



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 2025-2026  
**Date:** August 13, 2025

**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 2025–2026 edition incorporates updates from the TASB Model Employee Handbook following the 88th Texas Legislative Session 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 2025–2026 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.