



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: October 20, 2025

Agenda Section: Presentation/Report

Agenda Item Title: Report of the Board of Managers Continuing Education Credits (CEC) for February 2024 (month of appointment) to October 2025.

From/Presenters: Raymond Tijerina, Board President

Description: Report of the continuing education credit training hours that the Board of Managers have completed or are deficient in.

Historical Data: The Board is required to report their CEC hours annually. The last report was in open session at the October 16, 2024 Board Meeting.

Recommendation: Report only

Purchasing Director and Approval Date: n/a

Funding Budget Code and Amount: n/a

Goal: Choose an item.

Annual Announcement on Continuing Education of Board Members

South San Antonio ISD

November 2024 through October 2025 - Report run on 9/29/2025



NEW / EXPERIENCED TRUSTEES	Local District Orientation (3 hours for new Trustees, within 1st 120 days)	Introduction to Texas Education Code (3 hours for new Trustees, within 1st 120 days)	School Safety (2 hour every 2 years for all trustees) (Within 1st 120 days for new trustees)	Evaluating & Improving Student Outcomes (3 hours every 2 years for all trustees) (Within 1st 120 days for new trustees)	Post Legislative Update to TEC (2 hours for experienced Trustees after each Legislative Session) (New Trustees - N/A)	Child Abuse Prevention ((1 hour every 2 years) (Within 1st 120 days for new trustees)	Team Building Session (3 hours for all Trustees)	Continuing Education (10 hours for new trustees; 5 hours for experienced Trustees)	Completed Exceeded Incomplete
Adrian Guerra (N)	Complete	Complete	Complete	Complete	N/A	Complete	Complete	24 hrs	Exceeds
Aurelina Prado (N)	Complete	Complete	Complete	Complete	N/A	Complete	Complete	22.25 hrs	Exceeds
Darrell Balderrama (N)	Complete	Complete	Complete	Complete	N/A	Complete	Complete	25.5 hrs	Exceeds
Jesus Rendon (N)	Complete	Complete	Complete	Complete	N/A	Complete	Complete	18 hrs	Exceeds
Karla Gomez (N)	Complete	Complete	Complete	Complete	N/A	Complete	Complete	17 hrs	Exceeds
Kelly Murguia (N)	Complete	Complete	Complete	Complete	N/A	Complete	Complete	24 hrs	Exceeds
Raymond Tijerina (N)	Complete	Complete	Complete	Complete	N/A	Complete	Complete	15 hrs	Exceeds

(N) = New Trustee

School board members are required to complete continuing education as outlined by the State Board of Education (SBOE). The board president must annually announce whether each trustee has met these requirements in accordance with Tex. Educ. Code §11.159 and 19 Tex. Admin. Code §§61.1 and 61.3. The areas of required training are reflected in the accompanying table.

Please note, this annual announcement does not include open government or cybersecurity training required under other laws. Tex. Gov’t Code §§551.005, 552.012, and 2054.5191 mandate that:

- Open Meetings Act (OMA) and Public Information Act (PIA) training be completed by all elected officials within 90 days of election or appointment (PIA training may be delegated by district policy), and
- Cybersecurity training be completed by all school board members on an annual basis.

This report was generated in alignment with Texas Education Code §61.1 and reflects trainings provided by TEA-registered providers, based on data available at the time of reporting. The district is the official record keeper for trustee continuing education. Any discrepancies regarding provider status, training hours, or reporting should be resolved at the district level.



Board President Annual Announcement on Continuing Education of Board Members

Published online in [TASB School Law eSource](#)

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BASIC LEGAL REQUIREMENTS

School board members must complete training that is required by the State Board of Education (SBOE), and the board president must publicly announce whether each board member has met their training requirements.

When: The announcement must be made at the last regular meeting of the board before an election of trustees

Recommended Annual Announcement: Even if a school district does not conduct an election in a given year, whether because of biennial elections in November or because the election was cancelled due to unopposed candidates, TASB recommends that districts still annually announce board member training at the time the election would otherwise be held. Annual announcements will provide consistent public transparency and accountability.

General Content of Announcement: The board president must announce the name of each board member who:

- Has completed the required continuing education;

- Has exceeded the required continuing education; and
- Is deficient in meeting the required continuing education.

Whether a board member has completed, exceeded, or is deficient is measured from the anniversary of the date of each board member's election or appointment to the board or two-year anniversary of his or her previous training, as applicable.

Meaning of Deficient: TASB interprets deficient to mean that the board member has failed to complete the required continuing education in the time period provided for by law.

Continuing Education Training Areas:¹ Board members must receive continuing education training in eight areas, including:

1. Local District Orientation
2. Orientation to the Texas Education Code
3. Post-Legislative Update to the Texas Education Code
4. Team Building
5. Additional Continuing Education (based on the framework for governance leadership)
6. Evaluating Student Academic Performance and Setting Goals
7. Identifying and Reporting Abuse, Trafficking, and Other Maltreatment of Children
8. School Safety

Board Meeting Minutes: The board meeting minutes must reflect the announcement and whether each trustee has met or is deficient in meeting the required training as of the first anniversary of the date of the trustee's election or appointment.

Posting Minutes: If the minutes reflect that a trustee is deficient in training, the district must post the minutes on the district's website within 10 business days of the meeting and maintain the posting until the trustee meets the requirements.

Legal Authority: Tex. Educ. Code §11.159; 19 Tex. Admin. Code § 61.1

ANNOUNCEMENT PREPARATION

Review TASB Resources: TASB recommends that the board president and all other board members review [Texas School Board Member Continuing Education](#), a comprehensive FAQ that includes information about required continuing education, reporting continuing education credit, the board meeting announcement, and posting the minutes on the announcement.

¹ Due to changes in the training rule, the prior use of the term "tiers" for describing and announcing training areas is no longer useful and has been discontinued.

Determine Status of Compliance: Prior to the meeting when the announcement is made, the board president will need to review with each member whether the board member has completed, exceeded, or failed to satisfy the required continuing education training.

Board Members with Time Remaining: At the time of the announcement, if a board member still has time remaining to complete training, TASB recommends that the board president note those members that have scheduled training to be completed before the deadline. Next, the board president should note any members who have not scheduled training that needs to be completed before the deadline.

Review the Announcement Script: The announcement script explains the announcement to the public and provides a record to complete that complies with the requirements for the minutes of the meeting.

Complete the Announcement Record: For each of the eight training areas, and for training that exceeds the required continuing education, insert the applicable information on the announcement pages.

TASB recommends that the board president direct that the pages as announced be attached to the meeting minutes. The minutes must be posted to the district's website within 10 business days if any trustee is deficient in required training.

BOARD PRESIDENT'S SCRIPT

Board President:

Under State Board of Education Rule, completing required continuing education each year of service is a basic obligation and expectation of any sitting board member.

As Board President (**if absent, then replace with "Presiding Officer of the Board"**), I am required to announce the name of each member who:

- Has completed the required continuing education;
- Has exceeded the required continuing education; and
- Is deficient in meeting the required continuing education.

The requirements for training are measured as of the first anniversary of the date of the trustee's election or appointment or two-year anniversary of his or her previous training, as applicable.

There are eight training areas for board member continuing education:

1. Local District Orientation
2. Orientation to the Texas Education Code
3. Post-Legislative Update to the Texas Education Code
4. Team Building
5. Additional Continuing Education
6. Evaluating Student Academic Performance and Setting Goals
7. Identifying and Reporting Abuse, Trafficking, and Other Maltreatment of Children
8. School Safety

To the extent applicable to each board member, I will announce the completion or deficiency as to required training.

For members who still have time remaining to complete required training, I will announce those board members who have scheduled timely training and those who have not yet scheduled the training.

At the conclusion of this announcement, I will announce any board member's training in excess of the continuing education requirements.

Local District Orientation

Note: If no new members were required to complete local district orientation training for the prior year, mark as “not applicable” and announce:

No new board members were required to complete local district orientation training for the time period covered by this announcement.

Board President or Presiding Officer of the Board announce as applicable:

The following first-year board members have completed the local district orientation training:

Raymond Tijerina, Karla Gomez Sanchez, Darrell Balderrama, Aurelina Prado, Jesus Rendon III,
Adrian Guerra , Dr. Kelly Murguia (names).

The following first-year board members are deficient in meeting the required local district orientation training:

NONE
_____ (names).

The following first-year board members have scheduled training to timely complete the local district orientation:

N/A
_____ (names).

The following first-year board members have time remaining to complete the local district orientation and have not yet scheduled this training:

N/A
_____ (names).

Orientation to the Texas Education Code

Note: If no new members were required to complete the Orientation to the Texas Education Code for the prior year, mark as “not applicable” and announce:

No new board members were required to complete Orientation to the Texas Education Code training for the time period covered by this announcement.

Board President or Presiding Officer of the Board announce as applicable:

The following first-year board members have completed the Orientation to the Texas Education Code training:

Raymond Tijerina, Karla Gomez Sanchez, Darrell Balderrama, Aurelina Prado, Jesus Rendon III,
Adrian Guerra , Dr. Kelly Murguia (names).

The following first-year board members are deficient in meeting the required Orientation to the Texas Education Code training:

NONE

_____ (names).

The following first-year board members have scheduled training to timely complete the Orientation to the Texas Education Code:

N/A

_____ (names).

The following first-year board members have time remaining to complete the Orientation to the Texas Education Code and have not yet scheduled this training:

N/A

_____ (names).

Post-Legislative Update to the Texas Education Code

Note: If no members were required to complete the Post-Legislative Update to the Texas Education Code training for the prior year, mark as “not applicable” and announce:

No board members were required to complete Post-Legislative Update to the Texas Education Code training for the time period covered by this announcement.

Board President or Presiding Officer of the Board announce as applicable:

The following board members have completed Post-Legislative Update to the Texas Education Code training:

Raymond Tijerina, Karla Gomez Sanchez, Darrell Balderrama, Aurelina Prado, Jesus Rendon III,
Adrian Guerra , Dr. Kelly Murguia (names).

The following board members are deficient in meeting the required Post-Legislative Update to the Texas Education Code training:

NONE

_____ (names).

The following board members have scheduled training to complete the Post-Legislative Update to the Texas Education Code:

N/A

_____ (names).

The following board members have time remaining to complete the Post-Legislative Update to the Texas Education Code and have not yet scheduled this training:

N/A

_____ (names).

Team Building

NOTE: The entire board and the Superintendent must participate in the annual team-building session. This training should be completed by the time of the annual announcement.

Board President or Presiding Officer of the Board announce as applicable:

The following board members have completed the annual team-building training:

Raymond Tijerina, Karla Gomez Sanchez, Darrell Balderrama, Aurelina Prado, Jesus Rendon III,
Adrian Guerra , Dr. Kelly Murguia (names).

The following board members are deficient in meeting the required annual team-building training:

NONE
_____ (names).

The following board members were not members of the board at the time of the annual team-building training and therefore did not attend the training for the year:

NONE
_____ (names).

Additional Continuing Education

NOTE: 10 hours for first-year members, 5 hours for subsequent years.

Board President or Presiding Officer of the Board announce as applicable:

The following board members have completed the additional continuing education requirements:

Raymond Tijerina, Karla Gomez Sanchez, Darrell Balderrama, Aurelina Prado, Jesus Rendon III,
Adrian Guerra , Dr. Kelly Murguia (names).

The following board members are deficient in meeting the additional continuing education requirements:

NONE
_____ (names).

The following board members have scheduled training to timely complete the additional continuing education requirements:

N/A
_____ (names).

The following board members have time remaining to complete the additional continuing education requirements and have not yet scheduled this training:

N/A
_____ (names).

Evaluating Student Academic Performance and Setting Goals

NOTE: This training must be completed every two years.

Board President or Presiding Officer of the Board announce as applicable:

The following board members have completed the biennial training on evaluating student academic performance and setting goals:

Raymond Tijerina, Karla Gomez Sanchez, Darrell Balderrama, Aurelina Prado, Jesus Rendon III,
Adrian Guerra , Dr. Kelly Murguia (names).

The following board members are deficient in meeting the required biennial training on evaluating student academic performance and setting goals:

NONE
_____ (names).

The following board members have scheduled training to timely complete the biennial training on evaluating student academic performance and setting goals:

N/A
_____ (names).

The following board members have time remaining to complete the biennial training on evaluating student academic performance and setting goals and have not yet scheduled this training:

N/A
_____ (names).

Identifying and Reporting Abuse, Trafficking, and Other Maltreatment of Children

NOTE: This training must be completed every two years.

Board President or Presiding Officer of the Board announce as applicable:

The following board members have completed the biennial training on identifying and reporting abuse and trafficking:

Raymond Tijerina, Karla Gomez Sanchez, Darrell Balderrama, Aurelina Prado, Jesus Rendon III,
Adrian Guerra , Dr. Kelly Murguia (names).

The following board members are deficient in meeting the required biennial training on identifying and reporting abuse and trafficking :

NONE
_____ (names).

The following board members have scheduled training to timely complete the biennial training on identifying and reporting abuse and trafficking :

N/A
_____ (names).

The following board members have time remaining to complete the biennial training on identifying and reporting abuse and trafficking and have not yet scheduled this training:

N/A
_____ (names).

School Safety

NOTE: This training must be completed every two years.

Board President or Presiding Officer of the Board announce as applicable:

The following board members have completed the biennial training on school safety:

Raymond Tijerina, Karla Gomez Sanchez, Darrell Balderrama, Aurelina Prado, Jesus Rendon III,
Adrian Guerra , Dr. Kelly Murguia (names).

The following board members are deficient in meeting the required biennial training on school safety:

NONE
_____ (names).

The following board members have scheduled training to timely complete the biennial training on school safety:

N/A
_____ (names).

The following board members have time remaining to complete the biennial training on school safety and have not yet scheduled this training:

N/A

(names).

EXCEEDING REQUIRED CONTINUING EDUCATION

Board President or Presiding Officer of the Board announce as applicable for each board member:

Board Member Raymond Tijerina (name) exceeded the required amount of continuing education training by 5 (insert total hours that exceeded continuing education requirements) additional hours.

Board Member Karla Gomez Sanchez (name) exceeded the required amount of continuing education training by 7 (insert total hours that exceeded continuing education requirements) additional hours.

Board Member Darrell Balderrama (name) exceeded the required amount of continuing education training by 15.5 (insert total hours that exceeded continuing education requirements) additional hours.

Board Member Aurelina Prado (name) exceeded the required amount of continuing education training by 12.25 (insert total hours that exceeded continuing education requirements) additional hours.

Board Member Jesus Rendon III (name) exceeded the required amount of continuing education training by 8 (insert total hours that exceeded continuing education requirements) additional hours.

Board Member Adrian Guerra (name) exceeded the required amount of continuing education training by 14 (insert total hours that exceeded continuing education requirements) additional hours.

Board Member Dr. Kelly Murguia (name) exceeded the required amount of continuing education training by 14 (insert total hours that exceeded continuing education requirements) additional hours.

This document is provided for educational purposes and contains information to facilitate a general understanding of the law. References to judicial or other official proceedings are intended to be a fair and impartial account of public records, which may contain allegations that are not true. This publication is not an exhaustive treatment of the law, nor is it intended to substitute for the advice of an attorney. Consult your own attorney to apply these legal principles to specific fact situations.

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