



EDGEWOOD
 INDEPENDENT SCHOOL DISTRICT
San Antonio
 PROFESSIONALISM ♦ ACCOUNTABILITY ♦ COMMUNICATION

Faculty Meeting

November 16, 2023

Dr. Eduardo Hernández, Superintendent of Schools

“The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy.”

—**Martin Luther King, Jr.**



DISTRICT CONFERENCE CENTER

"We must always keep our focus on the student in the chair."

- Dr. Ruth Simmons



RETHINK & REDESIGN INITIATIVES

[EISD Rethink & Redesign Webpage](#)



WINSTON INTERMEDIATE
SCHOOL OF EXCELLENCE
Powered by Texas A&M-San Antonio





NEXT STEPS GIVEN BOARD ACTION

- Faculty meetings at each campus November 16th: Winston Intermediate School of Excellence (WISE) and E.T. Wrenn Middle School.
- Parent & Student meetings to provide information and help students enroll for 2024-25.
 - November 28th – WISE
 - December 4th – Wrenn MS
- Teachers will be given 2 options for transfer:
 - Option A – Teacher selects top: 3 campuses, grade level(s), and content area(s)
 - Option B – Serve in capacity selected by Human Resources

REDESIGN TRANSITION PROCESS

Human Resources Department

EDGEWOOD
INDEPENDENT SCHOOL DISTRICT
San Antonio

You Matter

Edgewood ISD values its employees and their commitment to our students and community. We will ensure that every full-time employee in good standing who is assigned to a campus that is subject to closure has a position with EISD. We will support and guide all employees throughout this transition process.



OBJECTIVES



EMPLOYEE TRANSITION PROCESS



COMPENSATION



TIMELINE



EMPLOYEE SUPPORT & RESOURCES

An illustration of a man and a woman looking at a window in a colorful building. The man is on the left, wearing a green shirt, and the woman is on the right, wearing a pink shirt. They are both looking down at a window. The building has a blue roof and a yellow stripe. There are pink flowers and a white planter box in the foreground. A large red arrow points from the top left towards the bottom right, overlapping the illustration and the text.

TRANSITIONS REQUEST FORM

By Friday, Dec 1st, transition employees will complete a Transition Request Form

- Option A - Choice Campus (employee preference)
- Option B - Serve in the capacity selected by Human Resources

EMPLOYEE ASSIGNMENT-OPTION A

Option A-Campus Choice (Employee Preference)

I choose to go through the campus choice process.

HR will assign employees based on their choice, focusing on student enrollment and campus/district needs.



Option A - I Choose to go through the campus choice process.



proceso de eleccion de escuela.

Opcion A: Elijo pasar por el pro-

Campus/Subject/Grade Level Choice

Please list, in the order of preference, your three campus choices.

5. Choice #1



Enter your answer

6. Choice #2

Enter your answer

7. Choice #3

Enter your answer

EMPLOYEE ASSIGNMENT-OPTION B

Option B-Serve in the Capacity Selected by Human Resources Department

HR will assign employees focusing on student enrollment and campus/district needs.



- Option B - I will serve in the capacity selected by the Human Resources Department. *Opcion B - Servire en la capacidad seleccionada por Recursos Humano.*

TRANSITION REQUEST FORM

Electronic Signature

5. Employee Signature/Date

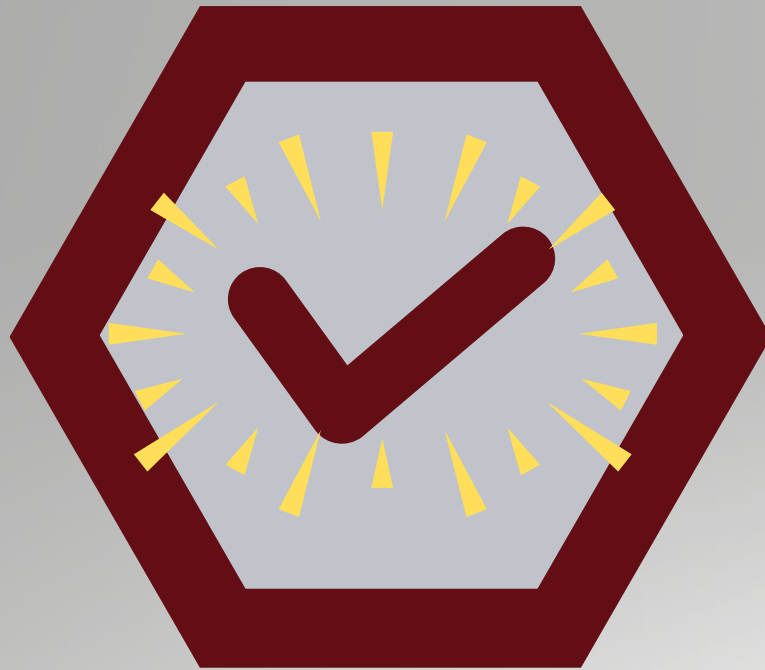
Enter your answer

Send me an email receipt of my responses

Back Submit

COMPENSATION

Hold Harmless for Transition Employee



Hold Harmless applies to Transition Employees who are required to move to a new campus due to their school being closed, and who either:

**Accept Option A
(Campus Choice)**

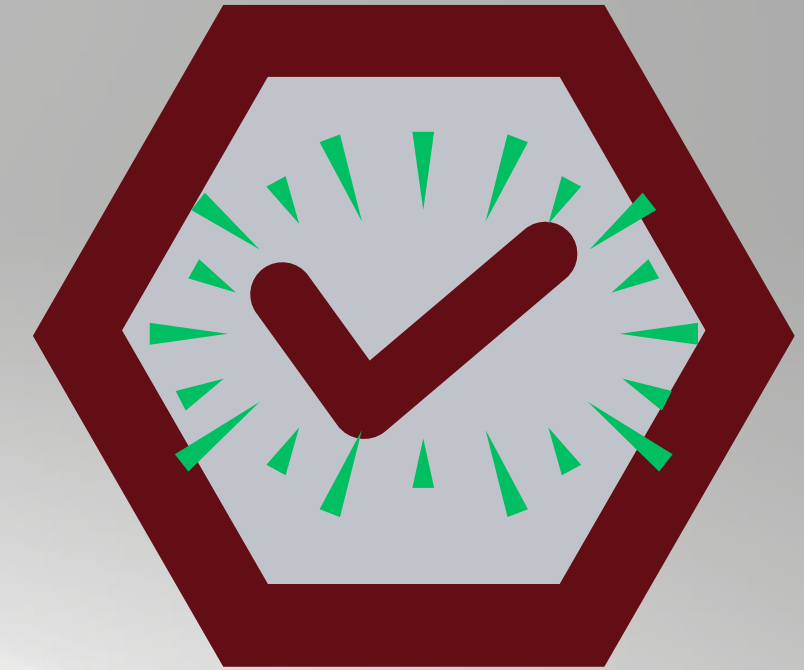
**Accept Option B
(Human Resources Placement)**



Hold Harmless applies to stipends covering critical needs and shortages, and to extra-curricular stipends if the Transition Employee accepts the additional duties and workdays associated with those stipends.



Hold Harmless will not be available to Transition Employees who have not committed to EISD after March 2024, except in limited circumstances.

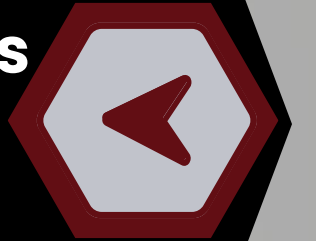


**Extra Duty Pay -
Move in Days - up to 2 Days
(Beginning of the 24-25 SY)**

**Extra Duty Pay -
On-Boarding Day
(New Campus) - 1 Day**

Human Resources Transition Timeline

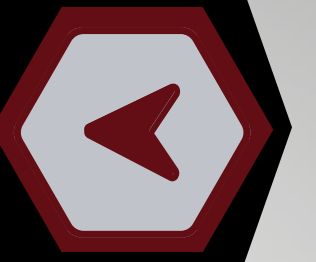
November 14–Board Action Final vote by Board of Trustees
November 16– Redesign Campus Staffing Meetings



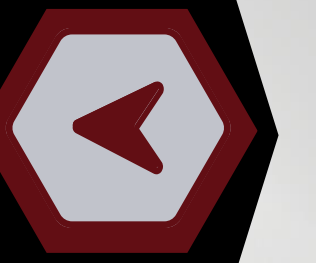
December 01– Transition Request Forms Due to Human Resources Department



January 26–Human Resources Department will finalize all Elementary Transition Employee placements.



February 23–Human Resources Department will finalize all Secondary Transition Employee placements.






CONTACT US


Monday – Friday 8:00 a.m. – 4:30 p.m.

Mary Cantu, Senior Director of Human Resources
Mcantu@eisd.net

Patricia Mendoza, Director of Recruiting & Hiring
Patricia.mendoza@eisd.net

 210-898-2020

Eleonora Mujica, Risk Manager
Eleonora.mujica@eisd.net
(Employee Assistance Program)

 210-898-2039



REDESIGN TRANSITION FREQUENTLY ASKED QUESTIONS

EDGEWOOD
EDUCATION SERVICE DISTRICT
PROGRESS THROUGH EDUCATION

Human Resources Department

REDESIGN TRANSITION FAQ

Will I be guaranteed a position?
Edgewood ISD values its employees and their commitment to our students and community. We will ensure that every full-time employee in good standing, who is assigned to a campus that is subject to closure, has a position with EISD. We will support and guide all employees throughout this transition process.

Will staff have a choice in their new campus and/or assignment?
Yes, Transition Employees will have an opportunity to choose a campus and assignment through the Transition Request Form.

Will I be able to keep my same job/position?
The Human Resources Department will facilitate the relocation and reassignment of Transition Employees, which is designed to prioritize comparable grade level, content, and/or role based on student enrollment.

What is the process for employees to be assigned to a new campus?
The Human Resources Department will notify each Transition Employee of their new assignment status. Transition Employees will have the opportunity to complete a Transition Request Form. This form will allow the Transition Employee to choose from the following: 1) choose to go through the campus choice (employee preference) or 2) serve in the capacity selected by the Human Resources Department.

Transition Employees who choose to seek a different position will work through the next steps with the Human Resources Department utilizing the Transition Request Form.

What is a Transition Request Form?
The Transition Request Form is to be used by employees who choose to have a voice in their position for the 2024-2025 school year rather than accept the initial reassignment from HR. This form will provide an opportunity to list schools the employees are interested in joining. Request forms are easy to complete and include priority choices of campus and job assignments.

What if I am On a Growth Plan. How will this affect me?
A Growth Plan follows the employee.

When will I be notified of my new assignment?
By March 2024, the Human Resources Department will notify Transition Employees of their new assignment status based on student enrollment, which is subject to change.

If there is a current vacancy at the welcoming campus, can I move now?
Employees will not be allowed to leave or transfer to other schools for the 2023-2024 school year.

Will I lose pay in the process/reassignment?
EISD is committed to providing compensation and incentives to ensure no Transition Employee is left at a disadvantage §§ 8.79295 of this process.

What is Hold Harmless?
Hold Harmless protects your current terms of employment for a specific amount of time. Terms of employment include salary and number of contracted days. EISD will "hold harmless" employees' compensation from the 2023-2024 contract year and will be honored for the full 2024-25 school year.

Will I be guaranteed my pay if I teach a special unit/program (Special Education, Bilingual, ESL, Department chair, etc.)?
EISD will continue to issue stipends/pay for positions that stipulate compensation.

Will I be compensated for days to pack, move, and/or classroom setup, etc.?
EISD is committed to providing additional compensation (outside of regular contract days) and attractive incentives to ensure no Transition Employee is left at a disadvantage §§ 8.79295 of this process.

Will there be someone to assist and support me through the transition process?
Transition Employees may contact the Human Resources Administrative team below for additional guidance and support:

Mary Cantu, Sr. Director of Human Resources
mcantu@eisd.net
210-898-2020 | ext. 4511

Patricia Mendoza, Director of Recruiting & Hiring
patricia.mendoza@eisd.net
210-898-2020 | ext. 4533

Eleonora Mujica, Risk Manager (Employee Assistance Program)
Eleonora.mujica@eisd.net
210-898-2039 | ext. 4561

SUPPORT

EMPLOYEE

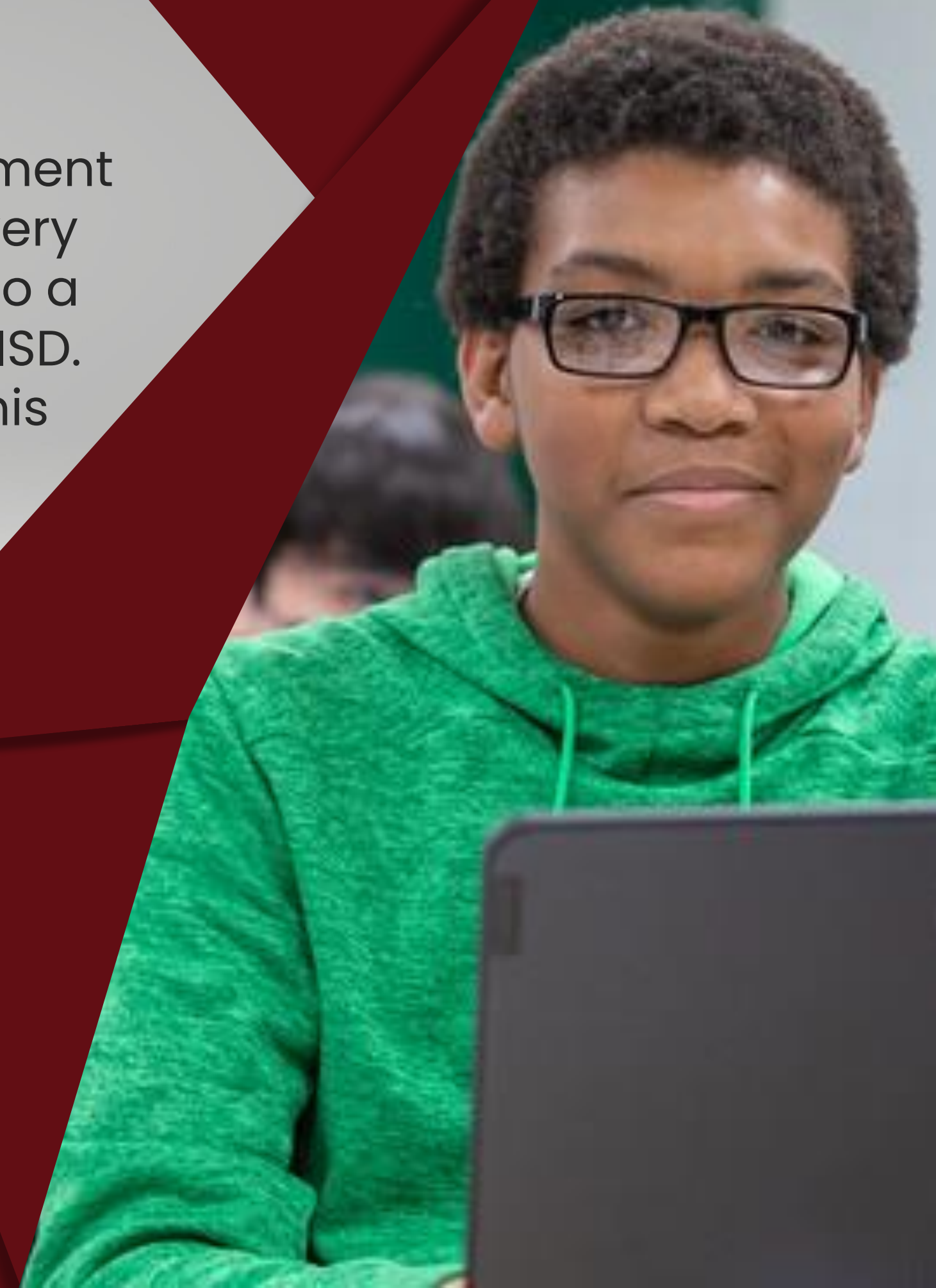
RESOURCES



In Closing

Edgewood ISD values its employees and their commitment to our students and community. We will ensure that every full-time employee in good standing who is assigned to a campus that is subject to closure has a position with EISD. We will support and guide all employees throughout this transition process.

- ✓ **TRANSITIONS REQUEST DUE
DECEMBER 1ST**
- ✓ **OPTION A-CAMPUS CHOICE
(EMPLOYEE PREFERENCE)**
- ✓ **OPTION B-SERVE IN THE CAPACITY
SELECTED BY HUMAN RESOURCES**
- ✓ **EMPLOYEE SUPPORT & RESOURCES**
✉ **CONTACT US** ☎



QUESTIONS?

