

EPAC Meeting Minutes

Thursday, September 17, 2020
Microsoft Teams Teleconferencing
4:30 p.m.

The meeting was called to order at approximately 4:30 p.m.

Cabinet/Staff: Dr. José Espinoza, *Superintendent of Schools*; Lucia Borrego, *Chief Academic Officer - Academic Services*; Rodolfo Campoya, *Chief Human Resources Officer - Human Resources*; Carmen Crosse, *Assistant Superintendent - Secondary Education*; Daniel Escobar, *Chief Communications Officer – Public Relations*; Tom Eyeington, *Chief Operations Officer - District Operations*; Marivel Macias, *Assistant Superintendent – Administrative Services*; Melissa Parham, *Assistant Superintendent - Elementary Education*; Cynthia Retana, *Assistant Superintendent - Secondary Education*; Tony Reza, *Chief Financial Officer - Financial Services*; Alisa Zapata, *Assistant Superintendent - Elementary Education*; Elva Chavez - *Director of Secondary Personnel - Human Resources*; Adalberto Garcia, *School Improvement Officer – Academic Services*; Angelica Herrera - *Director of Elementary Personnel - Human Resources*; Tammi Mackeben, *Director - Guidance and Counseling*; Richard Ortega, *Director - Special Education*; Dr. Adam Starke, *Director - State and Federal Programs*; Celina Stiles - *Director of Support Personnel - Human Resources*; Angel Hernandez, *Staff Accountant – Financial Services*; Hilda Miranda, *Coordinator of Information Systems - Technology Services*; Miguel Moreno, *Coordinator - Instructional Technology*; Elizabeth Rios, *Systems Team Leader - Technology Services*; Oscar Leza, *Title I Specialist - State and Federal Programs*

I. Welcome – Dr. José Espinoza & Dr. Adam Starke

Dr. Starke opened the meeting and greeted EPAC members. He then introduced Dr. Espinoza, who addressed attendees.

Dr. Espinoza thanked Dr. Starke for his remarks and addressed EPAC members. He thanked them for attending and spoke about the challenges experienced by the district in light of the COVID-19 pandemic. He spoke about how district personnel are doing their part to ensure the safety of all stakeholders. Dr. Espinoza spoke about the difference between “community spread” and “school spread” and how district leaders are working hard to follow safety protocols at all times to instill confidence in the public, parents, and students. He asked members to share the message and ended his remarks by stating that he looks forward to getting back to normal and meeting with people face to face.

II. Request for Waiver of Submission Deadline for Fiscal Year 2020 External Audit – Mr. Tony Reza

Mr. Reza spoke to members about a waiver that may be requested to extend the deadline for the annual financial audit, offered by TEA to districts whose fiscal year ends on June 30. This waiver is offered due to the COVID-19 pandemic and various federal programs that have been put in place to allow for special expenditures. One such program is the Coronavirus Relief Fund (CRF), allowing for reimbursement of funds that districts used from March-May. Part of the requirements of the waiver is to bring it to the district-level committee and also to board members for approval. He asked members for any comments or questions regarding the request for the waiver. One member asked what the benefit of delaying the audit would be for the district. Mr. Reza replied that one benefit would be to ensure that the information in the audit is correct, in order to qualify for reimbursement. It would help to ensure that the documentation is in place. No other questions were posed.



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III. District-Level Planning and Decision-Making – *Dr. Adam Starke*

Dr. Starke briefly spoke about the roles and responsibilities of both the Educator’s Professional Advisory Committee (EPAC) as well as the School Improvement Team (SIT) at campuses. He went through a PowerPoint and stated that he would be sure to send it to all members after the meeting. He noted that these decision-making committees are legally required by both state and local policy and emphasized the importance of attendance at each meeting for the sake of properly dispersing information.

IV. Staff Development – *Mr. Adalberto Garcia*

Mr. Garcia shared with members about the various types of staff development that have been rolled out to district personnel at all levels. He stated that many departments such as Instructional Support, Special Education, Bilingual Education, and Research and Evaluation have been integral in the delivery of professional development sessions. Via a PowerPoint presentation, he provided a timeline that demonstrated sessions that were held in June and July. Even an on-demand webinar series was put in place for principals to partake of and to share with teachers. Mr. Garcia also showcased an electronic staff development request form that allows individuals to specifically request sessions on topics they need support for. Requests are reviewed and evaluated so that they may be put in place if possible. He showed some requests made by teachers and stated that even more professional development will be coming in the near future. Technology trainings are being planned as well by Mr. Hector Reyna and his team. Currently, training in how to utilize data from remote curriculum is underway. A question was posed by a member about how HB3 academies would be rolled out. Mr. Garcia stated that 2 sessions will be offered soon, on November 9 (AM & PM). A member asked if the web series trainings had already been sent to principals. Mr. Garcia replied that the trainings from his team have already been shared. Mr. Ortega shared that Special Education web series trainings have already been shared as well. Ms. Borrego added that links would be sent quickly. Ms. Reyes stated that Bilingual Education trainings are already available.

V. School Improvement Team Issues – *Dr. Adam Starke*

Dr. Starke opened the floor for members to share any issues raised by School Improvement Teams at campuses.

The member from Rojas Elementary asked about the status of multipurpose gyms. Mr. Eyeington stated that 11 projects have already been started, but 5 are in process for bid proposals, including Rojas.

No other concerns were shared at this time.

VI. Closure – *Dr. Adam Starke*

Dr. Starke reminded members about the next meeting on October 22 and closed the meeting at approximately 5:03 p.m.



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