

Agenda of Regular Meeting

The Board of Trustees

San Elizario ISD: A Proud Community of Champions – Soaring to Excellence!

A Regular Meeting of the Board of Trustees of San Elizario ISD will be held in person on Wednesday, November 8, 2023, beginning at 5:30 PM SEISD Administration Office, 1050 Chicken Ranch Road, San Elizario, TX 79849.

Although one or more board members may participate by videoconference call, a quorum of the Board of Trustees will be physically present at this location for purposes of this meeting and in conformance with the Texas Open Meetings Act. All persons in physical attendance must comply with current state and local public health orders, including those regarding face masks/coverings, maintain at least 3 feet of social distance from one another, and remain in compliance with any other state and local public health orders issued in connection with the Covid-19 Pandemic. One or more of the vendors being considered at this meeting may appear through video conference call / Microsoft Teams / Zoom. Any such presentation will be visible and audible to anyone attending the open meeting.

Members of the public who desire to address the board regarding an item on this agenda must comply with the following registration procedures: Public comments may be submitted to acardonajr@seisd.net at any time prior to the board meeting time.

Public comment shall occur at the beginning of the meeting and shall follow all other requirements and limitations under SEISD Board Policy BED (Local).

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order shown on this meeting notice. All items on the consent agenda shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.

1. **GENERAL FUNCTIONS**

Mr. Eduardo Chavez, Board President

- A. Call Meeting to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. **San Elizario ISD Mission Statement**

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district.

Mr. Eduardo Chavez, Board President

2. **OPEN FORUM** (five-minute limit)

3. **DISTRICT RECOGNITIONS**

- A. Recognition of Student Athletes
Mr. Cesar Morales, Executive Director Athletics

1.	San Elizario High School Varsity Team Tennis - District Champions	
2.	San Elizario High School Varsity Volleyball Girls - Bi-District Champions	
3.	San Elizario High School Girls Varsity Cross Country - District Champions	
4.	San Elizario High School Girls Varsity Cross Country State Qualifier- Kylee Pardo-Saucedo	
5.	San Elizario High School Boys Varsity Cross Country - District Champions & State Qualifiers	
B.	Recognition of Bus Driver - Ms. Fabiola Ceballos Mr. Jesus Martinez, Executive Director Support Services, and Mr. Leo Benitez, Transportation Supervisor	
C.	Teacher and Employee of the Month for Ann M. Garcia-Enriquez Middle School Mr. Richard Salcido, Principal, Ann M. Garcia-Enriquez Middle School	
4.	NEW BUSINESS / BOARD ACTION ITEMS	
A.	Student Outcome Goals	
1.	Ann M. Garcia-Enriquez Middle School - Monitoring Student Progress Mr. Richard Salcido, Principal, Ann M. Garcia-Enriquez Middle School	5
B.	Consider and approval of the Annual Financial Report for the Fiscal Year Ended June 30, 2023 Mr. Norberto Rivas, Chief Financial Officer	17
C.	Consider and possible Board action to approve hiring a Communications Officer Ms. Myrna Hernandez, Board Vice-President	18
D.	Discussion on tour of the District Building located at 1444 Main Street, San Elizario, TX Board of Trustees	
E.	Discussion on EHBE(LOCAL) Special Programs: Bilingual Education/ESL Dr. Jeannie Meza-Chavez, Superintendent, Dr. Rogelio Segovia, Associate Superintendent, Ms. Susana Frescas, Instructional Programs Administrator	21
1.	EHBE(LEGAL)	23
2.	EHBE(LOCAL) San Elizario Independent School District	37
3.	EHBE(LOCAL) Austin Independent School District	38
5.	CONSENT AGENDA - Consider and possible Board action on	
A.	Financial Reports Mr. Norberto Rivas, Chief Financial Officer	
1.	Tax Report	44
2.	Financial Statements	45
3.	Investment Report	51
4.	Budget Amendment	62
5.	Purchase Orders exceeding \$25,000.00	
a.	PO # 49624 - Rudolph Chevrolet LLC - \$114,868.00	64
	PO # 49625 - Shi Government Solutions Inc. - \$52,280.85	
	PO # 49626 - Caldwell Country Chevrolet - \$57,920.00	
B.	Consider and possible Board action on Goal Progress Monitoring Ms. Lisa D. Renegar, Research and Evaluation Administrator	
1.	(HB3) Goal 1 - Overall Academic Growth in Mathematics	70
C.	Consider and possible Board action to approve revisions and updates to the Board Operating Procedures Board of Trustees	72
D.	Consider and possible board action to revise policy BF(LOCAL) - First Reading Board of Trustees	121

E.	ESC 19- 2023-2024 Continuing Education Service Agreement Dr. Jeannie Meza-Chavez, Superintendent	124
F.	Consider approval of minutes for the following: Board of Trustees	
1.	October 11, 2023 - Regular Board Meeting	127
G.	Consider disposal of surplus property declared obsolete and unnecessary by Superintendent or her Designee, to include disposal of broken furniture and technology equipment according to Administrative discretion and by any reasonable means.	
1.	Technology Department Mr. Horacio Hernandez, Technology Director	133
6.	PRESENTATION / REPORTS / INFORMATION	
A.	Meal Service Update (Information) Ms. Aggie Reyes, Executive Director Child Nutrition Services	166
B.	Post-Legislative Update to Texas Education Code - Saturday, December 2, 2023 (Information)	167
C.	Far West Texas School Boards Association Meeting - Tuesday, December 5, 2023 (Information)	168
7.	EXECUTIVE SESSION The Board will enter into a closed meeting to discuss personnel matters, to consult with attorney, to discuss real estate matters, to consider recommendations for hiring of personnel or termination of personnel and other personnel matters under Sec. 551.071, 551.072 and 551.074, Texas Gov. Code:	
A.	Discussion on Employee / Board / Superintendent Communication	
B.	Discussion regarding the Administration's recommendation for the Assistant Principal position at Alfonso Borrego Sr. Elementary School Dr. Jeannie Meza-Chavez, Superintendent	
C.	Conduct the 2022-2023 Evaluation of the Superintendent and discussion regarding the Superintendent's Employment Contract pursuant to sections 551.071 and 551.074 of the Texas Government Code Board of Trustees	
D.	Discussion regarding Legal Counsel Services Mr. Eduardo Chavez, Board President	
8.	THE BOARD WILL RETURN TO OPEN SESSION TO TAKE POSSIBLE ACTION ON THE MATTERS DISCUSSED IN EXECUTIVE SESSION	
A.	Discussion and possible action to approve the Administration's recommendation for the Assistant Principal position at Alfonso Borrego Sr. Elementary School	
B.	Discussion and possible action to approve annual evaluation of Superintendent	
C.	Discussion and possible action to amend the Superintendent's employment contract	
9.	NEXT MEETING DATE: No Regular Board Meeting will be held in the month of December 2023 Regular Board Meeting: Wednesday, January 17, 2024 at 5:30 p.m.	
10.	ADJOURNMENT	

If, during the course of the meeting covered by this Notice, the Board of Trustees should determine that a closed or executive meeting or session of the Board of Trustees is required, then such closed or executive meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the School Board at the date, hours, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the School Board may conveniently meet in such closed or executive meeting or session concerning any and all purposes permitted by the Act, including, but not limited to the following sections and purposes:

Texas Government Code Section:

- 551-071 Private consultation with the board's attorney.
- 551-072 Discussing purchases, exchange, leases, or value of real property.
- 551-073 Discussing negotiated contracts for prospective gifts or donations.
- 551-074 Discussing personnel or to hear complaints against personnel
- 551-076 Deliberation regarding security devices
- 551-082 Considering discipline of a public school child, or complaint or charge against personnel
- 551-083 Considering the standards, guidelines, terms or conditions the board will follow, or will instruct its representative to follow, in consultation with representatives of employee groups.
- 551-084 Excluding witnesses from a hearing.

Should any final action, decision, or final vote be required in the opinion of the school Board with regard to any matter considered in such closed or executive meeting or session, then the final action, or final vote shall be either:

- (a) in the open meeting covered by the Notice upon the reconvening of the public meeting; or
- (b) at a subsequent public meeting of the School Board upon notice thereof; as the School Board shall determine.

Ann M.
Garcia-Enriquez
Middle School

2023 – 2024
#SEISDPeoplePassionPurpose

Progress
Monitoring



Reading

7th and 8th Grade

2023 STAAR compared to MAP (Measurement of Academic Progress)

2023 STAAR	Approaches	Meets	Masters	Beginning of Year MAP	Approaches	Meets	Masters
7th	49%	16%	3%	7th	69%	21%	3%
8th	76%	31%	2%	8th	60%	11%	1%



1. Who is struggling the most based on the data?

- Our Special Needs and Emergent Bilingual population are below the campus average.

2. Which circumstances surrounded struggling students and what is being done about it?

- Language acquisition for Emergent Bilingual, retention of new information for Special Needs students.
 - Strengthening Your Wings Camps – once a month on Saturday from 9:00 am – 12:00 pm.
 - Tiering of students in STAAR lab (Tier II) or Reading Intervention lab (Tier III).
 - Placed in Advisory rotations on Thursday and Friday.

3. Why is it working for some students?

- Combination of practice, utilizing AVID WICOR (Writing, Inquiry, Collaboration, Organization, Reading) strategies, strong foundation, and supportive environment.

4. Which changes will happen based on the data?

- After school tutoring begins November 1st.
- Students will be Tiered through advisory.

5. How can the Board of Trustees help?

- Encouragement of reading throughout the community.
- Model English acquisition for newcomers.



Math

7th and 8th Grade

2023 STAAR compared to MAP (Measurement of Academic Progress)

2023 STAAR	Approaches	Meets	Masters
7th	61%	29%	6%
8th	76%	42%	13%

Beginning of Year MAP	Approaches	Meets	Masters
7th	61%	26%	7%
8th	71%	33%	8%



1. Who is struggling the most based on the data?

- Our Special Needs are below the campus average. 8th grade students are below last year's STAAR.

2. Which circumstances surrounded struggling students and what is being done about it?

- Lack of foundation of basic and critical solving Math skills.
 - Strengthening Your Wings Camps – once a month on Saturday from 9:00 am – 12:00 pm.
 - Provide visuals, academic vocabulary, and anchor charts.
 - Placed in Advisory rotations on Thursday and Friday.
- Increase of 8th grade students placed in Algebra I.

3. Why is it working for some students?

- Strong foundation of Math skills and high motivation in problem solving.

4. Which changes will happen based on the data?

- After school tutoring begins November 1st.
- Students will be Tiered through advisory.

5. How can the Board of Trustees help?

- Support importance of critical thinking and Math is for everyone.

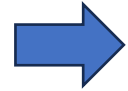


CCMR – Meets and Masters

Reading – Performance Level Indicators

2023 STAAR	Approaches Low	Approaches High	Meets	Masters
6th	20%	14%	27%	10%
7th	17%	18%	29%	6%

Move the needle right for each performance indicator



Math – Performance Level Indicators

2023 STAAR	Approaches Low	Approaches High	Meets	Masters
6th	22%	23%	25%	6%
7th	19%	14%	13%	2%



1. Who is struggling the most based on the data?

- We identified students in the Approaches High indicator.

2. Which circumstances surrounded struggling students and what is being done about it?

- Involvement in rigorous courses and level of questioning in classes.
 - Students in Approaches High are included with Meets and Masters.
 - Students in Meets and Masters were placed in Honors Math and/or English classes.
 - Increase of 15 students in Algebra I.
 - Placed in Advisory rotations on Thursday and Friday.

3. Why is it working for some students?

- Students have embraced challenging courses and motivation.

4. Which changes will happen based on the data?

- Students will be offered enrichment during Saturday Camps and be peer tutors.
- An increase in higher-order questioning during classes.

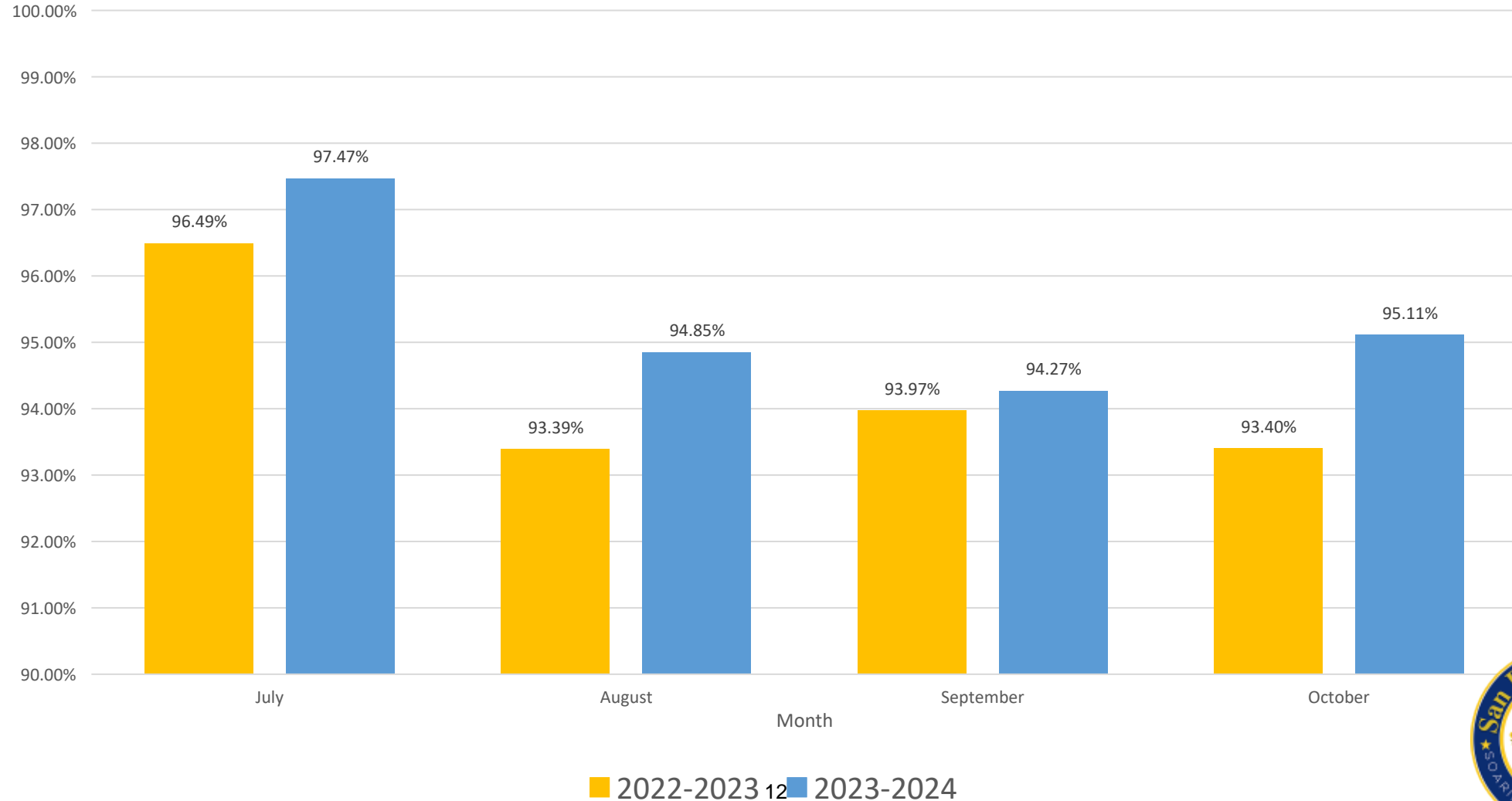
5. How can the Board of Trustees help?

- Continued support of AVID (Advancement Via Individual Determination).



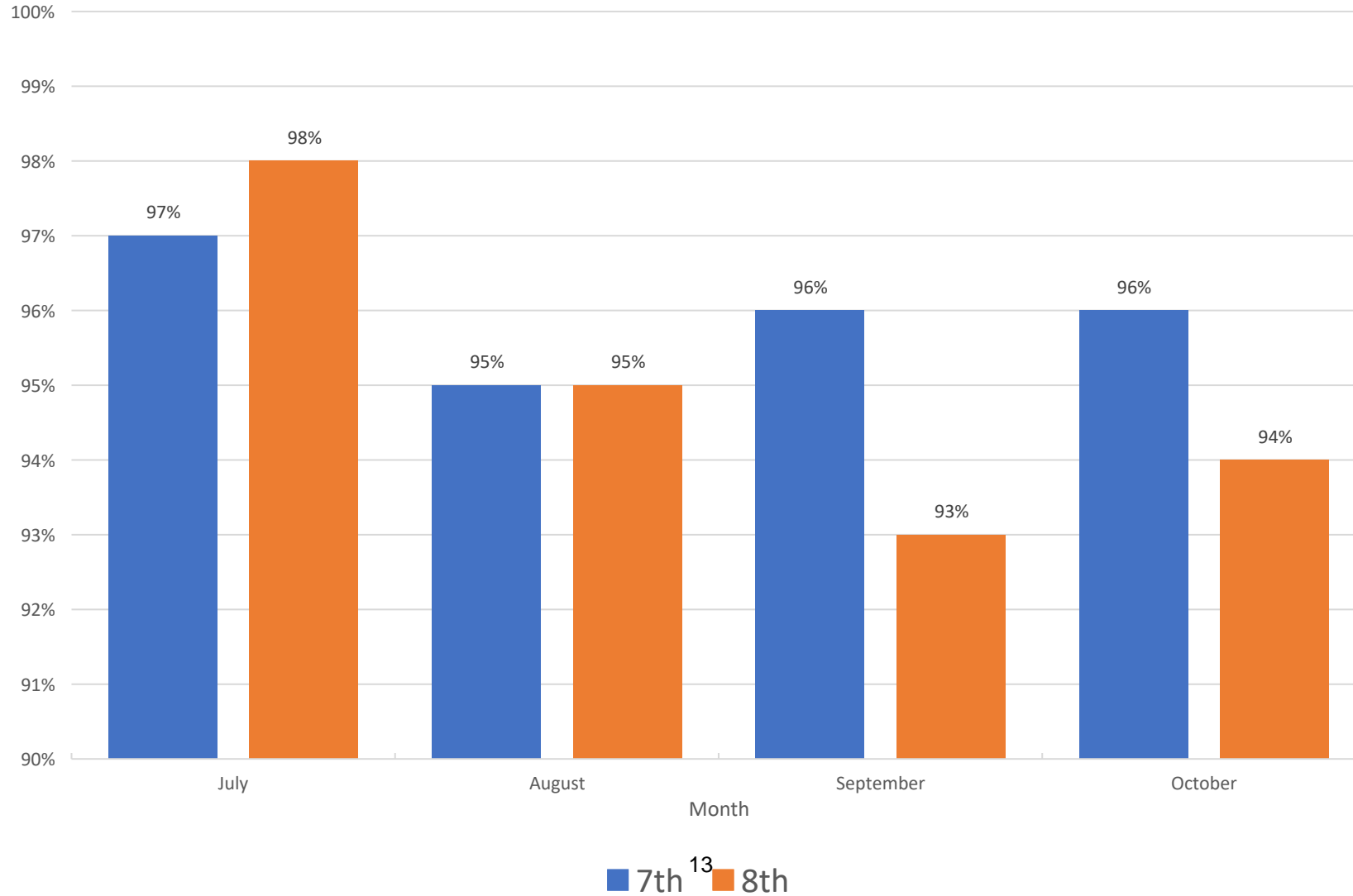
Campus Attendance

2022 -2023 School Year compared to 2023-2024 School Year



Grade Level Attendance

7th and 8th Grade Comparison



Attendance

1. Who has the lowest attendance percentage?

- Our 8th grade students have a lower percentage.

2. Which circumstances surrounded attendance struggles for that grade level and what is being done about it?

- 8th grade are aware of academic and social challenges for 8th grade and find ways to avoid them.
- Peer pressure and trying to impress others.
 - Daily calls by our Attendance Clerk, warning letters mailed out and with student after 4 absences, 45-day plans with the Principal.

3. Why is attendance higher for some grade levels?

- 7th grade students continue with their good habits from elementary.

4. Which changes will happen based on the data?

- Grade level meeting with 8th grade students on the importance of attendance.
- Work with Counselors to develop lessons for Advisory period.

5. How can the Board of Trustees help?

- Continued support of attendance policies and accountability for students and parents.



Ann M. Garcia-Enriquez Middle School

2023 – 2024
#SEISDPeoplePassionPurpose

GEMS Highlights



Ann M.
Garcia-Enriquez
Middle School

2023 – 2024
#SEISDPeoplePassionPurpose

Questions





San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Norberto Rivas, Chief Financial Officer
Subject: Consider and approval of the Annual Financial Report for the Fiscal Year Ended June 30, 2023
Date: November 8, 2023

HISTORY: As in previous years, enclosed separate from the Boardbook is a copy of the annual financial report for the fiscal year ended June 30, 2023 that will be presented by Gibson, Ruddock, Patterson LLC on November 8, 2023.

RATIONALE: In accordance with CFC(LLEGAL), the Board shall have the District's fiscal accounts audited annually.

BUDGET IMPACT: N/A

ADMINISTRATIVE RECOMMENDATION: To approve the annual financial report as presented.

Please check one: For approval Report / Information only Recognition only

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Dr. Jeannie Meza-Chavez, Superintendent
Subject: Consider and possible Board action to approve hiring a Communications Officer
Date: November 8, 2023

HISTORY: The Communications Officer position has not been filled since the 2019-2020 School Year. District communication duties were divided among other employees, such as Executive Director of Technology, Horacio Hernandez, IT Specialist, Perla Magallon, and Superintendent, Dr. Jeannie Meza-Chavez. Attached you will find the proposed Job Description.

RATIONALE: Ms. Myrna Hernandez, Board Vice-President, has inquired about this position.

BUDGET: Annual Salary for Employee based on verified and approved eligible experience.

ADMINISTRATIVE RECOMMENDATION: Discuss and provide further guidance on the Communications Officer position.

Please check one: For approval Report / Information only Recognition only
 Attachment Included

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative, and academically superior district.



SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: Officer - Communications **WAGE/HR STATUS:** Exempt
REPORTS TO: Superintendent **PAY GRADE:** Administrative Professional 5
DEPT/CAMPUS: Communications Department **DATE APPROVED/REVISED:** March 11, 2019

PRIMARY PURPOSE:

Promote positive public relations between the school district and community. Prepare and provide information to the public about the activities, goals, and policies of the school district. Distribute pertinent information about the district and its activities to employees.

QUALIFICATIONS

Education/Certification:

Bachelor's Degree in English, Journalism, Communications or a related field

Special Knowledge/Skills:

Ability to use personal computer to design and produce district publications
Demonstrated skills in writing, editing, and public speaking
Strong organizational, communication, and interpersonal skills
Ability to communicate in English and Spanish

EXPERIENCE

Three (3) years experience in journalism, public relations, communications, or a related field

MAJOR RESPONSIBILITIES AND DUTIES

1. Direct and manage the district's public information activities.
2. Serve as the information liaison between the school system and the community.
3. Serve as district spokesperson and coordinate media coverage.
4. Prepare press releases and publish articles and photos in local media and other publications.
5. Help school personnel publicize and promote any performances, exhibitions, displays, or special programs sponsored by the schools.
6. Design, prepare, and edit district publications including newsletters, recruitment brochures, programs for special events, and other publications.
7. Serve as district representative on community committees as required.
8. Ensure that public information activities contribute to the attainment of district goals and objectives.
9. Maintain district press clipping files.
10. Keep informed of developing communication trends and techniques.
11. Attend and take notes for communication purposes at all meetings as assigned by supervisor.
12. Support the goals and objectives of the school district and follow all district policies.
13. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
14. Demonstrate responsible fiscal control over assigned budgets.
15. Perform any other duties as assigned by supervisor.

EQUIPMENT USED

Standard office equipment including personal computer and peripherals. , 35mm camera, digital camera, video camera, , small scale printing machinery for newsletter production

WORKING CONDITIONS

Physical Demands:

Frequent district-wide travel and occasional statewide travel; occasional prolonged and irregular hours. Works with frequent interruptions

Environment:

General office in air-conditioned buildings; outside in all weather conditions

Mental Demands:

Maintain emotional control under stress

TERMS OF EMPLOYMENT: 226 days

EVALUATION: Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS BOARD-APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Employee Signature

Date



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Dr. Jeannie Meza-Chavez, Superintendent, Dr. Rogelio Segovia, Superintendent,
Ms. Susana Frescas, Administrator of Instructional Programs
Subject: Special Programs: Bilingual Education/ESL
Date: November 8, 2023

HISTORY:

Under Chapter 89, Section 89.1201 of the state's administrative code, it is mandated that all students in Texas whose primary language is not English and who have been identified as English learners must be afforded a comprehensive opportunity to engage in bilingual education or English as a second language (ESL) program, as stipulated by the Texas Education Code (TEC), Chapter 29, Subchapter B. Board policy EHBE is aligned with this regulation as it relates to bilingual education.

RATIONALE:

Under EHBE(LEGAL) at San Elizario Independent School District (SEISD), our bilingual education program is governed by the regulations outlined in 19 TAC 89.1210(c), which mandates the adoption of one of the following program models:

1. Transitional bilingual/early exit.
2. Transitional bilingual/late exit.
3. Dual language immersion/one-way.
4. Dual language immersion/two-way.

SEISD is currently in the process of phasing out the transitional bilingual/early exit model and is actively implementing the dual language immersion/one-way model.

The dual language model is currently in place from PreK to 4th grade, with this academic year marking its inaugural implementation in 4th grade. Preparation for the implementation of the dual language model in the 5th grade is already underway, which includes essential components such as teacher professional development.

Planning for the implementation of dual language at the secondary level is also already underway. The initial considerations to address over the next two and a half school years encompass several challenges, including securing secondary teacher commitment, ensuring that the teachers obtain the necessary bilingual certifications, selecting the dual language pathway of courses, and ensuring the availability of sound Spanish instructional materials.

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

BUDGET:

The allocation for the bilingual program during the 2022-2023 school year amounts to \$1,033,036.00.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is for the Board of Trustees to pose questions and provide input related to the bilingual education program.

Please check one: For approval Report / Information only Recognition only
 Attachment Included

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district

Table of Contents	Title III Requirements.....	2
	Definitions	2
	District Responsibility	2
	Identification of Emergent Bilingual Students	3
	Language Proficiency Assessment Committees (LPAC)	3
	Home Language Survey	4
	Emergent Bilingual Classification.....	4
	Parental Notice and Consent.....	5
	Participation of Other Students	6
	Students with Disabilities	6
	Bilingual and ESL Programs	6
	Exceptions and Waivers	7
	Program Design	7
	Dual Language Immersion Program	8
	Facilities	10
	Cooperation Among Districts	10
	Documentation	11
	Summer Program	11
	Other Programs.....	11
	Personnel	12
	Emergent Bilingual Students and State Assessments.....	12
	Program Exit	12
	Notice to Parents.....	13
	Post-Exit Monitoring and Reenrollment.....	13
	Program Evaluation	14

Note: The terms emergent bilingual, English language learner (ELL), English learner, and limited English proficiency (LEP) student are used interchangeably.

Title III Requirements A district that receives funds under Title III of the Elementary and Secondary Education Act shall comply with the statutory requirements regarding English learners and immigrant students. *20 U.S.C. 6801–7014*

A district that receives funds under Title I or Title III to provide a language instruction educational program shall, not later than 30 days after the beginning of the school year, inform the parents of an English learner identified for participation in such a program of the information required by 20 U.S.C. 6312(e)(3). *20 U.S.C. 6312(e)(3)*

Definitions “Certified English as a second language teacher” is synonymous with the term “professional transitional language educator” used in Education Code 29.063.

“Dual language immersion” means a state-approved bilingual program model in accordance with Education Code 29.066.

“Emergent bilingual student” means a student whose primary language is other than English and whose English language skills are such that the student has difficulty performing ordinary classwork in English.

“English learner (EL)” is a student who is in the process of acquiring English and has another language as the primary or home language.

“Exit” refers to the point when a student is no longer classified as LEP/EL (i.e., the student is reclassified), no longer requires bilingual or ESL program services, and is classified as non-LEP/English proficient (EP) in the Texas Student Data System Public Education Information Management System. The term “exit” is synonymous with the description in Education Code, Chapter 29, of “transferring out” of bilingual or special language programming.

“Parent” includes the parent or legal guardian of the student in accordance with Education Code 29.052.

Education Code 29.052; 19 TAC 89.1203(2)–(3), (7)–(8), (13)

**District
Responsibility**

Each district shall:

1. Identify English learners based on criteria established by the state;

2. Provide bilingual education and ESL programs as integral parts of the general program;
3. Seek appropriately certified teaching personnel to ensure that English learners are afforded full opportunity to master the essential knowledge and skills; and
4. Assess achievement for essential knowledge and skills in accordance with Education Code Chapter 29 to ensure accountability for English learners and the schools that serve them.

19 TAC 89.1201(a)

**Identification of
Emergent Bilingual
Students**

Within the first four weeks of the first day of school, the language proficiency assessment committee (LPAC) shall determine and report to the board the number of emergent bilingual students on each campus and shall classify each student according to the language in which the student possesses primary proficiency. A board shall report that information to TEA before November 1 each year. *Education Code 29.053(b)*

Language
Proficiency
Assessment
Committees
(LPAC)

Each district that is required to offer bilingual and special language programs shall, by local board policy, establish an LPAC. A district shall establish and operate a sufficient number of LPACs to enable them to discharge their duties within four weeks of the enrollment of English learners. A district shall have on file policy and procedures for the selection, appointment, and training of members of the LPAC.

*Membership of
LPAC*

The LPAC shall include:

1. An appropriately certified bilingual educator (for students served through a bilingual education program);
2. An appropriately certified English as a second language (ESL) educator (for students served through an ESL program);
3. A parent of an English learner participating in a bilingual or ESL program; and
4. A campus administrator.

A district may add other trained members to the committee.

No parent serving on the LPAC shall be an employee of the school district.

All members of the LPAC, including parents, shall be acting for the district and shall observe all laws and rules governing confidentiality of information concerning individual students. A district shall be

responsible for the orientation and training of all members, including the parents, of the LPAC.

Education Code 29.063(a), (b); 19 TAC 89.1220(a)–(f)

Duties

The LPAC shall have the duties set forth at Education Code 29.063(c) and 19 Administrative Code 89.1220(g)–(i), (k), including duties to review information, classify students, notify parents, and monitor student academic progress.

Home Language
Survey

A district shall administer only one home language survey to each new student enrolling for the first time in a Texas public school in any grade from prekindergarten through grade 12. The district shall require that the survey be signed by the student’s parent for each student in prekindergarten through grade 8, or by the student in grades 9 through 12.

It is the district's responsibility to ensure that the student's parent understands the language used in the survey and its implications. The original copy of the survey shall be kept in the student’s permanent record.

The home language survey shall be provided in English, Spanish, and Vietnamese. For students of other language groups, the home language survey shall be translated into the primary language whenever possible.

The home language survey shall elicit one language answer to each of the following questions:

1. “What language is used in the child’s home most of the time?”
2. “What language does the child use most of the time?”

If the response on the home language survey indicates that a language other than English is used, the student shall be tested in accordance with 19 Administrative Code 89.1226 (Testing and Classification of Students).

19 TAC 89.1215(a)–(c), .1226

Emergent Bilingual
Classification

The LPAC may classify a student as emergent bilingual if:

1. The student’s ability in English is so limited or the student’s disabilities are so severe that assessment procedures cannot be administered;
2. The student’s score or relative degree of achievement on the TEA-approved English proficiency test is below the levels established by TEA as indicative of reasonable proficiency;

3. The student's primary language proficiency score as measured by a TEA-approved test is greater than the student's proficiency in English; or
4. The LPAC determines, based on other information, including a teacher evaluation, parental viewpoint, or student interview, that the student's primary language proficiency is greater than the student's proficiency in English or that the student is not reasonably proficient in English.

Education Code 29.056(c)

Parental Notice and
Consent

Not later than the tenth day after the date of the student's classification as an emergent bilingual student, the LPAC shall give written notice to the student's parent. *Education Code 29.056(d)*

The district shall notify the parent in English and in the parent's primary language that their child has been classified as an English learner and recommended for placement in the required bilingual education or ESL program. The district shall comply with the parent notification requirements described by 19 Administrative Code 89.1240(a).

The entry or placement of a student in the bilingual education or ESL program must be approved in writing by the student's parent in order to have the student included in the bilingual education allotment. The parent's approval shall be considered valid for the student's continued participation in the required bilingual education or ESL program until the student meets the reclassification criteria described in 19 Administrative Code 89.1226(i) (Testing and Classification of Students), the student graduates from high school, or a change occurs in program placement.

19 TAC 89.1240(a); Education Code 29.056(a)

Pending parental approval of an English learner's entry into a bilingual program recommended by the LPAC, a district shall place the student in the recommended program. Only English learners with parent approval who are receiving services will be included in the bilingual education allotment.

A district may place or exit a student in a program without written approval of the student's parent if:

1. The student is 18 years of age or has had the disabilities of minority removed;
2. The parent provides approval through a phone conversation or email that is documented in writing and retained; or

3. An adult who the district recognizes as standing in parental relation to the student provides written approval. This may include a foster parent or employee of a state or local governmental agency with temporary possession or control of the student.

19 TAC 89.1220(j), (m)

Participation of
Other Students

With the approval of a district and a student's parents, a student who is not LEP may also participate in a bilingual education program. *Education Code 29.058*

The number of participating English proficient students shall not exceed 40 percent of the number of students enrolled in the program district-wide. *19 TAC 89.1233(c)*

Students with
Disabilities

Districts shall implement assessment procedures that differentiate between language proficiency and disabling conditions in accordance with 19 Administrative Code Chapter 89, Subchapter AA. The district shall establish placement procedures that ensure that placement in a bilingual education or ESL program is not refused solely because the student has a disability. LPAC members shall meet in conjunction with admission, review, and dismissal (ARD) committee members to review and provide recommendations about the education needs of each English learner who qualifies for services in the special education program. [See EHBAB] *19 TAC 89.1230*

Bilingual and ESL Programs

Each district with an enrollment of 20 or more emergent bilingual students in any language classification in the same grade level shall offer a bilingual education or special language program.

Each district that is required to offer bilingual education and special language programs under this section shall offer the following for emergent bilingual students:

1. Bilingual education in kindergarten through the elementary grades;
2. Bilingual education, instruction in English as a second language, or other transitional language instruction approved by the agency in post-elementary grades through grade 8; and
3. Instruction in English as a second language in grades 9 through 12.

Education Code 29.053(c)–(d); 19 TAC 89.1205

The district shall provide an ESL program to all English learners for whom a district is not required to offer a bilingual education pro-

gram, regardless of the students' grade levels and primary language, and regardless of the number of such students, except in cases where a district exercises the option to provide a bilingual education program that is not required by law [see below]. *19 TAC 89.1205(c)*

A district is authorized to establish a bilingual education program even if the district has fewer than 20 English learners in any language classification in the same grade level district-wide and are not required to do so under the law. A district is also authorized to establish bilingual education programs at grade levels at which the district is not required under the law to establish bilingual programs. If a district does operate such a program under this authorization, the district shall adhere to all program requirements in 19 Administrative Code 89.1210, .1227, .1228, and .1229. *19 TAC 89.1205(f)-(g)*

Exceptions and
Waivers

A district shall comply with the requirements for bilingual education exceptions and ESL waivers under 19 Administrative Code 89.1207. *Education Code 29.054; 19 TAC 89.1207*

A district that is unable to employ a sufficient number of teachers, including part-time teachers, who meet the certification requirements for bilingual education and ESL program shall apply for an exception or waiver to the certification requirement on or before November 1. *19 TAC 89.1245(b)*

Program Design

A district that is required to offer a bilingual education or ESL program shall provide each English learner the opportunity to be enrolled in the required program at his or her grade level.

A district's bilingual education program shall comply with the program content and design requirements of 19 Administrative Code 89.1210. A district shall provide for ongoing coordination between the ESL program and the regular educational program.

19 TAC 89.1210

English learners shall participate with their English-speaking peers in general education classes provided in subjects such as art, music, and physical education. A district shall provide students enrolled in the program a meaningful opportunity to participate fully with other students in all extracurricular activities. Elective courses included in the curriculum may be taught in a language other than English. *Education Code 29.055, .057(b); 19 TAC 89.1210(f)*

*Bilingual
Education
Program Models*

The bilingual education program shall be implemented through at least one of the following program models:

1. Transitional bilingual/early exit;

2. Transitional bilingual/late exit;
3. Dual language immersion/one-way; or
4. Dual language immersion/two-way.

19 TAC 89.1210(c)

ESL Program Models

The ESL program shall be implemented through one of the following program models:

1. An ESL/content-based program model is an English acquisition program that serves students identified as English learners through English instruction by a teacher appropriately certified in ESL under Education Code 29.061(c), through English language arts and reading, mathematics, science, and social studies. The goal of content-based ESL is for English learners to attain full proficiency in English in order to participate equitably in school. This model targets English language development through academic content instruction that is linguistically and culturally responsive in English language arts and reading, mathematics, science, and social studies.
2. An ESL/pull-out program model is an English acquisition program that serves students identified as English learners through English instruction provided by an appropriately certified ESL teacher under Education Code 29.061(c), through English language arts and reading. The goal of ESL pull-out is for English learners to attain full proficiency in English in order to participate equitably in school. This model targets English language development through academic content instruction that is linguistically and culturally responsive in English language arts and reading. Instruction shall be provided by the ESL teacher in a pull-out or inclusionary delivery model.

19 TAC 89.1210(d)

Dual Language Immersion Program

A district may adopt a dual language immersion program (DLIP) for students enrolled in elementary school grades. *Education Code 28.005(c), .0051(c)*

Implementation

Program implementation shall:

1. Begin at prekindergarten or kindergarten, as applicable;
2. Continue without interruption incrementally through the elementary grades; and
3. Consider expansion to middle school and high school whenever possible.

19 TAC 89.1227(e)

*Minimum
Requirements*

A DLIP shall:

1. Address all curriculum requirements specified at 19 Administrative Code Chapter 74, Subchapter A (Required Curriculum) to include foundation and enrichment areas, English language proficiency standards, and college and career readiness standards.
2. Be a full-time program of academic instruction in English and another language.
3. Provide equitable resources in English and the additional program language whenever possible.
4. Provide a minimum of 50 percent of instructional time in the language other than English for the duration of the program.
5. Be developmentally appropriate and based on current best practices identified in research.

19 TAC 89.1227

*Two-Way DLIP
Enrollment*

Student enrollment in a two-way DLIP is optional for English proficient students. The program shall fully disclose candidate selection criteria and ensure that access to the program is not based on race, creed, color, religious affiliation, age, or disability. A district must obtain written parental approval for English proficient students through a district-developed process.

A district implementing a two-way DLIP shall develop a policy on enrollment and continuation for students in the program. The policy must address:

1. Eligibility criteria;
2. Program purpose;
3. The district's commitment to providing equitable access to services for English learners.
4. Grade levels in which the program will be implemented;
5. Support of program goals as stated in 19 Administrative Code 89.1210 (Program Content and Design); and
6. Expectations for students and parents.

19 TAC 89.1228(c)

*Two-Way DLIP
State
Assessment*

A district implementing a two-way DLIP shall determine the appropriate assessment option for program participants as follows:

1. For English learners, the LPAC shall convene before the administration of the state criterion-referenced test each year to determine the appropriate assessment option for each English learner in accordance with 19 Administrative Code 89.1220(i) (Language Proficiency Assessment Committee).
2. For English proficient students, the appropriate assessment option for the administration of the state criterion-referenced test each year is determined through a district-developed process.

19 TAC 89.1228(e)

*School District
Recognition*

A district may recognize one or more of its schools that implement an exceptional DLIP if the school meets all of the following criteria:

1. The school must meet the minimum requirements stated in 19 Administrative Code 89.1227.
2. The school must receive an acceptable performance rating in the state accountability system.

The school must not be identified for any stage of intervention for the district's bilingual and/or ESL program under the performance-based monitoring system.

*Student
Recognition*

A student participating in a DLIP or any other state-approved bilingual or ESL program may be recognized by the program and the board by earning a performance acknowledgement in accordance with 19 Administrative Code 74.14. [See EIF]

19 TAC 89.1229

Facilities

Bilingual education and ESL programs shall be located in public schools of the district with equitable access to all educational resources rather than in separate facilities. A district may concentrate the programs at a limited number of facilities within the district. Recent immigrant English learners shall not remain enrolled in a newcomer center for longer than two years. *Education Code 29.057; 19 TAC 89.1235*

Cooperation Among
Districts

A district may join with one or more other districts to provide the required bilingual education or special language programs. The availability of the programs shall be publicized throughout the districts involved.

A district may allow a nonresident emergent bilingual student to enroll in or attend its bilingual education or special language pro-

grams if the student's district of residence does not provide an appropriate program. The tuition for the student shall be paid by the district in which the student resides.

Education Code 29.059; 19 TAC 89.1205(e)

Documentation

A student's permanent record shall contain the documentation items required by 19 Administrative Code 89.1220(l). Documentation in a student's permanent record shall be forwarded in the same manner as other student records to another school district in which the student enrolls. *19 TAC 89.1220(l)*

For students previously enrolled in a Texas public school, the receiving district shall secure the student records, including the home language survey and LPAC documentation as described in 19 Administrative Code 89.1220(l), as applicable. All attempts to contact the sending district to request records shall be documented. Multiple attempts to obtain the student's home language survey shall be made. *19 TAC 89.1215(d)*

Summer Program

If a district is required to offer a bilingual education or special language program, it shall offer a voluntary summer school program for emergent bilingual children who will be eligible for admission to kindergarten or first grade at the beginning of the next school year.

A school that operates on a semester system shall offer the program during the period school is recessed for the summer and for one-half day for eight weeks or on a similar schedule approved by the board. A school that operates on any other system shall offer 120 hours of instruction on a schedule established by the board.

The program must be an intensive bilingual education or special language program that meets the standards set by TEA, and the student/teacher ratio may not exceed 18:1. A district shall comply with the requirements of 19 Administrative Code 89.1250 in providing such a program.

Other Programs

A district may establish on a full- or part-time basis other summer school, extended day, or extended week bilingual or special language programs for emergent bilingual students and may join with other districts in establishing such programs.

The programs required or authorized by Education Code 29.060 may not be a substitute for programs required to be provided during the regular school year.

Education Code 29.060

Personnel

Teachers assigned to a bilingual education program using one of the following program models must be appropriately certified in bilingual education:

1. Transitional bilingual/early exit program model; or
2. Transitional bilingual/late exit program model.

Education Code 29.061(b)

Teachers assigned to a bilingual education program using a dual language immersion/one-way or two-way program model must be appropriately certified for:

1. Bilingual education for the component of the program provided in a language other than English; and
2. Bilingual education or English as a second language for the component of the program provided in English.

A district that provides a bilingual education program using a dual language immersion/one-way or two-way program model may assign a teacher certified for the language other than English component of the program and a different teacher certified for the English language component.

Education Code 29.061(b-1)–(b-2)

Teachers assigned to ESL programs must be appropriately certified for ESL. *Education Code 29.061(c)*

A district that is unable to hire a sufficient number of teachers with bilingual teaching or ESL certificates may request the activation of the appropriate permits in accordance with 19 Administrative Code Chapter 230. A district that is unable to provide the required bilingual education program because of an insufficient number of appropriately certified teachers shall request from the commissioner an exception to the bilingual education program and the approval of an alternative language program. English learners with parental approval for program services under a bilingual education exception will be included in the bilingual education allotment designated for an alternative language program. [See Exceptions and Waivers, above] *19 TAC 89.1207(a)–(b), .1245(a); Education Code 29.054*

Emergent Bilingual Students and State Assessments

In kindergarten–grade 12, an emergent bilingual student shall participate in the state assessment in accordance with commissioner's rules at 19 Administrative Code Chapter 101, Subchapter AA. [See EKBA]

Program Exit

A district may transfer an emergent bilingual student out of a bilingual education or special language program for the first time or a

subsequent time if the student is able to participate equally in a regular all-English instructional program as determined by:

1. TEA-approved tests administered at the end of each school year to determine the extent to which the student has developed oral and written language proficiency and specific language skills in English;
2. Satisfactory performance on the reading assessment instrument under Education Code 39.023(a) or an English language arts assessment instrument under Education Code 39.023(c), as applicable, with the assessment instrument administered in English, or, if the student is enrolled in the first or second grade, an achievement score at or above the 40th percentile in the reading and language arts sections of an English standardized test approved by TEA; and
3. TEA-approved criterion-referenced tests and the results of a subjective teacher evaluation.

Education Code 29.056(g)

Notice to Parents

A district shall give written notification to the student's parent of a student's reclassification as English proficient and his or her exit from the bilingual or ESL program and acquire written approval. Students meeting reclassification requirements may continue in the bilingual education or ESL program with parental approval. *19 TAC 89.1240(b)*

Post-Exit Monitoring and Reenrollment

The language proficiency assessment committee may reenroll the student in the program if later evidence suggests that a student who has been transferred out of a bilingual education or special language program has inadequate English proficiency and achievement. Classification of students for reenrollment must be based on the criteria required by Education Code 29.056. *Education Code 29.056(h)*

The LPAC shall reevaluate a student who is transferred out of a bilingual education or special language program if the student earns a failing grade in a subject in the foundation curriculum during any grading period in the first two school years after the student is transferred to determine whether the student should be reenrolled in a bilingual education or special language program.

During the first two school years after a student is transferred out of a bilingual education or special language program, the LPAC shall review the student's performance and consider:

1. The total amount of time the student was enrolled in bilingual education or special language programs;

2. The student's grades each grading period in each subject in the foundation curriculum;
3. The student's performance on state assessment instruments;
4. The number of credits the student has earned toward high school graduation, if applicable; and
5. Any disciplinary actions taken against the student under Education Code Chapter 37, Subchapter A.

After the evaluation, the LPAC may require intensive instruction for the student or reenroll the student in a bilingual education or special language program.

Education Code 29.0561

Program Evaluation

A district that is required to conduct a bilingual education or ESL program shall conduct an evaluation in accordance with 19 Administrative Code 89.1265. The annual evaluation report shall be presented to the board before November 1 of each year.

A district shall report to parents the progress of their child in acquiring English as a result of participation in the program offered to English learners.

Each school year, the principal of each campus, with assistance from the campus level committee, shall develop, review, and revise the campus improvement plan for the purposes of improving student performance for English learners. [See BQB]

19 TAC 89.1265

**Language
Proficiency
Assessment
Committees**

The professional staff members of the LPAC(s) shall be assigned those duties by the Superintendent or designee. Selection of parent members of LPAC(s) shall be made after soliciting volunteers and upon the recommendation of professionals involved in the bilingual/ESL programs.

Training

The District shall provide orientation and training for all members of the LPAC(s), which shall include a discussion of the committee's duties and a thorough explanation and review of all laws and rules governing the confidentiality of information regarding individual students. In performing their duties, committee members shall be acting for the District and shall observe requirements regarding confidentiality of student records. [See FL]

Definitions

For purposes of this policy, emergent bilingual refers to students who qualify for bilingual/ESL services through the Language Proficiency Assessment Committee (LPAC) process and replaces the terms limited English proficient (LEP), English language learner (ELL), and English learner (EL).

Partner language refers to the language other than English in a dual language program, such as Spanish, Vietnamese, or Chinese Mandarin.

Superintendent's
Designee

For purposes of this policy, the Superintendent's designee shall be filled by an executive director or higher-level position.

**District Bilingual
Education Programs**

The preferred models for bilingual education in the District are one-way dual language and two-way dual language.

Each elementary campus that has an enrollment of 18 or more students identified as emergent bilingual in any language classification in the same grade level shall offer a dual language program or, with the approval of the Superintendent or designee, a transitional bilingual/late exit program.

Transitional bilingual/early exit is not an approved District bilingual program model.

A campus that does not have 18 or more students identified as emergent bilinguals in any language classification in the same grade level shall provide a bilingual education program to the extent possible or, with approval of the Superintendent or designee, an ESL program. Changes to school bilingual/ESL program models must be approved by the Superintendent or designee.

If the assigned school of an elementary school student for whom the LPAC recommends a Spanish-English bilingual program does not provide any Bilingual Program, the student shall be offered enrollment at a nearby campus that provides such a program and provided transportation if the student meets the criteria for eligible bus riders as defined in CNA(REGULATION). This is considered a bilingual placement rather than a curriculum transfer.

**Elementary Dual
Language Programs**

A Dual Language Program is a bilingual educational model in which students learn academic content presented in two languages—English and a partner language—and develop bilingualism, biliteracy, and positive cross-cultural competence. At least 50 percent of instructional time shall be provided in the partner language at all grade levels offered at the school.

For purposes of this policy, the Dual Language Program models are as follows:

1. One-way dual language programs serve one language group of students, specifically emergent bilinguals. For example, students whose primary language is Spanish learn in English and Spanish.
2. Two-way dual language programs integrate two language groups of students, with an equal number of each, or as approximate as possible. For example, emergent bilingual students who speak Spanish and students whose primary language is English learn in both languages.

Unless otherwise specified, Dual Language Program in this policy shall refer to both one-way and two-way dual language programs.

Students identified as emergent bilinguals in a dual language program should meet reclassification criteria and be exited from English learner status not earlier than six or later than seven years after enrolling in U.S. schools [19 TAC 89.1210(c)(2)]. Students identified as emergent bilinguals shall be allowed to continue in the dual language program even after they acquire sufficient English proficiency to meet reclassification criteria and are exited from limited English proficient (LEP) status.

Purpose

The purpose of the Dual Language Program is as follows:

1. Students will participate in a rigorous academic program with high cognitive demand, resulting in students achieving academically in the core content areas in two languages.
2. Students will develop bilingualism and biliteracy, defined as the ability to comprehend and communicate in two languages, both orally and in written form, using grade-level appropriate, complex thinking.
3. Students will develop positive cross-cultural competence.

Eligibility

The parent or guardian of a student identified as emergent bilingual may enroll his or her child in a bilingual program as defined in the first section of this policy or in a one-way or two-way dual language program at the student's home campus or apply for enrollment in a dual language program at another campus.

The parent or guardian of a student not identified as emergent bilingual may apply to enroll his or her child in a two-way dual language program at the student's home campus or at another campus. The parent or guardian may also apply to enroll the child in a one-way dual language program. In approving or denying the application, the principal shall consider any potential impact on the emergent bilingual students in the one-way Dual Language

	<p>Program, including space available for additional students who may enroll.</p> <p>In accordance with law, access to the Dual Language Program shall not be based on race, creed, color, religious affiliation, age, or disability. [See EHBE(LEGAL)]</p>
Two-Way Dual Language Transfers	<p>The parent or guardian of a student may apply for a transfer to a two-way dual language program in accordance with EHBE(REGULATION).</p>
Grade Levels	<p>Enrollment in elementary dual language programs will begin at prekindergarten or kindergarten and continue without interruption through the elementary grades.</p> <p>Students identified as emergent bilinguals who enroll in a dual language program shall be enrolled at their designated grade level based on age and preparation. Students whose primary language is English who apply for a two-way dual language program may begin only in prekindergarten or kindergarten, or within the first 20 days of the beginning of first grade, unless a language assessment in the partner language indicates they have the proficiency necessary to participate.</p>
Support of Program Goals	<p>The Board and the administration shall support program goals as stated in 19 Administrative Code 89.1210 by providing sufficient resources to implement dual language programs with fidelity, including by hiring and retaining highly qualified staff that meet program requirements, funding appropriate professional development, providing instructional resources, and monitoring program implementation.</p>
Assessment	<p>The District shall assess development of partner language proficiency for students in the program and report to parents/guardians on report cards.</p> <p>The Language Proficiency Assessment Committee (LPAC) will determine the language of assessment on state assessments for each student identified as emergent bilingual. The principal, with input from teachers and parents/guardians and in accordance with District guidelines, will determine the language of assessment on local and state assessments for each student whose primary language is English.</p>
Equitable Access	<p>The District is committed to providing equitable access to services for students identified as emergent bilingual.</p>
Expectations for Participants	<p>Parents/guardians of students enrolled in a Dual Language Program are expected to:</p>

1. Enroll the student in the program throughout the elementary school grades;
2. Understand the program goals, content, and design;
3. Engage in language enrichment activities outside of school when possible; and
4. Consent to language proficiency assessments in English and the partner language.

Teachers and administrators in the Dual Language Program are expected to:

1. Implement the program with fidelity at all grade levels in which the program is offered [See 19 Administrative Code 89.1210(c)(2) and 89.1245];
2. Communicate program goals, content, and design to parents/guardians and students; and
3. Facilitate family engagement in the program.

**Transitional
Bilingual/Late Exit
Programs**

The goal of transitional bilingual/late exit education is for students identified as emergent bilinguals to use their primary language as a resource while acquiring full proficiency in English. This model provides instruction in literacy and academic content through the medium of the students' primary language along with instruction in English that targets second language development through academic content. [19 Administrative Code 89.1210(c)(2)]

Students in a transitional bilingual/late exit program should meet reclassification criteria and be exited from LEP status not earlier than six or later than seven years after enrolling in U.S. schools. [19 Administrative Code 89.1210(c)(2)]

Transitional bilingual/late exit programs shall follow the same design as dual language programs to the extent possible based on student enrollment and staffing, including providing literacy and academic content instruction in the target language through the fifth grade.

**Secondary Dual
Language Programs**

The District shall provide secondary dual language programs at identified middle and high school campuses. Enrollment in the Dual Language Program will continue uninterrupted from grades 6–8 in middle school and grades 9–12 in high school.

The program design for secondary dual language includes at each grade level at least two District-determined courses taught in the partner language, including one language/literacy course and one core content course (math, science, social studies) or elective

course, and at least one English Language Arts/Reading course or other related English language/literacy course.

Changes to secondary dual language program models must be approved by the Superintendent or designee.

The District shall develop criteria for an AISD Dual Language Seal of Biliteracy that students would receive upon graduation.

Eligibility

Students eligible for Dual Language in middle school include:

Middle School

1. Students who have completed a District elementary dual language program; and
2. Students who demonstrate sufficient proficiency in the partner language.

High School

Students eligible for Dual Language in high school include:

1. Students who have completed a District middle school dual language program; and
2. Students who demonstrate sufficient proficiency in the partner language.

Program Monitoring

The District shall monitor program implementation and impact on students' linguistic and academic development using a variety of data points, including the following:

1. Classroom observation data;
2. Teacher and administrator participation in professional learning;
3. Student performance on state and District assessments, interpreted appropriately based on research in dual language education and the development of emergent bilinguals;
4. Language development in the partner language and in English, and
5. Family engagement. [See EHBE(REGULATION)]

The District shall report program implementation to the Board on an annual basis.

Language Proficiency Assessment Committees

The professional staff members of the language proficiency assessment committees (LPAC(s)) shall be assigned those duties by the Superintendent or designee. Selection of parent/guardian members of LPAC(s) shall be made after soliciting volunteers and upon the recommendation of professionals involved in the bilingual/ESL programs.

Training

The District shall provide orientation and training for all members of the LPAC(s), which shall include a discussion of the committee's duties and a thorough explanation and review of all laws and rules governing the confidentiality of information regarding individual students. In performing their duties, committee members shall be acting for the District and shall observe requirements regarding confidentiality of student records. [See FL]



San Elizario ISD
 P.O. Box 920
 San Elizario, TX 79849
 Phone 915.872.3900
 Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Norberto Rivas, Chief Financial Officer
Subject: Financial Reports - Tax Report
Date: November 8, 2023

HISTORY: The primary source of state funding for Texas school districts is the Foundation School Program (FSP). This program ensures that all school districts, regardless of property wealth, receive “substantially equal access to similar revenue per student at similar tax effort.” The District’s current tax rate was approved at the August 23, 2023 special Board meeting for a total rate of \$0.8916. The Maintenance & Operations (M&O) rate which pays for items such as staff salaries, supplies, materials, transportation and utilities was \$0.7219 while the Interest & Sinking (I&S) rate which pays for bonded debt was \$0.1697.

RATIONALE: The purpose of this agenda item is to report collections made for the current 2023 tax year which is based on the levy billed on October 1, 2023.

BUDGET IMPACT: Collections as of September 30, 2023 are summarized below. There is no property tax collection analysis report available at the time, but when the report does become available for the new tax year beginning on October 1, 2023 it will contain the period of September 2023.

	M&O	I&S	Total	Collections
Current Year Levy	\$0	\$0	\$0	
Current Year Collections	\$0	\$0	\$0	\$0
Current Year Levy Outstanding	\$0	\$0	\$0	
Prior Year Collections				\$31,266
Penalty & Interest Collections				\$7,296
Total Collections				\$38,562

ADMINISTRATIVE RECOMMENDATION: This report is for information only.

Please check one: For approval Report / Information only Recognition only

San Elizario ISD’s mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Norberto Rivas, Chief Financial Officer
Subject: Financial Reports – Financial Statements
Date: November 8, 2023

HISTORY: The district’s fiscal year runs from July 1st through June 30th. The district’s fiscal accounts are audited annually and the results are typically presented at the regular board meeting in November.

RATIONALE: The purpose of this agenda item is to present unaudited interim financial statements as of September 30, 2023 which are attached to this memo. Included are:

- Exhibit G-1: presents budget and actual amounts for the general fund
- Exhibit J-3: presents budget and actual amounts for the debt service fund
- Exhibit C-1: presents the balance sheet for governmental funds
- Exhibit C-3: presents revenues and expenditures for governmental funds
- Exhibit H-4: presents revenues and expenses for internal service funds

BUDGET IMPACT: There is no budget impact associated with this agenda item.

ADMINISTRATIVE RECOMMENDATION: This report is for information only.

Please check one: For approval Report / Information only Recognition only

San Elizario ISD’s mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district

SAN ELIZARIO ISD
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND - UNAUDITED
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2023

Data Control Codes		Budgeted Amounts		Actual Amounts (GAAP BASIS)	Variance With Final Budget Positive or (Negative)
		Original	Final		
REVENUES:					
5700	Total Local and Intermediate Sources	\$ 4,020,927	\$ 4,020,927	\$ 287,520	\$ (3,733,407)
5800	State Program Revenues	31,261,292	31,261,292	4,692,415	(26,568,877)
5900	Federal Program Revenues	6,295,000	6,295,000	807,272	(5,487,728)
5020	Total Revenues	<u>41,577,219</u>	<u>41,577,219</u>	<u>5,787,207</u>	<u>(35,790,012)</u>
EXPENDITURES:					
Current:					
0011	Instruction	18,108,055	18,108,055	4,477,193	13,630,862
0012	Instructional Resources and Media Services	138,227	138,227	18,690	119,537
0013	Curriculum and Instructional Staff Development	212,323	212,323	33,498	178,825
0021	Instructional Leadership	795,327	820,327	212,080	608,247
0023	School Leadership	1,659,864	1,584,864	343,844	1,241,020
0031	Guidance, Counseling and Evaluation Services	1,238,095	1,238,095	315,005	923,090
0032	Social Work Services	62,375	62,375	16,084	46,291
0033	Health Services	378,076	388,076	97,123	290,953
0034	Student (Pupil) Transportation	1,941,006	1,861,006	469,722	1,391,284
0035	Food Services	4,060,000	4,060,000	886,558	3,173,442
0036	Extracurricular Activities	1,327,471	1,357,471	242,204	1,115,267
0041	General Administration	1,813,788	1,813,788	469,534	1,344,254
0051	Facilities Maintenance and Operations	6,347,081	6,347,081	1,783,617	4,563,464
0052	Security and Monitoring Services	1,259,021	1,467,421	279,431	1,187,990
0053	Data Processing Services	1,304,130	1,204,130	204,241	999,889
0061	Community Services	36,845	36,845	5,337	31,508
Debt Service:					
0071	Debt Service	795,738	895,738	496,273	399,465
Capital Outlay:					
0081	Facilities Acquisition and Construction	2,154,297	2,274,297	537,515	1,736,782
Intergovernmental:					
0099	Other Intergovernmental Charges	52,500	52,500	12,551	39,949
6030	Total Expenditures	<u>43,684,219</u>	<u>43,922,619</u>	<u>10,900,500</u>	<u>33,022,119</u>
1100	Excess (Deficiency) of Revenues Over(Under) Expenditures	<u>(2,107,000)</u>	<u>(2,345,400)</u>	<u>(5,113,293)</u>	<u>(2,767,893)</u>
OTHER FINANCING SOURCES (USES):					
7912	Sale of Real and Personal Property	25,000	25,000	-	(25,000)
7915	Transfers In	-	-	-	-
8911	Transfers Out (Use)	-	-	-	-
7080	Total Other Financing Sources (Uses)	<u>25,000</u>	<u>25,000</u>	<u>-</u>	<u>(25,000)</u>
1200	Net Changes in Fund Balances	<u>(2,082,000)</u>	<u>(2,320,400)</u>	<u>(5,113,293)</u>	<u>(2,792,893)</u>
0100	Fund Balance - July 1 (Beginning)	-	17,601,593	17,601,593	-
3000	Fund Balance - June 30 (Ending)	<u>\$ (2,082,000)</u>	<u>\$ 15,281,193</u>	<u>\$ 12,488,300</u>	<u>\$ (2,792,893)</u>

SAN ELIZARIO ISD
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - DEBT SERVICE FUND - UNAUDITED
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2023

Data Control Codes	Budgeted Amounts		Actual Amounts (GAAP BASIS)	Variance With Final Budget Positive or (Negative)	
	Original	Final			
REVENUES:					
5700	Total Local and Intermediate Sources	\$ 627,898	\$ 627,898	\$ 21,047	\$ (606,851)
5800	State Program Revenues	1,063,966	1,063,966	-	(1,063,966)
5020	Total Revenues	1,691,864	1,691,864	21,047	(1,670,817)
EXPENDITURES:					
Debt Service:					
0071	Debt Service	1,624,413	1,624,413	-	1,624,413
6030	Total Expenditures	1,624,413	1,624,413	-	1,624,413
1100	Excess (Deficiency) of Revenues Over(Under) Expenditures	67,451	67,451	21,047	(46,404)
OTHER FINANCING SOURCES (USES):					
7915	Transfers In	-	-	-	-
7916	Premium or Discount on Issuance of Bonds	-	-	-	-
8949	Transfers Out (Use)	-	-	-	-
7080	Total Other Financing Sources (Uses)	-	-	-	-
1200	Net Changes in Fund Balances	67,451	67,451	21,047	(46,404)
0100	Fund Balance - July 1 (Beginning)	-	349,327	349,327	-
3000	Fund Balance - June 30 (Ending)	\$ 67,451	\$ 416,778	\$ 370,374	\$ (46,404)

SAN ELIZARIO ISD
BALANCE SHEET
GOVERNMENTAL FUNDS - UNAUDITED
AS OF SEPTEMBER 30, 2023

Data Control Codes	General Fund	Other Funds	Total Governmental Funds	
ASSETS				
1110	Cash and Cash Equivalents	\$ 11,960,190	\$ 811,106	\$ 12,771,296
1220	Property Taxes - Delinquent	604,519	77,019	681,538
1230	Allowance for Uncollectible Taxes (Credit)	(54,948)	(6,829)	(61,777)
1240	Receivables from Other Governments	1,009,209	3,228,023	4,237,233
1250	Accrued Interest	340	-	340
1260	Due from Other Funds	3,140,094	324,486	3,464,580
1290	Other Receivables	-	-	-
1300	Inventories	247,928	-	247,928
1410	Prepayments	-	-	-
1000	Total Assets	<u>16,907,332</u>	<u>4,433,805</u>	<u>21,341,138</u>
LIABILITIES				
2110	Accounts Payable	711,579	140,195	851,775
2150	Payroll Deductions and Withholdings Payable	344,540	-	344,540
2160	Accrued Wages Payable	1,804,729	477,322	2,282,051
2170	Due to Other Funds	845,338	2,626,228	3,471,566
2180	Due to Other Governments	-	44,474	44,474
2200	Accrued Expenditures	82,914	-	82,914
2300	Unearned Revenues	53,895	13,257	67,152
2000	Total Liabilities	<u>3,842,995</u>	<u>3,301,476</u>	<u>7,144,472</u>
DEFERRED INFLOWS OF RESOURCES				
2601	Unavailable Revenue - Property Taxes	549,571	70,191	619,762
2600	Total Deferred Inflows of Resources	<u>549,571</u>	<u>70,191</u>	<u>619,762</u>
FUND BALANCES				
Nonspendable Fund Balance:				
3410	Inventories	194,033	-	194,033
Restricted Fund Balance:				
3450	Federal or State Funds Grant Restriction	1,074,526	147,311	1,221,837
3470	Capital Acquisition and Contractual Obligation	-	378,898	378,898
3480	Retirement of Long-Term Debt	-	370,375	370,375
3490	Other Restricted Fund Balance	-	165,556	165,556
3510	Committed Fund Balance - Construction	305,196	-	305,196
3545	Committed Fund Balance - Other	2,800,000	-	2,800,000
3600	Unassigned Fund Balance	8,141,008	-	8,141,008
3000	Total Fund Balances	<u>12,514,763</u>	<u>1,062,140</u>	<u>13,576,903</u>
4000	Total Liabilities, Deferred Inflows & Fund Balances	<u>\$ 16,907,332</u>	<u>\$ 4,433,805</u>	<u>\$ 21,341,138</u>

SAN ELIZARIO ISD
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS - UNAUDITED
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2023

Data Control Codes	General Fund	Other Funds	Total Governmental Funds
REVENUES:			
5700 Total Local and Intermediate Sources	\$ 287,520	\$ 63,594	\$ 351,114
5800 State Program Revenues	4,692,415	95,406	4,787,821
5900 Federal Program Revenues	807,272	2,547,500	3,354,772
5020 Total Revenues	<u>5,787,207</u>	<u>2,706,500</u>	<u>8,493,707</u>
EXPENDITURES:			
Current:			
0011 Instruction	4,477,193	1,277,284	5,754,477
0012 Instructional Resources and Media Services	18,690	109,236	127,926
0013 Curriculum Instructional Staff Development	33,498	363,466	396,964
0021 Instructional Leadership	212,080	40,675	252,755
0023 School Leadership	343,844	273,032	616,876
0031 Guidance, Counseling and Evaluation Services	315,005	108,040	423,045
0032 Social Work Services	16,084	46,209	62,293
0033 Health Services	97,123	45,855	142,978
0034 Student (Pupil) Transportation	469,722	21,267	490,989
0035 Food Services	886,558	29,401	915,959
0036 Extracurricular Activities	242,204	24,611	266,815
0041 General Administration	469,534	15,293	484,827
0051 Facilities Maintenance and Operations	1,783,617	145,769	1,929,386
0052 Security and Monitoring Services	279,431	33,690	313,121
0053 Data Processing Services	204,241	57,068	261,309
0061 Community Services	5,337	60,477	65,814
Debt Service:			
0071 Debt Service	496,273	27,666	523,939
Capital Outlay:			
0081 Facilities Acquisition and Construction	537,515	-	537,515
Intergovernmental:			
0099 Other Intergovernmental Charges	12,551	-	12,551
6030 Total Expenditures	<u>10,900,500</u>	<u>2,679,039</u>	<u>13,579,539</u>
1100 Excess (Deficiency) of Revenues Over(Under) Expenditures	<u>(5,113,293)</u>	<u>27,461</u>	<u>(5,085,832)</u>
OTHER FINANCING SOURCES (USES)			
7912 Sale of Real and Personal Property	-	-	-
7915 Transfers In	-	-	-
8911 Transfers Out (Use)	-	-	-
7080 Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
1200 Net Change in Fund Balances	<u>(5,113,293)</u>	<u>27,461</u>	<u>(5,085,832)</u>
0100 Fund Balance - July 1 (Beginning)	17,601,593	1,027,935	18,629,528
1300 Prior Period Adjustment	-	-	-
3000 Fund Balance - June 30 (Ending)	<u>\$ 12,488,300</u>	<u>\$ 1,055,396</u>	<u>\$ 13,543,696</u>

SAN ELIZARIO ISD
 COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
 INTERNAL SERVICE FUNDS - UNAUDITED
 FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2023

	753 Self Insurance Health Fund	770 Self Insurance W/ Comp Fund	Total Internal Service Funds
OPERATING REVENUES:			
Local and Intermediate Sources	\$ 1,082,537	\$ 37,908	\$ 1,120,445
Total Operating Revenues	<u>1,082,537</u>	<u>37,908</u>	<u>1,120,445</u>
OPERATING EXPENSES:			
Professional and Contracted Services	918,939	19,359	938,298
Other Operating Costs	271,229	-	271,229
Total Operating Expenses	<u>1,190,168</u>	<u>19,359</u>	<u>1,209,527</u>
Operating Income (Loss)	<u>(107,631)</u>	<u>18,549</u>	<u>(89,082)</u>
NONOPERATING REVENUES (EXPENSES):			
Earnings from Temporary Deposits & Investments	257	16,681	16,938
Total Nonoperating Revenues (Expenses)	<u>257</u>	<u>16,681</u>	<u>16,938</u>
Income (Loss) Before Transfers	(107,374)	35,230	(72,144)
Transfer In	-	-	-
Change in Net Position	<u>(107,374)</u>	<u>35,230</u>	<u>(72,144)</u>
Total Net Position - July 1 (Beginning)	<u>(240,358)</u>	<u>1,033,273</u>	<u>792,915</u>
Total Net Position - June 30 (Ending)	<u>\$ (347,732)</u>	<u>\$ 1,068,503</u>	<u>\$ 720,771</u>



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Norberto Rivas, Chief Financial Officer
Subject: Financial Reports – Investment Report
Date: November 8, 2023

HISTORY: Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding report period in accordance with section 2256.023 of the Texas Government Code.

RATIONALE: The purpose of this agenda item is to present that investment report for the month of September 2023.

BUDGET IMPACT: Interest earned by fund is summarized in the investment report which is attached to this memo.

ADMINISTRATIVE RECOMMENDATION: This report is for information only.

Please check one: For approval Report / Information only Recognition only

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district

San Elizario I.S.D.
Statement of Interest Earned
For The Three Months Ending September 30, 2023

General Fund	\$	142,738.25
Interest & Sinking (Debt Service) Fund	\$	5,456.07
Capital Projects Fund	\$	4,963.86
Health Insurance Fund	\$	257.16
Workers Compensation Fund	\$	16,681.39
Total	\$	<u>170,096.73</u>

We, the undersigned Investment Officers, do hereby certify that the above investment information, is in compliance with Board Policy (CDA Local) and requirements stated in Sec. 2256.023 of the PFIA.

Norberto Rivas

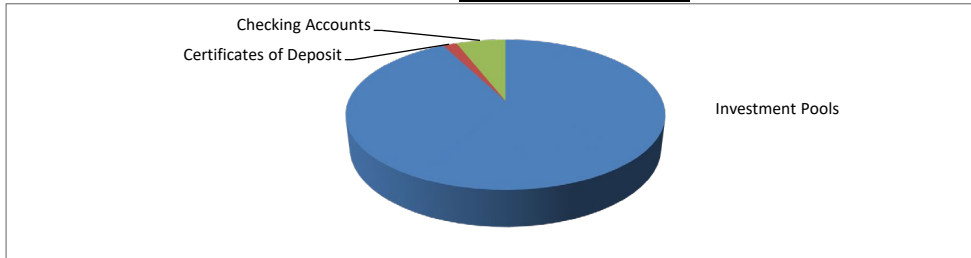
Chief Financial Officer

October 27, 2023

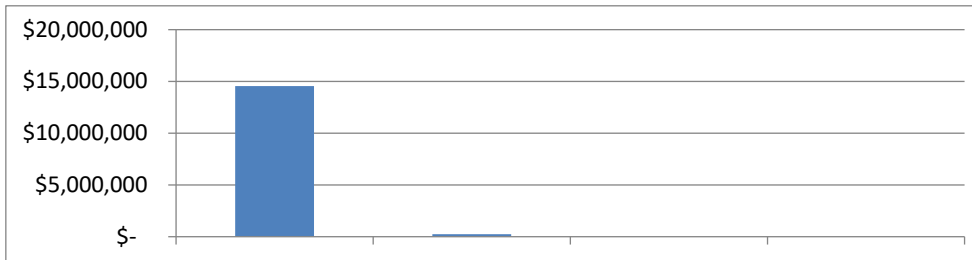
Date

Portfolio Diversification

By Investment Type	Current Market Value	Portfolio %
Investment Pools	\$ 13,671,036	92.34%
Certificates of Deposit	\$ 250,000	1.69%
Checking Accounts	\$ 884,818	5.98%
	<u>\$ 14,805,854</u>	



By Investment Maturity	Current Market Value	Portfolio %
Overnight	\$ 14,555,854	98.31%
0 - 1 Year	\$ 250,000	1.69%
1 - 2 Years	\$ -	0.00%
2 + years	\$ -	0.00%
	<u>\$ 14,805,854</u>	



General Fund

Wells Fargo- General Operating Checking Account

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Earnings Allowance</i>	<i>Net Earnings Allowance</i>
01-Jul-23	31-Jul-23	Overnight	\$ 649,456.02	1.65%	\$ 933.11
01-Aug-23	31-Aug-23	Overnight	\$ 1,345,105.79	1.65%	\$ 1,663.34
01-Sep-23	30-Sep-23	Overnight	\$ 522,659.56	1.65%	\$ 1,151.62
01-Oct-23	31-Oct-23	Overnight	\$ -	0.00%	\$ -
01-Nov-23	30-Nov-23	Overnight	\$ -	0.00%	\$ -
01-Dec-23	31-Dec-23	Overnight	\$ -	0.00%	\$ -
01-Jan-24	31-Jan-24	Overnight	\$ -	0.00%	\$ -
01-Feb-24	28-Feb-24	Overnight	\$ -	0.00%	\$ -
01-Mar-24	31-Mar-24	Overnight	\$ -	0.00%	\$ -
01-Apr-24	30-Apr-24	Overnight	\$ -	0.00%	\$ -
01-May-24	31-May-24	Overnight	\$ -	0.00%	\$ -
01-Jun-24	30-Jun-24	Overnight	\$ -	0.00%	\$ -
Net Earnings Allowance:					\$ 3,748.07

Earnings allowance is earned based on the available bank balance and is used to offset monthly bank analyzed charges.

Wells Fargo- Food Service Checking Account

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Earnings Allowance</i>	<i>Net Earnings Allowance</i>
01-Jul-23	31-Jul-23	Overnight	\$ 26,501.35	0.00%	\$ -
01-Aug-23	31-Aug-23	Overnight	\$ 35,566.24	0.00%	\$ -
01-Sep-23	30-Sep-23	Overnight	\$ 48,921.34	0.00%	\$ -
01-Oct-23	31-Oct-23	Overnight	\$ -	0.00%	\$ -
01-Nov-23	30-Nov-23	Overnight	\$ -	0.00%	\$ -
01-Dec-23	31-Dec-23	Overnight	\$ -	0.00%	\$ -
01-Jan-24	31-Jan-24	Overnight	\$ -	0.00%	\$ -
01-Feb-24	28-Feb-24	Overnight	\$ -	0.00%	\$ -
01-Mar-24	31-Mar-24	Overnight	\$ -	0.00%	\$ -
01-Apr-24	30-Apr-24	Overnight	\$ -	0.00%	\$ -
01-May-24	31-May-24	Overnight	\$ -	0.00%	\$ -
01-Jun-24	30-Jun-24	Overnight	\$ -	0.00%	\$ -
Net Earnings Allowance:					\$ -

This bank balance is combined with the general operating account for the purpose of the earning allowance.

Lone Star Investment Pool- Corporate Overnight Plus Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-23	31-Jul-23	Overnight	\$ 4,189,259.96	5.37%	\$ 21,019.72
01-Aug-23	31-Aug-23	Overnight	\$ 652,739.69	5.53%	\$ 15,037.66
01-Sep-23	30-Sep-23	Overnight	\$ 7,288,438.93	5.59%	\$ 12,272.15
01-Oct-23	31-Oct-23	Overnight	\$ -	0.00%	\$ -
01-Nov-23	30-Nov-23	Overnight	\$ -	0.00%	\$ -
01-Dec-23	31-Dec-23	Overnight	\$ -	0.00%	\$ -
01-Jan-24	31-Jan-24	Overnight	\$ -	0.00%	\$ -
01-Feb-24	28-Feb-24	Overnight	\$ -	0.00%	\$ -
01-Mar-24	31-Mar-24	Overnight	\$ -	0.00%	\$ -
01-Apr-24	30-Apr-24	Overnight	\$ -	0.00%	\$ -
01-May-24	31-May-24	Overnight	\$ -	0.00%	\$ -
01-Jun-24	30-Jun-24	Overnight	\$ -	0.00%	\$ -
Interest Earned:					\$ 48,329.53

Lone Star Investment Pool- Corporate Overnight Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-23	31-Jul-23	Overnight	\$ 494,622.42	5.31%	\$ 2,220.52
01-Aug-23	31-Aug-23	Overnight	\$ 496,926.76	5.49%	\$ 2,304.34
01-Sep-23	30-Sep-23	Overnight	\$ 198,456.32	5.53%	\$ 1,529.56
01-Oct-23	31-Oct-23	Overnight	\$ -	0.00%	\$ -
01-Nov-23	30-Nov-23	Overnight	\$ -	0.00%	\$ -
01-Dec-23	31-Dec-23	Overnight	\$ -	0.00%	\$ -
01-Jan-24	31-Jan-24	Overnight	\$ -	0.00%	\$ -
01-Feb-24	28-Feb-24	Overnight	\$ -	0.00%	\$ -
01-Mar-24	31-Mar-24	Overnight	\$ -	0.00%	\$ -
01-Apr-24	30-Apr-24	Overnight	\$ -	0.00%	\$ -
01-May-24	31-May-24	Overnight	\$ -	0.00%	\$ -
01-Jun-24	30-Jun-24	Overnight	\$ -	0.00%	\$ -
Interest Earned:					\$ 6,054.42

Lone Star Investment Pool- Government Overnight Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-23	31-Jul-23	Overnight	\$ 3,719,012.57	5.12%	\$ 16,018.37
01-Aug-23	31-Aug-23	Overnight	\$ 3,772,036.61	5.30%	\$ 16,841.76
01-Sep-23	30-Sep-23	Overnight	\$ 811,493.50	5.32%	\$ 9,107.19
01-Oct-23	31-Oct-23	Overnight	\$ -	0.00%	\$ -
01-Nov-23	30-Nov-23	Overnight	\$ -	0.00%	\$ -
01-Dec-23	31-Dec-23	Overnight	\$ -	0.00%	\$ -
01-Jan-24	31-Jan-24	Overnight	\$ -	0.00%	\$ -
01-Feb-24	28-Feb-24	Overnight	\$ -	0.00%	\$ -
01-Mar-24	31-Mar-24	Overnight	\$ -	0.00%	\$ -
01-Apr-24	30-Apr-24	Overnight	\$ -	0.00%	\$ -
01-May-24	31-May-24	Overnight	\$ -	0.00%	\$ -
01-Jun-24	30-Jun-24	Overnight	\$ -	0.00%	\$ -
Interest Earned:					\$ 41,967.32

Texas CLASS Investment Pool- General Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-23	31-Jul-23	Overnight	\$ 3,339,233.84	5.32%	\$ 15,064.21
01-Aug-23	31-Aug-23	Overnight	\$ 3,354,796.04	5.48%	\$ 15,562.20
01-Sep-23	30-Sep-23	Overnight	\$ 3,370,052.51	5.52%	\$ 15,256.47
01-Oct-23	31-Oct-23	Overnight	\$ -	0.00%	\$ -
01-Nov-23	30-Nov-23	Overnight	\$ -	0.00%	\$ -
01-Dec-23	31-Dec-23	Overnight	\$ -	0.00%	\$ -
01-Jan-24	31-Jan-24	Overnight	\$ -	0.00%	\$ -
01-Feb-24	28-Feb-24	Overnight	\$ -	0.00%	\$ -
01-Mar-24	31-Mar-24	Overnight	\$ -	0.00%	\$ -
01-Apr-24	30-Apr-24	Overnight	\$ -	0.00%	\$ -
01-May-24	31-May-24	Overnight	\$ -	0.00%	\$ -
01-Jun-24	30-Jun-24	Overnight	\$ -	0.00%	\$ -
Interest Earned:					\$ 45,882.88

GECU- Certificate of Deposit (Date Opened: 4/21/2021 Maturity Date: 4/21/2024)

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-23	31-Jul-23	Overnight	\$ 250,000.00	0.80%	\$ 169.86
01-Aug-23	31-Aug-23	Overnight	\$ 250,000.00	0.80%	\$ 169.86
01-Sep-23	30-Sep-23	Overnight	\$ 250,000.00	0.80%	\$ 164.38
01-Oct-23	31-Oct-23	Overnight	\$ -	0.00%	\$ -
01-Nov-23	30-Nov-23	Overnight	\$ -	0.00%	\$ -
01-Dec-23	31-Dec-23	Overnight	\$ -	0.00%	\$ -
01-Jan-24	31-Jan-24	Overnight	\$ -	0.00%	\$ -
01-Feb-24	28-Feb-24	Overnight	\$ -	0.00%	\$ -
01-Mar-24	31-Mar-24	Overnight	\$ -	0.00%	\$ -
01-Apr-24	30-Apr-24	Overnight	\$ -	0.00%	\$ -
Interest Earned:					\$ 504.10

Total General Fund Interest Earned **\$ 142,738.25**

Interest & Sinking Fund (Debt Service)

Lone Star Investment Pool- Corporate Overnight Plus Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-23	31-Jul-23	Overnight	\$ 259,349.66	5.37%	\$ 1,176.33
01-Aug-23	31-Aug-23	Overnight	\$ 260,566.79	5.53%	\$ 1,217.13
01-Sep-23	30-Sep-23	Overnight	\$ 261,761.22	5.58%	\$ 1,194.43
01-Oct-23	31-Oct-23	Overnight	-	0.00%	\$ -
01-Nov-23	30-Nov-23	Overnight	-	0.00%	\$ -
01-Dec-23	31-Dec-23	Overnight	-	0.00%	\$ -
01-Jan-24	31-Jan-24	Overnight	-	0.00%	\$ -
01-Feb-24	28-Feb-24	Overnight	-	0.00%	\$ -
01-Mar-24	31-Mar-24	Overnight	-	0.00%	\$ -
01-Apr-24	30-Apr-24	Overnight	-	0.00%	\$ -
01-May-24	31-May-24	Overnight	-	0.00%	\$ -
01-Jun-24	30-Jun-24	Overnight	-	0.00%	\$ -
Interest Earned:					\$ 3,587.89

Lone Star Investment Pool- Government Overnight Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-23	31-Jul-23	Overnight	\$ 138,613.06	5.12%	\$ 587.35
01-Aug-23	31-Aug-23	Overnight	\$ 144,759.38	5.30%	\$ 639.92
01-Sep-23	30-Sep-23	Overnight	\$ 149,912.51	5.32%	\$ 640.91
01-Oct-23	31-Oct-23	Overnight	-	0.00%	\$ -
01-Nov-23	30-Nov-23	Overnight	-	0.00%	\$ -
01-Dec-23	31-Dec-23	Overnight	-	0.00%	\$ -
01-Jan-24	31-Jan-24	Overnight	-	0.00%	\$ -
01-Feb-24	28-Feb-24	Overnight	-	0.00%	\$ -
01-Mar-24	31-Mar-24	Overnight	-	0.00%	\$ -
01-Apr-24	30-Apr-24	Overnight	-	0.00%	\$ -
01-May-24	31-May-24	Overnight	-	0.00%	\$ -
01-Jun-24	30-Jun-24	Overnight	-	0.00%	\$ -
Interest Earned:					\$ 1,868.18

Total Debt Service Fund Interest Earned **\$ 5,456.07**

Capital Projects Fund

2015 Bond Construction Fund - Government Overnight Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
01-Jul-23	31-Jul-23	Overnight	\$ 375,560.02	5.12%	\$ 1,625.42
01-Aug-23	31-Aug-23	Overnight	\$ 377,250.04	5.30%	\$ 1,690.02
01-Sep-23	30-Sep-23	Overnight	\$ 378,898.46	5.32%	\$ 1,648.42
01-Oct-23	31-Oct-23	Overnight	-	0.00%	\$ -
01-Nov-23	30-Nov-23	Overnight	-	0.00%	\$ -
01-Dec-23	31-Dec-23	Overnight	-	0.00%	\$ -
01-Jan-24	31-Jan-24	Overnight	-	0.00%	\$ -
01-Feb-24	28-Feb-24	Overnight	-	0.00%	\$ -
01-Mar-24	31-Mar-24	Overnight	-	0.00%	\$ -
01-Apr-24	30-Apr-24	Overnight	-	0.00%	\$ -
01-May-24	31-May-24	Overnight	-	0.00%	\$ -
01-Jun-24	30-Jun-24	Overnight	-	0.00%	\$ -
Interest Earned:					\$ 4,963.86

Total Capital Projects Fund Interest Earned **\$ 4,963.86**

Health Insurance Fund

Wells Fargo- Health Insurance						
<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>	
01-Jul-23	31-Jul-23	Overnight	\$ 9,511.35	1.01%	\$	72.65
01-Aug-23	31-Aug-23	Overnight	\$ 71,472.99	1.09%	\$	99.59
01-Sep-23	30-Sep-23	Overnight	\$ 211,011.65	1.09%	\$	84.92
01-Oct-23	31-Oct-23	Overnight	\$ -	0.00%	\$	-
01-Nov-23	30-Nov-23	Overnight	\$ -	0.00%	\$	-
01-Dec-23	31-Dec-23	Overnight	\$ -	0.00%	\$	-
01-Jan-24	31-Jan-24	Overnight	\$ -	0.00%	\$	-
01-Feb-24	28-Feb-24	Overnight	\$ -	0.00%	\$	-
01-Mar-24	31-Mar-24	Overnight	\$ -	0.00%	\$	-
01-Apr-24	30-Apr-24	Overnight	\$ -	0.00%	\$	-
01-May-24	31-May-24	Overnight	\$ -	0.00%	\$	-
01-Jun-24	30-Jun-24	Overnight	\$ -	0.00%	\$	-
					Interest Earned:	\$ 257.16
Total Health Insurance Fund Interest Earned						\$ 257.16

Workers Compensation Fund

Wells Fargo- Worker's Compensation						
<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>	
01-Jul-23	31-Jul-23	Overnight	\$ 75,307.93	1.02%	\$	67.96
01-Aug-23	31-Aug-23	Overnight	\$ 67,882.22	1.09%	\$	65.26
01-Sep-23	30-Sep-23	Overnight	\$ 102,225.44	1.09%	\$	79.42
01-Oct-23	31-Oct-23	Overnight	\$ -	0.00%	\$	-
01-Nov-23	30-Nov-23	Overnight	\$ -	0.00%	\$	-
01-Dec-23	31-Dec-23	Overnight	\$ -	0.00%	\$	-
01-Jan-24	31-Jan-24	Overnight	\$ -	0.00%	\$	-
01-Feb-24	28-Feb-24	Overnight	\$ -	0.00%	\$	-
01-Mar-24	31-Mar-24	Overnight	\$ -	0.00%	\$	-
01-Apr-24	30-Apr-24	Overnight	\$ -	0.00%	\$	-
01-May-24	31-May-24	Overnight	\$ -	0.00%	\$	-
01-Jun-24	30-Jun-24	Overnight	\$ -	0.00%	\$	-
					Interest Earned:	\$ 212.64

Lone Star Investment Pool- Corporate Overnight Fund

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Maturity</i>	<i>Bank Balance</i>	<i>Interest Rate</i>	<i>Interest Earned</i>	
01-Jul-23	31-Jul-23	Overnight	\$ 1,200,945.31	5.31%	\$	5,391.44
01-Aug-23	31-Aug-23	Overnight	\$ 1,206,540.26	5.49%	\$	5,594.95
01-Sep-23	30-Sep-23	Overnight	\$ 1,212,022.62	5.53%	\$	5,482.36
01-Oct-23	31-Oct-23	Overnight	\$ -	0.00%	\$	-
01-Nov-23	30-Nov-23	Overnight	\$ -	0.00%	\$	-
01-Dec-23	31-Dec-23	Overnight	\$ -	0.00%	\$	-
01-Jan-24	31-Jan-24	Overnight	\$ -	0.00%	\$	-
01-Feb-24	28-Feb-24	Overnight	\$ -	0.00%	\$	-
01-Mar-24	31-Mar-24	Overnight	\$ -	0.00%	\$	-
01-Apr-24	30-Apr-24	Overnight	\$ -	0.00%	\$	-
01-May-24	31-May-24	Overnight	\$ -	0.00%	\$	-
01-Jun-24	30-Jun-24	Overnight	\$ -	0.00%	\$	-
					Interest Earned:	\$ 16,468.75
Total Worker's Compensation Fund Interest Earned						\$ 16,681.39



First Public
12007 Research Blvd.
Austin, Texas 78759
800-558-8875 • firstpublic.com

Fund Performance Update

September 30, 2023

Comments by Mellon, Investment Manager

Custodian Bank: State Street Bank
Investment Managers:
American Beacon Advisors and
Mellon Investments Corp (Dreyfus)

The Lone Star Investment Pool Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, changes, and expenses associated with this or any security prior to investing. Investment in Lone Star Investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency, and although Lone Star seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in Lone Star. For further information or for an Information Statement contact First Public at 800-558-8875. The return information is net of all current operating expenses. The return represents past performance and is no indication of future results.

Yields on U.S. Treasury bonds rose in September with longer-maturing bond yields rising the most. The yield on the 30-year Treasury bond rose by nearly 50 basis points as the yield on the one-year Treasury bill rose by just seven basis points. Equity prices were lower in September as the S&P 500 declined by nearly 5%. At the Federal Open Market Committee (FOMC) meeting on September 20, the Federal Reserve (Fed) had a “hawkish pause.” The committee left the target unchanged at a range of 5.25-5.50%. The dot plot, however, shifted higher for 2024 as two rate cuts were removed from the previous forecast. The Fed increased its growth forecast and lowered its unemployment projection while hinting at additional rate hikes in 2023.

Active Participants This Month

Schools and Colleges	587
Other Governmental Entities	84
<i>Total</i>	<i>671</i>

Government Overnight Fund

Return Information

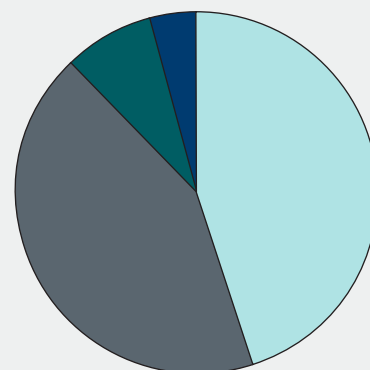
September 30, 2023

Average Monthly Return (a)	5.32%
SEC 7-day Fund Yield (b)	5.32%
Weighted Average Maturity One (c)	21 days
Weighted Average Maturity Two (c)	97 days
Portfolio Maturing beyond One Year	8%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	2,456,579,549.14	2,456,579,549.14
US Treasuries	468,615,020.06	468,634,685.00
Agencies	2,346,990,564.27	2,347,343,984.98
Money Market Funds	229,427,457.17	229,427,457.17
Total Assets	5,501,612,590.64	5,501,985,676.29

Investment Distribution



■ Cash/Repo	45%
■ Agencies	43%
■ Treasuries	8%
■ Money Market	4%

(a) The return information represents the average annualized rate of return on investments for the time period referenced. Return rates reflect a partial waiver of the Lone Star Investment Pool operating expense. Past performance is no guarantee of future results.

Corporate Overnight Fund

Return Information

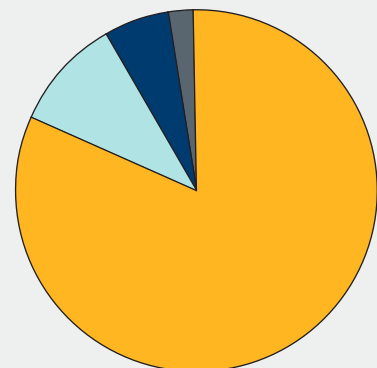
September 30, 2023

Average Monthly Return (a)	5.53%
SEC 7-day Fund Yield (b)	5.54%
Weighted Average Maturity One (c)	32 days
Weighted Average Maturity Two (c)	64 days
Portfolio Maturing beyond One Year	0%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAm

Inventory Position

	Book Value	Market Value
Cash/Repo	313,006,861.93	313,006,861.93
US Treasuries	-	-
Agencies	49,600,550.00	49,623,700.00
Commercial Paper	2,519,185,725.27	2,519,146,242.35
Money Market Funds	176,296,217.57	176,298,719.96
Total Assets	3,058,089,354.77	3,058,075,524.24

Investment Distribution



Commercial Paper	82%
Cash/Repo	10%
Money Market	6%
Agencies	2%

(b)

SEC 7-Day Yield Calculation

$$\text{Yield} = 2 \left[\left[\frac{a-b}{cd} + 1 \right]^6 - 1 \right]$$

*a - Dividend and interest income
b - Expenses accrued for the period
c - Average daily number of shares outstanding during the period that was entitled to dividends
d - Maximum offering price per share on the last day of the period*

Corporate Overnight Plus Fund

Return Information

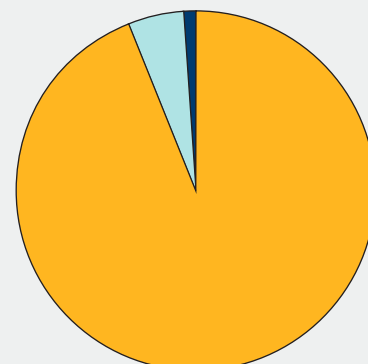
September 30, 2023

Average Monthly Return (a)	5.58%
SEC 7-day Fund Yield (b)	5.59%
Weighted Average Maturity One (c)	48 days
Weighted Average Maturity Two (c)	81 days
Portfolio Maturing beyond One Year	0%
Net Asset Value (NAV)	\$1.00
Annualized Expense Ratio	0.06%
Standard & Poor's Rating	AAAf/S1+

Inventory Position

	Book Value	Market Value
Cash/Repo	485,303,824.85	485,303,824.85
US Treasuries	-	-
Agencies	-	-
Commercial Paper	9,272,817,845.08	9,272,310,767.40
Money Market Funds	153,809,425.03	153,809,425.03
Total Assets	9,911,931,094.96	9,911,424,017.28

Investment Distribution



Commercial Paper	94%
Cash/Repo	5%
Money Market	1%

(c) The Weighted Average Maturity One calculation uses the industry standard definition of state maturity for floating rate instruments, the number of days until the next reset date. The Weighted Average Maturity Two calculation uses the final maturity of any floating rate instruments, as opined in Texas Attorney General Opinion No. JC0359.



Texas CLASS

Texas CLASS

Date	Dividend Rate	Daily Yield
09/01/2023	0.000602748	5.5001%
09/02/2023	0.000000000	5.5001%
09/03/2023	0.000000000	5.5001%
09/04/2023	0.000000000	5.5001%
09/05/2023	0.000150746	5.5022%
09/06/2023	0.000150840	5.5057%
09/07/2023	0.000150725	5.5015%
09/08/2023	0.000452541	5.5059%
09/09/2023	0.000000000	5.5059%
09/10/2023	0.000000000	5.5059%
09/11/2023	0.000150861	5.5065%
09/12/2023	0.000151027	5.5126%
09/13/2023	0.000151037	5.5129%
09/14/2023	0.000151322	5.5232%
09/15/2023	0.000453990	5.5235%
09/16/2023	0.000000000	5.5235%
09/17/2023	0.000000000	5.5235%
09/18/2023	0.000151648	5.5352%
09/19/2023	0.000151674	5.5361%
09/20/2023	0.000151559	5.5319%
09/21/2023	0.000151628	5.5345%
09/22/2023	0.000455025	5.5361%
09/23/2023	0.000000000	5.5361%
09/24/2023	0.000000000	5.5361%
09/25/2023	0.000151761	5.5392%
09/26/2023	0.000151868	5.5432%
09/27/2023	0.000151881	5.5437%
09/28/2023	0.000151841	5.5422%
09/29/2023	0.000303330	5.5358%
09/30/2023	0.000000000	5.5358%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Norberto Rivas, Chief Financial Officer
Subject: Budget Amendment
Date: November 8, 2023

HISTORY: The District's 2023-2024 budget was officially approved at the June 21, 2023 special Board meeting.

RATIONALE: In accordance with CE(LOCAL), the Board shall approve amendments to the budget when a change is made increasing any one of the functional spending categories or increasing revenue object accounts and other resources.

The purpose of this agenda item is to amend expenditures by increasing funds in function 13 and decreasing funds in function 11 for the purpose of the bilingual waiver exception that was filed which requires that a district spend 10% of their bilingual education allotment for their comprehensive PD plan. The estimated bilingual education allotment earned in the 2022-23 school year was \$1,033,036 so this transfer of \$100,000 plus existing funds already earmarked for PD purposes should cover 10% of the bilingual allotment for the existing 2023-24 year.

BUDGET IMPACT: The budget impact for this amendment can be seen on the attachment.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the budget amendment as presented.

Please check one: For approval Report / Information only Recognition only

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district

**SAN ELIZARIO INDEPENDENT SCHOOL DISTRICT
GENERAL FUND**

	2023-2024 Fund 101	2023-2024 Fund 199	2023-2024 Adopted	2023-2024 Amended	11/8/2023 Bilingual Exception Waiver	2023-2024 Proposed
REVENUES		REVENUES		REVENUES		REVENUES
5700 Local and Intermediate Sources	\$ 150,000	\$ 3,870,927	\$ 4,020,927	\$ 4,020,927		\$ 4,020,927
5800 State Sources	\$ 15,000	\$ 31,246,292	\$ 31,261,292	\$ 31,261,292		\$ 31,261,292
5900 Federal Programs	\$ 3,835,000	\$ 2,460,000	\$ 6,295,000	\$ 6,295,000		\$ 6,295,000
<i>Total Revenues</i>	\$ 4,000,000	\$ 37,577,219	\$ 41,577,219	\$ 41,577,219		\$ 41,577,219
EXPENDITURES		EXPENDITURES		EXPENDITURES		EXPENDITURES
11 Instruction	\$ -	\$ 18,108,055	\$ 18,108,055	\$ 18,108,055	\$ (100,000)	\$ 18,008,055
12 Instructional Resources and Media Services	\$ -	\$ 138,227	\$ 138,227	\$ 138,227		\$ 138,227
13 Curriculum and Instructional Staff Development	\$ -	\$ 212,323	\$ 212,323	\$ 212,323	\$ 100,000	\$ 312,323
21 Instructional Leadership	\$ -	\$ 795,327	\$ 795,327	\$ 820,327		\$ 820,327
23 School Leadership	\$ -	\$ 1,659,864	\$ 1,659,864	\$ 1,584,864		\$ 1,584,864
31 Guidance, Counseling and Evaluation Services	\$ -	\$ 1,238,095	\$ 1,238,095	\$ 1,238,095		\$ 1,238,095
32 Social Work Services	\$ -	\$ 62,375	\$ 62,375	\$ 62,375		\$ 62,375
33 Health Services	\$ -	\$ 378,076	\$ 378,076	\$ 388,076		\$ 388,076
34 Student (Pupil) Transportation	\$ -	\$ 1,941,006	\$ 1,941,006	\$ 1,861,006		\$ 1,861,006
35 Food Services	\$ 4,000,000	\$ 60,000	\$ 4,060,000	\$ 4,060,000		\$ 4,060,000
36 Cocurricular/Extracurricular Activities	\$ -	\$ 1,327,471	\$ 1,327,471	\$ 1,357,471		\$ 1,357,471
41 General Administration	\$ -	\$ 1,813,788	\$ 1,813,788	\$ 1,813,788		\$ 1,813,788
51 Facilities Maintenance and Operations	\$ -	\$ 6,347,081	\$ 6,347,081	\$ 6,347,081		\$ 6,347,081
52 Security and Monitoring Services	\$ -	\$ 1,259,021	\$ 1,259,021	\$ 1,467,421		\$ 1,467,421
53 Data Processing Services	\$ -	\$ 1,304,130	\$ 1,304,130	\$ 1,204,130		\$ 1,204,130
61 Community Services	\$ -	\$ 36,845	\$ 36,845	\$ 36,845		\$ 36,845
71 Debt Service - Principal on Long Term Debt	\$ -	\$ 795,738	\$ 795,738	\$ 895,738		\$ 895,738
81 Facilities Acquisition and Construction	\$ -	\$ 2,154,297	\$ 2,154,297	\$ 2,274,297		\$ 2,274,297
99 Other Intergovernmental Charges	\$ -	\$ 52,500	\$ 52,500	\$ 52,500		\$ 52,500
<i>Total Expenditures</i>	\$ 4,000,000	\$ 39,684,219	\$ 43,684,219	\$ 43,922,619		\$ 43,922,619
REVENUES OVER(UNDER) EXPENDITURES	\$ -	\$ (2,107,000)	\$ (2,107,000)	\$ (2,345,401)		\$ (2,345,401)
OTHER FINANCING SOURCES (USES)						
7912 Sale of Real and Personal Property	\$ -	\$ 25,000	\$ 25,000	\$ 25,000		\$ 25,000
7915 Operating Transfer In	\$ -	\$ -	\$ -	\$ -		\$ -
8911 Operating Transfer Out	\$ -	\$ -	\$ -	\$ -		\$ -
<i>Total Other Financing Sources(Uses)</i>	\$ -	\$ 25,000	\$ 25,000	\$ 25,000		\$ 25,000
FUND BALANCE						
3000 Net Change in Fund Balance	\$ -	\$ (2,082,000)	\$ (2,082,000)	\$ (2,320,401)		\$ (2,320,401)
3000 Total Fund Balance - July 1 (Beginning)	\$ 1,258,789	\$ 16,342,805	\$ 17,601,594	\$ 17,601,594		\$ 17,601,594
3000 Total Fund Balance - June 30 (Ending)	\$ 1,258,789	\$ 14,260,805	\$ 15,519,594	\$ 15,281,193		\$ 15,281,193



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Norberto Rivas, Chief Financial Officer
Jesus Martinez, Executive Director-Support Services
Subject: Purchase Order #49624 – Rudolph Chevrolet LLC.
Date: November 8, 2023

HISTORY:

As part of our fleet cycling program, we replace older vehicles with new ones to keep our fleet in a safe and efficient operating condition. Cycling is done in phases for budgetary feasibility.

RATIONALE:

The purchase of the vehicles will improve our fleet dependability and efficiency while benefiting operations. Cycling older vehicles by replacing them with new vehicles is part of our plan of obsolescence. The new van will replace an older 1998 maintenance pick-up truck. The two new pick-up trucks will replace a security vehicle and a technology vehicle. The security vehicle to be replaced is a 2011 Ford Ranger and the technology vehicle is a 1998 Chevrolet Astro van. All vehicles replaced by the purchase will be sent to auction once discard is approved.

BUDGET:

The funds to cover this purchase have been allocated from the 199-account budget.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve the purchase order for Rudolph Chevrolet LLC.

Please check one: For approval Report / Information only Recognition only
 Attachment Included

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ, and retain a quality staff so that San Elizario is a proud, innovative and academically superior district.



**San Elizario Independent School
District**

1050 Chicken Ranch Road
San Elizario, TX 79849-9999
(915) 872-3900

BLANKET/PROJECT PURCHASE

49624

Date: 10/27/2023

Page 1 of 1

VENDOR: 11007

**TO: Rudolph Chevrolet LLC
5625 S Desert Blvd
EL PASO, TX 79932**

**SHIP TO: San Elizario Independent School
200 N. Herring Rd
San Elizario, TX 79849-**

ATTN:

VENDOR PHONE: 915-544-4321

VENDOR FAX:

VENDOR EMAIL:

REC. LOC: Support Services - S. Renteria

REC. GRP: Support Services - S. Renteria

LINE	ITEM	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC.	TOTAL
1		1.00000			114868.00		114868.00
	(2) 2024 Chevrolet Silverado 1500 Reg Cab @ \$35,854.00 (Security & Technology)						
	(1) 2024 Chevrolet Express 2500 Cargo Van @ \$41,760.00 (Maintenance)						
	(1) Region 19 Contract Fee @ \$400						
	REGION 19 BID 20-7355 Support Services White Fleet						
TOTAL							114868.00

P.O. Source	Account Number	Amount
Project Requisition	199.51.6631.82.851.99	42,894
Project Requisition	199.52.6631.82.850.99	35,987
Project Requisition	199.53.6631.82.886.99	35,987

PO NOT VALID UNLESS APPROVED BY THE SAN ELIZARIO ISD BOARD

INSTRUCTIONS TO VENDORS

- Reference all packages & packing slips with PO Number
- Ship prepaid
- Tax Exempt No. 74 6002231
- Invoice in duplicate; Attn: Accounts Payable
- Do not fill order at higher price without Purchasing Dept. approval
- POs are cancelled if not shipped complete within 90 days.
- If federal funds (funds starting with a 2 from the first three-digit code in the account number) have been referenced on this PO, these items will need to follow the Federal Regulation 2 CFR 200.322, The Domestic Preferences for Procurements (commonly referenced as Buy American).

**THIS PURCHASE ORDER IS NOT BINDING
UNLESS SIGNED BY A PURCHASING AGENT.**

Herberto Rivas



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Norberto Rivas, Chief Financial Officer
Jesus Martinez, Executive Director-Support Services
Subject: Purchase order #49625 – Caldwell Country Chevrolet
Date: November 8, 2023

HISTORY:

Presently, we only have one suburban in our vehicle fleet. The suburban is used to transport small numbers of students or staff. The suburban has been instrumental in operations because the availability of it helps as an alternate to using a large bus when transporting minimal riders. Driving the suburban with students does not require a CDL (Commercial Driver's License), making it an option for a coach or school sponsor to drive the vehicle. For example, the tennis team or the wrestling team which usually travel in small groups and have all day tournaments can be transported in the suburbans.

RATIONALE:

Adding a second suburban to our fleet would benefit operations due to the fact that coaches or sponsors that don't have a commercial drivers license can drive the vehicle. An additional suburban would mean that if a small team does not fit in one, they can check out both suburbans and still transport a team without having to transport a small number of students in a large bus. This helps in having bus drivers available for needed coverage.

BUDGET:

The funds to cover this project have been allocated under the 199 account.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve the purchase order for Caldwell Country Chevrolet.

Please check one: For approval Report / Information only Recognition only
 Attachment Included

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district



**San Elizario Independent School
District**

1050 Chicken Ranch Road
San Elizario, TX 79849-9999
(915) 872-3900

BLANKET/PROJECT PURCHASE

49625

Date: 10/27/2023

Page 1 of 1

VENDOR: 4210

**TO: Shi Government Solutions Inc.
1250 Capital Of Texas Highway
South, li-300
Austin, TX 78746**

**SHIP TO: San Elizario Independent School
200 N. Herring
San Elizario, TX 79849-**

ATTN:

VENDOR PHONE: 800-870-6079

VENDOR FAX: 732-868-6231

VENDOR EMAIL:

REC. LOC: Technology - H. Hernandez

REC. GRP: Technology - H. Hernandez

LINE	ITEM	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC.	TOTAL
1		1.00000			52280.85		52280.85
	Microsoft365 A3 & A5 renewal Term: 12/01/2023-11/30/2024						
	DIR-TSO-4092						
	G3,O5,S3						
TOTAL							52280.85

P.O. Source	Account Number	Amount
Project Requisition	199.53.6396.00.886.99	52,280.85

PO NOT VALID UNLESS APPROVED BY THE SAN ELIZARIO ISD BOARD

INSTRUCTIONS TO VENDORS

1. Reference all packages & packing slips with PO Number
2. Ship prepaid
3. Tax Exempt No. 74 6002231
4. Invoice in duplicate; Attn: Accounts Payable
5. Do not fill order at higher price without Purchasing Dept. approval
6. POs are cancelled if not shipped complete within 90 days.
7. If federal funds (funds starting with a 2 from the first three-digit code in the account number) have been referenced on this PO, these items will need to follow the Federal Regulation 2 CFR 200.322, The Domestic Preferences for Procurements (commonly referenced as Buy American).

**THIS PURCHASE ORDER IS NOT BINDING
UNLESS SIGNED BY A PURCHASING AGENT.**

Herberto Rivas



San Elizario I.S.D.
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Horacio Hernandez, Technology Director
Subject: PO 49626 #: Microsoft Enrollment for Education Solutions renewal via SHI Government Solutions
Date: November 8, 2023

HISTORY:

In a continued effort to provide students, staff, and faculty with the latest Microsoft products, including Office suites and Operating systems, San Elizario I.S.D. Technology Department acquired a volume license agreement with Microsoft Corp., allowing San Elizario I.S.D. to download the latest software.

RATIONALE:

Renewing this agreement will continue providing students, staff, and faculty with the software used in the real world and most colleges and universities.

BUDGET IMPACT:

The total cost of this renewal is \$52,280.85.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is that this district renews so we can keep providing students, staff, and faculty with such great tools and keep exposing them to real-life/work-related software suites and operating systems. This renewal is good from November 2023 to November 2024.

Please check one: For approval Report/Information only Recognition only



**San Elizario Independent School
District**

1050 Chicken Ranch Road
San Elizario, TX 79849-9999
(915) 872-3900

BLANKET/PROJECT PURCHASE

49626

Date: 10/27/2023

Page 1 of 1

VENDOR: 2366

**TO: Caldwell Country Chevrolet
P.O Box 27
Caldwell, TX 77836**

**SHIP TO: San Elizario Independent School
200 N. Herring Rd
San Elizario, TX 79849-**

ATTN:

VENDOR PHONE: 979-567-6116

VENDOR FAX: 979-567-0853

VENDOR EMAIL:

REC. LOC: Support Services - S. Renteria

REC. GRP: Support Services - S. Renteria

LINE	ITEM	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC.	TOTAL
1		1.00000			57920.00		57920.00
	(1) 2024 Chevrolet Suburban, 2WD, 4DR, Commercial (Summit White, Split Bench, Rear Axle, Jet Black Seat Trim, Audio System, V8 Engine, 10 Sp Transmission, 18x8.5 Wheels) @ \$55,600						
	(1) Delivery Charge @ \$1,920						
	(1) COOP Fee Per Purchase Order @ \$400						
	BUYBOARD 601-19 Delivered Transportation						
TOTAL							57920.00

P.O. Source	Account Number	Amount
Project Requisition	199.36.6631.82.001.91	57,920

PO NOT VALID UNLESS APPROVED BY THE SAN ELIZARIO ISD BOARD

INSTRUCTIONS TO VENDORS

- Reference all packages & packing slips with PO Number
- Ship prepaid
- Tax Exempt No. 74 6002231
- Invoice in duplicate; Attn: Accounts Payable
- Do not fill order at higher price without Purchasing Dept. approval
- POs are cancelled if not shipped complete within 90 days.
- If federal funds (funds starting with a 2 from the first three-digit code in the account number) have been referenced on this PO, these items will need to follow the Federal Regulation 2 CFR 200.322, The Domestic Preferences for Procurements (commonly referenced as Buy American).

THIS PURCHASE ORDER IS NOT BINDING
UNLESS SIGNED BY A PURCHASING AGENT.

Herberto Rivas



San Elizario ISD
 P.O. Box 920
 San Elizario, TX 79849
 Phone 915.872.3900
 Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Lisa D. Renegar; Planning & Instruction
Subject: Progress Monitoring— (HB 3) Goal 1: Overall 3rd Grade Achievement in Mathematics
Date: November 8, 2023

HISTORY:

The Board of Trustees had previously developed a set of 3 Student Outcome Goals with corresponding Goal Progress Measures (GPMs) to monitor student progress. These goals primarily focused on math (Goal 1), reading (Goal 2), and college and career readiness (Goal 3). Each goal had annual targets established.

This report is meant to inform the Board about an update to Goal 1, which focuses on overall 3rd-grade mathematics performance as measured by the 2023 STAAR assessments. The focus is on 3rd grade as this level aligns with the progress monitoring expectations in HB 3.

RATIONALE:

Student Outcome Goal 1 (HB 3; 5-year Goal)

The percentage of 3rd-grade students that score at the approaches level on STAAR mathematics will increase from 58% in June 2022 to $\geq 85\%$ by June 2028.

Goal 1 Annual Targets:

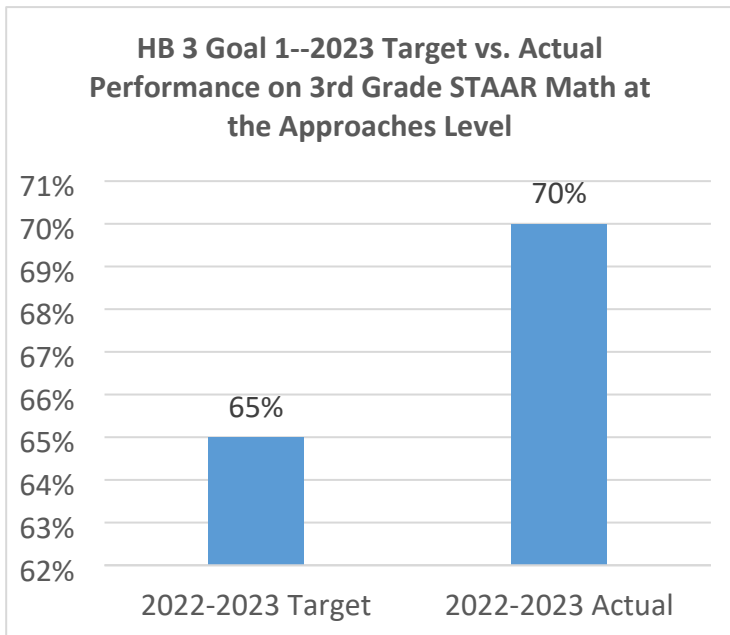
2023	2024	2025	2026	2027	2028
65%	69%	73%	77%	81%	85%

In the Spring of 2023, 185 students in Grade 3 took the mathematics STAAR test. They achieved 70% at the approaches level. The 2023 target was 65%, placing our 3rd-grade math performance 5% above the target. The corresponding graph is on the following page.

San Elizario ISD’s mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district.



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903



BUDGET:

There is no budget associated with this item.

ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board review the progress of 3rd grade mathematics as presented.

Please check one: For approval Report / Information only Recognition only
 Attachment Included

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district.

SAN ELIZARIO ISD BOARD OPERATING PROCEDURES AND RESPONSIBILITES MANUAL



San Elizario ISD: A Proud Community of Champions – Soaring to Excellence!

Last Revision Approved 11/08/2023

Table of Contents

How to use this manual03

Vision and Values Policies05

Accountability & Structure Policies07

Advocacy and Unity13

Appendix 1: Student Outcome Goals & Goal Progress Measures18

Appendix 2: Monitoring Calendar19

Appendix 3: Ethics & Conflict of Interest Statement21

Appendix 4: Legal Notice Regarding Board Policy22

Appendix 5: Social Media Guidelines for Board Members and Other Public Officials23

Appendix 6: BBFA (Legal) and BBFB (Legal)25

Appendix 7: *TASB: Effective Board Practices: An Inventory for School Boards*41

HOW TO USE THIS BOARD OPERATING MANUAL

This is the official Board Operating Manual for San Elizario ISD. The manual is divided into three main sections — Vision & Values, Accountability & Structure, and Advocacy & Unity — followed by an appendix.

The Vision & Values policies focus on the direction the Board wants to lead the school system and the protections it puts in place regarding unacceptable circumstances. The Vision & Values section includes the vision, mission, student outcome goals, Superintendent Constraints, and theory of action.

The Accountability & Structure policies focus on the Board's roles, Board Member roles, and how both relate to the Superintendent's role. The Accountability & Structure section includes descriptions of the Board's role, the Superintendent's role, Board's self-constraints, Superintendent Evaluation, Board self-evaluation, and monitoring calendar.

The Advocacy & Unity policies focus on the Board's outward engagement with community and stakeholders and how Board Members conduct themselves. The Advocacy & Unity section includes code of ethics, meeting procedures, communication procedures, and community engagement procedures.

INTRODUCTION

In effective school systems, the Superintendent and the Board function as a "Team of Eight." Therefore, the San Elizario Independent School District Board of Trustees has adopted these Team Operating Procedures to effectively communicate with staff and patrons of the District. These procedures are consistent with our Code of Ethics, Vision Statement, and with all other laws and policies governing the operation of the Board and the District.

As we work in the spirit of collaboration and teamwork, these operating procedures demonstrate our dedication in holding ourselves accountable to all stakeholders.

VISION & VALUES POLICIES

Vision

San Elizario ISD: A Proud Community of Champions – Soaring to Excellence!

Mission

It is the mission of the San Elizario Independent School District to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district.

Board's Student Outcome Goals for the Superintendent

The Board's student outcome goals, as aligned with the school system vision, are:

Student Outcome Goal 1:

The percentage of 3rd grade students that score at the approaches level on STAAR mathematics will increase from 58% in June 2022 to $\geq 85\%$ by June 2028. See appendix 1 pg. 18.

Student Outcome Goal 2:

The percentage of 3rd grade students that score at the approaches level on STAAR reading will increase from 57% in June 2022 to $\geq 80\%$ by June 2028. See appendix 1 pg. 18.

Student Outcome Goal 3:

SEISD will increase the percentage of College, Career, and Military Readiness (CCMR) points earned annually by SEHS seniors from 30% in May 2023 to $\geq 88\%$ by June 2028 as measured by the A-F Accountability System. See appendix 1 pg. 18.

The Superintendent shall interpret and implement the Board's student outcome goals and, in consultation with the Board, select goal progress measures (GPMs) for each student outcome goal. For any school year during which the Board's student outcome goals are not met, the Superintendent shall make reasonable progress toward meeting the student outcome goals. The Board's student outcome goals shall be the Superintendent's first priority for resource allocation.

Board's Constraints for the Superintendent

In attaining the Board's student outcome goals, the Superintendent shall not:

1. Allow the collaborative partnership between home, school, and community to deteriorate.
2. Allow adult convenience or preference to take priority over the academic progress of our students.

The Superintendent shall interpret and implement the Board's Superintendent constraints.

Theory of Action

If the district supports all students in reaching their individual educational goals; and if the district commits to all students learning the same standards but when necessary, reach them using differentiated time, resources, and approaches (Walters and Marzano, 2006); and if actions demonstrate leadership is expected from everyone as we support risk-taking and learning from setbacks in our support of success; and if accountability is defined as being responsible to peers and colleagues in the pursuit of learning (Lambert, 2002), then the district and through campuses, will be able to accomplish the Board's student outcome goals while operating within the Board's constraints.

ACCOUNTABILITY & STRUCTURE POLICIES

Board's Role

The Board shall:

1. Ensure creation of a shared **vision** that promotes improved student outcomes. The Board shall accomplish this by incorporating the community's vision and values into student outcome goals and Superintendent Constraints.
2. Provide guidance and direction for accomplishing the vision. The Board shall accomplish this by creating a structure for the school system through distinct Board and Superintendent roles and responsibilities, which includes selecting the Superintendent, delegating to the Superintendent the authority and responsibility to implement the Board's goals within law and the Superintendent constraints, and considering and voting on the Superintendent's recommendations.
3. Promote the vision. The Board shall accomplish this by providing **advocacy** for students, families, staff, and stakeholders.
4. Work with the superintendent to lead the school system toward the vision. The Board shall accomplish this by behaving in a manner that demonstrates the **unity** of the Board and the school system.

In carrying out the above activities, the Board shall at all times comply with the Education Code and other laws, as applicable.

Superintendent's Role

The Superintendent, as the Board's sole delegate for managing school system operations, shall be responsible for accomplishing any reasonable interpretation of the Board's student outcome goals within the boundaries provided by the Board and Superintendent constraints and state and federal law.

State and federal law require board adoption of policies on a variety of topics. The Board's adopted policies in the school system's local board operating manual constitute compliance with these legal requirements. In accordance with state law, the Superintendent shall be responsible for preparing recommendations for policies to be adopted by the Board, overseeing implementation of adopted policies, and developing appropriate administrative regulations. In recommending policy for Board adoption, the Superintendent shall identify when the Board is required to adopt policy or has statutory decision-making authority that cannot be delegated to the Superintendent. Required board policy addressing administrative issues shall be handled by consent agenda, with the Superintendent informing the Board of substantive changes.

Any operational issues not required to be Board adopted shall be addressed in administrative policy / regulations and the Board shall take necessary steps to remove such issues from its local policies.

Board's Constraints for the Board

The Board shall operate within the Board's role, as defined above, and the Board's operating procedures. The Board, either collectively or through the actions of individual Board Members, shall not:

- Deviate from the Board's operating procedures, particularly related to the protocol of communication.
- Deviate from the agenda once it is set 72 hours in advance.

Board Self-Evaluation

The Board shall conduct self-evaluations at least once a year. The Board shall self-evaluate using the *TASB - Effective Board Practices: An Inventory for School Boards*. See appendix 7 pg. 41.

Superintendent Evaluation

The San Elizario Board of Trustees voted on January 15, 2020, to utilize the Texas Association of School Boards (TASB) recommended evaluation as the evaluation instrument for the San Elizario Superintendent.

Roles and Responsibilities

Board Officers Roles & Responsibilities

The Board Chair shall:

- Preside at all board meetings
- Call special meetings
- Sign all legal documents as required by law
- Fulfill all duties and obligations as required by Board Policy, state and federal statutes, and regulations and rules

The Board Vice-Chair shall:

- Act in capacity of Board Chair in the absence of the Board Chair
- Fulfill all duties and obligations as required by Board Policy, state and federal statutes, regulations, and rules

The Board Secretary shall:

- Ensure that accurate records are kept
- Act as Board Chair in the absence of the Board Chair and Vice-Chair

Roles and Authority of Board Members

- Unless authorized by the Board, no Board member or officer has authority outside of a properly convened and conducted board meeting.
- No Board member has the authority to direct district employees in regard to performance of their duties.
- As a parent, within the District, a Board member shall:
 - When communicating with staff, is expected to make it clear to staff that he / she is acting as a parent and not as a Board Member.
 - Shall not request, expect, or require extra consideration or preferential treatment for their children due to their position on the Board.

- All Board members are expected to complete all continuing educational requirements within the allotted time frames set by the State.
- Newly elected Board members are required to review the Board Team Operating Procedures within the first six (6) weeks of their term.
- The Board has the legal authority to:
 - Hire the Superintendent
 - Govern and oversee the management of the District
 - Employ and evaluate, at least annually, the Superintendent
 - Adopt rules and bylaws
 - Levy and collect taxes and issue bonds
 - Adopt and file an annual budget
 - Have District financial accounts audited by a Texas certified accountant at the conclusion of each fiscal year
 - Publish an annual report describing the District's educational performance
 - Receive bequests and donations
 - Call elections and canvass the returns
 - Acquire and hold real and personal property in the name of the District
 - Execute, perform, and make payments under contracts, including leases, leases with options to purchase and installments
 - Exercise the right of eminent domain to acquire property
 - Adopt and periodically review District policy

Reviewing Board Policy & Procedures

- Board members shall review all board goals and constraints at least once every year in accordance with the monitoring calendar. See appendix 2 pg. 19.
- Board members shall review all other board policies and procedures once every other year in accordance with the monitoring calendar. During the review process, any Board member may add, change, or modify anything in these procedures subject to Board approval. Should trustees propose changes at any other time, the simple majority of the Board for the change is necessary.
- A work session may be called to review and / or update them if necessary.

**Note: The review of the Board Policies and Procedures will be done in August to allow our new board members to participate in making changes prior to proceeding.*

Board Members Visits to District Campuses or Facilities

- Board members are encouraged to visit campuses as long as they do not interfere with day-to-day operations at the campus or become a burden on the administration. Board members shall notify superintendent about their intent to visit campuses in an official capacity at least 4 hours before visiting the campuses. If notification is made after regular business hours, an email to the Superintendent and Associate Superintendent will suffice as making notice. However, notice must still be given 4 hours before the visit takes place. If a quorum of school board members is present, board members will not engage in any discussion among themselves or with others, regarding school business.
- Board members are not to go into teachers' classrooms or on campuses for the purpose of investigation or personal evaluation.

- Trustees should wear their District ID badges when visiting the campuses in an official capacity

Board Travel / Training

- Board members shall attend professional development and conferences to assist them in their duties and responsibilities, as well as to acquire continuing education credit. Conferences board members may attend include:
 - TASB Conference
 - National School Board Conference
 - Far West Texas Association
 - Region 19 sessions
 - TASB Online training sessions
 - MASBA (Mexican American School Board Association)
 - NALEO Educational Fund (National Association of Latino Elected and Appointed Officials)
- At the next board meeting immediately following any board approved/paid travel, all traveling board members shall be required to provide a verbal report in open session regarding the following:
 - Hours of training completed; whether the board member attended all or most sessions offered; and highlights of any information or training received.

Board Pledge Board

As a duly elected or appointed Board Member, I pledge the following to my colleagues and the San Elizario School District:

- I shall attend professional development training and conferences approved and paid for by the school district with public funds;
- I shall be a good steward of public funds and attend most or all training sessions offered; and
- I further pledge as a representative of the school district to conduct myself in a professional and ethical manner at all times during my sponsored travel.

Meeting Operating Procedures

Board Meeting Procedures

- The San Elizario ISD Board shall meet on a regular monthly business session on the second Wednesday in the Boardroom.
- Changes in the date and / or place to accommodate holidays and special events shall be approved by the Board in advance.
- Additional meetings may be called as needed.
- Anytime four (4) or more Board members are gathered to discuss school district business, it is considered a meeting.
- Failure to post such a meeting is considered a violation of the Texas Open Meetings Act.
- The Board shall observe the parliamentary procedures in Robert's Rules of Order, except as otherwise provided in Board procedural rules or by law.
- Board members are expected to attend and participate in duly called meetings.
- Board member may be permitted to attend a meeting of the Board of Trustees through virtual participation only if the board member is physically unable to attend in person due to illness or other personal emergency.

- Board members should come to the Board meetings prepared to discuss and take action on all items on the agenda.
- At a minimum, each Board member is expected to have studied the material in the board packet sent to them prior to the meeting and when possible, resolve questions beforehand by contacting the Superintendent or administrative staff.

Board Agenda

Agenda development for regular meetings shall be as follows:

- The tentative agenda is created by the administration.
- The Board Chair and Superintendent shall meet the week prior to the Board meeting to finalize the agenda.
- The Board of Trustees and the Superintendent shall focus their agenda items on improving student outcome goals and the progress monitoring of the adopted goals.
- The Chair shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on the agenda or scheduled for deliberation at an appropriate time in the near future. The Board Chair shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization. The request will be forwarded to the Superintendent.
- The Superintendent shall place items requested by the Trustees on the agenda that have been submitted.
- No item can be placed on the agenda less than 72 hours in advance of the meeting, unless an emergency necessity exists.
- Any agenda items added to the agenda after the original posting shall be done so in accordance with state laws.

Consent Agenda

The Consent Agenda is included as part of the regular agenda but contains items that can be voted on all at once unless a Trustee requests that an item be pulled out and looked at individually. Items usually contained in the Consent Agenda are:

- Routine and/or recurring items
- Annual renewals of Region 19 and Texas Education Agency items
- Budget amendments
- Regular financial reports where financial activities remained within budget parameters
- Minutes of regular and special board meetings
- Routine personnel items
- Contract renewals
- Routine bid recommendations
- Policy updates
- Construction amendments

Executive Session

Executive Session may be needed according to the Texas Education Code.

- All personnel issues shall be conducted in an executive session unless specifically required by the Texas Open Meetings Law.

- Anything that violates the right to privacy, (Texas Open Meeting Act, Texas Open Records Act) cannot be placed on the open agenda.
- Anything that falls under the Texas Government Code Section 551.072 such as private consultation with the board's attorney, discussing purchases, exchange, leases, or value of real property, discussing negotiated contracts for prospective gifts or donations, discussing personnel or to hear complaints against personnel, deliberation regarding security devices, considering discipline of a public school child, or complaint or charge against personnel, considering the stands, guidelines, terms or conditions the board will follow, or will instruct its representative to follow, in consultation with representatives of employee groups, excluding witnesses from a hearing.
- Should any final action, decision, or final vote be required in the opinion of the school Board with regard to any matter considered in such closed or executive meeting or session, then the final action, or final vote shall be either in the open meeting covered by the Notice upon the reconvening of the public meeting or at a subsequent public meeting of the School Board upon notice thereof; as the School Board shall determine.
- The Board prohibits the use of technology that has recording capabilities during executive sessions without prior permission from board.
- Discussions during closed sessions shall remain confidential.

Voting Procedures

- All discussion shall be directed solely to the business currently under discussion as posted on the agenda.
- The Board Chair has the responsibility of keeping the discussion of the motion at hand and shall halt discussion that does not apply to the business before the Board as posted on the agenda.
- The Board Chair may make motions, second motions, enter into debate or discussion and vote on all matters coming before the Board.
- No member shall vote on a motion if the action would violate state or federal law or Policies BBFA (Legal) or BBFB (Legal). See appendix 6 pg. 25.
- Except in a conflict of interest as defined by law, Board members shall cast a vote.
- All votes, including dissenting and abstaining votes, shall be recorded in the minutes of the Board meeting.
- Voting shall be done by a show of hands or voice.
- Each Board decision, even when there are dissenting votes, shall be an action by the simple majority of the Board and binding upon each member. Individual members are encouraged to express their opinions during the discussion of motions, but following the vote, members shall publicly discuss only the decision of the whole Board.

ADVOCACY & UNITY

Code of Ethics

As a member of the Board, I shall promote the best interests of the District as a whole, and, to that end, I shall adhere to the following educational and ethical standards:

Equity In Attitude	<ul style="list-style-type: none"> ● I will be fair, just, and impartial in all my decisions and actions. ● I will accord others the respect I wish for myself. ● I will encourage expressions of different opinions and listen with an open mind to others' ideas.
Trustworthiness In Stewardship	<ul style="list-style-type: none"> ● I will be accountable to the public by representing District policies, programs, priorities and progress accurately. ● I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns. ● I will work to ensure prudent and accountable use of District resources. ● I will make no personal promise or take private action that may compromise my performance of my responsibilities.
Honor In Conduct	<ul style="list-style-type: none"> ● I will tell the truth. ● I will share my views while working for consensus. ● I will respect the majority decision as the decision of the Board. ● I will base my decisions on fact rather than supposition, opinion, or public favor.
Integrity Of Character	<ul style="list-style-type: none"> ● I will refuse to surrender judgment to any individual or group at the expense of the District as a whole. ● I will consistently uphold all applicable laws, rules, policies, and governance procedures. ● I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
Commitment To Service	<ul style="list-style-type: none"> ● I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation. ● I will diligently prepare for and attend Board meetings. ● I will avoid personal involvement in activities the Board has delegated to the Superintendent. ● I will seek continuing education that will enhance my ability to fulfill my duties effectively.
Student-Centered Focus	<ul style="list-style-type: none"> ● I will be continuously guided by what is best for all students of the District.

Communications Operating Procedures

Board Communications

- The Board is committed to, and encourages, community input through the use of surveys, public forums, the District website, District publications, and on-going communication-forms.
- The Superintendent and Board Chair shall communicate information in a timely manner to all Trustees.
- Unless otherwise approved or authorized by the Board, individual members cannot speak in an official capacity or otherwise represent the views of the Board. The Board Chair and / or his / her designee shall be the official spokesperson for the Board to the media / press on issues of media attention.
- Any Board member may respond to general, factual inquiries. If the Board member is unsure of the correct facts, they should direct the inquiry to the appropriate administrative staff.
- All Board members who receive phone calls from the media should direct them to the Board's spokesperson (Superintendent) and notify the Board Chair and Superintendent of the call.
- The SEISD Board of Trustees encourages input; however, anonymous calls, letters or emails will not receive the Board's attention, discussion or response. The Superintendent will be made aware of the anonymous calls, letters or emails for informational purposes only.

Individual Board Members Request for Information

- Board members are entitled to the information they require to make informed decisions on the matters before them. If a member requests information that requires an excessive amount of staff time to complete, the Superintendent and Board Chair shall consult with the member to find a reasonable solution. Board members may email or call the Superintendent or his / her staff with information requests.
- When information is requested by a Board member, it will be provided to all Trustees.

Community Engagement Operating Procedures

Board Promoting Vision Procedures

- The board shall listen and discuss the vision and values of students in accordance to the monitoring calendar.
 - At least two board members shall co-lead each session intended to accomplish this objective. All board members are welcome but the open meetings act shall be followed.
 - A presentation slideshow and a written script approved by the board chair shall be used at every session intended to accomplish this objective.
- The board shall listen and discuss the vision and values of families, staff, and community members, in accordance to the monitoring calendar.
 - At least two board members shall co-lead each session intended to accomplish this objective. All board members are welcome but the open meetings act shall be followed.
 - A presentation slideshow and a written script approved by the board chair shall be used at every session intended to accomplish this objective.

- The board shall host a community meeting to discuss progress toward student outcome goals with low performing campuses at least twice per school year in accordance to monitoring calendar.

Board Member Responses to Comments and/or Complaints

1. Board Members will listen respectfully and remain impartial.
2. Board Members will ask if the commentator / complainant has followed the District’s procedures and / or chain of command.
3. If the commentator / complainant does not know the procedures or chain of command, provide the following information / steps:
 - a. The commentator / complainant must first speak with the appropriate staff member. If not satisfied then;
 - b. The commentator / complainant must go to the appropriate administrator in charge of the school or department where the comment/concern arose. If not satisfied, then;
 - c. The commentator / complainant must contact the appropriate central office administrator. If not satisfied, then;
 - d. The commentator / complainant will conference with the Superintendent (or designee).
4. The Board Member will inform the Superintendent if an issue has advanced to or beyond Step b, and will include the nature of the comment / complaint, the commentator / complainant and to whom the commentator / complainant has been referred.
5. The Superintendent will inform the Board Member of the resolution of any referred comment / complaint.
6. This procedure shall not be construed to apply to comments / complaints alleging criminal activity.

Board Member Concerns about Superintendent Performance

1. If, at any time, a Board Member becomes concerned that the Superintendent may have (1) breached any term of the Superintendent’s contract; (2) violated a state or federal statute; (3) violated a Board Policy or Operating Procedure; or (4) failed within a reasonable amount of time to address a specific issue identified by the Board, the following process will be used:
 - a. The concerned Board Member will meet privately with the Superintendent to discuss their concerns in order to resolve the issue(s). The concerned Board Member may elect to bring their concerns to the Board Chair instead who will assist in resolving the issue(s).
 - b. If the concerned Board Member does not feel that the resolution is satisfactory, the Board Member may request, through the Board Chair, that an item be placed on the next regular meeting agenda as a Closed Meeting item, posted in accordance with Texas Government Code. The concerned Board Member must inform the Board Chair in writing of the specific nature of any concern(s) which prompted the request for a Closed Meeting.
 - c. In addition, the Board Chair may, of their own accord, place an item on a regularly scheduled meeting agenda as a Closed Meeting item to discuss concerns about the professional performance of the Superintendent.
2. In the event that a Closed Meeting is called, the Board must listen to the concern(s) and make a determination if the issue raised is truly cause for concern. Failure to make such a determination shall end the Board Meeting.
3. If the majority of the Board determines that there is a violation or breach of one of the items listed, the following process will be followed:

- a. The exact nature of the deficiency will be documented and discussed with the Superintendent.
- b. A plan for remediation will be written, to include action(s) to be taken and timelines.
- c. The Board Chair shall monitor the plan for compliance and the results will be made part of the Superintendent's annual performance evaluation.
- d. It shall be the responsibility of the Board Chair to ensure that all documentation relating to performance deficiencies shall be appropriately placed in the Superintendent's personnel file.

Board Member Concerns about Non-Superintendent Employee Performance

1. When a Board Member becomes concerned about the performance of District employees, they must bring their concerns directly to the Superintendent and inform the Board Chair. Such concerns must be limited to:
 - a. Actions which are illegal
 - b. Egregious violations of Board policy
 - c. Actions which are harmful to the District's or Board's reputation.
2. Board Members must remain cognizant that District personnel are the responsibility of the Superintendent, not the Board.
3. The Superintendent is obligated to listen to such concerns, review the matter and notify the Board of the resolution of the matter to the extent allowed by policy.
4. When a Board Member has concerns about the performance of District employees which relate to employee, Student, Board or community safety, the Board Member will notify the Superintendent and, when appropriate, the police department.

Board Member Concerns about Board Member Performance

1. If a Board Member believes that another Board Member has violated the Board Code of Ethics, Board Operating Procedures, Board Policy, State or Federal law, it is the responsibility of the concerned Board Member to discuss the alleged violation with the other Board Member in private prior to taking any other action, unless the nature of the allegation requires immediate escalation to the Board Chair.
2. If, after the concerned Board Member has privately discussed the alleged violation with the other Board Member, the concerned Board Member remains unsatisfied that the alleged violation has been addressed, the concerned Board Member may submit, in writing, the allegation to the Board Chair (arbiter). If the Board Chair is involved in the allegation, the concerned Board Member may instead submit the allegation, in writing, to the Board Vice-Chair or the next most senior Board Member not involved in the allegation who is then obligated to serve as arbiter instead.
 - a. The Board Members involved will conference to discuss the alleged violation. All parties are strongly encouraged not to allow any further escalation of these procedures and the arbiter's duty is to work to avoid such escalation.
3. If, after the conference, the concerned Board Member remains unsatisfied that the alleged violation has been addressed, the Board Chair will call a special meeting of the Board to discuss the alleged violation. The Board Chair may call upon the District's General Counsel or an external legal advisor to investigate the nature of the allegations. The findings of this investigation will be presented at a special meeting of the Board.
4. If, after the special meeting of the Board to discuss the alleged violation, the Board determines that additional consideration of the alleged violation is warranted, the allegation and the investigative findings will be placed on the next regular meeting agenda.

5. In order for the alleged violation to be considered, one of the following three motions must be made and seconded: a motion to dismiss allegations, a motion to admonish or a motion to censure.
 - a. In order to protect the overriding principle of freedom of speech, the Board shall not impose admonition or censure on any of its members for the exercise of their First Amendment rights. In order to ensure the right to a fair jury trial, the Board shall not impose admonition or censure on any of its members for the violation of any law while civil or criminal charges are pending. However, when the civil or criminal proceedings are final, the Board need not be bound by the conclusions of the Court and may again pursue admonition or censure.
 - b. A motion to dismiss allegations concludes these procedures and exonerates the accused Board Member. Once a motion to dismiss allegations has passed concerning a given alleged violation, no other motions concerning that alleged violation are in order. A motion to dismiss allegations requires the simple majority vote of the Board to pass.
 - c. An admonition is a one-time punitive action which serves as a penalty imposed for wrongdoing but carries no fine or suspension of the rights of the Board Member as an elected official. A motion to admonish must be presented in writing and must contain the exact language of the alleged violation and the proposed admonition. A copy of the motion to admonish must be provided to the accused Board Member at least seventy-two (72) hours prior to discussion of the motion. A motion to admonish requires a majority vote to pass.
 - d. A censure is an action that is permanent for the period specified by a majority of the Board. A censure serves as a penalty imposed against a board member for wrongdoing but carries no fine or suspension of the rights of the Board Member as an elected official. A motion to censure must be presented by another board member in writing and must contain the exact language of the alleged violation, the proposed censure, and the period of censure. A copy of the written request to censure must be provided to the accused Board Member at least seventy-two (72) hours prior to the board meeting during which the censure motion will be considered. A motion to censure requires a majority vote to pass.

Board Member Concerns about Board Member Performance

1. See Appendix 5 – Found on page 23

APPENDIX 1: Student Outcome Goals & Goal Progress Measures



HB 3 Student Outcome Goals and Goal Progress Measures; 2023-2028

Student Outcome Goal 1 (HB 3; 5-year Goal)

The percentage of 3rd grade students that score at the approaches level on STAAR mathematics will increase from 58% in June 2022 to \geq 85% by June 2028.

Goal Progress Measure (GPM) 1.1 (District; 1-year Goal)

The average percentage of all PK-4 students meeting early mathematics skills benchmarks at MOY (Wave 2) will increase from 57% in May 2023 to \geq 58% by June 2024 as measured by the CIRCLE Progress Monitoring School Benchmark Growth Report.

Goal Progress Measure (GPM) 1.2 (District; 1-year Goal)

Students in grades K-2 will increase the percentage meeting their MOY mathematics growth projection from 49% in May 2023 to \geq 50% by June 2024 as measured by MAP mathematics assessments.

Goal Progress Measure (GPM) 1.3 (District; 1-year Goal)

Students in grade 3 will increase the percentage meeting their MOY mathematics growth projection from 60% in May 2023 to \geq 61% by June 2024 as measured by MAP mathematics assessments.

Student Outcome Goal 2 (HB 3; 5-year Goal)

The percentage of 3rd grade students that score at the approaches level on STAAR reading will increase from 57% in June 2022 to \geq 80% by June 2028.

Goal Progress Measure (GPM) 2.1 (District; 1-year Goal)

The average percentage of all PK-4 students meeting early reading skills benchmarks at MOY (Wave 2) will increase from 63% in May 2023 to \geq 64% by June 2024 as measured by the CIRCLE Progress Monitoring School Benchmark Growth Report.

Goal Progress Measure (GPM) 2.2 (District; 1-year Goal)

Students in grades K-2 will increase the percentage meeting their MOY reading growth projection from 39% in May 2023 to \geq 40% by June 2024 as measured by MAP reading assessments.

Goal Progress Measure (GPM) 2.3 (District; 1-year Goal)

Students in grade 3 will increase the percentage meeting their MOY reading growth projection from 51% in May 2023 to \geq 52% by June 2024 as measured by MAP reading assessments.

Student Outcome Goal 3 (HB 3; 5-year Goal)

SEISD will increase the percentage of College, Career, and Military Readiness (CCMR) points earned annually by SEHS seniors from 30% in May 2023 to \geq 88% by June 2028 as measured by the A-F Accountability System.

Goal Progress Measure (GPM) 3.1 (District; 1-year Goal)

The percentage of SEHS seniors earning a CCMR point by meeting any of the CCMR criteria will increase from 30% in May 2023 to \geq 40% by June 2024, as measured by the OnData Suite CCMR Early Warning System.

APPENDIX 2: Monitoring Calendar

*This calendar will remain fluid as dates are finalized.



Board Monitoring Calendar 2023-2024

Month	HB 3 or Other Progress Monitoring District	Progress Monitoring Campus	Campus Update (Video)	Board Training Information (Dates Subject to Change)	Review, Update & Approve, Misc.
July 2023					
August 2023	Analysis of STAAR/EOC Scores from Spring 2023 Testing; TELPAS Results from Spring 2023			Team of 8 (Completed May 25, 2023, FWTSBA Spring Workshop)	Approve Board Operating Procedures; Review & Readopt Vision & Mission Statements; Annual Review of CDA (LOCAL) Investments; Annual Review of FFG (LOCAL) Child Abuse and Neglect; Renew Annually of CNA (LOCAL) Student Transportation
September 2023	(HB.3) Goal 3—Overall CCMR Percentage for SEHS; Campus and District Improvement Plans for 2023-2024	SEHS—Math and reading progress monitoring grades 9-12	SEHS	MASBA Sept.14 -16, 2023 TASA/TASB Sept 29 - Oct 01, 2023	
October 2023	A-F Accountability Ratings for 2023			TASA/TASB Sept 29 - Oct 01, 2023	
November 2023	(HB.3) Goal 1--Overall Academic Growth in Mathematics	GEMS—Math and reading progress monitoring grades 7-8	GEMS	FWTSBA (TBA)	
December 2023					

Revised June 06, 2023

*This calendar will remain fluid as dates are finalized.



Board Monitoring Calendar 2023-2024

Month	HB 3 or Other Progress Monitoring District	Progress Monitoring Campus	Campus Update (Video)	Board Training Information (Dates Subject to Change)	Review, Update & Approve, Misc.
January 2024	(HB 3) Goal 2—Overall Academic Growth in Reading				Review & Update RYHT Advocacy Plan; Review & Update Voting Website
February 2024	(HB 3) GPM 1.1—Math Growth for PK (HB 3) GPM 1.2—Math Growth for Grades K-2	Loya—Math and reading progress monitoring for grades PPK and PK	Loya		
March 2024	(HB 3) GPM 1.3—Math Growth for Grade 3	Alarcon—Math and reading progress monitoring grades 3-6	Alarcon		
April 2024	(HB 3) GPM 2.1—Reading Growth for PK (HB 3) GPM 2.2—Reading Growth for Grades K-2	Sambrano—Math and reading progress monitoring grades K-2	Sambrano		Review HB 3 Student Outcome Goals
May 2024	(HB 3) GPM 2.3—Reading Growth for Grade 3	Borrego—Math and reading progress monitoring grades 3-6	Borrego	FW/TSBA/TASB Spring Workshop (TBA)	Hold Budget Workshops Hold Instruction Workshop
June 2024	(HB 3) GPM 3.1—Meeting TSI criteria in ELA/Reading and Math				Conduct Board Self-Evaluation; Annual Review Board Operating Procedures, Review & Approve DMA (LOCAL) Professional Development; Approve Budget & Update Trustee Badges

Revised June 06, 2023

APPENDIX 3: Ethics & Conflict of Interest Statement



SAMPLE

San Elizario I.S.D.
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Norberto Rivas, Chief Financial Officer
Subject: Required Disclosures for the Schools FIRST Report for the 2023-24 Rating
Date: Board Meeting Date

There are two required disclosures for the Schools FIRST report related to 1) gifts to Board Members and Executive Officers and 2) business transactions between the District and Board Members during the year under review. The 2023-24 ratings will be based on data from the school year 2022-23 (the year under review) which includes the period of July 1, 2022 through June 30, 2023. Please enter your response below; if no gifts were received or business transactions conducted, you may indicate N/A. Reimbursement of travel-related expenditures directly related to the duties of a Board Member are also not applicable.

GIFTS

Please list any and all gifts received, as best you can recall, during the period beginning July 1, 2022 through June 30, 2023. Gifts are defined as any and all items given to you and/or your immediate family members from an outside entity having an aggregate value of \$100 or more during the fiscal year.

Approximate Date	Item	Approximate Cost/Value
_____	_____	_____

BUSINESS TRANSACTIONS

Please list any business transactions between you and the District that occurred during the period beginning July 1, 2022 through June 30, 2023.

Approximate Date	Item	Approximate Cost/Value
_____	_____	_____

Name: Board of Trustees

Signature: _____

San Elizario ISD's vision is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district

APPENDIX 4: Legal Notice Regarding Board Policy

This entire document is the official board operating procedures manual for San Elizario ISD. All other policies and procedures in use by San Elizario ISD that are not required by TEC §11.1511 to be retained by the board of trustees are fully delegated by the board to the superintendent. To accomplish this delegation, the superintendent is authorized to transfer all local policies to administrative regulations except where indicated below.

Policies Retained by the Board for Alignment with Texas Education Code

As required by TEC §11.1511, the following policies in the TASB-maintained policy manual related to the duties and powers of the board of trustees are NOT delegated to the superintendent and may not be modified or deleted without the board's prior approval. These remain board policy, however, the superintendent is responsible for their implementation and for notifying the board if any of these non-delegated policies are recommended for modification or removal.

A series	CD series except CDC	DF series except DFE
B series except BP	CE series	EL
CAA	CFC	GF
CCA	CH series	
CCG		

Policies Retained by the Board for Alignment with Goals and Constraints

The following policies in the TASB-maintained policy manual are NOT delegated to the superintendent and may not be modified or deleted without the board's prior approval because they are directly related to either the Board-adopted Student Outcome Goals and Constraints (which includes the Theory of Action). These remain board policy, however, the superintendent is responsible for their implementation and for notifying the board if any of these non-delegated policies are recommended for modification or removal.

Policies Related to Goal #1: Mathematics

None

Policies Related to Goal #2: Reading

None

Policies Related to Goal #3: College, Career, and Military Readiness

EIF

Policies Related to Constraint #1: Community

DGA

Policies Related to Constraint #2: Finances

CC series
CRD
CV series

Policies Related to Constraint #3: Adult Convenience

None

Policies Related to Theory of Action

EC
EF
EHBC
EIE

APPENDIX 5: Social Media Guidelines for Board Members and Other Public Officials

SOCIAL MEDIA GUIDELINES FOR BOARD MEMBERS AND OTHER PUBLIC OFFICIALS

1. **Good comportment, especially on social media, is in the District's interest and serves as the best PR.**
2. **Do NOT overshare and verify the truth of your information.** You should be particularly careful about the information you share on social media and make certain that you do not overshare. Remember that a violation of the Open Meetings Act carries criminal penalties that include fines, jail time or both. Likewise, there are legal consequences for communicating false information such as defamation or libel suits. Moreover, be mindful of the confidential nature of certain information shared with you and limit the content of your communication to information that San Elizario ISD has previously released to the public.
3. **Speak for yourself, and yourself only.** Although you are free to communicate with others on social media, please do not use your personal social media accounts to speak on behalf of the school board or San Elizario ISD. If you choose to communicate on social media about San Elizario ISD business, please ensure that you specify that you are communicating as an individual and not on behalf of the board or the school district.
4. **Do not communicate with other board members through social media.** In doing so, you run the risk of establishing a quorum and discussing district business outside of a publicly noticed meeting which would violate Open Meetings laws.
5. **Avoid re-creating board meeting events and discussions.** Doing so can lead to unintended contradictions or confusion. Instead, direct the public to key administration, meeting minutes, agendas, publicly available documents, etc.
6. **Don't jump to conclusions and make pre-determinations.** Do not publicly communicate about your consideration or decision-making on matters that have not yet reached the board for possible action. Be mindful of the legal processes for certain matters and refrain from even the appearance of making pre-determinations or decisions outside of the established or required process (for example, due process hearings for teacher nonrenewals, employee grievance hearings, adoption of tax rate, etc.).
7. **Refrain from involving yourself as a witness in a matter that may result before the board.** If you are approached or contacted with a complaint, redirect the complainant to the appropriate administrator. Be sure to promptly inform the Superintendent and Board President of the matter.
8. **Remember that you are a temporary custodian of records under state law.** Under recent legislative changes to the Public Information Act, board members, public officials, and employees are required to maintain all records pertaining to district business. This includes communication by text, personal email and social media. This means that your social media communications are presumed

to be public information, must be preserved by you as district records and must be made available to the public upon request (absent an exception to public disclosure).

9. **Seek legal advice prior to deleting public comments or blocking participants.** Even if you're using a personal social media account, deleting public comments or blocking persons with whom you disagree have the potential of violating the constitutional tenets of free speech—especially if the communication relates to district business. Check with the district's legal counsel before taking any action, or better yet disable all public comment functions on your account.
10. **Quickly report any possible illegal or criminal activity, to include threats against district employees, students and public officials.** Report the information to the Superintendent, Board President and law enforcement.

APPENDIX 6: BBFA (LEGAL) and BBFB (LEGAL)

San Elizario ISD
071904

ETHICS
CONFLICT OF INTEREST DISCLOSURES

BBFA
(LEGAL)

Note: For information regarding conflicts of interest and depository contracts, see BDAE.

See also CBB for conflict of interest requirements when federal funds are involved.

Substantial Interest Affidavit

If a local public official has a substantial interest in a business entity or in real property, the official shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter if:

1. In the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
2. In the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

The affidavit must be filed with the official recordkeeper of the district.

Local Gov't Code 171.004(a)-(b)

Abstention Exception

If a trustee is required to file and does file an affidavit, that trustee shall not be required to abstain from further participation in the matter or matters requiring such an affidavit if a majority of the trustees are likewise required to file and do file affidavits of similar interests on the same official action. *Local Gov't Code 171.004(c)*

Definitions

Local Public Official

"Local public official" means a member of the governing body or another officer, whether elected, appointed, paid, or unpaid, of any district (including a school district), central appraisal district, or other local governmental entity who exercises responsibilities beyond those that are advisory in nature. *Local Gov't Code 171.001(1)*

Substantial Interest

Business Entity

A person has a substantial interest in a business entity if:

1. The person owns:
 - a. Ten percent or more of the voting stock or shares of the business entity, or
 - b. Either ten percent or more or \$15,000 or more of the fair market value of the business entity; or

DATE ISSUED: 10/29/2021
UPDATE 118
BBFA(LEGAL)-P

1 of 8

2. Funds received by the person from the business entity exceed ten percent of the person's gross income for the previous year.

Local Gov't Code 171.002(a)

"Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law. *Local Gov't Code 171.001(2)*

Real Property	A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more. <i>Local Gov't Code 171.002(b)</i>
First-Degree Relatives	A local public official is considered to have a substantial interest under Local Government Code 171.002 if a person related in the first degree by consanguinity or affinity, as determined under Government Code Chapter 573 [see DBE], has a substantial interest under that section. <i>Local Gov't Code 171.002(c)</i>
Separate Vote on Budget	The board shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a trustee has a substantial interest. Except as provided at Abstention Exception above, the affected trustee may not participate in that separate vote. The trustee may vote on a final budget if the trustee has complied with Local Government Chapter 171 and the matter in which the trustee is concerned has been resolved. <i>Local Gov't Code 171.005</i>
Violations	A local public official commits an offense if the official knowingly: <ol style="list-style-type: none">1. Violates Local Government Code 171.004.2. Acts as surety for a business entity that has work, business, or a contract with the district.3. Acts as surety on any official bond required of a trustee. <i>Local Gov't Code 171.003</i>
Voidable Actions	The finding by a court of a violation of Local Government Code Chapter 171 does not render an action of the board voidable unless the measure that was the subject of an action involving a conflict of interest would not have passed without the vote of the person who violated the chapter. <i>Local Gov't Code 171.006</i>
Private Corporation	It shall be lawful for a local public official to serve as a member of the board of directors of private, nonprofit corporations when such officials receive no compensation or other remuneration from the

San Elizario ISD
071904

ETHICS
CONFLICT OF INTEREST DISCLOSURES

BBFA
(LEGAL)

nonprofit corporation or other nonprofit entity. *Local Gov't Code 171.009*

Conflicts Disclosure Statement

A local government officer shall file a conflicts disclosure statement with respect to a vendor if the vendor enters into a contract with the district or the district is considering entering into a contract with the vendor; and the vendor:

1. Has an employment or other business relationship with the local government officer or a family member of the officer, and the business relationship results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:
 - a. A contract between the district and the vendor has been executed; or
 - b. The district is considering entering into a contract with the vendor;
2. Has given to the local government officer or a family member of the officer one or more gifts, and the gift or gifts have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - a. A contract between the district and the vendor has been executed; or
 - b. The district is considering entering into a contract with the vendor; or
3. Has a family relationship with the local government officer.

Gifts—Exception

A local government officer is not required to file a conflicts disclosure statement in relation to a gift accepted by the officer or a family member of the officer if the gift is:

1. A political contribution as defined by Election Code Title 15; or
2. Food accepted as a guest.

Local Gov't Code 176.003(a)-(a-1)

Filing Date

A local government officer shall file the conflicts disclosure statement with the records administrator of the district not later than 5:00 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement. *Local Gov't Code 176.003(b)*

Vendor Questionnaire

A person who is both a local government officer and a vendor of a district is required to file the required vendor questionnaire only if

DATE ISSUED: 10/29/2021
UPDATE 118
BBFA(LEGAL)-P

3 of 8

	the person enters or seeks to enter into a contract with the district or is an agent of a person who enters or seeks to enter into a contract with the district. [See CHE] <i>Local Gov't Code 176.006(e)</i>
Definitions	
<i>Agent</i>	"Agent" means a third party who undertakes to transact some business or manage some affair for another person by the authority or on account of the other person. The term includes an employee. <i>Local Gov't Code 176.001(1)</i>
<i>Business Relationship</i>	"Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on: <ol style="list-style-type: none">1. A transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;2. A transaction conducted at a price and subject to terms available to the public; or3. A purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency. <i>Local Gov't Code 176.001(1-a)</i>
<i>Contract</i>	"Contract" means a written agreement for the sale or purchase of real property, goods, or services. <i>Local Gov't Code 176.001(1-d)</i>
<i>Family Member</i>	"Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Government Code Chapter 573, Subchapter B. [See DBE] <i>Local Gov't Code 176.001(2)</i>
<i>Family Relationship</i>	"Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Government Code Chapter 573, Subchapter B. [See DBE] <i>Local Gov't Code 176.001(2-a)</i>
<i>Gift</i>	"Gift" means a benefit offered by a person, including food, lodging, transportation, and entertainment accepted as a guest. The term does not include a benefit offered on account of kinship or a personal, professional, or business relationship independent of the official status of the recipient. <i>Local Gov't Code 176.001(2-b)</i>
<i>Investment Income</i>	"Investment income" means dividends, capital gains, or interest income generated from: <ol style="list-style-type: none">1. A personal or business checking or savings account, share draft or share account, or other similar account;

2. A personal or business investment; or
3. A personal or business loan.

Local Gov't Code 176.001(2-d)

*Local
Government
Officer*

"Local government officer" means a member of the board, the superintendent, or an agent of the district who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. *Local Gov't Code 176.001(4)*

*Records
Administrator*

"Records administrator" means the director, superintendent, or other person responsible for maintaining the records of the district or another person designated by the district to maintain statements and questionnaires filed under Local Government Code Chapter 176 and perform related functions. *Local Gov't Code 176.001(5)*

Vendor

"Vendor" means a person who enters or seeks to enter into a contract with a district. The term includes an agent of a vendor. The term includes an officer or employee of a state agency when that individual is acting in a private capacity to enter into a contract. The term does not include a state agency except for Texas Correctional Industries. *Local Gov't Code 176.001(7)*

Duties of Records
Administrator

A records administrator shall:

1. Maintain a list of local government officers of the district and shall make that list available to the public and any vendor who may be required to file a conflict of interest questionnaire under Local Government Code 176.006; and
2. Maintain the statements and questionnaires that are required to be filed under Government Code Chapter 176 in accordance with the district's records retention schedule. [See CPC]

Local Gov't Code 176.0065

Internet Posting

A district that maintains an internet website shall provide access to the statements and to questionnaires required to be filed under Local Government Code Chapter 176 on that website. *Local Gov't Code 176.009*

Violations

A local government officer commits an offense if the officer is required to file a conflicts disclosure statement under Local Government Code 176.003 and knowingly fails to file the required conflicts disclosure statement with the appropriate records administrator not later than 5:00 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement. It is an exception to the application of this provision that the local government officer filed the required conflicts disclosure statement not later than the seventh business day after

	<p>the date the officer received notice from the district of the alleged violation.</p> <p>A board may reprimand, suspend, or terminate the employment of an employee who knowingly fails to comply with a requirement adopted under Local Government Code 176. [See DF series]</p> <p><i>Local Gov't Code 176.013(a), (d), (f)</i></p> <p>[See CHE for violations by a vendor.]</p>
Affidavit Disclosing Interest in Property	<p>A public servant who has a legal or equitable interest in property that is to be acquired with public funds shall file an affidavit within ten days before the date on which the property is to be acquired by purchase or condemnation.</p> <p>The affidavit must be filed with the county clerk of the county in which the public servant resides and the county clerk of each county in which the property is located.</p> <p>The affidavit must:</p> <ol style="list-style-type: none">1. State the name of the public servant and the public servant's office, public title, or job designation;2. Fully describe the property;3. Fully describe the nature, type, and amount of interest in the property, including the percentage of ownership interest;4. State the date when the person acquired an interest in the property;5. Include a verification as follows: "I swear that the information in this affidavit is personally known by me to be correct and contains the information required by Section 553.002, Government Code"; and6. Contain an acknowledgment of the same type required for recording a deed in the deed records of the county. <p><i>Gov't Code 553.002</i></p>
Definition	<p>"Public servant" means a person who is elected, appointed, employed, or designated, even if not yet qualified for or having assumed the duties of office, as:</p> <ol style="list-style-type: none">1. A candidate for nomination or election to public office, or2. An officer of government. <p><i>Gov't Code 553.001</i></p>

San Elizario ISD
071904

ETHICS
CONFLICT OF INTEREST DISCLOSURES

BBFA
(LEGAL)

Violations	A person commits an offense if the person violates Government Code 553.002 and the person has actual notice of the acquisition or intended acquisition of the legal or equitable interest in the property. A person who violates Government Code 553.002 by not filing the required affidavit is presumed to have the intent to commit an offense. <i>Gov't Code 553.003</i>
Trustee Financial Statement	<p>The board by resolution adopted by majority vote may require each member of the board to file the financial statement required of state officers under Government Code Chapter 572, Subchapter B with the board and the Texas Ethics Commission.</p> <p>Not later than the 15th day after the date a board adopts this resolution, the board shall deliver a certified copy of the resolution to the Texas Ethics Commission. A resolution applies beginning on January 1 of the second year following the year in which the resolution is adopted. A member of a board that has adopted a resolution is not required to include, in a financial disclosure statement, financial activity occurring before January 1 of the year following the year in which the resolution is adopted.</p> <p>The commissioner by order shall require the members of the board to file the financial statement required of state officers under Government Code Chapter 572, Subchapter B in the same manner as the members of a board that have adopted a resolution if the commissioner determines that:</p> <ol style="list-style-type: none"><li data-bbox="617 1134 1273 1207">1. A board member has failed to comply with filing and recusal requirements applicable to the member under Local Government Code Chapter 171;<li data-bbox="617 1228 1273 1281">2. The district financial accounting practices are not adequate to safeguard state and district funds; or<li data-bbox="617 1291 1273 1344">3. The district has not met a standard set by the commissioner in the financial accountability rating system. <p>The commissioner may require filing financial statements covering not more than three fiscal years and beginning on January 1 of the second year following the date of the commissioner's order. A member of a board subject to an order issued by the commissioner is not required to include, in a financial disclosure statement, financial activity occurring before January 1 of the year following the year in which the order is issued. The commissioner may renew the requirement if the commissioner determines that a condition described above continues to exist.</p> <p>Government Code Chapter 572, Subchapter B applies to a trustee subject to these provisions as if the trustee were a state officer, and</p>

DATE ISSUED: 10/29/2021
UPDATE 118
BBFA(LEGAL)-P

7 of 8

San Elizario ISD
071904

ETHICS
CONFLICT OF INTEREST DISCLOSURES

BBFA
(LEGAL)

governs the contents, timeliness of filing, and public inspection of a statement filed under these provisions.

Violations

A trustee serving in a district that has adopted a resolution or that is subject to an order issued by the commissioner commits an offense if the trustee fails to file the statement required by the resolution or order.

Education Code 11.064

DATE ISSUED: 10/29/2021
UPDATE 118
BBFA(LEGAL)-P

8 of 8

**Prohibited Activities
by Public Servants—
State Law**

“Public servant” means a person elected, selected, appointed, employed, or otherwise designated as one of the following, even if the person has not yet qualified for office or assumed his or her duties:

1. An officer, employee, or agent of government; or
2. A candidate for nomination or election to public office.

Penal Code 1.07(a)(41)(A), (E)

Bribery

A person commits an offense if the person intentionally or knowingly offers, confers, or agrees to confer on another, or solicits, accepts, or agrees to accept from another, any benefit:

1. As consideration for the recipient’s decision, opinion, recommendation, vote, or other exercise of discretion as a public servant or voter;
2. As consideration for a violation of a duty imposed by law on a public servant; or
3. That is a political contribution as defined by Election Code Title 15 or an expenditure made and reported in accordance with Government Code Chapter 305 (regarding registration of lobbyists), if the benefit was offered, conferred, solicited, accepted, or agreed to pursuant to an express agreement to take or withhold a specific exercise of official discretion, if such exercise of official discretion would not have been taken or withheld but for the benefit.

“Benefit” means anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.

Penal Code 36.01(3), .02

Illegal Gifts

A public servant who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions of government commits an offense if the public servant solicits, accepts, or agrees to accept any benefit from a person the public servant knows is interested in or likely to become interested in any contract, purchase, payment, claim or transaction involving the exercise of the public servant’s discretion. *Penal Code 36.08(d)*

A public servant who receives an unsolicited benefit that the public servant is prohibited from accepting under the provision above may donate the benefit to a governmental entity that has the authority to accept the gift or may donate the benefit to a recognized tax-exempt charitable organization formed for educational, religious, or scientific purposes. *Penal Code 36.08(d), (i)*

Exceptions

Illegal Gifts does not apply to:

1. A fee prescribed by law to be received by a public servant or any other benefit to which the public servant is lawfully entitled or for which the public servant gives legitimate consideration in a capacity other than as a public servant;
2. A gift or other benefit conferred on account of kinship or a personal, professional, or business relationship independent of the official status of the recipient;
3. A benefit to a public servant required to file a statement under Government Code Chapter 572, or a report under Election Code Title 15, that is derived from a function in honor or appreciation of the recipient if:
 - a. The benefit and the source of any benefit in excess of \$50 is reported in the statement; and
 - b. The benefit is used solely to defray the expenses that accrue in the performance of duties or activities in connection with the office which are nonreimbursable by the state or political subdivision;
4. A political contribution as defined by Election Code Title 15;
5. An item with a value of less than \$50, excluding cash or a negotiable instrument as described by Business and Commerce Code 3.104;
6. An item issued by a governmental entity that allows the use of property or facilities owned, leased, or operated by the governmental entity; or
7. Food, lodging, transportation, or entertainment accepted as a guest and, if the donee is required by law to report those items, reported by the donee in accordance with that law.

Penal Code 36.10

Honoraria and
Expenses

A public servant commits an offense if the public servant solicits, accepts, or agrees to accept an honorarium in consideration for services that the public servant would not have been requested to provide but for the person's official position or duties. This provision does not prohibit a public servant from accepting transportation and lodging expenses or meals in connection with a conference or similar event in which the public servant renders services, such as addressing an audience or engaging in a seminar, to the extent those services are more than merely perfunctory. *Penal Code 36.07*

**Abuse of Official
Capacity**

A public servant commits an offense if, with intent to obtain a benefit or with intent to harm or defraud another, intentionally or knowingly violates a law relating to the office or employment, or misuses government property, services, personnel, or any other thing of value, belonging to the government that has come into the public servant's custody by virtue of the person's office or employment.
Penal Code 39.02(a)

"Law relating to a public servant's office or employment" means a law that specifically applies to a person acting in the capacity of a public servant and that directly or indirectly imposes a duty on the public servant or governs the conduct of the public servant. *Penal Code 39.01(1)*

"Misuse" means to deal with property contrary to:

1. An agreement under which the public servant holds the property;
2. A contract of employment or oath of office of a public servant;
3. A law, including provisions of the General Appropriations Act specifically relating to government property, that prescribes the manner of custody or disposition of the property; or
4. A limited purpose for which the property is delivered or received.

Penal Code 39.01(2)

Official Oppression

A public servant acting under color of the public servant's office or employment commits an offense if the public servant intentionally subjects another to sexual harassment.

A public servant acts under color of the public servant's office or employment if the person acts or purports to act in an official capacity or takes advantage of such actual or purported capacity.

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, submission to which is made a term or condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly.

Penal Code 39.03(a)(3), (b), (c)

**Misuse of Official
Information**

A public servant commits an offense if, in reliance on information to which the public servant has access by virtue of the person's office or employment and that has not been made public, the person:

1. Acquires or aids another to acquire a pecuniary interest in any property, transaction, or enterprise that may be affected by the information;
2. Speculates or aids another to speculate on the basis of the information; or
3. As a public servant, including as a school administrator, coerces another into suppressing or failing to report that information to a law enforcement agency.

A public servant commits an offense if with intent to obtain a benefit or with intent to harm or defraud another, the public servant discloses or uses information for a nongovernmental purpose that:

1. The person has access to by means of the person's office or employment; and
2. Has not been made public.

"Information that has not been made public" means any information to which the public does not generally have access, and that is prohibited from disclosure under Government Code Chapter 552 (the Public Information Act).

Penal Code 39.06(a), (b), (d)

Nepotism

Except as provided by law, a public official may not appoint, confirm the appointment of, or vote for the appointment or confirmation of the appointment of an individual to a position that is to be directly or indirectly compensated from public funds or fees of office if:

1. The individual is related to the public official within the third degree by consanguinity (blood) or within the second degree by affinity (marriage); or
2. The public official holds the appointment or confirmation authority as a member of a local board and the individual is related to another member of the board within a prohibited degree.

Gov't Code 573.002, .041 [See DBE]

"Public official" means:

1. An officer of this state or of a district, county, municipality, precinct, school district, or other political subdivision of this state; or

2. An officer or member of a board of this state or of a district, county, municipality, school district, or other political subdivision of this state.

Gov't Code 573.001(3)

The nepotism law governs the hiring of an individual, whether the individual is hired as an employee or an independent contractor.
Atty. Gen. Op. DM-76 (1992)

A public official may not approve an account or draw or authorize the drawing of a warrant or order to pay the compensation of an ineligible individual if the official knows the individual is ineligible.
Gov't Code 573.083

*Counties with
Population
35,000 or More*

If, under the district's employment policy [see DC], the board delegates to a superintendent the final authority to select district personnel:

1. The superintendent is a public official for the purposes of the nepotism prohibitions of Government Code Chapter 573 only with respect to a decision made under that delegation of authority; and
2. Each member of the board remains subject to the nepotism prohibitions with respect to all district employees.

For purposes of this provision, a person hired by a district before September 1, 2007, is considered to have been in continuous employment [see DBE] and is not prohibited from continuing employment with the district subject to the abstention requirements.

Education Code 11.1513(f), (h)

*Counties with
Population Less
Than 35,000*

The provisions at Counties with Population 35,000 or More do not apply to a district that is located:

1. Wholly in a county with a population of less than 35,000; or
2. In more than one county, if the county in which the largest portion of district territory is located has a population of less than 35,000.

Education Code 11.1513(g)

A member of a board that has delegated to the superintendent final authority for personnel selection is not a public official with appointment authority for purposes of the nepotism prohibitions of Government Code 573.041. *Atty. Gen. Op. GA-123 (2003)*

With respect to renewed contracts, however, board members may be the relevant public officials for nepotism purposes. *Atty. Gen. Op. GA-177 (2004)*

Former Board Member Employment	A trustee of a district may not accept employment with the district until the first anniversary of the date the trustee's membership on the board ends. <i>Education Code 11.063</i>
Incompatibility of Office	The common law rule of incompatibility prohibits one person from holding two offices if the duties are in conflict or if one is subordinate to the other. Offices are legally incompatible when the faithful and independent exercise of one would necessarily interfere with the faithful and independent exercise of the other. <i>Thomas v. Abernathy County Line Indep. Sch. Dist., 290 S.W. 152 (Tex. Comm. App. 1927); Turner v. Trinity Indep. Sch. Dist., 700 S.W.2d 1 (Tex. Ct. App. 1983); Atty. Gen. Op. JM-634 (1987), MW-450 (1982)</i>
Instructional Materials Violations	A trustee commits an offense if the trustee receives any commission or rebate on any instructional materials or technological equipment used in the schools with which the trustee is associated.
Rebates	
Gifts	A trustee commits an offense if the trustee accepts a gift, favor, or service that: <ol style="list-style-type: none">1. Is given to the person or the person's school;2. Might reasonably tend to influence a trustee in the selection of instructional material or technological equipment; and3. Could not be lawfully purchased with state instructional materials funds. "Gift, favor, or service" does not include staff development, in-service, or teacher training; or ancillary materials, such as maps or worksheets, that convey information to the student or otherwise contribute to the learning process. <i>Education Code 31.152</i>
Free Materials	A person commits an offense if the person knowingly violates any law providing for the purchase or distribution of free instructional materials for the public schools. <i>Education Code 31.153</i>
Prohibited Activities by Public Servants—Federal Law	"Public official" includes a person acting for or on behalf of the United States, or any department, agency, or branch thereof, in any official function, under or by authority of any such department, agency, or branch of government. The term includes any person who has been nominated or appointed to be a public official, or has been officially informed that such person will be so nominated or appointed. <i>18 U.S.C. 201(a); Dixon v. U.S., 465 U.S. 482, 499 (1984)</i> ("To be a public official under section 201(a), an individual
Bribery—General	

must possess some degree of official responsibility for carrying out a federal program or policy.”; U.S. v. Franco, 632 F.3d 880 (5th Cir. 2011)

A public official commits an offense if the public official, directly or indirectly, corruptly demands, seeks, receives, accepts, or agrees to receive or accept anything of value personally or for any other person or entity, in return for:

1. Being influenced in the performance of any official act;
2. Being influenced to commit or aid in committing, or to collude in, or allow, any fraud, or make opportunity for the commission of any fraud, on the United States; or
3. Being induced to do or omit to do any act in violation of the official duty of such official or person.

18 U.S.C. 201(b)(2)

Bribery—Federal
Programs

"Agent" means a person authorized to act on behalf of another person or a government and, in the case of a government, includes a servant or employee, and a partner, director, officer, manager, and representative.

"Government agency" means a subdivision of the executive, legislative, judicial, or other branch of government, including a department, independent establishment, commission, administration, authority, board, and bureau, and a corporation or other legal entity established, and subject to control, by a government or governments for the execution of a governmental or intergovernmental program.

If a district receives, in any one year period, benefits in excess of \$10,000 under a federal program involving a grant, contract, subsidy, loan, guarantee, insurance, or other form of federal assistance, an agent of the district commits an offense if the agent:

1. Embezzles, steals, obtains by fraud, or otherwise without authority knowingly converts to the use of any person other than the rightful owner or intentionally misapplies, property that:
 - a. Is valued at \$5,000 or more, and
 - b. Is owned by, or is under the care, custody, or control of the district; or
2. Corruptly solicits or demands for the benefit of any person, or accepts or agrees to accept, anything of value from any person, intending to be influenced or rewarded in connection with

San Elizario ISD
071904

ETHICS
PROHIBITED PRACTICES

BBFB
(LEGAL)

any business, transaction, or series of transactions of the district involving anything of value of \$5,000 or more.

This provision does not apply to bona fide salary, wages, fees, or other compensation paid, or expenses paid or reimbursed, in the usual course of business.

18 U.S.C. 666

DATE ISSUED: 12/19/2018
UPDATE 112
BBFB(LEGAL)-P

8 of 8

APPENDIX 7: TASB: Effective Board Practices: An Inventory for School Boards




Effective Board Practices: An Inventory for School Boards

1. A vision statement is in place for the district.

1.1 The vision statement meets the criteria for a well-developed vision statement listed in the supporting materials.	Yes	No	Unsure
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>You can check "Yes" for the above item if you check "Yes" to all the criteria below:</i>			
a. Your vision statement is written.	Yes	No	Unsure
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. It lists or describes desired qualities for at least each of the following: students of the district, the community, and the schools in the district.	Yes	No	Unsure
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Staff and community input was solicited in some fashion and was considered.	Yes	No	Unsure
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. All current members of the board and the superintendent have agreed, in a formal adoption or readoption by the board, to be guided by the vision.	Yes	No	Unsure
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.2	The board reviews and readopts the vision through formal board action.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
<i>You can check "Yes" for the above item if you check "Yes" to all the criteria below:</i>				
a.	The board has formally adopted or readopted its vision statement within the last five years.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
b.	The board's annual calendar of activities or another written document clearly specifies when the vision statement will next be considered for review.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>

1.3	The vision is disseminated throughout the district.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
<i>You can check "Yes" for the above item if you check "Yes" to all the criteria below:</i>				
a.	The vision statement is clearly posted in the board meeting room or copies are available at each meeting.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
b.	The vision statement is available on all campuses and all staff members have been informed about it.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>

2. A comprehensive statement of goals for the district is in place.

2.1	The board adopts or reaffirms a comprehensive list of district goals each year through formal board action.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
<i>You can check "Yes" for the above item if you check "Yes" to all the criteria below:</i>				
a.	The board formally adopted or reaffirmed a list of goals within the past 12 months.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
b.	Workshop documents from the goal-setting process indicate the board considered a broad range of district issues and student achievement measures before limiting the goals to those included in its list.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
c.	Each member of the board can state in general terms the substantive content of current goals.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
d.	The board can point to specific, written criteria that will be used to assess whether the district is succeeding in reaching its goals.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>

2.2 Mechanisms for disseminating the goals for the district are clearly identified and in writing. **Yes** **No** **Unsure**

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

a. Current goals are either posted in the board room or made available to the audience at board meetings. **Yes** **No** **Unsure**

b. The goals are available on all campuses and the district Web site, and all staff members have been informed about them. **Yes** **No** **Unsure**

2.3 The board is familiar with administration's written plans for accomplishing the goals. The plans include time lines for implementation, specific mechanisms for assessing the effectiveness of the plans, and specific times for reporting to the board on progress. **Yes** **No** **Unsure**

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

a. The board has looked at copies of, or been formally briefed about, the administration's plans for accomplishing the current district goals. **Yes** **No** **Unsure**

b. The written plans state what results the board will see after implementation and include time lines for implementation, procedures for assessing effectiveness, and a schedule for progress reports to the board. **Yes** **No** **Unsure**

3. Board actions reinforce the central importance of the goals to the work of the district.

3.1 Deliberation on major items before the board routinely includes a discussion of the recommended action's impact on meeting district goals. **Yes** **No** **Unsure**

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

a. Board agenda materials routinely summarize the impact agenda items will have on the achievement of current goals. **Yes** **No** **Unsure**

b. Board deliberations routinely include an acknowledgement of whether the given agenda item directly or indirectly supports a district goal. **Yes** **No** **Unsure**

3.2 The board's superintendent evaluation instrument and process focus first and foremost on the superintendent's success in addressing the board-adopted goals. Yes No Unsure

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. Board agenda materials or minutes indicate the board formally adopts written priority performance goals for the superintendent at the beginning of the evaluation cycle. Yes No Unsure
- b. The majority of the priority performance goals for the superintendent are clearly derived from current or former district goals. Yes No Unsure
- c. The board's regularly scheduled formative and summative evaluation conferences begin with reports by the superintendent on actions taken in support of the priority performance goals or with summaries of reports provided earlier. Yes No Unsure

3.3 The board's budget review process specifically identifies how goals are funded in the proposed budget, whether funding is adequate, and whether funding priorities are consistent with board-adopted goals. Yes No Unsure

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. Board agenda materials or minutes indicate that the board annually discusses budget priorities with the superintendent in advance of the superintendent's budget preparation. Yes No Unsure
- b. Budget review materials used in adopting the current district budget clearly identify the funding associated with each district goal. Yes No Unsure

4. The board monitors plan implementation and district success in a formal, scheduled manner.

4.1 Time lines in the plans for reporting to the board are incorporated into the board's annual activity calendar and included on appropriate monthly agendas. Yes No Unsure

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. Board agendas or minutes from the past 12 months indicate the board received and formally discussed at least one report of progress on district goals. Yes No Unsure
- b. The board's calendar for the coming year lists the months in which reports on goal implementation will be provided. Yes No Unsure

5. Goals, performance standards, and/or benchmarks have been established for major aspects of district operations.

- 5.1 The board receives information annually from the superintendent on the goals, standards, or benchmarks the administration uses to assess effectiveness for the major areas of district operations.
- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| | Yes | No | Unsure |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. Board agenda materials or minutes from the past 12 months indicate the board and superintendent formally discussed goals, standards, or benchmarks the superintendent uses in assessing operational effectiveness in major areas.
- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| | Yes | No | Unsure |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- b. The board can point to a document or documents outlining the measures used by the administration to assess success in at least three major areas of district operations.
- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| | Yes | No | Unsure |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- 5.2 The board receives regular, scheduled updates on operations effectiveness as measured against standards or benchmarks.
- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| | Yes | No | Unsure |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. Board agenda materials or minutes indicate that the board received a report on operations success relative to established standards or benchmarks within the last 12 months.
- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| | Yes | No | Unsure |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. The board is familiar with the broad outlines of the systems the superintendent has put in place to manage district operations.

- 6.1 The board and superintendent have a schedule for periodic updates on major management systems in the district, including presentations on how benchmark data is used to plan improvements.
- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| | Yes | No | Unsure |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. Board agenda materials or minutes indicate the board received a briefing on at least one major management system within the past 12 months.
- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| | Yes | No | Unsure |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- b. The board can point to a document with a schedule for briefings on major management systems.
- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| | Yes | No | Unsure |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6.2 The board’s evaluation of the superintendent’s performance as a manager focuses on the superintendent’s establishing appropriate measures and standards of performance for major district operations, monitoring success, and using data for improvement.

Yes No Unsure

You can check “Yes” for the above item if you check “Yes” to all the criteria below:

a. Items on the board’s evaluation instrument that assess management skills focus on whether appropriate performance standards are in place for major areas of district operations, whether the standards are being monitored, and whether they are being met.

Yes No Unsure

Board-Superintendent Team Operations

7. The board and superintendent team regularly checks expectations and assesses board-superintendent operations.

7.1 The board and superintendent participate in an annual team-building activity.

Yes No Unsure

You can check “Yes” for the above item if you check “Yes” to all the criteria below:

a. Board agenda materials or minutes indicate the board and superintendent participated together in a team-building session or self-assessment discussion during the past 12 months.

Yes No Unsure

b. Written documents or reports from the team-building session indicate the session included review of actual board practices and behaviors and resulted in agreements about future operations.

Yes No Unsure

c. Board agenda materials, board minutes, or documents related to the most recent team-building session indicate the board formally discussed continuing education needs as a part of its team-building activity.

Yes No Unsure

d. The board can point to written plans for continuing education for its members that include, at a minimum, the topics to be addressed.

Yes No Unsure

7.2 The board has adopted and annually reaffirms an ethics statement or code of conduct for board members. **Yes** **No** **Unsure**

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

a. The board can point to a code of conduct or ethics statement that has been formally adopted by the board. **Yes** **No** **Unsure**

b. Board agenda materials or minutes indicate the statement has been affirmed by all current members of the board, or the board's calendar of activities includes reaffirmation of the ethics statement or code of conduct as an agenda item within the next six months. **Yes** **No** **Unsure**

8. Written operating procedures for the board and superintendent are in place.

8.1 A written annual calendar of board events, outlining major board activities by month, is in place. **Yes** **No** **Unsure**

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

a. All members of the board have copies of a written, 12-month calendar on which major board responsibilities have been scheduled. **Yes** **No** **Unsure**

b. At least 75 percent of the board tasks on the calendar for the past 12 months were performed in the months scheduled or were rescheduled on the calendar for another specific time. **Yes** **No** **Unsure**

8.2 Operating procedures are codified in a written board-superintendent procedures document; new board members are oriented to operating procedures within the first 60 days of service. **Yes** **No** **Unsure**

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

a. The board can point to written board operating procedures. **Yes** **No** **Unsure**

b. The operating procedures are stated in terms of observable actions: what the board, trustee, or superintendent is actually expected to do or not do. **Yes** **No** **Unsure**

c. Any members who have joined the board-superintendent team within the last 12 months have copies of all written board operating procedures. **Yes** **No** **Unsure**

8.3 An annual review of operating procedures is included on the board activity calendar. Yes No Unsure

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. Board agenda materials, minutes, or other documents indicate the board and superintendent have formally discussed operating procedures within the past 12 months. Yes No Unsure
- b. The review of operating procedures usually occurs in the same month each year. Yes No Unsure

Advocacy

9. The board is an active advocate for the district within the community.

9.1 The board has an active plan for its generating support for the district, its vision, and its goals with patrons, the business community, and other organizations in the area. Yes No Unsure

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. The plan is written and reviewed each year. Yes No Unsure
- b. The plan lists activities the board members themselves or the board as a whole will do to generate support and partnerships within the community. Yes No Unsure

9.2 The board reviews board and board member success in generating support for the district annually. Yes No Unsure

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. The board's activity calendar includes a month in which this review takes place. Yes No Unsure
- b. Agenda materials, workshop materials, or minutes from the last 12 months indicate that board discussed the success of its plan and its efforts. Yes No Unsure

10. The board is an active advocate for the district with other elected officials.

10.1 The board has an active plan for advocating for the district's interest with legislators and other elected public officials. **Yes** **No** **Unsure**

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

a. The plan is written and reviewed at least every two years. **Yes** **No** **Unsure**

b. The plan lists activities the board members themselves or the board as a whole will do to support the district's interest before legislators and other elected public officials. **Yes** **No** **Unsure**

10.2 Every two years, the board reviews board and board member success in advocating for the district with legislators and other elected officials. **Yes** **No** **Unsure**

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

a. The board's activity calendar includes a month in which this review takes place. **Yes** **No** **Unsure**

b. Agenda materials, workshop materials, or minutes from the last 24 months indicate that board discussed the success of its plan and its efforts. **Yes** **No** **Unsure**



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Dr. Rogelio Segovia, Associate Superintendent
Subject: Board Policy BF(LOCAL) [First Reading]
Date: November 8, 2023

HISTORY:

As per BF(LOCAL), the proposed adoption of local policies or amendments must undergo a two-meeting process before adoption by the Board.

RATIONALE:

At the request of the Board of Trustees, the administration is proposing an amendment to BF(LOCAL) with the aim of streamlining the process, allowing both policy adoption and amendments to occur in a single meeting. This would eliminate the need for a separate first and second reading by the Board of Trustees.

BUDGET:

There are no budgetary implications on this item.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is for the Board of Trustees to approve the BF(LOCAL) amendment to streamline the adoption and amendment process for local policies.

Please check one: For approval Report / Information only Recognition only
 Attachment Included

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district

PROPOSED REVISIONS

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

Organization

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

Legally referenced policies are not adopted by the Board.

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

Terms

The terms "Trustee" and "Board member" are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for District name terminology.]

Harmony with Law

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

Policy Development

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent.

Official Policy Manual

The Board shall designate one copy of the local policy manual as the official policy manual of the District. The official copy shall be kept in the central administration office, and the Superintendent shall be responsible for its accuracy and integrity and shall maintain a historical record of the District's policy manual.

Adoption and Amendment

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that

Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

~~Proposed local policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Emergency adoption, however, may occur in one meeting if special circumstances demand an immediate response.~~

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

TASB Localized
Updates

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.



Executive Office
Dr. Armando Aguirre
Education Service Center-Region 19
6611 Boeing Drive
El Paso, Texas 79925-1010

Phone: 915.780.1919
Fax: 915.780.5070
www.esc19.net

October 26, 2023

Dr. Jeannie Meza-Chavez Superintendent
Mr. Eduardo Chavez, Board President
San Elizario Independent School District
P. O. Box 920
San Elizario, Texas 79849

Dr. Meza-Chavez and Mr. Chavez:

The accompanying School Board Member/Superintendent Continuing Education Services Agreement details the services ESC-Region 19 will provide, allowing new and experienced school board members to obtain all continuing education credits required by the Texas Administrative Code, Chapter 61.1. To ensure the adequate and timely delivery of these sessions, the Agreement includes a Conference where board members will be given an opportunity to receive up to six continuing education credits. Embedded throughout the sessions, is time to work as a "Team of 8" on needs identified in the areas of team building, vision, structure, accountability, and advocacy. A follow-up workshop in the spring will allow school board members to receive an additional three credits.

Please review, sign, and submit the Agreement to ESC-Region 19.

We greatly value and appreciate your continued partnership with ESC-Region 19. Our staff remains ready to address any needs or questions that may arise in your district. Please feel free to contact us as needed. We look forward to working together in supporting your board of trustees in their effective and efficient administration of your district.

Sincerely,

A handwritten signature in blue ink, appearing to read "Armando Aguirre".

Dr. Armando Aguirre
Executive Director

Enclosures



**School Board Member/Superintendent
Continuing Education Services Agreement
2023 – 2024**

PURPOSE: To annually provide new and experienced regional school board members with all continuing education requirements as described in the Texas Administrative Code, Chapter 61.1.

BENEFITS: By providing the opportunity for trustees to obtain all the continuing education locally, district economic efficiency is improved by reducing travel costs and other related fees. Annual verification of school board member continuing education credit hours will be reported to district contacts.

This Service Agreement, at an annual cost of \$4,500 per School District includes:

- **Conference for Board Members and Superintendents** that may focus on:
 - **Introduction to the Texas Education Code** for newly elected board members.
 - **Legislative Update** for sitting board members in the year following sessions of the Texas Legislature.
 - **Team Building** to include needs assessment and annual plan for continuing education based on the identified needs. District leadership may select an on-site Tier II training of their choice.
 - **Vision, Structure, Accountability, Advocacy and Unity** continuing education that meets the needs identified in TEA Framework for School Board Development.
 - **Evaluating and Improving Student Outcomes** continuing education that is designed to support the oversight role of the board on evaluating student academic performance; facilitate board plans that set goals for early childhood literacy and mathematics and college, career and military readiness
 - **Identifying and Reporting Abuse and Trafficking** to include identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children.
- **Board Member/Superintendent Leadership** Spring Workshop
- **Far West Texas School Board Association** Membership Dues for 2023 – 2024
- **Superintendent Summit**

Costs for meals and materials provided at the continuing education credit sessions listed above are included in the Service Agreement. Upon request, ESC-Region 19 may provide customized district trainings at an additional cost.

CONTACT:

Barbara O. Amaya
Leadership & Accountability
(915) 780-5354
bamaya@esc19.net

Terri Escandon
Leadership & Accountability
(915) 780-5380
tsescandon@esc19.net

SIGNATURES:

*Superintendent
San Elizario ISD*

*Dr. Armando Aguirre, Executive Director
Education Service Center - Region 19*

*School Board President
San Elizario ISD*

School Board Member Training

A variety of standard and customized training opportunities are available to meet local school district needs. All trainings are correlated to the statewide standard and/or duties of a school board member.

Training Sessions Offered:

- Board Member Ethics
- Building Trust in Leadership
- Customized Training
- District and Campus Accountability Systems
- Educator Ethics
- Evaluating and Improving Student Outcomes
- FIRST (Financial Integrity Rating System of Texas) Training
- Goal Setting
- Identifying and Reporting Abuse and Trafficking
- Introduction to the Texas Education Code for new and experienced school board members
- Roles and Responsibilities of School Board Members and Superintendent
- School Board Accountability
- State and Federal Programs
- Team Building
- Texas Principal Evaluation and Support System (T-PESS)
- Texas Teacher Evaluation and Support System (T-TESS)
- Update to the Texas Education Code (after legislative session: length determined by issues addressed in legislation)



Regular Meeting

Wednesday, October 11, 2023 5:30 PM

SEISD Administration Office, 1050 Chicken Ranch Road, San Elizario, TX 79849

1. GENERAL FUNCTIONS

1.A. Call Meeting to Order

Meeting was called to order at 5:30 p.m.

1.B. Roll Call

The following Board of Trustees were present:

Mr. Eduardo Chavez, Board President
Ms. Myrna Hernandez, Board Vice-President
Ms. Sandra Licon, Board Secretary
Ms. Guadalupe Caro, Board Trustee
Ms. Monica Chavez, Board Trustee

Dr. Jeannie Meza-Chavez, Superintendent, was also in attendance.

Mr. Axel Lopez, Board Trustee joined the meeting at 5:41 p.m.

The following Board of Trustees were absent:

Mr. Lorenzo Luevano, Board Trustee

1.C. Pledge of Allegiance

1.D. San Elizario ISD Mission Statement

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district.

2. OPEN FORUM (five-minute limit)

No items were presented during Open Forum.

3. DISTRICT RECOGNITIONS

3.A. Student Recognition - Diego Flores

Dr. Rogelio Segovia, Associate Superintendent, and Dr. Jeannie Meza-Chavez, Superintendent, recognized Student Diego Flores.

3.B. October is Principal's Month

Dr. Rogelio Segovia, Associate Superintendent, and Dr. Jeannie Meza-Chavez, Superintendent, recognized all San Elizario Independent School District Principals.

3.C. Texas Education Human Resources Day

Dr. Rogelio Segovia, Associate Superintendent, and Dr. Jeannie Meza-Chavez, Superintendent, recognized the Human Resources Department Employees.

3.D. Recognition of National School Lunch Week

Ms. Aggie Reyes, Child Nutrition Services Executive Director, recognized the week of October 17 - 20, 2023 as National School Lunch Week.

4. NEW BUSINESS / BOARD ACTION ITEMS

4.A. Discussion and possible Board action to approve additional funds for the Fernie Madrid Eagle Park

4.A.1. Powerpoint Presentation

Mr. Norberto Rivas, Chief Financial Officer, presented the Phase 2 presentation for the Fernie Madrid Eagle Park.

Ms. Sandra Licon made a motion to approve additional funds for the Fernie Madrid Eagle Park; not to exceed \$195,000.00

Mr. Axel Lopez seconded the motion.

Motion Passed.

4.B. Discussion and possible Board action to schedule an informal meeting of the Board of Trustees to Tour the District Building located at 1444 Main Street, San Elizario, TX

Dr. Jeannie Meza-Chavez, Superintendent, stated Board Trustee requested to Tour the District Building located at 1444 Main Street, San Elizario, TX.

Mr. Eduardo Chavez asked if the building

can be painted.

Mr. Norberto Rivas, Chief Financial Officer, stated that the maintenance to the building can be approved after the walkthrough has been completed.

Mr. Eduardo Chavez stated there is a community event coming up and would like for the building to be aesthetically pleasing.

Mr. Jesus Martinez stated the building needs exterior stucco repairs before it gets painted.

Ms. Sandra Licon stated her concern regarding the exterior integrity of the building.

Board of Trustees agreed to schedule an informal meeting of the Board of Trustees to tour the District Building located at 1444 Main Street, San Elizario, TX on Tuesday, November 7, 2023 at 5:30 p.m.

4.C. Discussion regarding Policy GKD (LOCAL)

Dr. Jeannie Meza-Chavez, Superintendent, presented Policy GKD (LOCAL).

Item 4.C. was moved to executive session to be discussed further.

4.D. Discussion and possible board action to approve an additional Board Member to join the School Safety and Security Committee Board Representation

Mr. Jesus Martinez, Executive Director Support Services, presented the requirements for the District School Safety and Security Committee.

Ms. Sandra Licon made a motion to nominate Mr. Eduardo Chavez and Ms. Myrna Hernandez to the District School Safety and Security Committee.

Ms. Monica Chavez seconded the motion.

Motion Passed.

5. **CONSENT AGENDA** - Consider and possible Board action on

Ms. Myrna Hernandez made a motion to approve the consent agenda as presented.

Ms. Lupe Caro seconded the motion.

Motion Passed.

5.A. Financial Reports

5.A.1. Tax Report

5.A.2. Financial Statements

5.A.3. Investment Report

5.A.4. Purchase Orders exceeding \$25,000.00

PO# 49053 - Demco Inc - \$73,492.90

PO# 49250 - Calian Corp - \$37,577.39

PO# 49251 - Calian Corp - \$35,377.74

5.B. Consider and possible Board action on Delay in A-F Ratings; Revision to Board Monitoring Calendar

5.C. Consider and possible action on District of Innovation Plan Amendment

5.D. Consider and possible Board action on amendment to Active Internet Technologies, dba Finalsite 3-year agreement previously approved on April 17, 2023

5.E. Consider and possible Board action on Resolutions

5.E.1. Texas Education Human Resources Day Resolution

5.E.2. National School Lunch Week Resolution

5.F. Consider disposal of surplus property declared obsolete and unnecessary by Superintendent or her Designee, to include disposal of broken furniture and technology equipment according to Administrative discretion and by any reasonable means.

5.F.1. Technology Department

5.G. Consider approval of minutes for the following:

5.G.1. September 20, 2023 - Special Board Meeting

5.G.2. October 4, 2023 - Working Meeting Fernie Madrid Eagle Park Walkthrough

6. **PRESENTATION / REPORTS / INFORMATION**

6.A. Bilingual/ESL Program Evaluation (Information)

Mr. Eduardo Chavez asked Ms. Susana Frescas to provide a summary on the Bilingual/ESL Program Evaluation.

Mr. Eduardo Chavez stepped out of the meeting at 6:19 p.m.

Ms. Susana Frescas provided a summary on the Bilingual/ESL Program Evaluation.

6.B. Meal Service Update (Information)

7. EXECUTIVE SESSION

The Board entered a closed meeting at 6:27 p.m. to discuss personnel matters, to consult with attorney, to discuss real estate matters, to consider recommendations for hiring of personnel or termination of personnel and other personnel matters under Sec. 551.071, 551.072 and 551.074, Texas Gov. Code:

Mr. Eduardo Chavez entered the meeting at 6:26 p.m.

Item 4.C. was added to Executive Session

7.A. Discussion on Employee / Board / Superintendent Communication

7.B. Discussion regarding Superintendent's evaluation date in lieu of continued delay of accountability information

7.C. Update on lawsuit filed by various school districts to contest TEA A-F rating system and process

8. THE BOARD WILL RETURN TO OPEN SESSION TO TAKE POSSIBLE ACTION ON THE MATTERS DISCUSSED IN EXECUTIVE SESSION

The Board returned to open session at 7:21 p.m. to take possible action on the matters discussed in Executive Session.

8.A. Discussion and possible action to approve date for Superintendent's annual evaluation

Ms. Monica Chavez made a motion to schedule the Superintendent's annual evaluation on November 8, 2023

Ms. Myrna Hernandez seconded the motion.

Motion passed.

9. NEXT MEETING DATE:

Regular Board Meeting: Wednesday, November 8, 2023, at 5:30 p.m.

10. **ADJOURNMENT**

Ms. Myrna Hernandez made a motion to adjourn the meeting at 7:23 p.m.

Mr. Axel Lopez seconded the motion.

Motion Passed.

Board President

Board Secretary



San Elizario I.S.D.
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Horacio Hernandez, Technology Director
Subject: October 2023 Technology Fixed Asset Discard
Date: November 8, 2023

HISTORY:

Campus and Departments periodically replace obsolete or non-repairable technology items. To aid the campuses and departments in removing these items to maximize space, the Technology Department will submit monthly disposal lists for approval.

RATIONALE:

The District Technology Department has reviewed the items on the attached lists and concurs with campus/department(s) administration to dispose of or sell listed items.

BUDGET IMPACT:

No budget impacts.

ADMINISTRATIVE RECOMMENDATION:

For the Board to declare the fixed assets listed as surplus and authorize the administration to sell or dispose of items by any reasonable means.

Please check one: For approval Report/Information only Recognition only.

San Elizario ISD's vision is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district

San Elizario High School



Fixed Asset Discard List

Other: _____

Excell

Loya

Campus

(Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

	Room#	scription	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	607	Dell Desktop	1402124642	1	Obsolete	
2	607	Epson Projector	812104228		Broken	
3	607	Dell Laptop	65RB2Q1		Obsolete	
4	607	Microsoft Surface	1603030011		Obsolete	
5	607	Epson Projector	602022455		Broken	
6	607	Chromebook	2600001387		Obsolete	
7	607	Epson Projector	1105253859		Broken	
8	607	ELMO	T0093049		Obsolete	
9	607	Dell Laptop	3600002100		Broken	
10	607	Dell Laptop	3600002938		Obsolete	
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

Date: _____

Authorized Campus

Signature _____

Page ____ of ____



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

SE High School
 Middle School
 Alarcon
 Borrego
 Loya
 Sambrano

Other: _____

Excell

Loya

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	Computer Cart	2600001612	1	Old/Discard	
2	Computer Cart	1601134651	1	Old/Discard	
3	Computer Cart	1601134735	1	Old/Discard	
4	Computer Cart	1601134610	1	Old/Discard	
5	Computer Cart	1259717-0055	1	Old/Discard	
6	Computer Cart	407282852	1	Old/Discard	
7	Computer Cart	210294011	1	Old/Discard	
8	Computer Cart	909010124	1	Old/Discard	
9	Metal Cart	208200245	1	Old/Discard	
10					
11					
12	\				
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Other: _____

Excell

Loya

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Brand	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	Dell	3600002976	1	Discard/Old	
2	lenovo	2600001590	1	Discard/Old	
3	Dell	3600003001	1	Discard/Old	
4	Dell	3600002884	1	Discard/Old	
5	Dell	2600004285	1	Discard/Old	
6	Dell	1402140303	1	Discard/Old	
7	Dell	2600005764	1	Discard/Old	
8	Dell	3600003337	1	Discard/Old	
9	Dell	3600006915	1	Discard/Old	
10	Dell	3600002972	1	Discard/Old	
11	Dell	3600006366	1	Discard/Old	
12	Dell	3600001105	1	Discard/Old	
13	Dell	3600006717	1	Discard/Old	
14	Dell	3600004379	1	Discard/Old	
15	Dell	2600001162	1	Discard/Old	
16	Dell	2600001202	1	Discard/Old	
17	Dell	3600003476	1	Discard/Old	
18	Dell	2600001175	1	Discard/Old	
19	Dell	2600005311	1	Discard/Old	
20	Dell	3600002906	1	Discard/Old	
21	Dell	2600004282	1	Discard/Old	
22	Dell	3600003191	1	Discard/Old	
23	Dell	3600002921	1	Discard/Old	
24	Dell	3600006852	1	Discard/Old	
25					
26					
27					
28					
29					
30					

Date: _____



Fixed Asset Discard List

Other: _____

Excell

Loya

Campus

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	Dell	27228	1	Old/Discard	
2	Chrome	2600002317	1	Old/Discard	
3	Chrome	2600001384	1	Old/Discard	
4	Chrome	3600001723	1	Old/Discard	
5	Chrome	3600002711	1	Old/Discard	
6	Chrome	3600002708	1	Old/Discard	
7	Chrome	2600001595	1	Old/Discard	
8	Chrome	2600003604	1	Old/Discard	
9	Chrome	3600002402	1	Old/Discard	
10	Chrome	3600001655	1	Old/Discard	
11	Chrome	3600001425	1	Old/Discard	
12	Chrome	2600003689	1	Old/Discard	
13	Chrome	3600002731	1	Old/Discard	
14	Chrome	2600003704	1	Old/Discard	
15	ipad	3600000809	1	Old/Discard	
16	Chrome	3600003114	1	Old/Discard	
17	Chrome	2600001120	1	Old/Discard	
18	Chrome	2600003588	1	Old/Discard	
19	Dell	3600002971	1	Old/Discard	
20	Dell	2600005758	1	Old/Discard	
21	Dell	3600003808	1	Old/Discard	
22	Dell	3600003206	1	Old/Discard	
23	Dell	2600005769	1	Old/Discard	
24	Dell	2600004276	1	Old/Discard	
25	Dell	2600004297	1	Old/Discard	
26	Dell	3600002093	1	Old/Discard	
27	Dell	3600002977	1	Old/Discard	
28					
29					
30					

Date: _____



Fixed Asset Discard List

Other: _____

Excell

Loya

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	ipion	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	Samsung	1601124830			
2	Samsung	1501081009			
3	Samsung	1510261632			
4	Chrome	3600002644			
5	Chrome	3600001657			
6	Chrome	2600003589			
7	Chrome	3600001494			
8	Chrome	3600002733			
9	Chrome	3600002466			
10	Chrome	3600001641			
11	Chrome	2600001604			
12	Chrome	3600002706			
13	Chrome	3600002651			
14	Chrome	3600002654			
15	Chrome	2600002883			
16	Chrome	3600002679			
17	Chrome	3600002743			
18	Chrome	3600002462			
19	Chrome	3600002728			
20	Chrome	2600003702			
21	Chrome	2600003636			
22	Chrome	2600002982			
23	Chrome	3600001478			
24	Chrome	3600001418			
25	Chrome	2600003727			
26	Chrome	3600002643			
27	Chrome	2600003055			
28	Dell	2600005685			
29	Samsung	1601075526			
30	Samsung	1601082752			

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

SE High School Middle School Alarcon Borrego Loya Sambrano

Other: _____

Excell

Loya

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	Chrome	2600003701			
2	Chrome	2600003587			
3	Chrome	3600002741			
4	Chrome	3600002665			
5	Chrome	3600001454			
6	Chrome	2600003637			
7	Chrome	3600001485			
8	Chrome	3600001503			
9	Chrome	3600001470			
10	Chrome	3600002914			
11	Chrome	3600006373			
12	Chrome	2600002878			
13	Samsung	1501082045			
14	Samsung	1601074115			
15	Chrome	2600002981			
16	Chrome	1604130037			
17	Chrome	3600002663			
18	Chrome	3600002690			
19	Chrome	3600001652			
20	Chrome	3600002667			
21	Chrome	2600003070			
22	Chrome	2600002882			
23	Chrome	2600003066			
24	Chrome	3600001465			
25	Chrome	3600002695			
26	Chrome	3600002468			
27	Samsung	1501085919			
28	Samsung	1601142334			
29	Samsung	1501085053			
30	Chrome	3600001477			

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

SE High School
 Middle School
 Alarcon
 Borrego
 Sambrano

Other: _____

Excell

Loya

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	Dell	3600006386			
2	Chrome	3600001483			
3	Chrome	3600001640			
4	Dell	3600006403			
5	Chrome	2600003728			
6	Chrome	2600003076			
7	Chrome	3600002659			
8	Chrome	3600002739			
9	Dell	3600006389			
10	Chrome	2600002896			
11	Chrome	3600002710			
12	Chrome	3600002664			
13	Chrome	3600002691			
14	Chrome	2600003590			
15	Chrome	3600001428			
16	Chrome	3600002723			
17	Chrome	3600002470			
18	Chrome	3600002640			
19	Chrome	3600002726			
20	Chrome	2600003730			
21	Dell	2600005306			
22	Samsung	1601143520			
23	Samsung	1601211831			
24	Dell	3600003289			
25	Dell	1502030243			
26	Dell	3600005015			
27	Dell	2600005695			
28	Dell	3600002885			
29					
30					

Date: _____

Authorized Campus
Signature _____

Page _____ of _____



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

SE High School
 Middle School
 Alarcon
 Borrego
 Sambrano

Other: _____

Excell

Loya

Room#	ipad	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	ipad	1301091623	1	obsolete	
2	ipad	1301094338	1	obsolete	
3	ipad	1301092721	1	obsolete	
4	ipad	1301091356	1	obsolete	
5	ipad	1301093637	1	obsolete	
6	ipad	1301094655	1	obsolete	
7	ipad	1301094602	1	obsolete	
8	ipad	1301091533	1	obsolete	
9	ipad	1301095711	1	obsolete	
10	ipad	1301091216	1	obsolete	
11	ipad	1301091710	1	obsolete	
12	ipad	1301095118	1	obsolete	
13	ipad	1301094030	1	obsolete	
14	ipad	1301095851	1	obsolete	
15	ipad	1301090035	1	obsolete	
16	ipad	1301093444	1	obsolete	
17	ipad	1301092520	1	obsolete	
18	ipad	1301094234	1	obsolete	
19	ipad	1301095023	1	obsolete	
20	ipad	1301095023	1	obsolete	
21	ipad	1301095800	1	obsolete	
22	ipad	1301091843	1	obsolete	
23	ipad	1301095523	1	obsolete	
24	ipad	1301094837	1	obsolete	
25	ipad	1301095211	1	obsolete	
26	ipad	1301095309	1	obsolete	
27	ipad	1301094519	1	obsolete	
28	cart	1302254744	1	obsolete	
29					
30					

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Other: _____

Excell

Loya

Campus

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	Lenovo	3600002650	1	Old/Discard	
2	Lenovo	3600001765	1	Old/Discard	
3	Dell	3600004398	1	Old/Discard	
4	Dell	3600006822	1	Old/Discard	
5	Dell	3600002988	1	Old/Discard	
6	Dell	3600002953	1	Old/Discard	
7	Dell	2600001153	1	Old/Discard	
8	Dell	3600002986	1	Old/Discard	
9	Dell	3600003008	1	Old/Discard	
10	Dell	3600000906	1	Old/Discard	
11	Activboard	805225338	1	Old/Discard	
12	Lenovo	3600001473	1	Old/Discard	
13	Dell	1502034203	1	Old/Discard	
14	Lenovo	3600001757	1	Old/Discard	
15	Lenovo	2600003718	1	Old/Discard	
16	Lenovo	3600001653	1	Old/Discard	
17	Dell	3600002974	1	Old/Discard	
18	Dell	3600002980	1	Old/Discard	
19	Lenovo	2600002985	1	Old/Discard	
20	Dell	3600000921	1	Old/Discard	
21	Lenovo	3600001762	1	Old/Discard	
22	Dell	2600005320	1	Old/Discard	
23	Dell	3600002498	1	Old/Discard	
24	Dell	3600003810	1	Old/Discard	
25	Lenovo	3600001490	1	Old/Discard	
26	Lenovo	2600001608	1	Old/Discard	
27	Samsung	1601125003	1	Old/Discard	
28	Dell	2600001193	1	Old/Discard	
29	Dell	3600003252	1	Old/Discard	
30	Lenovo	2600002884	1	Old/Discard	

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Other: _____

Excell

Loya

Campus

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	Lenovo	3600002413	1	Old/Discard	
2	Samsung	16041300031			
3	Lenovo	3600001451			
4	Lenovo	2600001598			
5	Lenovo	2600003713			
6	Samsung	1601080927			
7	Samsung	1601075150			
8	Samsung	1601122343			
9	Samsung	1601081251			
10	Lenovo	3600002656			
11	Lenovo	3600002661			
12	Lenovo	3600001622			
13	Lenovo	3600002647			
14	Lenovo	3600002464			
15	Lenovo	2600003733			
16	Lenovo	2600002359			
17	Lenovo	2600003635			
18	Lenovo	3600001474			
19	Lenovo	3600002473			
20	Dell Desktop	1402115002			
21	Dell Desktop	1402115157			
22	Dell Desktop	C36LFZ1			
23	Dell Desktop	C39NFZ1			
24	Dell Desktop	C3SNFZ1			
25	Dell Desktop				
26					
27					
28					
29					
30					

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

SE High School
 Middle School
 Alarcon
 Borrego
 Sambrano

Other: _____

Excell

Loya

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	607	CD Player	1104252853	1	Sambrano Elementary	
2	607	Document Camera	803055156	1	Discontinued Device	
3	607	White Charging Cart	3600000890	1	Discontinued Device	
4	607	Black Charging Cart	1601134928	1	Discontinued Device	
5	607	Epson Projector	602022539	1	Discontinued Device	
6	607	Epson Projector	602022712	1	Discontinued Device	
7	607	Epson Projector	602023959	1	Discontinued Device	
8	607	Epson Projector	602022746	1	Discontinued Device	
9	607	Infocus Projector	7645	1	Discontinued Device	
10	607	box Activote Clickers Set	805224531	1	Discontinued Device	
11	607	box Activote Clickers Set	705150111	1	Discontinued Device	
12	607	Activslate Interactive Slate	805224949	1	Promethean	
13	607	Projector Slide Carousel	101010966	1	Kodak Ektagraphic	
14	607	Movie Projector	514500	1	Micromatic II	
15	607	Epson Projector	908192958	1	Discontinued Device	
16	607	Epson Projector	602022403	1	Discontinued Device	
17	607	Epson Projector	908192602	1	Discontinued Device	
18	607	Epson Projector	602025235	1	Discontinued Device	
19	607	Epson Projector	711260844	1	Discontinued Device	
20	607	Epson Projector	1105252521	1	Discontinued Device	
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

- SE High School
 Middle School
 Alarcon
 Borrego
 Loya
 Sambrano

Other: _____

Excell

Loya

Borrego

Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	607	Chrome Samsung	1510060151	1	DISCONTINUED DEVICE	
2	607	Chrome Samsung	1510060534	1	Discontinued Device	
3	607	Chrome Samsung	1601125245	1	Discontinued Device	
4	607	Chrome Samsung	1601080540	1	Discontinued Device	
5	607	Chrome Samsung	1601125427	1	Discontinued Device	
6	607	Chrome Samsung	1601143836	1	Discontinued Device	
7	607	Chrome Samsung	1501085233	1	Discontinued Device	
8	607	Chrome Samsung	1510262817	1	Discontinued Device	
9	607	Chrome Samsung	1501080338	1	Discontinued Device	
10	607	Chrome Samsung	1601141637	1	Discontinued Device	
11	607	Chrome Lenovo	2600001588	1	Discontinued Device	
12	607	Chrome Lenovo	3600002474	1	Discontinued Device	
13	607	Chrome Lenovo	3600001493	1	Discontinued Device	
14	607	Chrome Lenovo	2600003071	1	Discontinued Device	
15	607	Dell	3600003248	1	Broken Screen	
16	607	Chrome Lenovo	3600001449	1	Not Retaining Battery	
17	607	Chrome Lenovo	2600002341	1	No Sound	
18	607	Chrome Lenovo	3600002737	1	Discontinued Device	
19	607	Levono Chrome	2600001587	1	Discontinued Device	
20	607	Dell	3600004402	1	Keyboard doesn't work	
21	607	Dell	3600002982	1	Discontinued Device	
22	607	Dell	3600003308	1	Discontinued Device	
23	607	Dell	3600003448	1	Broken Screen	
24	607	Dell	1502030732	1	Discontinued Device	
25	607	Dell	2600001192	1	Discontinued Device	
26	607	Dell	1005031840	1	Discontinued Device	
27	607	Coolpad/Hotspot	2600003918	1	Discontinued Device	
28	607	Chrome Samsung	1601211326	1	Discontinued Device	
29	607	Chrome Samsung	1601081402	1	Discontinued Device	
30	607	Chrome Samsung	1601142601	1	Discontinued Device	

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Other: _____

Excell

Loya

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN	
1	607	Chrome Samsung	1501081048	1	Discontinued Device	
2	607	Microsoft Surface Pro. 4	2600001424	1	Discontinued Device	
3	607	Microsoft Surface Pro. 4	1501301729	1	Tablet	
4	607	Microsoft Surface Pro. 4	1602195314	1	Tablet	
5	607	Microsoft Surface Pro. 4	1602190900	1	Tablet	
6	607	Microsoft Surface Pro.	1603030018	1	Tablet	
7	607	Chrome Lenovo	3600001421	1	Discontinued Device	
8	607	Chrome Lenovo	3600002736	1	Discontinued Device	
9	607	Dell	2600001149	1	Doesn't turn on	
10	607	Dell	3600003464	1	Discontinued Device	
11	607	Dell	2600001189	1	Doesn't work	
12	607	Chrome Lenovo	3600001464	1	Discontinued Device	
13	607	Chrome Lenovo	2600002990	1	Discontinued Device	
14	607	Chrome Lenovo	2600001601	1	Discontinued Device	
15	607	Chrome Lenovo	2600000476	1	Discontinued Device	
16	607	Chrome Lenovo	2600000465	1	Discontinued Device	
17	607	Dell	1004071921	1	Discontinued Device	
18	607	Chrome Samsung	1601075226	1	Discontinued Device	
19	607	Chrome Samsung	1601131810	1	Discontinued Device	
20	607	Chrome Lenovo	2600003582	1	Discontinued Device	
21	607	Chrome Samsung	1501085834	1	Broken Screen	
22	607	Dell	3600003002	1	Broken Screen	
23	607	Dell	3600003234	1	Broken Screen	
24	607	Dell	3600000907	1	Doesn't Work	
25	607	Dell	3600005053	1	Doesn't Work	
26	607	Dell Monitor	1402194511	1	Discontinued Device	
27	607	Dell Monitor	1402195351	1	Discontinued Device	
28	607	Dell Monitor	1402193448	1	Discontinued Device	
29						
30						

Date: _____

Authorized Campus

Signature _____

Page ____ of ____



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Other: _____

Excell

Loya

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN	
1	607	Laser Printer	711163907	1	Discontinued Device	
2	607	Dell Monitor	1402194750	1	Discontinued Device	
3	607	Dell Monitor	1402194401	1	Tablet	
4	607	Dell Monitor	1402194235	1	Tablet	
5	607	Dell Monitor	1403275423	1	Tablet	
6	607	Dell Case	1103122812	1	Tablet	
7	607	Dell Monitor	1402194119	1	Discontinued Device	
8	607	Dell Monitor	1402194048	1	Discontinued Device	
9	607	Dell Monitor	1402193633	1	Doesn't turn on	
10	607	Dell Monitor	1402194856	1	Discontinued Device	
11	607	Dell Monitor	1402195454	1	Doesn't work	
12	607	Dell Monitor	1402194441	1	Discontinued Device	
13	607	Dell Monitor	1402194319	1	Discontinued Device	
14	607	Dell Monitor	1402193936	1	Discontinued Device	
15	607	Dell Monitor	1402194551	1	Discontinued Device	
16	607	Dell Monitor	1402195424	1	Discontinued Device	
17	607	Dell Monitor	1402195205	1	Discontinued Device	
18	607	Dell Monitor	1402195043	1	Discontinued Device	
19	607	Dell Monitor	1402195542	1	Discontinued Device	
20	607	Dell Monitor	1402195008	1	Discontinued Device	
21	607	Dell Monitor	1402194934	1	Broken Screen	
22	607	Dell Monitor	1402195258	1	Broken Screen	
23	607	Dell Monitor	1402194153	1	Broken Screen	
24	607	Dell Monitor	1402193337	1	Doesn't Work	
25	607	Dell Monitor	1402195124	1	Doesn't Work	
26	607	Dell Monitor	1105053751	1	Discontinued Device	
27	607	Dell Monitor	1402193536	1	Discontinued Device	
28	607	Laser Color Printer	908270008	1	Discontinued Device	
29	607	Dell Monitor	1402194007	1	Discontinued Device	
30	607	Buhl Mark IV Opaque	1840446	1	Discontinued Device	

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)
 SE High School

Middle School Alarcon

Other: _____

Excell

Loya

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN	
1	607	Epson Projector	602024747	1	Discontinued Device	
2	607	Epson Projector	904273706	1	Discontinued Device	
3	607	LCD Projector	512202345	1	Discontinued Device	
4	607	LCD Projector	908192821	1	Discontinued Device	
5	607	LCD Projector	602021947	1	Discontinued Device	
6	607	LCD Projector	512202436	1	Discontinued Device	
7	607	LCD Projector	412175743	1	Discontinued Device	
8	607	LCD Projector	904273314	1	Discontinued Device	
9	607	LCD Projector	908192746	1	Discontinued Device	
10	607	LCD Projector	1105252644	1	Discontinued Device	
11	607	Laser Printer	908251509	1	Discontinued Device	
12	607	Laptop	1011171735	1	Discontinued Device	
13	607	Laptop	1011172642	1	Discontinued Device	
14	607	Color Nook	1107205500	1	Discontinued Device	
15	607	Kindle	1106301919	1	Discontinued Device	
16	607	TV RCA	N/A	1	Discontinued Device	
17	607	TV Samsung	N/A	1	Discontinued Device	
18	607	TV Magnavox	N/A	1	Discontinued Device	
19	607	TV Cart	N/A	1	Discontinued	
20	607	Buhl Overhead Projector	1004301548	1	Discontinued Device	
21	607	Buhl Overhead Projector	1004301509	1	Discontinued Device	
22	607	Buhl Overhead Projector	1004301432	1	Discontinued Device	
23						
24						
25						
26						
27						
28						
29						
30						

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

SE High School
 Middle School
 Alarcon
 Borrego
 Sambrano

Other: _____

Excell

Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	Dell Desktop	1402120011	1	Old/Discard/CTE	
2	Dell Desktop	1402120114		Old/Discard/CTE	
3	Dell Desktop	1402120158		Old/Discard/CTE	
4	Dell Desktop	1402120324		Old/Discard/CTE	
5	Dell Desktop	1402120416		Old/Discard/CTE	
6	Dell Desktop	1402120516		Old/Discard/CTE	
7	Dell Desktop	1402120619		Old/Discard/CTE	
8	Dell Desktop	1402120752		Old/Discard/CTE	
9	Dell Desktop	1402120848		Old/Discard/CTE	
10	Dell Desktop	1402120940		Old/Discard/CTE	
11	Dell Desktop	1402121054		Old/Discard/CTE	
12	Dell Desktop	1402121159		Old/Discard/CTE	
13	Dell Desktop	1402121304		Old/Discard/CTE	
14	Dell Desktop	1402121416		Old/Discard/CTE	
15	Dell Desktop	1402124619		Old/Discard/CTE	
16	Dell Desktop	1402124816		Old/Discard/CTE	
17	Dell Desktop	1402124905		Old/Discard/CTE	
18	Dell Desktop	1402125222		Old/Discard/CTE	
19	Dell Desktop	1402125309		Old/Discard/CTE	
20	Dell Desktop	1402125358		Old/Discard/CTE	
21	Dell Desktop	1402125530		Old/Discard/CTE	
22	Dell Desktop	1402125615		Old/Discard/CTE	
23	Dell Desktop	1402125709		Old/Discard/CTE	
24	Dell Desktop	1402125754		Old/Discard/CTE	
25	Dell Desktop	1402125838		Old/Discard/CTE	
26	Dell Desktop	1402125926		Old/Discard/CTE	
27					
28					
29					
30					

Date: _____

Authorized Campus

Signature _____

Page ____ of ____



Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Other: _____

Excell

Loya

Borrego

Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	324	Mac Desktop	1501234526	1		
2	324	Mac Desktop	1501234450			
3	324	Mac Desktop	1501234104			
4	324	Mac Desktop	1501234311			
5	324	Mac Desktop	1501233541			
6	324	Mac Desktop	1501232857			
7	324	Mac Desktop	1501234010			
8	324	Mac Desktop	1501233621			
9	324	Mac Desktop	1501234148		Most of the serial # is scratched out	
10	324	Mac Desktop	1501233439			
11	324	Mac Desktop	1501234232			
12	324	Mac Desktop	1501233739			
13	324	Mac Desktop	1501233835			
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

Date: 7/21/2023

Authorized Campus

Signature _____

Page ____ of ____



Fixed Asset Discard List

Campus

SE High School

Middle School

Alarcon

Other: _____

Excell

Loya

Borrego

Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	324	Mac Desktop	1501234526	1	Old	
2	324	Mac Desktop	1501234450	1	Old	
3	324	Mac Desktop	1501234104	1	Old	
4	324	Mac Desktop	1501234311	1	Old	
5	324	Mac Desktop	1501233541	1	Old	
6	324	Mac Desktop	1501232857	1	Old	
7	324	Mac Desktop	1501234010	1	Old	
8	324	Mac Desktop	1501233621	1	Old	
9	324	Mac Desktop	1501234148	1	Old	
10	324	Mac Desktop	1501233439	1	Old	
11	324	Mac Desktop	1501234232	1	Old	
12	324	Mac Desktop	1501233739	1	Old	
13	324	Mac Desktop	1501233835	1	Old	
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

Date: 7/21/2023

Authorized Campus

Signature _____

Page ____ of ____



Fixed Asset Discard List

Campus

SE High School

Middle School

Alarcon

Borrego

Sambrano

Other: _____

Excell

Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	Dell Desktop	1402124426	1	Discontinued Service	
2	Dell Desktop	1402122221		Discontinued Service	
3	Dell Desktop	1402122631		Discontinued Service	
4	Dell Desktop	1402123912		Discontinued Service	
5	Dell Desktop	1402123422		Discontinued Service	
6	Dell Desktop	1402123244		Discontinued Service	
7	Dell Desktop	1402122857		Discontinued Service	
8	Dell Desktop	1402123553		Discontinued Service	
9	Dell Desktop	1402122810		Discontinued Service	
10	Dell Desktop	C67LFZ1		Discontinued Service	
11	Dell Desktop	C5LMFZ1		Discontinued Service	
12	Dell Desktop	C5PLFZ1		Discontinued Service	
13	Dell Desktop	C65NFZ1		Discontinued Service	
14	Dell Desktop	C6FLFZ1		Discontinued Service	
15	Dell Desktop	C60MFZ1		Discontinued Service	
16	Dell Desktop	C61PFZ1		Discontinued Service	
17	Dell Desktop	C5XMFZ1		Discontinued Service	
18	Dell Desktop	C60PFZ1		Discontinued Service	
19	Dell Desktop	C5XLFZ1		Discontinued Service	
20	Dell Desktop	C67MFZ1		Discontinued Service	
21	Dell Desktop	C62PFZ1		Discontinued Service	
22	Dell Desktop	C5KMFZ1		Discontinued Service	
23	Dell Desktop	C66LFZ1		Discontinued Service	
24	Dell Desktop	C6BNFZ1		Discontinued Service	
25					
26					
27					
28					
29					
30					

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Campus

SE High School

Middle School

Alarcon

Other: _____

Excell

Loya

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	Dell desktops	C3RNFZ1			
2	Dell desktops	C3JNFZ1			
3	Dell desktops	C3LMFZ1			
4	Dell desktops	C3WNFZ1			
5	Dell desktops	C5LLFZ1			
6	Dell desktops	C31MFZ1			
7	Dell desktops	C3RMFZ1			
8	Dell desktops	C5XNFZ1			
9	Dell desktops	C3XMFZ1			
10	Dell desktops	C3VLFZ1			
11	Dell desktops	702062621			
12	HP Printer	908252319			
13	HP Printer	908251509			
14	HP Printer	706040824			
15	Dell Printer	1205164812			
16	HP Printer	609272307			
17	Brother Printer	2600002992			
18	Dell Computer Tower	11103022812			
19	ELMO				
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Campus

SE High School

Middle School

Alarcon

Other: _____

Excell

Loya

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	SAMSUNG CHROME	1601074914	1BEF9FAG505447	1	Discontinued Service	
2	SAMSUNG CHROME	1601141713	1BEF9FCG507156		Discontinued Service	
3	SAMSUNG CHROME	1601074751	1BEF9FAG505383		Discontinued Service	
4	SAMSUNG CHROME	1601141831	1BEF9FCG507157		Discontinued Service	
5	SAMSUNG CHROME	1601151359	1BEF9FCG507399		Discontinued Service	
6	SAMSUNG CHROME	1601131650	1BEF9FCG507218		Discontinued Service	
7	SAMSUNG CHROME	1601074426	1BEF9FAG505260		Discontinued Service	
8	SAMSUNG CHROME	1501081122	1BEF9FBFA23575		Discontinued Service	
9	SAMSUNG CHROME	1601131616	1BEF9FCG507221		Discontinued Service	
10	SAMSUNG CHROME		1BEF9FCG506201 W		Discontinued Service	
11	SAMSUNG CHROME	1506161438	NOT IN TEAMS		Discontinued Service	
12	SAMSUNG CHROME	1601075521	1BEF9FBG501925		Discontinued Service	
13	SAMSUNG CHROME	1601151809	1BEF9FCG507374		Discontinued Service	
14	SAMSUNG CHROME		1BEF9FCG507006M		Discontinued Service	
15	SAMSUNG CHROME	1601082215	1BEF9FCG506305		Discontinued Service	
16	SAMSUNG CHROME	1601143637	1BEF9FCG507245		Discontinued Service	
17	SAMSUNG CHROME	1601074349	1BEF9FAG505277		Discontinued Service	
18	SAMSUNG CHROME	1501083703	1BEF9FAFA22221		Discontinued Service	
19	SAMSUNG CHROME	1601082403	1BEF9FCG506495		Discontinued Service	
20	SAMSUNG CHROME	1601143315	1BEF9FCG507358		Discontinued Service	
21	SAMSUNG CHROME	1601080103	1BEF9FAG505370		Discontinued Service	
22	SAMSUNG CHROME	1601074542	1BEF9FAG505370		Discontinued Service	
23	SAMSUNG CHROME	1601121412	1BEF9FCG506447		Discontinued Service	
24	SAMSUNG CHROME	1601071324	1BEF9FAG504687		Discontinued Service	
25	SAMSUNG CHROME	1601121604	1BEF9FCG506585		Discontinued Service	
26	SAMSUNG CHROME	1601081809	1BEF9FCG506575		Discontinued Service	
27	SAMSUNG CHROME	1601081439	1BEF9FBG501928		Discontinued Service	
28	SAMSUNG CHROME	1601121908	1BEF9FCG506363		Discontinued Service	
29	SAMSUNG CHROME	1601142411	1BEF9FCG507423		Discontinued Service	
30	SAMSUNG CHROME	1501080912	1BEF9FBFA23524		Discontinued Service	

Date: _____

Authorized Campus

Signature _____

Page ____ of ____



Fixed Asset Discard List

Campus

SE High School

Middle School

Alarcon

Borrego

Sambrano

Other: _____

Excell

Loya

Room#	Description	Tag Number/Serial	Number/Serial	Qty	Comments/Reasons	TAKEN
1	SAMSUNG CHROME	1601121801	1BEF9FCG50635	1	Discontinued Service	
2	SAMSUNG CHROME	1601124614	1BEF9FAG504640		Discontinued Service	
3	SAMSUNG CHROME	1601124723	1BEF9FAG504695		Discontinued Service	
4	SAMSUNG CHROME	1601132926	1BEF9FAG507242		Discontinued Service	
5	SAMSUNG CHROME	1601125322	1BEF9FCG506254		Discontinued Service	
6	SAMSUNG CHROME	1601131431	1BEF9FCG507148		Discontinued Service	
7	SAMSUNG CHROME	1601085720	1BEF9FAG505366		Discontinued Service	
8	SAMSUNG CHROME	1601142129	1BEF9FCG506848		Discontinued Service	
9	SAMSUNG CHROME	1501080108	1BEF9FBFA23622		Discontinued Service	
10	SAMSUNG CHROME	1601124523	1BEF9FAG504546		Discontinued Service	
11	SAMSUNG CHROME	1501083508	1BEF9FBFA23284		Discontinued Service	
12	SAMSUNG CHROME	1601075311	1BEF9FAG505477		Discontinued Service	
13	SAMSUNG CHROME	1601142722	1BEF9FCG507039		Discontinued Service	
14	SAMSUNG CHROME	1601143035	1BEF9FCG507187		Discontinued Service	
15	SAMSUNG CHROME	1601151431	1BEF9FCG507427		Discontinued Service	
16	SAMSUNG CHROME	1601152216	1BEF9FCN507024		Discontinued Service	
17	SAMSUNG CHROME	1501082246	1BEF9FBFA23273		Discontinued Service	
18	SAMSUNG CHROME	1601082322	1BEF9FCG506367		Discontinued Service	
19	SAMSUNG CHROME	1601143117	1BEF9FCG507184		Discontinued Service	
20	SAMSUNG CHROME	1601143916	1BEF9FCG507402		Discontinued Service	
21	SAMSUNG CHROME	1601070558	1BEF9FAG504633		Discontinued Service	
22	SAMSUNG CHROME	1510264936	1BEF9FAG422264		Discontinued Service	
23	SAMSUNG CHROME	1601131033	1BEF9FCG507199		Discontinued Service	
24	SAMSUNG CHROME	1601132704	1BEF9FCG507448		Discontinued Service	
25	SAMSUNG CHROME	1601080440	1BEF9FAG505294		Discontinued Service	
26	SAMSUNG CHROME	1601125054	NOT IN TEAMS		Discontinued Service	
27	SAMSUNG CHROME	1601132540	1BEF9FCG507433		Discontinued Service	
28	SAMSUNG CHROME	1601075129	1BEF9FAG504858		Discontinued Service	
29	SAMSUNG CHROME	1601143117	1BEF9FCG507184		Discontinued Service	
30	SAMSUNG CHROME	1601143916	1BEF9FCG507402		Discontinued Service	

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Campus

SE High School

Middle School

Alarcon

Other: _____

Excell

Loya

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Number/Serial	Qty	Comments/Reasons	TAKEN
1	SAMSUNG CHROME	1601070558	1BEF9FAG504633		Discontinued Service	
2	SAMSUNG CHROME	1510264936	1BEF9FAG422264		Discontinued Service	
3					Discontinued Service	
4					Discontinued Service	
5					Discontinued Service	
6					Discontinued Service	
7					Discontinued Service	
8					Discontinued Service	
9					Discontinued Service	
10					Discontinued Service	
11					Discontinued Service	
12					Discontinued Service	
13					Discontinued Service	
14					Discontinued Service	
15					Discontinued Service	
16					Discontinued Service	
17					Discontinued Service	
18					Discontinued Service	
19					Discontinued Service	
20					Discontinued Service	
21					Discontinued Service	
22					Discontinued Service	
23					Discontinued Service	
24					Discontinued Service	
25					Discontinued Service	
26					Discontinued Service	
27					Discontinued Service	
28					Discontinued Service	
29					Discontinued Service	
30					Discontinued Service	

Date: _____

Authorized Campus

Signature _____

Page _____ of _____



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)
 SE High School

Middle School Alarcon

Other: _____
 Excell Loya
 Borrego Sambrano

Room#	Description	Tag Number/Serial	Serial Number	Qty		Comments/Reasons	TAKEN
1	1 SAMSUNG CHROME	1501081452	IBEF9FBFA23656S	1	1/23/2023	DISCONTINUED DEVICE	
2	2 SAMSUNG CHROME	1601082030	1BEF9FCG506591		1/23/2023		
3	3 SAMSUNG CHROME	1601125202	1BEF9FAG504899		1/23/2023		
4	4 SAMSUNG CHROME	1601151651	1BEF9FCG507297		1/23/2023		
5	5 SAMSUNG CHROME	1601121204	1BEF9FCG506491		1/23/2023		
6	6 SAMSUNG CHROME	1601131358	1BEF9FCG507065		1/23/2023		
7	7 SAMSUNG CHROME	1601125041	1BEF9FAG504864		1/23/2023		
8	8 SAMSUNG CHROME	1601133259	1BEF9FCG507275		1/23/2023		
9	9 SAMSUNG CHROME	1601151728	1BEF9FCG507306		1/23/2023		
10	10 SAMSUNG CHROME	1501083602	1BEF9FBFA23650		1/23/2023		
11	11 SAMSUNG CHROME	1601131243	1BEF9FCG507122		1/23/2023		
12	12 SAMSUNG CHROME	1601122052	1BEF9FCG506515		1/23/2023		
13	13 SAMSUNG CHROME	1601131839	1BEF9FCG507011		1/23/2023		
14	14 SAMSUNG CHROME	1601131914	1BEF9FCG507401		1/23/2023		
15	15 SAMSUNG CHROME	1601080810	1BEF9FAG505464		1/23/2023		
16	16 SAMSUNG CHROME	1601141746	1BEF9FCG507071		1/23/2023		
17	17 SAMSUNG CHROME	1601130943	1BEF9FCG507119		1/23/2023		
18	18 SAMSUNG CHROME	1501084914	S1BEF9FBFA22368		1/23/2023		
19	19 SAMSUNG CHROME	1501081421	1BEF9FAFA22398		1/23/2023		
20	20 SAMSUNG CHROME	1601124210	OGX591LG503569		1/23/2023		
21	21 SAMSUNG CHROME	1601074949	1BEF9FAG50446		1/23/2023		
22	22 SAMSUNG CHROME	1501274951	NOT IN TEAMS		1/23/2023		
23	23 SAMSUNG CHROME	1501084955	1BEF9FBFA23705		1/23/2023		
24	24 SAMSUNG CHROME	1601133035	1BEF9FCG507266		1/23/2023		
25	26 SAMSUNG CHROME	1601143353	1BEF9FCG507443		1/23/2023		
26	27 SAMSUNG CHROME	1503305152	NOT IN TEAMS		1/23/2023		
27	28 SAMSUNG CHROME	1601071130	1BEF9FAG504868		1/23/2023		
28	29 SAMSUNG CHROME	1601211747	OGX591EGB11529		1/23/2023		
29	30 SAMSUNG CHROME	1601124338	1BEF9FAG504865		1/23/2023		
30							

Date: _____

Authorized Campus
 Signature _____

Page ____ of ____

Human Resources



Fixed Asset Discard List

Other (Technology, Maintenance, etc.)

Excell

Loya

Campus

(Please Check Appropriate Campus)

SE High School

GE Middle School

Alarcon

Borrego

Sambrano

#	Room #	Description	Tag #	Qty.	Comments / Reason
1	H102	Dell Computer	2600000984	1	obsolete
2	H104	Dell Computer	2600000780	1	obsolete
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

Date:

9/12/2023 11:10

Signature

Page: 1 of 1

TECHNOLOGY DEPARTMENT

Finance Department



Other: FINANCE

Excell

Loya

Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

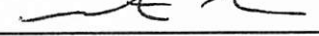
Borrego

Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments / Reasons
1	RM H124	Monitor 19 IN	1010185519	1	Outdated/Obsolete
2	RM H124	Computer - AIO	2600000773	1	Outdated/Obsolete
3	RM H124	Computer - AIO	2600000746	1	Outdated/Obsolete
4	RM H124	Monitor	2600003063	1	Outdated/Obsolete
5	RM H124	Computer - AIO	2600000166	1	Outdated/Obsolete
6	RM H124	Language Interpretation	0705073246	1	Outdated/Obsolete
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date: 10/10/2023

Authorized Dept.

Signature 

Page: 1 of 1

Migrant Program



Fixed Asset Discard List

Other: Migrant Program

Excell

Loya

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	H153	IPad	1205171119	1	Obsolete
2	H153	IPad	1205171201	1	Obsolete
3	H153	IPad	1205170931	1	Obsolete
4	H153	IPad	1205171026	1	Obsolete
5	H153	IPad	1205170109	1	Obsolete
6	H153	IPad	1205170737	1	Obsolete
7	H153	IPad	1205170620	1	Obsolete
8	H153	IPad	1202170508	1	Obsolete
9	H153	IPad	1205170336	1	Obsolete
10	H153	IPad	1205170245	1	Obsolete
11	H153	IPad	1205175033	1	Obsolete
12	H153	IPad	1205175133	1	Obsolete
13	H153	IPad	1205175212	1	Obsolete
14	H153	IPad	1205175322	1	Obsolete
15	H153	IPad	1205174940	1	Obsolete
16	H153	IPad	1205175416	1	Obsolete
17	H153	IPad	1205175628	1	Obsolete
18	H153	IPad	1205172941	1	Obsolete
19	H153	IPad	1205175910	1	Obsolete
20	H153	IPad	1205174544	1	Obsolete
21	H153	IPad	1205174436	1	Obsolete
22	H153	IPad	1205173420	1	Obsolete
23	H153	IPad	1205173231	1	Obsolete
24	H153	IPad	1205173330	1	Obsolete
25	H153	IPad	1205173514	1	Obsolete
26	H153	IPad	1205174436	1	Obsolete
27	H153	IPad	1205174746	1	Obsolete
28	H153	IPad	1205174833	1	Obsolete
29	H153	IPad	1205175813	1	Obsolete
30	H153	IPad	1205170001	1	Obsolete

Date: 10/10/2023

Authorized Campus

Signature [Handwritten Signature]

Page 1 of 2



Fixed Asset Discard List

Other: Migrant Program

Excell

Loya

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	H153	IPad	1205172610	1	Obsolete
2	H153	IPad	1205172703	1	Obsolete
3	H153	IPad	1205171651	1	Obsolete
4	H153	IPad	1205172804	1	Obsolete
5	H153	IPad	1205172851	1	Obsolete
6	H153	IPad	1205173145	1	Obsolete
7	H153	IPad	1205172518	1	Obsolete
8	H153	IPad	1202173105	1	Obsolete
9	H153	IPad	1205172427	1	Obsolete
10	H153	IPad	1205182633	1	Obsolete
11	H153	IPad	1205182142	1	Obsolete
12	H153	IPad	1205182240	1	Obsolete
13	H153	IPad	1205175718	1	Obsolete
14	H153	IPad	1205182536	1	Obsolete
15	H153	IPad	1205182333	1	Obsolete
16	H153	IPad	1205182032	1	Obsolete
17	H153	IPad	1205181853	1	Obsolete
18	H153	IPad	1205181601	1	Obsolete
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Date: 10/10/2023

Authorized Campus

Signature *[Handwritten Signature]*

Page 2 of 2



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Ms. Aggie Reyes, Executive Director Child Nutrition Services
Subject: October 2023- Meal Service Update
Date: November 8, 2023

HISTORY: The Child Nutrition Services Department will provide a monthly report to the Members of the Board of Trustees.

RATIONALE: The Child Nutrition Services Department has served 24,664 student meals through October 25th. This count includes breakfast, lunch, snack, and supper.

The Child Nutrition Department is delighted to support student learning and recognitions each month. In the Month of October 2023, we participated in the following school events:

- Parents got to experience the Taste of San Eli at Josefa Sambrano, Lorenzo Alarcon, Lorenzo Loya, and Alfonso Borrego schools during the parent/teacher conferences. The chicken pozole was a hit.
- Special treats were added to the student tray at Borrego Elementary & San Elizario High School to celebrate honor roll and perfect attendance.
- Saturday meals were offered at GEMS.
- A cookie was added to the student tray for Halloween.

Thank you for your continued support.

BUDGET: No budget impact.

ADMINISTRATIVE RECOMMENDATION: No recommendation.

Please check one: For approval Report / Information only Recognition only
 Attachment Included

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district

Upcoming Sessions

Saturday, December 2, 2023



EISO (Evaluating & Improving Student Outcomes)

9:00 a.m.— 12:00 p.m.

Legislative Updates

1:00 p.m.-4:00 p.m.

*ESC-Region 19 ~ 6611 Boeing
(Lunch on your own)*



Save the Date



Tuesday, December 5, 2023

Far West Texas School Boards Association Meeting
5:30 pm-8:30 pm

ESC-Region 19 ~ Starlight Event Center
(Dinner will be provided)

