



## Gregory-Portland Independent School District

---

### BOARD MEMORANDUM

TO: DR. MICHELLE CAVAZOS

FROM: DR. ISMAEL GONZALEZ III

CC: BOARD OF TRUSTEES  
BRITTNEY SOLIZ SANDOVAL  
DEBORAH GARZA  
MICHAEL THIEME  
DR. MICHAEL NORRIS  
PENNY ARMSTRONG

DATE: Monday, December 15, 2025

SUBJECT: DISCUSS AND TAKE POSSIBLE ACTION TO APPROVE A RESOLUTION  
AUTHORIZING A ONE-TIME INCENTIVE PAY FOR ELIGIBLE NON-EXEMPT AUXILIARY  
AND OPERATIONS EMPLOYEES, INCLUDING APPROVAL OF THE NECESSARY  
BUDGET AMENDMENT TO ALLOCATE FUNDING

#### PRIORITIES

PRIORITY 1: EXCEPTIONAL STUDENT PERFORMANCE

N/A

PRIORITY 2: HIGH PERFORMING AND ENGAGED WORKFORCE

2.1 Annually increase the percentage of staff satisfaction

2.2 Annually increase the retention rate of highly effective faculty and staff

PRIORITY 3: QUALITY SERVICE AND IMPACTFUL COMMUNITY ENGAGEMENT

N/A

PRIORITY 4: EFFICIENT AND EFFECTIVE DISTRICT AND CAMPUS OPERATIONS

4.1 Annually improve operational processes

4.2 Maintain fiscal viability; stewardship; and improve staff knowledge of sustainable budgeting processes

4.3 Ensure strategic alignment of resources

4.4 Annually improve safety and security

## **BACKGROUND INFORMATION:**

Type: Action

Since the start of the 2025–2026 school year, the District’s auxiliary and operational departments — including Maintenance, Custodial, Transportation, Technology, Safety & Security, and Child Nutrition — have faced significant challenges and demonstrated exceptional commitment, professionalism, and teamwork in keeping Gregory-Portland ISD running safely and efficiently.

Throughout this semester, these teams have demonstrated exceptional performance by:

- Preparing campuses for the start of school while navigating and working around major renovation and construction activity across the district.
- Successfully opening major new facilities, including the All-Purpose Facility and George W. Harris Fieldhouse.
- Coordinating the transition to a temporary high school cafeteria to ensure uninterrupted service for students and staff.
- Responding promptly and effectively to emergencies, including the fire incident at Stephen F. Austin Elementary.
- Acting quickly and efficiently following the hailstorm, ensuring campuses were assessed, secured, and ready for normal operations the very next day.

In recognition of these efforts — and to reinforce the district’s commitment to safety and professional development — district leadership is recommending approval of a one-time, \$500 incentive payment for eligible hourly, non-exempt employees who successfully complete the Workers’ Compensation Safety Training by the required deadline.

### **Purpose of the Program**

The Workers’ Compensation Safety Training and Incentive Program aims to:

- Strengthen districtwide safety awareness and reduce workplace accidents;
- Reinforce understanding of workers’ compensation processes and employee protections;
- Promote a proactive safety culture across operational departments; and
- Recognize the critical contributions of employees who support district operations, safety, and student success.

The training will be completed online through Skyward Finance by December 18, 2025, with participation verified by the Safety and Operations Department.

### **Eligibility Criteria**

The one-time incentive payment of \$500 will apply only to hourly, non-exempt employees in the following departments:

- Maintenance Department Staff
- Custodial Department Staff
- Transportation Department Staff (Drivers, Aides, Mechanics)
- Technology Department Staff
- Child Nutrition / Food Service Staff

To qualify, employees must:

1. Complete the Workers' Compensation Safety Training through Skyward Finance by December 18, 2025; and
2. Be actively employed with the District on the date of payment.

This payment is one-time, non-recurring, and not TRS-eligible compensation, as defined by 34 TAC §25.21 and TRS guidance.

### **Legal and Regulatory Compliance**

#### **1. Texas Constitution, Article III, Section 53**

This section prohibits “extra compensation” after services have been rendered. To ensure compliance:

- The incentive is being authorized prospectively, before training completion or payment.
- The Board's approval creates the legal obligation in advance, ensuring the payment is not retroactive.
- The incentive serves a valid public purpose — enhancing safety, retention, and operational reliability among key support personnel.

#### **2. TRS (Teacher Retirement System of Texas)**

Per 34 TAC §25.21 and TRS Creditable Compensation Guidelines:

- One-time, non-recurring payments not tied to contractual base salary are not TRS-creditable.
- No TRS contributions will be withheld, and the incentive will not affect retirement benefit calculations.

#### **3. TASB and TASBO Guidance**

TASB and TASBO both recognize that districts may issue one-time stipends or incentives to specific employee classifications when approved prospectively by the Board and tied to a legitimate operational purpose. This proposal aligns fully with that guidance and supports the District's commitment to safety and employee development.

### **RECOMMENDATION:**

District administration recommends that the Board of Trustees approve the resolution, as presented by district administration, authorizing a \$500 one-time, non-recurring incentive payment for eligible hourly, non-exempt employees within the Maintenance, Custodial, Transportation, Technology, and Child Nutrition departments, contingent upon successful completion of the required Workers' Compensation Safety Training by December 18, 2025.

This approval also includes the necessary budget amendment to fund the incentive from the General Fund balance.

**FINANCIAL IMPACT AMOUNT AND FUNDING SOURCE (IF APPLICABLE):**

The estimated total cost of this incentive program is not to exceed \$150,000.

Funding will be drawn from the General Fund balance, and this action will require approval of a corresponding budget amendment to allocate funds to the appropriate funding source.

This expenditure will not create any ongoing financial obligation or recurring cost for the District.

**BOARD RELATED POLICY:**

DEAA (LEGAL) (LOCAL)

**ACTION ITEM SUGGESTED MOTION (if applicable):**

That the board make a motion to approve the resolution, as presented by District administration, authorizing a one-time, non-recurring \$500 incentive payment for eligible full-time and part-time hourly, non-exempt employees within the Maintenance, Custodial, Transportation, Technology, Child Nutrition, Safety and Security departments, contingent upon successful completion of the required Workers' Compensation Safety Training by December 18, 2025, and approve the corresponding budget amendment to fund this incentive from the General Fund balance, not to exceed \$150,000.