



San Elizario ISD  
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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Dr. Jeannie Meza-Chavez, Superintendent  
Jesus Martinez, Executive Director-Support Services  
**Subject:** Consider and Possible Board Action to Approve the Long-Range Facility Planning (LRFP) Committee Roster and the Board's Charge to the Committee  
**Date:** October 14, 2026

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### HISTORY:

On February 11, 2026, during the Regular Board meeting, information was presented to the Board regarding declining enrollment and sustainability. In the presentation, information regarding facility assessments and long-range facility planning was presented. The board directed administration to procure the services. On March 4, 2026, the Board approved the TASB agreement for facility assessments and the agreement for long-range facility planning services.

**RATIONALE:** The TASB Facility Assessments have been completed; the next step is to start the long-range facility plan (LRFP) process. TASB will assist in the development and completion of a long-range facility plan for district facility needs and efficient long-term use and management of district facilities. Part of the process includes establishing a LRFP committee which needs Board approval. In addition, the Board's approval of the Board's charge to the committee is needed before the first committee meeting takes place.

Committee member representation was determined using TASB's recommended LRFP Committee Formula, which identifies representation from various district and community stakeholder groups. To solicit participation, the District emailed all district personnel with information regarding the LRFP Committee and provided a survey link for interested employees to sign up.

The District also extended invitations via email to the City Mayor and all City Council members. High school student representation was coordinated through the High School Student Activities Manager, as the TASB formula specifically identifies high school students as the student representatives on the committee.

Additionally, all members of the Board of Trustees were contacted via email and provided an opportunity to submit recommendations for committee membership. The proposed committee roster was developed from these outreach efforts while following the stakeholder representation identified in TASB's LRFP Committee Formula.

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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:**

No budget impact.

**ADMINISTRATIVE RECOMMENDATION:**

The recommendation is for the Board of Trustees to approve the Long-Range Facility Planning (LRFP) Committee Roster and the Board's Charge to the Committee. Both items are part of the LRFP process.

**For Approval?** ☒ Yes ☐ No

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

**Please check if applicable:** ☒ Attachment Included

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A Proud Community of Champions – Soaring to Excellence!