



## SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

### Agenda Item Summary

Meeting Date: June 20, 2018

Purpose: ☐ Presentation/Report ☐ Recognition ☐ Discussion/ Possible Action

☐ Closed/Executive Session ☐ Work Session ☐ Discussion Only ☒ Consent

From: Chriselda Bazaldua

Item Title: Approval of Teacher Hire/Transfer Under the terms of District of Innovation – Laura Mendoza

#### Description:

For Shepard Fine Arts Academy, approve the Hire/Transfer of Laura Mendoza to fill the vacancy of the 6<sup>th</sup> grade ELAR position under the terms of District of Innovation. Ms. Mendoza is currently a 4<sup>th</sup> grade teacher at Armstrong Elementary.

#### Recommendation:

Approve the Hire/Transfer of Laura Mendoza to fill the vacancy of the 6<sup>th</sup> grade ELAR position under the terms of District of Innovation.

#### District Goal/Strategy:

Strategy 3 We will develop a strong support system which will provide meaningful and innovative instruction that promotes critical thinking and problem solving.

Funding Budget Code and Amount:

199-11-6119-00-042-011

CFO Approval

A handwritten signature in blue ink, likely belonging to the Chief Financial Officer, is written over the CFO Approval box.

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

Superintendent:

A large, stylized handwritten signature in blue ink, likely belonging to the Superintendent, is written over the signature line. To the right of the signature, the date '6-14-2018' is handwritten in blue ink.



## SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

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### ***DIVISION OF ACADEMICS***

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5622 Ray Ellison Drive :: San Antonio :: Texas :: 78242 :: (210) 977-7365 :: Fax (210) 623-1846

To: Dr. Abelardo Saavedra, Superintendent  
From: Chriselda Bazaldua, Director of Health Science Academy  
CC: Monica Lopez, Director of Human Resources  
Date: June 4, 2018  
Subject: Recommendation to Hire Teacher Under District of Innovation

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Dr. Saavedra:

This correspondence serves as a recommendation to hire Laura Mendoza to fill the ELAR Teacher Vacancy at Shepard Middle School Fine Arts Academy under the terms of District of Innovation, as Ms. Mendoza has shown to be the best candidate for the position based on proven teaching ability within the district, however, she does not hold a middle school certification.

Ms. Mendoza holds a Texas Teacher Certification as a Generalist, grades EC-4.

Please consider this request.

Respectfully,

A handwritten signature in blue ink that reads 'Chriselda Bazaldua'.

Chriselda Bazaldua  
Director of Health Science Academy

**NOTE:** Employee will not be set up for any type of payroll action or change without the respective Executive Officers signature.

CHECK APPROPRIATE BOX:  
☒ PROFESSIONAL  
☐ AUXILIARY  
☐ PARA-PROFESSIONAL  
☐ SUBSTITUTE TEACHER

## SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

### EMPLOYEE CHANGE FORM


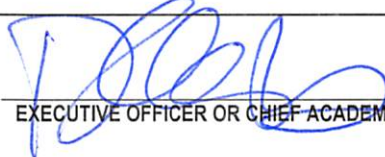
**EMPLOYEE** MENDOZA, LAURA **EMPLOYEE #** 6256 **DATE** 06/04/2018

**ASSIGNMENT** 4<sup>TH</sup> GRADE TEACHER **CAMPUS/DEPT.** SHEPARD/ELAR

	PRESENT	NEW	EFFECTIVE DATE
<input type="checkbox"/> CHANGE PAY GRADE			
<input type="checkbox"/> CHANGE PAY RATE			
<input type="checkbox"/> CHANGE BUDGET CODE			
<input checked="" type="checkbox"/> CHANGE LOCATION	ARMSTRONG ES	SHEPARD FINE ARTS ACADEMY	AUG 8, 2018
<input checked="" type="checkbox"/> CHANGE POSITION # / TITLE	4 <sup>TH</sup> GRADE TEACHER	6 <sup>TH</sup> GRADE FINE ARTS ACADEMY ELAR TEACHER	AUG 8, 2018
<input type="checkbox"/> PAY SUPPLEMENT			
<input type="checkbox"/> ADDITIONAL YRS. EXP.			
<input type="checkbox"/> CHANGE CONTRACT DAYS			
	From To	From To #Days	
<input type="checkbox"/> POSITION CONTROL #			
<input type="checkbox"/> LEAVE STATUS	EFFECTIVE DATE	PROBABLE DATE OF RETURN	

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

**REASON:** TEACHER APPLIED FOR AND WAS SELECTED TO TEACH IN FINE ARTS ACADEMY

   
PRINCIPAL/DIRECTOR/COORDINATOR DATE 6/4/2018 EXECUTIVE OFFICER OR CHIEF ACADEMIC OFFICER DATE 6/4/18

FUNDING SOURCE ADMINISTRATOR (If applicable) DATE EXECUTIVE BUSINESS OFFICER OR CHIEF FINANCE & BUSINESS OFFICER DATE

HUMAN RESOURCES DIRECTOR DATE 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\*\***

If moving a teacher/instructional aide from one campus to another please change in AESOP.

QUALITY CONTROL CHECK  
INITIALS