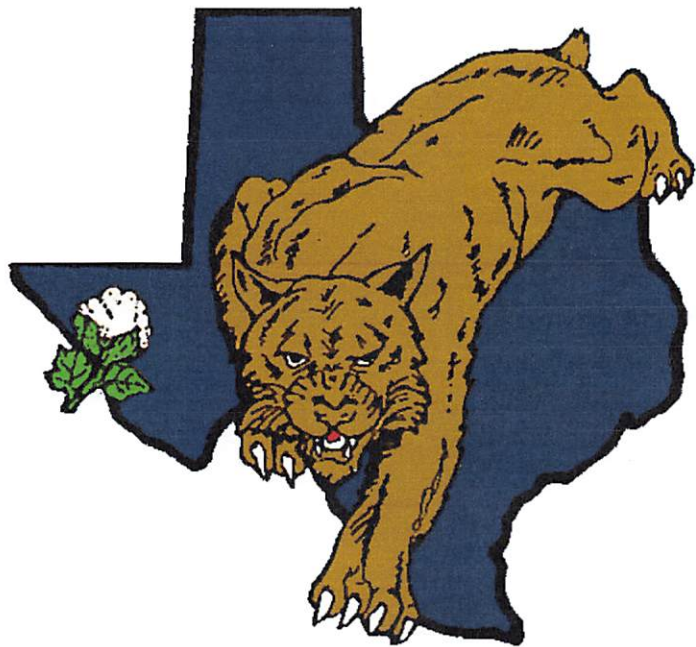


# Board Book



**Fabens ISD**

**Regular Meeting**

**June 16, 2021 @ 6:30 PM**

**Working together, Fabens ISD creates a positive and lasting impact through multiple learning opportunities.**

**Notice of Regular Meeting  
Board of Trustees  
Wednesday, June 16, 2021**

A Regular Meeting of the Board of Trustees will be held on Wednesday, June 16, 2021, beginning at 6:30 PM, in the 821 NE G Avenue - Central Office Board Room - Fabens, TX, 821 NE G AVENUE, P O BOX 697, FABENS, TX 79838.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. For more information about public comment, see Policy BED. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

**Due to health and safety concerns related to the COVID-19 Coronavirus, this meeting will be conducted by video conference or telephone call. At least a quorum of the Board will be participating by video conference and/or telephone call in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have been suspended by the Order of the Governor.**

<b>1. Call to Order, Roll Call, Pledge of Allegiance and Fabens ISD Vision Statement</b>	<b>3</b>
<b>2. Communication and Visitors</b>	<b>4</b>
A. Public comments related to this meeting or persons who desire to address the board during Communication and Visitors must comply with the following procedures; visit the link: <a href="https://rb.gy/k1sgj2">https://rb.gy/k1sgj2</a> to submit your form no later than one (1) hour prior to this regular meeting. Paper forms of the requested information may be obtained at Fabens ISD Central Office. The content of your comments cannot exceed three (3) minutes.	
B. Please click the link below to join the webinar: <a href="https://rb.gy/c6nte0">https://rb.gy/c6nte0</a> or at <a href="http://www.fabensisd.net">www.fabensisd.net</a> on Fabens ISD Announcement	
<b>3. Superintendent Report</b>	<b>5</b>
A. Month of Unity and Healing	
B. Legislative Updates	
C. COVID-19 Updates	
<b>4. Consent Agenda</b>	<b>10</b>
A. Minutes of the Regular Board Meeting, May 19, 2021	11
B. Minutes of the Special Board Meeting, May 28, 2021	15
C. Fabens ISD Monthly Financial Reports	17
D. Fabens ISD 2021 - 2023 Bank Depository Contract	30

E. Fabens ISD 2021 - 2022 The Brokerage Store Student/Athletic Accident Insurance	42
F. Fabens ISD 2021 - 2022 Farm Lease	49
<b>5. Lone Star Governance</b>	
A. Finalize Fabens ISD Board Constraints	58
<b>6. Board of Trustees Business</b>	
A. Resolution of the Board of Trustees Regarding Elementary and Secondary School Emergency Relief (ESSER) III and Policy CB (Local) State and Federal Revenue Sources	60
B. Expansion of Curriculum and Instruction Department	62
C. Part - Time Occupational Therapist Assistant Proposal	72
D. Discussion and Possible Action on Fabens ISD Universal Pre-Kindergarten Program	78
E. Fabens ISD 2021 - 2022 Stipends	80
<b>7. Adjourn</b>	<b>87</b>

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See TASB Policy BEC(LEGAL)]

**Thursday, June 10, 2021**

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For the Board of Trustees

**FABENS I.S.D.  
BOARD OF TRUSTEES**

Date: 06/16/2021 Presented By: Board President  
Call to Order, Roll Call, Pledge of  
Allegiance and Fabens ISD Vision  
Subject: Statement Related Page(s) N/A

**Action**

**BACKGROUND INFORMATION:  
CALL to ORDER, ROLL CALL,  
PLEDGE OF ALLEGIANCE and  
FABENS ISD VISION STATEMENT**

The June 16, 2021 Regular Meeting is called to order at \_\_\_\_\_.  
Let the minutes show that:

1) all members are in attendance

OR

2) \_\_\_\_\_ is (are) not in  
attendance.

Reason: ( ) Illness ( ) Family Emergency  
( ) Out of Town ( ) Other \_\_\_\_\_

\_\_\_\_\_(name) will lead us in the reciting of the Pledge of  
Allegiance

.....

**VISION STATEMENT:**

Working together, Fabens ISD creates a positive and lasting impact through  
multiple leaning opportunities.





# **Pledge of Allegiance**

**I pledge allegiance to the flag  
of the United States of America  
and to the Republic  
for which it stands,  
one Nation under God,  
indivisible, with liberty  
and justice for all.**

*The "Pledge of Allegiance"  
was originally written by  
Francis Bellamy in 1892.*



# Pledge of Allegiance to the Texas Flag



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



# **FABENS ISD VISION STATEMENT**

**Working together, Fabens ISD  
creates a positive and lasting impact  
through multiple learning opportunities.**





**FABENS ISD  
BOARD OF TRUSTEES**

**COMMUNICATION AND VISITORS  
Board Agenda Item**

<b>TITLE</b>	<b>Communication &amp; Visitors</b>	<b>Date Requested</b>	06/16/2021
<b>Requested By:</b>	N/A	<b>Approximate Time</b>	Up to 15 minutes
<b>Division Approval:</b>	N/A	<b>Action Needed by:</b>	N/A
<b>Action Requested:</b>	N/A	<b>Information Only:</b>	Yes
<b>People Participating In Presentation:</b>	Community	<b>Who Has Been Involved:</b>	N/A
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

This meeting is being conducted by audio conference in accordance with the governance authorization concerning suspension of certain open meeting law requirements for the COVID-19 disaster.

As we would at any in-person meeting, members of the public who have followed the instructions on the meeting notice for registering to speak during the public comment portion will be recognized. If the speaker submitted written comments to the email provided in advance, the comments will be read into record. If you would like to provide comment at a future meeting conducted via teleconference, please follow the instructions on the meeting notice.

**FABENS ISD  
BOARD OF TRUSTEES**

**SUPERINTENDENT REPORT  
Board Agenda Item**

<b>TITLE</b>	<b>Superintendent Report</b>	<b>Date Requested</b>	06/16/2021
<b>Requested By:</b>	Dr. Vijil	<b>Approximate Time</b>	10 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	No
<b>Action Requested:</b>	None	<b>Information Only:</b>	Yes
<b>People Participating In Presentation:</b>	Dr. Vijil	<b>Who Has Been Involved:</b>	N/A
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

**TOPICS:**

Month of Unity and Healing  
Legislative Updates  
COVID-19 Updates



County of El Paso presents

# A MONTH OF *Unity and Healing*



Let us light a path toward goodwill together as we approach the anniversary of the senseless and horrific tragedy that befell our community on August 3, 2019.

## *Calling All...*

Entities, organizations and businesses near and far to join El Paso County and participate in a month long series of events in recognition of a Month of Unity and Healing from July 3rd to August 3rd.

If you wish to help organize or participate in this month long series of events please email the County Judge's Office at [countyjudge@epcounty.com](mailto:countyjudge@epcounty.com)

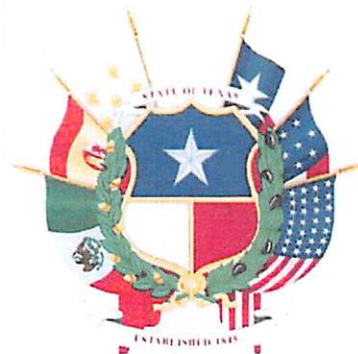






# EL PASO COUNTY STATE OF TEXAS

## RESOLUTION



*WHEREAS, El Paso was forever changed by the horrific and senseless tragedy that befell our community on August 3, 2019. The pain that was felt in El Paso and across our Border echoed throughout the Nation as we all mourned the beautiful lives that were taken; and,*

*WHEREAS, as we plan for the unveiling of El Paso County's Healing Garden on August 3, 2021 in honor of those we lost, we call on all entities, organizations, businesses and school districts near and far to join El Paso and participate in a month long series of events in order to light a path toward goodwill, healing and unity; and,*

*WHEREAS, organizations in El Paso and throughout the Nation are encouraged to organize and promote conversations and activities that provide education on the rich heritage of the Hispanic community, activities that offer connection and unity during a time when many of us are so secluded, as well as activities that may offer support for those healing from past traumas and suffering; and,*

*WHEREAS, we will work together so that our Healing Garden may become a significant heritage site, and may this initiative allow us to create new ways of dreaming, hoping and telling our story anew; and,*

*WHEREAS, only in unity can we bring out the best in humanity and overcome the hatred in our society that led to this horrible act. If we teach our children at a young age to be compassionate, accepting, and understanding of the differences that make us so diverse, then they will have the power to truly make a difference in the world and prevent tragedies such as this from happening again; and,*

*WHEREAS, we made a valiant effort to honor those we lost as our one year anniversary intertwined with a pandemic. This year, we are committed to creating a powerful echo throughout the Nation to honor all those who were impacted.*

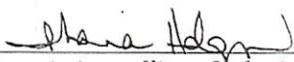
*NOW THEREFORE BE IT RESOLVED, by the El Paso County Judge and Commissioners Court that July 3<sup>rd</sup> to August 3<sup>rd</sup> be declared as a:*

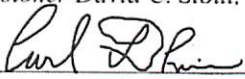
### *Month of Unity and Healing*


*SIGNED, this 8<sup>th</sup> day of March 2021*

  
Commissioner Carlos Leon, Pct. 1

  
Commissioner David C. Stout, Pct. 2

  
Commissioner Ilana Holguin, Pct. 3

  
Commissioner Carl L. Robinson, Pct. 4

  
County Judge Ricardo A. Samaniego





COUNTY OF EL PASO  
*Healing Garden*



## Month of Unity and Healing Event Submission Form

The El Paso County Judge's Office is calling on all entities, organizations and businesses near and far to participate in a "Month of Unity and Healing" to help light a path toward goodwill as we approach the 2<sup>nd</sup> anniversary of the senseless and horrific tragedy that befell our community on August 3, 2019. The series of events, conversations and activities will take place from July 3<sup>rd</sup> to August 3<sup>rd</sup> as El Paso County plans to unveil the Healing Garden on August 3, 2021. Events can include activities such as healing through education, exercise, art, music, public service, and/or any creative activity that your organization would like to coordinate.

If you are interested in participating, please submit the following information so that we can begin to promote each activity. Many thanks to United Way of El Paso County who will be including the schedule of the Month of Unity and Healing events via the website below. <https://www.elpasounitedfrc.org/loveforelpasso>.

Deadline to submit the form is on June 4<sup>th</sup>. The calendar will go live on June 1<sup>st</sup>, however, submissions will posted as forms are received. For more information contact the County Judge's Office at 915-546-2098.

---

Organization Name: Fabens ISD

Contact Person: Coach Jacob Belshe

Contact Phone Number: (915) 449-1277

Contact Email: [jbelshe@fabensisd.net](mailto:jbelshe@fabensisd.net)

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Name of Event: Fabens Soccer Camp

Event Location: Amador Villalobos Jr. Sports Complex Fabens, TX 79838

Event Date: 12/15/2021

Event Time: (hh:mm am/pm)

Start: 6:00 pm      End: 7:30 pm

Give a brief description and any details of what your event will entail:

All school-aged kids in grades K-8 are invited to participate in a soccer camp which will promote excitement about the launch of the district's commitment to UIL boys and girls soccer participation in the 2021-2022 school year. All summer camps will have the theme of healing, character building, and unity through sports.

Please attach logo, flyer or picture for your event along with this form.

**FABENS ISD  
BOARD OF TRUSTEES**

**CONSENT AGENDA  
Board Agenda Item**

<b>TITLE</b>	<b>Consent Agenda</b>	<b>Date Requested</b>	06/16/2021
<b>Requested By:</b>	Dr. Vijil	<b>Approximate Time</b>	2 minutes
<b>Division Approval:</b>		<b>Action Needed :</b>	Yes
<b>Action Requested:</b>	The administration recommends approval of the consent agenda items as presented	<b>Information Only:</b>	No
<b>People Participating In Presentation:</b>	Dr. Vijil	<b>Who Has Been Involved:</b>	
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

<b>A.</b>	<b>Minutes of Regular Board Meeting, May 19, 2021</b> Minutes attached for your review
<b>B.</b>	<b>Minutes of Special Board Meeting, may 28, 2021</b> Minutes attached for your review
<b>C.</b>	<b>Fabens ISD Monthly Financial Reports</b> Reports attached for your review
<b>D.</b>	<b>Fabens ISD 2021 – 2023 Bank Depository Contract</b> Attached for your review
<b>E.</b>	<b>Fabens ISD 2021 – 2022 The Brokerage Store Student/Athletic Accident Insurance</b> Attached for your review
<b>F.</b>	<b>Fabens ISD 2021 – 2022 Farm Lease</b> Attached for your review



# **Minutes of Regular Meeting The Board of Trustees Fabens ISD**

---

A Regular Meeting of the Board of Trustees of Fabens ISD was held Wednesday, May 19, 2021, beginning at 6:30 PM in the Central Office, Board Room, 821 NE G Avenue, Fabens, TX 79838.

**Members Present:** Adan Escobar (Virtual)  
Orlando Flores (Central Office)  
Rosamaria Gallo-Avitia  
Sylvia Gonzales (Central Office)  
Viola Hernandez (Central Office)  
Ben Morales (Central Office)  
Greg Spence (Central Office)

**Members Absent:** None

**Administrators Present:** Dr. Veronica Vijil  
Ms. Michele Gonzalez  
Mr. Martin Torres

**Administrators Present via Teleconference:** Ms. Audry Ortegon - Galvan  
Mr. Michael Perez

Maria T. Rodriguez

---

## **1. Call to Order, Roll Call and Pledge of Allegiance and Fabens ISD Vision Statement – 6:41 PM**

The meeting was called to order at 6:41 PM by Board President, Mr. Benjamin Morales. All members were in attendance. The Pledge of Allegiance and Fabens ISD Vision was recited by all.

## **2. Communication and Visitors – 6:42 PM**

A. Public comments related to this meeting or persons who desire to address the board during Communication and Visitors must comply with the following procedures; visit the link: <https://rb.gy/k1sgj2> to submit your form no later than one (1) hour prior to this regular meeting. Paper forms of the requested information may be obtained at Fabens ISD Central Office. The content of your comments cannot exceed three (3) minutes.

B. Please click the link below to join the webinar:

<https://rb.gy/c6nte0>

or at

[www.fabensisd.net](http://www.fabensisd.net) on Fabens ISD Announcement

Under this portion of the meeting, no comments were received.

**3. Superintendent Report – 6:42 – 7:08 PM**

**A. County Commissioners Court Meeting - Recognition - Isaiah Gonzalez**

Fabens High School Senior, Isaiah Gonzalez, was recognized for his selection to recite the Pledge of Allegiance at the County Commissioners Court meeting. Mr. Gonzalez received a Certificate of Appreciation from Commissioner Holguin.

**B. Fabens High School Rocket Project**

Ms. Julieta Bañuelas, Fabens High School Teacher, gave a short history of the course inception at Fabens High School. Students recognized were: Ruben Perez, Nataly Iglesias, and Nathan Estrada. The students provided information on the rocket design and competition in Fredericksburg, Texas where they experienced a successful launch.

**C. COVID -19 Update and Recognition**

Ms. Elizabeth Ramirez, District Health Coordinator, provided the Board and community with the COVID – 19 Update. After her presentation, Dr. Veronica Vijil presented her with a plaque recognizing all the work and help she has provided during the pandemic.

**4. Consent Agenda – 7:08 – 7:10 PM**

A. Minutes of the Special Board Meeting, April 16, 2021

B. Minutes of the Regular Board Meeting, April 21, 2021

C. Fabens ISD Monthly Financial Reports

D. Proaction Emergency Services Institute MOU

E. Fabens ISD and The University of Texas at El Paso Program of Exchange and Collaboration in Areas of Interest and Benefit to Both Institutions MOU

F. Fabens ISD Resolution Regarding Special Education Shared Services Agreement with the El Paso Regional Day School Program for the Deaf Shared Services Agreement

Under this item, Mr. Orlando Flores motioned and Ms. Rosamaria Gallo-Avitia seconded to approve the Consent Agenda items as presented.

Motion Carried: 7 – 0

**5. Board of Trustees Business – 7:10 – 8:23 PM**

**A. Fabens ISD 2021 Employee of the Year – 7:10 – 7:26 PM**

Dr. Vijil opened the item and announced each of the Employee of the Year Finalists. Each candidate spoke and provided personal information to the board and community regarding the position they hold and the years they have worked at Fabens ISD. After their introduction, Dr. Vijil announced that the interview committee had a very difficult time making one selection from the finalists and requested that two (2) awards be given. Selected as the 2021 Employee of the Year were: Ms. Guadalupe Varela and Ms. Benita Chacon.

**B. Fabens High School 2021 Graduation Update – 7:26 – 7:36 PM**

Mr. Anthony Prado, FHS Principal, presented updated graduation plans to the Board and community.

**C. Nomination for Texas Association of School Boards (TASB) Board Position - Region 19 – 7:36 – 7:38 PM**

Mr. Ben Morales opened the item and after a short discussion, no Fabens ISD Board member wished to be considered for the TASB Board. Mr. Greg Spence motioned and Ms. Sylvia Gonzales seconded to endorse Mr. Armando

Rodriguez from Canutillo on his quest for reelection to the TASB Board during the endorsement period.

Motion Carried: 7 - 0

**D. Elementary and Secondary School Emergency Relief Funds (ESSER III) – 7:38 – 7:47 PM**

Dr. Vijil opened the item and introduced our new Director of Federal Programs who had a Power Point presentation providing ESSER III information for the Board and community.

**E. Selection of Budget Workshop Date – 7:47 – 7:51 PM**

Mr. Martin Torres, Director of Finance presented the item and informed the Board that a good date for the workshop would be June 9, 2021. If selected, Ms. Luz Cadena, TASB Salary Consultant would be able to present her salary study findings. After the discussion, Ms. Rosamaria Gallo-Avitia motioned and Ms. Sylvia Gonzales seconded to approve June 9, 2021 at 6:30 PM for the budget workshop.

Motion Carried: 7 - 0

**F. Possible Action to Approve One-Time Lump Sum Payment as COVID-19 Relief to Eligible District Employees – 7:51 – 7:53 PM**

Mr. Martin Torres presented the item and reviewed the information provided to the Board in their packets highlighting the eligible employees receiving the one time lump sum COVID-19 payment \$1,000 for full time employees, \$500 for part time employees and \$250 for active substitutes.

**D. Part Time Occupational Therapist Assistant Proposal – 7:54 – 8:23 PM**

Ms. Roseanne Armendariz opened the item and reviewed the memo presented to the Board in their packet. She discussed the cost effectiveness of the proposal and answered questions from the Board. The Board requested additional information from her to include need comparison, duties, schedule and funding sources. Ms. Sylvia Gonzales motioned and Ms. Rosamaria Gallo-Avitia seconded to table the item.

Motion Carried: 7 - 0

**6. Lone Star Governance – 8:23 – 8:41 PM**

**A. Selection of Lone Star Governance Workshop Date – 8:23 – 8:25 PM**

Dr. Vijil opened the item and stated that the Board needed to continue with their Lone Star Governance training. Mr. Orlando Flores motioned and Ms. Sylvia Gonzales seconded to have a one (1) hour workshop on June 9, 2021.

Motion Carried: 6 – 1

Voting Against: A. Escobar

**B. College, Career, Military Readiness (CCMR) Report of Goal Progress – 8:25 – 8:41 PM**

Mr. Anthony Prado, Fabens High School Principal and Ms. Maria Villarreal, Fabens High School Assistant Principal, reviewed the Power Point presentation with the Board.

**7. District Employees and Officers**

**A. Administrative Contract Renewals: Assistant Superintendent, Principals, Assistant Principals, and Directors – 8:41 – 8:43 PM**

Ms. Sylvia Gonzales motioned and Mr. Orlando Flores seconded to approve the Administrative contract renewals as presented.

Motion Carried: 7 - 0

**B. 2020 - 2021 New Hires – 8:43 – 8:45 PM**

Ms. Audry Ortegon – Galvan opened the item and introduced our newest hires: Dr. April Galaviz, Director of Federal Programs and Mr. Michael Perez, Director of Technology.

**8. Adjourn**

There being no further business, Ms. Sylvia Gonzales motioned and Ms. Rosamaria Gallo-Avitia seconded to adjourn at 8:45 PM.

Motion Carried: 7 - 0



# **Minutes of Special Meeting**

## **The Board of Trustees**

### **Fabens ISD**

---

A Special Meeting of the Board of Trustees of Fabens ISD was held Wednesday, May 28, 2021, beginning at 5:30 PM in the Central Office, Board Room, 821 NE G Avenue, Fabens, TX 79838.

**Members Present:** Orlando Flores (Central Office)  
Sylvia Gonzales (Central Office)  
Viola Hernandez (Central Office)  
Ben Morales (Central Office)

**Members Absent:** Adan Escobar  
Rosamaria Gallo-Avitia  
Greg Spence

**Administrators Present:** Dr. Veronica Vijil  
Mr. Martin Torres

**Administrators Present  
via Teleconference:** Mr. Michael Perez  
  
Maria T. Rodriguez

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- 1. Call to Order, Roll Call and Pledge of Allegiance and Fabens ISD Vision – 5:31 PM**  
The meeting was called to order at 5:31 PM by Board President, Mr. Benjamin Morales. All members were in attendance except Mr. Escobar, Ms. Gallo-Avitia and Mr. Spence. The Pledge of Allegiance and Fabens ISD Vision were recited by all.
- 2. Communication and Visitors – 5:32 PM**
  - A. Public comments related to this meeting or persons who desire to address the board during Communication and Visitors must comply with the following procedures; visit the link: <https://rb.gy/k1sgj2> to submit your form no later than one (1) hour prior to this regular meeting. Paper forms of the requested information may be obtained at Fabens ISD Central Office. The content of your comments cannot exceed three (3) minutes.
  - B. Please click the link below to join the webinar:  
<https://rb.gy/c6nte0>  
or at  
[www.fabensisd.net](http://www.fabensisd.net) on Fabens ISD Announcement  
Under this portion of the meeting no comments were received.
  - C.
- 3. Board of Trustees Business – 5:32 – 5:35 PM**
  - A. Discussion and Possible Action on Implementation of Fabens ISD Board Policy EIC - Academic Achievement - Class Ranking**  
Dr. Vijil opened the item and apologized for the oversight in the language of Policy EIC (Local) regarding weighted courses.

Ms. Sylvia Gonzales motioned and Mr. Orlando Flores seconded to approve of EIC implementation with local practices for the 2021 and 2022 graduating classes as presented.

Motion Carried 4 – 0

#### **4. Adjourn**

There being no further business, Ms. Sylvia Gonzales made a motion and Mr. Orlando Flores seconded to adjourn at 5:35 PM.

Motion Carried: 4 - 0

# FOOD SERVICE

Fund 101

MAY 2021

	<u>ESTIMATED REVENUE</u>	<u>ACTUAL RECEIVED</u>	<u>UNCOLLECTED</u>	<u>PERCENT COLLECTED</u>
Misc Revenue	\$113	\$0	\$113	0.00%
Local Revenue-Catering & Sale Meals	\$28,588	\$3,634	\$24,954	12.71%
State Matching Revenue	\$8,500	\$7,567	\$933	89.02%
Federal Revenue-Breakfast	\$200,974	\$215,633	-\$14,659	107.29%
Federal Revenue-Lunch	\$954,985	\$347,231	\$607,754	36.36%
USDA Commodities	\$73,070	\$0	\$73,070	0.00%
Fresh Fruit & Vegetable Program	\$45,616	\$5,661	\$39,955	12.41%
<b>TOTAL REVENUE</b>	<b>\$1,311,846</b>	<b>\$579,726</b>	<b>\$732,120</b>	<b>44.19%</b>

	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>	<u>PERCENT EXPENDED</u>
Expenditures				
	\$1,311,846	\$984,290	\$327,556	75.03%
<b>TOTAL EXPENDITURE</b>	<b>\$1,311,846</b>	<b>\$984,290</b>	<b>\$327,556</b>	<b>75.03%</b>

# TAX COLLECTIONS REPORT

**MAY 2021**

**2020-2021**

	<u><b>M/O</b></u>	<u><b>I/S</b></u>	<u><b>TOTAL</b></u>
<b><u>Estimated Collections:</u></b>	<b>2,258,769</b>	<b>601,517</b>	<b>2,860,286</b>
<b><u>Actual Collections:</u></b>			
<b>September</b>	<b>42,068</b>	<b>9,364</b>	<b>51,431</b>
<b>October</b>	<b>27,685</b>	<b>7,129</b>	<b>34,813</b>
<b>November</b>	<b>128,101</b>	<b>35,161</b>	<b>163,262</b>
<b>December</b>	<b>475,057</b>	<b>125,924</b>	<b>600,981</b>
<b>January</b>	<b>1,054,293</b>	<b>280,300</b>	<b>1,334,593</b>
<b>February</b>	<b>323,657</b>	<b>86,041</b>	<b>409,698</b>
<b>March</b>	<b>183,810</b>	<b>48,508</b>	<b>232,318</b>
<b>April</b>	<b>49,576</b>	<b>12,922</b>	<b>62,498</b>
<b>May</b>	<b>22,374</b>	<b>5,855</b>	<b>28,230</b>
<b>June</b>			<b>0</b>
<b>July</b>			<b>0</b>
<b>August</b>			<b>0</b>
<b>Due to/from</b>			
<b>Year To Date</b>	<b>2,306,621</b>	<b>611,203</b>	<b>2,917,824</b>
<b>Tax Rates</b>	<b>1.0547000%</b>	<b>+ 0.2808000% =</b>	<b>1.3355000%</b>

**GENERAL OPERATING FUND EXPENDITURES  
REPORT BY FUNCTION- FUND 199**

**MAY 2021**

	<u>BUDGET</u>	<u>COMMITTED</u>	<u>BALANCE</u>	<u>PERCENT COMMITTED</u>
<b>FUNCTION 11</b>	\$13,362,682	\$9,886,214	\$3,476,468	73.98%
Instruction				
<b>FUNCTION 12</b>	\$295,246	\$201,955	\$93,291	68.40%
Instructional Resources/ Media (Library)				
<b>FUNCTION 13</b>	\$241,203	\$156,330	\$84,873	64.81%
Curriculum and Staff Development				
<b>FUNCTION 21</b>	\$204,902	\$149,533	\$55,369	72.98%
Instructional Leadership				
<b>FUNCTION 23</b>	\$1,440,064	\$994,477	\$445,587	69.06%
School Leadership				
<b>FUNCTION 31</b>	\$869,252	\$599,730	\$269,522	68.99%
Counseling Guidance Services				
<b>FUNCTION 32</b>	\$39,131	\$22,739	\$16,392	58.11%
Social Work Services				
<b>FUNCTION 33</b>	\$318,000	\$228,032	\$89,968	71.71%
Health Services				
		20		
<b>FUNCTION 34</b>	\$1,015,752	\$837,431	\$178,321	82.44%

Transportation

<b>FUNCTION 35</b>	\$38,052	\$0	\$38,052	0.00%
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Food Service

<b>FUNCTION 36</b>	\$827,199	\$663,518	\$163,681	80.21%
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Co-Curricular Athletics

<b>FUNCTION 41</b>	\$1,332,790	\$805,383	\$527,407	60.43%
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General Administration

<b>FUNCTION 51</b>	\$3,670,406	\$2,707,279	\$963,127	73.76%
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Plant Maintenance and  
Operation

<b>FUNCTION 52</b>	\$304,567	\$202,963	\$101,604	66.64%
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Security/Monitoring  
Services

<b>FUNCTION 53</b>	\$335,960	\$262,420	\$73,540	78.11%
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Data Processing

<b>FUNCTION 61</b>	\$41,020	\$26,813	\$14,207	65.37%
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Community Services

<b>FUNCTION 81</b>	\$12,150	\$0	\$12,150	0.00%
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Facilities Acquisition  
and Construction

<b>FUNCTION 99</b>	\$36,000	\$26,883	\$9,117	74.68%
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Other Intergovernmental  
Charges

<b>ORIGINAL BUDGET</b>	<b>\$24,384,376</b>	<b>\$17,771,698</b>	<b>\$6,612,678</b>	<b>72.88%</b>
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## MAY 2021

	ESTIMATED	ACTUAL RECEIVED	UNCOLLECTED	PERCENT COLLECTED
Local Revenue				
Local Revenue- Tax Revenue	\$2,080,597	\$2,306,621	-\$226,024	110.86%
Local Revenue-Interest	\$72,190	\$3,114	\$69,076	4.31%
Local Revenue-Miscellaneous	\$298,632	\$291,987	\$6,645	97.77%
LOCAL TOTAL	\$2,451,419	\$2,601,721	-\$150,302	106.13%
State Revenue TEA	\$18,065,347	\$14,472,016	\$3,593,331	80.11%
State Funding - HB1	\$768,802	\$699,606	\$69,196	91.00%
On Behalf Payment	\$1,339,229	\$599,001	\$740,228	44.73%
Federal Programs Indirect Costs	\$45,388	\$0	\$45,388	0.00%
ROTC	\$88,697	\$61,610	\$27,087	69.46%
STATE TOTAL	\$20,307,463	\$15,832,233	\$4,475,230	77.96%
TOTAL REVENUE	\$22,758,882	\$18,433,954	\$4,324,928	81.00%



**DEBT SERVICE FUND  
FUND 599**

**MAY 2021**

	<u>ESTIMATED REVENUE</u>	<u>ACTUAL RECEIVED</u>	<u>UNCOLLECTED</u>	<u>PERCENT COLLECTED</u>
Local Revenue-Taxes	\$593,436	\$611,290	-\$17,854	103.01%
Local Revenue-Interest	\$9,500	\$189	\$9,311	1.99%
State Revenue	\$1,447,196	\$1,561,014	-\$113,818	107.86%
Transfer In	\$189,171	\$0	\$189,171	0.00%
<b>TOTAL REVENUE</b>	<b>\$2,239,303</b>	<b>\$2,172,493</b>	<b>\$66,810</b>	<b>97.02%</b>

	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>	<u>PERCENT EXPENDED</u>
Expenditures				
Function 71-Debt Service	\$2,239,303	\$1,774,215	\$465,088	79.23%
<b>TOTAL EXPENDITURE</b>	<b>\$2,239,303</b>	<b>\$1,774,215</b>	<b>\$465,088</b>	<b>79.23%</b>

Bank Account - WestStar Bank(4178696)					
Start Date - 05-01- 2021 End Date - 05- 31-2021				Print Date: 06/10/2021 10:58 a	
Issued Checks					
<u>Check Number</u>	<u>Payee</u>		<u>Check Date</u>	<u>Payment Type</u>	<u>Amount</u>
48315	ATPE		05/06/2021	Paper Check	\$971.50
48316	Alfredo Valenzuela Jr.		05/06/2021	Paper Check	\$50.00
48317	American Express		05/06/2021	Paper Check	\$1,415.38
48318	American Heritage Life		05/06/2021	Paper Check	\$60.46
48319	American Refrigeration Supplies		05/06/2021	Paper Check	\$3,337.58
48320	Anissa Sustaita		05/06/2021	Paper Check	\$50.00
48321	Autozone		05/06/2021	Paper Check	\$2,112.99
48322	B & H Photo Video		05/06/2021	Paper Check	\$3,082.85
48323	Brady Industries of Texas, LLC		05/06/2021	Paper Check	\$4,836.78
48324	Capstone Press Inc		05/06/2021	Paper Check	\$3,100.00
48325	Cdw Government, Inc		05/06/2021	Paper Check	\$473.09
48326	Claims Administrative Services		05/06/2021	Paper Check	\$14,040.00
48327	D'Enchanted Ballroom		05/06/2021	Paper Check	\$250.00
48328	Department Of Information Resource		05/06/2021	Paper Check	\$335.06
48329	Ean Holdings, Llc DbA Enterprise Rent-A-Car		05/06/2021	Paper Check	\$182.10
48330	Eco-Worx, Inc.		05/06/2021	Paper Check	\$4,980.00
48331	El Paso Community Foundation		05/06/2021	Paper Check	\$11,900.00
48332	El Paso County Water Dist #4		05/06/2021	Paper Check	\$12,337.23
48333	Fabens Oil Co.		05/06/2021	Paper Check	\$4,456.06
48334	First Financial Administrators		05/06/2021	Paper Check	\$58,965.35
48335	First Financial Administrators		05/06/2021	Paper Check	\$7,228.73
48336	Fulcrum management Solutions Inc.		05/06/2021	Paper Check	\$3,312.25
48337	Galls, An Aramark Co.,llc		05/06/2021	Paper Check	\$354.57
48338	Gov Connection, Inc.		05/06/2021	Paper Check	\$171.89
48339	Heinemann		05/06/2021	Paper Check	\$321.20
48340	Interstate Battery Systems Of El Paso		05/06/2021	Paper Check	\$354.80
48341	Ivan Rochel		05/06/2021	Paper Check	\$1,500.00
48342	Karina Meza		05/06/2021	Paper Check	\$50.00
48343	Klarissa Evelyn Meza		05/06/2021	Paper Check	\$50.00
48344	LEARNING WITHOUT TEARS		05/06/2021	Paper Check	\$489.02
48345	Labatt Food Service		05/06/2021	Paper Check	\$31,031.50
48346	MCI		05/06/2021	Paper Check	\$31.71
48347	Matrix Special Systems		05/06/2021	Paper Check	\$1,850.00
48348	Mci Comm Service		05/06/2021	Paper Check	\$38.58
48349	Met Life Insurance Company		05/06/2021	Paper Check	\$73.22
48350	Mission Linen & Uniform	24	05/06/2021	Paper Check	\$2,074.20
48351	National Association Of Secondary School Principals		05/06/2021	Paper Check	\$570.00

48352	O'Reilly Auto Parts		05/06/2021	Paper Check	\$281.91
48353	Ofelia Del Toro		05/06/2021	Paper Check	\$500.00
48354	Office Depot		05/06/2021	Paper Check	\$10,979.51
48355	Oriental Trading Co Inc		05/06/2021	Paper Check	\$1,597.79
48356	Perez Propane, LLC		05/06/2021	Paper Check	\$272.73
48357	Perla Ortiz		05/06/2021	Paper Check	\$50.00
48358	Play Therapy Supply LLC		05/06/2021	Paper Check	\$366.56
48359	Pre-Paid Legal Services		05/06/2021	Paper Check	\$15.96
48360	Price's Creameries		05/06/2021	Paper Check	\$2,616.30
48361	Pro-Ed Inc		05/06/2021	Paper Check	\$231.00
48362	Proaction, Inc.		05/06/2021	Paper Check	\$135.00
48363	RE Medical Associates		05/06/2021	Paper Check	\$100.00
48364	Region Xix Esc		05/06/2021	Paper Check	\$11,059.25
48365	Rocio Aguirre		05/06/2021	Paper Check	\$1,000.00
48366	Rubber Ducky Screenprinting		05/06/2021	Paper Check	\$197.00
48367	Rubber Ducky Screenprinting		05/06/2021	Paper Check	\$285.00
48368	Sam's Club		05/06/2021	Paper Check	\$1,113.76
48369	School Specialty		05/06/2021	Paper Check	\$283.00
48370	Segovia's Distributing		05/06/2021	Paper Check	\$3,831.33
48371	Sonitrol of El Paso		05/06/2021	Paper Check	\$1,940.00
48372	Spectrum Technologies		05/06/2021	Paper Check	\$7,371.65
48373	Sports Supply Group, Inc.		05/06/2021	Paper Check	\$1,144.50
48374	Stuart C. Cox, Trustee		05/06/2021	Paper Check	\$1,277.90
48375	Sun Valley Equipment Sales		05/06/2021	Paper Check	\$558.22
48376	TASB		05/06/2021	Paper Check	\$197.28
48377	TASBO		05/06/2021	Paper Check	\$350.00
48378	TCG Administrators		05/06/2021	Paper Check	\$150.39
48379	TSTA		05/06/2021	Paper Check	\$1,818.82
48380	Texas Aft/Peg		05/06/2021	Paper Check	\$140.00
48381	Texas Gas Service		05/06/2021	Paper Check	\$6,239.99
48382	Texas High School Athletic Directors Association - Thsada		05/06/2021	Paper Check	\$100.00
48383	Texas-New Mexico Newspaper Partnership,		05/06/2021	Paper Check	\$489.54
48384	ULINE, Inc.		05/06/2021	Paper Check	\$1,899.45
48385	Unum Life Insurance Co Unum/Provident		05/06/2021	Paper Check	\$458.88
48386	Valley By-Products, Inc.		05/06/2021	Paper Check	\$2,956.50
48387	Verizon Business		05/06/2021	Paper Check	\$79.38
48388	Wholesale Lumber of Fabens LLC		05/06/2021	Paper Check	\$145.47
48389	Windstream Communications C/o Bank Of America, Na		05/06/2021	Paper Check	\$1,064.43
48390	Windstream Corporation		05/06/2021	Paper Check	\$3,156.38
48391	Xerox Financial Services, LLC		05/06/2021	Paper Check	\$299.08
48392	Zee Medical	25	05/06/2021	Paper Check	\$20.19
48393	Maria Romero		05/06/2021	Paper Check	\$40.00
48394	Raul Tarango		05/06/2021	Paper Check	\$700.00

48395	Maria Villarreal		05/06/2021	Paper Check	\$500.00
48402	A & M Awards		05/13/2021	Paper Check	\$13.00
48403	Alert Services, Inc		05/13/2021	Paper Check	\$999.90
48404	Angelina Fernandez		05/13/2021	Paper Check	\$595.00
48405	Apple Computer Inc		05/13/2021	Paper Check	\$11,340.00
48406	Arspec Inc		05/13/2021	Paper Check	\$115.50
48407	B & H Photo Video		05/13/2021	Paper Check	\$926.44
48408	Bernell Corporation		05/13/2021	Paper Check	\$166.90
48409	C & M Plaque And Trophy		05/13/2021	Paper Check	\$130.00
48410	Dell Computer		05/13/2021	Paper Check	\$1,346.23
48411	First Financial Administrators		05/13/2021	Paper Check	\$7,324.27
48412	Fluency Matters		05/13/2021	Paper Check	\$948.00
48413	Galls, An Aramark Co.,llc		05/13/2021	Paper Check	\$240.04
48414	Home Depot Credit Services		05/13/2021	Paper Check	\$774.10
48415	Jones School Supply, Inc		05/13/2021	Paper Check	\$1,152.11
48416	Katherine M. Reyes-Brooks		05/13/2021	Paper Check	\$1,435.00
48417	Lowman Consulting LLC		05/13/2021	Paper Check	\$4,000.00
48418	Martin Tire Co		05/13/2021	Paper Check	\$611.44
48419	NCS Pearson		05/13/2021	Paper Check	\$604.01
48420	Office Depot		05/13/2021	Paper Check	\$1,000.70
48421	Oriental Trading Co Inc		05/13/2021	Paper Check	\$111.47
48422	Palos Sports Inc		05/13/2021	Paper Check	\$354.76
48423	Pearson VUE		05/13/2021	Paper Check	\$818.00
48424	Positive Promotions		05/13/2021	Paper Check	\$54.59
48425	Positive Promotions		05/13/2021	Paper Check	\$717.15
48426	Put in Cups, LLC		05/13/2021	Paper Check	\$469.00
48427	R. T. C., Inc.		05/13/2021	Paper Check	\$1,224.00
48428	Really Good Stuff, Inc		05/13/2021	Paper Check	\$1,962.84
48429	Reece Supply Co		05/13/2021	Paper Check	\$1,158.10
48430	Region Xix Esc		05/13/2021	Paper Check	\$525.00
48431	Rocio Aguirre		05/13/2021	Paper Check	\$1,200.00
48432	School Health Corporation		05/13/2021	Paper Check	\$224.95
48433	School Savers Corporation		05/13/2021	Paper Check	\$15,457.65
48434	Signwarehouse		05/13/2021	Paper Check	\$486.99
48435	Spectrum Technologies		05/13/2021	Paper Check	\$956.00
48436	Sports Supply Group, Inc.		05/13/2021	Paper Check	\$18,019.00
48437	Stuart C. Cox, Trustee		05/13/2021	Paper Check	\$1,277.90
48438	TCG Administrators		05/13/2021	Paper Check	\$231.20
48439	Valley Speech,language & Learning Center		05/13/2021	Paper Check	\$1,788.60
48440	Walsh Gallegos Trevino Russo & Kyle P.C.		05/13/2021	Paper Check	\$2,670.00
48441	Watson Pest Management		05/13/2021	Paper Check	\$2,925.00
48442	Western States Fire Protection Co.		05/13/2021	Paper Check	\$1,350.00
48443	Zee Medical	26	05/13/2021	Paper Check	\$190.00
48444	A & M Awards		05/20/2021	Paper Check	\$1,303.00

48445	A & M Awards		05/20/2021	Paper Check	\$75.00
48446	B & H Photo Video		05/20/2021	Paper Check	\$605.66
48447	Brady Industries of Texas, LLC		05/20/2021	Paper Check	\$11,495.33
48448	CTAT		05/20/2021	Paper Check	\$625.00
48449	Control and Equipment Company of El Paso,		05/20/2021	Paper Check	\$577.50
48450	Culberson County-Allamoore Isd		05/20/2021	Paper Check	\$975.78
48451	Dal-Tile Distribution Inc.		05/20/2021	Paper Check	\$248.46
48452	Dell Computer		05/20/2021	Paper Check	\$3,581.80
48453	Dollspart Supply Co.		05/20/2021	Paper Check	\$498.19
48454	EDUCATION GALAXY, LLC		05/20/2021	Paper Check	\$4,750.00
48455	Ean Holdings, Llc DbA Enterprise Rent-A-Car		05/20/2021	Paper Check	\$312.00
48456	El Paso Electric Co		05/20/2021	Paper Check	\$42,280.50
48457	Fabens Isd/food Serv Catering		05/20/2021	Paper Check	\$1,420.25
48458	Friedman Recycling Co., Inc.		05/20/2021	Paper Check	\$988.00
48459	Fulcrum management Solutions Inc.		05/20/2021	Paper Check	\$9,000.00
48460	Hercules Industries, Inc.		05/20/2021	Paper Check	\$69.32
48461	Honors Graduation, LLC		05/20/2021	Paper Check	\$204.00
48462	Junior Library Guild		05/20/2021	Paper Check	\$2,578.50
48463	Labatt Food Service		05/20/2021	Paper Check	\$33,681.68
48464	Maria I. Quiroz		05/20/2021	Paper Check	\$1,890.00
48465	Mci Comm Service		05/20/2021	Paper Check	\$38.58
48466	Midwest Technology Products		05/20/2021	Paper Check	\$420.85
48467	Mission Linen & Uniform		05/20/2021	Paper Check	\$347.40
48468	Mounce, Green, Myers, Safi Paxson &		05/20/2021	Paper Check	\$4,354.95
48469	Nasco-Fort Atkinson		05/20/2021	Paper Check	\$339.46
48470	National Restaurant Supply		05/20/2021	Paper Check	\$654.85
48471	Office Depot		05/20/2021	Paper Check	\$9,936.86
48472	Oriental Trading Co Inc		05/20/2021	Paper Check	\$397.70
48473	Positive Promotions		05/20/2021	Paper Check	\$675.73
48474	Premier Uniforms & Tactical Supply		05/20/2021	Paper Check	\$299.50
48475	Price's Creameries		05/20/2021	Paper Check	\$2,205.08
48476	Really Good Stuff, Inc		05/20/2021	Paper Check	\$2,191.15
48477	Region Xix Esc		05/20/2021	Paper Check	\$398.00
48478	Rocio Aguirre		05/20/2021	Paper Check	\$1,400.00
48479	Sarah Aguilar Perez		05/20/2021	Paper Check	\$4,410.00
48480	Scholastic Inc.		05/20/2021	Paper Check	\$587.62
48481	School Health Corporation		05/20/2021	Paper Check	\$92.17
48482	Segovia's Distributing		05/20/2021	Paper Check	\$1,637.12
48483	Sonitrol of El Paso		05/20/2021	Paper Check	\$1,732.50
48484	Spectrum Technologies		05/20/2021	Paper Check	\$15,212.59
48485	Sphero, Inc.		05/20/2021	Paper Check	\$5,366.14
48486	Sports Supply Group, Inc.		05/20/2021	Paper Check	\$3,853.00
48487	SystemsGo	27	05/20/2021	Paper Check	\$41.41
48488	TASB		05/20/2021	Paper Check	\$1,976.12

48489	Texas High School Athletic Directors Association - Thsada		05/20/2021	Paper Check	\$100.00
48490	Texas High School Coaches Association, Inc.		05/20/2021	Paper Check	\$130.00
48491	Texas High School Coaches Association, Inc.		05/20/2021	Paper Check	\$240.00
48492	Time Warner Cable		05/20/2021	Paper Check	\$275.98
48493	Verizon Business		05/20/2021	Paper Check	\$80.00
48494	Verizon Wireless		05/20/2021	Paper Check	\$765.92
48495	Watson Pest Management		05/20/2021	Paper Check	\$3,280.00
48496	Zee Medical		05/20/2021	Paper Check	\$189.11
48497	dB Audio USA, LLC		05/20/2021	Paper Check	\$4,500.00
48498	Salvador Cedillo		05/20/2021	Paper Check	\$500.00
48499	Jacklyn Rodriguez		05/20/2021	Paper Check	\$2,000.00
48501	Onix Electronics LLC		05/26/2021	Paper Check	\$370.50
48502	4imprint		05/27/2021	Paper Check	\$1,372.59
48503	American Refrigeration Supplies		05/27/2021	Paper Check	\$725.68
48504	Apple Computer Inc		05/27/2021	Paper Check	\$3,080.00
48505	Autozone		05/27/2021	Paper Check	\$439.11
48506	B & H Photo Video		05/27/2021	Paper Check	\$22,386.30
48507	Brady Industries of Texas, LLC		05/27/2021	Paper Check	\$6,751.85
48508	C & M Plaque And Trophy		05/27/2021	Paper Check	\$60.00
48509	Cdw Government, Inc		05/27/2021	Paper Check	\$2,470.38
48510	Dal-Tile Distribution Inc.		05/27/2021	Paper Check	\$229.52
48511	David's Apparel Screen Printing &		05/27/2021	Paper Check	\$160.00
48512	Dell Computer		05/27/2021	Paper Check	\$1,718.20
48513	Demco, Inc		05/27/2021	Paper Check	\$115.50
48514	Department Of Information Resource		05/27/2021	Paper Check	\$335.06
48515	El Paso Community College		05/27/2021	Paper Check	\$4,865.00
48516	ExploreLearning, LLC		05/27/2021	Paper Check	\$3,295.00
48517	Fabens ISD/Travel Buses		05/27/2021	Paper Check	\$1,798.50
48518	Fabens ISD/Travel Vans		05/27/2021	Paper Check	\$388.80
48519	Far West Services, Inc.		05/27/2021	Paper Check	\$2,183.98
48520	Hercules Industries, Inc.		05/27/2021	Paper Check	\$86.80
48521	Labatt Food Service		05/27/2021	Paper Check	\$5,557.73
48522	Lowman Consulting LLC		05/27/2021	Paper Check	\$3,000.00
48523	MCI		05/27/2021	Paper Check	\$31.71
48524	Mci Comm Service		05/27/2021	Paper Check	\$38.58
48525	O'Reilly Auto Parts		05/27/2021	Paper Check	\$265.83
48526	Office Depot		05/27/2021	Paper Check	\$3,007.84
48527	Onix Electronics LLC		05/27/2021	Paper Check	\$370.50
48528	Oriental Trading Co Inc		05/27/2021	Paper Check	\$492.00
48529	Portillo's Auto Glass		05/27/2021	Paper Check	\$600.00
48530	Positive Promotions		05/27/2021	Paper Check	\$1,076.83
48531	Raymond Geddes Co Inc.	28	05/27/2021	Paper Check	\$497.80
48532	Scholastic Inc.		05/27/2021	Paper Check	\$1,803.08
48533	Scholastic Inc.		05/27/2021	Paper Check	\$4,045.00

48534	School Specialty LLC		05/27/2021	Paper Check	\$1,307.63
48535	Sierra Springs		05/27/2021	Paper Check	\$47.88
48536	Sports Supply Group, Inc.		05/27/2021	Paper Check	\$7,949.00
48537	Texas Department Of Public Safety		05/27/2021	Paper Check	\$5.00
48538	The Art of Coaching Volleyball, LLC		05/27/2021	Paper Check	\$834.27
48539	Verizon Wireless		05/27/2021	Paper Check	\$140.36
48540	Wholesale Lumber of Fabens LLC		05/27/2021	Paper Check	\$43.63
48541	Windstream Corporation		05/27/2021	Paper Check	\$3,177.60
48542	dB Audio USA, LLC		05/27/2021	Paper Check	\$4,500.00
48543	Jacob Belshe		05/27/2021	Paper Check	\$447.54
48544	Maria Rodriguez		05/27/2021	Paper Check	\$68.00
48553	Salvador Cedillo		05/28/2021	Paper Check	\$1,300.00
				Issued Checks SubTotal	\$ 613,577.43
Voided Checks					
<u>Check Number</u>	<u>Payee</u>	<u>Check Date</u>	<u>Void Date</u>	<u>Payment Type</u>	<u>Amount</u>
47025	El Paso Community College	08/31/2020	05/19/2021	Paper Check	\$ 4,865.00
48323	Brady Industries of Texas, LLC	05/06/2021	05/21/2021	Paper Check	\$ 4,836.78
48369	School Specialty	05/06/2021	05/27/2021	Paper Check	\$ 283.00
48382	Texas High School Athletic Directors Association - Thsada	05/06/2021	05/21/2021	Paper Check	\$ 100.00
48394	Raul Tarango	05/06/2021	05/25/2021	Paper Check	\$ 700.00
48451	Dal-Tile Distribution Inc.	05/20/2021	05/21/2021	Paper Check	\$ 248.46
48501	Onix Electronics LLC	05/26/2021	05/27/2021	Paper Check	\$ 370.50
				Voided Checks SubTotal	\$ 11,403.74
				Net Amount	\$ 602,173.69





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El Paso, TX 79999-9100  
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weststarbank.com

March 5, 2021

Dr. Veronica Vijil  
Superintendent  
Fabens Independent School District  
821 NE "G" Avenue  
Fabens, TX 79838

RE: Depository Contract for Funds Extension

Dear Dr. Vijil:

We welcome the opportunity to extend the depository contract that is scheduled to expire on August 31, 2021. We will extend the contract for an additional two years commencing September 1, 2021 through August 31 2023, with no changes to the present fee structure unless new products are requested.

Subsequent to your board of Trustees approval of the proposed extension, please prepare and forward the attached "Board Resolution Extending Depository Contract for Funds of Independent School District under Texas Education Code, Chapter 45, Subchapter G, School District Depositories" form to me. I will sign the resolution in the appropriate space and forward it back to you.

Again, we appreciate the confidence and trust that you and the Board of Trustees have placed in WestStar Bank. If you have any questions, please let me know.

Sincerely,

*Rosa Butcher*

Rosa Butcher  
Vice President, Deposit Operations  
(915) 771-1720



We welcome the opportunity to  
continue as your Depository Bank of  
choice.

March 5, 2021

## Our Mission

To be the Borderplex region's leading financial institution committed to driving the growth, prosperity, and success of our client, communities, team members and shareholders.

Our focus is to create long-term relationships with our primary markets of family businesses, professional firms, and successful individuals through the delivery of exceptional client experiences with comprehensive financial solutions.

This approach allows us to maximize the long-term value of our shareholders' investment and better the lives of the communities we serve.

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## Our History

The WestStar Bank story is a culmination of histories. It begins with the birth of two banks: First National Bank of Fabens and Bank of the West. Opening in 1920, a turbulent time for rural banks and farmers, First National Bank of Fabens (First National Bank in 2000) loyally served the valley area for decades. Eventually, it extended its physical presence into El Paso, Texas by merging with two local institutions, Bank of Ysleta (1992) and Bank of El Paso (1996), and extended its service offerings to include investment, title, and insurance.

On the heels of the S&L crisis of the late 1980's, Bank of the West (WestStar Bank as of 2012) opened its doors in 1990. Twenty-five years later, it was the largest community bank in the Borderplex with an extensive branch network and an equally extensive offering of services, including treasury management, wealth management, and insurance. In 2016, the two banks merged. Born in different eras but sharing similar missions and philosophies, they now share the same name: WestStar Bank.

Today's WestStar Bank is made of many institutions. All different, they grew to serve the banking needs of our unique region. With over 330 team members working in 14 branches from Fabens, Texas to Las Cruces, New Mexico, it has over \$2.3 billion in assets and provides many services including banking, treasury management, wealth management, insurance, and title.



# Community

## Community Involvement

Currently, our team members serve on over 60 boards and committees of nonprofit and civic organizations and participate in a wide range of community betterment efforts and philanthropic causes.

WestStar Bank is committed to the success of underserved communities, and with expertise and leadership, helps local people and projects succeed. We carefully adhere to government regulations, including the Community Reinvestment Act (CRA). The CRA is intended to encourage depository institutions to help meet the credit needs of the communities in which they operate, including low- and moderate-income neighborhoods. WestStar Bank's record in helping meet the credit needs of its entire community is evaluated by the Federal Reserve Bank of Dallas approximately every 2-2.5 years.

Since 2008, WestStar Bank has earned five consecutive "Outstanding" CRA ratings from the federal government, for investing in its communities, especially underserved neighborhoods, and for providing unique solutions to underserved individuals.

Evaluation Date	Rating
2020	Outstanding
2017	Outstanding
2013	Outstanding
2010	Outstanding
2008	Outstanding

## Executive Management



**L. Frederick  
(Rick) Francis**  
Chairman, CEO



**David W.  
Osborn**  
President, COO



**Lisa J. Saenz,  
CPA**  
Executive Vice  
President, CFO



**Raymond Baer**  
Executive Vice  
President, CCBO



**Yolanda Garcia**  
Executive Vice  
President, CRBO



**Orlando  
Hernandez**  
Senior Vice  
President, CIO



**Jerry Harris**  
Senior Vice  
President, CCO



**Liliana Miranda,  
CPA**  
Senior Vice  
President, CRO



**Lee Rodriguez**  
Senior Vice  
President, CHRO

## Board of Directors



**L. Frederick (Rick) Francis**  
Chairman & CEO  
WestStar



**Edward Escudero**  
Vice Chairman  
WestStar



**Richard Castro**  
Owner & President  
Castro Enterprises  
Inc.



**Miguel S. Fernandez**  
CEO  
Transtelco



**Lane Gaddy**  
CEO  
W Silver Recycling  
Inc.



**Paul L. Foster**  
CEO  
Franklin Mountain  
Management, LLC



**Carol Johnson**  
Community  
Volunteer



**Meyer Marcus**  
Chairman  
MIMCO, Inc.



**A.R. (Rusty) Miller, III**  
General Partner  
Manager  
A.R.M. Farms, Ltd.



**Jonathan W. Rogers, Jr.**  
President & CEO  
St. Regis Airport  
Properties



**Emma Wollschlaeger Schwartz**  
President  
Medical Center of the  
Americas (MCA)



**Robert (Bobby) Skov**  
Owner, SK-2 Farms



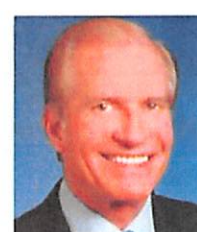
**Maria F. Teran**  
President  
Sierra Machinery



**Linda C. Troncoso**  
President  
TRE Associates, LLC



**J. Robert Brown**  
Advisory Director



**Woody L. Hunt**  
Advisory Director



# Fabens ISD's WestStar Bank Team

## WestStar Bank Team

### Rosa Butcher

Vice President,  
Deposit Operations Manager

p. 915-771-1720

c. 512-940-9685

[rbutcher@weststarbank.com](mailto:rbutcher@weststarbank.com)

### Violeta Mendoza

Fabens Branch Manager II

p. 915-771-1815

c. 915-249-7850

[vmendoza@weststarbank.com](mailto:vmendoza@weststarbank.com)

### Laura Fernandez

Vice President,  
Customer Service Center

p. 915-747-1029

[lfernandez@weststarbank.com](mailto:lfernandez@weststarbank.com)

### Roxanna Medina

Vice President,  
Treasury Management

p. 915-747-4943

[rmedina@weststarbank.com](mailto:rmedina@weststarbank.com)

## Executive Management

### L. Frederick (Rick) Francis

Executive Chairman & CEO

p. 915-747-1626

[rfrancis@weststarbank.com](mailto:rfrancis@weststarbank.com)

### David Osborn

President & COO

p. 915-747-1640

[dosborn@weststarbank.com](mailto:dosborn@weststarbank.com)

### Yolanda Garcia

Executive Vice President & CRBO

p. 915-747-4144

[ygarcia@weststarbank.com](mailto:ygarcia@weststarbank.com)



## Fabens ISD and WestStar Bank's Second Two-Year Term Extension

Thank you for the opportunity of allowing us to be your Depository Bank. WestStar Bank has been favored with your banking relationship during the term of the first two-year extension that is scheduled to expire August 31, 2021 and would be honored to continue as your Depository of choice for two additional years; commencing September 1, 2021 to August 31, 2023 with no changes to the present fee structure.

The following provide further information about your current services.

## Fabens ISD's Current Services

- Branch Services
- Positive Pay
- Cash Manager

## Next Steps/Thank you/Questions

- Final Slide

**Board Resolution Extending Depository Contract for Funds  
Of Independent School Districts Under Texas Education Code,  
Chapter 45, Subchapter G, School District Depositories**

Resolved by the Board of Trustees of Fabens ISD that:

*Board of Trustees*

WestStar Bank located at El Paso  
(Name of Depository Bank) (Name of County)

County, State of Texas, being a bank as defined in section 45.201 of the Texas Education Code, and Fabens ISD (CDN: 071-903) agree to extend this depository  
(Name of District)

contract pursuant to Texas Education Code Section 45.205, for an additional two-year term from September 1, 2021, through August 31, 2023. Under Texas Education Code Section 45.205(b), a school district and the district's depository bank may agree to extend a depository contract for three additional two-year terms. The extension constitutes the parties' second two-year term.  
(first, second, third)

Furthermore, under Texas Education Code Section 45.205(c), the contract term and any extension must coincide with the school district's fiscal year.

AGREED AND ACCEPTED on behalf of Fabens ISD  
Name of District  
this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
*Signature of President of School Board*

AGREED AND ACCEPTED on behalf of Depository this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

WestStar Bank  
*Typed Name of Depository*

\_\_\_\_\_  
*Signature of Authorized Bank Officer*

\_\_\_\_\_  
*Title of Authorized Bank Officer*

**Acknowledgement**

Acknowledged before me in \_\_\_\_\_ County, Texas, on \_\_\_\_\_, 20\_\_, by

\_\_\_\_\_, bank officer of the Depository named in the preceding document, for the Depository.

\_\_\_\_\_  
Signature of Notary

(SEAL)

Notary Public in and for \_\_\_\_\_  
County, Texas



ATTN: K-12 Texas School Districts

Exclusively for *The Brokerage Store* and school districts across Texas, USA Managed Care Organization developed and introduced the *Lonestar Athletic Injury Network* (LONESTAR), a panel of medical providers state-wide who have been nominated as medical care providers of choice by their local school officials. LONESTAR was created solely to treat injured Texas students and athletes.

LONESTAR provider reimbursement represents medical care payments that are in addition to any other insurance coverage a student may carry. In the event that an injured student carries no insurance, payments to LONESTAR providers are designed to become primary. LONESTAR provider payments represent full and final reimbursement. This is a "**ZERO BALANCE BILLING**" program as providers that participate in the Lonestar Athletic Injury Network agree to *forego balance billing and agree to accept plan payments as full assignment*.

The Brokerage Store is the oldest, long-established leader in the Student/Athletic Accident Insurance K-12 Texas market. All Brokerage Store accident programs are underwritten by insurance carriers that are A.M. Best "A" rated companies. The Brokerage Store's niche in the K-12 Texas market is enhanced by the *Lonestar Athletic Injury Network*, a unique-exclusive program that was truly developed in the interest of the health of our Texas' schoolchildren!

For additional information about specialized student/athletic accident insurance programs offered by The Brokerage Store, please call (800) 366-4810.



# The #1 Provider of School Insurance in Texas!



## STUDENT/ATHLETIC ACCIDENT INSURANCE

Since 1974, The Brokerage Store, Inc. has excelled in offering specialized accident insurance programs. **Student/Athletic Accident Insurance**, Special Risk Policies, Individual Accident Plans, and AD&D Coverage are just a few of the types of coverage that we offer. We are one of the leaders in the Student/Athletic Accident Insurance market in Texas. We currently insure over 230 school districts for this type of coverage.

The Brokerage Store, Inc. has been in the insurance business for 46 years. We specialize in dealing with different types of accident insurance programs. We are the Managing General Agent for many major companies marketing accident policies. We are also the market leader in **STUDENT/ATHLETIC ACCIDENT INSURANCE FOR GRADES K-12** in Texas. We have a full staff willing to help you with any problem or question you may have.

The Brokerage Store, Inc. handles Student/Athletic Accident Insurance for grades K-12. We have been writing school insurance athletic accident plans for 23 years. We currently insure more than 230 school districts in Texas. Our blanket accident programs are underwritten by A.M. Best "A" rated companies. We offer many different programs for each school district depending on their needs. Our U.I.L. blanket insurance programs are designed for all districts regardless of their size and/or economic status.

### Student/Athletic Accident Coverage

- ◆ U.I.L. Blanket Student/Athletic Insurance (K-12)
- ◆ Catastrophe Coverage
- ◆ CAT Cash Coverage
- ◆ Voluntary Plans

### Catastrophic Coverage

This is an excess catastrophic accident medical expense program that takes over when the base plan benefits are exhausted. These medical benefits are underwritten up to \$10,000,000. The catastrophe plan deductible is \$25,000. This deductible is usually met by benefits provided under the base or blanket policy.

### Catastrophic Cash Benefit

This optional benefit is designed to provide a cash benefit to the family of a severely injured student athlete (coma, paralysis, etc.). It has been shown that in the event of a catastrophic injury a family typically faces an economic impact over and above all medical costs. This program is commonly referred to as "Catastrophic Cash Benefit" or "Cat Cash".

### Voluntary Coverage

Voluntary Student Insurance Coverage can be purchased by the parents to cover their child during school time only or 24 hours a day. There is an optional dental accident benefit as well.

## OTHER ACCIDENT PROGRAMS

### Special Risk Coverage

- ◆ Sports Camps & Athletic Clubs
- ◆ Special Events & Sports Clinics
- ◆ Group Travel, Vocational Training
- ◆ Church Groups, Day Care Centers
- ◆ Fund Raisers, Volunteer Workers

### Sports Liability Coverage

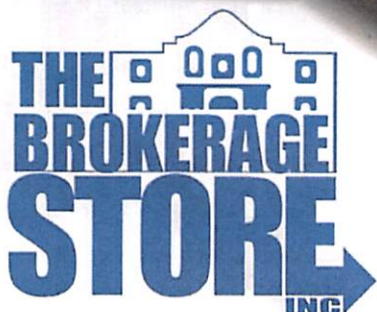
- ◆ Up to \$5,000,000/Occurrence
- ◆ Injury & Death to Participants
- ◆ Year Round Coverage
- ◆ Property Damage
- ◆ Spectator Injury Coverage





#1 in Student/Athletic Accident Insurance!

# Meet The Team



## Rochelle Sandefer



Rochelle has been in the insurance industry since 2004, where she worked as a secretary at Delgado Insurance Agency in Laredo, Texas. Rochelle moved to San Antonio in 2006 and began working for The Brokerage Store, Inc. She graduated in May 2009 from The University of Texas at San Antonio. She is now managing all **Student/Athletic Accident Insurance** and **Special Risk Accident Policies** for The Brokerage Store, Inc.

## David Cates



David grew up in San Diego, California and received his Master's Degree from San Diego State University in 1973. In 1974 he was given an opportunity to open an Insurance Brokerage Operation in San Antonio, Texas. Not knowing one person, he moved to San Antonio and began his career in the insurance business. Since that time, David has been the sole owner of The Brokerage Store, Inc. and has received his CSRM designation. The Brokerage Store, Inc.'s specialty products are: **Student/Athletic Accident Insurance** and **Special Risk Accident Policies**.

## Roger Byers



Roger was born and raised in Baytown, Texas where he graduated from Robert E. Lee High School. He served in the U.S. Army and then in 1970 went on to college at Southwest Texas State University, receiving his Bachelor's Degree. Roger began his career as a sales representative for Blue Cross/Blue Shield of Texas. He has been associated with The Brokerage Store, Inc. since 1982, specializing in **Student/Athletic Accident Insurance** for Texas school districts.

## Albert Salinas



Albert started his insurance career with Spillman Mills Inc. in 1999 and partnered with The Brokerage Store to sell and service **Student Accident Insurance** in the Rio Grande Valley. He is president/partner of Texas Insurance Service Center, in Harlingen, Texas. Albert is a General Lines agent in Life, Health, Property, Casualty and a Life Insurance Counselor.

## Jeff Johnson



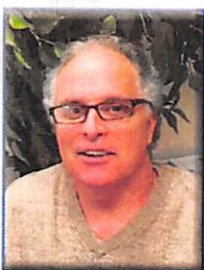
Jeff has 16 years experience in the Student Accident Insurance field, and 11 years experience as a Risk Manager in the restaurant industry. Jeff is very active in several San Antonio, Texas school education foundations: the Texas High School Athletic Directors, and S. Padre Athletic Trainers organizations.

## OTHER SALES TEAM MEMBERS

Bruce Barnard	Seguin, TX	800.896.0888
Raul Barberena	Victoria, TX	361.580.9010
Jill Faulder	Ft. Worth, TX	817.685.9888
Donnie Gentry	Tyler, TX	903.939.8133
Rick Hernandez	El Paso, TX	915.845.6900
Hank Holt	Canyon, TX	806.655.0251
John Kennedy	Lufkin, TX	936.634.3378
Matt Knight	Lufkin, TX	936.634.3378
Robert Laurel	Laredo, TX	888.812.5348
John Lawrence	Crockett, TX	936.544.2204
Carmen Lozipone	Iowa Park, TX	940.781.8914
Albert Salinas	Harlingen, TX	800.750.0490
James Young	Goliad, TX	361.645.3591

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## Paul Fisher



Paul graduated from Sam Houston State University in 1983 with a Bachelor Degree in Business. Paul entered the Student Insurance industry in 1996 as a marketing representative with a local TPA firm. He opened Pinnacle Student Insurance in 2002 and joined forces with The Brokerage Store, Inc. in 2007 to pursue **Student Accident Insurance** in the K-12 arena. Paul and his family reside in New Braunfels, Texas where he also served on the New Braunfels school board for five years.



**THE  
BROKERAGE  
STORE, INC.**  
INVOICE

BILL  
TO

Fabens ISD  
821 NE G Avenue  
Fabens, TX 79838

MAIL  
TO

The Brokerage Store, Inc.  
4091 De Zavala Rd., #3  
San Antonio, TX 78249

Invoice Date 9/1/2021  
Agent Jeff Johnson

**PREMIUMS DUE UPON RECEIPT**

SCHOOL YEAR:	COVERAGE:	PLAN:	TOTAL:
<b>Student/Athletic Accident Insurance</b>			
2021-2022	GROUP UIL	Texas Star	\$13,000
	CATASTROPHIC	CAT Only	\$1,560

**2 YEAR RATE GUARANTEE**

Please return the portion below with your payment.

<b>BALANCE DUE</b>	<b>\$14,560</b>
------------------------	-----------------

**REMITTANCE**

Customer Fabens ISD

Amount Enclosed \$

Make check payable to:  
**The Brokerage Store, Inc.**  
4091 De Zavala Rd., #3  
San Antonio, TX 78249

PHONE (210)366-4800  
FAX (210)366-1388  
E-MAIL rochelle@thebrokeragestore.com  
WEB SITE www.thebrokeragestore.com

## **FARM LEASE**

This agreement of lease is made and entered into this **June 16, 2021** by and between the FABENS INDEPENDENT SCHOOL DISTRICT, whose address is P. O. Box 697, Fabens Texas 79838, hereinafter referred to as Landlord, and Daniel Loya Farms, whose address is P. O. Box 1465, Fabens, Texas 79838 thereafter referred to as Tenant.

In consideration of the mutual covenants and agreements herein set forth, and other good and valuable consideration, Landlord does hereby demise and lease to Tenant, and Tenant does hereby lease from Landlord, the following described property in El Paso County, Texas, to-wit:

Block Fifty-seven (57), Tract Three-A (3-A), SAN ELIZARIO GRANT in El Paso county, Texas, consisting of Twenty (20) acres, more or less.

hereinafter referred to as "the Farm".

### **TERM**

(1) The base term of this lease shall be from **June 16, 2021 to June 16, 2022**, or within thirty (30) days thereafter if necessary to harvest a crop on the property, unless sooner terminated as herein provided. If during said period Landlord decides to sell the Farm, then the term shall terminate on **July 16, 2022** next following at least thirty (30) days written notice by Landlord, or **July 12, 2022** whichever is first.

### **RENT**

(2) In consideration of this Lease, it is agreed by and between the parties hereto that the Landlord, FABENS INDEPENDENT SCHOOL DISTRICT, shall receive one-fourth (1/4) of the value of all crops produced thereon, and Tenant shall farm same at his expense and have three-fourths (3/4) of all crops produced thereon. Tenant will plant a crop on all the acreage that is permissible under the existing government controls. All crops produced there from shall be

ginned and/or processed and marketed by Tenant in the names of both parties hereto. Upon the sale of the crops, one-fourth (1/4) of the proceeds shall be distributed to the Landlord and three-fourth (3/4) shall be distributed to the Tenant; each party shall pay their own ginning and/or processing charge. Each party shall bear the risk of loss from the time the crops are planted until such time as all rents have been paid to Landlord in their respective proportionate share.

### **USE OF PREMISES**

(3) Tenant shall, during the term of this Lease, occupy and use the Farm only for the purpose of planting, growing and harvesting crops and maintaining the Farm in a good and husband-like manner.

Tenant shall at his own discretion plant any crop he desires on the land, and shall fertilize all of the crops as he alone shall deem desirable.<sup>1</sup>

Tenant shall farm same in a suitable manner as is the practice in El Paso County, Texas, and shall keep same clean from weeds, undesirable grasses and plants as he deems proper as a farmer in El Paso County, Texas.

Tenant covenants not to allow racial discrimination in any way related to the property.

### **LANDLORD'S LIEN**

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<sup>1</sup>The use of the masculine gender herein is intended to include the feminine as appropriate and vice versa.

(4) Tenant hereby grants Landlord a security interest in the form of a landlord's lien, to secure Tenant's obligations hereunder, including the payment of all rent that may become due from Tenant to Landlord under this Lease, on all crops grown on the leased Farm and all proceeds from their sale. Tenant agrees to execute such financing statements to this effect as may be requested by Landlord, and to provide written notice of Landlord's lien to all potential and actual buyers, commission merchants, and selling agents interested in said crop(s), and to

fully cooperate in perfecting said lien under the Texas Business & Commerce Code and the Food Security Act of 1985, 7 U.S.C.A. §1631.

#### **EXPENSES OF TENANT**

(5) During the terms of this Lease, Tenant shall, among other things, at his own cost and expense:

- (a) Conduct all farming operations in a good and husband-like manner;
- (b) Keep and maintain all reclamation, irrigation, and drainage ditches located on the Farm open and in good condition and repair;
- (c) Keep and maintain the Farm, and all improvements and facilities appurtenant thereto that he is entitled to use, in good order and repair and in safe and clean condition;
- (d) Comply with all laws, orders and requirements of all governmental entities with reference to the use and occupancy of the Farm.

#### **EXPENSES OF LANDLORD**

(6) Landlord agrees to pay all taxes which may become due and owing on said land during the term of this lease to pay all water, construction and other charges assessable against said land during the terms of this lease.

#### **WASTE OR NUISANCE**

(7) Tenant shall not commit or permit the commission by others of any waste on the Farm; Tenant shall not maintain, commit, or permit the maintenance or commission of any nuisance; and Tenant shall not use or permit the use of the Farm for any unlawful purpose.

#### **INSURANCE HAZARDS**

(8) Tenant shall not commit or permit the commission of any acts on the Farm nor use or permit the use of the Farm in any manner that will cause the cancellation of any fire, liability, or other insurance policy insuring the Farm or the improvements on the Farm; and shall not commit acts on the Farm other than those acts which are legal and related to the exclusive use of the property for Farm purposes.

#### **ALTERATIONS AND LIENS**

(9) Tenant shall not make or permit any other person to make any alterations to the Farm or to any improvement thereon or facility appurtenant thereto without the written consent of the Landlord. Tenant shall keep the Farm free and clear from any and all liens, claims, and demands for work performed, materials furnished, or operations conducted thereon at the instance or request of Tenant.

All alterations, additions, or improvements made by Tenant shall become the property of Landlord at the termination of this Lease; if Landlord so elects, however, Tenant shall promptly remove all alterations, additions, and improvements, and any other property placed on the Farm by Tenant, and Tenant shall repair any damage caused by such removal.

#### **ENTRY BY LANDLORD**

(10) Tenant shall permit Landlord or Landlord's agents, representatives, employees, and guests, and Landlord hereby expressly retains the right, to enter the Farm at any and all reasonable times for the purpose of inspecting the Farm, to determine whether Tenant is complying with the terms of this Lease and for the purpose of doing any other lawful acts on the Farm.

#### **INDEMNIFICATION**

(11) Tenant agrees and covenants to indemnify and hold Landlord harmless against any and all claims, demands, damages, costs, and expenses, including reasonable attorneys' fees for the defense thereof, arising from the conduct or management of Tenant's business or his use of the above described Farm, or from any act or omission by Tenant, his agents, servants, employees, contractors, guests, or invitees on or about the leased Farm. In the event that any action or proceeding is brought against Landlord by reason of any of the above, Tenant further agrees and covenants to defend the action or proceeding by legal counsel acceptable to Landlord at Tenant's expense.

#### **NO PARTNERSHIP**

(12) Nothing contained in this Lease shall create or be construed as creating a partnership, joint venture, or employment relationship between Landlord and Tenant. Neither Landlord nor Tenant shall be liable, except as otherwise expressly provided in this Lease, for any obligations or liabilities incurred by the other.

#### **LIABILITY INSURANCE**

(13) Tenant shall procure and maintain, at his own cost and expense, during the term of this Lease, insurance policies issued by insurance companies acceptable to Landlord in amounts satisfactory to Landlord insuring Landlord and Tenant against any and all possible liability for injuries to or death of any person injured or killed at any time in, on, or about the Farm. The amounts of such coverage shall not be less than \$100,000.00 for each person and \$300,000.00 for each single occurrence for bodily injury or death and \$100,000.00 for each single occurrence for injury to or destruction of property.

#### **SUBLEASING AND ASSIGNING**



(14) Tenant shall not encumber, assign, sublet or otherwise transfer this Lease, any right or interest in this Lease, or any right or interest in the Farm or any of the improvements or crops that may now or hereafter be constructed, installed, or planted on the Farm, without the express written consent of the Landlord. Neither shall Tenant allow any other persons to occupy or use the Farm or any part thereof without the prior written consent of Landlord. Any encumbrance, assignment, transfer, or subletting without the prior written consent of the Landlord, whether it be voluntary or involuntary, by operation of law, or otherwise, is void and shall, at the option of the Landlord, terminate this Lease.

#### **INSOLVENCY OF TENANT**

(15) Should Tenant become insolvent as defined in this Section 15, Landlord may, by giving ten (10) days written notice to Tenant or to the person appointed to manage Tenant's affairs, terminate this Lease effective March 26 following said notice. For the purposes of this Section, Tenant shall be conclusively presumed to have become insolvent if he (a) be adjudged a bankrupt, (b) has a receiver appointed to take possession of all or substantially all of his property because of insolvency, (c) makes a general assignment for the benefit of creditors, or (d) allows any judgment against his to remain unsatisfied or unbounded for a period of thirty (30) days or longer.

#### **RECORDS**

(16) Tenant shall make and maintain records of all agricultural and financial matters related to the Farm, and shall provide access to, or copies of, said records to Landlord upon request.

#### **DEATH OR INCAPACITY OF TENANT**

(17) Should tenant die or become permanently incapacitated, this Lease shall terminate on \_\_\_\_\_ following her/his death or incapacity.

### **DEFAULT BY TENANT**

(18) All covenants and agreements contained in this Lease (including the timely payment of the rent) are declared to be conditions to this Lease and to the terms hereby demised to Tenant. Should Tenant default in the performance of any covenant, condition, or agreement contained in this Lease, Landlord may, on ten (10) days written notice, terminate this Lease and reenter and regain possession of the Farm, if Tenant has not by then cured the default. On termination of this Lease, all rights of Tenant in and to the Farm and any crop or crops on the Farm shall also terminate.

### **NOTICES**

(19) Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this Lease or by law to be given to either party hereto by the other party to this Lease shall be in writing and shall be deemed duly given when personally delivered to the party to whom it is directed, or in lieu of such personal service when deposited in the United States mail, first class, postage prepaid, addressed to the Tenant at the address of P.O. Box 1456, Fabens, Texas 79838, or the Landlord at P.O. Box 697 Fabens, Texas 79838. Either party, Tenant or Landlord, may change their address for the purpose of this Section 19 by giving written notice of such change to the other party in the manner provided in this Section.

### **HEIRS AND SUCCESSORS**

(20) The Lease shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of the parties hereto, subject to the other provisions hereof.

IN WITNESS WHEREOF, the undersigned Landlord and Tenant hereto executed this lease as of

the day and year first above written.

TENANT

FABENS INDEPENDENT SCHOOL

DISTRICT (Landlord)

\_\_\_\_\_  
Leaser

\_\_\_\_\_  
Fabens ISD Board President

THE STATE OF TEXAS     }

COUNTY OF EL PASO     }

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, President of the Board of Trustees of the Fabens Independent School District, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said Fabens Independent School District, and that he executed the same as the act of such Fabens Independent School District, duly authorized by same to execute said instrument, for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for The State of Texas

My commission expires: \_\_\_\_\_

THE STATE OF TEXAS    }

COUNTY OF EL PASO     }

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Notary Public in and for The State of \_\_\_\_\_

My commission expires: \_\_\_\_\_



**FABENS ISD  
BOARD OF TRUSTEES**

**Lone Star Governance  
Board Agenda Item**

<b>TITLE</b>	<b>Finalize Fabens ISD Board Constraints</b>	<b>Date Requested</b>	06/16/2021
<b>Requested By:</b>	Board/Dr. Vijil	<b>Approximate Time</b>	1 hour
<b>Division Approval:</b>		<b>Action Needed:</b>	
<b>Action Requested:</b>		<b>Information Only:</b>	
<b>People Participating In Presentation:</b>	Ms. Monica Jaloma, Dr. Veronica Vijil and Board	<b>Who Has Been Involved:</b>	
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Resolution of the Board of Trustees Regarding Elementary and Secondary School Emergency Relief (ESSER) III and Policy CB (Local) State and Federal Revenue Sources</b>	<b>Date Requested</b>	06/16/2021
<b>Requested By:</b>	Dr. April Galaviz	<b>Approximate Time</b>	5 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	Yes
<b>Action Requested:</b>	The Administration recommends approval of the Resolution of the Board of Trustees Regarding Elementary and Secondary School Emergency Relief (ESSER) III as presented.	<b>Information Only:</b>	No
<b>People Participating In Presentation:</b>	Dr. April Galaviz, Director of Federal Programs	<b>Who Has Been Involved:</b>	Dr. April Galaviz
<b>How Will It Benefit the District's Mission/Goals?</b>	Working together to provide fiscal responsibility and transparency	<b>How Will Request Be Financed?</b>	n/a
		<b>Cost to District:</b>	n/a



## **Resolution of the Board Regarding ESSER III and Policy CB(LOCAL), State and Federal Revenue Sources**

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**WHEREAS**, on April 28 2021, TEA notified school districts of the opportunity to apply for their allocation of the Elementary and Secondary School Emergency Relief III (ESSER III) Fund, which should be used to respond to the pandemic and to address student learning loss as a result of COVID-19.

**WHEREAS**, TEA published guidance regarding how these funds can be used and local compliance requirements school districts must follow, including a recommendation that districts develop local board policy to address how the district will provide the required public notice regarding federal grants and awards for consistency;

**WHEREAS**, Texas Education Code 11.151 gives the Board of Trustees the exclusive power and duty to govern and oversee the management of the public schools of the District; and

**WHEREAS**, the Board finds that a need exists to adjust local policy provisions to address public notice for federal grants and awards approval of required grant plans;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of **FABENS INDEPENDENT SCHOOL DISTRICT** adopts the following text for inclusion at CB(LOCAL), State and Federal Revenue Sources:

- The District shall provide public notice of federal grant application through an information item at a Board meeting and by publishing information on the District's website. The District shall make available opportunities for public input as required by law or by granting agency.
- Approval or required grant award plans shall be by the Superintendent.

The change to CB(LOCAL) is effective based on the adoption date of this resolution.

Adopted this **16th** day of **June, 2021**, by the Board of Trustees.

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Presiding Officer

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Secretary

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**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Expansion of Curriculum and Instruction Department</b>	<b>Date Requested</b>	6-8-21
<b>Requested By:</b>		<b>Approximate Time</b>	
<b>Division Approval:</b>		<b>Action Needed:</b>	Yes
<b>Action Requested:</b>	Administration recommends approval of positions as presented.	<b>Information Only:</b>	
<b>People Participating In Presentation:</b>	Dr. Vijil	<b>Who Has Been Involved:</b>	M. Gonzalez Dr. V. Vijil Martin Torres
<b>How Will It Benefit the District's Mission/Goals?</b>	Support campuses in the implementation of instructional programs and initiatives to improve measurable student outcomes	<b>How Will Request Be Financed?</b>	Local and Federal funding
		<b>Cost to District:</b>	To be offset by ESSER funding

**A. District Testing Coordinator**

**B. Director of Secondary Instruction**

**C. Director of Elementary Instruction**



# District Testing Coordinator

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**Reports to:** Assistant Superintendent

**Paygrade:** 4

**Wage/Hour Status:** Exempt

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## Primary Purpose:

Implement state and federally mandated student assessment programs for the district. Collaborate with district and campus staff to develop, implement, and evaluate local and national assessment programs.

## Qualifications:

### Education/Certification:

Bachelor's degree from an accredited college or university  
Valid Texas Teacher Certificate

### Special Knowledge/Skills:

Knowledge of the state testing program and accountability system  
Ability to use student test data systems  
Ability to perform statistical analysis  
Ability to use personal computer and software programs to collect, report, and present data and test-related information  
Ability to develop and deliver training to adult learners  
Excellent organizational, communication, and interpersonal skills

### Experience:

Three years successful teaching experience in public schools  
Three years successful experience with state assessment programs at the campus/district level preferred

## Major Responsibilities and Duties:

### Testing

1. Ensure security and integrity of testing materials and data in accordance with state and federal requirements.
2. Implement procedures for ensuring security and confidentiality of state-mandated testing programs and other assessments. Direct and oversee test implementation and monitor testing activities to ensure that procedures are followed and deadlines met.
3. Coordinate the local assessment program for the district to improve student achievement.

4. Oversee the development of local assessments for the core subject areas, ensuring that each assessment meets district standards.
5. Consult with staff to provide appropriate testing accommodation for Limited English Proficient (LEP) students and students receiving special services.
6. Identify, investigate, and address testing irregularities.
7. Support the training, administration, and analysis of assessments used to measure student growth for the Teacher Incentive Allotment (TIA).
8. Support campus staff in the training, acquisition, and administration of TSIA2, AP, SAT, ASVAB and ACT testing.

#### **Analysis and Collaboration**

9. Upload state assessment scores to Frontline and DMAC.
10. Develop and distribute statistical studies, analysis, and evaluation reports as required.
11. Ensure routine cycle of communication of testing information between campus personnel, Special Education, LPAC, 504, and RTI committees on testing program requirements.
12. Work with instructional teams to analyze test data and develop student achievement goals and objectives.
13. Consult with parents, administrators, counselors, teachers, community agencies and other relevant individuals regarding state and federal student assessment programs.

#### **Recordkeeping, Reporting, and Inventory**

14. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
15. Complete evaluation and compliance reports as required by federal and state programs.
16. Track and monitor location of test materials throughout the distribution, return, and storage process.
17. Compile, maintain, file, and secure all reports, records, and other required documents.

#### **Other**

18. Articulate the district's mission, instructional philosophy and curriculum implementation strategies to the community and solicit its support in realizing the district's mission.
19. Use effective communication skills to present information accurately and clearly.
20. Contribute to the development and delivery of training for district and campus test administrators to ensure that tests are conducted and procedures are consistently followed.

**Supervisory Responsibilities:**

21. Direct the work of campus test administrators and others assigned to conduct tests.
22. Supervise access and use of state-provided web-based systems (e.g., TAMS, TOMS, etc.) for monitoring of state and federal assessment programs by campus and district staff.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

# Director of Secondary Instruction

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**Reports to:** Assistant Superintendent

**Paygrade:** 6

**Wage/Hour Status:** Exempt

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## **PRIMARY PURPOSE:**

Provide leadership for the curriculum and instruction programs in grades 6-12. The Director of Secondary Instruction shall facilitate programs, activities, and systems that support the educational process of students and staff grades 6-12.

## **QUALIFICATIONS:**

### **Experience**

- Minimum of five years of successful secondary teaching experience required.
- Minimum of three years of successful experience in school or district leadership positions required.
- Experience as a campus principal preferred

### **Education/Certification**

- Master's degree in Educational Administration or Curriculum & Instruction
- Mid-Management, Principal's certificate required
- Certified T-TESS appraiser

### **Special Knowledge/Skills:**

- In-depth knowledge of best practices in curriculum, instruction, and assessment
- In-depth knowledge of advanced academic programs including: Advanced Placement, Dual Credit and College and Career Readiness Models: Early College, PTECH, T-STEM
- In-depth knowledge of high school graduation plans and endorsements
- Ability to evaluate curriculum, instruction, and assessment programs and teaching effectiveness
- Experience in planning and presenting staff development for teachers and staff
- Experience in master schedule planning
- Experience in drop-out prevention and intervention
- Experience in preparing and managing budgets and personnel
- Ability to interpret policy, procedures, and data
- Strong communication, public relations, and interpersonal skills
- Ability to function as a member of a high-performing team
- Ability to multi-task

## **MAJOR RESPONSIBILITIES AND DUTIES:**

### **Curriculum, Instruction, and Assessment**

1. Works with principals, literacy coaches, counselors and teachers on an on-going basis to analyze student performance and other data to determine student needs in the areas of curriculum, instruction, and assessment.
2. Initiates studies, research, and planning projects to improve school effectiveness.
3. Works with principals and teachers to design engaging work for students.
4. Oversees the implementation of student growth measures and activities related to the Teacher Incentive Allotment



for secondary campuses.

5. Oversees the district's 6-12 ESL Program and Advanced Academic Programs
6. Provides assistance with the development, monitoring, and implementation of required improvement plans.
7. Works with secondary literacy coaches, principals, and teachers to ensure curriculum, instruction, and assessment practices and programs are aligned horizontally and vertically to eliminate repetition and redundancy.
8. Works with secondary literacy coaches, principals, and teachers to ensure understanding of the depth and complexity of the state curriculum.

### **Administrative Management and Budget**

9. Develops, recommends, and implements policies and procedures as required to meet curriculum, instruction, and assessment needs and as required by state and federal laws and local policy.
10. Develops and administers budgets as required.

### **Personnel Management**

11. Evaluates job performance of secondary literacy coaches and assists in the evaluation of campus leadership alongside the Assistant Superintendent.
12. Assists with the recruitment, retention, and assignment of campus and central personnel as required.

### **Organizational Culture**

13. Communicates openly with all patrons, students, and employees of the district.
14. Works with and for others to create a culture that supports risk-taking and that provides protection from adverse consequences.
15. Assists principals and other administrators in their efforts to run efficient and effective schools by serving as a resource person and problem-solver for students, teachers, parents, and community members.

### **Professional Growth and Development**

16. Seeks opportunities for personal professional growth that align with the district's beliefs, vision, and mission.
17. Assists principals and other administrators in finding opportunities for personal professional growth that aligns with the district's beliefs, vision, and mission.
18. Provides counsel to the Assistant Superintendent and other central office educators in the design and delivery of professional learning opportunities for district faculty and staff based on identified needs.

### **Other Duties**

19. Participates fully in the development and implementation of the district's efforts to design a student-centered district.
20. Attends and is visible at campus, district, and community functions to support the efforts of students, staff, and patrons.
21. Attends all meetings of the Fabens ISD Board of Trustees
22. Performs other duties as assigned by the Assistant Superintendent or the Superintendent of Schools.

### **WORKING CONDITIONS:**

**Mental Demands**

Effective communication (both orally and in writing); ability to interpret policy, procedures and data; coordinate district functions; ability to function in stressful situations.

**Physical Demands/Environmental Factors**

Frequent district-wide travel, some regional and statewide travel, frequent prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

# Director of Elementary Instruction

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**Reports to:** Assistant Superintendent

**Paygrade:** 6

**Wage/Hour Status:** Exempt

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## **PRIMARY PURPOSE:**

Provide leadership for the curriculum and instruction program for grades PK-5. The Director of Elementary Instruction shall facilitate programs, activities, and systems that support the educational process of students and staff grades PK-5.

## **QUALIFICATIONS:**

### **Experience**

- Minimum of five years of successful elementary teaching experience required.
- Minimum of three years of successful experience in school or district leadership positions required.
- Experience as a campus principal preferred

### **Education/Certification**

- Master's degree in Educational Administration or Curriculum & Instruction
- Mid-Management, Principal's certificate required
- Certified T-TESS appraiser

### **Special Knowledge/Skills:**

- In-depth knowledge of best practices in curriculum, instruction, and assessment
- In-depth knowledge of early childhood education.
- In-depth knowledge of early literacy and Reading Academy completion preferred
- Ability to evaluate curriculum, instruction, and assessment programs and teaching effectiveness
- Experience in planning and presenting staff development for teachers and staff
- Experience in master schedule planning
- Experience in Response to Intervention best practices
- Experience in preparing and managing budgets and personnel
- Ability to interpret policy, procedures, and data
- Strong communication, public relations, and interpersonal skills
- Ability to function as a member of a high-performing team
- Ability to multi-task

## **MAJOR RESPONSIBILITIES AND DUTIES:**

### **Curriculum, Instruction, and Assessment**

1. Works with principals, instructional facilitators, and teachers on an on-going basis to analyze student performance and other data to determine student needs in the areas of curriculum, instruction, and assessment.
2. Initiates studies, research, and planning projects to improve school effectiveness.
3. Works with principals and teachers to design engaging work for students.

4. Oversees the implementation of student growth assessments and activities related to the Teacher Incentive Allotment for elementary campuses.
5. Oversees the district's PK-5 Dual Language and Gifted and Talented Programs
6. Provides assistance with the development, monitoring, and implementation of required improvement plans.
7. Works with elementary instructional facilitators, principals, and teachers to ensure curriculum, instruction, and assessment practices and programs are aligned horizontally and vertically to eliminate repetition and redundancy.
8. Works with elementary instructional facilitators, principals, and teachers to ensure understanding of the depth and complexity of the state curriculum.

#### **Administrative Management and Budget**

9. Develops, recommends, and implements policies and procedures as required to meet curriculum, instruction, and assessment needs and as required by state and federal laws and local policy.
10. Develops and administers budgets as required.

#### **Personnel Management**

11. Evaluates job performance of elementary instructional facilitators and assists in the evaluation of campus leadership alongside the Assistant Superintendent.
12. Assists with the recruitment, retention, and assignment of campus and central personnel as required.

#### **Organizational Culture**

13. Communicates openly with all patrons, students, and employees of the district.
14. Works with and for others to create a culture that supports risk-taking and that provides protection from adverse consequences.
15. Assists principals and other administrators in their efforts to run efficient and effective schools by serving as a resource person and problem-solver for students, teachers, parents, and community members.

#### **Professional Growth and Development**

16. Seeks opportunities for personal professional growth that align with the district's beliefs, vision, and mission.
17. Assists principals and other administrators in finding opportunities for personal professional growth that aligns with the district's beliefs, vision, and mission.
18. Provides recommendations to the Assistant Superintendent and other central office educators in the design and delivery of professional learning opportunities for district faculty and staff based on identified needs.

#### **Other Duties**

19. Participates fully in the development and implementation of the district's efforts to design a student-centered district.
20. Attends and is visible at campus, district, and community functions to support the efforts of students, staff, and patrons.
21. Attends all meetings of the Fabens ISD Board of Trustees
22. Performs other duties as assigned by the Assistant Superintendent or the Superintendent of Schools.

#### **WORKING CONDITIONS:**



**Mental Demands**

Effective communication (both orally and in writing); ability to interpret policy, procedures and data; coordinate district functions; ability to function in stressful situations.

**Physical Demands/Environmental Factors**

Frequent district-wide travel, some regional and statewide travel, frequent prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Part Time Occupational Therapist Assistant Proposal</b>	<b>Date Requested</b>	06/16/2021
<b>Requested By:</b>	Roseanne Armendariz	<b>Approximate Time</b>	15 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	Yes
<b>Action Requested:</b>	The Administration recommends approval of the part time Occupational Therapist Assistant Proposal as presented	<b>Information Only:</b>	NO
<b>People Participating In Presentation:</b>	Roseanne Armendariz	<b>Who Has Been Involved:</b>	Roseanne Armendariz M. Gonzalez
<b>How Will It Benefit the District's Mission/Goals?</b>	Provide services to students required by IEPs.	<b>How Will Request Be Financed?</b>	Use funds previously allocated for contracted services
		<b>Cost to District:</b>	No additional cost

# Historical Cost for OT Contracted Services

## Student Services

- ☐ 2017-2018 \$49,735
- ☐ 2018-2019 \$40,950
- ☐ 2019-2020 \$49,350
- ☐ 2020-2021 to date \$39,085

## Occupational Therapy Assessments

- ☐ 2017-2018 \$3,360 (24 @ \$140.00 ea)
- ☐ 2018-2019 \$1,960 (14 @ \$140.00 ea)
- ☐ 2019-2020 \$3,920 (28 @ \$140.00 ea)
- ☐ 2020-2021 to date \$1,400 (10 @ \$140.00 ea)

# Projected Cost for Proposed Change for 2021-2022

## Contracted Clinical Supervision

- ☐ Estimation of 3 hours per month
- ☐ \$70.00 an hour clinical supervision
- ☐ Aug - June -- projected cost of \$2310

## Contracted Assessments by OT

- ☐ Estimating 25 assessments @ \$140.00 ea to total \$3,500

Maximum Salary for Part Time Occupational Therapy Assistant (with benefits): \$28,674.81

**Current Budget for contracted OT services:**  
2020-2021 :

**Contracted OT Services: \$49,910.00**

**Proposed Budget for OT Services: 2021-2022:**

Contracted Clinical Supervision:	\$2,310.00
Contracted OT Assessments:	\$3,500.00
Pt. Time OT Assistant (Max):	<u>\$28,674.81</u>
<b>Total:</b>	<b>\$34,484.81</b>

**Total Savings: \$15,425.19**

[Part Time OT Assistant Job Posting](#)



## **Fabens Independent School District**

821 NE "G" Avenue ♦ P.O. Box 697

Fabens, TX 79838

Phone: (915) 765-2600 ♦ Fax: (915) 764-2968

[www.fabensisd.net](http://www.fabensisd.net)

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### **JOB DESCRIPTION**

#### **Part Time Occupational Therapy Assistant**

**JOB TITLE:** Part Time Occupational Therapy Assistant

**DEPARTMENT:** Special Education

**REPORTS TO:** Director of Special Education

**FLSA STATUS:** Non-Exempt / Pay Grade 7 (Clerical/Paraprofessional)

**TERMS OF EMPLOYMENT:** 197

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#### **PRIMARY PURPOSE**

To provide direct occupational therapy services under the supervision of a licensed occupational therapist.

#### **QUALIFICATIONS**

##### **Education/Certification:**

- Associate's degree in occupational therapy of equivalent
- Valid Texas license as an occupational therapy assistant issued by the Texas Board of Occupational Therapy Examiners (TBOTE)
- Graduated from an accredited COTA program

##### **Special Knowledge/Skills**

Ability of implement occupational therapy treatment programs as specified by occupational therapy plan of care

Ability to work with children with special needs

Demonstrate effective oral and written communication skills

Strong organizational, communication, public relations and interpersonal skills

#### **MAJOR RESPONSIBILITIES AND DUTIES**

1. Provide occupational therapy services as specified in the occupational therapy plan of care.
2. Adhere to the treatment plan implemented by the Occupational Therapist.



3. Collect data according to established procedures to assist occupational therapist in screening students as possible candidates for occupational therapy services.
4. Provides consultative and direct services for duration no less than is recommended by the ARD committee.
5. Communicate informal and formal observations of student's performance towards IEP to Occupational Therapist.
6. Attend Admission, Review, and Dismissal Committee (ARD) meetings, and other campus meetings when deemed appropriate.
7. Assist with instructing teachers, staff, and parents in use of adaptive equipment, assistive technology programs or devices, and integration of therapy goals in the educational program.
8. Adapts, secures, or repairs special devices needed by the student in order to receive FAPE, under supervision of an Occupational Therapist.
9. Conducts home visits when necessary to coordinate the student's family regarding the IEP.
10. Communicates consultation to the district regarding students, professional and district needs in order for the district to update students' individualized education plan.
11. Communicates any recommendations of any architectural barriers under the supervision of the Occupational Therapist.
12. Supports the goals and objectives of the school district and follows all district policies and procedures.
13. Inventories all occupational therapy equipment and supplies.
14. Participates in regularly scheduled professional development meetings with Occupational Therapist.
15. Assists in providing professional development to staff and parents.
16. Coordinates/attends medical appointments regarding students when appropriate under the supervision of the Occupational Therapist.
17. Maintain "Occupational Therapy Supervision Log" and provide a copy to identified personnel.
18. Follows systems and structures put in place by the special education department and abide by state and local policies.
19. Understands and respects role delineation between Occupational Therapist, Occupation Therapist Assistant and other district personnel.
20. Upholds and follows safety rules and policies of Fabens Independent School District.

21. Models successful teaching strategies through a variety of methods to include differentiated instruction.
22. Performs other duties as assigned by Special Education Director.

#### **Certified Occupational Therapy Assistant**

23. Performs any other duty as assigned by the designated supervisor.
24. Ratio of certified occupational therapy assistant to occupational therapist will be no more than 2 to 1.
25. Acts as a positive role model for student; supports mission of school district.
26. Provides optimal customer services to students, parents, teachers, administrators and community members

#### **Policy, Reports and Law**

27. Comply with policies established by federal and state laws, Texas Board of Occupational Therapy Examiners, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.

#### **Communication**

28. Establishes and maintains open lines of communication by conducting conferences with parents, students, principals and teachers.
29. Maintains a professional relationship with colleagues, students, parents, and community members.
30. Uses effective communication skills to present information accurately and clearly at ARD meetings.

#### **Professional Growth**

31. Participates in staff development activities to improve job-related skills.
32. Remain updated on current approaches to educational programming and instructional strategies in regards to special population.

### **SUPERVISORY RESPONSIBILITIES**

None

### **EQUIPMENT USED**

Computer, various software programs, printer, scanner, copier, calculator

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Special needs adaptive equipment; standard office equipment including computer and peripherals.

**Physical Demands:** Occasional district-wide and statewide travel; frequent prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling.

**Lifting:** Regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint; assisting nonambulatory students.

**Environment:** Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**EVALUATION:**

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

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

I HAVE READ AND UNDERSTAND THIS APPROVED JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES. FURTHERMORE, I UNDERSTAND THAT THIS POSITION IS FEDERALLY FUNDED AND IF FUNDING BECOMES UNAVAILABLE, THE EMPLOYEE IS SUBJECT TO TERMINATION AND NONRENEWAL, AS APPLICABLE.

Employee Signature\_\_\_\_\_

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

Human Resources \_\_\_\_\_

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

The Fabens Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Fabens Independent School District policy of nondiscrimination contact Human Resources at 915-765-2600.

**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Discussion and Possible Action on Fabens ISD Universal Pre- Kindergarten Program</b>	<b>Date Requested</b>	06/16/2021
<b>Requested By:</b>	Dr. Veronica Vijil	<b>Approximate Time</b>	
<b>Division Approval:</b>		<b>Action Needed:</b>	Yes
<b>Action Requested:</b>	Administration recommends approval of Universal PreK as presented	<b>Information Only:</b>	
<b>People Participating In Presentation:</b>	M. Gonzalez	<b>Who Has Been Involved:</b>	M. Gonzalez V. Vijil R. Lopez
<b>How Will It Benefit the District's Mission/Goals?</b>	The district may increase enrollment through Universal PreK.	<b>How Will Request Be Financed?</b>	ESSER III
		<b>Cost to District:</b>	Up to \$100,000



## **FABENS INDEPENDENT SCHOOL DISTRICT**

*Office of the Assistant Superintendent*

### **Proposed Universal Pre-K:**

Fabens ISD currently accepts students in Pre-Kindergarten who are eligible according to Statute TEC & 29.153 (b) of the Student Attendance and Accounting Handbook (SAAH), Section 7.2 & 3.5.

Eligibility criteria include: age (four years old on or before Sept. 1); and at least one of the following requirements:

- 1) unable to speak and comprehend the English language;
- 2) is educationally disadvantaged (eligible for the national school lunch program);
- 3) is homeless;
- 4) is the child of an active duty member of the armed forces;
- 5) is or has ever been in the conservatorship of the Texas Department of Family and Protective Services (foster care);
- 6) is the child of a person eligible for the Star of Texas Award.

This proposal is for the district to accept enrollment of any student who meets the age criteria in a Universal Pre-Kindergarten Program. The cost to the district is a teacher and classroom aide. We would NOT be eligible for ADA funding for students who do not meet one or more of the above criteria (excluding age). ESSER III funds would be considered for this expense and should not exceed \$100,000 for a teacher and a teacher aide.

This change will benefit the school district by increasing future and continued enrollment at Fabens ISD.



**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Fabens ISD 2021 – 2022 Stipends</b>	<b>Date Requested</b>	06/16/2021
<b>Requested By:</b>	Finance Department	<b>Approximate Time</b>	10 min
<b>Division Approval:</b>	N/A	<b>Action Needed:</b>	Yes
<b>Action Requested:</b>	The administration recommends approval of the 2021 -2022 Stipends as presented	<b>Information Only:</b>	No
<b>People Participating In Presentation:</b>	Audry Ortegon-Galvan	<b>Who Has Been Involved:</b>	Dr. Veronica Vijil Michele Gonzalez Martin Torres Audry Ortegon-Galvan
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

**FABENS ISD  
BOARD OF TRUSTEES**

Date: 06/16/2021 Presented By: Presiding Officer  
Subject: Adjourn Related Page(s) N/A

**Action**

**BACKGROUND INFORMATION:  
ADJOURN**

If there is no further business the meeting is adjourned at \_\_\_\_\_ p.m.