

**AGENDA ITEM  
BOARD OF TRUSTEES  
AGENDA**

<input type="checkbox"/> <b>Workshop</b>	<input checked="" type="checkbox"/> <b>Regular</b>	<input type="checkbox"/> <b>Special</b>
--	--	---

- (A) ☐ **Report Only** ☐ **Recognition**

**Presenter(s):**

**Briefly describe the subject of the report or recognition presentation.**

- (B) ☒ **Action Item**

**GILBERTO GONZALEZ, SUPERINTENDENT**

**Presenter(s): JESUS ARTURO COSTILLA, EXEC. DIRECTOR OF HUMAN RESOURCES**

**Briefly describe the action required.**

CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO APPROVE THE SUMMER WORK SCHEDULE FOR THE DISTRICT SERVICE CENTER STAFF AND THE CAMPUS ADMINISTRATIVE STAFF FOR THE MONTHS OF JUNE, JULY AND AUGUST.

- (C) **Funding source: Identify the source of funds if any are required.**

- (D) **Clarification: Explain any questions or issues that might be raised regarding this item.**



# EAGLE PASS INDEPENDENT SCHOOL DISTRICT

TO: Jorge Barrera, Eagle Pass ISD Board President & Board Members

FROM: Gilberto Gonzalez, Superintendent of Schools

DATE: May 6, 2019

SUBJECT: Recommendation on the 2019 Summer Work Schedule

On April 2, 2019 a Summer Work Schedule ballot with 7 options was given to the DSC and Campus Administrative Staff for voting purposes. Based on the final tally which reflects Option 1 as the winner, I am recommending Option 1 for School Board approval as follows:

Schedule starts on Tuesday, June 11, 2019 and ends on Monday, August 5, 2019

Tuesday through Monday 7:30 a.m. – 5:30 p.m. with ½ hour for lunch  
(Friday Off)

District Service Center  
38 hour summer work week  
(Employees working 40 hour regular work week)

Campuses  
37 ½ hour summer work week\*  
(Employees working 37 ½ hour regular work week)  
\*(Dismissal time on Thursday - 5:00 p.m.)

The leave schedule for exempt (salaried) employees will be:

Consecutive Days Absent	½	1	1 ½	2	2 ½	3	3 ½	4
Time Docked	½	1	1 ½	2	2 ½	3 ½	4	4 ½

Leave shall be recorded in 15 minute increments for non-exempt (hourly) employees based on leave used.

Supervisors will ascertain that the working hours are adhered to without exception. Maintenance Department will be included in the summer schedule; a skeleton crew will be assigned for Fridays using a flex schedule. \* Except for employees working on special projects (TRE & Austin Elementary) or as applicable.

***The Summer Schedule will apply to school district employees as determined by the Superintendent.***

# 2019 Summer Schedule Tally Sheet

4/1/2019

Campus/Dept	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7
121-Armando Cerna	6						
111-Benavides	6						
112-ECC	6						
105-Glass	6						
104-Graves	6						
118-HB Gonzalez	6						
119-Kennedy Hall	6						
107-Kirchner	3						
103-LDC	5						1
120-Liberty	6						
122-Perfecto Mancha	5						
117-Pete Gallego	3						
102-Ray Darr	6						
106-Robert E Lee	3						1
110-Rosita Valley	6						
116-RVLA	6						
115-Sam Houston	5						
109-San Luis	6						
113-Seco Mines	6						
004-CC Winn	14					3	1
001-EPHS	15						
041-EPJH	6	5					
042-Memorial	18						1
003-DAEP	5						
702-Superintendent	2			1			
703-Tax Office	2		1				
726-B&F	18		9	1			
727-Human Resources	8		1				
728-Purchasing	1				2		
729-District Operations	2						
730-PEIMS	3						
800-Federal Programs	5					1	
801-C&I	6						
802- Math	2						
803/812-Inst. Tech/Textbook	5					2	
804-Bilingual	2						
808-Budget	3					1	
809-Athletics	22						
810-Transportation	3						
811-Maintenance	37					7	1
814-Health Services	3						
815-CTE	3						
816-Food Service	10			1		1	2
817-Technology	15						
819-Police	2						
821-Day Care	5						
822-Instructional Svcs			4				
825-Special Ed	4						
<b>370 Total Votes</b>	<b>323</b>	<b>5</b>	<b>15</b>	<b>3</b>	<b>2</b>	<b>15</b>	<b>7</b>