



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Blanca I. Cruz, Associate Superintendent
Subject: Consider and possible Board action to approve Mentor Stipend for Instructional Specialist
Date: November 12, 2025

HISTORY:

Our district offers a mentoring program to support new teachers as they transition into the classroom and our school community. Through this program, experienced teachers volunteer to serve as mentors, providing guidance, encouragement, and practical support throughout the year. In appreciation of their time and commitment, mentors receive a stipend for their participation.

RATIONALE:

Our stipend chart only allows mentor stipends for classroom teachers. However, because we had a shortage of teacher volunteers and an oversight occurred, Mr. Cesar Duran, Instructional Specialist stepped in to serve as a mentor. They completed all required mentoring activities and provided strong support to the new teacher. Considering the effort and commitment shown, administration believes it is fair that the instructional specialist receives the stipend. Moving forward, the staff has been instructed to not assign mentors for positions not approved in the stipend chart.

BUDGET IMPACT:

The amount of the stipend is \$600

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is for the Board to approve the mentor stipend for the instructional specialist 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.