

# Agenda of Regular Meeting

## The Board of Trustees Seguin ISD

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A Regular Meeting of the Board of Trustees of Seguin ISD will be held May 26, 2020, beginning at 6:30 PM in the Board Room, 1221 E Kingsbury, Seguin, TX 78155.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

1. **Call to Order**
2. Announcement that this meeting of the Seguin Independent School District has been duly called and that notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.
3. Pledges to the United States Flag and Texas Flag. Moment of silence.
4. Superintendent Announcements
5. Board Member Reports
6. **Audience with the Board**  
The Seguin ISD Board of Trustees designates a time for audience participation at the beginning of each meeting to hear persons who desire to make comments. In accordance with Board Policy BED(Local):
  7. those wishing to speak shall sign up before the meeting begins stating the concern or noting the agenda item they wish to address;
  8. audience participation is limited to five minutes;
  9. the Board shall not deliberate any subject that is not on the posted agenda.
10. **Consent Agenda Items - Consider and Possible Approval as Applicable**  
Policy BE (Local) states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board Member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote as applicable.
11. Approval of Board Minutes of Regular Meeting - April 28, 2020, Budget Workshop - April 30, 2020 and Board Workshop - May 14, 2020 3
12. Approval of Tax Collection Reports for April 2020 12
13. Approval of Proposed Budget Amendments & Financial Statements for April 2020 13
14. Approval of Donations Received April 2020 23
15. Approval of District-Wide Student Accident/Catastrophic Insurance from the Brokerage Store, Inc. 25

16.	Approval of the Publication of Notice of Public Meeting To Discuss Budget and Proposed Tax Rate	26
17.	Approval of Credit by Exam Dates for 2020-2021	27
18.	Strategic Priority and Initiative Report: Istation	28
19.	<b>Closed Session:</b> Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act	
20.	Pursuant to Texas Government Code Section §§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.	
21.	Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).	
22.	Discussion Regarding Rodriguez Elementary Assistant Principal	
23.	<b>Reconvene to Open Meeting,</b> the Board will take appropriate action on items, if necessary, as discussed in Closed Session	
24.	Possible action on professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of a public employee(s).	
25.	Possible Action to Select Rodriguez Elementary Assistant Principal	
26.	<b>Action Items</b>	
27.	Possible Action to Approve Superintendent’s Evaluation Instrument	45
28.	Approval of Resolutions for TASB Advocacy Agenda	46
29.	Consider Recommendations for Term Contracts and Employment Agreements for Administrative Personnel	50
30.	Personnel Action Professional Employees	51
31.	<b>Board Comments and Request</b>	
32.	<b>Adjourn</b>	

# Minutes of Regular Meeting

## The Board of Trustees

### Seguin ISD

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A regular board meeting of the Board of Trustees of Seguin ISD was held Tuesday, April 28, 2020, beginning at 6:30 PM by video and telephone conference.

Meetings of the Board are normally held at the Administration Office Board Room. This meeting was conducted by video and telephone conference in accordance with the Governor's authorization concerning suspension of certain open meeting law requirements for COVID-19 (Coronavirus) Disaster.

Present: Ben Amador, Denise Crettenden, Linda Duncan, Alejandro R. Guerra, Carl Jenkins, Glenda Moreno, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez, Superintendent

Absent:

Also Present: Mark Cantu, Chief of Staff and School Improvement; Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Kirsten Legore, Deputy Chief Operations Officer; Bill Lewis, Chief Operating Officer and Associate Superintendent; Cindy Moreno, Deputy Chief of Staff and Human Resources; Jason Schmidt, Chief Academic Officer; Pete Silvius, Whole Child Initiatives Director; and Nancy Ramirez, Superintendent Secretary.

#### 1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:36 p.m. and a quorum was established. The meeting of the Seguin ISD has been duly called and notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.

B. The pledges were led by Ms. Duncan, followed by a moment of silence.

C. Superintendent Announcements:

Dr. Gutierrez provided the board and community with highlights, upcoming key dates and event information since the last board meeting which included recognizing staff and student achievements and successes from across the district. Dr. Gutierrez also provided an update on how the district is responding to the COVID-19 pandemic and the districts' next steps.

#### 2. Audience with the Board

No one signed up to address the board before the deadline.

#### 3. Consent Agenda Items – Consider and Possible Approval:

##### A. Approval of Board Minutes for:

Regular Meeting, March 31, 2020

Board Workshop, April 20, 2020

##### B. Approval of Tax Collection Reports for March 2020

The Board of Trustees approved the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for March 2020. The Texas Property Tax Code requires the collector of taxes for a taxing unit prepare a written report of tax collections made for the preceding month. The Guadalupe County Tax Assessor-Collector collects ad valorem taxes for the District.

##### C. Approval of Proposed Budget Amendments & Financial Statements for March 2020

The Board of Trustees approved the proposed budget amendments and financial statements for the General Fund, Child Nutrition Fund, and Debt Service Fund as of March 31, 2020.

**D. Approval of Donations Received March 2020**

The Board of Trustees approved the donations received by the District during the month of March 2020 in the amount of \$100.00 from various business and individuals. District Board policy CDC (Local) states "...any (unsolicited) gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval."

**E. Approval of Investment Report for the Third Quarter 2019-20**

The Board of Trustees approved the Investment Report for the Third Quarter 2019-20. State law and Board Policy require quarterly reports regarding the District's investments. This report is designed to allow the Board of Trustees to review the investment activity for the Third quarter January through March 2020. The District's earnings rates, investment position, and yield information are presented for the period. The District currently invests exclusively in interlocal governmental investment pools ("pools"), which allow withdrawals on a same day basis. The book value of pools is considered to be the market value and is reflected accordingly in the attached Investment Report.

**F. Adopt the Revised Board Operating Procedures**

The Board of Trustees adopted the revised Board Operating Procedures. Board Operating Procedures have been revised and amended based on BED (LEGAL) (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 114. Update 114 encompasses changes in law from the 86<sup>th</sup> Legislative Session that have an immediate effect on the governance and management of the district. Recommended changes to local policies addressed Public participation at board meetings, "Public Comment".

**G. TEA Instructional Materials Adoption**

The Board of Trustees adopted the instructional materials as outlined in the Instructional Materials Adoption List. The final selection must be recorded in the Board minutes. The State Board of Education (SBOE) issued Proclamation 2020 in April 2018 and amended in November 2018. Proclamation 2020 includes instructional materials for the following courses: English Language Arts and Reading grades 9-12; English Learners Language Arts, grades 7 and 8; English I for Speakers of Other Languages; English II for Speakers of Other Languages; and English Language Development and Acquisition. The instructional materials adopted under this proclamation are scheduled to be implemented beginning in the 2020-2021 school year. Adopted materials are eligible for purchase with funds from the Instructional Materials Allotment, and will be ordered by school districts and open-enrollment charter schools through the Texas Education Agency's (TEA) Educational Materials (EMAT) system. The teachers in these areas provided feedback and instructional materials were available for public comment and Board review as part of the adoption process.

**Proclamation 2020 - Instructional Materials Adoption List**

<u>Course</u>	<u>Product Title</u>	<u>Publisher</u>	<u>Requested Format</u>	<u>Student Package Details</u>	<u>Teacher Package Details</u>	<u>TEKS and ELPs %</u>	<u>Cost</u>
SHS ELAR 9-12	StudySync	McGraw-HillSchool Division	Online and Print	9-12: - Write In Textbook (Reading and Writing) -Digital Access to Textbook (Reading and Writing) - Digital Access to ACT/SAT/TSI/EOC Test Prep - 2,500 novels	Per Classroom Teacher (1:65): - TE and digital access to TE (6-12) - SE digital access to TE (6-12) - Digital Test Prep Suite - StudySync Plagiarism Checker - Unlimited PD over the adoption	100%	\$302,952.00
MBLC ELAR 9-12				9-10: -Digital Access to Textbook (Reading and Writing) - Digital Access to ACT/SAT/TSI/EOC Test Prep - Two novels 11-12: - Hardcover Textbook (Reading and			\$9,489.10

				Writing) -Digital Access to Textbook (Reading and Writing) - Digital Access to ACT/SAT/TSI/EOC Test Prep - 200 novels			
DAEP ELAR 9-12				9-12: - Hardcover Textbook (Reading and Writing) -Digital Access to Textbook (Reading and Writing) - Digital Access to ACT/SAT/TSI/EOC Test Prep - 122 novels			\$7,548.50

**H. Strategic Priority and Initiative Report: Rigor, Relevance, Engagement and Professional Learning Communities (PLC)**

The Board of Trustees received an update from Mr. Cantu regarding rigorous, relevant, and engaging instruction and PLC's. The purpose of this report is to present the progress on the utilization of the Rigor, Relevance and Engagement Rubrics. The rubrics were introduced last year at secondary campuses and this school year at elementary campuses. Campus leaders are engaging in the Collaborative Instructional Review process to coach teachers on how to improve lesson plans and instructional delivery using the rubrics to guide conversations. Professional

Learning Communities have been guiding instruction at Seguin ISD over that past few years. Campus leaders have worked to strengthen PLCs and the efforts to refine our PLC practices will be shared with the Board.

**I. Campus Instructional Initiatives Presentations**

The Board of Trustees received presentations from Jay Law, principal at MBLC at Saegert and Rhonda Jubela, principal at Ball Early Childhood Center, regarding their campus instructional initiatives that foster increased academic achievement and refines their instructional focus through the implementation of Professional Learning Communities, the Rigor and Relevance Framework, and a Guaranteed and Viable Curriculum. These implementations are designed to yield increased student achievement on their campuses

**J. Public Information Act Requests March-April 2020**

The Board of Trustees received information regarding the Public Information Act requests received since March 19, 2020. The purpose of this agenda item is to keep trustees apprised of the District's Public Information program.

**Mr. Amador moved, seconded by Mrs. Moreno to approve Consent Action Items:**

**A. Approval of Board Minutes for:**

**Regular Meeting, March 31, 2020**

**Board Workshop, April 20, 2020**

**B. Approval of Tax Collection Reports for March 2020**

**C. Approval of Proposed Budget Amendments & Financial Statements for March 2020**

**D. Approval of Donations Received March 2020**

**E. Approval of Investment Report for the Third Quarter 2019-20**

**F. Adopt the Revised Board Operating Procedures**

**G. TEA Instructional Materials Adoption**

**H. Strategic Priority and Initiative Report: Rigor, Relevance, Engagement and Professional Learning Communities (PLC)**

**I. Campus Instructional Initiatives Presentations**

**J. Public Information Act Requests March-April 2020**

**Ayes: Amador, Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**

**Nays: None**

**4. Closed Meeting** –The Board went into closed session at 6:44 p.m.

A. Pursuant to Texas Government Code Section §§§ 551.071, 551.074, 551.129 - Consultation with legal counsel including possible telephone consultation with legal counsel, as necessary, to address legal concerns, implications, and answer any legal questions regarding posted agenda items.

B. Pursuant to Texas Government Code Section § 551.074 - Discuss personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a employee(s).

1. Discussion Regarding Superintendent's Evaluation Instrument

**5. Reconvene to Open Meeting** – The Board reconvened at 7:47 p.m. without Mr. Amador.

A. Possible action to approve professional personnel, including appointment, employment, evaluation, assignment, duties, discipline or dismissal of employee(s).

1. Possible Action Regarding Superintendent's Evaluation Instrument

No action was taken on this item. Mrs. Thomas-Jimenez explained the board was looking at an alternative instrument due to the changes and impacts due to COVID-19.

**6. Action Items:**

**A. Consider Recommendations for Term Contracts, Probationary Contracts, and Employment Agreements for Administrative Personnel**

Mrs. Crettenden moved, seconded by Mr. Guerra to approve the contract renewals, employment agreements, and/or extensions for administrative personnel as recommended. As stated in Board Policy DC (Local), General Provisions: All term contracts shall be in writing in a form approved by the School Board setting forth the length of the contract and other terms and conditions of employment. Employment agreements are currently in use for Chief Officer Administrators whose duties are not covered by Chapter 21 of the Texas Education Code.

**Ayes: Crettenden, Duncan, Guerra, Jenkins, Moreno, and Thomas-Jimenez**

**Nays: None**

**(Mrs. Moreno abstained for Cindy Moreno)**

**B. Consider Recommendations for Teacher Term Contracts, Probationary Contracts, and Employment Agreements for Teachers and Other Non-Administrative Staff and Termination of Probationary Contracts**

Mrs. Moreno moved, seconded by Ms. Duncan to approve the Superintendent's recommendations for probationary contract, term contract renewals, employment agreements for teachers and other non-administrative staff contracts and termination of probationary contracts. According to Board Policy DC (LEGAL), Employment Practices, contracts and employment agreements for teachers and other professionals are considered annually and must be approved by the Board.

**Ayes: Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**

**Nays: None**

Mr. Amador returned to the meeting at 7:52 p.m.

**C. Resolution of the Board Regarding Delegation to Superintendent for Waivers**

Mr. Amador moved, seconded by Ms. Duncan to approve the resolution to grant the Superintendent authority to request waivers from the commissioner beginning April 28, 2020 and ending on August 31, 2020. The US Government has declared a national emergency and the State of Texas has declared a statewide disaster regarding the ongoing COVID-19 pandemic, therefore there is a need for the District to maintain efficient, effective, and consistent District operations during the period of the disaster declaration, which may include the need to request available waivers under state and federal law.

**Ayes: Amador, Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**

**Nays: None**

**D. Resolution for Change in Grading Policies due to COVID-19**

Mrs. Moreno moved, seconded by Mr. Amador to approve the resolution on GPA, class rank and grading policies due to extended school closures by COVID -19. District polices EIC (LOCAL) and EIA (LOCAL) outline grade reporting policies and GPA and class rank. This resolution will allow SISD to use 2019-2020 GPA and class rank from semester one as the final for graduation recognitions. In addition, there would be no GPA and class rank determined from the 2019-2020 semester two final grades. The superintendent will determine the grading periods for the spring semester 2020 and determine the issuance of grade reports. The determination of semester grading will be determined by the superintendent.

**Ayes: Amador, Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**

**Nays: None**

**E. Adopt the Resolution of a Severance Incentive and Authorizing the Superintendent to Make Further Adjustments to the Incentive Arrangement as Necessary**

Mr. Jenkins moved, seconded by Mr. Amador to approve the resolution of a severance incentive and authorizing the superintendent to make further adjustments to the incentive arrangement as necessary. In light of current economic conditions, district administration desires to make every effort to conserve valuable financial resources. In preparing for fiscal year 20-21, it is recommended that the Board of Trustees authorize the Superintendent to offer certain severance incentives as indicated in the resolution.

**Ayes: Amador, Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**

**Nays: None**

**F. Personnel Action Professional Employees**

Mrs. Moreno moved, seconded by Ms. Duncan to recognize and acknowledge the following new professional hires for the 2020-2021 school year and the resignations listed below:

**New Hire Elections:      Telles, Marcos, Seguin High School, effective 8/10/2020**

**Resignations:                      Arthur, Ashley, Patlan Elementary School, effective 5/29/2020**

Ms. Arthur, Math/Science Teacher, has resigned due to relocation.

**Bonewitz, Jill, Barnes Middle School, effective 5/29/2020**

Ms. Bonewitz, Science Teacher, has resigned and elected to retire.

**Buckley, Patricia, Seguin High School, effective 5/29/2020**

Ms. Buckley, ESL Teacher & Facilitator, has resigned and elected to retire.

**Deleon, Rafael, AJB Middle School, effective 3/31/2020**

Mr. Deleon, PE Teacher, has resigned and elected to retire.

**Engler, Kevin, Patlan Elementary School, effective 2/11/2020**

Mr. Engler, Technology Teacher, has resigned due to Medical.

**Galeana, Marisela, Seguin High School, effective 5/29/2020**

Ms. Galeana, Reading Recovery Teacher, has resigned and elected to retire.

**Haener, Kristen, Weinert Elementary, effective 5/29/2020**

Ms. Haener, 5<sup>th</sup> Grade ELA Teacher, has resigned and elected to retire.

**Johnson, Michael, Seguin High School, effective 5/29/2020**

Mr. Johnson, Technology Teacher, has resigned and elected to retire.

**Kolvars, Selma, MBLC, effective 5/29/2020**

Ms. Kolvars, Social Studies Teacher, has resigned and elected to retire.

**LaPorte, Brandon, Seguin High School, effective 5/29/2020**

Mr. LaPorte, CTE Teacher, has resigned due to personal reasons.

**Love, Amy, Barnes Middle School, effective 5/29/2020**

Ms. Love, ELA Teacher, has resigned due to personal reasons.

**Nurse, Winter, AJB Middle School, effective 5/29/2020**

Ms. Nurse, AVID Teacher, has resigned due to personal reasons.

**Pressler, Stefanie, Vogel Elementary, effective 5/29/2020**

Ms. Pressler, 4<sup>th</sup> Grade Bilingual Teacher, has resigned to accept a position with Comal ISD.

**Ramirez, Cynthia, Barnes Middle School, effective 5/29/2020**

Ms. Ramirez, Math teacher, has resigned due personal reasons.

**Ramirez, Soledad, Seguin DAEP, effective 6/9/2020**

Ms. Ramirez, Dean of Students, has resigned and elected to retire.

**Roman, Rolando, Barnes Middle School, effective 3/17/2020**

Mr. Roman, Technology Teacher, has resigned due to personal reasons.

**Sheldon, Julie, Matadors Special Services, effective 5/29/2020**

Ms. Sheldon, Educational Diagnostician, has resigned and elected to retire.

**Smetzer, Kimberla, Vogel Elementary, effective 5/29/2020**

Ms. Smetzer, Special Education Teacher, has resigned due to personal reasons.

**Spacek, Stephanie, Barnes Middle School, effective 5/29/2020**

Ms. Spacek, Journalism & Technology Teacher, has resigned to accept a position with Copper Cove ISD.

**Unterbrink, Dallas, Seguin High School, effective 5/29/2020**

Ms. Unterbrink, CTE Teacher, has resigned due to personal reasons.

**Valerio, Jael, Koennecke Elementary, effective 5/29/2020**

Ms. Valerio, 3<sup>rd</sup> grade Bilingual Teacher, has resigned due to relocation.

**Varnes, Katherine, Patlan Elementary, effective 5/29/2020**

Ms. Varnes, 1<sup>st</sup> Grade Teacher, has resigned due to personal reasons.

**Villegas, Pearl, Rodriguez Elementary, effective 5/29/2020**

Ms. Villegas, 2<sup>nd</sup> Grade Dual Language, has resigned due to personal reasons.

**Ayes: Amador, Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**

**Nays: None**

#### **7. Board Comments and Request**

Mr. Jenkins requested follow up data once it becomes available regarding the percentage of students who are passing, failing and/or incomplete for the fifth, sixth, or fourth nine weeks of the 19-20 school year. Mr. Cantu mentioned he will communicate on a weekly basis.

Mrs. Thomas-Jimenez reminded the Board about the budget workshop on Thursday, April 30, 2020. She also asked the Board to forward any ideas or comments regarding the 2020-2022 TASB Advocacy Agenda letter.

All prior Board requests have been addressed.

#### **8. Adjourn**

Ms. Duncan moved, seconded by Mr. Guerra to adjourn the meeting. The meeting adjourned at 8:43 p.m.

**Ayes: Amador, Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**

**Nays: None**

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Secretary/May 26, 2020

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President/May 26, 2020

# Minutes of Budget Workshop

## The Board of Trustees

### Seguin ISD

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A Board Workshop of the Board of Trustees of Seguin ISD was held Thursday, April 30, 2020, beginning at 6:30 PM by video and telephone conference.

Meetings of the Board are normally held at the Administration Office Board Room. This meeting was conducted by video and telephone conference in accordance with the Governor's authorization concerning suspension of certain open meeting law requirements for COVID-19 (Coronavirus) Disaster.

Present: Ben Amador, Denise Crettenden, Linda Duncan, Alejandro R. Guerra, Carl Jenkins, Glenda Moreno, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez, Superintendent

Absent:

Also Present: Mark Cantu, Chief of Staff and School Improvement; Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Kirsten Legore, Deputy Chief Operations Officer; Bill Lewis, Chief Operating Officer and Associate Superintendent; Cindy Moreno, Deputy Chief of Staff and Human Resources; Jason Schmidt, Chief Academic Officer and Nancy Ramirez, Superintendent Secretary.

#### 1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:30 p.m. and a quorum was established.

B. The meeting of the Seguin ISD has been duly called and notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.

C. The pledges were led by Mr. Guerra, followed by a moment of silence.

#### 2. Audience with the Board

No one signed up to address the Board.

#### 3. Budget Workshop

##### A. Discussion of 20-21 Budget Development and Associated Challenges

The Board held a discussion with Dr. Gutierrez and Mr. Hillberg regarding the 2020-2021 budget development along with the associated challenges due to COVID-19. Dr. Gutierrez mentioned as new information arises, the board will be informed and additional meetings will be held. The Board thanked the staff for their hard work and continuous dedication to the students, staff and Seguin ISD Community.

#### 4. Adjourn

Mr. Amador moved, seconded by Mrs. Crettenden to adjourn the meeting.

**Ayes: Amador, Crettenden, Duncan, Guerra, Jenkins, Moreno and Thomas-Jimenez**

**Nays: None**

The meeting adjourned at 7:39 p.m.

# Minutes of Board Workshop

## The Board of Trustees

### Seguin ISD

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A Board Workshop of the Board of Trustees of Seguin ISD was held Thursday, May 14, 2020, beginning at 6:30 PM by video and telephone conference.

Meetings of the Board are normally held at the Administration Office Board Room. This meeting was conducted by video and telephone conference in accordance with the Governor's authorization concerning suspension of certain open meeting law requirements for COVID-19 (Coronavirus) Disaster.

Present: Ben Amador, Denise Crettenden, Linda Duncan, Alejandro R. Guerra, Carl Jenkins, Glenda Moreno, Cinde Thomas-Jimenez and Dr. Matthew Gutierrez, Superintendent

Absent:

Also Present: Mark Cantu, Chief of Staff and School Improvement; Anthony Hillberg, Chief Financial Officer; Sean Hoffmann, Chief Communications Officer; Kirsten Legore, Deputy Chief Operations Officer; Bill Lewis, Chief Operating Officer and Associate Superintendent; Cindy Moreno, Deputy Chief of Staff and Human Resources; Jason Schmidt, Chief Academic Officer; Chris Grimm, Network Specialist; Nancy Ramirez, Superintendent Secretary and media.

#### 1. Call to Order

A. Mrs. Thomas-Jimenez called the meeting to order at 6:31 p.m. and a quorum was established.

B. The meeting of the Seguin ISD has been duly called and notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Section 551.043 of the Texas Government Code.

C. The pledges were led by Mrs. Crettenden, followed by a moment of silence.

#### 2. Audience with the Board

No one signed up to address the Board.

#### 3. Board Workshop

##### A. Budget Update

The Board received an update from Mr. Hillberg regarding the 2020-2021 budget development including but not limited to preliminary property values, funding lag, tax rates, HB3, property tax, revenue, savings and expenses for the current year and the upcoming 2020-2021 school year. All board questions and comments were addressed.

##### B. 2020-2021 Instructional School Calendar Update

The Board received an update from Mr. Hoffmann regarding the proposed updated instructional calendar due to the COVID-19 pandemic. All board questions and comments were addressed. The Board thanked the staff for their hard work and continuous dedication to the students, staff and Seguin ISD Community.

#### 4. Adjourn

The meeting adjourned at 8:04 p.m.

**ACTION ITEM:**

**Approval of Tax Collection Reports for April 2020**

**RECOMMENDATION:**

That the Board of Trustees approve the Guadalupe County Tax Office Monthly Recap from Daryl John, Guadalupe County Tax Assessor-Collector for April 2020.

**RATIONALE:**

The Texas Property Tax Code requires the collector of taxes for a taxing unit prepare a written report of tax collections made for the preceding month. The Guadalupe County Tax Assessor-Collector collects ad valorem taxes for the District.

**REFERENCE and COMPLIANCE:**

BDAF (LEGAL) - Selection and Duties of Chief Tax Official

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

Tax payments are received by direct deposit to the District's accounts at Lone Star Investment Pool. Payments are remitted to the District two days after the County receives them.

Total Tax Collections for the month of April 2020:

Current	\$	319,431
Delinquent		58,990
Penalty and Interest		52,356
Total Monthly Collections	\$	<u>430,777</u>
Total Tax Collections Year to Date	\$	<u>48,040,215</u>
Delinquent Tax Levy		2,707,495
Percent Collected through April 2020		59.06%
Percent of Tax Levy Collected last year		62.24%

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Anthony Hillberg, CPA, Chief Financial Officer

Submitted by:



Date Submitted: 05/26/20

(Signature)

(Name)

Dr. Matthew Gutierrez, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, TX 78155

(Telephone)

(830) 401-8614

**ACTION ITEM:** **Approval of Proposed Budget Amendments & Financial Statements for April 2020**

**RECOMMENDATION:** That the Board of Trustees approve the proposed budget amendments and financial statements for the General Fund, Child Nutrition Fund, and Debt Service Fund as of April 30, 2020.

**RATIONALE:** The District’s official budget includes the General Fund, Child Nutrition Fund, and Debt Service Fund. The adoption of the budgets associated with these funds and subsequent amendments should be approved by the Board of Trustees. The attached budget reports and financial statements are designed to provide interim information for the Board of Trustees regarding operations of the District. The attached financial statements are unaudited and do not reflect certain required accounting entries for the official year-end financial report.

**REFERENCE and COMPLIANCE:** CE (LEGAL) and CE (LOCAL) Annual Operating Budget  
The Board shall amend the budget when a change is made increasing any one of the functional spending categories or increasing revenue object accounts and other financing sources (uses).

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** Budget amendments reflected in this report require approval by the Board of Trustees.

**EXHIBITS:** Proposed Budget Amendments and Financial Statements for the General Operating Fund, Child Nutrition Fund, and Debt Service Fund are attached.

**RESOURCE PERSONNEL:** Anthony Hillberg, CPA, Chief Financial Officer  
Sally Eckhart, Budget Coordinator

Submitted by:  
(Signature)  
(Name)  
(Address)  
(Telephone)



Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

Date Submitted: 05/26/20

## Function Codes

11 – Instruction - Activities that deal directly with the interaction between teachers and students

12 – Instructional Resources/Media Services - Expenditures that are directly and exclusively used for resource centers, establishing and maintaining libraries

13 – Curriculum & Instructional Staff Development – Expenditures directly and exclusively used to aid instructional staff in planning, developing and evaluating the process of providing learning experiences for students. (Includes in-service training for instructional or instructional-related personnel (Functions 11, 12, and 13))

21 – Instructional Leadership - Expenditures that are for managing, directing, supervising, and providing leadership for staff who provide general and specific instructional services

23 – School Leadership - Expenditures to direct and manage a school campus

31 – Guidance & Counseling – Expenditures for assessing and testing students' abilities, aptitudes and interests; counseling students

32 - Social Work Services - Expenditures that for activities such as investigating and diagnosing student social needs arising out of the home, school or community: includes truant/attendance officers

33 – Health Services - Expenditures for providing physical health services to students

34 – Student Transportation - Expenditures for transporting students to and from school.

35 – Food Service – Expenditures for food service operations

36 – Extracurricular Activities - Expenditures for school-sponsored activities outside of the school day.

41 – General Administrations - Expenditures for purposes of managing or governing the school district as an overall entity

51 – Maintenance & Operations - Expenditures for activities to keep the facilities and grounds open, clean, comfortable and in effective working condition and state of repair, and insured

52 – Security & Monitoring Services – Expenditures for activities to keep student and staff surroundings safe, whether in transit to or from school, on a campus or participating in school-sponsored events at another location

53 – Data Processing Services - Expenditures for data processing services, whether in-house or contracted.

61 – Community Services - Expenditures for activities or purposes other than regular public education and includes expenditures are for services or activities relating to the whole community or some segment of the community

71 – Debt Service – Expenditures for debt service payments and related fees

81 – Facilities Acquisition and Improvements - Expenditures for acquiring, equipping, and/or making additions to real property and sites

99 – Other Governmental Charges – Expenditures for other intergovernmental charges not defined above

**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**General Operating Fund (Combined with QZAB)**  
**April 2020**

	Budget				Actual			Budget Remaining	
	Adopted Budget	April 1, 2020	Proposed Amendment(s)		April 30, 2020	April 1, 2020	Current Month		April 30, 2020
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	34,643,384	34,475,992	-	-	34,475,992	32,970,008	229,990	33,199,998	1,275,994
Property Taxes-Delinquent	922,604	940,400	-	-	940,400	822,109	44,736	866,844	73,556
Property Taxes-Penalty & Interest	332,957	500,000	-	-	500,000	303,990	38,452	342,442	157,558
Interest Income	635,000	731,331	-	-	731,331	468,856	36,991	505,847	225,484
Other Local Income	636,000	621,000	-	-	621,000	641,036	2,843	643,879	-
State	23,908,914	28,411,802	-	-	28,411,802	13,240,795	1,925,035	15,165,830	13,245,972
Federal	1,097,000	1,097,000	-	-	1,097,000	833,160	(11,806)	821,354	275,646
<b>REVENUE</b>	<b>62,175,859</b>	<b>66,777,525</b>	-	-	<b>66,777,525</b>	<b>49,279,954</b>	<b>2,266,241</b>	<b>51,546,195</b>	<b>15,254,209</b>
<b>EXPENSE</b>									
11 - Instruction	34,593,695	38,326,614	-	(5,282)	38,321,332	20,849,151	2,678,573	23,527,723	14,793,609
12 - Instructional Resources & Media Svcs	972,412	1,237,962	-	-	1,237,962	656,406	76,711	733,117	504,845
13 - Curr & Instructional Staff Development	974,970	1,104,111	-	(45,011)	1,059,100	528,421	41,527	569,948	489,152
21 - Instructional Leadership	1,581,064	1,942,378	-	-	1,942,378	1,324,463	149,609	1,474,071	468,307
23 - School Leadership	4,388,695	4,876,678	-	-	4,876,678	3,154,007	380,308	3,534,315	1,342,363
31 - Guidance & Counseling Services	2,258,241	2,551,286	-	300	2,551,586	1,598,857	132,352	1,731,209	820,377
32 - Social Work Services	511,441	561,791	-	-	561,791	381,219	36,775	417,993	143,798
33 - Health Services	571,797	650,656	-	-	650,656	366,159	47,662	413,821	236,835
34 - Student Transportation	2,910,685	3,075,981	-	(50,000)	3,025,981	2,074,505	200,360	2,274,865	751,116
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	2,023,882	2,135,255	-	(7)	2,135,248	1,336,889	111,848	1,448,736	686,512
41 - General Administration	2,225,379	2,290,176	-	104,000	2,394,176	1,430,138	131,197	1,561,334	832,842
51 - Plant Maintenance & Operations	6,409,126	7,431,259	-	-	7,431,259	5,103,589	538,334	5,641,923	1,789,336
52 - Security & Monitoring Services	492,579	638,978	-	-	638,978	370,665	17,654	388,319	250,659
53 - Data Services	1,593,606	1,759,908	-	(4,000)	1,755,908	1,287,659	78,680	1,366,339	389,569
61 - Community Services	72,962	78,762	-	-	78,762	4,913	5,480	10,393	68,369
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-
81 - Facilities Acquisition & Construction	-	237,500	-	-	237,500	255,524	(18,024)	237,500	-
99 - Intergovernmental Charges (Appraisal Svcs)	595,325	595,325	-	-	595,325	459,545	-	459,545	135,780
<b>EXPENSE</b>	<b>62,175,859</b>	<b>70,159,620</b>	-	-	<b>70,159,620</b>	<b>41,847,107</b>	<b>4,609,044</b>	<b>46,456,151</b>	<b>23,703,469</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ (3,382,095)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,382,095)</b>	<b>7,432,847</b>	<b>(2,342,803)</b>	<b>5,090,044</b>	<b>(8,449,260)</b>
Other Sources	-	-	-	-	-	115,906	-	115,906	
Other Uses	-	-	-	-	-	-	-	-	
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,906</b>	<b>\$ -</b>	<b>\$ 115,906</b>	
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ (3,382,095)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,382,095)</b>	<b>\$ 7,548,753</b>	<b>\$ (2,342,803)</b>	<b>\$ 5,205,950</b>	

**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**General Operating Fund (Excluding QZAB)**  
**April 2020**

	Budget				Actual				Budget Remaining	
	Adopted Budget	April 1, 2020		April 30, 2020		April 1, 2020		April 30, 2020		
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date		
<b>REVENUE</b>										
Local										
Property Taxes-Current	34,643,384	34,475,992	-	-	34,475,992	32,970,008	229,990	33,199,998	1,275,994	
Property Taxes-Delinquent	922,604	940,400	-	-	940,400	822,109	44,736	866,844	73,556	
Property Taxes-Penalty & Interest	332,957	500,000	-	-	500,000	303,990	38,452	342,442	157,558	
Interest Income	635,000	730,000	-	-	730,000	467,525	36,991	504,516	225,484	
Other Local Income	636,000	621,000	-	-	621,000	641,036	2,843	643,879	-	
State	23,908,914	28,411,802	-	-	28,411,802	13,240,795	1,925,035	15,165,830	13,245,972	
Federal	1,097,000	1,097,000	-	-	1,097,000	833,160	(11,806)	821,354	275,646	
<b>REVENUE</b>	<b>62,175,859</b>	<b>66,776,194</b>	<b>-</b>	<b>-</b>	<b>66,776,194</b>	<b>49,278,623</b>	<b>2,266,241</b>	<b>51,544,864</b>	<b>15,254,208</b>	
<b>EXPENSE</b>										
11 - Instruction	34,593,695	38,326,614	-	(5,282)	38,321,332	20,849,151	2,678,573	23,527,723	14,793,609	
12 - Instructional Resources & Media Svcs	972,412	1,237,962	-	-	1,237,962	656,406	76,711	733,117	504,845	
13 - Curr & Instructional Staff Development	974,970	1,104,111	-	(45,011)	1,059,100	528,421	41,527	569,948	489,152	
21 - Instructional Leadership	1,581,064	1,942,378	-	-	1,942,378	1,324,463	149,609	1,474,071	468,307	
23 - School Leadership	4,388,695	4,876,678	-	-	4,876,678	3,154,007	380,308	3,534,315	1,342,363	
31 - Guidance & Counseling Services	2,258,241	2,551,286	-	300	2,551,586	1,598,857	132,352	1,731,209	820,377	
32 - Social Work Services	511,441	561,791	-	-	561,791	381,219	36,775	417,993	143,798	
33 - Health Services	571,797	650,656	-	-	650,656	366,159	47,662	413,821	236,835	
34 - Student Transportation	2,910,685	3,075,981	-	(50,000)	3,025,981	2,074,505	200,360	2,274,865	751,116	
35 - Food Service	-	-	-	-	-	-	-	-	-	
36 - Co-curricular Activities	2,023,882	2,135,255	-	(7)	2,135,248	1,336,889	111,848	1,448,736	686,512	
41 - General Administration	2,225,379	2,290,176	-	104,000	2,394,176	1,430,138	131,197	1,561,334	832,842	
51 - Plant Maintenance & Operations	6,409,126	7,098,858	-	-	7,098,858	4,771,189	538,334	5,309,522	1,789,336	
52 - Security & Monitoring Services	492,579	638,978	-	-	638,978	370,665	17,654	388,319	250,659	
53 - Data Services	1,593,606	1,759,908	-	(4,000)	1,755,908	1,287,659	78,680	1,366,339	389,569	
61 - Community Services	72,962	78,762	-	-	78,762	4,913	5,480	10,393	68,369	
71 - Debt Services	-	665,000	-	-	665,000	665,000	-	665,000	-	
81 - Facilities Acquisition & Construction	-	237,500	-	-	237,500	255,524	(18,024)	237,500	-	
99 - Intergovernmental Charges (Appraisal Svcs)	595,325	595,325	-	-	595,325	459,545	-	459,545	135,780	
<b>EXPENSE</b>	<b>62,175,859</b>	<b>69,827,219</b>	<b>-</b>	<b>-</b>	<b>69,827,219</b>	<b>41,514,707</b>	<b>4,609,044</b>	<b>46,123,751</b>	<b>23,703,468</b>	
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ (3,051,025)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,051,025)</b>	<b>\$ 7,763,917</b>	<b>\$ (2,342,803)</b>	<b>\$ 5,421,114</b>	<b>\$ (8,449,260)</b>	
Other Sources	-	-	-	-	-	115,906	-	115,906		
Other Uses	-	-	-	-	-	-	-	-		
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,906.04</b>	<b>\$ -</b>	<b>\$ 115,906.04</b>		
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ (3,051,025)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,051,025)</b>	<b>\$ 7,879,823</b>	<b>\$ (2,342,803)</b>	<b>\$ 5,537,020</b>		

Additional Information to the Reader			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>		<b>PRELIMINARY ESTIMATE - Fund Balance Test per Board Policy CE (LOCAL):</b>	
19 - 20 Beginning Unassigned Fund Balance (Unaudited)	\$ 30,877,094	Amended Budget Expense (official test will use actuals at year end)	69,827,219
19 - 20 Actual Year to Date Revenue Over/(Under) Expense	\$ 5,421,114	Less: Non-Operating Expenses	
19 - 20 Actual Year to Date Other Sources and Uses	115,906	Assigned 07/23/19 for Barnes Stadium Lighting	\$ (167,500)
19 - 20 Budget Remaining Revenue Over/(Under) Expense	\$ (8,449,260)	Assigned 10/29/19 for Bal. of Tech. Transfer from Bond Projects	\$ (485,397)
		Assigned 10/29/19 for Uniforms, Travel, Timeclocks	\$ (77,363)
		Assigned 10/29/19 for Balance for Saegert Facility Renovations	\$ (94,249)
		Assigned 10/29/19 for 19-20 QZAB Payment	\$ (665,000)
19 - 20 Estimated Year End Result of Activities	\$ (2,912,240)	Assigned 10/29/19 for Band Instruments & Equipment	\$ (218,750)
<b>* 19 - 20 Estimated Ending Unassigned Fund Balance (Unaudited)</b>	<b>\$ 27,964,854</b>	Assigned 10/29/19 for Maint. Vehicles, Equipment & Badge Readers	\$ (283,766)
		Assigned 10/29/19 for Library Book Replacement	\$ (176,000)
		Assigned 10/29/19 for PK-5 Teacher Stations	\$ (300,000)
		Assigned 10/29/19 for Current Year only Personnel	\$ (450,000)
		Assigned 12/17/19 for MS Mariachi Uniforms	\$ (13,000)
		Assigned 12/17/19 for Student Services Vehicle	\$ (35,000)
		Assigned 12/17/19 for Compensatory Special Education Services	\$ (35,000)
		Assigned 1/21/20 for SHS Ag Dept vehicle replacement	\$ (50,000)
		Total Non-Operating Expenses	\$ (3,051,025)
		19 - 20 Budgeted Operating Expense (official test will use actuals at year end)	\$ 66,776,194
		25% Unassigned Fund Balance Criteria as per Board Policy CE (LOCAL)	25%
		19 - 20 Minimum Unassigned Fund Balance	\$ 16,694,049
		<b>* 19 - 20 Estimated Ending Unassigned Fund Balance (Unaudited)</b>	<b>\$ 27,964,854</b>
		Projected Unassigned Fund Balance Over/(Under) CE (LOCAL) Requirement	\$ 11,270,805

**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**General Operating Fund (Qualified Zone Academy Bonds only)**  
**April 2020**

	Budget				Actual			Budget Remaining	
	Adopted Budget	April 1, 2020	Proposed Amendment(s)		April 30, 2020	April 1, 2020	Current Month		April 30, 2020
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	-	-	-	-	-	-	-	-	-
Property Taxes-Delinquent	-	-	-	-	-	-	-	-	-
Property Taxes-Penalty & Interest	-	-	-	-	-	-	-	-	-
Interest Income	-	1,331	-	-	1,331	1,331	-	1,331	0
Other Local Income	-	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-	-
<b>REVENUE</b>	-	<b>1,331</b>	-	-	<b>1,331</b>	<b>1,331</b>	-	<b>1,331</b>	<b>0</b>
<b>EXPENSE</b>									
11 - Instruction	-	-	-	-	-	-	-	-	-
12 - Instructional Resources & Media Svcs	-	-	-	-	-	-	-	-	-
13 - Curr & Instructional Staff Development	-	-	-	-	-	-	-	-	-
21 - Instructional Leadership	-	-	-	-	-	-	-	-	-
23 - School Leadership	-	-	-	-	-	-	-	-	-
31 - Guidance & Counseling Services	-	-	-	-	-	-	-	-	-
32 - Social Work Services	-	-	-	-	-	-	-	-	-
33 - Health Services	-	-	-	-	-	-	-	-	-
34 - Student Transportation	-	-	-	-	-	-	-	-	-
35 - Food Service	-	-	-	-	-	-	-	-	-
36 - Co-curricular Activities	-	-	-	-	-	-	-	-	-
41 - General Administration	-	-	-	-	-	-	-	-	-
51 - Plant Maintenance & Operations	-	332,401	-	-	332,401	332,401	-	332,401	0
52 - Security & Monitoring Services	-	-	-	-	-	-	-	-	-
53 - Data Services	-	-	-	-	-	-	-	-	-
61 - Community Services	-	-	-	-	-	-	-	-	-
71 - Debt Services	-	-	-	-	-	-	-	-	-
81 - Facilities Acquisition & Construction	-	-	-	-	-	-	-	-	-
99 - Intergovernmental Charges (Appraisal Svcs)	-	-	-	-	-	-	-	-	-
<b>EXPENSE</b>	-	<b>332,401</b>	-	-	<b>332,401</b>	<b>332,401</b>	-	<b>332,401</b>	<b>0</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	\$ -	\$ (331,070)	\$ -	\$ -	\$ (331,070)	(331,070)	-	(331,070)	\$ (0)
Other Sources	-	-	-	-	-	-	-	-	
Other Uses	-	-	-	-	-	-	-	-	
<b>OTHER SOURCES AND USES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>RESULT OF ACTIVITIES</b>	\$ -	\$ (331,070)	\$ -	\$ -	\$ (331,070)	(331,070)	\$ -	(331,070)	

Seguin Independent School District  
Budget Amendment Detail For General Operating Fund  
April, 2020

Budget Report - Attachment 1  
26-May-2020

Revenues:

Total Revenue Increase (Decrease) \$ -

Expenditures:

Total Expenditures Increase (Decrease) \$ -

Other Sources:

Total Other Sources Increase (Decrease) \$ -

**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**Child Nutrition Fund**  
**April 2020**

	Budget					Actual			Budget Remaining
	Adopted Budget	April 1, 2020	Proposed Amendment(s)		April 30, 2020	April 1, 2020	Current Month	April 30, 2020	
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity	Year to Date	
<b>REVENUE</b>									
Local									
Property Taxes-Current									
Property Taxes-Delinquent									
Property Taxes-Penalty & Interest									
Interest Income	20,000	20,000	-	-	20,000	13,752	955	14,707	5,293
Other Local Income	821,000	821,000	-	-	821,000	609,938	984	610,922	210,078
State	70,000	70,000	-	-	70,000	159,908	341,069	500,977	-
Federal	3,489,000	3,489,000	-	-	3,489,000	2,439,547	-	2,439,547	1,049,453
<b>REVENUE</b>	<b>4,400,000</b>	<b>4,400,000</b>	<b>-</b>	<b>-</b>	<b>4,400,000</b>	<b>3,223,146</b>	<b>343,008</b>	<b>3,566,154</b>	<b>1,264,824</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service	4,389,500	4,389,500	-	-	4,389,500	3,248,579	331,606	3,580,185	809,315
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations	10,000	10,000	-	-	10,000	6,731	539	7,271	2,729
52 - Security & Monitoring Services	500	500	-	-	500	320	-	320	180
53 - Data Services									
61 - Community Services									
71 - Debt Services									
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
<b>EXPENSE</b>	<b>4,400,000</b>	<b>4,400,000</b>	<b>-</b>	<b>-</b>	<b>4,400,000</b>	<b>3,255,631</b>	<b>332,145</b>	<b>3,587,776</b>	<b>812,224</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(32,485)</b>	<b>10,863</b>	<b>(21,623)</b>	<b>452,600</b>
Other Sources	-	-	-	-	-				
Other Uses	-	-	-	-	-				
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(32,485)</b>	<b>10,863</b>	<b>(21,623)</b>	

<b>Additional Information to the Reader</b>			
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>			
19 - 20 Beginning Fund Balance (Unaudited)			
Unassigned	\$	1,144,743	
Non Spendable-Inventory	\$	26,624	
Total 19 - 20 Beginning Fund Balance (Unaudited)	\$	1,171,367	
19 - 20 Actual Year to Date Revenue Over/(Under) Expense			
	\$	(21,623)	
19 - 20 Actual Year to Date Other Sources and Uses			
	\$	-	
19 - 20 Budget Remaining Revenue Over/(Under) Expense			
	\$	452,600	
19 - 20 Estimated Year End Result of Activities	\$	430,977	
<b>19 - 20 Estimated Ending Fund Balance (Unaudited)</b>			
	<b>\$</b>	<b>1,602,344</b>	

Seguin Independent School District  
Budget Amendment Detail For Child Nutrition Fund  
April, 2020

Budget Report - Attachment 1  
26-May-2020

Revenues:

Total Revenue Increase (Decrease)

\$ -

Expenditures:

Total Expenditures Increase (Decrease)

\$ -

**Seguin Independent School District**  
**Proposed Budget Amendments and Financial Statements**  
**Debt Service Fund**  
**April 2020**

	Budget				Actual			Budget Remaining	
	Adopted Budget	April 1, 2020	Proposed Amendment(s)		April 30, 2020	April 1, 2020	Current Month		April 30, 2020
		Amended Budget	Programmatic Changes	Balance Neutral	Amended Budget	Year to Date	Activity		Year to Date
<b>REVENUE</b>									
Local									
Property Taxes-Current	13,029,022	13,029,022	-	-	13,029,022	13,151,691	89,441	13,241,131	-
Property Taxes-Delinquent	300,000	300,000	-	-	300,000	265,256	14,254	279,510	20,490
Property Taxes-Penalty & Interest	125,000	125,000	-	-	125,000	96,385	13,904	110,289	14,711
Interest Income	340,000	340,000	-	-	340,000	108,787	10,795	119,582	220,418
Other Local Income	-	-	-	-	-	1,028	-	1,028	-
State	-	-	-	-	-	231,309	-	231,309	-
Federal	-	-	-	-	-	-	-	-	-
<b>REVENUE</b>	<b>13,794,022</b>	<b>13,794,022</b>	<b>-</b>	<b>-</b>	<b>13,794,022</b>	<b>13,854,455</b>	<b>128,394</b>	<b>13,982,849</b>	<b>255,619</b>
<b>EXPENSE</b>									
11 - Instruction									
12 - Instructional Resources & Media Svcs									
13 - Curr & Instructional Staff Development									
21 - Instructional Leadership									
23 - School Leadership									
31 - Guidance & Counseling Services									
32 - Social Work Services									
33 - Health Services									
34 - Student Transportation									
35 - Food Service									
36 - Co-curricular Activities									
41 - General Administration									
51 - Plant Maintenance & Operations									
52 - Security & Monitoring Services									
53 - Data Services									
61 - Community Services									
71 - Debt Services	13,794,022	13,794,022	-	-	13,794,022	12,373,914	1,412,324	13,786,238	7,784
81 - Facilities Acquisition & Construction									
99 - Intergovernmental Charges (Appraisal Svcs)									
<b>EXPENSE</b>	<b>13,794,022</b>	<b>13,794,022</b>	<b>-</b>	<b>-</b>	<b>13,794,022</b>	<b>12,373,914</b>	<b>1,412,324</b>	<b>13,786,238</b>	<b>7,784</b>
<b>REVENUE OVER/(UNDER) EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,480,541</b>	<b>(1,283,930)</b>	<b>196,611</b>	<b>\$ 247,835</b>
Other Sources	-	-	-	-	-	-	-	109	
Other Uses	-	-	-	-	-	-	-	108.69	
<b>OTHER SOURCES AND USES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 108.69</b>	
<b>RESULT OF ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,480,541</b>	<b>\$ (1,283,930)</b>	<b>\$ 196,720</b>	

<b>Additional Information to the Reader</b>	
<b>PRELIMINARY ESTIMATE - Fund Balance:</b>	
19 - 20 Beginning Fund Balance (Unaudited)	
Total 19 - 20 Beginning Fund Balance (Unaudited)	\$ 10,481,705
19 - 20 Actual Year to Date Revenue Over/(Under) Expense	\$ 196,611
19 - 20 Actual Year to Date Other Sources and Uses	\$ 109
19 - 20 Budget Remaining Revenue Over/(Under) Expense	\$ 247,835
19 - 20 Estimated Year End Result of Activities	\$ 444,555
<b>19 - 20 Estimated Ending Fund Balance (Unaudited)</b>	<b>\$ 10,926,259</b>

Seguin Independent School District  
Budget Amendment Detail For Debt Service Fund  
April, 2020

Budget Report - Attachment 1  
26-May-2020

Revenues:

Total Revenue Increase (Decrease)

\$ -

Expenditures:

Total Expenditures Increase (Decrease)

\$ -

**ACTION ITEM:**

**Approval of Donations Received April 2020**

**RECOMMENDATION:**

That the Board of Trustees approve donations received by the District during the month of April 2020.

**RATIONALE:**

District Board policy CDC (Local) states "...any (unsolicited) gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval."

**REFERENCE and COMPLIANCE:**

CDC (LOCAL) - Other Revenues: Gifts and Solicitations

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

None

**EXHIBITS:**

Proposed Donations

**RESOURCE PERSONNEL:**

Dr. Matthew Gutierrez, Superintendent  
Anthony Hillberg, CPA, Chief Financial Officer  
Sally Eckhart, Budget Coordinator

Submitted by:  
(Signature)  
(Name)  
(Address)  
(Telephone)



Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

Date Submitted: 05/26/20

**Donations Received By Seguin ISD  
During the 2019-20 School Year**

<b>Donor</b>	<b>Purpose</b>	<b>Campus Receiving Donation</b>	<b>Date Rcvd</b>	<b>Amount</b>	<b>Board Approval</b>
Faith Lutheran Church	Family Support Fund	Student Services	04/16/20	\$ 100.00	Pending

NOTE: This listing includes only documented, unsolicited donations received by the District during April 2020. Additional donations may have been received by campuses and subsequently deposited by the campus or student group without providing detailed documentation to the Business Department.

**ACTION ITEM:** **Approval of District-Wide Student Accident/Catastrophic Insurance from the Brokerage Store, Inc.**

**RECOMMENDATION:** That the Board of Trustees approve the renewal of Student Accident/Catastrophic insurance from The Brokerage Store for the 2020-21 school year in accordance with the option granted in June, 2018.

**RATIONALE:** The District awarded the student accident insurance to The Brokerage Store through a bid process in June 2018. This is the third optional year with a rate of \$57,169 for Group UIL and Catastrophic coverage. This cost reflects a credit for the 2019-20 school year due to the closures of schools and no UIL activities during the spring semester. Should the UIL committee decide not to open fall sports, a portion of the premium will be refunded as well.


**REFERENCE and COMPLIANCE:** FFD (LEGAL) Student Welfare-Student Insurance

**PAPERWORK IMPACT:** None

**BUDGET IMPACT / INFORMATION:** Funds are provided by the 2020-21 General Operating Fund Budget.

**EXHIBITS:** None

**RESOURCE PERSONNEL:** Anthony Hillberg, CPA, Chief Financial Officer  
Jennifer Raske, Purchasing Specialist

Submitted by:  Date Submitted: 05/26/20  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**ACTION ITEM:**

**Approval of the Publication of Notice of Public Meeting To Discuss Budget and Proposed Tax Rate**

**RECOMMENDATION:**

That the Board of Trustees set the date and time for the public meeting to discuss the 2020-21 budget and proposed tax rate for June 16, 2020 and set the proposed tax rate to be published as follows:

Maintenance & Operations Tax Rate	\$ .9764 per \$100 assessed valuation
Interest & Sinking Tax Rate	\$0.385 per \$100 assessed valuation
 Total Tax Rate	 \$1.3614 per \$100 assessed valuation

**RATIONALE:**

School districts must follow the notice and hearing requirements of Education Code Sections 44.001 through 44.006. These requirements identify the procedures a school district must follow in order to adopt a budget and a tax rate. Districts are required to publish a Notice of Public Meeting To Discuss Budget and Proposed Tax Rate in a local newspaper. The quarter-page ad includes the proposed tax rates, the change in maintenance and debt budgets from last year, comparison of appraised value information, total outstanding debt, comparison of property taxes on an average residence and unencumbered fund balances. The ad will be published no later than June 6, 2020.

The 2020-21 budget is scheduled for consideration and adoption by the Board on June 16, 2020 at the regular board meeting following the above referenced public meeting.

**REFERENCE and COMPLIANCE:**

CCG (LEGAL) Local Revenue Sources Ad Valorem Taxes, CE (LEGAL) and CE (LOCAL) Annual Operating Budget

**PAPERWORK IMPACT:**

None

**BUDGET IMPACT / INFORMATION:**

This action will cause a quarter page ad to be published in the local newspaper. The cost of this ad is provided for in the current budget.

**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Anthony Hillberg, CPA, Chief Financial Officer

Submitted by:  
(Signature)  
(Name)  
(Address)  
(Telephone)

Dr. Matthew Gutierrez, Superintendent  
1221 E. Kingsbury St., Seguin, TX 78155  
(830) 401-8614

Date Submitted: 05/26/20

**ACTION ITEM:**

**Approval of Credit by Exam Dates for 2020-2021**

**RECOMMENDATION:**

That the Board approve the Credit by Exam dates.

**RATIONALE:**

A school district must provide at least one window to test in each of the time frames listed below:

<b>Required Timeline as per 19 TAC §74.24</b>	<b>Seguin ISD Exam Dates</b>
July 1 - September 30	August 3-14, 2020
October 1 – December 31	November 2-13, 2020
January 1 - March 31	March 1-12, 2021
April 1 - June 30	May 24 – June 4, 2021

**REFERENCE and COMPLIANCE:**

EHDB (LOCAL), EHDC (LOCAL), and EHDC (LEGAL) Strategic Priority 1 – Improve student learning through improved instructional practice.

**PAPERWORK IMPACT:**

Minimal

**BUDGET IMPACT/ INFORMATION:**

Students will not be assessed a fee for the test; Seguin ISD will pay the exam fee.


**EXHIBITS:**

None

**RESOURCE PERSONNEL:**

Cynthia Borden, Director of Federal & State Accountability  
Mark Cantu, Chief of Staff and School Improvement

Submitted by:  
(Signature)



Date Submitted: 05/26/20

(Name) Matthew Gutierrez, Superintendent

(Address) 1221 E. Kingsbury St., Seguin, TX 78155

(Telephone) (830) 401-8614

**INFORMATION ITEM:**    **Strategic Priority and Initiative Report: Istation**

**RECOMMENDATION:**    That the Board of Trustees receives an update regarding Istation instructional reading levels in Kindergarten – 8<sup>th</sup> Grade.

**RATIONALE:**    The purpose of this report is to present the reading progress of students using Istation’s nationally normed Istation’s Indicators of Progress (ISIP). The assessment measures student growth with an engaging, computer-adaptive diagnostic and screening program. This instructional initiative is tied to closing student literacy gaps and reaching the District’s goal of 100% of students reading on grade level by the end of third grade.

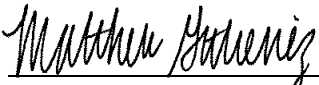
**REFERENCE and COMPLIANCE:**    Strategic Priority #1 Improve student learning through improved instructional practice

**PAPERWORK IMPACT:**    None

**BUDGET IMPACT/ INFORMATION:**    None

**EXHIBITS:**    Istation Presentation

**RESOURCE PERSONNEL:**    Mark Cantu, Chief of Staff & School Improvement

Submitted by:  Date Submitted: 05/26/20  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

# Strategic Priority and Initiative Report

Station: Indicators of Progress (ISIP)

May 2020 Board Meeting

# Strategic Priorities

## Strategic Priorities (Year 2 of 3)

1. Improve student learning through improved instructional practice
2. Engage parents, industry and community partners to enrich the experience of students and staff and to establish Seguin ISD as an integral part of the community
3. Create the conditions in Seguin ISD to recruit, retain and engage employees



# Strategic Initiatives

## Superintendent and Board Goals

1. **Increase K-3 literacy proficiency - 100% on level by end of 3rd grade**
2. Implement PLCs district-wide
3. Utilize Rigor and Relevance Framework district-wide
4. Develop a Guaranteed and Viable Curriculum



# Strategic Priority and Initiative Reports

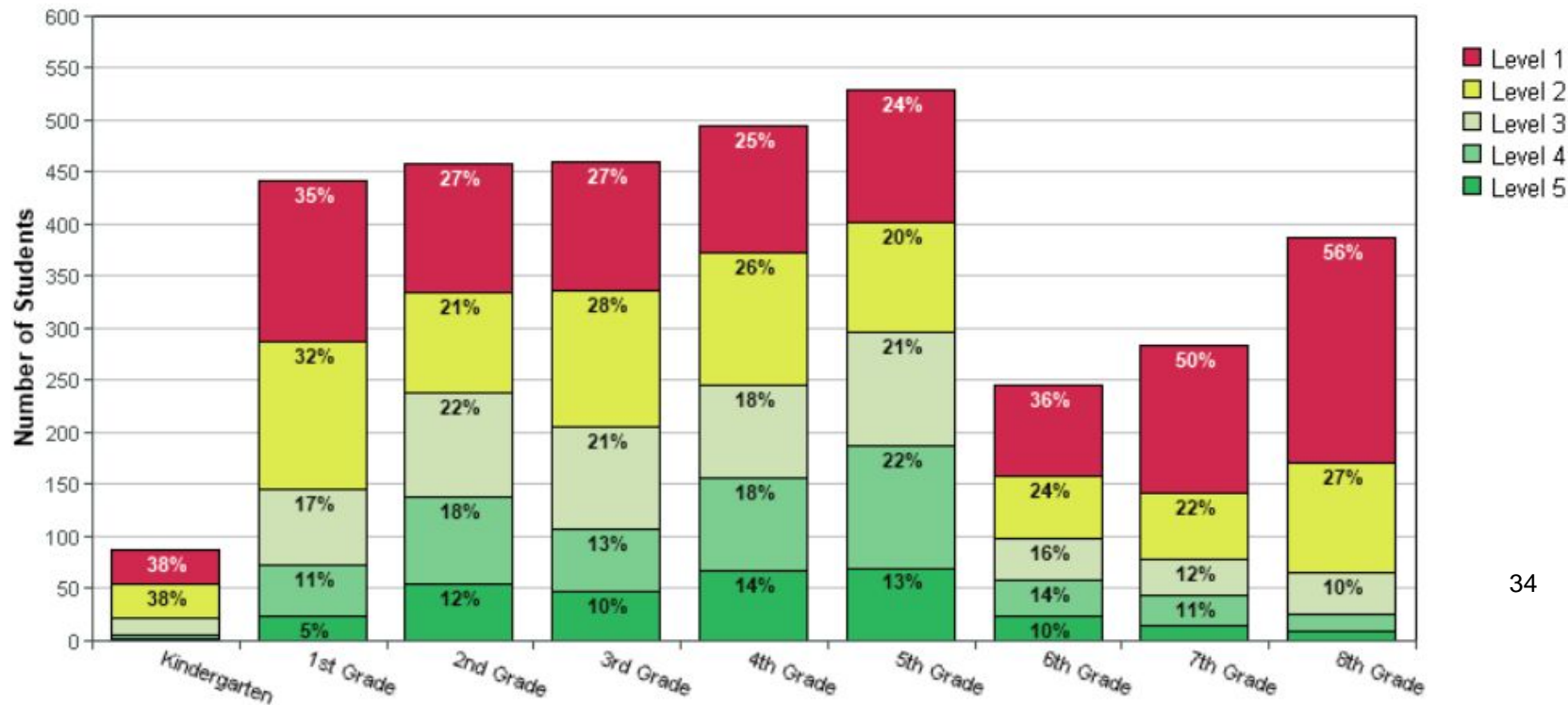
Initiatives	Report Time											
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>K-3 Literacy Proficiency - 100% on level by end of 3rd grade</b>			X			X			X	X		
<b>Implement PLCs district-wide</b>				X				X				
<b>Utilize Rigor and Relevance Framework district-wide</b>				X				X				
<b>Develop a Guaranteed and Viable Curriculum</b>					X					X		32



# Station's Indicators of Progress (ISIP)

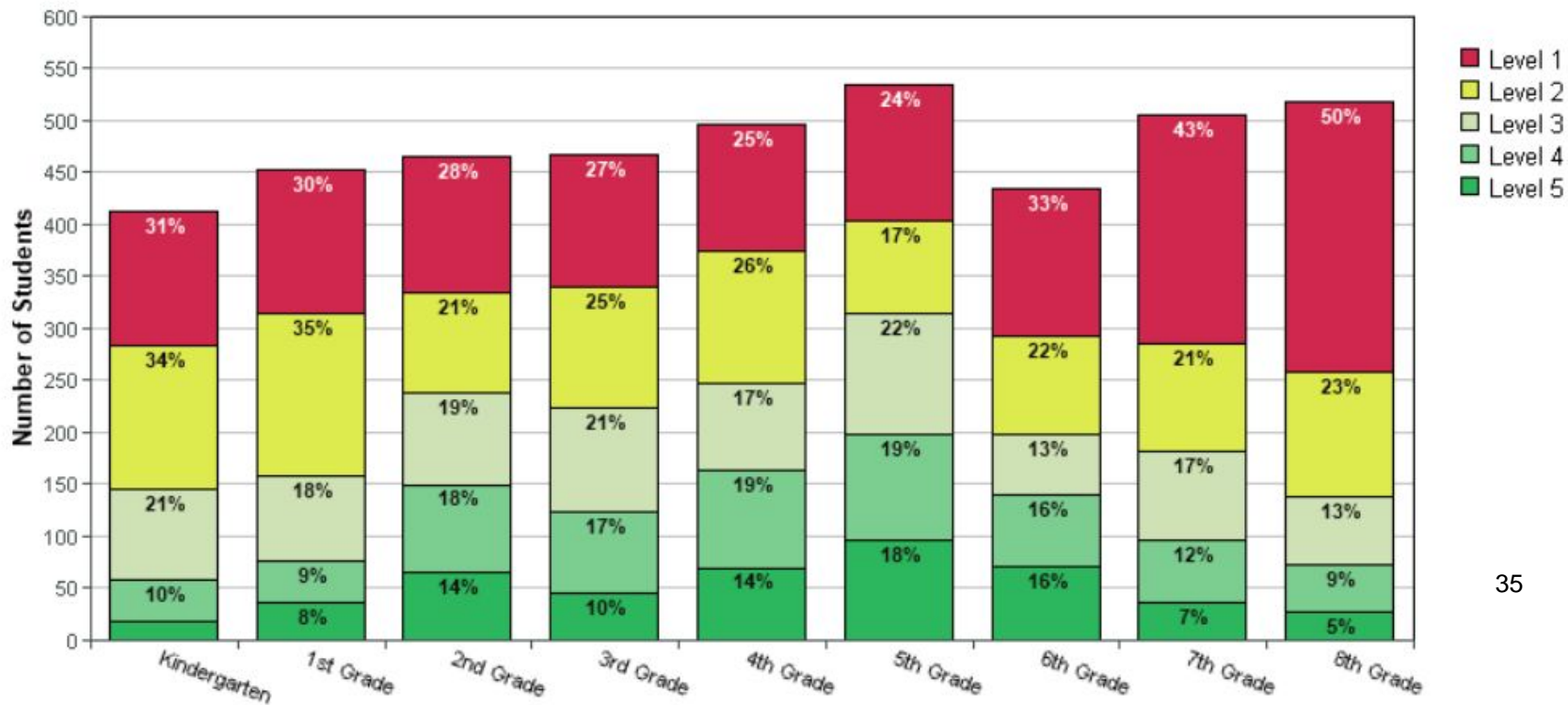
# Istation ISIP Data

All Grades - September 2019



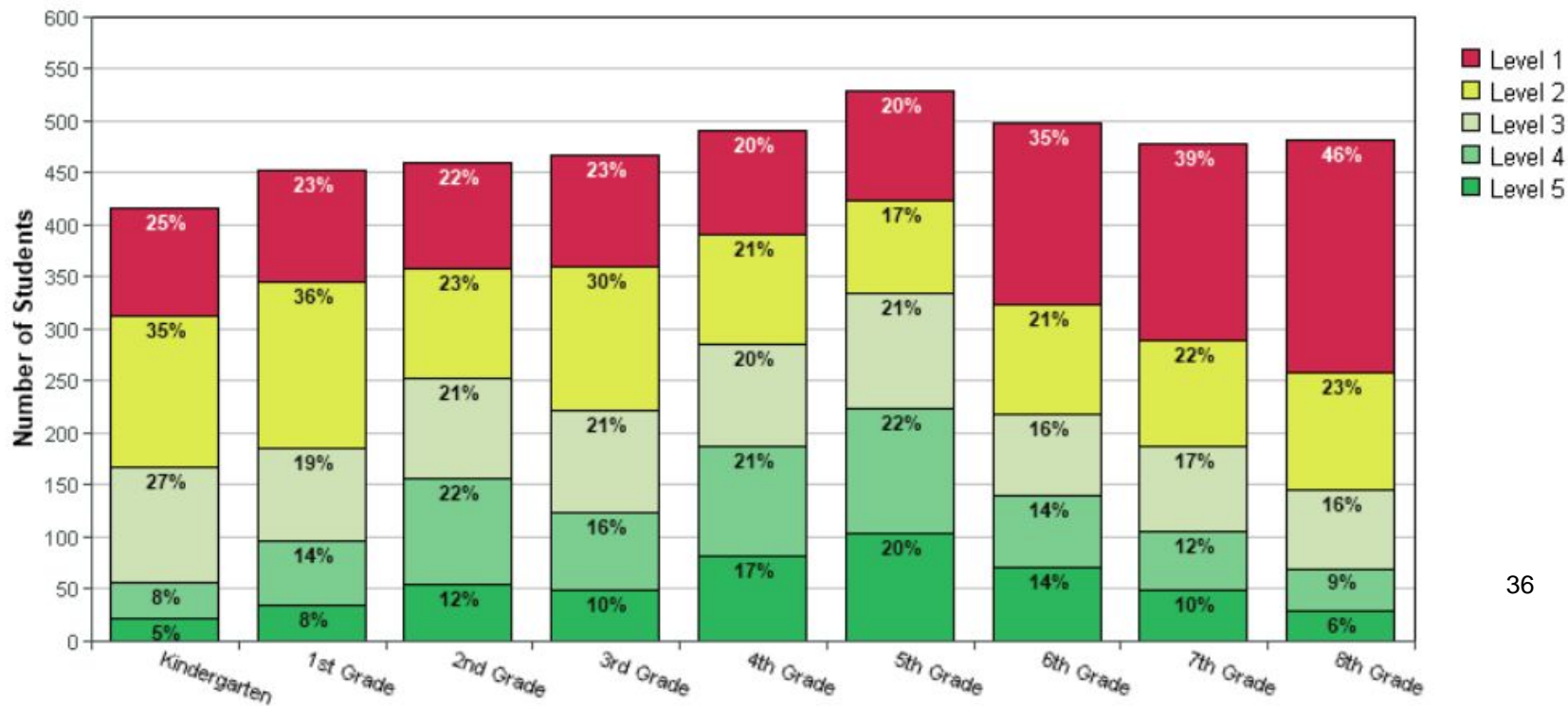
# Istation ISIP Data

All Grades - October 2019



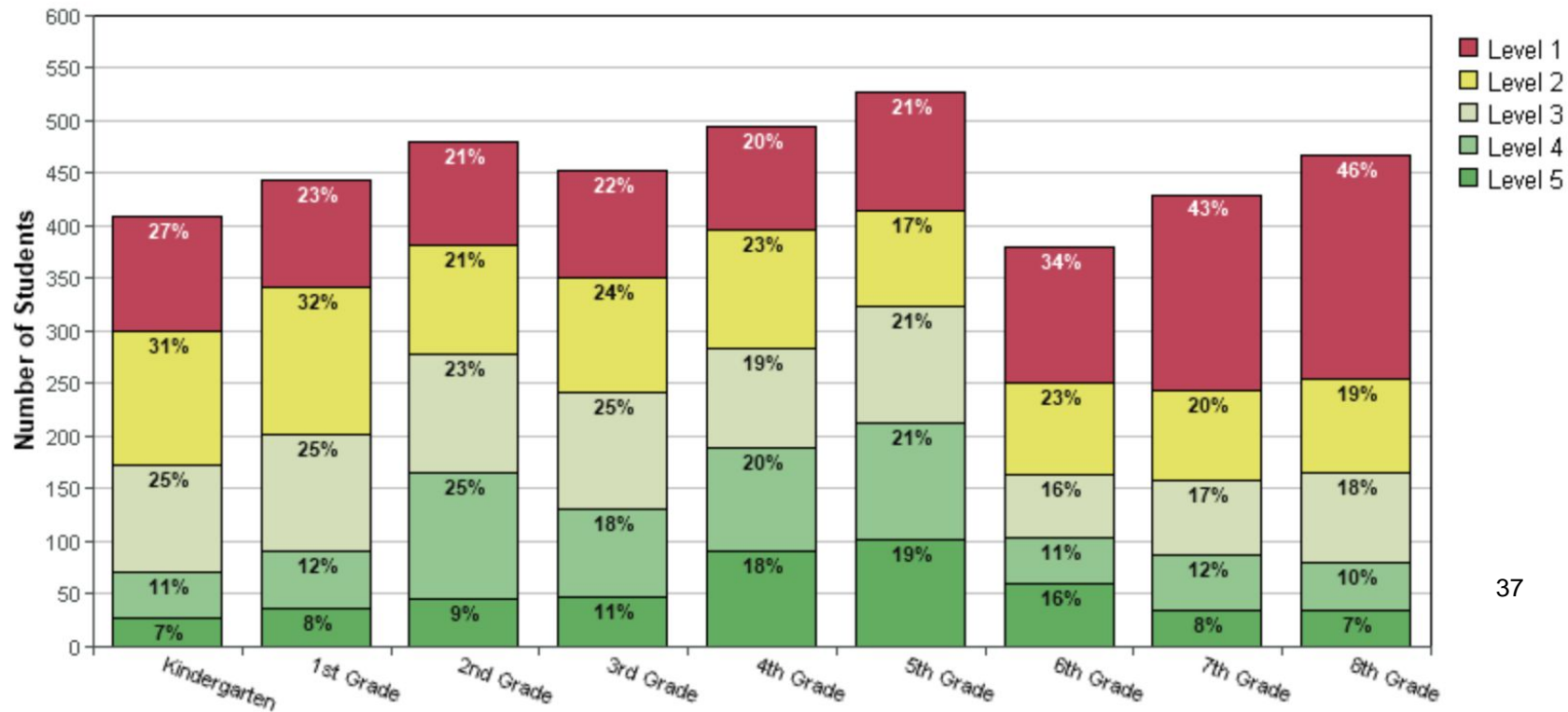
# Istation ISIP Data

All Grades - November 2019



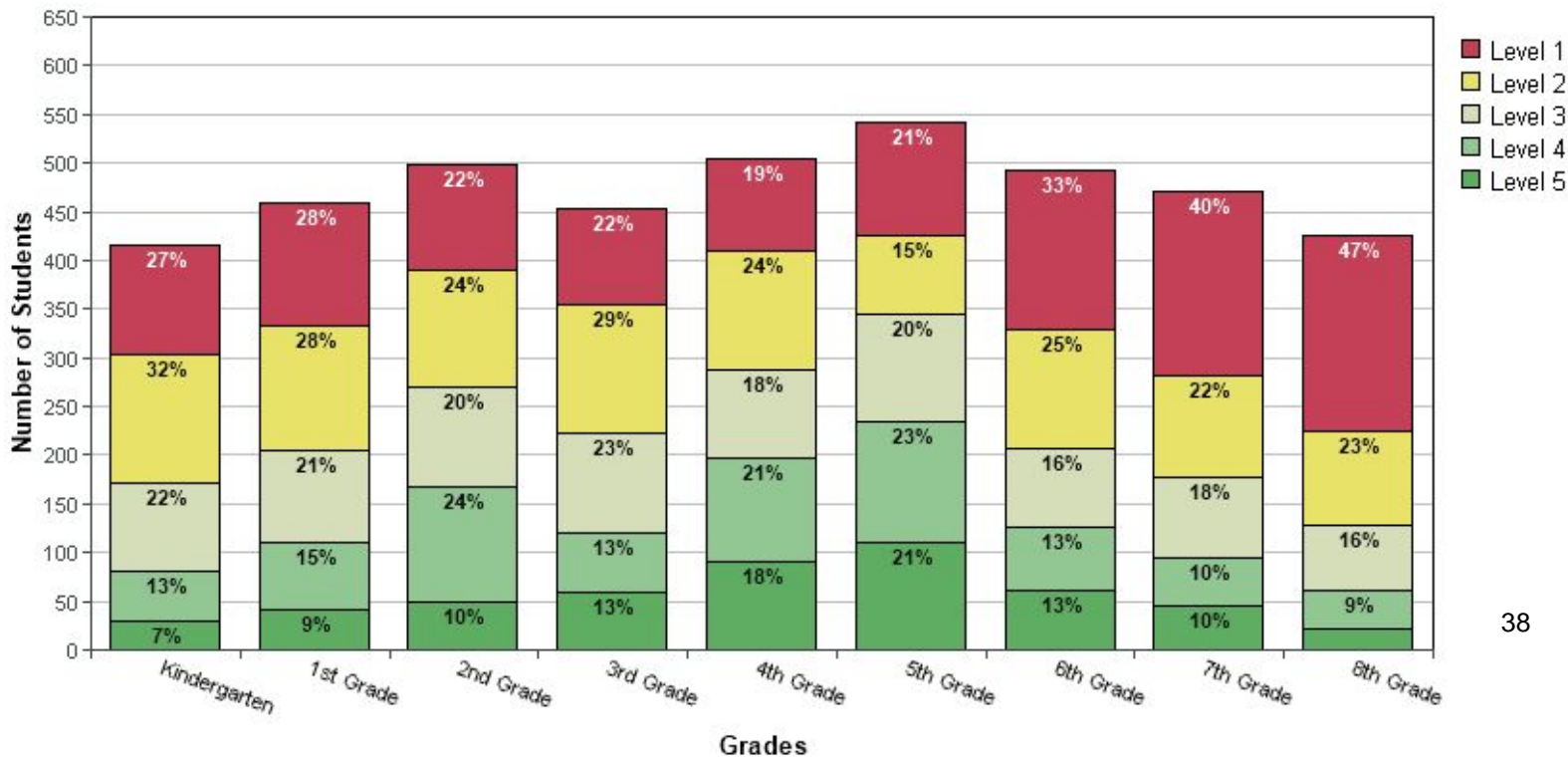
# Istation ISIP Data

All Grades - December 2019

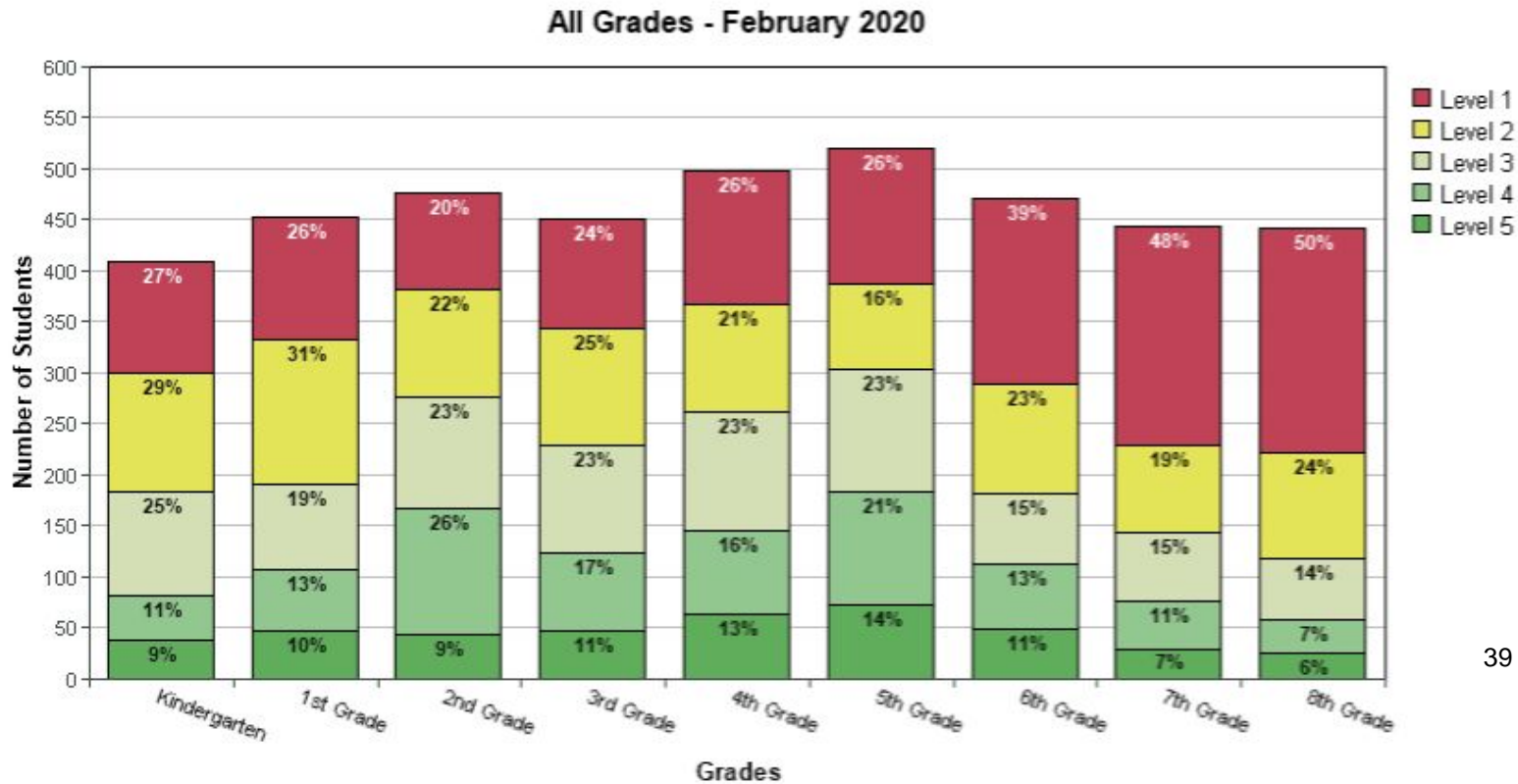


# Istation ISIP Data

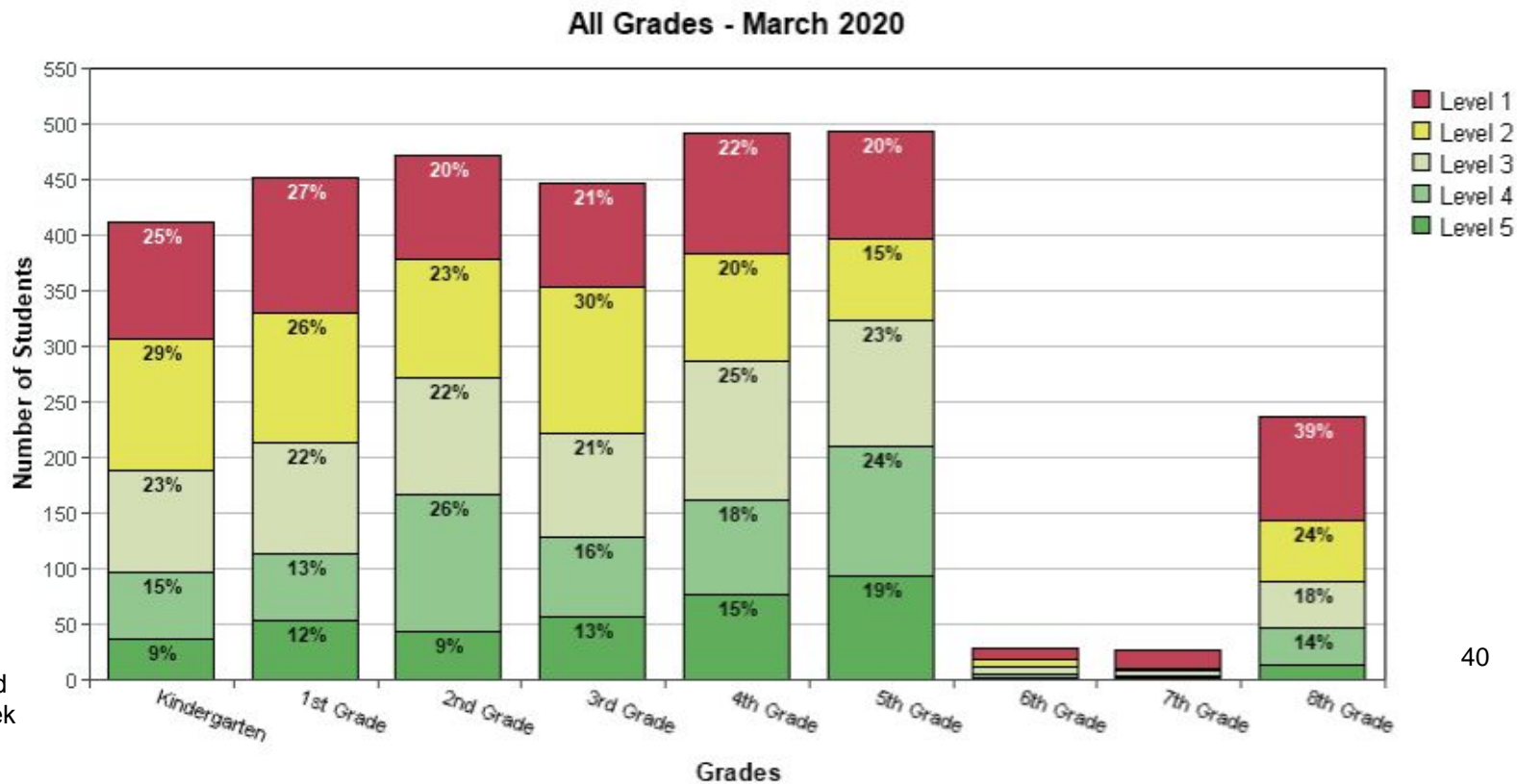
All Grades - January 2020



# Istation ISIP Data



# Istation ISIP Data

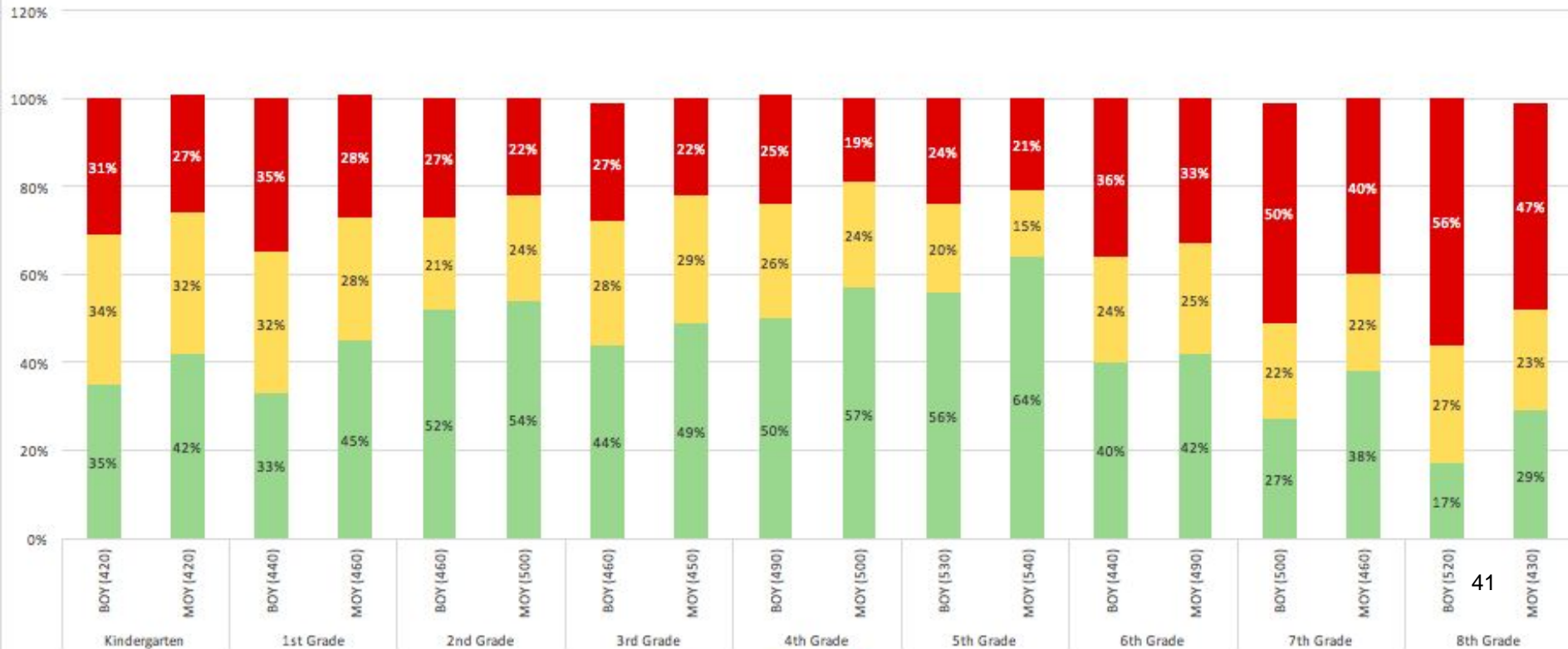


COVID-19 closure impacted Middle School testing window, so only a few students tested during the first week of March.

# Istation ISIP Data

Istation ISIP Data  
Beginning of Year (BOY) Compared to Middle of Year (MOY)

*COVID-19 closure impacts our ability to have End of Year testing data.*



41

BOY Data: Sept - Gr. 1-5; Oct - Gr. K, 6-8; MOY Data: Jan - Gr.

Level 3-5 Level 2 Level 1

# Data Trends and Analysis

**Goal is to be at 62% by May 2020 and 100% by May 2023**

Grade Level	Percentile Rank- As of March 2020	Next Steps (2020-2021)
Kinder	47%	<ul style="list-style-type: none"><li>❑ Utilize iread component of new HMH curriculum to provide targeted intervention to our Tier 3 students in phonics and other foundational skills.</li><li>❑ Develop PL plan to target foundational skills training for teachers.</li><li>❑ Continue to monitor implementation at the campus level.</li><li>❑ Utilize PLCs to review data monthly and devise an intervention plan.</li><li>❑ Hold district-wide PLCs to ensure messaging of intervention plans is clear across the district.</li></ul>
First	49%	
Second	53% (On track to meet EOY Goal)	
Third	56% (On track to meet EOY Goal)	
Fourth	46%	
Fifth	52% (On track to meet EOY Goal)	

# Data Trends and Analysis

**Goal is to be at 62% by May 2020 and 100% by May 2023**

- **AJB -**
  - Level 1 made moderate level of improvement.
  - Level 2 made high level of improvements
- **Barnes -**
  - Levels 1, 4, and 5 made moderate level of improvement
  - Levels 2 and 3 made high level of improvement
- **March data for middle schools not reliable due to COVID-19; testing window was scheduled for the week after spring break.**



# Next Steps

- Review and plan for next year to close gaps due to COVID-19 closure.
- Continue monitoring student by student at the campus and district level monthly.
- Increase minutes of student activity each month prioritizing students at Levels 1 and 2
- Use data to drive small group instruction



**ACTION ITEM:** **Possible Action to Approve Superintendent’s Evaluation Instrument**

**RECOMMENDATION:** That the Board of Trustees approve the Superintendent’s Evaluation Instrument.

**RATIONALE:** The Board by state statute and policy must evaluate the Superintendent at least every 15 months before the Board evaluates the Superintendent it shall approve the instrument.

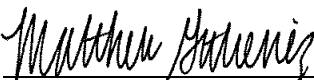
**REFERENCE and COMPLIANCE:** BJCD ([LEGAL](#)) and ([LOCAL](#)) Superintendent: Evaluation Strategic Priority 3: Create the conditions in Seguin ISD to recruit, retain and engage employees

**PAPERWORK IMPACT:** None

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** Evaluation Instrument

**RESOURCE PERSONNEL:** Dr. Matthew Gutierrez, Superintendent  
Mark Cantu, Chief of Staff & School Improvement

Submitted by:  Date Submitted: 05/26/20  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**ACTION ITEM:** **Approval of Resolutions for TASB Advocacy Agenda**

**RECOMMENDATION:** That the Board of Trustees consider approval of two resolutions to be considered for the TASB 2018-2020 Advocacy Agenda.

**RATIONALE:** The Texas Association of School Boards (TASB) invites school boards to submit resolutions or amend current resolutions in the 2018-20 Advocacy Agenda. Resolution proposals will be accepted until 11:59 p.m. on June 15, 2020. Each resolution must be adopted by the board.

Due to the closure of school buildings this spring, the two resolutions under consideration by the Seguin ISD Board of Trustees for the TASB 2018-2020 Advocacy Agenda are:

1. TASB advocates for ceasing the current A-F accountability rating system for the 2020-2021 and 2021-2022 school years.
2. TASB advocates for ceasing the administration of STAAR standardized testing for the 2020-2021 and 2021-2022 school years and affording school districts the opportunity to utilize locally developed diagnostic assessment or universal screeners.

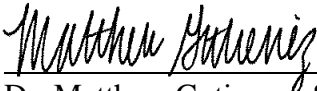
**REFERENCE and COMPLIANCE:** EB (LEGAL) and EB (LOCAL) SCHOOL YEAR

**PAPERWORK IMPACT:** None

**BUDGET IMPACT/ INFORMATION:** None

**EXHIBITS:** Seguin ISD Resolution for TASB Advocacy Agenda  
TASB Advocacy Resolution Form

**RESOURCE PERSONNEL:** Cinde Thomas-Jimenez, Board President  
Dr. Matthew Gutierrez, Superintendent

Submitted by:  Date Submitted: 05/26/20  
(Signature) \_\_\_\_\_  
(Name) Dr. Matthew Gutierrez, Superintendent  
(Address) 1221 E. Kingsbury St., Seguin, TX 78155  
(Telephone) (830) 401-8614

**Seguin ISD Resolution for TASB Advocacy Agenda  
May 26, 2020**

Whereas, The Texas Association of School Boards (TASB) annually calls upon districts to submit new Advocacy Resolutions that will help form TASB's responses to issues before the Legislature and other governmental entities during the legislative session;

Whereas, The deadline to submit new resolutions or amend current resolutions in the 2018-2020 Advocacy Agenda is June 15, 2020;

Whereas, The closure of Texas public school buildings in spring 2020 resulted in the unprecedented disruption of the traditional education process;

Whereas, It will take several years for students to recover from the learning loss coupled with the amount of time that students have not been in school;

Whereas, It is unfair to penalize school districts that currently and historically face the daily challenges that come with poverty;

Whereas, The previous Texas school accountability rating system that rated districts and schools with Met Standard/Did Not Meet Standard and distinction designations did not unfairly stigmatize certain districts and schools when compared to the current A-F accountability rating system;

Whereas; Administration of the STAAR exam and the current A-F accountability rating system unfairly stigmatizes certain districts, schools, teachers and students, thereby impacting their self confidence and resulting in a negative image of schools and community;

Now, therefore, be it resolved that the Seguin ISD Board of Trustees hereby approves the following to be submitted and considered as TASB 2018–2020 Advocacy Agenda Resolutions:

1. TASB advocates for ceasing the current A-F accountability rating system for the 2020-2021 and 2021-2022 school years.
2. TASB advocates for ceasing the administration of STAAR standardized testing for the 2020-2021 and 2021-2022 school years and affording school districts the opportunity to utilize locally developed diagnostic assessment or universal screeners.

**PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE GOVERNING BODY ON THIS 26TH DAY OF MAY, 2020.**

Members voting in favor of the Resolution:

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Cinde Thomas-Jimenez, President  
Seguin ISD Board of Trustees

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Benito Amador, Secretary  
Seguin ISD Board of Trustees

# Advocacy Resolution

**Please note:**

- Your district may propose a new resolution or a resolution adopted by a previous Delegate Assembly. **Resolutions must be submitted on this form.** Attachments will not be considered, and each resolution must have its own district rationale supporting its adoption.
- Express each proposal as a **short, simple sentence** stating the position you wish TASB to take regarding a matter of interest to your school district.
- Use copies of this form if submitting more than one resolution.
- Express **in paragraph form** your district’s rationale for the proposed resolution in the “statement of reasons” section below.
- The language of the proposal and rationale will be edited for length, style, and clarity. Substantive changes in the language of the proposed resolution or amendment shall be referred to the district for approval by a district representative.
- Similar submissions will be combined. Each district will then appear as a cosponsor of the combined proposal.

**Proposed resolution:** TASB advocates for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Statement of reasons:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above proposed resolution was approved by our board on \_\_\_\_\_.  
*(Date of meeting)*

**Board president’s signature** \_\_\_\_\_

**Name of school district** \_\_\_\_\_

**County-district number** \_\_\_\_\_

Please e-mail your board’s proposed resolution(s) by June 15, 2020, to Athena Frangeskou with TASB Governmental Relations at [athena.frangeskou@tasb.org](mailto:athena.frangeskou@tasb.org).

**ACTION ITEM:**

**Consider Recommendations for Term Contracts and Employment Agreements for Administrative Personnel**

**RECOMMENDATION:**

That the Board approve contract renewals, employment agreements, and/or extensions for administrative personnel as recommended.

**RATIONALE:**

As stated in Board Policy DC (Local), General Provisions: All term contracts shall be in writing in a form approved by the School Board setting forth the length of the contract and other terms and conditions of employment.

Employment agreements are currently in use for Chief Officer administrators whose duties are not covered by Chapter 21 of the Texas Education Code.

**REFERENCE and COMPLIANCE:**

DC (LEGAL) DC (LOCAL) Employment Practices  
Strategic Priority 3: Create the conditions in Seguin ISD to recruit, retain and engage employees.

**PAPERWORK IMPACT:**

For contract renewals, employment agreements, and/or extensions that are approved, employees will receive an electronic and/or a written contract or employment agreement. For contract renewals, employment agreements, and/or extensions that are not approved, employees will be notified in writing.

**BUDGET IMPACT/ INFORMATION:**

This item will have little effect on the 2020-2021 budget.

**EXHIBITS:**

Contract and Employment Agreement Recommendations for Administrators, page 1-1.

**RESOURCE PERSONNEL:**

Cynthia J. Moreno, Deputy Chief of Staff and Human Resources

Submitted by:

(Signature)



Date Submitted: 05/26/20

(Name)

Dr. Matthew Gutierrez, Superintendent

(Address)

1221 E. Kingsbury St., Seguin, Texas 78155

(Telephone)

(830) 401-8614

**ACTION ITEM:**

**Personnel Action Professional Employees**

**RECOMMENDATION:**

The Board of Trustees recognizes and acknowledges the new professional hires for the 2019 – 2020 school year and the resignations listed below.

**FOR BOARD'S  
ACKNOWLEDGMENT  
ELECTIONS:  
TEACHERS:**

**Armitage, Ivy, Barnes Middle School, effective 8/10/2020**  
**Casso, Valerie, Jefferson Elementary, effective 8/10/2020**  
**Cowey, Kambri, Jefferson Elementary, effective 8/10/2020**  
**De Palermo, Kacey, Vogel Elementary, effective 8/10/2020**  
**Fontanella, Veronica, Seguin High School, effective 8/10/2020**  
**Ireland, Andrew, Seguin High School, effective 8/10/2020**  
**Key, Jennifer, AJB Middle School, effective 8/10/2020**  
**Lee, Jessy, Seguin High School, effective 8/10/2020**  
**Morales, Amanda, Barnes Middle School, effective 8/10/2020**  
**Nava, Baldemar, Weinert Elementary, effective 8/10/2020**  
**Roe, Jessica, Vogel Elementary, effective 8/10/2020**  
**True, John, Seguin High School, effective 8/10/2020**  
**Tyson, Sylvia, Seguin High School, effective 8/10/2020**  
**West, Brandon, Barnes Middle School, effective 8/10/2020**

**ADVANCEMENT:**

**Dunn, Lee Ann, Rodriguez Elementary, effective 7/20/2020**  
Ms. Dunn to Assistant Principal.

**FOR BOARD'S  
ACKNOWLEDGEMENT  
RESIGNATIONS:**

**Bade, Michael, Barnes Middle School, effective 5/29/2020**  
Mr. Bade, Choir Teacher, has resigned to accept a position in the private sector.

**Bartolo, Savanna, McQueeney Elementary, effective 5/29/2020**  
Ms. Bartolo, KG Teacher, has resigned due to relocation.

**Cooper, Laura, Learning and Leadership Services, effective 6/30/2020**  
Ms. Cooper, Director of Elementary & Secondary Education, has resigned due to personal reasons.

**Dr, Grijalva, Benjamin, AJB Middle School, effective 6/30/2020**  
Dr. Grijalva, Principal, has resigned due to personal reasons.

**Edwards, Johnel, Jefferson Elementary, effective 5/29/2020**  
Ms. Edwards, 5<sup>th</sup> Grade Teacher, has resigned and elected to retire.

**Flack, Brent, Special Education Dept., effective 6/5/2020**

Mr. Flack, Special Education Campus Coordinator, has resigned to accept a position with Fredericksburg ISD.

**Flack, Laura, Vogel Elementary, effective 6/16/2020**

Ms. Flack, Principal, has resigned to accept a position with Fredericksburg ISD.

**Gerlich, Dwayne, Seguin High School, effective 5/29/2020**

Mr. Gerlich, Head Basketball Coach/Teacher, has resigned and elected to retire,

**Gibbs, Kendra, Seguin High School, effective 5/29/2020**

Ms. Gibbs, Social Studies Teacher, has resigned and elected to retire.

**Gonzalez, Jacquelyn, Special Education Dept., effective 5/29/2020**

Ms. Gonzalez, Auditory Impairment Teacher, has resigned due to personal reasons.

**Hernandez, Meredith, Vogel Elementary, effective 5/29/2020**

Ms. Hernandez, KG Teacher, has resigned to accept a position with Navarro ISD.

**Kalina, Betty, Weinert Elementary, effective 5/29/2020**

Mrs. Kalina, 2<sup>nd</sup> Grade Teacher, has resigned due to personal reasons.

**Laymon, John, Seguin DAEP at Saegert, effective 5/29/2020**

Mr. Laymon, Special Education Teacher, has resigned due to relocation.

**Martin, Brandy, AJB Middle School, effective 5/29/2020**

Ms. Martin, Reading Teacher, has resigned due to family reasons.

**Martinez, Haley, Vogel Elementary, effective 5/29/2020**

Ms. Martinez, 2<sup>nd</sup> Grade Teacher, has resigned to accept a position closer to home.

**Martinez-Saenz, Narda, Rodriguez Elementary, effective 5/29/2020**

Ms. Martinez-Saenz, 4<sup>th</sup> Grade Bilingual Teacher, has resigned due to personal reasons.

**Mckinney, Amber, Seguin High School, effective 5/29/2020**

Ms. Mckinney, Special Education Teacher/Coach, has resigned to accept a position with Judson ISD.

**Nixon, Sherri, Vogel Elementary, effective 5/29/2020**

Ms. Nixon, 1<sup>st</sup> Grade Teacher, has resigned and elected to retire.

**Ramirez, Sheila, Seguin High School, effective 5/29/2020**

Ms. Ramirez, ELA Teacher, has resigned to accept a position closer to home.

**Tristan, Doris, Vogel Elementary, effective 5/29/2020**

Ms. Tristan, 2<sup>nd</sup> Grade Teacher, has resigned and elected to retire.

**Welch, Stormy, AJB Middle School, effective 5/29/2020**

Ms. Welch, Science Teacher, has resigned to accept a position in the private sector.

**White, Merry, Jefferson Elementary, effective 6/16/2020**

Ms. White, Principal, has resigned and elected to retire.

**Wilson, Teresa, Seguin High School, effective 5/29/2020**

Ms. Wilson, Chemistry Teacher, has resigned to accept a position with Comal ISD.

**Wood, Pamela, Vogel Elementary, effective 5/29/2020**

Ms. Wood, 3<sup>rd</sup> Grade Teacher, has resigned and elected to retire.

**Zipp, Elizabeth, Jeffeson Elementary, effective 5/29/2020**

Ms. Zipp, 3<sup>rd</sup> Grade Teacher, has resigned and elected to retire.

**RATIONALE:**

Strategic Priority 3: Create the conditions in Seguin to recruit, retain and engage employees.

**REFERENCE and COMPLIANCE:**

DC (LEGAL), DC (LOCAL), Employment Practices

**BUDGET IMPACT/ INFORMATION:**

None

**PAPERWORK IMPACT:**

This item will result in following-up communication with the employee

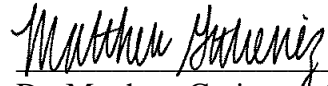
**EXHIBITS:**

Information Sheet

**RESOURCE PERSONNEL:**

Mark Cantu, Chief of Staff & School Improvement  
Cynthia Moreno, Deputy Chief of Staff & Human Resources

Submitted by:  
(Signature)  
(Name)  
(Address)  
(Telephone)

 Date Submitted: 05/26/20  
Dr. Matthew Gutierrez, Superintendent  
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(830) 401-8614