

# Agenda of Regular Meeting

## The Board of Trustees Santa Gertrudis ISD

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A Regular meeting of the Board of Trustees of Santa Gertrudis ISD will be held December 16, 2024, beginning at 6:30 PM in the SGISD Central Office  
Hwy 141-King Ranch  
Kingsville, Texas 78363.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. First Order of Business
  - A. Establish a Quorum
  - B. Moment of Silence
  - C. Pledge of Allegiance
2. Public Hearing on FIRST Rating (Financial Integrity Rating System of Texas)
3. Comments from Public in Open Forum
4. Announcements/Communications/Presentations
  - A. Student and Staff of the Month Recognitions
  - B. Principal Reports
  - C. Athletic Director Report
  - D. Band Reports
  - E. Superintendent Update
5. Consider and take possible action on the 25-26 student application 3
6. Discuss and take possible action on board policy CDA (Local) 9
7. Discuss changes to Food Service Program
8. Discuss and take possible action Health Science equipment purchase with TWC Grant.
9. Discuss and take possible action on Architect
10. Discuss and take possible action on Budget Amendments
11. Consent Agenda Items
  - A. Finance Reports
  - B. Minutes of Regular Meeting November 18, 2024 13
  - C. Minutes of Special Board Meeting - November 20, 2024 17
12. CLOSED SESSION
  - A. Pursuant to Tex. Govt. Code 551.074, consider and discuss personnel salaries.
13. OPEN SESSION

14. Consider and take possible action on Board Resolution as presented.
15. Adjournment

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SGISD Currently has openings in the following grades

PK3 (District Reserves the right to impose tuition cost)

Kinder

6<sup>th</sup> Grade

9<sup>th</sup> Grade

Applications for all other grades can be submitted but will not be addressed unless an opening in the specific grade is available.

Please check your email SPAM folder for email from [recruitment@sgisd.net](mailto:recruitment@sgisd.net). It is our goal to send out acknowledgement emails for grades with openings within a week of receiving Application Packets at each individual school. Please be aware that it may take 2-3 days for your application to be processed.

For Incomplete Applications, an email will be placed to parent/guardian for missing documentation. Please make sure to check your spam for emails from [recruitment@sgisd.net](mailto:recruitment@sgisd.net) Applicant will not be cleared for review until all paperwork is compiled.

A reliable email is required for application to be processed. Please check your email 2-3 days after you turn in your application for acknowledgement or any additional information that is needed.

**Applications are due on March 7, 2025**

**Any application received AFTER  
will not be ensured an interview**

## Document Check List

The following documents must be submitted with application for application to be considered complete. Any missing documentation will result in your application not being processed.

- |  |                         |                      |
|--|-------------------------|----------------------|
| <input type="checkbox"/> Complete Application Form (in person or online)                 | _____<br>Parent Initial | _____<br>Received by |
| <input type="checkbox"/> Recommendations (if applicable)                                 | _____<br>Parent Initial | _____<br>Received by |
| <input type="checkbox"/> Birth Certificate* (copy only)                                  | _____<br>Parent Initial | _____<br>Received by |
| <input type="checkbox"/> Attendance Records (2023-2024 & Fall 2024)                      | _____<br>Parent Initial | _____<br>Received by |
| <input type="checkbox"/> Proof of Residency (current utility bill with physical address) | _____<br>Parent Initial | _____<br>Received by |
| <input type="checkbox"/> Proof of employment (with King Ranch or SGISD)                  | _____<br>Parent Initial | _____<br>Received by |
| <input type="checkbox"/> Proof of all extracurricular activities                         | _____<br>Parent Initial | _____<br>Received by |
| (Printed pictures, copies of certificates, copies of ribbons etc)                        | _____<br>Parent Initial | _____<br>Received by |
| <input type="checkbox"/> Social Security Card* (copy only)                               | _____<br>Parent Initial | _____<br>Received by |
| <input type="checkbox"/> Report Cards (2023-2024 & Fall 2024)                            | _____<br>Parent Initial | _____<br>Received by |
| <input type="checkbox"/> Immunization Records* (copy only)                               | _____<br>Parent Initial | _____<br>Received by |
| <input type="checkbox"/> Test Scores (2022-2023, 2023-2024)                              | _____<br>Parent Initial | _____<br>Received by |
| <input type="checkbox"/> Discipline Records  | _____<br>Parent Initial | _____<br>Received by |
| (A letter from the principal if no discipline records exist; (2023-2024 & Fall 2024)     |                         |                      |
| <input type="checkbox"/> Student Interview (to be completed if Student is a finalist)    |                         |                      |

**FOR OFFICE USE ONLY**

Application issued: \_\_\_\_\_

Application returned complete: \_\_\_\_\_

Interview date/time: \_\_\_\_\_

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Santa Gertrudis Independent School District  
Application for Admission  
2025-2026

**To the Applicant and/or Parent(s):** The contents of this application will be kept confidential. Please complete the entire application before it is returned. Write clearly and in ink. **Failure to submit a fully completed application may result in denial of transfer. PRINT**

This application for admission to the Santa Gertrudis Independent School District is made on behalf of:

\_\_\_\_\_ Last Name First Middle

with acceptance of the regulations and procedures of the Santa Gertrudis ISD as they are stated at the end of this application.

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  M  F Social Security #: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ County: \_\_\_\_\_ Country: \_\_\_\_\_

Do you have any siblings currently in our district (please list name and grade) \_\_\_\_\_

Do you have a parent that Graduated from SGISD?  No  Yes What was their Graduation Year? \_\_\_\_\_

**STUDENT BASIC INFORMATION:**

Are you the parent or legal guardian of this child?  No  Yes

Is there a custody agreement in place for this child and do you have the legal right to make educational decisions for this child?

No  Yes If yes, please provide documentation.

Name of Parent(s) / Guardian(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Applicant lives with (check one):  Both Parents  One Parent  Parent & Step-Parent  Guardian

Father: \_\_\_\_\_ Employed at: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Mother: \_\_\_\_\_ Employed at: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Guardian: \_\_\_\_\_ Employed at: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent/Guardian E-Mail Address: \_\_\_\_\_

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## STUDENT ACADEMIC / EDUCATIONAL INFORMATION:

Are you currently enrolled in school?  No  Yes 2025-2026 Grade Level : \_\_\_\_\_

If no, explain: \_\_\_\_\_

If yes, name of present school and location: \_\_\_\_\_

School district of residence: \_\_\_\_\_

## DISCIPLINE / ATTENDANCE INFORMATION

Have you ever been in a Discipline Alternative Education Program (DAEP)?  No  Yes

If yes, explain: \_\_\_\_\_

Have you ever been or are currently suspended/expelled?  No  Yes

If yes, explain: \_\_\_\_\_

Have you ever been convicted of a criminal offense?  No  Yes

If yes, (number of times) explain: \_\_\_\_\_

Are you currently on probation or other conditional release for a conviction of a criminal offense?  No  Yes

If yes, (number of times) explain: \_\_\_\_\_

Have you engaged in delinquent conduct or conduct in need of supervision and are on probation or other conditional release for that conduct?  No  Yes

If yes, (number of times) explain: \_\_\_\_\_

Have you experienced any of the following:  No  Yes If yes, please check all that apply.  
 Excessive absences  Excessive tardiness  Fights or Violent behavior  
\_\_\_\_ Number of absences (current year) \_\_\_\_ Number of tardiness (current year)  
\_\_\_\_ Number of absences (last year) \_\_\_\_ Number of tardiness (last year)

**NOTICE** According to the provisions of the Texas Education Code (TEC) 23.002(d), presenting false documents or false record is a Class A Misdemeanor offense under Section 37.10 of the Texas Penal Code. According to the provisions of TEC 25.001(h), a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period enrolled or the greater of:

- (1) the maximum tuition fee the district may charge under TEC 25.038; or
- (2) the amount the district has budgeted for each student as maintenance and operating expenses.

**The following items must be included for a complete application. See Document check list for details.**

Complete Application Form	Proof of extracurricular activities	Report Cards
Proof of Residency	Attendance Records	Test Scores
Birth Certificate*	Proof of employment	Social Security Card*

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Discipline Records

Immunization Records\*

## APPLICATION PROCESS INFORMATION:

Upon the completion of these procedures, the Admissions Committee will meet and review each candidate. Student / Parent interview will be scheduled after review of application by Admissions Committee beginning at the end of March. Interviews will be scheduled. Factors for consideration are academic record, test results, and student interviews. Applicants should be committed to their academic achievement, enjoy learning, and contribute to the overall strength of the Santa Gertrudis ISD. Falsification of student records will result in automatic denial and/or revoking of transfer.

Students will receive acceptance and rejection letters via mail. Students that are placed on the waiting list will also be notified via email. Information regarding acceptance and rejection will be provided June 2024 unless the application is late or new openings are found.

**\*Original documents must be presented if required by registrar.**

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## REGULATIONS AND PROCEDURES

Enrollment is understood to be for the full year. Santa Gertrudis I.S.D. reserves the right to insist upon the immediate withdrawal of any student whose presence is considered by the school district to be detrimental to the best interest of either the student or the school district.

Santa Gertrudis I.S.D. does not discriminate in admissions, educational programs, or employment against any individual on the basis of sex, age, nationality or ethnic origin.

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I certify that the information on this application is complete and correct. I understand that the submission of false information is grounds for denial of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action. I understand that the Santa Gertrudis Independent School District expects a high standard of conduct from its students, and if accepted for admission, I will abide by all rules and regulations of the Santa Gertrudis Independent School District as set forth in the Student Handbook. I authorize the Santa Gertrudis Independent School District to verify the information I have provided. I agree to notify the proper officials of the Santa Gertrudis Independent School District of any changes in the information provided.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby consent to the release of my child's academic records and personal data for the purpose of determining acceptance to the Santa Gertrudis Independent School District.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION MUST BE SIGNED BY PARENT AND STUDENT (IF STUDENT IS ENTERING 1<sup>ST</sup> OR ABOVE)**

## Acceptance Rubric

- Completed application with required materials (10 points)
- Attendance (0-15 points)
- Discipline (0-10 points)
- Grades (0-10 points)
- Siblings (0-10 points)
- STAAR ELA/MATH Scores (0-15 points)
- Extra-Curricular Activities (0-10 points)
- King Ranch, district employee's child, SGISD alumni (0-10 points)
- Interview (0-10 points)

Students new to the district will begin the process in March. Interviews will be held during school hours, after school hours and on possibly on Saturdays at the Santa Gertrudis School or Academy High School. Students will receive acceptance and rejection letters via mail. If rejected, an explanation for the rejection will be provided in the letter. Students that are placed on the waiting list will also be notified via email. Information regarding acceptance and rejection will be provided in June 2025.

Santa Gertrudis Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity.

Santa Gertrudis ISD  
137904

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

**Investment Authority**

The Superintendent ~~and/or Business Manager~~ ~~other person designated by Board resolution~~ shall serve as the investment officer/s of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

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**Approved Investment Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

**Safety**

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctua-

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**OTHER REVENUES  
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tions by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment  
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and  
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

**Diversity**

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market  
Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating  
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

**Funds/Strategies**

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

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<b>Operating Funds</b>	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
<b>Custodial Funds</b>	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
<b>Debt Service Funds</b>	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
<b>Capital Project Funds</b>	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
<b>Safekeeping and Custody</b>	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
<b>Sellers of Investments</b>	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
<b>Soliciting Bids for CDs</b>	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
<b>Interest Rate Risk</b>	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
<b>Internal Controls</b>	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

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protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

**Annual Review**

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

**Annual Audit**

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

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ADOPTED:

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# Minutes of Regular Meeting

## The Board of Trustees Santa Gertrudis ISD

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A Regular meeting of the Board of Trustees of Santa Gertrudis ISD was held November 18, 2024 beginning at 6:30 PM in the SGISD Central Office, Board Room Hwy 141-King Ranch, Kingsville, Texas 78363

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. First Order of Business  
Meeting was called to order at 6:30pm

- A. Establish a Quorum

**Members Present:**

Carmen Falcon - Secretary  
April Grigg - Trustee  
Oscar Cortez –President  
LeeRoy Montalvo – Trustee  
Francis Regalado – Vice President  
Jennifer Cash – Trustee  
Delia Perez - Trustee

**Members Absent:**

- B. Moment of Silence
    - C. Pledge of Allegiance  
Moment of Silence followed by Pledges to the Flags

2. Comments from Public in Open Forum  
None
3. Canvass Returns and Certify November 5, 2024, Election Results - **Dr. Alfaro**

A motion was made by Jennifer Cash to approve the Canvass Returns and Certify November 5, 2024 Election Results. The motion was given a second by Carmen Falcon. The motion passes with 6 in favor and none opposed.

4. Administer Oath of Office to Newly Elected Board Members – **Alma Posada (Notary)**
  1. **LeeRoy Montalvo**
  2. **Francis Regalado**
  3. **Delia Perez**
5. Discuss Board Training Hours – Prior Year - **Dr. Alfaro**
6. Announcements/Communications/Presentations
  - A. Class Showcase – Ms. Oliveira Class
  - B. Student and Staff of the Month Recognition
  - C. Principal Reports
    - Mr. Odom
    - Mrs. Puig
  - D. Athletic Director Report
    - Mr. Lozano
  - E. Band Reports
    - Mr. Mendez
  - F. Superintendent Update
    - Dr. Alfaro for Superintendent

7. Consider and take possible action on RFQ's for the roof – **Dr. Alfaro**

A motion was made by LeeRoy Montalvo to approve the RFQ's for the roof. The motion was given a second by Delia Perez. The motion passes with 7 in favor and none opposed

8. Discuss and take possible action on 2025 Corrected Board Meeting Dates – **Dr. Alfaro**

A motion was made by April Grigg to approve the 2025 Corrected Board Meeting Dates. The motion was given a second by Carmen Falcon. The motion passes with 6 in favor and none opposed.

9. Discuss and take possible action on the 2025 Blue Bird Passenger Bus - **Dr. Alfaro**

This item was tabled

10. Consent Agenda Items – **Amanda Ramirez**

- A. Finance Reports
- B. Minutes of Regular Board Meeting October 21, 2024
- C. Minutes of Special Board Meeting October 29, 2024

A motion was made by April Grigg to approve action on the Consent Agenda Items A-B. The motion was given a second by LeeRoy Montalvo. The motion passes with 7 in favor and none opposed

11. Discuss and take possible action on Budget Amendments

This item was tabled

12. CLOSED SESSION

The board went into a Closed Session at 7:29 PM

- A. Pursuant to Tex. Govt. Code 551.074, consider and discuss reorganization of new board officers.
- B. Pursuant to Tex. Govt. Code. 551.074, Review Board Operating Procedures with board members.

13. OPEN SESSION

The board returned to Open Session at 8:12 PM

A motion was made by Carmen Falcon to nominate Oscar Cortez as President. The motion was given a second by Delia Perez. The motion passes with 4 in favor and 3 opposed.

A motion was made by Delia Perez to nominate Francis Regalado as Vice - President. The motion was given a second by Carmen Falcon. The motion passes with 4 in favor and 3 opposed.

A motion was made by Delia Perez to nominate Carmen Falcon as Secretary. The motion was given a second by Francis Regalado. The motion passes with 4 in favor and 3 opposed.

14. Adjournment

The Meeting was adjourned at 8:15 PM

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Oscar Cortez – President

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Dr. Veronica Alfaro - Superintendent

# Minutes of Special Meeting

## The Board of Trustees Santa Gertrudis ISD

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A Special meeting of the Board of Trustees of Santa Gertrudis ISD was held November 20, 2024 beginning at 6:00 PM in the SGISD Central Office, Board Room Hwy 141-King Ranch, Kingsville, Texas 78363

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. First Order of Business  
Meeting was called to order at 6:30 pm
  - A. Establish a Quorum  
  
**Members Present:**  
LeeRoy Montalvo – Trustee  
Carmen Falcon – Secretary  
Francis Regalado – Vice President  
Jennifer Cash – Trustee  
Delia Perez - Trustee  
  
**Members Absent:**  
April Grigg – Trustee  
Oscar Cortez –President
  - B. Moment of Silence
  - C. Pledge of Allegiance  
Moment of Silence followed by Pledges to the Flags
2. Comments from Public in Open Forum  
**None**
3. 2023-2024 Audit Presentation – **Cameron Gulley**

A motion was made by Carmen Falcon to approve the 2023-2024. The motion was given a second by Delia Perez. The motion passes with 5 in favor and none opposed

4. Adjournment

The Meeting was adjourned at 7:02 PM.

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Oscar Cortez – President

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Dr. Veronica Alfaro - Superintendent