



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Blanca I. Cruz, Executive Director – Human Resources
Subject: Travel Stipends
Date: June 25, 2024

HISTORY:

During a recent review of positions and supplements, it was noted that the following positions have received a travel stipend of \$3,000.

- Executive Director – Support Services (previously Support Services Director position)
- Executive Director – Athletics (previously Athletics Director position)
- Associate Superintendent

The payment of this stipend has been traced back to at least 16 years ago for the Executive Director – Athletics position, 17 years for the Executive Director – Support Services position, and 11 years for the Associate Superintendent position.

RATIONALE:

Although the administration has tried to retrieve the authorization for these stipends, we have not been able to locate such a document. It is in the best interest of the district to re-visit these stipends and amounts and add them to the miscellaneous stipend chart starting with the 2023-2024 school year and continuing with the 2024-2025 school year for consistency and transparency purposes.

The positions listed above travel within the district frequently as required by their work duties. However, the amount of the stipend will be under review as well as the possibility of issuing mileage reimbursements instead of a stipend. Per policy, all district employees are eligible to submit mileage reimbursements as needed for travel within the district.

Any proposed changes will be brought back to the Board of Trustees as part of the compensation plan for 2025-2026. Employees who are currently receiving this stipend will not be impacted for the current year.

BUDGET: \$9,000

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is for the Board of Trustees to approve the travel stipends and changes to the stipend charts for the 2023-2024 and 2024-2025 as presented.

Please check one: For approval Report / Information only Recognition
 Attachment Included

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative, and academically superior district.