



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Gina Ramirez, Executive Director of Human Resources
Subject: Retroactive Pay for Interim _ Supervisor Support Services/Transportation
Date: September 8, 2026

HISTORY: The Board of Trustees approved the 2026-2027 SEISD Compensation Plan on June 16, 2026. Included in the approved plan were provisions governing compensation for employees serving in interim assignments.

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	

After the approval of the compensation plan, the District identified a situation that was not addressed by the existing interim pay provisions. Specifically, a paraprofessional employee was reassigned to serve in the interim role of Supervisor of Support Services/Transportation. The current compensation plan did not provide a method for calculating interim compensation when a paraprofessional employee is assigned to an interim position with a higher pay grade where the calculation does not meet the interim position's minimum pay grade. As a result, the compensation plan was revised to address the situation.

Special Assignment	
Professional employees (p/day)	Midpoint of Special Assignment Position
10% dual role within same or lower pay grade	
15% dual role in higher pay grade	
Hourly employees	Midpoint of Special Assignment Position
10% dual role within same or lower pay grade	
15% dual role in higher pay grade	
<i>*No less than the minimum daily rate of the Interim position.</i>	

RATIONALE: On August 18, 2026, Superintendent Dr. Jeannie Meza-Chavez assigned paraprofessional employee Gabriela Castro to serve as the interim Supervisor of Support

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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Services/Transportation. When compensation was calculated under the originally approved compensation plan, the resulting daily rate did not meet the minimum rate of pay established for the position in Administrative Professional Pay Scale 3.

To ensure equitable compensation for employees serving in interim assignments, the 2026-2027 Compensation Plan was revised to include provisions for hourly employees who are assigned to interim positions in higher pay grades where the minimum pay grade is not met. Approval of the revised compensation plan supports the appropriate compensation of Ms. Castro for her interim assignment and authorizes the corresponding retroactive pay of adjustment effective August 18, 2026, to September 8, 2026, for a total of \$544.83.

It must be noted that the interim assignment has not ended and will continue based on district needs.

BUDGET IMPACT: The additional cost associated with the retroactive interim pay adjustment will be funded through the payroll budget for Support Services/Transportation.

Total Days for Retroactive pay are 13, August 18, 2026, to September 8, 2026.

Total Retro Active Pay is \$544.83.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the revised 2026-2027 Compensation Plan and the retroactive interim pay adjustment of \$544.83 for Gabriela Castro effective August 18, 2026, to September 8, 2026.

For Approval? ☒ Yes ☐ No

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

Please check if applicable: ☐ Attachment Included

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