



## BOARD BUSINESS MEETING

**Monday, August 22, 2022**

**5:30 PM**

**Board Room**

**514 W. Quincy Street  
San Antonio, TX 78212**

### AGENDA

#### 1. Meeting Called to Order

A. Roll Call of Board Members Present and Declaration of Quorum Present \_\_\_\_\_  
Absent \_\_\_\_\_

1. Mrs. Christina Martinez
2. Ms. Alicia Sebastian
3. Mr. Arthur Valdez
4. Mr. Ed Garza
5. Ms. Leticia Ozuna
6. Mrs. Patti Radle
7. Mrs. Sarah Sorensen

B. Recording of Superintendent Present

1. Dr. Jaime Aquino

C. Pledge of Allegiance to the U. S. Flag

D. Salute to the Texas Flag - "Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

E. Citizens' Presentations - 60-minute total time limit for this item

#### 2. Recognition

A. Administration of Oath of Office and Commissioning of SAISD Chief of Police 5

#### 3. Governance

A. Presentation of the 2021-2022 State Accountability Results 7

B. Discussion of Potential Board Committees 54

C. Approval of the Selection of Two SAISD Board Members to Serve in the 2022 Texas Association of School Boards (TASB) Delegate Assembly as a Delegate and Alternate 55

### BOARD OF TRUSTEES

Christina Martinez, President  
Alicia Sebastian, Vice President

Arthur V. Valdez, Secretary  
Ed Garza, Trustee

Leticia Ozuna, Trustee  
Patti Radle, Trustee

Sarah Sorensen, Trustee  
Dr. Jaime Aquino, Superintendent



D.	Submission by Trustees of the Executed Affidavits Affirming Review and Understanding of the SAISD's Code of Ethics	57
E.	Acceptance of Bexar Appraisal District's Certified Appraisal Roll for Tax Year 2022	59
F.	Acceptance of the No-New-Revenue Tax Rate and Voter-Approval Tax Rate for Tax Year 2022	65
G.	Approval of Ordinance and Order Adopting Tax Rate for School Year-2022-2023	67
H.	Approval of SAISD Internal Audit Department's 2022 - 2023 Audit Plan	71
I.	Confirmation of the Independence of the Internal Audit Function	82
4.	<b>Consent Agenda</b>	
A.	Approval of the Prior Year Follow Up – Facilities Work Order Process Audit as Recommended by the Audit Subcommittee	84
B.	Approval of the Prior Year Follow Up – Worker's Compensation Audit as Recommended by the Audit Subcommittee	85
C.	Approval to Adopt or Revise Local Board Policies	86
D.	Approval of the Texas Education Agency (TEA) Application for Expedited State Waiver for Modified Schedule/State Assessment Testing Days for the 2023-2025 Academic School Years	122
E.	Approval of Student Travel to the Universidad de las Américas Puebla in Puebla, Mexico, and to Mexico City, Mexico	124
F.	Approval of the Rental Agreement Between SAISD and Mission Concepcion Sports Park for ASL Volleyball and Basketball Games	126
G.	Approval of the Renewal of the Memorandum of Understanding (MOU) Between SAISD and The Trinity University College Advising Corps for College Advising Services	133
H.	Approval of the Renewal of the Interlocal Agreement Between SAISD and University of Texas at Austin OnRamps	153
I.	Approval of the Memorandum of Understanding (MOU) Between SAISD and Texas Grandparents Raising Grandchildren	179
J.	Approval of the Memorandum of Understanding (MOU) Between SAISD and The University of Texas Health Science Center at San Antonio	184
K.	Approval of Memorandum of Understanding (MOU) Between SAISD and Therapy Animals of San Antonio (TASA)	190
L.	Approval of the Memorandum of Agreement Between SAISD and The University of Texas at San Antonio (UTSA)	197
M.	Approval of the Memorandum of Agreement (MOA) Between SAISD and Our Lady of the Lake University (OLLU)	202
N.	Approval of the Memorandum of Understanding (MOU) Between SAISD and Jefferson Community Church	209

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**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**  
OFFICE OF THE SUPERINTENDENT

514 W. Quincy St.  
San Antonio, TX 78212  
www.saisd.net  
210.554.2200

O. Approval of the Memorandum of Understanding (MOU) Between SAISD and San Antonio Food Bank	213
P. Approval of Resolution to Designate Investment Officers for the San Antonio Independent School District and Update of Certification of Authorized Representatives for Investment Accounts	220
Q. Approval of Request for Waiver of Penalty and Interest	231
R. Approval of the Purchase and Contract Extension of Ricoh Print Services	240
S. Approval of Procurement Services’ Recommendations for Bids, Proposals, and Awards	244
T. Approval of Minutes for the following meetings:	
1. July 15, 2022 Special Board Meeting	265
2. July 16, 2022 Special Board Meeting	266
3. July 18, 2022 Board Business Meeting	267
4. July 20, 2022 Internal Audit Subcommittee Meeting	271
<b>5. Closed Session</b>	
A. The Board will convene in Closed Session as authorized by the Texas Government Code Chapter 551, et. Seq. (TGC 551.071, TGC 551.072, and TGC 551.074)	
1. Deliberation regarding the purchase, exchange, lease or value of real estate, including legal issues on the acquisition process. (TGC 551.071 and TGC 551.072)	
2. Deliberation regarding personnel matters, including but not limited to employment, duties, discipline, reassignment, resignation, retirement, reclassification, and dismissal of an employee. (TGC 551.071 and TGC 551.074)	
3. Consultation with Superintendent and discussion regarding the establishment of the position of Deputy Superintendent for Operations (TGC 551.074)	
4. Deliberation and consultation with legal counsel regarding request for unpaid leave of absence by employee under Board Policy DGB (LOCAL). (TGC 551.071 and TGC 551.074)	
5. Consultation with legal counsel and discussion regarding conciliation proposal for EEOC Charge No. 451-2017-00835; Tavira-Cybulska v. SAISD (TGC 551.071 and TGC 551.074)	
6. Consultation with legal counsel and discussion regarding pursuing sanctions against educators who have abandoned their contract pursuant to TEC 21.210 and 19 TAC 249.14. (TGC 551.071 and TGC 551.074)	
7. Consultation with legal counsel regarding pending litigation related to face covering and vaccination requirements. (TGC 551.071)	
8. Consultation with legal counsel on legal issues related to the audit plan and related audit matters. (TGC 551.071)	

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Dr. Jaime Aquino, Superintendent



- 9. Consultation with legal counsel regarding contractual and legal issues related to 1882 partnerships. (TGC 551.071)
- B. The Board will reconvene in Open Session and take appropriate action on items discussed in Closed Session.
- 6. **Adjournment**
- A. Adjournment

**NOTICE:**

- 1. The Board may go into executive session at any time during the meeting for personnel, real estate, security, school children, negotiated contracts for prospective gifts or donations, consultation and/or legal issues, or as otherwise permitted under the Open Meetings Act, as set out in Subchapter 551 of Title 5 of the Texas Government Code.
- 2. Recess: The Board of Trustees may recess the meeting at any time and reconvene the meeting within 24 hours. The reconvened meeting will occur at the same location as the original meeting and will address the original agenda without the need for reposting.

Any individual in need of services for the visually-impaired, the hearing-impaired, and/or non-English speakers should call the Board Services Office at (210) 554-2289 by 12:00 p.m. on the date of the meeting.

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## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** Administration of Oath of Office and Commissioning of SAISD Chief of Police

**PURPOSE:**             PRESENTATION/DISCUSSION  
                               DISCUSSION/ACTION

**REQUESTED BY:** Jaime Aquino, Superintendent

**PRESENTER:** Christina Martinez, Board President

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to commission the new SAISD Chief of Police, Johnny Reyes.

On July 18, 2022, the Board appointed Johnny Reyes Jr. as the new Chief of Police. Johnny Reyes Jr. has been a Texas Peace Officer for 30 years and has worked for the Bexar and Frio County Sheriff’s Departments; working in detention, patrol, traffic, and the drug interdiction and narcotics divisions. Chief Reyes has been employed with the San Antonio ISD Police Department for 20 years. Chief Reyes obtained a Master’s Degree from Our Lady of The Lake University in Organizational Leadership and a Bachelor’s Degree from Texas A&M University-Kingsville in Criminology. Chief Reyes is certified as a Master Texas Peace Officer, Police Instructor, and is a Field Training Officer with the department. He serves as an adjunctive Police Instructor with the Alamo Area Council of Governments Law Enforcement Academy (AACOG) and as an in-house adjunct instructor teaching various Texas Commission of Law Enforcement (TCOLE) courses.

The Oath of Office will be administered by Board President Christina Martinez.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

N/A

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

### **IV. 2022-2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.

- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** Presentation of the 2021-2022 State Accountability Results

**PURPOSE:**             PRESENTATION/DISCUSSION  
                               DISCUSSION/ACTION

**REQUESTED BY:** Jaime Aquino, Superintendent

**PRESENTER:** Theresa Urrabazo, Sr. Executive Director of Data Operations & Services

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

A presentation will be given to the Board on the 2021-2022 State Accountability results. The Texas Education Agency (TEA) has released the district and campus ratings for the 2021-2022 school year. This year, campuses that earned an A, B, or C will receive a letter grade. Campuses that score below 70 will be “Not Rated” for one more year. Ratings are based on the evaluation of three performance domains for Student Achievement, School Progress, and Closing Performance Gaps. The domains include results from the State of Texas Assessments of Academic Readiness (STAAR) testing program, College, Career, and Military Ready Rates (CCMR), Graduation Rates, and performance by English Language Learners on the Texas English Language Proficiency Assessment System (TELPAS) assessment.

In addition to an overall rating, campuses in good standing may also be eligible for Distinction Designations which recognize performance in English Language Arts/Reading, Mathematics, Science, Social Studies, Top 25% for Comparative Academic Growth, Top 25% for Comparative Closing the Gap Performance, and Postsecondary Readiness. Distinctions are awarded to campuses based on their performance in comparison to a group comprised of Texas schools that are similar in key demographics.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

N/A

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

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# SAISD 2021-22

# State Accountability

# Results



Theresa Urrabazo, Sr. Executive Director  
Data Operations & Services  
August 22, 2022

# And how are the children?



# And how are the **Children**?

Among the most accomplished and fabled tribes of Africa, no tribe was considered to have warriors more fearsome or more intelligent than the mighty Masai.

It is perhaps surprising then to learn the traditional greeting that passed between Masai warriors. **“Kasserian ingera”** one would always say to another.

**It means “and how are the children?”** It is still the traditional greeting among the Masai, acknowledging the high value that the Masai always place on their children’s well-being. Even warriors with no children of their own would always give the traditional answer, **“All the children are well.”**

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# And how are the **Children?**

Meaning, of course, that peace and safety prevail, that the priorities of protecting the young, the powerless, are in place, that Masai society has not forgotten its reasons for being, its proper functions and responsibilities.

**“All the children are well” means that life is good. It means that the daily struggles of existence do not preclude proper caring for their young.**



*Adapted from: Rev. Pat Hoertdoerfer (2004). Children, Family and Intergenerational Programs Director, Lifespan Faith Development. Boston, MA: Unitarian Universalist Association.*

And how are the **Children**?

# ACCOUNTABILITY SUMMARY

State Accountability	2019		2022	
SAISD Rating	<b>B (83)</b>		<b>B (85)</b>	
Student Achievement	73	<b>C</b>	74	<b>C</b>
Progress Part A: Academic Growth	70	<b>C</b>	84	<b>B</b>
Progress Part B: Relative Performance	87	<b>B</b>	90	<b>A</b>
Closing the Gap	73	<b>C</b>	74	<b>C</b>



	Official 2019	Projected 2022
<b>A</b>	<b>9</b>	<b>11</b>
<b>B</b>	<b>18</b>	<b>52</b>
<b>C</b>	<b>26</b>	<b>21</b>
<b>D</b>	<b>24</b>	<b>3 (Not Rated)</b>
<b>F</b>	<b>15</b>	<b>7 (Not Rated)</b>

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# District Historical State Accountability Results

**2018**

SAISD Rating: C		
Student Achievement	64	D
Progress A: Growth	70	C
Progress B: Relative	75	C
Closing the Gap	72	C
Overall = <b>74</b>		

**2019**

SAISD Rating: B		
Student Achievement	73	C
Progress A: Growth	70	C
Progress B: Relative	87	B
Closing the Gap	73	C
Overall = <b>83</b>		

**2022**

SAISD Rating: B		
Student Achievement	74	C
Progress A: Growth	84	B
Progress B: Relative	90	A
Closing the Gap	74	C
Overall = <b>85</b>		

# Campus Historical State Accountability Summary

2018	
A, B, C	59
D, F	33
Not Rated	7
Total	99

2019	
A, B, C	53
D, F	39
Not Rated	8
Total	100

2022	
A, B, C	84
D, F ( <i>Not Rated</i> )	10
Not Rated	6
Total	100

Note: Totals include paired campuses. 2018 Campus ratings were<sup>16</sup> projected using 2019 methodology.

In the last 4 years SAISD has **DECREASED** the number of students attending low performing schools **by about 90%**



# Campus Celebrations

## 63 A/B Schools

Campus	Grade $\geq$ 90
Travis ECHS	A (94)
YWLA	A (98)
Cooper Academy	A (94)
St. Philips ECHS	A (91)
Cotton Academy	A (91)
Highland Park ES	A (94)
Kelly ES	A (90)
Twain DL Academy	A (96)
Schenck ES	A (90)

## 38 With Distinctions!

# of Campuses		
2018	2019	2022
34	42	<b>38</b>

Campuses with 3+ Distinctions	R	M	S	SS	Growth	CtG	PS	Total
<b>YWLA</b>	★	★	★	★	★	★	★	<b>7/7</b>
<b>Green ES</b>	★	★	★		★	★	★	<b>6/6</b>
<b>Kelly ES</b>	★	★	★		★	★	★	<b>6/6</b>
ALA	★	★	★	★			★	5/7
CAST Tech	★	★	★	★			★	5/7
CAST Med	★	★		★	★		★	5/7
Fox Tech HS	★		★	★			★	4/7
Travis ECHS	★	★			★		★	4/7
Cotton Academy		★		★		★	★	4/7
Forbes ES			★		★	★	★	4/6
Highland Park ES		★	★			★	★	4/6
Twain DL Academy	★				★	★	★	4/6
Schenck ES			★		★	★	★	4/6
Burbank HS	★			★			★	3/7
Jefferson HS			★	★	★			3/7
Harris MS				★	★	★		3/7
Cameron ES					★	★	★	3/6
Gates ES		★	18			★	★	3/6

## 49 Up 1+ Grade

Campus Up 2+ Grades	2019	2022
<b>Cooper Academy (+4)</b>	<b>F (58)</b>	<b>A (94)</b>
Harris MS	F (55)	B (84)
Beacon Hill Academy	F (59)	B (81)
JT Brackenridge ES	F (54)	B (84)
Douglass ES	F (54)	B (84)
Herff ES	F (48)	B (81)
Bowden Academy	F (51)	B (84)
Ogden ES	F (55)	B (81)
Smith ES	F (56)	B (85)
Longfellow MS	F (59)	C (78)
Lowell MS	F (54)	C (73)
Rogers MS	F (57)	C (73)
Ball ES	D (66)	B (85)
Bonham Academy	D (69)	B (83)
Crockett Academy	D (68)	B (81)
Foster ES	D (66)	B (84)
Green ES	D (64)	B (89)
Huppertz ES	F (49)	C (77)
Japhet Academy	D (67)	B (84)
Lamar ES	D (67)	B (87)
Maverick ES	D (68)	B (80)
Riverside Park ES	D (69)	B (84)
Stewart Academy	D (61)	B (81)
Storm ES	F (47)	C (70)
Woodlawn Hills ES	D (64)	B (84)

## Formerly F

Campus	2022 Grade
Cooper Academy	A (94)
Harris MS	B (84)
Longfellow MS	C (78)
Lowell MS	C (73)
Rogers MS	C (73)
Beacon Hill Academy	B (81)
JT Brackenridge	B (84)
Douglass ES	B (84)
Herff ES	B (81)
Huppertz ES	C (77)
Bowden Academy	B (84)
Ogden ES	B (81)
Smith ES	B (85)
Storm ES	C (70)

# State Consequences: Consecutive Years Unacceptable

## YEAR 1

Texas Can (Closed)

Davis MS

Hirsch ES

## YEAR 3

Poe MS

## REQUIRED ACTIONS

Year 1 Develop Targeted Improvement Plan

Year 2 Develop Turnaround Plan

Year 3 Implement & Monitor Turnaround Plan

Year 4 Additional Sanctions applied at the discretion of the Commissioner

Year 5 Closing Required

## Overall Grade < 70 "Not Rated" In 2022

Texas Can	64
Davis MS	53
Hot Wells MS	59
Poe MS	59
Rhodes MS	65
Poe STEM DL MS	45
Tafolla MS	59
Hillcrest ES	56
Hirsch ES	49
Irving DL	68

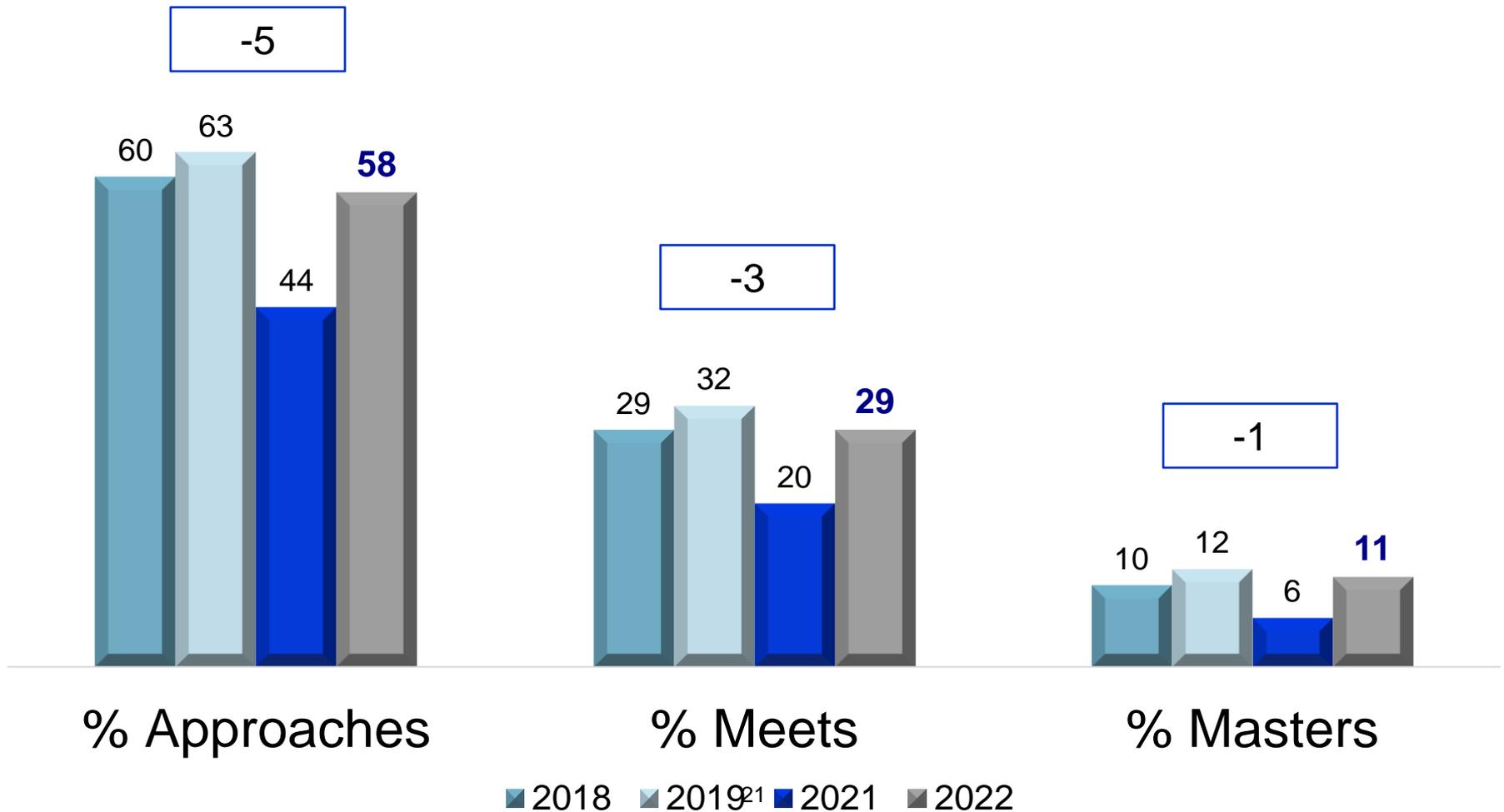
- ❖ Campuses were last identified in **2018-19** with **one or more consecutive years of unacceptable ratings**.
- ❖ In 2021-22, campuses earning an **A, B, or C** will ***no longer be identified*** and will ***not*** continue in a stage of unacceptable status.
- ❖ Campuses **Not Rated** (D/F) will retain the same number of years established in 2018-19.
- ❖ Moving forward, campuses earning a D after an F rating are not exited but do not increase the number of years.
- ❖ Consecutive D's will be counted as an additional year unacceptable.

And how are the **Children**?

# ACADEMIC PERFORMANCE

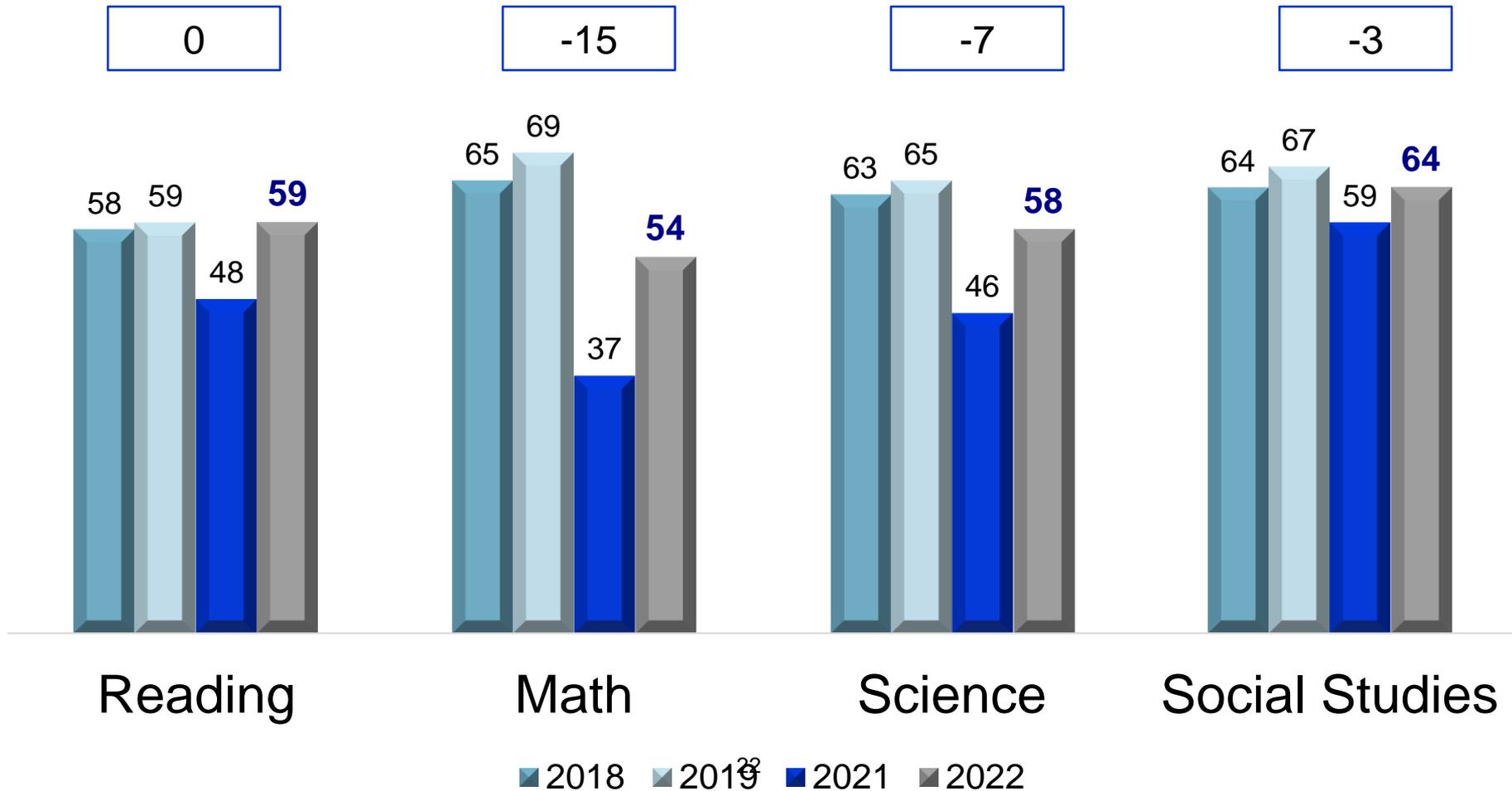
# District Performance Levels

ALL GRADES ALL SUBJECTS, 2019 vs 2022



# District % Approaches

ALL GRADES, 2019 vs 2022



# Performance by Student Group

## % Approaches or Higher

% Passing	Reading			Math			Science			Social Studies			Growth: Reading			Growth: Math		
	2019	2021	2022	2019	2021	2022	2019	2021	2022	2019	2021	2022	2019	2021	2022	2019	2021	2022
District	59	48	59	69	37	54	65	46	58	67	59	64	65	n/a	76	66	n/a	67
Afr. Amer.	52	39	52	63	28	42	60	41	49	65	51	56	65	n/a	73	68	n/a	60
Hispanic	59	48	60	69	37	54	65	46	58	67	59	64	65	n/a	76	66	n/a	68
White	76	64	72	80	56	62	86	67	74	85	72	77	69	n/a	79	68	n/a	68
Eco. Dis.	57	45	57	68	35	51	63	43	55	65	56	62	64	n/a	76	65	n/a	66
SPED	28	22	30	44	22	32	41	27	36	42	42	42	59	n/a	66	61	n/a	60
EB	55	43	52	71	38	55	59	39	50	58	44	53	66	n/a	75	65	n/a	67

## % At Meets or Higher

% Meets	Reading			Math			Science			Social Studies		
	2019	2021	2022	2019	2021	2022	2019	2021	2022	2019	2021	2022
District	31	25	35	35	13	22	33	19	27	38	33	35
Afr. Amer.	26	17	30	29	8	16	28	15	22	34	25	29
Hispanic	30	25	35	35	13	22	32	19	28	38	32	34
White	53	45	55	48	26	36	53	41	49	65	54	53
Eco. Dis.	28	22	32	33	11	20	30	16	25	36	29	32
SPED	16	14	17	22	13	16	19	13	17	21	23	22
EB	25	21	28	36	13	<sup>23</sup> 23	26	14	23	25	19	19

# Performance by Grade: 3-8

## % Approaches or Higher

% Passing	Reading			Math			Science			Social Studies		
	2019	2021	2022	2019	2021	2022	2019	2021	2022	2019	2021	2022
Grade 3	61	42	58	65	28	51						
Grade 4	60	41	60	61	29	50						
Grade 5	75	53	66	80	41	58	55	31	43			
Grade 6	52	43	52	67	43	49						
Grade 7	59	50	66	60	34	43						
Grade 8	71	51	68	79	20	45	63	40	53	48	28	36

## % Meets or Higher

% Meets	Reading			Math			Science			Social Studies		
	2019	2021	2022	2019	2021	2022	2019	2021	2022	2019	2021	2022
Grade 3	31	18	32	33	9	23						
Grade 4	22	19	36	32	12	23						
Grade 5	36	27	39	42	17	29	27	8	18			
Grade 6	22	16	27	29	12	16						
Grade 7	31	26	39	28	11	18						
Grade 8	33	22	42	29	7 <sup>24</sup>	27	30	16	23	19	7	22

# Performance by End of Course (EOC)

## % Approaches or Higher

### EOC Results (All Testers)

% Passing	2019	2021	2022
Algebra I	75	48	66
Biology	78	66	72
English I	48	49	50
English II	53	53	57
US History	87	73	77

### 9-12 EOC First Attempt

% Passing	2019	2021	2022
Algebra I	80	43	66
Biology	84	67	79
English I	55	52	56
English II	64	56	65
US History	90	79	86

### 9-12 EOC Re-Testers

% Passing	2019	2021	2022
Algebra I	31	15	50
Biology	30	37	43
English I	22	26	30
English II	23	32	34
US History	37	42	42

## % Meets or Higher

### End of Course Results (All Testers)

% Meets	2019	2021	2022
Algebra I	44	14	30
Biology	40	31	42
English I	30	29	32
English II	32	36	40
US History	58	44	50

### Grade 8 EOC

% Meets	2019	2021	2022
Algebra I	71	21	55
English I	88	73	75
US History	68	30	46

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# Campus Improvements

## COMPARING 2021 TO 2022

### Approaches

Subject	Campuses			
	Making Gains		DOUBLE DIGIT Gains	
Reading	75	96%	54	69%
Math	76	97%	66	85%
Science	66	85%	47	60%
Soc Stud	24	75%	10	31%
All Tests	80	96%	62	75%

### Meets

Subject	Campuses			
	Making Gains		DOUBLE DIGIT Gains	
Reading	74	95%	50	64%
Math	74	95%	46	59%
Science	65	83%	39	50%
Soc Stud	23	72%	10	31%
All Tests	81	98%	51	61%

### Masters

Subject	Campuses			
	Making Gains		DOUBLE DIGIT Gains	
Reading	71	91%	27	35%
Math	76	97%	17	22%
Science	58	74%	11	14%
Soc Stud	22	69%	6	19%
All Tests	80	96%	21	25%

# Campus Improvements

## % Approaches

READING	2021	2022	diff
Huppertz ES	38	71	33
Cameron ES	33	65	32
Green ES	49	80	31
Washington ES	31	59	28
Lowell MS	30	54	24
MATH	2021	2022	diff
Washington ES	22	63	41
Texans Can Academy	22	54	32
Cameron ES	27	59	32
Highland Hills ES	34	64	30
Steele Montessori ES	11	41	30
SCIENCE	2021	2022	diff
Gates ES	17	67	50
Arnold ES	28	65	37
Highland Park ES	43	74	31
Cooper Academy	38	68	30
Woodlawn Hills ES	12	40	28
SOCIAL STUDIES	2021	2022	diff
M L King Academy	15	68	53
Cotton Academy	45	80	35
Bowden Academy	14	42	28
Crockett Academy	19	39	20
Mission Academy	31	51	20

## % Meets

READING	2021	2022	diff
Green ES	25	56	31
Kelly ES	24	53	29
Forbes ES	24	52	28
Huppertz ES	13	40	27
Washington ES	9	36	27
MATH	2021	2022	diff
Twain DL Academy	32	58	26
Forbes ES	12	36	24
Lamar ES	15	38	23
Cameron ES	11	33	22
Franklin ES	21	42	21
Madison ES	12	33	21
SCIENCE	2021	2022	diff
Green ES	13	53	40
Highland Park ES	11	44	33
Gates ES	9	39	30
Forbes ES	9	36	27
Kelly ES	11	35	24
King ES	7	31	24
SOCIAL STUDIES	2021	2022	diff
Cotton Academy	13	49	36
Mission Academy	6	25	19
Cooper Academy	28	45	17
M L King Academy	6	21	15
Lowell Middle School	18	30	12

## % Masters

READING	2021	2022	diff
Gates ES	9	29	20
Kelly ES	7	26	19
Baskin ES	9	28	19
Cotton Academy	16	33	17
Green ES	12	29	17
MATH	2021	2022	diff
Twain DL Academy	14	31	17
Cotton Academy	11	26	15
Cast Med High School	5	18	13
Herff ES	6	19	13
Highland Park ES	14	27	13
Miller ES	11	24	13
SCIENCE	2021	2022	diff
YWLA	29	58	29
Highland Park ES	0	23	23
Schenck ES	3	21	18
Cotton Academy	11	25	14
Kelly ES	0	13	13
SOCIAL STUDIES	2021	2022	Diff
Cotton Academy	0	26	26
Crockett Academy	0	17	17
Edison High School	14	27	13
ALA	33	46	13
YWLA	33	44	11

And how are the **Children**?

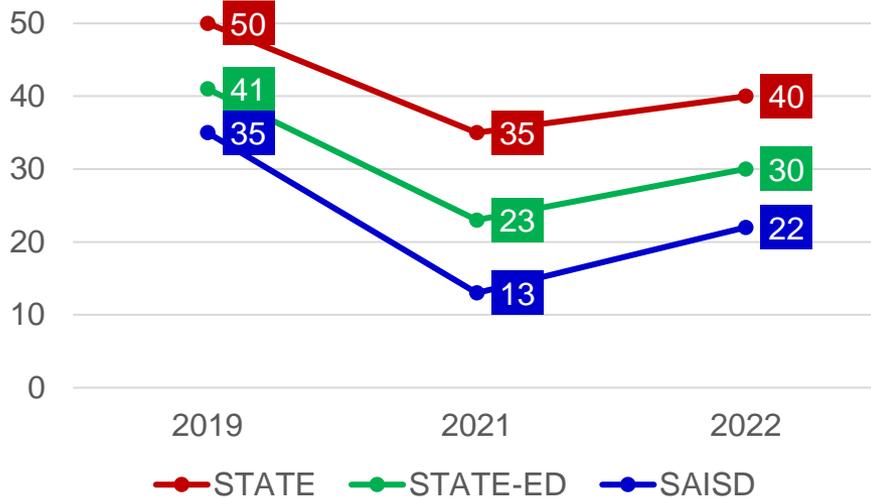
DISTRICT VS. STATE

# Texas Education Agency Commissioner Mike Morath

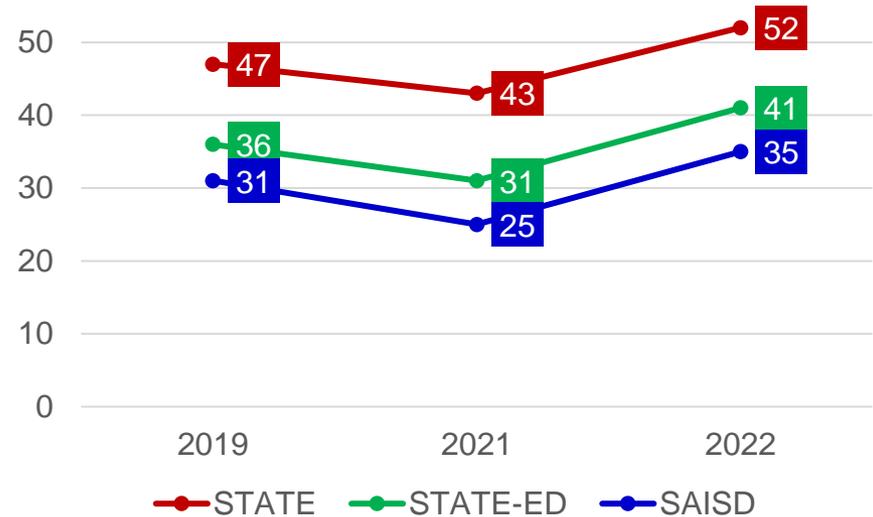
“While we still have much work to do to recover from COVID-related learning loss in mathematics, the improvements our students have made in reading are clear.”

7/01/2022

### MATH % Meets



### READING % Meets



# District vs State:

## Percent of Students at Each Performance Level

Grade	READING	STATE				SAISD			
		2019	2021	2022	Change (21 to 22)	2019	2021	2022	Change (21 to 22)
3	Approaches	75	66	77	11	60	41	59	18
	Meets	43	37	52	15	29	17	33	16
	Masters	27	19	31	12	16	7	17	10
4	Approaches	73	62	77	15	59	39	61	22
	Meets	43	35	54	19	27	17	35	18
	Masters	21	17	29	12	11	6	15	9
5	Approaches	77	72	80	8	62	52	66	14
	Meets	51	45	57	12	33	25	39	14
	Masters	28	30	37	7	14	13	21	8
6	Approaches	66	61	69	8	50	42	49	7
	Meets	35	31	42	11	20	15	24	9
	Masters	17	14	22	8	7	5	10	5
7	Approaches	74	68	78	10	57	48	64	16
	Meets	47	44	54	10	28	24	36	12
	Masters	28	25	37	12	14	11	21	10
8	Approaches	77	72	82	10	57	49	64	15
	Meets	53	45	56	11	30	21	35	14
	Masters	27	21	37	16	12	7	19	12

Grade	MATH	STATE				SAISD			
		2019	2021	2022	Change (21 to 22)	2019	2021	2022	Change (21 to 22)
3	Approaches	78	61	70	9	63	26	47	21
	Meets	47	29	42	13	31	7	20	13
	Masters	24	14	21	7	14	2	8	6
4	Approaches	74	58	69	11	59	27	46	19
	Meets	46	34	41	7	30	10	21	11
	Masters	27	21	23	2	15	4	10	6
5	Approaches	83	69	76	7	69	38	55	17
	Meets	56	42	47	5	38	15	26	11
	Masters	35	24	24	0	21	6	11	5
6	Approaches	79	66	72	6	65	41	47	6
	Meets	45	34	37	3	26	11	14	3
	Masters	20	14	15	1	8	2	4	2
7	Approaches	73	54	59	5	58	31	40	9
	Meets	41	25	29	4	25	9	15	6
	Masters	16	11	12	1	8	2	4	2
8	Approaches	81	60	70	10	57	18	40	22
	Meets	55	35	38	3	25	5	10	5
	Masters	16	10	13	3	3	0	1	1

Grade	SCIENCE	STATE				SAISD			
		2019	2021	2022	Change (21 to 22)	2019	2021	2022	Change (21 to 22)
5	Approaches	74	60	66	6	55	37	42	5
	Meets	48	29	37	8	26	5	17	12
	Masters	23	12	17	5	9	3	5	2
8	Approaches	79	67	73	6	61	38	50	12
	Meets	49	42	43	1	28	15	20	5
	Masters	24	23	22	-1	10	4	8	4

Grade	SOCIAL STUDIES	STATE				SAISD			
		2019	2021	2022	Change (21 to 22)	2019	2021	2022	Change (21 to 22)
8	Approaches	67	56	59	3	44	26	32	6
	Meets	35	27	29	2	17	5	9	4
	Masters	20	13	17	4	8	2	4	2

Note: Green indicates growth. Dark green indicates a larger amount of growth compared to the State.

# District vs State:

## Percent of Students at Each Performance Level

EOC		STATE				SAISD			
		2019	2021	2022	Change (21 to 22)	2019	2021	2022	Change (21 to 22)
ALGEBRA I	Approaches	84	72	74	2	74	46	61	15
	Meets	62	41	46	5	46	13	28	15
	Masters	39	23	30	7	22	4	15	11
BIOLOGY	Approaches	88	81	82	1	78	65	69	4
	Meets	63	54	57	3	42	31	39	8
	Masters	26	22	23	1	10	7	10	3
US HISTORY	Approaches	93	88	89	1	88	72	76	4
	Meets	75	69	71	2	60	43	49	6
	Masters	47	43	44	1	27	19	23	4
ENGLISH I	Approaches	63	66	63	-3	42	43	46	3
	Meets	49	50	48	-2	27	27	30	3
	Masters	12	12	11	-1	4	4	4	0
ENGLISH II	Approaches	67	70	71	1	52	51	55	4
	Meets	51	57	57	0	32	36	39	3
	Masters	8	11	9	-2	2	4	3	-1

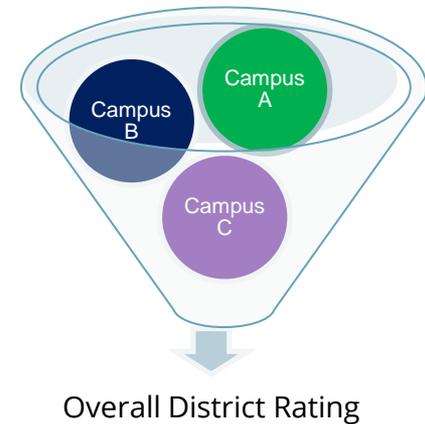
# 2023 ACCOUNTABILITY PREVIEW

# 2023 Overall District Ratings

District Ratings are proposed to be redesigned to reflect the proportional impact of the domain scores of all rated campuses.

Here is a **sample** district with only 3 campuses:

	# Students	% of District Population	2023 Domain 1 Score	Points towards Domain 1	2023 Domain 2 Score	Point towards Domain 2	2023 Domain 3 Score	Points towards Domain 3
Campus A	1500	45%	86	39	90	41	70	32
Campus B	1000	30%	65	20	69	20	56	17
Campus C	800	25%	72	18	75	19	67	17
DISTRICT	3300	100%		<b>77</b>		<b>79</b>		<b>66</b>



District Rating = Best of Domain 1 or 2 (**79**) x 70% plus Domain 3 (**66**) x 30% = **75%**



# Student Achievement



## No Changes to STAAR Measures or Graduation Rate

- STAAR will continue to use (Approaches + Meets + Masters) / 3
- Graduation Rates will continue to reflect best of 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> year

## Proposed CCMR Changes

- College Prep Course & AP/IB criteria may be refined following a review of predictive enrollment and persistence in college
- Industry-Based Certifications may require the completion of a related **Program of Study**
- Enlistment in Armed Forces/National Guard may be included

# School Progress: Accountability Growth



Did Not Meet (DNM) and Approaches (APP) would be divided into LOW and HIGH levels.

Staying at the same level for DNM and App would earn ½ point.

Growing one level or staying at Meets or Masters would earn 1 point.

Additional points may be offered for rare instances of exceptional growth.

		ACADEMIC GROWTH FOR ACCOUNTABILITY METHODOLOGY					
		2023 STAAR					
		LOW DNM	HIGH DNM	LOW APP	HIGH APP	MTS	MAS
2022 STAAR	LOW DNM	0	1	2	3	3	3
	HIGH DNM	0	0.5	1	2	3	3
	LOW APP	0	0	0.5	1	2	3
	HIGH APP	0	0	0	0.5	1	2
	MTS	0	0	0	0	1	1
	MAS	0	0	0	0	0	1

# Closing the Gaps



**New Targets:** New targets will be set using 2022 data and will be created for each campus type

- Currently, campuses can earn 1 point for each indicator that meets the minimum size and meet/exceed target
- Under the new proposal, campuses can earn 1 to 4 points for each indicator.

Replace Student Success with **Accelerated Learning**  
(ES/MS Only):

- Student Success currently includes Approaches + Meets + Masters divided by 3 for each evaluated group
- Under the proposed change, **Accelerated Learning** would award credit for students in grades 4-8 who move from **Did Not Meet Grade Level** the prior year to **Approaches or higher** the current year in either Reading or Math

# Closing the Gaps



## New Student Groupings

- **High Focus Group:** Create a Super Group: Eco Dis + Emergent Bilingual (Current & Former) + Special Ed + Former Special Ed + Highly Mobile (not continuously enrolled)
- **Race/Ethnicity:** Use the two lowest performing groups from Prior Year

All Students	Two Lowest Performing Racial/Ethnic Groups from Prior Year							High Focus Group (Eco Dis + EB + SpEd + Former SpEd + Highly Mobile)	Continuously Enrolled	Total Potential Groups Evaluated
	African American	Hispanic	White	American Indian	Asian	Pacific Islander	2+ Races			
<b>Academic Achievement in Reading &amp; Math</b>										<b>8 Indicators</b>
0-4	0-4		0-4		0-4			0-4		Max 4 Groups
0-4	0-4		0-4		0-4			0-4		Max 4 Groups
<b>Accountability Growth in Reading &amp; Math (ES/MS) - or - Federal Graduation Rate (HS/K12)</b>										<b>8 Indicators</b>
0-4	0-4		0-4		0-4			0-4		Max 4 Groups
0-4	0-4		0-4		0-4			0-4		Max 4 Groups
<b>English Language Proficiency Status</b>										<b>1 Indicator</b>
								0-4		Max 1 Group
<b>Accelerated Learning (ES/MS) - or - Federal CCMR (HS/K12)</b>										<b>5 Indicators</b>
0-4	0-4		0-4		0-4			0-4	0-4	Max 5 Groups



# SAISD 2022 State Accountability Book

- ❖ Board Presentation
- ❖ Data By Campus And Student Groups
- ❖ Highlights by Single Member District

## TAB 1: 2022 SAISD State Accountability Results (Presentation)

### TAB 2: District Accountability Results

- District Overview 2021-22 (TEA)
- 2022 Domain Data Tables (TEA)
- 2022 Distinction Designation Summary for the [District](#) (TEA)

### TAB 3: Campus Accountability Results

- Preliminary 2022 Accountability Ratings (TEA)
- Multi-Year Overview 2009 to 2022
- 2022 Accountability Detail Summary
- 2022 Distinction Designations
- 2022 Domain Summary with Federal Ratings (Support)
- 2017 to 2022 Domain Ratings Summary

### TAB 4: STAAR Standards

- 2022 STAAR Grade 3-8 and EOC Performance Standards (STAAR & STAAR ALT 2)
- Values for Computing STAAR Progress Measure

### TAB 5: District Performance Results

- 2021 & 2022 Performance by Passing Standards and by Group for Each Standard
- 2021 & 2022 Performance by Grade by Passing Standards
- 2021 & 2022 Performance by Grade by Groups at Approaches Grade Level
- 2021 & 2022 Performance by Grade by Groups at Meets Grade Level
- 2021 & 2022 Performance by Grade by Groups at [Masters](#) Grade Level

### TAB 6: District EOC Results

- 2021 & 2022 May End-Of-Course Performance
- 2021 & 2022 May End-Of-Course Performance by Grade

### TAB 7: Campus Performance Results

- 2017 to 2022 SAISD STAAR Percent Passing: District & Campus at Approaches
- 2022 Campus Ranking by Subject: Elementary, Academy, Middle, High School
- 2022 Campus Ranking by Subject: EOC

### TAB 8: Graduation Rates, CCMR, and Post-Secondary Readiness

- Historical 4-Year State Graduation Results: Class of 2019 to 2021
- College, Career, and Military Readiness (CCMR) Rates: Final 2019 to 2021 & Projected 2022 Results

### TAB 9: State and Large Urban District Comparison

- 2021 & 2022 STAAR State and Large Urban District Performance Comparison

### TAB 10: 5-Year Goals and Highlights

- 2022 District Highlights

# Closing Thought

---

**“I LOVE IT WHEN PEOPLE DOUBT ME. IT MAKES ME WORK HARD TO PROVE THEM WRONG.”**

**-DEREK JETER**

*NEW YORK YANKEES (20 YEARS)*

*5-TIME WORLD SERIES CHAMPION*

*BASEBALL HALL OF FAME*

# APPENDIX

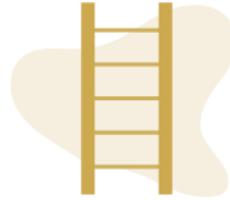
# DOMAIN CONSTRUCTION

41

# State Accountability Domains



**Student  
Achievement**



**School  
Progress**



**Closing the  
Gaps**

**Best of Achievement or Progress  
Weight: 70%**

**Weight:  
30%**

# Domain 1: Student Achievement



## STAAR/EOC

**40%**

% Approaches Grade Level or Above and  
% Meets Grade Level or Above and  
% Masters Grade Level

---



3



## College, Career, and Military Readiness (CCMR)

**40%**

TSI or AP/IB or Dual Credit or OnRamps or Industry  
Certification or Level I/Level II Certificate or Assoc.  
Degree or Special Ed: IEP or Special Ed: Advanced  
Degree Plan



## Graduation Rate

**20%**

Best of:

4-year Graduation Rate  
5-year Graduation Rate  
6-year Graduation Rate

# Domain 1: Student Achievement



Raw Score

Scale Score



STAAR

2019

2022

36



33

2019

2022

62



**58**



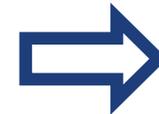
College, Career, and Military Readiness (CCMR)

61



75

90



**94**



Graduation Rate

86



90

60



**65**

44

# Domain 2: School Progress



## Academic Growth

Student STAAR Score This Year  
compared to  
Student STAAR Score Last Year

- OR -



## Relative Performance

District STAAR and CCMR Score  
Scale varies based on  
% Economically Disadvantaged

Domain Score= Best of  
Academic Growth or Relative Performance

45

# Domain 2 Part A: Academic Growth

Met/Exceeded Growth: +1 point

Maintained: +0.5 points

No Growth: +0 points

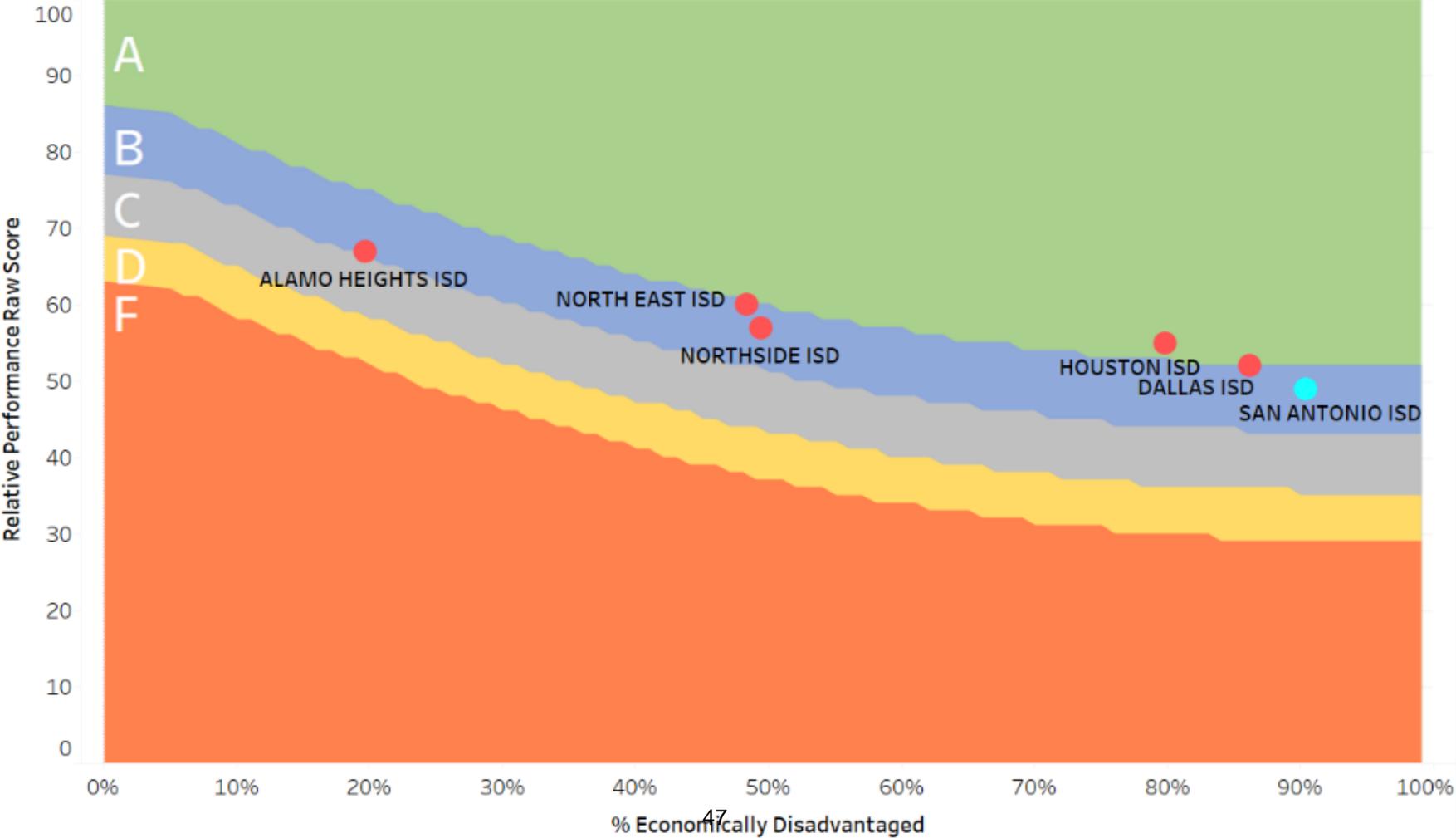


## 2022 STAAR/EOC Performance

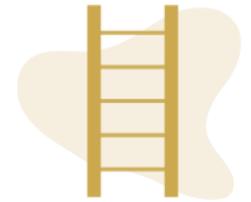
2021 STAAR/EOC Performance

	Did Not Meet	Approaches	Meets	Masters		
Did Not Meet	4,788	5,679	420	4,132	1,244	369
Approaches	1,086	0	1,024	1,627	1,805	995
Meets	91	494	441	1,056	1,151	
Masters	14	119	407	1,089		

# Domain 2 Part B: Relative Performance



# Domain 2: School Progress



## Academic Growth

2019

2022

Raw Score

66



72

Scale Score

70



84

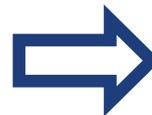
Domain 2 highest score was 90 **but** one or more campuses received a scaled score below 70 for the same domain, so the overall Domain 2 score was **maxed at 89.**



## Relative Performance

% Eco Dis

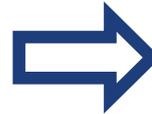
90



88

Raw Score

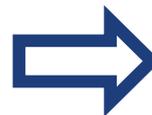
49



54

Scale Score

87



90

48

# Domain 3: Closing the Gaps

Count of **Student Groups** meeting State Targets:

		SAISD		Component Weight
		2019	2022	
	STAAR: Reading and Math ( <b>Meets</b> Grade Level or Above)	0/24	 0/22	50%
	STAAR: Reading and Math Growth			
	Federal Graduation Rate	0/7	 3/7	10%
	English Language Proficiency Growth	1/1	 1/1	10%
	STAAR: All Tests Approaches & Meets & Masters			
	CCMR	9/9	 9/9	30%

# Domain 3: Closing the Gaps

Indicator		All Students	African American	Hispanic	White	Asian	Eco Dis	EB (Current & Monitor)	Special Ed (Current)	Special Ed (Former)	Cont. Enrolled	Non-Cont. Enrolled		
Achievement – Reading	Target	44	32	37	60	74	33	29	19	36	46	42	<b>0/22</b>	
	Rating	35	30	35	55	41	32	28	17	30	35	34		
Achievement – Math	Target	46	31	40	59	82	36	40	23	44	47	45		<b>3/7</b>
	Rating	22	16	22	36	34	20	23	16	22	23	20		
Federal Grad Rate	Target	83.7	73.7	84.6	76.1		82.7	83.1	73.8				<b>1/1</b>	
	Rating	82.3	74.2	83.0	80.5		80.7	81.7	74.7					
English Language Proficiency							Target	36					<b>9/9</b>	
							Rating	39						
CCMR	Target	47	31	41	58		39	30	27		50	31	<b>9/9</b>	
	Rating	70	64	71	78		68	64	72		75	50		

Domain Raw Score:

40 ⇒ 44

50

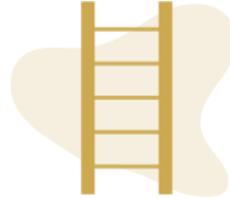
Domain Scale Score:

73 ⇒ 74

# 2022 State Accountability Domains



**Student  
Achievement**



**School Progress**



**Closing the Gaps**

**Best of Achievement or Progress  
Weight: 70%**

**Weight:  
30%**

**74**

**89**

**74**

$$89 \times .7 + 74 \times .3 = 62.3 + 22.2 = 84.5 \approx 85$$

51

# Distinction Designations

Campuses were compared to 40 similar campuses across the State of Texas. Similar Campuses are chosen based on campus type, size, percent economically disadvantaged, percent EB, percent Special Ed, and mobility.

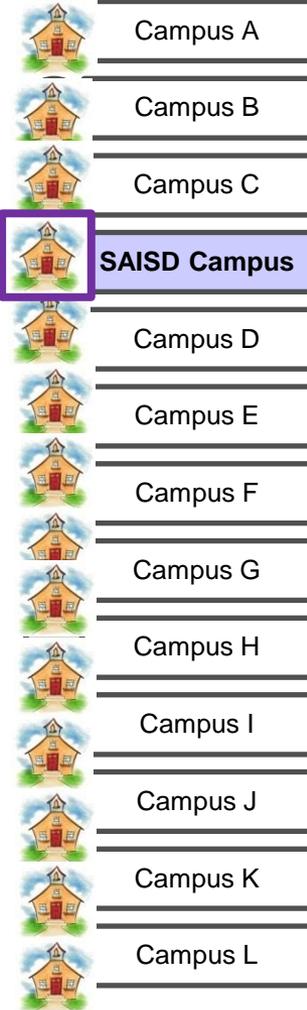
Campuses in the top 25% of their comparison group could earn up to 7 Distinction Designations in the following areas:

- Academic Achievement in Reading/ELA
- Academic Achievement in Mathematics
- Academic Achievement in Science
- Academic Achievement in Social Studies
- Student Progress (Domain 2 Score)
- Closing Performance Gaps (Domain 3 Score)
- Postsecondary Readiness

**38** Campuses  
Earned at least 1  
Distinction Designation

Earned all possible  
Distinction  
Designations

**3** Campuses



# Federal Consequences

## Comprehensive Support & Improvement:

- Campuses with the lowest 5% performance in the State
- Campuses with less than 67% federal graduation rate
- **13 campuses** were identified as in need of Comprehensive Support
- Must conduct an Effective Schools Framework (ESF) diagnostic
- Must develop a Targeted Improvement Plan (TIP), obtain board approval and submit to TEA

## Targeted Support & Improvement:

- Campuses with consistently underperforming student groups (missing targets for the same 3 indicators for 3 consecutive years)
- **29 campuses** were identified for Targeted Support
- Must develop a targeted Improvement Plan (TIP), obtain board approval, and make available upon request

## Additional Targeted Support:

- One or more Student Groups performing below the 5% threshold
- **0 campuses** were identified as in need of Additional Targeted Support

Identification is based on Closing the  Domain in compliance with ESSA

## SAISD BOARD AGENDA SUMMARY FORM

---

**AGENDA TITLE:** Discussion of Potential Board Committees

**PURPOSE:**             PRESENTATION/DISCUSSION  
                               DISCUSSION/ACTION

**REQUESTED BY:** Christina Martinez, Board President

**PRESENTER:**            Christina Martinez

**MEETING DATE:** August 22, 2022

---

**I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board of Trustees will discuss the creation of potential Board Committees, the Chair and members of each committee. This is a discussion-only item. No action is required.

**II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

N/A

**III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

NA

**IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

**SAISD BOARD AGENDA SUMMARY FORM**

---

**AGENDA TITLE:** **Approval of the Selection of Two SAISD Board Members to Serve in the 2022 Texas Association of School Boards (TASB) Delegate Assembly as a Delegate and Alternate**

**PURPOSE:**             **PRESENTATION/DISCUSSION**  
                              **DISCUSSION/ACTION**

**REQUESTED BY:** Christina Martinez, Board President

**PRESENTER:**        Theresa Mendoza, Board Coordinator

**MEETING DATE:** August 22, 2022

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**I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the selection of two SAISD Board members who will serve in the Texas Association of School Boards (TASB) Delegate Assembly. The Board is asked to designate both a delegate and an alternate.

This year, the assembly will take place on Sept. 24th during the TASA/TASB Convention in San Antonio. TASB’s Delegate Assembly gives the school board a direct voice in advocating for Texas public schools. The Delegate Assembly shall consist of either the delegate or alternate. Each member of the Delegate Assembly is entitled to one vote and represents his or her district’s interests on issues before the Delegate Assembly. Please note, the designated alternate serves when the designated delegate is not available.

**II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Resolve that the Board approve the selection of two SAISD Board members who will serve as the Texas Association of School Boards (TASB) delegate and alternate in the 2022 Delegate Assembly.

**III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

**IV. 2022 -2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.

- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** **Submission by Trustees of the Executed Affidavits Affirming Review and Understanding of the SAISD’s Code of Ethics**

**PURPOSE:**             **PRESENTATION/DISCUSSION**  
                               **DISCUSSION/ACTION**

**REQUESTED BY:** Christina Martinez, Board President

**PRESENTER:**            Christina Martinez

**MEETING DATE:** August 22, 2022

---

### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

Each Board Member is requested to annually review and submit an affidavit affirming the Trustee has read and understood the SAISD’s Code of Ethics.

On March 19, 2019, the Board approved the SAISD Code of Ethics in order to strengthen such policies that serve to enforce best practices for SAISD Trustees and District employees on ethical conduct in the performance of their duties.

Each year, Board Members review the contents of the SAISD Code of Ethics and shall sign an affidavit (Exhibit A) included in the Code, confirming that they have received and read the SAISD Code of Ethics. The signed affidavit shall be given to the Records Administrator, who will maintain copies of the affidavits in accordance with the terms of the District’s document retention policy.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Resolve that the Board review the SAISD Code of Ethics and that each Trustee submit an affidavit.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

**EXHIBIT A**

**AFFIDAVIT OF BOARD MEMBER AFFIRMING ETHICS CODE**

STATE OF TEXAS  
COUNTY OF BEXAR

I, \_\_\_\_\_ (*name of Board Member*), as an elected School Board Trustee of San Antonio Independent School District, make this affidavit and on my oath state the following:

1. I received a copy of the Ethics Code on \_\_\_\_\_ (*date*);
2. I read and reviewed the contents of the Ethics Code after receiving it;
3. I hereby affirm that I agree to strictly abide by the terms of the Ethics Code, and I agree to

be subject to all penalties and enforcement mechanisms outlined therein.

Signed \_\_\_\_\_ (*date*)

Signature of Board Member: \_\_\_\_\_

District Represented: \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF BEXAR

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ (*month*), \_\_\_\_\_ (*year*).

\_\_\_\_\_, Notary Public, State of Texas

**SAISD BOARD AGENDA  
SUMMARY FORM**

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**AGENDA TITLE:** Acceptance of Bexar Appraisal District's Certified Appraisal Roll for Tax Year 2022

**PURPOSE:**             PRESENTATION/DISCUSSION  
                              DISCUSSION/ACTION

**REQUESTED BY:** Dottie Carreon, CFO, Financial Services and Business Operations

**PRESENTER:**         Dottie Carreon

**MEETING DATE:** August 22, 2022

---

**I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the certified appraisal roll for tax year 2022 for the San Antonio Independent School District. Section 26.04 of the Texas Property Tax Code requires that once a local appraisal tax roll is certified by the local County Appraisal District, that the roll must then be submitted to the Board of Trustees for official acceptance.

The Chief Appraiser of the Bexar Appraisal District has certified and submitted the appraisal roll as approved by the Appraisal Review Board for calendar year beginning January 1, 2022 and ending December 31, 2022 and has delivered to Albert Uresti, Tax Assessor-Collector for the San Antonio Independent School District, a statement of the total amount of appraised, assessed, and taxable value of property as of January 1, 2022. Also included is the value for properties under protest at the time of submission for the assessment rolls lying within the San Antonio Independent School District.

**II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board approve the certified appraisal roll for tax year 2022 for the San Antonio Independent School District.

**III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

**IV. 2022-2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff and community members.

- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

**ACCEPTANCE OF THE CERTIFIED APPRAISAL ROLL  
FOR TAX YEAR 2022  
San Antonio Independent School District  
Bexar County, Texas**

The Chief Appraiser of the Bexar County Appraisal District has certified and submitted the appraisal roll as approved by the Appraisal Review Board, for calendar year beginning January 1, 2022 and ending December 31, 2022, and has delivered to Albert Uresti, Tax Assessor Collector for the San Antonio Independent School District, a statement of the total amount of appraised, assessed, and taxable value of property as of January 1, 2022. Also included is the value for properties under protest at the time of submission for the assessment rolls lying within the San Antonio Independent School District.

**\* Certified Appraisal Roll:**

Plus:	Market Value of Real Property	29,991,563,313
Less:	Agricultural Exclusion	(14,140,774)
Plus:	Gross Taxable Personal Property	2,785,024,477
Less:	Value Cap on Homesteads	(1,805,946,537)
	<b>Assessed Value</b>	<b>30,956,500,479</b>

Less:	Homestead Exemptions	(1,919,253,309)
	Over 65 Exemptions	(223,962,636)
	Disabled Veterans	(201,966,995)
	Disabled Residential Homestead	(17,952,613)
	Freeport Exemption	(227,152,621)
	Absolute Exemptions	(4,552,189,316)
	Other	(95,042,450)
		(7,237,519,940)
	<b>Net Certified Taxable Value</b>	<b>23,718,980,539</b>

**Chief Appraiser Estimate of Uncertified Roll:**

Plus:	Protested Accounts ( Real Property)	3,440,683,572
Less:	Estimated Agricultural Exclusion	(331,740)
Plus:	Protested Accounts ( Personal Property)	21,609,319
Less:	Value Cap on Homesteads	(202,876,677)
	<b>Uncertified Assessed Value</b>	<b>3,259,084,474</b>

Less:	Homestead Exemptions	(192,342,666)
	Over 65 Exemptions	(4,651,228)
	Disabled Veterans	(7,482,282)
	Disabled Residential Homestead	(1,314,926)
	Freeport Exemption	(132,300)
	Absolute Exemptions	(12,591,872)
	Other	(13,934,961)
		(232,450,235)
	<b>Net Uncertified Taxable Value</b>	<b>3,026,634,239</b>

**Net Taxable Appraisal Roll Before Tax Freeze** **26,745,614,778**

Less: Taxable Value of Over 65 & Disabled Persons with Frozen Taxes (2,365,743,124)

**2022 Total Taxable Value After Tax Freeze** **24,379,871,654**

\* Includes \$491,434,814 of New Improvements.

# San Antonio Independent School District



## Overview of Governance Agenda Items E, F, & G SAISD's Proposed Tax Rate for 2022-2023

**E. Acceptance of Bexar Appraisal District's Certified Appraisal Roll for Tax Year 2022**

**F. Acceptance of the No-New-Revenue Tax Rate and Voter-Approval Tax Rate for Tax Year 2022**

**G. Approval of Ordinance and Order Adopting Tax Rate for School Year 2022-2023**

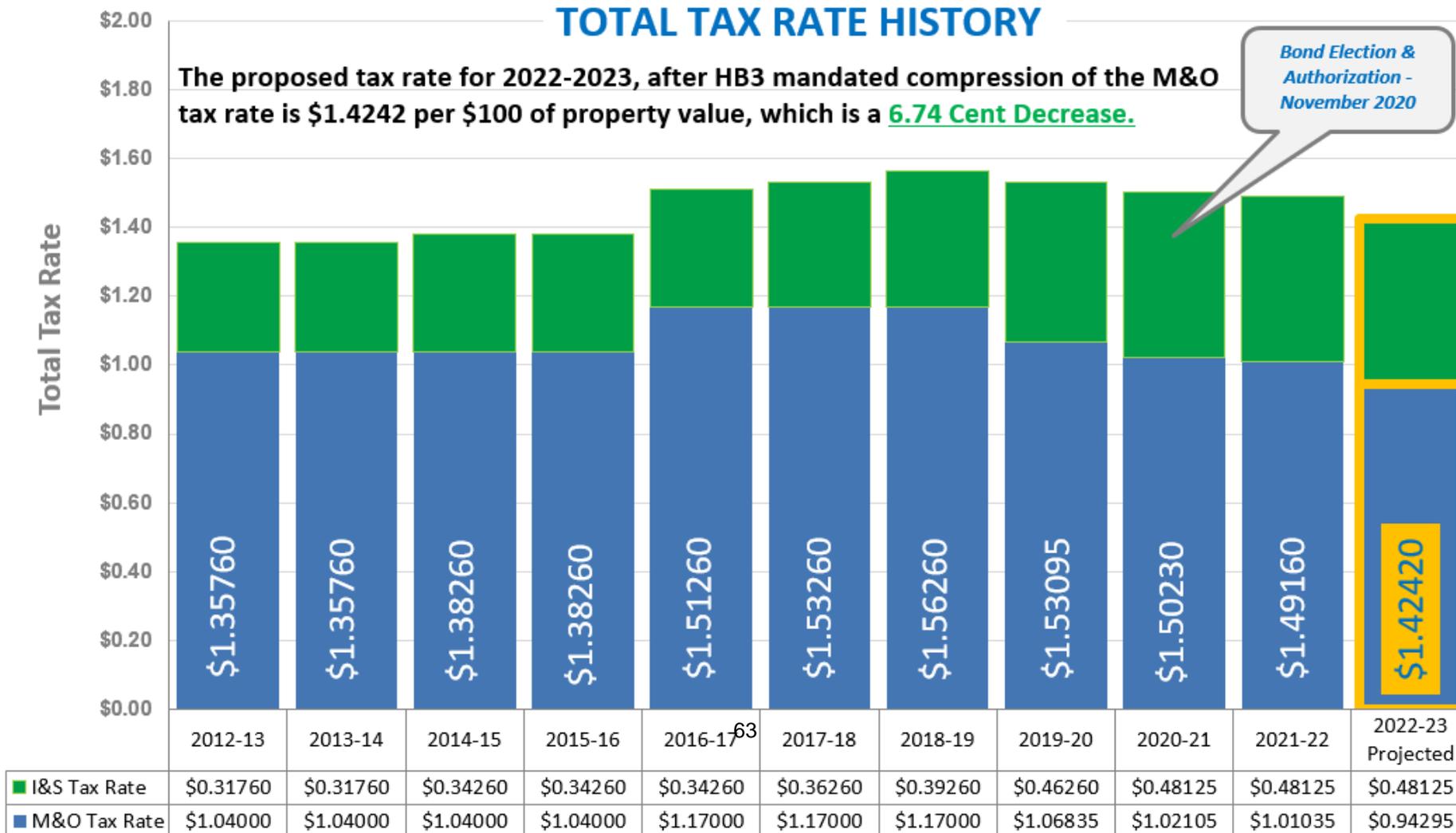
62  
**August 22, 2022**



# Total Tax Rate History & Proposed Rate for 2022-2023

➤ The property tax rate is made up of two components:

- Debt Service Tax Rate (Interest & Sinking Fund)      \$0.48125 no change
- Maintenance & Operations Tax Rate                      \$0.94295 lower by 6.74 cents
- **TOTAL TAX RATE PROPOSED**                              **\$1.42420**



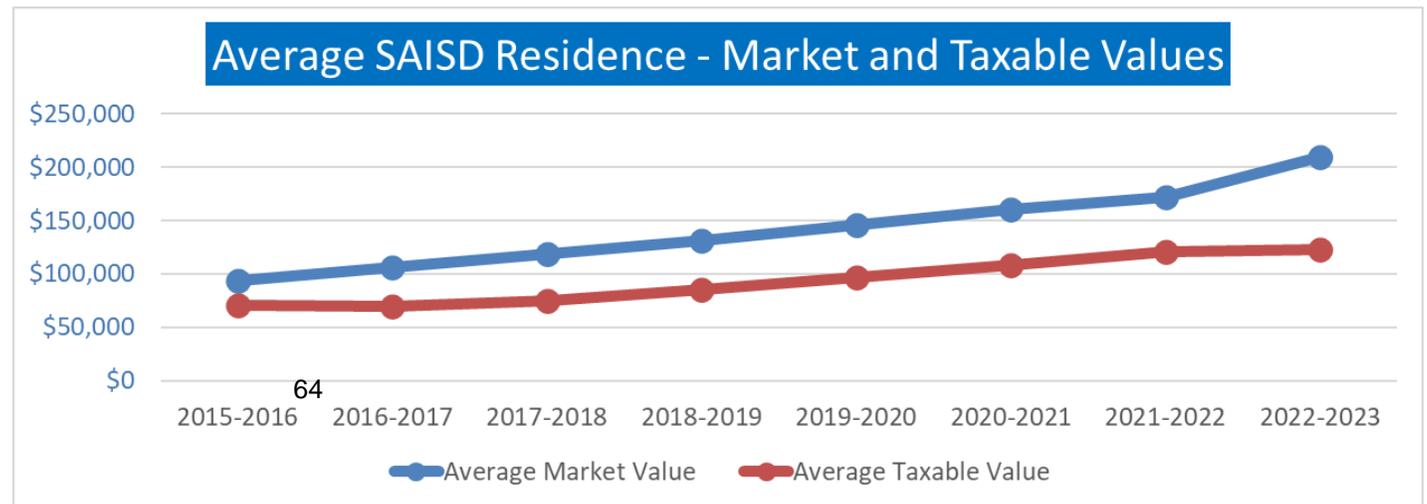
# Tax Levy on Average Residence in SAISD

- The Market Value of the average residential property within SAISD increased **21%** from last year.
- The Taxable Value for that same average property increased only **1.5%**, due to:
  - **Increased Homestead Exemption** (Increased from \$25,000 to \$40,000)
  - **10% Annual Cap on Homestead Assessed Value Increase**
- The SAISD portion of the tax bill would reflect a **decrease of \$55.77** for the “average” residential homestead property.

Comparison - Tax Levy on Average Residence in SAISD	2021-22 \$25,000 Homestead Exemption	2022-23* \$40,000 Homestead Exemption
<b>Average Market Value of Residences</b>	<b>\$172,542</b>	<b>\$209,481</b>
<b>Average Taxable Value of Residences</b> <i>(\$25,000/\$40,000 HS Exemption plus &amp; additional \$5,000 Optional HS Exemption)</i>	<b>\$120,849</b>	<b>\$122,652</b>
<b>Current 2021-22 Rate &amp; Proposed 2022-23 Rate per \$100 of Value</b>	<b>\$1.49160</b>	<b>\$1.42420</b>
<b>Taxes Due on Average Residence</b>	<b>\$1,802.58</b>	<b>\$1,746.81</b>

	MONTHLY	ANNUAL
<b>Added Tax Due to Home Value Increase</b>	<b>\$2.24</b>	<b>\$26.89</b>
<b>Tax Change Due to Tax Rate Increase/(Decrease)</b>	<b>(\$6.89)</b>	<b>(\$82.67)</b>
<b>Total Tax Change for Average Residence</b>	<b>(\$4.65)</b>	<b>(\$55.77)</b>

\* 2022 Values are before Taxpayer Protests, therefore, projected tax change amounts may be slightly lower than shown.  
Tax Rate is compressed for 2022-23 due to HB3 state legislation.



**SAISD BOARD AGENDA  
SUMMARY FORM**

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**AGENDA TITLE:** Acceptance of the No-New-Revenue Tax Rate and Voter-Approval Tax Rate for Tax Year 2022

**PURPOSE:**             PRESENTATION/DISCUSSION  
                              DISCUSSION/ACTION

**REQUESTED BY:** Dottie Carreon, CFO, Financial Services and Business Operations

**PRESENTER:**         Dottie Carreon

**MEETING DATE:** August 22, 2022

---

**I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the no-new-revenue tax rate and voter-approval tax rate for tax year 2022 for the San Antonio Independent School District. Albert Uresti, Tax Assessor-Collector for the San Antonio Independent School District, has calculated the no-new-revenue tax rate and the voter-approval tax rate for the district for tax year 2022 and it is presented in the exhibit. Section 26.04 of the Property Tax Code requires that the no-new-revenue tax rate and the voter-approval tax rate be submitted to the Board of Trustees.

**II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board approve the no-new-revenue tax rate and voter-approval tax rate for tax year 2022 for the San Antonio Independent School District.

**III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

**IV. 2022-2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

**2022 Property Tax Rates  
in San Antonio Independent School District**

The following presents information about three tax rates. Last year's tax rate is the actual rate the school district used to determine property taxes last year. This year's no-new-revenue tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's Voter-approval tax rate is the highest tax rate the school district can set before it must hold a tax ratification election. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustment as required by state law. The rates are given per \$100 of property value.

**Last year's tax rate:**

Last year's maintenance and operation tax rate	\$1.010350/\$100
Last year's debt rate	\$0.481250/\$100
Last year's total tax rate	\$1.491600/\$100

**This year's no-new-revenue tax rate:** \$1.336042/\$100

**This year's voter-approval tax rate:**

This year's voter-approval maintenance and operation tax rate	\$0.942950/\$100
This year's debt rate	\$0.481250/\$100
This year's voter-approval tax rate	\$1.424200/\$100

**SAISD BOARD AGENDA  
SUMMARY FORM**

---

**AGENDA TITLE:** **Approval of Ordinance and Order Adopting Tax Rate for School Year-2022-2023**

**PURPOSE:**             **PRESENTATION/DISCUSSION**  
                               **DISCUSSION/ACTION**

**REQUESTED BY:** Dottie Carreon, CFO, Financial Services and Business Operations

**PRESENTER:**        Dottie Carreon

**MEETING DATE:** August 22, 2022

---

**I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve and adopt the tax rate of \$1.42420 per hundred-dollar valuation for San Antonio Independent School District. Each year after a certified appraisal roll has been submitted to a school district and after the new school year's budget is adopted, the Board of Trustees must adopt a tax rate. The total tax rate of \$1.42420 is a 6.74 cent decrease from the District's current tax rate.

**II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board approve and adopt the tax rate of \$1.42420 per hundred-dollar valuation. The total tax rate consists of a rate of \$0.94295 for maintenance and operations and a rate of \$0.48125 for debt service.

In accordance with the language in Section 26.05(b) of the Property Tax Code, the following is the motion to adopt the tax rate:

*"I move that the property tax rate be set at **\$1.42420** per hundred-dollars of valuation, comprised of a rate of **\$0.94295** for maintenance and operations, and **\$0.48125** for interest and sinking."*

**III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

**IV. 2022-2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff and community members.

- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
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**ORDINANCE AND ORDER LEVYING AN AD VALOREM TAX  
FOR SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
IN BEXAR COUNTY, TEXAS  
FOR THE FISCAL AND SCHOLASTIC YEAR 2022-2023**

**WHEREAS**, The Chief Appraiser for the Bexar Appraisal District, Bexar County, Texas has completed the appraisal roll of the San Antonio Independent School District for the calendar year beginning January 1, 2022, and ending December 31, 2022, known as calendar year 2022, and has delivered to San Antonio Board of Education, Trustees for the San Antonio Independent School District, a statement of the total amount of the assessed valuation of property lying within the San Antonio Independent School District and subject to taxes in the San Antonio Independent School District; and

**WHEREAS**, San Antonio Board of Education, Trustees for San Antonio Independent School District, has determined that a tax levy at the rate of \$0.94295 on each One Hundred Dollars (\$100) valuation of all taxable property and values within San Antonio Independent School District on January 1, 2022, is and will be necessary for the maintenance and operation of the public free schools of said District for the current calendar year beginning January 1, 2022, and ending December 31, 2022, and applicable to the scholastic year beginning July 1, 2022, and ending June 30, 2023, and that a tax of \$0.48125 on each One Hundred Dollars (\$100) valuation of all taxable property and values within San Antonio Independent School District on January 1, 2022, is and will be necessary for payment of the principal and interest on all bonds of San Antonio Independent School District heretofore issued and outstanding and to provide for a sinking fund for the payment of such bonds at maturity.

*This tax rate will raise more taxes for maintenance and operations than last year's tax rate. The tax rate will effectively be raised by 4.18 percent and will raise taxes for maintenance and operations on a \$100,000 home by approximately \$-67.40.*

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the San Antonio Board of Education, Trustees for the San Antonio Independent School District, that a tax rate of \$0.94295 on each One Hundred Dollars (\$100) taxable valuation be, and it is hereby levied, against all taxable property and values within the San Antonio Independent School District on January 1, 2022, and against the owners thereof, for the maintenance and operation, and \$0.48125 for the debt service of the public free schools of San Antonio Independent School District for the current year beginning January 1, 2022, and ending December 31, 2022, and applicable to the scholastic year beginning July 1, 2022, and ending June 30, 2023.

**BE IT FURTHER RESOLVED AND ORDERED** by San Antonio Board of Education, Trustees for the San Antonio Independent School District, that the taxes herein levied shall be assessed and collected as provided by law and shall be and remain a lien upon all property and values in said District subject hereto, and that said levy shall be certified in writing, by the Bexar Appraisal District Certificate of Submission of Appraisal Roll as certified by the Appraisal Review Board.

***NOW, THEREFORE, BE IT ORDERED*** by the San Antonio Board of Education, Trustees for the San Antonio Independent School District, at a properly convened meeting and pursuant to action of not less than a majority of trustees present and voting in favor of this Ordinance and Order, the San Antonio Independent School District will be using a tax rate of \$1.42420 on each One Hundred Dollars of valuation for the calendar and scholastic years herein stated. The tax rate of \$1.42420 is composed of \$0.94295 for lawful maintenance and operation expenditures of the District and \$0.48125 for payment of debt service on bonds authorized by the voters of the District.

Executed this 22nd day of August, 2022.

\_\_\_\_\_  
President, San Antonio Board of Education  
San Antonio Independent School District

\_\_\_\_\_  
Secretary, San Antonio Board of Education  
San Antonio Independent School District

**The State of Texas**  
**County of Bexar**

I, Christina Martinez, President of San Antonio Board of Education, for the San Antonio Independent School District, do hereby certify that the above and foregoing consists of a true and correct copy of an ordinance and order of said Board levying an ad valorem tax for said District for the calendar year beginning January 1, 2022, and ending December 31, 2022, and scholastic year beginning July 1, 2022, and ending June 30, 2023, as such order and resolution was adopted and enacted at a regular meeting of the board held on August 22, 2022, at which a quorum of said Board was present and participated.

To certify which witness my hand and seal of the District at San Antonio, Texas, this 22nd day of August 2022.

\_\_\_\_\_, President  
San Antonio Board of Education,  
San Antonio Independent School District

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** Approval of SAISD Internal Audit Department's 2022 - 2023 Audit Plan

**PURPOSE:**             PRESENTATION/DISCUSSION  
                              DISCUSSION/ACTION

**REQUESTED BY:** Ed Garza, Audit Subcommittee Chairperson

**PRESENTER:**        Lourdes Martinez, Chief Internal Auditor, Internal Audit Department

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the SAISD Internal Audit Department's 2022-2023 Audit Plan. The Audit Plan establishes the framework for the activity of the Internal Audit Department during the 2022-2023 fiscal year. It was developed using the annual risk assessment and input from District leadership and the Board of Trustees.

In accordance with IIA Standard 2010, the Chief Internal Auditor will review and adjust the plan, as necessary, in response to changes in the district's business, risks, operations, programs, systems and controls. Any significant changes required to be made to the plan will be presented to the Audit Subcommittee for review and approval by the Board. In addition, the Board will receive periodic reports on the department's activities and related matters as outlined in the Internal Audit Charter.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board approve the SAISD Internal Audit Department's 2022-2023 Audit Plan as presented.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
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# Audit Plan

ASSURANCE • INSIGHT • OBJECTIVITY

## Fiscal Year 2022-2023



## Overview

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## 2022-2023 Audit Plan

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## Abbreviation List

PYF	Prior Year Audit Follow-up
SAISD	San Antonio Independent School District
IA	Internal Audit
IIA	Institute of Internal Auditors
Standards	International Standards for the Professional Practice of Internal Auditing

## Purpose and Mission

The purpose of the San Antonio Independent School District's Internal Audit Department is to provide independent and objective assurance and consulting services designed to add value and improve the District's operations. Our mission is to enhance and protect organizational value by providing risk-based and objective assurance, advise, and insight.

## Audit Plan Overview

The Chief Internal Auditor establishes a risk-based Audit Plan to determine the priorities of the San Antonio Independent School District's (SAISD) Internal Audit Department. The objective of the Audit Plan is to evaluate and contribute to the improvement of the District's governance, risk management, and control processes by using a systematic, disciplined, and risk-based approach. The 2022-2023 Audit Plan covers the period of July 1, 2022, to June 30, 2023.

This audit plan is based on information available at the beginning of the fiscal year and our best estimate of hours to complete the audits. The actual hours necessary will be determined after the audit begins and a better understanding of the area is gained.

## Audit Plan Approval

In accordance with Board Policy CFC(Local), the Audit Plan is submitted annually to the SAISD's Board of Trustees for approval. The Chief Internal Auditor reviews and adjusts the plan throughout the fiscal year, as necessary, in response to changes in the District's business, risks, operations, programs, systems, and controls. Significant changes required of the plan are presented to the Board for approval. The Chief Internal Auditor at a minimum will provide quarterly reports to the Board on the Audit Plan and performance relative to the plan.

**Submitted by:**

*Lourdes Martinez*  
Lourdes G. Martinez  
Chief Internal Auditor  
San Antonio Independent School District

08/03/2022  
Date

**Approved by the Board of Trustees on August 22, 2022:**

\_\_\_\_\_  
Christina Martinez  
President Board of Trustees

\_\_\_\_\_  
Date

# Audit Plan Methodology

The CIA followed the steps in Exhibit 1 in creating a risk-based audit plan.

## Exhibit 1: Audit Plan Steps



\* In developing the Audit Plan, the Chief Internal Auditor surveyed and interviewed SAISD leadership to obtain their assessment of district risks. The Board of Trustees were also asked for their input on areas of concern and high risk. This feedback provided valuable information regarding the District's priorities and challenges.

## Determining Resources

The Chief Internal Auditor ensures the IA resources are appropriate, sufficient, and effectively deployed to achieve the audit plan

The available budgeted hours for the 22-23 Audit Plan equal 10,540 hours which were determined based on six (6) full-time equivalent audit professionals including the Chief Internal Auditor and Internal Audit Manager. The FTE count and budgeted hours also includes one (1) Construction Bond Auditor whose salary and benefits are paid from bond proceeds and not included in the department's salary budget. The calculation of available and chargeable audit hours is summarized in Exhibit 2 and 3 below.

### Exhibit 2: Available Hours Calculation

A. Contract days in FY 22-23	230
B. Number of hours per day	8
C. Auditor Full-time Equivalent (FTE)	6
D. Employee Hours ((A x B x C)	11,040
Less:	
E. Estimated Hours lost due to new hires	500
F. Available Budgeted Hours (D-E)	10,540

### Exhibit 3: Audit Plan Chargeable Hours

Category	Hours	Percentage
Available hours	10,540	100%
<b>Less:</b>		
Leave hours	864	8.2%
Professional development hours	288	2.7%
Administrative duties hours	2,943	21.3%
<b>Equals: Audit Plan Chargeable Hours Available</b>	<b>6,895</b>	<b>65.4%</b>

Approximately 90% of the department's budget is devoted to salaries and benefits. The discretionary portion, which is the remaining 10%, is carefully managed to ensure staff development, audit software and other audit resources are geared toward activities identified as priorities on the Audit Plan.

## Audit Plan Engagements and Activities

The Internal Audit Department performs different types of engagements and activities which may include the following:

1. Assurance Engagements: Objective examinations for the purpose of providing independent assessments on governance, risk management, and control processes for the organization. Examples include financial, compliance, performance, and information technology audits.
2. Follow-up Engagements: Follow-up engagements, also referred to as Prior Year Audit Follow-ups (PYF), are conducted to determine the adequacy and timelines of actions taken by management on reported findings and recommendations.
3. Consulting Engagements: Engagements for which the nature and scope are agreed upon with district management and the Board of Trustees. The engagement must add value and improve the District's governance, risk management and control processes without the internal auditor assuming management responsibility.

The Audit Plan also includes hours dedicated to carry-forward projects, and activities required or recommended as best practices by the IIA Standards. Carry forward projects from fiscal year 2022 are identified with a red asterisk (\*)

The annual internal audit plan is designed to be flexible. The planned engagements represent the high-risk areas facing the District, but because the plan is based on estimated hours, it may represent more work than the available resources are capable of completing in a single year. Therefore, the annual plan is not a commitment to complete all the planned engagements but rather a commitment to focus on these as the audit priorities. If additional audits need to be selected later, the Board will be updated and presented with engagements based on the priorities at the time.

The engagements and activities, with broad objectives and risk ratings are listed below. The specific objective(s) of each engagement will be determined after the engagement is initiated and the engagement level risk assessment is performed.

## Assurance & Prior Year Follow Ups

<b>Assurance</b>	<b>Broad Engagement Objective</b>	<b>Risk Rating (Likelihood/Impact)</b>	<b>Hours</b>
ERP System Review*	Determine if the District's use of Frontline in the following areas is efficient and effective: -employee setup -payroll -time and absence management	<b>High/High</b>	1,445
ESSER Federal Recovery Funding Audit*	Determine if the ESSER funds were used in accordance with applicable federal statues, regulations and grant requirements and whether anticipated outcomes were realized.	<b>High/High</b>	1,200
2016 & 2020 Construction Bond Program Audits*	Determine if the District is adequately and properly managing significant contract components of the 2016 & 2020 bond program related audits. Areas of review may include: - overall contract/project management - bidding process for sub-contractors - pay applications/invoices - SWMBE monitoring - wage & hour compliance	<b>High/High</b>	1,252
School Audits	Determine if selected campuses have adequate controls in place for areas identified and operate in accordance with district policies & procedures: -cash handling & financial controls -crowd source funding -system access -sale of non- child nutrition food	<b>High/High</b>	1,000

<b>Assurance</b>	<b>Broad Engagement Objective</b>	<b>Risk Rating (Likelihood/Impact)</b>	<b>Hours</b>
Safety Programs Audit	Review and assess the District's safety programs to ascertain compliance with state guidelines and district policies and procedures.	<b>High/High</b>	650

<b>Prior Year Follow- Up</b>	<b>Broad Engagement Objective</b>	<b>Risk Rating (Likelihood/Impact)</b>	<b>Hours</b>
Purchasing Cards Audit	Determine whether recommendations mad as a result of the Purchasing Card audits were implemented effectively and timely.	<b>Medium/Medium</b>	260
Charter Schools Compliance & Accountability Audit	Determine whether recommendations made as a result of the Charter Schools Compliance & Accountability audit were implemented effectively and timely.	<b>Medium/Medium</b>	260
Contract Management Procurement Audit	Determine whether recommendations made as a result of the Contract management Procurement audit were implemented effectively and timely.	<b>Medium/Medium</b>	260

**Planned Engagement Hours**

**6,327**

### Administrative and Other Activities Recommended or Required by Standards

<b>Activity</b>	<b>Activity Objective</b>	<b>Hours</b>
Administrative Duties	<p>Strategic activities include developing the annual audit plan, identifying department needs, reviewing staff competency, and planning for staff development.</p> <p>Operational activities involve designing structures and processes aimed at achieving Internal Audit activity objectives and overall goals of efficiency and effectiveness. This includes hours allocated to but not limited to):</p> <ul style="list-style-type: none"> <li>• Reporting to the Board of Trustees</li> <li>• Attending regular and special Board meetings</li> <li>• Assigning auditors to specific projects and allocating/tracking time for Audit Plan activities</li> <li>• District- mandated training</li> <li>• Interviewing and hiring new staff members</li> <li>• Staff Appraisals</li> <li>• Ensuring Internal Audit staff follow policies and procedures</li> <li>• Monitoring the department's budget</li> <li>• Processing payroll and purchase orders</li> </ul>	2,493
Contingency and Consulting Hours	<p>Audit plans are developed based on priorities and estimations of time. Contingency hours are reserved to ensure the risk- based Audit Plan is flexible and responsive to change from unforeseen issues and events during the year. The hours are reserved for unplanned projects, as needed, to include:</p> <ul style="list-style-type: none"> <li>• Consulting services that may include participating in various team meetings, workgroups, or committees within the SAISD to serve in</li> </ul>	280

	<p>an advisory capacity, to provide management with technical assistance in a variety of areas, and serve as an available resource on risk related issues</p> <ul style="list-style-type: none"> <li>• Follow- up on allegations of fraud or significant non-compliance</li> <li>• Follow up on concerns of high risk or internal control deficiencies</li> </ul>	
Professional Development	Staff will participate in various instructor- led or online courses in subjects directly related to auditing, the Institute of Internal Auditors (IIA), Internal Professional Practices Framework (IPPF), or specific education agency requirements to enhance auditors' knowledge, skills, and other competencies, and meet continuing professional education requirements.	288
Fraud Hotline Forms Monitoring and Follow- up	<p>In accordance with professional standards and related practice guides, internal audit should maintain an active role as it relates to both promoting and assessing ethics throughout the district. This role may include hosting the districts fraud hotline and conducting fraud investigations (refer to contingency hours).</p> <p>Hours are set aside for monitoring incident reports received through the Fraud Hotline. Monitoring includes reviewing, distributing, and tracking the status of concerns reported through the hotline and forwarded to data/ process owners for follow up.</p> <p>The Internal Audit Status Report provided to the Audit Subcommittee and the Board inform to the number of incidents reported and any reviews/audits and findings resulting from Hotline concerns.</p>	104
Risk Assessment and Audit Plan Development	A Risk Assessment is a process for identifying, measuring, and prioritizing risks based on their probability of occurring and the magnitude of impact. The Risk Assessment serves as the primary tool used by Internal Audit to develop the annual Audit Plan since it will help identify and prioritize the areas of high risk.	116
Quality Self-Assessment	The IIA's standards require the Chief Internal Auditor, "...must develop and maintain a quality assurance and improvement program that covers all aspects of the internal audit activity" (Standard 1300). The self- assessment will evaluate conformance with the Internal Audit Charter and the mandatory elements of the International Professional Practices Framework; the quality and supervision of audit work being done; Internal Audit's policies and procedures; and how Internal Audit adds value to the District.	68

Total Administrative & Other

3,349

## Risk Assessment Overview

As defined in the IIA's Standards, risk is "the possibility of an event occurring that will have an impact on the achievement of objectives. Risk is measured in terms of impact and probability." A risk assessment is recognized as the preferred process for identifying, measuring, and prioritizing risks based on their likelihood of occurrence and the magnitude of impact.

A risk assessment is a tool used by Internal Audit to develop the annual Audit Plan. It identifies and helps prioritize potential areas of high risk so that focus is given to the auditable activities of greatest significance. As required by the IIA Standards, input from District Leadership and the Board of Trustees is considered in this process.

## Audit Universe

The "audit universe," which includes identified auditable units in the District is based on a review of the District's organizational charts, strategic plan, annual budget, emerging risks/trends and Internal Audit staffs' understanding of the risks impacting school districts. Auditable units are also identified from input received from the District's leadership and Board of Trustees through the risk assessment process. Auditable units are those that:

1. Contribute to the District's goals,
2. Are sufficiently large to impact the District, and
3. Are sufficiently important to justify the cost of a control.

## Methodology

The risk assessment tool used two factors to assign a risk score: Impact/Probability. Each of the factors were assigned a value of high, medium, or low. The risk rank was then determined based on the risk scores and insight from Internal Audit staff.

The risk factors are reviewed periodically to ensure they are relevant and effective in helping determine the strategic, operating, financial, and compliance risks of the District.

The IA Department uses eight (8) Impact/Probability risk factors in the risk assessment which are defined in Exhibit 4: Probability and Impact Risk Factors.

## Exhibit 4: Probability and Impact Risk Factors

PROBABILITY	1	 Internal Control	IMPACT	5	 Criticality of Unit
	2	 Changes in the Unit		6	 Financial Impact
	3	 Complexity		7	 Regulatory Compliance
	4	 Audit/ Evaluation History		8	 Public Sensitivity

Risk ranks were determined by the Internal Audit Department using the risk assessment tool, its insight of the different areas/ functions of the district and input from the Board of Trustees.

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** Confirmation of the Independence of the Internal Audit Function

**PURPOSE:**             PRESENTATION/DISCUSSION  
                               DISCUSSION/ACTION

**REQUESTED BY:** Lourdes Martinez, Chief Internal Auditor, Internal Audit Department

**PRESENTER:**            Lourdes Martinez

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to acknowledge the independence of the SAISD Internal Audit Function. The Institute of Internal Auditors (IIA) Standard 1110, states that the chief audit executive must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. The Chief Internal Auditor must confirm to the Board, at least annually, the organizational independence of the internal audit activity. In addition, Texas Education Code (TEC) 11.17 says that if a school district hires an Internal Auditor, he or she shall report directly to the Board.

The IIA defines independence as the freedom from conditions that threatens the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner. To achieve the degree of independence necessary to effectively carry out the responsibilities of the internal audit activity, the Chief Audit Executive has direct and unrestricted access to senior management and the Board.

The SAISD Internal Audit Charter and Board Policy CFC (LOCAL) document the internal audit department's purpose, authority and responsibilities and clearly defines the reporting structure of the Chief Internal Auditor as reporting functionally to the Board of Trustees and administratively to the Superintendent thereby ensuring the independence of the audit activity.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

The confirmation of the Internal Audit Department's independence is not an action item but required by the Institute of Internal Auditors to be presented to the Board annually.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

**IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** Approval of the Prior Year Follow Up – Facilities Work Order Process Audit as Recommended by the Audit Subcommittee

**PURPOSE:**             PRESENTATION/DISCUSSION  
                               DISCUSSION/ACTION

**REQUESTED BY:** Ed Garza, Audit Subcommittee Chairperson

**PRESENTER:**        Lourdes Martinez, Chief Internal Auditor, Internal Audit Department

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to accept the draft report for the Prior Year Follow Up – Facilities Work Order Process Audit as recommended by the Audit Subcommittee. The request is part of the guidelines approved by the Board on November 18, 2019, by which the Internal Audit Department communicates audit findings to the Board. Please note, draft audits reports are provided to the Board under separate cover due to findings of confidentiality.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board accept the draft report for the Prior Year Follow Up – Facilities Work Order Process Audit as presented.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** Approval of the Prior Year Follow Up – Worker’s Compensation Audit as Recommended by the Audit Subcommittee

**PURPOSE:**             PRESENTATION/DISCUSSION  
                               DISCUSSION/ACTION

**REQUESTED BY:** Ed Garza, Audit Subcommittee Chairperson

**PRESENTER:**        Lourdes Martinez, Chief Internal Auditor, Internal Audit Department

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to accept the draft report for the Prior Year Follow Up – Worker’s Compensation Audit as recommended by the Audit Subcommittee. The request is part of the guidelines approved by the Board on November 18, 2019, by which the Internal Audit Department communicates audit findings to the Board. Please note, draft audits reports are provided to the Board under separate cover due to findings of confidentiality.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board accept the draft report for the Prior Year Follow Up – Worker’s Compensation Audit as presented.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
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- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
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## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** Approval to Adopt or Revise Local Board Policies

**PURPOSE:**             PRESENTATION/DISCUSSION  
                                DISCUSSION/ACTION

**REQUESTED BY:** Toni Thompson, Associate Superintendent, Human Capital Management

**PRESENTERS:**        Toni Thompson  
                               Julissa Herrera, Director, Policies, Procedures and Public Information

**MEETING DATE:** August 22, 2022

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**I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the adoption of, or the revisions to, the board policies listed below, based on TASB’s recommendations for alignment with current local, state, federal law or statute:

Code	Code Description	Revision/Adoption Highlights
AE	Educational Philosophy	Locally developed provisions on commitment to racial, socioeconomic, and educational equity have been moved to AEA(LOCAL). The notice of nondiscrimination is recommended for deletion. This information is more appropriately addressed in other policies.
AEA	Educational Philosophy: Educational Equity – <b>NEW</b>	Locally developed provisions on commitment to racial, socioeconomic, and educational equity have been moved to this code from AE(LOCAL).
CPC	Office Management: Records Management	Recent updates by TSLAC prompted recommended revisions on records management, including adding local policy requirements for district management of electronic records. New policy provisions delegate to the records management officer the responsibility to develop procedures for the management of electronic records that comply with the district's records control schedules and meet minimum components required by law.

DMA	Professional Development: Required Staff Development – <b>NEW</b>	The recommended local policy text reflects that the board shall annually approve the district's professional development plan, which must be guided by the clearinghouse; note any differences from the clearinghouse recommendations; and include a schedule of required professional development.
EHAA	Basic Instructional Programs: Required Instruction (All Levels)	New provisions include several requirements for instruction on the prevention of child abuse, family violence, dating violence, and sex trafficking, including a board policy on adopting curriculum materials. The policy follows the steps required by law, including board adoption of a resolution to convene the school health advisory council (SHAC) to hold meetings and make recommendations to the board at a public meeting, as well as board confirmation that the recommendations meet the requirements in law before taking action by a record vote.
EHB	Curriculum Design: Special Programs – <b>NEW</b>	This policy requiring the district to provide regular training opportunities for teachers of students with dyslexia is recommended to meet TEA policy requirements.
EHBAA	Special Education: Identification, Evaluation, and Eligibility – <b>NEW</b>	This policy requiring the district to ensure that a student who is transitioning from early childhood intervention (ECI) has an individualized education program (IEP) developed and implemented by the child's third birthday is recommended to meet TEA policy requirements.

EHBB	Special Programs: Gifted and Talented Students	HB 1525 (Regular Session) removed the statutory requirement for a district to annually certify to the commissioner of education that the district's gifted and talented program is consistent with the Texas State Plan for the Education of Gifted/Talented Students. TASB recommends deletion of the corresponding local policy provision.
EIF	Academic Achievement: Graduation – <b>NEW</b>	This local policy ensures students and parents are aware of district expectations and ensures consistent application of requirements of the foundation program based on information the district provided to Policy Service. The recommended text aligns with TEA guidance and addresses methods for both the free application for federal financial aid (FAFSA) and the Texas application for state financial aid (TASFA).
FDA	Admissions: Interdistrict Transfers	Nonsubstantive revisions were made to align the district’s current policy more closely with TASB’s current policy style and language.
FFBA	Crisis Intervention: Trauma-Informed Care	SB 1267 (Regular Session) requires training in trauma-informed care to be provided in accordance with the board's professional development policy. Therefore, at Training, a reference has been added to the district's professional development plan. SB 1267 also repealed the requirement for a district to annually report to TEA the number of employees who participated in trauma-informed care training.

FFH	Student Welfare: Freedom from Discrimination, Harassment, and Retaliation	To meet new board policy requirements new recommended text that requires the district, upon receipt of a report of dating violence, to immediately notify the parent of the student identified as the alleged victim or perpetrator. District policy must also include reporting procedures and guidelines for students who are victims of dating violence and include a clear statement that dating violence is not tolerated at school. Additional revisions are recommended to clarify the definition of prohibited conduct and the district's response to such conduct.
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**II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board approve the adoption of, or the revisions to, the board policies listed above, as presented.

**III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

**IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

**Mission**

Our mission is to transform the District into a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

**Vision**

Our primary purpose of improving lives through a quality education is driven by an unrelenting determination to have all students graduate and prepare them for success beyond graduation. Our ideology is reflected in our core beliefs, values, and commitments that guide us in our daily practices.

**Core Beliefs, Values, and Commitments**

We believe that:

- Every student and staff member should be valued and that their differences should be honored and respected.
- Every student should have equitable access to an excellent educational experience and can learn and achieve at high levels.
- Every student and staff member is entitled to a safe and secure learning and work environment.
- Every District operation should be managed and monitored efficiently and effectively.

Our core values are:

- Student-Centered
- High Expectations
- Commitment
- Passion
- Integrity
- Respect
- Teamwork

**Commitment to Racial, Socioeconomic, and Educational Equity**

~~The Board fully recognizes that disparities centered on race and economic status have historically plagued our city and our country. The District governing body fully acknowledges a need to identify data and monitor the performance of all student populations and accepts full responsibility for addressing these disparities. As a result, the Board commits to improving its policies, practices, and protocols to ensure equity in education and to close achievement gaps and decrease the discipline disproportionality that exists amongst smaller minority subpopulations.~~

~~The Board is committed to:~~

- ~~• Leading boldly and by example with all students at the forefront of all decision-making.~~
- ~~• Ensuring that the District is a barrier-free educational system free of implicit and explicit bias, discrimination, disproportionality, and internal and external inequities that have plagued many systems and have adversely impacted student access, achievement, and discipline.~~
- ~~• Ensuring that all actions and allocations of resources are equitable and are made in the best interest of all students.~~
- ~~• Ensuring that there are no achievement gaps amongst any ethnic or socioeconomic group of children.~~
- ~~• Ensuring a safe learning and working environment for all students and employees.~~
- ~~• Ensuring that the District is fiscally responsible to our taxpayers, families, and community members.~~
- ~~• Ensuring that a high level of professionalism and customer service is evident to all of our students, staff, and stakeholders.~~
- ~~• Proactively seeking feedback and input from our students, families, staff, and stakeholders to ensure collaborative decision-making.~~

**Notice of  
Nondiscrimination**

~~It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, or disability in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and SAISD's Board policies DIA, FFH, and FFI.~~

**Theory of Action:  
Managed Instruction  
with Performance  
Empowerment**

A theory of action is a coordinated framework for delivering high quality instruction. The theory of action adopted by the District builds on beliefs about how students learn, the conditions that best promote learning, and the policies, management systems, and culture that further the commitment and high performance of adults to deliver quality education services to all District students.

To meet the District's goals of student growth and achievement under its strategic plan, the Board believes it is essential to empower educators at all levels to act and lead under a theory of action in which the school is the key unit of change, encouraging innovation, autonomy, and differentiation at each school.

*School Empowerment:* School leaders, working collaboratively with their leadership teams, teachers, parents, and communities, shall have ownership of all that happens within their buildings – a sense of efficacy and urgency, and a conviction that they are empowered to set the vision, strategies, and priorities for their school.

*Role of the District:* The District shall play a leading role in establishing and setting performance expectations, driving research and development, scaling innovation and best practices, coaching and support of school leaders, and ensuring that in all respects our actions and practices promote greater equity among our students.

The Board believes that an overarching theory of action shall guide the District on its path of dramatically improving student achievement outcomes for all students and realizing the mission of becoming a national model urban school district. Our theory of action is managed instruction with performance empowerment.

The theory of action shall be centrally focused on student achievement through a whole child approach. The District is using managed instruction with performance empowerment because it provides:

- Students a common, research-based, best-practice foundation for success;
- Families clear, accessible information about a school's performance and best-fit school options that tap into students' interests and aspirations;
- Schools a clear, actionable, and supported core instructional framework and differentiated resources; and
- School leaders and their teams with greater levels of autonomy based on performance.

The District's theory of action shall be composed of the following core components:

1. *Managed Foundation:* Every school begins with the Managed Foundation of the core instructional framework and budgeting and operational requirements (i.e., facilities, transportation, enrollment and access, procurement, etc.) that are based on research-based, best-practices, professional training, and legal requirements.
2. *Performance Management:* Annual performance expectations and needs shall be determined for each school based on a whole child approach. The District shall develop a school performance framework with a set of regulations and procedures

to drive decision-making around strategic and equitable allocation of resources, granting and reinforcing levels of school autonomy, and providing differentiated school support and interventions.

3. *Student-Based Budgeting*: The District shall allocate funding of schools to provide for a distribution of funds based more closely on the needs of the students who are being educated by the school, increasing equity, transparency, and flexibility.
4. *Flexibility and Empowerment*: Based on a school's performance level and needs, schools earn autonomies from the managed foundation, allowing schools to innovate and implement alternative models and strategies to accelerate student achievement. In the event earned autonomies and local policy and regulations are in conflict, approved autonomies from the managed foundation tied to performance expectations shall prevail so long as the approved autonomies do not conflict with local, state, or federal law. If such a conflict exists, the local, state, or federal law shall prevail.
5. *Central Office Infrastructure to Support a System of Great Schools*: The District shall organize itself to increase the focus of its central office to create the conditions and culture for school innovation and differentiated school support. It should work to put the decisions about how to educate students as close as possible to those who work with them – school leaders in collaboration with their school community – especially around key decisions (consistent with the District's needs and mission), including, but not limited to:
  - Exercising authority over educational programming, practices, systems, and curriculum;
  - Leading engagement with parents and the broader school community;
  - Establishing critical priorities based on their root cause analysis of the challenges facing the school, with a focus on equity and closing gaps within the school;
  - Exercising discretion over budgets;
  - Establishing the culture and behavioral norms and expectations for adults and students in the school, with a focus on inclusion, respect, and equity and consistent with District-wide core beliefs, values, and commitments;
  - Selecting and evaluating the dedicated administrative and teaching team that supports schools in its work;

- Defining the use of time in the school; and
- Designing and implementing customized professional development to provide for the school leadership and its faculty and staff.

**Commitment to  
Racial,  
Socioeconomic, and  
Educational Equity**

The Board fully recognizes that disparities centered on race and economic status have historically plagued our city and our country. The District governing body fully acknowledges a need to identify data and monitor the performance of all student populations and accepts full responsibility for addressing these disparities. As a result, the Board commits to improving its policies, practices, and protocols to ensure equity in education and to close achievement gaps and decrease the discipline disproportionality that exists amongst smaller minority subpopulations.

The Board is committed to:

- Leading boldly and by example with all students at the forefront of all decision-making.
- Ensuring that the District is a barrier-free educational system free of implicit and explicit bias, discrimination, disproportionality, and internal and external inequities that have plagued many systems and have adversely impacted student access, achievement, and discipline.
- Ensuring that all actions and allocations of resources are equitable and are made in the best interest of all students.
- Ensuring that there are no achievement gaps amongst any ethnic or socioeconomic group of children.
- Ensuring a safe learning and working environment for all students and employees.
- Ensuring that the District is fiscally responsible to our taxpayers, families, and community members.
- Ensuring that a high level of professionalism and customer service is evident to all of our students, staff, and stakeholders.
- Proactively seeking feedback and input from our students, families, staff, and stakeholders to ensure collaborative decision making.

The Superintendent shall oversee the performance of records management functions prescribed by state and federal law:

- Records ~~administrator~~ **Administrator**, as prescribed by Local Government Code 176.001 and 176.~~0065.007~~ [See BBFA and CHE]
- Officer for ~~public information~~ **Public Information**, as prescribed by Government Code 552.201–.205. [See GBAA]
- Public ~~information coordinator~~ **Information Coordinator**, as prescribed by Government Code 552.012. [See BBD]

**Local Government Records Act**

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

“Local Government Record”

Records Management Officer

The ~~Superintendent~~ **Superintendent** shall serve as and perform the duties of the District’s records management officer as prescribed by Local Government Code 203.023, and shall administer the District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

*Notification*

The records management officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

**Electronic Records**

The records management officer shall develop procedures for the management of electronic records that comply with the District’s records control schedules and meet the minimum components required by law.

The procedures shall:

1. Specify the objectives of the electronic records management program;
2. Identify the responsibilities of employees who create, receive, or maintain electronic records;
3. Ensure the maintenance of electronic records until the expiration of the applicable retention period and final disposition; and
4. Ensure that electronic records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.

Records Control Schedules

The records management officer shall file with the TSLAC a written declaration that the District has adopted records control schedules

that comply with records retention schedules issued by the TSLAC as provided by law.

**Website Postings**

The District's records management program shall address the length of time records will be posted on the District's website when the law does not specify a posting period.

**Records Destruction Practices**

All local government records shall be considered District property and any unauthorized destruction or removal shall be prohibited. The District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

**Training**

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable District staff are trained on the District's records management program, including this policy and corresponding procedures.

The Superintendent shall recommend the District's professional development plan for all District employees. The Board shall annually review the professional development clearinghouse published by the State Board for Educator Certification (SBEC) and annually approve the District's professional development plan. The District's professional development plan must:

1. Be guided by the SBEC clearinghouse training recommendations;
2. Note any differences in the District's plan from the clearinghouse recommendations; and
3. Include a schedule of the required professional development for all District employees.

**Human Sexuality  
Instruction**

The following process shall apply regarding the adoption of curriculum materials for the district's human sexuality instruction:

1. The Board shall adopt a resolution convening the District's school health advisory council (SHAC) to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

**Instruction on  
Prevention of Child  
Abuse, Family  
Violence, Dating  
Violence, and Sex  
Trafficking**

The following process shall apply regarding the adoption of curriculum materials for the District's instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking:

1. The Board shall adopt a resolution convening the District's SHAC to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

**Managed Foundation  
(Aligned Instruction)**

The core business of the District is teaching and learning, and it must be designed so that it is directly managed in the most effective manner. The District's theory of action for change shall have a foundation of aligned instruction [see AE(LOCAL)]. Aligned instruction shall ensure the coordination of resources, supports, and operations to reinforce consistency of essential practices across the District. It is from this foundation that the District shall also empower schools in the use of talent, time, and resources to accelerate student achievement.

Critical to this effort, and in accordance with aligned instruction, the District shall create a comprehensive instructional management system or managed foundation. This begins with establishing content standards; setting performance standards; and establishing instructional frameworks, assessments, school actions, and consequences that are aligned to the state accountability system and in compliance with federal requirements. Building on this foundation, the essential elements of aligned instruction shall include, but are not limited to, the following:

1. A comprehensive and aligned curriculum that provides a seamless flow between grade levels and schools;
2. Differentiated professional development structured and delivered around best-in-class and research-based instructional frameworks and curricula;
3. A comprehensive and individualized student information and unified enrollment system;
4. Formative and summative assessments to monitor student, teacher, and principal performance, drive instruction, and inform students and parents;
5. Carefully calibrated and appropriate interventions by student, teacher, subject, and school;
6. Alignment of all other District systems – such as budget and financial management, human resources and talent management, operations, and the like – to support the instructional management system using the best change management techniques in compliance with state and federal laws and guidelines; and
7. A consistent evaluation and monitoring process to drive continuous improvement across the District.

**Progress Monitoring  
and Continuous  
Improvement**

The Superintendent shall be responsible for designing and managing the instructional management system or managed foundation to support the District's theory of action [see AE(LOCAL)]. Pursuant to this, the Superintendent shall bring forward policy recommendations, strategic initiatives, and budget proposals for Board consideration.

The Superintendent shall provide a theory of action and assessment report to the Board at least three times a year. The reports may include, but are not limited to, information regarding the state of the District's accomplishments, challenges, aligned curriculum, professional development, student information systems, assessments, enrollment, monitoring and intervention strategies, and the performance review and planning process for all schools.

**Managed Instruction  
with Performance  
Empowerment**

As stated above, the District's theory of action shall be based on aligned instruction with the goal of transitioning into a managed instruction with performance empowerment system once all components of the aligned instruction have been effectively implemented. In this theory of action, autonomy must be earned at the principal and school level. This empowerment shall be granted based on high performance and is retained only when high performance is maintained.

Managed instruction with performance empowerment, as it is administered by the District in accordance with administrative guidelines, shall address standards, instructional management, flexibility, accountability, empowerment, and capacity.

**Summary**

In summary, the Board believes that aligned instruction and its theory of action combine the effectiveness of an instructional management system or managed foundation with the dynamics of a performance culture. It balances accountability with empowerment where flexibility is granted based on individual school performance and needs. Therefore, performance is managed and not left to chance. Striking the right balance between accountability and empowerment for schools is an ongoing responsibility of the Board and the Superintendent.

In accordance with administrative procedures, the District shall provide regular training opportunities for teachers of students with dyslexia that include new research and practices for educating students with dyslexia.

When a student transitions from early childhood intervention (ECI) to early childhood special education (ECSE) services, the District shall develop and implement an individualized education program (IEP) by the child's third birthday.

<b>Referral</b>	Students may be referred for gifted and talented education services at any time by teachers, school counselors, parents, or other interested persons. All populations in the District shall have access to assessment and, if identified, services for gifted/talented education shall be provided.
Screening and Identification Process	<p>The District shall provide assessment opportunities to complete the screening and identification process for referred students at least once per school year.</p> <p>The District shall schedule a gifted and talented education services awareness session for parents that provides an overview of the assessment procedures and services prior to or during the screening and identification process.</p>
Parental Consent	Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process, with the exception of universal screening. Parents can opt out of the universal screening process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.
<b>Identification Criteria</b>	The Board-approved services for gifted and talented education shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.
<b>Assessments</b>	<p>Data collected through both quantitative and qualitative assessments shall be measured against the criteria approved by the Board to determine individual eligibility for services. Assessment tools may include but not be limited to the following:</p> <ol style="list-style-type: none"><li>1. Achievement tests;</li><li>2. Aptitude measures;</li><li>3. Intelligence tests;</li><li>4. Creativity tests;</li><li>5. Behavioral checklists completed by teachers and parents;</li><li>6. Teacher referrals based on classroom observations;</li><li>7. Student/parent conferences;</li><li>8. Student work products;</li><li>9. Student self-checklists; and</li></ol>

10. Student interviews.

**Selection**

A selection committee shall evaluate each referred student according to the established criteria and shall select those students for whom gifted services are the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students.

**Notification**

Parents and students shall be notified in writing of eligibility for gifted services. Participation in any services provided for gifted students is voluntary. The District shall obtain written permission of the parents before a student begins receiving gifted services.

**Reassessment**

If the District reassesses students for gifted and talented education services, the reassessment shall be based on a student's performance in response to services and shall occur no more than once in elementary grades, once in middle school grades, and once in high school grades.

**Transfer Students**

Interdistrict

When a student identified as gifted by a previous school district enrolls in the District, the selection committee or the Office of Gifted and Talented Education shall review the student's records and conduct assessment procedures when necessary to determine if gifted and talented education services are appropriate.

[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]

Intradistrict

A student who transfers from one campus in the District to the same grade level at another District campus shall continue to receive gifted and talented education services.

**Furloughs**

The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met by gifted and talented education services. A furlough may be initiated by the District, the parent, or the student.

In accordance with the Board-approved services, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may restart the gifted and talented education services, be placed on another furlough, or be exited from the services.

**Exit Provisions**

The District shall monitor student performance in response to gifted and talented education services. If at any time the selection committee, Office of Gifted and Talented Education, or a parent determines it is in the best interest of the student to exit services, the

committee or office shall meet with the parent and student before finalizing an exit decision.

**Appeals**

A parent, student, or educator may appeal any final decision of the selection committee regarding selection for or exit from gifted and talented services. Appeals shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.

**Program Evaluation**

The District shall annually evaluate the effectiveness of the District's gifted and talented services, and the results of the evaluation shall be used to modify and update the District and Campus Improvement Plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, school counselors, students receiving gifted and talented services, and the community.

**Funding**

The District's gifted and talented services shall address effective use of funds for programs and services consistent with the standards in the state plan for gifted and talented students.

~~The District shall annually report to the Texas Education Agency (TEA) regarding funding used to implement the District's gifted and talented services. The District shall annually certify to TEA:~~

- ~~1. The establishment of gifted and talented services by the District; and~~
- ~~2. That the District's services are consistent with the state plan for gifted and talented students.~~

**Community Awareness**

The District shall ensure that information about the District's gifted and talented services is available to parents and community members and that they have an opportunity to develop an understanding of and support for these services.

**Adoption or Last Amended Date**

~~EHBB(LOCAL) was last amended on March 16, 2021.~~

<b>Course Requirements</b>	To graduate, a student must complete the courses required by the District in addition to those mandated by the state.
<b>Foundation Program</b>	The courses that satisfy District requirements under the foundation program, including courses for the distinguished level of achievement and courses for endorsements offered by the District, shall be listed in appropriate District publications.
Without an Endorsement	The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program without an endorsement. Graduation under the foundation program without an endorsement shall be permitted only as authorized under state law and rules.
With an Endorsement	The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with an endorsement.
Distinguished Level of Achievement	The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with the distinguished level of achievement.
<b>No Fine Arts Substitutions</b>	The District shall not award state graduation credit in fine arts for participation in a community-based fine arts program.
<b>Physical Education Substitutions</b>	To the extent permitted by state rules, the District shall award state graduation credit in physical education for participation in approved activities and elective courses.
Activities and Courses	
Private or Commercial Programs	The District shall award state graduation credit in physical education for appropriate private or commercially sponsored physical activity programs conducted either on or off campus, upon approval by the commissioner of education. [See also EHAC]
<b>Financial Aid Application Confirmation</b>	As confirmation of a student's completion and submission of a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA), the District shall accept the following: <ol style="list-style-type: none"><li>1. A screenshot that includes the processed date field in ApplyTexas Counselor Suite FAFSA data;</li><li>2. Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;</li><li>3. A copy or screenshot of the FAFSA acknowledgment page;</li><li>4. A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);</li></ol>

5. An acknowledgment receipt from an institution of higher education (IHE); or
6. A copy of a financial aid award letter from an IHE.

[For students who choose not to complete and submit a FAFSA or a TASFA, see EIF(LEGAL).]

The District shall maintain individual student documentation of the financial aid application requirement as an education record. [See FL]

**No Interdistrict  
Transfers**

**Exceptions**

A nonresident student shall not be permitted to attend District schools except as provided below.:-

1. Nonresident students wishing to attend magnet school programs, in-District charter schools, or applicable alternative or mandated placement education sites, may be admitted to especially designated magnet programs, as specified by the Board.
2. ~~A Children of~~ nonresident ~~employee~~ ~~District employees~~ may request that his or her child be admitted ~~into~~ District schools by filing an application with the Superintendent or designee. Transfers shall be granted for one regular school year at a time, on a tuition-free basis, ~~as specified in administrative procedures.~~
3. ~~A resident student~~ ~~Resident students~~ who ~~becomes a nonresident~~ ~~become nonresidents~~ during the course of a semester shall be permitted to ~~may~~ continue in attendance for the remainder of the semester.
4. ~~Students in grade twelve~~ ~~Graduating senior students~~ who have attended District schools for at least the two previous years may continue in attendance for the remainder of the school year.
5. Students who have been approved by the Superintendent or designee to enroll at the District may be admitted to District schools. The Superintendent shall be authorized to approve or deny any transfer request in accordance with administrative procedures, provided that such action is without regard to race, national origin, color, religion, sex, or disability.

Nonresident students who fit into the above exemption categories shall comply with administrative procedures in applying for admission to District schools. Any nonresident students who are accepted according to administrative procedures shall be admitted on a tuition-free basis. Transfers shall be granted for one regular school year at a time.

*Factors*

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

*Transfer  
Agreements*

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.

**Appeals**

San Antonio ISD  
015907

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

**Trauma-Informed  
Care Program**

The District's trauma-informed care program, as included in the District improvement plan, shall provide for the integration of trauma-informed care practices in the school environment, including increasing staff and parent awareness of trauma-informed care, implementation of trauma-informed practices and care by District and campus staff, and providing information about available counseling options for students affected by trauma or grief.

Training

The District shall provide training in trauma-informed care to District educators as required by law [and the Board-approved District professional development plan](#). The District improvement plan shall specify required training for any other District employees as applicable.

~~Annual Report~~

~~The District shall provide an annual report to the Texas Education Agency on the number of employees who have participated in trauma-informed care training.~~

~~Adoption or Last  
Amended Date~~

~~This policy was adopted on, and became effective, March 16, 2021.~~

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**Note:** This policy addresses discrimination, including harassment, and retaliation against District students. For provisions regarding discrimination, including harassment, and retaliation against District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

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**Statement of  
Nondiscrimination**

~~The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, age, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.~~

**Discrimination**

~~Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, age, disability, or any other basis prohibited by law, that adversely affects the student.~~

**Prohibited Conduct**

In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

**Prohibited  
Harassment**  
**Prohibited  
harassment**  
**Statement  
of  
Nondiscrimination**

The District prohibits discrimination, including harassment, against any student. Discrimination is defined as treating a student or group of students differently from similarly situated students on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, age, disability, or any other basis prohibited by law. One type of harassment this policy prohibits is dating violence, as defined below. Retaliation against anyone exercising their rights under this policy is a violation of District policy and is prohibited.

**Harassment**

**Harassment** of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

**Harassment**~~Prohibited harassment~~ includes dating violence as defined by law and this policy.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; cyberharassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

**Title IX Sexual**~~Sex-~~  
**Based Harassment**

As required by law, the District shall follow the procedures below at Response to **Title IX Sexual Harassment**—~~Title IX~~ upon a report of sex-based harassment, including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment **in an education program or activity and against a person in the United States** under Title IX. [See FFH(LEGAL)]

**Other Sexual Harassment**

By an Employee

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or other inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, contact, or communications, including electronic communication.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

**Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples	Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; cyberharassment; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.
<b>Dating Violence</b>	<p>Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.</p> <p>For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:</p> <ol style="list-style-type: none"><li>1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;</li><li>2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or</li><li>3. Otherwise adversely affects the student's educational opportunities.</li></ol>
Examples	Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.
<b>Reporting Procedures</b>	Any student who believes that he or she has experienced prohibited conduct <b>and any person who</b> believes that <b>another</b> student
Student Report	has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.
Employee Report	Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

STUDENT WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH  
(LOCAL)

Definition of District Officials	For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.
<i>Title IX Coordinator</i>	Reports of discrimination based on sex, including sexual harassment, gender-based harassment, or dating violence, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]
<i>ADA / Section 504 Coordinator</i>	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]
<i>Superintendent</i>	The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.
<b>Alternative Reporting Procedures</b>	<p>An individual shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<b>Timely Reporting</b>	To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.
<b>Notice to Parents</b>	<p>The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.</p> <p>[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]</p> <p>When the District receives a report of prohibited conduct that includes dating violence, the appropriate District official shall immediately notify the parent or guardian of the student who has been identified in the report as the alleged victim or perpetrator.</p>
<b>Investigation of Reports Other Than Title IX</b>	The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, including sexual harassment, gender-based harassment, and dating violence, see the procedures below at Response to <a href="#">Title IX Sexual Harassment</a> — <del>Title IX</del> .

	<p>The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.</p>
Initial Assessment	<p>Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.</p> <p>If the District official determines that the allegations, if proved, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.</p>
Interim Action	<p>If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.</p>
District Investigation	<p>The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Criminal Investigation	<p>If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.</p>
Concluding the Investigation	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p>

	<p>The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.</p>
<i>Notification of Outcome</i>	<p>Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.</p>
District Action <i>Prohibited Conduct</i>	<p>If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.</p>
Corrective Action	<p>Examples of corrective action may include a training program for those involved in the report, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination, <del>and</del> harassment, <del>and</del> retaliation.</p>
<i>Bullying</i>	<p>If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.</p>
<i>Improper Conduct</i>	<p>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.</p>
Confidentiality	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.</p>
Appeal	<p>A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent <del>has the</del> <del>shall be informed of his or her</del> right to file a complaint with the United States Department of Education Office for Civil Rights.</p>

**Response to Title IX  
Sexual Harassment–  
Title IX**

General Response

For purposes of the District’s response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant’s wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District’s response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed [or dismissed](#), the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and the Student Code of Conduct. [The Title IX coordinator also reserves the right to sign a formal complaint, initiating the Title IX grievance process, if it would be deliberately indifferent not to investigate and respond to the prohibited conduct in accordance with Board policies and the Student Code of Conduct.](#)

Title IX Formal  
Complaint Process

To distinguish the process described below from the District’s general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District’s “Title IX formal complaint process.”

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District’s website. In compliance with Title IX regulations, the District’s Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;

3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

**Retaliation**

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation. The definition of prohibited retaliation under this policy also includes retaliation against a student

who refuses to participate in any manner in an investigation under Title IX. [In the absence of a formal complaint, allegations of retaliation shall be investigated under Investigation of Reports Other Than Title IX, above.](#)

**Examples**

Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**False Claim**

A student who intentionally makes a false claim or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

**Records Retention**

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

**Access to Policy and Procedures**

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

**SAISD BOARD AGENDA SUMMARY FORM**

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**AGENDA TITLE:**     **Approval of the Texas Education Agency (TEA) Application for Expedited State Waiver for Modified Schedule/State Assessment Testing Days for the 2023-2025 Academic School Years**

**PURPOSE:**               **PRESENTATION/DISCUSSION**  
                                **DISCUSSION/ACTION**

**REQUESTED BY:**   Theresa Urrabazo, Senior Executive for Data Operations

**PRESENTER:**         Theresa Urrabazo

**MEETING DATE:**   August 22, 2022

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**I.       DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to permit SAISD to apply for a waiver for the 2023-2025 academic school years from the Texas Education Agency (TEA) to allow SAISD to modify the schedule of classes on the State of Texas Assessments of Academic Readiness (STAAR) and end-of-course (EOC) testing days. The Texas Education Code 25.082 allows school districts to modify the schedule of classes on state testing days in order to reduce interruptions during testing periods. In addition to reducing interruptions, the implementation of this option will also maximize the availability of personnel for testing purposes. TEA requires that school districts request approval from the Board of Trustees in order to submit the application. (The approved waiver for the 2020-2022 academic school years has expired.)

**II.      RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Resolved that the Board permit the district to apply for a waiver to modify the schedule of classes on state assessment days during the 2023-2025 school years.

**III.     BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

**IV.     2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.

- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** Approval of Student Travel to the Universidad de las Américas Puebla in Puebla, Mexico, and to Mexico City, Mexico

**PURPOSE:**  PRESENTATION/DISCUSSION  
 DISCUSSION/ACTION

**REQUESTED BY:** John Norman, Senior Executive Director, Office of Innovation

**PRESENTER:** John Norman

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve student travel to the Universidad de las Américas Puebla (UDLAP), and to Mexico City, Mexico. According to administrative procedure, all trips outside of the continental United States require SAISD Board approval. A similar agenda item was previously approved by the Board on February 18, 2020. Due to COVID-19 concerns, those trips were postponed. This agenda item is seeking approval for the same trips for the 2022-23 school year. The schools will follow all current guidance on COVID-19 travel, including recommending that all students and staff be fully up to date on vaccines.

The proposed trips for students would support international travel to the Universidad de las Américas Puebla (UDLAP), a Mexican private university located in San Andrés Cholula, near Puebla. The university is known for its programs in arts and humanities, social sciences, science and engineering, and business and economics. UDLAP is a U.S. accredited university established in 1940. It is also a multicultural and multilingual university ranked as the 4th best private university and 9th best overall in Mexico. In 2021, UDLAP was closed due to an ownership dispute. The school has reopened and is welcoming students from all over the world. Staff from Advanced Learning Academy and CAST Med traveled to UDLAP in July 2022 to visit the university and finalize trip details.

CAST Schools is planning three trips to Mexico for the 2022-2023 school year, in partnership with both UDLAP and the U.S. Mexico Foundation. Students at Advanced Learning Academy and CAST Med High School would participate.

The Advanced Learning Academy proposes to take an estimated sixty 10th grade students on a five-day trip on December 12 – 17, 2022. The trip will be open to all students from 10th grade level. CAST Med High School will take a similar trip with forty students the week of SAISD's Spring Break; that trip will be open to 11th and 12th grade students.

Through the UDLAP experience, students will immerse themselves in a comprehensive language and cultural educational program over 5 days and 5 nights, focused across a range of experiences

including historical, cultural, linguistic, and academic cátedras on social movements, study of the Mexican educational, economic, and political systems, various museum and archeological visits, and a university residential living experience at UDLAP and Puebla/Cholula, Mexico. As the partnership develops, students from across the network will have additional opportunities for travel, including optional summer trips.

CAST Schools will also invite the approximately 30 students on its network-wide student advisory for network leadership to a leadership trip to Mexico City led by the U.S. Mexico Foundation. This advisory group includes five students from each of the six CAST Schools. Modeled after tours USMF provides to US diplomats and Brown University college students, the focus is on meeting with leaders of Mexican corporations, government, and education, and visiting cultural institutions. Chaperones will include network staff and at least one teacher or administrator from each of the CAST campuses.

Expenses for this trip will be collaboratively funded by students and their families and through the CAST Network. Students will travel via airlines with SAISD District staff, campus leadership, and teaching staff acting as chaperones. For the UDLAP trip, students and chaperones will be housed at the university. For the student leadership trip, hotel travel will be arranged by the US Mexico Foundation.

**II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board approve student travel to UDLAP in Puebla, Mexico, and Mexico City, Mexico.

**III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

**IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** Approval of the Rental Agreement Between SAISD and Mission Concepcion Sports Park for ASL Volleyball and Basketball Games

**PURPOSE:**             PRESENTATION/DISCUSSION  
                              DISCUSSION/ACTION

**REQUESTED BY:** Patti Salzmann, Deputy Superintendent

**PRESENTER:** Alfred Anthony, Senior Executive Director of Athletics

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPORVAL**

The Board is requested to approve the rental agreement between SAISD and Mission Concepcion Sports Park for Academy Sports League volleyball games and boys and girls basketball games for the 2022-2023 school year and the 2023-2024 school year.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board approves the rental agreement with Mission Concepcion Sports Park as presented.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

To be funded with local funds. Total amount for two years is approximately \$53,352.00  
198-36-6269-01-889-91-004 (2023) approximately \$31,540.80  
198-36-6269-01-889-91-004 (2024) approximately \$21,811.20

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.



## BOARD AGENDA CLARIFICATIONS

Provide this information for Academics Board Agenda Items involving a MOU

Department:	Athletics
Board Meeting Date:	August 22, 2022
Agenda Title:	Approval of Rental Agreement Between the SAISD and Mission Concepcion Sports Park
Presenter:	Alfred Anthony, Senior Executive Director of Athletics
Cost:	\$53,352.00 (\$31,540.80 for 2022-2023 and \$21,811.20 for 2023-2024)
Board Goal:	Ensure Proficiency: increase the percent of all students on grade level.
This MOU addresses the following:	<input checked="" type="checkbox"/> Academics <input type="checkbox"/> Attendance <input type="checkbox"/> Behavior <input type="checkbox"/> Mental Health

### IMPACT & COST

Number of Students	Number of Teachers	Number of Campuses	Cost Per Student	Cost Per Teacher	Cost Per Campus
520	39	13	N/A	N/A	N/A

### HISTORICAL DATA

Include Pertinent Data and Information (Year, Value Added & Results/Findings)

<p>Questions to consider:</p> <p>If a renewal, include data that supports this renewal</p> <p>Is this an expansion of the program? If so, why?</p>	<p>Is this a renewal?   <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>This space at Mission Concepcion has been the site of our Academy Sports League Basketball (boys and girls) and Volleyball games for the past four years. It offers ample space for our teams to compete on a regular basis in a safe environment.</p>
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**MCSP RENTAL AGREEMENT**

**LESSEE:** San Antonio Independent School District (SAISD)

**LESSEE'S AUTHORIZED REPRESENTATIVE:** Mike Barrera Director of Athletics

**PHONE:** 210-554-2655 x54218

**EMAIL:** [CDAVIS@saisd.net](mailto:CDAVIS@saisd.net)

**RESERVED RESOURCE(S):** Volleyball and Basketball Courts

**SPECIFIED USE:** Games and Tournament

**HOURLY RATE(S):** **2022-2023**

**2023-2024**

Volleyball Season (over 100 rental hours): \$32.00	Volleyball Season (over 100 hours): \$34.00
Basketball Season (over 100 rental hours): \$47.00	Basketball Season (over 100 hours): \$49.00
Volleyball Tournament (minimum 8 nets for 6 hours each): \$37.00	Volleyball Tournament (min 8 nets for 6 hours each): \$38.00
Basketball Tournament (min 4 courts for 6 hours each): \$62.00	Basketball Tournament (min 4 courts for 6 hours each): \$64.00

Description:	Day of the week:	Date(s):	Start Time:	End Time:	Total Hours:	Number of Resources:	Fee:
2022-2023 Volleyball Season	Wednesday	8/24/22 8/31/22 9/7/22 9/14/22 9/21/22	5:00PM	9:00PM	240	12	\$7,680.00
2022-2023 Volleyball Tournament	Saturday	10/1/22	9:00AM	3:00PM	72	12	\$2,664.00
2022-2023 Boys Basketball Season Wednesdays	Wednesday	10/12/22 10/19/22 10/26/22 11/2/22 11/9/22	5:00PM	9:00PM	120	6	\$5,640.00
2022-2023 Boys Basketball Tournament	Saturday	11/19/22	9:00AM	3:00PM	36	6	\$2,232.00
2022-2023 Girls Basketball Season Thursdays	Thursday	3/23/23 3/30/23 4/6/23 4/13/23 4/20/23	5:00PM	9:00PM	120	6	\$5,640.00
2022-2023 Girls Basketball Tournament	Saturday	4/29/23	9:00AM	3:00PM	36	6	\$2,232.00

2023-2024 Volleyball Season	Wednesday	8/23/23 8/30/23 9/6/23 9/13/23 9/20/23	5:00PM	9:00PM	240	12	\$8,160.00
2023-2024 Volleyball Tournament	Saturday	9/30/23	9:00AM	3:00PM	72	12	\$2,736.00
2023-2024 Boys Basketball Season Wednesdays	Wednesday	10/11/23 10/18/23 10/25/23 11/1/23 11/8/23	5:00PM	9:00PM	120	6	\$5,880.00
2023-2024 Boys Basketball Tournament	Saturday	11/18/23	9:00AM	3:00PM	36	6	\$2,304.00
2023-2024 Girls Basketball Season Thursdays	Thursday	3/21/24 3/28/24 4/4/24 4/11/24 4/18/24	5:00PM	9:00PM	120	6	\$5,880.00
2023-2024 Girls Basketball Tournament	Saturday	4/27/24	9:00AM	3:00PM	36	6	\$2,304.00

**GRAND TOTAL            \$53,352.00**

**20% DEPOSIT            \$10,670.40**

**BALANCE DUE            \$42,681.60**

This is a Rental Agreement (“Agreement”) between MCSP, Inc. (“MCSP”) the operator of the sports complex located at 714 E. Theo St., San Antonio, Texas 78210 (“Sports Complex”) and the “Lessee” listed above. Collectively, MCSP and Lessee shall be referred to as the “Parties.” The Parties hereby agree as follows:

1. **Use of Sports Complex.** MCSP hereby grants to Lessee, the exclusive use of the Reserved Resource within the Sports Complex, along with the non-exclusive use of the common areas of the Sports Complex, which are the sidewalks, walkways, hallways, restroom facilities, and other areas designated by MCSP for common use by all persons or entities using the Sports Complex, for the Specified Use, beginning on the Date at the Start Time and ending on the Date at the End Time. Specific court and field assignments are determined by MCSP and subject to change without notice.

MCSP reserves the right to remove any patron, participant, spectator, guest, coach, parent or team from the Sports Complex for disorderly conduct.

2. **Fee.** In exchange for the rights granted to Lessee under this Agreement, Lessee shall pay the Fee to MCSP. A deposit of 20% of the Grand Total ("20% Deposit") shall be paid upon signing this Agreement and the balance of any Fee is due and payable three weeks prior to the Start Date of an event. Payments may be made in cash, by credit card, debit or check made payable to MCSP, Inc. If the balance of a Fee is not received within three weeks of the Date of an event, MCSP has the option to rent the Reserved Resource to another entity and in such event, Lessee shall forfeit the 20% Deposit. If an event goes past the specified End Time, additional fees will be incurred at the publicized maximum hourly rate and shall be immediately paid. Lessee shall be subject to a one time High Traffic Date Preference Fee for the dates of this agreement.

3. **Insurance.** Lessee is subject to and complies with the applicable provisions of the Texas Tort Claims Act, as set out in the Civil Practices and Remedies Code, Section 101.001 *et seq.* and the remedies authorized therein regarding claim or causes of action that may arise by third parties, including but not limited to those resulting or arising from any and all injuries or death of any person or damages to any property arising from or related to the Premise or this agreement. Lessee can provide MCSP with evidence of insurance/self-insurance/ or tort claims act at the request of MCSP.

4. **Parking.** MCSP reserves the right to charge for parking. **There is a \$5.00 charge for each vehicle on weekends and tournaments.**

5. **No Outside Food and Beverages / No Sales.** No food or beverages except those purchased at the MCSP concession stands shall be allowed in the Sports Complex. There are no outside coolers, barbecues, alcoholic beverages, tobacco use or tailgating allowed in the Sports Complex, including the parking areas. Upon discovery of same, MCSP personnel may require the individual to discard the food or beverage and / or leave the Sports Complex. Lessee shall not sell or provide any products, items, t-shirts, apparel, food or beverages within the Sports Complex, including the parking areas, without written consent of MCSP.

6. **Pets.** There are no pets allowed in the Sports Complex except for service animals.

7. **Staffing.** Lessee is responsible for all of its necessary staff to host the event such as coaches and officials. Lessee shall have a representative at the Sports Complex from the Start Time to the End Time of each event that is visible and available for questions or for assisting in their event. Lessee must add these individuals as additional insureds on the insurance policy listed in paragraph 3 above. Lessee is solely responsible for collecting fees for admission and identifying spectators and participants for their event. MCSP will not be responsible for spectators or participants not paying admission. Lessee will use the ticketing booths, location determined by MCSP, to collect their admissions fees. MCSP will provide a Medic for additional fees. SAISD shall provide police and security officers during all events at the Sports Complex.

8. **Training Room.** For an Additional Fee MCSP will staff the training room with an individual licensed in treatment of minor injuries, which may either be a paramedic, nurse, or emergency medical technician or certified nursing assistant. Any individual needing treatment (or a parent if the individual is a minor) must sign a Consent to Medical Treatment form. If said form is not signed, treatment will not be provided and the training room staff is authorized to call 911 for an ambulance. MCSP is not liable for any costs or expenses for treatment or ambulance services and the same shall be the sole responsibility of the individual receiving treatment. SAISD athletic trainers and medical staff shall have access to the training room during SAISD hosted events.

9. **Assignment.** This Agreement may not be assigned or otherwise transferred by the Lessee, but may be assigned by MCSP.

10. **Modification/cancellation by Lessee.** No change, alteration, modification, or addition to this Agreement will be effective unless it is in writing and signed by both Parties. Lessee shall give written notice of its need to cancel or modify this contract to MCSP at the earliest possible date. No refunds will be allowed for cancellation with less than three (3) weeks written notice and Lessee will be responsible for the balance of any sum then due.

11. **Cancellation by MCSP.** MCSP reserves the right to cancel this contract due to inclement weather, *force majeure* or at MCSP's sole discretion. In the event of cancellation by MCSP due to inclement weather or *force majeure*, the deposits shall be carried over and the event rescheduled. In the event of a cancellation at MCSP's discretion, MCSP shall have the option to either i) carry over the deposits and reschedule the event for another available date; or ii) cancel the event and refund the deposits to Lessee.

12.

13. **No Control.** It is expressly acknowledged and agreed that MCSP has no responsibility for providing, supervising, inspecting, maintaining or observing the safety and security of the Reserved Resource, Lessee, Lessee's participants, personnel or spectators during the event. Such right of control and control of the safety and security of the Reserved Resource and/or Lessee's participants, personnel and spectators is solely vested in Lessee. MCSP is not responsible for lost or stolen items.

14. **Governing Law and Venue.** The existence, validity, construction, and enforcement of this Agreement shall be governed in all respects by the laws of the State of Texas. The Parties consent to exclusive venue in the State district court of Bexar County, Texas.

15. **Mediation.** If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the Parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mutually acceptable mediator. All fees and expenses for mediation shall be borne by the Parties equally. However, each party shall bear the expense of its own legal counsel.

16. **Severability / Waiver.** If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated as a result of such decision. The waiver by either party of any breach of any term, condition, or provision of the Agreement shall not be deemed a waiver of such term, condition or provision or any subsequent breach of the same or any condition or provision of this Agreement.

17. **Counterpart Originals.** This Agreement may be signed in counterpart originals.

**AGREED AS OF THE DATE OF THE LAST TO SIGN BELOW:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
MCSP's Authorized Representative (Sign)

\_\_\_\_\_  
131  
\_\_\_\_\_  
Lessee's Authorized Representative (Sign)

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Print Name

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Print Name



- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.



## BOARD AGENDA CLARIFICATIONS

Provide this information for Academics Board Agenda Items involving a MOU

Department:	College, Career, & Military Readiness: Postsecondary Initiatives
Board Meeting Date:	August 22, 2022
Agenda Title:	Approval of the Renewal of the Memorandum of Understanding (MOU) Between SAISD and The Trinity University College Advising Corps for College Advising Services
Presenter:	Liz Ozuna, Executive Director for College Readiness/Postsecondary Initiatives
Cost:	\$80,000 Funded with local 199 funds
Board Goal:	Goal 10 – Increase the percent of graduates attending college
This MOU addresses the following:	<input checked="" type="checkbox"/> Academics <input type="checkbox"/> Attendance <input type="checkbox"/> Behavior <input type="checkbox"/> Mental Health

### IMPACT & COST

Number of Students	Number of Advisors	Number of Campuses	Cost Per Student	Cost Per Advisor	Cost Per Campus
~8,500	8	8	~\$10.50/student	\$10,000	\$10,000

### HISTORICAL DATA

Include Pertinent Data and Information (Year, Value Added & Results/Findings)

<p>Questions to consider:</p> <p>If a renewal, include data that supports this renewal</p> <p>Is this an expansion of the program? If so, why?</p>	<p>Is this a renewal?   <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Prior to instituting College Bound Advisors at our high schools, the Trinity University College Advising Corps (TUCAC) advisors were SAISD’s sole full-time college advising service at our comprehensive high schools: Brackenridge, Burbank, Edison, Fox Tech, Highlands, Sam Houston, Jefferson, and Lanier. As a near-peer model, the College Advising Corps recruits recent college graduates from Trinity University and our Office of Postsecondary Initiatives provides training that aligns with our college bound advising framework as well as our measurable outcomes on college enrollment.</p> <p>During SY 2022-2023, TUCAC advisors were able to meet with 44% of high school students grades 9- 12, supporting completion of the SchoolLinks curriculum lessons including the career matching assessment, creating a college list of five+ colleges,</p>
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exploring at least five scholarships, selecting at least one possible college major, setting an SAT/ACT goal, completing the college application learning unit and updating the student profile and resume. In addition, TUCAC Advisors provided college readiness seminars on demand for 9<sup>th</sup> & 10<sup>th</sup> graders, and provided support to drive the high results in FAFSA/TASFA completion. Our partnership with TUCAC plays a key role in supporting building our pipeline to college by helping more students explore their postsecondary options and in completing the process for making dreams a reality.

As we look forward, the support of the TUCAC Advisors will play a key role in filling the gap left by eliminating the part-time positions held by the Financial Aid Advisors in maintaining our high levels of FAFSA/TASFA completion.



**Memorandum of Understanding  
Trinity University College Advising Corps & San Antonio Independent School District**

The Trinity University College Advising Corps is housed in the Department of Education at Trinity University. The program places its recent college graduates as college advisers in San Antonio area high schools. Advisers work in collaboration with school counselors, teachers, and administrators to increase college-going enrollment rates in schools that they serve. Advisers primarily provide admissions and financial aid advising to students and their families through one-on-one and group sessions that help students identify colleges that will serve them well; complete their admissions and financial aid applications; and enroll successfully at the schools they eventually choose. The College Advising Corps has three main aims: to increase the college-going rate at partner schools; to expand the range of colleges and universities to which students apply and in which they enroll; and to assist in fostering principals, counselors, and teachers in a college-going culture.

To achieve the goals of the program, the Trinity University College Advising Corps seeks to foster strong and mutually rewarding partnerships with school districts, high schools, and their administrators, faculty, and staff. This memorandum of understanding has been developed to foster such a partnership by clarifying the expectations and responsibility of the Trinity University College Advising Corps (“the Advising Corps”), the San Antonio Independent School District (“the District”), and the following District High Schools (“the School”):

**Brackenridge High School, Burbank High School, Edison High School, Fox Tech High School, Highlands High School, Jefferson High School, Lanier High School, and Sam Houston High School.**

Collectively hereinafter the parties to this MOU will be referred to as “Parties” or, individually, as “Party.”

**The Advising Corps, the District, and the School agree to:**

- Work collaboratively to develop and implement programs and services that (a) foster access to postsecondary education and (b) include all students who wish to participate and who work in good faith to do so.
- Work collaboratively to (a) outline current school-based efforts to foster access to postsecondary education; (b) review Advising Corps programs and services to ensure that they complement and do not duplicate these existing efforts; and (c) establish clear and mutually agreeable timelines for the implementation of Advising Corps programs and services.
- See the adviser as a professional, well-trained resource for students regarding college access.
- To meet with the adviser and project director before the 2022-2023 academic year to discuss the program expectations.

**The Advising Corps agrees to:**

- Identify, recruit, and hire a full-time adviser to serve the School for an average of 40 hours per week. The adviser will report to the school on September 1, 2022 through June 12, 2023 upon receipt of a fully executed MOU.
- Provide necessary and ongoing training, support, and professional development that will allow the adviser to fulfill his or her responsibilities to the School and its students including to ensure that the adviser complies with the FERPA provisions in this MOU.
- Provide assurance that all employees of the Advising Corps who have contact with students have passed a criminal history background check current within the last year.
- Employ a program director who will (a) supervise the adviser and meet with him or her regularly to discuss job performance and develop strategies for improvement; (b) work closely with the on-site liaison assigned by the School to ensure that the relationship between the adviser and the School remains strong and that the adviser is effectively serving students and advancing the three main aims of the Advising Corps; (c) meet with school-level post-secondary leadership teams; (d) engage in frequent dialogue with school teams around strategic collaboration and to assess progress towards the goals; (e) re-evaluate the work plan and make adjustments as

needed, but at least on an annual basis; (f) serve as the main liaison between the principal of the School and the Advising Corps, meeting at least once per year to review the partnership and ensure that its goals are being met; (g) work with the on-site supervisor to establish a mutually agreeable work schedule for the adviser; (h) visit the school at least twice per academic year and (i) will remain open and available to address any issues or concerns that may arise.

- Share relevant data and research with the District and School officials.
- Manage the program's administration and pay the full salary and benefits of each adviser assigned to the District.
- Work in good faith to develop funding that will sustain the partnership between the Advising Corps and the District beyond the current term
- Keep any and all student-level data provided by the School strictly confidential, in accordance with applicable local, state, and federal law, including FERPA regulations, except as may be required by law or regulation or under subpoena.
- Require the participation of the adviser in Advising Corps activities (for example: ongoing training, the development of funding, or programming activities at other schools) for no more than 10 days that the School is in session during the term of service specified above.

#### **The District and School agree to:**

- Welcome the adviser, work actively to facilitate their entry into the school community by treating them as a professional member of the school and facilitate the collaboration among the Advising Corps and any other college access, admissions, or financial-aid advising already present at the School.
- Provide a comprehensive high school orientation, with introductions to key staff, teachers, and administrators.
- Establish and maintain clear lines of communication with the adviser and project director in regards to staff policies, procedures, and expectations with which the adviser is expected to comply.
- Designate a school administrator/staff member to serve as the adviser's onsite liaison who will (a) serve as the adviser's primary resource and advocate within the school, facilitating the adviser's integration into the life of the school and providing appropriate advice and counsel; (b) work closely with the project director to ensure that the relationship between the adviser and the school remains strong and that the adviser is effectively serving students and advancing the three main aims of the College Advising Corps; (c) work with the project director to establish a mutually agreeable work schedule for the adviser; (d) participate in the adviser's evaluation process; (e) meet with and engage in frequent dialogue with the Advising Corps project director around strategic collaboration and to assess progress towards the goals; (f) re-evaluate the work plan and make adjustments as needed but at least annually; (g) serve as the main liaison between the principal of the School and the Advising Corps, meeting at least once per year to review the collaboration and ensure that its goals are being met; and (h) report all issues concerning the adviser's performance to the Advising Corps project director.
- Supply access (within a reasonable amount of time) to student-level data (name, date of birth, year of graduation) for the purposes of advising, grant reporting, and program evaluation. The data collected falls within FERPA regulations and will be treated as confidential, except as may be required by law or regulation or under subpoena.
- Provide access (within a reasonable amount of time) to student transcripts and schedules, either electronically or in hard copy, for the purposes of effectively advising students as consistent with FERPA regulations. Adviser access to the District or School's mainframe to retrieve such information is preferred.
- Provide access to College Board's Online Reporting Portal to each TUCAC College Adviser to intentionally engage students in college and career readiness activities.
- Ensure that the adviser is not arbitrarily assigned duties unrelated to their work plan such as clerical or manual labor or expected to fill temporary voids in your school's workload or assume ad hoc assignments (such as hall or cafeteria monitoring, supervising classrooms, monitoring testing, etc).
- Ensure that the adviser does not serve as a facilitator or proctor of TSI or college-readiness testing.
- Provide the adviser with a reasonable working/meeting space with a computer, internet access, and daily access to phone and voicemail, including access to a photocopier/scanner, printer, and fax machine.
- Allow the adviser to disseminate and collect the annual College Advising Corps student surveys (if applicable).
- Ensure that the adviser has access to and can utilize the program's data collection tool (via Dropbox), email, and a wireless internet connection on the adviser's laptop (if necessary).

- Provide the adviser with an overview of the mission and culture of the School, and assist the adviser with obtaining a parking pass and School/District badge/identification.
- Maintain the existing staffing level of the guidance/counseling department and not make any staffing modifications suggesting the replacement of a counselor or counseling position with a college adviser.
- Ensure that the adviser does not serve as the liaison to and/or provide direct supervision to other external partner college-access programs on behalf of the District or School.

### **Local Match**

- The District agrees to provide matching funds, in the amount of \$80,000 annually, to support the costs associated with providing one (1) full-time Advising Corps college adviser at each of the following District High Schools: Brackenridge High School, Burbank High School, Edison High School, Fox Tech High School, Highlands High School, Jefferson High School, Lanier High School, and Sam Houston High School during the term of this agreement.
- The District agrees to submit a monthly fixed payment to Trinity University per month beginning in September 2022 and ending June 2023, on behalf of the Trinity University College Advising Corps.

### **Program Evaluation**

- Funding for the Trinity University College Advising Corps program is provided by the National College Advising Corps (CAC), The Higher Education Coordinating Board (THECB), and external funders. As a condition of external funding, the program will be evaluated on an ongoing basis.
- Data will be collected and managed through an evaluation team affiliated with Stanford University and contracted by the CAC. The District/School is expected to provide all necessary data requested by the evaluation team and CAC. Data will be used for program evaluation and educational purposes only and treated as confidential, except as may be required by law. All results of data analysis will be reported in aggregate and no individual student will be identified.
- Data to be collected will include, but not necessarily be limited to: baseline information on the school, including college matriculation rates and student attainment of intermediary college enrollment goals (such as percent taking college entrance exams and FAFSA applications); information on enrolled students during program implementation, including identifying information, intermediary goals, and college enrollment; and information on services provided to students. At the school level, the adviser will collect data to help target and track services and evaluate the program's success.
- The Advising Corps will comply with applicable Family Educational Rights and Privacy Act (FERPA) provisions and agrees to protect any confidential student information it receives or accesses that could make a student's identity traceable.

### **Duration of Agreement**

- This agreement applies exclusively to the 2022-2023 academic school year and shall commence on August 1, 2022, and shall terminate on June 30, 2023, unless earlier termination or extension shall occur pursuant to any provision hereof.
- Costs associated with District/School participation in future years will be determined annually.

### **Sovereign Immunity**

The Parties stipulate and agree that no provision of, or any part of this MOU or any subsequent amendment shall be construed: (1) as a waiver of the doctrine of sovereign immunity or immunity from suit as provided for in the Texas Constitution and the Laws of the State of Texas; (2) to extend liability beyond such liability provided for in the Texas Constitution and the Laws of the State of Texas; or (3) as a waiver of any immunity provided by the 11th Amendment or any other provision of the United States Constitution or any immunity recognized by the courts and the laws of the United States.

### **Applicable Law**

This MOU shall be governed by the laws of the State of Texas. The exclusive venue of any suit brought concerning the Contract and any incorporated documents is fixed in any Court of competent jurisdiction in Bexar County, Texas, and all payments under the Contract shall be due and payable in Bexar County, Texas.

## **Dispute Resolution**

The Parties shall work together in good faith and in a timely manner to resolve disputes that might develop pursuant to the program under this MOU.

## **Amendments**

- Modifications to the MOU shall only be made by written amendment and executed by the College Advising Corps and the District. Fully executed amendments will then become part of the MOU agreement.

## **Termination**

- This MOU will automatically terminate at the end of the agreement on June 30, 2023, as noted above.
- Any party may terminate this MOU (for cause) by giving ninety days' written notice to the other party.
- The College Advising Corps may also terminate this MOU immediately if project funding should become reduced, depleted, or otherwise unavailable during the term of the MOU and to the extent that the Advising Corps is unable to obtain additional funds for such purpose.

**Non-Discrimination:** The Advising Corps may be deemed a federal contractor subject to the requirements of 41 CFR 60-1.4(a), 60-300.5(a), and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of their status as protected veterans or individuals with disabilities, and prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

## **Tele-Service**

In the event in person services are suspended by either party due to the COVID-19 pandemic and following Trinity University and College Advising Corps guidelines, San Antonio Independent School District and Trinity University agree that the placement may be performed remotely if and when policies of entities change based on CDC and local health guidelines and restrictions until said guidelines are lifted from both entities, all terms and conditions of the placement will adhere to CDC and state or local health guidelines and restrictions. The school acknowledges that by hosting Trinity University advisers on-site they may be exposed to the risks associated with COVID-19. The Parties voluntarily assume these risks. When guidelines are lifted from both entities, advisers are expected to resume in person services on campuses.

**Written authorization of teleservice in advance:** To fulfill their obligation to serve full-time while tele-serving and ensure the accuracy of time and attendance reporting, the Adviser will:

- Remain accessible during the telecommute work schedule;
- Check in with the Project Director daily and On-site Liaison weekly to discuss status and open issues;
- Be available for teleconferences, scheduled on an as-needed basis;
- To mitigate any increased risk of time and attendance abuse;
  - Request Project Director approval in advance of working any service hours beyond the schedule time indicated above.
  - Request Project Director's approval to use vacation, sick, or other leave in the same manner as when working at Adviser's regular work location.
  - Advisers will upload the following products to their High School folder: Daily Work Log completed for their scheduled work day. Weekly GRACE report, Adviser designed Presentations and other outputs utilized for their outreach to students.

o If Advisers are unable to do so, they will email the Project Director with the date and time of when daily or weekly service outputs will be uploaded to their high school folder.

•Finally, Adviser's duties, obligations, responsibilities, and conditions of service with the program remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Position responsibilities, standards of performance, and performance appraisals remain the same as when serving at the regular school site.

#### **While Advisers are tele-serving, Program Director will:**

- Remain accessible during the telecommute work schedule;
- Check in with the Advisers to discuss status and open issues on their 3 pm call daily as needed;
- Be available for teleconferences, scheduled on an as-needed basis;
- To mitigate any increased risk of time and attendance abuse;
  - o Approve or deny adviser approval in advance of working any service hours beyond the schedule time indicated above.
  - o Approve or deny adviser approval to use vacation, sick, or other leave in the same manner as when working at Adviser's regular work location.
- All online service logs, teleservice agreements and service outputs are shared with College Advising Corps, AmeriCorps, and The Higher Education Coordinating Board.
- Will conduct one spot-check on Adviser work logs for each Adviser monthly, totaling 11 spot checks. Program Director will review work logs to see alignment between service time logged and outputs. Program Director will provide feedback to Advisers to correct action within 48 hours if inconsistencies are identified.
- Will conduct bi-weekly Adviser district check-ins to review work plans, outputs, and discuss issues throughout the service term.
- Will conduct one Program Team check in once a day for 45 minutes to review teleservice expectations, service products, protocols and /or discuss issues.

#### **Alternative & Remote Work Site Examples**

- Video conferencing with students – Advisers can continue to assist students through online teleconferencing platforms such as Google Meet, Zoom, or North East Independent School District authorized Google Classrooms. Due to safety concerns advisers will always be required to have another TUCAC Adviser serving as an online monitor in the Zoom or Google Meet video conferences therefore no Zoom or Google Meet video conferences will be recorded unless mutually agreed to by both parties in writing.
- Concerning issues viewed or disclosed- Any concerning issues viewed or disclosed on a teleservice conference by an adviser with a student should be reported immediately to their On-Site Liaison and handled as they would on campus which may require a written statement by the adviser for the campus records.

- GRACE Data Entry – Timestamps from GRACE can be used to verify work time and work performed. SMS texting through GRACE can also provide a transcript for review for the Project Director or District if needed. Records of these files will remain on GRACE and can only be accessed by the adviser, GRACE’s administrator, and the Project Director.
- Small Group Work – Advisers can work together in small groups via Zoom or Google Hangout and verify each other’s time and place this group work on the TUCAC calendar.
- Regular communication with On-site Liaison – Advisers can check in via email at the beginning, end and periodically during their work day to stay in communication with students and the high school campus. Advisers are expected to send details about their work performed every Friday by 5 pm to their On-Site Liaison and Project Director.
- A daily narrative is required by each adviser to document their daily work along with a pdf of their monthly calendar that mirrors their work schedule indicated daily.
- Work at another site – Advisers can only work at another home site if reasonable and necessary due to the current circumstances but all requests must have prior approval by the Project Director and must follow any university policies regarding remote work to verify their time.

### **Notice of AmeriCorps funding**

The Trinity University College Advising Corps receives partial funding for the college adviser position through the Corporation for National and Community Service (CNCS). Therefore, all college advisers should be identified as AmeriCorps members and should be referred to as “members”. As a result of the CNCS funding, TUCAC advisers and their partners are required to adhere to the following policies in accordance with federal regulations.

### **Nondisplacement.**

- (1) An employer may not displace an employee, volunteer or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- (2) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- (3) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
  - (i) Presently employed worker;
  - (ii) Employee who recently resigned or was discharged;
  - (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
  - (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  - (v) Employee who is on strike or who is being locked out.

**Prohibited Activities.** Members are prohibited from engaging in any of the activities listed below while charging time to the AmeriCorps program; accumulating service or training hours; or otherwise performing activities supported by the AmeriCorps program or the Corporation:

- (1) Attempting to influence legislation;
- (2) Organizing or engaging in protests, petitions, boycotts, or strikes;
- (3) Assisting, promoting, or deterring union organizing;
- (4) Impairing existing contracts for services or collective bargaining agreements;

- (5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- (6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- (7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- (8) Providing a direct benefit to—
  - (i) A business organized for profit;
  - (ii) A labor union;
  - (iii) A partisan political organization;
  - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - (v) An organization engaged in the religious activities described above in prohibited activity 7, unless CNCS assistance is not used to support the religious activities;
- (9) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- (10) Providing abortion services or referrals for receipt of such services; and
- (11) Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

B. The member is expected to, at all times while acting in an official capacity as an AmeriCorps member:

1. Comply with the rules and standards of the host agency.
2. Demonstrate mutual respect toward others.
3. Follow directions.
4. Wear the AmeriCorps logo daily.
5. Direct concerns, problems, and suggestions to the Trinity University College Advising Corps program director.

C. The member understands that the following acts also constitute a violation of the program's rules of conduct:

- Unauthorized tardiness.
- Unauthorized absences.
- Repeated use of inappropriate language (i.e., profanity) at a service site.
- Failure to wear appropriate clothing to service assignments.
- Stealing or lying.
- Engaging in any activity that may physically or emotionally damage other members of the program or people in the community.
- Unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illegal drugs during the term of service.
- Consuming alcoholic beverages during the performance of service activities.

- Being under the influence of alcohol or any illegal drugs during the performance of service activities.
- Failure to notify the program of any criminal arrest or conviction that occurs during the term of service.

By signing, I certify that I have read and agree with the terms of the Memorandum of Understanding and officially authorized to sign and execute on behalf of my institution:

**San Antonio Independent School District**

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Signature Date

---

Print Name and Title

---

Signature Date

---

Print Name and Title

**Trinity University**

---

Signature Date

---

Print Name and Title

**DISTRICT CONTACTS:**

**School District Central Point of Contact (Superintendent, District Administrator, or Principal)**

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**On-Site Liaison (Designated by District or School) – Lead Counselor @ Brackenridge High School**

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**On-Site Liaison (Designated by District or School) – Lead Counselor @ Burbank High School**

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**On-Site Liaison (Designated by District or School) – Lead Counselor @ Edison High School**

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**On-Site Liaison (Designated by District or School) – Lead Counselor @ Fox Tech High School**

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**On-Site Liaison (Designated by District or School) – Lead Counselor @ Highlands High School**

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**On-Site Liaison (Designated by District or School) – Lead Counselor @ Jefferson High School**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**On-Site Liaison (Designated by District or School) – Lead Counselor @ Lanier High School**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**On-Site Liaison (Designated by District or School) – Lead Counselor @ Sam Houston High School**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**Data Contact**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**Human Resources Contact**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**TRINITY UNIVERSITY COLLEGE ADVISING CORPS CONTACTS:**

ADDRESS : Trinity University  
Education Department  
1 Trinity Place  
San Antonio, TX 78212

Trinity University Contact :

NAME : Dr. Angela Breidenstein  
TITLE : Chair, Education Department  
PHONE : (210) 999-7587  
EMAIL : [abreiden@trinity.edu](mailto:abreiden@trinity.edu)

Program Contact :

NAME : Sarah Ramos  
TITLE : Project Director, College Advising Corps  
PHONE : (210) 999-7589  
EMAIL : [sramos2@trinity.edu](mailto:sramos2@trinity.edu)

Financial Contact :

NAME : Sheila Brell  
TITLE : Sponsored Projects Accounting Manager, Business Office  
PHONE : (210) 999-7331  
EMAIL : [sbrell@trinity.edu](mailto:sbrell@trinity.edu)

## **DISTRICT LETTER OF COMMITMENT**

Trinity University College Advising Corps (TUCAC), housed in the Department of Education at Trinity University, places its recent college graduates as highly trained college advisers in San Antonio area high schools. Advisers work in collaboration with school counselors, teachers, and administrators to increase college-going enrollment rates in schools that they serve. Advisers provide admissions and financial aid advising to students and their families through one-on-one and group sessions that help students identify colleges and programs that will serve them well; complete their admissions and financial aid applications; and enroll successfully at the schools they eventually choose.

The College Advising Corps has three main aims: to increase the college-going rate at partner schools; to expand the range of colleges and universities to which students apply and in which they enroll; and to assist principals, counselors, and teachers foster a college-going culture.

### **Notice of AmeriCorps funding**

The Trinity University College Advising Corps receives partial funding for the college adviser position through the Corporation for National and Community Service (CNCS). Therefore, all college advisers should be identified as AmeriCorps members and should be referred to as “members”. As a result of the CNCS funding, TUCAC advisers and their partners are required to adhere to the following policies in accordance with federal regulations.

### **Nondisplacement.**

- (1) An employer may not displace an employee, volunteer or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- (2) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- (3) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
  - (i) Presently employed worker;
  - (ii) Employee who recently resigned or was discharged;
  - (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
  - (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  - (v) Employee who is on strike or who is being locked out.

**Prohibited Activities.** Members are prohibited from engaging in any of the activities listed below while charging time to the AmeriCorps program; accumulating service or training hours; or otherwise performing activities supported by the AmeriCorps program or the Corporation:

- (1) Attempting to influence legislation;
- (2) Organizing or engaging in protests, petitions, boycotts, or strikes;

- (3) Assisting, promoting, or deterring union organizing;
- (4) Impairing existing contracts for services or collective bargaining agreements;
- (5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- (6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- (7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- (8) Providing a direct benefit to—
  - (i) A business organized for profit;
  - (ii) A labor union;
  - (iii) A partisan political organization;
  - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - (v) An organization engaged in the religious activities described above in prohibited activity 7, unless CNCS assistance is not used to support the religious activities;
- (9) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- (10) Providing abortion services or referrals for receipt of such services; and
- (11) Such other activities as CNCS may prohibit.
- (12) AmeriCorps members are volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

Please send the completed form to Sarah Ramos, TUCAC Project Director, via email at sramos2@trinity.edu or fax at (210) 999-7592 by Friday, June 3, 2022.

The member is expected to, at all times while acting in an official capacity as an AmeriCorps member:

1. Comply with the rules and standards of the host agency.
2. Demonstrate mutual respect toward others.
3. Follow directions.
4. Wear the AmeriCorps logo daily.
5. Direct concerns, problems, and suggestions to the Trinity University College Advising Corps program director.

The member understands that the following acts also constitute a violation of the program's rules of conduct:

- Unauthorized tardiness.
- Unauthorized absences.
- Repeated use of inappropriate language (i.e., profanity) at a service site.
- Failure to wear appropriate clothing to service assignments.
- Stealing or lying.
- Engaging in any activity that may physically or emotionally damage other members of the program or people in the community.
- Unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illegal drugs during the term of service.
- Consuming alcoholic beverages during the performance of service activities.
- Being under the influence of alcohol or any illegal drugs during the performance of service activities.
- Failure to notify the program of any criminal arrest or conviction that occurs during the term of service.

**Statement of Services to be Performed:**

**The school (primarily facilitated through the adviser's onsite liaison) agrees to the following during the academic year:**

- To meet with the adviser and project director before the 2022-2023 academic year to discuss program expectations.
- To welcome the adviser and work actively to facilitate their entry into the school community by treating them as a professional member of the school.
- To provide a comprehensive high school orientation, with introductions to key staff, teachers, and administrators.
- To establish and maintain clear lines of communication with the adviser and project director in regards to staff policies, procedures, and expectations with which the adviser is expected to comply.
- To ensure that the onsite liaison (1) serves as the adviser's primary resource and advocate within the school, facilitating the adviser's integration into the life of the school and providing appropriate advice and counsel; (2) work closely with the project director to ensure that the relationship between the adviser and the school remains strong and that the adviser is effectively serving students and advancing the three main aims of the College Advising Corps; and (c) work with the project director to establish a mutually agreeable work schedule for the adviser.
- To ensure that the adviser has access to and can utilize the program's data collection tool, email, and the internet in the school.

Please send the completed form to Sarah Ramos, TUCAC Project Director, via email at sramos2@trinity.edu or fax at (210) 999-7592 by Friday, June 3, 2022.

- To supply access to student-level data (name, date of birth, year of graduation) for the purposes of advising, grant reporting, and program evaluation. The data collected falls within FERPA regulations and will be treated as confidential, except as may be required by law or regulation or under subpoena.
- To provide access (within a reasonable amount of time) to student transcripts and schedules, either electronically or in hard copy, for the purposes of effectively advising students. Adviser access to the ISD mainframe to retrieve such information is preferred.
- Provide adviser access to student data on the College Board’s K12 Educator portal (K12 Score reporting portal) to each CAC adviser, for the purposes of targeted college and career planning inclusive of PSAT/SAT scores, exam registration history, and AP potential.
- To ensure that the adviser is not arbitrarily assigned duties unrelated to their work plan such as clerical or manual labor or expected to fill temporary voids in your school’s workload or assume ad hoc assignments (such as hall or cafeteria monitoring, supervising classrooms, monitoring testing, etc).
- To ensure that the adviser does not serve as a facilitator or proctor of TSI or college-readiness testing.
- To provide the adviser with a reasonable working/meeting space with a computer, internet access, daily access to phone and voicemail, including access to a photocopier/scanner, printer, and fax machine.
- To provide approval for dissemination of the College Advising Corps student surveys.

Upon receiving the District Letter of Commitment from your District each school district will enter into a formal MOU agreement with Trinity University in summer 2022.

Please indicate your district’s engagement with the program by selecting one option below:

San Antonio ISD will participate in the Trinity University College Advising Corps program for the 2022-2023 academic year and will provide funding in the amount of \$80,000 to support the adviser(s) positions at Brackenridge High School, Burbank High School, Edison High School, Fox Tech High School, Highlands High School, Jefferson High School, Lanier High School, and Sam Houston High School

San Antonio ISD **is not** interested in participating in the Trinity University College Advising Corps program for the 2022-2023 academic years.

Comments:

*By signing, I certify that I have agreed to the items stated above.*

---

Superintendent

Date

Please send the completed form to Sarah Ramos, TUCAC Project Director, via email at sramos2@trinity.edu or fax at (210) 999-7592 by Friday, June 3, 2022.

ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING AGREEMENT BETWEEN  
\_\_\_\_\_ AND TRINITY UNIVERSITY

This Addendum between \_\_\_\_\_ (hereafter "School") and Trinity University is hereby incorporated by reference into the Memorandum of Understanding for the Upward Bound Program between the School and Trinity University dated \_\_\_\_\_ (hereafter "the Agreement").

The School and Trinity University have mutually agreed that placement of Trinity University students or staff at the School site is mutually beneficial to both parties, that this addendum is supported by the consideration of the continuation of the placement during the COVID-19 pandemic, and both parties hereby agree to the responsibilities enumerated herein related to COVID-19.

In response to the COVID-19 pandemic, the School and Trinity University agree that the placement may be performed remotely to the extent possible if and when changes are made to either parties policies based on CDC and local health guidelines and restrictions. All terms and conditions of the placement will adhere to CDC and local health guidelines and restrictions. The School acknowledges that by hosting Trinity University students or staff on-site that the School may be exposed to the risks associated with COVID-19. The School voluntarily assumes these risks.

The School understands and agrees that Trinity University is not responsible for monitoring the conditions of Trinity University students or staff or for providing support or medical care.

Each party agrees to notify the other party if it becomes aware of any exposure or outbreaks that may pose a risk to the other party. In addition, the School agrees that either party reserves the right to withdraw students from the site at any time should they pose a risk to the School or Trinity University.

By signing below, each party agrees to be bound by the terms of this Addendum which is hereby incorporated to the Agreement between the parties by reference.

SCHOOL

TRINITY UNIVERSITY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.



# BOARD AGENDA CLARIFICATIONS

Provide this information for Academic Board Agenda Items that have a cost.

Department:	College, Career & Military Readiness: College Readiness/Postsecondary Initiatives
Board Meeting Date:	August 22, 2022
Agenda Title:	Approval of the Renewal of the Interlocal Agreement with the University of Texas at Austin for the 2022-2023 OnRamps Program
Presenter:	Liz Ozuna
Cost:	Estimated: \$235,000 (includes tuition and required teacher training) Funded with local dollars
Board Goal: #7	Increase the percent of HS students earning college credit
This MOU addresses the following	<input checked="" type="checkbox"/> Academics <input type="checkbox"/> Attendance <input type="checkbox"/> Behavior <input type="checkbox"/> Mental Health

## IMPACT & COST

Number of Students	Number of Teachers	Number of Campuses	Cost Per Student	Cost Per Teacher	Cost Per Campus
\$200,000 ~2,000 seats projected	~40	10	\$149/student/ course or \$99/student/ course (Free & Reduced Lunch)	\$850/new teacher  \$550/returning teacher ~\$35,000	Varies by offering and enrollment

## HISTORICAL DATA

Include Pertinent Data and Information (Year, Value Added & Results/Findings)

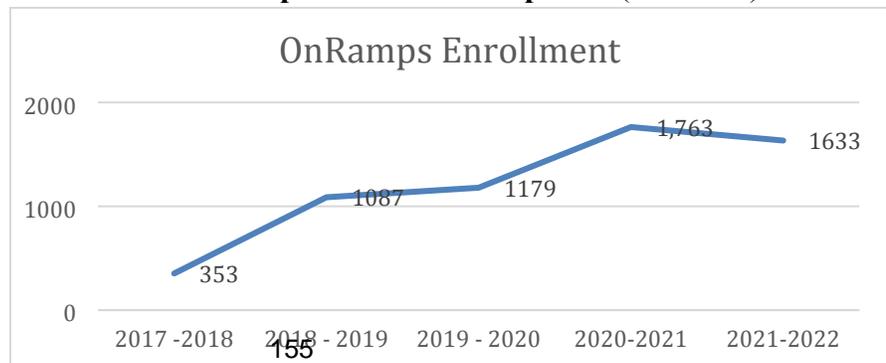
Questions to consider:

Is this a renewal?

What data supports this renewal?

Is this an expansion of the program? If so, why?

**UT OnRamps Student Participation (# of seats) \***



	2017 -2018	2018 - 2019	2019 - 2020	2020-2021	2021-2022
<b>Teachers</b>	10	23	34	42	36
<b>Students</b>	353	1,087	1,179	1,763	1,633*

\*SAISD students taking OnRamps represent one of the highest percentages of FirstGen college goers in the state. The number of seats we offer fall between NISD with over 2,000 seats, and NEISD with about 1,400 seats.

<b>Total Seats SY '21-'22</b>	<b>Seats Earned College Credit</b>	<b>Grade Distribution</b>					
1644 (933 unique students)	509	A	B	C	D	F	W/D
	31%	17	96	198	198	1033*	86

\*Seats not earning college credit

Note: Students have full decision-making rights about whether to accept any grade earned in an OnRamps course on a college transcript; taking an OnRamps course thus provides a low-risk environment for exploring college and developing the skills to be successful scholars.

<b>Highest Performing Courses (based on highest enrollment &amp; at multiple campuses)</b>				
Course	Enrolled	W/D	#Earned Credit	Percent Earned Credit (Completed course)
Physics I	314	16	109	43%
Statistics	56	4	23	41%
Chemistry I	253	13	86	37%

<b>Lowest Performing Courses</b>				
Course	Enrolled	W/D	#Earned Credit	Percent Earned Credit
College Algebra	217	11	51	22%
Geoscience	67	5	10	14%
Pre Cal	127	8	9	7%

Please click here to access [campus results for OnRamps courses](#)

### **Improvement Plan for 2022-2023:**

Strategies to improve the number of students who meet criteria to be eligible for dual credit in the coming year will include:

- Campus & District commitment to meeting two key performance measures:
  - Increase percentage of students earning dual credit from 31% to 40%
  - Increase percentage of students eligible to earn dual credit at midterm to 75%
- August 2022: placement review to ensure students have been matched to the right dual credit/dual enrollment option and are committed to taking the course in the coming school year
- Collaborative classroom observations with the dual credit team, campus Academic Deans, and C & I Directors
- Quarterly dual credit meetings/professional learning sessions for teachers focused on introducing strategies for student success in meeting the rigor of the OnRamps courses
- Data analysis sessions with campus leaders, instructional staff, and counselors to improve best match/best fit placement of students in OnRamps courses
- Re-examine course offerings for SY 2023-2024 for best options for student success

## **Overview of the OnRamps Program:**

(see below for a comparison of all advanced course offerings, including OnRamps)

OnRamps courses are dual enrollment courses that differ from dual credit courses. OnRamps courses are designed to accelerate student success by providing university-level work and developing the necessary skills for college through an online asynchronous course created, monitored, assessed and graded by a UT Austin Professor in partnership with a high school teacher who is responsible for support and for creating, monitoring, assessing and grading students' mastery of content for the high school course. Students receive two separate grades: one college grade and one high school grade. The grades may be different.

Participation in the OnRamps Dual Enrollment Program provides students an opportunity to earn college credit in English, US History, Biology, Chemistry, Physics, Geoscience, College Algebra, Pre-Calculus, Statistics, Arts & Entertainment, and Computer Science courses while also meeting High School Graduation requirements. These courses also meet the HB5 requirements for advanced level Mathematics, Reading, Science and STEM coursework. Students who meet criteria for eligibility for earning dual credit in one OnRamps course (grade of a "D-" or higher), regardless of the subject, move automatically into the numerator for the College, Career & Military Readiness (CCMR) indicator.

Students **are not** required to accept the dual credit on their college transcripts depending on how this grade will affect their entrance into their chosen college; they are still counted as CCMR. Students who fail the college course may still complete their high school course requirement by earning a "C" or higher in the high school part of the course. Approximately 95% of students pass the high school portion of the course by demonstrating mastery at the grade of 70 or higher for the course standards.

SAISD teachers who wish to teach an OnRamps course are not required to hold a Masters degree, but are required to attend a two-week summer institute training offered through UT Austin with the content course professor teaching this course as well as a one-day follow-up training in the fall and spring semester. Returning teachers must attend a three-day summer institute training through UT Austin as well as a one-day follow-up training in the fall and spring semester. . All training was held virtually, synchronously and asynchronously, for Summer, 2022.

Additional benefits of participation include:

- Students experience college coursework within a high school classroom
- SAISD classroom teacher is not required to have a Master's degree to implement OnRamps
- Students may begin the course without meeting college readiness criteria on the TSIA; some courses may require them to meet TSIA criteria at some point in the semester to be eligible to earn dual credit
- Students build digital literacy skills using the same tools as UT students (Canvas LMS)
- Students experience college rigor prior to attending college leading to increased college success
- Students have the opportunity for OnRamps courses to transfer to public colleges and

the University of Texas for college credit

- Students receive high school credit for advanced coursework

Course participation requires technology access, teacher training expenses, and student tuition fees. Course cost is \$149 per student (\$99 per course for students who are eligible for free or reduced lunch). The state of Texas subsidizes these course offerings. Training costs are \$850 for new teachers and \$550 for returning teachers, expenses that are paid by the District.

### SAISD’s Ecosystem of Choice in Advance Courses

On Ramps Dual Enrollment (2 teachers/2 grades)	AP	Dual Credit (1 instructor/1 grade)	IB
<p>Student earns a D- or higher, qualifies for college credit, chooses to accept or reject transcription of grade</p> <p>Student earns CCMR point for accountability</p>	<p>Student earns score of 3 or higher on AP exam</p> <p>Student earns CCMR point for accountability</p>	<p>Student earns a “C” or higher in course</p> <p>Student earns CCMR point for accountability if math or English or if accumulates 9 hours</p>	<p>Student scores 4 or higher on DP course exam</p> <p>Student earns CCMR point for accountability</p>
<p>Student earns HS credit separately from college grade and completes HS graduation requirement</p>	<p>Student is eligible to take the AP course, passes course, earns HS credit, completes graduation requirement, but does not demonstrate mastery at college level on AP exam</p> <p>Note: score of 2 is considered college ready</p>	<p>Student is eligible to take the course(s) by meeting eligibility criteria (TSI scores, completion of CTE pathway/course of study); student earns HS credit &amp; completes graduation requirement</p>	<p>Student is eligible to take the IB course, passes course, earns HS credit, completes graduation requirement, but does not demonstrate mastery at college level on IB exam;</p>
<p>Students may enroll without meeting any sort of eligibility requirement, participation should be considered as a part of advising conferences with counselors &amp; teachers</p>			

	Students meeting criteria to earn college credit
	Students enroll in class based on eligibility, earn HS credit & complete graduation requirement
	OnRamps <b>offers access</b> to students who may not meet eligibility requirements to enroll or do not see themselves as capable of enrolling in advanced coursework. Participation decisions should be a part of advising conversations with counselors and teachers

**Student feedback** when asked if they would recommend this class to other students (US History with Ms. Rodriguez, Jefferson):

“Even with all the papers, I think the amount of work is reasonable, while it is a lot, it is a college class and it helps students become more prepared for the rigorousness of college.”

“You need to take the work assigned outside of class seriously, or else it will catch up with you.”

“Yes I would recommend this course because it helps prepare for college and the experience.”

“Thank for helping me on my academic journey.”

“Yes, because this course teaches not only history, but also indirectly teaches time management skills to use for college, and is a great opportunity to earn college credits in high school.”

“I would definitely recommend this course to other students because they would have a great teacher and its better to get it over with in high school so you won’t have to take it in college.”

**Interlocal Agreement  
Between  
The University of Texas at Austin  
and  
San Antonio ISD**

**FOR THE 2022-2023 ONRAMPS PROGRAM**

This Interlocal Agreement (Agreement) with an Effective Date of June 1, 2022, is entered on the Effective Date by San Antonio ISD (SAISD) and The University of Texas at Austin, on behalf of its OnRamps program, collectively referred to as the Parties.

**Contracting Parties:**

Receiving Party (SAISD)  
San Antonio ISD  
514 W. Quincy St  
San Antonio, TX 78212

Performing Party The University of Texas at Austin  
OnRamps  
2616 Wichita St, Ste 101  
Austin, TX 78712

**WHEREAS**, UT Austin and SAISD are collaborating to offer eligible high school students the opportunity to enroll in college courses while attending high school and receive simultaneous academic credits from UT Austin and their SAISD high school(s).

**WHEREAS**, eligible students will be able to participate in a dual enrollment, distance education program called OnRamps.

**NOW THEREFORE**, in consideration of the mutual promises herein contained, the Parties agree as follows:

**1. Interlocal**

The Texas Interlocal Cooperation Act, Government Code, §791.001, *et seq.* allows local governments and institutions of higher learning to contract with each other for governmental functions and services, including all or part of a function in which the Parties are mutually interested. This Agreement constitutes an “interlocal contract” within the meaning of and as authorized by the Texas Interlocal Cooperation Act. The purpose of the Agreement is to provide “governmental functions or services,” as therein defined. Each party represents it has authority to enter into the Agreement and does so by action of its governing body. To the extent any party pays for the performance of governmental functions or services, the party will make those payments from current revenues available to that party.

**2. Nature of OnRamps**

UT Austin and SAISD enter into this Agreement to implement OnRamps by offering distance college courses through a dual-enrollment model, as well as high school teacher training and professional learning. OnRamps offers high school students the opportunity to earn high school credits from SAISD and college credits from UT Austin through a distance education course.

SAISD and UT Austin will share the responsibility to implement the OnRamps program. By entering into this Agreement for the delivery of distance college courses, SAISD becomes an active participant in ensuring the effectiveness and quality of the implementation of OnRamps at SAISD.

### **3. Fees and Payments**

#### **Enrollment Fees:**

If joining the OnRamps program on or after the Effective Date, the cost of the OnRamps course materials, technical support and course implementation support outlined in this Agreement for SAISD will be defined on a per-student, per-course basis. Program costs will be evaluated annually.

SAISD is paying a subsidized rate. Subject to available funding, during the 2022-2023 school year, the fee of \$249 (or \$199 for students identified free and reduced lunch), per student and per course is subsidized to \$149 (or \$99 for students identified free and reduced lunch). The subsidy is being covered by OnRamps and applicable 87<sup>th</sup> legislative appropriation. Private, parochial, and out-of-state schools are not eligible for the subsidized rate.

The OnRamps enrollment fee is assessed for each student registered in each OnRamps course on the designated course census date. The program fee covers access to course materials, technology tools, and credit eligibility evaluation. Refunds will not be given at the end of a course for any reason, including if a student is not eligible to earn college credit in the course.

#### **Professional Learning Development (PLD) Fee:**

The cost of OnRamps professional development will be assessed on a per-teacher basis at a rate of \$850 for teachers implementing a course for the first year or after an absence of more than one year and \$550 for teachers implementing the same course for two or more consecutive years. This fee covers professional learning and development requirements during the entire term of this agreement, including Summer Professional Learning Institute (PLI), academic year PLIs, virtual conferences, virtual learning modules, virtual coaching, and professional development assignments. If SAISD or the SAISD high school teacher joins after the conclusion of Summer PLI, the total fee is still required based upon the status of the teacher at student census.

The Professional Learning Development fee does not include lodging, transportation, or teacher substitute cost. If a PLI is held in person, a lodging fee may be charged in addition to the PLD fee.

SAISD is responsible for paying within 30 days of receipt of any undisputed invoice.

All checks should be made payable to The University of Texas at Austin. Payments should be mailed and/or delivered to:

The University of Texas at Austin  
OnRamps  
2616 Wichita St, Ste 101  
Austin, TX 78712

#### **4. Scope of Work and Responsibilities**

Responsibilities to implement OnRamps distance college courses will be shared by SAISD and OnRamps. SAISD is an active participant in ensuring the effectiveness and quality of OnRamps implementation at its facilities. The Parties agree to provide the following, collectively referred to as the “Services.”

##### **4.1 Responsibilities of OnRamps**

###### **Enrollment and Records**

- A. Register high school students for OnRamps courses (as listed in Exhibit A fully incorporated by this reference) through the OnRamps student information system (OnRamps Portal).
- B. Maintain, as part of routine educational effectiveness evaluation at UT Austin, OnRamps student educational records, including registration, enrollment, orientation, and course evaluation data for purposes of administering, implementing, and improving the program and providing official reporting to UT Austin and SAISD. OnRamps engages in additional data sharing with UT Austin departments as defined in the data sharing agreement between Parties, attached and incorporated herein.
- C. Record grades on UT Austin transcripts for students who are eligible for and accept college credit for the distance college course.
- D. Support documentation of distance college course credit, including enrollment and non-enrollment confirmation letters and assistance in securing official transcripts.

###### **Curriculum and Instruction**

- E. Provide UT Austin faculty and academic staff to develop and define college-level course materials and curriculum and assume primary responsibility for oversight of distance college courses.
- F. Deliver instructional materials via distance education. All college course-related materials will be available to the student through unique login in Canvas Learning Management System (Canvas LMS).
- G. Administer OnRamps distance college courses via a dual-enrollment model. UT Austin faculty and academic course staff ensure comparability of distance college courses to campus-based courses and are approved by UT Austin Department Chairs and supported by Deans. All OnRamps students register for semester- or

year-long courses. The college enrollment process differs between the two course types.

- a. Semester-long and year-long course college enrollment information
  - i. Students must complete a series of required assignments and summative assessments as published in the college syllabus that are designed, designated, and evaluated by UT Austin faculty and college Instructors of Record to earn college credit.
  - ii. Students in year-long courses must earn a passing grade (D- or above) on the designated portion of the course determined by the UT Austin Instructor of Record to be eligible to earn college credit in the OnRamps distance college course.
  - iii. Students who earn a passing grade (D- or above) in the college course may accept or decline their college credit.
  - iv. Students who accept college credit will have an official UT Austin transcript showing the letter grade earned in the course.
- b. Additional year-long course college enrollment information
  - i. A student who does not earn a passing grade (D- or above) may be determined to be eligible if the student meets the Texas Success Initiative (TSI) exemption criteria for that course. Grade-based eligibility criteria and TSI exemption criteria are detailed in each college course syllabus for which TSI exemption may be used.
  - ii. Eligible student enrollments are recorded with the University in alignment with OnRamps and University processes.
- H. Provide technology and support services necessary for teaching and learning in OnRamps courses and program implementation:
  - a. Maintain servers operated by or hosted on OnRamps's web-based Canvas LMS.
  - b. Provide access and training on the Canvas LMS for every OnRamps student to access course content and instructional experiences.
  - c. Provide online and phone-based technical support for OnRamps teachers, students, and UT Austin faculty using the curriculum when that support is not provided through Canvas LMS.
  - d. Provide access to teleconference functions in Canvas LMS or other commensurate distance technology with consultants available to students for writing consultation related to distance college course writing assignments.
  - e. Provide a student orientation module in Canvas LMS for all OnRamps courses that details program enrollment, student academic integrity, and FERPA rights.
  - f. Provide information in the OnRamps Portal or through email notifications related to distance college course enrollment activities, including registration, eligibility, credit type selection, credit status, and official transcript requests.
  - g. Provide adequate procedures for submitting and resolving complaints, grade appeals, information requests, and other inquiries related to participation in OnRamps.

### **Professional Development and Support**

- I. Deliver professional learning to participating SAISD teachers who teach the OnRamps course.

- a. Summer PLI for participating SAISD teachers will be delivered by OnRamps using distance education and virtual learning technologies. Summer PLI is required for all OnRamps high school teachers.
- b. Academic year PLIs: One-day PLIs for new and returning participating SAISD teachers will be held at UT Austin or designated regional sites, or delivered virtually during the fall and spring semesters, at UT Austin's sole discretion. SAISD teachers are **required** to participate in and fully complete the one-day workshop during each semester in which the teacher delivers an OnRamps course, regardless of whether the course will be offered in the subsequent year.
- c. Participating SAISD teachers will be credited with continuing professional education hours for the hours of documented attendance.
- J. Deliver professional learning and development opportunities specific to administrative and counselor roles and functions to SAISD and its administration.
- K. Deliver in-person or virtual presentations and/or workshops to SAISD staff and community members regarding the OnRamps program overview, implementation, and strategies for success.
- L. OnRamps will hire and assign a qualified course coordinator for each course offered. The coordinator will serve as the content expert and point of contact and support for the high school teacher.
- M. Provide ongoing, one-on-one feedback and guidance to the high school teacher.
- N. Provide virtual coaching to each OnRamps high school teacher to support course implementation and enhance their professional practice.

**Institutional Effectiveness**

- O. Provide feedback regarding course implementation to UT Austin faculty and academic staff, as well as SAISD high school teachers and administrators. To ensure OnRamps is implemented and facilitated with quality and fidelity, OnRamps staff will provide updates at the end of the fall and spring semesters and, as needed, throughout the year regarding the status of OnRamps implementation, based on communication with the OnRamps SAISD high school teacher(s) and classroom observations.
  - a. OnRamps staff will alert SAISD administration of any serious concerns regarding SAISD or campus implementation of the OnRamps course pertaining to quality and fidelity. If SAISD implementation of the OnRamps course is deemed unsatisfactory, OnRamps reserves the right to deny the opportunity to offer the OnRamps course in the future or to require a replacement high school teacher.
  - b. A SAISD high school teacher deemed by OnRamps to be unsatisfactorily implementing the course will be given the opportunity to bring course implementation into alignment with OnRamps expectations and be provided coaching and support as available through the course staff, OnRamps PLIs, virtual coaching, and ongoing communication. Should the high school teacher's implementation of OnRamps continue to be unsatisfactory or without improvement in OnRamps's sole discretion, OnRamps will notify SAISD, who will use its best efforts to identify an alternate high school teacher, and SAISD will work with OnRamps to continue implementation of the course with the

alternate high school teacher. OnRamps reserves the right to deny any unsatisfactorily performing teacher the opportunity to offer the course in the future.

- c. Should OnRamps deem an OnRamps SAISD high school teacher as not compatible with or not in the best interest of the program in OnRamps's sole discretion, OnRamps will notify SAISD who will work with OnRamps to continue the course through an alternate teacher.
- d. Any person performing Services under this Agreement on behalf of OnRamps must be actively employed or eligible for employment by UT Austin and may not be on administrative or medical leave. UT Austin must comply with applicable criminal background check requirements for their respective faculty, staff, and employees performing Services under this Agreement. If UT Austin becomes aware that one of its faculty, staff, or employees performing Services does not meet these requirements, a representative of the OnRamps program must inform the SAISD district contact.

**Extended Student Absences [subject to SAISD policies]**

- P. In a case where a student is removed from their home campus and assigned to an alternative campus due to disciplinary reasons, the SAISD point of contact, campus principal and/or the high school teacher of the campus must notify the OnRamps Associate Director for Enrollment Management. Information needs to include the length of the placement to determine if the student will continue in the enrolled OnRamps course. If the alternative placement is longer than seven (7) school days, then the following will need to be done:
  - a. The administrator, OnRamps SAISD high school teacher, and OnRamps course staff will work together to determine if the student has the opportunity to continue the course at the alternative campus. If determined the student will not have the appropriate instruction and access to the course, the student will be dropped from the OnRamps course.
    - i. If this occurs prior to the identified course census date, then the SAISD will not be invoiced for this student.
    - ii. If the student is enrolled in a year-long OnRamps course, the student will be dropped from the OnRamps course, the Canvas LMS system, and a schedule change will be made for the student's high school schedule. If the student is enrolled in History or Rhetoric, the student will be dropped from the course for the semester in which the student is taking the course (fall or spring). If the student is taking History or Rhetoric in the fall, the student will have the opportunity to enroll in History or Rhetoric in the spring, if the student returns to the home campus in time for registration at the beginning of spring instruction.
- Q. In a case where a student is hospitalized or removed from instruction or the school setting for longer periods due to illness, accident, or other circumstance, the SAISD point of contact, campus principal and/or the high school instructor must notify the OnRamps Associate Director of Enrollment Management immediately to determine if eligibility for enrollment may continue, which decision will be made on OnRamps in its sole discretion.

## 4.2 Responsibilities of SAISD [subject to SAISD policies and applicable law]

- A. Implement one or more OnRamps courses.
  - a. Assign a(n) SAISD contact responsible for overseeing implementation of OnRamps high school course(s) and participating in meetings designated for SAISD administration with OnRamps staff.
    - i. This SAISD contact will provide up-to-date contact information for SAISD and its campus administration. In the event there is a change in administration at SAISD or at its campuses, the SAISD contact will update the OnRamps Portal.
  - b. Assign 1-2 campus administrators to attend the OnRamps train-the-trainer session(s) held online in a webinar-based format. The training will model the parent night presentation, resources, and retention strategies.
  - c. OnRamps courses do not replace Advanced Placement (AP) curriculum or prepare students for AP exams. Neither OnRamps syllabi nor course content may be used for submission to satisfy the requirements for third party evaluation.
  - d. In the case of Introduction to Rhetoric: Reading, Writing and Research and Reading and Writing: the Rhetoric of American Identity, the UT Austin Department of Rhetoric and Writing:
    - i. Prohibits the OnRamps courses from being offered as an AP English course.
    - ii. Requires a cap of 25 students per section with a limit of two (2) sections per teacher for a maximum of 50 students. Alternatively, a teacher may have 60 students distributed in three (3) or more sections. With approval, the cap of 60 students may be exceeded in exceptional circumstances at OnRamps sole discretion.
- B. Recruit high school teacher(s) with appropriate qualifications to teach the OnRamps course(s), all consistent with SAISD policies.
  - a. Minimum requirements for all OnRamps SAISD high school teachers include:
    - i. Bachelor's degree in the discipline or a related field.
    - ii. One (1) or more years of teaching experience in the relevant course or a higher-level course (e.g. calculus for pre-calculus).
    - iii. Completed annual OnRamps teacher application.
    - iv. Obtain a UT EID in order to access Canvas LMS, the OnRamps Portal, and other systems required for implementation of the OnRamps program. OnRamps will provision the EID as high assurance and may suspend, terminate, or revoke access to its systems through the EID affiliation at OnRamps sole discretion. The EID affiliation with OnRamps will be revoked if this agreement is terminated or if an OnRamps SAISD high school teacher can no longer complete the course.
  - v. Successful completion of required tasks before the start of Summer PLI, including, but not limited to, completion of FERPA training module provided by OnRamps. Tasks will be determined and shared by the OnRamps professional learning and development staff in advance of Summer PLI. SAISD high school teachers approved on a conditional basis may be required to complete additional tasks. Any high school teacher who

does not complete the required pre-PLI tasks may not be eligible to attend PLI. The decision to admit or deny such teacher and any accompanying conditions will be determined by the UT Austin Faculty Lead and Managing Director at their discretion.

- vi. Successful completion of Summer PLI. New OnRamps SAISD high school teachers must participate in the entire Summer PLI and complete all assigned work, both pre- and during PLI.
  - vii. Attendance at and completion of all required monthly virtual conferences or virtual learning modules, academic year PLIs, and professional development assignments.
    - 1. Completion of the minimum number of virtual coaching uploads over the course of the academic year is required.
  - viii. Attendance at the Fall and Spring PLIs.
    - 1. SAISD teachers are required to participate in and fully complete both academic year PLIs in which the teacher delivers an OnRamps course, regardless of whether the course will be offered in the subsequent year. Each Fall and Spring PLI will provide up to eight hours of continuing professional education hours.
  - ix. Review communication from OnRamps course staff in weekly newsletters and respond accordingly to routine requests.
  - x. Adhere to guidelines regarding OnRamps course content intellectual property. SAISD is responsible for informing teachers that they do not have a license to use any OnRamps provided materials outside of the scope of this agreement.
  - xi. Deliver OnRamps instructional materials through the OnRamps instance of Canvas LMS.
- b. Additional requirements for OnRamps returning SAISD teachers include:
- i. Successful implementation of OnRamps course during the previous academic year according to requirements under section D below.
- C. Ensure OnRamps SAISD high school teachers and students have the necessary resources to implement the program with fidelity, including, but not limited to:
- a. Access to the OnRamps Portal and Canvas LMS. Participating SAISD campuses will work with the OnRamps support team to ensure their campus and students can fully access the OnRamps Portal and Canvas LMS.
  - b. Access to computer, internet, and allow lists, as specified by OnRamps, and adhere to requirements outlined in the most recent OnRamps Technology Manual.
  - c. Scheduled access to technology that meets the specifications defined by OnRamps for each course. This includes regular in-class and out-of-class, one-to-one (1:1) access to computers and the internet to view materials and complete and submit assignments, quizzes, tests, and exams, and the following technology for specific course implementation (as applicable).
  - d. Graphing calculators as specified in the most recent OnRamps Technology Manual.
  - e. Audio/visual projection and/or whiteboard.

- f. Copy/scanning services to duplicate some course materials and distribute to students in the OnRamps course and upload assignments.
  - g. For Biology, Geoscience, Physics and Chemistry, required lab materials.
  - h. The Chemistry course(s) must be offered in a lab setting that meets the Texas Education Agency standard with minimal viable components including an eyewash station, vent hood, and equipment required for student implementation of the lab course including use and disposal of the required chemical list.
- D. Ensure OnRamps SAISD high school teachers implement the program with fidelity, including the following:
- a. OnRamps instructors are expected to adhere to Texas Administrative and Education Code, including the Educators' Code of Ethics (19 TAC Chapter 247).
  - b. Administer and facilitate OnRamps-required assignments and assessments without alteration through the OnRamps instance of Canvas LMS.
  - c. Have students create a UT EID and register for OnRamps via the OnRamps Portal.
  - d. Use Canvas LMS to assign and grade high school work as specified by OnRamps course staff.
  - e. Participate in professional learning, including Summer PLI, one-day workshops, monthly video conferences or virtual learning modules, virtual coaching and uploads of classroom video, and ongoing opportunities during each semester in which they teach the OnRamps course. To facilitate teacher participation in the one-day workshops, SAISD agrees to pay the cost of substitute teachers for the days the teacher will attend the workshops.
  - f. Maintain regular communication via email, phone, video web conferencing, etc. with OnRamps course coordinator and other staff regarding the success and challenges of implementation, responding in a timely manner to requests for information, including turning in any requested documentation to evaluate student progress or success by specified deadlines.
  - g. Notify OnRamps of SAISD high school teacher absences that exceed four or more consecutive class days or of teacher resignations using the provided form in the case when the teacher cannot self-report.
- E. Recruit and approve students to participate in the OnRamps courses.
- F. Ensure students enrolled in the OnRamps program meet the minimum academic requirements for each course as shown in Exhibit A.
- G. Ensure students complete the OnRamps registration process within the first two weeks of school. The student and, if the student is under 18 years of age at the time of registration, the student's parent or guardian shall acknowledge and consent the student is enrolling in a college course with the opportunity to earn college credit.
- H. Any person performing Services under this Agreement on behalf of SAISD must be actively employed or eligible for employment by SAISD and may not be on administrative leave. SAISD must comply with applicable criminal background check requirements for their respective faculty, staff, and employees performing Services under this Agreement. If SAISD becomes aware that one of its faculty, staff, or employees performing Services does not meet these requirements, the

district contact, who oversees the OnRamps program, must inform OnRamps within 24 business hours.

## **5. Summer PLI Teacher Registration and Attendance**

- A. SAISD high school teachers are required to register for Summer PLI **two weeks prior** to the start of Summer PLI.
- B. New OnRamps SAISD high school teachers must participate in the entire Summer PLI and complete all assigned work, both pre- and during PLI. New OnRamps high school teachers are defined as those who are implementing an OnRamps course for the first time or for the first time after more than one year of absence.
  - a. The SAISD teacher assigned to the course **must** successfully complete the New Instructor Summer PLI experience at least once, in its entirety, before implementing an OnRamps course for the first time. If the teacher continues to offer the course in subsequent years, they are required to attend the Returning Instructor Summer PLI for each subsequent year they implement that course. If a teacher is assigned to implement a new OnRamps course in addition to their current OnRamps course, the instructor must complete the New Instructor Summer PLI for the new course.
- C. Cancellation policy:
  - a. All high school teachers must cancel their registration in writing at least one week prior to any in-person PLI or will pay 100% of fees for room/board and meals for which those charges apply. SAISD will be invoiced for all high school teachers who are registered on the day three weeks prior to the event starting, and will pay such invoices within thirty (30) days.
  - b. If a high school teacher registers for Summer PLI and is unable to attend, the teacher must communicate this change to the OnRamps Professional Learning and Development team in writing at least one week prior to the start of Summer PLI. The district contact may coordinate with OnRamps to identify an appropriate replacement. Fees will be assessed based on teachers who complete Summer PLI.
  - c. In the event of an emergency about which OnRamps staff and the teacher's principal are notified, a teacher may arrange to make up as much as 20% of Summer PLI and still be eligible to teach the OnRamps course. OnRamps SAISD high school teachers who miss more than 20% of Summer PLI, regardless of the reason, will be on probationary status and their approval to serve as an OnRamps high school teacher will be evaluated by OnRamps on a case-by-case basis.
- D. If a high school teacher attends Summer PLI, and the course for which the teacher is trained is not offered for the school year, SAISD will be:
  - a. Charged the full fee based on whether they are new or returning, for Summer PLI.
  - b. All materials provided to SAISD for the course must be returned to OnRamps within 30 days.

## **6. Educational Records and Data Sharing**

- A. SAISD and OnRamps create, maintain, and manage their own educational records for students and teachers. OnRamps maintains all educational records created as a result of the OnRamps program consistent with FERPA, as well as applicable UT Austin policy defined in Chapter 9 of the General Catalog of UT Austin, subchapter 9-100 through 9-400, and any applicable law. In order to provide the OnRamps program and related

services to SAISD and for SAISD's accountability reporting purposes, OnRamps requires specific student information from SAISD. All such records are provided the same security as those outlined in this section 6.C, section 7, and the Data Sharing Agreement, and will not be sold or shared with external sources except as allowed by law. See Exhibit B Data Sharing Agreement which sets terms and conditions for the exchange by the Parties of data needed to support the OnRamps program.

- B. Following UT Austin's Institutional Review Board standards and policy, as applicable, OnRamps may obtain and maintain data and/or feedback about student and teacher experiences with the program for the purpose of understanding outcomes and program improvements.
- C. For legitimate educational interests, OnRamps will facilitate the exchange of information among institutions, OnRamps high school teachers, OnRamps faculty and staff, and SAISD contacts 1) pertaining to students' progress toward the opportunity to earn college credit; 2) to verify student accommodations under IDEA and/or Section 504; 3) to facilitate early intervention and support student success; 4) pertaining to whether college credit is earned, accepted, and/or declined; 5) to facilitate accurate recordkeeping; and 6) to address academic integrity issues. If either party obtains access to SAISD and/or UT Austin records or record systems protected under FERPA, each party agrees to adhere to the provisions of FERPA. While in possession of FERPA records and data, only persons authorized to access the student data related to the OnRamps program will be granted access consistent with FERPA.

#### **7. Governmental Function, Immunity, Record Protection, and Criminal History**

The Parties agree that the performance of this Agreement is for the purpose of performing governmental functions and that, in all things related to this Agreement, Parties are performing governmental functions as defined by the Texas Interlocal Cooperation Act. Nothing herein or in the performance of this Agreement shall be construed as a waiver of sovereign/governmental immunity or similar rights. Parties agree that neither party waives any immunity or defense that would otherwise be available to it pursuant to the Texas Tort Claims Act or other applicable statutes, laws, rules or regulations against claims arising from the exercise of its powers or functions. No provision of this Agreement that imposes an obligation or restriction on SAISD or UT Austin not otherwise permitted by applicable law shall be enforceable. Records relating to this Agreement may be subject to disclosure pursuant to the Texas Public Information Act, Section 552.001 et. seq. of the Texas Government Code.

Each party agrees that if it received information or records concerning any student, it shall not disclose the same except as permitted by the Family Educational Rights and Privacy Act a/k/a FERPA (20 U.S.C. 1232(g)). FERPA is specifically referenced in the Texas Public Information Act as an exception to records that are subject to disclosure to the public (Texas Government Code 552.001 et seq.).

#### **8. Indemnity**

The Parties expressly agree that, except as provided herein, no party shall have the right to seek indemnification or contribution from the other party for any losses, costs, expenses, or damages directly or indirectly arising, in whole or part, from this Agreement.

## **9. Term and Termination**

This Agreement is effective on June 1, 2022, no matter the date fully executed by both Parties and covers a period beginning June 1, 2022 and ending August 31, 2023. This agreement cannot be renewed or extended.

Either party may, without penalty, terminate this Agreement at the end of any budget period of such party during the term if funds required to fulfill this Agreement have not been appropriated, and with written notice to the other party. Such notice shall be effective thirty (30) calendar days from the date of receipt.

Either party may terminate this Agreement without cause upon thirty (30) days' advance written notice of termination to the other party. SAISD agrees any amounts owed for Services rendered through the termination date and properly invoiced will be promptly paid upon notice of termination and in accordance with the provisions of Chapter 2251, Texas Government Code.

## **10. Ownership of Intellectual Property**

UT Austin and the OnRamps program shall solely own all intellectual property rights in or relating to OnRamps, including all written materials, study guides, course materials, syllabi, and assessments prepared under the program ("Materials"). Intellectual property rights means any rights or titles to inventions, discoveries, concepts, methods, processes, data, trade secrets, branding, trademarks, copyrights, computer programs and related documentation, or works of authorship fixed in a medium of expression of any kind whether or not patentable, copyrightable, or eligible for registration as a trademark, as well as applications for any such rights. There are no implied licenses; SAISD agrees and understands that it may not copy, modify, share, distribute, or display any Materials without the prior written permission of UT Austin and the OnRamps program.

## **11. Contractual Relationship**

Nothing contained herein shall be construed as creating an employer/employee relationship, a partnership, a joint venture or joint obligations between the Parties. Each party retains the right to conduct its business as it sees fit. The Parties shall, at all times, be deemed independent contractors/entities.

## **12. Disputes**

If any dispute concerning any fact, interpretation, allowable costs, etc. arise during performance of this Agreement, reasonable efforts shall be made to resolve said dispute(s) through informal discussions between the Parties.

## **13. Notice to Parties**

Except as otherwise provided by this Section, notices, consents, approvals, demands, requests or other communications provided or permitted under this Agreement, will be in writing and will be sent via certified mail, hand delivery, overnight courier, facsimile transmission (to the extent a facsimile number is set forth below), or email (to the extent an email address is set forth below) as provided below, and notice will be deemed given 1) if delivered by certified

mail, when deposited, postage prepaid, in the United States mail, or 2) if delivered by hand, overnight courier, facsimile (to the extent a facsimile number is set forth below) or email (to the extent an email address is set forth below), when received:

SAISD at:

San Antonio ISD  
514 W. Quincy St  
San Antonio, TX 78212

UT Austin at:

Darrell Bazzell, Senior Vice President and Chief Financial Officer  
101 Inner Campus Dr, Ste 102  
Austin, TX 78712

With a copy to:

OnRamps  
2616 Wichita St, Ste 101  
Austin, TX 78712  
Email: sp.contracts@austin.utexas.edu

or such other address as later provided by a party through written notice to the other party.

**14. Venue; Governing Law**

This Agreement, all of its terms and conditions, all rights and obligations of the Parties, and all claims arising out of or relating to this Agreement, will be construed, interpreted and applied in accordance with, governed by and enforced under, the laws of the State of Texas.

**15. Mutual Negotiation**

This Agreement has been prepared at the joint request, direction, and construction of the Parties, at arms' length, and shall be construed without favor to any party.

**16. Entire Agreement**

This Agreement and any subsequent amendments constitute the entire and only agreement between the Parties relating to the matters described herein, and supersedes all prior agreements and discussions, whether written or oral. Unless expressly stated, this Agreement confers no rights on any person(s) or business entity(s) that is not a party hereto.

**17. Amendment and Assignment**

Any changes to this Agreement may only be made by mutual written agreement of the Parties. This Agreement may not be assigned by either party without the express written consent of the other party. Any attempt to assign without such consent shall be void, and shall be deemed a material breach of this Agreement.

**18. Survival**

A party shall remain obligated to the other party under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of this Agreement.

## **19. Cybersecurity Training Program**

During the term and any renewal of this Agreement, each party shall comply with Texas Government Code Chapter 2054 concerning cybersecurity for state agencies and local government, and to the extent applicable verify compliance to the other party.

## **20. Access by Individuals with Disabilities**

Performing Party represents and warrants (**EIR Accessibility Warranty**) the electronic and information resources and all associated information, documentation, and support Performing Party provides to Receiving Party under this Agreement (**EIRs**) comply with applicable requirements set forth in [1 TAC Chapter 213](#) and [1 TAC Section 206.70](#) (ref. [Subchapter M, Chapter 2054, Texas Government Code](#)). To the extent Performing Party becomes aware the EIRs, or any portion thereof, do not comply with the EIR Accessibility Warranty, then Performing Party represents and warrants it will, at no cost to Receiving Party, either 1) perform all necessary remediation to make EIRs satisfy the EIR Accessibility Warranty or 2) replace the EIRs with new EIRs that satisfy the EIR Accessibility Warranty. If Performing Party is unable to do so, Receiving Party may terminate this Agreement and, within thirty (30) days after termination, Performing Party will refund to Receiving Party all amounts Receiving Party paid under this Agreement.

Performing Party will provide all assistance and cooperation necessary for the performance of accessibility testing conducted by Receiving Party or Receiving Party's third party testing resources as required by [1 TAC Section 213.38\(g\)](#).

## **21. Payment of Debt or Delinquency to the State**

Pursuant to [Sections 2107.008](#) and [2252.903](#), *Government Code*, any payments owing to Performing Party under this Agreement may be applied directly toward any debt or delinquency Performing Party owes the State of Texas or any agency of the State of Texas, regardless of when it arises, until paid in full.

## **22. State Auditor's Office**

Contracting Parties understand acceptance of funds under this Agreement constitutes acceptance of authority of the Texas State Auditor's Office or any successor agency (**Auditor**), to conduct an audit or investigation in connection with those funds (ref. [Sections 51.9335\(c\)](#), [73.115\(c\)](#) and [74.008\(c\)](#), *Education Code*). Contracting Parties agree to cooperate with Auditor in the conduct of the audit or investigation, including providing all records requested. Contracting Parties will include this provision in all contracts with permitted subcontractors.

## **23. Severability**

If any one or more of the provisions of this Agreement will for any reason be held to be invalid, illegal, or unenforceable in any respect, that invalidity, illegality or unenforceability will not affect any other provision, and this Agreement will be construed as if the invalid, illegal, or unenforceable provisions had never been included.

## **24. Public Records**

It will be the independent responsibility of Receiving Party and Performing Party to comply with [Chapter 552, Government Code](#) (Public Information Act), as it applies to the Contracting Parties' respective information. Receiving Party is not authorized to receive public information requests or take any action under the Public Information Act on behalf of Performing Party. Likewise, Performing Party is not authorized to receive public information requests or take any other action under the Public Information Act on behalf of Receiving Party.

**25. Signatory Representations**

Receiving Party represents and warrants that it has all necessary power and has received all necessary approvals to execute and deliver this Agreement, and the individual executing this Agreement on behalf of Receiving Party has been duly authorized to act for and bind Receiving Party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as shown below.

Receiving Party  
San Antonio ISD

Performing Party  
The University of Texas at Austin

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit A  
OnRamps Courses

OnRamps Course Name	UT Austin Course Code	TCCNS Equivalency	Texas Core Code	Required Prerequisites	Recommended Prerequisites
Foundation of Arts and Entertainment Technologies	AET 304	-	050	-	Graphic Design
Introduction to Biology I	BIO 311C	BIOL 1306	030	Credit in TEKS-based Biology & TEKS-based Chemistry	-
Lab for Introduction to Biology I	BIO 106M	BIOL 1106	-	Credit in TEKS-based Biology & TEKS-based Chemistry	-
College Chemistry: Principles of Chemistry I (Lecture)	CH 301	CHEM 1311	030	Credit in Algebra I	-
College Chemistry: Introduction to Chemical Practices I (Lab)	CH 104M	CHEM 1111	-	Credit in Algebra I	-
College Chemistry: Principles of Chemistry II (Lecture)	CH 302	CHEM 1312	030	Credit in Chemistry	-
College Chemistry: Introduction to Chemical Practices II (Lab)	CH 104N	CHEM 1112	-	Credit in Chemistry	-
Thriving in Our Digital World	CS 302	-	093	Credit in Algebra I	Credit or concurrent enrollment in Algebra II
Earth, Wind, and Fire: An Introduction to Geoscience	GEO 302E	-	030	Credit in Biology and Chemistry or IPC and Chemistry	-
United States, 1492-1865	HIS 315K	HIST 1301	060	Credit or concurrent enrollment in English II	-

OnRamps Course Name	UT Austin Course Code	TCCNS Equivalency	Texas Core Code	Required Prerequisites	Recommended Prerequisites
United States Since 1865	HIS 315L	HIST 1302	060	Credit or concurrent enrollment in English II	-
College Algebra	M 301	MATH 1314	-	Credit in Algebra I	Credit in Geometry
Discovery Precalculus: A Creative and Connected Approach	M 305G	MATH 2312	020	Credit in Algebra II & Geometry	-
Mechanics, Heat, and Sound: General Physics Technical Course I	PHY 302K	PHYS 1301	030	Credit in Algebra I & Geometry	Credit in Algebra II or Precalculus
Lab for Mechanics, Heat, and Sound	PHY 102M	PHYS 1101	-	Credit in Algebra I & Geometry	Credit in Algebra II or Precalculus
Electromagnetism, Optics, and Nuclear Physics: General Physics Technical Course II	PHY 302L	PHYS 1302	030	Credit in TEKS-based Physics, Algebra II, & Geometry	Credit in PHY 302K, AP Physics I, Honors Physics, PHYS 1301, or Precalculus
Introduction to Rhetoric: Reading, Writing, and Research	RHE 306	ENGL 1301	010	Credit in English I & English II	-
Reading and Writing and Rhetoric of American Identity	RHE 309K	ENGL 1302	010	Credit in English I & English II	-
Elementary Statistical Methods	SDS 301	MATH 1342	020	Credit in Algebra I	Credit in Algebra II & Geometry
Quantum Computing	PHY 309L	PHYS 1307	030	Credit in Algebra I & Geometry	Credit in Algebra II or Precalculus

Exhibit B  
Data Sharing Agreement

DATA SHARING AGREEMENT  
BY AND BETWEEN  
San Antonio ISD  
AND  
ONRAMPS  
AT THE UNIVERSITY OF TEXAS AT AUSTIN

Pursuant to this Data Sharing Agreement and underlying Interlocal, SAISD agrees to provide individual student-level data to OnRamps at The University of Texas at Austin (UT Austin) for the purpose of implementing, billing, and evaluating the OnRamps dual enrollment program and informing OnRamps students of academic opportunities at UT Austin. SAISD hereby appoints OnRamps as a legitimate educational official of SAISD in accordance with the Family Educational Rights and Privacy Act (FERPA). Likewise, OnRamps hereby appoints SAISD as a legitimate educational official of OnRamps in accordance with FERPA. OnRamps agrees to provide individual student-level data to SAISD for the purpose of evaluation, accountability, and student record-keeping. The terms of this Data Sharing Agreement are in effect until August 31, 2023 unless terminated in writing by one or both Parties.

**1. Data type and exchange timeline**

SAISD Designee for Student Data and OnRamps will coordinate data exchange for all OnRamps program participants for the 2022-2023 academic year, as follows:

Responsible Party	Time Period	Type of Data
OnRamps	August 2022 – July 2023	<p>Throughout the academic year OnRamps will provide information about student enrollments, including course rosters, college course eligibility status, and final grades. Access to the portal will be limited to pre-identified campus and SAISD personnel who must obtain a UT Electronic Identification and password in order to access the portal.</p> <p>The following enrollment and performance data is provided throughout the academic year, as information becomes available.</p> <ul style="list-style-type: none"> <li>• Course enrollments</li> <li>• Eligibility status</li> <li>• Eligibility letter grade</li> <li>• Final letter grade</li> <li>• Credit decision (credit accepted or declined)</li> <li>• University transcript grade</li> </ul>

		<ul style="list-style-type: none"> <li>• Student qualifying status for free/reduced lunch</li> <li>• Student qualifying status for accommodations under IDEA or Section 504</li> </ul>
SAISD	December 2022 – February 2023	<p>In order for OnRamps to identify students who qualify for the reduced course enrollment fee, OnRamps must obtain Student State IDs. Based on the Student State IDs, the Texas Education Agency (TEA) provides OnRamps with students’ Economic Disadvantage Status.</p> <ul style="list-style-type: none"> <li>• TEA-assigned TX-UNIQUE-STUDENT-ID (StudentUnique ID)</li> </ul>
SAISD	May 2023 – July 2023	<p>In order for OnRamps to engage in ongoing learning about student experiences, high school grades are exchanged.</p> <ul style="list-style-type: none"> <li>• High school grade in OnRamps course, semester 1</li> <li>• High school grade in OnRamps course, semester 2</li> <li>• High school grade in OnRamps course, cumulative</li> </ul>

**2. Data protection**

All data will be exchanged using secure systems and in an encrypted, password protected electronic format by SAISD and OnRamps.

OnRamps endeavors that in all reports, electronic or otherwise, derived from information made available under this Data Sharing Agreement, all data shall be aggregated in such a way that no individual will be identified directly or by deduction. OnRamps further endeavors that the data elements will not be released to a third party without written parental or student (as applicable) consent.

While in possession of this data, both Parties shall permit access only to employees and contractors authorized to assist in the implementation or evaluation of OnRamps or other UT Austin program to have access to the data. Both Parties agree to store the data in an encrypted format, in a secure area and to prevent unauthorized access.

**3. Information shared with TEA**

- Share rosters of individual students, including student state ID, for all students enrolled in an OnRamps course at fall or spring census to determine student eligibility for reduced course fee, AND
- Share rosters of individual students, including student state ID, for students who complete an OnRamps course for the purpose of calculating state accountability and other required state performance reporting and metrics.

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** **Approval of the Memorandum of Understanding (MOU) Between SAISD and Texas Grandparents Raising Grandchildren**

**PURPOSE:**         **PRESENTATION/DISCUSSION**  
                          **DISCUSSION/ACTION**

**REQUESTED BY:** Patti Salzmann, Deputy Superintendent

**PRESENTER:**     Victoria Bustos, Executive Director, Student and Academic Support Services

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the Memorandum of Understanding (MOU) between SAISD and Texas Grandparents Raising Grandchildren (GRG). This nonprofit organization is focused on improving opportunities for caretakers of children in foster care as well as in kinship placements with a special focus on grandparenting.

Small groups will convene at SAISD locations to raise awareness about community resources and to build a network of community. This will include GRG staff who will provide training and one-on-one case management services for this population of caregivers.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board approves the MOU with Texas Grandparents Raising Grandchildren as presented.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

Services provided to the District at no cost and are valued at approximately \$75,000.

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.



## BOARD AGENDA CLARIFICATIONS

Provide this information for Academics Board Agenda Items involving a MOU

Department:	Family & Student Support Services
Board Meeting Date:	August 22, 2022
Agenda Title:	Approval of the Memorandum of Understanding (MOU) Between SAISD and Texas Grandparents Raising Grandchildren
Presenter:	Victoria Bustos, Executive Director, Student and Academic Support Services
Cost:	\$0 – No cost to the District. Services provided to the District are valued at approximately \$75,000
Board Goal:	Goal 1: Ensuring Proficiency
This MOU addresses the following:	<input type="checkbox"/> Academics <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Behavior <input checked="" type="checkbox"/> Mental Health

### IMPACT & COST

Number of Students	Number of Teachers	Number of Campuses	Cost Per Student	Cost Per Teacher	Cost Per Campus
Approx. 10	2	2	-0-	-0-	--0-

### HISTORICAL DATA

Include Pertinent Data and Information (Year, Value Added & Results/Findings)

<p>Questions to consider:</p> <p>If a renewal, include data that supports this renewal</p> <p>Is this an expansion of the program? If so, why?</p>	<p>Is this a renewal?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p> <p>Texas Grandparents Raising Grandchildren is a rising nonprofit in the SAISD area. They will assist with coordination of support services targeting these caregivers working closely with the Family and Student Support Services team and with students and families within SAISD.</p>
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**Memorandum OF Understanding (MOU)  
Between San Antonio Independent School District and  
Texas Grandparents Raising Grandchildren, 501.3c**

May 28,2022

**1. Purpose of Agreement**

To provide support, groups, and resource services to families who are caretakers of children in foster care as well as formal and informal placements with a special focus on Grandparenting. Groups will convene as needed virtually or in person at identified San Antonio Independent School District (SAISD) locations. The groups will raise awareness of community resources, provide education, and awareness of programs or service agencies, and provide an opportunity for families to network and build community.

One on one case management services will be provided to individuals who are Grandparenting and needing extra support to manage the complexities of systems and needing support.

By signing this document, San Antonio ISD and Texas Grandparents Raising Grandchildren (TXGRG) commit to executing activities detailed in this agreement.

**2. Texas Grandparents Raising Grandchildren (TXGRG) will provide the following:**

**A. Group Facilitation**

- Provide a group facilitator to each location facilitating in SAISD boundaries.
- Provide flexible groups in the district that meet for 1-2.5 hours each meeting.
- Provide coordination for all group activities.
- Maintain records of participation for each session for monthly reporting.
- Maintain records of evaluation and impact assessments for monthly reporting
- Recruits or secures partnerships with multiple stakeholders addressing the needs of families participating.
- Assist with messaging and distribution of community flyers to parents in SAISD boundaries.
- Assist with online social media engagement.
- Provide Zoom Link to SAISD leadership to join the meetings. (If Virtual)



**B. Case Management**

- Provide one on one case management services to SAISD Grandparents who are Grandparenting and need extra support.
- Provide SAISD Grandparents with services and resources that are appropriate and match the level of need.
- Maintain records of case management services.

**C. Distribute social marketing materials**

- Distribute event information via Facebook, email, and phone calls to those participants who indicate the wish to receive such information to keep the participants engaged in the monthly activities.

**D. Reporting**

- The Group Facilitator/Case Manager shall provide sign in information of participants that will be shared with SAISD
- The Group Facilitator/Case Manager shall provide copies of any marketing, flyers, or outreach materials for session invitations used to host that session.

**3. The following is a summary of the activities to be carried out by SAISD**

**A. To utilize the Grandparents/Foster/Kinship Groups**

**SAISD will:**

- Assist with printing materials and reference tools for Group Participants.
- Assist with development of community flyer(s)
- Assist with messaging and distribution of flyers in SAISD schools.
- Assist with online social media engagements.
- Provide a person who will serve as the point of contact between SAISD and TXGRG
- Notify the TXGRG Group Facilitator/Case Manager of any SAISD Grandparents requesting support.



#### 4. Term of Agreement

The term of this agreement commences on August 16, 2022 and ends on June 1, 2023. Either SAISD or TXGRG may terminate its role in this agreement with a 60-day written notice.

#### 5. Signatures

\_\_\_\_\_  
Mercedes Bristol  
Executive Director  
Texas Grandparents Raising Grandchildren (TXGRG)

San Antonio ISD:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** **Approval of the Memorandum of Understanding (MOU) Between SAISD and The University of Texas Health Science Center at San Antonio**

**PURPOSE:**             **PRESENTATION/DISCUSSION**  
                               **DISCUSSION/ACTION**

**REQUESTED BY:** Patti Salzmann, Deputy Superintendent

**PRESENTER:** Victoria Bustos, Executive Director, Student and Academic Support Services

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the Memorandum of Understanding (MOU) between SAISD and The University of Texas Health Science Center at San Antonio. The purpose of this initiative is to implement the Real Essentials curriculum to 5<sup>th</sup> grade students.

The Real Essentials curriculum has been vetted and approved by the SAISD School Health Advisory Committee (SHAC). The curriculum builds protective factors such as peer pressure and sexual risk avoidance. The curriculum includes medically accurate and age-appropriate information and promotes positive youth development.

The curriculum is linguistically appropriate, and inclusive of all youth. Real Essentials will be deployed to all 5<sup>th</sup> grade students through the school counseling guidance curriculum program.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Recommend that the Board approves the MOU with The University of Texas Health Science Center at San Antonio as presented.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

Curriculum and related services are valued at approximately \$56,360 and are provided at no cost to the District.

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.

- [ ] SAISD will recognize the outstanding achievements of our students, staff, and community members.
- [ ] SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- [ ] SAISD will ensure fiscal health.
- [ ] SAISD will facilitate a successful Bond initiative and its implementation.
- [ ] SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.



## BOARD AGENDA CLARIFICATIONS

Provide this information for Academics Board Agenda Items involving a MOU

Department:	Student and Academic Support Services
Board Meeting Date:	August 22, 2022
Agenda Title:	Approval of the Memorandum of Understanding (MOU) Between SAISD and The University of Texas Health Science Center at San Antonio
Presenter:	Victoria Bustos, Executive Director Student and Academic Support Services
Cost:	Curriculum and related services are valued at approximately \$56,360 and are provided at no cost to the District.
Board Goal:	Ensure Proficiency: Increase the percent of all students on grade level
This MOU addresses the following:	<input type="checkbox"/> Academics <input type="checkbox"/> Attendance <input checked="" type="checkbox"/> Behavior <input type="checkbox"/> Mental Health

### IMPACT & COST

Number of Students	Number of Teachers	Number of Campuses	Cost Per Student	Cost Per Teacher	Cost Per Campus
3000	47 Counselors	47 Campuses Elementary, Academies (5 <sup>th</sup> Grade only)	\$0	\$0	\$0

### HISTORICAL DATA

Include Pertinent Data and Information (Year, Value Added & Results/Findings)

<p>Questions to consider:</p> <p>If a renewal, include data that supports this renewal</p> <p>Is this an expansion of the program? If so, why?</p>	<p>Is this a renewal?   <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Curriculum has been approved by the SHAC.</p> <p>Student outcomes for the 2022-2023 school year will be based upon overall student performance in academics and behavior. A campus needs assessment is distributed in alignment with the Texas 5<sup>th</sup> Edition to guide stakeholder feedback which drives the lessons and the need for this program.</p> <p>Since 2019, there have been 52 counselors trained in the REAL Essentials program on SAISD Academy and Elementary Campuses for 5<sup>th</sup> grade students utilizing a set</p>
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scope and sequence. Thus far in 2021-2022, there have been 260 SAISD students that have received the REAL Essentials Starting Point. Feedback from counselors, students, and parents has been positive and supports this healthy relationship education program. SAISD's implementation of REAL Essentials curriculum will continue to be supported through UT Teen Health by offering the following: training, monitoring, and a subaward.

## MEMORANDUM OF UNDERSTANDING

Between

The University of Texas Health Science Center at San Antonio  
and

### **San Antonio Independent School District**

#### **I. Project Overview**

The University of Texas Health Science Center at San Antonio (UT HEALTH SA) UT Teen Health is funded under opportunity number: HHS-000229300008 to educate youth on how to voluntarily refrain from non-marital sexual activity and prevent related risky behaviors. The purpose of this initiative is to implement sexual risk avoidance curricula that includes medically accurate and age appropriate information, promotes positive youth development, and teaches risk avoidance skills that do not normalize teen sexual activity. Additionally, program materials used are medically accurate, age-appropriate, culturally and linguistically appropriate, and inclusive of all youth.

**San Antonio Independent School District** has expressed support of this initiative as well as a willingness to participate and collaborate as a partner. **San Antonio Independent School District** have committed to engage in the planning process of this initiative by providing UTTH with strategies that result in building community support for sexual risk avoidance education. **San Antonio Independent School District** is prepared to partner with UT HEALTH SA UT Teen Health to support the delivery of sexual risk avoidance curricula to 5<sup>th</sup> grade students within the San Antonio Independent School District. The curriculum focus on the refraining from marital sexual activity and preventing risky behaviors. This includes participating in activities related to monitoring and evaluating the impact of the strategies to address protective factors.

#### **II. Roles and Responsibilities**

As the lead agency, UT HEALTH SA UT Teen Health is committed to this initiative and will oversee all project activities and have overall responsibility for achievement of project goals and objectives. Specifically, UTHSCSA UT Teen Health will provide the following: (1) the sexual risk avoidance curriculum chosen by **San Antonio Independent School District** that aligns with the Systematic Method for Assessing Risk-Avoidance Tool (SMARTool), (2) formal training to their staff on the implementation of the curriculum and (3) provide data for the performance measures required.

UT HEALTH SA UT Teen Health will work with **San Antonio Independent School District** to ensure that they are provided with the necessary formal training that will enable them to implement sexual risk avoidance education. Specifically, UT HEALTH SA UT Teen Health will provide the following:

1. Strategies to identify the best fit of an effective curriculum, including needs assessment strategies.
2. Formal training and technical assistance to staff and administrators on the implementation of the curriculum and implementing positive youth development techniques, a trauma-informed approach, and cessation support.
3. Evaluation of the performance measures to assess implementation and changes in knowledge, intentions and behaviors.
4. Utilize diverse approaches that are designed to best meet the needs of the organization.

Under the supervision of UT HEALTH SA UT Teen Health, **San Antonio Independent School District** will:

1. Assist with necessary logistics, access, administrative time and space to accomplish goals during the year.
2. Coordinate with UT Teen Health to conduct a needs assessment to ensure the sexual risk avoidance curricula is a good fit.
3. Choose and implement a sexual risk avoidance program that aligns with the SMARTool.
4. Participate in continuous quality improvement to ensure appropriate fit of the curricula.
5. Assist and participate in service learning opportunities for 5<sup>th</sup> grade youth.
6. Collaborate to establish mechanisms to regularly collect and submit evaluation tools to UTHSCSA UT Teen Health to support monitoring and evaluation activities (this may include fidelity logs, attendance logs, observation logs, and demographic information, or surveys).
7. Participate in all required training and technical assistance meetings and events.
8. A close-out report to be provided to UT Teen Health upon completion of the project.

**III. Terms of Agreement**

This Memorandum of Understanding will begin November 1, 2022 and be valid through October 30, 2023. All provisions of the Memorandum of Understanding shall be in compliance with the policies governing each of the respective organizations and the rules and regulations of the UT HEALTH SA UT Teen Health.

UT HEALTH SA UT Teen Health is not responsible for providing any insurance or other fringe benefits, including, but not limited to social security, worker’s compensation, income tax withholdings, retirement or leave benefits, for **San Antonio Independent School District** or employees hired under this agreement. **San Antonio Independent School District** assumes full responsibility for the provision of all such legally required insurances and fringe benefits for **San Antonio Independent School District** and its employees assigned to this project.

For purposes of this agreement, the **San Antonio Independent School District** is not an agent of the UT HEALTH SA UT Teen Health and the UT HEALTH SA UT Teen Health is not an agent of the **San Antonio Independent School District**. Neither party has the right or authority to bind the other party through its actions or any other contracts or communications.

The University of Texas Health Science Center at San Antonio  
Chris G. Green, CPA

Signature:  Date: 4/20/2022

The University of Texas Health Science Center at San Antonio  
Kristen Plastino, MD

Signature: Kristen Plastino, MD Digitally signed by Kristen Plastino, MD  
Date: 2022.02.28 12:24:51 -06'00' Date: \_\_\_\_\_

**San Antonio Independent School District**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** Approval of Memorandum of Understanding (MOU) Between SAISD and Therapy Animals of San Antonio (TASA)

**PURPOSE:**         PRESENTATION/DISCUSSION  
                          DISCUSSION/ACTION

**REQUESTED BY:** Patti Salzmann, Deputy Superintendent

**PRESENTER:**        Victoria Bustos, Executive Director, Student and Academic Support

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve Memorandum of Understanding (MOU) between SAISD and Therapy Animals of San Antonio (TASA), a registered animal therapy program. This partnership will provide animal therapy services on demand through TASA's visitation program at SAISD campuses, upon approval of the campus principal.

SAISD's Crisis Management Action Team will work with the TASA Crisis Animal Response Program (CARE) when in need of additional support during an episodic incident. This partnership will provide valuable social and psychological benefits to students and staff involved when working with trained animals as a form of pet therapy.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board approves the MOU with Therapy Animals of San Antonio as presented.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

Services are valued at approximately \$16,600 and are provided at no cost to the District.

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.



## BOARD AGENDA CLARIFICATIONS

Provide this information for Academics Board Agenda Items involving a MOU

Department:	Student and Academic Support Services
Board Meeting Date:	August 22, 2022
Agenda Title:	Approval of Memorandum of Understanding (MOU) Between SAISD and Therapy Animals of San Antonio (TASA)
Presenter:	Victoria Bustos, Executive Director Student and Academic Support Services
Cost and Funding Source:	Services are valued at approximately \$16,600 and are provided at no cost to the District.
Board Goal:	Ensure Proficiency: Increase the percent of all students on grade level
This MOU addresses the following:	<input type="checkbox"/> Academics <input type="checkbox"/> Attendance <input type="checkbox"/> Behavior <input checked="" type="checkbox"/> Mental Health

### IMPACT & COST

Number of Students	Number of Teachers	Number of Campuses	Cost Per Student	Cost Per Teacher	Cost Per Campus
All	All	All	\$0	\$0	\$0

### HISTORICAL DATA

Include Pertinent Data and Information (Year, Value Added & Results/Findings)

<p>Questions to consider:</p> <p>If a renewal, include data that supports this renewal</p> <p>Is this an expansion of the program? If so, why?</p>	<p>Is this a renewal?   <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p> <p>Therapy Animals of San Antonio will provide routine animal therapy services (Visitation Program) to SAISD campuses with Principal approval. SAISD will also have access to specifically trained animal therapy teams (CARE – Crisis Animal Response Program) when called in to support our SAISD Crisis team for incident interventions.</p>
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## MEMORANDUM OF UNDERSTANDING

### THERAPY ANIMALS OF SAN ANTONIO (TASA) and SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

The memorandum of understanding ("**Agreement**") shall serve as a working agreement between Therapy Animals of San Antonio ("**Service Provider**") and the San Antonio Independent School District ("**District**"). The purpose of this agreement is to provide registered animal therapy teams to provide

- 1) routine animal therapy services (Visitation Program) to individual SAISD schools with the school Principal's approval and
- 2) specifically trained animal therapy teams (CARE – Crisis Animal Response Program) called in to support SAISD Crisis Teams related to episodic incident interventions in collaboration with, and under the supervision of, School District counselors and staff oriented to their use with School District students.

#### I. **RECITALS**

The Service Provider is a 33 year old volunteer-operated non-profit organization that brings people and animals together for healing through routine interactions with registered animal therapy teams; as well as; through the presence of specially trained animal therapy teams during time of stress or crisis. The District is committed to the education and welfare of the students under its supervision and is always exploring new and innovative interventions to accomplish this task. These include attention to facilitating student and staff well-being through routine animal interactions and the episodic processing of crisis incidents. The Service Provider and the District believe that animal therapy teams provide physiological, social and psychological benefits to the students and staff involved.

#### II. **SERVICE PROVIDER AGREES TO:**

- A. Service – Routine Animal Therapy Services through the TASA Visitation Program
- i. Designate a representative who will be the main point of contact with the District;
  - ii. Communicate with the District's main point of contact, then with individual school Principals or their designees to plan animal therapy team visits to their individual schools
  - iii. Provide vetted Animal Therapy Teams to individual schools as predetermined by both parties and as available
  - iv. Cooperate with District to support Service Provider volunteer's receipt of a District background check as required by the District and as specified in this Agreement;
  - v. Ensure that each Service Provider volunteer (animal therapy team) will have successfully completed registration as a therapy team having met or exceeded the evaluation criteria as set by the nationally accepted standards for animal assisted interactions and is currently a registered therapy team in good standing with TASA;
  - vi. Ensure that each Service Provider therapy pet has undergone a full health screening by a licensed veterinarian when evaluated or re-evaluated every two years;
  - vii. Provide to the District, or school Principle, with a copy of each Service Provider volunteer's liability insurance based on registration type;
  - viii. Maintain availability by phone or email to answer questions and concerns of the District, school Principle or Service Provider's Volunteers;
  - ix. Periodically meet with District representatives to evaluate effectiveness of Service

- x. Providers and address issues / opportunities for service quality enhancement and Inform District point of contact and/or school Principle of any service related concerns of significance within 48 – 72 hours of recognition of concern.

B. Service – Crisis Team Support through the TASA CARE Program

- i. Designate a representative who will be the main point of contact with the District;
- ii. Communicate with the District’s main point of contact to plan animal therapy team responses to crisis incident intervention session dates, times and locations.
- iii. Provide vetted Animal Therapy Teams to District Participants as predetermined by both parties
- iv. Cooperate with District to support Service Provider volunteer’s receipt of a District background check as required by the District and as specified in this Agreement;
- v. Ensure that each Service Provider volunteer will have completed the collaboratively endorsed classroom training for crisis incident response between the Service Provider and the District;
- vi. Provide to the District a copy of each Service Provider volunteer’s liability insurance based on registration type;
- vii. Ensure that each Service Provider volunteer (animal therapy team) will have successfully completed registration as a therapy team having met or exceeded the evaluation criteria as set by the nationally accepted standards for animal assisted interactions and is currently a registered therapy team in good standing with TASA;
- viii. Ensure that each Service Provider therapy pet has undergone a full health screening by a licensed veterinarian when evaluated or re-evaluated every two years;
- ix. Maintain availability by phone or email to answer questions and concerns of the District or Service Provider’s Volunteers;
- x. Periodically meet with District representatives to evaluate effectiveness of Service Providers and address issues / opportunities for service quality enhancement; and
- xi. Inform District point of contact of any service related concerns or observations of significance within 48 -72 hours

B. Publishing of Information

- i. Service Provider may publish general information about providing service to the District in its annual report, fundraising materials, and general program brochures (where lists of services provided to the community are common);
- ii. Service Provider may mention general information about providing service to the District in public service and fund raising presentations and broadcasts (where lists of services provided to the community are common);
- iii. Service Provider may publish specific service requirements and general performance expectations related to Routine Animal Therapy Services and Crisis Team Support to its membership for the purpose of recruiting volunteers for service with the District;
- iv. Service Provider will not publish or announce publically (beyond teams selected and accepted for service activities with the District and Service Provider Board Officers facilitating the Provider Services) the time, place or plans for crisis incident or related service engagements;
- v. Service Provider will abide by District rules regarding the publishing of any specific or detailed information as it relates to the services performed under this Agreement;
- vi. For Visitation related services:  
Service Provider will maintain strict confidentiality of all records relating to any District visitation Participant or situation, including personally identifiable information unless written parental permission to take and use a child’s photo and name is obtained

and the school Principle or designee approves use on Service Provider social media, written materials and/or presentations (generally used for community education, fund raising, and team development). Schools involved in the Visitation Program may be disclosed; otherwise disclosure will only be that which may be required by law or as necessary to perform the services provided pursuant to this Agreement.

For Crisis related services:

Service Provider will maintain strict confidentiality of all records relating to any District crisis Participant or situation, including personally identifiable information, and will not disclose any of this information except as required by law or as necessary to perform the services provided pursuant to this Agreement. Personally identifiable information includes the Participant's photograph and/or name, as well as the nature of the crisis incident or visit and intervention details, persons involved, location, etc.

C. Background Checks

Prior to providing services under this Agreement, Service Provider will send all potential volunteers to the District to undergo required background searches. The District will follow up and provide clearance notification to the Service Provider identifying that said individuals have no disqualifying history. For the purposes of this Agreement, the required background searches include the following:

full name, date of birth, driver's license number and contact information

As used within this Agreement, a disqualifying history will result in denial of campus access.

D. Disclosure of Information

Service Provider will verify and disclose the following information to the District prior to entering this Agreement, and to thereafter promptly ascertain and disclose same to the District:

- i. any litigation filed against Service Provider, or against its volunteers of which Service Provider is aware who provide services directly to SAISD participants;
- ii. any investigations, arrests or current criminal indictments of any volunteer of which Service Provider is aware who may provide services to SAISD participants.

Furthermore, any volunteer who might provide services directly to SAISD participants under criminal investigation or indictment will be removed from the provision of any therapy animal services to the public, including SAISD participants.

E. Indemnity

- i. Service Provider shall indemnify, defend and hold harmless the District, and District employees from all suits or liabilities of any kind, including litigation costs and attorney's fees, arising out of the acts or omission of Service Provider, its volunteers, in performance pursuant to this agreement.
- ii. Service Provider shall maintain sufficient insurance to provide protection to the District under the foregoing indemnity provision;
- iii. Service Provider shall be qualified to do business in the state of Texas, and will comply with all appropriate laws and regulations relating to the provision of services pursuant to this agreement; and
- iv. Service Provider's volunteers have no employer-employee relationship with the District during the provision of animal team therapy. The District will have no liability or responsibility with respect to payment of Federal Insurance Contribution Act (FICA), federal or state unemployment taxes, income tax withholding, Worker's Compensation

Insurance payments, or any other insurance payments, nor will the District furnish or be liable for the provision of any medical or retirement benefits or any paid vacation or sick leave to Service Provider or any of its volunteers.

### III. THE DISTRICT AGREES TO:

Perform the following tasks:

#### For Crisis related Services

- i. Designate a representative who will be the main point of contact with the Service Provider;
- ii. District representative or their designee shall pre-approve in writing (or email) the crisis Incident dates, times and locations where TASA CARE Teams are desired and share such with Service Provider designated contact;
- iii. Provide sufficient space at the District facilities to support provision of services by Service Provider;
- iii. Provide sufficient staff for direct and on site supervision and Service Provider facilitation during each crisis incident session;
- iv. Ensure availability by phone or email to answer questions and concerns of the Service Provider or Service Provider's Volunteer;
- v. Conduct the background checks for each Service Provider Volunteer who will be participating in crisis incident sessions at no cost to the Volunteer or Service Provider and provide outcome information to Service Provider;
- vi. Conduct any medical procedures mandated by the District for each Service Provider volunteer who will be participating in crisis incident sessions at no cost to the Volunteer;
- vii. Provide parking at no cost to the Service Provider or volunteer;
- viii. Provide staff consultation time as needed with the Service Provider or Volunteer;
- ix. Collaborate with Service Provider to support classroom orientation and related education to therapy teams selected to participate in SAISD crisis incidents;
- xii. Provide orientation to SAISD staff who will supervise or be directly involved in supporting animal therapy team participation in SAISD crisis incidents of the qualifications, roles, limitations, and responsibilities of therapy animal teams who will be participating in SAISD crisis incidents.

#### For Visitation related Services:

- i. Designate a representative who will be the main point of contact with the Service Provider;
- ii. District representative or their designee shall collaborate with TASA Visitation Teams to establish a school level visitation schedule and share such with Service Provider designated contact;
- iii. Provide sufficient space at the District facilities to support provision of services by Service Provider;
- iv. Provide sufficient staff for direct and on site supervision and Service Provider facilitation during school visitation;
- v. Ensure availability by phone or email to answer questions and concerns of the Service Provider or Service Provider's Volunteer;
- vi. Conduct the background checks for each Service Provider Volunteer who will be participating in school visitation at no cost to the Volunteer or Service Provider and provide outcome information to Service Provider;
- vii. Conduct any medical procedures mandated by the District for each Service Provider volunteer who will be participating in school visitations at no cost to the Volunteer; Provide parking at no cost to the Service Provider or volunteer;

- viii. Provide staff consultation time as needed with the Service Provider or Volunteer;
- ix. Collaborate with Service Provider to support classroom orientation and related education to therapy teams selected to participate in SAISD visitations;
- x. Provide orientation to SAISD staff who will supervise or be directly involved in supporting animal therapy team participation in visitations of the qualifications, roles, limitations, and responsibilities of therapy animal teams who will be participating in SAISD visitations.

**IV. FINANCIAL TERMS**

The District has no obligation to pay for Service Provider therapy team services pursuant to this Agreement and will not be presented with any bill for payment.

The Service Provider is a 501c3 (nonprofit, all volunteer organization). The Service Provider's obligation to accept Participants for animal therapy/activity services is contingent on funding being available to support its program as well as appropriately selected and trained teams. No employee-employer relationship exists between the Service Provider and the Volunteers.

Volunteers are responsible for costs associated with meeting animal health and care requirements as specified in the Service Provider's training manuals, classes and communications; and, for all travel or miscellaneous costs of providing therapy animal services to the District other than specified above.

**V. DURATION OF THE AGREEMENT**

The term of this agreement will commence on \_\_\_\_\_ and shall be automatically renewed for one year school academic terms on an ongoing basis unless one party notifies the other in writing (or email) of its intention to not renew this agreement, at least 30 days prior to the expiration of said term. Either party may terminate this agreement at any time, with or without cause, and with or without prior notice to the other party. This agreement may be revised at any time upon written agreement of the parties.

**VI. EXECUTION**

Each person signing below warrants that he or she has power and authority to bind the party for which he or she signs to all of the terms and conditions contained in this Agreement.

**SAN ANTONIO INDEPENDENT  
SCHOOL  
DISTRICT**

**THERAPY ANIMALS OF SAN ANTONIO (TASA)  
Service Provider**

\_\_\_\_\_  
\_\_\_\_\_  
(Date)

*Joseph Habinski*  
\_\_\_\_\_  
4/9/2022  
\_\_\_\_\_  
(Date)

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** Approval of the Memorandum of Agreement Between SAISD and The University of Texas at San Antonio (UTSA)

**PURPOSE:**             PRESENTATION/DISCUSSION  
                               DISCUSSION/ACTION

**REQUESTED BY:** Patti Salzmann, Deputy Superintendent

**PRESENTER:**        Dr. Kristen Williams, Executive Director, Disability Services

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the Memorandum of Agreement (MOA) between SAISD and The University of Texas at San Antonio (UTSA) which will place current graduate practicum students from UTSA’s School Psychology Program with SAISD Licensed Specialist in School Psychology (LSSP) employees in order to receive job related experience. Students will perform services under the supervision of a SAISD LSSP.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board approves the proposed MOA with UTSA as presented.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

Services provided at no cost to the District and are valued at approximately \$54,000.

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.



## BOARD AGENDA CLARIFICATIONS

Provide this information for Academics Board Agenda Items involving a MOU

Department:	Disability Services
Board Meeting Date:	August 22, 2022
Agenda Title:	Approval of the Memorandum of Agreement Between SAISD and University of Texas at San Antonio (UTSA)
Presenter:	Kristen Williams, Executive Director of Disability Services
Cost and Funding Source:	No cost to the District. Services provided to the District are valued at approximately \$54,000.
Board Goal:	#4-Increase the percent of all students on grade level (all grades/all subjects at the Meets grade level standard).
This MOU addresses the following:	<input checked="" type="checkbox"/> Academics <input type="checkbox"/> Attendance <input type="checkbox"/> Behavior <input type="checkbox"/> Mental Health

### IMPACT & COST

Number of Students	Number of Teachers	Number of Campuses	Cost Per Student	Cost Per Teacher	Cost Per Campus
10-15	0	2	0	0	0

### HISTORICAL DATA

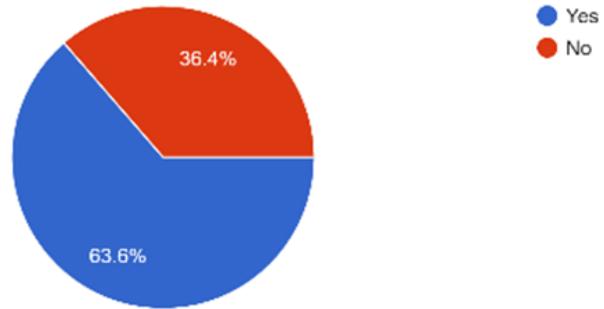
Include Pertinent Data and Information (Year, Value Added & Results/Findings)

<p>Questions to consider:</p> <p>If a renewal, include data that supports this renewal</p> <p>Is this an expansion of the program? If so, why?</p>	<p>Is this a renewal?   <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>This ongoing partnership with UTSA is part of a four-year plan to improve the quality of LSSP applicants that apply with SAISD. SAISD offers a robust training program, with multiple layers of support for all students and diverse training opportunities. Graduate students who receive training in SAISD are well prepared for school psychology internships. Due to the high level of training and level of support the staff receives, many choose to apply for a full-time internship position within the district. By continuing to expand SAISD's relationships with Texas Universities, future LSSP's can train in the District with the hope of eventual employment. Graduate students from the University will assist at two campuses and</p>
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work with 10-15 students.

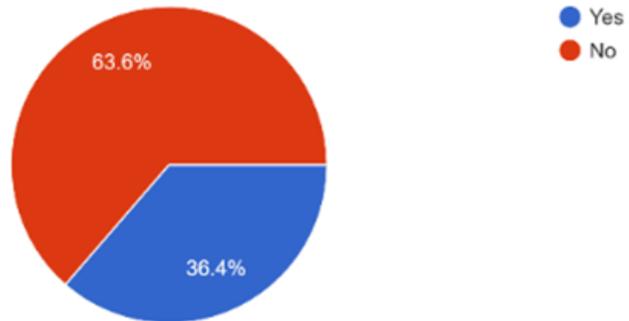
### Completed Internship with SAISD

33 responses



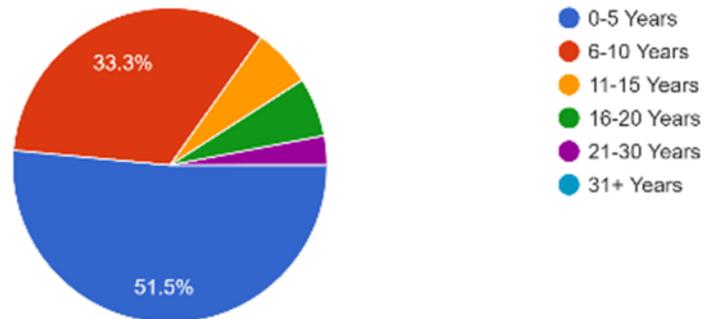
### Bilingual and Was an Intern With SAISD

33 responses



### Current Years of Experience LSSPs Have With SAISD

33 responses



# UTSA

## School Psychology Program

### Memorandum of Agreement Between Program and Practicum Site

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#### AGREEMENT

- **Purpose** – The purpose of this agreement is to clarify the responsibilities of all parties involved in this clinical training experience. Clinical supervision assists with understanding issues associated with school psychology practice; developing new insights and perspectives; improving knowledge, skills, and competence; professional accountability; and ensuring that clients receive appropriate services. All parties should sign this form if they agree to perform the duties described below.
  
- **University** – The University agrees to:
  1. Notify the student that he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the Practicum site.
  2. Monitor and ensure that the Practicum is consistent with program goals.
  3. Assign a university faculty member to facilitate communication between the university and the site.
  4. Arrange a meeting/phone conference to discuss the student's clinical training experience.
  5. Be available for consultation (\*University supervisors may not be available during UTSA semester breaks).
  6. Be available should any problem or change occur in relation to the student, site, or university.
  7. Be responsible for the assignment of a course grade.
  
- **Practicum Site** – The Practicum site agrees to:
  1. Assign a site supervisor who has appropriate credentials, time, and interest for training the university student. The supervisor is responsible for maintaining the integrity and quality of the Practicum and assumes responsibility for all duties performed by the student while under supervision. For school settings, the supervisor *should* have at least three years' experience and hold a valid credential as a Licensed Specialist in School Psychology. For non-school settings, the supervisor must be a Licensed Psychologist with expertise and training appropriate for that setting.
  2. Make a commitment to the Practicum as a learning experience, in which the student has opportunities to attain professional competencies through carefully supervised activities.
  3. Provide opportunities for the student to engage in a variety of school psychology activities (e.g., assessment, intervention, behavior management, consultation, systems-level services) with a range of age groups and populations to ensure a breadth of experience and for the purpose of evaluating the student's performance.
  4. Negotiate a training plan with the student that will be based on desired professional experiences (e.g., with specific populations, with specific assessment methods), the student's career goals, and the needs of the district/agency. Negotiate and agree to a consistent and predictable schedule. Please sign and attach your agreed upon schedule to this agreement form.
  5. Provide a safe and secure work environment with adequate workspace, telephone, office supplies, and staff support to conduct professional activities.
  6. Provide appropriate supervisory contact that involves examination of student work using audio/video tapes, observation, review of case notes and psychological reports, review of test record forms, and/or live supervision. Supervision must be structured, face-to-face, and focused on helping the student attain competencies, and the preponderance of supervision should be conducted individually. For Practicum, a minimum of one hour of supervision per week must be provided.
  7. Participate in formal written evaluations of the student's progress at two points during the year and consult with university faculty about the student's progress.
  8. Contact the University supervisor if any significant problem occurs with the student's performance or clinical experience.
  9. Encourage the student's participation in continuing professional development activities. In addition to the scheduled supervision, there is additional opportunity for learning experiences that could include case conferences, professional seminars, in-service training, and other activities approved by the field supervisor.

- **Student** – The university student agrees to:
  1. Adhere to the administrative policies, rules, standards, and practices of the Practicum site.
  2. Practice in accordance with relevant ethical and legal standards, including the *Principles for Professional Ethics* (NASP, 2020) and state guidelines. Any breach of these standards or other unethical behavior will result in the student's removal from the clinical training site, a failing grade, and initiation of the Fitness to Practice process.
  3. Act in a professional manner with clients, teachers, staff members, and supervisors.
  4. Identify themselves appropriately to clients and others (i.e., as a Practicum Student).
  5. Keep the clinical site and university supervisors informed regarding his/her clinical training experiences.
  6. Secure professional liability insurance coverage.
  7. Provide own transportation to and from the clinical site.
  8. Meet the minimal level of knowledge, skills, and competence to complete course requirements.
  
- **Equal Opportunity** – It is mutually agreed that no party shall discriminate on the basis of race, color, nationality, ethnicity, age, sex, or creed.
  
- **Termination** – It is understood and agreed by and between the parties involved that the agency/institution/school district has the right to terminate the clinical training experience. If, in the opinion of the site supervisor, a student's behavior is detrimental to the operation of the agency/institution/school district and/or to client care, the student's participation at the site may be terminated. Such action will not be taken until the grievance against the student has been discussed with the student and with university supervisors. The university supervisor maintains the right to terminate the Practicum in consultation with all parties when deemed necessary.
  
- The Practicum will begin on July 1, 2022 (month, day, year) and end on June 30, 2023 (month, day, year), for a minimum of 300 hours.
  
- The Practicum must consist of at least 150 clock hours per semester (total = 300 hours over the course of two semesters). Students are expected to spend a minimum of 10 hours per week at their Practicum site. These hours include time spent in supervision, but do not include time spent working on activities off-site (e.g., writing reports off-site, attending weekly Practicum class meetings at the university). As a general guideline, time spent in all Practicum activities should not exceed 15 hours per week.
  
- For activities occurring during university winter break, practicum students should negotiate with their sites the activities they will complete while class is not in session. **Practicum students should complete all on-site activities by the end of finals week during the spring semester.** These dates may not coincide with the end of the site's academic year. University supervisors cannot guarantee university supervision during semester breaks, so students should not be allowed to have clinical contact with clients after the end of the semester.
  
- It is understood and agreed that the parties to this arrangement may revise this *Memorandum of Agreement* or the written plan for the field experience by written amendment upon mutual agreement by all parties.

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Felicia Castro-Villarreal, Ph.D., LSSP  
University Supervisor's Signature

Date



7/25/22

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Kristen Williams, Ph.D., Executive Director  
San Antonio Independent School District Department of Disability Services

Date

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Dr. Jaime Aquino  
San Antonio Independent School District Superintendent

Date

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** Approval of the Memorandum of Agreement (MOA) Between SAISD and Our Lady of the Lake University (OLLU)

**PURPOSE:**         PRESENTATION/DISCUSSION  
                          DISCUSSION/ACTION

**REQUESTED BY:** Patti Salzmann, Deputy Superintendent

**PRESENTER:**        Dr. Kristen Williams, Executive Director, Disability Services

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the Memorandum of Agreement (MOA) between SAISD and Our Lady of the Lake University (OLLU) which will place current graduate practicum students from the OLLU Department of Psychology with SAISD Licensed Specialist in School Psychology (LSSP) employees in order to receive job related experience. Students will perform services under the supervision of a SAISD LSSP.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board approves the proposed MOA with OLLU as presented.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

Services are provided at no cost to the District and are valued at approximately \$26,000.

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.



## BOARD AGENDA CLARIFICATIONS

Provide this information for Academics Board Agenda Items involving a MOU

Department:	Disability Services
Board Meeting Date:	August 22, 2022
Agenda Title:	Approval of the Memorandum of Agreement (MOA) Between SAISD and Our Lady of the Lake University (OLLU)
Presenter:	Kristen Williams, Executive Director of Disability Services
Cost and Funding Source:	Services are provided at no cost to the District and are valued at approximately \$26,000.
Board Goal:	#4-Increase the percent of all students on grade level (all grades/all subjects at the Meets grade level standard).
This MOU addresses the following:	<input checked="" type="checkbox"/> Academics <input type="checkbox"/> Attendance <input type="checkbox"/> Behavior <input type="checkbox"/> Mental Health

### IMPACT & COST

Number of Students	Number of Teachers	Number of Campuses	Cost Per Student	Cost Per Teacher	Cost Per Campus
10-15	0	2	0	0	0

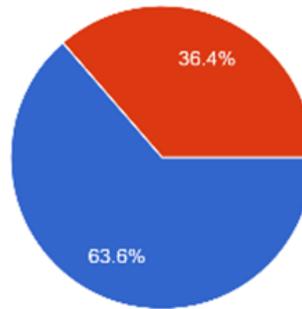
### HISTORICAL DATA

Include Pertinent Data and Information (Year, Value Added & Results/Findings)

<p>Questions to consider:</p> <p>If a renewal, include data that supports this renewal</p> <p>Is this an expansion of the program? If so, why?</p>	<p>Is this a renewal?   <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>This partnership with Our Lady of the Lake University (OLLU) is part of a four-year plan to improve the quality of LSSP applicants that apply with SAISD. SAISD offers a robust training program, with multiple layers of support for all students and diverse training opportunities. Graduate students who receive training in SAISD are well prepared for school psychology internships. Due to the high level of training and level of support the staff receives, many choose to apply for a full-time internship position within the district. By continuing to expand SAISD's relationships with Texas Universities, future LSSP's can train in the District with the hope of eventual employment. Graduate students from the University will assist at two campuses and work with 10-15 students.   203</p>
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### Completed Internship with SAISD

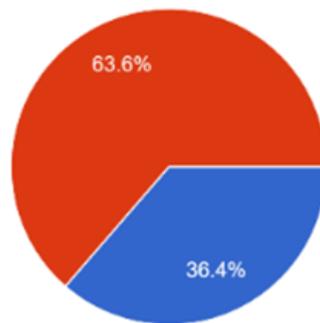
33 responses



- Yes
- No

### Bilingual and Was an Intern With SAISD

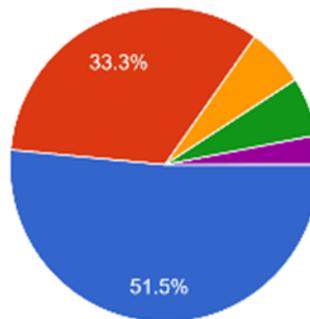
33 responses



- Yes
- No

### Current Years of Experience LSSPs Have With SAISD

33 responses



- 0-5 Years
- 6-10 Years
- 11-15 Years
- 16-20 Years
- 21-30 Years
- 31+ Years

\*20-21 Data

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE OUR LADY OF THE LAKE UNIVERSITY  
AND  
SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**

This Agreement is entered into between Our Lady of the Lake University (OLLU) and San Antonio Independent School District, collectively referred to herein as the “Parties.”

**RECITALS**

WHEREAS, the mission of OLLU – DEPARTMENT OF PSYCHOLOGY includes teaching, research, client care and service;

WHEREAS, the mission of San Antonio ISD is to transform SAISD into a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

WHEREAS, the respective missions of OLLU – DEPARTMENT OF PSYCHOLOGY and San Antonio ISD can be furthered by entering into this Agreement.

**I.  
SERVICES TO BE PERFORMED**

Graduate practicum students from OLLU – DEPARTMENT OF PSYCHOLOGY will provide the following services for San Antonio ISD: to include assessment, counseling, consultation, exposure to Annual Review and Dismissal meetings and exposure and participation (when appropriate) in any other required activities of a licensed specialist in school psychology within the district (Learning Outcomes will be provided). Services will be performed at San Antonio ISD on a schedule mutually agreed upon by the participants. It is understood and agreed that students from the DEPARTMENT OF PSYCHOLOGY will perform the services under the supervision of a licensed specialist in school psychology or a licensed psychologist employed by San Antonio ISD.

**II.  
TERM OF AGREEMENT**

This Agreement is for the period August 23, 2022, through May 31, 2027. Either party may terminate this Agreement with thirty (30) days written notice.

**III.  
INDEMNITY AGREEMENT**

Each party shall be responsible for its own acts and omissions and shall be liable for payment of that portion of any and all claims, liabilities, injuries, suits and demands

and expenses of all kinds that may result or arise out of any alleged malfeasance or neglect caused or alleged to have been caused by said party, its directors, officers, employees, agents, students, faculty, and representatives in the performance or omission of any act or responsibility of said party under this Agreement. In the event that a claim is made against both parties, it is the intent of both parties to cooperate in the defense of said claim and to cause their insurers to do likewise. Both parties shall, however, retain the right to take any and all actions they believe necessary to protect their own interests.

#### **IV. DISPUTE RESOLUTION**

The Parties shall seek to resolve informally any dispute that arises between them under this Agreement. The Parties shall provide each other with written notice of any dispute arising out of this Agreement. The Parties shall submit their dispute to mediation before a mutually agreeable mediator as a pre-condition to filing a lawsuit in any court or county, whether in Justice of the Peace, County Court, or District Court. This provision, however, shall be inapplicable if the running of the statute of limitations prevents the Parties from engaging in mediation before the necessity of filing suit.

#### **V. NOTICES**

Any notice required under this Agreement shall be in writing and shall be effective when delivered to the party for whom it is intended. Notices to OLLU shall be delivered to the following person:

Dr. Lourdes Alvarez  
Provost & Vice President for Academic Affairs  
Our Lady of the Lake University  
411 S. 24<sup>th</sup> Street  
San Antonio, Texas 78207

Notices to San Antonio ISD shall be delivered to the following person:

NAME: Aaron Aguilar, Ph.D.  
TITLE: Director of Psychological Services  
ADDRESS: 514 W. Quincy St.  
PHONE and/or EMAIL: 210-354-9565; aaguilar13@saisd.net

#### **VI. PRIVACY NOTICE**

Clients of the OLLU – DEPARTMENT OF PSYCHOLOGY are protected by and subject to the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act

of 1996 (HIPAA). OLLU – DEPARTMENT OF PSYCHOLOGY’S practice is dedicated to maintaining the privacy of clients’ health information. OLLU is required by law to maintain the confidentiality of clients’ health information. This Agreement does not modify or alter any protections, privacy, or rights afforded to individuals under HIPAA.

## **VI. MISCELLANEOUS PROVISIONS**

**8.1** The relationship of the Parties to this Agreement shall not be deemed or construed to create a joint venture, partnership or agency relationship between the parties for any purpose.

**8.2** This Agreement constitutes the entire agreement between the Parties with respect to the matters covered herein and supersedes all other agreements on the same subject, whether oral or written. Any changes or amendments to this Agreement may be made only in writing and signed by both Parties.

**8.3** The validity, construction, scope and performance of this Agreement issued hereunder shall be governed in accordance with the laws of the State of Texas. This Agreement is performable in Bexar County, Texas. Any claim relating to or arising out of this Agreement shall be brought in Bexar County, Texas.

**8.4** This Agreement may be executed in several counterparts, all of which taken together shall constitute one single agreement between the parties.

**8.5** The headings in this Agreement are for reference and convenience only and shall not enter into the interpretation of this Agreement.

**8.6** If any provision of this Agreement is or becomes invalid or unenforceable, the remaining provisions shall continue to be effective.

**8.7** Failure of OLLU – DEPARTMENT OF PSYCHOLOGY to insist upon strict conformance of the provisions of this Agreement shall not constitute a waiver of any of the provisions of this Agreement.

**8.8** This Agreement shall not be assigned without the prior written consent of the other Party.

**8.9** The Parties represent and acknowledge that they have had the opportunity to review this Agreement with counsel of their choosing and are entering this Agreement freely and voluntarily.

Executed on this the 23rd day of Aug. 2022.

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Joan Biever, PhD  
Associate Provost for Academic Affairs  
Our Lady of the Lake University

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Jaime Aquino, Ph.D.  
SAISD Superintendent  
San Antonio Independent School District

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** **Approval of the Memorandum of Understanding (MOU) Between SAISD and Jefferson Community Church**

**PURPOSE:**         **PRESENTATION/DISCUSSION**  
                          **DISCUSSION/ACTION**

**REQUESTED BY:** Patti Salzmann, Deputy Superintendent

**PRESENTER:**        Colleen Bohrmann, Executive Director of Early Childhood

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the Memorandum of Understanding (MOU) between SAISD and Jefferson Community Church for the purpose of providing one classroom on church grounds for the Cooper Academy at Navarro Dropout Recovery Program for the 2022-2023 school year. This agreement with Jefferson Community Church serves overaged students of ages 18 to 25. This program serves as a satellite for the Jefferson and Edison High School clusters.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board approves the MOU with Jefferson Community Church for the purpose of providing one classroom on church grounds for the Cooper Academy at Navarro.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

To be funded through State Compensatory Education funds.

164-11-6269-00-024-26-007 \$800 per month

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.



## BOARD AGENDA CLARIFICATIONS

Provide this information for Academics Board Agenda Items involving a MOU

Department:	Learning and Compliance Support Services
Board Meeting Date:	August 22, 2022
Agenda Title:	Approval of the Memorandum of Understanding (MOU) Between SAISD and Jefferson Community Church
Presenter:	Colleen Bohrmann, Executive Director of Early Childhood
Cost and Funding Source:	\$800 per month, State Compensatory Education Funds
Board Goal:	Ensure Proficiency: Increase the percent of on-time 4-year Graduation and decrease dropout rates
This MOU addresses the following:	<input checked="" type="checkbox"/> Academics <input checked="" type="checkbox"/> Attendance <input type="checkbox"/> Behavior <input type="checkbox"/> Mental Health

### IMPACT & COST

Number of Students	Number of Teachers	Number of Campuses	Cost Per Student	Cost Per Teacher	Cost Per Campus
30	1.5	1	\$266.67	N/A	N/A

### HISTORICAL DATA

Include Pertinent Data and Information (Year, Value Added & Results/Findings)

<p>Questions to consider:</p> <p>If a renewal, include data that supports this renewal</p> <p>Is this an expansion of the program? If so, why?</p>	<p>Is this a renewal?   <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>In 2021-2022 school year, the Jefferson satellite campus graduated 8 students and served 30 students throughout the year. The Jefferson satellite brings value to SAISD by being strategically placed within the boundaries to capture students whose home campus would be Jefferson HS/Edison HS.</p>
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Memorandum of Understanding  
San Antonio Independent School District  
and Jefferson Community Church  
2022 - 2023

The San Antonio Independent School District (herein called "the District") for the benefit of JEFFERSON COMMUNITY CHURCH (herein called "the Church") enters the following contract and for the terms of which witness the following:

1. Purpose: The purpose of this agreement is to facilitate cooperation between the Church and the District in the provision of instruction of courses on the Church grounds.
2. Cooper Academy at Navarro Dropout Recovery Program: The Cooper Academy at Navarro Drop Out Recovery Program is designed to help 15-25 year-old students that have left high school without earning a diploma, or are in jeopardy of not earning a high school diploma during the traditional four years of high school and wish to remain in an educational setting and gain a high school diploma.
3. Provision of Courses: The District will provide high school credit courses for which an articulation agreement has to be signed. These courses are for High School graduation only.
4. Instruction of Courses: The District will monitor the instruction of the above courses to assure the quality and uniformity of instruction in accordance with the standards established by the State of Texas and District.
5. Facilities: Courses will be conducted on the Church grounds. The Church will provide facilities; one classroom area for instruction and utilities, access to the building between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday following the school district academic calendar. The Church will allow the District to install equipment in the classroom area and grounds to provide for internet access for students and teachers. The Church will provide cleaning of classroom three (3) days a week. The District will provide cleaning materials for the classroom.
6. Tuition and Fees: San Antonio Independent School District will pay a monthly rental fee of \$800.00 to JEFFERSON COMMUNITY CHURCH for use of classroom.
7. Enrollment: Students enrolling in the program must meet the following criteria:
  - a. Applicants must be at least 15 years of age and not older than 25 years of age at the time of application by the first day of class.
  - b. Previous high school experience
  - c. Dropped out of school (over 30 days)
  - d. Student is behind or lacking in credits
  - e. Flexible scheduling 8:00 a.m. – 4:00 p.m.
  - f. Daily attendance for students is a minimum of 4 hours
  - g. Accelerate and recovery of credits
  - h. Individualized instruction with teacher support (computer based)
  - i. No extra-curricular activities will be offered in this setting.
8. Recruitment: The District agrees to provide full responsibility for recruitment of SAISD students and certified teachers.
9. Student Code of Conduct: Student will adhere to the SAISD Code of Conduct, as well as policies and procedures. Students will not be allowed on a high school campus during school hours without campus administrative consent. Any student found in violation of this rule will be subject to criminal trespassing charges and possible removal from the Cooper Academy at Navarro Dropout Recovery Program.

10. Calendar: Students will adhere to the District School 2022-2023 instructional Calendar, with the addition of days necessary to represent a District requirement of 187 Days. Should new legislation provide relief from the 187 days requirement without penalty to the District, students will attend the district calendar only.
11. Instructors: All Cooper Academy at Navarro Dropout Recovery Program courses will be taught by certified SAISD faculty who has met Human Resources procedures to become a District employee.
12. Either party may terminate this Agreement with or without cause by giving the other party a minimum of thirty (30) days written notice of such termination. Notice of termination of this Agreement before the end of its term shall not relieve either party of its obligation to perform under the contract, or respective liabilities under the contract, until termination occurs. If the Agreement is terminated, the Church shall be paid only for those services provided to the District through the date of termination. Payment for such services shall be determined by pro-rating payments to equal the percentage of services actually provided through termination.

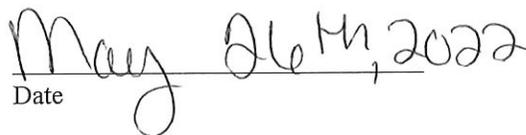
Both Parties Agree:

- a) To comply with federal, state, and local laws, including district policy, applicable to this agreement.
- b) To have in place and abide by a policy prohibiting sexual harassment.

This MOU must be signed and executed by both the Jefferson United Methodist Church Pastor and the District Superintendent, or their representative.

Signatures:

  
\_\_\_\_\_  
Olivia Walker, Jefferson Community Church

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Jaime Aquino, Superintendent of SAISD

\_\_\_\_\_  
Date

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** **Approval of the Memorandum of Understanding (MOU) Between SAISD and San Antonio Food Bank**

**PURPOSE:**             **PRESENTATION/DISCUSSION**  
                               **DISCUSSION/ACTION**

**REQUESTED BY:** Patti Salzman, Deputy Superintendent

**PRESENTER:**        Elsa Griffin, Director, Family and Community Engagement

**MEETING DATE:** August 22, 2022

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### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the Memorandum of Understanding (MOU) between SAISD and San Antonio Food Bank to provide 1) food for up to 10 distribution opportunities; 2) pre-packaged food for up to 20 school/district events; 3) food to operate up to 27 in-district pantries (11 existing and up to 16 new ones); 4) food to benefit students at up to 30 schools through the Backpack Program and; 4) access to expert-led classes/demonstrations for families during the 2022-2023 school year.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Be it resolved that the Board approves the proposed MOU with San Antonio Food Bank as presented.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

Goods and services are valued at approximately \$370,144 and are provided at no cost to the District.

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.



## BOARD AGENDA CLARIFICATIONS

Provide this information for Academics Board Agenda Items involving a MOU

Department:	Office of Family and Community Engagement
Board Meeting Date:	August 22, 2022
Agenda Title:	Approval of the Memorandum of Understanding (MOU) Between SAISD and San Antonio Food Bank
Presenter:	Patti Salzman, Deputy Superintendent
Cost and Funding Source:	Goods and services are valued at approximately \$370,144 and are provided at no cost to the District.
Board Goal:	#1 - Increase the percent of Campuses rated Accomplished or Higher on the SAISD School Performance Framework (SPF)
This MOU addresses the following:	<input checked="" type="checkbox"/> Academics <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Behavior <input checked="" type="checkbox"/> Mental Health

### IMPACT & COST

Number of Students	Number of Teachers	Number of Campuses	Cost Per Student	Cost Per Teacher	Cost Per Campus
		Food Distributions – 91+	Approx. \$14,400 per food distribution for 300 served (100 lbs. per family) x 10 events \$144,000.00		
		On-site Campus – 20	Approx. \$4,320 per event for 75 served x 20 events (25 lbs. per family) \$86,400.00		
		School Pantries – 91+	Approx. \$4.32 for 21 meals per student/family x 27 pantries x up to 5,265 served 214 (39 wks)		

			\$22,744.00		
		Backpack Program –	Approx. \$3.75 per pack x 20 schools 40 students each week (39 wks) \$117,000.00		

## HISTORICAL DATA

Include Pertinent Data and Information (Year, Value Added & Results/Findings)

<p>Questions to consider:</p> <p>If a renewal, include data that supports this renewal</p> <p>Is this an expansion of the program? If so, why?</p>	<p>Is this a renewal?   <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Through this agreement, the District will be able to help families address food insecurity. FACE Specialists and Social Workers will collaborate to help students and their families access food/supplies. Students and their families will be able to pick up food/supplies at the schools, pantries, distribution events, or the resources will be delivered via home visits.</p> <p>The San Antonio Food Bank has been serving the community since 1980 and has been supporting families through school and community food distributions. This MOU includes District-wide food distributions, food for events, feeder pantries, and the BackPack program for students so families from all schools have access to much-needed resources.</p>
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## Memorandum of Understanding

This Memorandum of Understanding ("MOU") is entered into by and between the **San Antonio Independent School District**, a political subdivision of the State of Texas (hereinafter, "DISTRICT"), and the **San Antonio Food Bank**, a Texas nonprofit organization (hereinafter, "FOOD BANK"). DISTRICT and FOOD BANK are also collectively referred to as "Parties" and singularly as "Party".

### I. PURPOSE

The purpose of this MOU is to outline the understanding between the Parties for food/supply donations and community wellness education for the benefit of DISTRICT students and families. The FOOD BANK will provide food for up to 10 districtwide distributions, food for school/district events at up to 20 schools (pre-packed), food to operate up to 27 pantries (11 existing and up to 16 new ones), food to benefit students at up to 30 schools through the Backpack Program, and expert-led classes/demonstrations for families (based on availability) during the 2022-2023 school year.

### II. TERM/CANCELLATION

The term of this MOU will commence on **July 1, 2022** (or the "Effective Date") **and will continue through June 30, 2023** and is subject to annual approval by the SAISD Superintendent and Board of Trustees. This Agreement may be terminated at will by either party with 30 days written notice delivered to either party. Upon termination of this agreement, the Program Partner will return any equipment, materials and/or food provided by San Antonio Food Bank for the Program to San Antonio Food Bank within 30 days of termination date.

### III. UNDERSTANDINGS

#### **The DISTRICT agrees to the following:**

- DISTRICT agrees to the safe and proper handling of food, which conforms to all local, state, and federal regulations, including following referral protocol for students with food allergies.
- DISTRICT agrees to distribute healthy, nutritious food to children and families free of charge, including exchange of monies, goods, or volunteer services.
- DISTRICT agrees to abide by the policies, procedures, and record keeping requirements of the FOOD BANK as much as possible and to keep accurate record of number of adults and children served through each program and submit reports to the FOOD BANK.
- DISTRICT agrees to provide the FOOD BANK with distribution dates in advance and to receive deliveries on the designated day and time.

- DISTRICT agrees to inform the FOOD BANK in writing of any changes in DISTRICT personnel, days/hours of operation, and/or population being served that will impact any meal distribution.
- DISTRICT agrees to notify the FOOD BANK of any issues that arise between the DISTRICT and the FOOD BANK regarding space, staff, volunteers, or other matters and communicate any problems and requests to FOOD BANK in a timely manner.
- DISTRICT agrees that at least one representative must receive some form of food safety training, such as ServSafe Food Handler for Food Banking developed by Feeding America and the National Restaurant Association, school programs orientation, civil rights training, or an equivalent training.
- DISTRICT agrees to operate distribution events in a rotation where the FOOD BANK delivers food to a specific site in accordance with DISTRICT protocols and guidelines.
- DISTRICT will identify, secure, and manage space for programs in collaboration with the SAISD Facilities department and will follow all processes to reserve facilities for department/school use.
- DISTRICT agrees to operate the districtwide and school pantries where the DISTRICT point of contact is responsible for picking up food for a specific site, as needed.
- DISTRICT agrees to operate the Backpack Program where the DISTRICT point of contact is responsible for picking up food for a specific site, as scheduled.
- DISTRICT agrees to have one TEFAP agreement on file and to provide the FOOD BANK with a list of participating sites/campuses.
- DISTRICT agrees to identify a school food pantry and a Backpack Program point of contact at every participating school.
- DISTRICT agrees that Backpack Program point of contact will be responsible for ordering, managing, and securing program records. This point of contact will also track weekly distribution reports, pick up backpacks for distribution, and ensure they are discreetly distributed to students per the distribution schedule. Weekly and bi-weekly distributions are available.
- DISTRICT agrees to follow all food program requirements from the FOOD BANK. These include pest control, ensuring food storage is in a secure locked location where it is inaccessible when pantry is not open, ensuring visible hours of operation and availability of pantry, ensuring shelving or storage for food storage is adequate, ensuring all food is 4 inches off the floor, away from the wall, and 6 inches below the ceiling and away from cleaning materials and toxic chemicals, posting all required signage, and being available for an on-site monitoring visit.
- DISTRICT agrees to use social media and other channels of communication to promote distribution events and pantries to families.

**The FOOD BANK agrees to the following:**

- FOOD BANK agrees to order high quality food for the DISTRICT according to the estimated number of people provided by the DISTRICT.

- FOOD BANK agrees to identify and procure staple food items and/or supplies necessary for the DISTRICT for distribution events, pantries, student Backpack Program, and other district/school events.
- FOOD BANK agrees to provide Backpack Program points of contact with training on identifying and managing student food allergies.
- FOOD BANK agrees to make food distribution deliveries to the DISTRICT the day of the event with the understanding that the DISTRICT does not have the capacity to store any deliveries.
- FOOD BANK agrees to appoint a primary contact to provide administrative oversight and leadership to the DISTRICT.
- FOOD BANK agrees to provide or coordinate training opportunities for DISTRICT staff and volunteers as appropriate, such as event administration, safe food handling, and nutrition education.
- FOOD BANK will ensure that the DISTRICT meets national and local FOOD BANK objectives through monitoring and periodic site visits at least once every year during designated hours of operation. Any issues will be communicated in writing to the DISTRICT within seven business days.
- FOOD BANK will seek approval from the DISTRICT prior to beginning services at any new campus not currently served or if there are any changes to the existing list of schools being served at any point during the school year for all programs.
- FOOD BANK will coordinate with DISTRICT personnel to determine data sharing agreement, if necessary, to maintain confidentiality of all student/family information.
- FOOD BANK will provide the DISTRICT with a mid-year and end of year report of total campuses and students served in December 2022 and again in June 2023.
- Subject to demand and mutual agreement by the Parties, the Parties may establish additional meal distribution opportunities for families in DISTRICT facilities.

#### **IV. RELATIONSHIP OF THE PARTIES**

This MOU is not intended to create a relationship of principal and agent, employee and employer, or any other such similar relationship between Parties. Further, this MOU is not intended to create a joint venture or enterprise for purposes of determining liability. Each Party is responsible for all costs of its personnel including pay and benefits, supports, and travel. Each Party is responsible for supervision and management of its personnel and volunteers.

**V.  
GOVERNING LAW**

Texas law will govern this MOU and all obligations of and performance by the Parties hereunder. DISTRICT does not intend to waive any governmental powers or immunity by entering or performing under this MOU.

**VI.  
GENERAL PROVISIONS**

A. FUNDS. This MOU neither documents nor provides for the exchange of funds between the Parties, nor does it make any commitment of funds or resources. No provision in this MOU will be interpreted to require obligation or payment of funds.

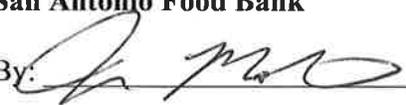
B. REVIEW OF MOU. This MOU will be reviewed no less often than at the mid-point of its term and around the anniversary of its effective date in its entirety.

C. ENTIRE UNDERSTANDING. It is expressly understood and agreed that this MOU embodies the entire understanding between the Parties regarding the MOU's subject matter, thereby superseding all prior understandings of the Parties with respect to such subject matter.

D. NO THIRD PARTY BENEFICIARIES. Nothing in this MOU, express or implied, is intended to give to, or will be constructed to confer upon, any person not a party any remedy or claim under or by reason of this MOU and this MOU will be for the sole and exclusive benefit of the Parties.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022, the EFFECTIVE DATE.

**San Antonio Food Bank**

By:  \_\_\_\_\_

Printed Name: Jessica Molinar

Title: Community Partner Manager

**San Antonio Independent School District**

By: \_\_\_\_\_  
Dr. Jaime Aquino, Superintendent

## SAISD BOARD AGENDA SUMMARY FORM

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**AGENDA TITLE:** **Approval of Resolution to Designate Investment Officers for the San Antonio Independent School District and Update of Certification of Authorized Representatives for Investment Accounts**

**PURPOSE:**             **PRESENTATION/DISCUSSION**  
                              **DISCUSSION/ACTION**

**REQUESTED BY:** Dorothy Carreon, CFO, Financial Services and Business Operations

**PRESENTER:**         Dorothy Carreon

**MEETING DATE:** August 22, 2022

---

### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the update to the Districts' Designated Investment Officers list in compliance with the Texas Public Funds Investment Act. The Public Funds Investment Act (Texas Government Code 2256, Subchapter A) requires the Board of Trustees to designate one or more investment officers to be responsible for the investment of its funds. Larry A. Garza and Sean Mullen have been previously approved as investment officers. The financial services team has experienced a personnel change which requires that the designee list be updated to reflect the addition of Dorothy Carreon who has assumed the role of Chief Financial Officer. See the attached Resolution.

In addition, the Board is requested to approve and execute the update of Certification of Authorized Representatives for the District's various investment accounts.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Resolve that the Board approve the attached Resolution to Designate Dorothy Carreon and Sean Mullen as Investment Officers for the San Antonio Independent School District. The Board is requested to approve the update of Certification of Authorized Representatives for SAISD investment accounts.

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.

- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

**A RESOLUTION TO DESIGNATE INVESTMENT OFFICERS  
FOR THE SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**

§ THE STATE OF TEXAS

§ COUNTY OF BEXAR

Be it resolved that the Board of Education of the San Antonio Independent School District hereby approves the following designation of investment officers:

Dorothy Carreon CFO

Sean Mullen Director of Cash and Treasury Management

To certify which witness my hand and seal of the district of San Antonio, Texas this 22<sup>nd</sup> day of August 2022.

---

Christina Martinez  
Board President

---

Arthur V. Valdez  
Board Secretary



## Certification of Authorized Representatives

I, Christina Martinez, being a duly authorized representative and signatory of San Antonio Independent School District, do hereby certify that the Legal Entity has authorized me to execute this Certification of Authorized Representatives on its behalf and certify that it has taken all actions necessary to approve the authorizations, representations, and agreements set forth herein; that said actions are now in full force and effect; and that said actions are in conformity with its governing documents.

That each of the Authorized Representatives identified below is hereby authorized and empowered to engage in the following permitted functions on behalf of the Legal Entity to: (1) establish and maintain one or more brokerage accounts with Wells Fargo Securities, LLC (“WFS”) (the “Brokerage Accounts”) for the purpose of purchasing, investing in, selling, transferring, exchanging or otherwise disposing of, and generally dealing in and with any and all forms of securities and other financial instruments; (2) establish bank safekeeping accounts with Wells Fargo Bank, National Association (“WFBNA”) (the “Safekeeping Accounts”) to safe keep securities and other financial instruments (the Safekeeping Accounts together with the Brokerage Accounts shall constitute the “Accounts”); (3) take any action with respect to the Accounts or other dealings with WFS or WFBNA with respect to the Accounts. WFS and WFBNA shall be entitled to act in reliance upon the instructions of the Authorized Representatives with respect to the foregoing matters without further inquiry, investigation or obligation to verify the instructions until notified in writing that an Authorized Representative’s is no longer authorized to act on the Entity’s behalf.

**Authorized Representatives:**

I hereby certify that the Entity has duly authorized and empowered each of the following persons to individually act on its behalf with respect to the permitted functions above: **Please print name and title**

Dorothy Carreon, CFO	
Sean Mullen, Director of Cash & Treasury	

I further certify that the Entity hereby agrees to indemnify and hold WFS and WFBNA harmless from any and all claims, liabilities and disputes resulting from their acting upon the instructions of the Authorized Representatives with respect to the Accounts and further agrees to promptly pay WFS or WFBNA upon demand any and all losses, debit balances or amounts due as a result of its reliance upon such instructions.

That the authority and indemnity set forth herein are continuing in nature and shall remain in full force and effect until WFS and WFBNA receive a written notice of alteration or revocation.

Note: The person whose Authorized Signature appears below should include their name in the Authorized Representative section above if they are authorized to perform the permitted functions listed above.

**Authorized Signature:**

**X** Christina Martinez Board President

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<b>Signature</b>	<b>Print Name</b>	<b>Title</b>	<b>Date</b>
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Wells Fargo Corporate & Investment Banking and Wells Fargo Securities are the trade names used for the capital markets and investment banking services of Wells Fargo & Company and its subsidiaries, including but not limited to Wells Fargo Securities, LLC, a member of NYSE, FINRA, NFA and SIPC, Wells Fargo Prime Services, LLC, a member of FINRA, NFA and SIPC, and Wells Fargo Bank, N.A. Wells Fargo Securities, LLC and Wells Fargo Prime Services, LLC are distinct entities from affiliated banks and thrifts.

**Authorized Representative Add Form**

Name of Participant San Antonio Independent School District Participant Number 15907

**Addition of Authorized Representative**

In order to either (i) carry out the role of Investment Officer for the Participant or (ii) aid the Investment Officer of the Participant in the execution of his or her duties pursuant to Texas Government Code, Section 2256.003(c), as the case may be, the following officers, officials, employees, or contractors of the Participant are hereby designated as Authorized Representatives within the meaning of the Investment Agreement (Agreement). These designated Authorized Representatives have full power and authority to execute the Agreement and any other documents, as may be required to deposit money to and withdraw money from the Participant's Lone Star Investment Pool (Lone Star) account from time to time in accordance with the Agreement and the Information Statement, and take all other actions deemed necessary or appropriate for the investment of local funds of the Participant:

	Rep #1	Rep #2	Rep #3
Printed Name	<u>Dorothy Carreon</u>	<u>Sean Mullen</u>	_____
Title	<u>CFO</u>	<u>Director of Cash &amp; Treasury</u>	_____
E-mail address	<u>dcarreon1@saisd.net</u>	<u>smullen1@saisd.net</u>	_____
Signature			_____

In accordance with Lone Star procedures, an Authorized Representative shall promptly notify Lone Star of any changes in who is serving as Authorized Representative.

In addition to the foregoing Authorized Representatives, each Investment Officer of Lone Star appointed by the Lone Star Board of Trustees from time to time is hereby designated as an Investment Officer of the Government Entity and, as such, shall have responsibility for investing the share of Lone Star assets representing local funds of the Government Entity.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

By: \_\_\_\_\_ By: \_\_\_\_\_  
Christina Martinez Arthur V. Valdez  
*Printed Name, Board President* *Printed Name, Board Secretary*

State of Texas,  
 County of \_\_\_\_\_  
 Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to  
(name of notary) (name of President and Secretary)  
 me (or proved to me on the oath of \_\_\_\_\_) or through \_\_\_\_\_ to be the person(s)  
(person providing oath) (identification item)  
 whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_  
 (Personalized Seal) \_\_\_\_\_



# Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

**\* Required Fields**

**1. Resolution**

**WHEREAS,**

San Antonio Independent School District

7 7 1 2 0

Participant Name\*

Location Number\*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

**WHEREAS,** it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

**WHEREAS,** the Texas Local Government Investment Pool ("**TexPool / Texpool Prime**"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

**NOW THEREFORE,** be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1.	<u>Dorothy Carreon</u>		<u>CFO</u>
	Name		Title
	<u>2 1 0 5 5 4 8 5 9 0</u>		<u>dcarreon1@saisd.net</u>
	Phone	Fax	Email
	<u><i>Dorothy Carreon</i></u>		
	Signature		
2.	<u>Sean Mullen</u>		<u>Director of Cash &amp; Treasury</u>
	Name		Title
	<u>2 1 0 5 5 4 8 5 8 3</u>		<u>smullen1@saisd.net</u>
	Phone	Fax	Email
	<u><i>Sean P Mullen</i></u>		
	Signature		
3.			
	Name		Title
	Phone	Fax	Email
	Signature		

**1. Resolution (continued)**

4.    
 Name Title

Phone Fax Email

Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Sean Mullen  
Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Roberta Bernal Accounting Specialist  
 Name Title

2 1 0 5 5 4 8 3 8 7  rbernal2@saisd.net  
 Phone Fax Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the  day of , 2 0 2 2.

**Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.**

San Antonio Independent School District  
Name of Participant\*

**SIGNED**

Signature\*

Christina Martinez  
Printed Name\*

Board President  
Title\*

**ATTEST**

Signature\*

Arthur V. Valdez  
Printed Name\*

Board Secretary  
Title\*

**2. Delivery Instructions**

Please return this document to **TexPool Participant Services:**

**Email:** [texpool@dstsystems.com](mailto:texpool@dstsystems.com)

**Fax:** 866-839-3291

# ADDITION/DELETION FORM FOR AUTHORIZED REPRESENTATIVES



PARTICIPANT NAME: San Antonio Independent School District EFFECTIVE DATE: \_\_\_\_\_

## PART I: DELETIONS - Please enter the Authorized Representatives to be deleted.

1. Larry A. Garza 3. \_\_\_\_\_  
2. \_\_\_\_\_ Inquiry: \_\_\_\_\_

## PART II: ADDITIONS - Please enter the Authorized Representatives to be added.

1. Name: Dorothy Carreon Email: dcarreon1@saisd.net  
Signature: *Dorothy Carreon* Phone: 210-554-8590 Title: CFO  
2. Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_  
3. Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_

## PART III: APPROVALS - Please enter the names of all currently Authorized Representatives to authorize the deletions and additions of the individuals above.

1. Name: Sean Mullen  
Signature: *Sean Mullen*  
Title: Director of Cash & Treasury  
2. Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
3. Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
4. Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

Official Seal of Participant  
\*(REQUIRED)\*

\*REQUIRED\*

Attested By: \_\_\_\_\_  
Printed Name: Christina Martinez  
Title: Board President

Document with original signatures is required.  
Forms with alterations (i.e. white out, mark out, etc.) will NOT be accepted

# ADDITION/DELETION FORM FOR AUTHORIZED REPRESENTATIVES



**PART IV: PRIMARY CONTACT [required]** - If the Primary Contact on file with TexSTAR was deleted in Part I of this form, please provide the name of the Authorized Representative that will be the Primary Contact. The Primary Contact is the individual who will receive the daily transaction confirmations, monthly statements, monthly newsletter, TexSTAR updates and other program mailings.

Name: Sean Mullen  
Email Address: smullen1@saisd.net  
Phone Number: 210-554-8583

**PART V: INQUIRY ONLY [optional]** - If an Inquiry Only Representative was deleted in Part I and you wish to replace this representative or add an inquiry only representative to your TexSTAR account for the first time, please list this individual below. This limited representative cannot make deposits or withdrawals or sign Bank Information Sheets.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

If you have any questions regarding this form or the Authorized Representatives currently on file with TexSTAR for your entity, please contact TexSTAR Participant Services at 1-800-839-7827.

***Document with original signatures is required.***  
Forms with alterations (i.e. white out, mark out, etc.) will NOT be accepted  
Mail originals to TexSTAR Participant Services \* 717 N Harwood St., Suite 3400, Dallas, TX 75201  
Email forms to: [texstar@hilltopsecurities.com](mailto:texstar@hilltopsecurities.com)



Instructions: Complete this form to add, update, remove, or retain a Contact(s) and/or their permissions. All Contacts must be previously established with Texas Range. To establish a new Contact, please complete the Texas Range Contact Record form along with this document.

CSGV2022.04

INVESTOR INFORMATION and ACCOUNTS:

Investor Name: San Antonio Independent School District TIN: 74 - 6002167

Please list the Account number(s) or Account title(s) to which this form applies:

- 1. 1285-02 2. 1285-03 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.

ADD/UPDATE: (Please complete the information below to add or update each Contact's permissions for the Accounts listed above.)

1. CONTACT INFORMATION: (Contact must be previously established with the Program) CONTACT PERMISSIONS: (Please select all permissions that apply) Dorothy Carreon San Antonio Independent School District 514 W. Quincy St San Antonio TX 78212

2. CONTACT INFORMATION: (Contact must be previously established with the Program) CONTACT PERMISSIONS: (Please select all permissions that apply)

REMOVE: Contacts to be removed from the Accounts listed above.

RETAIN: Contacts to remain on Accounts listed above with no changes.

- 1. Contact Name: Larry A. Garza 2. Contact Name: 3. Contact Name: 4. Contact Name: 5. Contact Name:

- 1. Contact Name: Sean Mullen 2. Contact Name: 3. Contact Name: 4. Contact Name: 5. Contact Name:

CERTIFICATION: (The person who signs this section verifies the information listed above is correct.)

The person signing below should be as follows:

- For existing Accounts this section must be signed by an individual who is currently authorized to designate other Contacts as per Program records. If submitted with a New Investor Application, this section must be signed by the individual who signed the certification section of the New Investor Application. If submitted with a Trusteed Account Application, this section must be signed by the individual who signed the signature section of the Trusteed Account Application. The Program reserves the right to request proof of authority in the form of election certification, board minutes, resolutions, fiduciary Program agreement, etc. when updating permissions in Program records. It is the sole responsibility of the Investor to promptly notify Texas Range of any changes to authorized Contacts.

Authorized Signature Christina Martinez, Board President Print Name of Authorized Signatory

Date (210) 554-8590 Phone Number

Any document containing sensitive information received by email will not be accepted. Please send by uploading through Connect, fax, or mail. SEND VIA CONNECT: Log in to Account Access Existing Connect Click Secure Contact Users Only Select file to upload - Send message FAX TO: Texas Range Client Services Group 1-800-252-9551 229 MAIL TO: Texas Range Client Services Group P.O. Box 11760 Harrisburg, PA 17108-1760

PROGRAM USE ONLY V2022.04 INITIALS Processed Confirmed



Instructions: Complete this form to establish a new Contact and Connect User with the Program. Submit this form through Connect, or fax or mail this form to the fax number or address at the bottom of the page.

Note: This form only establishes the individual below as a Contact in the records of the Program. It does not give access to Investor Accounts or establish a statement recipient. Please submit the Texas Range Permissions Form to associate the Contact below to a Investor, assign permissions, and establish the individual as a statement recipient.

CONTACT INFORMATION: (Please fill this section out completely.) CSGV2022.04

First Name: Dorothy Last Name: Carreon Title: CFO
Email: dcarreon1@saisd.net Phone: (210) 554-8590 Ext. Mobile: Fax:
Connect Username: dcarreon1 (Texas Range Client Services Group will contact you if your Username is unavailable.)

Please select and answer one of the security questions below. You will have the ability to change the security question and answer online once your Username is established. Your answer could be used for authentication when you contact the Texas Range Client Services Group.

- What is the name of your first pet?
What was the color of your first car?
In what city was your Mother born?
What is the middle name of your oldest child?
What is your Mother's maiden name?
What is the name of the street you grew up on?
What was your childhood nickname?

Note: Enrollment in Connect is established for all new Contacts. Your access to Connect will be completed by the Texas Range Client Services Group. You will receive an email from EONAdmin (eonadmin@pfnam.com) confirming when your access is setup. The email will contain a temporary password for your initial login. You can login by visiting the Texas Range website at www.texas-range.com. After you login, you will be prompted to change this password and will have the ability to update your contact information at your convenience. If you have any questions, please contact the Texas Range Client Services Group at 1-866-839-8376.

Your answer:

TRUSTEE INFORMATION: (If applicable, please enter the name of the Trustee Bank you are employed by.)

Trustee Bank Name:

GROUP CONTACT INFORMATION: (This section of the form is only to establish a group/department/central office to which paper statements will be mailed.)

Group Contact Name:

SIGNATURE:

Dorothy Carreon
Contact Signature

Dorothy Carreon
Print or Type Name of Contact

8-4-2022
Date

Any document containing sensitive information received by email will not be accepted. Please send by uploading through Connect, fax, or mail.

SEND VIA CONNECT: Log in to Account Access
Existing Connect Click [X] Secure Contact
Users Only Select file to upload - Send message

FAX TO: Texas Range Client Services Group
1-800-252-9551

MAIL TO: Texas Range Client Services Group
P.O. Box 11760
Harrisburg, PA 17108-1760

Table with 2 columns: PROGRAM USE ONLY, V2022.04, INITIALS. Rows: Processed, Confirmed.

## SAISD BOARD AGENDA SUMMARY FORM

**AGENDA TITLE:** Approval of Request for Waiver of Penalty and Interest

**PURPOSE:**         PRESENTATION/DISCUSSION  
 DISCUSSION/ACTION

**REQUESTED BY:** Dottie Carreon, Chief Financial Officer, Financial Services and Business Operations

**PRESENTER:**        Dottie Carreon

**MEETING DATE:** August 22, 2022

**I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the waiver of penalty and interest for the real property accounts.

**II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

The San Antonio Independent School District received the attached letters from Albert Uresti, Tax Assessor Collector for Bexar County, recommending SAISD Board approval to waive penalty and interest for the real property Tax Accounts listed below. Texas Property Tax Code-Section 33.011 provides for the governing body to waive penalty and interest due to “an act or omission by an employee of the tax office or the Appraisal District”. The Bexar County Tax Assessor Collector has confirmed that such an error did occur on these accounts.

	Invest and Migrate to USA representing Stonehouse Real Estate I	Gregory Burch	Riley Rivera representative for Lifepoint Property Solutions LLC	Jorge & Yvette Leal	Al Rajabi representative for 1931 Capital Group LLC	Shamrez Ali representative for Ali Holdings LLC	Ernesto & Melissa Arredondo
Penalty	\$197.68	\$70.32	\$267.00	\$320.39	\$27.68	\$190.90	\$117.16
Interest	\$98.84	\$26.37	\$76.29	\$142.40	\$10.39	\$84.85	\$43.94
33.07 Penalty	0.00	0.00	0.00	0.00	0.00	0.00	\$243.84
Total	\$296.52	\$96.69	\$343.29	\$462.79	\$38.07	\$275.75	\$404.94

**III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

**IV. 2022 – 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.

- SAISD will recognize the outstanding achievements of our students, staff and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.



**Albert Uresti, MPA, PCC**  
**Office of the Tax Assessor - Collector**

July 5, 2022

San Antonio ISD  
Larry Garza  
Chief Financial Officer  
514 W. Quincy St.  
San Antonio, TX 78212

Re: Waiver of Penalty and Interest on Tax account: 00616-001-0160  
Year(s): 2021  
Owner(s): Invest and Migrate to USA representing Stonehouse Real Estate I  
Amount of Penalty Paid: \$197.68  
Amount of Interest Paid: \$98.84  
Amount of 33.07 Penalty Paid: \$0.00

Dear Mr. Garza

The above referenced property owner has requested for the waiver of penalty and interest under Section 33.011 of the Texas Property Tax Code.

The governing body of a taxing unit shall waive penalties and may provide for the waiver of interest if an act or omission of an act by an employee of the Bexar Appraisal District resulted in the taxpayer's failure to pay the tax before delinquency.

The attached letter confirms such an error did occur. The taxes have been paid and the request for waiver was made within 180 days of the delinquency date. This office recommends penalty and interest to be refunded unless we receive notice otherwise from the governing body.

Please notify our office within fifteen days of the receipt of this letter if the governing body of the San Antonio ISD agrees with this recommendation. If you have any questions or concerns, please call our office at (210) 335-6623.

Sincerely,

Albert Uresti, MPA, PCAC  
Tax Assessor-Collector  
Bexar County

 AU:CG/krk  
Attachment: a/s

FORM: TASL7  
REV 04/13



**Albert Uresti, MPA, PCC**  
**Office of the Tax Assessor - Collector**

May 23, 2022

San Antonio ISD  
Larry Garza  
Chief Financial Officer  
514 W. Quincy St.  
San Antonio, TX 78212

Re: Waiver of Penalty and Interest on Tax account: 01649-048-0340  
Year(s): 2021  
Owner(s): Gregory Burch  
Amount of Penalty Paid: \$70.32  
Amount of Interest Paid: \$26.37  
Amount of 33.07 Penalty Paid: \$0.00

Dear Mr. Garza

The above referenced property owner has requested for the waiver of penalty and interest under Section 33.011 of the Texas Property Tax Code.

The governing body of a taxing unit shall waive penalties and may provide for the waiver of interest if an act or omission of an act by an employee of the Bexar Appraisal District resulted in the taxpayer's failure to pay the tax before delinquency.

The attached letter confirms such an error did occur. The taxes have been paid and the request for waiver was made within 180 days of the delinquency date. This office recommends penalty and interest to be refunded unless we receive notice otherwise from the governing body.

Please notify our office within fifteen days of the receipt of this letter if the governing body of the San Antonio ISD agrees with this recommendation. If you have any questions or concerns, please call our office at (210) 335-6623.

Sincerely,

A handwritten signature in black ink, appearing to read "AU", written over a faint circular stamp.

Albert Uresti, MPA, PCAC  
Tax Assessor-Collector  
Bexar County

AU:CG/RLK  
Attachment: a/s

FORM: TASL7  
REV 04/13



**Albert Uresti, MPA, PCC**  
**Office of the Tax Assessor - Collector**

May 17, 2022

SanAntonio ISD  
Larry Garza  
Chief Financial Officer  
514 W. Quincy St.  
San Antonio, Texas 78212

Re: Waiver of Penalty and Interest on Tax account: 01938-026-0010  
Year(s): 2021  
Owner(s): Riley Rivera representative for Lifepoint Property Solutions LLC  
Amount of Penalty Paid: \$267.00  
Amount of Interest Paid: \$76.29  
Amount of 33.07 Penalty Paid: \$0.00

Dear Mr. Garza

The above referenced property owner has requested for the waiver of penalty and interest under Section 33.011 of the Texas Property Tax Code.

The governing body of a taxing unit shall waive penalties and may provide for the waiver of interest if an act or omission of an act by an employee of the Bexar Appraisal District resulted in the taxpayer's failure to pay the tax before delinquency.

The attached letter confirms such an error did occur. The taxes have been paid and the request for waiver was made within 180 days of the delinquency date. This office recommends penalty and interest to be refunded unless we receive notice otherwise from the governing body.

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Sincerely,

Albert Uresti, MPA, PCAC  
Tax Assessor-Collector  
Bexar County

AU:CG/RJ/rk  
Attachment: a/s

FORM: TASI.7  
REV 04/13



**Albert Uresti, MPA, PCC**  
**Office of the Tax Assessor - Collector**

June 24, 2022

San Antonio ISD  
Larry Garza  
Chief Financial Officer  
514 W. Quincy St.  
San Antonio, TX 78212

Re: Waiver of Penalty and Interest on Tax account: 03733-006-0311  
Year(s): 2021  
Owner(s): Jorge & Yvette Leal  
Amount of Penalty Paid: \$320.39  
Amount of Interest Paid: \$142.40  
Amount of 33.07 Penalty Paid: \$0.00

Dear Mr. Garza

The above referenced property owner has requested for the waiver of penalty and interest under Section 33.011 of the Texas Property Tax Code.

The governing body of a taxing unit shall waive penalties and may provide for the waiver of interest if an act or omission of an act by an employee of the Bexar Appraisal District resulted in the taxpayer's failure to pay the tax before delinquency.

The attached letter confirms such an error did occur. The taxes have been paid and the request for waiver was made within 180 days of the delinquency date. This office recommends penalty and interest to be refunded unless we receive notice otherwise from the governing body.

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Sincerely,

Albert Uresti, MPA, PCAC  
Tax Assessor-Collector  
Bexar County

CSG  
AU:CG/rlk  
Attachment: a/s

FORM: TASL7  
REV 04/13



**Albert Uresti, MPA, PCC**  
**Office of the Tax Assessor - Collector**

June 9, 2022

San Antonio ISD  
Larry Garza  
Chief Financial Officer  
514 W. Quincy St  
San Antonio, TX 78212

Re: Waiver of Penalty and Interest on Tax account: 06374-016-0170  
Year(s): 2021  
Owner(s): Al Rajabi representative for 1931 Capital Group LLC  
Amount of Penalty Paid: \$27.68  
Amount of Interest Paid: \$10.39  
Amount of 33.07 Penalty Paid: \$0.00

Dear Mr. Garza

The above referenced property owner has requested for the waiver of penalty and interest under Section 33.011 of the Texas Property Tax Code.

The governing body of a taxing unit shall waive penalties and may provide for the waiver of interest if an act or omission of an act by an employee of the Bexar Appraisal District resulted in the taxpayer's failure to pay the tax before delinquency.

The attached letter confirms such an error did occur. The taxes have been paid and the request for waiver was made within 180 days of the delinquency date. This office recommends penalty and interest to be refunded unless we receive notice otherwise from the governing body.

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Sincerely,

Albert Uresti, MPA, PCAC  
Tax Assessor-Collector  
Bexar County

AU:CG/kj/rk  
Attachment: a/s

FORM: TASL7  
REV 04/13



**Albert Uresti, MPA, PCC**  
**Office of the Tax Assessor - Collector**

June 15, 2022

San Antonio ISD  
Larry Garza  
Chief Financial Office  
514 W. Quincy St.  
San Antonio, TX 78212

Re: Waiver of Penalty and Interest on Tax account: 06420-021-0560  
Year(s): 2021  
Owner(s): Shamrez Ali representative for Ali Holdings, LLC  
Amount of Penalty Paid: \$190.90  
Amount of Interest Paid: \$84.85  
Amount of 33.07 Penalty Paid: \$0.00

Dear Mr. Garza:

The above referenced property owner has requested for the waiver of penalty and interest under Section 33.011 of the Texas Property Tax Code.

The governing body of a taxing unit shall waive penalties and may provide for the waiver of interest if an act or omission of an act by an employee of the Bexar Appraisal District resulted in the taxpayer's failure to pay the tax before delinquency.

The attached letter confirms such an error did occur. The taxes have been paid and the request for waiver was made within 180 days of the delinquency date. This office recommends penalty and interest to be refunded unless we receive notice otherwise from the governing body.

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Sincerely,

Albert Uresti, MPA, PCAC  
Tax Assessor-Collector  
Bexar County

AU:CG/kl/rk  
Attachment: a/s

FORM: TASL7  
REV 04/13



**Albert Uresti, MPA, PCC**  
**Office of the Tax Assessor - Collector**

May 24, 2022

San Antonio ISD  
Larry Garza  
Chief Financial Officer  
514 W. Quincy St.  
San Antonio, Texas 78212

Re: Waiver of Penalty and Interest on Tax account: 10501-005-0050  
Year(s): 2021  
Owner(s): Ernesto & Melissa Arredondo  
Amount of Penalty Paid: \$117.16  
Amount of Interest Paid: \$43.94  
Amount of 33.07 Penalty Paid: \$243.84

Dear Mr. Garza:

The above referenced property owner has requested for the waiver of penalty and interest under Section 33.011 of the Texas Property Tax Code.

The governing body of a taxing unit shall waive penalties and may provide for the waiver of interest if an act or omission of an act by an employee of the Bexar Appraisal District resulted in the taxpayer's failure to pay the tax before delinquency.

The attached letter confirms such an error did occur. The taxes have been paid and the request for waiver was made within 180 days of the delinquency date. This office recommends penalty and interest to be refunded unless we receive notice otherwise from the governing body.

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Sincerely,

Albert Uresti, MPA, PCAC  
Tax Assessor-Collector  
Bexar County

AU.CG/77k  
Attachment: a/s

FORM: TASL7  
REV 04/13

## SAISD BOARD AGENDA SUMMARY FORM

---

**AGENDA TITLE:** Approval of the Purchase and Contract Extension of Ricoh Print Services

**PURPOSE:**             PRESENTATION/DISCUSSION  
                              DISCUSSION/ACTION

**REQUESTED BY:** Kenneth J. Thompson, Chief Technology Officer, Technology

**PRESENTER:**        Kenneth J. Thompson

**MEETING DATE:** August 22, 2022

---

### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve the purchase and implementation of the extension of the Ricoh print services since the contract has now expired. This will allow the Information Technology Department to pay out all pending invoices that will be billed monthly until the removal of all Ricoh printers from the campuses is completed. The Cannon FollowMe Printers are replacing all Ricoh printers.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

Resolve that the Board approve the purchase and implementation of the extension of the Ricoh.

Company Name: RICOH USA, Inc  
Address: 70 Valley Stream  
City/State/Zip: Malver, PA, 19355  
Phone No:888-456-6457  
Point of Contact: Bill Finke  
E-mail Address: bill.finke@ricoh-usa.com

### **III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

Contract Number: DIR-CPO-4435  
Contract Term: Expires 9-25-2024  
Budget Code: Local  
Program Start Date: 8-23-2022  
Total Cost Approximately: \$ 150,000

### **IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.

- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

Ricoh USA, Inc.  
 70 Valley Stream  
 Malvern, PA 19355

# INVOICE



Federal Id: 23-0334400  
 DUNS #: 06-107-9273

<b>Invoice Number</b>	<b>Invoice Date</b>
2688871-81	08/01/2022
<b>Terms</b>	<b>Due Date</b>
30 NET	08/31/2022
<b>Customer Number</b>	<b>Purchase Order Number</b>
2421112	RENTAL

SAN ANTONIO ISD  
 Attn: Accounts Payable  
 514 W QUINCY ST.  
 SAN ANTONIO, TX 78212-1099

*We appreciate your business. For any questions, please call 1-888-456-6457 or visit our website [www.ricoh-usa.com](http://www.ricoh-usa.com) to order additional products, supplies, services or to submit meter reads*

Equipment Detail	QTY / UOM / Unit Price	Amount	Sales Tax	Total
RFP #16-048 (AT) District-wide Copier Rental (excludes print services equipment) Current billing period 07/01/22 - 07/31/22		67,622.93	0.00	67,622.93

<b>Amount Due</b>	<b>67,622.93</b>
-------------------	------------------

SAN ANTONIO ISD  
 514 W Quincy St.  
 SAN ANTONIO, TX 78212-1099

*Detach and Return This Portion With Your Payment or Pay Online at [www.ricoh.com](http://www.ricoh.com)*

To ensure proper credit to your account, please write your customer and invoice number on your check

**Make check payable and remit to:**

Customer Number:	2421112
Invoice Number:	2688871-81

Ricoh USA, Inc.  
 P.O. BOX 532530  
 Atlanta, GA 30353-2530

<b>Amount Due</b>	<b>67,622.93</b>
-------------------	------------------

Contract Number

**DIR-CPO-  
4435**

Contract Term Date: **09/25/23** ⓘ

Contract Expiration Date: **09/25/24**



#### Vendor Information

**Ricoh USA, Inc.**

#### VENDOR CONTACT:

Bill Finke [↗](#)

Phone: (505) 681-1728

[Vendor Website](#) [↗](#)

#### DIR CONTACT:

Tara Lindgren [↗](#)

Phone: (512) 475-4963

Vendor ID: **1230334400105**

HUB Type: **Non HUB** ⓘ

RFO: **DIR-TSO-TMP-419**

Contract Status: **Active**

## Contract Overview

Ricoh USA, Inc. offers discounted Managed Print Services, Printers, Copiers, 3D Printers, Scanning, Plotting and Facsimile Equipment; Document Imaging Services/Solutions; Enterprise Content Management Products, Software and Services and Enterprise Content Management (ECM) Products, Software and Services, and Related Services to the State of Texas under this contract, acting by and through the Department of Information Resources (DIR). The Contract may be used by state and local governments, public education, other public entities in Texas, as well as public ~~243~~ entities outside of the state. Resellers are available for this contract. DIR has exercised the automatic renewal option for this Contract. This renewal extends the contract through 9/25/2023.

## SAISD BOARD AGENDA SUMMARY FORM

---

**AGENDA TITLE:** Approval of Procurement Services' Recommendations for Bids, Proposals, and Awards

**PURPOSE:**         PRESENTATION/DISCUSSION  
                          DISCUSSION/ACTION

**REQUESTED BY:** Dottie Carreon, Chief Financial Officer, Financial Services & Business Operations

**PRESENTER:**     Dottie Carreon, Chief Financial Officer, Financial Services & Business Operations

**MEETING DATE:** August 22, 2022

---

### **I. DESCRIPTION OF ITEM FOR DISCUSSION AND/OR APPROVAL**

The Board is requested to approve Procurement Services' Recommendations to Board of Trustees for August 22, 2022.

### **II. RECOMMENDATION AND/OR ALTERNATIVES CONSIDERED**

1. The Board is requested to approve the purchase of Child Nutrition Temperature Monitoring System. This purchase will provide equipment and/or temperature monitoring services for cafeteria freezers and coolers along with a central warehouse freezer and cold holding room on an "as needed" basis. Resolved that the Board approve the contract and, further, that the Board authorize the Superintendent or his designee to exercise any renewals or extensions of the contract term pursuant to the contract's provisions.

- Recommended by: Child Nutrition Services
- Submitted by: Dr. Jennifer Sides
- Selection Method: Request for Proposal – RFP #22-031(RC)
- Contract Term: Period covering August 23, 2022 through August 22, 2023 with the option to renew for four (4) additional one (1) year periods
- Funding Source: Federal – 240-35-6399-65-887-99-000

**VENDOR**

Smart Sense by Digi

**AWARD AMOUNT**

\$137,979 approximately

2. The Board is requested to approve the purchase of Shoes for Child Nutrition Staff on an "as needed" basis. Resolved that the Board approve the contract and, further, that the Board authorize the Superintendent or his designee to exercise any renewals or extensions of the contract term pursuant to the contract's provisions.

- Recommended by: Child Nutrition Services
- Submitted by: Dr. Jennifer Sides

- Contract Term: Period covering August 23, 2022 through August 22, 2023 with the option to renew for four (4) additional one (1) year periods
- Funding Source: Federal – 240-35-6342-02-887-3-99-0

**VENDORS**

SAS, Inc.  
Shoes for Crews, LLC

**AWARD AMOUNT**

\$55,700 approximately

3. The Board is requested to approve the purchase of Food and Supplies for District Concessions on an “as needed” basis. Resolved that the Board approve the contract and, further, that the Board authorize the Superintendent or his designee to exercise any renewals or extensions of the contract term pursuant to the contract’s provisions.
- Recommended by: Child Nutrition Services
  - Submitted by: Dr. Jennifer Sides
  - Selection Method: Request for Proposal – RFP #22-043(VC)
  - Contract Term: Period covering August 23, 2022 through August 22, 2023 with the option to renew for four (4) additional one (1) year periods
  - Funding Source: Local – 199-36-6343-87-887-99-000

**VENDORS**

Ben E. Keith Company  
The Masters Distribution  
Tyson Prepared Foods

**AWARD AMOUNT**

\$150,000 approximately

4. The Board is requested to approve the purchase of a 2-2 year Subscription to SHAC approved Bienestar/NEEMA to address health issues with obesity, cardiovascular disease and type 2 Diabetes among our students in K-8<sup>th</sup> grade District-wide. This purchase is utilized through Health and PE classes to help support the decrease of obesity.
- Recommended by: Health and PE
  - Submitted by: Raul Salazar
  - Selection Method: Sole Source
  - Contract Term: Period covering August 23, 2022 through June 30, 2023
  - Funding Source: Local – 461-11-6399-65-883-11-0-00

**VENDOR**

Social & Health Research Center, Inc.

**AWARD AMOUNT**

\$66,112 approximately

5. The Board is requested to approve the purchase of an Application and lottery platform for choice schools and programs. The platform provides an application process lottery, waitlists, and offers for families applying for choice schools for students in grades PreK-12<sup>th</sup> District-wide. Enrollment premium support is provided to address technical issues. Primer customer support includes prioritizing ticketing queues, email and chat support and a dedicated service agent.
- Recommended by: Office of Access and Enrollment
  - Submitted by: Diane Fernandez
  - Selection Method: The Interlocal Purchasing System (TIPS) - #200702

- Contract Term: Period covering August 23, 2022 through June 30, 2023
- Funding Source: Local – 199-21-6399-65-807-99-000

**VENDOR**

SchoolMint, Inc.

**AWARD AMOUNT**

\$171,599 approximately

**III. BUDGET CODE NUMBER, DESCRIPTION AND AMOUNT**

N/A

**IV. 2022 - 2023 DISTRICT GOAL/PRIORITIES (CHECK ALL THAT APPLY)**

- SAISD students will demonstrate respectful behavior and perform at or above grade level. All secondary students will be encouraged to participate in extracurricular, leadership, or public service activities.
- SAISD will engage families and the community to be active partners in the education of our children.
- SAISD will recognize the outstanding achievements of our students, staff, and community members.
- SAISD will have strong District-wide leadership and will recruit and retain quality staff.
- SAISD will ensure fiscal health.
- SAISD will facilitate a successful Bond initiative and its implementation.
- SAISD will become a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

PROCUREMENT SERVICES CONSENT AGENDA FORM

1. Description of goods, services and/or contract recommended for purchase: Child Nutrition Temperature Monitoring System

2. How will goods and/or services be used? (List Campus/Grades impacted): To provide equipment and/or temperature monitoring services for cafeteria freezers and coolers along with a central warehouse freezer and cold holding room.

3. Submitted by: Dr. Jennifer Sides, Child Nutrition Services, 07/13/2022

4. Recommended Vendor(s): Company Name: Smart Sense by Digi, Address: 9350 Excelsior Blvd suite 700, City/State/Zip: Hopkins, MN 55343, Phone No: 210- 735-2811, Point of Contact: LeeJay Moreno, E-mail Address: LeeJay.Moreno@digi.com

5. Selection Method Used: (check one) [X] Competitive Purchase (RFP, RFQ, IFB), Purchasing Coop (i.e. ESC 20, DIR, BuyBoard), Interlocal (i.e. NISD, Judson ISD, NEISD), Professional Services, Sole Source, Other. Contract #: RFP 22-031 (RC), Coop Name / Contract #: , Contract #: , Contract Expiration Date: 08/15/2023

6. Purchase valid from: 8/23/22 through: 8/22/23

7. For Competitive Purchases Only: Renewals: Yes [X] No, No. of Renewals: 4 one year

8. Type of Request: (check one) [X] Purchase throughout the school year or on an "as needed" basis

9. Total Cost for Goods and/or Services to be Purchased: \$ 137,979.14

10. Funding Source(s) - check all that apply: Federal [X] State Local Bond

Provide Budget Codes & Descriptions: 240-35-6399-65-887-99-000

11. Provide a copy of General Ledger Inquiry showing corresponding balances.

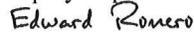
12. Additional Impact:

A. Other Estimated Financial Impact (other costs that will be needed as a result of this purchase):

- |   |      |
|---|------|
| 1) C & I (Goods, Materials, Services)                                   | \$ 0 |
| 2) Facilities (Additional Space, Infrastructure, Utilities)             | \$ 0 |
| 3) Transportation (Additional Routes)                                   | \$ 0 |
| 4) HR (Additional Staff)  | \$ 0 |
| 5) Technology (Cabling/Equipment, etc.)                                 | \$ 0 |
| 6) Vehicle Insurance ( <i>Director, Employee Benefits signs below</i> ) | \$ 0 |

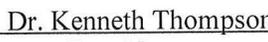
Requestor Signature	Type Name	Date
	Jenny Arredondo	7/18/2022
Sr. Executive Director/Executive Director Signature	Type Name	Date

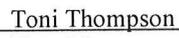
Associate Superintendent/Assistant Superintendent Signature	Type Name	Date
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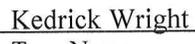
Deputy Superintendent Signature	Type Name	Date
	Edward M. Romero	7/18/2022
Executive Director of Operations, Business Services Signature	Type Name	Date

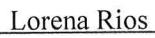
**COORDINATION CONDUCTED WITH (if required):**

	Dottie Carreon	7/20/2022
Interim Associate Superintendent, Financial Services & Business Operations Signature	Type Name	Date

	Dr. Kenneth Thompson	
Chief Information Technology & Accountability Officer, Information Technology & MIS Signature	Type Name	Date

	Toni Thompson	
Associate Superintendent, Human Capital Management Signature	Type Name	Date

	Kedrick Wright	
Deputy Chief Operations Officer, Construction Services Signature	Type Name	Date

	Lorena Rios	
Director, Employee Benefits, Risk Management & Safety Signature	Type Name	Date

Revised: June 27, 2022

Reviewed By: RC

**PROCUREMENT SERVICES CONSENT AGENDA FORM**

1. Description of goods, services and/or contract recommended for purchase: \_\_\_\_\_  
Shoes for child nutrition staff  
\_\_\_\_\_

2. How will goods and/or services be used? (List Campus/Grades impacted): \_\_\_\_\_  
To provide shoes for child nutrition staff.  
\_\_\_\_\_

3. Submitted by: Dr. Jennifer Sides Child Nutrition Services Dept. 07/13/2022  
Printed Name Department Date

4. Recommended Vendor(s): Company Name: See attached  
Address: See attached  
City/State/Zip: See attached  
Phone No: See attached  
Point of Contact: See attached  
E-mail Address: See attached  
*(Use a separate sheet to identify multiple vendors)*

5. Selection Method Used: (check one)  
 Competitive Purchase (RFP, RFQ, IFB), Contract #: IFB 22-038 (RC)  
 Purchasing Coop (i.e. ESC 20, DIR, BuyBoard), Coop Name / Contract #: \_\_\_\_\_  
 Interlocal (i.e. NISD, Judson ISD, NEISD), Contract #: \_\_\_\_\_  
 Professional Services  
 Sole Source Contract Expiration Date: 08/22/2023  
 Other

6. Purchase valid from: 08/23/2022 through: 08/22/2023

7. For Competitive Purchases Only: Renewals: Yes  No   
No. of Renewals: 4 one year

8. Type of Request: (check one)  
 One-Time Purchase  
 Purchase throughout the school year or on an "as needed" basis  
 Expenditure

9. Total Cost for Goods and/or Services to be Purchased: \$ 55,700  
*Approximately*

10. Funding Source(s) – check all that apply: Federal  State  Local  Bond   
Provide Budget Codes & Descriptions: \_\_\_\_\_  
240-35-6342-02-887-3-99-0  
\_\_\_\_\_  
\_\_\_\_\_

11. Provide a copy of General Ledger Inquiry showing corresponding balances.

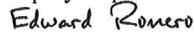
12. Additional Impact:

A. Other Estimated Financial Impact (other costs that will be needed as a result of this purchase):

- |   |      |
|---|------|
| 1) C & I (Goods, Materials, Services)                                   | \$ 0 |
| 2) Facilities (Additional Space, Infrastructure, Utilities)             | \$ 0 |
| 3) Transportation (Additional Routes)                                   | \$ 0 |
| 4) HR (Additional Staff)  | \$ 0 |
| 5) Technology (Cabling/Equipment, etc.)                                 | \$ 0 |
| 6) Vehicle Insurance ( <i>Director, Employee Benefits signs below</i> ) | \$ 0 |

Requestor Signature	Type Name	Date
	Jenny Arredondo	7/18/2022
Sr. Executive Director/Executive Director Signature	Type Name	Date

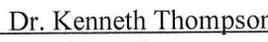
Associate Superintendent/Assistant Superintendent Signature	Type Name	Date
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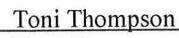
Deputy Superintendent Signature	Type Name	Date
	Edward M. Romero	7/18/2022

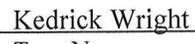
Executive Director of Operations, Business Services Signature	Type Name	Date
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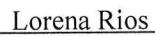
**COORDINATION CONDUCTED WITH (if required):**

	Dottie Carreon	7/20/2022
Interim Associate Superintendent, Financial Services & Business Operations Signature	Type Name	Date

	Dr. Kenneth Thompson	
Chief Information Technology & Accountability Officer, Information Technology & MIS Signature	Type Name	Date

	Toni Thompson	
Associate Superintendent, Human Capital Management Signature	Type Name	Date

	Kedrick Wright	
Deputy Chief Operations Officer, Construction Services Signature	Type Name	Date

	Lorena Rios	
Director, Employee Benefits, Risk Management & Safety Signature	Type Name	Date

Revised: June 27, 2022

Reviewed By: RC

IFB 22-038 (RC) Vendor List

Company Name	Address	Phone #	POC	E-mail Address
SAS, Inc.	1717 SAS Drive, San Antonio, TX 78224	210-921-7399	Lori Pruett	<a href="mailto:Lori.pruett@sas-shoes.net">Lori.pruett@sas-shoes.net</a>
Shoes for Crews, LLC	5000 T-Rex Ave. Suite 100, Boca Raton, FL 33431	800-523-4448	Allen Becker	<a href="mailto:allenb@shoesforcrews.com">allenb@shoesforcrews.com</a>

**PROCUREMENT SERVICES CONSENT AGENDA FORM**

1. Description of goods, services and/or contract recommended for purchase: \_\_\_\_\_  
To purchase food and supplies for District concessions

2. How will goods and/or services be used? (List Campus/Grades impacted): \_\_\_\_\_  
Food and supplies for District concessions

3. Submitted by: Dr. Jennifer Sides Child Nutrition Services Dept. 07/13/2022  
Printed Name Department Date

4. Recommended Vendor(s): Company Name: see attached  
Address: see attached  
City/State/Zip: see attached  
Phone No: see attached  
Point of Contact: see attached  
E-mail Address: see attached  
*(Use a separate sheet to identify multiple vendors)*

5. Selection Method Used: (check one)  
 Competitive Purchase (RFP, RFQ, IFB), Contract #: IFB 22-043 (VC)  
 Purchasing Coop (i.e. ESC 20, DIR, BuyBoard), Coop Name / Contract #: \_\_\_\_\_  
 Interlocal (i.e. NISD, Judson ISD, NEISD), Contract #: \_\_\_\_\_  
 Professional Services  
 Sole Source Contract Expiration Date: 08/22/2023  
 Other

6. Purchase valid from: 08/23/2022 through: 08/22/2023

7. For Competitive Purchases Only: Renewals: Yes  No   
No. of Renewals: 4 one year

8. Type of Request: (check one)  
 One-Time Purchase  
 Purchase throughout the school year or on an "as needed" basis  
 Expenditure

9. Total Cost for Goods and/or Services to be Purchased: \$ 150,000  
*Approximately*

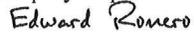
10. Funding Source(s) – check all that apply: Federal  State  Local  Bond   
Provide Budget Codes & Descriptions: \_\_\_\_\_  
199-36-6343-87-887-99-000

11. Provide a copy of General Ledger Inquiry showing corresponding balances.

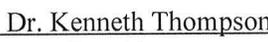
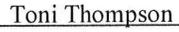
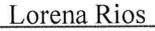
12. Additional Impact:

A. Other Estimated Financial Impact (other costs that will be needed as a result of this purchase):

1) C & I (Goods, Materials, Services)	\$ 0
2) Facilities (Additional Space, Infrastructure, Utilities)	\$ 0
3) Transportation (Additional Routes)	\$ 0
4) HR (Additional Staff)	\$ 0
5) Technology (Cabling/Equipment, etc.)	\$ 0
6) Vehicle Insurance ( <i>Director, Employee Benefits signs below</i> )	\$ 0

Requestor Signature 	Type Name Jenny Arredondo	Date 7/18/2022
Sr. Executive Director/Executive Director Signature	Type Name	Date
Associate Superintendent/Assistant Superintendent Signature	Type Name	Date
Deputy Superintendent Signature 	Type Name Edward M. Romero	Date 7/18/2022
Executive Director of Operations, Business Services Signature	Type Name	Date

**COORDINATION CONDUCTED WITH (if required):**

	Dottie Carreon	7/18/2022
Interim Associate Superintendent, Financial Services & Business Operations Signature	Type Name	Date
	Dr. Kenneth Thompson	
Chief Information Technology & Accountability Officer, Information Technology & MIS Signature	Type Name	Date
	Toni Thompson	
Associate Superintendent, Human Capital Management Signature	Type Name	Date
	Kedrick Wright	
Deputy Chief Operations Officer, Construction Services Signature	Type Name	Date
	Lorena Rios	
Director, Employee Benefits, Risk Management & Safety Signature	Type Name	Date

Revised: June 27, 2022

Reviewed By: RC

## IFB 22-043 (VC) Vendor List

Company Name	Address	Phone #	POC	E-mail Address
Ben E. Keith Company	7600 Will Rogers Blvd., Fort Worth, TX 76140	817-759-6893	Marc Mosley	<a href="mailto:mkmosley@benekeith.com">mkmosley@benekeith.com</a>
The Masters Distribution	10048 Flight Plan Dr., Granbury, TX 76049	n/a	Mike Trull	<a href="mailto:mtrull@mastersdistribution.com">mtrull@mastersdistribution.com</a>
Tyson Prepared Foods	2200 Don Tyson Parkway, Springdale, AR 72762	479-290-3519	Charles Boger	<a href="mailto:K12bidgroup@tyson.com">K12bidgroup@tyson.com</a>

### PROCUREMENT SERVICES CONSENT AGENDA FORM

- Description of goods, services and/or contract recommended for purchase: 2-2 year subscription to SHAC approved Bienestar/NEEMA to address health issues with obesity, cardiovascular disease, and type 2 Diabetes among our students in KG – 8<sup>th</sup> Grade.
- How will goods and/or services be used? (List Campus/Grades impacted): The Coordinated School Health Bienestar curriculum is utilized through health and PE classes KG - 8th to help support the decrease of obesity.

Submitted by: Raul Salazar Health and PE 06/30/2022  
 Printed Name Department Date

Recommended Vendor(s): Company Name: Social and Health Research Center Inc. Bienestar/NEEMA  
 Address: 921 Matagorda St.  
 City/State/Zip: San Antonio, TX. 78210  
 Phone No: 210-533-8889  
 Point of Contact: Bonnie Berkley  
 E-mail Address: bberkley@sahrc.org  
*(Use a separate sheet to identify multiple vendors)*

Selection Method Used: (check one)  
 Competitive Purchase (RFP, RFQ, IFB), Contract #: \_\_\_\_\_  
 Purchasing Coop (i.e. ESC 20, DIR, BuyBoard), Coop Name / Contract #: \_\_\_\_\_  
 Interlocal (i.e. NISD, Judson ISD, NEISD), Contract #: \_\_\_\_\_  
 Professional Services  
 Sole Source Contract Expiration Date: 08/23/2023  
 Other

Purchase valid from: 08/23/2022 through: 06/30/2023

For Competitive Purchases Only: Renewals: Yes \_\_\_\_\_ No   
 No. of Renewals: \_\_\_\_\_

Type of Request: (check one)  
 One-Time Purchase  
 Purchase throughout the school year or on an "as needed" basis  
 Expenditure

Total Cost for Goods and/or Services to be Purchased: \$ 66,112.00  
*Approximately*

Funding Source(s) – check all that apply: Federal \_\_\_\_\_ State \_\_\_\_\_ Local  Bond \_\_\_\_\_

Provide Budget Codes & Descriptions: \_\_\_\_\_  
 Budget Code: 461-11-6399-65-883-11-0-00  
 Bienestar Subscription: 8th Grade - KG

Provide a copy of General Ledger Inquiry showing corresponding balances.



## 12. Additional Impact:

## A. Other Estimated Financial Impact (other costs that will be needed as a result of this purchase):

1) C & I (Goods, Materials, Services)	\$ 0.00
2) Facilities (Additional Space, Infrastructure, Utilities)	\$ 0.00
3) Transportation (Additional Routes)	\$ 0.00
4) HR (Additional Staff)	\$ 0.00
5) Technology (Cabling/Equipment, etc.)	\$ 0.00
6) Vehicle Insurance ( <i>Director, Employee Benefits signs below</i> )	\$ 0.00

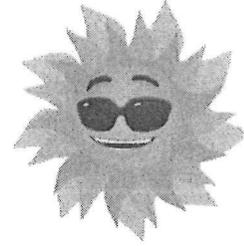
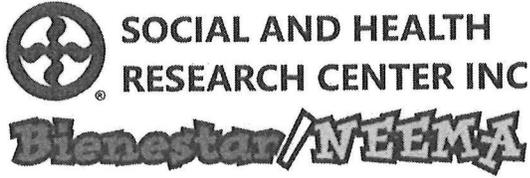
<u>Raul Salazar</u>	Raul Salazar	7/19/2022
Requestor Signature	Type Name	Date
<u>Kendra Doyle</u>	Kendra Doyle	7/24/2022
Sr. Executive Director/Executive Director Signature	Type Name	Date
Associate Superintendent/Assistant Superintendent Signature	Type Name	Date
<u>[Signature]</u>	Patti Salzmann	7/26/2022
Deputy Superintendent Signature	Type Name	Date
<u>Edward Romero</u>	Edward M. Romero	7/26/2022
Executive Director of Operations, Business Services Signature	Type Name	Date

**COORDINATION CONDUCTED WITH (if required):**

<u>Dottie Carreon</u>	Dottie Carreon	7/26/2022
Interim Associate Superintendent, Financial Services & Business Operations Signature	Type Name	Date
<u>Dr. Kenneth Thompson</u>	Dr. Kenneth Thompson	7/26/2022
Chief Information Technology & Accountability Officer, Information Technology & MIS Signature	Type Name	Date
Associate Superintendent, Human Capital Management Signature	Toni Thompson	Date
Deputy Chief Operations Officer, Construction Services Signature	Kedrick Wright	Date
Director, Employee Benefits, Risk Management & Safety Signature	Lorena Rios	Date

Revised: June 27, 2022

Reviewed By: RC



Dear San Antonio Independent School District,

We are thrilled that have chosen to bringing the Bienestar/NEEMA Coordinated School Health Program (CSHP) to your district. The CSHP approach was mandated by the Texas Legislature to address the alarmingly high rates of obesity, cardiovascular disease, and type 2 diabetes among our youth that we know also stems to many other parts of the country. Our new EdTech platform provides digital natives with interactive animated activities, and teachers with easy-to-access engaging content.

Bienestar/NEEMA encompasses curricula from preschool to eighth grade and is designed to target the four environments that influence children’s health behaviors:

- ✓ Healthy Lifestyles Healthy Minds (Health)
- ✓ Moving For Life (P.E.)
- ✓ Eat to Live (Child Nutrition/School Food Service)
- ✓ MyFamily/MiFamilia (Home)

We know that the Bienestar/NEEMA CSHP and Preschool program will help your district improve health behaviors to prevent chronic disease development and increase health literacy in our youth and communities.

**Your purchase for the online curriculum is a 2-year subscription spanning the 2022-2023 and 2023-2024 school years.** Our professional development team is at your service for implementation of the program. We value our school district customers and are ready to help you get started.

*As a part of the agreement with the Quest Diagnostics Foundation, the SAHRC will honor this same rate for a second 2-year subscription for the 2024-2025 and 2025-2026 school years to be billed summer 2024.*

Due: 6/13/22

Qty	Description	Unit Price	Line Total
0	Preschool: Health and PE EdTech Access	\$0.00	\$0.00
59	Kinder-5th Grade: Health and PE EdTech Access	\$704.00	\$41,301.33
34	6th-8th Grade: Health and PE EdTech Access	\$352.00	\$11,850.67
72	Parent: Health Education EdTech Access	\$105.00	\$5,400.00
72	Child Nutrition Services: Health Education EdTech Access	\$75.00	\$7,650.00
	<b>Total</b>		<b>\$66,112.00</b>

Sincerely,  
 Bonnie Berkley  
 Deputy Director  
 210-533-8886  
 Social and Health Research Center  
 Bienestar/NEEMA  
 921 Matagorda, St.  
 San Antonio, TX 78210  
[www.sahrc.org](http://www.sahrc.org)





### SAN ANTONIO INDEPENDENT SCHOOL DISTRICT REQUEST FOR SOLE SOURCE AFFIDAVIT

**AFFIDAVIT VALID  
FOR ONE YEAR  
ONLY.**

For a claim of sole source, the requesting vendor must provide the information below and affirm by signature, that the item being offered meets the requirements of the law. For questions or clarification of the sole source process, call Procurement Services at 210-354-9060. San Antonio Independent School District Procurement Services shall be the sole determinant as to applicability and approval of an application and the item(s) offered. The document must be notarized to be considered. **By acceptance and approval of a vendor's sole source affidavit, the District does not guarantee nor create a promise that the District will purchase the product during the approval period.**

**Affidavit expires on the one-year anniversary date from *Subscribed and Sworn* date noted below.**

#### Vendor Justification and Affirmation

#### Sole Source Vendor Contact Information

Company	Social and Health Research Center, INC	Contact Person	Bonnie Berkley
Address	921 Matagorda St	Phone	210-533-8886
City	San Antonio	State	TX
		Zip Code	78210
		Fax #	210-595-1008
Email	bberkley@sahrc.org	Web Site	www.sahrc.org

The items described below meet the sole source criteria:

The Bienestar/NEEMA Coordinated School Health Curriculum through Quest for Health Equity Grant.

Check the appropriate box – failure to check one will disqualify the application:

- An item for which competition is precluded due to the existence of a patent, copyright, secret process, or monopoly;
- A film, manuscript, or book;
- A utility service, including electricity, gas, or water; and
- A captive replacement part or component for equipment

I have carefully reviewed the Texas Education Code, Section 44.031 and hereby **certify** that our company meets and complies with Section (j) of the aforementioned code for the sale of the item(s) described above.

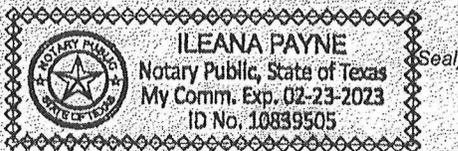
By signature below, I, an authorized representative of the company listed above, **affirm** that there is/are no other like item(s) available for purchase that would serve the same purpose or function, and there is only one source for the above named item(s) due to exclusive distribution or marketing rights. I also understand that by **falsifying** the claim of sole source will remove my company from the San Antonio ISD vendors list for a period not to exceed three (3) years. We further certify that pricing offered to the San Antonio ISD is the lowest pricing available to similar customers.


Deputy Director
Jun 24 2022  
 Authorized Signature Title Date

#### Notary Public Requirement

SUBSCRIBED AND SWORN to before me on this 24 day of June, 2022.  
Notary Public, State of TX, County of Bexar Date Commission Expires 02/23/2023

  
 Notary Public Signature  
  
 Notary Printed Name



<b>FOR SCHOOL DISTRICT USE ONLY</b>	<i>I have researched the product being purchased and concur that this is a Sole Source Vendor</i>	
	Signature of Secretary/Bookkeeper	Signature of Administrator/Principal/Supervisor
	Date	Date

PROCUREMENT SERVICES CONSENT AGENDA FORM

- 1. Description of goods, services and/or contract recommended for purchase: SchoolMint provides an application and lottery platform for choice schools and programs. The platform provides an application process lottery, waitlists, and offers for families applying for choice schools. Enrollment premium support is provided to address technical issues. Primer customer support includes prioritizing ticketing queues, email and chat support, and a dedicated service agent.
2. How will goods and/or services be used? (List Campus/Grades impacted): The goods and services will be utilized for choice schools and programs serving students in grades PreK-12. Additional schools may be added to the platform based on seating requirements

Diane Fernandez Office of Access and Enrollment 07/12/2022

- 3. Submitted by: Printed Name Department Date

- 4. Recommended Vendor(s): Company Name: SchoolMint Inc. Address: 214 Jefferson Street City/State/Zip: Lafayette, Louisiana 70501 Phone No: 305.749.1891 Ext. 193 Point of Contact: Elva Resillez E-mail Address: orders@schoolmint.net (Use a separate sheet to identify multiple vendors)

- 5. Selection Method Used: (check one) Competitive Purchase (RFP, RFQ, IFB), Contract #: Purchasing Coop (i.e. ESC 20, DIR, BuyBoard), Coop Name / Contract #: 200702 Interlocal (i.e. NISD, Judson ISD, NEISD), Contract #: Professional Services Sole Source Contract Expiration Date: 09/30/2023 Other

- 6. Purchase valid from: 08/23/2022 through: 06/30/2023

- 7. For Competitive Purchases Only: Renewals: Yes No X No. of Renewals:

- 8. Type of Request: (check one) X One-Time Purchase Purchase throughout the school year or on an "as needed" basis Expenditure

- 9. Total Cost for Goods and/or Services to be Purchased: \$ 171,599.96 Approximately

- 10. Funding Source(s) - check all that apply: Federal State Local Bond Provide Budget Codes & Descriptions: 199-21-6399-65-807-99-000 (2023)

- 11. Provide a copy of General Ledger Inquiry showing corresponding balances.

12. Additional Impact:

A. Other Estimated Financial Impact (other costs that will be needed as a result of this purchase):

1) C & I (Goods, Materials, Services)	\$ 0
2) Facilities (Additional Space, Infrastructure, Utilities)	\$ 0
3) Transportation (Additional Routes)	\$ 0
4) HR (Additional Staff)	\$ 0
5) Technology (Cabling/Equipment, etc.)	\$ 0
6) Vehicle Insurance ( <i>Director, Employee Benefits signs below</i> )	\$ 0

<u>Eleanor Fernandez</u>	<u>Eleanor Fernandez</u>	<u>7/13/2022</u>
Requestor Signature	Type Name	Date
<u>Sr. Executive Director/Executive Director Signature</u>	<u>Type Name</u>	<u>Date</u>
<u>Associate Superintendent/Assistant Superintendent Signature</u>	<u>Type Name</u>	<u>Date</u>
<u>Patti Salzman</u>	<u>Patti Salzman</u>	<u>7/13/2022</u>
Deputy Superintendent Signature	Type Name	Date
<u>Edward Romero</u>	<u>Edward M. Romero</u>	<u>7/15/2022</u>
Executive Director of Operations, Business Services Signature	Type Name	Date

**COORDINATION CONDUCTED WITH (if required):**

<u>Dottie Carreon</u>	<u>Dottie Carreon</u>	<u>7/19/2022</u>
Interim Associate Superintendent, Financial Services & Business Operations Signature	Type Name	Date
<u>Ken Thompson</u>	<u>Dr. Kenneth Thompson</u>	<u>7/14/2022</u>
Chief Information Technology & Accountability Officer, Information Technology & MIS Signature	Type Name	Date
<u>Associate Superintendent, Human Capital Management Signature</u>	<u>Toni Thompson</u>	<u>Date</u>
	Type Name	
<u>Deputy Chief Operations Officer, Construction Services Signature</u>	<u>Kedrick Wright</u>	<u>Date</u>
	Type Name	
<u>Director, Employee Benefits, Risk Management &amp; Safety Signature</u>	<u>Lorena Rios</u>	<u>Date</u>
	Type Name	

Revised: June 27, 2022

Reviewed By: RC

## ORDER FORM

This Order Form (this "Agreement") is entered into as of 2022-07-01 (the "Effective Date"), by and between San Antonio Independent School District ("Client"), and SchoolMint, Inc., a Delaware corporation ("SchoolMint"); for a subscription to one or more of SchoolMint's Software-as-a-Service programs, related software, documentation and/or services related thereto as set forth below (collectively, the "Services") subject to the terms set forth in the Master Services Agreement (the "MSA") entered into as of the Effective Date by and between SchoolMint and Client, and the terms of the MSA are incorporated and made a part of this Order Form.

### Subscription Term

Access to the Services described below shall remain in effect from 2022-07-01 until 2023-08-03 ("Subscription Term").

At the end of the initial Subscription Term, the subscription will renew for additional annual periods unless Client provides SchoolMint with at least 60 days advance written notice prior to the expiration of the existing Subscription Term.

### Licensed Services and Associated Fees

The following Services are licensed for Client use.

Type of License	Quantity
Enrollment Number	52000
Number of Sites	100

Name	Price	QTY	Subtotal
SM District Choice - Application	\$43,334.41	1	\$43,334.41
SM District Choice - Lottery	\$21,664.86	1	\$21,664.86
SM Events & Appointments	\$7,801.04	1	\$7,801.04
SM Re-Enrollment	\$57,201.43	1	\$57,201.43
SM Registration	\$33,797.18	1	\$33,797.18
Interest Tracker	\$7,801.04	1	\$7,801.04
Enrollment Premium Support Premium M&S services include: Email, Chat, and Phone support for up to four (4) named administrators, during standard business hours	\$26,000.00	1	\$0.00

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<b>Total</b>	<b>\$171,599.96</b>
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**Discounts, if any, are only applicable to the current subscription term.**

**Price Increases**

At the end of the initial Subscription Term, and each Subscription Term thereafter, SchoolMint shall have the right to increase its prices for the Services by up to 5%, or by the trailing 12-month United States Consumer Price Index (CPI) as published by the U.S. Bureau of Labor Statistics, or to current market rates, whichever is higher.

**Services**

Any unused services purchased expire after **12 months**. There are no refunds or credits issued for unused services.

**Premium Customer Care (Customer Support) includes:**

- Prioritized ticketing queues
- Troubleshooting and break/fix support of SchoolMint-developed customizations
- Troubleshooting and break/fix support of licensed SchoolMint applications
- Email, Chat, and Phone support for up to four (4) named administrators, during standard business hours (Monday-Friday, 8AM-6PM CST)
- Year-round access to training videos, launch checklists & best practice tips
- Access to a Knowledge Base and tutorials

Customer Care services are subject to change on an annual basis.

**CONDITIONS OF AGREEMENT:**

- **OFFER EXPIRATION:** This Order Form is valid until 2022-09-15
- **MSA INCORPORATED:** Access to the Services is conditioned upon the Client's review and agreement of the Master Services Agreement (MSA), linked below.
- **PAYMENT TERMS:** Ongoing fees are invoiced annually, on a Net-30 basis.
- **TAX LIABILITY:** All contracts are exclusive of tax. Any applicable tax will be added into any and all invoices resulting from this order, payable by Client.
- **ANNUAL AUDITS:** SchoolMint shall have the right to audit Client enrollment and users during each Subscription Term and bill Client for any additional enrollments and users identified at the time of the audit. Payments are due within thirty (30) days of the billing date specified on any supplemental invoice submitted to Client following an audit.

Payments can be made by bank transfer to:

**Bank Name:** Webster Bank

**Bank Holder:** SchoolMint, Inc.

**Account No.:** 23135570

**ABA/Routing #:** 211170101

**Terms:** 30 days

**Role Definition and Agreement:** The undersigned is authorized to bind the Client including, without limitation, to approve and execute the Agreement, make changes to the Agreement, and to serve as the primary point of communication between Client and SchoolMint.

By checking this box and signing below, I hereby acknowledge that I have received and read SchoolMint's MSA.

**San Antonio Independent School District**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Minutes of Special Board Meeting  
San Antonio Independent School District Board of Trustees  
Friday, July 15, 2022**

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NOTE: These minutes reflect all agenda items in the order as originally posted and do not necessarily reflect the order in which the items were discussed and/or voted on.

Special Board Meeting of the Board of Trustees of the San Antonio ISD was held on Friday, July 15, 2022, beginning at 9:19 a.m., Culinary Institute of America, 312 Pearl Parkway, Building 2, Suite 2102, San Antonio, TX 78215.

**1. Meeting Called to Order**

A. Roll Call of Board Members Present and Declaration of Quorum Present 7 Absent 0

1. Mrs. Christina Martinez
2. Ms. Alicia Sebastian
3. Mr. Arthur Valdez
4. Mr. Ed Garza
5. Ms. Leticia Ozuna
6. Mrs. Patti Radle – left at 2:09 p.m.
7. Mrs. Sarah Sorensen

B. Recording of Superintendent Present

1. Dr. Jaime Aquino

C. Pledge of Allegiance to the U. S. Flag

D. Salute to the Texas Flag - "Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

E. Citizens' Presentations - 30-minute total time limit for this item (*Please note: Public comments are limited to items on the posted agenda.*)  
None presented.

**2. SAISD Board Retreat and Training**

Tracy Goss, Consultant, facilitated training to the Trustees and staff during the retreat. This was a discussion only-item. No action was required.

**3. Adjournment**

A. Mrs. Martinez adjourned the meeting at 4:30 p.m.

**MINUTES APPROVED**

The foregoing minutes of the Special Board Meeting of the Board of Education of the San Antonio Independent School District held on Friday, July 15, 2022 were duly approved at a meeting held on August 22, 2022.

**ATTEST:**

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**Christina Martinez**  
President, Board of Education  
San Antonio Independent School District

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**Arthur Valdez**  
Secretary, Board of Education  
San Antonio Independent School District

**Minutes of Special Board Meeting  
San Antonio Independent School District Board of Trustees  
Saturday, July 16, 2022**

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NOTE: These minutes reflect all agenda items in the order as originally posted and do not necessarily reflect the order in which the items were discussed and/or voted on.

Special Board Meeting of the Board of Trustees of the San Antonio ISD was held on Saturday, July 16, 2022, beginning at 9:00 a.m., Board Room, 514 W. Quincy Street, San Antonio, TX 78212.

**1. Meeting Called to Order**

A. Roll Call of Board Members Present and Declaration of Quorum Present   6   Absent   1  

1. Mrs. Christina Martinez
2. Ms. Alicia Sebastian - absent
3. Mr. Arthur Valdez
4. Mr. Ed Garza
5. Ms. Leticia Ozuna
6. Mrs. Patti Radle – left at 1:30 p.m.
7. Mrs. Sarah Sorensen

B. Recording of Superintendent Present

1. Dr. Jaime Aquino

C. Pledge of Allegiance to the U. S. Flag

D. Salute to the Texas Flag - "Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

E. Citizens' Presentations - 30-minute total time limit for this item *(Please note: Public comments are limited to items on the posted agenda.)*

None presented

**2. SAISD Board Retreat and Training**

AJ Crabill, a National School Board Governance Leader of the Council of the Great City Schools, facilitated training to the Trustees and staff during the retreat. This was a discussion-only item. No action was required.

**3. Adjournment**

A. Mrs. Martinez adjourned the meeting at 4:00 p.m.

**MINUTES APPROVED**

The foregoing minutes of the Special Board Meeting of the Board of Education of the San Antonio Independent School District held on Saturday, July 16, 2022 were duly approved at a meeting held on August 22, 2022.

**ATTEST:**

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**Christina Martinez**  
President, Board of Education  
San Antonio Independent School District

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**Arthur Valdez**  
Secretary, Board of Education  
San Antonio Independent School District

**Minutes of Board Business Meeting  
San Antonio Independent School District Board of Trustees  
Monday, July 18, 2022**

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NOTE: These minutes reflect all agenda items in the order as originally posted and do not necessarily reflect the order in which the items were discussed and/or voted on.

Board Business Meeting of the Board of Trustees of the San Antonio ISD was held on Monday, July 18, 2022, beginning at 5:31 p.m., Board Room, 514 W. Quincy Street, San Antonio, TX 78212.

**1. Meeting Called to Order**

- A. Roll Call of Board Members Present and Declaration of Quorum Present 7 Absent 0
  - 1. Mrs. Christina Martinez
  - 2. Ms. Alicia Sebastian
  - 3. Mr. Arthur Valdez
  - 4. Mr. Ed Garza
  - 5. Ms. Leticia Ozuna
  - 6. Mrs. Patti Radle
  - 7. Mrs. Sarah Sorensen
- B. Recording of Superintendent Present
  - 1. Dr. Jaime Aquino
- C. Pledge of Allegiance to the U. S. Flag
- D. Salute to the Texas Flag - "Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."
- E. Citizens' Presentations - 60-minute total time limit for this item  
**For details regarding their comments, please refer to the video recording for this meeting located at [www.saisd.net](http://www.saisd.net) on the SAISD Board Page.**
  - 1. Jason Mims, Mims Institute
  - 2. Joe Cantu and Maribel Gardea, Mindshift ED

**2. Recognitions**

- A. Recognition of Chief Jose E. Curiel  
This was a discussion-only item. No action was required.
- B. Recognition of SAISD Students for their Participation in the Information Technology Department as Summer Interns  
This was a discussion-only item. No action was required.
- C. Recognition of No Kid Hungry Project and Honored District Family and Bus Driver  
This was a discussion-only item. No action was required.

**3. Governance**

- A. Safety and Security Update  
This was a discussion-only item. No action was required.
- B. Update on SAISD Systems of Care for Families  
This was a discussion-only item. No action was required.
- C. Approval for the revision to the 2022-2023 SAISD Instructional Calendar  
Motion by Mrs. Radle; second by Ms. Sebastian; approved by a vote of 7-0 with all Board Members present.
- D. Approval to Revise Board Policy FNCA (LOCAL) - Student Conduct: Dress Code

Motion by Mrs. Sorensen; second by Ms. Sebastian; approved by a vote of 7-0 with all Board Members present.

- E. Approval of 2022-2023 SAISD Student Code of Conduct  
Motion by Ms. Sebastian; second by Mrs. Sorensen; approved by a vote of 7-0 with all Board Members present.
- F. Presentation on Redistricting Services  
This was a discussion-only item. No action was required.
- G. Presentation on the Bond Program  
This was a discussion-only item. No action was required.

#### **4. Consent Agenda**

Motion by Mrs. Radle; second by Ms. Sebastian; approved by a vote of 7-0 with all Board members present. Consent items included 4B, 4C, 4E, 4F, 4G, 4H, 4I, 4J, 4K, 4L, 4M, 4N, 4O, 4P, 4Q, 4R, 4S, 4T, 4U, 4V, 4W and 4X. Items 4A and 4D were pulled from the Consent Agenda for separate discussion.

- A. Approval of the Ratification of the Fee Waiver to Inner City Development for the use of Tafolla Middle School gymnasium for the Volleyball Summer League  
Motion by Mr. Garza; second by Mrs. Sorensen; approved by a vote of 6-0 with Mrs. Radle abstaining from the vote due to her affiliation with Inner City.
- B. Approval of the Ratification of the 2021-2022 Shared Services Agreement (SSA) Between SAISD and Education Service Center, Region 20 for Title I Non-Public Schools
- C. Approval of the Memorandum of Understanding (MOU) with the Education Service Center, Region 20 for the Bexar County Pre-K Enrollment Drive Project
- D. Approval of the PreK4SA – Public School Grant Agreement Between SAISD and The San Antonio Early Childhood Municipal Development Corporation  
Motion by Ms. Sebastian; second by Mr. Valdez; approved by a vote of 7-0 with all Board members present.
- E. Approval of the Memorandum of Understanding (MOU) Between SAISD and Empower House
- F. Approval of the Agreement for Community-Based Work Based Learning Program Between SAISD and Goodwill of San Antonio
- G. Approval of the Memorandum of Understanding (MOU) Between SAISD and Family Service Association of San Antonio, Inc.
- H. Approval of the Memorandum of Understanding (MOU) Between SAISD and Snack Pack 4 Kids San Antonio
- I. Approval of the Educational Services/Interlocal Agreement Between SAISD and Alamo Community College District on Behalf of San Antonio College – First Responders Academy
- J. Approval of the Memorandum of Understanding (MOU) Between SAISD and Ed Plus, Inc. Upward Bound Program
- K. Approval of the Memorandum of Understanding (MOU) Between SAISD and St. Mary’s University Upward Bound Program
- L. Approval of the TRiO Agreements Between SAISD and Alamo Community College District on behalf of San Antonio College (SAC) for the Upward Bound Math and Science (UBMS) Program at Burbank HS, Edison HS, and Highlands HS
- M. Approval of the Service Delivery Agreement Between SAISD and Communities in Schools of San Antonio
- N. Approval of the Memorandum of Understanding (MOU) Between SAISD and Good Samaritan Community Services (GSCS)
- O. Approval of the Donation Partnership Between SAISD and Undies for Everyone
- P. Approval of the Affiliation Agreement Between SAISD and The University of Louisville
- Q. Approval of the Memorandum of Understanding (MOU) Between SAISD and Children’s Bereavement Center of South Texas for School Based Grief Support Program

- R. Approval to Submit the Texas Education Agency (TEA) Waiver for the Renewal of the General Pregnancy Related Services On-Campus Compensatory Education Home Instruction (CEHI)
- S. Approval of the Rental Agreement Between SAISD Athletic Office and The San Antonio A&M Club Foundation
- T. Approval of Commitment Forms for ESC Region 20 Services for 2022-2023
- U. Approval of the Quarterly Investment Report, January 2022 – March 2022
- V. Approval of Request for Waiver of Penalty and Interest
- W. Approval of Procurement Services' Recommendations for Bids, Proposals, and Awards
- X. Approval of Minutes for the following meetings:
  - 1. June 4, 2022 Special Board Meeting
  - 2. June 8, 2022 Internal Audit Subcommittee Meeting
  - 3. June 20, 2022 Public Hearing
  - 4. June 20, 2022 Board Business Meeting

**5. Closed Session**

- A. Mrs. Martinez convened the Board in Closed Session at 10:04 p.m. as authorized by the Texas Government Code Chapter 551, et. Seq. (TGC 551.071, TGC 551.072, TGC 551.074 and TGC 551.076) to discuss and/or receive information about the items under this section listed as 5A1, 5A2, 5A3, 5A4, 5A5, 5A6, and 5A7.
- B. Mrs. Martinez reconvened the Board in Open Session at 12:40 a.m. on Tuesday, July 19, 2022, and took appropriate action on items discussed in Closed Session. Items 5A1 through 5A7 are listed as follows:
  - 1. Deliberation regarding the purchase, exchange, lease or value of real estate, including legal issues on the acquisition process. (TGC 551.071 and TGC 551.072)  
No action taken.
  - 2. Deliberation regarding personnel matters, including but not limited to employment, duties, discipline, reassignment, resignation, retirement, reclassification, and dismissal of an employee. (TGC 551.071 and TGC 551.074)  
No action taken.
  - 3. Consultation with legal counsel regarding pending litigation related to face covering and vaccination requirements. (TGC 551.071)  
No action taken.
  - 4. Consultation with legal counsel on legal issues related to the audit plan and related audit matters. (TGC 551.071)  
No action taken.
  - 5. Consultation with Legal Counsel related to legal issues on the purchase of Cyber Security Insurance for the District. (TGC 551.071 and TGC 551.076)  
Motion by Mr. Valdez; second by Ms. Ozuna; approved by a vote of 7-0 with all Board Members present. The Board approved the recommendation to purchase of Cyber Security Insurance as discussed in closed session.
  - 6. Consultation with Superintendent and discussion regarding the appointment for the position of Chief Financial Officer. (TGC 551.074)  
Motion by Mr. Valdez; second by Ms. Ozuna; approved by a vote of 7-0 with all Board Members present. The Board approved the appointment of Dottie Carreon for the position of Chief Financial Officer subject to the Superintendent's authority to reassign.
  - 7. Consultation with Superintendent and discussion regarding the appointment for the position of Chief of Police. (TGC 551.074)  
Motion by Mr. Valdez; second by Mrs. Radle; approved by a vote of 7-0 with all Board Members present. The Board approved to re-classify the position of Chief of Police as a Senior Executive Director Level position.

Motion by Mr. Valdez to furthermore approve the appointment of Johnny Reyes to the position of Chief of Police subject to the Superintendent's authority to reassign. Second by Ms. Ozuna. This item was approved by a vote of 7-0 with all Board Members present.

**6. Adjournment**

A. Mrs. Martinez adjourned the meeting at 12:42 a.m. on Tuesday, July 19, 2022.

**MINUTES APPROVED**

The foregoing minutes of the Board Business Meeting of the Board of Education of the San Antonio Independent School District held on Monday, July 18, 2022 were duly approved at a meeting held on August 22, 2022.

**ATTEST:**

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**Christina Martinez**  
**President, Board of Education**  
**San Antonio Independent School District**

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**Arthur Valdez**  
**Secretary, Board of Education**  
**San Antonio Independent School District**

**Minutes of Internal Audit Subcommittee Meeting  
San Antonio Independent School District Board of Trustees  
Wednesday, July 20, 2022**

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NOTE: These minutes reflect all agenda items in the order as originally posted and do not necessarily reflect the order in which the items were discussed and/or voted on.

Internal Audit Subcommittee Meeting of the Board of Trustees of the San Antonio ISD was held on Wednesday, July 20, 2022, beginning at 12:04 p.m., Rm 3306, 514 W. Quincy Street, San Antonio, TX 78212.

**1. Meeting Called to Order**

- a. Mr. Ed Garza, Board Member and Subcommittee Chair
- b. Ms. Alicia Sebastian, Board Vice President – arrived at 12:26 p.m.
- c. Ms. Leticia Ozuna, Board Member
- d. Dr. Jaime Aquino, Superintendent
- e. Mr. Pablo Escamilla, Legal Counsel, Escamilla & Poneck
- f. Mrs. Nicole Franco, Chief of Staff
- g. Mrs. Lourdes Martinez, Chief of Internal Auditor
- h. Ms. Rosalie Vielma, Manager, Internal Auditor
- i. Mrs. Theresa Mendoza, Board Coordinator

**2. Internal Audit Update**

Staff provided an Internal Audit update during the subcommittee meeting. This was a discussion-only item. No action was required.

**3. Adjournment**

Mr. Garza adjourned the meeting at 1:00 p.m.

**MINUTES APPROVED**

The foregoing minutes of the Internal Audit Subcommittee Meeting of the Board of Education of the San Antonio Independent School District held on Wednesday, July 20, 2022 were duly approved at a meeting held on August 22, 2022.

**ATTEST:**

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**Christina Martinez**  
President, Board of Education  
San Antonio Independent School District

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**Arthur Valdez**  
Secretary, Board of Education  
San Antonio Independent School District