

**South San Antonio
Independent School District**

ADMINISTRATION BUILDING
5622 RAY ELLISON BLVD.
SAN ANTONIO, TX 78242
Telephone: (210) 977-7000
Fax: (210) 977-7021

BOARD OF TRUSTEES
Regular Meeting February 19, 2020
6:00 PM

BOARD OF TRUSTEES

Veronica Barba
District 1

Kevin Rasco, Vice-President
District 2

Homer Flores
District 3

Shirley Ibarra Pena, Secretary
District 4

Connie Prado
District 5

Gilbert F. Rodriguez, Board President
District 6

Stacey E. Alderete
District 7

Dolores Sendejo
Interim Superintendent

SPECIAL NOTES

Information on procedures followed on Public Comment and other Board of Trustees meeting components are presented on the next page. Members of the public are encouraged to review them before attending the meeting.

The use of cellular phones and sound-activated pagers are prohibited during meetings.

If you should have any materials to present, please forward them to the secretary.

ADA COMPLIANCE

This meeting site is wheelchair accessible. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four hours prior to the meeting) by calling (210) 977-7000.



INFORMATION REGARDING THE
SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES

OPEN MEMBER COMMENT/CITIZENS TO BE HEARD:

At a Regular Meeting of the Board of Trustees, Members of the public will have the opportunity to address the Board of Trustees during this section on any Agenda Item or any subject within its jurisdiction except a matter related to pending litigation. Each speaker should sign in on the Public Comment Sheet available at the Board of Trustees meeting. Speakers should limit their comments to three (3) minutes. The Board of Trustees may, if any member deems it necessary, limit both the number of speakers and the time allotted to each speaker upon motion and a second by any other member. Under the law, the Board of Trustees may only take action on items specifically listed on the Agenda. Subject matter presented which is not a part of the Agenda will be referred to the appropriate department for review and subsequent action. Therefore, the Board of Trustees may not take formal action on any requests made during the Public Comment period (Citizens to be Heard) which are not on the agenda, but can refer such requests to school staff for review if appropriate.

DISRUPTION:

The Board shall not tolerate disruption of the meeting by members of the audience or individual board members. Persons attending Board meetings shall not delay, interrupt or disrupt the proceedings, or refuse to obey the orders of the presiding officer. Any disruption will result in immediate removal of members of the public and possible action of the Board to remove disruptive individual board members.

CONSENT AGENDA:

These items are of a routine, administrative or non-controversial nature. The Board has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All consent agenda items will be acted upon by one vote without being discussed separately, unless requested by a Trustee, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

CLOSED MEETING:

The Board of Trustees may go into Closed Meeting to discuss those matters listed anywhere on the Agenda as permitted by law.

OUR CALL TO ACTION

All students enjoy successful education experiences, empowering them to make decisions while enriching their lives in the future they create.

OUR BELIEFS

- We believe in constructive engagement of the school community for the success of our district.
- We believe in a strong support system for the school community to achieve excellence.
- We believe that innovative and challenging experiences for all students produce successful learners.
- We believe that trusting relationships among the school community are essential to student success.
- We believe that an inclusive school culture promotes positive student development and voice.
- We believe strong and effective student and adult leadership is essential to build a culture of high expectations.

OUR GOALS

1.) The percentage of graduating students who meet at least one College, Career, Military-Readiness (CCM-R) indicator will increase from 35% to 45% by August 2023.

- 2018: 35% (Based on 2016-2017 School Year)
- 2018-2019: 37%
- 2019-2020: 39%
- 2020-2021: 41%
- 2021-2022: 43%
- 2022-2023: 45%

2.) The percentage of students who attain “Meets” level performance on 3rd grade Math STAAR will increase from 26% to 41% by August 2023.

- 2017-2018: 26%
- 2018-2019: 29%
- 2019-2020: 32%
- 2020-2021: 35%
- 2021-2022: 38%
- 2022-2023: 41%

3.) The percentage of students who attain “Meets” level performance on 3rd grade Reading STAAR will increase from 27% to 42% by August 2023.

- 2017-2018: 27%
- 2018-2019: 30%
- 2019-2020: 33%
- 2020-2021: 36%
- 2021-2022: 39%
- 2022-2023: 42%

OUR STRATEGIES

- 1.) We will engage all school community members through transparency and effective communication to promote a positive perception and create a strong brand.
- 2.) We will establish a system of extraordinary customer service to attract and retain members of our community.
- 3.) We will develop a strong support system which will provide meaningful and innovative instruction that promotes critical thinking and problem solving.
- 4.) We will build partnerships with businesses and the community to promote parental involvement, support opportunities for student success, and increase student attendance and enrollment.
- 5.) We will promote and ensure a safe and secure learning environment for all students.

AGENDA
REGULAR MEETING OF THE
SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES
ADMINISTRATION BUILDING
5622 RAY ELLISON BLVD.
SAN ANTONIO, TX 78242

FEBRUARY 19, 2020 6:00 PM

CALL TO ORDER AND ROLL CALL

- PLEDGE OF ALLEGIANCE
- TEXAS PLEDGE
- PRAYER
- CALL TO ACTION

CITIZENS TO BE HEARD

RECOGNITIONS

- | | | |
|----|--------------------------------------------------------------------------------------------|---|
| 1. | Recognition of the South San Antonio High School Cheer Team 2019-2020 | 8 |
| 2. | Recognition of South San Antonio ISD Counselors, Mental Health and College Readiness Staff | 9 |

SUPERINTENDENT'S REMARKS (NO ACTION / REPORT ONLY)

CONSENT

Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

- | | | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1. | Approval of Board Meeting Minutes, Time Management Log, and Board Tracker: | |
| | A. December 18, 2019 Regular Called | 10 |
| | B. January 9, 2020 Special Called | 21 |
| | C. January 22, 2020 Special Called | 30 |
| 2. | Approval of the University of Texas at San Antonio Fall-Spring and/or Spring-Fall Field Experiences and Clinical Teaching Program Agreement | 37 |
| 3. | Approve the Early College High School Memorandum of Understanding between South San Antonio Early College Academy with the Alamo Colleges-Palo Alto College South San Antonio ISD and Palo Alto College-Alamo Colleges District | 42 |
| 4. | Approval of Updated Board Policy FFA Local | 60 |
| 5. | Approval of Purchase of Forklift for the Child Nutrition Department | 65 |
| 6. | Attendance Waiver for Price and Athens | 83 |
| 7. | Approve Interlocal Agreement Between City of San Antonio and South San Antonio ISD | 84 |

8. Approve Supplemental Services Agreement Between SA Youth and South San Antonio ISD (Complement to Interlocal Agreement with City of San Antonio) 98
9. Approve the College Connections Agreement between South San Antonio ISD and Alamo Community College District 105
10. Approve the Facility Use Agreement between South San Antonio ISD and Alamo Colleges 110
11. Approval of the February Budget Amendment 120
12. Approve the South San Antonio ISD 2020-2021 Academic School Calendar 123
13. Approve the Recommended Staff for Employment 125
14. Approval of E-Rate Category 2 purchases for switches and battery backups 128

PRESENTATIONS / REPORTS

1. Report on Pre-K 4 SA 134
2. Report on the State of South San ISD Libraries 135
3. Monthly Financial Statements for the Month Ending January 2020 158
4. Board Constraint 2 The Board shall not allow the introduction of new information or materials related to agenda items once the agenda is posted. 162
5. Report on Goal Progress Measures 3.1 and 3.2: Percentage of K-3 Students Reading On Level 163
6. Superintendent Constraint Progress Measure (CPM) 2.3: The Superintendent shall develop three elementary schools (in each feeder pattern) as community hubs utilizing the Community Partner Program to provide access to food, cash and health care qualifying participants. 183

CLOSED / EXECUTIVE SESSION

NOTICE: The Board of Trustees may elect to go into Closed Meeting any time during the meeting to discuss matters listed on the Agenda when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board of Trustees elects to go into Closed Meeting regarding an Agenda Item, the Board of Trustees will hold a Closed Meeting to discuss individual personnel matters including termination, litigation and other matters the Board deems necessary. Upon completion of Closed Meeting, the Board of Trustees may, in the open session, take such action as appropriate on items discussed in a Closed Meeting. If, during the course of the meeting, any discussion of any item listed on the agenda should be held in Closed Meeting, the Board will convene in such Closed Meeting in accordance with Texas Government Code Sections 551.001 - 551.088. The Board members may take action in the open portion of the meeting on items discussed in the Closed Meeting but no action will be taken in closed session.

The Board will return to open session and take appropriate action, if any, on items discussed in closed session. No Action will be taken in closed session. Further, Board Members are reminded that all items discussed in closed session must remain confidential so as to avoid liability to the district. The Board will consider and discuss, the following items:

Closed Meeting pursuant to the Texas Open Meetings Act, Texas Government Code §§ 551.071, 551.072, 551.074, 551.076, 551.082, and 551.0821

1. Discussion concerning personnel matters pursuant to Texas Government Code Section 551.074.
2. Discussion regarding applications for the position of Superintendent of Schools
3. Consultation with Attorney

DISCUSSION AND POSSIBLE ACTION

1. Annual Review of Investment Policy and Approval of Changes to Policy CDA (Local) 187
2. Discussion and possible action regarding the retirement of Price Elementary Assistant Principal 197
3. Approval to pay all 240 day employees for April 13, 2020 198
4. Discussion, consideration and possible action on nonrenewal of Insurance Consultant Agreement with Gallagher Benefit Services, Inc. 199
5. Discussion, consideration and possible action to issue a Request for Qualifications for Insurance Consultants 202
6. Discussion, consideration and possible action on Request for Qualification for Public Relations Firm 203
7. Election of Board Officers pursuant to district policy BDAA (Local) (Requested by Trustee Connie Prado)

ADJOURNMENT



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: Presentation/Report Recognition Discussion/ Possible Action

Closed/Executive Session Work Session Discussion Only Consent

From: Lorraine De Leon, Executive Director of Instructional Services

Item Title: Recognition of South San Antonio High School Cheer Team 2019-2020

Description:

The cheer team received 1st place at the Cheer Power Competition on December 1, 2019 as well as, 1st Place -National Champions at the Alamo Nationals.

Cheerleaders placed 3rd in the nation at National Cheerleaders Association in Dallas on Feb. 2, 2020.

Historical Data:

N/A

Recommendation:

Recognize South San Antonio High School Cheer Team 2019-2020

District Goal/Strategy:

Strategy 5 We will promote and ensure a safe and secure learning environment for all students.

Funding Budget Code and Amount:

CFO Approval

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

Superintendent:

8

2.12.2020



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: Presentation/Report Recognition Discussion/ Possible Action

Closed/Executive Session Work Session Discussion Only Consent

From: Charlie Gallardo, Coordinator of Guidance & Counseling

Item Title: Recognition of South San Antonio ISD Counselors, Mental Health and College Readiness Staff

Description:

National School Counseling Week is February 3rd- 7th. This special week honors school counselors for the important role they play in helping students examine their talents, strengths, abilities, and interests. It is important that we recognize professional school counselors, mental health specialists, and college readiness staff for their continuing efforts in reducing barriers to learning and providing the support necessary for all students to achieve their goals.

Historical Data:

Counselors were recognized in February 2019.

Recommendation:

Recognize professional school counselors, mental health and college readiness staff.

District Goal/Strategy:

Strategy 5 We will promote and ensure a safe and secure learning environment for all students.

Funding Budget Code and Amount:

CFO Approval

Empty boxes for funding budget code and amount, and CFO approval.

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

Superintendent:

Handwritten signature of Superintendent

2.12.2020



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

5622 Ray Ellison Drive • San Antonio, Texas 78242 • (210) 977-7000 • Fax (210) 977-7021

Minutes of Regular Meeting

**The Board of Trustees
South San Antonio ISD**

A Regular Meeting of the Board of Trustees of South San Antonio ISD was held Wednesday, December 18, 2019, beginning at 6:00 PM in the ADMINISTRATION BUILDING - 5622 Ray Ellison Blvd., San Antonio, TX 78242.

CALL TO ORDER AND ROLL CALL

Section start time: 6:00 PM.

| Trustee | Present | Absent | Late Arrival |
|---------------------|---------|--------|--------------|
| Stacey Alderete | X | | |
| Gilbert Rodriguez | X | | |
| Connie Prado | X | | |
| Shirley Ibarra Pena | X | | 6:25 PM |
| Homer Flores | X | | |
| Kevin Rasco | X | | |
| Veronica Barba | X | | |

Led by Michelle Martinez, Senior Executive Assistant

- PLEDGE OF ALLEGIANCE
- TEXAS PLEDGE
- PRAYER
- CALL TO ACTION

Led by Jennifer Suniga- Collier, Community Relations Officer

Section end time: 6:01 PM.

CITIZENS TO BE HEARD

Section start time: 6:01 PM.

Mrs. Prado, Board President, read board meeting rules of decorum aloud.

None

Section end time: 6:02 PM.

RECOGNITIONS

Section start time: 6:02 PM.

Change order of the Day by Dolores Sendejo, Interim Superintendent

1. Recognition of Christmas Card Contest Winners

Item start time: 6:02 PM.

Jennifer Suniga Collier, Community Relations Officer was called to recognize students for their achievements.

Item end time: 6:11 PM.

2. Student recognition for Somos Familia art contest and District Spanish Spelling Bee winners

Item start time: 6:11 PM.

David Abundis, Director of Federal and State Programs, was called to recognize students for their achievements.

Item end time: 6:23 PM.

3. Recognition of Business/Community Partners Scholarship Donors

Item start time: 6:23 PM.

Lorraine Deleon, Executive Director of Curriculum & Instruction, and Manuel Maldonado, Gear Up Coordinator, were called to recognize students for their achievements.

Item end time: 6:32 PM.

4. Recognition of Mr. Conrad Antoon and his students for constructing the Bobcat Clothing Den fitting rooms.

Section end time: 6:32 PM.

SUPERINTENDENT'S REMARKS (NO ACTION / REPORT ONLY)

Section start time: 6:32 PM.

Dolores Sendejo, Interim Superintendent of Schools, addressed the Board and audience regarding the upcoming Holiday Break. She informed that last week was the second round of common assessments. She stated that staff and principals are taking time to view the scores, and are looking forward to sharing that information in the next couple of months. She stated that there are many celebrations over the next couple of days' district wide and wished all staff and board members a restful break.

Section end time: 6:34 PM.

CONSENT

Section start time: 6:34 PM.

Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

1. Approval of Board Meeting Minutes, Time Management Log, and Board Tracker:
 - A. November 20, 2019 Regular Called
2. Approval of Policy Update 114
3. Approve the request to rescind a teacher's resignation
4. Approve the Memorandum of Understanding Between The City of San Antonio and South San Antonio ISD for "Learn to Swim Initiative."

5. Approve Partnership with United Communities of San Antonio to Provide Services
6. Approve Memorandum of Understanding (MOU) with City of San Antonio (Miles for Smiles)
Item start time 6:34 PM
Mrs. Alderete moved to approve the consent agenda items 1 – 6 as presented, Mr. Rasco seconded and the Board of Trustees voted 7/0 to approve the item as presented.
Motion passed.
Item end time: 6:35 PM.
Section end time: 6:35 PM.

PRESENTATIONS / REPORTS

Section start time: 6:35 PM.

1. Public Hearing to Discuss South San Antonio ISD 2019 School FIRST Rating and the Financial Management Report.
Item start time: 6:35 PM.
Chad Doucet, Interim Chief of Staff, was called to present and answer questions related to this item.
Item end time: 6:50 PM.
2. Financial Statements for the month ending November 30th, 2019
Item start time: 6:50 PM.
Dolores Sendejo, Interim Superintendent, was called to present and answer questions related to this item.
Item end time: 6:54 PM.
3. West Campus High School Presentation #1
Item start time: 6:54 PM.
Dolores Sendejo, Interim Superintendent. Denise Orosco, Executive Director of Student Services, and Lorraine Deleon, Executive Director of Curriculum and Instruction, and Jennifer Collier, Community Relations Officer, were called to present and answer questions related to this item.
Item end time: 7:37 PM.
4. Presentation by Garza Bomberger on Olivares Complex Status Report
Item start time: 7:37 PM.
Jorge Flores, Garza Bomberger Architect, and Kevin O'Hanlon, Legal Counsel, were called to present and answer questions related to this item.
Item end time: 7:55 PM.
5. Report over Goal Progress Measure (GPM) 1.2: The percent of students obtaining a state-approved industry-based certification will increase from 4% to 24% by August 2023.
Item start time: 7:55 PM.

Dolores Sendejo, Interim Superintendent, and Bobbye Schanen, CTE Coordinator, were called to present and answer questions related to this item.

Item end time: 8:15 PM.

6. Report over Constraint Progress Measure (CPM) 2.1: The Superintendent will ensure the following programs, Communities in Schools and Family Services, remain in an active partnership in 2019-2020.

Item start time: 8:15 PM.

Dolores Sendejo, Interim Superintendent, was/were called to present and answer questions related to this item.

Item end time: 8:28 PM.

Section end time: 8:28 PM.

DISCUSSION AND POSSIBLE ACTION

1. Discussion and possible action on the status of the Veterans Memorial project approved by the Board of Trustees during the year 2014. (Requested by Trustee Homer Flores)

Section start time: 8:28 PM.

Item start time: 8:28 PM.

Mr. Flores, Trustee, was called to present and answer questions related to this item.

8:46 Mr. Flores made a motion: That we reform a committee for the Veteran's Memorial Monument to be erected at the site that's already been determined. That we identify a football game during the Fall to celebrate and dedicate the monument or the site of the monument and invite all Retirees, or Veterans, active duty that are South San grads, or live in the South San district, to attend the game for free. That partnerships are sought to give out commemorative t-shirts that they get on the football field and be recognized that during different parts of the game that fallen South San grads with their grad year are read out so that they're recognized and again not forgotten that we invite a local officer to come and speak and dedicate and celebrate that occasion and that that the poster winner be identified and that it be revived and used and if the budget needed to be amended this year well that we make necessary amendments or make adjustments or in the budget that come in August if that needs to be the case to star do pay for it then you know but at the same time in this motion that we seek partnerships with those that want to be involved with this as a as a commemorative or to commemorate the Veterans and appreciate the community that has served

Amendment by Mr. Rodriguez: In the reformation of the committee that Mr. Flores be the chair of that committee

Ms. Ibarra Pena seconded, and the Board of Trustees voted 7/0 to approve. Motion passed.

Item end time: 8:52 PM.

Section end time: 8:52 PM.

CLOSED / EXECUTIVE SESSION

Section start time: 8:52 PM.

NOTICE: The Board of Trustees may elect to go into Closed Meeting any time during the meeting to discuss matters listed on the Agenda when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board of Trustees elects to go into Closed Meeting regarding an Agenda Item, the Board of Trustees will hold a Closed Meeting to discuss individual personnel matters including termination, litigation and other matters the Board deems necessary. Upon completion of Closed Meeting, the Board of Trustees may, in the open session, take such action as appropriate on items discussed in a Closed Meeting. If, during the course of the meeting, any discussion of any item listed on the agenda should be held in Closed Meeting, the Board will convene in such Closed Meeting in accordance with Texas Government Code Sections 551.001 - 551.088. The Board members may take action in the open portion of the meeting on items discussed in the Closed Meeting but no action will be taken in closed session.

The Board will return to open session and take appropriate action, if any, on items discussed in closed session. No Action will be taken in closed session. Further, Board Members are reminded that all items discussed in closed session must remain confidential so as to avoid liability to the district. The Board will consider and discuss, the following items:

Closed Meeting pursuant to the Texas Open Meetings Act, Texas Government Code §§ 551.071, 551.072, 551.074, 551.076, 551.082, and 551.0821

1. Discussion concerning personnel matters pursuant to Texas Government Code Section 551.074.
2. Discussion with legal counsel concerning legal issues surrounding appeal of UIL classification.
3. Discussion regarding the resignation of Kazen Middle School Assistant Principal
Section end time: 10:04 PM.

DISCUSSION AND POSSIBLE ACTION

Section start time: 10:04 PM.

1. Discussion and possible action regarding the resignation of Kazen Middle School Assistant Principal
Item start time: 10:04 PM.
Mr. Rodriguez made a motion: I move that we accept the resignation of the Kazen MS Assistant Principal, Ms. Ibarra Pena seconded, and the Board of Trustees voted 7/0 to approve. Motion passed.
Item end time: 10:05 PM.
Section end time: 10:05 PM.

ADJOURNMENT

Mrs. Alderete moved to adjourn the meeting, Mr. Rodriguez seconded, and the Board of Trustees voted unanimously to adjourn the meeting at 10:05 PM.

ATTEST

Connie Prado, Board President

Shirley Ibarra Pena, Board Secretary

NOTICE: This meeting of the Board of Trustees is authorized in accordance with the Texas Government Code, Sections 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Superintendent. Closed meeting, if required and if authorized by the statute, will be conducted prior to the conclusion of the meeting for any item listed on this agenda.



Board of Trustees Time Management Log

Board Meeting: December 18, 2019

Regular Called

| Section | Started | Ended | Total Time | Lone Star Governance |
|------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|------------|----------------------|
| Call to order and Roll Call | 6:00 PM | 6:01 PM | 1 Min. | Other |
| Total section time: 1 Min. | | | | |
| Citizens to be Heard | 6:01 PM | 6:02 PM | 1 Min. | Other |
| Total section time: 1 Min. | | | | |
| Recognitions – 14 Minutes | | | | |
| Item #1 | 6:23 PM | 6:32 PM | 9 Min. | Other |
| Item #2 | 6:32 PM | 6:32 PM | 0 Min. | Other |
| Item #3 | 6:02 PM | 6:11 PM | 9 Min. | Other |
| Item #4 | 6:11 PM | 6:23 PM | 12 Min. | Other |
| Total section time: 30 Min. | | | | |
| Superintendent's Remarks (Board President read meeting rules of decorum aloud) | 6:32 PM | 6:34 PM | 2 Min. | Other |
| Total section time: 2 Min. | | | | |
| Consent – 10 Minutes | | | | |
| Item # 1-6 | 6:34 PM | 6:35 PM | 1 Min. | Other |
| Percentage of Consent Item Pulled 0.00% (total pulled divided by total consent items then times 100 = total percentages of pulled items) | | | | |
| Total section time: 1 Min. | | | | |
| Presentations/Reports – 14 Minutes | | | | |
| Item #1 | 6:35 PM | 6:50 PM | 15 Min. | Other |

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

| | | | | |
|---------------------------------------------|----------|----------|---------|-----------------------------------------------|
| Item #2 | 6:50 PM | 6:54 PM | 4 Min. | Other |
| Item #3 | 6:54 PM | 7:37 PM | 43 Min. | Other |
| Item #4 | 7:37 PM | 7:55 PM | 18 Min. | Other |
| Item #5 | 8:15 PM | 8:28 PM | 13 Min. | Vision- Constraints Monitoring |
| Item #6 | 7:55 PM | 8:15 PM | 20 Min. | Vision- Student Outcome Goal Monitoring |
| Total section time: 113 Min. | | | | |
| Discussion and Possible Action – 14 Minutes | | | | |
| Item #1 | 8:28 PM | 8:52 PM | 24 Min. | Other |
| Total section time: 24 Min. | | | | |
| Closed/Executive Session – 1 Hour | | | | |
| Item #1 | 8:52 PM | 10:04 PM | 72 Min. | N/A |
| Total section time: 72 Min. | | | | |
| Discussion and Possible Action – 14 Minutes | | | | |
| Item #1 | 10:04 PM | 10:05 PM | 1 Min. | Other |
| Total section time: 1 Min. | | | | |
| Adjournment | 10:05 PM | 10:05 PM | 0 Min. | Other |

Total Meeting Time: 245 Minutes

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

BOARD'S TIME USE TRACKER

| Framework | Activity | Minutes Used | % of Total Minutes Used | Notes |
|-------------------------------------|---------------------------------|--------------|-------------------------|------------------------------------------|
| Vision | Student Outcome Goal Setting | | | |
| Vision | Student Outcome Goal Monitoring | 20 Min. | 12% | Report 6 |
| Vision | Constraints Setting | | | |
| Vision | Constraints Monitoring | 13 Min. | 8% | Report 5 |
| Accountability | | | | |
| Accountability | Superintendent Evaluation | | | |
| Accountability | Board Self-Evaluation | | | |
| Structure | | | | |
| Structure | Voting | | | |
| Advocacy | | | | |
| Advocacy | Community Engagement | | | |
| Advocacy | Student/Family Engagement | | | |
| Advocacy | Community Training | | | |
| Other | | | | |
| Other | Other | 140 Min. | 80% | |
| Total Vision-focused Minutes | | 33 | 20% | |
| Total Minutes | | 173 Min. | 100% | 72 minutes - closed session not included |

Total Meeting 4 hours and 5 minutes = 245 minutes
 245 - 72 closed session = 173 Total Tracker Minutes

December 18, 2019 Staff Tracker

| Title | Average Monthly Hours Preparing | Average Monthly Hours Attending | Average Monthly Hours Debriefing | Hourly Rate (E.g. Total Annual Compensation / 1920 Hours) | Total Hours x Hourly Rate |
|-------------------------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------------------------------------|---------------------------|
| Inertim Superintendent Dolores Sendejo | 3 | 5 | 2 | \$82.81 | \$828.10 |
| Senior Staff Members | | | | | |
| Lorraine De Leon | | 4 | | \$54.98 | \$219.92 |
| David Abundis | 3 | 4 | | \$49.29 | \$345.03 |
| Sherri Seaman | | 4 | | \$53.86 | \$215.44 |
| Amy Shields | | | | \$49.43 | \$0.00 |
| Cynthia Bills | | | | \$47.82 | \$0.00 |
| Rosanna Mercado | | | | \$50.84 | \$0.00 |
| | | | | | \$0.00 |
| Charlie Gallardo | | | | \$40.30 | \$0.00 |
| Julie Silva | | | | \$46.26 | \$0.00 |
| Scott Laleman | 1 | 4 | 1 | \$48.42 | \$290.52 |
| Robert Zamora | | | | \$47.31 | \$0.00 |
| Denise Orosco | | 4 | | \$47.82 | \$191.28 |
| | | | | | \$0.00 |
| Dr. Lee Hernandez | 1 | 1 | | \$61.05 | \$122.10 |
| Veronica Ramos | | | | \$47.98 | \$0.00 |
| | | | | | \$0.00 |
| Scott Stephens | 1 | | | \$50.33 | \$50.33 |
| Chad Doucet | 3 | 4 | 2 | \$43.28 | \$389.52 |
| Jenny Suniga Collier | 2 | 4 | | \$43.72 | \$262.32 |

| | | | | | |
|-------------------|---|---|---|------------|------------|
| | | | | | \$0.00 |
| Other Staff | | | | | |
| Michelle Martinez | 5 | 5 | 5 | \$34.75 | \$521.25 |
| Irma Paine | | | | \$40.53 | \$0.00 |
| Elaine Arguello | | | | \$21.79 | \$0.00 |
| Mike Ortiz Jr | | | | \$27.32 | \$0.00 |
| Cristina Moreno | | | | \$28.79 | \$0.00 |
| Cristina Morales | 1 | | | \$27.85 | \$27.85 |
| Clarita Trevino | 2 | | | \$44.80 | \$89.60 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | |
| | | | | \$1,091.33 | \$3,553.26 |



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

5622 Ray Ellison Drive • San Antonio, Texas 78242 • (210) 977-7000 • Fax (210) 977-7021

**Minutes of Special Called Meeting
The Board of Trustees
South San Antonio ISD**

A Special Called Meeting of the Board of Trustees of South San Antonio ISD was held Thursday, January 9, 2020, beginning at 6:00 PM in the ADMINISTRATION BUILDING - 5622 Ray Ellison Blvd., San Antonio, TX 78242.

CALL TO ORDER AND ROLL CALL

Section start time: 6:00 PM.

| Trustee | Present | Absent | Late Arrival |
|---------------------|---------|--------|--------------|
| Stacey Alderete | X | | |
| Gilbert Rodriguez | X | | 6:03 PM |
| Connie Prado | X | | |
| Shirley Ibarra Pena | | X | |
| Homer Flores | | X | |
| Kevin Rasco | X | | |
| Veronica Barba | X | | |

Led by Michelle Martinez, Senior Executive Assistant

- PLEDGE OF ALLEGIANCE
- TEXAS PLEDGE
- PRAYER
- CALL TO ACTION

Led by Jennifer Suniga- Collier, Community Relations Officer

Section end time: 6:02 PM.

CITIZENS TO BE HEARD

Section start time: 6:02 PM.

None

Section end time: 6:02 PM.

SUPERINTENDENT'S REPORT (NO ACTION / REPORT ONLY)

Section start time: 6:02 PM.

Dolores Sendejo, Interim Superintendent of Schools, thanked the Board and audience for their attendance. She stated she had opportunities to visit campuses and administrators as they prepare for Benchmark testing.

Section end time: 6:03 PM.

PRESENTATIONS / REPORTS

Section start time: 6:03 PM.

1. An oral report by the Superintendent clarifying Board Policy FDB (LOCAL); Academy of Choice, selection and campus designated attendance; Inter-Intra open enrollment.

Item start time: 6:03 PM.

Dolores Sendejo, Interim Superintendent, was called to present and answer questions related to this item.

Item end time: 6:14 PM.

Section end time: 6:14 PM.

DISCUSSION AND POSSIBLE ACTION

Section start time: 6:14 PM.

Mrs. Prado, Board President, read board meeting rules of decorum aloud.

1. Discussion and possible Board action to approve Phase 2 modifications to Olivares Administrative Building.
Item start time: 6:14 PM.
Jorge Flores, Architect with Garza Bomberger & Associates, Chad Doucet, Interim Chief of Staff, Dolores Sendejo, Interim Superintendent, and Kevin O'Hanlon, Legal Counsel were called to present and answer questions related to this item.
Mr. Rodriguez moved to approve the item as presented, Mr. Rasco seconded, and the Board of Trustees voted 5/0 to approve. Motion passed.
Item end time: 6:32 PM.
2. Discussion and possible Board action to approve job-order contract for Phase 2 of Olivares Administrative Building modifications pursuant to Chapter 2269, Subchapter 1 of Texas Government Code.
Item start time: 6:32 PM.
Chad Doucet, Interim Chief of Staff, was called to present and answer questions related to this item.
Mr. Rodriguez moved to approve the item as presented, Mrs. Alderete seconded, and the Board of Trustees voted 5/0 to approve. Motion passed.
Item end time: 6:35 PM.
3. Discussion and possible Board action to direct architect concerning Phase 2 building improvements for West Campus High School.
Item start time: 6:35 PM.
Dolores Sendejo, Interim Superintendent, and Jorge Flores and David Davis Architects with Garza Bomberger & Associates were called to present and answer questions related to this item.
Mr. Rasco made a motion: I move that we table item #3 until the next available board meeting
Seconded by Mrs. Alderete and the Board of Trustees voted 5/0 to approve.
Item end time: 7:10 PM.

4. Receive update from staff and take appropriate Board action concerning RFP No. 2020-03, Miscellaneous Consultant Services.
Item start time: 7:10 PM.
Chad Doucet, Interim Chief of Staff, was called to present and answer questions related to this item.
Mr. Rodriguez moved to approve the item as presented, Mr. Rasco seconded, and the Board of Trustees voted 5/0 to approve. Motion passed.
Item end time: 7:12 PM.

5. Discussion and possible action to consider the re-authorization and re-tasking of the Board's Budget Committee; including the appointment of a Board Member to fill the Budget Committee vacancy pursuant to Board Policy BDB (Local).
Item start time: 7:12 PM.

Mrs. Prado, Board President, was called to present and answer questions related to this item.

Mr. Rasco made a motion: I'll make a motion on item #5 to approve the reappointing of the budget committee, Mr. Rodriguez seconded, and the Board of Trustees voted 5/0 to approve. Motion passed.

Mrs. Prado stated: At this time, I would like to appoint Mr. Kevin Rasco to the budget committee and I would like to ask Mr. Rasco if he would accept this appointment to serve in the vacancy that we currently have
Mr. Rasco stated: Yes ma'am it would be my honor
Item end time: 7:16 PM.

6. Discussion and possible action regarding Superintendent Transition Process
Item start time: 7:16 PM.
Dr. Buck Gilcrease, Dr. Larry Groppe, and Ronnie Kinkaid, Consultants with Moak Casey & Associates, were called to present and answer questions related to this item.
No Action Taken
Item end time: 7:48 PM.
Section end time: 7:48 PM.

CLOSED / EXECUTIVE SESSION

NOTICE: The Board of Trustees may elect to go into Closed Meeting any time during the meeting to discuss matters listed on the Agenda when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board of Trustees elects to go into Closed Meeting regarding an Agenda Item, the Board of Trustees will hold a Closed Meeting to discuss individual personnel matters including termination, litigation and other matters the Board deems necessary. Upon completion of Closed Meeting, the Board of Trustees may, in the open session, take such action as appropriate on items discussed in a

Closed Meeting. If, during the course of the meeting, any discussion of any item listed on the agenda should be held in Closed Meeting, the Board will convene in such Closed Meeting in accordance with Texas Government Code Sections 551.001 - 551.088. The Board members may take action in the open portion of the meeting on items discussed in the Closed Meeting but no action will be taken in closed session.

The Board will return to open session and take appropriate action, if any, on items discussed in closed session. No Action will be taken in closed session. Further, Board Members are reminded that all items discussed in closed session must remain confidential so as to avoid liability to the district. The Board will consider and discuss, the following items:

Closed Meeting pursuant to the Texas Open Meetings Act, Texas Government Code §§ 551.071, 551.072, 551.074, 551.076, 551.082, and 551.0821

1. Discussion concerning personnel matters pursuant to Texas Government Code Section 551.074.
Section start time: 7:48 PM.
Section end time: 9:10 PM.

DISCUSSION AND POSSIBLE ACTION

1. Discussion and possible action regarding the resignation of Director of Advanced Academics

Item start time: 9:10 PM.

Mr. Rodriguez moved to approve the item as presented, Mrs. Alderete seconded, and the Board of Trustees voted 5/0 to approve. Motion passed.

Item end time: 9:11 PM.

ADJOURNMENT

Mr. Rodriguez moved to adjourn the meeting, Mrs. Barba seconded, and the Board of Trustees voted unanimously to adjourn the meeting at 9:11 PM.

ATTEST

Connie Prado, Board President

Shirley Ibarra Pena, Board Secretary

NOTICE: This meeting of the Board of Trustees is authorized in accordance with the Texas Government Code, Sections 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Superintendent. Closed meeting, if required and if authorized by the statute, will be conducted prior to the conclusion of the meeting for any item listed on this agenda.



Board of Trustees Time Management Log

Board Meeting: January 9, 2020

Special Called

| Section | Started | Ended | Total Time | Lone Star Governance |
|--------------------------------------------------------------------------------|---------|---------|------------|----------------------|
| Call to order and Roll Call | 6:00 PM | 6:02 PM | 2 Min. | Other |
| Total section time: 2 Min. | | | | |
| Citizens to be Heard | 6:02 PM | 6:02 PM | 0 Min. | Other |
| Total section time: 0 Min. | | | | |
| Superintendent's Remarks (Board President read meeting rules of decorum aloud) | 6:02 PM | 6:03 PM | 1 Min. | Other |
| Total section time: 1 Min. | | | | |
| Presentations/Reports – 14 Minutes | | | | |
| Item #1 | 6:03 PM | 6:14 PM | 11 Min. | Other |
| Total section time: 11 Min. | | | | |
| Discussion and Possible Action – 14 Minutes | | | | |
| Item #1 | 6:14 PM | 6:32 PM | 18 Min. | Other |
| Item #2 | 6:32 PM | 6:35 PM | 3 Min. | Other |
| Item #3 | 6:35 PM | 7:10 PM | 35 Min. | Other |
| Item #4 | 7:10 PM | 7:12 PM | 2 Min. | Other |
| Item #5 | 7:12 PM | 7:16 PM | 4 Min. | Other |
| Item #6 | 7:16 PM | 7:48 PM | 32 Min. | Other |
| Total section time: 94 Min. | | | | |
| Closed/Executive Session – 1 Hour | | | | |
| Item #1 | 7:48 PM | 9:10 PM | 82 Min. | N/A |

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

| | | | | |
|----------------------------------------------------|----------------|----------------|---------------|--------------|
| Total section time: 82 Min. | | | | |
| Discussion and Possible Action – 14 Minutes | | | | |
| Item #1 | 9:10 PM | 9:11 PM | 1 Min. | Other |
| Total section time: 1 Min. | | | | |
| Adjournment | 9:11 PM | 9:11 PM | 0 Min. | Other |

Total Meeting Time: 191 Minutes

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

BOARD'S TIME USE TRACKER

| Framework | Activity | Minutes Used | % of Total Minutes Used | Notes |
|-------------------------------------|---------------------------------|--------------|-------------------------|------------------------------------------|
| Vision | Student Outcome Goal Setting | | | |
| Vision | Student Outcome Goal Monitoring | | | |
| Vision | Constraints Setting | | | |
| Vision | Constraints Monitoring | | | |
| | | | | |
| Accountability | Superintendent Evaluation | | | |
| Accountability | Board Self-Evaluation | | | |
| | | | | |
| Structure | Voting | | | |
| | | | | |
| Advocacy | Community Engagement | | | |
| Advocacy | Student/Family Engagement | | | |
| Advocacy | Community Training | | | |
| | | | | |
| Other | Other | 109 Min. | 100% | |
| | | | | |
| Total Vision-focused Minutes | | 0 | 0% | |
| Total Minutes | | 109 Min. | 100% | 82 minutes - closed session not included |

Total Meeting 3 hours and 11 minutes = 191 minutes
 191 - 82 closed session = 109 Total Tracker Minutes

January 9, 2020 Staff Tracker

| Title | Average Monthly Hours Preparing | Average Monthly Hours Attending | Average Monthly Hours Debriefing | Hourly Rate (E.g. Total Annual Compensation / 1920 Hours) | Total Hours x Hourly Rate |
|-------------------------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------------------------------------|---------------------------|
| Inertim Superintendent Dolores Sendejo | 3 | 4 | 2 | \$82.81 | \$745.29 |
| Senior Staff Members | | | | | |
| Lorraine De Leon | | | | \$54.98 | \$0.00 |
| David Abundis | | | | \$49.29 | \$0.00 |
| Sherri Seaman | | | | \$53.86 | \$0.00 |
| Amy Shields | | | | \$49.43 | \$0.00 |
| Cynthia Bills | | | | \$47.82 | \$0.00 |
| Rosanna Mercado | | | | \$50.84 | \$0.00 |
| | | | | | \$0.00 |
| Charlie Gallardo | | | | \$40.30 | \$0.00 |
| Julie Silva | | | | \$46.26 | \$0.00 |
| Scott Laleman | 1 | 3 | 1 | \$48.42 | \$242.10 |
| Robert Zamora | | | | \$47.31 | \$0.00 |
| Denise Orosco | | | | \$47.82 | \$0.00 |
| | | | | | \$0.00 |
| Dr. Lee Hernandez | | | | \$61.05 | \$0.00 |
| Veronica Ramos | | | | \$47.98 | \$0.00 |
| | | | | | \$0.00 |
| Scott Stephens | 1 | | 1 | \$50.33 | \$100.66 |
| Chad Doucet | 3 | 4 | 2 | \$43.28 | \$389.52 |
| Jenny Suniga Collier | 2 | 4 | | \$43.72 | \$262.32 |

| | | | | | |
|-------------------|---|---|---|------------|------------|
| | | | | | \$0.00 |
| Other Staff | | | | | |
| Michelle Martinez | 4 | 4 | 5 | \$34.75 | \$451.75 |
| Irma Paine | | | | \$40.53 | \$0.00 |
| Elaine Arguello | | | | \$21.79 | \$0.00 |
| Mike Ortiz Jr | | | | \$27.32 | \$0.00 |
| Cristina Moreno | | | | \$28.79 | \$0.00 |
| Cristina Morales | | | | \$27.85 | \$0.00 |
| Clarita Trevino | | | | \$44.80 | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | |
| | | | | \$1,091.33 | \$2,191.64 |

Minutes of Special Called Meeting The Board of Trustees South San Antonio ISD

A Special Called Meeting of the Board of Trustees of South San Antonio ISD was held Wednesday, January 22, 2020, beginning at 4:00 PM in the ADMINISTRATION BUILDING - 5622 Ray Ellison Blvd., San Antonio, TX 78242.

CALL TO ORDER AND ROLL CALL

Section start time: 4:00 PM.

| Trustee | Present | Absent | Late Arrival/Departed Early |
|-------------------|---------|--------|-----------------------------------|
| Kevin Rasco | X | | |
| Connie Prado | X | | |
| Gilbert Rodriguez | X | | |

Led by Michelle Martinez, Senior Executive Assistant

- PLEDGE OF ALLEGIANCE
- TEXAS PLEDGE
- PRAYER
- CALL TO ACTION

Led by Jennifer Suniga- Collier, Community Relations Officer

Section end time: 4:01 PM.

CITIZENS TO BE HEARD

Section start time: 4:01 PM.

1. *Tom Cummins*, AFT President, addressed the Board regarding hiring and retaining substitute teachers.

Section end time: 4:04 PM.

Discussion and Possible Action

Section start time: 4:04 PM.

1. Review and discuss Budget Committee Procedures

Item start time: 4:04 PM.

Dr. Larry Groppe, Moak Casey Consultant, and Jeff Baum, Moak Casey Consultant, were called to present and answer questions related to this item.

Mr. Rodriguez stated: Committee members without objection we will accept the Budget Committee adopt the Budget Committee Procedures, Chair hears no objection Budget Committee Procedures are adopted.

Item end time: 4:10 PM.

2. Consider and discuss mid-year review from Administration concerning the 2019-2020 annual budget

Item start time: 4:10 PM.

Dr. Larry Groppel, Moak Casey Consultant, Jeff Baum, Moak Casey Consultant, Sherri Seaman, Human Resources Director, and Chad Doucet, Interim Chief of Staff, were called to present and answer questions related to this item.

No action taken

Item end time: 4:21 PM.

3. Consider and discuss administration's proposed budget calendar for the 2020-2021 annual budget

Item start time: 4:21 PM.

Jeff Baum, Moak Casey Consultant, and Dr. Larry Groppel, Moak Casey Consultant were called to present and answer questions related to this item.

Mr. Rodriguez stated: without objection we'll adopt the Budget Calendar, Chair hears no objection the Budget Calendar is adopted.

Item end time: 4:42 PM.

4. Discussion and possible committee action concerning creation of a new Facilities Committee pursuant to District Policy BDB (Local)

Item start time: 4:42 PM.

Dr. Larry Groppel, Moak Casey Consultant, Ruperto Becerra, Director of Facilities, and Jeff Baum, Moak Casey Consultant, were called to present and answer questions related to this item.

Mr. Rodriguez stated: Committee members without objection we will forward the recommendation to the full Board of Trustees for the formation of a Facilities Committee, Chair hears no objection, the recommendation will be forwarded to the full Board of Trustees for formation of the Facilities Committee

Item end time: 5:03 PM.

5. Presentation and discussion concerning the 2018-2019 Financial Audit Report

Item start time: 5:03 PM.

Jeff Baum, Moak Casey Consultant, Chad Doucet, Interim Chief of Staff, and Scott Laleman, Director of Technology, were called to present and answer questions related to this item.

No Action Taken

Item end time: 5:24 PM.

Section end time: 5:24 PM.

ADJOURNMENT

Mrs. Prado moved to adjourn the meeting, Mr. Rasco seconded, and the Budget Committee voted unanimously to adjourn the meeting at 5:24 PM.

ATTEST

Connie Prado, Board President

Shirley Ibarra Pena, Board Secretary

NOTICE: This meeting of the Board of Trustees is authorized in accordance with the Texas Government Code, Sections 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Superintendent. Closed meeting, if required and if authorized by the statute, will be conducted prior to the conclusion of the meeting for any item listed on this agenda.



Board of Trustees Time Management Log

Board Meeting: January 22, 2020

Special Called

| Section | Started | Ended | Total Time | Lone Star Governance |
|---------------------------------------------|---------|---------|------------|----------------------|
| Call to order and Roll Call | 4:00 PM | 4:01 PM | 1 Min. | Other |
| Total section time: 1 Min. | | | | |
| Citizens to be Heard | 4:01 PM | 4:04 PM | 3 Min. | Other |
| Total section time: 3 Min. | | | | |
| Discussion and Possible Action – 14 Minutes | | | | |
| Item #1 | 4:04 PM | 4:10 PM | 6 Min. | Other |
| Item #2 | 4:10 PM | 4:21 PM | 11 Min. | Other |
| Item #3 | 4:21 PM | 4:42 PM | 21 Min. | Other |
| Item #4 | 4:42 PM | 5:03 PM | 21 Min. | Other |
| Item #5 | 5:03 PM | 5:24 PM | 21 Min. | Other |
| Total section time: 80 Min. | | | | |
| Adjournment | 5:24 PM | 5:24 PM | 0 Min. | Other |

Total Meeting Time: 84 Minutes

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

BOARD'S TIME USE TRACKER

| Framework | Activity | Minutes Used | % of Total Minutes Used | Notes |
|-------------------------------------|---------------------------------|--------------|-------------------------|-----------------------------------------|
| Vision | Student Outcome Goal Setting | | | |
| Vision | Student Outcome Goal Monitoring | | | |
| Vision | Constraints Setting | | | |
| Vision | Constraints Monitoring | | | |
| | | | | |
| Accountability | Superintendent Evaluation | | | |
| Accountability | Board Self-Evaluation | | | |
| | | | | |
| Structure | Voting | | | |
| | | | | |
| Advocacy | Community Engagement | | | |
| Advocacy | Student/Family Engagement | | | |
| Advocacy | Community Training | | | |
| | | | | |
| Other | Other | 84 Min. | 100% | |
| | | | | |
| Total Vision-focused Minutes | | 0 | 0% | |
| Total Minutes | | 84 Min. | 100% | 0 minutes - closed session not included |

Total Meeting 1 hours and 24 minutes = 84 minutes
 84 - 0 closed session = 84 Total Tracker Minutes

January 22, 2020 Staff Tracker

| Title | Average Monthly Hours Preparing | Average Monthly Hours Attending | Average Monthly Hours Debriefing | Hourly Rate (E.g. Total Annual Compensation / 1920 Hours) | Total Hours x Hourly Rate |
|-------------------------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------------------------------------|---------------------------|
| Inertim Superintendent Dolores Sendejo | 1 | 2.5 | 1 | \$82.81 | \$372.65 |
| Senior Staff Members | | | | | |
| Lorraine De Leon | | | | \$54.98 | \$0.00 |
| David Abundis | | | | \$49.29 | \$0.00 |
| Sherri Seaman | 1 | 1.5 | 1 | \$53.86 | \$188.51 |
| Amy Shields | | | | \$49.43 | \$0.00 |
| Cynthia Bills | | | | \$47.82 | \$0.00 |
| Rosanna Mercado | | | | \$50.84 | \$0.00 |
| Robert Becerra | 1 | 1.5 | 1 | | \$0.00 |
| Charlie Gallardo | | | | \$40.30 | \$0.00 |
| Julie Silva | | | | \$46.26 | \$0.00 |
| Scott Laleman | 1 | 1.5 | | \$48.42 | \$121.05 |
| Robert Zamora | | | | \$47.31 | \$0.00 |
| Denise Orosco | | | | \$47.82 | \$0.00 |
| | | | | | \$0.00 |
| Dr. Lee Hernandez | | | | \$61.05 | \$0.00 |
| Veronica Ramos | | | | \$47.98 | \$0.00 |
| | | | | | \$0.00 |
| Scott Stephens | 1 | | 1 | \$50.33 | \$100.66 |
| Chad Doucet | 5 | 2.5 | 2 | \$43.28 | \$411.16 |
| Jenny Suniga Collier | | 1.5 | | \$43.72 | \$65.58 |

| | | | | | |
|-------------------|---|-----|---|------------|------------|
| | | | | | \$0.00 |
| Other Staff | | | | | |
| Michelle Martinez | 3 | 2.5 | 3 | \$34.75 | \$295.38 |
| Irma Paine | | | | \$40.53 | \$0.00 |
| Elaine Arguello | | | | \$21.79 | \$0.00 |
| Mike Ortiz Jr | | | | \$27.32 | \$0.00 |
| Cristina Moreno | | | | \$28.79 | \$0.00 |
| Cristina Morales | | | | \$27.85 | \$0.00 |
| Clarita Trevino | 5 | 1.5 | 2 | \$44.80 | \$380.80 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | |
| | | | | \$1,091.33 | \$1,935.78 |



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: [] Presentation/Report [] Recognition [] Discussion/ Possible Action [] Closed/Executive Session [] Work Session [] Discussion Only [x] Consent

From: Sherri Seaman, HR Director

Item Title: Approval of the University of Texas at San Antonio Fall-Spring and/or Spring-Fall Field Experiences and Clinical Teaching Program Agreement

Description: The purpose of this MOU is to outline the collaboration of the Parties, as listed above, in providing opportunity for UTSA students to observe and practice teaching in South San Antonio ISD.

Historical Data: South San Antonio ISD and UTSA have a successful history in the collaboration of training future teachers.

Recommendation: Approve the University of Texas at San Antonio Fall-Spring and/or Spring-Fall Field Experiences and Clinical Teaching Program Agreement

District Goal/Strategy:

[Empty box for District Goal/Strategy]

Funding Budget Code and Amount:

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

CFO Funding Approval:

Superintendent:

[Handwritten signature]

2.12.2020

UNIVERSITY OF TEXAS AT SAN ANTONIO

**Fall-Spring and/or Spring-Fall
Field Experiences and Clinical Teaching**

**PROGRAM AGREEMENT
(Education Experience)**

Recitals

- A. The University of Texas at San Antonio (“University”) and South San Antonio Independent School District (“Facility”) have previously executed an Affiliation Agreement effective on May 1, 2020; and
- B. University and Facility desire to implement the provisions of such Affiliation Agreement by providing students enrolled in University’s Educator Preparation Program with educational experience utilizing the personnel, equipment, and facilities of Facility.

Agreement

NOW THEREFORE, subject to the terms, conditions, and provisions of such Affiliation Agreement, the parties agree as follows:

- 1. **PROGRAM.** Facility Liaison and University Representative will design an educational experience in Grade EC-6 (including bilingual education and English as Second Language) Grade 4-8 (including bilingual education, English as Second Language, Math & Science, and English Language Arts & Social Studies); Grade 7-12 (all content areas); and Grade EC-12 (all level programs) Teacher Certification (“Program”) for University students utilizing the personnel, equipment, and facilities of Facility.
 - a. The duration of the Program and the educational experience provided will be consistent with the curriculum requirements of University and with the standards of the accrediting entity for the school or division of University in which the students are enrolled.
 - b. The Program will be reviewed periodically by the Facility Liaison and University Representative and, when appropriate, will be revised to meet the University curriculum requirements and the standards of the accrediting entity.
 - c. The educational experience for students in the Program will be an integral part of the services provided by Facility and students will be under the direct supervision of University personnel or Facility personnel who are licensed or otherwise qualified to perform such services.
- 2. **UNIVERSITY OBLIGATIONS.**
 - a. Assure that all University teacher candidate/clinical teacher students (“University Teacher Students”) selected for participation in Program have satisfactorily completed

all portions of the University curriculum that are a prerequisite for participation in the Program.

- b. Develop criteria for the evaluation of the performance of University students participating in the Program and provide those criteria, with appropriate reporting forms, to the Facility personnel and University personnel who are responsible for supervising those students.
- c. Assign grades to University Teacher Students participating in the Program on the basis of the performance evaluations submitted in the reporting forms.
- d. Inform all University Teacher Students and personnel participating in the Program that they are required to comply with the rules and regulations of Facility while on premises of Facility and to comply with the requirements of federal and state laws and regulations regarding the confidentiality of information in records maintained by Facility.
- e. Provide information requested by Facility related to University Teacher Students participating in the Program unless prohibited by federal or state law.
- f. Remove a University Teacher Student from the Program when the Facility determines that the student has violated the rules and regulations of the Facility; has disclosed information that is confidential by law; or has engaged in conduct that disrupts the activities carried on by the Facility or threatens the safety of Facility personnel or students.
- g. University will provide a list of University Teacher Students candidates, their certification areas, and background check information to Facility no later than May 31st for Fall-Spring placements in schools and/or November 21st for Spring-Fall placements.
- h. University will provide clinical faculty to supervise University Teacher Students who will perform walk-throughs and conduct a formal observation for minimum of 3 times during the two semester or year-long experience.
- i. University will provide cooperating/mentor Facility teachers (“Facility Teachers”) professional development and an online workshop on the College of Education and Human Development (COEHD) Fitness to Teach Policy used for assessing teacher candidates/clinical teachers fitness for professional practice.

See: http://education.utsa.edu/certification_program/fitness_to_teach_policy/

3. FACILITY OBLIGATIONS.

- a. Work collaboratively with the University Representative to implement a two-semester or year-long field placement and clinical teaching experience (“year-long residency experience”), either a fall semester followed by spring semester placement or a spring semester followed by a fall semester placement.

- b. Identify schools within the Facility that will participate in the year-long residency experience and secure support for the work from leadership and cooperating/mentor Facility Teachers within each participating school.
- c. Assign appropriate space on Facility premises for lectures, offices, professional development of University Teacher Students and mentor Facility Teachers, and other non-experience related activities of the Program.
- d. Provide the equipment, supplies, qualified personnel, and supervised access to appropriate clinical/mentor Facility Teachers and classrooms required for the Program's year-long residency experience related activities.
- e. Obtain and maintain all licenses required for Facility and assure that all Facility personnel are appropriately certified with a minimum of 3 years of teaching experience and demonstrating success with learners.
- f. Provide orientation sessions to inform University Teacher Students and personnel concerning the rules and regulations of Facility.
- g. Permit representatives of the accrediting entity for the school or division of University in which University Teacher Students participating in the Program are enrolled to have reasonable access to premises of Facility for purposes related to the accreditation process.
- h. Provide placement information, including assigned schools and mentor Facility Teachers, no later than August 1st for Fall-Spring placements or January 2nd for Spring-Fall placements.
- i. Assign mentor Facility Teachers who meet the certification, experience, and accomplishment as educator criteria for cooperating/mentor teacher as defined by 19 TAC 228.2(12). Specifically, mentor Facility teachers must have been collaboratively assigned by the Facility and University; must have at least three years of teaching experience; must be accomplished educators as shown by student learning; and must be currently certified in the certification category in which their candidate is seeking certification. Additionally, the mentor Facility Teacher must demonstrate a willingness to serve and provide assistance to the University Teacher Student.
- j. Notify University Representative immediately if a Mentor Facility Teacher becomes unable to continue to participate as a Mentor Facility Teacher, and the school campus administrator will also identify and replace Mentor Facility Teacher with another qualified Mentor Facility Teacher in a timely manner.
- k. Mentor Facility Teachers agree to engage in University mentor professional development as required by TEA and in Fitness to Teach professional development.

- l. Mentor Facility Teachers will observe and evaluate University Teacher Students using required University forms. Mentor Facility Teachers agree to refer University Teacher Students using the Fitness to Teach process.
- m. Allow the use of video capture of University practice/delivery of lessons for self-reflection purposes Participating school campus will allow university teacher candidates/clinical teachers to video-taped deliver of their lessons to fulfill TEA certification requirements.

4. GENERAL PROVISIONS.

- a. University Teacher students and personnel will be responsible for their own transportation, meals, and health care while participating in the Program.
- b. This Program Agreement and the Affiliation Agreement constitute the entire agreements between the parties with respect to the subject matter and no prior or contemporaneous agreement, written or oral, will be effective to vary the terms of those Agreements. No amendment to this Program Agreement shall be effective unless reduced to writing and signed by an authorized representative of each party.
- c. University and Facility will comply with all applicable federal, state, and local laws, ordinances, and regulations in the performance of this Program Agreement.
- d. The Program and all related activities shall be conducted in a manner that does not discriminate against any person on a basis prohibited by applicable law, including but not limited to: race, color, national origin, religion, sex, age, veteran status, or disability.
- e. The initial Program shall begin on August 1, 2020 and end on June 1, 2021 (or final school calendar year). Subsequent Programs shall begin and end on dates determined by written agreement of Facility Liaison and University Representative. Either party may terminate this Program Agreement effective with the end of a Program by giving thirty (30) days written notice to the other party; otherwise this Program Agreement will terminate upon the termination of the Affiliation Agreement between the parties.

THE UNIVERSITY OF TEXAS
AT SAN ANTONIO:

SOUTH SAN ANTONIO INDEPENDENT
SCHOOL DISTRICT:

By: _____
KIMBERLY ANDREWS ESPY
Provost and Vice President of Academic
Affairs

By: _____
____Dolores Sendejo, Interim Superintendent

Date: _____

Date: _____



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

- Purpose: Presentation/Report Recognition Discussion/ Possible Action
- Closed/Executive Session Work Session Discussion Only Consent

From: Lorraine De Leon, Executive Director for Instructional Services

Item Title: Approve the Early College High School Memorandum of Understanding between South San Antonio Early College Academy with the Alamo Colleges-Palo Alto College South San Antonio ISD and Palo Alto College-Alamo Colleges District

Description: The purpose of this MOU is to outline the collaboration of the Parties, as listed above, in continuing the ECHS. ECHS are innovative schools where students have the opportunity to earn a high school diploma, stackable certificates and up to 60 college credit hours or an Associate Degree.

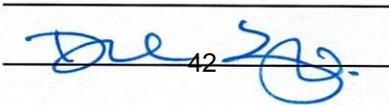
Historical Data: South San Antonio ISD and Palo Alto College have had a successful partnership since the 2015-2016 academic year and graduated the first cohort of students in the spring of 2019.

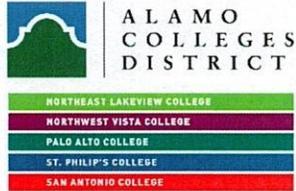
Recommendation: Approve the Early College High School Memorandum of Understanding between South San Antonio Early College Academy with the Alamo Colleges-Palo Alto College South San Antonio ISD and Palo Alto College-Alamo Colleges District.

District Goal/Strategy:

Strategy 1 We will engage all school community members through transparency and effective communication to promote a positive perception and create a strong brand.

Funding Budget Code and Amount: High School Allotment \$170,000 Cost Share Model

| APPROVED BY: | SIGNATURE | DATE |
|-----------------------|--------------------------------------------------------------------------------------|-----------|
| Chief Officer: | _____ | _____ |
| CFO Funding Approval: | _____ | _____ |
| Superintendent: |  | 2.12.2020 |



2020-2021

EARLY COLLEGE HIGH SCHOOL MEMORANDUM OF UNDERSTANDING

BETWEEN

**SOUTH SAN ANTONIO EARLY COLLEGE ACADEMY WITH
THE ALAMO COLLEGES-PALO ALTO COLLEGE
SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**

AND

**PALO ALTO COLLEGE
ALAMO COLLEGES DISTRICT**

PALO ALTO COLLEGE (herein referred to as “the College”), a college of the ALAMO COLLEGE DISTRICT (herein referred to as “Alamo Colleges District”), and the SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT (herein referred to as the “School District”), a Texas Independent School District contracting on behalf of its Early College High School (herein referred to as the “ECHS”), enter the following Memorandum of Understanding (“MOU”) for the continuation of the School District ECHS as of the 2020-2021 Academic Year. Collectively the partners are referred to as “Parties.” The Parties enter into this Agreement under the general provisions of the Interlocal Cooperation Act, Texas Government Code Chapter 791.

The purpose of this MOU is to outline the collaboration of the Parties, as listed above, in continuing the ECHS. The School District will not exclude or discourage the enrollment of any of the subpopulations of at-risk students, as defined by The Public Education Information Management System (PEIMS), including, but not limited to, students who are of limited English proficiency or who have failed a state administered assessment. Enrollment decisions shall not be based on state assessment scores, discipline history, teacher recommendation, or minimum grade point average (GPA).

ECHS are innovative schools where students have the opportunity to earn a high school diploma, stackable certificates and up to 60 college credit hours or an Associate Degree. The ECHS plans to add a cohort

("LDACGM") and the Workforce Education Course Manual ("WECM"); and (i) all applicable requirements of the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC").

The Parties agree to operate the ECHS in compliance with applicable College and School District board policies and procedures and policies and procedures that may be agreed upon by the Parties and approved for the ECHS. The Parties agree to comply with all assurances in the Program application submitted to TEA and any additional requirements for the Program adopted by the THECB. The foregoing as set forth in this Section 2 and any other laws, rules, and guidelines applicable to the subject matter of this MOU, including, without limitation, the requirements of accrediting authorities, collectively, shall be referred to as "Applicable Law" when used herein.

3. REPORTING

The 86th Texas Legislative Session passed SB 502 that requires the College to submit an annual report to the THECB and the Texas Legislature by not later than March 1 of each year describing any courses in the Lower-Division Academic Course Guide Manual ("ACGM") or its successor adopted by the coordinating board for which a student who transfers to the institution from another institution of higher education is not granted:

- (1) academic credit at the receiving institution; or
- (2) if the student has declared a major and has not changed majors, academic credit toward the student's major at the receiving institution.

A report required by this section must indicate:

- (1) the course name and type;
- (2) which institution of higher education provided academic credit for the course; and
- (3) the reason why the receiving institution did not grant academic credit for the course.

A report on courses taken by students who, during the preceding academic year, transferred to a general academic teaching institution or earned an associate degree at the college. The report must include the total number of:

- (1) courses attempted and completed at the college, including the total number of semester credit hours for those courses, disaggregated by whether the course is in:
 - (A) the Workforce Education Course Manual or its successor adopted by the coordinating board; or
 - (B) the Lower-Division Academic Course Guide Manual or its successor adopted by the coordinating board;
- (2) courses attempted and completed at the college that are not in the recommended core curriculum developed by the THECB under Section 61.822; and
- (3) dual credit courses, including courses for dual credit and college credit under Section 130.008, attempted and completed at the college.

4. DISABILITY SUPPORT SERVICES

College disability support services are provided to students attending classes at the College site or online and may include special testing arrangements, appropriate adaptive technologies, scribes, and note-taking services. The College is neither able nor required to provide the level of disability

Section 4 - Disability Support Services herein. The staff will be comparable, based on enrollment, to other high schools within the School District. In the process of hiring, the College will provide a representative to participate on the search committee of the ECHS Principal / ECHS Director. The College will provide a College Coordinator of High School Programs who will interact directly and frequently with ECHS staff and administrators.

6. MARKETING AND CO-BRANDING

- a. Partnership Recognition. Marketing materials should acknowledge the partnership between the school district and the Alamo Colleges District. The preferred language is XYZ ECHS, “at”, or “with”, or “in partnership with” “College name – Alamo Colleges District.” At minimum, the official name must include that of the specifically accredited individual college to assure compliance with SACSCOC accreditation standards. The official name must also include the name Alamo Colleges District to assure compliance with the Alamo Colleges District brand standards. The Parties agree that the official name of the ECHS shall be the South San Antonio Early College Academy with the Alamo Colleges-Palo Alto College. The official name of the ECHS shall be used, at minimum, in the letterhead of the ECHS, the business card of its Principal / ECHS Director, all of its press releases, any references to the ECHS in ISD announcements (including graduations) or board minutes, at least one sign affixed to its building, and any other campus signage referencing the ECHS.
- b. Official Logo for ECHS. Permissible logos and brand standards to co-brand will be jointly developed by the Alamo Colleges District and the School District. However, there will be a minimum requirement that such logos must contain the logo of the participating College, consisting of the stylized image of The Alamo in the College-specific color above the full College name, with “Alamo Colleges District”, adhering to Alamo Colleges District branding standards.
- c. Brand Standards. The Parties agree to abide by any brand standards and approval process defined by each party.
- d. Media and Press. The College and School District hereby agree that each may issue a press release or releases related to this MOU. These may be developed collaboratively or individually, but each party shall pre-review its own releases with the other party.
- d. Secondary Partners. The College acknowledges that a School District may partner with multiple partners in an ECHS venture. However, because the designation of the ECHS from the Texas Education Agency (TEA) is dependent upon the partnership and participation of the Palo Alto College alone, the College is considered the sole partner, and as such, any names, logos, and references to/of secondary partners should not be included in the official/legal name of the ECHS or the official logo of the ECHS.
- e. Intellectual Property. Each party retains ownership of its intellectual property, such as trademarks and copyrights, but grants a license to the other party to use its logos and slogans

- c. FERPA is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.
- d. FERPA allows the release of certain student record information without specific consent under certain conditions, but does not require it. If required, general disclosures are made, one such exception is called "directory information." Items that may be released are called directory information. The Alamo Colleges District has classified these items as directory information: student's name, dates of attendance, major, classification, enrollment status (full-time or part-time), previous institution(s) attended, degree(s) awarded, academic honors/awards.
- e. College staff are prohibited from discussing or disclosing any information specific to students' grades, conduct or other related matters with individuals other than the student or staff in the ECHS. Parents must secure a FERPA consent form from the College whereby the student, by signature, grants permission to the parent to discuss college student record information.
- f. An electronic version of the FERPA Consent Form may be obtained at: https://www.alamo.edu/siteassets/sac/about-sac/compliance/ferpa_consent_form.pdf

9. BUILDING A COLLEGE CULTURE

The School District, in collaboration with the College, will establish a learning community that blends high school and college, instilling a college-going culture among the participating students.

- a. The 86th Texas Legislative Session passed SB 1324 stating that a student enrolled in dual credit courses shall file a degree plan with the College at the end of the second regular semester or term, immediately following the semester or term in which the student earned a cumulative total of 15 or more semester credit hours for dual credit courses successfully completed by the student.
- b. A four-year crosswalk will be developed to demonstrate students' progress toward their selected plan of study, including alignment of high school and college level courses. The selected plan of study will outline the required courses toward specific certificate programs, associate degrees, or a baccalaureate degree. The ECHS student and College Advisor will meet and design a degree plan that will be submitted into the College's system of record.
- c. The ECHS students will gain college-readiness skills through a program identified by the School District. The College may provide the School District resources during the regular school schedule to support college-readiness preparation
- d. The ECHS student will participate in dual credit courses receiving both high school and college credit;

- b. The ECHS plans to add a cohort appropriate for the school's capacity, but not to exceed 150 students in grade 9 on a yearly basis, with a maximum enrollment not to exceed 600 students in grades 9-12. Any increase to these maximums must be mutually agreed upon by the College and the ECHS following consideration of all financial and other resource requirements. Any changes to the incoming cohort maximum must be agreed upon in writing and documented through a mutually signed Addendum to this MOU. Students may not be added to any cohort following enrollment in the first semester of the 10th grade, unless the College and School District specifically agree in writing to an exception in unusual, extraordinary or unexpected cases. All exceptions will be documented and maintained by the College. Should an ECHS student request to take courses outside the prescribed degree plan or not at the same time as their cohort, the student will be responsible for all the associated expenses related to the said courses. These courses may only be taken during the summer term.
- c. ECHS students will participate in college placement testing and a transitional bridge program preceding their freshmen year.
- d. The School District and College will establish a set of expectations in students' 4-Year High School / College plan of study and necessary support systems to ensure that students demonstrate college-readiness by meeting TSIA placement score requirements and course pre-requisites one semester prior to the prescribed sequence detailed in the plan of study.
- e. Regarding student transfers into the ECHS, after the beginning of Grade 9, below are considerations that the College and the ECHS will ensure:
 - i. The ECHS will allow student transfers, with mutual consent between the ECHS and the College.
 - ii. The College and the ECHS will review the individual situations, taking into consideration that the transfer student demonstrates college-level readiness in reading and writing, and is able to satisfy the requirements in the prescribed degree plan.
 - iii. Generally, students may not transfer later than the first semester of the 10th grade in order to satisfy all degree requirements in the time remaining in their high school tenure.
- f. ECHS students must meet the Texas Success Initiative Assessment (TSIA) course and degree plan requirements and abide by the College's placement scores, policies, and prerequisite requirements.
- g. The ECHS is responsible for ensuring that all ECHS students have up-to-date Bacterial Meningitis documents on file in their student records throughout time they participate in the ECHS. The ECHS will safeguard all vaccination documents and provide an electronic copy of said to the College upon request.

Academic Course Guide Manual or courses in the Workforce Education Course Manual (“WECM”) required for a Level I or Level II certificate. The College Academic Chairs or Faculty Liaison, along with the Principal / ECHS Director or ECHS designee, will be responsible for working with ECHS faculty to develop and refine a clear and coherent academic program across the two institutions for curriculum alignment. The ECHS curriculum for dual credit courses will include principles of leadership with the same curriculum and at the same level it is included in the College’s curriculum.

- f. The 86th Texas Legislative Session passed SB 25, which states each institution of higher education shall develop at least one recommended course sequence for each undergraduate certificate or degree program offered by the institution. Each recommended course sequence must:
 - (1) Identify all required lower-division courses for the applicable certificate or degree program;
 - (2) Include for each course, if applicable:
 - (A) The course number or course equivalent under the common course numbering system approved by the coordinating board under Section 61.832; and
 - (B) The course equivalent in the Lower-Division Academic Course Guide Manual or its successor adopted by the coordinating board;
 - (3) Be designed to enable a full-time student to obtain a certificate or degree, as applicable, within:
 - (A) For a 60-hour degree or certificate program, two years; or
 - (B) For a 120-hour degree program, four years; and
 - (4) Include a specific sequence in which courses should be completed to ensure completion of the applicable program within the time frame described.
- g. The Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) approved a policy statement in December 2018 that directed its institutions to ensure that course content and rigor of dual enrollment courses be comparable to that of the same courses taught to the institution’s other students. (Please see the SACS-COC Dual Enrollment Policy Statement at <http://www.sacscoc.org/pdf/081705/Dual%20Enrollment.pdf>)
- h. To adhere to the requirements set forth in the ECHS designation Blueprint, as well as those listed in the goals outlined in HB1638, the College and the School District will maintain course agreements for each course taught at the ECHS, regardless of instructional site. The College will provide the college course outcomes in the Course Agreement Form through the respective syllabi. The form will include the length of the course, number of credits awarded, and approved textbook(s) and/or instructional materials that will be required for ECHS students to use in their respective courses. The course agreement requirement for ECHS extends to designation of academic and workforce courses for Traditional Dual Credit and ECHS. College, School District and ECHS shall ensure that a dual credit course and the corresponding college course offered at the ECHS are equivalent. Academic representatives from the College will develop and publish the student learning outcomes in the course syllabus to satisfy the requirements each College course. The School District

degree and/or Baccalaureate degree. If applicable, students may also be certified as Core Complete as denoted in the College transcript awarded by the College.

- o. The College is responsible for involving teaching faculty in the process of selecting and implementing College courses. This includes ensuring that course goals and standards are understood and that the same standards of expectation and assessment are applied where College courses are offered, to include departmental exams and student learning outcomes. ECHS students will participate in college-level work and will be subject to material deemed college level. The School District and ECHS are aware that the content in college level courses may contain topics intended for mature audiences or adult age groups. The Department Chairs and associated Deans or Vice Presidents of Academic Success will monitor the quality of instruction in order to ensure compliance with the Student Learning Outcomes (SLOs) and the standards established by Applicable Law, SACSCOC, the College, and the School District.
- p. If a student fails a course, any retake will be outside the regularly scheduled academic plan and all Early Admission requirements will apply. Tuition and any applicable fees will, where the School District agrees to pay on behalf of the ECHS student, be invoiced to the School District as fiscal agent. Otherwise, the ECHS student will be treated as a student with the Early Admissions status, thereby making the ECHS student responsible for all corresponding tuition and fees.
- q. The College will utilize various programs that are either system- or computer- based in both face-to-face and online learning environments. These resources are intended to support learning and meet the Student Learning Outcomes that comply with requirements from SACSCOC and state standards. The School District will ensure technology access and resources are available to the ECHS students so they can access the content of the required courses and resources. The School District will cooperate with the college to ensure necessary technology is available for the most robust and comparable delivery of college courses.
- r. The School District shall be responsible for ensuring that high school curriculum courses will meet the requirements of the Texas Essential Knowledge and Skills (TEKS) and all other law applicable to Texas public school districts and that School District students are able to meet all high school graduation requirements, including all End of Course examinations, while earning college credit. School District will be responsible for monitoring and ensuring the quality of instruction for the exclusive high school credit courses offered by the ECHS. The College will be responsible for developing, maintaining, and ensuring the Student Learning Outcomes (SLOs) are met and the quality of instruction for the college course(s) is rigorous.
- s. To enroll in any college-level course, ECHS students must meet all of the regular College-course prerequisites. The College and School District will assess each student for overall readiness to engage in any college-level course, and any out-of-pocket costs of same shall

offered under the agreement that apply towards those endorsements, with postsecondary pathways and credentials at the institution and industry certifications.

- e. The ECHS Counselor, College Advising Staff and College Coordinator of High School Programs will assist students to register for courses that may count toward the degree at the 4-year university of choice or a degree or certificate from the College.
- f. The Alamo Colleges District Transfer Advising Guides (“TAGs”) are available resources to provide students with information for transfer pathways while minimizing loss of credits in transfer. Transfer Advising Guides depict a degree plan from a University in the Alamo Colleges District Transfer Compact. The Transfer Advising Guides can be found at: <http://myalamocatalog.alamo.edu/content.php?catoid=157&navoid=9481>. The documents delineate the courses that are offered at the Colleges of the Alamo Colleges District. They provide valuable information about special requirements or considerations for transfer. Transfer Advising Guides are intended for advising purposes only and not an exhaustive list to be applied to all academic transfer situations. While the Alamo Colleges District maintains articulation agreements with universities in the Alamo Colleges District Transfer Compact, the College, School District and ECHS students are highly encouraged to communicate with the intended transfer institution to minimizing loss of applicable college course credits.

13. COURSE MATERIALS

The School District will provide all required course materials including: textbooks, syllabi, course packets, and other materials needed for enrollment to classes for high school graduation credit and college-level courses to students.

The Course Agreement Form includes a course syllabus that identifies the course materials required for a course.

Course materials are all varieties of materials used for course instruction, including textbooks. Instructional materials charges are a subset of materials that are defined as electronic or paper materials that will be used during a course where the School District will be invoiced by the Alamo Colleges District Business Office.

All course materials utilized in each course must be equivalent to those used in courses taught at the College campus. Any deviation from the approved course materials must be reviewed and approved by the designated Department Chair prior to the start of the first instructional day.

Instructional Materials Charge requirements are determined by the respective College discipline based on how and where the course is taught.

- a. Courses taught at the ECHS:
 - i. As part of the Course Agreements, the College includes the Instructional Materials Charge, if applicable, or other required materials for courses.
 - ii. Instructional Materials Charges are applied every semester on courses that specify the need for said charges.

14. FACULTY

- a. All instructors teaching ECHS courses for college credit must meet the College's academic requirements as outlined by SACSCOC Faculty Credentialing requirements, as determined by the College. All instructors teaching dual credit classes at the ECHS must be approved as faculty by the College prior to teaching dual credit courses. The same credentialing process used by the College will apply for all dual-credit faculty as for College faculty teaching regular credit courses.
- b. When unforeseen situations arise and the instructor scheduled to teach a course for the College cannot deliver instruction through the entirety of the scheduled course, the ECHS Principal or ECHS Director will immediately notify the College's Office of High School Programs. The College, as per SACSCOC guidelines, must identify a credentialed instructor that can teach the remainder of the college course. An instructor that has not been credentialed and approved by the College may not serve as a substitute to teach the remainder or any portion of a college course. If the instructor identified by the College to teach the remaining portion or any portion of the course is employed by the College, the School District will be responsible to pay the College for the time of the identified instructor.
- c. The School District will provide the instructors for all high school courses at the ECHS. Instructors teaching high school dual credit courses will be either high school teachers credentialed by the respective College Faculty Chairs adhering to SACSCOC guidelines or faculty from the respective discipline at the College. The cost-sharing model approved by the Alamo Colleges District Board of Trustees is based on which party pays the instructor. Please refer to Section 29 - Fiscal Matters herein. The School District is highly encouraged to hire teachers approved by the College as adjunct instructors to teach dual credit courses. The School District is encouraged to provide incentives to have instructors earn the college hours required for qualification and should coordinate approval of eligibility with the College.
- d. The School District will provide official written notice to the College by the second Monday in April of any need for college credentialed instructors in specific disciplines to fulfill the ECHS plan(s) of study. The College will then conduct a review to identify faculty from the respective discipline to teach at the ECHS or assist in identifying a credentialed instructor to fill the identified need from the ECHS. If the College identifies an instructor from their faculty or hires an instructor to fulfill the needs of the ECHS, the School District will be invoiced as outlined in Section 29 - Fiscal Matters herein. If the College is unable to find a qualified college credentialed instructor by the second Monday in July, the Parties will convene to address the faculty concern and develop an agreeable plan. The meeting notes will address the faculty concern and provide an alternate solution that may include an alternate course with an identified and appropriately credentialed faculty to teach the course. The agreement will be acknowledged in writing by all Parties and signed copies will be provided to the College and the School District.

sessions. The ECHS will provide the time for personnel to complete the professional development and the Alamo Colleges District will provide the sessions.

16. PROFESSIONAL DEVELOPMENT FOR ADJUNCT INSTRUCTORS FROM THE ECHS

The College and School District will provide professional development opportunities to their respective employees in accordance with their respective institutional policies. Learning and collaboration will be organized and facilitated by the ECHS and the College designee. The College will provide professional development in critical thinking, leadership, student engagement, and other areas deemed necessary.

The School District will provide ECHS teachers hired as adjunct instructors the necessary time to participate in professional development identified by the College. Adjunct Instructors are required to take equivalent professional development as Instructors who teach exclusively for the College. In instances where adjunct faculty are contracted outside the hiring deadlines, the department Chair will assign a faculty in the discipline to assist during the first college semester transition.

17. ECHS CALENDAR

The ECHS course schedule will be determined by the location of the course delivery, provided that the required contact hours and prerequisites must first be met.

The instructional calendar for the high school portion of the ECHS will be based on the School District calendar and comply with all related TEA regulations for school attendance. The School District will adjust its schedule as necessary to enable ECHS students to enroll in and attend the college-level courses provided by College. The School District and College will coordinate the testing requirements of the students to ensure students may take all required State examinations without penalty. When the ECHS is based at the School District, it may be necessary for its students attending dual credit courses at the College to attend classes on days when the School District ECHS facility is closed (*e.g.*, different within-term holiday closures). During days when the two institutions are out of alignment on days of operation, and students must attend classes that are in session at the College site, the School District will provide at least one staff member with administrative authority to be on call and available to be reached by the College in case of an emergency. The designated ECHS staff member will have access to student records, specifically those that include emergency contacts for ECHS students participating in college courses taught at the College.

All ECHS students are required to participate in required state, national assessments, which will be administered by the ECHS staff. College agrees to make accommodations in course scheduling, including final exams, and attendance so that ECHS students are not penalized in their college credit courses for their participation in the required state, national assessments. While the College agrees to make accommodations for required state assessments, including the STAAR and End of Course Exams, all contact hour requirements must be met. For assessments not mandated by the state, the College and School District will come to a mutual agreement on administration dates in order to appropriately manage disruptions of college courses and ensure contact hour requirements.

19. STUDENT SAFETY

The Parties agree that when an ECHS student expresses to any College employee a suicidal intention or a threat of physical harm to others, a protocol to be agreed prior to the effective date of this MOU will be executed. The protocol will prioritize ensuring that the ECHS student does not pose a threat to self or others. The College will prioritize transitioning management of the problem to School District or the parent / guardian of the student. Often the College Police Department will assess the situation and coordinate that transition with its School District counterpart. School District designates College as its agent under any applicable statutory authority or parent / guardian consent to treatment for the limited purpose of this crisis-response intervention.

When on the College campus, ECHS students will follow the policies and procedures of the College to ensure the safety and well-being of the fellow classmates, faculty, staff and visitors. The Colleges will develop standard protocols for various emergency situations.

To ensure safety precautions, the College enrolls all students, faculty and staff, including ECHS students, into emergency alert messages. These messages are sent to all groups mentioned via the College email, robocalls and text messages to the telephones listed in the system of record.

Alamo Colleges District is subject to legislation requiring it to allow licensees to carry concealed handguns on its campuses effective August 1, 2017, and ECHS students will potentially encounter license holders availing themselves of this privilege. Any notice of these facts to parents of ECHS students will be the responsibility of School District.

ECHS students traveling for College events will be required to sign an Alamo Colleges District General Participation Release as a condition of participation as are all students from each of the Colleges of the Alamo Colleges District.

20. STUDENT ATTENDANCE POLICIES

ECHS students are required to maintain regular and punctual attendance in class and laboratories to meet the required number of contact hours per semester. Absences, dismissal of classes, and early release (except in emergency or inclement weather, when permitted by Applicable Law, or when related to state-mandated assessment days) shall be avoided. For additional information on the College attendance policies, please refer to the College's Course Catalog at <http://www.alamo.edu/>.

21. STUDENT CONDUCT

ECHS students are required to adhere to School District and College policies, procedures, and regulations regarding facilities and equipment usage and both School District and College codes of student conduct as well as the Alamo Colleges District Student Responsibility for Success Policy. All disciplinary action, including suspension and dismissal from ECHS, shall be in conformity with the Codes of student conduct of the Parties. All ECHS students will be provided

23. EXTRACURRICULAR ACTIVITIES AND STUDENT ENGAGEMENT ACTIVITIES

- a. The School District may allow students to participate in high school activities as long as participation does not interfere with academic requirements of the ECHS.
- b. To reinforce the college-going culture, students may participate in age-appropriate activities on the College campus, such as clubs and organizations, theater performances, student activities and other such activities, so long as participation does not interfere with the academic requirements of the ECHS. ECHS students may be assigned to off-site academic course assignments which would require the ECHS student to travel to satisfy course objectives that could include, without limitation, museum visits or job-site internships. ECHS students engaging in any College-related, off-site travel must be transported by a parent, guardian, parent/guardian written designee, or School District-sponsored travel arrangement; transportation by College, its employees or its non-ECHS students is prohibited.

24. STUDENT DATA SHARING

Parties agree to share student data for ECHS purposes. Parties agree to regularly share data not otherwise available to the other party to ensure that data is current and has integrity, as both Parties use data for enrollment into courses, state reporting, financial matters, Title IX matters, student conduct and other official business related to the ECHS. Each Party shall also promptly notify the other of any onsite or offsite behaviors of ECHS students known to the Party which threaten or cause harm to others, including, without limitation, violence, threats, weapons, sexual assault, sexual contact of minors, and Title IX complaints.

Parties agree to adhere to the confidentiality requirements set forth by the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g as implemented by 34 C.F.R. part 99 (“FERPA”) and will encrypt the student data before it is transmitted electronically. As Parties are held to FERPA guidelines, each is entitled to student information from students that are shared under the condition of being school officials with legitimate educational interest and as appropriate officials in cases of health and safety emergencies. Notwithstanding the foregoing, ECHS shall coordinate signature of and collect the High School Programs Student/Parent Consent Form during the student on-boarding process.

The School District will transmit the student data to a secure location mutually agreed upon by both Parties. The College will retrieve and delete the student data from the secure location so as not to expose any sensitive student information. The student data retrieved from the School District will be entered into the Banner, the College’s system of record, and used exclusively for official business pertaining to all applicable areas of High School Programs.

25. STUDENT RECORDS

In accordance with Applicable Law, School District will maintain student records pertaining to ECHS and provide College copies of the letter grades, and other informational data on student

The Alamo Colleges District does not tolerate discrimination, harassment, or retaliation on the basis of any protected criteria, including gender or disability. To ensure compliance with the Civil Rights Policy and Procedure on Civil Rights Discrimination, Harassment, and Retaliation, the Alamo Colleges District have designated a Title IX/VII/ADA/504 Coordinator to coordinate the investigation and resolution District-wide of complaints under the Civil Rights Policy and Procedure. All civil rights complaints should be reported or routed to the District Title IX/Title VII/ADA/504 Coordinator for handling and processing. At all times, the Coordinator and the school district will keep each other informed of complaints raised against each other. If the complaint involves a student as the accused or accuser, the Parties will agree on which party will undertake the investigation.

All ECHS students will have access to AlamoCARES, a prevention, education and support program regarding dating violence, domestic violence, sexual assault, and stalking. Within the AlamoCARES site, students will find information on rights granted by Title IX and other federal statutes and resources to help educate and assist them when dealing with gender or disability discrimination, retaliation, and sexual harassment and violence.

28. PROGRAM EVALUATION

The School District and the College will develop a plan for the evaluation of the ECHS program to be completed each year. The evaluation will include, but is not limited to, disaggregated attendance and retention rates, GPA of high-school-credit-only courses and college courses, satisfactory progress in college courses, state assessment results, SAT/ACT, as applicable, TSIA readiness by grade level, qualifications of ECHS staff, location(s) where courses are taught, and adequate progress toward the college-readiness of the students in the program. The School District commits to collecting longitudinal data as specified by the College, and making data and performance outcomes available to the College upon request. TEA's designation Blueprint, HB 1638 and SACSCOC require the collection of data points to be longitudinally captured by the School District, in collaboration with the College, will include, at minimum: student enrollment, GPA, retention, persistence, completion, transfer and scholarships. School District will provide parent contact and demographic information to the College upon request for targeted marketing of degree completion or workforce development information to parents of ECHS students. School District agrees to obtain valid FERPA releases drafted to support the supply of such data if deemed required by counsel to either School District or the College. The College conducts and reports regular and ongoing evaluations of the ECHS program effectiveness and uses the results for continuous improvement.

29. FISCAL MATTERS

- a. Where ECHS is located on the College property, any commitment of College facilities for ECHS purposes and the associated costs will be borne by School District and addressed by separate agreement(s) of the Parties.

- iii. Where the College contracts the college instructor to teach a course section and the student enrollment in each specific course section totals to 80% or greater of the total student enrollment of the said course, the School District will pay \$2,800 per course to the Alamo Colleges District. The official student enrollment count will be taken on the course sections' census date. The Alamo Colleges District Business Office will communicate with the School District Business Office and provide an invoice by mid-January for the Fall semester and the first full week in May for the Spring semester. Each of these invoices are to be paid net 45 days from the date of the invoice.
- iv. Where ECHS students are required to use Course Materials as part of the prescribed courses in their degree plan, as referenced in Section 13 – Course Materials, the Alamo Colleges District Business Office will communicate with the School District Business Office and provide an invoice by mid-January for the Fall semester and the first full week in May for the Spring semester. Each of these invoices are to be paid net 45 days from the date of the invoice.
- i. School District's failure to meet its payment responsibilities as fiscal agent regarding a student will result in College's refusal of enrollment of the School District for the next Academic Year after determination of payment default.

30. TERMINATION OF THE MOU

Either party may terminate this MOU through written notice to the other party given not later than the last day in December and to be effective for the ensuing academic fall semester. In the event of termination, the Steering Committee will prepare an agreeable plan of dissolution in accordance with all Applicable Laws to be submitted and approved by the Leadership Council. In the event of termination and notwithstanding the foregoing, the 11th and 12th grades will continue operation through scheduled graduation. The 9th and 10th grades will return to the home high school.

31. TRANSPORTATION

The School District will provide for such student transportation as may be required to and from the College as required under State law, and for any ECHS field trips, each pursuant to applicable School District rules and procedures.

32. STUDENT DIRECTORY INFORMATION

Upon enrolling in the ECHS, each student's directory information (defined by the College, pursuant to FERPA, to exclude student addresses) will become part of the College's student directory information as that term is defined by FERPA, and each student's directory information will remain subject to the Texas Public Information Act.

38. NOTICE

Any notice required by or permitted under this MOU must be made in writing. Any notice required by this MOU will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, U.S. certified or registered mail, return receipt requested, and addressed to the intended recipient at the address shown in the signature block of each party below. Any address for notice may be changed by written notice delivered as provided herein. Such addresses may be changed or additional addresses added from time to time by written notice of such change given in accordance with this section.

School District:

South San Antonio Independent School District
ATTN: Superintendent of Schools
5622 Ray Ellison Drive
San Antonio, TX 78242

College:

Palo Alto College
ATTN: College President
1400 W. Villaret Blvd.
San Antonio, Texas 78224

Alamo Colleges District:

Alamo Community College District
ATTN: Chancellor
2222 N. Alamo St.
San Antonio, TX 78215

Alamo Community College District
ATTN: General Counsel
2222 N. Alamo St.
San Antonio, TX 78215

39. NON-APPROPRIATION

The Parties hereto acknowledge that College and District are governmental entities subject to certain budgetary constraints and agree that, in the event funding for the provision of services of performance hereunder by either College or District is not appropriated or provided for in the budget for its next fiscal year, College and District may immediately terminate this MOU without penalty and its duties hereunder shall cease to exist.

40. NO-THIRD PARTY BENEFICIARY

This MOU inures to the benefit of and obligates only the Parties executing it. No term or provision of this MOU shall benefit or obligate any person or entity not a party to it. The Parties hereto shall cooperate fully in opposing any attempt by any third person or entity to claim any benefit, protection, release or other consideration under this MOU.

Intending to be bound, the Parties sign below.

SERVICING COLLEGE / ALAMO COLLEGES DISTRICT



By: _____ Date _____
Dr. Robert Garza, President
Palo Alto College

By: _____ Date _____
Dr. Mike Flores, Chancellor

SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

By: _____ Date _____
Ms. Dolores Sendejo, Superintendent

Attachments:

Exhibit A: Alamo Colleges District Principles on Dual Credit & Early College Partnerships

February 19, 2020 Q&A

Questions from Gilbert Rodriguez:

Consent #3:

Madam Superintendent,

I would like to submit the following questions for your consideration for items on the February 19, 2020 board meeting agenda:

1. How many total incoming 9th grade students have applied for the 2020-2021 ECHS Academy?

153.

2. How many total incoming 9th grade students that reside in the 78242 zip code have applied for the ECHS Academy?

50 of the 153.

3. How many total students applied for the 2019-2020 ECHS Academy? How many were accepted?

140. All were accepted.

4. How many total students that reside in the 78242 zip code applied for the 2019-2020 ECHS Academy? How many were accepted?

45. All were accepted.

5. How many total current 9th grade students who applied and were accepted to the 2019-2020 ECHS Academy remain enrolled in the program? How many are no longer in the program?

129. 11.

6. Of the total current 9th grade students that reside in the 78242 zip code that were accepted into the 2019-2020 ECHS Academy how many have remained enrolled in the program? How many are no longer in the program?

39. 6.

7. What has been the total cost to the district for ECHS and Dual Credit courses for the 2019-2020 academic year? What was the total cost to the district for ECHS and Dual Credit courses for the 2018-2019 academic year?

2017-2018 108,348

2018-2019 184,010

2019-2020 First Semester 103,800

Best Regards,

Gilbert F. Rodriguez



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

- Purpose: [] Presentation/Report [] Recognition [] Discussion/ Possible Action
[] Closed/Executive Session [] Work Session [] Discussion Only [x] Consent

From: Scott Stephens, Director of Child Nutrition

Item Title: Approval of Updated Board Policy FFA Local

Description: Child Nutrition is asking to update Board Policy FFA Local. The updated policy is in support of the general wellness of all students by implementing measurable goals that shall promote sound nutrition and student health and to reduce childhood obesity.

Historical Data: FFA Local was last modified February 5, 2015.

Recommendation: Approve the updated Board Policy FFA Local

District Goal/Strategy:

Objective 5.2: Develop a wellness program to encourage participation from all members of the school community in healthy pursuits.

Funding Budget Code and Amount:

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

[Handwritten signature]

2/5/2020

CFO Funding Approval:

[Handwritten signature]

2.12.2020

Superintendent:

2.12.2020

Wellness

The District shall support the general wellness of all students by implementing measurable goals to ~~follow nutrition guidelines that advance student health and reduce childhood obesity and shall~~ promote sound nutrition and student health and to reduce childhood obesity.

[See EHAA for information regarding the District's coordinated school health program.]

~~through nutrition education, physical activity, and other school-based activities.~~

Development, Implementation, and Review of Guidelines and Goals

The local school health advisory council (SHAC), on behalf of the District shall review and consider evidence-based strategies and techniques and shall develop nutrition guidelines and wellness goals as required by law. In the development, implementation, and review of these guidelines and goals, the SHAC shall permit participation by ~~in consultation with the local school health advisory council and with involvement from representatives of the~~ students ~~body~~, school food service, physical education teachers, school health professionals, school administration, the Board, parents, and the public. [See BDF and EHAA]

Wellness Plan

The SHAC shall develop a wellness plan to implement the District's nutrition guidelines and wellness goals. The wellness plan shall, at a minimum, address:

1. Strategies for soliciting involvement by and input from persons interested in the wellness plan and policy;
2. Objectives, benchmarks, and activities for implementing the wellness goals;
3. Methods for measuring implementation of the wellness goals;
4. The District's standards for foods and beverages provided, but not sold, to students during the school day on a school campus; and
5. The manner of communicating to the public applicable information about the District's wellness policy and plan.

The SHAC shall review and revise the plan on a regular basis and recommend revisions to the wellness policy when necessary.

Nutrition Guidelines

The District shall ensure that nutrition guidelines for reimbursable school meals and all other foods and beverages sold or marketed to students during the school day shall be designed to promote student health and reduce childhood obesity and shall be at least as restrictive as federal regulations and guidance ~~except when the~~

District allows an exemption for fundraising activities as authorized by state and federal rules. [See CO and FJ]

~~and that all foods available on each campus are in accordance with the Texas Public School Nutrition Policy. [See CO]~~

In addition to legal requirements, the District shall:

1. Establish age-appropriate guidelines for food and beverages at classroom parties or school celebrations [see CO];
2. Provide teachers with education and guidelines on the use of food as a reward in the classroom; and
3. Establish guidelines for school-sponsored fund-raising activities that involve serving or selling food.

Wellness Goals

Nutrition Promotion and Education

The District shall implement, in accordance with law, a coordinated health program with a nutrition education component. [See EHAA] The District's nutrition promotion activities shall encourage participation in the National School Lunch Program, the School Breakfast Program, and any other supplemental food and nutrition programs offered by the District.

~~[see EHAB and EHAC] and shall use health course curriculum that emphasizes the importance of proper nutrition [see EHAA].~~

In addition, the food service staff, teachers, and other school personnel shall coordinate the promotion of nutrition messages in the cafeteria, the classroom, and other appropriate settings. ~~with the aim of making good nutrition a District-wide priority.~~

The District establishes the following goal for nutrition education: The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.

Physical Activity

The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades [see EHAB and EHAC]. ~~Physical education classes shall regularly emphasize moderate to vigorous activity.~~

In addition, the District establishes the following goals for physical activity: The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students, including those who are not participating in physical education classes or competitive sports.

STUDENT WELFARE
WELLNESS AND HEALTH SERVICES

FFA
(LOCAL)

- ~~1. All students shall be physically active and shall live, work, and play in environments that facilitate regular physical activity.~~
- ~~2. A District-wide culture shall be created that supports physically active lifestyles, with the ultimate purpose of improving health, preventing disease and disability, and enhancing quality of life.~~
- ~~3. The District shall encourage students, parents, staff, and community members to use the District's recreational facilities that are available outside of the school day. [See GKD]~~

Other School-Based Activities

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to promote and to express a consistent wellness message through other school-based activities:

1. Sufficient time shall be allowed for students to eat meals in lunchroom facilities that are clean, safe, and comfortable.
2. Wellness for students and their families shall be promoted at suitable school activities.

Implementation

The Superintendent or designee shall oversee the implementation of this policy and shall develop and the development and implementation of the wellness plan and appropriate administrative procedures. for periodically measuring the implementation of the wellness policy.

Evaluation

The District shall comply with federal requirements for evaluating this policy and the wellness plan.

Public Notification

The District shall annually inform and update the public about the content and implementation of the wellness policy, including posting on its website copies of the wellness policy, the wellness plan, and the required implementation tri- annual assessment.

Records Retention

The District shall retain all the required records associated with the wellness policy, in accordance with law and the District's records management program. [See CPC and FFA(LEGAL)]

February 19, 2020 Q&A

Questions from Stacey Alderete:

Consent #4:

May I please get more background on item #4

1. How are the participants chosen?
Health Services Director, Assistant Athletic Director and Food Service Dietician and /or Director, make up part of the South San committee. Parents, students and staff members are always welcome to attend. Meeting dates are posted. School Board shall appoint community members and staff per Board Policy BDF Legal.
2. How many parents/students are on the committee?
The committee is open to the public and parents and students are welcome to attend.
3. Is the community informed that we have this committee?
Yes, posted on website.
4. How do we measure our progress?
This is part of the ongoing discussions with the SHAC. No measurable goals have been tracked.
5. When and where does SHAC meet?
<https://www.southsanisd.net/Page/1425>
Group meets quarterly and the meeting dates are posted on the Health Services Webpage.
6. Is there previous goal measures and data to compare to?
No measurable goals have been tracked.

Thank you,
Stacey Alderete



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: Presentation/Report Recognition Discussion/ Possible Action

Closed/Executive Session Work Session Discussion Only Consent

From: Scott Stephens, Director of Child Nutrition

Item Title: Approval of Purchase of Forklift for the Child Nutrition Department

Description: Child Nutrition is requesting permission to purchase a new forklift to be used exclusively for the Child Nutrition Department. The forklift would be purchased using Child Nutrition funds from Toyota of South Texas in the amount of \$30,489.

Historical Data: NA

Recommendation: Approve the purchase of the forklift from Toyota of South Texas

District Goal/Strategy:

Objective 5.1: Create and implement safety standards that promote safe facilities and equipment across the district.

Funding Budget Code and Amount: 240-E-35 for \$30,489

APPROVED BY:

SIGNATURE

DATE

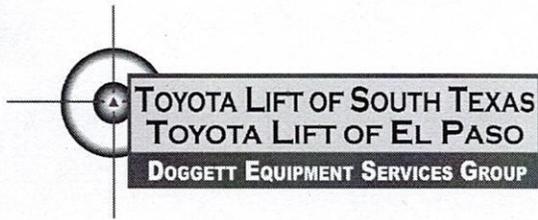
Chief Officer:

2/6/2020

CFO Funding Approval:

2.12.2020

Superintendent:



Toyota Lift of South Texas
4001 N Panam Expy
San Antonio, TX 78219-2206
Phone: 210-351-9500
Fax: 210-351-9561

January 15, 2020

Scott Stephens
South San Antonio Independent School Dis
5622 Ray Ellison Blvd
San Antonio, TX 78242-2214

Dear Scott:

We are pleased to submit the attached Toyota Electric Forklift quotation for your review and approval.

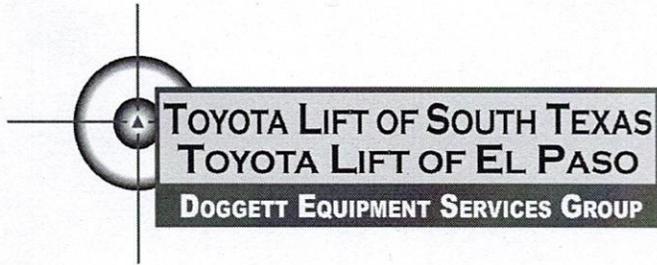
As an authorized Toyota dealer, Toyota Lift of South Texas can provide the high-quality equipment and service you would expect from the world's leading forklift manufacturer. This quotation reflects our understanding of your forklift needs, combined with a careful configuration of the appropriate equipment and options.

To place your order, please sign and date the quotation where indicated and return to me. If you have any questions, please contact me.

Thank you for your interest in our company and our Toyota products. We look forward to being of valuable service to you for your material handling needs.

Sincerely,

Dave Landry
Sales Representative
Phone: 210-351-9500
Fax: 210-351-9561
Cell: 210-748-3283
E-mail: Dave.Landry@tlotx.com



Toyota Lift of South Texas
4001 N Panam Expy
San Antonio, TX 78219-2206
Phone: 210-351-9500
Fax: 210-351-9561

To: South San Antonio Independent School Dis
5622 Ray Ellison Blvd
San Antonio, TX 78242-2214
Attn: Scott Stephens

Date: January 15, 2020
Our Ref: 40917042
Phone: 210-977-7000
Fax:

We respectfully submit this quotation for the following NEW Toyota Electric Forklift (1 each):

Toyota...Proud to be the world's #1 forklift manufacturer!

TOYOTA MODEL 8FBE15U, 3-Wheel Sit-Down AC Electric Forklift, quality engineered with the following specification:

- Cushion Tires
- Electric Battery Powered

ACTIVE MAST CONTROL (AMC)

Toyota's industry exclusive Active Mast Control (AMC) helps improve forklift stability by electronically monitoring and controlling various functions of the forklift. Should the operator inadvertently place the forklift in a potentially unstable longitudinal condition, mast height and load sensors trigger the controller to activate the AMC, which limits forward tilt angle and/or tilt back speed. Additionally, if the operator attempts to lift with the forks tilted forward beyond 1°, the lift speed is automatically limited, encouraging the operator to return the forks to level before lifting.

AC DRIVE & AC LIFT SYSTEM

Quicker acceleration. Higher top speeds. Longer lasting power. Low maintenance. These are the hallmark benefits of the industry-leading 8FBE electric forklift with AC Drive and AC Lift. Simply put, Toyota's 8FBE models are electric marvels, offering unprecedented power, performance and energy efficiency. They're the sum total of creative engineering, breakthrough design and proven technology. All driven by a single vision: to create a superior-performing electric forklift that boosts productivity and minimize operating costs.



Photo may portray optional equipment not included in your quotation.

MOMENTARY HOLD/CONTROLLED DESCENT

Standard on all Toyota 8FBE models, the Momentary Hold/Controlled Descent feature maximizes forklift control when the accelerator pedal is released on a grade by regulating rolling speed. It also allows the forklift to be started on

an inclined surface without rolling backwards.

AUTOMATIC FORK LEVELING

Toyota's Automatic Fork Leveling feature increases productivity while reducing damage with a push of a button. By depressing the Automatic Fork Leveling button during forward tilt, operators are quickly and easily able to level the forks.

Mast 3-Stage (FSV) mast with full free lift provides excellent visibility to load and fork tips, while providing smooth, quiet and consistent operation. Mast specifications:
Maximum Fork Height - **189"**
Overall Lowered Height - 83.5" (Overhead Guard Height - 81.00)
Free Lift - 35.4" with standard Load Backrest

Lifting Capacity **Base Model Capacity - 3,000 lbs. @ 24" load center**
Actual Capacity, based on quoted specifications, - 2,600 lbs. @24" load center to 189" MFH

Actual capacity ratings stated above are based on standard features, options, and attachments available through Toyota at the time of quoting. Non-standard features, options, and attachments may affect actual capacity ratings. Please contact your Toyota sales representative for additional information.

Tilt 5 degrees forward and 6.5 degrees backwards

Carriage ITA Hook Type, 36" Carriage

Forks **Forks 42" x 4" x 1.4" - Class II**

Load Backrest 48" High Load Backrest

Attachments **Cascade 36" Hang-on Sideshifter (Includes 3 Way Valve and 3rd Function Hosing)**

Speeds Travel Speed: 9.90 mph Lift Speed: 115 fpm

Voltage 36 Volt Electrical System

Steering On-Demand Hydrostatic Power Steering with Memory Tilt Steering Column

Battery Compartment 21.7" (L) x 39.2" (W) x 24.5" (H)

Wheels and Tires Front Tires: 18x7x12-1/8
Rear Tires: 15x5x11-1/4

**Additional
Equipment**

- Rear View Mirrors (Left & Right Sides)**
- Rear Assist Grip with Horn Button**
- Pencil / Tape Holder (Mounted on Overhead Guard Leg)**
- Fire Extinguisher (Including Bracket)**
- Strobe Light - Yellow**
- Rear Combination Lights**
- Adjustable Volume Backup Alarm (Smart Alarm)**
- Battery 18-85-17**
- Battery Charger**

**Other
Outstanding
Toyota Features**

- Regenerative Braking
- Wet disc brakes
- 500 Hour Periodic Maintenance Interval
- On Demand, Full Hydraulic Power Steering
- Thermal Protection Indicator
- Operator Presence Sensing System (OPSS)
- Travel Power Control (programmable acceleration)
- Planned Maintenance Indicator
- Foot Operated Parking Brake
- Electronic Shift Control
- Memory Tilt Steering Column
- Dual Operator Assist Grips
- Durable Rubber Floor Mat
- Dash Mounted Cup Holder
- Digital Multifunction Display

Some standard items listed within this quotation may be replaced or altered due to optional equipment.

Warranty

12 Months or 2,000 hours whichever occurs first: Basic
36 Months or 6,000 hours whichever occurs first: Powertrain

Warranty coverage for non-standard option components will be covered by the manufacturer of that component and not covered under the Toyota forklift standard or powertrain warranty.

We offer a Toyota factory authorized warranty on all new Toyota Industrial Equipment.

| | | | |
|-------------------|------------------------------------------------|----------|------|
| Investment | Price-Toyota Model 8FBE15U as specified above: | \$30,489 | Each |
| | Net Price: | \$30,489 | Each |

Financing and Maintenance A broad range of competitive and flexible financing options are available through Toyota. Financing requires credit approval. Terms and conditions are subject to change.

In addition, Full Maintenance and Planned Maintenance programs are available.

Terms and Conditions

Payment: Cash or Financed on delivery.
 Delivery: Will advise estimated delivery date at time of order placement. All delivery information offered by TLOTX is approximate based on suppliers lead time estimates. TLOTX cannot guarantee delivery date.
 This proposal is valid for 30 days from date of proposal.
 F.O.B.: Delivered
 Prices are exclusive of any sales or use taxes now in force or which may be made effective in the future by any federal, state, or local governments.
 Lease offerings subject to credit approval
 Performance and specifications stated are based on specific testing and operating conditions. Actual performance and specifications may vary based on application, option configuration, operating conditions, and environmental factors.
 Some options and configurations may void UL.
 Conditions subject to change to those in effect at time of delivery.
 Your signature on this proposal constitutes a firm order.
 In the event of cancellation, fees will apply to cover restocking charges.

Sincerely,
Toyota Lift of South Texas

Accepted:
South San Antonio Independent School Dis

Cash Price \$ _____
 Financed Payment \$ _____ *Per Month* _____ *Months*

By: _____
 Name: Dave Landry
 Title: Territory Sales Manager

By: _____
 Name: _____
 Title: _____
 Date: _____

QUOTATION



Equipment Depot Ltd.
16330 Air Center Blvd
Houston, TX 77032

PREPARED FOR

Customer: South San Antonio ISD *CLOSED*
Address: 2615 Navajo
San Antonio, TX 78224

REFERENCE

Effective From: Wednesday, January 15, 2020
Effective To: Friday, February 14, 2020
Quote #: 467152
Account Manager:
Direct Phone:
E-mail:



FB20PNT2 - 4,000 lb. Capacity 36/48V Electric 3-Wheel Lift Truck

HIGHLIGHTS

Productivity

- 36 / 48V Electrical System
- U.L. Type "E" Rated Model
- Mitsubishi PM-1000 AC Traction & Hydraulic Control System
- Dual AC Traction Motors
- AC Hydraulic Motor
- Electric Power Steering
- Regenerative Braking
- Wet Disc Brakes

Reliability

- Thermal Protection (Motors and Controllers)
- Steel Battery Compartment Cover
- Battery Compartment with Adjustable Retainers
- SB350 Battery Connector (Grey)
- Horn
- Reverse Grab Handle with Horn
- Tilt Cylinders with Spherical Mast Bushings
- Lugged, Electric Compound Drive Tires 18 X 7 X 12.125"
- Lugged, Electric Compound Steer Tires 15 X 5 X 11.5"
- 500 Hour Service Intervals

Operator Comfort

- Static Vinyl Seat w/ Wrapped Steel Hip Restraint & Orange Seatbelt
- Tilt Steering Column
- Steering Wheel Knob
- Grab Bar
- Rubber Floor Mat
- Electronic Direction Control
- 3-Section Valve w/ Cowl-Mounted Hydraulic Levers
- Integrated Presence System (IPS) Featuring:
 - Traction Lockout
 - Mast and Auxiliary Hydraulic Lockout & Display Indicator
 - Parking Brake Warning & Display Indicator
 - Seatbelt Reminder Warning & Display Indicator





FB20PNT2 - 4,000 lb. Capacity 36/48V Electric 3-Wheel Lift Truck

Automatic Electronic Parking Brake

Operator Protection

- Open Step with Molded Anti-Slip Pattern
- Electronic Backup Alarm
- Premium Display Panel including:
 - Speedometer (MPH or KMH)
 - Battery Discharge Indicator (BDI)
 - Error and Fault Codes
 - Digital Clock with 12/24 Hour Format
 - Date in Various Formats
 - Timer (Key On)
 - Travel Direction Indicator
 - Mast Lock
 - Neutral Lock
 - Seatbelt Reminder
 - Parking Brake Indicator
 - 5 Travel Programs
 - Adjustable Display Contrast
 - Turtle (Crawl) Speed Button

Added Operator Protection

- Overhead Guard (OHG)
- Controlled Cornering Speed
- Two Forward Halogen Working Lights – OHG Mounted
- DC/DC Converter (113W Output)

KEY FEATURES & BENEFITS

| | |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| INNOVATIVE AC TECHNOLOGY | Our AC technology incorporates “in-house” component design, providing increased performance, higher energy efficiency, longer run times and lower maintenance costs. |
| INDUSTRY LEADING ERGONOMIC DESIGN | Spacious operator compartment with infinitely-adjustable steer column, 3-way adjustable full suspension seat, and cowl-mounted hydraulic controls help to make operators work at peak performance levels. |
| INFORMATIVE PREMIUM DISPLAY | Includes a Battery Discharge Indicator to help operators gauge the runtime of the unit, current date & time display, travel speed, and many other helpful indicators. |
| REDUCING RISK | Our Integrated Presence System (IPS) activates alerts or stops specific functions on the lift truck if the operator is not in the normal operating position. |
| EFFORTLESS STEERING | Our standard Electronic Hydraulic Steering enhances the operator experience and reduces energy consumption for longer operation times. |

CONFIGURATION

| | | |
|----------------------------------|---|-------------------------------------------------------|
| CHASSIS | 1 | 4,000 lb. Capacity 36/48V Electric 3-Wheel Lift Truck |
| MAST | 1 | 187.0" MFH / 84.0" OAL / 34.0" FFH Triplex |
| RATINGS & STANDARDS | 1 | UL Rated Type E |
| FORKS | 1 | 1.6" X 3.9" X 42" Hook Type - Pallet |
| CARRIAGE | 1 | 37.0" Wide ITA Class II Hook Type Carriage |
| SIDESHIFTER | 1 | Cascade 36" Hang-On Sideshifter (37" Width Over LBR) |
| DRIVE & STEER TIRES | 1 | Smooth Electric Cushion Drive and Steer Tires |
| LOAD BACKREST | 1 | 48" High Load Backrest |
| HYDRAULIC ACTIVATION | 1 | 3-Section Valve |
| HYDRAULIC HOISING OPTIONS | 1 | Single Function Internal Hosing - Triplex Mast |
| TILT CYLINDERS | 1 | Standard Tilt Cylinders |
| OVERHEAD GUARD | 1 | Standard Overhead Guard |
| PRODUCTIVITY OPTIONS | 1 | Rear Grab Handle With Horn Button |
| WARNING / LIGHT OPTIONS | 1 | Two Forward LED Working Lights On OHG |
| WARNING / LIGHT OPTIONS | 1 | Amber Strobe Light With Guard - OHG Mounted |



FB20PNT2 - 4,000 lb. Capacity 36/48V Electric 3-Wheel Lift Truck

| | | |
|-------------------|---|-----------------------------------------------|
| SEAT | 1 | Comfort (Non-Suspension) Vinyl Seat |
| ACCESSORIES | 1 | Standard Orange Seat Belt |
| ACCESSORIES | 1 | Convex Mirror |
| LANGUAGE MARKINGS | 1 | English Language Markings North/South America |
| | 1 | 36v Industrial Battery |

FB20PNT2 INVESTMENT SUMMARY

| QTY | DESCRIPTION | UNIT PRICE | EXTENDED PRICE | ACCEPTED |
|------------------------------------|-----------------------------------------------------------|-------------|--------------------|----------|
| 1 | MIT 4,000 lb. Capacity 36/48V Electric 3-Wheel Lift Truck | \$32,874.04 | \$32,874.04 | |
| SPECIFIED INVESTMENT TOTAL: | | | \$32,874.04 | |

FB20PNT2 WARRANTY

FB20PNT2 Standard Warranty - 12 Months/2000 Hours Full Coverage; 24 Months, 4000 Hours Powertrain

| BATTERY WEIGHT | | COMPARTMENT DIMENSIONS | | | LEAD LENGTH | CONNECTOR |
|----------------|------|------------------------|-------|--------|-------------|-------------|
| MIN | MAX | LENGTH | WIDTH | HEIGHT | | TYPE: SB350 |
| LB: 2200 | 2700 | IN: 25.10 | 39.60 | 24.80 | 20.00 | COLOR: Gray |
| KG: 1000 | 1225 | MM: 638 | 1006 | 630 | 510 | POSITION: B |

| MODEL | PERIOD | MONTHLY | HRS. ALLOWED | ADD'L FOR O.T |
|-------|--------|---------|--------------|---------------|
| | | | | |

The TM&R rates listed in the schedule include all labor, parts and materials to perform repair work on the equipment listed herein with the exception of replacement tires, rotating and flashing lights, headlights, backup alarms, attachments (other than side-shifters), seats, cabs, forks or maintenance of batteries or chargers on electric trucks.

These rates specified are based on operating conditions determined by our Sales Representative on our TM&R Application Survey at the time of order, and are subject to terms and conditions of our Maintenance & Repair Agreement.



PERFORMANCE. GUARANTEED.

Other companies talk about performance. We guarantee it. Here's our pledge and promise to be the best service company in the industry. Period.

RESOLUTION

Have a concern? Not for long. Our employees are empowered to solve customer concerns on the spot. If you are still not satisfied, it's elevated to the regional leader for immediate attention and resolution.

SERVICE

Ready to roll 24/7/365 days a year and backed by a 4-hour emergency response time, or the first hour of labor is on us. Plus, free loaners on forklift and aerial lift repairs if we fail to fix it right the first time or by the time promised.

PARTS

All parts purchased from us are guaranteed for 6 months.

RENTALS

Rental equipment will be delivered on-time as promised or delivery is free.

30 DAY BUYBACK

If the new equipment fails to perform as promised and you're not satisfied, we'll buy it back. It's that simple

EQUIPPED TO SERVE™

ACCEPTANCE AS CONTRACT OF SALE

Authorized agent understands and agrees to the Terms and Conditions as included with this Quote

South San Antonio ISD *CLOSED*

Equipment Depot Ltd.

Authorized Agent Signature

Authorized Agent Signature

Date Signed

Date Signed

Printed name

Joe Montes
Printed name

74

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Title/Position | Sales Title/Position |
| Customer Purchase Order Number | |
| <i>Please consult with your accountant, tax professional, or equivalent to confirm characterization of equipment and tax implications. Other financing options and terms may be available (including financing sales tax). Please consult with your product specialist representative for additional financing options.</i> | |

BUYER AGREES THAT ACCEPTANCE OF SELLER'S QUOTATION HEREIN (THE QUOTE) SHALL BE MADE EITHER BY (A) EXECUTING IN THE APPROPRIATE SPACE BELOW AND RETURNING THE EXECUTED DOCUMENT TO SELLER, (B) BUYER'S PURCHASE OF SERVICES OR EQUIPMENT, IN WHOLE OR IN PART, FROM THIS QUOTE, OR SELLER'S COMMENCEMENT OF ANY WORK IN FULFILLMENT OF BUYER'S ORDER, IN WHOLE OR IN PART, FROM THIS QUOTE, (C) ELECTRONIC ACCEPTANCE, OR (D) ANY OTHER MEANS INDICATING BUYER'S WILLINGNESS TO ORDER SERVICES OR EQUIPMENT, IN WHOLE OR IN PART, FROM THIS QUOTE.

BY ACCEPTING THIS QUOTE, BUYER UNCONDITIONALLY ACCEPTS AND AGREES TO BE BOUND BY THE PROVISIONS ON THE REVERSE SIDE HEREOF, WHICH INCLUDES SELLER'S TERMS AND CONDITIONS, ALL OF WHICH ARE INCORPORATED BY REFERENCE INTO THIS QUOTE FOR ALL PURPOSES. THIS QUOTE, INCLUDING ALL ASPECTS OF BUYER'S PURCHASE OF SERVICES OR EQUIPMENT FROM SELLER, SHALL BE GOVERNED BY AND SUBJECT TO THE PROVISIONS FOUND ON THE REVERSE SIDE HEREOF.

ACCEPTED BY SELLER:

| | |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| | |
| NAME | TITLE |
| | |
| X | |
| SIGNATURE | DATE: |

ACCEPTED BY BUYER:

| | |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| | |
| COMPANY | |
| | |
| | |
| NAME | TITLE (Authorized officer or representative required) |
| | |
| X | |
| SIGNATURE | DATE |

This quotation shall become a contract only upon signature by the Sales Manager or General Manager at Equipment Depot's business offices.

TERMS AND CONDITIONS AGREEMENT (AGREEMENT)

1. Buyer means the party identified on the reverse side of this Agreement that is purchasing certain equipment and/or services from Seller. Seller means Equipment Depot Texas, Inc.
2. This quotation is an offer to sell certain equipment (Equipment) or services (Services) as described in this quote to Buyer and is tendered by Buyer for acceptance by Seller. This quotation can only be a binding offer if signed by the General Manager or General Sales Manager at the branch of Seller's sales and service office stated herein. Upon said acceptance, this Agreement shall be effective after and shall survive (i) delivery of the Equipment or completion of Services, as applicable, and (ii) the signing of any additional security agreement relating to Equipment. If the terms hereof conflict with any such security agreement, the terms of the latter shall control.
3. SHIPMENT. Unless otherwise agreed in writing, all prices are for material packed for domestic shipment and for delivery F.O.B. factory or point of shipment. Shipping dates are approximate and based on prompt receipt of all necessary information. Notwithstanding anything to the contrary, all risk of loss for the Equipment shall be upon the Buyer from point of shipment. Buyer shall pay all transportation and delivery charges to final destination.
4. PRICES. Prices quoted herein are based on present costs. Prices are subject to increase by Seller at any time prior to commencement of Services, or delivery in respect of all or any portion of the Equipment, on order for scheduled commencement or delivery more than six (6) months from order date, to the extent necessary to cover Seller's increased costs applicable thereto.
5. PAYMENT. Partial shipments may be made and payments therefor shall become due in accordance with the terms hereof. Finance charges are subject to rates in effect at time of delivery of Equipment. The terms of sale herein are subject to credit approval and Seller may at any time prior to commencement of Services or delivery of Equipment modify the terms of payment originally specified to assure prompt payment for the Services and/or Equipment ordered.

6. TAXES. The amount of taxes stated on the face hereof, if any, is approximate only. Buyer is liable for the full amount of taxes applicable to or as a result of this transaction, exclusive of franchise taxes and taxes measured by the net income of Seller. Buyer shall pay the amount of all such taxes as at any time requested by Seller as if originally added to the price. If Seller pays such taxes, Buyer shall reimburse Seller therefor.

7. SECURITY INTEREST AND DEFAULT. Seller shall retain a security interest in Equipment until the total selling price, including taxes, delivery and other charges, is paid in full by Buyer. Buyer agrees to sign and deliver to Seller any additional security interest and UCC documents required by Seller and agrees to do such other acts and execute such other instruments as Seller may request to give Seller a valid security interest in the Equipment.

If Buyer fails or refuses to accept delivery of the Equipment and parts ordered hereunder or shall default in the performance of any of the terms, covenants and conditions of this Agreement, Seller may retain the cash deposited or paid to it and the Equipment accepted by it on account of the sale price, if any, and apply the same toward payment of its damages. If the Equipment has been delivered to Buyer at the time of default, Seller may declare the full amount due and payable without notice or demand and may repossess the Equipment. Repossession and disposition of the Equipment, and suit for any deficiency, shall be pursuant to applicable laws. The remedies provided herein in favor of Seller shall not be deemed exclusive, but shall be cumulative and shall be in addition to all other remedies available to Seller at law or in equity.

8. WARRANTY. The manufacturer's warranty for Equipment in effect at the time of sale confirmation for the Equipment shall apply. Seller makes no representations or warranties of any kind or character as to the Equipment, and hereby disclaims all warranties or representations, expressed or implied, including but not limited to the warranties of fitness for any particular purpose, merchantability, quality, design or condition of the Equipment, or conformity to models or samples.

9. DELAYS. Seller shall not be liable for loss or damage due to delay in delivery or manufacture of the Equipment, or commencement or completion of Services, resulting from any cause beyond Seller's reasonable control, including but not limited to, compliance with any regulations, orders, or instructions of any federal, state or municipal government or any department or agency thereof, acts of God, acts or omissions of Buyer, acts of civil or military authority, fires, strikes, factory shutdowns or alterations, embargoes, war, riot, delays in transportation or Seller's inability to obtain necessary labor, manufacturing facilities or materials from the Seller's usual sources; and any delays resulting from any such cause shall constitute a waiver of all claims for damages. IN NO EVENT SHALL buyer or seller BE LIABLE FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL LOSS OR DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS PROFITS AND LOSS REVENUE, EVEN IF INFORMED OF THE POSSIBILITY OF SUCH DAMAGES, however same may be caused.

10. CANCELLATION. Buyer may cancel its order, reduce quantities, revise specifications or scope or extend schedules only by agreement by Seller in its sole discretion. In the event of such agreement, Buyer shall be liable for reasonable and applicable charges which shall include but not be limited to restocking fees, freight charges, cancellation charges, demobilization costs, or other similar charges, and shall also take into account expenses already incurred or to be incurred by Seller and commitments made by Seller, and Buyer shall indemnify Seller against any losses resulting therefrom.

11. ENTIRE AGREEMENT AND APPLICABLE LAW. The rights and obligations of Seller and Buyer under any order placed pursuant hereto shall be governed by the laws of the state of Texas. The provisions hereof are intended by Buyer and Seller to be the entire agreement pertaining to the subject matter hereof, and supersede all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties hereto pertaining to the subject matter hereof. No waiver, modification or addition to any of the terms hereof shall be binding on Seller unless made in writing by the General Manager or the General Sales Manager at Seller's branch as stated herein. In the event of conflict between a service agreement or Buyer's purchase order and the terms hereof, the latter shall control.

12. TITLE. Title to the Equipment shall not pass to Buyer until the purchase price has been paid in full. In the event of non-payment within sixty (60) days after delivery, Seller reserves the right to repossess the Equipment and to charge a reasonable sum for the use thereof during the period from delivery to repossession.

13. ENFORCEABILITY. If any part or provision of this Agreement is declared invalid by a competent authority, such declaration shall not have the effect of invalidating or voiding the remainder of this Agreement. The parties agree that the part(s) of this Agreement so held to be invalid, void or unenforceable shall be modified to the extent required to make it enforceable, or, if necessary, the Agreement shall be deemed to be amended to delete the unenforceable part or provision, and the remainder shall have the same force and effect as if such part or provision had never been included herein.



Crown Lift Trucks
4400 NE Loop 410 - Suite 140
San Antonio, TX 78218
210-930-9360
crown.com

Quotation
January 15, 2020
Quote No. 06160-15898--SAP 121103
South San Antonio ISD

South San Antonio ISD
5622 Ray Ellison Drive
San Antonio, TX 78242
210-393-2007

Dear Homer,

Crown is pleased to present this proposal for you to meet your company's specific material handling solution needs. Our dedicated team of professionals are committed to providing a suite of products and services that deliver the lowest total cost of ownership and greatest long-term value.

Crown's award-winning line of lift trucks maintains a reputation for advanced product design, engineering and integrated manufacturing processes. Offering a broad range of forklifts, as well as automation and fleet management technologies, Crown seeks to provide customers with forward thinking and innovative products designed to improve performance and lower operating cost.

Many top ranked companies choose to partner with Crown. They place extraordinary value on our lift trucks and also recognize they will be supported by the most comprehensive customer support and service network in the industry.

Innovative Companies Choose Crown

- 60% of Forbes Top 50 Innovative Companies
- 70% of Newsweek Top 10 Green Companies in the World
- 88% of Fortune 500 Companies
- 92% of Internet Retailer Top 50 e-Commerce U.S. Companies
- 100% of Newsweek Top 10 Green Companies in the U.S.

Thank you for giving us the opportunity to present this proposal to you. We look forward to partnering with you on this project.

Sincerely,

Shannon Hrncir
Account Manager
210-823-8846

SC SERIES

THE MULTIPURPOSE
WORKHORSE

Crown's SC 5200 Series three-wheel counterbalance truck gives you the power, maneuverability and industry-leading dependability to do virtually any task – shift after shift, year after year.

Discover how the SC Series can give your business the advantage:



**Ultimate
Maneuverability**



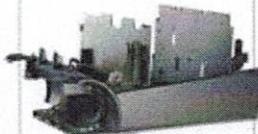
With the shortest 3-wheel forklift in the industry, you can expect to work productively in tighter spaces and narrower aisles.

**Intrinsic
Stability System®**



The proactive stability approach built into the SC Series inspires greater operator confidence.

**Robust
Steel Frame**



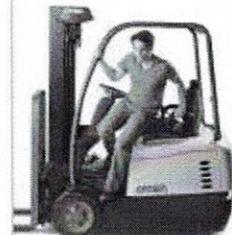
The SC 5200 Series chassis has a thicker frame and added cross members which stand up in abusive and demanding environments.

e-GEN® Braking



Practically eliminate maintenance costs with Crown's frictionless e-GEN braking system that extends operating time and delivers long lasting reliability.

Comfort



Every feature and component of the SC 5200 Series is designed and manufactured to provide comfort and ease of use for improved productivity in any operation.

Give yourself the **ADVANTAGE** with the Crown SC 5200 Series and let this workhorse perform for you.

Contact your local Crown dealer or visit crown.com.





Crown Lift Trucks
 4400 NE Loop 410 - Suite 140
 San Antonio, TX 78218
 210-930-9360
 crown.com

Quotation
 January 15, 2020
 Quote No. 06160-15898--SAP 121103
 South San Antonio ISD

Features and Options

| | |
|-----------------------------|------------------------------------------------------------------------------|
| Configuration Type | SC5245-40 4,000 lb. Capacity, 3-Wheel, Sit-Down Counterbalanced Truck |
| Voltage | 36 Volts |
| Mast | Triple Stage LH 190.0" OAH-C 83.0" OAH-EX 238.5" FL 35.0" |
| Carriage | 38" Wide |
| Sideshifter | Crown Integral 38" Wide |
| Forks | Standard Length 42" Width 4" Thick 1.75" |
| Load Backrest | 39" Wide x 48" High |
| Power Source Type | Lead Acid |
| Maximum Battery Size | Code 21 - 25.00" x 39.13" x 22.63" |
| Battery Connector | SB350 Gray |
| Auxiliary Hydraulics | Single Function |
| Hydraulic Control Handles | Manual Control - Nylon Levers (3" Longer than Urethane Levers) |
| Directional Control | Steering Column Mounted |
| Overhead Guard Height | 78.5" High - Standard |
| Tilt Restriction | 5° Forward/5° Back |
| Steering Column | Standard Steer Column |
| Drive Tires | Cushion Rubber Smooth - 18" x 7" x 12.1" |
| Steer Tires | Cushion Rubber Smooth - 15" x 5" x 11.25" |
| Seat | FlexSeat® (Vinyl) |
| Seat Belt | High-Visibility Orange |
| Battery Discharge Indicator | With Hour Meter, Fault Code Indicator, and Lift Interrupt |
| Front Worklights | LED Worklights - OHG Mounted |
| Worklight Key Switch | Panel Switch (Front Lights) |
| Travel Alarm | Reverse (Power Unit First) |
| Key Switch | Standard |
| Warning Device Light | LED Flashing Light - Amber |
| Paint | Crown Beige/Gray |
| Language | U.S. English |
| Warranty | Standard - One Year/Unlimited Hours |





Crown Lift Trucks
 4400 NE Loop 410 - Suite 140
 San Antonio, TX 78218
 210-930-9360
 crown.com

Quotation
January 15, 2020
Quote No. 06160-15898--SAP 121103
South San Antonio ISD

General Specs

| | | |
|--------------------------|----------------------|----------------|
| Load Center | Fork Face to Load CG | 24 in. |
| Power | Electric | 36 or 48 volts |
| Battery Compartment | Size- Max: Length | 25.13 in. |
| Headlength | | 77.2 in. |
| Width Overall | | 42 in. |
| Turning Radius | | 62.7 in. |
| Aisle Width | Right Angle Stack | |
| Weight, Less Battery | | 6260 lb |
| Ground Clearance, Loaded | Lowest Point | 3 in. |
| | Center of Wheelbase | 5 in. |
| Grade Clearance, Loaded | | 22.4 % |

Performance Specs

| | | |
|--------------------------|----------------|-------------|
| Travel Speed | Empty / Loaded | 8.5/7.2 mph |
| Lift Speed - DC 36 Volts | Empty / Loaded | 90/58 fpm |
| Lift Speed - AC 36 Volts | Empty / Loaded | 110/67 fpm |
| Lift Speed - AC 48 Volts | Empty / Loaded | 110/73 fpm |
| Lower Speed | Empty / Loaded | 90/90 fpm |

Battery and Charger Specifications

| | |
|--------------------|---------------------------------|
| Make: | Douglas |
| Model: | SC524X-35/40 (36V) - 18-85DL-21 |
| Amp Hour Capacity: | 850 |
| Voltage: | 36 Volts |
| Battery Connector: | SB350 GRAY |
| Battery Weight: | 2394 |

NO CHARGER QUOTED - CUSTOMER USING EXISTING



Crown Lift Trucks
 4400 NE Loop 410 - Suite 140
 San Antonio, TX 78218
 210-930-9360
 crown.com

Quotation
January 15, 2020
Quote No. 06160-15898--SAP 121103
South San Antonio ISD

Pricing Information

| | | <u>Price Each</u> | <u>Extended</u> |
|-----|-----------|-------------------|-----------------|
| (1) | SC5245-40 | \$ 25,646.50 | \$ 25,646.50 |
| (1) | Batteries | \$6,858.83 | \$6,858.83 |

Total Package Price: \$ 32,505.33 - DELIVERED

Subject to acceptance by buyer and seller within 30 days from the date hereof and only in accordance with the terms and conditions printed which form a part of this quotation.

Prices quoted are based upon quantities specified above.
 If **South San Antonio ISD** cannot accept merchandise at the time of shipment from our supplier, **South San Antonio ISD** will be invoiced and normal terms will apply.

Above prices are subject to all state and local taxes.
 All orders are subject to acceptance by Crown
FOB: Delivered Terms: NET 10 DAYS.

Thank You. We hope we can be of service to you.

Crown Lift Trucks

 Shannon Hrcir
 Account Manager

By _____
 Title _____ Date _____

TERMS AND CONDITIONS OF SALE

1. **OSHA Regulations.** Employers of operators of lift trucks are required to follow applicable OSHA regulations (see Section 1910.178). Crown will provide a copy of the OSHA regulations upon request.
2. **Operator Training.** Buyer understands that OSHA requires that operators of its lift trucks be trained, evaluated and certified as competent to safely operate the particular model truck used in the performance of the job. Buyer understands this obligation and will only permit properly trained and certified operators to use lift trucks. At Buyer's request, Crown will provide information on the training material and resources available through its Training Department.
3. **General.** The terms and conditions on both sides of this form shall be the complete and exclusive terms and conditions applicable to the agreement between Crown and Buyer. Crown shall not be bound by Buyer's Terms and Conditions unless expressly agreed to in writing. In the absence of written acceptance of these Terms and Conditions by Buyer, either acceptance or payment for the equipment shall constitute Buyer's acceptance of these Terms and Conditions. Any different or additional terms or conditions in any order, proposal, acknowledgment form, or any other document of Buyer are hereby deemed material alterations and are null and void and superseded by these Terms and Conditions.
4. **Price.** Prices as quoted are in U.S. dollars and are firm for thirty (30) days from the date of Crown's Quotation. Thereafter, they are subject to change without notice to the prices prevailing at time of acceptance. Prices are F.O.B. Carrier's equipment at our factory and are exclusive of all taxes—federal, state or local. If Crown is required to pay or collect any tax or duty owed by Buyer, such payment or collection shall be added to the price. If there is a delay in completion or shipment of order, due to any change requested by Buyer, or as a result of any delay on Buyer's part in furnishing information necessary for completion of the order, the price initially agreed upon at time of acceptance is subject to change.
5. **Surcharges.** Notwithstanding anything in these Terms and Conditions to the contrary, Crown reserves the right, at the time of order, to charge Buyer a surcharge on each unit of equipment ordered by Buyer, to cover increased commodity costs, duties, tariffs or other related items, in each case, which have impacted Crown. If Buyer does not agree to pay such surcharge, Crown reserves the right to cancel the applicable order.
6. **Delivery Date.** The promised delivery date is the best estimate possible, based upon current and anticipated factory loads, of when the equipment will be shipped. Crown shall have no liability for lost profits or incidental or consequential damage due to delays. If any contingency beyond the control of Crown occurs that prevents Crown from shipping the equipment on time, Crown may allocate production and delivery among Crown's customers without liability.
7. **Payment.** Payment shall be net 10 days date of shipment unless otherwise agreed to in writing. Production, shipment, and delivery shall at all times be subject to the approval of Crown's credit department. Crown reserves the right at any time to modify or withdraw credit terms without notice and to require guarantees, security, or payment in advance of the amount of the credit involved. If Crown at any time doubts Buyer's financial responsibility, Crown may decline to make shipments hereunder except upon cash payment in advance or receipt of security or other proof of responsibility satisfactory to Crown.
8. **Title.** Title to all equipment shall remain in Crown until the complete purchase price and all additional costs and charges, as adjusted, are paid by Buyer. Crown shall retain a security interest in, and right to repossess, any such equipment until it is paid in full. Risk of loss shall pass to Buyer upon delivery to Carrier.
9. **Changes.** Any change order by Buyer will not be considered effective until mutual agreement has been reached between the Buyer and Crown as to the effect of any changes in prices, delivery, and other conditions of the order.
10. **Inspection and Notice of Defect.** Unless otherwise specified, the equipment to be furnished hereunder shall be subject to Crown's standard inspection at the place of manufacture. If inspection by the Buyer at the place of manufacture is provided for, Buyer's inspectors shall be deemed agents of Buyer to accept the equipment on Buyer's behalf regardless of deviation from formal specifications. Notice of any defects or claims of any nature (except warranty) must be made within 30 days of delivery.
11. **Returns.** Returns will not be accepted for any reason without Crown's prior written authorization. If Crown does provide written authorization of a return, Buyer shall be responsible for paying all return shipping costs, as well as any handling, restocking and related fees associated with the return, as determined by Crown in its sole discretion.
12. **Warranty by Crown.** Crown's standard published warranties in effect at the time of shipment for the particular equipment shall apply. THESE WARRANTIES ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, INCLUDING THE WARRANTY OF MERCHANTABILITY AND WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.
13. **Limitation of Liability.** In the event Buyer claims that Crown has breached any of its obligations under this agreement, whether in warranty or otherwise, Crown may request and require return of the equipment and refund the Buyer's purchase price upon Crown's receipt of the returned equipment. If Crown so requests the return of the equipment, the equipment shall be redelivered per Crown's instructions at Crown's expense. In such event, Crown shall absolutely have no further obligation to Buyer except to refund the purchase price. THE REMEDY PROVIDED FOR IN THIS PARAGRAPH SHALL CONSTITUTE THE SOLE RECOURSE OF BUYER AGAINST CROWN FOR BREACH OF ANY OF CROWN'S OBLIGATIONS UNDER THE AGREEMENT, WHETHER THE CLAIM IS MADE IN TORT, CONTRACT, OR IN ADMIRALTY, INCLUDING CLAIMS BASED ON WARRANTY, NEGLIGENCE OR OTHERWISE.
- Any cause of action against Crown arising out of this agreement must be brought within one year after the cause of action has accrued.
NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL CROWN BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, NOR SHALL CROWN'S LIABILITY FOR ANY CLAIMS OR DAMAGE ARISING OUT OF OR CONNECTED WITH THE SALES AGREEMENT WITH BUYER, OR THE MANUFACTURE, SALE, DELIVERY, OR USE OF THE EQUIPMENT EXCEED THE PURCHASE PRICE THEREOF.
14. **Patent, Trademark or Copyright Infringement.** Crown warrants that the equipment purchased hereunder shall be delivered free of rightful claims for infringement of any United States patent or trademark, provided, however, that where equipment is manufactured from patterns, plans, drawings, or specifications furnished by Buyer, Buyer shall indemnify Crown against and save harmless Crown from all loss, damage, and expense arising out of any suit or claim against Crown for infringement of any patent, trademark, or copyright because of Crown's manufacture of such equipment or because of the use or sale of such equipment by any person. At Crown's option, upon receipt from Crown of written notice of any such suit or claim, Buyer shall appear in and assume the defense of the litigation.
15. **Proprietary Information—Confidentiality.** Any specifications, drawings, plans, notes, instructions, engineering notices, or technical data of Crown furnished to Buyer shall be deemed to be incorporated herein by reference the same as if fully set forth.

Crown shall at all times retain title to all such documents, and Buyer shall not disclose such to any third party without Crown's prior written consent. Upon Crown's request, Buyer shall promptly return to Crown all such documents and copies thereof.
16. **Termination.** Crown may terminate this agreement upon immediate written notice to Buyer on the happening of any of the following events: (a) Failure of Buyer to accept delivery of equipment or to pay any indebtedness to Crown when due, accompanied by a failure within ten (10) days after demand therefor, to fully pay the same or provide assurance of payment satisfactory to Crown; (b) Failure by Buyer to honor any promise on Buyer's part contained in this agreement or to perform any of its obligations under this agreement, other than the payment of any indebtedness to Crown, after Buyer shall have been notified by Crown of such failure and in Crown's opinion shall have failed to correct the same within thirty (30) days after receipt of such notice; (c) Repetition by Buyer of a failure which is the same or substantially the same as the one previously corrected by Buyer after notice as provided in subparagraph (a) above; (d) The material inaccuracy of any information set forth in any application, claim, schedule, certificate, or other document heretofore or hereafter furnished by Buyer to Crown; and (e) If Buyer shall cease to function as a going concern, or makes an assignment for the benefit of creditors, or any proceeding under any federal or state bankruptcy, receivership, or insolvency laws is instituted by or against Buyer, or the liquidation, dissolution, merger, or consolidation of Buyer occurs, or a receiver or trustee for Buyer or any of its assets or property is appointed or applied for. Termination shall not release or affect, and this agreement shall remain fully operative as to, any obligations or liabilities incurred by Buyer prior to the effective date of such termination; provided, that all indebtedness of Buyer to Crown shall become immediately due and payable on the effective date of termination without demand, and Crown may deduct from any sums it owes to Buyer sums owed by Buyer to Crown. Any orders received from Buyer, whether or not accepted by Crown, which have not been shipped prior to Buyer's receipt of notice of termination or the effective date of termination or expiration, whichever shall occur first, shall only be shipped C.O.D. or cash in advance.
17. **Tooling.** Unless otherwise agreed to in writing, all tooling shall remain the property of Crown.
18. **Government Contract Conditions.** If Buyer's purchase order contains a U.S. government contract number and orders products to be used in the performance of the contract, those clauses of applicable U.S. government procurement regulations mandatorily required by federal statute to be included in U.S. government subcontracts shall be incorporated herein by reference.
19. **Modifications.** In the event Buyer modifies the equipment sold hereunder without the express written consent of Crown, or Buyer fails to implement any changes in the equipment directed by Crown, Buyer agrees to indemnify, defend, and hold Crown harmless from any and all claims, demands, suits, costs, and expenses incurred thereby, whether in contract, tort, or otherwise resulting from such failure.
20. **Miscellaneous.** Buyer's rights and obligations hereunder may not be assigned or delegated without the prior written consent of Crown. Crown may freely assign its rights and obligations. This agreement shall be governed by and construed in accordance with the Uniform Commercial Code as adopted by Ohio under which jurisdiction Buyer consents. This agreement supersedes all prior written or oral agreements with respect to the subject matter hereof. The invalidity of any part of these Terms and Conditions shall not affect the validity of the remaining provisions. All claims or suits against Crown must be made within one (1) year of the date the cause of actions occurred (regardless of when they were discovered) or be forever barred. No waiver shall be effective against Buyer unless Buyer agrees to same in writing. Paragraph headings found herein are for convenience only and are not to be considered in interpreting any of the provisions hereof.
21. **Contingencies.** Crown shall not be liable for any default or delay in performance if caused, directly or indirectly, by acts of God; war; force of arms; fire; the elements; riot; labor disputes; picketing or other labor controversies; sabotage; civil commotion; accidents; any governmental action, prohibition or regulation; delay in transportation facilities; shortage or breakdown of or inability to obtain or non-arrival of any labor, material, or equipment used in the manufacture of the equipment; failure of any party to perform any contract with Crown relative to the production of the equipment; or from any cause whatsoever beyond Crown's control, whether or not such cause be similar or dissimilar to those enumerated. Crown shall promptly notify Buyer of the happening of any such contingency and of the contemplated effect thereof on the manufacture and delivery of the equipment.



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: January 22, 2020

Purpose: [] Presentation/Report [] Recognition [] Discussion/ Possible Action

[] Closed/Executive Session [] Work Session [] Discussion Only [x] Consent

From: Gilbert Cavazos, Truancy Coordinator

Item Title: Request to Submit Low-Attendance Waiver for Price and Athens

Description:

As per the Student Attendance Accounting Handbook 3.8.1.4, a district may apply for a waiver for attendance when last year's submitted overall yearly attendance percentage is at least 10 percentage points below the overall rate for either the district or campus when applicable. Reasons we may submit a waiver are: inclement weather, health, or safety-related issues. We will be submitting a waiver for three days for Price Elementary and one day for Athens Elementary. All days were related to the flu. If approved the change will be reflected in the Summer PEIMS submission.

Price's dates and percentages are: Dec 18-84.14%; Dec 19-83.91%; Dec 20-84.83%

Athens' date and percentage is: Dec 20-80.82%

Historical Data:

Last school year, 2019-2020, the Board was asked to approve a submission for one school day. In 2018-2019 the Board was asked to approve a submission for four school days.

Recommendation:

Approve request to submit Low-Attendance Waiver for Price and Athens

District Goal/Strategy:

Strategy 5 We will promote and ensure a safe and secure learning environment for all students.

Funding Budget Code and Amount:

CFO Approval

N/A

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

_____ 83 _____

Superintendent:



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: Presentation/Report Recognition Discussion/ Possible Action

Closed/Executive Session Work Session Discussion Only Consent

From: Denise Orosco, ED Student Support Services 

Item Title: Approve Interlocal Agreement Between City of San Antonio and South San Antonio ISD

Description:

South San Antonio ISD was awarded funding in the amount of \$87,400 by the City of San Antonio to provide recreational and educational opportunities for children in the community during after school hours. This award will supplement the 21st Century Grant which is currently available for after-school services in SSAISD for the 2019-2020 school year.

Historical Data:

This Interlocal Agreement was presented and approved last school year at the December 19, 2018 Board Meeting.

Recommendation:

Approve Interlocal Agreement Between City of San Antonio and South San Antonio ISD

District Goal/Strategy:

Strategy 5 We will promote and ensure a safe and secure learning environment for all students.

Funding Budget Code and Amount:

CFO Approval

Award: \$87,400

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

84

Superintendent:

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

**INTERLOCAL AGREEMENT
BETWEEN CITY OF SAN ANTONIO
AND
SOUTH SAN ANTONIO
INDEPENDENT SCHOOL DISTRICT**

This agreement (“Agreement”) is entered into by and between the CITY OF SAN ANTONIO, a Texas Municipal Corporation, (hereinafter called "City"), acting by and through its Director of the Department of Human Services pursuant to Ordinance No. 2019-09-12-_____, dated September 12, 2019, and South San Antonio Independent School District, a political subdivision of the State of Texas, acting by and through its Board of Trustees, hereto duly authorized, (hereinafter called "District").

WHEREAS, both parties to this Agreement are political subdivisions of the State of Texas, and desire to enter into this Agreement in accordance with the provisions of the Interlocal Cooperation Act, being Chapter 791 of the Texas Government Code; and

WHEREAS, the City and District wish to collaborate to provide recreational and educational opportunities for children in the community during after school hours (hereinafter referred to as the “After School Challenge Program”); and

WHEREAS, the District owns various educational facilities which are available for use for approved activities during after school hours; and

WHEREAS, City desires to provide funding to District in order for District to conduct the After School Challenge Program for children at its various educational facilities; and

WHEREAS, the City and the District have come to an agreement regarding mutually advantageous terms for the District to manage and operate the After School Challenge Program, and both desire that such agreement be memorialized herein; and

NOW, THEREFORE, in consideration of the premises and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

Section 1: Term

This Agreement shall commence on October 1, 2019 and shall terminate on September 30, 2020 (“City FY 20”).

Section 2: Program Operation

- A. City and District agree that District shall manage and operate the After School Challenge Program for after school recreation, enrichment, and education for students enrolled in District’s schools in a manner satisfactory to the City and in compliance with the Scope of

Work and Scorecard attached hereto and incorporated herein for all purposes as Attachment I. District may subcontract the operation of the After School Challenge Program at a particular District school site to an agency meeting the legal and programmatic qualifications necessary to operate the After School Challenge Program (such agency is hereinafter referred to as a "Provider"), subject to the City's prior written approval as set forth in Section 12 of this Agreement.

- B. District and any approved Providers shall operate the After School Challenge Program in accordance with applicable State of Texas Department of Family and Protective Services licensing requirements and other standards, if any, for operation of after-school programs by a school district and its contracted Providers.
- C. The District shall provide the following to children during the After School Challenge Program:
 - 1.) An hour daily combined homework assistance and tutoring;
 - 2.) A safe and conducive place for students to engage in educationally based activities, including but not limited to providing students with the opportunity to study, socialize, interact, and engage in recreational/physical fitness opportunities; and
 - 3.) A nutritious snack.
- D. The District understands and agrees that the After School Challenge Program shall be open to only those students enrolled at District's schools during both the 2019-2020 and 2020-2021 school years covered by the term of this Agreement. In anticipation of City FY 20 funding for this Program, the District and the City have mutually agreed upon, and incorporated into the Scope of Work and/or Scorecard, attached hereto as Attachment I, the following:
 - (1) number of campuses;
 - (2) the specific campuses;
 - (3) the minimum number of school days;
 - (4) the hour (e.g., 6:00 p.m.) through which District shall offer and operate the After School Challenge Program within its district; and
 - (5) the minimum number of enrollment slots for the 2019-2020 school year.

Prior to the start of District's 2020-2021 school year, the District and City shall negotiate and mutually agree upon the same obligations specific to the second school year that is covered by the term of this Agreement, which obligations may be made a part of this Agreement by amendment without City Council approval in accordance with Section 19.B.2. District must reach and maintain the enrollment level within the first semester of the school year to which the enrollment level applies. District understands that District is subject to a contract modification in accordance with Section 19.B.4. and a corresponding reduction in funding commensurate with actual enrollment should the enrollment deficit equal or exceed 25 children.

- E. District shall start operation of the After School Challenge Program no earlier than the first day of school for the applicable school year. District may operate the After School Challenge Program more than the required minimum number of days, but Program expenses incurred beyond the required number of days, term or hours set forth in this Agreement shall be the sole responsibility of the District.

- F. The District may provide the After School Challenge Program activities on early release days. Operation on early release days will count toward the required total number of days of operation.

Section 3: Consideration

- A. Subject to Sections 4.A. and B. herein, City will reimburse District \$87,400.00 for those costs incurred in operating the After School Challenge Program in accordance with the budget approved by the City. A program budget and related detailed line item budget for said After School Challenge Program, reviewed and approved by City, are attached hereto and incorporated herein for all purposes as Attachment II. The Budget may be revised through a “revision” if the total Agreement Budget remains the same, or through an Agreement “amendment,” if there is an increase or decrease in the total Agreement Budget. Revisions are approved and signed by the Director of the Department of Human Services or a designee and amendments are approved and signed by the Director of the Department of Human Services in accordance with Section 19 of the Agreement. Approved budget revisions and amendments supersede prior conflicting or inconsistent agreements with regard to the referenced Budget, and all references in the Agreement to the Budget shall mean the budget as revised through approved budget revisions or amendments. District’s requested reimbursed costs must be consistent with the last revised, approved budget. If District subcontracts the performance of work pursuant to this Agreement, then a line item budget by each approved Provider, which in the aggregate totals the District budget for After School Challenge Program services under this Agreement, must also be submitted to City. District may rebalance funding allocations to approved Providers for services in the District as necessary.
- B. It is expressly understood and agreed by the City and District that the obligations of both parties under this Agreement are contingent upon the appropriation of adequate funds to meet the liabilities of the parties hereunder; except, however, City shall reimburse District for those costs incurred in operating the After School Challenge Program in accordance with the budget approved by the City prior to receipt by District of written notice of termination of this Agreement. In the event such funds are not appropriated in part or in whole by either party in accordance with that party’s respective contributions, then the parties understand and agree that this Agreement may be terminated by either party upon receipt by the other party of reasonable written notice of termination; whereupon, this Agreement shall be of no further force or effect.
- C. It is expressly understood and agreed that each party shall make payments for the performance of governmental functions or services from current revenues available to the paying party.
- D. District shall publicly acknowledge that its After School Challenge Program is supported by the City of San Antonio, Department of Human Services. Throughout the term of this Agreement, District agrees to include written acknowledgment of the City’s support in all After School Challenge Program -related presentations, press releases, flyers, brochures and other informational material prepared and distributed by District. District shall obtain the

Department's prior approval of the language and logo, as applicable, to be used.

Section 4: Payment

- A. Invoices for reimbursement detailing the specific costs, along with supporting documentation, must be submitted to City on a monthly basis and no later than the 30th calendar day of each month, in the month after the period for which reimbursement of an expense is being requested. City shall reimburse the District for allowable costs within 30 days of City's receipt of invoice.
- B. Additionally, District shall reimburse all Providers and subcontractors within 30 days of receipt of invoice for services performed in accordance with the approved Budget and requirements of this Agreement. District shall withhold payment for those invoice items with partial or no supporting documentation. District agrees to reimburse Providers and subcontractors 100% of workers compensation premiums related to individuals contributing 100% of his or her time and effort to the After School Challenge Program. Workers compensation premiums related to other individuals contributing less than 100% of his or her time and effort will be reimbursed on a prorated basis supported by time and effort reports or other documentation mutually agreed upon by District and Provider.
- C. District shall maintain a minimum Average Daily Attendance of 85% of the contracted enrollment in the After School Challenge Program as outlined in the plan approved by City, in order to receive reimbursement of related costs from the City.
- D. The District shall submit to City all final requests for payment no later than 30 days from the expiration or early termination date of this Agreement, unless District receives written authorization from the Director of the Department of Human Services prior to such 30 day period allowing District to submit a request for payment after such 30 day period.

Section 5: Program Site, Supplies, and Maintenance

- A. District shall provide educational facilities for the After School Challenge Program, adequate in size for all of the participants and activities to be provided at each campus (the combined facilities utilized for the programs at each campus is hereinafter referred to as "Program Site" and the Program Sites are collectively referred to as "Program Sites"). The Program Sites may include a combination of classrooms, cafeteria, lab rooms, or libraries. If District intends to utilize other educational facilities within a campus, the District must obtain the City's approval prior to implementation into the programs. The District shall also reserve and keep secure space for the storage of the Agreement funded equipment as is appropriate and necessary for the number of program participants at each Program Site.
- B. Program Sites for the After School Challenge Program shall be located at District campuses only.
- C. District shall provide supplies as necessary so as to facilitate the provision of recreational and educational activities for the After School Challenge Program.
- D. The District shall provide utilities and custodial services at all Program Sites.

Section 6: Program Participation

- A. Participation in the After School Challenge Program shall be open to all of District's students attending the Program Site where said Program is offered. At a minimum, students must be in kindergarten and must be 5 years old, as of September 1st of the school year covered by this Agreement in order to enroll. However, enrollment of 5 year olds may be limited depending on licensing requirements.
- B. The maximum number of participants in the After School Challenge Program shall only be limited by the District in the event that appropriate staffing and space cannot be provided.
- C. The District shall not restrict registration at Program Sites other than as outlined in this Agreement.
- D. District shall collect and submit to the City's Department of Human Services the annual fee for participation in the After School Challenge Program in accordance with the fee structure adopted by City Council and in effect at the time of collection. District understands and agrees that the fees are revenues belonging to the City and that the District is required to maintain accurate and complete records demonstrating collection in compliance with applicable law and established policies. With prior approval and at the sole option of the Director of the Department of Human Services, District may be authorized to retain fees collected. If District is authorized to retain fees, City may deduct the amount retained from subsequent reimbursements (i.e., the amount due District from invoices submitted for reimbursement under this Agreement shall be offset by the amount retained). District also agrees that if the District has collected an amount greater than that which the District is entitled or due under the Agreement after reconciliation, then District shall immediately deliver to the City the amount due to the City no later than ten (10) days from the date of receipt by District's Board of Trustees at a lawfully convened meeting of written notification by the City.

Section 7: Program Staff

- A. The District shall provide at least one professional educator (hereinafter referred to as "Site Facilitator") as part of District's staff at each Program Site. Each Site Facilitator shall be the liaison between the Program and the District and shall have oversight responsibility at the Program Site to which he or she is assigned.
- B. For the After School Challenge Program, District, through its Site Facilitator for each Program Site, shall monitor on a daily basis participant attendance and staffing to ensure that District's participant to staff ratio shall always be maintained at a maximum ratio of 25:1.
- C. All District employees that are employed to satisfy the maximum 25:1 ratio of participants to staff in the After School Challenge Program, shall remain with the participants at all times, and must be free of non-program related duties (e.g., custodial duties) during the hours of operation. Accordingly, Site Facilitators shall not be assigned to serve as staff assigned to provide direct child care. All employees acting as staff of the District for the contracted services shall be under the direct supervision of the Site Facilitator for the Program Site and,

ultimately the District during the After School Challenge Program hours of operation.

- D. The District shall be responsible for assessing the number of the District's participants with special needs and for employing staff qualified to assist special needs participants in accordance with applicable state and/or federal law requirements. Staff members provided by District to assist special needs participants shall be in addition to the staff required to maintain the 25:1 participant to staff ratio.

Section 8: Snack Component

- A. The District shall be responsible for providing snacks, in cooperation with the United States Department of Agriculture (USDA) free snack program, at each District campus that qualifies for the free snack program and is being used as a Program Site for the After School Challenge Program. Expired foods and those lacking nutritional value shall not be served to participants.
- B. The District shall be responsible for ensuring that the After School Challenge Program staff serves all snack components in accordance with USDA guidelines.

Section 9: Equipment and Property

- A. The City retains ownership of all equipment/property purchased with funds received through the City and such equipment/property shall, at the City's sole option, revert to the City upon termination of this Agreement, for whatever reason. The District agrees to relinquish and transfer possession of and, if applicable, title to said property without the requirement of a court order upon termination of this Agreement. Equipment that has transferred to the District for use in the After School Challenge Program through a City-paid lease agreement with option to buy will be considered the same as though the equipment was purchased outright with City funds. It is understood that the terms, "equipment" and "property", as used herein, shall include not only furniture and other durable property, but also vehicles.
- B. District shall be responsible for procuring necessary equipment/property for the After School Challenge Program. However, if City funds are used to procure such equipment/property, District agrees that such equipment/property purchased with City funds may not be disposed of without receiving prior written approval from the Department of Human Services. If the City provides its approval for disposal, District shall take necessary action to dispose at its sole expense unless otherwise mutually agreed upon. In cases of theft and/or loss of equipment/property procured with City funds, it is the responsibility of the District to replace it with like equipment/property at market value for its age and condition. City funds cannot be used to replace equipment/property originally procured with City funds; however, City funds may be used to replace equipment/property originally procured with District funds. All replacement equipment/property will be treated in the same manner as equipment/property purchased with City funds.
- C. District shall maintain records on all items obtained with City funds to include:
 - (1) A description of the equipment, including the model and serial number, if applicable;
 - (2) The date of acquisition, cost and procurement source, purchase order number, and

vendor number;

- (3) An indication of whether the equipment is new or used;
- (4) The vendor's name (or transferred from);
- (5) The location of the property;
- (6) The property number shown on the property tag; and
- (7) A list of disposed items and disposition

- D. The District is fully and solely responsible for the safeguarding, maintaining, and reporting of lost, stolen, missing, damaged, or destroyed equipment/property purchased or leased with City funds. District shall report damage to equipment/property purchased or leased with City funds, notwithstanding absence of intent or a determination that the damage was relatively insignificant, reasonable wear and tear excepted, to the Department of Human Services. All equipment/property purchased or leased with City funds which are determined by District to be stolen, missing, intentionally and significantly damaged, and/or destroyed shall be reported to the local Police Department. The District shall make such reports immediately and shall notify and deliver a copy of the official report to the Department of Human Services within seventy-two (72) hours from the date that District determines that such equipment was stolen, is missing, was intentionally and significantly damaged and/or was destroyed. The report submitted by the District to the Department of Human Services shall minimally include:
- (1) A reasonably complete description of the missing damaged or destroyed articles of property, including the cost and serial number and other pertinent information;
 - (2) A reasonably complete description of the circumstances surrounding the theft, damage or destruction; and
 - (3) A copy of the official written police report or, should the police not make such copy available, a summary of the report made to the police, including the date the report was made and the name and badge number of the police officer who took the report.
- E. All equipment purchased under this Agreement shall be fully insured against fire, loss and theft. For purposes of such insurance, the District may self-insure. The District may, at its option, require the Provider(s) to provide the required insurance coverage.
- F. The District shall provide an annual inventory of assets purchased with funds received through the City to the Department of Human Services.

Section 10: Travel

- A. The costs associated with budgeted travel for business, either in-town or out-of-town, are allowable costs provided documentation of expenses is present and approved in the budget.
- (1) District agrees that mileage reimbursement paid to District's employees shall be reimbursed at a rate no more liberal than the City's policy for mileage reimbursement, which is consistent with Internal Revenue Service (IRS) rules. District further agrees that in order for its employees to be eligible for mileage reimbursement, the employees 1) shall be required to possess a valid Texas Driver's License and liability insurance as required by law, and 2) must record, on a daily basis, odometer readings before and after business use, showing total business miles driven each day and must keep such record on file for City inspection, if requested. Mileage records are subject

to spot-checks by the City. District shall encourage the participation by its employees in an approved defensive driving course. Evidence of the required driver's license and liability insurance must be kept on file with the District.

- (2) District agrees that in order to obtain reimbursement of the costs associated with budgeted out of town travel for business in connection with this Agreement, District shall 1) provide City with detailed documentation of such business travel expense(s), 2) ensure that any and all costs associated with out-of-town travel (including per diem rates) shall not be more liberal than the City's travel policies which conform with the reimbursement rates established by the United States General Services Administration, 3) purchase all business travel at economy class rates and shall document such and 4) submit support for conferences to include itineraries and documentation certifying conference attendance.

Section 11: Program Evaluation and Record Keeping Requirements

- A. District agrees to maintain full and accurate records regarding: the number of participants attending each Program Site to include the activities planned and provided to the participants; the number of hours worked by the staff; the staff involved; attendance records for participants; improvement in grades or testing by participants and all other pertinent information regarding the program.
- B. The Department of Human Services is assigned monitoring, fiscal control, and evaluation of projects such as the After School Challenge Program. Therefore, at such times and in such form as may be reasonably required by the Department of Human Services, the District shall furnish to the Department of Human Services, such statements, records, data, policies, procedures, and information and permit the City to have interviews with its personnel, board members and, subject to the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g), program participants pertaining to the matters covered by this Agreement. District shall use the online Contract Management System provided by the City for the purpose of submitting all Contract related documents, including, but not limited to, monthly reports, budgets, budget revisions and requests for payment.
- C. The Scorecard reviewed and approved by City, for the After School Challenge Program is attached hereto and incorporated herein as Attachment I. District shall submit to the Department of Human Services via the online Contract Monitoring System a report no later than the 15th day of every month detailing the actual quantitative values of services delivered and qualitative outcomes achieved against the projected performance measures, adding an explanation on variances from the projected performance measures, and shall attach documentation supporting the same, for the month preceding the submission. If the online Contract Monitoring System is unavailable, District shall submit information via the alternative means established by the Department of Human Services. If District subcontracts the performance of work pursuant to this Agreement, then measures by each approved Provider, which in the aggregate totals the District measures for After School Challenge Program services under this Agreement, must also be submitted to City. District shall also submit to the Department of Human Services such other reports as may be reasonably required by the City. District ensures that all information contained in all required reports submitted to City is accurate and support documentation shall be maintained.

- D. The Public Information Act, Government Code Section 552.021, requires the City to make public information available to the public. Under Government Code Section 552.002(a), public information means information that is written, produced, collected, assembled or maintained under a law or ordinance or in connection with the transaction of official business: 1) by a governmental body; or 2) for a governmental body and the governmental body owns the information, has a right of access to it, or has spent or contributed public money for the purpose of its writing, production, collection, assembly or maintenance. Therefore, if District receives a request for information regarding documents within its possession pursuant to this Agreement, District shall notify the City within seventy-two (72) hours of receiving the requests and permit the City to protect information from public disclosure in accordance with applicable provisions of the Public Information Act. If the City receives a request for information and the District is of the opinion that the requested information is confidential pursuant to state or federal law, the City shall provide District with the reasonable opportunity to protect the information from public disclosure in accordance with applicable provisions of the Public Information Act.
- E. In accordance with Texas law, District acknowledges and agrees that all local government records as defined in Chapter 201, Section 201.003 (8) of the Texas Local Government Code created or received in the transaction of official business or the creation or maintenance of which were paid for with public funds are declared to be public property and subject to the provisions of Chapter 201 of the Texas Local Government Code and Subchapter J, Chapter 441 of the Texas Government Code. Thus, District agrees that no such local government records produced by or on the behalf of District pursuant to this Agreement shall be the subject of any copyright or proprietary claim by District.
- F. District acknowledges and agrees that all local government records, as described herein, produced in the course of the work required by this Agreement, shall belong to and be the property of City and shall be made available to the City at any time, unless otherwise prohibited by law. District further agrees to turn over to City all such records upon termination of this Agreement, if requested by the City; except, however, that any and all educational records for those students participating in the Program shall be limited to information sufficient to demonstrate the number of students and the extent of improvement without violation of FERPA. Subject to the requirements of the Texas Public Information Act, District agrees that it shall not, under any circumstances, release any records created during the course of performance of the Agreement to any entity without the written permission of the Director of the Department of Human Services, unless required to do so by a court of competent jurisdiction; except, however, an educational record of a student may be released without such written permission to the student's parent, guardian, or other person in lawful control of the student if required under federal or state law.
- G. The City's Department of Human Services is assigned monitoring, fiscal control, and evaluation of the After School Challenge Program funded by the City. Consequently, the City may request and/or inspect District's records in order to monitor District's performance of District's obligations and deliverables under this Agreement. The parties acknowledge that the handling and disclosure of education records are subject to the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g). Therefore, District shall acquire prior written consent from the parents or guardians of children participating in the

program to permit the sharing of pertinent information with the City for the express purpose of monitoring District's performance of measures outlined under this Agreement.

- H. Additionally, if applicable, District shall execute a HIPAA Business Associate Agreement in substantially the same form as shown in Attachment V, which is intended to protect the privacy and provide for the security of Protected Health Information disclosed to each other pursuant to this Agreement in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.
- I. District shall submit to the Department of Human Services on or before the fifteenth (15th) day of the month following the end of every quarter (January 15th, April 15^h, July 15th, and October 15th) a report stating the amount of After School Challenge Program participation fees assessed and collected with a summary of the backup documentation for the quarter preceding the submission and the amount forecasted to be assessed and collected for the full year, revising the forecast as necessary from quarter to quarter.

Section 12: Sub-Contracting and Assignment

- A. Any other clause of this Agreement to the contrary notwithstanding, none of the work or services covered by this Agreement shall be assigned without the prior written approval of City.
- B. Any other clause of this Agreement to the contrary notwithstanding, none of the work or services covered by this Agreement shall be sub-contracted without the prior written approval of City. Any work or services approved for sub-contracting hereunder shall be sub-contracted only by written agreement and, unless specific waiver is granted in writing by City, shall be subject by its terms to each and every provision of this Agreement. Compliance by sub-contractors or Providers with this Agreement shall be the responsibility of District. District agrees that payment for services of any sub-contractor or Provider shall be submitted to District and District alone, and District shall be responsible for all payments to sub-contractors or Providers.

Section 13: Relationship of Parties

- A. Nothing contained herein shall be deemed or construed by the parties hereto, or by any third party, as creating the relationship of principal and agent, partners, joint ventures, or any other similar such relationship between the parties hereto.
- B. This Agreement inures to the benefit of and obligates only the parties executing it. No term or provision of this Agreement shall benefit or obligate any person or entity not a party to it. The parties hereto shall cooperate fully in opposing any attempt by any third person or entity to claim any benefit, protection, release or other consideration under this Agreement.

Section 14: Indemnity

District and the City acknowledge they are political subdivisions of the State of Texas and are

subject to comply with the applicable provisions of the Texas Tort Claims Act, as set out in the Civil Practice and Remedies Code, Section 101.001, *et. seq.*, and the remedies authorized therein regarding claims or causes of action that may be asserted by third parties for accident, injury or death.

Section 15: Insurance

District and the City each maintain a self-insurance fund for general liability and worker's compensation claims and causes of action to meet their statutory obligations to each party's employees.

Section 16: Termination

Should either party fail to fulfill, in a timely and proper manner, obligations under this Agreement, or if either party should violate any of the covenants, conditions, or stipulations of the Agreement, the non-defaulting party shall thereupon have the right to terminate this Agreement by sending written notice to the defaulting party of such termination and specify the effective date thereof. However, prior to termination, the non-defaulting party shall provide the alleged defaulting party written notice of the unsatisfactory performance, violations or areas of non-compliance, and an opportunity to cure within 10 days after receipt of the non-defaulting party's notice. However, in cases where the health, safety and welfare of one or more children is at risk as a consequence of alleged unsatisfactory performance, violation or area of non-compliance by District, as initially determined by the City, then the City may suspend District's After School Challenge Program and/or require that the District immediately act to cure the deficiency and District hereby waives the right to receive 10 days' written notice; except however, the parties shall, together, immediately work to resolve any unsatisfactory performance, violation or non-compliance in cases where the health, safety and welfare of any student is alleged to be at risk. The District shall be entitled to receive just and equitable compensation for any work satisfactorily completed prior to such termination date. It is further expressly understood and agreed by the parties that District's performance upon which final payment is conditioned shall include, but not be limited to, the District's complete performance, of its obligations for which final payment is sought.

Section 17: Notices

Notices to City required or appropriate under this Agreement shall be deemed sufficient if in writing and mailed, registered or certified mail, postage prepaid, and addressed to:

City of San Antonio
Department of Human Services
After School Challenge Program
P.O. Box 839966
San Antonio, Texas 78283-3966

or to such other address on file with the District as City may provide from time to time in writing

to the District. Notices to District shall be deemed sufficient if in writing and mailed, registered or certified mail, postage prepaid, and addressed to District at:

South San Antonio Independent School District
Superintendent
5622 Ray Ellison Drive
San Antonio, TX 78242

or to such other address on file with the City Clerk as District may provide from time to time in writing to City.

Section 18: Approval of the City

Whenever this Agreement calls for approval by City, unless otherwise explained herein, such approval shall be evidenced by the written approval of the City's Director of the Department of Human Services or her designee, unless City Council approval is required.

Section 19: Entire Agreement; Amendments

- A. This written Agreement constitutes the entire agreement, with any other written or parol agreement with District being expressly waived by District.

- B. No amendment, modification, or alteration of the terms of this Agreement shall be binding unless the same be in writing, dated subsequent to the date hereof and duly executed and agreed to by all the parties hereto. District also understands that the Charter of the City requires that all contracts with the City and amendments thereto be in writing and approved by an ordinance; provided, however, the Director of the Department of Human Services shall have the authority to execute an amendment of this Agreement without the necessity of seeking any further approval by the City Council of the City, if permitted by all applicable local, state, and federal laws, and in the following circumstances:
 - 1. an increase in funding of this Agreement in an amount not exceeding (a) twenty-five percent (25%) of the total amount of this Agreement, or (b) \$25,000, whichever is the lesser amount; provided, however, that the cumulative total of all amendments increasing Agreement funding during the term of this Agreement and executed without City Council approval shall not exceed the foregoing amount;
 - 2. modifications to the Scope of Work or Scorecard, so long as the terms of the amendment stay within the other parameters set forth in Section 2 of this Agreement;
 - 3. budget revisions within each Budget (Attachment II), so long as the total dollar amount of each Budget in this Agreement remains unchanged;
 - 4. modifications to Section 3 herein to reduce the total amount of reimbursement that shall be made to the District by City, and to amend the After School Challenge Program

budget accordingly which is set forth in Attachment II hereto, in the event that District does not meet the requirements set forth in Article I Overview of the Funding Guide, which is set forth in Attachment III hereto. District shall execute any and all amendments to this Agreement that are required as a result of a modification made pursuant to this Section 19.B.4; or

- 5. Increases or decreases in Agreement funding based upon After School Challenge Program enrollment levels, and modifications to Agreement terms related to enrollment; provided, however, that the cumulative total of all After School Challenge Program contracts, as amended, shall not exceed the City’s total budget for the After School Challenge Program for the current fiscal year. District shall execute any and all amendments to this Agreement that are required as a result of a modification made pursuant to this Section 19.B.5.

Section 20: Authority

Each of the signers of this Agreement hereby represents and warrants that they each have the authority to execute this Agreement on behalf of their respective governing entities. This agreement shall be signed in duplicate originals so that each party hereto shall have an original.

EXECUTED in duplicate originals on the dates indicated below, following approval of each party’s governing authority.

**CITY OF SAN ANTONIO,
a Texas Municipal Corporation**

**SOUTH SAN ANTONIO INDEPENDENT
SCHOOL DISTRICT**

By: _____
Melody Woosley, Director
Department of Human Services

By: _____
Dolores Sendejo
Interim Superintendent

DATE: _____

DATE: _____

Approved as to Form:

Assistant City Attorney

ATTACHMENTS

- Attachment I – Scope of Work and After School Challenge Program Scorecard
- Attachment II –Budget
- Attachment III – Funding Guide
- Attachment IV – Contract Monitoring Report
- Attachment V – HIPAA Business Associate Agreement



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: Presentation/Report Recognition Discussion/ Possible Action

Closed/Executive Session Work Session Discussion Only Consent

From: Denise Orosco, ED Student Support Services

Item Title: Approve Supplemental Services Agreement Between SA Youth and South San Antonio ISD (Complement to Interlocal Agreement with City of San Antonio)

Description:

South San Antonio ISD was awarded funding in the amount of \$87,400 by the City of San Antonio to provide recreational and educational opportunities for children in the community during after school hours.

SA Youth currently oversees after school programming in SSAISD . The award from the City of San Antonio will be used in coordination with the 21st Century Grant funding to provide supplemental activities and resources for students participating in the after-school program.

Historical Data:

This Interlocal Agreement was presented and approved last school year at the March 27, 2019 Board Meeting.

Recommendation:

Approve Supplemental Services Agreement Between SA Youth and South San Antonio ISD (Complement to Interlocal Agreement with City of San Antonio)

District Goal/Strategy:

Strategy 5 We will promote and ensure a safe and secure learning environment for all students.

Funding Budget Code and Amount:

CFO Approval

Award: \$87,400

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

Superintendent:

98 [Signature]

2.20.2020

**SUPPLEMENTAL SERVICES AGREEMENT BETWEEN
SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**

&

SA YOUTH

This agreement ("Agreement") is entered into by and between South San Antonio Independent School District ("SSAISD"), a public school district and political subdivision of the State of Texas, and SA YOUTH, with its main office currently located at 1215 West Poplar Street, San Antonio, Texas, 78207.

WHEREAS, SSAISD has or is about to finalize its Interlocal agreement ("Interlocal Agreement") the City of San Antonio, Texas ("CITY"), in a collaboration to provide recreational and educational opportunities for children in the SSAISD community during after school hours (hereinafter "After School Challenge Program" or "Program"; and

WHEREAS, SSAISD and SA YOUTH, with the CITY's approval, have enjoyed a working relationship over the years for the administration of the Program, whereby SA Youth provides the necessary services to the qualified students of SSAISD in order for SSAISD to satisfy its requirements under the Interlocal Agreement with CITY; and

WHEREAS, SSAISD and SA YOUTH desire to continue their relationship for the administration of the Program in SSAISD in accordance with agreed-upon terms and conditions as hereinafter set forth;

NOW, THEREFORE, in consideration of the premises and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, SSAISD and SA YOUTH agree as follows:

TERM

1. This Agreement shall have the same commencement and termination dates as the Interlocal Agreement between SSAISD and CITY - namely, October 1, 2018 - September 30, 2019, for 153 days of service during the Program term. Service will be provided to four SSAISD schools and service slots can be divided among the four schools at the discretion of SSAISD and the SA YOUTH. This is a Supplemental Services Agreement that works in conjunction with the 21st Century Grant, Cycle 10, awarded to SA YOUTH by the Texas Education Agency. The 21st Century grant serves all nine elementary schools in the South San Independent School District.

PROGRAM LOCATIONS, OPERATIONS AND SCOPE

2. SSAISD and SA YOUTH shall manage and operate the Program for the qualified students enrolled in SSAISD's elementary schools and in accordance with the Line Item Budget, which is attached to the Interlocal Agreement between SSAISD and CITY.
3. SSAISD shall provide the site facilities for each of the Program locations in SSAISD, which shall include adequate space for Program participants and activities and storage of Program equipment. SA YOUTH understands and accepts that SSAISD facilities may vary, depending on availability at each site and may, but not necessarily include the cafeteria, portable building, gymnasium, classrooms, computer labs, the library or any other suitable location as determined by SSAISD.

4. Participation in the Program shall be open to any SSAISD student attending the campus where the Program is offered, as listed in Exhibit "A", and whose parent, guardian, or other person in lawful authority under a court order has granted written permission, including a provision for the release of student records.
5. SA YOUTH, in collaboration with each SSAISD campus principal or designee, shall develop and articulate an acceptable plan of action ("Plan of Action") for operating the Program and meeting the Program's objectives in order for SSAISD to be compliance with the Interlocal Agreement and its goals and objectives. At a minimum, the Plan of Action shall consist of the following components:
 - a. An hour of homework and tutorial assistance to the participating students, based on the school day's instructional lessons/objectives at each campus location;
 - b. A safe and conducive place for students to engage in educationally based activities, including but not limited to providing students with the opportunity to study, socialize, interact, and engage in recreational/physical fitness opportunities;
 - c. A nutritious snack administered under, and meeting, the Program and federal requirements.
6. SA Youth's Program Site Facilitator must submit a written Incident/Complaint form to SA YOUTH HQ staff within twenty-four (24) hours after an Incident occurs that effects or could affect the safety or welfare of a student.
7. SSAISD and SA YOUTH acknowledge their commitment to, and shall, continually evaluate and improve the Program offered to participating students. SA YOUTH shall assist SSAISD in conducting surveys of parents, student participants, and Program staff as a means of identifying possible improvements in the Program. SA YOUTH agrees and shall see that all applicable requirements of federal law regarding "Protection of Student Rights," 20 U.S.C.s 1232h, shall be strictly enforced. SA YOUTH shall, prior to conducting any surveys of students, received SSAISD approval over the content.

PROGRAM STAFFING

1. The Program Site Facilitator, hired by SA Youth, shall be the liaison for the Program between SA YOUTH and SSAISD and shall have oversight responsibility at the Program site to which he or she is assigned. SSAISD shall fully cooperate with the Program Site Facilitator at each Program location in order for SA YOUTH to monitor, on a daily basis, student attendance in the Program and to ensure that the staff ratio to students shall always be maintained at a maximum ratio of 25:1.
2. SA YOUTH shall be responsible for securing all Program personnel and volunteers ("SA YOUTH Staff") to provide the necessary services in the Program in compliance with this Agreement and the 25:1 student staff ratio required under the Interlocal Agreement. SA YOUTH shall be solely responsible for employing and paying all SA YOUTH Staff for the Program. SA YOUTH Staff shall be subject to appropriate standards agreeable to SSAISD to ensure the safety and welfare of Program students, which shall include a criminal history background check and fingerprinting with results acceptable to both parties.
3. All SA YOUTH Staff secured by SA YOUTH to satisfy the 25:1 student-staff ratio shall remain with the student participants at all times during the Program and shall be free of non-Program related duties (e.g., custodial duties) during the hours of Program operation. Should the 25:1 ratio not be met for a reason not in control of SA YOUTH, the Program Site Facilitator may serve in the ratio in order to comply with the required ratio of 25:1.

4. All Program personnel and volunteers, while providing services in the Program at an SSAISD facility, shall be under the direct supervision of the designated Program Site Facilitator or Assistant Facilitator, as the case may be.

EQUIPMENT

5. SA YOUTH shall have no ownership interest in any equipment, materials, or other property ("Program Property") obtained with funds used to purchase such Program Property ("Program Property Funds"); and SA YOUTH shall relinquish possession of such Program Property to SSAISD upon termination or completion of this Agreement. However, SA YOUTH shall safeguard, maintain and prepare an Inventory of all Program Property and provide written reports of such Program Property to SSAISD as may be required from time to time. SA YOUTH shall promptly report such inventory to the appropriate SSAISD's Program Site Facilitator or designee of any stolen, missing, damage or destroyed Program Property.
6. Equipment, materials and other property purchased by SA YOUTH and that are not obtained using Program Property Funds may be kept at the Program site, provided, however, that sufficient and appropriate unused space is available. In any event, SSAISD shall not be responsible for any lost, stolen, damaged or destroyed equipment, materials or other property belonging to SA YOUTH.

FUNDING AND PAYMENT

1. This Agreement is a cost-reimbursement agreement for services rendered. SSAISD's liability hereunder is limited to making reimbursements for CITY-allowable costs incurred as a direct result of the services provided by SA YOUTH. The following allowable costs should not be considered exclusive or all-inclusive; but representative. Allowable costs may include site office supplies/equipment, payroll, light refreshments for staff meeting, cell phones for Program use only, 2-way radios, mileage, mail/postage fees, telephone/fax usage only, administrative fees, printing, insurance, educational enrichment activities and registration.
2. Allowable cost (as detailed in the Program Budget) shall be costs allowable under applicable law and funding conditions established in the Interlocal Agreement, and that are reasonable and necessary to the operation of the Program.
3. This Agreement consists of a total budget amount of ~~\$87,400~~. Before cost reimbursement is made under this Agreement, SA YOUTH shall submit to SSAISD an invoice in a form prescribed by SSAISD. Upon a receipt of a duly conforming invoice for allowable costs for services provided by SA YOUTH, reimbursement shall be processed by SSAISD and made within thirty (30) days following SSAISD's receipt of the invoice. SA YOUTH agrees that any costs reimbursed hereunder shall not be claimed by SA YOUTH under another contract or grant from any other party with the SA YOUTH.
4. SA YOUTH shall maintain appropriate documentation as required by SSAISD; and SA YOUTH shall submit appropriate documentation with its invoice for reimbursement. SSAISD may suspend, limit, withhold and offset reimbursement payment(s) until such time as appropriate and acceptable documentation is provided that would be acceptable to the CITY under the Interlocal Agreement.
5. SA YOUTH shall not obligate SSAISD to any third party or other beneficiary not a party to this Agreement.

RECORDS MANAGEMENT AND AUDIT

6. SA YOUTH shall maintain and provide to SSAISD complete and accurate records regarding
 - The number of student participants in the Program;
 - The activities planned for and provided to the student participants;
 - The identification of and the number of hours worked by all SA YOUTH Staff to the Program;
 - All Program-related costs and expenses incurred;
 - All Program Property procured for the Program; and
 - All other pertinent information regarding the Program that will benefit the parties in operating and evaluating the Program.
7. SSAISD shall have, upon request, reasonable access to such records as SSAISD determines is required for audit and Agreement compliance purposes. Such records shall be maintained by SA YOUTH for not less than five (5) years and, for any records that is the subject of a contest or investigation within such time, until the contest is resolved or the investigation is completed.

ASSIGNMENT AND SUBCONTRACTING

8. Any term or condition or clause contained in this Agreement to the contrary notwithstanding, none of the Program work or services to be provided hereunder shall be assigned or subcontracted to anyone not a party to this Agreement without the prior written approval of an authorized representative for each party and, in accordance with the Interlocal Agreement, the written approval of the CITY.
9. Any approved assignment and/or subcontract to the third party shall be subject to all of the terms and conditions of the Agreement.

RELATIONSHIP OF THE PARTIES

10. Neither this Agreement nor any provision contained herein shall be deemed or construed by either party hereto, or by any third party, as having created a relationship of principal and agent, partners, a joint venture or any other similar relationship between SSAISD and SA YOUTH.

INDEMNITY AND RELEASE

11. SA YOUTH shall fully indemnify and hold SSAISD harmless and, if required by SSAISD, defend SSAISD and/or its officers, employees and/or agents, for alleged and/or actual loss, damage, fine, expense, fee (including attorney's fee), claim and causes of action of any kind and/or costs, arising from or related to the negligence, omission, or intentional act of SA YOUTH, its officers, employees, volunteers and/or its agents, in the performance of or under this Agreement. SA YOUTH agrees that this provision shall survive the termination or expiration of this Agreement.

TERMINATION

12. **(For Cause)** SSAISD may terminate this Agreement if SA YOUTH breaches, defaults or otherwise fails to fulfill the terms and conditions of this Agreement ("omission"). Before SSAISD may terminate this Agreement for cause, however, SSAISD shall first provide SA YOUTH with the opportunity to correct such omission by providing SA YOUTH with not less than ten (10) calendar days to cure the omission. If, after been provided with the required notice of omission, SA YOUTH fails to cure the omission, this Agreement shall terminate without further action by SSAISD; and SA YOUTH shall be responsible to pay SSAISD for any damages or costs sustained by SSAISD that are non-reimbursable costs under SSAISD's Interlocal Agreement with CITY. This provision is not intended to, and shall not, limit or bar other remedies to which SSAISD may be entitled.
13. **(For Convenience:)** Either party may terminate this Agreement for convenience or if the funding to make payment to SA YOUTH is not appropriated or otherwise received by SSAISD from CITY. To terminate the Agreement for convenience, the party terminating the Agreement shall provide the other party with not less than thirty (30) days advance written notice; but in no event shall the effective date of such termination be beyond a date after funding has depleted.
14. In the event of termination of this Agreement by SSAISD for cause or for convenience SA YOUTH shall fully cooperate with SSAISD in closing out the Program at applicable sites and transferring documents and responsibilities to SSAISD and/or to other entities designated by SSAISD.

INSURANCE

15. SA YOUTH shall maintain Commercial General Liability Insurance and in the amounts acceptable to SSAISD and not less than the following amounts:

Bodily injury liability and property damage liability in the amount of \$1,000,000.00
Per occurrence and the amount of \$2,000,000.00 in the general aggregate.

AMENDMENT AND NOTICES

16. No amendment, modification, and/or alteration of the terms and conditions of this Agreement shall be binding on either party unless the same is in writing, dated subsequent to the date of this Agreement, and duly executed and agreed to by the parties.
17. Any notice required to be made to either party under this Agreement shall be given by actual notice evidenced by a signed receipt or by U.S. certified or registered mail, with a return receipt requested, addressed to the signatory on this Agreement or his/her successor at the mailing address noted below. Such addresses and/or mailing addresses may be changed from time to time by written notice of such change, given in accordance with this same provision.

NO IMPLIED WAIVER

18. Either party's failure to insist in any one or more instances upon strict performance by the other party of any term or condition of his Agreement shall not be construed as a waiver of the obligation or any continuing or subsequent failure to perform or delay in the performance of any term of this Agreement.

AMENDMENT AND NOTICES

16. No amendment, modification, and/or alteration of the terms and conditions of this Agreement shall be binding on either party unless the same is in writing, dated subsequent to the date of this Agreement, and duly executed and agreed to by the parties.

17. Any notice required to be made to either party under this Agreement shall be given by actual notice evidenced by a signed receipt or by U.S. certified or registered mail, with a return receipt requested, addressed to the signatory on this Agreement or his/her successor at the mailing address noted below. Such addresses and/or mailing addresses may be changed from time to time by written notice of such change, given in accordance with this same provision.

NO IMPUED WAIVER

18. Either party's failure to insist in any one or more instances upon strict performance by the other party of any term or condition of this Agreement shall not be construed as a waiver of the obligation or any continuing or subsequent failure to perform or delay in the performance of any term of this Agreement.

LAW AND VENUE ATTORNEY'S FEES

19. This Agreement shall be construed and enforced in accordance with Texas law; and venue for any action to construe, enforce, or adjudicate a dispute arising from this Agreement shall be in a court of competent jurisdiction in Bexar County, Texas. The prevailing party in any such action shall be entitled to reasonable and necessary attorney's fees and costs of court related to such action.

ENTIRE AGREEMENT

20. This Agreement constitutes the entire agreement between the parties hereto, with any other preceding or contemporaneous written or oral agreement between the parties regarding the After School Challenge Program expressly waived by each party and having no force and effect.

Executed in duplicate originals on the dates indicated below, following approval of each party's governing authority.

SA YOUTH
SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

_____ Date _____
Mrs. Dolores Sendejo
Interim Superintendent of Schools
5622 Ray Ellison Blvd.
San Antonio, TX 78242


_____ Date June 30
Asia Ciaravino
CEO
1215 West Poplar St.
San Antonio, TX 78207



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: [] Presentation/Report [] Recognition [] Discussion/ Possible Action [] Closed/Executive Session [] Work Session [] Discussion Only [x] Consent

From: Lorraine De Leon, Executive Director for Instructional Services

Item Title: Approve the College Connections Agreement between South San Antonio ISD and Alamo Community College District

Description: The College Connection Program affords all high school seniors access to activities that transition students into post-secondary studies such as: college awareness presentations, ApplyTexas online admission application workshops, free FAFSA sessions, and assessment information sessions.

Historical Data: South San seniors have participated in College Connections since the 2012-2013 school year.

Recommendation: Approve the College Connections Agreement between South San Antonio ISD and Alamo Community College District

District Goal/Strategy:

Strategy 1 We will engage all school community members through transparency and effective communication to promote a positive perception and create a strong brand.

Funding Budget Code and Amount: N/A

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

CFO Funding Approval:

Superintendent:

[Handwritten signature]

[Blank line]

[Blank line]

Feb. 14. 2020

2019-2020 and 2020-2021
COLLEGE CONNECTION PROGRAM AGREEMENT BY AND BETWEEN
SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
AND
ALAMO COMMUNITY COLLEGE DISTRICT

The South San Antonio Independent School District, comprised of the following high school(s): South San Antonio High School (herein referred to as ISD) will participate in the Alamo Community College District - College Connection program during the 2019-2020 and 2020-2021 school years, and agrees with the Alamo Community College District (herein "Alamo Colleges District"), comprised of the following colleges: Northeast Lakeview College, Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip's College (each herein referred to as an "Alamo Colleges") as follows.

General Participation—ISD

1. The ISD and its high school(s) will facilitate and encourage participation in the College Connection program by having every student in the 2020 and 2021 senior classes participate in the College Connection Introduction to College presentation. Thereafter, every student in the ISD 2020 and 2021 senior classes who indicates an interest in seeking enrollment in any of the five (5) Alamo Colleges (hereinafter specifically defined as "Prospective AC Students"), will continue to receive College Connection program services. The ISD will obtain valid consents to the release of any information herein addressed for which such consent is required under the Family Educational Rights and Privacy Act, 20 United States Code 1232(g), 34 CFR Part 99 ("FERPA" and "FERPA Consent," respectively). The ISD will make an annual notification to parents of all students that the ISD forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer. Any exchange by the parties of student record information protected by FERPA shall commit the receiving party to limit the use of such information to the purposes for which the disclosure was made, and to impose such limits on any re-disclosure, and the parties agree to comply with all applicable statutory and regulatory provisions, including, without limitation 34 CFR 99.31, 99.32, 99.33, 99.34 and 99.35.
2. The ISD high school will schedule appropriate times during the school day and provide adequate facilities and ISD staff oversight for a College Connection Introduction to College presentation that all of their senior students will be instructed to attend.
3. The ISD high school will schedule, support and distribute information provided by the College Connection representative to their students about recommended and optional College Connection activities, such as participation in (i) an Introduction to College Awareness presentation (recommended), (ii) a Career Pathways (Endorsements to AlamoINSTITUTE to Careers) presentation (recommended), (iii) an ApplyTexas online admission application workshop (recommended), (iv) AlamoNAVIGATE/AlamoENROLL module workshops (recommended), (v) Free Application for Federal Student Aid (FAFSA) sessions (recommended), as well as assessment information sessions (optional) and other activities as determined and mutually agreed upon by the ISD and Alamo Colleges District (optional).
4. The ISD high school obligation of student assessment: If the ISD high school is authorized to administer the TSI-approved assessment test, the ISD high school will perform on behalf of Alamo Colleges District the requirement of TSI Rule 4.55 (19 Texas Administration Code 4.55) that each test-taking student be provided pre-assessment activities ("Activities") that address, at a minimum, the defined Activities components in an effective and efficient manner, such as through workshops, orientations, and/or online modules. By administering the approved assessment test, the ISD high school certifies that the student

has been provided the Activities. *These activities may be fulfilled through the use of the AlamoENROLL My Checklist Test Prep Module.*

5. Results from TSI exams administered via ISD/College Board-approved-test-sites will be submitted to the respective Alamo College in the required technical format including Alamo Colleges District Student ID that facilitates official delivery/receipt.
6. The ISD and ISD high school will instruct students taking external testing (SAT, ACT, AP) to request test scores be sent to one of the Alamo Colleges.
7. The ISD and ISD high school will provide information technology support and be responsible for ensuring firewalls are disabled in order to provide access to websites required for AlamoENROLL modules for Prospective AC Students use.
8. The ISD and ISD high school will provide links to the Alamo Colleges District College Connection website on their websites.
9. The ISD and ISD high school may extend an invitation to the Alamo Colleges District College Connection representative to participate as a recognized guest in their commencement ceremonies.
10. The ISD high school will provide bus transportation of Prospective AC Students to an Alamo College for mutually agreed upon college visits. *Based on availability of funds.*
11. The ISD and ISD high school will provide a minimum of an official 6-semester transcript regarding Prospective AC Students prior to the students' graduation.
12. Upon the student's request, the ISD and ISD high school will provide an official final high school transcript to an Alamo College, as agreed by the Alamo Colleges District and the ISD.

General Participation—Alamo Colleges

1. The Alamo Colleges District – Palo Alto College will provide administrative oversight, planning materials, a staff liaison and sufficient staff members to assist Prospective AC Students to complete the College Connection activities identified by the high school and Alamo Colleges District staff.
2. The Alamo Colleges District – Palo Alto College will make college and career exploration resources available to all College Connection Prospective AC Students.
3. The Alamo Colleges District – Palo Alto College will provide information related to Alamo Colleges District's degree/certificate options (AlamoINSTITUTES) and Texas Success Initiative ("TSI") requirements.
4. The Alamo Colleges District – Palo Alto College will provide a College Connection representative as a recognized guest to participate in their commencement ceremonies upon request.
5. The Alamo Colleges District will provide to all College Connection Prospective AC Students an Alamo Colleges District Transition to College letter with First Time in College Enrollment Checklist, registration, tuition/fees, and financial aid information.

Data Sharing—ISD

1. After Prospective AC Students are self-identified following a College Connection Introduction to College presentation at their ISD high school, the ISD will provide to Alamo Colleges District, electronically in a template provided by Alamo Colleges District, no later than an agreed upon date, student-specific directory information, consisting, without limitation, of student name (first, middle, last), date of birth, and mailing address of record. Only for students whose parents have opted out of directory information disclosure, ISD will first obtain a valid FERPA release. The ISD will make a reasonable attempt to notify the parent, at their last known address, if the ISD has failed to make an annual notification to parents of all students that the ISD forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.
2. The ISD may remove individual Prospective AC Students from the original roster by sending electronically a removal roster listing only students to be removed and showing the following information: Student Name (first, middle, last), and reason for removal (*e.g.*, student has left the district).
3. The ISD may add additional Prospective AC Students to the original roster by sending electronically an additional roster listing only students to be added and showing the following information: Student name (first, middle, last), date of birth, mailing address of record, previous high school, and reason for addition.
4. Those ISDs which are designated testing sites for Alamo Colleges District TSI-approved assessment test will provide participating Prospective AC Students test scores to the authorized Alamo Colleges District Assessment Official. Upon request by the Alamo Colleges District, the ISD high school will provide the Alamo Colleges District an explanation of said Activities and how they are provided. By administering the approved assessment test, the ISD high school certifies that the student has been provided the Activities. ISD will first obtain a valid FERPA release and make a reasonable attempt to notify the parent at their last known address, if the ISD has failed to make an annual notification to parents of all students that the ISD forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.
5. Upon receipt of the student-specific directory information, the Alamo Colleges District will use the information to present college application and financial aid information to each student regarding whom the information is received. The Alamo Colleges District may use the student-specific directory information to send information pertaining to enrollment in an Alamo College to the families of all ISD seniors who have not objected. The Alamo Colleges District may use participating Prospective AC Student test scores to determine student enrollment eligibility and to provide students with additional college admissions testing opportunities. ISD student-specific information may be used by the Alamo Colleges District as authorized in this Agreement for student enrollment purposes through September 2020 for 2019-2020 seniors and September 2021 for 2020-2021 seniors.
6. Any unauthorized disclosure of confidential student information is a violation of FERPA and shall not be permitted to occur. While in possession of this data, ISD shall permit only its employees authorized to use the data for college enrollment purposes to have access to the data. ISD also agrees to store the data in a secure area and to prevent unauthorized access.



ALAMO
COLLEGES

**FACILITY USE AGREEMENT
(MONTH OR LESS)**

This Agreement is entered into by and between Alamo Community College District (“Alamo Colleges”), a public junior college district and a political subdivision of the State of Texas, and the “Organization,” the exact legal name of which is: South San Independent School District.

WITNESSETH

WHEREAS, Alamo Colleges is a public junior college district comprised of district services offices and five colleges, San Antonio College, St. Philip’s College, Palo Alto College, Northwest Vista College, and Northeast Lakeview College; and

WHEREAS, Alamo Colleges owns and operates the facility described at **Exhibit A** hereto, which is hereby incorporated for all purposes; and;

WHEREAS, Organization desires to utilize the Facility for a term of no more than one month (“Use”), upon the terms and conditions herein set forth; and

WHEREAS, Alamo Colleges shall grant the Organization the Use of the Facility upon the terms and conditions herein set forth;

NOW THEREFORE, in consideration of the mutual covenants herein set forth, and other good and valuable considerations, the parties hereto agree to the TERMS AND CONDITIONS stated herein.

TERMS AND CONDITIONS

I. PAYMENT. Organization agrees to pay Alamo Colleges a total scheduled Use fee in the amount set forth in **Exhibit A**, due and payable immediately upon execution of this Agreement, unless a reservation deposit is agreed therein. Payment shall be made and payable to “Alamo Colleges.” The total fee is comprised of components facility rental fee, custodial fee and, if applicable, Police Department security fee.

NON-REFUNDABLE DEPOSIT. The lesser of twenty-five percent (25%) of the total fee set forth in **Exhibit A** or the different deposit stated therein, unless waived therein, must be paid upon execution of this Agreement and is nonrefundable upon cancellation of scheduled Uses by Organization. Any amount paid, less the reservation deposit so calculated, shall be refundable provided that Alamo Colleges receives advance written notice of cancellation within the period set forth in **Exhibit A**.

II. RENTED FACILITY. Alamo Colleges agrees to rent the Alamo Colleges-owned Facility specified at **Exhibit A** to the Organization under the Terms and Conditions of this Agreement. A description of the Facility authorized utilization, dates, times, and other information relating to utilization is set forth in detail in **Exhibit A**.

- III. PARKING FACILITIES.** Alamo Colleges shall make the existing parking facilities at the rented Facility available for the vehicular traffic and parking necessitated by the Organization's Use of the rented Facility, on a non-exclusive basis, as specified at **Exhibit A**.
- IV. MAXIMUM CAPACITY.** Organization anticipates approximately the number of participants stated at **Exhibit A** and agrees to inform Alamo Colleges of any significant changes five (5) business days in advance of a Use. Organization shall not admit a larger number of persons than can safely and freely move about the Facility. Alamo Colleges shall notify Organization of the recommended capacity of the Facility and all decisions of Alamo Colleges concerning questions arising under this Paragraph shall be final.
- V. TERM AND TERMINATION.** The Term of this Agreement is as stated in **Exhibit A**, unless earlier terminated. This Agreement may be terminated by either party hereto upon thirty (30) days written notice to the other party. Alamo Colleges reserves the right to cancel scheduled Uses for educational necessity or force majeure without liability by notice to Organization, in which case all amounts prepaid for cancelled Uses will be refunded. Any Alamo Colleges facility use by Organization after the expiration of the Term of this Agreement without execution of a new facility use agreement shall be subject to the terms and conditions of this Agreement and the standard facility use fees for the facility used then in effect.
- VI. WARRANTY AND REPRESENTATION.** The Facility provided to Organization under the terms and conditions of this Agreement is provided "as is" without any warranty and/or representation whatsoever. Organization agrees to return the Facility to Alamo Colleges in substantially the same condition, normal wear and tear excepted, as it was at the beginning of the Term of this Agreement. Organization will be responsible for all damages to any Alamo Colleges property caused by Organization or caused by, relating to, or arising from Organization's utilization of the Facility.
- VII. RELEASE OF LIABILITY OF ALAMO COLLEGES.** Organization hereby releases Alamo Colleges from all liability arising under this Agreement or relating to the Facility or any Alamo Colleges properties, INCLUDING, BUT NOT LIMITED TO, LIABILITY RESULTING FROM ALAMO COLLEGES' NEGLIGENCE, WHETHER CONTRIBUTORY, SOLE, OR JOINT, arising out of or related to this Agreement, with the sole exception of direct but not consequential contractual damages resulting from breach of this Agreement.
- VIII. INDEMNIFICATION OF ALAMO COLLEGES AND AFFILIATES AND RELEASE OF AFFILIATES.** ORGANIZATION AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS Alamo Colleges, its Board of Trustees, officers, employees, contractors, agents and assigns ("Protected Parties") from and against, and to pay to Protected Parties on demand, the amount of, any and all costs resulting from any complaints, claims, liabilities suits, damages, judgments, penalties, fines, settlements, losses and expenses (including legal fees, expert witness fees and other legal expenses and court costs), of whatsoever kind and nature, imposed upon, incurred by, or asserted against Protected Parties in any way related to or resulting from the execution, enforcement, or performance of this Agreement, or from Organization's use of Alamo Colleges' facilities ("Claims"). Organization's duty to indemnify, defend, and hold harmless Protected Parties includes, but is not limited to, Claims resulting from bodily injury or death of persons, or from damage to property and the resulting loss of its use, regardless of the ownership of such property and the identity

of such persons, EVEN IF SUCH INJURY, DEATH OR DAMAGE WAS CAUSED, IN WHOLE OR IN PART, BY ANY ACT OR OMISSION, INCLUDING, WITHOUT LIMITATION, THE NEGLIGENCE, GROSS NEGLIGENCE OR STRICT LIABILITY, OF ANY PROTECTED PARTY. ORGANIZATION HEREBY RELEASES PROTECTED PARTIES OTHER THAN ALAMO COLLEGES from any and all Claims arising under this Agreement, EVEN IF CAUSED, IN WHOLE OR IN PART, BY ANY ACT OR OMISSION, INCLUDING, WITHOUT LIMITATION, THE NEGLIGENCE, GROSS NEGLIGENCE OR STRICT LIABILITY, OF ANY PROTECTED PARTY.

IX. INSURANCE. Organization shall obtain at its own cost insurance to cover Organization’s use of the Facility for its scheduled function at the following minimum levels of coverage:

| | |
|---------------------------------------------------------------------|----------------|
| WORKERS’ COMPENSATION | STATUTORY |
| Must include coverage for alternate employers and borrowed servants | |
| EMPLOYER’S LIABILITY | |
| Each Accident (bodily injury) | \$500,000.00 |
| Policy Limit (bodily injury by disease) | \$500,000.00 |
| Each Employee (bodily injury by disease) | \$500,000.00 |
| GENERAL COMMERCIAL LIABILITY | |
| General Aggregate | \$2,000,000.00 |
| Each Occurrence (bodily injury/property damage) | \$1,000,000.00 |
| Each Occurrence (personal injury/advertising injury) | \$1,000,000.00 |
| Each Occurrence (Damage to Premises Rented To You) | \$1,000,000.00 |
| All coverage must be primary and non-contributory | |
| UMBRELLA/EXCESS LIABILITY | |
| Each Occurrence | \$1,000,000.00 |
| POLLUTION ON-SITE LIABILITY (required if Use presents risk) | |
| Each Occurrence | \$1,000,000.00 |

Organization shall, at the time of execution of this agreement, provide Alamo Colleges with a copy of a certificate of insurance evidencing all applicable required policies which must list “Alamo Community College District” as a NAMED ADDITIONAL INSURED and beneficiary of contractual indemnification coverage and waiver of subrogation.

Organization, if the U.S. Federal Government shall self-insure in at least the amounts, and for the types of liabilities, described above, with no certificate required.

X. NO ASSIGNMENT. Organization shall not assign or transfer any of its rights under this Agreement without the prior written consent of Alamo Colleges. Organization herein is an independent contractor and not the agent or employee of Alamo Colleges.

XI. SMOKING AND ALCOHOL RESTRICTIONS. By this Agreement, Alamo Colleges denies any rights other than expressly stated herein and specifically denies any right to Organization of possession or occupancy which would be in violation of Texas State Law, or the rules and/or policies of Alamo Colleges. Smoking, including vapor or e-cigarettes, is **prohibited** in all classrooms,

laboratories, offices, conference rooms, hallways, and all other rooms in all buildings of the Alamo Colleges, and on all property which is owned, leased, rented, or otherwise under the control of Alamo Colleges. Dispensing and consumption of alcoholic beverages is **prohibited** on Alamo Colleges owned property.

- XII. RIGHT TO ENTER.** In permitting the use of the Facility described herein, Alamo Colleges does not relinquish control or custody thereof and does hereby specifically retain the right to enforce any and all laws, rules and/or policies and procedures of Alamo Colleges applicable thereto. All portions of the Facility will at all times be under the charge and control of Alamo Colleges. Alamo Colleges' agent or other authorized representative of Alamo Colleges may enter upon the Facility at all times to make inspections to ensure compliance with this Agreement.
- XIII. FORCE MAJEURE.** If performance of any obligation of either party hereunder is prevented or rendered infeasible by act of God, regulation of any public authority, civil disturbance, strike, epidemic, interruption of transportation services, war conditions or emergencies, or other similar event beyond the control of the obligated party, it is understood and agreed that there shall be no claim for damages against the obligated party for failure to perform the obligations that were so prevented or infeasible.
- XIV. NOTICE.** Any notices must be in writing under this Agreement and shall be delivered by United States mail, postage prepaid, certified mail, return receipt requested, addressed to Alamo Colleges or Organization at the addresses stated in **Exhibit A**.
- XV. ENTIRE AGREEMENT.** This Agreement represents the entire agreement between the parties with respect to the Facility. No representations, warranties, promises, guarantees, undertakings, or agreements, oral or written, express or implied, have been made by Alamo Colleges with respect to the Facility except as expressly stated herein.
- XVI. AMENDMENTS.** This Agreement can only be changed by an agreement in writing signed by both Alamo Colleges and Organization, except that Alamo Colleges may, by its own action, modify the rules for usage at any time with thirty (30) days prior written notice to Organization.
- XVII. COMPLIANCE WITH LAWS.** Organization shall comply with all laws, ordinances, regulations, rules and/or policies and procedures of Alamo Colleges, City of San Antonio, County of Bexar, State of Texas and the United States, that are applicable to the use of the Facility. Organization shall pay all taxes and/or fees, if any, imposed by laws in connection with its use and occupancy of the Facility.
- XVIII. VIOLATIONS.** If at any time the utilization of the Facility by Organization violates any applicable ordinances, regulations, laws, rules and/or policies of Alamo Colleges, City of San Antonio, County of Bexar, State of Texas or the United States of America, Organization shall either cease and desist from continuing such Use or shall surrender the Facility forthwith upon written demand by Alamo Colleges and served upon Organization pursuant to Paragraph XIV herein.
- XIX. ADVERTISING AND SELLING.** No advertising or other items shall be placed or posted on walls or doors in or about the Facility without prior written permission of Alamo Colleges. Alamo Colleges' name shall not be used to suggest co-sponsorship or endorsement of any activity, except

with the prior written approval by Alamo Colleges. Solicitation of donations is prohibited. Organization shall not make audio or video recordings or televise or broadcast an event or any portion thereof without Alamo Colleges' written permission provided at least three (3) days in advance.

- XX. DEFACEMENT AND DAMAGE.** Organization shall not injure, mar or in any way deface the Facility and shall not cause or permit anything to be done whereby the Facility shall be in any manner injured, marred, or defaced. Organization will not drive or permit to be driven, nails, hooks, tacks, or screws into any part of the Facility and will not make or allow to be made any alterations of any kind therein. Organization is responsible for any costs related to repair of damages caused by or resulting from its usage.
- XXI. ALAMO COLLEGES' EQUIPMENT.** Organization shall not use Alamo Colleges' equipment, tools or furnishings, located in or about the Facility, without the prior written approval of Alamo Colleges.
- XXII. ADDITIONAL USERS OR ALAMO COLLEGES' STAFF AND STUDENTS.** Organization acknowledges and agrees that, during the term of this Agreement, other events may take place at the Facility and/or Alamo Colleges' staff and/or students may be present during the course of normal business hours in and/or around the Facility, including parking lots. Organization's rights hereunder do not exclude such uses, and Organization shall conduct its activities so as not to interfere with same.
- XXIII. SECURITY.** Organization shall be responsible for all costs associated with providing required security for periods of authorized Use as determined by Alamo Colleges, as follows:
- A. All requests for security coverage for any use of the premises of any Alamo Colleges owned property, including, without limitation, Organization's Use of the Facility, must be communicated to the office of the Chief of Police of the Alamo Colleges Police Department at (210) 485-0088.
 - B. The Alamo Colleges Police Department shall be the sole source for additional police/security coverage at all Alamo Colleges owned properties, other than as specified in subsection C, below.
 - C. If Alamo Colleges Police Department is unable to provide the necessary security, Organization shall secure security from another source. **In no event** shall a peace officer or security officer not employed by the Alamo Colleges Police Department be permitted to work any event at any Alamo Colleges owned property **without the prior approval of the Alamo Colleges Police Department, Chief of Police.**
- XXIV. INDEPENDENT CONTRACTOR.** Organization and Alamo Colleges understand and agree that each performs tasks, the details of which the other does not have legal right to control and no such control is assumed by this Agreement. This Agreement does **not** create an employment relationship, partnership, or joint venture between Organization, its employees, and Alamo Colleges. Neither party nor its employees shall be deemed employees of the other for any purpose whatsoever, and neither shall be eligible to participate in any benefit program provided by the other. Nothing in this Agreement shall be construed to create any borrowed servant, joint employment or leased employee status.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have set their signatures as shown below.

ORGANIZATION

ALAMO COMMUNITY COLLEGE DISTRICT

By: _____
Date

By: _____
Date

Print Name: _____

Print Name: Mr. Lacy Hampton

Title: _____

Title: Vice President of College Services

Attachments: EXHIBIT A – Use Details

EXHIBIT A TO MONTH OR LESS FACILITY USE AGREEMENT
Between ALAMO COMMUNITY COLLEGE DISTRICT And
South San Independent School District , Tax Number _____ (“Organization”)

1. DESCRIPTION OF RENTAL FACILITY:

College: St. Philip’s College
Address: _1801 Martin Luther King Drive, San Antonio, TX 78203
Building Name: Center for Health Professions – Simulation Center Hospital
Room Number(s): CHP 220
Parking Lot Number/Name: Any Campus Parking Lot

2. TERM (Dates/Times):

Describe any limitations or restrictions (such as specific days of the week, excluding holidays, etc.):
Access to the Simulation Center Hospital between the hours of 4:00 pm and 7:30 pm, Tuesday through Friday, will be granted for up to a period of 8 sessions in the Spring 2020 Semester. Specific dates will be arranged at the discretion of the parties herein.

3. FEE: Rental: \$ _0_ Custodial: \$ _0_ Security: \$ _0_ Total: \$ _0_

Should hospitality services provided by or through Alamo Colleges be agreed, then Organization will pay a hospitality deposit of \$ _0_ at least five (5) business days before the Event, and Alamo Colleges will send Organization a hospitality reconciliation, with any balance due payable on receipt.

4. DEPOSIT: Receipt acknowledged in the amount of \$ _____0_ ___ / Waived ___

Cancellation notice period required to forfeit only amount of deposit: ___ days before Event)

5. DESCRIPTION OF USE: ___ Use of Facility to prepare former SPC Early HS Graduates for CNA Certification Testing via contracted consultant employed by South San Antonio ISD

6. ATTENDANCE: Organization anticipates approximately _____ (___) participants.

7. NOTICES:

Notices to Alamo Colleges:

Rick Lopez
Program Coordinator Simulation Center
St. Philip’s College
1801 Martin Luther King Drive, San Antonio, TX 78203
Tel: 210.486-2144_
Email: rlopez471@alamo.edu

Notices to Organization:

South San Antonio ISD
Bobbie Schanen-Hylton, CTE Coordinator
5622 Ray Ellison Blvd.
San Antonio, TX 78242
Tel: 210-977-7365
Email: bschanen@southsanisd.net

8. INVOICES TO ORGANIZATION:

Organization: South San Independent School District_
Att’n: Clarita Trevino, Interim Director
Street Address: 5622 Ray Ellison Blvd.
City/State Zip: San Antonio, TX 78242
Email: clarita.trevino@southsanisd.net

9. SET UP:

Tables and Chairs: No Number of Tables: N/A Number of Chairs: N/A

Technical Support: No; If yes, describe: _____

10. Other Requests/Requirements/Conditions/Exclusions: _____Access to Simulation Center Hospital includes access to 6 hospital rooms and associated non-disposable medical equipment (beds, diagnostic tools, commodes, gait belts etc.) as well as low cost disposables (gloves, alcohol wipes, etc.) at no cost. All durable medical equipment and disposable supplies will be the same that the program provides for its Early College CNA Program.
-
-



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: Presentation/Report Recognition Discussion/ Possible Action

Closed/Executive Session Work Session Discussion Only Consent

From: Dolores Sendejo, Interim Superintendent

Item Title: Approval of the February Budget Amendment

Description: The monthly Amended Budget is a one page summary of the budget amendment impact on the 2019- 2020 Original Budget adopted by the Board for the General, Food Service and Debt Service Funds. This is required if a budgeted function increases or decreases

Historical Data:

Recommendation: Approve the Budget Amendment as presented.

District Goal/Strategy:

Strategy 5 We will promote and ensure a safe and secure learning environment for all students.

Funding Budget Code and Amount:

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

cut

2/10/2020

CFO Funding Approval:

Superintendent:

Dolores Sendejo

2.12.2020

SOUTH SAN ANTONIO ISD
PROPOSED FEBRUARY 19, 2020 BUDGET AMENDMENTS
2019-2020 COMBINED GENERAL FUND AND GENERAL FUND TAX BOND SUBSIDY

| | 2019-2020 ADOPTED BUDGET (AS OF 9/01/19) | 2019-2020 AMENDED BUDGET (AS OF 1/22/20) | 2019-2020 CURRENT AMENDMENTS (AS OF 2/19/20) | 2019-2020 AMENDED BUDGET (AS OF 2/19/20) |
|------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------|-------------------------------------------------------|---------------------------------------------------|
| Estimated Revenues | | | | |
| 5700 LOCAL AND INTERMEDIATE REVENUES | \$ 18,609,760 | \$ 18,609,760 | \$ - | \$ 18,609,760 |
| 5800 STATE PROGRAM REVENUES | \$ 59,943,637 | \$ 60,009,385 | \$ (2,287,155) | \$ 57,722,230 |
| 5900 FEDERAL REVENUES | \$ 2,774,900 | \$ 2,774,900 | \$ - | \$ 2,774,900 |
| 7900 OTHER RESOURCES/NON-OPERATING REVENUES | \$ 100,800 | \$ 100,800 | \$ - | \$ 100,800 |
| Total Estimated Revenue | \$ 81,429,097 | \$ 81,494,845 | \$ (2,287,155) | \$ 79,207,690 |
| Appropriations | | | | |
| 11 INSTRUCTION | \$ 47,665,926 | \$ 47,989,662 | \$ (300,000) | \$ 47,689,662 |
| 12 INSTRUCTIONAL RESOURCES/MEDIA SERVICES | \$ 1,198,290 | \$ 1,198,290 | \$ 200,000 | \$ 1,398,290 |
| 13 CURRICULUM & INSTRUCTIONAL STAFF DEVELOPMENT | \$ 679,902 | \$ 704,039 | \$ 35,000 | \$ 739,039 |
| 21 INSTRUCTIONAL LEADERSHIP | \$ 864,552 | \$ 922,304 | \$ (75,000) | \$ 847,304 |
| 23 SCHOOL LEADERSHIP | \$ 6,246,432 | \$ 6,267,100 | \$ (200,000) | \$ 6,067,100 |
| 31 GUIDANCE, COUNSELING & EVALUATION SERVICES | \$ 2,918,057 | \$ 3,017,690 | \$ (42,489) | \$ 2,975,201 |
| 32 SOCIAL WORK SERVICES | \$ 331,250 | \$ 331,250 | \$ - | \$ 331,250 |
| 33 HEALTH SERVICES | \$ 1,715,285 | \$ 1,715,285 | \$ (100,000) | \$ 1,615,285 |
| 34 STUDENT (PUPIL) TRANSPORTATION | \$ 2,244,130 | \$ 2,299,550 | \$ 450,000 | \$ 2,749,550 |
| 36 EXTRA-CURRICULAR ACTIVITIES | \$ 2,040,113 | \$ 2,071,630 | \$ - | \$ 2,071,630 |
| 41 GENERAL ADMINISTRATION | \$ 2,338,930 | \$ 2,403,839 | \$ 125,000 | \$ 2,528,839 |
| 51 PLANT MAINTENANCE & OPERATIONS | \$ 8,612,043 | \$ 7,396,582 | \$ 2,140,000 | \$ 9,536,582 |
| 52 SECURITY AND MONITORING | \$ 1,241,973 | \$ 1,241,973 | \$ 107,618 | \$ 1,349,591 |
| 53 DATA PROCESSING SERVICES | \$ 1,586,090 | \$ 1,661,573 | \$ 198,207 | \$ 1,859,780 |
| 61 COMMUNITY SERVICES | \$ 323,133 | \$ 323,693 | \$ 110,000 | \$ 433,693 |
| 81 FACILITIES AND CONSTRUCTION | \$ 1,295,119 | \$ 3,010,580 | \$ 100,000 | \$ 3,110,580 |
| 95 JUVENILE JUSTICE ALTERNATIVE | \$ 17,872 | \$ 17,872 | \$ - | \$ 17,872 |
| 99 OTHER INTERGOVERNMENTAL CHARGES | \$ 110,000 | \$ 110,000 | \$ - | \$ 110,000 |
| Total Appropriations | \$ 81,429,097 | \$ 82,682,912 | \$ 2,748,336 | \$ 85,431,248 |
| Net (Revenues Less Appropriations) | \$ - | \$ (1,188,067) | \$ (5,035,491) | \$ (6,223,558) |
| Fund Balance-August 31, 2019 | 121 | | | \$ 30,448,517 |
| Estimated Current Year Fund Balance-August 31, 2020 | | | | \$ 24,224,959 |

**SOUTH SAN ANTONIO ISD
PROPOSED FEBRUARY 2020 BUDGET AMENDMENTS
GENERAL FUND
FEBRUARY 19, 2020**

| DESCRIPTION | | |
|-----------------------------------------------|-----------------------------------------------------------------|--------------------------|
| 5800-STATE PROGRAM REVENUES | Decrease projected state revenue based on first semester data | (2,287,155.00) |
| | Total Decrease in Revenue | \$ (2,287,155.00) |
| FUNCTION | DESCRIPTION | AMOUNT |
| 11-Instruction | Transfer to Function 51 for utility cost | (300,000) |
| | Total Function 11 | \$ (300,000) |
| 12-Instructional Resources/Media Services | Increase function to cover payroll cost | 200,000 |
| | Total Function 12 | \$ 200,000 |
| 13-Curriculum & Instructional Staff Dev | Increase function to cover payroll cost | 35,000 |
| | Total Function 13 | \$ 35,000 |
| 21-Instructional Leadership | Transfer to Function 51 for utility cost | (75,000) |
| | Total Function 21 | \$ (75,000) |
| 23-School Leadership | Transfer to Function 51 for utility cost | (200,000) |
| | Total Function 23 | \$ (200,000) |
| 31-Guidance, Counseling & Evaluation Services | Transfer to Function 51 for utility cost | (42,489) |
| | Total Function 31 | \$ (42,489) |
| 33-Health Services | Transfer to Function 51 for utility cost | (100,000) |
| | Total Function 33 | \$ (100,000) |
| 34-Student (Pupil) Transportation | Increase function to cover District portion of (6) new buses | 250,000 |
| 34-Student (Pupil) Transportation | Increase function to cover payroll cost | 200,000 |
| | Total Function 34 | \$ 450,000 |
| 41-General Administration | Increase function to cover payroll cost | 125,000 |
| | Total Function 41 | \$ 125,000 |
| 51-Facilities Maintenance/Operations | Increase function to cover utilities (Water) | 70,000 |
| 51-Facilities Maintenance/Operations | Increase function to cover utilities (Telephone/Internet) | 460,000 |
| 51-Facilities Maintenance/Operations | Increase function to cover utilities (Electricity) | 603,000 |
| 51-Facilities Maintenance/Operations | Increase function to cover utilities (Waste Management) | 17,000 |
| 51-Facilities Maintenance/Operations | Increase function to cover payroll cost | 790,000 |
| 51-Facilities Maintenance/Operations | Increase function to cover moving expenses to Olivares | 200,000 |
| | Total Function 51 | \$ 2,140,000 |
| 52-Security and Monitoring | Increase function for Camera Installations at Athens Elementary | 14,618 |
| 52-Security and Monitoring | Increase function to cover payroll cost | 93,000 |
| | Total Function 52 | \$ 107,618 |
| 53-Data Processing Services | Increase function for Technology Equipment & District Licensing | \$ 83,207 |
| 53-Data Processing Services | Increase function to cover payroll cost | 115,000 |
| | Total Function 53 | \$ 198,207 |
| 61-Community Services | Increase function to cover payroll cost | 110,000 |
| | Total Function 61 | \$ 110,000 |
| 81-Facilities Acquisition & Construction | Increase function for Olivares Project | 100,000 |
| | Total Function 81 | \$ 100,000 |
| | Total Increase in Expenditures | \$ 2,748,336 |
| General Fund Impact to Fund Balance | | \$ (5,035,491) |



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

- Purpose: Presentation/Report Recognition Discussion/ Possible Action
- Closed/Executive Session Work Session Discussion Only Consent

From: Lorraine De Leon, Executive Director for Instructional Services

Item Title: Approve the South San Antonio ISD 2020-2021 Academic School Calendar

Description: South San Antonio ISD 2020-2021 Academic School Calendar is developed annually by the administration and presented to the District Educational Improvement Council (DEIC) for input and approval of the final draft. DEIC is convened multiple times to get comprehensive input from our school communities.

Historical Data: Annually, the DEIC seeks input from campus learning communities to develop a viable calendar that will lead to successful student outcomes

Recommendation: Approve the South San Antonio ISD 2020-2021 Academic School Calendar

District Goal/Strategy:

Strategy 1 We will engage all school community members through transparency and effective communication to promote a positive perception and create a strong brand.

Funding Budget Code and Amount: N/A

APPROVED BY:

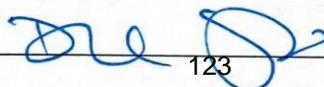
SIGNATURE

DATE

Chief Officer:

CFO Funding Approval:

Superintendent:

 _____

2.12.2020



South San Antonio ISD 2020 – 2021 Calendar

1450 Gillette Blvd • San Antonio, Texas 78224 • 210-977-7000 • www.southsanisd.net

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|-----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | <17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|-----|----|----|----|-----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | >17 |
| 18 | 19 | <20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | >19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4* | 5 | <6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|-----|----|----|----|----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | >27 |
| 28 | <29 | 30 | 31 | | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| | |
|---------------------------------------------------------------------------------------------------|-------------------------------|
| | District Closed |
| | New Teacher Academy |
| | Professional Learning |
| | Teacher Workday |
| | Teacher & Student Holiday |
| | State Assessment |
| | Early Release/Teacher Workday |
| (| Begin Semester |
|) | End Semester |
| < | Begin Nine Weeks |
| > | End Nine Weeks |
| * | Weather Make Up Day |

| |
|---------------------------------------|
| 1st Nine Weeks = 43 days |
| 2nd Nine Weeks = 39 days |
| 1st Semester = 82 days |
| 3rd Nine Weeks = 51 days |
| 4th Nine Weeks = 42 days |
| 2nd Semester = 93 days |
| Total Instructional Days = 175 |

| |
|---------------------------------|
| Elementary 7:40 am - 3:00 pm |
| Middle School 8:10 am - 3:30 pm |
| High School 8:32 am - 4:15 pm |

| |
|---------------------------------------|
| Elementary/Middle School = 77,000 min |
| High School = 80,105 min |

Important Dates

| | | | |
|----------------|---------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------|
| August 17 | First Day of School | April 6-9 | STAAR Writing 4, 7 STAAR EOC English I, English II STAAR 5 & 8 Reading and Math |
| September 7 | Labor Day | April 23 | Battle of Flowers |
| October 12 | Student Holiday/Professional Learning | May 4-7 | STAAR End of Course (High School) STAAR 8 Science and Social Studies |
| October 19 | Student Holiday/Teacher Workday | May 11-14 | STAAR Math 3, 4, 6, 7 STAAR Reading 3, 4, 6, 7 STAAR 5 & 8 Math Retest STAAR 5 & 8 Reading Retest STAAR 5 Science |
| Nov 23 - 27 | Thanksgiving Break | May 26-27 | High School Early Release |
| Dec 8-11 | STAAR End of Course (High School) | May 27 | Last Day of School |
| Dec 17-18 | High School Early Release | May 28 | Teacher Workday |
| Dec 21 - Jan 4 | Winter Break | June 22 - 25 | STAAR 5 & 8 Math and Reading Retest STAAR End of Course (High School) |
| January 5 | Student Holiday/Teacher Workday | | |
| January 18 | Martin Luther King Jr. Day | | |
| February 15 | Student Holiday/Professional Learning | | |
| Mar 8 - 12 | Spring Break | | |
| April 2 | Good Friday | | |



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: Presentation/Report Recognition Discussion/ Possible Action

Closed/Executive Session Work Session Discussion Only Consent

From: Sherri Seaman, HR Director

Item Title: Approve the Recommended Staff for Employment

Description:

Contracted staff recommended for employment by administration are provided for Board approval.

Historical Data:
According to DC (LOCAL), the Board retains final authority for employment of Chapter 21 administrator contractual personnel and all other non-Chapter 21 contract personnel.

Recommendation:
The Administration is recommending that the Board approves the employee recommended for hire.

District Goal/Strategy:
Select a Goal or Strategy

Funding Budget Code and Amount: CFO Approval

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

[Signature]

2/19/2020

Superintendent:

[Signature]

2.12.2020



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

To: Board of Trustees

Date: February 3, 2020

Subject: Recommendation for Employment

Listed below are the recommendations for employment of new personnel for your approval:

Employment Recommendations

| <i>Name</i> | <i>Position</i> | <i>Campus</i> | <i>New/Promotion</i> |
|-------------------------------|---------------------------------------------|----------------|----------------------|
| <i>Israel Rios</i> | Director for Early College | South San HS | New Hire |
| <i>Larry Machado</i> | Assistant Principal | Kazen MS | New Hire |
| <i>Bobbeye Schanen Hylton</i> | Director of Strategic Planning & Innovation | Administration | Promotion |

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

Superintendent:

February 19, 2020 Q&A

Questions from Gilbert Rodriguez:

Consent #13:

Madam Superintendent,

I would like to submit the following questions for your consideration for items on the February 19, 2020 board meeting agenda:

8. Are the resumes for the recommended staff for employment available to review? **Yes, resumes have been submitted to the Superintendent's office.**

Best Regards,

Gilbert F. Rodriguez



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: Feb 19 2020

- Purpose: [] Presentation/Report [] Recognition [] Discussion/ Possible Action
[] Closed/Executive Session [] Work Session [] Discussion Only [x] Consent

From: Scott Laleman, Director of Technology

Item Title: Approval of E-Rate Category 2 purchases for switches and battery backups

Description: Approve a contract with Computer Solutions, not to exceed \$150,000 for e-rate funded networking and battery backup equipment. This includes new network switches, a new batter backup system for the high school, and replacement batteries for several campuses. Computer Solutions was selected through the Universal Service Administrative Company (USAC) competitive bidding process. South San Antonio ISD will receive an 85% discount on e-rate eligible equipment and services if funded via e-rate

Historical Data: E-rate products are bid annually in various categories

Recommendation: Approve the e-rate category 2 contract with computer solutions

District Goal/Strategy:

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

Funding Budget Code and Amount: 199 E 53 not to exceed \$150,000

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

CFO Funding Approval:

Superintendent:

Handwritten signature of Superintendent

Handwritten date: 2.12.2020

E-RATE 2020-21 BID EVALUATION GRID - TEXAS

| | | | |
|--------------------|-----------------------|--------|-----------------------|
| Organization Name: | South San Antonio ISD | | |
| Prepared by: | Jeremy Skay | Title: | Network Administrator |
| Signature: | Jeremy Skay | Date: | 1/28/2020 |

| Description of Service: | | | | | | | | | | | | |
|-------------------------------------|-----------------------|----------------------------|-------------|-------------------|------------------|------------|-----------------------|---------------------|-------------------|------------------------|----------------|--------------|
| Service Provider | E-Rate Eligible Costs | Other Costs - Not Eligible | Price-Erate | Price-Other Costs | Approved Vendor* | Reputation | Quality of Goods/Svcs | Meet District Needs | Past Relationship | Underutilized Business | Long-term cost | Total Points |
| <i>Points Possible for Each Bid</i> | | | 20.000 | 5 | 15 | 10 | 10 | 10 | 10 | 10 | 10 | 100 |
| 1 Barcom | 161,642.36 | | 9.008 | 4.000 | 5 | 10 | 8 | 5 | 5 | 10 | 1 | 57.008 |
| 2 CDW | 114,630.00 | | 12.702 | 5.000 | 5 | 10 | 8 | 8 | 10 | 0 | 5 | 63.702 |
| 3 Computer Solutions | 135,583.36 | | 10.739 | 4.000 | 5 | 10 | 9 | 8 | 10 | 10 | 8 | 74.739 |
| 4 Intech | 72,801.00 | | 20.000 | 1.000 | 5 | 9 | 5 | 1 | 8 | 10 | 1 | 60.000 |
| 5 Netsync | 129,871.67 | 11,589.53 | 11.211 | 2.000 | 5 | 9 | 9 | 6 | 8 | 10 | 5 | 65.211 |
| 6 | | | | | | | | | | | | 0.000 |
| 7 | | | | | | | | | | | | 0.000 |
| 8 | | | | | | | | | | | | 0.000 |
| 9 | | | | | | | | | | | | 0.000 |
| 10 | | | | | | | | | | | | 0.000 |

EVALUATION RATIONALE (Attach additional pages as necessary)

*Approved Vendor includes vendor registration with Texas Department of Information Resources (DIR), Buyboard, TIPS/TAPS, The Cooperative Purchasing Network (TCPN), ESC Region, Dallas County Schools, or Educational Purchasing Cooperative of North Texas (EPCNT)

E-RATE 2020-21 BID EVALUATION GRID - TEXAS

| | | | |
|--------------------|-----------------------------------------------------------------------------------|--------|------------------------|
| Organization Name: | South San Antonio ISD | | |
| Prepared by: | Scott Laleman | Title: | Director of Technology |
| Signature: |  | Date: | 1/28/2020 |

| Description of Service: | | | | | | | | | | | | |
|-------------------------------------|-----------------------|----------------------------|-------------|-------------------|------------------|------------|-----------------------|---------------------|-------------------|------------------------|----------------|--------------|
| Service Provider | E-Rate Eligible Costs | Other Costs - Not Eligible | Price-Erate | Price-Other Costs | Approved Vendor* | Reputation | Quality of Goods/Svcs | Meet District Needs | Past Relationship | Underutilized Business | Long-term cost | Total Points |
| <i>Points Possible for Each Bid</i> | | | 20.000 | 5 | 15 | 10 | 10 | 10 | 10 | 10 | 10 | 100 |
| 1 Barcom | 161,642.36 | | 9.008 | 5.000 | 5 | 10 | 10 | 6 | 0 | 10 | 5 | 60.008 |
| 2 Netsync | 129,821.67 | 11,589.53 | 11.216 | 3.000 | 5 | 10 | 10 | 8 | 10 | 10 | 8 | 75.216 |
| 3 CDWG | 114,630.00 | | 12.702 | 5.000 | 5 | 10 | 10 | 6 | 10 | 0 | 8 | 66.702 |
| 4 Intech | 72,801.00 | | 20.000 | 5.000 | 5 | 10 | 10 | 3 | 10 | 0 | 5 | 68.000 |
| 5 Computer solutions | 135,583.36 | | 10.739 | 5.000 | 5 | 10 | 10 | 8 | 10 | 10 | 10 | 78.739 |
| 6 | | | | | | | | | | | | 0.000 |
| 7 | | | | | | | | | | | | 0.000 |
| 8 | | | | | | | | | | | | 0.000 |
| 9 | | | | | | | | | | | | 0.000 |
| 10 | | | | | | | | | | | | 0.000 |

EVALUATION RATIONALE (Attach additional pages as necessary)

*Approved Vendor includes vendor registration with Texas Department of Information Resources (DIR), Buyboard, TIPS/TAPS, The Cooperative Purchasing Network (TCPN), ESC Region, Dallas County Schools, or Educational Purchasing Cooperative of North Texas (EPCNT)

CONTRACT FOR E-RATE PRODUCTS AND/OR SERVICES FY2020

| | | | |
|-------------------------------------------------------|-----------------------|-----------------|------------------------------------------|
| APPLICANT | SOUTH SAN ANTONIO ISD | PROVIDER | GREAT SOUTH TX Corp / COMPUTER SOLUTIONS |
| Contact Name | SCOTT LALEMAN | Contact Name | CRAIG WATKINS |
| Contact Email | | Contact Email | CWATKINS@COMSOLTX.COM |
| Address | | Address | 814 ARION PKWY, STE 101 |
| City, ST, Zip | | City, ST, Zip | SA TX 78216 |
| USAC BEN | | USAC SPIN | 143005689 |
| FCC Form 470 # | 200005081 | Bid # | RFP 2020-02 Doc# 102108 |
| E-Rate RFP # | RFP 2020-02 | Bid Amount \$ | \$134,461.36 |
| Number of annual renewals allowed for this agreement: | | 4 (four) | |

SERVICES

The Provider agrees to provide to the Applicant the products and/or services as specified in the Provider's Bid and incorporated with the Applicant's E-Rate RFP and FCC Form 470 as listed above.

RECITALS

Pursuant to the Schools and Libraries Universal Services Support Mechanism (E-Rate) contained in the Universal Service Provisions of the Telecommunications Act of 1996 [47 U.S.C. § 254. Telecommunications Act of 1996, Pub. L. No. 104-104, 110 Stat. 56 (1996) ("1996 Act")], Applicant advertised for certain products and services. Provider submitted a bid to provide same. In accordance with the requirements of the regulations implementing the Act, Applicant considered the bid and determined that it should be accepted. The parties are now ready to enter into a contract for the furnishing of such products and/or services and they set their agreement in writing as follows:

AGREEMENT

For and in consideration of the payment of the sums of money specified herein, together with other good and valuable consideration, Provider does hereby agree to furnish, and Applicant does hereby agree to accept and pay the discounted price for the products and/or services bid.

The term of this contract shall commence on or after July 1, 2020 and shall terminate on (a) June 30, 2021 for recurring services or (b) September 30, 2021 for non-recurring services. The contract expiration for non-recurring services shall be automatically extended to align with SLD authorized extensions due to late funding and changes in products and/or services approved on or after March 1st. This agreement may be extended annually and voluntarily by mutual written ratification up to the number of renewals listed above. The Applicant must issue a written notice to proceed to the Provider prior to commencement of service, delivery or installation. The Applicant is under no obligation to pay if the Provider commences work without the Applicant's written notice to proceed.

If the Schools and Libraries Division ("SLD"), Administrator of the Universal Services Support Mechanism, or its successor, should fail to approve all of or any part of the products and services covered by this contract, the Applicant shall have the right, at its option, to cancel this contract, as to that part of the products and services disallowed for discount pricing. If, after approval of discount funding by SLD or its successor, Applicant's governing board should fail to approve all of or any part of the products and services covered by this contract, the Applicant shall have the right, at its option, to cancel this contract as to that part of the products and services disallowed by the governing board. The total costs of the products and services shall not exceed the Bid Amount. In no circumstances shall Applicant be liable for an amount exceeding the Applicant's non-discount share unless Applicant's governing board specifically waives this provision in writing.

For Applicant:

Applicant Signature _____

Date _____

Printed Name: _____

Title: _____

For Provider:

Provider Signature _____

Date _____

Printed Name: _____

Title: _____

1/14/2020

[Handwritten Signature]

Craig A. Watkins

Account Executive



Laleman, Scott <scott.laleman@southsanisd.net>

ComSol Quote #1021087 - Erate RFP - FY2020-02 - Cat 2 Network/UPS

3 messages

Craig Watkins <cwatkins@comsoltx.com> Wed, Jan 29, 2020 at 7:23 AM
To: "Skay, Jeremy D" <jeremy.skay@southsanisd.net>, Scott Laleman <slaleman@southsanisd.net>
Cc: Mike Garcia <mgarcia@comsoltx.com>

Jeremy,

Please see the updated quote requested, I have added the following as we discussed on the phone yesterday.

L-C3850-48-L-S – Cisco 3850 LAN Base to IP Base License Upgrade Qty 1

SFP-10G-LR-S= - Cisco 10G LR Single Mode Long Reach SFP's – Qty 4

Both of these items were discounted at the same pricing level as the other Cisco items in the quote and they were inserted in the #2 Section of switches.

Please let me know if you need any other changes or if I can assist any further.

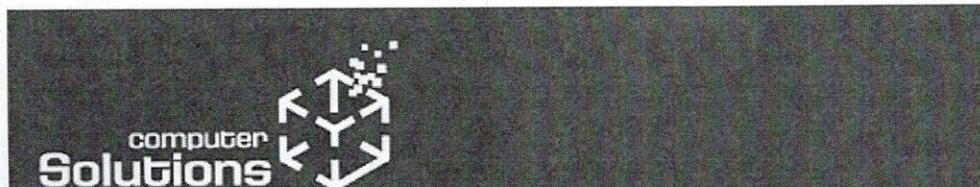
Thanks for this opportunity, we truly appreciate it.

Thanks,

Craig

Craig Watkins CCDA, CCNA (RS, Sec, Collab, Wireless), CMNA

Account Executive
Direct: 210-369-0355
Email: cwatkins@comsoltx.com
Web: www.comsoltx.com



The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.

[v_3/2018]

Quote 1021087.pdf
58K

Skay, Jeremy D <jeremy.skay@southsanisd.net>
To: Craig Watkins <cwatkins@comsoltx.com>
Cc: Scott Laleman <slaleman@southsanisd.net>, Mike Garcia <mgarcia@comsoltx.com>

Wed, Jan 29, 2020 at 10:30 AM

The sfp should be quantity 4

thank you

Jeremy Skay
Network Administrator
SouthSan School District

[Quoted text hidden]

Craig Watkins <cwatkins@comsoltx.com>
To: "Skay, Jeremy D" <jeremy.skay@southsanisd.net>
Cc: Scott Laleman <slaleman@southsanisd.net>, Mike Garcia <mgarcia@comsoltx.com>

Wed, Jan 29, 2020 at 11:54 AM

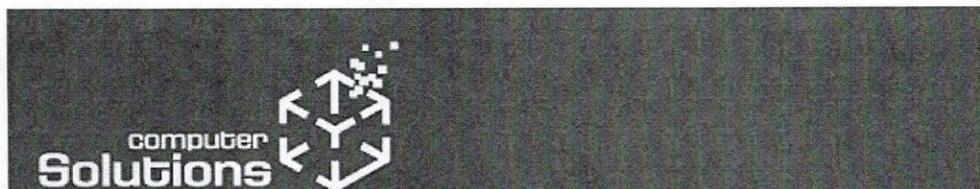
Please see updated quote attached with the correct quantity.

Thanks,

Craig

Craig Watkins CCDA, CCNA (RS, Sec, Collab,
Wireless), CMNA

Account Executive
Direct: 210-369-0355
Email: cwatkins@comsoltx.com
Web: www.comsoltx.com



The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.

[v_3/2018]

[Quoted text hidden]

Quote 1021087 (4).pdf
58K



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: Presentation/Report Recognition Discussion/ Possible Action

Closed/Executive Session Work Session Discussion Only Consent

From: Dolores Sendejo, Interim Superintendent of Schools

Item Title: Report on Pre-K for SA

Description: Pre-K for SA was established in 2011 to serve preschoolers in San Antonio.

Historical Data: No prior reports.

Recommendation: Report only

District Goal/Strategy:

Strategy 4 We will build partnerships with businesses and the community to promote parental involvement, support opportunities for student success, and increase student attendance and enrollment.

Funding Budget Code and Amount: N/A

| APPROVED BY: | SIGNATURE | DATE |
|-----------------------|-----------|-------|
| Chief Officer: | _____ | _____ |
| CFO Funding Approval: | _____ | _____ |
| Superintendent: | _____ | _____ |



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: X Presentation/Report [] Recognition [] Discussion/ Possible Action

[] Closed/Executive Session [] Work Session [] Discussion Only [] Consent

From: Amy Shields - Director of Teaching and Learning, Brad Cloud - Library Coordinator

Item Title: Report on the State of South San ISD Libraries

Description: Report on the state of libraries across the district, including average age of book collections, the current physical conditions of SSAISD libraries and proposed improvements for the 2020-2021 school year.

Historical Data: The most recent pattern of significant purchasing occurred in the 1990's.

Recommendation: Report only

District Goal/Strategy:

Strategy 1 We will engage all school community members through transparency and effective communication to promote a positive perception and create a strong brand.

Funding Budget Code and Amount: N/A

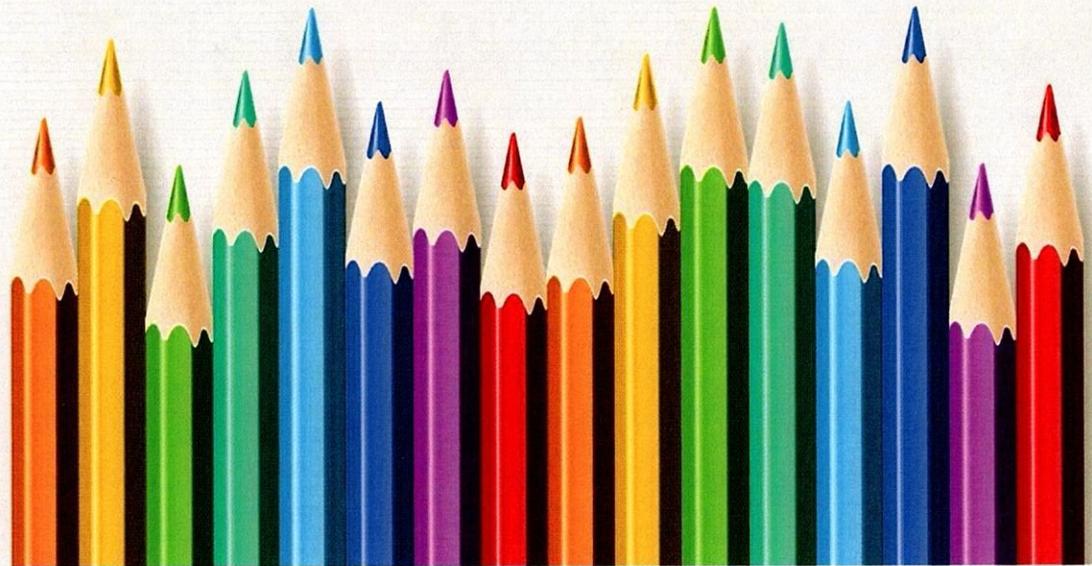
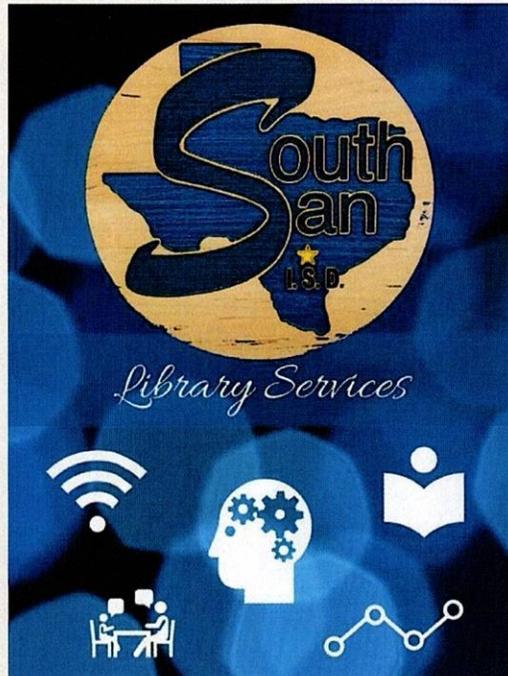
APPROVED BY: SIGNATURE DATE

Chief Officer: _____

CFO Funding Approval: _____

Superintendent: [Signature] 135 [Signature] 2.12.2020

State of South San ISD Libraries





Hello!

Amy Shields

Director of Teaching and Learning

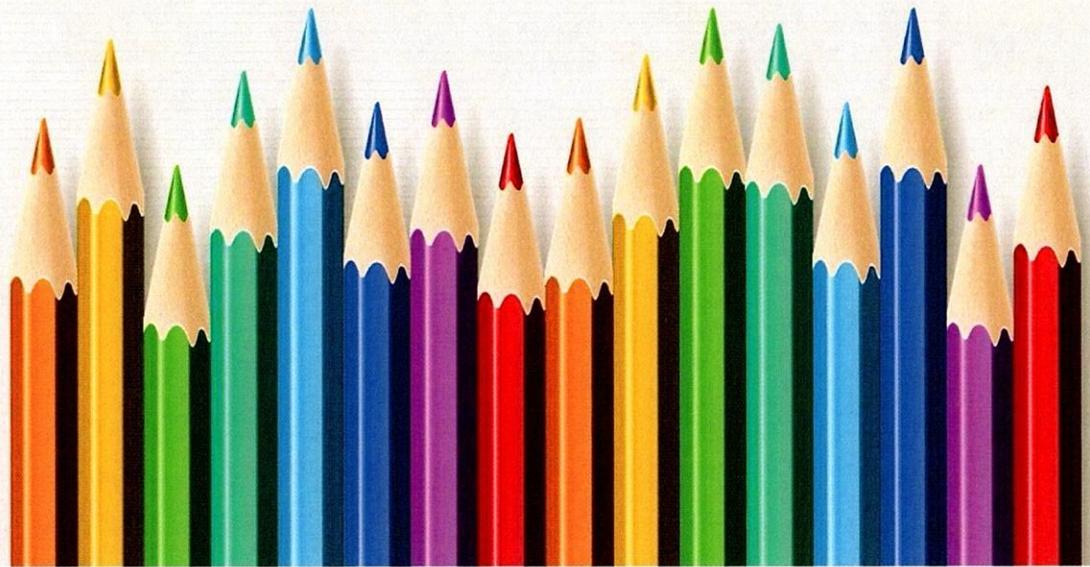


Hello!

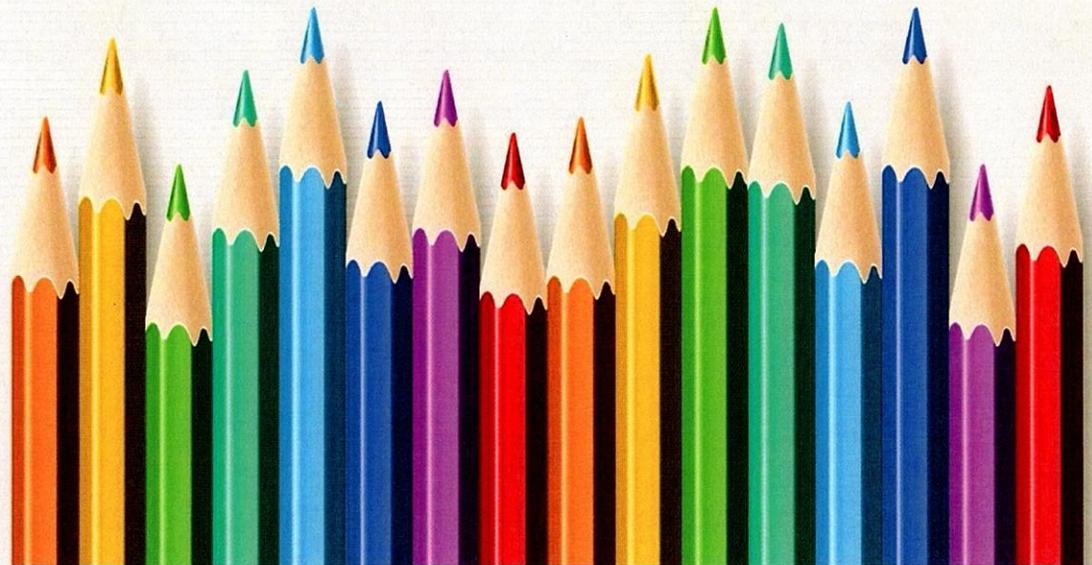
Brad Cloud

Coordinator, Library and Media Services and
Instructional Technology

**Thank You for Supporting
South San Libraries!**



The Importance of Reading



READING MATTERS!

HERE'S THE IMPACT OF READING 20 MINUTES PER DAY

A STUDENT WHO READS



WILL BE EXPOSED TO

1,800,000
WORDS PER YEAR

282,000
WORDS PER YEAR

8,000
WORDS PER YEAR

AND CAN SCORE IN THE



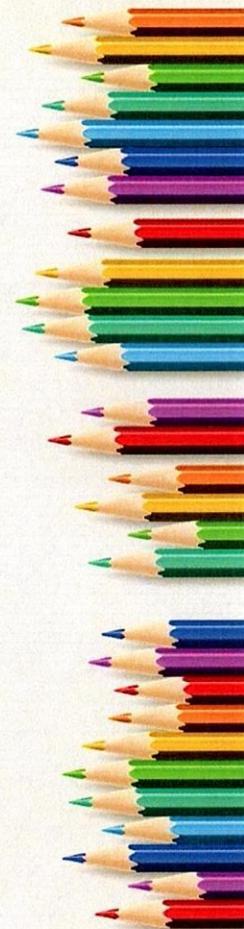
ON STANDARDIZED TESTS!

English Language Arts and Reading TEKS

K-8

Developing and sustaining foundational language skills: listening, speaking, reading, writing, and thinking--self-sustained reading. The student reads grade-appropriate texts independently. The student is expected to **self-select text and read independently for a sustained period of time.**

Comprehension skills: listening, speaking, reading, writing, and thinking using **multiple texts.** The student uses metacognitive skills to both develop and deepen comprehension of increasingly complex texts.

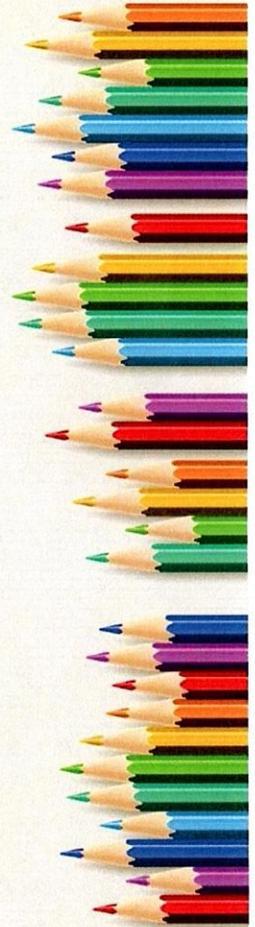


**More and more research
indicates that students
comprehend more when
reading on paper vs. a digital
reader.**

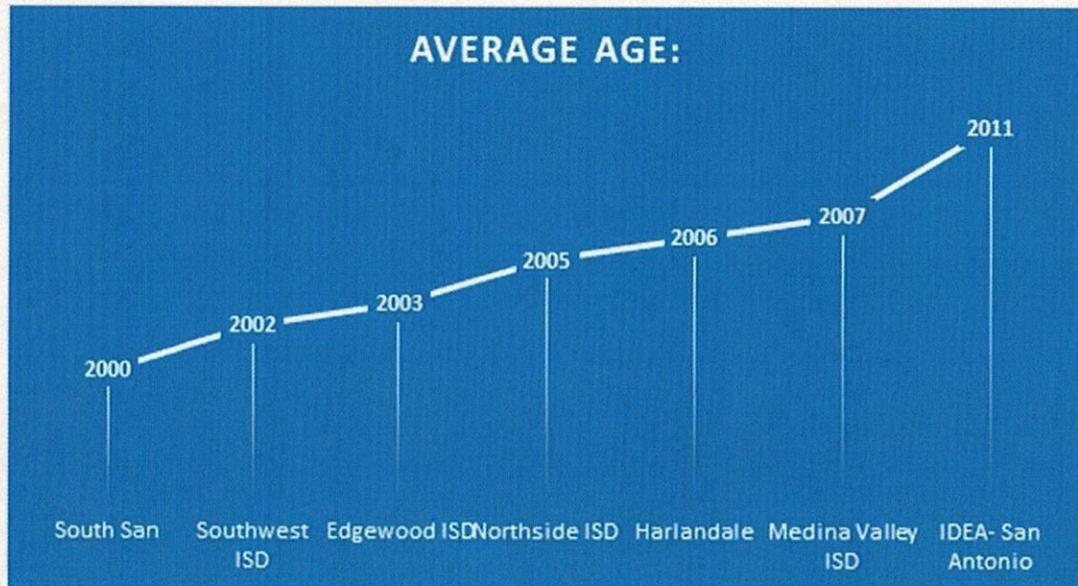


Texas School Libraries Mission

Certified librarians and trained staff nurture a culture of literacy and inquiry throughout the school community. An integral part of instructional teams, librarians are instructional specialists who collaborate with teachers on curriculum design and delivery. They **maintain a professionally developed collection of print and digital materials** and assist learners in locating resources that match their academic and personal interests. Librarians model and teach information literacy and digital citizenship, empowering learners to make ethical, informed choices in an increasingly complex and evolving global environment.



Average Age of Library Books



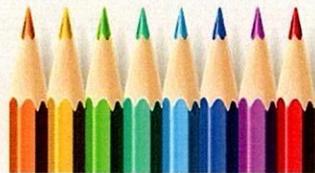
| Average Age: | |
|-------------------|------|
| South San | 2000 |
| Southwest ISD | 2002 |
| Edgewood ISD | 2003 |
| Northside ISD | 2005 |
| Harlandale | 2006 |
| Medina Valley ISD | 2007 |
| IDEA- San Antonio | 2011 |



Comparison of Local Districts

| District | Average Age | Yearly Budget | Number of Schools | \$ Per Student |
|---------------|-------------|---------------|-------------------|----------------|
| South San | 2000 | \$18,459 | 16 | \$2.17 |
| Southwest | 2002 | \$161,259 | 17 | \$11.12 |
| Edgewood | 2003 | Not Available | 17 | Not Available |
| Northside | 2005 | See below | 120 | See below |
| Harlandale | 2006 | \$188,482 | 19 | \$12.43 |
| Medina Valley | 2007 | \$73,000 | 7 | \$13.27 |
| IDEA | 2011 | Not Available | N/A | N/A |

| Northside Budget Parameters | |
|-----------------------------|-------------------|
| Elementary | 12.72 per student |
| Middle | 12.75 per student |
| High | 16.92 per student |



Where We Are - Where We Hope to Be

| STANDARDS | DISTINGUISHED (5) | ACCOMPLISHED (4) | PROFICIENT (3) | DEVELOPING (2) | IMPROVEMENT NEEDED (1) |
|----------------------------------------------------|--------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|------------------------------------------------------|
| Age of Collection | Average 10 years or newer | Average 12 years or newer | Average 14 years or newer | Average 16 years or newer | Older than 16 years |
| Number of items in collection (Elementary) | 15,000 items or 18 items/student, whichever is greater | 13,000 items or 16 items/student | 11,000 items or 14 items/student | 9,000 items or 12 items/student | less than 7,000 items or fewer than 12 items/student |
| Number of items in collection (Secondary) | 13,000 items or 16 items/student, whichever is greater | 12,000 items or 14 items/student | 10,000 items or 12 items/student | 8,000 items or 10 items/student | less than 8,000 items or fewer than 10 items/student |
| Number of Digital Items in collection (Elementary) | 2,600 items or 80% print, 20% digital ratio | 20% of items in collection are digital | 15% of items in collection are digital | 10% of items in collection are digital | No digital collection |
| Number of Digital Items in collection (Secondary) | 3,600 items or 60% print, 40% digital ratio | 30% of items in collection are digital | 20% of items in collection are digital | 15% of items in collection are digital | No digital collection |
| Refresh: Weeded and added | At least 5% of collection is refreshed annually | At least 4% of collection is refreshed annually | At least 3% of collection is refreshed annually | At least 2% of collection is refreshed annually | At least 1% or less is refreshed annually |
| Circulation (Elementary) | 70 items/student per year | 50 items/student per year | 30 items/student per year | 20 items/student per year | 20 or less items/student per year |
| Circulation (Secondary) | 18 items/student per year | 15 items/student per year | 12 items/student per year | 10 items/student per year | less than 6 items/student per year |
| Budget | \$20 X ADA | \$18 X ADA | \$12 X ADA | \$8 X ADA or less | \$6 or less X ADA |

Where we are

Where We Hope to Be

Recommended Book to Student Ratio (Proficient Rating)

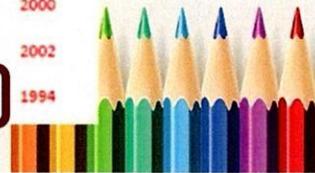
- Elementary Level - 14 items per student
- Secondary Level - 12 items per student



South San's Ratio By Campus

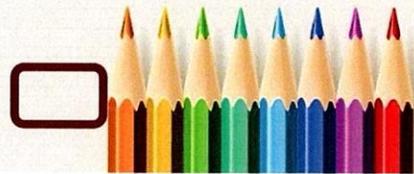
| School Name | Total Items in Collection | School Enrollment | Current Items per Student | Current Average Age |
|--------------------------------|---------------------------|-------------------|---------------------------|---------------------|
| Athens Elem School | 3,676 | 215 | 17.10 | 2012 |
| Five Palms Elem Sch | 11,985 | 480 | 24.97 | 1999 |
| Frank Madia Elem School | 11,926 | 720 | 16.56 | 2000 |
| Hutchins Elem School | 10,030 | 550 | 18.24 | 2001 |
| Kindred Elem School | 12,446 | 360 | 34.57 | 1997 |
| Miguel Carrillo Jr Elem School | 13,007 | 460 | 28.28 | 1999 |
| Neil Armstrong Sch Lib | 12,158 | 450 | 27.02 | 1998 |
| Palo Alto Elem School | 15,522 | 500 | 31.04 | 1998 |
| Price Elem School | 9,552 | 512 | 18.66 | 2001 |
| Roy Benavidez Elem School | 15,371 | 620 | 24.79 | 1997 |
| Abraham Kazen Mdl School | 3,713 | 202 | 18.38 | 2012 |
| Alan B Shepard Mdl School | 10,905 | 593 | 18.39 | 1999 |
| Dwight Middle School | 13,357 | 625 | 21.37 | 2000 |
| Zamora Mdl School | 10,786 | 725 | 14.88 | 2002 |
| South San Antonio High School | 18,511 | 2,700 | 6.86 | 1994 |

Our ratio is actually pretty good (other than South San High), but it's primarily due to the lack of "weeding" (removing outdated books from the collection).



Our Approach

- Weed (remove outdated books)
- Add (purchase new books)



Goal

South San ISD library book collections will move from the “improvement needed” to the “proficient” classification within 5 calendar years, with an intended result of increased literacy levels. Each library will also receive a full furniture refresh in this time period (excluding Kazen and Athens).



A decorative border of various colored pencils (red, purple, blue, green, yellow, black) is arranged around the central text on a light beige background.

Estimated Investment

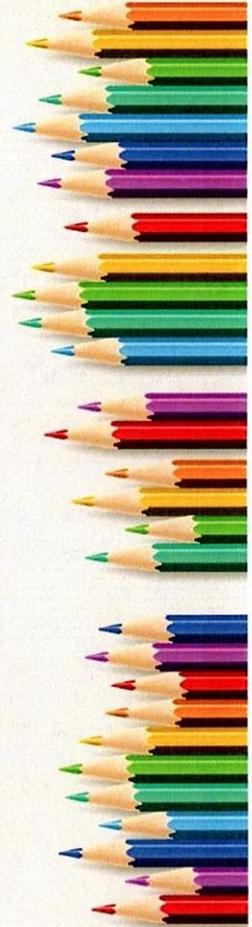
\$1,000,000*
over 3-5 years

***Followed by a yearly
budget increase for
maintenance/improvement**

Credits

Special thanks to all the people who made and released these awesome resources for free:

- X Presentation template by [SlidesCarnival](#)
- X Photographs by [Unsplash](#)



Where do you fit in with the new Texas Library Standards?

MISSION OF TEXAS SCHOOL LIBRARIES

Certified librarians and trained staff nurture a culture of literacy and inquiry throughout the school community.

An integral part of instructional teams, librarians are teachers who collaborate with teachers on curriculum design and delivery. They maintain a professionally developed collection of print and digital materials and assist learners in locating resources that match their academic and personal interests. Librarians model and

teach information literacy and digital citizenship, empowering learners to make ethical, informed choices in an increasingly complex and evolving global environment.

| STANDARDS | DISTINGUISHED (5) | ACCOMPLISHED (4) | PROFICIENT (3) | DEVELOPING (2) | IMPROVEMENT NEEDED (1) |
|----------------------------------------------------|--------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|------------------------------------------------------|
| Age of Collection | Average 10 years or newer | Average 12 years or newer | Average 14 years or newer | Average 16 years or newer | Older than 16 years |
| Number of items in collection (Elementary) | 15,000 items or 18 items/student, whichever is greater | 13,000 items or 16 items/student | 11,000 items or 14 items/student | 9,000 items or 12 items/student | less than 7,000 items or fewer than 12 items/student |
| Number of items in collection (Secondary) | 13,000 items or 16 items/student, whichever is greater | 12,000 items or 14 items/student | 10,000 items or 12 items/student | 8,000 items or 10 items/student | less than 8,000 items or fewer than 10 items/student |
| Number of Digital Items in collection (Elementary) | 2,600 items or 80% print, 20% digital ratio | 20% of items in collection are digital | 15% of items in collection are digital | 10% of items in collection are digital | No digital collection |
| Number of Digital Items in collection (Secondary) | 3,600 items or 60% print, 40% digital ratio | 30% of items in collection are digital | 20% of items in collection are digital | 10% of items in collection are digital | No digital collection |
| Refresh: Weeded and added | At least 5% of collection is refreshed annually | At least 4% of collection is refreshed annually | At least 3% of collection is refreshed annually | At least 2% of collection is refreshed annually | At least 1% or less is refreshed annually |
| Circulation (Elementary) | 70 items/student per year | 50 items/student per year | 30 items/student per year | 20 items/student per year | 20 or less items/student per year |
| Circulation (Secondary) | 18 items/student per year | 15 items/student per year | 12 items/student per year | 12 items/student per year | less than 6 items/student per year |
| Budget | \$20 X ADA | \$16 X ADA | \$12 X ADA | \$8 X ADA or less | \$6 or less X ADA |

| School Name | Type of School | Total Items in Collection | School Enrollment | Current Items per Student | Current Average Age | Current Goal Met | Proficient Standard Average Age | Proficient Standard Items per Student | Proficient Standard Minimum Number of Items | Proficient Standard Recommended Yearly Budget | Proficient Standard Total Items to Purchase | Proficient Standard Weeding Total | Proficient Standard Total Funds |
|--------------------------------|-------------------|---------------------------|-------------------|---------------------------|---------------------|--------------------|---------------------------------|---------------------------------------|---------------------------------------------|-----------------------------------------------|---------------------------------------------|-----------------------------------|---------------------------------|
| Athens Elem School | Elementary School | 3,676 | 215 | 17.10 | 2012 | Improvement Needed | 2005 | 14 | 11,000 | \$3,655.00 | 7,324 | 0 | \$124,508.00 |
| Five Palms Elem Sch | Elementary School | 11,985 | 480 | 24.97 | 1999 | Improvement Needed | 2005 | 14 | 11,000 | \$8,160.00 | 2,344 | 3,329 | \$39,848.00 |
| Frank Madla Elem School | Elementary School | 11,926 | 720 | 16.56 | 2000 | Improvement Needed | 2005 | 14 | 11,000 | \$12,240.00 | 2,304 | 3,230 | \$39,168.00 |
| Hutchins Elem School | Elementary School | 10,030 | 550 | 18.24 | 2001 | Improvement Needed | 2005 | 14 | 11,000 | \$9,350.00 | 2,170 | 1,200 | \$36,890.00 |
| Kindred Elem School | Elementary School | 12,446 | 360 | 34.57 | 1997 | Improvement Needed | 2005 | 14 | 11,000 | \$6,120.00 | 2,782 | 4,228 | \$47,294.00 |
| Miguel Carrillo Jr Elem School | Elementary School | 13,007 | 460 | 28.28 | 1999 | Improvement Needed | 2005 | 14 | 11,000 | \$7,820.00 | 2,553 | 4,560 | \$43,401.00 |
| Neil Armstrong Sch Lib | Elementary School | 12,158 | 450 | 27.02 | 1998 | Improvement Needed | 2005 | 14 | 11,000 | \$7,650.00 | 2,825 | 3,983 | \$48,025.00 |
| Palo Alto Elem School | Elementary School | 15,522 | 500 | 31.04 | 1998 | Improvement Needed | 2005 | 14 | 11,000 | \$8,500.00 | 1,542 | 6,064 | \$26,214.00 |
| Price Elem School | Elementary School | 9,552 | 512 | 18.66 | 2001 | Improvement Needed | 2005 | 14 | 11,000 | \$8,704.00 | 2,230 | 782 | \$37,910.00 |
| Roy Benavidez Elem School | Elementary School | 15,371 | 620 | 24.79 | 1997 | Improvement Needed | 2005 | 14 | 11,000 | \$10,540.00 | 2,483 | 6,854 | \$42,211.00 |
| Abraham Kazen Mdl School | Middle School | 3,713 | 202 | 18.38 | 2012 | Improvement Needed | 2005 | 12 | 10,000 | \$3,434.00 | 6,287 | 0 | \$106,879.00 |
| Alan B Shepard Mdl School | Middle School | 10,905 | 593 | 18.39 | 1999 | Improvement Needed | 2005 | 12 | 10,000 | \$10,081.00 | 2,227 | 3,132 | \$37,859.00 |
| Dwight Middle School | Middle School | 13,357 | 625 | 21.37 | 2000 | Improvement Needed | 2005 | 12 | 10,000 | \$10,625.00 | 1,113 | 4,470 | \$18,921.00 |
| Zamora Mdl School | Middle School | 10,786 | 725 | 14.88 | 2002 | Improvement Needed | 2005 | 12 | 10,000 | \$12,325.00 | 1,098 | 1,884 | \$18,666.00 |
| South San Antonio High School | High School | 18,511 | 2,700 | 6.86 | 1994 | Improvement Needed | 2005 | 12 | 10,000 | \$45,900.00 | 15,292 | 1,403 | \$259,964.00 |
| | | | | | | | | | | | 54,574 | 45,119 | \$927,758.00 |

South San ISD

Library Budget Proposal

Goal:

This project takes South San ISD Libraries' book collection from "Improvement Needed" to "Proficient" within 5 years, while maintaining a proficient level by means of an increased annual budget per campus. Intended end result is enhanced literacy levels district-wide. Our goal will also include a complete "refresh" of furniture for the libraries to maintain an updated appearance and to provide for a more efficient use of space.

Direct Costs:

An initial investment of approximately \$1,000,000 is estimated to achieve the goal of "Proficient" level regarding district book collections and to refresh library furniture. We propose that this amount be spread across 5 years. This amounts to an annual investment of \$200,000. A continued annual district budget of \$127,500 (after the five year period) is proposed for maintaining the proficient level status. This figure is achieved by the following formula: 8,500 (ADA) X \$15 (average cost of a book). $8500 \times \$15 = \$127,500$. The current district budget for library books is approximately \$16,500. The annual difference between the two is \$111,000.

Strategy:

Proficient level will be reached with a combination of new book purchases as well as the "weeding" or removal of non-current books.

Anticipated Benefit:

Generally, South San ISD Library Services expects improved literacy levels for all campuses and grade levels as a result of a book collection update. Below are just a few of the specific anticipated benefits:

- Improved student vocabulary
- Increased comprehension levels
- Students better prepared for College, Career and/or Military
- Higher assessment rates

[Link to Collection Analysis Documents](#)



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 20, 2020

Purpose: Presentation/Report Recognition Discussion/ Possible Action

Closed/Executive Session Work Session Discussion Only Consent

From: Dolores Sendejo, Interim Superintendent

Item Title: Monthly Financial Statements for the Month Ending January 2020

Monthly budget reports reflecting financial activity of the District for General, Food Service and Debt Service Funds.

Historical Data:

Recommendation: Report Only

District Goal/Strategy:

Strategy 5 We will promote and ensure a safe and secure learning environment for all students.

Funding Budget Code and Amount:

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

[Signature]

2/10/2020

CFO Funding Approval:

[Signature]

2-12-2020

Superintendent:

South San Antonio ISD
Food Service Fund
Monthly Budget Report
January 2020

| Revenues | Original Budget | Revised Budget | Actual | Difference | % Received |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|------------|
| 5700 LOCAL AND INTERMEDIATE REVENUES | \$ 213,708 | \$ 213,708 | \$ 112,319 | \$ 101,389 | 52.56% |
| 5800 STATE PROGRAM REVENUES | 422,439 | 35,000 | - | 35,000 | 0.00% |
| 5900 FEDERAL REVENUES | 6,771,575 | 7,159,014 | 3,566,512 | 3,592,502 | 49.82% |
| Total Fund 240 Revenues: | \$ 7,407,722 | \$ 7,407,722 | \$ 3,678,831 | \$ 3,728,891 | 50% |

| Appropriations | Original Budget | Budgeted | Encumbrance | Actual | Available | % Expended |
|-------------------------------------|---------------------|---------------------|-------------------|---------------------|---------------------|------------|
| 35 - FOOD SERVICES | \$ 7,304,878 | \$ 7,304,878 | \$ 845,984 | \$ 2,759,510 | \$ 3,699,383 | 49.36% |
| 51 - PLANT MAINTENANCE & OPERATIONS | 752,546 | 752,546 | 39,900 | 300,039 | 412,606 | 45.17% |
| Total Fund 240 Expenses: | \$ 8,057,424 | \$ 8,057,424 | \$ 885,885 | \$ 3,059,550 | \$ 4,111,990 | 49% |

Excess/(Deficiency) of Revenues Over/(Under) Expenditures **\$ (649,702)** **\$ (649,702)** **\$ 619,281**

Fund Balance-August 31, 2019 **\$ 2,436,935** **\$ 2,436,935**
Estimated Fund Balance-August 31, 2020 **\$ 1,787,233** **\$ 1,787,233**

South San Antonio ISD
Debt Service Fund
Monthly Budget Report
January 2020

| Revenues | Original Budget | Revised Budget | Actual | Difference | % Received |
|--------------------------------------|----------------------|----------------------|---------------------|---------------------|---------------|
| 5700 LOCAL AND INTERMEDIATE REVENUES | \$ 8,976,026 | \$ 8,976,026 | \$ 6,668,607 | \$ 2,307,419 | 74.29% |
| 5800 STATE PROGRAM REVENUES | 4,036,700 | 4,036,700 | 3,141,963 | 894,737 | 77.83% |
| 7900 OPERATING TRANSFERS IN | - | - | 6,432 | (6,432) | 0.00% |
| Total Fund 599 Revenues: | \$ 13,012,726 | \$ 13,012,726 | \$ 9,817,002 | \$ 3,195,724 | 75.44% |

| Appropriations | Original Budget | Budgeted | Encumbrance | Actual | Available | % Expended |
|---------------------------------|----------------------|----------------------|-------------|------------------|----------------------|--------------|
| 71 - DEBT SERVICE | \$ 13,328,237 | \$ 13,328,237 | \$ - | \$ 16,000 | \$ 13,312,237 | 0.12% |
| Total Fund 599 Expenses: | \$ 13,328,237 | \$ 13,328,237 | \$ - | \$ 16,000 | \$ 13,312,237 | 0.12% |

Excess/(Deficiency) of Revenues Over/(Under) Expenditures **\$ (315,511)** **\$ (315,511)** **\$ 9,801,002**

| | | |
|----------------------------------------|--------------|--------------|
| Fund Balance-August 31, 2019 | \$ 3,297,948 | \$ 3,297,948 |
| Estimated Fund Balance-August 31, 2020 | \$ 2,982,437 | \$ 2,982,437 |



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: [X] Presentation/Report [] Recognition [] Discussion/ Possible Action

[] Closed/Executive Session [] Work Session [] Discussion Only [] Consent

From: Connie Prado, Board of Trustees President

Item Title: Board Constraint 2 The Board shall not allow the introduction of new information or materials related to agenda items once the agenda is posted.

Description:

Lone Star Governance is a continuous-improvement model for governing teams-boards in collaboration with their superintendents-who choose to focus intensely on improving student outcomes.

Board Constraint 2 The Board shall not allow the introduction of new information or materials related to agenda items once the agenda is posted.

Historical Data:

Board Constraint 2 has previously been reported in August 2019.

Recommendation:

N/A—report only

District Goal/Strategy:

Strategy 1 We will engage all school community members through transparency and effective communication to promote a positive perception and create a strong brand.

Funding Budget Code and Amount:

CFO Approval

N/A

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

_____ 162 _____

Superintendent:



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: x Presentation/Report [] Recognition [] Discussion/ Possible Action
[] Closed/Executive Session [] Work Session [] Discussion Only [] Consent

From: Amy Shields, Director of Teaching and Learning

Item Title: Report on Goal Progress Measures 3.1 and 3.2: Percentage of K-3 Students Reading On Level

Description:

GPM 3.1: The percent of 3rd grade students reading on or above grade level, utilizing a universal screener and progress monitoring tool, will increase from 52% to 60% by August 2023.

- 2018-2019: 52%
2019-2020: 54%
2020-2021: 56%
2021-2022: 58%
2022-2023: 60%

GPM 3.2: The percent of K-2 students reading on or above grade level, utilizing a universal screener and progress monitoring tool, will increase from 49% to 57% by August 2023.

- 2018-2019: 49%
2019-2020: 51%
2020-2021: 53%
2021-2022: 55%
2022-2023: 57%

Historical Data: Grades K-2 reading data was last reported in June 2019.

Recommendation: Report Only

District Goal/Strategy:

Goal 3: The percentage of students who attain "Meets" level performance on 3rd grade Reading STAAR will increase from 27% to 42% by August 2023.

Funding Budget Code and Amount: N/A

APPROVED BY: SIGNATURE DATE

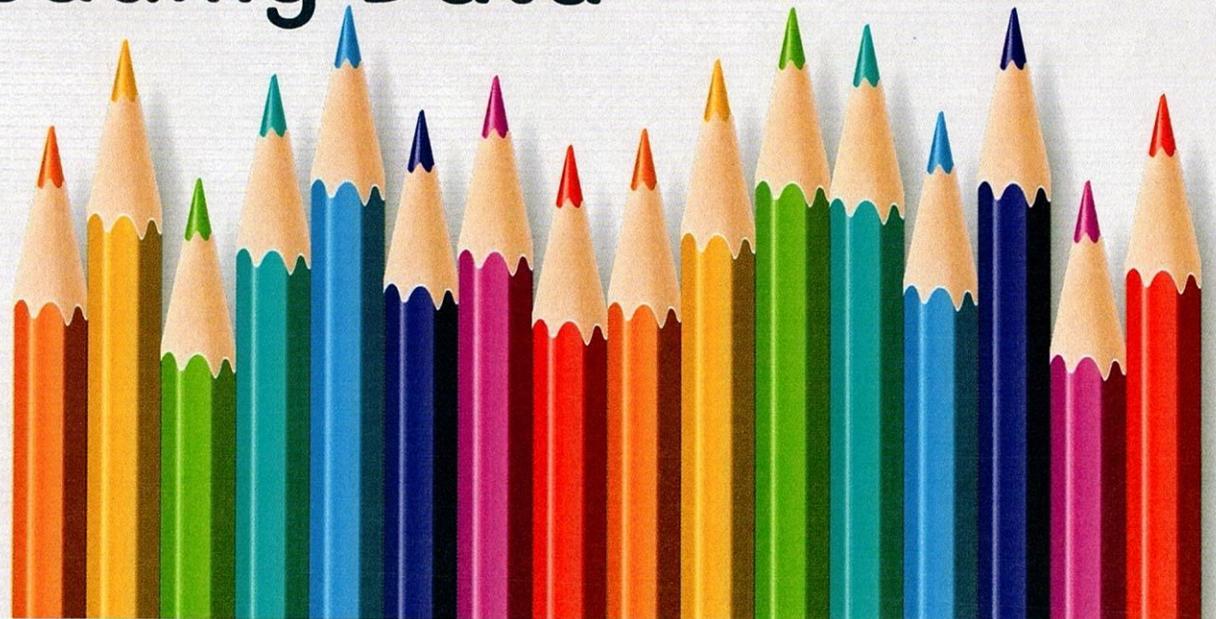
Chief Officer: _____

CFO Funding Approval: _____

Superintendent: [Signature] 163 [Signature] 2.12.2020

GPM 3.1 and 3.2

Grades K-3 Reading Data



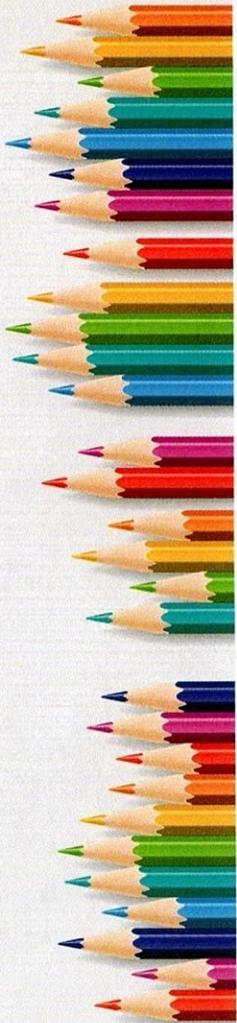
GPM 3.1 and 3.2

GPM 3.1: The percent of 3rd grade students reading on or above grade level, utilizing a universal screener and progress monitoring tool, will increase from 52% to 60% by August 2023.

- 2018-2019: 52%
- 2019-2020: 54%

GPM 3.2: The percent of K-2 students reading on or above grade level, utilizing a universal screener and progress monitoring tool, will increase from 49% to 57% by August 2023.

- 2018-2019: 49%
- 2019-2020: 51%



A collection of colorful pencils arranged in a circle around the text 'Kindergarten'. The pencils are in various colors including red, purple, blue, teal, green, yellow, and orange. They are all sharpened and pointing towards the center. The background is a light gray, textured surface.

Kindergarten

Kindergarten Reading Goals

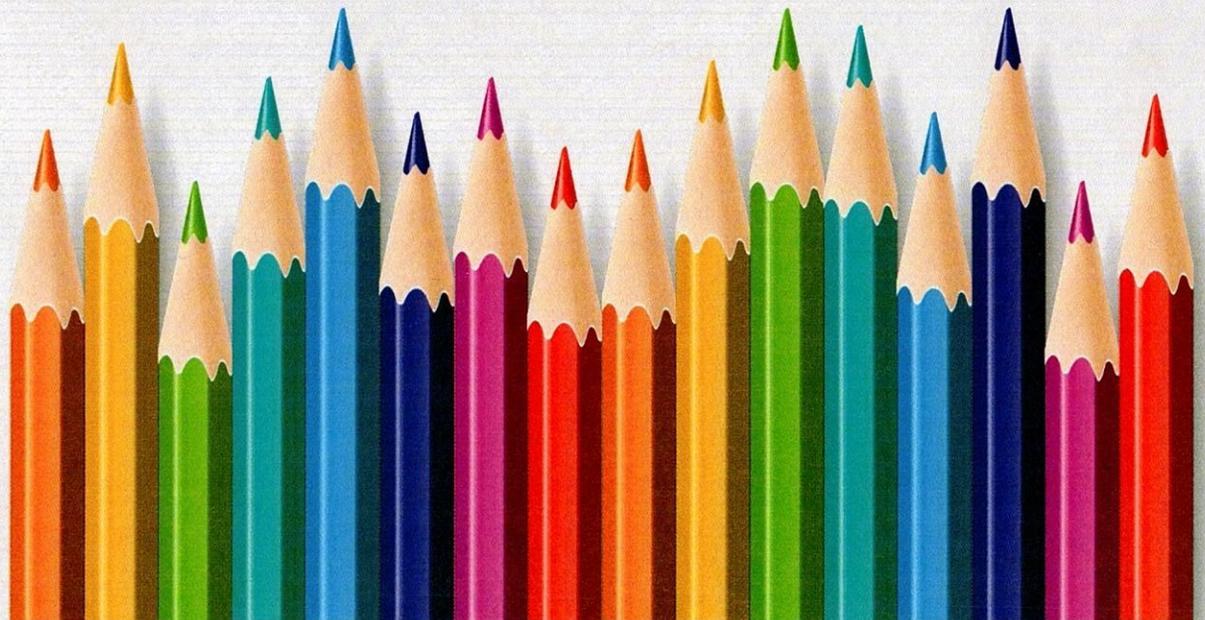
| September | December | May |
|-----------|--------------|---------|
| N/A | Level A or B | Level D |



KINDER DISTRICT DATA

| Number of Students Assessed | Non-Readers | Level A or B Meets | Level C+ Exceeds |
|-----------------------------|-------------|--------------------|------------------|
| 512 | 221 | 207 | 84 |

57% ON or ABOVE LEVEL



| Kinder | Students Assessed | Non-Readers | Level A or B Meets | Level C+ Exceeds |
|----------------------|--------------------------|--------------------|-------------------------------|-----------------------------|
| Armstrong | 36 | 9 | 14 | 13 |
| Athens | 31 | 24 | 7 | 0 |
| Benavidez | 72 | 22 | 44 | 6 |
| Carrillo | 41 | 23 | 13 | 5 |
| Five Palms | 57 | 16 | 32 | 9 |
| Hutchins | 56 | 25 | 20 | 11 |
| Kindred | 41 | 20 | 16 | 5 |
| Madla | 65 | 28 | 22 | 15 |
| Palo Alto | 54 | 28 | 14 | 12 |
| Price | 59 | 26 | 25 | 8 |

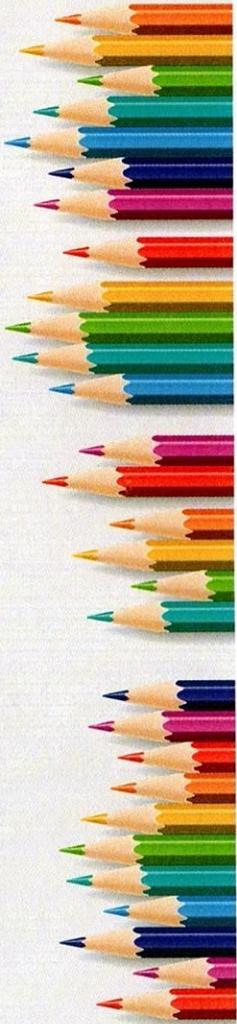


A collection of colorful pencils arranged in a circle around the text "First Grade". The pencils are in various colors including red, purple, blue, teal, green, yellow, and orange. They are all sharpened and pointing towards the center. The background is a light, textured surface.

First Grade

First Grade Reading Goals

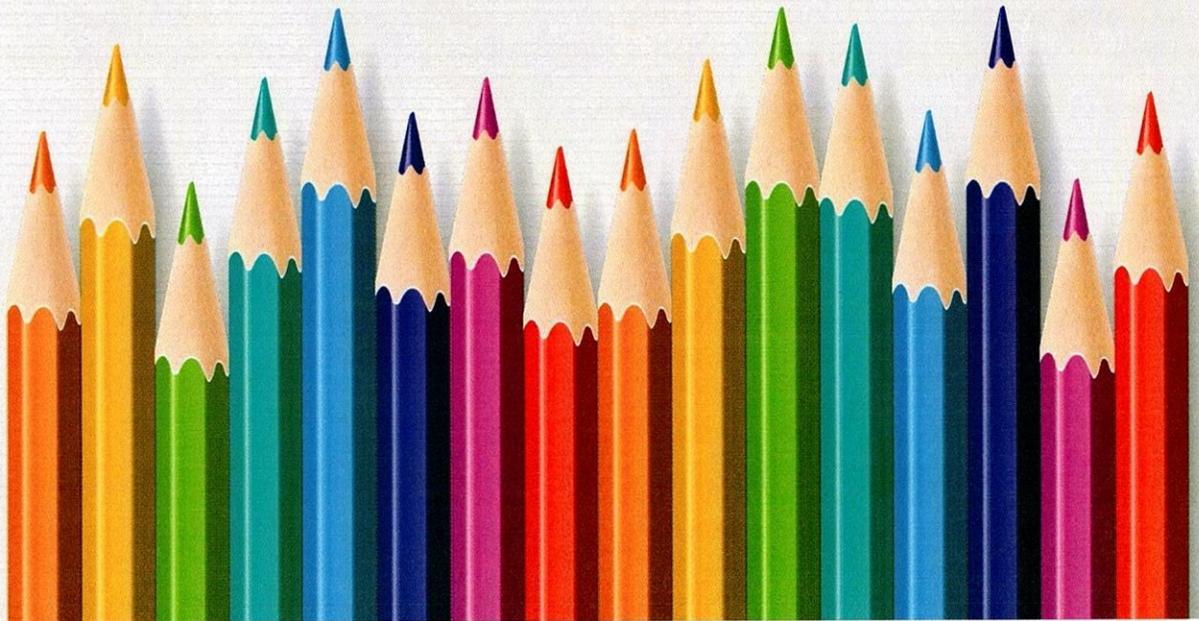
| September | January | May |
|-----------|---------|---------|
| Level D | Level F | Level I |



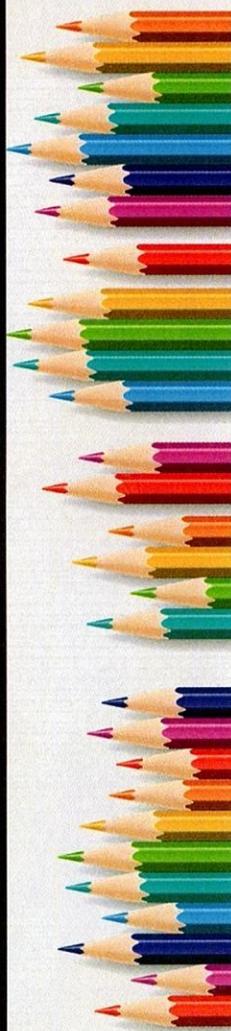
FIRST GRADE DISTRICT DATA

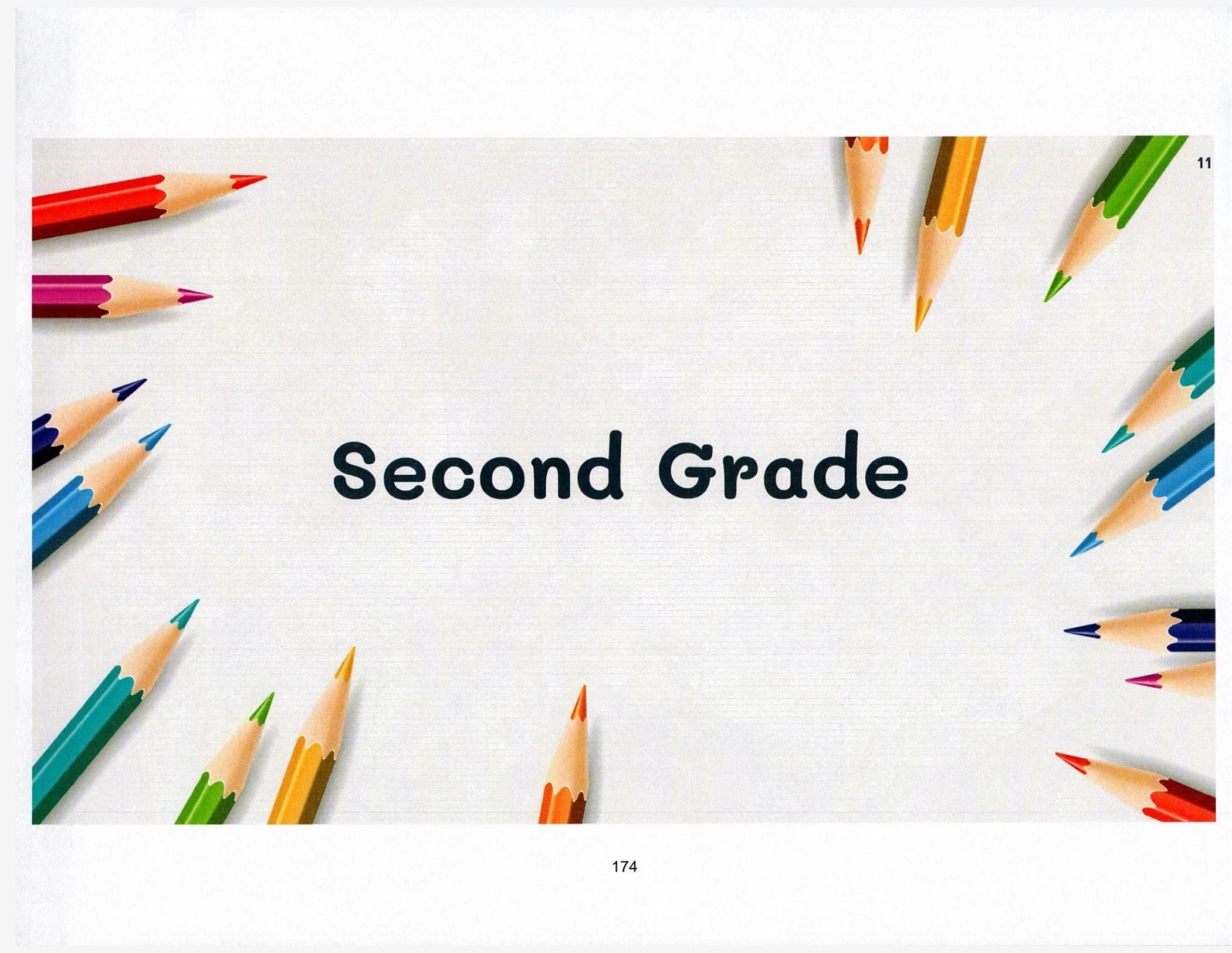
| Number of Students Assessed | Non-Readers | Levels A-D Does Not Meet | Level E Approaches | Level F Meets | Level G+ Exceeds |
|-----------------------------|-------------|-----------------------------|-----------------------|------------------|---------------------|
| 572 | 31 | 239 | 67 | 52 | 183 |

41% ON or ABOVE LEVEL



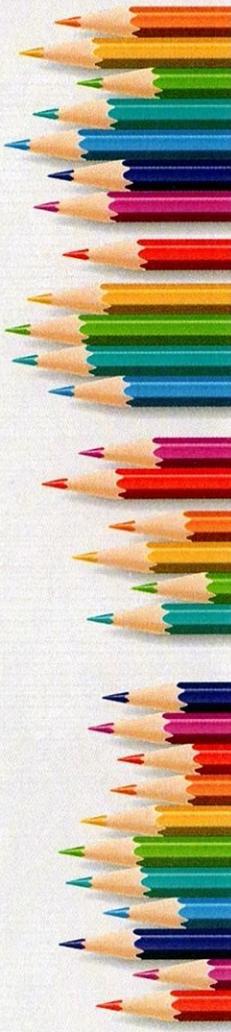
| First Grade | Students Assessed | Non-Readers | Levels A-D Does Not Meet | Level E Approaches | Level F Meets | Level G+ Exceeds |
|--------------------|--------------------------|--------------------|---------------------------------|---------------------------|----------------------|-------------------------|
| Armstrong | 39 | 0 | 15 | 5 | 12 | 7 |
| Athens | 29 | 0 | 17 | 5 | 0 | 7 |
| Benavidez | 85 | 9 | 42 | 10 | 8 | 16 |
| Carrillo | 62 | 6 | 31 | 3 | 3 | 19 |
| Five Palms | 61 | 2 | 20 | 6 | 7 | 26 |
| Hutchins | 64 | 7 | 22 | 11 | 5 | 19 |
| Kindred | 60 | 6 | 20 | 8 | 7 | 19 |
| Madla | 50 | 0 | 21 | 4 | 4 | 21 |
| Palo Alto | 64 | 1 | 28 | 5 | 1 | 29 |
| Price | 58 | 0 | 23 | 10 | 5 | 20 |



A collection of colorful pencils arranged in a circle around the text "Second Grade". The pencils are in various colors including red, purple, blue, teal, green, yellow, and orange. They are all sharpened and pointing towards the center. The background is a light, textured surface.

Second Grade

Second Grade Reading Goals

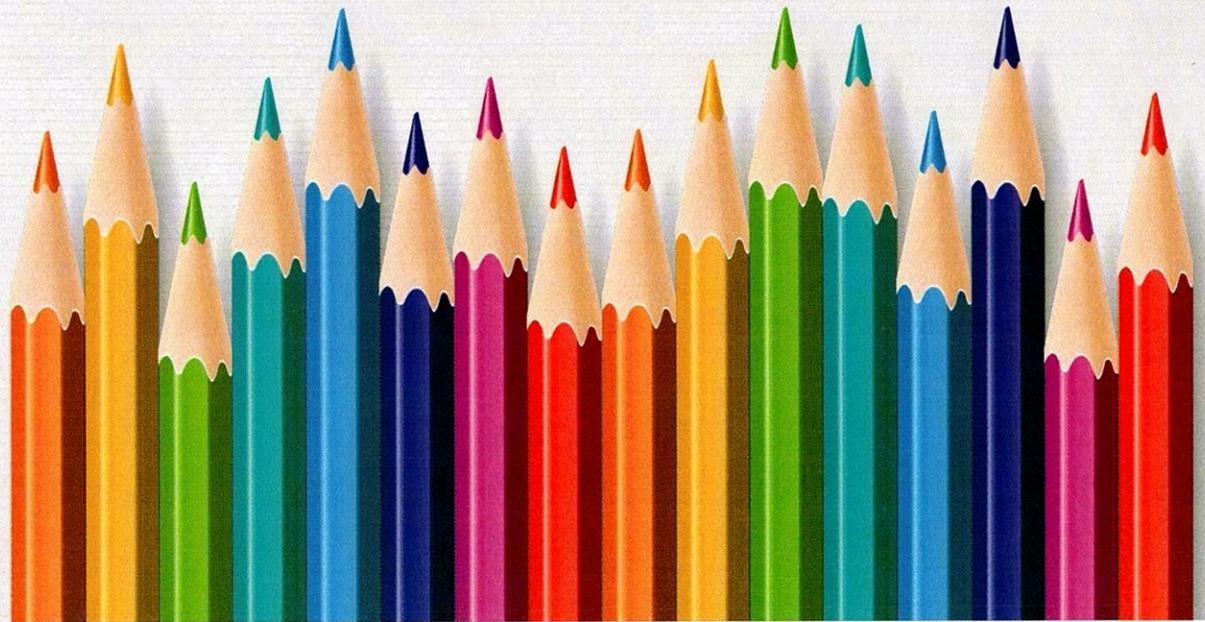


| September | January | May |
|-----------|---------|---------|
| Level I | Level K | Level M |

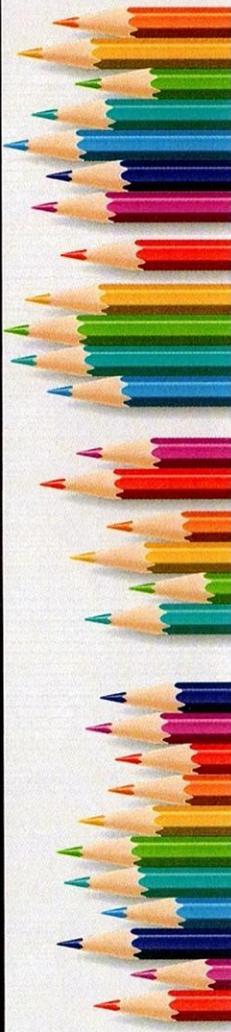
SECOND GRADE DISTRICT DATA

| Number of Students Assessed | Non-Readers | Levels A-I Does Not Meet | Level J Approaches | Level K Meets | Level L+ Exceeds |
|-----------------------------|-------------|-----------------------------|-----------------------|------------------|---------------------|
| 549 | 8 | 212 | 28 | 52 | 249 |

**55% ON or
ABOVE LEVEL**



| Second Grade | Students Assessed | Non-Readers | Levels A-I Does Not Meet | Level J Approaches | Level K Meets | Level L+ Exceeds |
|---------------------|--------------------------|--------------------|-------------------------------------|-------------------------------|--------------------------|-----------------------------|
| Armstrong | 38 | 0 | 11 | 1 | 5 | 21 |
| Athens | 37 | 3 | 15 | 1 | 4 | 14 |
| Benavidez | 79 | 0 | 32 | 6 | 10 | 31 |
| Carrillo | 48 | 2 | 21 | 3 | 5 | 17 |
| Five Palms | 63 | 2 | 12 | 1 | 3 | 45 |
| Hutchins | 54 | 1 | 26 | 5 | 5 | 17 |
| Kindred | 43 | 0 | 28 | 2 | 4 | 9 |
| Madla | 62 | 0 | 33 | 1 | 7 | 21 |
| Palo Alto | 63 | 0 | 14 | 5 | 6 | 38 |
| Price | 62 | 0 | 20 | 3 | 3 | 36 |



A collection of colorful pencils arranged in a circle around the text "Third Grade". The pencils are in various colors including red, purple, blue, teal, green, yellow, and orange. They are all sharpened and pointing towards the center. The background is a light, textured surface.

Third Grade

Third Grade Reading Goals

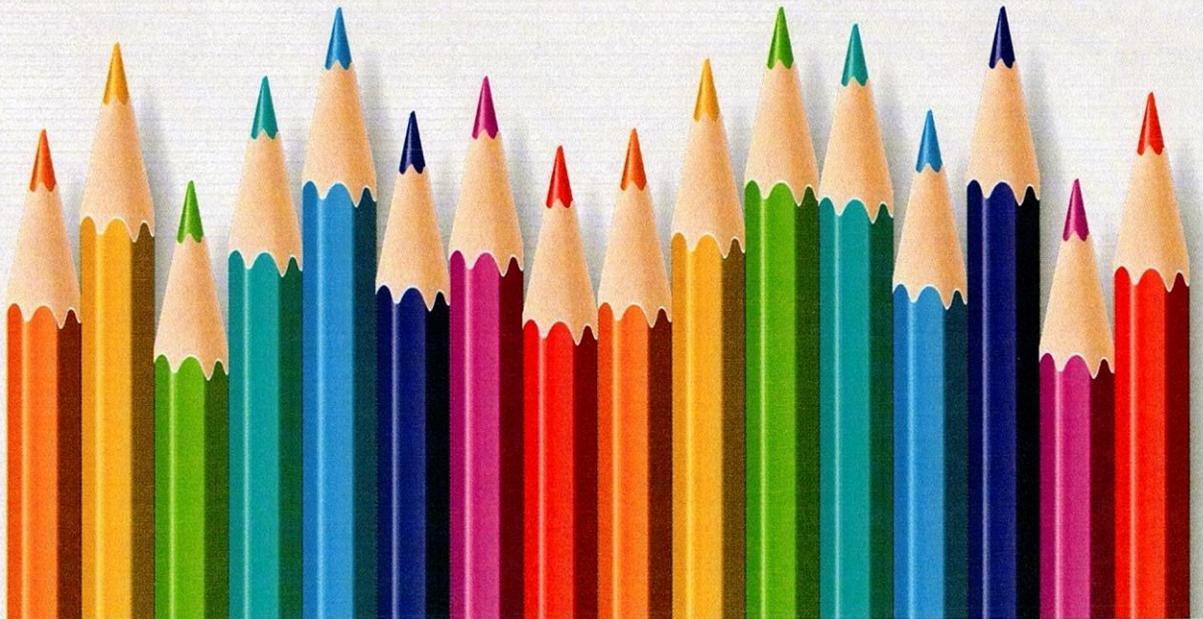


| September | January | May |
|-----------|---------|---------|
| Level M | Level N | Level P |

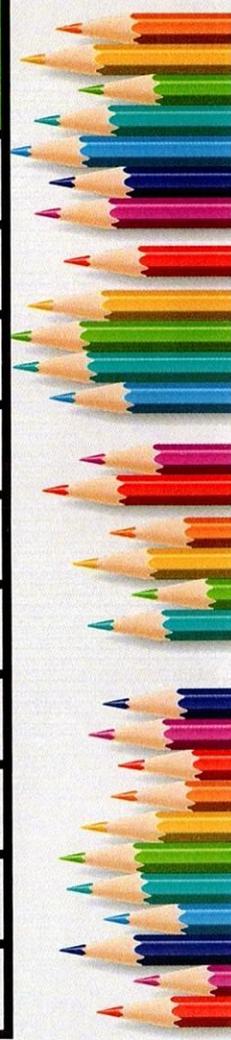
THIRD GRADE DISTRICT DATA

| Number of Students Assessed | Non-Readers | Levels A-L Does Not Meet | Level M Approaches | Level N Meets | Level O+ Exceeds |
|-----------------------------|-------------|-----------------------------|-----------------------|------------------|---------------------|
| 548 | 2 | 178 | 44 | 53 | 271 |

59% ON or ABOVE LEVEL



| Third Grade | Students Assessed | Non-Readers | Levels A-L Does Not Meet | Level M Approaches | Level N Meets | Level O+ Exceeds |
|--------------------|--------------------------|--------------------|---------------------------------|---------------------------|----------------------|-------------------------|
| Armstrong | 46 | 0 | 20 | 9 | 2 | 15 |
| Athens | 27 | 1 | 12 | 0 | 1 | 13 |
| Benavidez | 73 | 0 | 24 | 4 | 11 | 34 |
| Carrillo | 48 | 0 | 16 | 6 | 2 | 24 |
| Five Palms | 61 | 1 | 15 | 2 | 4 | 39 |
| Hutchins | 58 | 0 | 8 | 3 | 5 | 42 |
| Kindred | 56 | 0 | 24 | 7 | 7 | 18 |
| Madla | 58 | 0 | 14 | 3 | 8 | 33 |
| Palo Alto | 63 | 0 | 26 | 4 | 5 | 28 |
| Price | 58 | 0 | 19 | 6 | 8 | 25 |



GPM 3.1 and 3.2

GPM 3.1: The percent of 3rd grade students reading on or above grade level, utilizing a universal screener and progress monitoring tool, will increase from 52% to 60% by August 2023.

- 2019-2020: 54%



GPM 3.2: The percent of K-2 students reading on or above grade level, utilizing a universal screener and progress monitoring tool, will increase from 49% to 57% by August 2023.

- 2019-2020: 51%





SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: [X] Presentation/Report [] Recognition [] Discussion/ Possible Action

[] Closed/Executive Session [] Work Session [] Discussion Only [X] Consent

From: Dolores Sendejo, Superintendent of Schools

Item Title: Superintendent Constraint Progress Measure (CPM) 2.3: The Superintendent shall develop three elementary schools (in each feeder pattern) as community hubs utilizing the Community Partner Program to provide access to food, cash and health care qualifying participants.

Description:

Lone Star Governance is a continuous-improvement model for governing teams-boards in collaboration with their superintendents-who choose to focus intensely on improving student outcomes.

2.3: The Superintendent shall develop three elementary schools (in each feeder pattern) as community hubs utilizing the Community Partner Program to provide access to food, cash and health care qualifying participants.

Historical Data:

Constraint progress measure 2.3 will be reported for the first time this academic school year.

Recommendation:

N/A—report only

District Goal/Strategy:

Strategy 4 We will build partnerships with businesses and the community to promote parental involvement, support opportunities for student success, and increase student attendance and enrollment.

Funding Budget Code and Amount:

CFO Approval

N/A

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

Superintendent:

183 [Signature]

2.12.2020

**Superintendent Constraint Progress Measure (CPM) 2.2
SSAISD Board Meeting
February 19, 2020**



Superintendent Constraint 2.3

The Superintendent shall develop three elementary schools (in each feeder pattern) as community hubs utilizing the Community Partner Program to provide access to food, cash and health care to qualifying participants.

Community Partner Program

- **Armstrong ES, Athens ES and Palo Alto ES are designated community sites**
- **Community Partnership Grant funding has been used to supply the (3) campuses with technology for community access**
- **Counselors at the designated sites assist community members with applications and submission**
- **A district administrator has been assigned to oversee the program**
- **The Texas Dept. of Health & Human Services has supplied campuses with marketing materials and resources**



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: [] Presentation/Report [] Recognition [x] Discussion/ Possible Action

[] Closed/Executive Session [] Work Session [] Discussion Only [] Consent

From: Dolores Sendejo, Interim Superintendent

Item Title: Annual Review of Investment Policy and Approval of Changes to Policy CDA (Local)

The Public Funds Investment Act requires the investment policy and strategies of the District to be reviewed and approved on a not less than annual basis. The Act also requires that the board adopt a written instrument stating that it has reviewed the investment policy and strategies. There are several recommended changes to provide the District's investment officers the necessary flexibility to seek the most beneficial returns, while still keeping safety and liquidity as the District's top priorities.

Historical Data:

Recommendation: Approval of resolution of annual review and approval of changes to the South San Antonio ISD investment policy and strategies. This review portion of this item is an annual requirement by law. The recommended changes are within the parameters of CDA (Legal) and best meet the needs of the District.

District Goal/Strategy:

Strategy 5 We will promote and ensure a safe and secure learning environment for all students.

Funding Budget Code and Amount:

APPROVED BY: SIGNATURE DATE
Chief Officer: [Signature] 2/10/2020
CFO Funding Approval:
Superintendent:

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer 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.

The District may choose to appoint, subject to Board approval, an SEC-registered investment adviser ("adviser") to assist the District's financial staff in the management of the District's funds. The adviser must be registered with the Securities and Exchange Commission under the Investment Adviser's Act of 1940 and also must be registered with the Texas State Securities Board as an investment adviser. To be eligible for consideration, the adviser shall demonstrate knowledge of, and experience in, the management of public funds. An appointed adviser shall act within the guidelines of this investment policy and shall not transact business on behalf of the District without obtaining prior written authorization from the District investment officer.

Policy

The District shall invest public funds in a manner that ensures the safety of invested funds, maintains sufficient liquidity to provide for the daily cash flow demands of the entity, provides the highest investment return, and conforms to all state and local statutes governing the investment of public funds.

**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.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

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.

Scope

This policy shall apply to all financial assets of the District. ~~These funds are accounted for in the District's Comprehensive Annual Financial Report and include:~~

Funds

- ~~1. General operating fund.~~
- ~~2. Special revenue fund(s), including funds used to account for federal, state, and local grants, as well as the food service fund and the campus activity fund.~~
- ~~3. Debt service fund(s).~~
- ~~4. Capital project fund(s).~~
- ~~5. Proprietary fund(s), including funds used to account for the worker's compensation self insurance program.~~
- ~~6. Trust and agency fund(s), including the student activity fund.~~

Objectives

The primary objectives of the District's investment activities, in order of priority, shall be as follows:

Safety

Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification shall be required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity and Maturity

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of ~~180~~ 730 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed ~~one year~~ three years 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.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

Return on
Investments

The District's investment portfolio shall be designed with the objective of attaining a maximum rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

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.

~~The District shall diversify its investment by security type and institution. The asset mix of the District's portfolio shall be expressed in terms of maximum commitment so as to allow sufficient flexibility to take advantage of market considerations within the content of this policy. The asset mix requirements shall be as follows:~~

~~Money Market Accounts ————— 10% (maximum)~~

~~Certificates of Deposit ————— 50% (maximum)~~

~~U.S. Treasury Obligations ————— 100% (maximum)~~

~~U.S. Treasury Securities * ————— 100% (maximum)~~

~~U.S. Federal Agency Securities ————— 100% (maximum)~~

~~Repurchase Agreements ————— 5% (maximum)~~

~~Public Funds Investments Pools * — 100% (maximum)~~

~~Commercial Paper ————— 5% (maximum)~~

~~* No one issuer of U.S. Government Securities or Public Funds Investment Pool shall compose more than 50 percent of the District's investment portfolio.~~

**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.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

Funds/Strategies

~~The District maintains a portfolio that utilizes the following specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolio. The District's investment strategy shall be a passive one, in that the majority of securities shall be purchased and held to maturity.~~

~~Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below:~~

Operating Funds

~~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.~~

~~This shall be accomplished through careful preparation of cash flow statements that shall be used as a guide for the purchase of high grade investments whose maturity closely matches the cash requirements. The types of high grade investments to be purchased shall consist of U.S.~~

~~Treasury/Agency Obligations and U.S. Treasury/Agency Securities. In conjunction with Public Funds Investment Pools, these investments shall be used to achieve the investment objectives. The quantities of all types of investments purchased shall be directly tied to the portfolio asset mix requirements.~~

Trust and Custodial Funds

~~Investment strategies for trust and custodial funds, including the student activity fund, shall have as their primary objectives, safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.~~

~~This shall be accomplished by working in unison with the schools to prepare a cash flow statement that matches investment maturity with student club's operating requirements. The type of investment to be purchased to meet the student activity fund's objectives shall be certificates of deposit. The quantities of all investment purchased shall be directly tied to the portfolio asset mix requirements.~~

Debt Service Funds

~~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.~~

~~The types of investments to be purchased shall consist of U.S. Treasury/Agency Obligations and U.S. Treasury/Agency Securities. In conjunction with Public Funds Investment Pools, these investments shall be used to achieve the investment objectives. The~~

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

~~quantities of all types of investments purchased shall be directly tied to the portfolio asset mix requirements.~~

~~Capital Project
Funds~~

~~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.~~

~~The types of investments to be purchased shall consist of U.S. Treasury/Agency Obligations and U.S. Treasury/Agency Securities. In conjunction with Public Funds Investment Pools, these investments shall be used to achieve the investment objectives. The quantities of all types of investments purchased shall be directly tied to the portfolio asset mix requirements.~~

~~Special Revenue
Funds~~

~~Investment strategies for special revenue funds including funds used to account for federal, state, and local grants, as well as the food service fund and the campus activity fund, shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. This shall be accomplished through careful preparation of cash flow statements that shall be used as a guide for the purchase of high grade investments whose maturities closely match the cash requirements. The type of high grade investments purchased to meet the food service fund's goal shall consist of U.S. Treasury/Agency Obligations and U.S. Treasury/Agency Securities. In conjunction with Public Funds Investment Pools, these securities shall be used to achieve the investment objectives. The type of investment to be purchased to meet the campus activity fund's goal shall be certificates of deposit. The quantities of all types of investments purchased shall be directly tied to the portfolio asset mix requirements.~~

~~Proprietary Funds~~

~~Investment strategies for proprietary funds including funds used to account for the worker's compensation self-insurance program shall have as their primary objectives the ability to generate a dependable revenue stream to the appropriate worker's compensation fund from securities with a low degree of volatility. Securities should be of high quality, with short to medium term maturities. Volatility shall be further controlled through the purchase of securities on a discounted basis. The types of high grade investments to be purchased shall consist of U.S. Treasury/Agency Obligations and U.S. Treasury/Agency Securities. In conjunction with Public Funds Investment Pools, these investments shall be used to achieve the investment objectives. The quantities of all types of investments purchased shall be directly tied to the portfolio asset mix requirements.~~

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

**Safekeeping and
Custody**

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.

**Collateral and
Insurance**

District investment officer(s) shall ensure that all District funds are fully collateralized or insured consistent with federal and state laws and the current bank depository contract in one or more of the following manners:

1. FDIC insurance coverage;
2. Obligations of the United States or its agencies and instrumentalities.

Collateralization shall be required on two types of investments, certificates of deposit and repurchase (and reverse) agreements.

In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be 102 percent of market value of principal and accrued interest.

The District chooses to limit collateral to only those allowed under Chapter 2257 (Public Funds Collateral Act).

**Sellers of
Investments**

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)]

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).

**Authorized Financial
Dealers and
Institutions**

The investment officer(s) shall maintain a list of the financial institutions authorized to provide investment services. In addition, a list shall be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the state of Texas. These may include "primary" dealers or regional duties that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the District investment officer(s) with the following:

1. Audited financial statements.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

2. Proof of National Association of Security Dealers certification.
3. Completed broker/dealer questionnaire.
4. Proof of state of Texas registration.
5. Trading resolution.
6. Certification of having read the District's investment policy.

An annual review of the financial condition and registrations of qualified bidders shall be conducted by the District investment officer(s).

A current audited financial statement shall be required to be on file for each financial institution and broker/dealer in which the District invests.

**Soliciting Bids for
CDs**

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.

Interest Rate Risk

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.

The District shall monitor interest rate risk using weighted average maturity and specific identification.

Internal Controls

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 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.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

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

Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return through budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs.

Market Yield (Benchmark)

The District's investment strategy shall be a passive one, in that the majority of securities shall be purchased and held to maturity. Additionally, cash inflows and outflows shall be monitored daily. Given this strategy, the basis used by the investment officer(s) to determine whether market yields are being achieved shall be the 91-day U.S. Treasury Bill.

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.

RESOLUTION OF THE BOARD REGARDING REVIEW OF THE INVESTMENT PROGRAM

WHEREAS, Section 2256.005(e) of the Public Funds Investment Act (Texas Government Code Chapter 2256) requires the Board of Trustees of South San Antonio Independent School District to (a) review the District's investment policy and investment strategies not less than annually, and (b) adopt this resolution reflecting the Board's review and recording any changes made to the investment policy or strategies;

WHEREAS, the Board of Trustees has approved the recommended changes to the Board Policy CDA(Local) as it relates to weighted average maturity of investments, duration of investments, and allowable allocation of investments.

WHEREAS, the District's investment policy for fiscal year has not changed from the District's investment policy CDA since fiscal year 2017-2018.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of South San Antonio Independent School District has reviewed the District's investment policy and is in full compliance with the Public Funds Investment Act.

Adopted this 19th day of February 2020 by the Board of Trustees.

Connie Prado, Board President

Shirley Ibarra Pena, Board Secretary



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

- Purpose: [] Presentation/Report [] Recognition [] Discussion/ Possible Action
[] Closed/Executive Session [] Work Session [] Discussion Only [x] Consent

From: Sherri Seaman, HR Director

Item Title: Discussion and possible action regarding the retirement of Price Elementary Assistant Principal

Description: As per DC (LOCAL), "the Board retains final authority for employment of Chapter 21 administrator contractual personnel..."

Historical Data: On January 21, 2020, Price Elem assistant principal submitted her letter of retirement effective at the end of her contract, June 5, 2020.

Recommendation: Approve the retirement.

District Goal/Strategy: Select a Goal or Strategy

Funding Budget Code and Amount:

APPROVED BY: SIGNATURE DATE
Chief Officer: [Signature] 2/19/2020
CFO Funding Approval:
Superintendent: [Signature] 2.12.2020



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: Presentation/Report Recognition Discussion/ Possible Action

Closed/Executive Session Work Session Discussion Only Consent

From: Sherri Seaman, HR Director

Item Title: Approval to pay all 240 day employees for April 13, 2020

Description: The 2019-2020 academic calendar was approved with Monday, April 13, 2020 as a non-workday for all campus based staff only. All 240 day employees would need to take a state or local day in order to be off on Monday, April 13, 2020.

Historical Data: In 2019, the Board approved the paid holiday (April 22, 2019) for all 240 day employees.

Recommendation: Approve April 13, 2020 as a paid holiday for all 240 day employees.

District Goal/Strategy: Strategy 2 We will establish a system of extraordinary customer service to attract and retain members of our community.

Funding Budget Code and Amount:

APPROVED BY: SIGNATURE DATE
Chief Officer:
CFO Funding Approval:
Superintendent: [Signature] 2.12.2020



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19th, 2020

- Purpose: [] Presentation/Report [] Recognition [X] Discussion/ Possible Action
[] Closed/Executive Session [] Work Session [] Discussion Only [] Consent

From: Chad Doucet, Interim Chief of Staff

Item Title: Discussion, consideration and possible action on nonrenewal of Insurance Consultant Agreement with Gallagher Benefit Services, Inc.

Description: Gallagher is the insurance consultant the District selected for the benefits plan to access those insurance companies it believes are best suited to insure the Client's risks.

Historical Data: The District solicited RFP 2018 -01 for health insurance consultants in February 2018. This contract is for a two-year term, with the possible renewal of two addition l year with Board of Trustees approval.

Recommendation: Approve the nonrenewal of Insurance Consultant Agreement with Gallagher Benefit Services, Inc.

District Goal/Strategy:

Strategy 1 We will engage all school community members through transparency and effective communication to promote a positive perception and create a strong brand.

Funding Budget Code and Amount: 199- \$75,000

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

[Handwritten Signature]

2/10/2020

CFO Funding Approval:

[Blank line]

[Blank line]

Superintendent:

[Blank line]

[Blank line]



**CLIENT COVERAGE ACKNOWLEDGMENT
AND COMPENSATION DISCLOSURE STATEMENT
FOR SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**

This form documents that Gallagher Benefit Services, Inc. (Gallagher) will apply its professional judgment to access those insurance companies it believes are best suited to insure the Client’s risks. The final decision to choose any insurance company has been made by the Client in its sole and absolute discretion. The Client understands and agrees that Gallagher does not take risk, and that Gallagher does not guarantee the financial solvency or security of any insurance company. The Client is responsible for immediate payment of premiums for all insurance placed by Gallagher on Client’s behalf. If any premium amounts are not paid in full when due, the applicable insurance company for the Client’s risks may cancel any applicable policies in accordance with the terms of such policies.

The following is the disclosure of fees and/or commissions to be paid to Gallagher as a result of its Broker of Record relationship to Client’s Group Health and Welfare Plan and any relationships, or agreements Gallagher has with any insurance companies selected by Client as noted above. Gallagher, as Broker of Record, will receive the following initial and renewal sale commissions expressed as percentage of gross premium payments, or fees as agreed upon by Client:

| Line of Coverage/Services | Insurance Company | Commission ¹ / Supplemental Compensation ² | Third Party Compensation | Direct Fees ³ | Effective Date |
|---------------------------|-----------------------|------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|----------------|
| Consulting Services | Gallagher | n/a | n/a | \$55,000 | 11/01/2019 |
| Medical | Aetna | 0% / \$0.00 to \$21.60 PMPY | n/a | n/a | 11/01/2019 |
| PBM Services | Express Scripts, Inc. | \$0.75 per prescription / 0% | n/a | A pre-fixed fee of \$25,000 until exhausted, then \$0.75 per prescription will continue on a quarterly basis. | 11/01/2019 |
| FSA and COBRA | PayFlex/Aetna | 0% / 0% | n/a | n/a | 11/01/2019 |
| Dental | MetLife | 5% / 0% to 2.75% | n/a | n/a | 11/01/2019 |
| Stop Loss | Aetna | 0% / \$0.00 to \$21.60 PMPY | n/a | n/a | 11/01/2019 |

It should also be noted that:

- **Gallagher** is not an affiliate of the insurer whose contract is recommended. This means the insurer whose contract is recommended does not directly or indirectly have the power to exercise a controlling influence over the management or policies of **Gallagher**. **Gallagher’s** ability to recommend other insurance contracts is not limited by an agreement with the insurance company.

¹ Commissions include all commissions/fees paid to Gallagher that are attributable to a contract or policy between a plan and an insurance company, or insurance service. This includes indirect fees that are paid to Gallagher paid by a third party, and includes, among other things, the payment of “finders’ fees” or other fees to Gallagher for a transaction or service involving the plan.

² Gallagher companies may receive supplemental compensation referred to in a variety of terms and definitions, such as contingent commissions, additional commissions and supplemental commission.

³ Direct Fees include compensation to Gallagher paid for directly by the plan sponsor/Client.



- **Gallagher** is effecting the transaction for the Plan(s) in the ordinary course of **Gallagher** business. The transaction set forth is at least as favorable to the Plan(s) as an arm's length transaction with an unrelated party.
- **Gallagher** is not a trustee of the Plan(s) and is neither the Plan Administrator of the Plan(s), a named fiduciary of the Plan(s), nor an employer which has employees in the Plan(s). **Gallagher** shall not exercise discretionary authority or control with respect to plan management, the disposition of plan assets or plan administration.
- **Gallagher's** liability to Client, or any party claiming by or through Client, on account of or relating to the provision of services to Client during the period of the relationship between Gallagher and Client shall not exceed \$20 million in the aggregate. Without limiting the foregoing, Gallagher shall only be liable for actual damages incurred by Client, and shall not be liable for any indirect, consequential or punitive damages.

For Employers and Plan Sponsors Subject to ERISA: This Disclosure Statement is being given to the Client (1) to make sure Client knows about Gallagher's and Gallagher affiliates' income before purchasing the insurance product and (2) for plans subject to ERISA, to comply with the disclosure, acknowledgment and approval requirement of Prohibited Transaction Class Exemption No. 84-24⁴, which protects both Client and Gallagher⁵. Disclosure must be made to an independent plan fiduciary for the ERISA Plan(s), and Client acknowledges and confirms that this is a reasonable transaction in the best interest of participants in its ERISA Plan(s).

For more information on Gallagher's compensation arrangements, please visit www.ajg.com/compensation. In the event a Client wishes to register a formal complaint regarding compensation Gallagher receives, please send an email to Compensation_Complaints@ajg.com.

Thank you for your business and continued confidence in the services Gallagher provides to you and your employees. We sincerely appreciate the opportunity to serve South San Antonio Independent School District. Please let us know if you have any questions regarding this information or would like more detail.

Accepted by: **SOUTH SAN ANTONIO
INDEPENDENT SCHOOL DISTRICT**

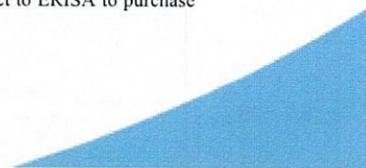
GALLAGHER BENEFIT SERVICES, INC.

By: _____
 Name _____
 Title _____
 Date: _____

By: _____
 Name Nick Long
 Title Area Vice President
 Date: _____

⁴ Which allows an exemption from a prohibited transaction under Section 408(a) of the **Employee Retirement Income Security Act of 1974 (ERISA)**.

⁵ In making these disclosures, no position is taken, nor is one to be inferred, regarding the use of assets of a plan subject to ERISA to purchase such insurance.





SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: Presentation/Report Recognition Discussion/ Possible Action

Closed/Executive Session Work Session Discussion Only Consent

From: Chad Doucet, Interim Chief of Staff

Item Title: Discussion, consideration and possible action to issue a Request for Qualifications for Insurance Consultants

Description:

Historical Data:

Recommendation:

District Goal/Strategy:

Select a Goal or Strategy

Funding Budget Code and Amount:

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

[Handwritten Signature]

2/10/2020

CFO Funding Approval:

Superintendent:



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 19, 2020

Purpose: Presentation/Report Recognition Discussion/ Possible Action

Closed/Executive Session Work Session Discussion Only Consent

From: The Board of Trustees

Item Title: Discussion, consideration and possible action on Request for Qualifications for Public Relations Firm

Description:

Historical Data:

Recommendation:

District Goal/Strategy:

Select a Goal or Strategy

Funding Budget Code and Amount:

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

CFO Funding Approval:

Superintendent:
