



# North East Independent School District

8961 Tesoro Drive, San Antonio, Texas 78217

## NOTICE OF MEETING OF THE BOARD OF TRUSTEES

Notice is hereby given that a meeting of the Board of Trustees of the North East Independent School District will be held on May 22, 2023 at 5:30 PM, in the Boardroom on the first floor of the Richard A. Middleton Education Center, 8961 Tesoro Drive, San Antonio, Texas. Such meeting is a special meeting.

The open session portion of the meeting is livestreamed, and members of the public may view the meeting by going to the North East Independent School District's YouTube channel. Click the link below, or type it into your browser.

<https://www.youtube.com/c/NEISDtv>

- I. ESTABLISHMENT OF QUORUM AND CALL TO ORDER
  - II. EXECUTIVE SESSION
    - A. Personnel, including but not limited to Administrative Appointments pursuant to Government Code Section 551.074
      - 1. Principal of Legacy of Educational Excellence High School
      - 2. Principal of Bradley Middle School
      - 3. Principal of Harris Middle School
  - III. RECONVENE INTO OPEN SESSION
  - IV. MATTERS FROM EXECUTIVE SESSION
    - A. Personnel, including but not limited to Administrative Appointments pursuant to Government Code Section 551.074
      - 1. Possible Action Regarding Routine Personnel including but not limited to Administrative Appointments 3
        - Presenter:** Rudy Jimenez, Chief of Schools and Leadership
          - a. Principal of Legacy of Educational Excellence High School
          - b. Principal of Bradley Middle School
          - c. Principal of Harris Middle School
- V. PRESENTATION
  - A. Internal Audit Department Quarterly Board Update 4
    - Presenter:** Lisa Shoemsmith, Director of Internal Audit
- VI. EXECUTIVE SESSION
  - A. Personnel pursuant to Government Code Section 551.074
    - 1. Discussion Regarding Specific Personnel Related to Internal Audit Department Quarterly Report
- VII. RECONVENE INTO OPEN SESSION
- VIII. NEW BUSINESS FOR POSSIBLE BOARD ACTION
  - A. Board Policy
    - 1. Discussion and Review of Board Policy BBE and Possible Action Regarding Pending Requests for Reports/Presentations
  - B. Business Services
    - 1. Possible Action Regarding Notice of Public Meeting to Discuss Budget and Proposed Tax Rate 5

**Presenter:** Dan Villarreal, Chief Financial Officer

IX. PRESENTATIONS

A. Budget Study Session 1 6

**Presenter:** Dan Villarreal, Chief Financial Officer

B. Balanced District Scorecard Priority 4 7

**Presenter:** Dan Villarreal, Chief Financial Officer

X. ADJOURNMENT

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*If, during the course of the meeting, discussion of any item on the agenda should be held in an Executive or Closed Session, the Board will convene in such Executive or Closed Session in accordance with the Open Meetings Act, Texas Government Code, Section 551.071, 551.072, and 551.074.*

**CERTIFICATE AS TO POSTING OR GIVING OF NOTICE**

On this 19th day of May, no later than 5:30 PM, this notice was posted on a bulletin board located at a place readily accessible and convenient to the public at the Richard A. Middleton Education Center, 8961 Tesoro Drive, San Antonio, Texas.

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The North East Independent School District does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability



## NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: May 22, 2023

Presenter: Rudy Jimenez  
Chyla Whitton, Executive  
Director for Human  
Resources

Subject: Employment of Personnel  
New Hires

Related Page(s): None

### **ACTION ITEM**

#### **BACKGROUND INFORMATION**

Policy DC (LOCAL) states: "The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel in the following categories: central office administrator from the director level and above and campus administrator, including principals and assistant principals." Final authority for employment of contractual personnel in these categories shall be retained by the Board.

#### **ADMINISTRATIVE CONSIDERATION**

Campus personnel are recommended for employment by campus principals in accordance with TEC § 11.202(b). All other personnel are recommended by appropriate supervisors. In both cases, the candidate deemed "best qualified" has been selected.

#### **BUDGETARY CONSIDERATION**

New hires associated with replacement of personnel have been budgeted prior to the hiring process. New hires associated with recently established positions are covered by a contingency fund established by the Board for this purpose. Should the cost of such positions exceed the funds so budgeted, then a separate budget amendment is brought before the Board prior to additional positions being filled.

#### **ADMINISTRATIVE RECOMMENDATION**

It is recommended that the Board of Trustees of the North East Independent School District approve the hiring of new personnel as presented.

#### **BOARD ACTION REQUIRED**

Approval/Disapproval



## NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: May 22, 2023

Presenter: Lisa Shoesmith  
Director of Internal Audit

Subject: Internal Audit Dept.  
Quarterly Board Update

Related Page(s): Attachment

### PRESENTATION

#### BACKGROUND INFORMATION

The 2022-2023 Internal Audit Plan was developed by the Director of Internal Audit and approved by the Board of Trustees on August 8, 2022. A presentation will be made to the Board of Trustees, reporting the results of the audit work completed since the last Internal Audit Quarterly Board Update, which was held on February 27, 2023, as well as an account of the audit work currently in progress.

#### BOARD ACTION REQUIRED

None.



# NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: May 22, 2023

Presenter: Dan Villarreal  
Susan Lackorn, Executive Director  
Finance and Accounting

Subject: Notice of Public Meeting to Discuss Budget and Proposed Tax Rate  
Related Page(s): None

## ACTION ITEM

### **BACKGROUND INFORMATION**

Sections 44.002 -- 44.006 of the Texas Education Code establish the legal basis for budget development in school districts. Per Section 44.004, a public meeting should be called to adopt the budget & discuss the proposed tax rate. The district is required to provide for publication of notice of the meeting in a newspaper published in the district.

### **ADMINISTRATIVE CONSIDERATION**

The notice of public meeting to discuss the District's budget and proposed tax rate follows a specific format defined by Section 44.004 of the code. The notice contains information for the public related to estimated property values, the proposed tax rates and levy, bonded indebtedness, and estimated fund balances for the General (Maintenance & Operations) & Debt Service (Interest & Sinking) Funds. The District cannot adopt the tax rates until after receipt of certified property values from the Bexar Appraisal District and the Maximum Compressed Tax Rate from the Texas Education Agency. The District must publish a revised notice and hold another public meeting before adopting a tax rate exceeding the published rates.

Publication of the notice may not be earlier than the 30th day or later than the 10th day before the date of the hearing. NEISD will coordinate with the newspaper's staff to ensure the publication date falls within the window. The notice related to the 2023-2024 budget will set the public hearing date for June 19, 2023.

### **BUDGETARY CONSIDERATION**

The cost of preparing and publishing the notice are budgeted in the General Fund.

### **ADMINISTRATIVE RECOMMENDATION**

It is recommended the Board of Trustees approve publication of the Notice of Public Meeting to Discuss Budget and Proposed Tax Rates, in accordance with Texas Education Code, Section 44.004, setting the Public Meeting date as June 19, 2023.

### **BOARD ACTION REQUIRED**

Approval/Disapproval



## NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: May 22, 2023

Presenter: Dan Villarreal  
Susan Lackorn, Executive Director  
Finance & Accounting

Subject: Budget Study Session #1

Related Page(s): None

### PRESENTATION

#### **BACKGROUND INFORMATION**

The Board of Trustees is required to formally adopt the annual budgets of the General, Debt Service, and School Nutrition Services funds. As part of the annual budget process, staff prepares information for the Board of Trustees' review and consideration through a series of budget study sessions. This is the first budget study session for the 2023-2024 budget.

#### **BOARD ACTION REQUIRED**

None



## NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: May 22, 2023

Presenter: Dan Villarreal  
Susan Lackorn, Executive Director  
Finance & Accounting

Subject: District Scorecard

Related Page(s): None

### PRESENTATION

#### **BACKGROUND INFORMATION**

In January/February of 2022, the North East ISD Board of Trustees began to develop a Balanced District Scorecard to define key priorities related to students, staff, stakeholders, and stewardship. The idea was that this would be the strategic vision for education over the next five years in NEISD. Public input was gathered through a survey and numerous focus group sessions, consisting of parents, community members, and staff. The Scorecard was approved by the Board in September of 2022. This presentation is to discuss Priority #4 Stewardship: We plan and manage funds and resources responsibly.

#### **BOARD ACTION REQUIRED**

None