
Food	\$1,576,647	\$1,609,331	\$32,684
Non Food	\$498,354	\$465,669	-\$32,685
Estimated Expenditures	3,251,332	3,493,956	242,624
Increase (Decrease) in Fund Balance	\$223,668	-\$283,756	-\$507,424
Beginning Fund Balance	918,979	1,142,647	223,668
Estimated End-of-Year Fund Balance	\$1,142,647	\$858,891	-\$283,756
Average Monthly Expenditures	270,944	291,163	
# Months Operating of Unassigned Fund Balance	4	3	

2026-2027 CNS Additional Budget Requests



Campus/ Department	Funding Source	Amount	Subject of Request	Justification
CNS	101	51,129	CNS Maintenance Repair Staff	Provide preventive maintenance to food service equipment. Ms. Reyes is working with HR since the position does not exist.
Subtotal		51,129		
Sambrano	101	6,731	Ice Machine at Sambrano	Continuous work orders/service calls to fix
CNS	101	43,000	Mini Van	Van for courier daily needs
Alarcon	101	7,900	Replace Shelving for Freezer	To prevent losing points with the health department
SEHS	101	4,380	Student trays for SEHS	Old trays don't get cleaned with current dishwasher to cut down on paper supplies
Subtotal		62,011		
Grand Total		113,140		

2026-2027 CNS Estimated Budget Summary



After
Additional
Requests



SAN ELIZARIO ISD CHILD NUTRITION FUND 2026-2027 Proposed Budget Summary			
2026-2027	Revised Budget	Proposed Budget	Change
Revenues	2025-2026	2026-2027	
Local Sources	150,000	145,000	(5,000)
State Funding	15,000	15,000	-
Federal Revenue (School Meal Program Reimbursement)	3,310,000	3,050,200	(259,800)
Estimated Revenues	3,475,000	3,210,200	(264,800)
Expenditures	2025-2026	2025-2026	
Payroll	\$1,176,331	\$1,470,085	\$293,754
Food	\$1,576,647	\$1,609,331	\$32,684
Non Food	\$498,354	\$527,680	\$29,326
Estimated Expenditures	3,251,332	3,607,096	355,764
Increase (Decrease) in Fund Balance	\$223,668	-\$396,896	-\$620,564
Beginning Fund Balance	918,979	1,142,647	223,668
Estimated End-of-Year Fund Balance	\$1,142,647	\$745,751	-\$396,896
Average Monthly Expenditures	270,944	300,591	
# Months Operating of Unassigned Fund Balance	4	2	

2026-2027 CNS Estimated Budget Summary



After
Additional
Requests

Without
Van

SAN ELIZARIO ISD CHILD NUTRITION FUND 2026-2027 Proposed Budget Summary			
2026-2027	Revised Budget	Proposed Budget	Change
Revenues	2025-2026	2026-2027	
Local Sources	150,000	145,000	(5,000)
State Funding	15,000	15,000	-
Federal Revenue (School Meal Program Reimbursement)	3,310,000	3,050,200	(259,800)
Estimated Revenues	3,475,000	3,210,200	(264,800)
Expenditures	2025-2026	2025-2026	
Payroll	\$1,176,331	\$1,470,085	\$293,754
Food	\$1,576,647	\$1,609,331	\$32,684
Non Food	\$498,354	\$484,680	-\$13,674
Estimated Expenditures	3,251,332	3,564,096	312,764
Increase (Decrease) in Fund Balance	\$223,668	-\$353,896	-\$577,564
Beginning Fund Balance	918,979	1,142,647	223,668
Estimated End-of-Year Fund Balance	\$1,142,647	\$788,751	-\$353,896
Average Monthly Expenditures	270,944	297,008	
# Months Operating of Unassigned Fund Balance	4	3	

2026-2027 Budget Development



Cost Saving Opportunities

Cost Saving Opportunities



Item Description	Potential Savings Amount
Salary Subtotal	766,655
Employee Non-Local Travel Subtotal	29,771
Communications Subtotal	8,328
Employee Appreciation Subtotal	7,089
Health Insurance Subtotal	104,040
Cost Saving Opportunities Grand Total	915,883



Budget Adoption based on recommendations and guidance provided by the Board

San Elizario Independent School District
General Fund Budget - Fiscal Year 2026-2027

	2026-2027 General Fund	2026-2027 For Adoption
REVENUES		
5700 Total Local and Intermediate Sources	\$ 2,841,251	\$ 2,841,251 8%
5800 State Program Revenues	\$ 31,368,328	\$ 31,368,328 84%
5900 Federal Programs	\$ 3,265,400	\$ 3,265,400 9%
<i>Total Revenues</i>	<u>\$ 37,474,979</u>	<u>\$ 37,474,979 100%</u>
EXPENDITURES		
11 Instruction	21,286,582	\$ 21,286,582 50%
12 Instructional Resources and Media Services	68,527	\$ 68,527 0%
13 Curriculum and Instructional Staff Development	840,187	\$ 840,187 2%
21 Instructional Leadership	770,620	\$ 770,620 2%
23 School Leadership	2,214,417	\$ 2,214,417 5%
31 Guidance, Counseling and Evaluation Services	1,455,657	\$ 1,455,657 3%
32 Social Work Services	111,208	\$ 111,208 0%
33 Health Services	509,563	\$ 509,563 1%
34 Student (Pupil) Transportation	1,394,140	\$ 1,394,140 3%
35 Food Services	3,617,371	\$ 3,617,371 8%
36 Cocurricular/Extracurricular Activities	977,459	\$ 977,459 2%
41 General Administration	1,917,518	\$ 1,917,518 4%
51 Facilities Maintenance and Operations	4,671,229	\$ 4,671,229 11%
52 Security and Monitoring Services	1,708,618	\$ 1,708,618 4%
53 Data Processing Services	1,123,244	\$ 1,123,244 3%
61 Community Services	15,993	\$ 15,993 0%
71 Debt Service	258,025	\$ 258,025 1%
81 Facilities Acquisition and Construction	-	\$ - 0%
99 Other Intergovernmental Charges	52,000	\$ 52,000 0%
<i>Total Expenditures</i>	<u>\$ 42,992,358 A</u>	<u>\$ 42,992,358 100%</u>
REVENUES OVER(UNDER) EXPENDITURES	<u>\$ (5,517,379)</u>	<u>\$ (5,517,379)</u>
OTHER FINANCING SOURCES (USES)		
Sale of Real and Personal Property	\$ 25,000	\$ 25,000
Other Operating Transfer Out	-	-
<i>Total Other Financing Sources (Uses)</i>	<u>\$ 25,000</u>	<u>\$ 25,000</u>
FUND BALANCE		
Net Change in Fund Balance	\$ (5,492,379)	\$ (5,492,379)
Total Fund Balance - July 1 (Projected Beginning)	\$ 12,120,496	\$ 12,120,496
Total Fund Balance - June 30 (Projected Ending)	<u>\$ 6,628,117</u>	<u>\$ 6,628,117</u>

NOTES & PRELIMINARY ASSUMPTIONS

Fiscal Year 2025 Amended Budget Ending FB	\$ 12,120,496
Fiscal Year 2026 Projected Budget Beginning FB	\$ 12,120,496 *

* = Excludes transfers to the health fund to cover the deficit

Total Fund Balance - June 30 (Projected Ending FY26)	\$ 6,628,117
Less Restricted Food Service FB	\$ (916,256)
Less Non Spendable Inventory FB	\$ (226,479)
Less Committed FB	\$ (1,135,395)
Estimated Unassigned FB	<u>\$ 4,349,987</u>

A = Excludes possible savings due to lapse salaries and/or employee turnover, includes current schools and gradespans
A cont'd = Includes employer health insurance premium for all employees
B = FIRST #6 - 75 days worth of assigned + unassigned FB - will not be met with current proposed budget

Estimated Unassigned FB	\$ 4,349,987
Total General Fund Expenditures	\$ 42,992,358
Average Daily Expenditure (Total GF Exp / 365 days)	\$ 117,787
Days of Expenditure (Unassigned FB / Ave Daily Exp)	36.93 B

Fiscal Year 2027 General Operating Fund Proposed Budget Snapshot

Revenue				
	FY 2026 Adopted	FY 2026 Amended	FY 2027 Proposed	Variance Adopted vs Proposed
5700 - Local Revenue	3,093,147	3,093,147	2,841,251	(251,896)
5800 - State Revenue	31,231,757	31,440,069	31,368,328	136,571
5900 - Federal Revenue	4,305,000	4,305,000	3,265,400	(1,039,600)
Total	\$ 38,629,904	\$ 38,838,216	\$ 37,474,979	\$ (1,154,925)
Expenses				
	FY 2026 Adopted	FY 2026 Amended	FY 2027 Proposed	Variance Adopted vs Proposed
11 - Instruction	19,734,074	19,800,042	21,286,582	1,552,509
12 - Instruction Resources and Media	67,426	65,926	68,527	1,101
13 - Curriculum & Instr Staff Develop	859,460	885,673	840,187	(19,273)
21 - Instructional Leadership	744,080	774,432	770,620	26,540
23 - School Leadership	2,102,639	2,132,964	2,214,417	111,777
31 - Guidance, Counseling, Evaluation	1,503,569	1,489,259	1,455,657	(47,912)
32 - Social Work Services	50,039	100,039	111,208	61,169
33 - Health Services	427,494	439,194	509,563	82,069
34 - Student Transportation	1,421,379	1,433,490	1,394,140	(27,240)
35 - Food Services	3,310,425	3,311,330	3,617,371	306,946
36 - Extracurricular Activities	909,279	1,167,613	977,459	68,180
41 - General Administration	1,707,954	1,872,013	1,917,518	209,564
51 - Facilities Maint and Operations	5,317,942	5,080,070	4,671,229	(646,713)
52 - Security and Monitoring Services	608,150	1,407,824	1,708,618	1,100,468
53 - Data Processing Services	1,170,851	1,175,786	1,123,244	(47,607)
61 - Community Services	15,030	15,030	15,993	963
71 - Debt Service	319,725	283,815	258,025	(61,700)
81 - Facilities Acquisition & Construction	-	-	-	-
99 - Other Intergovernmental Charges	51,700	51,700	52,000	300
Total	\$ 40,321,216	\$ 41,486,201	\$ 42,992,358	\$ 2,671,142
Revenue Over/Under Expenses	\$ (1,691,312)	\$ (2,647,985)	\$ (5,517,379)	\$ (3,826,067)

San Elizario Independent School District
Debt Service Fund - Fiscal Year 2026-2027

		2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
		Actual	Actual	Actual	Amended	Proposed
	<i>I&S Rate:</i>	\$ 0.1497	\$ 0.1697	\$ 0.1697	\$ 0.1697	\$ 0.2035
REVENUES						
5700	Total Local and Intermediate Sources	\$ 527,176	\$ 500,227	\$ 546,915	\$ 527,253	\$ 519,000
5800	State Program Revenues	\$ 1,150,391	\$ 1,154,596	\$ 1,039,554	\$ 1,245,681	\$ 1,150,000
	<i>Total Revenues</i>	<u>\$ 1,677,567</u>	<u>\$ 1,654,823</u>	<u>\$ 1,586,469</u>	<u>\$ 1,772,934</u>	<u>\$ 1,669,000</u>
EXPENDITURES						
71	Debt Service	\$ 1,622,368	\$ 1,624,413	\$ 1,624,707	\$ 1,727,225	\$ 1,626,000
	<i>Total Expenditures</i>	<u>\$ 1,622,368</u>	<u>\$ 1,624,413</u>	<u>\$ 1,624,707</u>	<u>\$ 1,727,225</u>	<u>\$ 1,626,000</u>
REVENUES OVER(UNDER) EXPENDITURES		<u>\$ 55,199</u>	<u>\$ 30,410</u>	<u>\$ (38,238)</u>	<u>\$ 45,709</u>	<u>\$ 43,000</u>
OTHER FINANCING SOURCES (USES)						
7911	Capital Related Debt Issued	\$ -	\$ -	\$ -	\$ -	\$ -
7916	Premium or Discount on Issuance of Bonds	\$ -	\$ -	\$ -	\$ -	\$ -
8949	Other (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>Total Other Financing Sources (Uses)</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
FUND BALANCE						
	Net Change in Fund Balance	\$ 55,199	\$ 30,410	\$ (38,238)	\$ 45,709	\$ 43,000
	Total Fund Balance - July 1 (Beginning)	\$ 294,128	\$ 349,327	\$ 379,737	\$ 341,499	\$ 387,208
	Total Fund Balance - June 30 (Ending)	<u>\$ 349,327</u>	<u>\$ 379,737</u>	<u>\$ 341,499</u>	<u>\$ 387,208</u>	<u>\$ 430,208</u>



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MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Public Hearing on Proposed Budget and Proposed Tax Rate for the 2026-2027 School Year
Date: June 16, 2026

HISTORY:

A “Notice of Public Meeting to Discuss Budget and Proposed Tax Rate” was published in the West Texas County Courier on June 4, 2026 in accordance with TEC 44.004(b).

RATIONALE: The purpose of this agenda item is to allow for public input on the budget and the proposed tax rate.

BUDGET IMPACT:

There is no budget impact with this agenda item as it is for discussion only.

ADMINISTRATIVE RECOMMENDATION:

For Approval? ☐ Yes ☐ No

If no, please check one: ☐ Presentation ☒ Report ☐ Information

Please check if applicable: ☐ Attachment Included

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

A Proud Community of Champions – Soaring to Excellence!



Moments in time

THE HISTORY CHANNEL

• On June 1, 1926, Norma Jeane Mortenson, who would later become famous as the voluptuous, platinum-blond actress and sex symbol Marilyn Monroe, was born in Los Angeles, California.

• On June 2, 1985, Leonard Lake was arrested near San Francisco, California, ending one of the rare examples of serial killers working together. Lake and his partner, Charles Ng, committed a number of brutal crimes against young women in the 1980s. Lake committed suicide by ingesting a cyanide capsule while in custody, but Ng has remained on death row at San Quentin State Prison since 1999.

• On June 3, 1754, Lieutenant Colonel George Washington began construction of the makeshift Fort Necessity, designed to defend his forces from French soldiers angered by the killing of Ensign Joseph Coulon de Jumonville by Washington's Native American ally while he was in Washington's custody. A month later, the French, led by Jumonville's half-brother, succeeded in getting Washington's surrender and signed confession (in French, which he didn't read) to the murder.

• On June 4, 1972, Angela Davis, an activist and former UCLA philosophy professor, was acquitted on charges of conspiracy, murder and kidnapping. She had been accused of supplying weapons to Jonathan Jackson, who had stormed a courtroom in an effort to take hostages he hoped to exchange for his brother, a radical incarcerated at San Quentin. Jackson died in the subsequent police shootout.

• On June 5, 2004, Ronald Reagan died, a decade after his announcement that he had been diagnosed with Alzheimer's disease. Nicknamed the "Great Communicator" and one of America's most popular presidents, he had lived out his final years on his beloved ranch with his wife, Nancy, and was laid to rest at the Ronald Reagan Presidential Library in Simi Valley, California.

• On June 6, 1933, eager viewers parked at the very first drive-in movie theater, the Camden Drive-In, in Pennsauken, New Jersey, to watch the English comedy "Wives Beware," starring Adolphe Menjou.

• On June 7, 1692, a massive earthquake destroyed the town of Port Royal in Jamaica, killing thousands. Aftershocks discouraged the possibility of rebuilding, and the city of Kingston was constructed instead.

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Use it
From Page 1

of money in hopes that the car will function and meet your traveling needs. Hopefully you will be satisfied but there are occasions when you will not be happy with the performance of the car. We buy in faith that it will meet up to our expectations and what has been promised.

You have no guarantees when you buy stock that you are going to make money. You have to look at the past performance of the stock. You have to look at how much money is already invested into the stock. Sometimes people buy stock because they believe in the company. Costco, Tesla, General Motors or whatever may garner your support because of your interest in their products. Yet, with any stock you never know for sure how it will go.

In Matthew chapter 25 Jesus told the story about talents or bags of gold. Two servants took the risk of investing their master's money and doubled the money. The third servant dug a hole and hid the money entrusted to him in the ground. When the master later returned and asked for an accounting the third servant had to admit he had done nothing. His master called him lazy, wicked and worthless. The master took the man's talent from him and gave it to one of the other servants who had done something with his talents.

If you don't use it, you will lose it. Keep stepping out on faith. Make good decisions. Think about it, pray, analyze and contemplate but then move forward. Doing nothing results in nothing. You have not if you try not.

Dr. Glenn Mollette is a syndicated columnist read in all fifty states. He is also the author of numerous books and can be heard each weekday morning on XM Radio 131.

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NOTICE OF PUBLIC MEETING TO DISCUSS BUDGET AND PROPOSED TAX RATE

The San Elizario Independent School District will hold a public meeting at 5:30 P.M. on Tuesday, June 16, 2026 in the SEISD Administrative Office, 1050 Chicken Ranch Rd., San Elizario, Texas. **The purpose of this meeting is to discuss the school district's budget that will determine the tax rate that will be adopted. Public participation in the discussion is invited.**

The tax rate that is ultimately adopted at this meeting or at a separate meeting at a later date may not exceed the proposed tax rate shown below unless the district publishes a revised notice containing the same information and comparisons set out below and holds another public meeting to discuss the revised notice.

Maintenance Tax	\$0.715600/\$100 (Proposed rate for maintenance and operations)
School Debt Service Tax	
Approved by Local Voters	\$0.203500/\$100 (Proposed rate to pay bonded indebtedness)

Comparison of Proposed Budget with Last Year's Budget

The applicable percentage increase or decrease (or difference) in the amount budgeted in the preceding fiscal year and the amount budgeted for the fiscal year that begins during the current tax year is indicated for each of the following expenditure categories:

Maintenance and Operations	0.57%	Increase
Debt Service	0.13%	Increase
Total Expenditures	0.56%	Increase

Total Appraised Value and Total Taxable Value (as calculated under Section 26.04, Tax Code)

	Preceding Tax Year	Current Tax Year
Total appraised value* of all property	\$ 644,267,807	\$ 699,475,390
Total appraised value* of new property**	\$ 9,243,860	\$ 8,980,819
Total taxable value*** of all property	\$ 313,340,310	\$ 340,151,931
Total taxable value*** of new property**	\$ 7,261,760	\$ 7,947,206

* "Appraised value" is the amount shown on the appraisal roll and defined by Section 1.04(8), Tax Code.
** "New property" is defined by Section 26.012(17), Tax Code.
*** "Taxable value" is defined by Section 1.04(10), Tax Code.

Bonded Indebtedness

Total amount of outstanding and unpaid bonded indebtedness* \$22,035,000

* Outstanding principal.

Comparison of Proposed Rates with Last Year's Rates

	Maintenance & Operations	Interest & Sinking Fund*	Total	Local Revenue Per Student	State Revenue Per Student
Last Year's Rate	\$ 0.715600	\$ 0.169700*	\$ 0.885300	\$ 1,096	\$ 12,771
Rate to Maintain Same Level of Maintenance & Operations Revenue & Pay Debt Service	\$ 0.695100	\$ 0.203500*	\$ 0.898600	\$ 1,221	\$ 12,731
Proposed Rate	\$ 0.715600	\$ 0.203500*	\$ 0.919100	\$ 1,202	\$ 12,892

*The Interest & Sinking Fund tax revenue is used to pay for bonded indebtedness on construction, equipment, or both.
The bonds, and the tax rate necessary to pay those bonds, were approved by the voters of this district.

Comparison of Proposed Levy with Last Year's Levy on Average Residence

	Last Year	This Year
Average Market Value of Residences	\$ 155,874	\$ 165,093
Average Taxable Value of Residences	\$ 0	\$ 2,715
Last Year's Rate Versus		
Proposed Rate per \$100 Value	\$ 0.885300	\$ 0.919100
Taxes Due on Average Residence	\$ 0	\$ 25.00
Increase (Decrease) in Taxes		\$ 25.00

Under state law, the dollar amount of school taxes imposed on the residence homestead of a person 65 years of age or older or of the surviving spouse of such a person, if the surviving spouse was 55 years of age or older when the person died, may not be increased above the amount paid in the first year after the person turned 65, regardless of changes in the tax rate or property value.

Notice of Voter-Approval Rate: The highest tax rate the district can adopt before requiring voter approval at an election is \$0.900200. This election will be automatically held if the district adopts a rate in excess of the voter-approval rate of \$0.900200.

Fund Balances

The following estimated balances will remain at the end of the current fiscal year and are not encumbered with or by a corresponding debt obligation, less estimated funds necessary for operating the district before receipt of the first state aid payment:

Maintenance and Operations Fund Balance(s)	\$ 9,842,366
Interest & Sinking Fund Balance(s)	\$ 341,499

A school district may not increase the district's maintenance and operations tax rate to create a surplus in maintenance and operations tax revenue for the purpose of paying the district's debt service.

Visit Texas.gov/PropertyTaxes to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the State.



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MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Consider and possible Board action on adoption of Accelerated Instruction Budget for the 2026-2027 School Year
Date: June 16, 2026

HISTORY:

Texas Education Code section 29.081 (b-2) requires school districts to “separately budget” sufficient funds for providing accelerated instruction to students who do not perform satisfactorily on state-mandated end-of-course exams.

RATIONALE: Information taken from section 6.1.2.2 of the FASRG regarding the compensatory education program is included:

The purpose of the SCE program is to supplement the regular or basic education program with compensatory, intensive, and/or accelerated instruction. Texas public school districts and charter schools are required to offer additional accelerated instruction to each student who meets one or more statutory or locally-defined eligibility criteria in order to reduce any disparity in performance on assessment instruments administered under TEC, Chapter 39, Subchapter B3, or disparity in the rates of high school completion between students at risk of dropping out of school and all other LEA students.

TEC, §29.081, requires LEAs to use student performance data from the state’s legislatively-mandated assessment instrument known as the State of Texas Assessments of Academic Readiness (STAAR) tests and any other achievement tests administered under TEC, Subchapter B, Chapter 39, to design and implement appropriate compensatory, intensive, or accelerated instructional services for students in the district's schools that enable the students to be performing at grade level at the conclusion of the next regular school term.

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



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BUDGET IMPACT:

The accelerated instruction budget is included within the general budget, but an exhibit itemizing the accelerated instruction budget is included here for review:

Allocation Name	Amount
Campus- Alarcon Elementary	23,700
Campus- Borrego Elementary	40,400
Campus- Garcia Enriquez MS	29,900
Campus- Loya Primary	11,400
Campus- Sambrano Elementary	37,900
Campus- San Elizario HS	69,800
SCE - Summer School	72,768
SCE - A-Risk Teachers	457,464
SCE - Class Size Reduction	698,113
SCE - Instructional Specialists	683,267
SCE - Intervention Aides	165,468
SCE - STAAR Labs	190,489
Grand Total	2,480,669

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the accelerated instruction budget which is part of the general funds as presented.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☐ Attachment Included

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MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Consider and possible Board action on the adoption of the Official Budget for the 2026-2027 School Year
Date: June 16, 2026

HISTORY:

A budget workshop was held on May 20, followed by budget updates on June 10 and the budget adoption is being held on June 16.

RATIONALE: The purpose of this agenda item is to adopt the budget in accordance with section 44 of the Texas Education Code.

BUDGET IMPACT:

The budget for approval is attached.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the general fund and debt service funds as presented.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

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OMA Taxpayer Impact Statement

(Pursuant to Texas Government Code Section 551.043(c)(2))

SAN ELIZARIO ISD

Tax Year 2026

Fiscal Year (Tax Year)	Median-Valued Homestead	Tax Rate per \$100 of Value	Estimated Property Tax Bill
FY 2025-2026 (TY 2025)	\$0	\$0.88530 Adopted 2025 Tax Rate	\$0.00 \$0 / \$100 x \$0.88530
FY 2026-2027 (TY 2026)	\$169	\$0.91910 Proposed 2026 Tax Rate based on proposed budget for 2026-2027	\$1.55 \$169 / \$100 x \$0.91910

Budget Summary Report for SAN ELIZARIO ISD

2025 - 2026 Actual Budget				2026 - 2027 "Proposed" Budget			
		Aggregate Expenditures	Per Pupil Expenditures			Aggregate Expenditures	Per Pupil Expenditures
Instruction				Instruction			
11	Instruction	\$19,800,047	\$6,758	11	Instruction	\$21,844,970	\$8,268
12	Instructional Resources, Media Services	\$65,926	\$23	12	Instructional Resources, Media Services	\$70,131	\$27
13	Curriculum Development & Staff Development	\$885,672	\$302	13	Curriculum Development & Staff Development	\$883,230	\$334
95	Payment to Juvenile Justice AEP	\$0	\$0	95	Payment to Juvenile Justice AEP	\$0	\$0
	Total:	\$20,751,645	\$7,082		Total:	\$22,798,331	\$8,629
Instructional Support				Instructional Support			
21	Instructional Leadership	\$774,432	\$264	21	Instructional Leadership	\$811,813	\$307
23	School Leadership	\$2,132,964	\$728	23	School Leadership	\$2,239,698	\$848
31	Guidance & Counseling, Evaluation	\$1,489,259	\$508	31	Guidance & Counseling, Evaluation	\$1,423,109	\$539
32	Social Work Services	\$100,039	\$34	32	Social Work Services	\$113,889	\$43
33	Health Services	\$439,194	\$150	33	Health Services	\$536,881	\$203
36	Co-curricular/ Extra-curricular Activities	\$1,167,613	\$399	36	Co-curricular/ Extra-curricular Activities	\$1,014,717	\$384
	Total	\$6,103,501	\$2,083		Total	\$6,140,107	\$2,324
Central Administration				Central Administration			
41	General Administration	\$1,864,202	\$636	41	General Administration	\$1,987,341	\$752
41	Expenditures to publish all statutorily required public notices in the newspaper by the school district or their representatives.	\$6,260	\$2	41	Expenditures to publish all statutorily required public notices in the newspaper by the school district or their representatives.	\$6,300	\$2
41	Expenditures for "directly or indirectly influencing or attempt to influence the outcome of legislation or administrative action as those terms are defined in Section 305.002, Government Code."	\$1,551	\$1	41	Expenditures for "directly or indirectly influencing or attempt to influence the outcome of legislation or administrative action as those terms are defined in Section 305.002, Government Code."	\$2,326	\$1
	Total:	\$1,872,013	\$639		Total:	\$1,995,967	\$755
District Operations				District Operations			
51	Plant Maintenance & Operations	\$5,080,070	\$1,734	51	Plant Maintenance & Operations	\$4,755,136	\$1,800
52	Security and Monitoring	\$1,407,823	\$480	52	Security and Monitoring	\$1,694,790	\$641
53	Data Processing	\$1,175,786	\$401	53	Data Processing	\$1,167,838	\$442
34	Student Transportation	\$1,433,490	\$489	34	Student Transportation	\$1,351,820	\$512
35	Food Services	\$3,311,331	\$1,130	35	Food Services	\$3,664,603	\$1,387
	Total:	\$12,408,500	\$4,235		Total:	\$12,634,187	\$4,782
Debt Service				Debt Service			
71	Debt Service	\$2,011,040	\$686	71	Debt Service	\$1,884,025	\$713
Other				Other			
61	Community Service	\$15,030	\$5	61	Community Service	\$15,629	\$6
81	Facilities Acquisition and Construction	\$0	\$0	81	Facilities Acquisition and Construction	\$0	\$0
91	Contracted Instructional Services Between Public schools	\$0	\$0	91	Contracted Instructional Services Between Public schools	\$0	\$0
92	Incremental Cost Associated with Chapter 41 School Districts	\$0	\$0	92	Incremental Cost Associated with Chapter 41 School Districts	\$0	\$0
93	Payments to Fiscal Agents for Shared Service Arrangements	\$0	\$0	93	Payments to Fiscal Agents for Shared Service Arrangements	\$0	\$0
97	Payments to Tax Increment Funds	\$0	\$0	97	Payments to Tax Increment Funds	\$0	\$0
99	Inter-government charges not Defined in Other codes	\$51,700	\$18	99	Inter-government charges not Defined in Other codes	\$52,000	\$20
	Total:	\$66,730	\$23		Total:	\$67,629	\$26
	Grand Total:	\$43,213,429			Grand Total:	\$45,520,246	

Difference \$2,306,817
Percent Change 5.34%



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MEMORANDUM

To: Members of the Board of Trustees
From: Jesus Martinez, Executive Director of Support Services
Elizabeth Perez, Chief Financial Officer
Subject: Consider and possible Board action to approve interlocal agreement of school resource officer with the City of San Elizario, Texas commencing on July 1, 2026, and ending on June 30, 2027
Date: June 16, 2026

HISTORY: On June 11, 2025, administration provided an agreement for the Board's consideration and possible approval to renew the yearly agreement for an SRO from the City of San Elizario, the interlocal agreement was approved by the Board. The agreement ends on June 30, 2026

RATIONALE: The rationale is to renew the interlocal agreement and remain compliant with H.B. 3, which states that an armed officer must be present at every school campus during school hours.

BUDGET: The one-year term and fee for one SRO is seen below.

Term	Amount
July 1, 2026 – June 30, 2027	\$71,179.50 plus \$7,000 for vehicle Total=\$78,179.50

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the interlocal agreement with the City of San Elizario, Texas for a school Resource Officer. The agreement has been reviewed by the district's legal counsel.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

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

**INTERLOCAL AGREEMENT
FOR THE PROVISION OF LAW ENFORCEMENT SERVICES
BY AND BETWEEN THE CITY OF SAN ELIZARIO, TEXAS AND THE
SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT**

RECITALS

- WHEREAS,** Chapter 791, Texas Government Code, allows local governments and public-school districts to enter into Interlocal Cooperation Agreements for governmental purposes;
- WHEREAS,** the provision of police protection and detention services is included in the definition of governmental functions and services in Sec. 791.003, Texas Government Code;
- WHEREAS,** pursuant to Section 37.081(2) of the Texas Education Code, a school district may enter into an agreement with a local law enforcement agency for the provision of school resource officer;
- WHEREAS,** the San Elizario Independent School District (hereinafter "School District") believes that the presence of a law enforcement officer on its campuses is necessary to ensure an orderly, peaceful, and safe academic environment;
- WHEREAS,** the City of San Elizario (hereinafter "City") desires to reduce the incidence of juvenile crime, provide enhanced security at school campuses; and
- WHEREAS,** the City and the School District wish to enter into this Interlocal Agreement to work towards the safety of local schools.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That the City and the School District, acting by and through their governing bodies and the authority granted in Chapter 791, Texas Government Code, do hereby covenant and agree as follows:

I. PURPOSE

The purpose of this Agreement is to document the respective roles and responsibilities of the City and the School District regarding the hiring, equipping, supervising, and other logistical considerations for School Resource Officer(s) assigned to the School District. The mission of the School Resource Officer program is to place community policing officers in designated schools within the School District to build working relationships with schools, students, and parents; to address on-site security; to combat school violence; to provide drug abuse and crime prevention education; to serve as positive role-models for students; and to provide a direct link with City law enforcement.

II. TERM

This Agreement shall commence on July 1, 2026 and shall terminate on June 30, 2027.

III. SCOPE OF SERVICES

The City, through the San Elizario Marshal's Office ("SEMO"), shall assign one (1) uniformed San Elizario Marshal's Deputy as School Resource Officer ("Officer") to the School District, to be selected by the SEMO, during the term of this Agreement, when schools are in session and in accordance with the schedule provided herein. The City and the School District shall be referred to individually as "Party" and collectively as the "Parties," herein.

The Officer shall provide the following law enforcement services to his or her assigned campus(es) during the term of the Agreement:

- A. Maintain a routine presence in campus buildings and parking areas during school hours, as agreed to by the Parties, to provide a deterrent to crime as well as to provide a sense of safety and security to students, parents, families, visitors, and School District staff.
- B. Gather information related to criminal activity.
- C. Provide emergency response to crimes or emergencies in progress.
- D. Identify gang members, associates and activities and generate documentation regarding same.
- E. Arrest/detain, as appropriate, and transport to the appropriate detention facility. Arrests/detentions shall be reported to school officials as required by law, and in accordance with the School District's policies.
- F. As necessary, provide radar coverage of respective school zones to promote the safety of educators and students.
- G. Respond to non-emergency calls for assistance.
- H. Provide intervention counseling as appropriate.
- I. Enforce the Texas Transportation Code, Texas Code of Criminal Procedure, Texas Penal Code, Texas Education Code, Texas Health and Safety Code, Texas Family Code, and any other applicable federal, state, county, or City law on School District property.
- J. Collaborate with campus principals and district administration on school safety and security efforts as established by the Texas Education Agency ("TEA") and the Texas School Safety Center ("TxSSC").

- K. Maintain the integrity, professionalism, values, and goals of the SEMO and School District by assuring that all rules and regulations are followed and that accountability and public trust are preserved.
- L. Protect the safety and welfare of any person in the jurisdiction of the School District.
- M. Protect the property of the School District.
- N. Communicate with the principal and/or facility administrator of the Officer's assigned school(s) on a daily basis and take reasonable steps to address any security concerns raised by these officials.

Officer shall only perform the tasks of a licensed peace officer. Officer shall not be assigned tasks of a disciplinarian, administrator, or teacher. Officer shall at no time act as a substitute teacher or provide sole supervision of a class of students.

IV. AUTHORITY OF OFFICER

Officer assigned to the School District by the City shall be empowered to enforce all laws and ordinances applicable in the City and School District including the power to arrest/detain and execute search warrants.

While functioning as a law enforcement officer assigned to the School District, Officer shall have all the law enforcement power of a regular law enforcement officer.

Officer retains the authority to refuse any instruction or task that Officer considers to be unlawful, an infringement on an individual's constitutional rights, or otherwise in violation of the Agreement. In performing his or her work, Officer shall follow all policies, procedures, rules, and regulations of the City and the SEMO. This includes procedures and requirements relating to such things as detention of individuals, use of force, and search and seizure of property and individuals. Officer shall serve as an informative resource for the School District regarding issues involving the Texas Penal Code, traffic laws, juvenile laws, other Texas statutes, and the United States Constitution. Officer must also comply with law enforcement regulations pursuant to the Texas Education Code. Assigned SEMO personnel shall supervise Officer for all law enforcement purposes. The Superintendent or designee may provide input regarding campus assignments, scheduling, school safety concerns, and performance issues affecting District operations.

V. CONSIDERATION

The School District shall reimburse the City for all wages and benefits paid to the assigned Officer while working for the School District including any overtime pay. The School District shall pay the City the annual base rate of Seventy one thousand one hundred seventy nine dollars and fifty

cents (\$71,179.50) for the services of the Officer and Seven Thousand Dollars (\$7,000.00) for each vehicle assigned to the School District during the term of this Agreement.

VI. SCHEDULE

This Agreement is based on a 365-day calendar year and payments shall be due, payable, and owing regardless of whether school is in session. Officer may be made available to patrol areas within the School District's boundaries during summer break and school holidays.

Officer shall be scheduled to work a regular shift of 10 hours for each day that they are scheduled to work for the School District, as determined by the School District.

As part of the Officer's regular work schedule, the Officer shall be scheduled to work Tuesday through Friday from 7:00 a.m. until 5:00 p.m. The Officer will be entitled to a one-half (1/2) hour, paid lunch period and will be subject to emergency calls during lunch. The Officer's work schedule is subject to change based on the School District's operational needs.

The Officer will attend school events, as requested by the School District.

The Officer shall be scheduled to work 40 hours per 7-day work period. However, the Officer may be scheduled to work additional hours as determined by the School District.

For hours worked in excess of 40 hours per 7-day work period, the School District shall be responsible and billed for overtime costs at a rate of one and a half (1.5) times the Officer's regular rate of pay for each hour worked in excess of 40 hours per work period. Any overtime must be authorized, in advance, by the Superintendent or designee.

The Officer may take Paid Time Off and any other time off that Officer is allowed or required to take, as determined by the SEMO, including but not limited to time off for any required training.

VII. FURNISHING OFFICE, EQUIPMENT, AND SUPPLIES

The School District agrees to provide the Officer, at no cost to the City, office space and necessary equipment to enable the Officer to perform the services and responsibilities under this Agreement, including but not limited to: a school computer, access to school software, and office supplies. The Officer's office space may be shared with School District Administration. The School District shall also provide, at no cost to the City, any portable radios, pagers, or other portable communications equipment to the Officer. The School District agrees to provide and install a secure safe at the Officer's assigned campus to safely store the Officer's weapon(s). The School District shall bear all costs related to the purchase and installation of the safe. All office space, equipment, and supplies provided under this Agreement shall remain the property of the School District.

VIII. ASSIGNMENT OF OFFICER

The City shall have the sole authority to select the assigned Officer. In the event that the assigned Officer is absent for any reason (including because of illness, personal time off, military or emergency leave, resignation, termination, etc.), City shall make reasonable efforts to assign a qualified replacement deputy and shall keep the School District informed regarding anticipated coverage. The School District will not be billed for any days on which the City cannot provide a replacement deputy to serve as an Officer.

The School District may request removal and replacement of the assigned Officer for good-faith concerns relating to performance, professionalism, campus safety, student interactions, or operational effectiveness. The City shall review such request and, if reasonably practicable, assign a replacement Officer.

IX. OFFICER TRAINING

The City is responsible for paying the cost of training as required by the Texas Education Code, including the National Association of School Resource Officer 40-hour basic training course. The City shall be responsible for all other training for the Officer. The School District shall permit the Officer to attend and participate in mandatory training as set out by law, policy, or grant requirements. The Officer may also participate in reasonable training programs that directly affect the Officer's ability and skills as a School Resource Officer or that enhance the Officer's law enforcement career. During training, the Officer will be absent from his/her assigned school.

X. ROVER OPTION

Upon the Parties' mutual agreement, the City shall provide an additional Deputy to serve as a School Resource Officer for the School District (the "Rover Officer"), to be compensated at the same annual base rate of pay as the Officer under this Agreement, and subject to the same terms and conditions as provided herein. The Rover Officer may be scheduled on an as-needed basis as determined by the School District.

XI. PAYMENT PROCESSING PROCEDURE

The City shall bill the School District on a quarterly basis. The City shall provide itemized billing for payroll to the School District. Invoices should include backup documentation showing wages and benefits paid for the Officer for School District activities. The City shall keep all records, including timesheet logs, to substantiate the City's billing which shall be made available to the School District for inspection upon request. The School District shall review each monthly billing and provide payment to the City within 30 days of receipt of the bill.

Payments submitted under this Agreement shall be made payable to:

The City of San Elizario
Attn.: Accounting Department
12710 Church St.
P.O. Box 1723
San Elizario, Texas 79849

XII. INFORMATION SHARING BETWEEN PARTIES

Communication and information sharing is essential to the success of School Based Law Enforcement and the Officer's fulfillment of his or her duties under this Agreement. Sharing of information between the Parties will be in compliance with federal, state, and local laws, as well as the policies and procedures of the School District, the City, and the SEMO. The Officer may share information with School District officials regarding arrests, detentions, and investigations, as required or permitted by law and/or applicable policies and procedures; provided that the sharing of information will not interfere with the detection, investigation, or prosecution of a crime. The Officer may also share information with School District officials regarding a student in violation of school policies. Additionally, the Officer shall have access to public records maintained by the School District to the extent allowed by law. The Officer may need access to confidential information in emergency situations based on a serious threat to a person's health or safety, time sensitivity, and the direct relationship of the information to the emergency. The Parties acknowledge that the Officer may receive access to confidential student information, including education records protected by the Family Educational Rights and Privacy Act ("FERPA"), when authorized by law and necessary to perform the duties contemplated by this Agreement.

XIII. INVENTIONS MADE UNDER AGREEMENT

The Parties acknowledge and agree that any intellectual property, processes, procedures, or products developed in furtherance of this Agreement belong to the developing Party as work-for-hire and all rights are reserved by the developing Party and or/the federal government, as applicable, in accordance with applicable federal law.

XIV. NOTICE

Any notice required or permitted to be given under this Agreement by one Party to the other Party shall be in writing and shall be given and deemed to have been given immediately if delivered in person to the recipient's address set forth in this section or on the date of certified receipt if placed in the United States mail postage prepaid by registered or certified mail with return receipt requested, addressed to the receiving Party at the address hereinafter specified.

City of San Elizario

The address of the City for all purposes under this Agreement and for all notices hereunder shall be:

City of San Elizario
Attn: Mayor
P.O. Box 1723
12710 Church St.
San Elizario, Texas 79849

Copy to:
San Elizario Marshal's Office
Attn: Interim Marshal Kevin Macias
12004 Socorro Rd., Suite B
San Elizario, Texas 79849
kmacias@cityofsanelizario.onmicrosoft.com

San Elizario Independent School District

The address of the San Elizario Independent School District for all purposes under the Agreement and for all notices hereunder shall be:

San Elizario Independent School District
Dr. Jeannie Meza-Chavez – Superintendent
P.O. Box 920
1050 Chicken Ranch Rd.
San Elizario, Texas 79849

XV. LIAISON

The City and the School District each agree to maintain specifically identified liaison personnel for their mutual benefit during the term of the Agreement. The liaison(s) named by the City shall serve as the initial point(s) of contact for any inquiries made pursuant to this Agreement by the School District and respond to any such inquiries by School District. The liaison(s) named by the School District shall serve as the initial point(s) of contact for any inquiries made pursuant to this Agreement by the City and respond to any such inquiries by the City. The liaison(s) shall be named in writing at the time of the execution of this Agreement. Subsequent changes in liaison personnel shall be communicated by the respective Parties in writing.

XVI. BACKGROUND CHECKS

The City must request its employees assigned as an Officer to comply with the applicable requirements of Texas Education Code § 22.0834 by working with the Texas Department of Public Safety to conduct fingerprint checks on Officer (see Exhibit 1 as incorporated herein by reference). The City's representatives will have continuing duties under this Agreement and will have direct contact with students. No employee, agent, representative, volunteer, applicant for employment, or other person associated with the City who has been convicted of a felony or misdemeanor involving moral turpitude shall be permitted to perform services for the School District. The City will certify that it will ensure that this requirement is met. Fingerprinting records and records of compliance with Texas Education Code § 22.0834 will be available to the School District for inspection and review during normal business hours of the City and upon request of the School District or governmental authorities.

XVII. RELEASE AND INDEMNIFICATION

To the extent allowed by applicable law, the School District agrees to defend, hold harmless and indemnify the City and its officers, employees, agents, and independent contractors of, from, and against any and all claims, demands, liabilities, actions or causes of action, losses, damages, expense (including legal fees), penalties, fines, costs and judgments of either of them, their officers, employees or agents arising in whole or in part out of the condition of the premises or vehicles owned, operated or controlled by School District, or resulting from or arising out of, in whole or in part, any negligent act or omission or any intentional or willful misconduct by the School District, its officers, employees, agents or independent contractors.

To the extent allowed by applicable law, the City agrees to defend, hold harmless and indemnify, to the extent allowed by law not to create a sinking fund, School District and its officers, employees, agents and independent contractors of, from and against any and all claims, demands, liabilities, actions or causes of action, losses, damages, expenses (including legal fees), penalties, fines, costs, and judgments of any type or nature that may be claimed, brought or had against either of them, their officers, employees or agents arising in whole or in part of the condition of the premises or vehicles owned, operated or controlled by the City, or resulting from or arising out of in whole or in part any negligent act or omission, or any intentional or willful misconduct by the City, its officers, employees, agents or independent contractors.

Each Party hereto agrees to carry and maintain workers' compensation, general comprehensive liability, and motor vehicle liability insurance covering the conditions and operations of the premises, vehicles, and actions or failures to act of any officer, employee, agent, or independent contractor of the respective Party.

XVIII. TERMINATION

The Agreement automatically terminates at the end of the Term. Upon termination of this Agreement, each Party shall immediately deliver to the other Party all property in its possession or under its care and control belonging to the other Party.

Either Party to this Agreement shall have the right to terminate this Agreement by notifying the other Party in writing of such termination and the proposed date of the termination no later than thirty (30) days prior to the effective date of such termination.

If payment is not timely received by the due dates referenced herein, the assignment of Officer to the School District shall be suspended until all amounts due are received. If payment is not received within thirty (30) days of the due date, the Agreement shall terminate, and the School District shall pay the prorated amount then due and owing.

Either Party may terminate the Agreement immediately upon written notice of breach of any Party by the other Party. For purposes of this Agreement, the School District will be in breach if any of the following occur: (i) the School District fails to make any payment when due; (ii) the School District fails to perform promptly at the time and in the specified manner provided by this Agreement; or (iii) the School District makes any representation or statement to the City that is false or misleading in any material aspect. The City will be in breach if any of the following occur: (i) the City fails to perform its obligations under this Agreement; (ii) the City and/or its employees or agents make any representation or statement to the School District that is false or misleading in any material aspect; or (iii) the City -assigned Officer(s) have a disqualifying criminal history.

XIX. SOURCE OF FUNDING

Each Party paying for the performance of services required by this Agreement shall make those payments from current revenues available to the paying Party.

XX. CHANGES IN THE LAW

Any alterations, additions, or deletions to the terms of this Agreement that are required by changes in federal or state law are automatically incorporated into this Agreement without written amendment to this Agreement and shall be effective on the date designated by said federal or state law.

XXI. AMENDMENTS

Any changes to this Agreement, except those changes so designated in this Agreement, shall be in writing and executed by both Parties to this Agreement.

XXII. ENTIRE AGREEMENT

This instrument constitutes the entire agreement between the Parties hereto, and all oral or written agreements between the Parties hereto relating to the subject matter of this contract that were made prior to the execution of this contract have been reduced to writing and are contained herein.

XXIII. VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. The venue of any suit brought by either Party for any breach of this Agreement is fixed in any court of competent jurisdiction in El Paso County, Texas. All payments shall be due and payable in San Elizario, Texas.

XXIV. SEVERABILITY

If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each and every term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

XXV. FORCE MAJEURE

Neither Party hereto will be deemed in default of the Agreement be liable or responsible to the other Party for any loss or damage (including payment of fees), or for any delays or failure to perform, resulting from any condition beyond either Party's reasonable control, (including but not limited to) acts of God; flood; fire; earthquake; explosion; order, requisition, or necessity of the government; war, invasion, or hostilities (whether war is declared or not); terroristic threats or acts, riot, or other civil unrest; regional or national emergency; revolution; insurrection; epidemic or pandemic; lock-outs, strikes, or other labor disputes (whether or not relating to either Party's workforce); restraints or delays affecting carriers or inability or delay in obtaining supplies of adequate or suitable materials; failure of Internet service; any third-party service; any telecommunication breakdown or power outage; and or any other circumstances of like character. Should performance of any obligation created under the Agreement become illegal, impossible, impracticable, not reasonably possible, or if a Party is otherwise prevented or hindered from complying due to a force majeure incident as described in this Section or any other cause not enumerated herein but which is beyond the reasonable control of the Party whose performance is affected, then the performance of any such obligation is suspended during the period of, and only to the extent of, such prevention or hindrance, provided the affected Party provides reasonable notice as soon as practicable following an event of force majeure and exercised all reasonable diligence to remove the cause of force majeure.

XXVI. IMMUNITY

No provision of this Agreement shall affect or waive any sovereign or governmental immunity available to either Party and/or its elected officials, officers, employees, and agents under Federal or Texas law nor waive any defenses or remedies at law available to either Party and/or its elected officials, officers, employees, and agents under Federal or Texas law.

XXVII. ASSIGNMENT

This Agreement may not be assigned by either Party without the prior written consent of both Parties.

XXVIII. WAIVER

The waiver by any Party of any breach of any term, covenant or condition contained herein shall not be deemed a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition contained herein.

XXIX. EXECUTION

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which, when taken together, shall constitute one and the same instrument.

This Agreement shall be executed in duplicate originals and be effective on the date of last signature hereto:

[SIGNATURES ON THE FOLLOWING PAGE]

**SAN ELIZARIO INDEPENDENT SCHOOL
DISTRICT:**

By: _____
Dr. Jeannie Meza-Chavez, Superintendent

Date: _____

CITY OF SAN ELIZARIO, TEXAS:

By: _____
Mayor

Date: _____

ATTEST:

By: _____
Rene Rosales, City Clerk

APPROVED AS TO FORM:

By: Desiree Duarte
Desiree M. Duarte
City Attorney

APPROVED AS TO CONTENT:

By: _____
Interim Marshal Kevin Macias
San Elizario Marshal's Office

Exhibit 1 – Criminal History Review of Contractor Employees

Texas Education Code § 22.0834 requires entities that contract with school districts or charter schools to provide services to obtain named based criminal history and/or fingerprinting record information regarding “covered employees.”

Definitions:

“Covered Employees”: Any employee of a contractor or subcontractor who (1) has or will have continuing duties related to the contracted services and (2) has or will have direct contact with students. San Elizario Independent School District (the “School District” or “District”) retains the discretion to determine what constitutes direct contact with students.

“Disqualifying Criminal History”: Any conviction or other criminal information designated by THE SCHOOL DISTRICT, including one or more of the following offenses:

1. A felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code § 21.060, including:
 - a. Crimes involving moral turpitude;
 - b. Crimes involving any form of sexual or physical abuse or neglect of a student or minor or other illegal conduct with a student or minor;
 - c. Crimes involving felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481, Texas Health and Safety Code;
 - d. Crimes involving school property or funds;
 - e. Crimes involving any attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
 - f. Crimes occurring wholly or in part on school property or at a school-sponsored activity; and
 - g. Felonies involving driving while intoxicated.
2. A felony offense under Title 5, Penal Code.
3. An offense on conviction of which a defendant is required to register as a sex offender.
4. An offense under the laws of another state or federal law that is equivalent to an offense under items (2) and (3) above where, at the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.
5. Any other offense that the School District believes might compromise the safety of students, staff, or property.

Any contractor seeking to enter into a service agreement with the School District must comply with the requirements of Texas Education Code § 22.0834 by working with the Texas Department of Public Safety to conduct fingerprint checks on employees prior to beginning services. Contractors who fail to follow this process will not be allowed to provide services to the School District.

CRIMINAL HISTORY REVIEW OF CONTRACTOR EMPLOYEES

Please complete the information below:

I, the undersigned agent for City of San Elizario, Texas (the “City”), certify that [check one]:

☐ None of the employees of the City and any subcontractors are “covered employees” as defined above. If this box is checked, I further certify that the City has taken precautions or imposed conditions to ensure that the employees of the City and any subcontractor will not become covered employees. The City will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

☐ Some or all of the employees of City and any subcontractor are “covered employees.” If this box is checked, I further certify that:

1. The City has obtained all required criminal history and/or fingerprinting record information regarding its covered employees through the Texas Department of Public Safety as required by law.
2. If The City receives information that a covered employee subsequently has a reported criminal history, The City will immediately remove the covered employee from contract duties and notify the School District in writing within three business days.
3. Upon request, the City will provide the School District with the name and any other requested information regarding covered employees so that the School District may obtain criminal history record information on the covered employees.
4. If the School District objects to the assignment of a covered employee on the basis of the covered employee’s criminal history record information, the City agrees to discontinue using that covered employee to provide services to the School District.
5. All covered employees hired after January 1, 2018 have completed the required background check process prior to performing any duties related to the School District or having any direct contact with students.

I understand that non-compliance with this certification by the City may be grounds for contract termination and/or barring disqualified persons from performing the work.

Signature of City Official

Date



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

MEMORANDUM

To: Members of the Board of Trustees
From: Blanca I. Cruz, Associate Superintendent
Subject: Purchase of Instructional Materials – HMH Into Reading Vrs. 2
Date: June 11, 2026

HISTORY:

The current HMH Into Reading program used in our district was selected in 2019. Since that time, there have been significant advancements in instructional practices and research on effective reading instruction. The HMH Into Reading Vrs. 2 program has been updated to reflect these changes. Over the past six years, it has become increasingly clear that our existing HMH materials are no longer fully aligned with the evolving needs of our students and educators, highlighting the importance of transitioning to the updated version of this high-quality reading program.

RATIONALE:

This purchase will include an updated version of HMH, which is recognized as a high-quality instructional resource. To support timely delivery and avoid delays, it is recommended that the purchase of the materials proceed now that pricing has been finalized.

BUDGET IMPACT:

The budget impact for this purchase will be \$106,207.23. The materials will be purchased with Instructional Material Allotment funds. A quote is attached.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve the purchase of the instructional materials for HMH Into Reading Vrs. 2 as presented.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

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



Proposal #009622488
Prepared For
San Elizario Ind School Dist

Attention:

For the Purchase of:
Into Reading K-5 TX I-2026 Vrs2

Prepared By
Nancy Gomez
nancy.gomez@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:

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Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Proposal for San Elizario Ind School Dist

ISBN		Title		Price	Quantity	Value of All Material	Free Materials Quantity
<u>Grade K</u>							
Teacher							
1906939	9798202136634	Texas Into Reading Vrs2 Teacher's Guide Set Grade K	c	\$211.45	8	\$1,691.60	
1898422	9798202088520	Texas Into Reading Vrs2 Tabletop Minilessons English Language Development Grade K	c	\$36.35	8	\$290.80	
1889840	9798202043437	Into Reading Vrs3 Instructional Card Kit Grade K	c	\$85.00	8	\$680.00	
1911809	9798202162602	Texas Into Reading Vrs2 Decodable Library Set Grade K	c	\$1,387.25	8	\$11,098.00	
Total for Teacher				\$13,760.40			
<u>Total for Grade K</u>				\$13,760.40			

<u>Grade 1</u>						
Teacher						
1906941 9798202136658	Texas Into Reading Vrs2 Teacher's Guide Set Grade 1	c	\$211.45	9	\$1,903.05	
1898424 9798202088537	Texas Into Reading Vrs2 Tabletop Minilessons English Language Development Grade 1	c	\$36.35	9	\$327.15	
1889842 9798202043444	Into Reading Vrs3 Instructional Card Kit Grade 1	c	\$85.00	9	\$765.00	
1906891 9798202136511	Texas Into Reading Vrs2 Teaching Pal Set Grade 1	c	\$55.00	9	\$495.00	
1911811 9798202162619	Texas Into Reading Vrs2 Decodable Library Set Grade 1	c	\$1,387.25	9	\$12,485.25	
Total for Teacher			\$15,975.45			
<u>Total for Grade 1</u>			\$15,975.45			

<u>Grade 2</u>						
Teacher						
1906940 9798202136641	Texas Into Reading Vrs2 Teacher's Guide Set Grade 2	c	\$211.45	9	\$1,903.05	
1898426 9798202088544	Texas Into Reading Vrs2 Tabletop Minilessons English Language Development Grade 2	c	\$36.35	9	\$327.15	
1906892 9798202136528	Texas Into Reading Vrs2 Teaching Pal Set Grade 2	c	\$55.00	9	\$495.00	

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Proposal for San Elizario Ind School Dist

ISBN		Title		Price	Quantity	Value of All Material	Free Materials Quantity
1889844	9798202043451	Into Reading Vrs3 Instructional Card Kit Grade 2	c	\$85.00	9	\$765.00	
1911813	9798202162657	Texas Into Reading Vrs2 Decodable Library Set Grade 2	c	\$1,387.25	9	\$12,485.25	
Total for Teacher				\$15,975.45			
<u>Total for Grade 2</u>				\$15,975.45			

		<u>Grade 3</u>				
Teacher						
1906942	9798202136665	Texas Into Reading Vrs2 Teacher's Guide Set Grade 3	c	\$211.45	8	\$1,691.60
1898428	9798202088551	Texas Into Reading Vrs2 Tabletop Minilessons English Language Development Grade 3	c	\$36.35	8	\$290.80
1906943	9798202136535	Texas Into Reading Vrs2 Teaching Pal Set Grade 3	c	\$55.00	8	\$440.00
1889902	9798202043734	Into Reading Vrs3 Vocabulary Cards Grade 3	c	\$26.55	8	\$212.40
1911815	9798202162664	Texas Into Reading Vrs2 Decodable Library Set Grade 3	c	\$1,387.25	8	\$11,098.00
Total for Teacher				\$13,732.80		
<u>Total for Grade 3</u>				\$13,732.80		

		<u>Grade 4</u>				
Teacher						
1906953	9798202136672	Texas Into Reading Vrs2 Teacher's Guide Set Grade 4	c	\$211.45	5	\$1,057.25
1898430	9798202088568	Texas Into Reading Vrs2 Tabletop Minilessons English Language Development Grade 4	c	\$36.35	5	\$181.75
1906944	9798202136542	Texas Into Reading Vrs2 Teaching Pal Set Grade 4	c	\$55.00	5	\$275.00
1889914	9798202043741	Into Reading Vrs3 Vocabulary Cards Grade 4	c	\$26.55	5	\$132.75
Total for Teacher				\$1,646.75		

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Proposal for San Elizario Ind School Dist

ISBN		Title		Price	Quantity	Value of All Material	Free Materials Quantity
<u>Total for Grade 4</u>				\$1,646.75			
		<u>Grade 5</u>					
Teacher							
1906954	9798202136627	Texas Into Reading Vrs2 Teacher's Guide Set Grade 5	c	\$211.45	5	\$1,057.25	
1898432	9798202087899	Texas Into Reading Vrs2 Tabletop Minilessons English Language Development Grade 5	c	\$36.35	5	\$181.75	
1906945	9798202135231	Texas Into Reading Vrs2 Teaching Pal Set Grade 5	c	\$55.00	5	\$275.00	
1889916	9798202043727	Into Reading Vrs3 Vocabulary Cards Grade 5	c	\$26.55	5	\$132.75	
Total for Teacher				\$1,646.75			
<u>Total for Grade 5</u>				\$1,646.75			

<u>Professional Services - Texas Into Reading K-5 Vrs2</u>						
Coaching						
1883292	9798202010903	Coachly Getting Started Live Online Grades K-12 1-Hour In this initial district-scheduled session, participants will explore the Coachly experience, discuss the impact of collaboration on student and teacher growth, and develop strategies to make the most of their Coachly partnership.			1	
1883291	9798202010897	Coachly Leader Success Live Online Grades K-12 1-Hour In this building level leader-focused session, participants will explore the Coachly experience, discuss its value and the impact of collaboration on student and teacher growth, and develop strategies to make the most of their Coachly partnership. Included are recommendations for usage and progress monitoring and details around next steps for teachers to launch their partnerships.			1	
1912178	9798202163692	Texas Into Reading Vrs2 Coachly Digital License 1-Year Grades K-5 Coachly provides one-on-one coaching to teachers to build their program expertise, support lesson planning, and discuss data-driven, actionable strategies to grow teacher practice. Each teacher is matched with a certified coach with whom they can schedule virtual sessions, receive timely resources, and message via the Ed platform.		\$1,500.00	1	\$1,500.00
1912186	9798202163777	Texas Into Reading Vrs2 Coachly 20+ 1-Year Grades K-5 Coachly provides one-on-one coaching to teachers to build their program expertise, support lesson planning, and discuss data-driven, actionable strategies to grow teacher practice. Each teacher is matched with a certified coach with whom they can schedule virtual sessions, receive timely resources, and exchange messages via the Ed platform. The Coachly 20+ annual subscription includes 20 Coachly digital licenses and 2 in-person coaching days. In-person coaching days can support individuals or teams of teachers with lesson modeling, lesson planning, and data analysis.		\$28,500.00	1	\$28,500.00

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009622488 Sold:0000252957 Ship:0000252959

Page 4 of 7

Please submit this form with your purchase order

Proposal for San Elizario Ind School Dist

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
Total for Coaching		\$30,000.00			
Implementation Support for Texas Into Reading K-5 Vrs2					
1912244	9798202166341 Texas Into Reading Vrs2 Getting Started In-Person 6-Hour Grades K-5 In this six-hour Getting Started, participants explore the essential components of Into Reading and its instructional model, walk through a lesson, and practice accessing key resources on HMH Ed. To strengthen learning, they collaborate with colleagues to explore their new program and engage in rich discussions. Participants become prepped and ready to plan their first lessons as they continue learning on the Teacher Success Pathway. Getting Started is the initial step towards a successful first 30 days. Ongoing training and support will be provided on Ed through their Into Reading Teacher Success Pathway. This guided learning pathway offers a recommended sequence of topics, including live sessions, videos, interactive media, and related resources, to help teachers plan, teach, and assess student learning using their new HMH program. After teachers complete pathway topics, they receive a certificate of completion.	\$4,200.00	1	\$4,200.00	
1911952	9798202163630 Texas Into Reading Vrs2 Getting Started Live Online 2-Hour Grades K-5 This two-hour Getting Started session introduces teachers to their new program's structure, essential resources, and implementation recommendations. Teachers will also explore Ed, HMH's teaching and learning platform, and the professional learning pathway on Ed. Getting Started is the initial step toward a successful first 30 days. Ongoing training and support will be also provided on Ed. There, teachers will access a guided learning pathway based on their grade level and implementation timeline. A recommended sequence of topics, which includes live sessions, videos, interactive media, and related resources, will help teachers plan, teach, and assess student learning using their new HMH program. After teachers complete each pathway topic, they receive a certificate of completion.	\$800.00	1	\$800.00	
Total for Implementation Support for Texas Into Reading K-5 Vrs2		\$5,000.00			
<u>Total for Professional Services - Texas Into Reading K-5 Vrs2</u>		\$35,000.00			

Total Savings:	\$0.00
Subtotal Purchase Amount:	\$97,737.60
Shipping & Handling:	\$8,469.63
Sales Tax:	\$0.00
Total Cost of Proposal (PO Amount):	\$106,207.23

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Chicago, IL 60693

Attention:

88

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Proposal for
San Elizario Ind School Dist

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
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Send **Check Payments** to:
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14046 Collection Center Drive
Chicago, IL 60693

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Total Cost of Proposal (PO Amount): \$106,207.23

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
 - o Email address for Accounts Payable contact
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to: San Elizario Ind School Dist 1050 CHICKEN RANCH RD SAN ELIZARIO, TX 79849	Sold to: San Elizario Ind School Dist San Elizario, TX 79849-0920
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- Please provide funding start and end dates.
- Please note HMH bills products and services as they are fulfilled. You may receive multiple invoices for your order.
- HMH reserves the right to transmit documents electronically.
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Date of Proposal: 5/5/2026

Proposal Expiration Date: 6/19/2026



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

MEMORANDUM

To: Members of the Board of Trustees
From: Blanca I. Cruz, Associate Superintendent
Subject: Purchase of Instructional Materials – Summit K12
Date: June 11, 2026

HISTORY:

Over the past several years, our district has observed an increasing need for targeted, high-quality instructional support for emergent bilingual students. Historically, the district has relied on a combination of instructional resources and teacher-developed materials to support English language development. While these efforts have provided some support, they have not consistently offered the structured, standards-aligned practice necessary to fully prepare students for the rigor of the TELPAS (Texas English Language Proficiency Assessment System). In response to these evolving needs, Summit K12 is a comprehensive English Language Development program specifically designed to support emergent bilingual students. The program aligns with TELPAS proficiency standards and incorporates research-based strategies to accelerate language acquisition.

RATIONALE:

This purchase will include the Summit K12 English Language Development program, which is recognized as a high-quality instructional resource designed to support emergent bilingual students and enhance TELPAS preparation.

BUDGET IMPACT:

The budget impact for this purchase will be \$51, 518.60. The materials will be purchased with Title III funds. A quote is attached.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve the purchase of Summit K12 instructional materials as presented.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

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SUMMIT K12

Summit K12 Quotation Form

Quotes are valid 90 days from Creation Date

(If purchase request is dated on or before the above date, then quote price is valid and honored)

Created Date 4/28/2026

Subscription End Date (Quote) 6/30/2027

Summit K12
PO Box 26841, Austin, TX 78755
P: 844-331-4737 | Fax: 866-490-8158 | orders@summitk12.com

Quote Number 00021824

Account Name San Elizario Independent School District

Contact Name Josue Palomino

Email jpalomino@seisd.net

Prepared By Katherine Alvarez

Email katherine.alvarez@summitk12.com

Phone (844) 331-4737

Product Code	Product	Sales Price	Quantity	Total Price
9781433402715	TX Connect to Literacy ELD - 1,000-4,999	\$31.50	1,480	\$46,620.00
9781433406157	TX Connect to Literacy ELD - Teacher	\$31.50	57	\$1,795.50
9781433406164	TX Connect to Literacy ELD - School Admin	\$52.95	15	\$794.25
9781433406171	TX Connect to Literacy ELD - District Admin	\$52.95	3	\$158.85
PD1335	PD - C2L TELPAS School-based Follow-up - Online	\$450.00	2	\$900.00
PD9000	Enhanced Set-up, Course Creation, Rostering, Single-Sign-on, & technical support - (1-5)	\$250.00	5	\$1,250.00

Total Price \$51,518.60

Professional Development

Up to 30 participants for online and 50 participants for on-site PD sessions.

Online PD - a minimum of 5 days in advance of PD date is required if you wish to reschedule, otherwise the full PD fee will be charged.

On-site PD - a minimum of 14 days in advance of PD date is required if you wish to reschedule, otherwise the full PD fee will be charged.

PD dates must be scheduled & delivered prior to the Subscription End Date. There will be no refunds for unused PD sessions.

How to Order

- Via email at orders@summitk12.com

Prices

- Prices applicable only within the US, its possessions, & its outlying areas.
- All prices are in US funds.
- Payment must be in US funds only.

Terms

- Net 30 days, subject to credit approval

[Privacy Policy](https://www.summitk12.com/privacy-policy)

<https://www.summitk12.com/privacy-policy>

[Guarantee Information](https://www.summitk12.com/guarantee-information)

<https://www.summitk12.com/guarantee-information>

Summit K12 Holdings, Inc: Federal Tax ID # 47-2584101.

Sam.Gov registration: DFQCGB4SNXK4 or Summit K12 Holdings



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MEMORANDUM

To: Members of the Board of Trustees
From: Richard Salcido, Director Special Education
Subject: Consider and possible Board action to approve purchase approval over \$25,000 for Special Education Contract Position: Occupational Therapist – Sarah Perez
Date: June 16, 2026

HISTORY: Sarah Perez will continue to provide contract occupational therapy services to the district. The provider will offer therapy, consult with personnel, complete student assessments, submit occupational therapy reports, and write & monitor the respective goals and objectives. Additionally, the Occupational Therapist may be called upon to assist in Admission, Review and Dismissal (ARD) meetings or to consult with staff regarding other student needs.

RATIONALE:

Occupational Therapy is required as part of 34 Code of Federal Regulations § 300.320. Definition of individualized education program, which requires that the ARD committee determine appropriate supplementary aids, services, and other supports that are provided within the educational setting to enable the child with a disability to advance appropriately toward attaining annual goals and to be involved in and make progress with the general education curriculum.

BUDGET IMPACT:

- Occupational Therapist (OT) Contract Services: \$49,500.00

ADMINISTRATIVE RECOMMENDATION:

In order to comply with the recommended provisions of each child's Individual Education Plan, it is recommended that we provide occupational therapy services through this contracted service arrangement.

For Approval? ☒ Yes ☐ No

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

Please check if applicable: ☐ Attachment Included

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MEMORANDUM

To: Members of the Board of Trustees
From: Richard Salcido, Director Special Education
Subject: Consider and possible Board action to approve purchase approval over \$25,000 for Special Education Contract Position: Licensed Specialist in School Psychology (LSSP)
Date: June 16, 2026

HISTORY: To request approval for budget allocations to support specialized student services for the upcoming school year. To ensure compliance with student service requirements and to continue providing high-quality support to students, the LSSP will conduct in-depth psychological and educational assessments to determine if a student qualifies for special education services.

RATIONALE: These services are essential to meeting the individualized needs of students and maintaining compliance with state and federal special education requirements. The LSSP will support psychoeducational evaluations, counseling services, behavioral interventions, and other related special education responsibilities. The LSSP was posted for the 2025-2026 school year with no applicants, and the position was filled through a third-party agency. The position was posted again for the 2026-2027 school year with no applicants thus far. Approval of these budget requests will help ensure continuity of services and timely support for students requiring specialized interventions.

BUDGET IMPACT:

- Licensed Specialist in School Psychology (LSSP) Contract Services: \$49,500.00

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is for the Board to approve the Special Education contract services positions to satisfy required evaluations through IDEA.

For Approval? ☒ Yes ☐ No

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

Please check if applicable: ☐ Attachment Included

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MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: FY 2027-Approval of Purchase Over \$25,000 – City of San Elizario
Date: June 16, 2026

HISTORY:

On June 16, 2026, the Board will consider a new interlocal agreement for one school resource officer with the City of San Elizario, Texas for a term commencing on July 1, 2026, and ending on June 30, 2027.

RATIONALE:

As part of the agreement, the City of San Elizario is to provide one (1) School Resource Officer to SEISD and compensation to the City for those services is as follows:

- 7/1/26-6/30/27: \$71,179.50 plus \$7,000.00 for a vehicle, total of \$78,179.50

BUDGET IMPACT:

This is budgeted in the general fund. Contingent upon fiscal year 2027 budget adoption.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve the purchase.

For Approval? ☒ Yes ☐ No

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

Please check if applicable: ☐ Attachment Included

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MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: FY 2027-Approval of Purchase Over \$25,000 – County of El Paso
Date: June 16, 2026

HISTORY: On March 6, 2024, the district entered into a new interlocal agreement for school resource officers with the County of El Paso, Texas for a term commencing in February of 2024 and ending on December 30, 2029 (five-year agreement).

RATIONALE: As part of the agreement, the El Paso County Sheriff's Office is to provide five (5) School Resource Officers to SEISD and compensation to the County for those services is as follows:

- 1/1/26-12/30/26: \$419,078.00 plus \$8,535.00 for vehicles
- 1/1/27-12/30/27: \$440,031.90 plus \$8,585.00 for vehicles

This purchase order will be covering a portion of both years 3 and 4 of the agreement.

BUDGET IMPACT: \$438,114.94 for the 2026-2027 School Year. This is budgeted in the general fund. Contingent upon fiscal year 2027 budget adoption.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the purchase.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☐ Attachment Included

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MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: FY 2027-Approval of Purchase Over \$25,000 – El Paso Central Appraisal District
Date: June 16, 2026

HISTORY:

In accordance with CCH(Legal), the county appraisal district is responsible for appraising property in the appraisal district for ad valorem tax purposes of each taxing unit in the appraisal district.

RATIONALE:

In accordance with CCH(Legal), each taxing unit shall pay its allocation in four equal payments to be made at the end of each calendar quarter, and the first payment shall be made before January 1 of the year in which the budget takes effect.

BUDGET:

The purchase order is for \$52,000 and is funded from the general fund. Contingent upon fiscal year 2027 budget adoption.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve the purchase order.

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



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MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: FY 2027-Approval of Purchase Over \$25,000 – Gibson Ruddock Patterson LLC
Date: June 16, 2026

HISTORY:

The Engagement Letter with Gibson, Ruddock, Patterson, LLC for the Financial Audit for the Fiscal Year Ending June 30, 2026 was approved by the Board of Trustees at the May 13, 2026 Regular Board Meeting.

RATIONALE:

Policy CFC(Legal) requires that the District's fiscal accounts be audited annually at District expense by a Texas certified public accountant holding a permit from the State Board of Public Accountancy.

BUDGET:

The budget impact will be \$79,500 funded from the general fund. Contingent upon fiscal year 2027 budget adoption.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve the purchase order.

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



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MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: FY 2026-Approval of Purchase Over \$25,000 – MoakCasey, LLC
Date: June 16, 2026

HISTORY: MoakCasey, LLC has worked with the district in various areas, they provide comprehensive school finance consulting and support. They assist in revenue forecasting, budget development, financial projections and the Truth-in-Taxation process.

RATIONALE: MoakCasey is instrumental in providing school finance support and assisting with revenue projections on current law and legislative changes affecting school finance. They provide regular legislative updates and school finance information through the Texas School Policy Network newsletter. The services are intended to strengthen the district's financial planning, support compliance with state requirements, and provide expert guidance on school finance matters.

BUDGET IMPACT: The original Purchase Order 53794 in the amount of \$23,500 was below the \$25,000 threshold; however, the remaining payments for May and June are expected to bring the total amount to \$26,500.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the additional expense as presented.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☐ Attachment Included

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MEMORANDUM

To: Members of the Board of Trustees
From: Aggie Reyes – Executive Director for Child Nutrition Services
Subject: Purchase Approval Over \$25,000 for 2026-2027 – GH Dairy
Date: June 16, 2026

HISTORY: Dairy items are needed to produce thousands of meals to feed our students through the various school nutrition programs. It is essential that we have a reliable vendor to supply our kitchens.

RATIONALE: GH Dairy was awarded the contract to supply dairy items to school districts. They were determined to provide the best value to participating in school districts.

BUDGET IMPACT: The budget impact for this item is \$135,000.00

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is for the Board to approve this purchase for continuity of services.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☐ Attachment Included

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MEMORANDUM

To: Members of the Board of Trustees
From: Aggie Reyes – Executive Director for Child Nutrition Services
Subject: Purchase Approval Over \$25,000 for 2026-2027 – Labatt Food Service
Date: June 16, 2026

HISTORY: Child Nutrition Services produces thousands of meals to feed our students through the various school nutrition programs. It is essential that we have a full-service vendor with a large catalog of products to supply our kitchens.

RATIONALE: After competitive bidding conducted by the Region 17 Education Service Center, West Texas Food Purchasing Cooperative, Labatt Food Service was awarded the contract to provide food items to participating school districts. They were determined to provide the best value.

BUDGET IMPACT: The Budget impact for this item is \$1,309,000.00

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve this purchase.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☐ Attachment Included

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MEMORANDUM

To: Members of the Board of Trustees
From: Aggie Reyes – Executive Director for Child Nutrition Services
Subject: Purchase Approval Over \$25,000 for 2026-2027 – Labatt Food Service – Non-Food
Date: June 16, 2026

HISTORY: Child Nutrition Services produces thousands of meals to feed our students through the various school nutrition programs. It is essential that we have a full-service vendor with a large catalog of products to supply our kitchens.

RATIONALE: After competitive bidding conducted by the Region 17 Education Service Center, West Texas Food Purchasing Cooperative, Labatt Food Service was awarded the contract to provide food items to participating school districts. They were determined to provide the best value.

BUDGET IMPACT: The budget impact for this item is \$60,000.00

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve this purchase.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☐ Attachment Included

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MEMORANDUM

To: Members of the Board of Trustees
From: Aggie Reyes – Executive Director for Child Nutrition Services
Subject: Purchase Approval Over \$25,000 for 2026-2027 – Segovia's Distributing
Date: June 16, 2026

HISTORY: Fresh fruits and vegetables are needed to produce thousands of meals to feed our students through the various school nutrition programs. It is essential that we have a reliable produce vendor to supply our kitchens.

RATIONALE: After a competitive bidding process conducted by the Region 19 Allied States Cooperative, Segovia's is the vendor that was awarded the contract to supply fresh fruits and vegetables to school districts. They were determined to provide the best value to participating in school districts.

BUDGET IMPACT: The budget impact for this item is \$65,000.00

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is for the Board to approve this purchase.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☐ Attachment Included

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MEMORANDUM

To: Members of the Board of Trustees
From: Aggie Reyes – Executive Director for Child Nutrition Services
Subject: Purchase Approval Over \$25,000 for 2026-2027 – Trejo Commercial Refrigeration
Date: June 16, 2026

HISTORY: Our school kitchens use many pieces of commercial equipment to produce thousands of meals to feed our students through various school nutrition programs. The equipment must be maintained and repaired throughout the year to ensure our kitchens are able to operate reliably.

RATIONALE: After a competitive bidding process conducted by the Region 19 Allied States Cooperative, Trejo Commercial Refrigeration was awarded the contract to supply maintenance and repair services to school districts. They were determined to provide the best value for participating school districts.

BUDGET IMPACT: The impact on the budget for this item is 65,000.00

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is for the Board to approve this purchase.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☐ Attachment Included

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MEMORANDUM

To: Members of the Board of Trustees
From: Dr. Jeannie Meza-Chavez, Superintendent and Dr. Blanca Cruz, Associate Superintendent
Subject: Region 19 Vertical Alignment Network Agreement
Date: June 16, 2026

HISTORY: The Region 19 Vertical Alignment Network (R19VAN) includes the Education Service Center-Region 19, the El Paso Community College (EPCC), and the University of Texas at El Paso (UTEP). This collaboration aims to serve students in the region in transitioning to either institution of higher education EPCC or UTEP upon graduation and to provide college career readiness opportunities and advice to the region's students.

RATIONALE: The data sharing is a collaboration among the R19VAN to serve students in a dual credit or concurrent enrollment setting. In addition, the need for this data-sharing effort facilitates data-driven decision-making in the El Paso area. Data shared between the R19VAN will only be used to fulfill the agreement's objectives and is subject to applicable privacy rules and regulations.

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

ADMINISTRATIVE RECOMMENDATION: It is the administrative recommendation that this agreement between SEISD and R19VAN is approved as presented.

For Approval? ☒ Yes ☐ No

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

Please check if applicable: ☒ Attachment Included

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Memorandum of Understanding

Data Sharing & Collaborative Agreement

This Memorandum of Understanding ("MOU") is made effective as of the **1st day of July, 2025** between **the Region 19 Vertical Alignment Network ("R19VAN")** (as defined below), **The El Paso County Community College District ("EPCC")**, an institution of higher education located at **9050 Viscount Blvd., El Paso, Texas, 79925**, **The University of Texas at El Paso ("UTEP")**, a Texas State Public Institution of Higher Education and component institution of **The University of Texas System** addressed at **500 West University Avenue, El Paso, Texas, 79968**, and **Education Service Center- Region 19 ("ESC Region 19")**, an educational service center that supports teachers and administrators by providing various instructional products and services in the El Paso area located at **6611 Boeing Dr., El Paso, TX 79925**. **R19VAN, EPCC, UTEP and ESC Region19** shall jointly be referred as the "Parties" and severally as the Party.

WHEREAS, the Parties to this MOU are all collaborating members of the **R19 VAN**, whose purpose is to serve students in the region in transitioning to either institution of higher education EPCC and/or UTEP upon graduation, and/or to provide college and career readiness opportunities and advising to the region's students.

WHEREAS the Parties as part of the **R19VAN** have agreed to enter into this data sharing and collaborative agreement to serve students at **R19VAN** in a dual credit or concurrent enrollment setting, in transitioning to either institution of higher education **EPCC** and/or **UTEP** upon graduation, and/or to provide college and career readiness opportunities and advising as well as to evaluate the effectiveness of college and career readiness programs in **the R19VAN**, and to improve instruction within the **R19VAN**.

WHEREAS, R19VAN, EPCC, UTEP, and ESC Region 19 jointly recognized the need to increase data sharing efforts for the purposes of increasing college and career readiness opportunities and to facilitate data-driven decision-making in the El Paso area.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this MOU and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **R19VAN, EPCC, UTEP, and ESC Region 19** agree as follows:

Data Privacy

The Parties acknowledge the importance of protecting the privacy and confidentiality of student data. All data shared under this MOU will be handled in accordance with applicable federal, state, and local laws and regulations, including but not limited to the Family Educational Rights and Privacy Act (FERPA). The Parties agree to implement appropriate technical and organizational measures to safeguard the data against unauthorized access, disclosure, alteration, or destruction. Each Party will ensure that any data shared is used solely for the purposes outlined in this MOU and will not be disclosed to any third party without prior written consent from the originating Party.

Dispute Resolution

In the event of any dispute arising out of or in connection with this MOU, the Parties agree to first attempt to resolve the dispute through informal discussions and negotiations. If the dispute cannot be resolved informally, the Parties agree to engage in mediation with a mutually agreed-upon mediator. If mediation does not result in a resolution, the Parties may pursue any other legal remedies available to them. All disputes shall be resolved in accordance with applicable laws and regulations.

Timeline for Dispute Resolution

1. **Informal Discussions:** Parties will initiate informal discussions within 10 business days of identifying the dispute.
2. **Mediation:** Should informal discussions fail, mediation will be scheduled within 30 business days of the escalation.
3. **Legal Remedies:** If mediation does not result in a resolution, Parties may pursue legal remedies within 45 business days following the mediation.

Mediator Selection Process

The Parties agree to select a mediator through the following process:

1. **Proposal of Mediators:** Each Party will propose a list of potential mediators within 10 business days of agreeing to mediation.
2. **Review and Agreement:** The proposed lists will be reviewed, and the Parties will mutually agree on a mediator(s) within 15 business days of receiving the proposals.
3. **Criteria for Selection:** The selected mediator should have relevant experience in educational collaborations and data sharing agreements and be neutral and impartial.
4. **Engagement:** Once agreed upon, the mediator will be engaged to facilitate the mediation process within 30 business days.

1. Definitions

When used in this MOU, the following terms will have the meanings below:

- a. **"Data"** refers to the observations and information collected and stored for each student, accessible by members of the R19VAN in a view-only capacity to assist student transition. This includes academic performance, assessment results, and other relevant metrics.
- b. **"Education Records"** has the meaning set forth in the Family Educational Rights and Privacy Act ("FERPA").
- c. **"Region 19 Vertical Alignment Network" (R19VAN)** includes the following participating entities: The University of Texas at El Paso, El Paso Community College, Education Service Center - Region 19, and various school districts and charter schools in the El Paso area. These entities collaborate to create seamless pathways for students transitioning from LEAs to IHEs, focusing on dual enrollment programs, college and career readiness, and data sharing to support student success. **"Education Records"** has the meaning set forth in the Family Educational Rights and Privacy Act ("FERPA").

"Region 19 Vertical Alignment Network" means jointly the following participating entities: The University of Texas at El Paso, El Paso Community College, Education Service Center - Region 19, Anthony Independent School District, Canutillo Independent School District, Clint Independent School District, Dell City Independent School District, El Paso Independent School District, Fabens Independent School District, Fort Hancock Independent School District, San Elizario Independent School District, Sierra Blanca Independent School District, Socorro Independent School District, Tornillo Independent School District, Ysleta Independent School District, Burnham Wood Charter School District, Premier High Schools-Responsive Ed., El Paso Leadership Academy, La Fe Preparatory School PK-8, El Paso Academy, Triumph Public Schools El Paso, Harmony Science Academy, IDEA Public Schools.

2. Objectives

The **R19VAN** has cooperated and collaborated in developing dual enrollment programs and college and career readiness seamless pathways for students. This MOU is intended to streamline information needs across institutions so that student college and career readiness data may be tracked in order to facilitate the advising and counseling of students with respect to transition into post-secondary programs, to evaluate the effectiveness of college and career readiness programs in the **R19VAN**, and to improve instruction in the **R19VAN**. Aggregate data is used to generate reports and to analyze program effectiveness, long-term outcomes and longitudinal research for various purposes including planning, scheduling, grant applications and textbook purchases.

3. Scope

Data shared in accordance with this MOU ("Data") includes, but is not limited to, the following:

- a. TSI, PSAT, SAT, ACT, AP and other instruments used to assess individual student College and Career Readiness measures;
- b. Student industry certification and licensure need and availability;
- c. End-of-Course (EOC) exams;
- d. Local, state, and national assessment results;

- e. Data components for accountability calculation and support;
- f. Official and unofficial student transcripts;
- g. Public Education Information Management System (PEIMS) education records, to include but not limited to data platforms such as Texas Education Exchange and the applications housed there within and On Data Suite through district view only credential creation (e.g. Student Unique ID, files pertaining to PEIMS scheduled submissions by authorized personnel);
- h. Local Education Agency (LEA) data contained in local in-house student information system to include but not limited to data platforms such as Texas Education Exchange and the applications housed there within and On Data Suite through district view only credential creation
- i. National Student Clearinghouse data;
- j. Dual credit and concurrent enrollment course information housed within the information systems of any of the members in the **R19VAN**;
- k. College Preparatory Courses, Career and Technical Education (CTE) course data, and other innovative courses for vertical alignment;
- l. Teacher and instructor qualifications leading to dual credit credentialing via EPCC;
- m. Texas Teacher Evaluation and Support System (T-TESS) appraisal information;
- n. Postsecondary student acceptance and placement;
- o. Textbook and materials information used in the classroom for dual credit, concurrent enrollment, certificate, or licensure alignment;
- p. Surveys, observations, and other instruments used to collect and assess aggregate student data locally developed and administered by the **R19VAN**;
- q. Information as necessary and requested to further support regional college and career readiness efforts through the procurement of grants, contracts, scholarships, donations and other financial resources by the members of the **R19VAN**;
- r. Longitudinal data including college hour accumulation, aggregate GPAs, certificate and degree attainment, core completion status and analysis of courses needed by students for various purposes, including planning and scheduling, and implementation of academic interventions; and
- s. Other data as necessary to advance and increase the number of students in the Region 19 area eligible and academically ready to undertake dual credit and

concurrent enrollment, obtain an industry certification or licensure, and/or enter an institution of higher education upon graduation.

4. Use of Data

Student Data shared between the **R19 VAN** shall only be used exclusively for fulfilling the expressed objectives outlined in this MOU and is subject to the applicable privacy rules and regulations, including yet not limited to FERPA. Aggregate Data may be used to highlight program effectiveness and make recommendations for programmatic improvement at professional conferences and/or to support research initiatives in the region. Data shall not be shared with any third parties without consent from the **R19VAN**. Data shall not be sold or used, internally or externally, for any purpose not directly related to the scope of work defined in this MOU without consent from the **R19VAN**. R19VAN members agree to provide ESC Region 19 with a view only access account for data analysis programs referenced in section 3.

5. Data Elements

In order to establish procedures in place to safeguard the confidentiality and integrity of personal student data, to place limitations on its use, and to maintain compliance with applicable privacy laws, all employees of the **R19VAN** involved in collecting, generating, viewing, or using the shared data as outlined in this MOU shall comply with all applicable privacy rules and regulations, including yet not limited to the provisions of FERPA and other laws with respect to the Data and information shared.

6. Frequency of Data Availability

Individual and identifiable student Data shall only be used for student degree planning, scheduling, and monitoring the individual student's success. Aggregate data may be used to generate reports and to analyze program effectiveness, long-term outcomes, and longitudinal research. To drive relevant and timely data-driven decision-making, the **R19VAN** (and the Parties) are committed to sharing Data upon the completion of each academic semester term. This notwithstanding, specific

needs may arise throughout the academic year that may require additional data submission on a more frequent basis including grant proposals and applications as well as other reporting requirements.

7. Personnel

Each member institution of the **R19VAN** shall be responsible for ensuring that Data is submitted on a timely basis. Each Party shall assign authorized personnel responsible for data sharing under this MOU.

8. Confidentiality

The **R19VAN** and its members will maintain the confidentiality of any and all Data in accordance with applicable law, rule and/or regulation. The confidentiality requirements under this paragraph shall survive the termination or expiration of this MOU or any subsequent agreement intended to supersede this MOU. Each Party hereto that receives personally identifiable information pertaining to **R19VAN** students shall be responsible for complying with all the requirements imposed on such receiving Party by the applicable provisions of FERPA and its regulations. Each Party receiving personally identifiable **R19VAN** student information shall ensure that it is used only for the purposes stated in this MOU and shall not permit anyone without a legitimate educational purpose to have access to such information.

9. Security Safeguards

In meeting the needs for Data security and confidentiality, the vehicle for data submission shall be determined by the **R19VAN** as appropriate. Should Data covered by this MOU ever be processed, stored, or transmitted on information resources belonging to any of the members of the **R19VAN** the following shall apply:

The members of the **R19VAN** shall employ industry best practices, both technically and procedurally, to protect the Data from unauthorized physical and electronic access. To ensure the continued confidentiality and security of the Data, the **R19VAN** shall establish a system of safeguards meeting the following requirements:

- a. Procedures and systems that ensure all student records provided by any of the parties in the **R19VAN** are kept in secured facilities and access to such records is exclusively limited to authorized personnel;
- b. Procedures and systems that require the use of secured passwords to access the data will be faithfully implemented;
- c. Procedures and systems for assigning passwords shall be developed and implemented to maintain the integrity of the data;
- d. Procedures and systems that ensure that all data is maintained in a secure manner that prevents the interception, diversion, or other unauthorized access;

In the event of a security breach affecting the Data received by one of the Parties, the Party suffering the security breach shall immediately take all necessary and applicable measures to limit the breach and protect the Data, including yet not limited, at its sole cost, notification to the students and credit monitoring obligations. The Party suffering the breach will notify the **R19VAN** members within 24 hours of becoming aware of said breach for the members to take any additional necessary actions.

10.Data Destruction

Upon cancelation, termination, or non-renewal of this MOU, all Data shared or collected in the course of this initiative shall be destroyed, securely wiped, deleted, or returned to the originating Party supplying the Data.

11.Term

The initial term of this MOU shall begin on **July 1, 2025** and continue for a period of **three (3) years**. Thereafter, the Parties may **renew** this MOU for **two (2) additional consecutive three (3) year terms** by written notice signed by a duly authorized representative of each Party. The initial term and any renewal term(s) are collectively referred to in this MOU as "Term." Any Party hereto may terminate this MOU, without cause, upon at least thirty (30) calendar days with prior written notice to the other Parties, with said termination becoming effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties.

12.Changes and Amendments

This MOU may be amended, modified, and/or supplemented only by the mutual agreement of the parties, in writing signed by the duly authorized representative of each of the Parties,

Executed on the date established above under (11) "Term."

----- Signatures on following page -----

THE EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

Signed by:

D32BFE6DCFDC455...

William Serrata, PhD., President

Date: Jun-04-2026

THE UNIVERSITY OF TEXAS AT EL PASO

DocuSigned by:

3DEEADA373C5414...

Heather Wilson, PhD., President

Date: Mar-02-2026

EDUCATION SERVICE CENTER REGION 19

Armando Aguirre, Ed.D., Executive Director

Date:

ANTHONY INDEPENDENT SCHOOL DISTRICT

DocuSigned by:
Dr. Oscar Troncoso
68C6698C3A534F8...

Oscar Troncoso, PhD., Superintendent

Date: Jun-08-2026

CANUTILLO INDEPENDENT SCHOOL DISTRICT

Josue Borrego, Ed.D., Superintendent

Date:

CLINT INDEPENDENT SCHOOL DISTRICT

Juan I Martinez, Ed.D., Superintendent

Date:

DELL CITY INDEPENDENT SCHOOL DISTRICT

Signed by:
Mr. Michael Steck
29EDFDAD4BA644E...

Michael Steck, Superintendent

Date: Jun-08-2026

EL PASO INDEPENDENT SCHOOL DISTRICT

Brian Lusk, Ed.D., Superintendent

Date:

FABENS INDEPENDENT SCHOOL DISTRICT

Signed by:
Dr. Rogelio Segovia
2A22E03572C8496...

Rogelio Segovia, PhD., Superintendent

Date: Jun-08-2026

FT HANCOCK INDEPENDENT SCHOOL DISTRICT

Jose G. Franco, Superintendent

Date:

SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

Jeannie Meza-Chavez, PhD., Superintendent

Date:

SIERRA BLANCA INDEPENDENT SCHOOL DISTRICT

Signed by:

Ms. Ronni Leeann McGraw

39489D055CE4461...

Ronni Leeann McGraw, Superintendent

Date: Jun-08-2026

SOCORRO INDEPENDENT SCHOOL DISTRICT

James P Vasquez, Superintendent

Date:

TORNILLO INDEPENDENT SCHOOL DISTRICT

Rosa Vega-Barrio, Superintendent

Date:

YSLETA INDEPENDENT SCHOOL DISTRICT

Xavier De La Torre, Ed.D., Superintendent

Date:

BURNHAM WOOD CHARTER SCHOOL DISTRICT (EL PASO)

Joe E. Gonzales, Ed.D, Superintendent

Date:

EL PASO ACADEMY

Sarahi Gross, Executive Director

Date:

EL PASO LEADERSHIP ACADEMY

V Omar Yanar, Superintendent

Date:

HARMONDY SCIENCE ACADEMY (EL PASO)

Kamil Yilmaz, , Ed.D, West Texas Area Superintendent

Date:

IDEA PUBLIC SCHOOLS (EL PASO)

Jeffrey Cottrill, Executive Director

Date:

LA FE PREPARATORY SCHOOL PK-8

Robert Gonzales, Superintendent

Date:

PREMEIR HIGH SCHOOLS – RESPONSIVE ED

Kalese Whitehurst, Superintendent

Date:

TRIUMPH PUBLIC HIGH SCHOOLS (EL PASO)

Frances Berrones-Johnson, Superintendent

Date:



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: Elizabeth Perez, Chief Financial Officer
Subject: Consider and possible Board action to approve resolution designating the person responsible for calculating the no-new-revenue tax rate and voter-approval tax rate for the District
Date: June 16, 2026

HISTORY:

As part of the tax rate adoption process, the taxing entity is required to calculate the no-new-revenue tax rate and the voter-approval tax rate on the forms prescribed by the Comptroller.

RATIONALE:

Texas Tax Code Section 26.04(c) requires the governing body of a taxing unit to designate an officer or employee to calculate the no-new-revenue tax rate and the voter-approval tax rate after the assessor for the taxing unit submits the appraisal roll for the taxing unit to the governing body of the taxing unit as required by Subsection (b).

BUDGET IMPACT:

There is no budget impact with this item.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the attached resolution as presented.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

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

Resolution of the Board of Trustees of the San Elizario Independent School District

WHEREAS, the Board of Trustees (“Board”) of the San Elizario Independent School District (“District”) is authorized by the Texas Education Code § 11.151 to govern and oversee the management of the public schools in the District; and

WHEREAS, the Board, as authorized by Texas Education Code § 45.002, .003(a) may levy, assess, and collect annual ad valorem taxes for the maintenance of the district’s schools. Taxes may not be levied unless authorized by a majority of the qualified voters of the district, voting at an election called for that purpose; and

WHEREAS, after the District’s assessor submits the appraisal roll to the board, an officer or employee designated by the board shall calculate the no-new-revenue tax rate and the voter-approval tax rate for the district; and

WHEREAS, the designated officer or employee shall use the tax rate calculation forms prescribed by the comptroller under Tax Code 5.07 in calculating the no-new-revenue tax rate and the voter-approval tax rate; and

WHEREAS, pursuant to Texas Tax Code § 26.04(c), (d-1), (d-3), as soon as practicable after the designated officer or employee calculates the no-new-revenue tax rate and the voter-approval tax rate of the district, the designated officer or employee shall submit the tax rate calculation forms used in calculating the rates to the county assessor-collector for each county in which all or part of the territory of the district is located.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT:

RESOLVED, the Board of Trustees hereby appoints the District’s Chief Financial Officer as the designated officer responsible for calculating and reporting the no-new-revenue tax rate and the voter-approval tax rate as determined by state law. If the Chief Financial Officer position is vacant, the Accountant is hereby designated as the alternate officer responsible for calculating and reporting the no-new-revenue tax rate and the voter-approval tax rate as determined by state law.

RESOLVED, the authority granted by this resolution is effective henceforth unless the Board takes action to change the title of the appointee.

PASSED AND APPROVED this 16th day of June, 2026, by the Board of Trustees for the San Elizario Independent School District.

Eduardo Chavez, Board President

Myrna Hernandez, Board Vice-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: Gina Ramirez, Executive Director of Human Resources
Subject: SEISD Employee Handbook 2026-2027
Date: June 16, 2026

HISTORY: The Employee Handbook is reviewed and updated annually to ensure alignment with current district policies, state and federal laws, and the Texas Association of School Boards (TASB) guidance. The 2026–2027 edition incorporates updates from the TASB Model Employee Handbook and revisions specific to San Elizario ISD policies and procedures.

RATIONALE: The Employee Handbook is a vital communication tool to ensure all employees know the district’s expectations, policies, procedures, and resources. Annual updates are necessary to maintain compliance with changing legislation and district policy, promote transparency, and support employee understanding of their roles and responsibilities. Adopting the updated handbook supports a consistent and equitable working environment across all campuses and departments.

BUDGET IMPACT: The handbook's approval has no direct fiscal impact. Its distribution will be electronic, minimizing printing and dissemination costs.

ADMINISTRATIVE RECOMMENDATION: The administration recommends that the Board of Trustees approve the 2026–2027 San Elizario ISD Employee Handbook as presented.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

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

2026-2027

Employee Handbook



A Community of Champions: Soaring to Excellence

If you have difficulty accessing the information in this document because of a disability, please email giramirez@seisd.net

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Introduction

This handbook provides information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included; those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Executive Director of Human Resources.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Instead, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions incompatible with the change. For more information, employees may refer to the policy codes associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed Online [HERE](#).

District Information

Description of the District

The San Elizario Independent School District was established in 1870, when school children attended classes in a small adobe building known as Los Portales. The first teacher, Octaviano Ambrosio Larrazolo, later became governor of New Mexico (1919-1921) and a U.S. Senator (1928-1929). For more historical information on San Elizario, contact the San Elizario Genealogy & Historical Society at 851-1682. Today, one high school, one middle school, three elementary schools, and a primary school campus in San Elizario serve approximately 2,700 students over a radius of 16 sq. miles. San Elizario is in a farming community along the international boundary of the United States and Mexico. San Elizario ISD rests just south of El Paso, Texas, in El Paso County.

Loya Primary School was built in 1991 and houses approximately 162 students ages 3 to 4 in grades pre-pre-kindergarten and pre-kindergarten. The campus is named after Lorenzo Guerra Loya (1925-1997), who served on the San Elizario ISD Board of Trustees for 50 years. Mr. Loya was recognized by the Texas Education Agency and the Texas Legislature as the board member with the longest term of service in Texas from 1943-1993.

Alarcon Elementary School is the oldest campus in the district. It was built in 1936 and houses over 279 students in grades 3-6. The school is named after Lorenzo Garcia Alarcon (1901-1982), who served as San Elizario ISD superintendent for over 45 years. Mr. Alarcon began working in the district at the age of 17 and only six years later became superintendent. He is the longest-serving superintendent in San Elizario ISD history.

Borrego Elementary School opened its doors in August 2001. It serves over 495 students in grades 3-6. The campus is named after Alfonso Borrego, Sr., a local farmer who was also active on the school board for many years and one of the founders of the first elementary school.

Sambrano Elementary School was built in 1994 and houses about 460 students in grades K-2. The campus is named after Josefa Loya Sambrano (1903-1992), a single mother and the town's former postmaster who donated family land to build the current San Elizario Post Office.

Garcia-Enriquez Middle School houses over 382 students in 7th and 8th grades. The campus originally housed both San Elizario High School and San Elizario Middle School students. It is named after Ann M. Garcia-Enriquez who served as president of the school board when San Elizario ISD joined the Edgewood ISD v. Kirby landmark school finance case in 1984.

San Elizario High School was completed in 1997 with the addition of a new library and career and technology education wing a few years later. It houses about 850 students in grades 9-12.

District Map

[Click here for the District Map](#)

Mission Statement, Goals, and Objectives

Policy AE

Vision Statement

A Proud Community of Champions – Soaring to Excellence

District Service Standards

All staff members should project a professional image that models positive dress and grooming for students. San Elizario ISD employees are expected to treat customers, parents, students, and colleagues with respect, dignity, and courteousness. Each staff member is responsible for creating an inviting, family-friendly environment in all district facilities.

Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected at large and serve 4-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Eduardo Chavez, Board Chair
- Myrna Hernandez, Board Vice President
- Sandra Licon, Secretary
- Monica Chavez, Trustee
- Axel Lopez, Trustee
- Lorenzo Luevano, Trustee
- Alexia Ann Tellez, Trustee

The board usually meets on the second Wednesday of the month at 5:30 p.m. at 1050 Chicken Ranch Road, San Elizario, TX 79849. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at each campus at least three business days before the scheduled meeting time. The notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to hold a closed session from which the public and others are excluded. A closed session may occur to discuss prospective gifts or donations, real-property acquisition, certain personnel matters, including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

2026 - 2027 Board Meeting Dates	
July 2026	No Board Meeting
Wednesday, August 12, 2026	Regular Board Meeting
Tuesday, September 8, 2026	Regular Board Meeting *MASBA Sept 10 – 11 *Homecoming Parade (pending game schedule)
Wednesday, October 14, 2026	Regular Board Meeting *TASA/TASB txEDCON26 Oct 8 - 11
Wednesday, November 18, 2026	Regular Board Meeting *Veteran's Day
December 2026	No Board Meeting
Wednesday, January 13, 2027	Regular Board Meeting
Wednesday, February 10, 2027	Regular Board Meeting
Wednesday, March 3, 2027	Regular Board Meeting *Spring Intersession
Wednesday, April 14, 2027	Regular Board Meeting
Wednesday, May 12, 2027	Regular Board Meeting
Wednesday, May 19, 2027	Board Budget Workshop
Wednesday, June 9, 2027	Regular Board Meeting
Wednesday, June 16, 2027	Regular Board Meeting for Budget Adoption

Administration

Dr. Jeannie Meza-Chavez, Superintendent Phone: 915-872-3900

School Calendar

[Please click HERE for the 2026-2027 Calendar](#)

Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

			CAMPUS DIRECTORY 1050 Chicken Ranch Road PO Box 920 San Elizario, Texas 79849 915-872-3900 A Proud Community of Champions - Soaring to Excellence!		
LORENZO G. LOYA PRIMARY 13705 Socorro Road 915-872-3940 Fax 915-872-3941			JOSEFA L. SAMBRANO 200 Herring Road 915-872-3950 Fax 915-872-3951		
Esquivel, Julissa	Principal	3601	Frescas, Susana	Principal	4601
Avila, Norma	Secretary	3603	Sandate, Lydia	Assistant Principal	4602
Almanzar, Erica	Registrar / Attendance	3945	Mojaro, Vanessa	Secretary	4600
Granados, Martha	Head Custodian	3651	Aldaz, Lorenzo	Nurse	3953
Graves, Sylvia	Social Worker	3616	Correa, Rosa	Counselor	4657
Montoya, Erika	Library Aide	3606	Duran, Cesar	Inst. Specialist	4670
Russell, Aida	Nurse	3943	Garcia, Ashley	Attendance	4604
Sanfesteaban, Ceci	Counselor	3604	Hinojos, Cristina	Cafeteria Manager	3952
Vacant	Cafeteria Manager	3942	Jasso, Mercedes	Librarian	4608
Vallejo, Maribel	Inst. Specialist	3622	Mendoza, Zurisaday	Registrar	4605
ALFONSO BORREGO, SR. 13300 Chicken Ranch Rd 915-872-3910 Fax 915-872-3911			Padilla, Alyssa	Inst. Specialist	4670
Vacant	Principal	3101	Rios, Claudia	Head Custodian	4645
Robles, Lorena	Assistant Principal	3102	Vacant	Parent Liaison	4624
Esparza, Loyda	Secretary	3100	ANN M. GARCIA-ENRIQUEZ MS 12280 Socorro Road 915-872-3960 Fax 915-872-3961		
Cortez, Dora	Head Custodian	3103	Corona, Alexander	Principal	3301
Jauregui, Rebecca	Parent Liaison	3112	Carranco, Fabiola	Assistant Principal	3314
Mercado, Sandra	Nurse	3913	Telles, Melissa	Secretary	3308
Nakay, Claudia	Inst. Specialist	3166	Almanzar, Nora	Counselor	3349
Padilla, Miriam	Attendance	3905	Cardona, Aileen	Nurse	3963
Parra, Nadia	Library Aide	3159	Deputy Fierro	SRO	3320
Salcedo, Abigail	Registrar	3105	Gomez, Marilyn	Inst. Specialist	3343
Sanchez, Cynthia	Cafeteria Manager	3912	Jara, Brenda	Inst. Specialist	3321
Verdier, Sandra	Counselor	3106	Martinez, Miriam	Registrar	3311
San Elizario High School Attendance Direct Line: 915-872-3956			Natividad, Janet	Parent Liaison	3369
HELPFUL NUMBERS			Rodarte, Idania	Librarian	3307
Help Desk		3489	Salcido, Marie	Attendance	3375
Social Worker		3584	Seay, Jeffery	SPED Counselor	3328
Payroll		3516	Torres, Hortencia	Cafeteria Manager	3962
			Trujillo, Guillermina	Head Custodian	3348
LORENZO G. ALARCON 12501 Socorro Road 915-872-3930 Fax 915-872-3931			SAN ELIZARIO HS 13981 Socorro Road 915-872-3970 Fax 915-872-3971		
Vacant	Principal	3401	Enriquez, Troy	Principal	3701
Talamantes, Concepcion	Assistant Principal	3413	Silva, Laura	Assistant Principal	3845
Aldaz, Roxanne	Secretary	3404	Chavez, Valerie	Assistant Principal	3702
Alvarez, Nancy	Parent Liaison	3406	Nunn, Melissa	Assistant Principal	3778
Avila, Alma	Attendance	3421	Vacant	Secretary	3709
Canava, Alicia	Registrar	3403	Almanzar, George	Scheduling Clerk	3705
Casas Leal, Jose	Nurse	3933	Castro, Guadalupe	Counselor	3763
Estrada, Brenda	Library Aide	3402	Deputy Mendez	SRO	3731
Galarza, Marisol	Counselor	3458	Garcia-Rodriguez, Evelyn	Attendance	3796
Moreno, Lydia	Cafeteria Manager	3932	Hernandez, Luis	Head Custodian	3812
Murphy, Claudia	Inst. Specialist	3416	Hernandez, Raquel	Cafeteria Manager	3972
Rivera, Juan	Head Custodian	3407	Jacquez, Nancy	Librarian	3742
			Lozano, Jasmine	Counselor	3779
			Luna, Elizabeth	Nurse	3973
			Morales, Erika	Inst. Specialist	3741
			Officer	Security Guard House	3860
			Payan, Patricia	Registrar	3738
			Portillo, Jesusa	Parent Liaison	3732
			Pulido, Veronica	Inst. Specialist	3730
			Vacant	Student Activities Manager	3746
			Vacant	Counselor	3780

San Elizario Independent School District does not discriminate on the basis of race, color, national origin, religion, sex disability, or age in its programs, activities, or employment



ADMINISTRATION BUILDING DIRECTORY

1050 Chicken Ranch Road | PO Box 920 | San Elizario, Texas 79849 | 915-872-3900
A Proud Community of Champions - Soaring to Excellence!

SUPERINTENDENT		
Fax: 915-872-3903		
Dr. Mesa-Chavez	Superintendent	3517
Cardona Jr, Alfredo	Executive Secretary	3515
Sanchez, Flor	Parent Liaison	3512

HUMAN RESOURCES		
Fax: 915-872-3901		
Ramirez, Gina	Executive Director	3502
Castro, Gabby	Secretary	3501
Belancourt, Debbie	Analyst	3503
Gallardo, Fanny	Payroll Specialist	3509
Guerrero, Elizabeth	Application Specialist	3504
Gutierrez, Claudia	Payroll Specialist	3506
Ruiz, Stephanie	HR Coordinator	3521
Conference Room		3538

FINANCE		
Fax: 915-872-3904		
Perez, Elizabeth	Chief Financial Officer	3533
Hermosillo, Ruben	Secretary	3513
Garcia, Edna	Accountant	3507
Nevarez, Victoria	Accounts Payable	3520
Shuff, Gina	Business Specialist	3505
Tinoco, Nancy	Business Specialist	3554

CHILD NUTRITION SERVICES		
915-872-3967 Fax: 915-872-3968		
Reyes, Aggie	Executive Director	3478
Belancourt, Yolie	Support Specialist	3476
Cabrera, Alejandro	Commodities Delivery	3528
Hernandez, Evelyn	Compliance Supervisor	3477

TRANSPORTATION MAINTENANCE		
200 N Herring Road		
915-872-3982 Fax: 915-872-3955		
Benitez, Leo	Supervisor	4664
Martinez, Sandra	Secretary	4659
Lopez, Roberto	Lead Driver	4658
Tellez, Rosalinda	Dispatcher	4665

SCHOOL CAMPUSES	
Loya Primary School	3940
Alarcon Elementary School	3930
Borrego Elementary School	3910
Sambrano Elementary School	3950
Garcia-Enriquez Middle School	3960
San Elizario High School	3970

CURRICULUM & INSTRUCTION		
Fax: 915-872-3921		
Cruz, Blanca	Associate Superintendent	3562
Alvarez, Anna	Instructional Officer	3577
Corley, Deborah	Instructional Officer	3541
De Santos, Leticia	Instructional Programs Admin	3595
Magallanes, Debra	Instructional Officer	3592
Graves, Sylvia	Social Worker	3616
Holguin, Messina	District Lead Nurse	3539
Palomino, Josue	Instructional Officer	3594
Ponce, Edgar	Research & Evaluation Admin	3564
Quezada, Eva	Instructional Officer	3578
Sanchez, Sandra	Career & Tech Edu Admin	3844

ATHLETICS	
Morales, Cesar	Executive Director 3514

SUPPORT SERVICES		
200 N Herring Road		
915-872-3980 Fax: 915-872-3981		
Martinez, Jesus	Executive Director	3491
Benitez, Leo	Maintenance Supervisor	3452
Cardona, Jose	Security Supervisor	3479
Vargas, Freddy	Maintenance Technician	3475

WAREHOUSE GROUNDS CUSTODIAL		
200 N Herring Road		
915-872-3985 Fax: 915-872-3986		
Gomez, Joe	Supervisor	4660
Guerrero, Josh	Secretary	4663
Galindo, Isaac	Warehouse Worker	4667
Lazalde, Bianca	Warehouse Worker	4661
Montes, Larry	Warehouse Worker	4668

PROJECT BRAVO	915-562-4100 Ext. 370
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SPECIAL EDUCATION		
13680 Socorro Road		
915-872-3926 Fax: 915-872-3927		
Salcido Richard	Director	3571
Lucero, Yadira	Secretary	3570
Angerstein, Jeanette	Autism Specialist	3534
Butler, Jo Jean	Speech Lang Path	3576
Cox, Janyne	Speech Lang Path	3525
Davila, Amanda	SPED Job Coach	3537
Delgado, Tina	Speech Lang Path	3540
Holguin, Arlene	Speech Lang Path	
Medina, Liliana	Clerk	3572
Melendez, Aurora	Diagnostician	3580
Melendez, Emily	Clerk	3545
Ortiz, Michelle	Speech Lang Path	3576
Perez, Sarah	Occupational Therapist	3524
Ramirez, Melinda	VI Teacher	3526
Sanchez, Claudia	Dyslexia Teacher	3574
Seay, Jeffrey	SPED Counselor	3527
Sierra-Duarte, Rocio	Diagnostician	3523
Silva, Perla	Diagnostician	3583
Slopani, Lindsey	DHH Itinerant Teacher	3581
Vocant	School Psychologist	3510
Rivera, Dulce	Diagnostician	3573
	Physical Therapist	

TECHNOLOGY		
13680 Socorro Road		
915-872-3935 Fax: 915-872-3936		
Rodriguez, Vicente	Executive Director	3486
Ortiz, Gloria	Secretary	3490
Batson, Ernest	IT Support Specialist	3482
Gardea, Michael	IT Support Specialist	3485
Magallon, Perla	IT Systems Specialist	3480
Parga, Edgar	IT Support Specialist	3488
Ramirez, Adan	IT Systems Specialist	3484
Ruiz, Rene	IT Systems Specialist	3483
Sanchez, Josh	Database/Systems Admin	3481
Sanchez, Ricardo	Network Administrator	3487
Urenda, Melissa	PEIMS Coordinator	3566
Help Desk		3489

HELPFUL NUMBERS		
Security Dispatch		915-851-2189
Sheriff Dispatch		915-546-2280
City of San Elizario		915-974-7037
Lobby Courtesy Phone		3532
Reception		3500
ALL CALL	Announcements	5350

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, San Elizario ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *Dr. Jeannie Meza-Chavez, Superintendent, 915-872-3900, Address: 1050 Chicken Ranch Rd. San Elizario, TX 79849, email: jmeza-chavez@seisd.net* . Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: *Dr. Jeannie Meza-Chavez, Superintendent, 915-872-3900, Address: 1050 Chicken Ranch Rd. San Elizario, TX 79849, email: jmeza-chavez@seisd.net* .

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website: [Jobs at SEISD](#)

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov).

Contract and Noncontract Employment

Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed Online or copies will be provided upon request.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees. All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to The Department of Human Resources in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify The Department of Human Resources when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Mrs. Debbie Betancourt, Certification/Data Management Analyst-HR, if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact The Department of Human Resources if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Department of Human Resources.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their supervisor by the established deadline. School nurses and employees with regular contact with students must complete a Texas Education Agency approved, Online training regarding seizure disorder aware-ness, recognition, and related first aid.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA(Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by the date established by the district. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources office and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 22 for additional information.

ADA Accommodations

Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting Mrs. Stephanie Ruiz, Coordinator-Human Resources, and identifying an adjustment or change at work that is needed because of a disability. An employee also may submit a written request to HR using the ADA Accommodation Request Form, which is available by emailing HRapplicant@seisd.net.

Upon receiving the reasonable accommodation request, HR will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Gina Ramirez, Executive Director of Human Resources at 915-872-3900.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Gina Ramirez, Executive Director of Human Resources at 915-872-3900 to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Mrs. Debbie Betancourt, Certification/Data Management Analyst-HR, at 915-872-3900.

Outside Employment and Tutoring

Policy DBD

All employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Administrators. An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for *any* business entity that conducts or solicits business with the district.

Administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers. An exception applies to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. Services must be performed on the administrator's personal time. Contact Human Resources for more information.

Performance Evaluation

Policy DN series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, San Elizario ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Department of Planning and Instruction.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Usage Codes (TEAMS Absence Reporting)			
Employees that <u>require</u> a Substitute Teacher			
Reason Name	Description	Absence Reporting	Documents that must be attached to absence in TEAMS
Athletics	HS/GEMS Athletics	Employee must enter absence	Approval from Athletic Director & Athletic Schedule
Instructional, Campus Based	ARD, ISS, TST, Testing, Student Related Duties	Substitute Manager Entry	Supervisor Approved Supporting Documentation if for an Employee
Meeting, District Committee	Health Advisory, Technology, Etc.	Employee must enter absence	Committee Organizer Notification
Meeting, Out of District	Region 19, Etc.	Employee must enter absence	Approved Trip Request or Approval from Superintendent
Training, Campus	Hosted by Campus	Employee must enter absence	Eduphoria Confirmation or Training Notification
Training, Out of District	Region 19, Etc.	Employee must enter absence	Approved Trip Request
Training, P&I	Hosted by P&I	Employee must enter absence	Eduphoria Confirmation or Training Notification
Training, Sped	Hosted by Sped	Employee must enter absence	Eduphoria Confirmation or Training Notification
Travel, Out of EP County	Travel Outside of El Paso	Employee must enter absence	Approved Trip Request
Employees that <u>do not</u> require a Substitute Teacher			
Reason Name	Description	Absence Reporting	Documents that must be attached to absence in TEAMS
Athletics	HS/GEMS Athletics	Employee must enter absence	Approval from Athletic Director & Athletic Schedule
Instructional, Campus Based	ARD, ISS, TST, Testing, Student Related Duties	No absence is to be reported	N/A
Meeting, District Committee	Health Advisory, Technology, Etc.	No absence is to be reported	N/A
Meeting, Out of District	Region 19, Etc.	Employee must enter absence	Approved Trip Request or Approval from Superintendent
Training, Campus	Hosted by Campus	No absence is to be reported	N/A
Training, Out of District	Region 19, Etc.	Employee must enter absence	Approved Trip Request
Training, P&I	Hosted by P&I	No absence is to be reported	N/A
Training, Sped	Hosted by Sped	No absence is to be reported	N/A
Travel, Out of EP County	Travel Outside of El Paso	Employee must enter absence	Approved Trip Request

Mental Health Training

Policy DMA

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 22.)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact the Payroll Department or the Department of Human Resources for more information about the district's pay schedules or their own pay.

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid semi-monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement.

The schedule of pay dates for the 2026-2027 school year follows:

[2026-2027 Payroll Calendars](#)

Automatic Payroll Deposit

Paper checks are no longer issued; however, the district has the right to issue a hard copy check instead of direct deposit if warranted. All employees will have their paychecks electronically deposited into their designated account on payday, as designated by the district payroll calendars. Employees are responsible for submitting depository changes ten (10) business days before payday for the change to be processed. Contact the Payroll Department for more information about the automatic payroll deposit services and documentation required for changes. Employee payroll statements (including W2s) are accessible through the TEAMS Employee Service Center for all employees. All employee exits that do not have access to TEAMS will be mailed a paper payroll statement.

Payroll Deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect to include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees may also request payroll deduction to pay membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are **not entitled** to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

An agreement between an employee and the district must be in place to deduct any overpayment. [Link to TWC Wage Overpayment Policy](#)

Employee Handbook Receipt

Provided yearly in Frontline/TEAMS system for review and signature.

Payroll Documentation

By signing the employee handbook, I consent to receive all Payroll statements to include my annual W-2 statement, in electronic format via the SEISD Employee Service Center while employed by SEISD. The Payroll Staff will be available Tuesday through Friday from 7:30 am to 4:30 pm to assist employees in printing Payroll statements from the Employee Service Center; however, this assistance does not withdraw consent for W-2s to be issued electronically. All employees who have not signed the employee handbook or who have separated from SEISD will automatically receive a paper W-2 which will be printed and mailed to employees on or before January 31st. I acknowledge that I may request, in writing to the Payroll Department, to receive all future issued W-2's in paper format and understand that they will be mailed to my home address by January 31st. This request does not apply to W-2's that have already been issued by SEISD where I have already been notified of issuance.

Wage Overpayment/Underpayment

San Elizario ISD takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of payroll staff so that corrections can be made as quickly as possible. If the employee has been underpaid, the district will pay the employee the difference as soon as possible. If the employee has been paid in excess of what he or she has earned, the employee will need to return the overpayment to the district as soon as possible. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid.

By signing the employee handbook, I understand this procedure and consent to its terms, I acknowledge that any wage overpayment constitutes an advance of future wages payable to me, and I give permission to San Elizario ISD to deduct any wage overpayments.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 AM Monday until 11:59 PM Sunday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and respective central office department must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the department of Human Resources for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for supplemental life insurance and disability insurance. Premiums for these programs can be paid by payroll deduction. Employees should contact the department of human services for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage effective upon employment.

The employee has some responsibilities including, but not limited to, the following:

- Inform the supervisor of the injury, or have a co-worker inform him/her
- Seek medical treatment, if necessary
- Ensure the supervisor receives a copy of medical statement
- Keep supervisor informed of status of the injury

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the direct supervisor and the Human Resources Department. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Department of Human Resources.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify their direct supervisor and the Department of Human Resources as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov).

El Paso, TX has a local TRS office located in Region 19 Education Service Center:
[6611 Boeing Dr., El Paso, Texas 79925](http://www.trs.texas.gov)

Office Hours

Monday – Friday

8 a.m. – 5 p.m. MST or 9 a.m. – 6 p.m. CST

Phone Number

1-800-223-8778

Member services include:

- office visits
- group retirement sessions
- retirement benefit presentations
- walk-in services (document drop-off)

Members can register for appointments online through [MyTRS](#) and by phone at 1-800-223-8778.

For answers to common questions about the regional office, [read here](#).

Leaves and Absences

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Department of Human Resources for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in ½ day increments for professionals and in hourly increments for paraprofessionals who do not require substitutes. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State sick leave accumulated before the 1995–96 school year.
- State Personal Leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 5 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination. Walking off the job (leaving the job site without authorization) is also interpreted as "quitting."

All employees must sign the SEISD Notice of District Absence policy.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA(LEGAL).

Employees must use the TEAMS Employee Service Center absence reporting feature to report or request all absences. It's the employee's responsibility to ensure their absences are entered into TEAMS Employee Service Center absence reporting no later than the date of absence.

All employee timecard records must be approved and/or corrected by supervisors to ensure all absences have been entered. Employees must attach all supporting documentation when reporting absences into TEAMS for all Professional Development, Leave, and Jury Duty Leave for supervisor approval. Professional Development and Certification of Jury Service must be attached to the ESC (employee service center) absence no later than Tuesday of the week following the date of absence for payroll processing. Failure to attach documentation will result in the use of personal leave being deducted instead of the selected professional development, leave or jury duty leave.

Note: A certification of Jury Service is required. Not to be confused with the summons for Jury Duty.

Medical Certification. Any employee, who is absent more than 3 (three) days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees, on an approved leave of absence other than family and medical leave, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor at least 3 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Discretionary leave shall not be allowed on (unless approved by the superintendent):

- The day before a school holiday
- The date after a school holiday
- Days scheduled for end-of-course, end-of-semester, or end-of-year exams
- Days scheduled for STAAR tests
- Professional or staff development days

Discretionary leave shall not exceed five consecutive workdays. The employee may request additional days only through the Superintendent.

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Local Leave

Each full-time employee shall earn paid local leave days each school year based on the work calendar for each employee's position and in accordance with administrative regulations. Local leave should accumulate without limit. Local leave days shall be prorated for employees who do not work the full school year. Days shall be converted to hours based on the employee's normal assigned work schedule. Local leave shall be used for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]. Local Leave Accrual is as follows:

Days Worked		Local Days Earned
Minimum	Maximum	
0	14	0
15	29	0.5
30	44	1
45	59	1.5
60	74	2
75	89	2.5
90	104	3
105	119	3.5
120	134	4
135	149	4.5
150	164	5
165	179	5.5
180	194	6
195	209	6.5
210		7

Flex (Non-Duty) Days

Due to the 4-day work week, the district no longer offers non-duty days. Non-duty days are defined as non-paid days that are in excess of the staff member's required number of workdays, as per the district calendar. The number of non-duty days can vary each year as they are determined by the annually adopted District calendar. When applicable, the flex days are calculated based on the total available workdays from July 1st to June 30th.

Temporary Disability Leave

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

Neutral Absence Control

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who has exhausted all available leave, regardless of the reason for the absence [see DF series]. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)], shall be considered before termination. If terminated, the employee may apply for reemployment with the District.

Vacation

Policy DED

Sick Leave Bank (or Pool)

An employee who has exhausted all paid leave as well as any applicable compensatory time and who suffers from a catastrophic illness or injury may request the establishment of a sick leave pool, to which District employees may donate state personal leave for use by the eligible employee.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent shall develop regulations for the implementation of the sick leave pool that address the following:

- Procedures to request the establishment of a sick leave pool;
- The maximum number of days an employee may donate to a sick leave pool;
- The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
- The return of unused days to donors.

Final Decision

- Any question concerning membership, regulations, or application for sick leave bank days that may arise after adoption of this policy and not specifically covered herein, shall be submitted to the Board of Trustees, who will make a recommendation to the Superintendent.

Appeal

An employee may appeal a decision regarding the establishment or implementation of the District's sick leave pool in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Amendments

Sick leave bank guidelines may be amended upon recommendation of the Board of Trustees followed by approval of the Superintendent. Any substantial change in the program shall be approved by the Board of Trustees.

Family and Medical Leave Act (FMLA)—General Provisions

The following text is from the federal notice, *Your Employee Rights Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 work weeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave.

If your employer determines that you are eligible, **your employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FML begins

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA(LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees who require FML or have questions should contact The Department of Human Resources for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the immediate supervisor and Risk Management Coordinator should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to

which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to the immediate supervisor and the Department of Human Resources specifically the Risk Management Coordinator.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

Use of personal leave and/or local leave for death in the immediate family shall not exceed five (5) workdays per occurrence, subject to the approval of the district. (Policy DEC Local).

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States.

Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Employees are required to enter their absence via TEAMS, submit a Certification of Jury Service (not to be confused with the summons for jury duty), and may keep any compensation they receive. Employees shall only be granted paid leave for the time needed to comply with a valid subpoena in a civil, criminal, legislative, or administrative proceeding. Employees are required to enter their absences via TEAMS and submit a copy of their subpoena and a time-stamped Certification of Examination for their court appearance.

Employees must present jury certification documentation of the service upon return to work:

- Employees summoned prior to 11:30 AM do not report to work until after jury duty if released prior to 12:00 PM
- Employees summoned after 12:00 PM must first report to work and will then be released 1 ½ hours prior to their service time.

Employees shall receive their daily compensation without loss of accumulated leave for jury duty. Employees are required to enter their absence via TEAMS, submit a Certification of Jury Service (not to be confused with the summons for jury duty), and may keep any compensation they receive. Employees shall only be granted paid leave for the time needed to comply with a valid subpoena in a civil, criminal, legislative, or administrative proceeding. Employees are required to enter their absences via TEAMS and submit a copy of their subpoena and a time-stamped Certification of Examination for their court appearance.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal

leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Department of Human Services. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Department of Human Services for details on eligibility, requirements, and limitations.

Payment for Accumulated Leave Upon Separation

San Elizario ISD does not pay accrued personal or local leave to employees upon separation. Personal leave will remain on file and itemized on the employment service record. Any unused local leave is forfeited upon an employee's work separation. However, unused compensatory leave will be paid out on the employee's last check.

Identification and District Badges

For security purposes, employees are required to always wear an employee badge while on duty at any district building. Lost badges should be reported within five (5) days to the employee's supervisor. Employees must obtain a new badge at the Human Resources Department. Employees who have lost or damaged their badge or forgotten it must report their time to their immediate supervisor so that it may be corrected in TEAMS. Lost badges will be replaced at a charge of \$10 for each lost ID badge. Work-related damaged ID badges will be replaced free of charge if the damaged badge is returned.

Guest Teacher badges will be replaced at a charge of \$5 for each lost/damaged ID badge. There will be no charge for damage due to wear and tear.

The district's electronic timekeeping system and associated work records will become the official basis for recording hours worked for employees of the San Elizario Independent School District. It is a job requirement that ALL employees MUST "clock-in" in the morning, and "clock-out" at the end of the workday at their location of work. Paraprofessional, hourly, nonexempt employees are required to "clock out" for their lunch period and "clock in" when returning to work. Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action. Punching in or out for an employee (a.k.a. "buddy punching") will also be considered a serious offense, with both employees subject to disciplinary action up to and including termination. Missed swipes must be reported with the Missed Swipe Form and the form must be submitted to the employee's supervisor for approval. The supervisor must in turn document the reason and correct the employee's timecard.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include employee outings to restaurants and other activities. Any cash compensation or other items such as T-shirts issued by SEISD to employees is taxable income and will be processed as a federal income tax payroll deduction. A form will be provided

via the employee service center to allow the employee to opt in/out of deductions that are generated due to taxable items provided by the district. If an employee opts out, the employee will not receive items of this sort.

District Communications

Throughout the school year, the communication office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

District Newsletter

School Messenger – Notification Service

Facebook – District social media: www.facebook.com/SEISD

X – District social media: [SEISD Twitter](#)

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

Employee/Complaints/Grievances

DGBA Local Policy

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form. Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time. The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

Formal Process - An employee may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini trial” at any level.

Freedom from Retaliation - Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

Whistleblower Complaints - Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the district set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]

Complaints Against Supervisors - Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The district shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the district may hold the conference and issue a decision in the employee’s absence.

Response

At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee’s e-mail address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

Representative

“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice to the district at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days’ notice to the district before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The district may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event, or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the district may consolidate the complaints.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the district.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Grievance forms can be found [HERE](#)

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written

response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The district shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

Standards of Conduct

Policy DH

Link to Policy:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=439&code=DH#legalTabContent>

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency* [HERE](#)

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward the realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Dress and Grooming

The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. Personnel are expected to dress in a manner that projects a professional image for the employee, district, and the community. The style of clothing for males and females shall always reflect professional and business-like attire. See DH regulation below:

DH Regulation

The following will apply:

1. Cleanliness and neatness are expected of all staff members at all times.
2. Clothing for classes such as physical education, JROTC, health-related to include school nurses, and other specialty courses will be reasonable and appropriate for that class but will be confined to class time only. This may also cover special outside class activities, such as field trips.
3. Jeans may be worn on designated “spirit days” as approved by Principal, Supervisor, or Superintendent as long as they are in good condition, clean and not torn, ragged or threadbare.
4. Employees’ clothing should not be revealing, immodest, or inappropriate.
5. Face coverings to include masks or other protective work equipment in the best interest of safety as determined by administrative safety protocols.

The following clothes may not be worn:

1. Any clothing that shows the midriff or lower back area at any time (this includes reaching or bending);
2. Any shirts or tee-shirts with messaging other than a small commercial logo or the name, logo, or mascot of the District, school, or department.
3. Dresses or skirts shorter than three inches above the top of the kneecap;
4. Leggings or tight-knit pants (unless worn with a blouse that is thigh length)

5. Plunging necklines.
6. Ripped or tattered clothing.
7. Sheer or revealing garments;
8. Shorts.
9. Shower shoes or flip-flops (rubber pool shoes).
10. Skin-tight clothing.
11. Strapless or spaghetti-strap tops and dresses.
12. Sweat suits or warmups.
13. Athletic tank tops or muscle shirts.

Additional inappropriate items include:

1. Visible piercings other than earrings.
2. Caps or hats inside buildings, except as required by specific assignments, such as protective clothing or hard hats, or by a health code, such as head coverings for employees working in kitchens; or
3. Employees will not be allowed to display any jewelry, tattoos, brands or similar artifacts that are either obscene, distracting or may cause disruptions to the educational environment.

Enforcement

Any violation of the employee dress and grooming standards will be addressed by campus or appropriate department administrator. The campus or department administrator is authorized to send an employee home to change clothes and may determine the necessary length of time away from job site. This time away from work will be unpaid. Continued violations of this regulation may result in disciplinary action in accordance with DH (LOCAL).

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

[The district's policy](#) that includes definitions and procedures for mmi and investigating discrimination, harassment, the link to the policy is included below:

Employee Welfare Freedom from Harassment

Note: This policy addresses harassment of District employees. For harassment of students, see Policy FFH. For reporting requirements related to child abuse and neglect, see Policy FFG. The district prohibits sexual harassment and harassment based on a person's race, color, gender (including pregnancy, sexual orientation and gender identity or expression), national origin, disability, religion, or age. Employees shall not tolerate harassment of others and shall make reports as required at reporting procedures below:

Sexual Harassment

Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or

2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Other Prohibited Harassment

Harassment of a District employee on the basis of the employee's race, color, gender (including pregnancy, sexual orientation and gender identity or expression), national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

1. has the purpose or effect of unreasonably interfering with the employee's work performance
2. creates an intimidating, threatening, hostile, or offensive work environment or
3. otherwise adversely affects the employee's employment opportunities

Examples

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

Reporting Procedures

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below. Any district employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy. Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

Timely Reporting

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the district's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

District Officials

1. For sexual harassment, contact the Title IX coordinator, Associate Superintendent. Policy DAA (LOCAL)
2. For all other prohibited harassment, contact the Associate Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification Report

Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official listed above.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Investigation of the Report

The district may request, but shall not insist upon, a written report. If a report is made orally,

the district official shall reduce the report to written form. Upon receipt or notification of a report, the district official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the district official shall immediately authorize or undertake an investigation. If appropriate, the district shall promptly take interim action to prevent harassment during the course of an investigation. The investigation may be conducted by the district official or a designee, such as the campus principal, or by a third party designated by the district, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. The district's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the district official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited harassment occurred, the district shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment. The district may take disciplinary action based on the results of an investigation, even if the district concludes that the conduct did not rise to the level of harassment prohibited by law or district policy.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through Policy DGBA (LOCAL), beginning at the appropriate level. The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

Retaliation Prohibited

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

Harassment of Students

Policies DF, DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official.

Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 58 and *Bullying*, page 83 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

Employee Standards of Conduct: Reports to the State Board of Education

Termination of Employment

Student Welfare: Freedom from Discrimination, Harassment, and Retaliation

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
 - The nature of the communications;
 - The timing of the communications;
 - The extent of the communications;
 - Whether the communications were made openly or secretly;
 - The extent that the educator attempts to conceal the communications;

- If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
 - Any other evidence tending to show the context of the communications between educator and student.
2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
 3. Making sexually demeaning comments to a student.
 4. Making comments about a student's potential sexual performance.
 5. Requesting details of a student's sexual history.
 6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
 7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
 8. Inappropriate hugging, kissing, or excessive touching.
 9. Providing the student with drugs or alcohol.
 10. Violating written directives from school administrators regarding the educator's behavior toward a student.
 11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
 12. Any other acts tending to show that the educator solicited a romantic relationship with the student.

19 TAC 249.3(51)

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code

§261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 24 hours after the employee first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office, and do not include the district police.

A person responsible for the care, custody, or welfare of the child (including a teacher) is required to report alleged abuse or neglect to DFPS even if a report is made to law enforcement.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to DFPS can be made using the Texas Abuse Hotline at <https://www.txabusehotline.org/Login/Default.aspx> or (800-252- 5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, a person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at <http://www.dfps.state.tx.us>. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Abuse in the Texas Family Code is defined as include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reports to Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor
-

For a certified employee the conduct below must also be reported:

The conduct of an employee resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

Reporting Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact Horacio Hernandez, Executive Director of Technology, (915) 872-3900.

Personal Use of Electronic Communications

Policy CQ, CY, DH

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, X, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic communications for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH(EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH(EXHIBIT)]

See *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;

- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;

- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message or
- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district email address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 8:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

SAN ELIZARIO ISD ACCEPTABLE USE GUIDELINES

San Elizario ISD makes no guarantee of any kind, whether expressed or implied, for the technology services it is providing with regard to computers, networks, and/ or internet services. San Elizario ISD will not be responsible for any damages a user may suffer, including loss of data or interruptions in service. San Elizario ISD will not be responsible for the accuracy or quality of information obtained through San Elizario technology resources or the Internet.

"By signing this handbook, I understand and will abide by the San Elizario ISD Acceptable Use Guidelines. I further understand that any violation of the Acceptable Use Guidelines is unethical and may constitute a criminal offense. Should I commit any violation my access privileges will be revoked and/or appropriate disciplinary actions may be taken."

PERSONAL USE OF ELECTRONIC COMMUNICATIONS

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees.

Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

Public Information on Private Devices

Policy DH, GB

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

All employees are subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH, DHB, DHC

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence

- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

If an employee is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee certified by a means other than the criminal history clearinghouse. will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC (LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug-Abuse Prevention

Policy DH

San Elizario ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

[Click here to access DH Local Policy](#)

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco , or e-cigarettes on all district- owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest

Policy CB, DBD

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law and policy relating to the use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.

- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Human Resources Department.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call 911 immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Asbestos Management Plan

Policy CSC

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Support Services Department office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in each building entrance. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations:

RADIO	TELEVISION
KPRR 102.1 FM – Power 102	KDBC – Ch. 4
KBNA 97.5 FM – Que Buena	KVIA – Ch. 7
KLAQ 95.5 FM – The Q	KTSM – Ch. 9
KTSM 99.9 FM – Sunny	KFOX – Ch. 14
KOFX 92.3 FM – The Fox	KINT – Ch. 26
KHEY 96.3 FM – Khey country	KTDO – Ch. 48
KSII 93.1 FM – Kiss FM	
XHTO 104.3 FM – Hit FM	
XHPX 98.3 FM – Exa FM	
KINT 93.9 FM – Jose FM	

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the finance department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Mrs. Nancy Tinoco, Purchasing Specialist, for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources Office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Human Resources Office.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Human Resources Office. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Rental Cars/Taxi/Shuttle Services

The district's automobile insurance policy fully covers rental cars. However, the renter must purchase the Collision Damage Waiver Insurance from the rental company and list San Elizario ISD along with the individual as the named renters.

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. Campus administration is responsible for scheduling the use of facilities after school hours. Contact campus administration to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent or other persons designated by the board of trustees, which includes The Executive Director of Human Resources. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

Texas Education Agency which can be found [HERE](#). The superintendent is required to report such conduct to SBEC.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the Superintendent, Dr. Jeannie Meza-Chavez with a copy to the Executive Director of Human Resources at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal or director is required to notify the superintendent of a courted employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor,
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to SBEC.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB, DP

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees

dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The reporting requirements for termination of a contract employee are the same as those listed above in Resignations/Contract Employees.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available Online.

Dismissal of Noncontract Employees

Policies DHC, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*).

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following: an offense requiring the registration as a sex offender or

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property
- Convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Prohibition on Diversity, Equity, and Inclusion

Policies DF, DH

Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns diversity, equity, and inclusion duties to another person will be subject to appropriate discipline, including termination of employment.

Prohibited Classroom Instruction

Policies DF, DH

District employees are prohibited from engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, San Elizario ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the Associate Superintendent, Address: Address: 1050 Chicken Ranch Rd. San Elizario, TX 79853. 915-872-3900.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC, FFAF

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen®), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must appropriate documentation as established in the district's policies for attendance accounting. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus administrator. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

Student Welfare: Freedom from Bullying

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus administrator. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

Bullying Prohibited

The district prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Retaliation

The district prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the district's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Notice of Report

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the district shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying

If the results of an investigation indicate that bullying occurred, the district shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The district may notify law enforcement in certain circumstances.

Discipline

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the district's policy against bullying.

Transfers

The principal or designee shall refer to FDB for transfer provisions.

Counseling

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the district may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the district shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the district's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Hazing

Policy FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

SEISD Administrative Guidelines

Transportation Guideline: Extra Duty Assignments

Applies to: Part-Time and Full-Time Transportation Department Bus Drivers Employees

Purpose

This guideline establishes clear procedures and expectations regarding employee absences and the assignment of extra duties such as field trips and bus maintenance. The intent is to promote accountability, reduce absenteeism, particularly on high-absence days, ensure fair and consistent distribution of extra duties among drivers and adjust operations to meet the District's needs.

Background

A review of attendance patterns has revealed a significant increase in absenteeism on Tuesdays and Fridays, particularly among part-time bus drivers. This trend disrupts transportation services and creates inequities in extra duty assignments. Drivers who are absent frequently attempt to compensate for missed time by volunteering for field trips or additional tasks later in the week.

Guidelines

1. Absence Impact on Extra Duties:

- a. Any transportation employee who is absent for a full or half workday during the week will be ineligible for extra duty assignments (e.g., field trips, bus washing, special routes) for the remainder of that week.

This applies regardless of the reason for the absence, with the exceptions noted in this guideline.

2. Pre-Assigned Field Trips:

- a. Subject to the exceptions provided in this guideline, if a driver is pre-assigned to a field trip and is absent for any portion of the week, the field trip assignment will be reassigned to a driver with full attendance for the week.
- b. Drivers are required to report anticipated absences as early as possible to allow for trip reassignment and prevent service disruptions.

3. Completed Field Trips:

- a. Drivers who complete a field trip during the current workweek will be ineligible for field trips in the following week. This ensures equitable access to high-demand opportunities among all staff.

4. Repeated Absences and Review:

- a. Subject to the exceptions provided in this policy, chronic absenteeism will be monitored and may result in a performance review or disciplinary action in accordance with district attendance policies
- b. Assigned routes or extra duty assignments may be changed to meet and satisfy district needs.

Exceptions

1. Exceptions to this guideline may be made at the discretion of the Transportation Supervisor in cases involving:
 - a. Documented medical emergencies;
 - b. Legally Protected Leave;
 - c. Routine, documented sick leave in accordance with SEISD Policy;

*Exigent circumstances approved by Administration.

Enforcement and Communication

Supervisors are responsible for tracking attendance, applying these eligibility rules consistently, and maintaining records of duty assignments. This guideline will be shared with all transportation staff and reviewed during annual in-service training. Absence reporting procedures can be found beginning on page 28 of the SEISD handbook.

Administrative Contact

For questions regarding this guideline, please contact the Transportation Department or Human Resources.

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

MEMORANDUM

To: Members of the Board of Trustees
From: Gina Ramirez, Executive Director – Human Resources
Subject: 2026-2027 Employee Appreciation Resolution
Date: June 16, 2026

HISTORY: Administration would like to continue recognizing employees for their contributions to the San Elizario Independent School District. To remain in compliance with the gift of public funds provisions, the administration has created an Employee Appreciation Resolution for consideration.

RATIONALE: The Texas Supreme Court has established a three part test to determine whether a payment violates Article III, Section 52: (1) The purpose of the payment is to accomplish a public purpose, not benefit a private party; (2) The entity must retain public control over the funds to ensure the public purpose is accomplished and the public's investment is protected; and (3) The entity must ensure that it receives are turn benefit. The Employee Appreciation Resolution accomplishes all three parts of the legal test as the appreciation of employees via the different activities/items stated on the resolution, serve the public purpose of maintaining morale, reducing turnover, and increase employee retention.

BUDGET IMPACT: Not to exceed \$10,000.00

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is for the Board of Trustees to approve the Employee Appreciation Resolution for the 2026-2027 year as presented.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

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



EMPLOYEE APPRECIATION RESOLUTION
SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

WHEREAS, every student has the right to access high-quality educational programs to further their academic and personal success; and

WHEREAS, quality educational programs are only made possible thanks to the dedicated, talented, innovative, and hardworking educators and classified staff at the San Elizario Independent School District, who use their extensive skills and compassion to provide educational opportunities and support for students;

WHEREAS, the San Elizario Independent School District recognizes our staff has gone above and beyond in responding to the needs of students and their families, and of the community at large; and

WHEREAS, classified employees support the smooth operation of offices, the safety and maintenance of buildings and property, and the safe transportation, healthy nutrition, and direct instruction of students; and

WHEREAS, the San Elizario Independent School District believes that our employees' response in serving children during these challenging times serves as an example of selfless public service and pride in our community; and

WHEREAS, now, more than ever, teachers, administrators, and classified staff serving our schools deserve the gratitude, respect, and recognition of the San Elizario Independent School District, students, parents, and the entire community.

WHEREAS, the Board of Trustees conclude that providing employee appreciation items and activities, including but not limited to any district spirit gear or clothing, promotional items, and refreshments during employee appreciation events, plaques, etc., to all regular full-time, part-time, or substitute employees actually employed by the district serves the public purpose of maintaining morale, reducing turnover, and increase employee retention; and

WHEREAS, pursuant to Policy CE (Local), the adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy,



EMPLOYEE APPRECIATION RESOLUTION
SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

and the district's approved purchasing procedures. The expenditure of funds shall be under the direction of the Superintendent or designee, who shall ensure that funds are expended in accordance with the adopted budget.

NOW, THEREFORE, BE IT RESOLVED that the San Elizario Independent School District Board of Trustees authorizes the purchase of employee retention items and activities for the 2026-2027 school year; and

BE IT FURTHER RESOLVED that employee appreciation items and activities as provided in this resolution serve the public purposes of maintaining morale, reducing turnover, and increasing employee retention; and

BE IT FURTHER RESOLVED that the amount budgeted for the employee appreciation items and activities provided in this resolution should not exceed \$10,000.00 during the period of July 1, 2026, through June 30, 2027.

Signed

Eduardo Chavez, Board President

Sandra Licon, Board Secretary

Dr. Jeannie Meza-Chavez, Superintendent



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: Stephanie Ruiz – Coordinator - Human Resources
Subject: Consider and possible Board action to approve addition of Voluntary Employee Benefits
Date: June 16, 2026

HISTORY: San Elizario ISD is continually seeking opportunities to enhance employee recruitment, retention and overall well-being. While San Elizario ISD currently offers a comprehensive health insurance program, the additional voluntary employee benefits will provide a greater financial protection and flexibility for employees and their families.

RATIONALE: TEB Benefits Group Inc. completed a review of the voluntary Accident, Critical Illness and Hospital Indemnity proposals submitted by The Hartford, The Standard and MetLife. Each proposal was evaluated based on overall benefit competitiveness, employee affordability, enrollment positioning, HSA compatibility, administrative simplicity, and long-term sustainability.

The three carriers presented competitive offerings; however, each carrier demonstrated distinct strengths within specific product categories.

For Accident Insurance, The Hartford delivered the strongest overall balance between pricing and benefit competitiveness. The plan provided competitive ambulance and emergency room benefits, strong family pricing, meaningful guaranteed issue amounts, and 24-hour coverage while maintaining affordable payroll deductions that should support stronger participation levels during enrollment.

For Hospital Indemnity, The Hartford plan emerged as the strongest overall offering, The plan provided the richest ICU structure, strong admission benefits, extended confinement duration, HSA-compatible positioning. Hartford's 60-day ICU and confinement maximums materially differentiated the plan from competitors and enhanced the perceived value to employees.

For Critical Illness coverage, The Hartford delivered the strongest overall plan due to its competitive pricing STEM/NSTEMI differentiation and covered illnesses. The Harford also provided the lowest overall per -\$1000 pricing among the carriers reviewed. The TEB Benefits Group representative will be in attendance to answer any questions.

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



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

BUDGET IMPACT: These voluntary benefits will be offered at no cost to San Elizario ISD. Employees who elect coverage will pay premiums through payroll deductions. There are no administrative costs associated with implementation.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the following:

Product	Recommended Carrier
Accident Insurance	The Hartford
Hospital Indemnity	The Hartford
Critical Illness	The Hartford

For Approval? ☒ Yes ☐ No

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

Please check if applicable: ☒ Attachment Included

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

Accident Plan

	The Hartford Low	The Hartford High	The Standard Option 1	The Standard Option 2	MetLife Low	MetLife High
Air Ambulance	\$1,500	\$2,000	\$500	\$1,000	\$1,000	\$1,250
Ground Ambulance	\$750	\$1,000	\$100	\$200	\$300	\$400
Urgent Care	\$150	\$200	\$50	\$100	\$75	\$100
ER	\$250	\$300	\$100	\$200	\$150	\$200
Health Screening	\$50	\$50	\$50	\$50	\$50	\$50
EE	\$7.41	\$10.52	\$6.62	\$12.39	\$8.41	\$10.92
ES	\$11.70	\$16.59	\$11.68	\$21.67	\$16.67	\$21.56
EC	\$13.01	\$18.47	\$13.70	\$26.55	\$19.96	\$25.77
EF	\$19.35	\$27.46	\$17.65	\$33.61	\$23.64	\$30.52

Hospital Indemnity Plan

	The Hartford Plan 1	The Hartford Plan 2	The Standard Low	The Standard Medium	MetLife Low	MetLife High
Hospital Admission Benefit	\$750	\$1,500	\$500	\$1,000	\$1,000	\$2,000
Daily Hospital Confinement	\$100	\$150	\$100	\$100	\$200	\$100
Hospital Confinement Days	60	60	10	10	31	31
ICU Admission Benefit	\$1,500	\$3,000	\$1,000	\$2,000	\$1,000	\$2,000
Daily ICU Confinement	\$200	\$300	\$200	\$200	\$200	\$300
ICU Confinement Days	60	60	10	10	31	31
Wellness / Health Screening	\$50	\$50	\$50	\$50	\$50	\$50
EE	\$11.93	\$21.14	\$11.73	\$15.48	\$20.79	\$34.46
ES	\$22.59	\$39.95	\$24.06	\$30.71	\$39.32	\$64.91
EC	\$20.34	\$36.08	\$16.23	\$21.07	\$34.48	\$56.12
EF	\$32.55	\$57.65	\$30.36	\$38.43	\$53.01	\$86.56

Critical Illness Plan

	The Hartford	The Standard	MetLife
Benefit Amount	\$10k / \$20k / \$30k	\$10k / \$20K / \$30K	\$10k / \$20k / \$30k / \$40k / \$50k
Cancer Invasive	100%	100%	100%
Non Invasive	100%	25%	25%
Heart Attack STEMI	100%	100%	100%
Heart Attack NSTEMI	25%	100%	100%
Stroke	100%	100%	100%
Wellness	\$50	\$50	\$50

Age Band	The Hartford	Standard Low	Standard Medium	Standard High	MetLife
18-24	\$0.17	\$0.26	\$0.22	\$0.21	\$0.42
25-29	\$0.23	\$0.35	\$0.31	\$0.30	\$0.47
30-34	\$0.31	\$0.52	\$0.47	\$0.46	\$0.55
35-39	\$0.42	\$0.73	\$0.68	\$0.67	\$0.73
40-44	\$0.58	\$0.99	\$0.93	\$0.91	\$0.95
45-49	\$0.88	\$1.34	\$1.28	\$1.26	\$1.26
50-54	\$1.16	\$1.78	\$1.70	\$1.67	\$1.62
55-59	\$1.50	\$2.20	\$2.11	\$2.08	\$2.14
60-64	\$2.02	\$2.87	\$2.76	\$2.72	\$2.73
65-69	\$2.74	\$3.97	\$3.83	\$3.78	\$3.43
70-74	\$3.66	\$5.35	\$5.18	\$5.13	\$4.47



San Elizario ISD

Voluntary Benefits Package – Worksite Products

Presented by TEB&HR

Enhancing your Benefits Package

As part of our ongoing commitment to supporting the health, well-being, and financial security of your employees, we are proposing to expand our benefit offerings to include additional voluntary supplemental insurance options.

These options include:

- **Hospital Indemnity Insurance**
- **Critical Illness Insurance**
- **Accident Insurance**

These benefits are designed to provide an added layer of financial protection, greater flexibility, and peace of mind.



Our Market Review Process



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- At TEB, our goal is to help you find the best possible benefit solutions for your district and your employees.
- We go to market and solicit options from multiple carriers to identify plans that best align with the district's needs.
- For these proposals, we reviewed three major carriers and carefully analyzed both premiums and coverage levels to ensure the offerings were competitive, comprehensive, and positioned among the best available in the market.

Market Review & Proposed Strategy

- TEB completed a review of the voluntary Accident, Critical Illness, and Hospital Indemnity proposals submitted by The Hartford, The Standard, and MetLife.
- Each proposal was evaluated based on benefit competitiveness, employee affordability, enrollment positioning, HSA compatibility, administrative simplicity, and long-term sustainability.
- While all three carriers presented competitive options, **The Hartford** provided the strongest overall portfolio alignment for the district.

Voluntary Benefits with Dedicated Support

- As part of this effort, these supplemental insurance plans will be completely voluntary for employees. These benefits will also be fully employee-paid, meaning there will be no premium cost or additional fees paid by the district.
- To help ensure a smooth experience, the district will be assigned a dedicated account manager who may be onsite
- Enrollment support, billing reconciliation, and continued administrative assistance will also be provided



Accident Insurance Overview



Provides added financial protection when accidents happen



Covers injuries, treatment, and services resulting from a covered accident



Designed to help with both immediate care and serious accident-related costs



Benefits are paid as scheduled amounts based on the type of care or injury



Coverage is available 24 hours a day, on and off the job



Employees may choose between a high and low plan



Dependent coverage is available

Accident Benefits & Plan Highlights



Benefit	Low Plan	High Plan
Initial Accident	\$150	\$200
Initial Physician Visit	\$150	\$200
Urgent Care	\$150	\$200
Emergency Room	\$250	\$300
Ambulance - Ground/Water	\$750	\$1,000
Ambulance - Air	\$1,500	\$2,000
Hospital Admission	\$1,500	\$2,000
Wellness/Health Screening	\$50	\$50

Critical Illness Insurance Overview



Provides added financial support after a covered serious illness diagnosis

Covers categories such as cancer, heart/vascular conditions, major organ failure, neurological conditions, infectious conditions, and child conditions

Pays a lump-sum benefit when a covered person is diagnosed with a covered illness

Employees may select \$10,000, \$20,000, or \$30,000 in coverage

Spouse coverage is available at 100% of the employee amount

Child coverage is available at 50% of the employee amount

Includes a \$50 annual Health Screening Benefit



Critical Illness Benefits & Plan Highlights

Benefit / Feature	Coverage
Cancer Invasive	100%
Cancer Non-Invasive	100%
Heart Attack STEMI	100%
Heart Attack NSTEMI	25%
Stroke	100%
Wellness	\$50

Hospital Indemnity Insurance Overview

Provides added financial support when a covered hospital stay occurs

Coverage applies to both illness and injury

Employees may choose between two plans

Coverage is available 24 hours a day

Dependent coverage is available

Pregnancy is covered same as any other illness

No pre-existing condition limitation is included (Day 1 coverage)

Both plan options are HSA compatible



Hospital Indemnity Benefits & Plan Highlights

Benefit / Feature	Plan 1	Plan 2
First Day Hospital Confinement	\$750	\$1,500
Daily Hospital Confinement	\$100	\$150
First Day ICU Confinement	\$1,500	\$3,000
Daily ICU Confinement	\$200	\$300
Newborn Routine Hospital Care	\$250; once/live birth	\$500; once/live birth
Health Screening	\$50; once/year	\$50; once/year

Supporting Employees When It Matters Most



These voluntary benefits give employees the opportunity to add extra financial protection for life's unexpected moments. Whether it is an accident, a serious illness, or a hospital stay.



By offering Accident, Critical Illness, and Hospital Indemnity coverage, the district can expand support for employees and their families while keeping participation optional and employee-paid.



Together, these benefits provide more choice, more peace of mind, and an added layer of support when employees need it most.

Thank you

Eva Enriquez

TEB&HR

eva@teb-inc.com



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: Elizabeth Perez, Chief Financial Officer
Subject: Public notice of federal grant applications for fiscal year 2027
Date: June 16, 2026

HISTORY:

The district receives various entitlements for federal funding and submits applications for those grants accordingly.

RATIONALE:

The purpose of this agenda item is to provide public notice of federal grant applications through an information item at a Board meeting and to make available opportunities for public input in accordance with policy CB(Legal).

In addition, you will find the following documents attached to this memo:

- Public notice published in the West Texas County Courier
- Agenda and sign-in sheet for public meeting
- Presentation provided during public meeting in English and Spanish

BUDGET IMPACT:

There is no budget impact associated with this item.

ADMINISTRATIVE RECOMMENDATION:

This report is for information only.

For Approval? ☐ Yes ☒ No

If no, please check one: ☐ Presentation ☐ Report ☒ Information

Please check if applicable: ☒ Attachment Included

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

Strange
BUT TRUE

By Lucie Winborne

An 1898 book predicted the Titanic's sinking 14 years before it happened.

During the 1904 Tour de France, Maurice Gerin jumped on a train and caught a ride between cities to get ahead of the other cyclists.

Antarctica is the world's largest desert, as it is a polar ice desert with very low precipitation.

As a young, poor artist, Pablo Picasso once burned his own paintings to keep warm.

The naked man orchid, aka the hanging man orchid, resembles – yes, you guessed it – a nude dude. Native to Mediterranean regions, it's also classified as threatened, possibly due to its popularity as an antidiarrheal, antifatulent and aphrodisiac.

Pretzels were originally created by monks around 610 A.D. to reward children for learning prayers, with their shape designed to resemble arms crossed in prayer.

Snake wine, a traditional alcoholic beverage found in Vietnam, China and Southeast Asia, is created by infusing whole, often venomous, snakes in rice wine or grain alcohol for months. The high alcohol content denatures the venom, making it safe for consumption, though the drink is banned in some areas.

In 2018, scientists at Caltech played a microscopic game of tic-tac-toe built from DNA.

The dirt on Mars is made up of dust particles just 4% the width of a human hair and contains toxic metals and other harmful compounds that can cause hormonal imbalances and serious disease.

Feeding pigeons in Venice, Italy, is prohibited to protect historical monuments.

Thought for the Day: "You build on failure. You use it as a stepping stone. Close the door on the past. You don't try to forget the mistakes, but you don't dwell on it. You don't let it have any of your energy, or any of your time, or any of your space."

– Johnny Cash

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Socorro ISD asks for community feedback

By Christy Flores-Jones
Special to the Courier

EL PASO COUNTY – Socorro Independent School District (SISD) began its Stakeholder Experience Survey on May 11. The survey ends on May 22, 2026. SISD would like students, employees, families, and community members to provide feedback about their experiences across the district.

The survey is designed to help the district better understand what is working well and where improvement may be needed. Feedback will be used to identify strengths, highlight opportunities for improvement, and support district and campus planning efforts.

The survey includes separate question sets for elementary students, secondary students, employees, parents/guardians, and community members. Responses are anonymous and will be reviewed in summary form only.

“We want to hear directly from our students, staff, families, and community,” said SISD superintendent James Vasquez. “This feedback will help us better understand experiences across our schools and continue improving how we serve our students.”

Students in grades 3–12 will complete the survey at school on a designated day and class period within the survey window. Parents/guardians, employees, and community members may complete the survey online

Fabens

From Page 1

mariachi has created for students and the Fabens community.

“As a teacher, creating a safe place for students is one of the most critical foundational pillars,” said Carrasco. “Students will not only flourish with confidence but will be motivated to chase their dreams while building the tools to successfully achieve them. In just four short years, these students have not only gained state titles, but celebrated their culture and roots, combated hatred, and paved a pathway for generations to come – all while building a positive and powerful source of community with the beautiful music of mariachi. I am so proud of my students and of our community. Once a Wildcat, always a Wildcat. Puro Fabens, sí señor.”

Send Your
News To:
wtxcc@wtxcc.com

during the survey window.

Parents who do not wish for their child to participate may contact their child’s school prior to the campus survey administration date.

Community members who live in the district, but do not currently have a student enrolled in the district are encouraged to participate in the community survey.

The survey takes approximately 5–8 minutes to complete and will be available on the district website during the survey window. Visit www.sisd.net/stakeholdersurvey for more information.

★ ★ EVENT HOURS ★ ★

FRIDAY, MAY 22
12:00 PM – 5:00 PM

SATURDAY, MAY 23
10:00 AM – 5:00 PM

SUNDAY, MAY 24
10:00 AM – 3:00 PM

★ ★ MEMORIAL DAY WEEKEND EVENT ★ ★

HONORING OUR HEROES

★ ★ WREATH LAYING CEREMONY ★ ★

SATURDAY, MAY 23
8:30 AM – 9:30 AM

Honor and remember those who gave the ultimate sacrifice.

★ ★ SCHOOL YOUTH LOOK! ★ ★

A DAY OF HISTORY, PRIDE & INSPIRATION!

✓ Explore interactive exhibits & artifacts

✓ Learn about the founding of our nation

✓ Honor the courage of our heroes

✓ Be inspired to make a difference!

★ GREAT FOR STUDENT GROUPS! ★

★ ★ SCHOOL INVITATION ★ ★

WE INVITE SCHOOLS!

Bring your students to experience history, honor our heroes, and explore the Freedom 250 mobile museum.

Educational Experience

Inspiring History

Honoring Our Heroes

CONTACT US TO SCHEDULE A GROUP VISIT!

★ ★ FEATURE ATTRACTION ★ ★

FREEDOM 250 TRUCK

STEP INSIDE A MOBILE MUSEUM!

The Freedom 250 initiative features a fleet of six 18-wheeler "Freedom Trucks" operating as mobile museums touring all 48 contiguous U.S. states in 2026 to celebrate America's 250th anniversary.

These interactive, state-of-the-art exhibits bring American history directly to communities, featuring digital listings of the Declaration of Independence, a hero wall, and intensive displays on the nation's founding.

ESTABLISHED IN 1981

EL PASO ELKS LODGE #187

GROUPS ARE WELCOME!

Reserve a 1-hour visit over the three days.

★ ★ WALK-INS ARE VERY WELCOME! ★ ★

— OLD GLORY MEMORIAL —

— FLAGS ACROSS AMERICA —

9550 GATEWAY N (HWY 54 & DIANA)

Easy to find – look for the giant flag!

Call: OldGloryMemorial@gmail.com

★ ★ BRING YOUR FAMILY. EXPERIENCE HISTORY. HONOR OUR HEROES. ★ ★

San Elizario Independent School District PUBLIC NOTICE

Public Meeting to Review Federally Funded Programs

The San Elizario Independent School District will conduct a public information meeting to review the following SEISD Programs funded by Federal funds:

- Title I, Part A – Improving Basic Programs
- Title I, Part C – Education of Migratory Children
- Title I, Part C - Perkins V: Strengthening Career and Technical Education for the 21st Century
- Title II, Part A – Supporting Effective Instruction
- Title III, Part A – English Language Acquisition (ELA) and Immigrant
- Title IV, Part A – Subpart 1 Student Support and Academic Enrichment
- Special Education Grant – IDEA-B Formula and IDEA-B Preschool

The meeting will be held:

Tuesday, May 26, 2026 at 9:00 a.m. in the Administration Offices, Board Room. 1050 Chicken Ranch Rd. San Elizario, TX 79849.

SEISD does not discriminate against any individual with regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status. 42 U.S.C. 2000e-2(a); 20U.S.C. 1681: Labor Code 21-051.

San Elizario Independent School District AVISO PÚBLICO

La Junta Pública para Revisar los Programas de Fondos Federales

El Distrito Escolar Independiente de San Elizario llevará a cabo una junta pública para revisar los siguientes programas, fondos federales:

- Título I, Parte A – Mejorando Programas Básicos
- Título I, Parte C – Educación de niños migrantes
- Título I, Parte C – Perkins V: Fortalecimiento de las carreras y educación técnica para el siglo XXI
- Título II, Parte A – Apoyando la instrucción eficaz
- Título III, Parte A – Adquisición del idioma inglés (ELA) e inmigrante
- Título IV Parte A – Subparte 1 Apoyo estudiantil y enriquecimiento académico
- Beca de educación especial – IDEA-B formula y IDEA-B preescolar

La junta se llevará acabo:

Martes, 26 de mayo del 2026 a 9:00 a.m. en el salón de juntas en las oficinas de administración. 1050 Chicken Ranch Rd. San Elizario, TX 79849.

SEISD no discrimina a ningún individuo a causa de su raza, de su color, de su nacionalidad, de sus creencias religiosas, de su género, de su estado legal, o de veterano, ninguna condición médica o incapacidad, o ningún otro estado legal. 42 U.S.C 2000e-2(a); 20 U.S.C. 1681: Labor Code 21-051.

WTCC: 05-14-2028



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

A Proud Community of Champions – Soaring to Excellence



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

Soaring To Excellence Public Meeting

Federally Funded Programs

Tuesday, May 26, 2026, at 9:00 a.m.

Administrative Offices, Mission Trail Board Room

- A. Welcome: Elizabeth Perez, Chief Financial Officer & Gina Shutt, Business Specialist
- B. Introductions: Flor Sanchez-Reza, District Parent Liaison
- C. Federally Funded Programs.
 - Title I, Part A - Improving Basic Programs: Elizabeth Perez, Chief Financial Officer & Gina Shutt, Business Specialist
 - Title I, Part C - Education of Migratory Children: Elizabeth Perez, Chief Financial Officer & Gina Shutt, Business Specialist
 - Title I, Part C - Perkins V: Strengthening Career and Technical Education for the 21st Century: Sandra Sanchez, Career and Technical Education Administrator
 - Title II, Part A - Supporting Effective Instruction: Elizabeth Perez, Chief Financial Officer & Gina Shutt, Business Specialist
 - Title III, Part A - English Language Acquisition (ELA) and Immigrant: Leticia De Santos, Instructional Programs Administrator
 - Title IV, Part A - Subpart 1 Student Support and Academic Enrichment: Elizabeth Perez, Chief Financial Officer & Gina Shutt, Business Specialist
 - Special Education Grant- IDEA-B Formula and IDEA-B Preschool: Richard Salcido, Special Education Director
- D. Q & A Section
- E. Evaluations

DIP 3.1.1



STAFF DEVELOPMENT DOCUMENTATION FORM

(IN ORDER TO MEET TEA COMPLIANCE RULES & REGULATIONS, ALL COLUMNS MUST BE COMPLETED)

CHAIRPERSON/PRESENTER FEDERALLY FUNDED ADMIN/DIRECTORS DATE MAY 26, 2026

TIMES: 9:00 A.M. Check one: ☒ Less than 3 hours ☐ 3-6 hours ☐ 7-10 hours

NAME OF ACTIVITY: PUBLIC NOTICE MEETING FEDERALLY FUNDED PROGRAMS

Check one:

- | | | | |
|---|--|--|--|
| ☐ Reading | ☐ Writing | ☐ Math | ☐ Science |
| ☐ History/Social Studies | ☐ Fine Arts | ☐ Technology | ☒ Parent Involvement |
| ☐ Career & Technology | ☐ Lang. Other than Eng. | ☐ Data Analysis | ☐ Assessment |
| ☐ Gifted & Talented | ☐ Special Education | ☐ Other | |
| ☐ District Initiative | | | |

PARENT NAME	STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS	GRADE LEVEL	CAMPUS
1 Cristina Garcia	Darisha Terrazas Deangela Garcia Katherine	915 28205 41		9 K	☐ ALARCON ☐ BORREGO ☒ SAMBRANO ☐ LOYA ☒ GEMS ☒ SEHS
2 Melissa Fierro	Isaac Fierro Iker Fierro Ximena Fierro Valeria Fierro	915 355 4677		11th 7th 5th 1st	☐ ALARCON ☒ BORREGO ☒ SAMBRANO ☐ LOYA ☒ GEMS ☒ SEHS
3 Nubia Padilla	Leah Gongora Aiden Gongora Alexay Cruz.	915 539 2149		7th 1st PK-3	☐ ALARCON ☐ BORREGO ☒ SAMBRANO ☒ LOYA ☒ GEMS ☐ SEHS
4 Mariana Del Villar	Amelia Romina Pacheco	915-251 3641		1st 2nd	☐ ALARCON ☐ BORREGO ☒ SAMBRANO ☐ LOYA ☐ GEMS ☐ SEHS
5 Xiomara Bonilla	Victoria Lopez	(915) 241-2610			☐ ALARCON ☐ BORREGO ☒ SAMBRANO ☐ LOYA ☐ GEMS ☒ SEHS
6 Minerva Trevizo	Yamil Treviz	915 549 5882		8	☐ ALARCON ☐ BORREGO ☐ SAMBRANO ☐ LOYA ☒ GEMS ☐ SEHS
7 Yolanda Cuevan	Dagoberto Rodriguez	915 289 903		10	☐ ALARCON ☐ BORREGO ☐ SAMBRANO ☐ LOYA ☐ GEMS ☒ SEHS

PARENT NAME	STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS	GRADE LEVEL	CAMPUS
8 Adelaida Vargas	Melissa Torres	915 564 8073		11	☐ ALARCON ☐ BORREGO ☐ SAMBRANO ☐ LOYA ☐ GEMS ☒ SEHS
9 Enrique Chavez	Angel T-Duna 2 Asaley Chavez	(915) 526-5726		11 8 11	☐ ALARCON ☐ BORREGO ☐ SAMBRANO ☐ LOYA ☐ GEMS ☒ SEHS
10 Francisca Garcia	Annaly Francisco Garcia	915 307 0471		7 10	☐ ALARCON ☐ BORREGO ☐ SAMBRANO ☐ LOYA ☒ GEMS ☒ SEHS
11 Nancy Salas	Genesis Salas	915 396998		7	☐ ALARCON ☐ BORREGO ☐ SAMBRANO ☐ LOYA ☒ GEMS ☒ SEHS
12 Alma Sanchez	Eli Sanchez	(915) 202-8987		6	☐ ALARCON ☒ BORREGO ☐ SAMBRANO ☐ LOYA ☐ GEMS ☐ SEHS
13					☐ ALARCON ☐ BORREGO ☐ SAMBRANO ☐ LOYA ☐ GEMS ☐ SEHS
14					☐ ALARCON ☐ BORREGO ☐ SAMBRANO ☐ LOYA ☐ GEMS ☐ SEHS
15					☐ ALARCON ☐ BORREGO ☐ SAMBRANO ☐ LOYA ☐ GEMS ☐ SEHS
16					☐ ALARCON ☐ BORREGO ☐ SAMBRANO ☐ LOYA ☐ GEMS ☐ SEHS
17					☐ ALARCON ☐ BORREGO ☐ SAMBRANO ☐ LOYA ☐ GEMS ☐ SEHS
18		241			☐ ALARCON ☐ BORREGO ☐ SAMBRANO ☐ LOYA ☐ GEMS ☐ SEHS



Federally Funded Programs

Public Meeting: Tuesday, May 26, 2026, at 9:00 a.m.

Presented by:

Elizabeth Perez, Chief Financial Officer

Leticia De Santos, Instructional Programs Administrator

Sandra Sanchez, Career & Technology Administrator

Richard Salcido, Special Education Director

Gina Shutt, Business Specialist

Agenda

Federally Funded Programs

- Title I, Part A - Improving Basic Program
- Title I, Part C – Education of Migratory Children
- Title I, Part C – Perkins V: Strengthening Career and Technical Education for the 21st Century
- Title II, Part A – Supporting Effective Instruction
- Title III, Part A – English Language Acquisition (ELA) & Immigrant
- Title IV, Part A- Subpart 1 Student Support and Academic Enrichment

Title I, Part A

Improving Basic Programs

Intent and Purpose

- The purpose of Title I of ESSA is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps. Title I, Part A, supports campuses in implementing either a schoolwide program (SWP) or a targeted assistance program (TAP).

Intended Program Beneficiaries

- The intended and program beneficiaries are students who experience difficulties mastering the State's challenging academic standards.

Title I, Part A

Improving Basic Programs

Allowable Use of Funds

- Title I, Part A, funds must be expended for programs, activities, and strategies that are scientifically based on research and meet needs (identified in the campus' comprehensive needs assessment process) that are listed in the CIP.
- Funds may be used to increase the per-pupil amount allocated to each Title I, Part A, campus or to serve new Title I, Part A, campuses. Regardless, a campus with a lower low-income percentage may not receive a higher per-pupil allocation than a campus with a higher low-income percentage.

Title I, Part A

Improving Basic Programs

Activities Conducted with Reserved Funds	
District-wide Parental Involvement Activities	3.54%
Services to Homeless Students	0.49%
Administration of Title I, Part A Programs	22.13%
District Professional Development Activities	2.67%
Foster Care Transportation	0.00%
Total Reserved Funds	28.83%

Title I, Part A - Improving Basic Programs

Proposed Expenditures 2026-2027

Object Code	Description	Title I, Part A 2024-2025	Title I, Part A 2025-2026	Title I, Part A 2026-2027 *
6100	Payroll Cost - FTE's	1,198,140	1,566,941	1,542,975
		(28 FTE's)	(28 FTE's)	(28 FTE's)
6200	Professional & Contracted Services	148,980	48,186	17,200
6300	Supplies & Materials	543,834	155,379	77,550
6400	Other Operating Cost	15,344	22,578	21,100
Indirect Cost		105,859	99,113	95,858
Total Budgeted Cost		\$2,012,157	\$1,892,197	\$1,754,683

Title I, Part C

Education of Migratory Children

Intent and Purpose

- Support high-quality and comprehensive educational programs and services during the school year and, as applicable, during the summer or intersession periods, that address the unique educational needs of migratory children.
- Ensure that migratory children who move among the states are not penalized in any manner by disparities among the states in curriculum, graduation requirements, and state academic content and student academic achievement standards.
- Ensure that migratory children receive full and appropriate opportunities to meet the same challenging state academic standards that all children are expected to meet.

Title I, Part C

Education of Migratory Children

Continued Intent and Purpose

- Design programs to help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to succeed in school.
- Ensure that migratory children benefit from state and local systemic reforms (ESSA Title I, Part C).

Intended Program Beneficiaries

- Intended program beneficiaries are migratory children, ages 0 through 21, and their families.

Title I, Part C

Education of Migratory Children

Allowable Use of Funds

- Recipients of MEP funds will perform all state-identified program functions, such as identification and recruitment, data collection into the NGS, and establishment of a migrant PAC.

Title I, Part C, Migrant Statute Requires the Following:

- The activities and services your organization funds must align with the results of the statewide comprehensive needs assessment and the requirements of the statewide service delivery plan.
- We must first use MEP funds to meet the identified needs of migrant children that result from their migratory lifestyle and to permit these children to participate effectively in school.
- We must use MEP funds to meet the unique needs of migrant children that are not addressed by services available from other federal or nonfederal programs.

Title I, Part C - Education of Migratory Children

Proposed Expenditures 2026-2027

Object Code	Description	Title I, Part C 2024-2025	Title I, Part C 2025-2026	Title I, Part C 2026-2027 *
6100	Payroll Cost	7,882	-	-
6200	Professional & Contracted Services	4,810	-	-
6300	Supplies & Materials	10,250	-	-
6400	Other Operating Cost	3,388	-	-
Region 19 - SSA		-	22,494	23,941
Indirect Cost		1,463	-	-
Total Budgeted Cost		\$27,793	\$22,494	\$23,941

Title I, Part C

Perkins V: Strengthening Career and Technical Education for 21st Century

Intent and Purpose

- Purpose of career and technical education (CTE) is to develop more fully the academic knowledge and technical and employability skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs and programs of study.
- LEAs must demonstrate that they are fulfilling requirements for use of funds with Perkins grant award or a combination of Perkins grant award and other funds.

Intended Program Beneficiaries

- The intended program beneficiaries are all students in middle grades and up who express an interest in exploring various career opportunities or who wish to follow one of the LEA provided career pathways or programs of study.

Title I, Part C

Perkins V: Strengthening Career and Technical Education for 21st Century

Allowable Use of Funds

Carl Perkins funds shall be used to provide CTE programs that:

- Develop academic knowledge and technical employability skills.
- Support CTE programs of sufficient size, scope and quality to be effective.
- Provide career exploration and career development activities;
- Provide professional development for a wide variety of CTE professionals.
- Provide within CTE the skills necessary to pursue high-skill, high-wage, or in-demand industry sectors or occupations.
- Support integration of academic skills into CTE programs.
- Plan and carry out elements that support implementation of CTE programs and programs of study that result in increased student achievement.
- Develop and implement evaluations of the activities funded by Perkins.

Title I, Part C – Perkins V: Proposed Expenditures 2026-2027

Object Code	Description	Title I, Part C 2024-2025	Title I, Part C 2025-2026	Title I, Part C 2026-2027 *
6100	Payroll Cost	-	-	-
6200	Professional & Contracted Services	16,800	13,000	12,000
6300	Supplies & Materials	29,359	26,608	24,445
6400	Other Operating Cost	3,000	3,000	3,000
6500	Debt Service	-	-	-
6600	Capital Outlay	9,200	-	-
Indirect Cost		3,072	2,242	2,279
Total Budgeted Cost		\$61,431	\$44,850	\$41,724

Title II, Part A

Supporting Effective Instruction

Intent and Purpose

- Increase student achievement consistent with the challenging State academic standards.
- Improve the quality and effectiveness of teachers, principals, and other school leaders.
- Increase the number of teachers, principals and other school leaders who are effective in improving student academic achievement in schools.
- Provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

Intended Program Beneficiaries

- Intended beneficiaries are teachers, principals, and other school leaders.

Title II, Part A

Support Effective Instruction

Allowable Use of Funds

- LEAs must use Title II, Part A, funds to implement one or more of the following allowable activities specifically authorized in statute:
- Developing or improving a rigorous, transparent, and fair evaluation and support system for teachers, principals, or other school leaders.
- Developing and implementing initiatives to assist in recruiting, hiring, and retaining effective teachers in high-need schools.
- Recruiting qualified individuals from other fields to become teachers, principals, or other school leaders.
- Reducing class size to a level that is evidence based and used to improve student achievement through the recruiting and hiring of additional effective teachers.
- Providing high-quality, personalized professional development that is evidence-based for teachers, instructional leadership teams, principals, or other school leaders, that is focused on improving teaching and student learning and achievement.

Title II, Part A

Support Effective Instruction

Continued Allowable Use of Funds

- Developing programs and activities that increase the ability of teachers to effectively teach children with disabilities, including children with significant cognitive disabilities and English learners.
- Providing programs and activities to increase the knowledge base of teachers, principals, or other school leaders on instruction in the early grades and on strategies to measure whether young children (through age 8) are progressing.
- Providing training, technical assistance, and capacity-building to assist teachers, principals, or other school leaders with the selection, design and data analysis of assessments as tied to improving student instruction and academic achievement.
- Carrying out in-service training for school personnel to meet the mental health needs of students.
- Providing training to support the identification of students who are gifted and talented.

Title II, Part A

Support Effective Instruction

Continued Allowable Use of Funds

- Supporting the instructional services provided by effective school library programs.
- Providing training for all school personnel regarding how to prevent and recognize child sexual abuse.
- Developing and providing professional development and other comprehensive systems of support to promote high-quality instruction and instructional leadership in science, technology, engineering, and mathematics (STEM) subjects.
- Developing feedback mechanisms to improve campus working conditions.
- Providing high-quality professional development on effective strategies to integrate rigorous academic content, career and technical education, and work-based learning (if appropriate).
- Carrying out other activities that are evidence-based.

Title II, Part A - Supporting Effective Instruction

Proposed Expenditures 2026-2027

Object Code	Description	Title II, Part A 2024-2025	Title II, Part A 2025-2026	Title II, Part A 2026-2027 *
6100	Payroll Cost	195,634	103,000	120,938
6200	Professional & Contracted Services	11,380	24,609	4,500
6300	Supplies & Materials	1,300	0	4,000
6400	Other Operating Cost	1,000	21,380	9,591
Indirect Cost		11,631	8,235	8,034
Total Budgeted Cost		\$220,945	\$157,224	\$147,063

Title III, Part A English Language Acquisition (ELA) and Immigrant

Intent and Purpose

- Title III, Part A, provides supplemental resources to LEAs to help ensure that children who are English learners, including immigrant children and youth, attain English proficiency at high levels in academic subjects and can meet the same challenging State academic standards that all children are expected to meet.

Intended Program Beneficiaries

- Intended beneficiaries are English learners, including immigrant children and youth.

Title III, Part A English Language Acquisition (ELA) and Immigrant

Allowable Use of Funds

- An LEA receiving Title III, Part A, funds must use the funds to do the following:
- Increase the English proficiency of LEP children by providing high-quality language-instruction educational programs that are based on scientifically based research demonstrating the effectiveness of the programs in increasing English proficiency and student academic achievement in the core academic subjects.
- Provide effective professional development to classroom teachers (including teachers in classroom settings that are not the settings of language-instruction educational programs), principals and other school leaders, administrators, and other school or community-based organizational personnel.

Title III, Part A – ELA and Immigrant Proposed Expenditures 2026-2027

Object Code	Description	Title III, Part A - (ELA) 2024-2025	Title III, Part A - (ELA) 2025-2026	Title III, Part A - (ELA) 2026-2027 *
6100	Payroll Cost	112,647	95,000	92,480
6200	Professional & Contracted Services	5,725	31,187	50,100
6300	Supplies & Materials	40,025	27,860	4,926
6400	Other Operating Cost	5,000	4,086	452
Indirect Cost (2%)		3,307	3,227	3,019
Total Budgeted Cost		\$166,704	\$161,360	\$150,977

Title IV, Part A, Subpart 1

Student Support and Academic Enrichment

Intent and Purpose

- Title IV, Part A, Subpart 1, Student Support and Academic Enrichment grants are designed to improve the academic achievement of all students by increasing the capacity of LEAs, schools, and communities.

Intended Program Beneficiaries

- Intended program beneficiaries are local education agencies that receive funds under Title I, Part A.

Title IV, Part A, Subpart 1

Student Support and Academic Enrichment

General Allowable Activities and Use of Funds

- Well Rounded Education: Provides an enriched curriculum and educational experience to all students.
- Healthy and Safe School Environment: Improve school conditions for student learning.
- Effective Use of Data and Technology: Improve the use of technology to enhance academic outcomes and digital literacy of students.

Title IV, Part A, Subpart 1

Proposed Expenditures 2026-2027

Object Code	Description	Title, IV Part A 2024-2025	Title, IV Part A 2025-2026	Title, IV Part A 2026-2027 *
6100	Payroll Cost	500	39,807	8,202
6200	Professional & Contracted Services	24,665	9,895	-
6300	Supplies & Materials	112,014	97,520	129,660
6400	Other Operating Cost	3,000	0	-
Indirect Cost		2,861	3,004	2,813
Total Budgeted Cost		\$143,040	\$150,226	\$140,675

Special Education Grant IDEA-B Formula and IDEA-B Preschool

Intent and Purpose:

- Specially designed instruction to students with disabilities to include instructional and related services.
- Free and appropriate public education in the least restrictive environment to all children with disabilities.

Special Education Grant IDEA-B Formula and IDEA-B Preschool

Proposed Expenditure:

- Employment of 6 special education teachers & 8 special education paraprofessionals.

Allowable Activities:

- Include anything supplementary to general education. Maintenance of effort from state and local funds must be maintained.

Special Education Grant

IDEA-B Formula

Proposed Expenditure 2026-2027

Object Code	Description	IDEA-B Formula 2024-2025	IDEA-B Formula 2025-2026	IDEA-B Formula 2026-2027 *
6100	Payroll Cost	573,943	574,116	559,486
6200	Professional & Contracted Services	0	0	0
6300	Supplies & Materials	0	0	0
6400	Other Operating Cost	0	0	0
6500	Debt Services	0	0	0
Indirect Cost		30,212	31,734	32,330
Total Budgeted Cost		\$604,155	\$605,850	\$591,816

Special Education Grant IDEA-B Preschool Proposed Expenditure 2026-2027

Object Code	Description	IDEA-B Preschool 2024-2025	IDEA-B Preschool 2025-2026	IDEA-B Preschool 2026-2027 *
6100	Payroll Cost	8,044	7,838	7,788
6200	Professional & Contracted Services	0	0	0
6300	Supplies & Materials	0	0	0
6400	Other Operating Cost	0	0	0
6500	Debt Services	0	0	0
Indirect Cost		423	433	449
Total Budgeted Cost		\$8,467	\$8,271	\$8,237

Questions?



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Programas Financiados Federalmente

Reunión pública: Martes, 26 de mayo del 2026 a 9:00 a.m.

Presentado por:

Elizabeth Perez, directora financiera

Leticia De Santos, Administrador de Programas de Instrucción

Sandra Sanchez, Administrador de Programas de Educación de Carreras Técnicas

Richard Salcido, director de Programa de Educación Especial

Gina Shutt, especialista en negocios

Agenda

Programas Financiados Federalmente

- Título I, Parte A – Mejorando el programa básico
- Título I, Parte C – Educación de niños migrantes
- Título I, Parte C – Perkins V: fortalecimiento de las carreras y educación técnica para el siglo XXI
- Título II, Parte A – Apoyando la instrucción eficaz
- Título III, Parte A – Adquisición del idioma inglés (ELA) e inmigrante
- Título IV, Parte A – Subparte 1 Apoyo estudiantil y enriquecimiento académico
- Beca de Educación Especial – ²⁷³IDEA B-formula e IDEA-B Preescolar

Título I, Parte A

Mejoramiento de Programas Básicos

Intención y Propósito

- El propósito del Título I de ESSA es brindar a todos los niños oportunidades significativas de recibir una educación justa, equitativa y de alta calidad, y cerrar las brechas de rendimiento educativo. El Título I, Parte A, apoya a las escuelas en la implementación de un programa para toda la escuela (SWP) o un programa de asistencia específica (TAP).

Beneficiarios del programa previsto

- Los beneficiarios previstos y del programa son los estudiantes que experimentan dificultades para dominar los estándares de rendimiento académico del estado.

Título I, Parte A

Mejoramiento de Programas Básicos

Uso permitido de fondos

- Los fondos del Título I, Parte A, se deben gastar para programas, actividades y estrategias que se basan científicamente en la investigación y satisfacen las necesidades (identificadas en el proceso de evaluación integral de necesidades de las escuelas) que se enumeran en el plan escolar CIP.
- Los fondos se pueden usar para aumentar la cantidad por alumno asignada a cada escuela del Título I, Parte A, o para prestar servicios a nuevas escuelas del Título I, Parte A. Sin embargo, una escuela con un porcentaje de bajos ingresos más bajo no puede recibir una asignación más alta por alumno que una escuela con un porcentaje más alto de bajos ingresos.

Título I, Parte A

Mejoramiento de Programas Básicos

Actividades realizadas con fondos reservados	
Actividades de participación de los padres en todo el distrito	3.54%
Servicios para estudiantes sin hogar	0.49%
Administración de Programas Título I, Parte A	22.13%
Actividades de Desarrollo Profesional del Distrito	2.67%
Transportación para estudiantes de cuidado y respaldo (crianza temporal)	0.00%
Total de fondos reservados	28.83%

Título I, Parte A

Mejoramiento de Programas Básicos Presupuesto Gastos Propuestos 2026- 2027

Código de objeto	Descripción	Título I, Parte A 2024-2025	Título I, Parte A 2025-2026	Título I, Parte A 2026-2027 *
6100	Costo de nómina- FTE's	1,198,140	1,566,941	1,542,975
		(28 FTE's)	(28 FTE's)	(28 FTE's)
6200	Servicios profesionales y contratados	148,980	48,186	17,200
6300	Suministros y materiales	543,834	155,379	77,550
6400	Otros costos de operación	15,344	22,578	21,100
Costo Indirecto		105,859	99,113	95,858
Costo total presupuestado		2,012,157	1,892,197	1,754,683

Título I, Parte C

Educación de Niños Migrantes

Intento y propósito

- Apoyar programas y servicios educativos integrales y de alta calidad durante el año escolar, según corresponda, durante el verano o los períodos entre sesiones, que aborden las necesidades educativas únicas de los niños migrantes.
- Asegurar que los niños migrantes que se mueven entre los estados no sean penalizados de ninguna manera por las disparidades entre los estados en el plan de estudios, los requisitos de graduación y el contenido académico estatal y los estándares de rendimiento académico de los estudiantes.
- Asegurar que los niños migrantes reciban oportunidades completas y apropiadas para cumplir con los mismos estándares académicos estatales desafiantes que se espera que cumplan todos los niños.²⁷⁸

Título I, Parte C

Educación de Niños Migrantes

Continuación de intento y propósito

- Diseñar programas para ayudar a los niños migrantes a superar la interrupción educativa, las barreras culturales y lingüísticas, el aislamiento social, varios problemas relacionados con la salud y otros factores que inhiben la capacidad de dichos niños para tener éxito en la escuela.
- Asegurar que los niños migrantes se beneficien de las reformas sistémicas estatales y locales (ESSA Título I, Parte C).

Beneficiarios previstos del programa

- Los beneficiarios previstos del programa son los niños migrantes, de 0 a 21 años, y sus familias.

Título I, Parte C

Educación de Niños Migrantes

Uso permitido de fondos

- Los destinatarios de fondos del MEP realizarán todas las funciones del programa identificadas por el estado, como la identificación y el reclutamiento, la recopilación de datos en el NGS y el establecimiento de un PAC (un concilio de padres) migrante.

Título I, Parte C, el estatuto migratorio requiere lo siguiente:

- Las actividades y servicios que financia su organización deben alinearse con los resultados de la evaluación integral y los requisitos del plan de presentación de servicios a nivel estatal.
- Primero debemos usar los fondos del MEP para satisfacer las necesidades identificadas de los niños migrantes que resultan de su estilo de vida migratorio y para permitir que los niños participen de manera efectiva en la escuela.
- Debemos utilizar los fondos del MEP para satisfacer las necesidades únicas de los niños migrantes que no son abordadas por los servicios disponibles de otros programas federales o no federales.

Título I, Parte C

Educación de Niños Migrantes

Presupuesto Gastos Propuestos 2026-2027

Código de Objeto	Descripción	Título I, Parte C 2024-2025	Título I, Parte C 2025-2026	Título I, Parte C 2026-2027 *
6100	Costo de nómina- FTE's (1)	7,882	0	0
6200	Servicios profesionales y contratados	4,810	0	0
6300	Suministros y materiales	10,250	0	0
6400	Otros costos de operación	3,388	0	0
Región 19 – SSA		0	22,494	23,941
Costo Indirecto		1,463	0	0
Costo total presupuestado		27,793	22,494	23,941

Título I, Parte C

Perkins V: fortalecimiento de las carreras y educación técnica para el siglo XXI

Intención y propósito

- El propósito de la educación profesional y técnica (CTE) es desarrollar más plenamente el conocimiento académico y las habilidades técnicas y de empleabilidad de los estudiantes de educación secundaria y los estudiantes de educación postsecundaria que eligen inscribirse en la educación profesional y técnica programas y programas de estudio.
- Las LEAs deben demostrar que cumplen con los requisitos para el uso de fondos con el Premio de subvención Perkins o una combinación de la subvención Perkins y otros fondos.

Beneficiarios del programa previstos

- Los beneficiarios del programa previstos son todos los estudiantes en grados medios y los estudiantes que expresan un interés en la exploración de varias oportunidades de carrera o que deseen seguir una de las LEA proporcionó trayectorias profesionales o programas de estudio.

Título I, Parte C

Perkins V: fortalecimiento de las carreras y educación técnica para el siglo XXI

Uso permitido de fondos

Los fondos se utilizarán para proporcionar programas CTE que:

- Desarrollar conocimientos académicos y habilidades técnicas de empleabilidad.
- Apoyar programas CTE de tamaño, alcance y calidad suficientes para ser efectivos.
- Proporcionar actividades de exploración profesional y desarrollo profesional.
- Proporcionar desarrollo profesional para una amplia variedad de profesionales del CTE.
- Proveer dentro de la CTE las habilidades necesarias para perseguir sectores o ocupaciones de alta cualificación, altos salarios o en la demanda.
- Apoyar la integración de las habilidades académicas en los programas CTE.
- Planear y llevar a cabo elementos que apoyen la implementación de programas y programas de estudio del CTE que resulten en un mayor

Título I, Parte C - Perkins V:

Presupuesto Gastos Propuestos 2026-2027

Código de Objeto	Descripción	Título I, Parte C 2024-2025	Título I, Parte C 2025-2026	Título I, Parte C 2026-2027 *
6100	Costo de nómina	0	0	
6200	Servicios profesionales y contratados	16,800	13,000	12,000
6300	Suministros y materiales	29,359	26,608	24,445
6400	Otros costos de operación	3,000	3,000	3,000
6500	Servicios de deuda	0	0	0
6600	Gastos de capital	9,200	0	0
Costo Indirecto		3,072	2,242	2,279
Costo total presupuestado		61,431	44,850	41,724

Título II, Parte A

Apoyando la Instrucción Eficaz

Intención y propósito

- Aumentar el rendimiento estudiantil de acuerdo con los exigentes estándares académicos estatales.
- Mejorar la calidad y eficacia de los maestros, directores y otros líderes escolares.
- Aumentar el número de maestros, directores y otros líderes escolares que son efectivos en mejorar el rendimiento académico de los estudiantes en las escuelas.
- Proporcionar a los estudiantes de minorías y de bajos ingresos un mayor acceso a maestros, directores y otros líderes escolares eficaces.

Beneficiarios del programa previsto

285

- Los beneficiarios previstos son maestros, directores, y otros líderes escolares.

Título II, Parte A

Apoyando la Instrucción Eficaz

Uso permitido de fondos

- Las LEA deben usar los fondos Título II, Parte A, para implementar una o más de las siguientes actividades permitidas específicamente autorizadas en el estatuto.
- Desarrollar o mejorar un sistema de apoyo y evaluación riguroso, transparente y justo para maestros, directores u otros líderes escolares.
- Desarrollar e implementar iniciativas para ayudar a reclutar, contratar y retener maestros efectivos en escuelas de alta necesidad.
- Reclutar personas calificadas de otros campos para que se conviertan en maestros, directores u otros líderes escolares.
- Reducir el tamaño de la clase en un nivel que se base en la evidencia y se utilice para mejorar el rendimiento de los estudiantes mediante el reclutamiento y la contratación de maestros efectivos adicionales.
- Brindar desarrollo profesional personalizado y de alta calidad basado en evidencia para maestros, equipos de liderazgo educativo, directores u otros líderes escolares, que se centre en mejorar la enseñanza y el aprendizaje y el rendimiento de los estudiantes.

Título II, Parte A

Apoyando la Instrucción Eficaz

Continuación del uso permitido de fondos

- Desarrollar programas y actividades que aumenten la capacidad de los maestros para enseñar eficazmente a los niños con discapacidades cognitivas importantes y los estudiantes de inglés.
- Proporcionar programas y actividades para aumentar la base de conocimientos de los maestros, directores u otros líderes escolares sobre la instrucción en los primeros grados y las estrategias para medir si los niños pequeños (hasta los 8 años) están progresando.
- Brindar capacitación asistencia técnica y desarrollo de capacidades para ayudar a los maestros, directores u otros líderes escolares con la selección, diseño y análisis de datos de evaluaciones vinculadas a mejorar la instrucción y el rendimiento académico de los estudiantes.
- Realización de capacitación en servicio para el personal escolar para satisfacer las necesidades de salud mental de los estudiantes.
- Proporcionar capacitación para ²⁸⁷apoyar la identificación de estudiantes dotados y talentosos.

Título II, Parte A

Apoyando la Instrucción Eficaz

Continuación del uso permitido de fondos

- Apoyar los servicios educativos proporcionados por programas eficaces de biblioteca escolar.
- Proporcionar capacitación a todo el personal de la escuela sobre cómo prevenir y reconocer el abuso sexual infantil.
- Desarrollar y proporcionar desarrollo profesional y otros sistemas integrales de apoyo para promover instrucción de alta calidad y liderazgo instructivo en materias de ciencia, tecnología, y matemáticas (STEM).
- Desarrollo mecanismos de retroinformación para mejorar las condiciones de trabajo en las escuelas.
- Proporcionar desarrollo profesional de alta calidad sobre estrategias efectivas para integrar contenido académico riguroso, educación técnica y profesional y aprendizaje basado en el trabajo (si corresponde).
- Realización de otras actividades basadas en evidencias.

Título II, Parte A

Apoyando la Instrucción Eficaz

Presupuesto Gastos Propuestos 2026-2027

Código de Objeto	Descripción	Título II, Parte A 2024-2025	Título II, Parte A 2025-2026	Título II, Parte A 2026-2027 *
6100	Costo de nómina- FTE's (2)	195,634	103,000	120,938
6200	Servicios profesionales y contratados	11,380	24,609	4,500
6300	Suministros y materiales	1,300	0	4,000
6400	Otros costos de operación	1,000	21,380	9,591
Costo Indirecto		11,631	8,235	8,034
Costo total presupuestado		220,945	157,224	147,063

Título III, Parte A

Adquisición del idioma inglés (ELA) e Inmigrante

Intención y propósito

- Título III, Parte A proporciona recursos suplementarios a las agencias locales de educación para ayudar a garantizar que los niños que aprenden inglés incluidos los niños jóvenes inmigrantes alcancen el dominio del inglés en niveles altos en materias académicas y puedan cumplir con los mismos estándares académicos estatales desafiantes que se espera de todos los niños.

Beneficiarios previstos del programa

- Los beneficiarios previstos son los estudiantes de inglés, incluidos los niños y jóvenes inmigrantes.

Título III, Parte A

Adquisición del idioma inglés (ELA) e Inmigrante

Uso permitido de fondos

- Una agencia local de educación (LEA) que recibe fondos del Título III, Parte A, debe usar los fondos para hacer lo siguiente:
- Aumentar el dominio del inglés de los niños LEP al proporcionar programas educativos de alta calidad basados en investigaciones científicas que demuestren la efectividad de los programas para aumentar el dominio del inglés y el rendimiento académico de los estudiantes en las asignaturas académicas principales.
- Proporcionar desarrollo profesional de alta calidad a los maestros (incluidos los maestros en las aulas que no son la configuración de los programas educativos de instrucción de idiomas), directores, administradores y otro personal de la organización basado en la escuela o la comunidad, que cumple con lo siguiente.

Título III, Parte A - ELA e Inmigrante

Presupuesto Gastos Propuestos 2026-2027

Código de Objeto	Descripción	Título III, Parte A	Título III, Parte A	Título III, Parte A
		2024-2025	2025-2026	2026-2027 *
6100	Costo de nómina- FTE's (1)	112,647	95,000	92,480
6200	Servicios profesionales y contratados	5,725	31,187	50,100
6300	Suministros y materiales	40,025	27,860	4,926
6400	Otros costos de operación	5,000	4,086	452
Costo Indirecto (2%)		3,307	3,227	3,019
Costo total presupuestado		166,704	161,360	150,977

Título IV, Parte A, Subparte 1

Apoyo estudiantil y enriquecimiento académico

Intento y propósito

- Las subvenciones Título IV, Parte A, Subparte 1, Apoyo estudiantil y Enriquecimiento académico están diseñadas para mejorar el rendimiento académico de todos los estudiantes al aumentar la capacidad de las LEA, escuelas y comunidades.

Beneficiarios del programa previsto

- Los beneficiarios previstos del programa son agencias locales de educación que reciben fondos bajo el Título I, Parte A.

Título IV, Parte A, Subparte 1

Apoyo estudiantil y enriquecimiento académico

Actividades generales permitidas y uso de fondos

- Educación bien redondeada/completa: proporcionar a todos los estudiantes acceso a una educación integral.
- Ambiente escolar sano y seguro: mejorar las condiciones escolares para el aprendizaje de los estudiantes.
- Uso efectivo de datos y tecnología: mejorar el uso de la tecnología para mejorar los resultados académicos y la alfabetización digital de los estudiantes.

Título IV, Parte A, Subparte 1

Presupuesto Gastos Propuestos 2026-2027

Código de Objeto	Descripción	Título IV, Parte A 2024-2025	Título IV, Parte A 2025-2026	Título IV, Parte A 2026-2027 *
6100	Costo de nómina	500	39,807	8,202
6200	Servicios profesionales y contratados	24,665	9,895	0
6300	Suministros y materiales	112,014	97,520	129,660
6400	Otros costos de operación	3,000	0	0
Costo Indirecto		2,861	3,004	2,813
Costo total presupuestado		143,040	150,226	140,675

Beca de Educación Especial IDEA-B formula e IDEA-B preescolar

Intento y propósito:

- Instrucciones especialmente diseñadas para que los estudiantes con discapacidades incluyan servicios instructivos y relacionados.
- Educación pública gratuita y apropiada en el entorno menos restrictivo para todos los niños con discapacidades.

Beca de Educación Especial IDEA-B formula e IDEA-B preescolar

Gastos propuestos:

- Empleo de 6 profesores de educación especial y 8 para profesionales de educación especial.

Uso permitido de fondos:

- Las actividades permitidas incluyen cualquier cosa complementaria a la educación general. Se debe mantener el esfuerzo de mantenimiento de los fondos estatales y locales.

Beca de Educación Especial

IDEA-B formula

Presupuesto Gastos Propuestos 2026-2027

Código de Objeto	Descripción	IDEA-B Formula 2024-2025	IDEA-B Formula 2025-2026	IDEA-B Formula 2026-2027 *
6100	Costo de nomina FTE's (15)	573,943	574,116	559,486
6200	Servicios profesionales y contratados	-	-	-
6300	Suministros y materiales	-	-	-
6400	Otros costos de operación	-	-	-
6500	Servicios de deuda	-	-	-
Costo Indirecto		30,212	31,734	32,330
Costo total presupuestado		604,155	605,850	591,816

Beca de Educación Especial

IDEA-B preescolar

Presupuesto Gastos Propuestos 2026-2027

Código de Objeto	Descripción	IDEA-B Preschool	IDEA-B Preschool	IDEA-B Preschool
		2024-2025	2025-2026	2026-2027 *
6100	Costo de nomina- FTE's (1)	8,044	7,838	7,788
6200	Servicios profesionales y contratados	-	-	-
6300	Suministros y materiales	-	-	-
6400	Otros costos de operación	-	-	-
6500	Servicios de deuda	-	-	-
Costo Indirecto		423	433	449
Costo total presupuestado		8,467	8,271	8,237

¿ Preguntas ?



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MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez, Chief Financial Officer
Subject: Federally Funded Positions 2026-2027
Date: June 16, 2026

HISTORY:

The district receives monetary assistance from the Federal Government which is supplemental to the district's operating budget. These funds are used to fund various instructional programs and positions, which would not be possible in the absence of federal funding. The grants received include: Child Nutrition Grant; Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; IDEA-B; IDEA-B Pre-K; and Carl T. Perkins.

RATIONALE:

The positions list provided are positions that are funded with federal funds and are supplemental to the overall educational program. All federally funded positions must be approved by the respective grant.

BUDGET IMPACT:

As per assigned pay grade - Federally Funded

ADMINISTRATIVE RECOMMENDATION:

None needed; this report is for information purposes only.

For Approval? ☐ Yes ☒ No

If no, please check one: ☐ Presentation ☐ Report ☒ Information

Please check if applicable: ☐ Attachment Included

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

Position Account Listing As of: May 22, 2026

Fund	Entitlement Name	Role Name
211	Title I, Part A	Aide-Library Elementary
211	Title I, Part A	Aide-Title I
211	Title I, Part A	Autism Specialist
211	Title I, Part A	Campus Career and College Readiness Specialist
211	Title I, Part A	Campus Instructional Specialist-Elementary
211	Title I, Part A	Librarian
211	Title I, Part A	Librarian-High School
211	Title I, Part A	Officer-Instructional
211	Title I, Part A	Parent Liaison
211	Title I, Part A	Social Worker
211	Title I, Part A	Speech Language Pathologist
211	Title I, Part A	Teacher-Elementary
211	Title I, Part A	Teacher-High School
224	IDEA-B Formula	Aide-Special Ed II
224	IDEA-B Formula	Teacher-Elementary Special Education
224	IDEA-B Formula	Teacher-High School Special Education
224	IDEA-B Formula	Teacher-Middle School Special Education
225	IDEA-B Preschool	Aide-Special Ed II
255	Title II, Part A	Officer-Instructional
263	Title III, Part A	Officer-Instructional



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MEMORANDUM

To: Members of the Board of Trustees
From: Dr. Jeannie Meza-Chavez, Superintendent and Mr. Jesus Martinez, Executive Director of Support Services
Subject: City of San Elizario 4th of July Community Event-Use of the Fernie Madrid Eagle Park
Date: June 16, 2026

HISTORY: Mr. Lorenzo Luevano from the City of San Elizario, requested use of the Fernie Madrid Eagle Park for a July 4, 2026 community event, which includes a music stage, recreational activities, and possible, temporary utility needs. The layout also extends to other areas around the County's Plazita and City Hall Areas, which will stage food trucks. Fireworks will not be displayed. This request reflects ongoing collaboration between the City of San Elizario and San Elizario ISD to support community-centered events. The request was reviewed under Board Policy GKD (LOCAL) regarding non-school use of District facilities. Although, Board approval is not required, this item is being provided to the Board for informational purposes.

RATIONALE: The proposed event represents a coordinated effort between the City of San Elizario and San Elizario ISD to provide a safe, family-friendly community celebration that benefits students, families, and residents. This type of intergovernmental collaboration strengthens partnerships and maximizes the use for the benefit of the community.

The event aligns with allowable use of District facilities, provided activities do not conflict with school operations and comply with District policies and guidelines. The District's legal is reviewing the District's use agreement so that documentation aligns with the event. All required documentation including facility use agreements, waivers, and insurance will be secured prior to the event.

BUDGET IMPACT: No direct budget impact to the District is anticipated. Any associated operational costs (e.g., grounds, utilities, or support services) will be addressed in accordance with the District's facility use fee schedule as applicable.

ADMINISTRATIVE RECOMMENDATION: This item is provided for informational purposes. No Board action is required.

For Approval? ☐ Yes ☒ No

If no, please check one: ☐ Presentation ☐ Report ☒ Information

Please check if applicable: ☐ Attachment Included

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

2026 MASBA NATIONAL CONFERENCE ([HTTPS://MASBATX.ORG/](https://masbatx.org/))

Sep 10, 2026 - Sep 11, 2026

○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
The Westin Riverwalk, San Antonio

Welcome!

With over **14 million Latino students across the nation**, it's crucial for school board members to be equipped with the knowledge and tools necessary to lead them to success.

Join us for an enriching and insightful experience, where we bring together educational leaders, policymakers, and advocates to explore innovative strategies and best practices in serving the needs of diverse student populations.

At our conference, attendees will have the opportunity to engage in dynamic discussions, participate in interactive workshops, and hear from renowned speakers who are passionate about advancing educational equity and excellence for Latino students.

[TAKE A GLANCE AT OUR 2026 CONFERENCE AGENDA.](#)

Event Details

WHEN

September 10th, 2026 (2 PM CDT) -
September 11th, 2026 (10 PM CDT)

[Add to Calendar](#)

WHERE

The Westin Riverwalk, San
Antonio
420 West Market Street
San Antonio, TX 78205-2920

Register Now

Have Questions?

Contact Us

Conference Countdown

Stay tuned as the countdown ticks away, marking the moments until we convene. Don't miss out!

196

Days

20

Hours

8

Minutes

14

Seconds



MASBA - School Board Members for Latino Equity, is a voluntary, non-profit education association that has served school boards since 1970. Our mission is to empower school board members to be culturally conscious leaders for the advancement of the Latino/Mexican American community. Our vision is an equitable public education system.

MASBA-School Board Members for Latino Equity

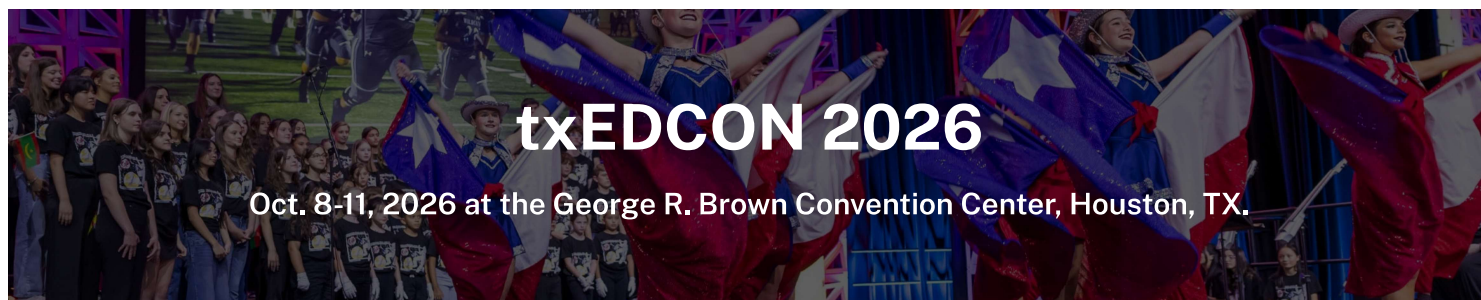
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