

Manor Independent School District
Board of Trustees Meeting Agenda Item
April 21, 2025

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| CONSENT ITEM SHEET |
|---------------------------|

RE: Resolution Authorizing Program Change Plan

Supporting Documents:

1. DFBB (LOCAL)
2. Program Change Resolution
3. Notice of Proposed Nonrenewal of Term Employment Contract

This item relates to Policy/Code (if any): DFBB (LOCAL)

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.

Goal 6: STAFF DEVELOPMENT- By 2026, Manor ISD will attract, develop, and retain highly-effective staff through an environment of equitable opportunity, growth, & innovation.

Bottom of Form

Background Information:

Due to the cumulative effects of inflation without a corresponding increase in State educational funding over the last four years, the District is anticipating an annual operating deficit of approximately \$16.9MM for the current 2024-25 school year; and, the financial projections made by District administrative staff confirm that, absent immediate action, the General Fund will continue to decline at an unsustainable rate, potentially endangering the District's ability to meet future financial obligations and maintain essential academic and operational. The Superintendent and the Board of Trustees have determined that additional cost-saving measures will need to be implemented for the upcoming 2025-2026 budget year.

Fiscal Implications:

~\$1,300,000

Administrative Recommendation:

Approve the Program Change Resolution.

Motion Language:

I move that the board adopt a resolution to authorize the program change plan.

Drs. Robert Sormani and Tamey Williams-Hill
Contact Person

Dr. Robert Sormani
Approved by Superintendent

Exhibit A - 2025-2026 School Year Program Change FTEs
Chapter 21 Contract FTE Non-Renewal

| FTE | Location |
|-----------------------|---|
| 3 Principals | Manor Early College High School, Manor Middle School, Manor High School |
| 1 Assistant Principal | Manor Middle School |
| 8 Coordinators | Central Office |
| 1 Assistant Director | Central Office |
| 1 Manager | Central Office |
| 1 Director | Central Office |
| 1 Executive Director | Central Office |

REDUCTION IN FORCE
PROGRAM CHANGE

DFFB
(LOCAL)

Applicability

This policy shall apply when a reduction in force due to a program change requires the nonrenewal of a term contract. A program change may be due to, for example, a redirection of resources; efforts to improve efficiency; a change in enrollment; a lack of student response to particular course offerings; legislative revisions to programs; or a reorganization or consolidation of two or more individual schools, departments, or school districts.

Definitions

Definitions used in this policy are as follows:

1. "Program change" shall mean any elimination, curtailment, or reorganization of a program, department, school operation, or curriculum offering, including, for example, a change in curriculum objectives; a modification of the master schedule; the restructuring of an instructional delivery method; or a modification or reorganization of staffing patterns in a department, on a particular campus, or District-wide.
2. "Nonrenewal" shall mean the termination of a term contract at the end of the contract period.

General Grounds

A reduction in force may take place when the Superintendent recommends and the Board approves a program change. A determination of a program change constitutes sufficient reason for nonrenewal.

Employment Areas

When a reduction in force is to be implemented, the Superintendent shall recommend the employment areas to be affected.

Employment areas may include, for example:

1. Elementary grades, levels, subjects, departments, or programs.
2. Secondary grades, levels, subjects, departments, or programs, including career and technical education subjects.
3. Special programs, such as gifted and talented, bilingual/ESL programs, special education and related services, compensatory education, or migrant education.
4. Disciplinary alternative education programs (DAEPs) and other discipline management programs.
5. Counseling programs.
6. Library programs.
7. Nursing and other health services programs.
8. An educational support program that does not provide direct instruction to students.

REDUCTION IN FORCE
PROGRAM CHANGE

DFFB
(LOCAL)

9. Other District-wide programs.
10. An individual campus.
11. Any administrative position, unit, or department.
12. Programs funded by state or federal grants or other dedicated funding.
13. Other contractual positions.

The Superintendent's recommendation may address whether any employment areas should be:

1. Combined or adjusted (e.g., "elementary programs" and "compensatory education programs" can be combined to identify an employment area of "elementary compensatory education programs"); and/or
2. Applied on a District-wide or campus-wide basis (e.g., "the counseling program at [named elementary campus]").

The Board shall determine the employment areas to be affected.

Criteria for Decision

The Superintendent or designee shall apply the following criteria to the employees within an affected employment area when a program change will not result in the nonrenewal of all staff in the employment area. The criteria are listed in the order of importance and shall be applied sequentially to the extent necessary to identify the employees who least satisfy the criteria and therefore are subject to the reduction in force. For example, if all necessary reductions can be accomplished by applying the first criterion, it is not necessary to apply the second criterion, and so forth.

1. Qualifications for Current or Projected Assignment: Certification, multiple or composite certifications, bilingual certification, licensure, endorsement, and/or specialized or advanced content-specific training or skills for the current or projected assignment.
2. Performance: Effectiveness, as reflected by:
 - a. The most recent formal appraisal and, if available, consecutive formal appraisals from more than one year [see DNA]; and
 - b. Any other written evaluative information, including disciplinary information, from the last 36 months.

If the Superintendent or designee at his or her discretion decides that the documented performance differences between two or more employees are too insubstantial to rely upon, he

REDUCTION IN FORCE
PROGRAM CHANGE

DFFB
(LOCAL)

or she may proceed to apply the remaining criteria in the order listed below.

3. Extra Duties: Currently performing an extra-duty assignment, such as department or grade-level chair, band director, athletic coach, or activity sponsor.
4. Professional Background: Professional education and work experience related to the current or projected assignment.
5. Seniority: Length of service in the District, as measured from the employee's most recent date of hire.

Superintendent Recommendation The Superintendent shall recommend to the Board the nonrenewal of the identified employees within the affected employment areas.

Board Vote After considering the Superintendent's recommendations, the Board shall determine the employees to be proposed for nonrenewal, as appropriate. If the Board votes to propose nonrenewal of one or more employees, the Board shall specify the manner of hearing in accordance with DFBB(LOCAL).

Notice The Superintendent or designee shall provide each employee written notice of the proposed nonrenewal. The notice shall include a statement of the reason for the proposed action and notice that the employee is entitled to a hearing of the type determined by the Board.

Consideration for Available Positions An employee who has received notice of proposed nonrenewal may apply for available positions for which he or she wishes to be considered. The employee is responsible for reviewing posted vacancies, submitting an application, and otherwise complying with District procedures.

If the employee meets the District's objective criteria for the position and is the most qualified internal applicant, the District shall offer the employee the position until:

1. Final action by the Board to end the employee's contract, if the employee does not request a hearing.
2. The evidentiary hearing by the independent hearing examiner, the Board, or other person designated in DFBB(LOCAL), if the employee requests a hearing.

Hearing Request An employee receiving notice of proposed nonrenewal of a term contract may request a hearing in accordance with DFBB.

Final Action If the employee requests a hearing, the Board shall take final action after the hearing in accordance with DFBB and shall notify the employee in writing.

Hearing Requested

Manor ISD
227907

REDUCTION IN FORCE
PROGRAM CHANGE

DFFB
(LOCAL)

No Hearing
Requested

If the employee does not request a hearing, the Board shall take final action in accordance with DFBB and shall notify the employee in writing.



Manor Independent School District

10335 US HWY 290
Manor, TX 78653

RESOLUTION AUTHORIZING A REDUCTION IN FORCE DUE TO PROGRAM CHANGES MANOR INDEPENDENT SCHOOL DISTRICT

WHEREAS, the Manor Independent School District ("District") Board of Trustees ("Board") is responsible for governing and overseeing the management of the District in accordance with Texas Education Code § 11.151(a), (b), and (d), which grants the Board the exclusive power and duty to adopt rules, bylaws, and policies necessary for the proper administration of the District; and,

WHEREAS, pursuant to Texas Education Code § 44.004, the Board has the duty to adopt an annual budget and, in accordance with Texas Education Code § 11.1511(b)(9) and (11), to monitor the District's finances to ensure the Superintendent is properly maintaining the District's financial procedures and records; and,

WHEREAS, the Board has previously adopted District Policy DFFB (Local) to apply when a reduction in force due to a program change requires the nonrenewal of one or more term contracts due to a redirection of resources, efforts to improve efficiency, or a reorganization or consolidation of two or more individual departments; and,

WHEREAS, a program change has been defined to mean any elimination, curtailment, or reorganization of a program, department, school operation, or curriculum offering, including, for example, a change in curriculum objectives; a modification of the master schedule; the restructuring of an instructional delivery method; or a modification or reorganization of staffing patterns in a department, on a particular campus or District-wide; and,

WHEREAS, due to the cumulative effects of inflation without a corresponding increase in State educational funding over the last four years, the District is anticipating an annual operating deficit of approximately \$ 16MM for the current 2024-25 school year; and,

WHEREAS, the financial projections made by District administrative staff confirm that, absent immediate action, the General Fund will continue to decline at an unsustainable rate, potentially endangering the District's ability to meet future financial obligations and maintain essential academic and operational; and,

WHEREAS, the Superintendent and the Board of Trustees have determined that additional cost-saving measures will need to be implemented for the upcoming 2025-26 budget year; and,

WHEREAS, in accordance with District Policy DFFB(LOCAL), the Superintendent has determined that the District must reduce personnel costs and has considered multiple options, including salary reductions and furloughs, but has found that Program Change is the most prudent and necessary course of action to ensure the District's long-term financial stability; and,

WHEREAS, before recommending a Program Change, the Superintendent has conducted a thorough review of the District's financial position, explored multiple cost-saving measures, and determined that salary reductions, furloughs, or a hiring freeze alone are insufficient to eliminate the budget deficit without causing further harm to the District's ability to provide a high-quality education; and,

WHEREAS, the Superintendent has determined that further budget cuts to student programs and campus operations are not a viable solution and that the burden of financial stability should not fall on students to maintain staffing levels that are no longer justified by current enrollment trends; and,

WHEREAS, the Superintendent has recommended to the Board of Trustees that a Program Change is necessary to realign the District's staffing levels with student enrollment, ensure that resources are directed toward the classroom, and restore fiscal stability in a manner that prioritizes student learning over administrative excess; and,

WHEREAS, pursuant to District Policy DFFB (Local), the Superintendent has developed and presented to the Board the Reduction in Force Recommendations set forth in Attachment A to this Resolution, which will require the non-renewal of employment contracts for the employees occupying the positions set forth in the Recommendations at the end of the current 2024-25 school year.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Declaration of Need for Program Change

The Board of Trustees of Manor Independent School District recognizes the importance of its fiduciary responsibility to ensure the financial health and long-term sustainability of the District. Upon careful review of the District's financial position and after extensive discussions with the Superintendent, financial staff, and key stakeholders, the Board finds it necessary and prudent to declare a state of financial exigency pursuant to Texas Education Code § 44.011 and Board Policy CEA(LEGAL).

2. Superintendent's Determination of Financial Need

The Superintendent has determined that, without corrective action in the upcoming budget, the District's current financial trajectory will jeopardize its ability to adequately fund instructional programs and essential operations. The General Fund, which serves as the financial backbone of the District, is projected to be depleted by nearly half within a single fiscal year, creating an untenable situation that demands swift and decisive action.

The Superintendent has also incorporated other alternatives to stabilize the budget, but none of these measures alone are sufficient to address the projected budget deficit. As such, the Superintendent has determined that a Program Change will be necessary to bring staffing levels in line with student enrollment, preserve essential student services, and restore fiscal balance.

3. Board's Authority to Declare Financial Exigency

The Board, as the governing body of the District, is empowered by Texas Education Code §§ 11.151 and 44.011 to take any necessary action to ensure the District's financial solvency and operational integrity.

4. Commitment to Responsible Governance

As stewards of public funds, the Board remains steadfast in its commitment to sound financial management and strategic decision-making that places the needs of students first. While difficult, the actions taken today are necessary to prevent the District from spiraling into deeper financial instability.

5. Adoption of Program Change Plan

The Board hereby adopts the Program Changes recommended by the Superintendent which are attached to this Resolution as Attachment A and directs its implementation through all personnel actions described in such plan.

ADOPTED AND APPROVED by the Board of Trustees of Manor Independent School District on this _____ day of _____, 2025.

ANA CORTEZ
President
Manor Independent School District

FABIAN MARTINEZ
Secretary
Manor Independent School District



Manor Independent School District

10335 US HWY 290
Manor, TX 78653

April 22, 2025

Name

Address

Via HAND DELIVERY

RE: Notice of Proposed Nonrenewal of Term Employment Contract

Dear _____,

This letter serves as official notification that the Board of Trustees of the Manor Independent School District (MISD) at a duly called meeting held on April 21, 2025, considered the recommendation of the Superintendent of Schools to propose the nonrenewal of your current Chapter 21 Term contract. The Board voted to approve the Superintendent's recommendation to propose nonrenewal of your employment contract.

The basis for the proposed non-renewal of your contract consists of the following grounds for nonrenewal stated in the MISD Board Policy DFFB (Local). On April 21, 2025, based upon the recommendation of the Superintendent, the Manor ISD Board of Trustees adopted a Resolution Authorizing a Reduction in Force Due to Program Changes. A copy of the Resolution is enclosed for your review. The Resolution called for the elimination of a number of positions on the District's roster of positions due to budgetary considerations. Your position was identified in the plan as a position scheduled for deletion at the end of the current 2024-25 school year. In accordance with District Policy DFFB (Local) when the Superintendent recommends, and the Board approves a program change, such determination constitutes sufficient reason for nonrenewal.

You have the right to timely request a hearing before the Board of Trustees regarding the proposal to nonrenewal your term contract. To exercise this right, you must submit a written request for a hearing to the Superintendent's office within 15 days of the delivery of this notice.

The Board shall provide for a hearing to be held not later than the 15th day after the date the Board receives the request for a hearing unless the parties agree in writing on a different date. The hearing must be closed unless the teacher requests an open hearing. At the hearing before the Board or the board's designee, the teacher may:

- (1) be represented by a representative of the teacher's choice;
- (2) hear the evidence supporting the reason for nonrenewal;
- (3) cross-examine adverse witnesses; and
- (4) present evidence.

The Board hearing will be conducted as provided in MISD Board Policy DFBB (Local). Because this proposed nonrenewal is for budgetary reasons unrelated to your performance, you are eligible to apply for any available open positions within the District for which you are qualified. In the event that you are selected for a new position, your 2025-26 compensation will be determined in accordance with the District salary schedule by your new position.

If you have any questions or need further clarification regarding this matter, please do not hesitate to contact the Human Resources Department. We thank you for your service.

Sincerely,

Dr. Robert Sormani
Superintendent
Manor Independent School District