

*Manor*  
**Independent School District**  
*Board of Trustee Meeting Agenda Item*  
*January 28, 2025*

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**RE:** Resolution to Compensate Employees for School Closure Due to Winter Weather

**Supporting Documents:**

Board Resolution  
DEA (LOCAL) Policy

**District Goals:**

Goal 2: COMMUNICATION- By 2026, 100% of Manor ISD communication to all scholars, family, staff, & community members will be interactive, accurate, timely, & accessible to ensure the Manor ISD community is routinely informed.

Goal 4: EQUITY & INNOVATION- By 2026, 100% of Manor ISD scholars, staff, campuses, and school communities will have equitable access to innovative academic, human, financial, capital, technological, and all other necessary resources and supports.

**Background Information:**

Due to inclement weather conditions, all Manor ISD classes and before and after school activities were canceled for Tuesday, January 21, 2025. Weather conditions were monitored, and parents were communicated for school day cancellation. Normal operations and the regular school day resumed on Wednesday, Jan. 22.

DEA (Local) policy states that during an emergency closure, all employees shall continue to be paid for their regular duty. Nonexempt employees who are required to work to mitigate the reason for an emergency closing shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. All other nonexempt employees who are required to work during an emergency closing shall be paid their regular rate of pay.

The TEA Student Attendance Accounting Handbook (SAAH) also states that Districts or campuses can request a Low Attendance Waiver from TEA for excused absences, low attendance days, or school closures, if instructional days are missed due to inclement weather, health, safety-related, or other issues; so that those days can be excluded from ADA and FSP calculations. (Section 3.8.2 of the SAAH). The district currently has five (5) bad weather days in its 2024-25 instructional calendar.

**Fiscal Implications:**

Compensation for all employees for this day is already built into the current year's compensation budget. It will not have any fiscal implications.

**Administrative Recommendation:** That the Board approves the Resolution as presented.

**Motion Language:**

*I move that the Board approves the Resolution to Compensate Employees for School Closure Due to Winter Weather, as presented.*

Moises Santiago, CFO

**Contact Person**

Dr. Robert Sormani

**Approved by Superintendent**