



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: 2/17/2016 Meeting Type: [ ] Special [X] Regular
Item Title: Budget amendment is to move \$29,684.00 for the Parent Center Clerk located at Dwight Middle School
Purpose: [X] Discussion/ Possible Action [ ] Recognition [ ] Report Only
Requested By: Monica Lopez, Director of Human Resources
Presenter(s): Dr. Abelardo Saavedra, Superintendent

Description of item to include your specific request:

The amendment is to move \$29,684.00 from function 11 Instruction to function 61 Community in School. The amendment is a unit created to help at the Parent Center located at Dwight Middle School.

Supporting Documentation Enclosed [X]

Please select the appropriate District Goal(s):

Objective 5.1: Establish a South San Antonio Independent School District- Parent and Community Center for Excellence (P.A.C.C.E.).
Choose an item.
Department Initiatives/Other:

Funding source-program and/or Budget Code: 199-61-6125-00-719-699-000 CFO Approval [Signature]

ROUTE APPROVAL

SIGNATURE

DATE

Principal/Director:

[Signature: Maurice Lopez]

2/3/16

Executive Director:

[Signature]

2-3-16

Chief Administrator:

[Signature]

2-3-16

Superintendent:

[Signature]

2-8-2016



# SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT BUDGET AMENDMENT FORM

CAMPUS OR DEPARTMENT: Human Resources Department

DATE: January 11, 2016

**Provide details of goods or services to be purchased or rendered:**  
 Unit created to help at the Parent Center located at Dwight Middle School.

**Explain how the goods or services support your Campus/Department Improvement Plan:**  
 Unit created to help at the Parent Center located at Dwight Middle School.

BUDGET CODE											
FROM ACCOUNT							A	B	C	A-C	
FUND	FUNC	OBJ	SUB OBJ	ORG	PROG	EXPAN	DESCRIPTION	CURRENT APPROPRIATION	CURRENT ACCOUNT BALANCE	DECREASE	AMENDED APPROPRIATION
199	11	6119	00	113	611		Budget Amend Postion Request	1,264,625.00	995,748.42	22,740.00	1,241,885.00
199	11	6141	00	113	611		Budget Amend Postion Request	18,465.00	13,536.61	330.00	18,135.00
199	11	6142	00	113	611		Budget Amend Postion Request	47,741.00	32,976.35	3,971.00	43,770.00
199	11	6143	00	113	611		Budget Amend Postion Request	225,790.00	15,482.27	392.00	225,398.00
199	11	6146	00	113	611		Budget Amend Postion Request	39,460.00	26,087.23	2,251.00	37,209.00
TO ACCOUNT							A	B	A	A+C	
FUND	FUNC	OBJ	SUB OBJ	ORG	PROG	EXPAN	DESCRIPTION	CURRENT APPROPRIATION	CURRENT ACCOUNT BALANCE	INCREASE	AMENDED APPROPRIATION
199	61	6125	00	719	699		Budget Amend Postion Request	-	-	22,740.00	22,740.00
199	61	6141	00	719	699		Budget Amend Postion Request	-	-	330.00	330.00
199	61	6142	00	719	699		Budget Amend Postion Request	-	-	3,971.00	3,971.00
199	61	6145	00	719	699		Budget Amend Postion Request	-	-	392.00	392.00
199	61	6146	00	719	699		Budget Amend Postion Request	-	-	2,251.00	2,251.00

CAMPUS PRINCIPAL/DEPARTMENT BUDGET OFFICER: Monica Lopez Date: January 11, 2016

Approved by: Federal Programs Director (Federal Funds Only)      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: Chief Academic Officer      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: Chief Financial Officer      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: Chief Of Staff      Signature: \_\_\_\_\_ Date: 1-22-16

Approved by: Superintendent of Schools      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINANCE OFFICE USE ONLY**

Director of Budget (Verification of Maximum Amount, if greater than \$25,000 Board approval required):

Amendment #: \_\_\_\_\_ Entered by: \_\_\_\_\_

LEGEND  
 BUDGET AMENDMENT-INCREASING ANY ONE OF THE FUNCTIONAL SPENDING CATEGORIES  
 REFER TO ACCOUNT CODE SHEET FOR FUNCTION ACCOUNT CODES



CNTY-DIS: 015908  
199-11-6119-00.113-6-11-X-XX  
TIME RUN: 16:08:07

FILEID: C SOUTH SAN ANTONIO I.S.D.  
ECM/CURRENT INDICATOR:C

DATE RUN: 01/07/16  
PROGRAM : WFNS785  
PAGE NR. : 1

FND	FCT	OBJ	SO	ORG	PROGRM	DESCRIPTION	APPROPRIATION	ENCUMBRANCE	EXPENDITURE	BALANCE
199	11	6119	00	113	611000	SALARIES-TEACHERS & OTHER	1,264,625.00-	0.00	268,876.58	995,748.42-
*** TOTAL FOR FUND 199 ***							1,264,625.00-	0.00	268,876.58	995,748.42-
*** FINAL TOTAL ***							1,264,625.00-	0.00	268,876.58	995,748.42-

CNTY-DIS: 015908  
 199-11-614X-00.113-6-11-X-XX FILEID: C SOUTH SAN ANTONIO I.S.D.  
 TIME RUN: 16:08:32 ECM/CURRENT INDICATOR:C

DATE RUN: 01/07/16  
 PROGRAM : WFNS785  
 PAGE NR. : 1

FND	FCY	OBJ	SO	ORG	PROGRM	DESCRIPTION	APPROPRIATION	ENCUMBRANCE	EXPENDITURE	BALANCE
199	11	6141	00	113	611000	SOCIAL SECURITY/MEDICARE	18,465.00-	0.00	4,928.39	13,536.61-
199	11	6142	00	113	6110FM	SOCIAL SECURITY/MEDICARE	393.00-	0.00	171.11	221.89-
199	11	6142	00	113	611000	GROUP HEALTH & LIFE INSURA	47,741.00-	0.00	14,764.65	32,976.35-
199	11	6142	00	113	6110FM	GROUP HEALTH & LIFE INSURA	0.00	0.00	10.00	10.00
199	11	6143	00	113	611000	WORKMENS COMPENSATION	22,790.00-	0.00	7,307.73	15,482.27-
199	11	6143	00	113	6110FM	WORKMENS COMPENSATION	468.00-	0.00	210.29	257.71-
199	11	6144	00	113	611000	TRS ON-BEHALF PAYMENTS	85,687.00-	0.00	0.00	85,687.00-
199	11	6145	00	113	611000	UNEMPLOYMENT COMPENSATION	414.00-	0.00	0.00	414.00-
199	11	6146	00	113	611000	TEACHER RETIREMENT/TRS CAR	39,460.00-	0.00	13,372.77	26,087.23-
199	11	6146	00	113	6110FM	TEACHER RETIREMENT/TRS CAR	0.00	0.00	10.24	10.24
*** TOTAL FOR FUND 199 ***							215,418.00-	0.00	40,775.18	174,642.82-
*** FINAL TOTAL ***							215,418.00-	0.00	40,775.18	174,642.82-

of payroll action or change without the respective Executive Officers signature.

PROFESSIONAL  
 AUXILIARY

PARA-PROFESSIONAL  
 SUBSTITUTE TEACHER

## SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

### PERSONNEL REQUISITION CHANGE FORM

EMPLOYEE: Guadalupe Viera      EMPLOYEE: 1615      DATE: 12/11/15  
 ASSIGNMENT: Assessment Clerk      CAMPUS/DEPT: South San HS

	PRESENT	NEW	EFFECTIVE DATE
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CHANGE PAY GRADE

CHANGE PAY RATE

CHANGE BUDGET CODE      199 31 6125 00 001649      199 61 6125 00 719049      12/11/15

CHANGE LOCATION      South San HS      Parent Center      12/11/15

CHANGE POSITION/TITLE      Work I HSS      Clerk I HSS      12/11/15

PAY SUPPLEMENT

ADDITIONAL YRS EXP

CHANGE CONTRACT DAYS

POSITION CONTROL      From P5C3C200-7 To P5C2C200-05      #Days 12/11/15

LEAVE STATUS      EFFECTIVE DATE      PROBABLE DATE OF RETURN

Medical Leave       Temp. Disability       FMLA       Worker's Comp.       Other:

REASON: Open parent center per Dr. Saandor

PRINCIPAL/DIRECTOR/COORDINATOR \_\_\_\_\_ DATE \_\_\_\_\_ EXECUTIVE OFFICER OR CHIEF ACADEMIC OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

FUNDING SOURCE ADMINISTRATOR (if applicable) \_\_\_\_\_ DATE \_\_\_\_\_ EXECUTIVE BUSINESS OFFICER OR CHIEF FINANCE & BUSINESS OFFICER \_\_\_\_\_ DATE 1-22-16

Maurice Lopez \_\_\_\_\_ DATE 12/11/15      SUPERINTENDENT \_\_\_\_\_ DATE \_\_\_\_\_

J:\Data\Word\Human Resources Forms\Employee Status Change Form.doc

**\*\*If you are changing a budget code, please send this directly to the Accounting Department along with your budget amendment\*\***

QUALITY CONTROL CHECK  
INITIALS



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
San Antonio, Texas

1-25-16  
Jesse spoke  
to Monica  
over \$25,000  
Monica will  
doe Agency  
Summers  
Folk

TO: Abelardo Saavedra, Superintendent  
FROM: Jesus Salazar, CFO  
DATE: January 19, 2016  
SUBJECT: Review and Approve a Budget Amendment below \$25,000

~~XXXX~~

The attached amendment is to move \$29,684.00

FROM Function 11 Instruction TO Function 61 Community Services

The amendment is a unit created to help at the Parent Center located at Dwight Middle School.

xx

Enclosure

ROUTE APPROVAL

SIGNATURE AND DATE

Director of Budget:

CFO:

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~ 1-22-16

(Each person signing this form will receive a copy for their files.)

**FRINGE BENEFIT CALCULATIONS FOR CLERICAL & TEACHERS**

2015-2016

Guzman, Lucy B (2718) P511400-41@-443 (10/10/15 6/3/16)

*Guadalupe Viera*

**For Employee Eligible for Full Benefits:  
For 6119/6125**

Positions		1	22,739.64	
Health Insurance	6142	3,970.68	3,970.68	Annually
PLUS				
Medicare	6141	0.01450	329.72	of Total Salary
Workers Comp	6143	0.01725	392.26	of Total Salary
Unemployment	6145	0.00001757	0.07	of Total Salary
TRS	6146	0.09900	2,251.22	of Total Salary
Total Benefits		0.13077	2,973.28	of Total Salary
Total			29,683.60	

**For Extra Duty Pay/Stipends  
For 6117/6118**

Salary				
Medicare	6141	0.01450	-	of Total Salary
Workers Comp	6143	0.01725	-	of Total Salary
TRS	6146	0.00990	-	of Total Salary
Total		0.04165	-	of Total Salary

**For Substitutes and Non- Employees:  
For 6112/6122**

Full FICA	6141	0.01450	-	of Total Salary
Workers Comp	6143	0.01725	-	of Total Salary
		0.03175	-	of Total Salary

61XX	22,740
6141	330
6142	3,971
6143	392
6145	0
6146	2,251
<u>\$</u>	<u>29,684</u>

*199-11-1119-00-113-111*

*P5 11200-050*

*Teacher unit  
converted*

*to  
Parent Ctr  
Office Clerk I*